

REQUEST FOR PROPOSAL
Grant Writing Services – Nine Rails Creative District



Prepared by
Ogden City Community & Economic Development
December 31, 2018

REQUEST FOR PROPOSAL

Grant Writing Services – Nine Rails Creative District

Ogden City Corporation is requesting proposals from qualified entities to provide grant-writing services for various projects in the Nine Rails Creative District. Ogden City, working in conjunction with Ogden Downtown Alliance and the Nine Rails District Association, anticipates that it will identify various projects in the Nine Rails Creative District that require grant funding and intends to apply for applicable grants throughout 2019. We are therefore soliciting proposals from experienced individuals or organizations to develop grant applications for these projects.

Proposal packets may be obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, or by downloading proposal packets from the Ogden City website at bids.ogdencity.com. Bidders are responsible for securing any and all addenda issued.

Proposals will be accepted **no later than 3 PM on January 18, 2019**. Respondents shall submit four (4) hard copies of their proposal to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510 Ogden UT 84401 or deliver package to the 2nd Floor information desk at the same address. **Late proposals will not be accepted.**

Ogden City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes bids from women and minority-owned businesses.

Published: January 6 & 13, 2019

1. PURPOSE

Ogden City Corporation is requesting proposals from qualified entities to provide grant-writing services for various projects in the Nine Rails Creative District.

Ogden City, working in conjunction with Ogden Downtown Alliance and the Nine Rails District Association, anticipates that it will identify various projects in the Nine Rails Creative District that require grant funding and intends to apply for applicable grants throughout 2019. We are therefore soliciting proposals from experienced individuals or organizations to develop grant applications for these projects.

2. SCOPE OF SERVICES, BUDGET, AND SCHEDULE

Ogden City is currently working to develop the new Nine Rails Creative District as an “epicenter for art and culture that provides opportunities for the creative community to live, develop, share, and teach their diverse skills for the benefit of Ogden’s artists, citizens, and visitors.” More information about the project and the Nine Rails Creative District Master Plan can be viewed at www.ninerailsogden.com.

Various arts-related projects, programs, and activities are needed to support development of the Nine Rails Creative District. Project concepts and priorities are currently being developed by the Nine Rails District Association, with support from Ogden City and Ogden Downtown Alliance. Ogden City anticipates that grant funding will be required to implement many of these projects. We are therefore seeking experienced individuals or organizations to develop grant applications for these projects, to be submitted throughout 2019.

The scope of services will include the following:

- Attend monthly Nine Rails District Association meetings
- Coordinate and facilitate additional meetings with key stakeholders to develop project concepts for grant funding
- Maintain a prioritized list of project concepts that require grant funding
- Develop a list of relevant grant programs with funding amounts, deadlines, and key requirements
- Working in conjunction with Ogden City and Ogden Downtown Alliance, determine which grant programs should be pursued and for which project concepts
- Develop grant applications for the relevant grant programs
- Track submitted applications and awards

- Provide a written summary to Ogden City each month with an updated project list, grant program list, and tracking sheet showing which applications have been submitted and/or awarded

The budget for this project is not to exceed \$10,000. Work shall be billed based on hours worked, using standard billing rates that will be specified in a written agreement with Ogden City.

The timeline for this project will depend on grant program deadlines, but is anticipated to end no later than December 2019.

3. CONTENT OF PROPOSAL

Responses to the RFP must be submitted as follows:

- Proposal containing four (4) hard copies submitted to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510 Ogden UT 84401 or deliver package to the 2nd Floor information desk at the same address.
- Plainly marked with proposer's name and title
- Company or organization name (if applicable)
- Indicate RFP **Grant Writing Services – Nine Rails Creative District**
- Overview of the company or organization
- Resumes or bios for key personnel who will be assigned to this project
- Description of relevant skills and experience, to include:
 - Experience developing grant applications
 - Experience developing project concepts and budgets
 - Ability to collaborate with key stakeholders in developing projects and grant applications
 - Knowledge of common grant program requirements
 - Knowledge of arts-related programming and activities
- List of past grant applications that have been awarded funding, to include:
 - Grant program title
 - Project name and description
 - Funding amount awarded
 - Description of role in securing the grant
- Standard hourly billing rates for nonprofit/government sector
- References (2) including current contact information

Deadline for submittal: 3PM on January 18, 2019.

No exceptions for late submissions.

4. EVALUATION CRITERIA

Proposals will be judged on multiple criteria, and not solely on price. The firm or firms found to be most qualified and in the City's best interest, shall be selected. Criteria used in evaluating the proposals will include but may not be limited to the following:

1. **Skills & Experience (30 points).** The proposal should include a description of relevant skills and experience.
2. **Past Success with Grant Applications (30 points).** The proposal should include a list of past grant applications that have been awarded funding.
3. **References/Company Credentials (20 points).** The proposal should include an overview of the company or organization (if applicable) and resumes or bios for key personnel. The proposal should also include a minimum of two (2) references. References must contain current contact information. (i.e. name, title, phone and address)
4. **Billing Rates (20 points).** The proposal should include standard billing rates for the nonprofit/government sector.

A Selection Committee will evaluate each submittal according to the criteria set forth above. The Selection Committee will select a firm based on the submittals received. No formal interviews are anticipated; however, the Selection Committee reserves the right to ask for interviews as needed. The City reserves the right to award contracts to one or more qualified Providers. The City may perform a due diligence process on the Firm receiving the highest evaluation.

5. ADDITIONAL INFORMATION

Equal Opportunity - Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.

Award of Contract - The selection of the company will be made by a selection committee comprised of City employees and representatives of City partners or contractors. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of the Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

6. GENERAL TERMS AND CONDITIONS

All costs related to the preparation of proposals and any related activities are the sole responsibility of the respondent. No reimbursement will be made by Ogden City for any costs incurred in preparing proposals.

Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of the City and will not be returned to the respondent.

Public records: Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, they are required to provide a written request for business confidentiality to the Ogden City Recorder at the time the proposal is submitted.

The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The City reserves the right to issue contracts to multiple service providers.

Ogden City reserves the right to cancel or modify this request for proposal. There is no guarantee that Ogden City will enter into an agreement for the requested services.

Ogden City welcomes and encourages proposals from women and minority owned businesses.