



CITY OF MUSKEGON

REQUEST FOR QUALIFICATIONS

PROJECT NAME: Grant Management Services

DATE OF ISSUANCE: August 23, 2024

DATE PROPOSAL DUE: September 24, 2024

ISSUING OFFICE: City of Muskegon
c/o – Peter Wills
933 Terrace St
Muskegon, MI 49440
Tel. (231) 724-4144

TABLE OF CONTENTS

PROPOSAL & AWARD.....	3
INSTRUCTIONS TO BIDDERS.....	4
SPECIFIC PROJECT INFORMATION.....	6
CONTENTS OF PROPOSAL	7
EVALUATION	7
LOCAL PREFERENCE.....	7
DISADVANTAGED CONTRACTOR GOALS.....	8
SCHEDULE.....	8
INSURANCE REQUIREMENTS.....	9

Note: Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFQ, please contact Peter Wills at the City of Muskegon via (231) 724-4144 or via E-mail at peter.wills@shorelinecity.com.

PROPOSAL & AWARD

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature _____ Title _____

Print Name _____ Date _____

Firm Name _____

Address _____

Telephone No. _____

E-Mail _____

Fax No. _____

INSTRUCTIONS TO BIDDERS

QUALIFICATIONS

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

Each bidder will include in their proposal a listing of any proposed sub-consultant/contractor and the name and address of each which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and experience of any proposed subcontractor for prior approval.

SUBMITTAL OF PROPOSALS

Three (3) copies of the proposal documents shall be submitted in a sealed envelope to:

City of Muskegon
Attn: Clerk's Office
RE: Grant Management Services
933 Terrace Street
Muskegon, MI 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular RFP for which the proposal is offered.

The proposals shall be submitted no later than 2:00 PM, September 24th, 2024 at which time all proposals will be opened, and bids read aloud.

AWARD / REJECTION OF QUALIFICATIONS

The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The bidder to whom the award is made will be notified at the earliest possible date. All bidders submitting proposals will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

CITY RESPONSIBILITIES

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager (Peter Wills) with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposals, and other documents prepared by the bidder and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the bidder in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

SPECIFIC PROJECT INFORMATION

INTRODUCTION TO PROJECT

The City of Muskegon is seeking qualifications from qualified vendors to render grant management services including, but not limited to, identifying eligible grant opportunities, drafting proposals, and managing the application process. The City intends to achieve its goals and objectives, in part, through the provision of resources and support of a qualified vendor to pursue grant funding in Fiscal Year 2025, July 1, 2024 – June 30, 2025.

Sources of grant funding opportunities would be those offered by the state and federal government, as well as foundations and corporations.

The City is committed to utilizing grants to expand current operational activities including, but not limited to, program development, advocacy, capacity building, research, public awareness, and project implementation.

SCOPE OF SERVICES

As a baseline for the project proposal, the City seeks vendors who have the capacity to offer the following scope of services including, but not limited to, the following –

- Strategic Development – assess organizational objectives and develop a plan.
- Funding Identification - identify source opportunities and develop a funding strategy.
- Readiness Assessment – assess organizational readiness to apply for grant funding, develop a plan to improve chances of success, and draft grant proposals.
- Compliance & Reporting – as necessary, assist in the compliance of all applicable grant regulations and reporting requirements through the development of a compliance plan, tracking of expenditures, and progress reporting.

The contract period would be Fiscal Year 2025 which is July 1, 2024 through June 30, 2025.

Additional work may be required over and above that level, and will be negotiated as necessary.

The City anticipates there will be a need for in person meetings with organization staff to conduct assessments, and assist in the planning, drafting and management of selected grant proposals.

CONTENTS OF PROPOSAL SUBMITTAL

At a minimum, each proposal shall include the following items:

- Signed and completed proposal & award page.
- Summary of professional experience, organizational capacity, other services provided by the firm.
- Description of past experience in successfully securing grant funds, including name of grant(s) and amount of the award(s).
- Description of past experience in pursuing and obtaining environmental justice funding, particularly as part of the Federal government's Justice40 Initiative.
- Narrative of understanding of service.
- Expenses and fees which would be charged in the performance of all work elements described in the scope of services.

EVALUATION

Staff will review the submitted proposals and make a recommendation to the City Commission for award based on the current purchasing policies of the City. The following points will be used as scoring criteria of the proposals submitted; (40) Qualifications of Team, (30) Understanding of Service, (20) Priced Proposal, (10) Location.

The City's purchasing policy is established to ensure purchasing activities that are fair and equitable, maximize purchasing value for public funds, and to maintain a procurement system of quality and integrity throughout the procurement process. These policies and procedures are intended to ensure that all city funds are expended in accordance with sound business practices, recorded in compliance with acceptable accounting procedures, and meet the requirements of federal and state agencies that may assist in the financing activities of the City of Muskegon.

LOCAL PREFERENCE

The City Commission may give preference to local vendors as follows.

- Vendors located in the City of Muskegon may be awarded purchases or contracts when the lowest qualified local bid/price is within 2% or less of the lowest qualified non-local bid.

- An additional 0.5% difference in bid amount (for a total of 2.5%) will be considered for those qualified vendors located in the City of Muskegon which are not-for-profit and provide social services to City of Muskegon residents.
- Vendors located in Muskegon County may be awarded purchases or contracts when the lowest qualified local bid/price is within 1% or less of the lowest non-local bid.
- For purchases under \$1,000, local vendors shall be solicited unless valid reasons determine this is not in the best interest of the City.

DISADVANTAGED CONTRACTOR GOALS

The City Commission establishes goals for disadvantaged contractor participation in each trade as follows.

- 14% minority owned businesses
- 7% female owned businesses

A Disadvantaged Contractor Affidavit listing all disadvantaged contractors that were contacted to participate on the project as sub-contractors must be submitted by each bidder. The affidavit must clearly state why each potential subcontractor was not considered for inclusion in the project. A disadvantaged contractor refers to businesses that are owned and controlled by minorities, women, and other socially and economically disadvantaged persons.

SCHEDULE FOR AWARD

Issue RFPAugust 23, 2024

Proposal Due DateSeptember 24, 2024 (2:00 PM)

City Commission Consideration and Award of Bids.....October 8, 2024

Contract Work PeriodJuly 1, 2024 – June 30, 2025

INSURANCE REQUIREMENTS

The Bidder will be required to comply with the following insurance and indemnity requirements BEFORE ANY AGREEMENTS CAN BE EXECUTED:

- a. **Hold Harmless Agreements:** To the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. **Consultant Insurance Requirements:** Consultant shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the City.
- c. **Workers' Compensation Insurance:** The Consultant shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
- d. **General Liability Insurance:** The Consultant shall procure and maintain during the life of this contract, commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
- e. **Motor Vehicle Liability:** The Consultant shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$500,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

- f. Professional Liability Insurance: The Consultant shall procure and maintain during the life of this contract and during the performance of all services Professional Liability Insurance covering all performances from the beginning of the consultant's services on a "claims made basis" and shall maintain coverage from commencement of this contract until six (6) months following completion of the consultant's work with limits of liability not less than \$500,000 per claim.
- g. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- h. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
- i. Proof of Insurance Coverage: The Consultant shall provide the City at the time the contracts are returned by him for execution, certificates and policies as listed below:
 - 1. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance
 - 2. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance
 - 3. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance
 - 4. Two (2) copies of Certificate of Insurance for Professional Liability Insurance
 - 5. If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverage expires during the term of this contract, the Consultant shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.