



**REQUEST FOR QUALIFICATIONS
FOR
GRANT WRITING, RESEARCHING AND CONSULTING SERVICES**

Prepared By:

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City of Lemoore
711 W. Cinnamon Drive
Lemoore, CA 93245

Deadline for Submissions: October 17, 2024, at 5:00 p.m.

REQUEST FOR QUALIFICATIONS

INTRODUCTION AND PURPOSE:

The City of Lemoore, State of California, is soliciting statements of qualifications (SOQ's) from qualified consultants to provide the following services:

1. Provide grant writing, research and consulting/on-going grant support services for the City of Lemoore for State and Federal Grants.

The City of Lemoore is interested in increasing its efforts in researching and submitting grant applications for all aspects of the City in order to leverage the limited funding provide to the City through entitlement. Therefore, the City is interested in firms who bring specialized experience working with local agencies and its needs related to public infrastructure, public safety and general governance.

BACKGROUND AND SETTING:

The City of Lemoore is situated within the northern portion of Kings County, in the center of the San Joaquin Valley and home to approximately 27,085 residents. The City is conveniently located in the center of California near the junction of California State Route 198 (SR-198) and State Route 41 (SR-41) with Naval Air Station Lemoore (NASL) located approximately three (3) miles west. NASL is one of the Navy's master jet bases and a major economic driver for the City. Another major economic driver for the City is the Santa Rosa Rancheria located approximately two (2) miles south of the City limits.

SCOPE OF SERVICES:

The City is looking for a firm who can provide services related to grant research, writing and award and on-going monitoring management/reporting support. This contract will be an annual contract will annual renewal options as approved by the City Council during the budget approval process. At minimum, the firm shall demonstrate an ability, expertise and experience in the following areas:

Grant Research/On-Going Monitoring

Provide monitoring services for all applicable federal, state, regional, and non-profit (project specific) grant funding opportunities and alert City staff when an announcement is released. This would include periodic phone calls/meetings to discuss opportunities, information sheets related to upcoming grants and a methodology for determining the City's level of competitiveness for each grant.

Grant Writing

The City is looking for a firm who will assist with grant writing and staff coordination. This will not be a "retainer" type contract. For each grant, the firm will be required to provide a not-to-exceed estimate for each grant effort and subsequently approved by the City prior to work commencing.

Grant Management

The City is looking for a firm who can provide assistance with the on-going management of awards such as project set-up, quarterly/annual reporting, labor compliance, etc.

PROPOSALS:

At a minimum, proposals should include:

1. The name of a contact person for those public agencies you are currently under contract with or have been under contract with over the past five (5) years.
2. A list of various grant awards that your firm has secured for other local agencies related to water, wastewater, streets and roads, planning, economic development, public safety, housing and other grants applicable to local jurisdictions.
3. Description of the firm's qualifications, services and relevant experience.
4. Description of the qualifications and relevant experiences of all personnel from the firm that may be used to perform work, as well as similar information from any proposed sub-contractors or strategic partners.
5. A copy of the firm's most current hourly fees for service schedule. The City will use the fee schedule as a part of the selection process and reserves the right to negotiate the final fee as it understands these types of contracts will be based on time and materials. If the firm has an estimated time for each of the sub-tasks it may be included.

SUBMITTAL REQUIREMENTS:

Five (5) Bound Copies and One (1) electronic copy (on Flash Drive) of the statement of qualifications must be received in person or by mail to the City of Lemoore no later than **5:00 p.m. on October 17, 2024**. Late proposals will not be considered. Proposals should be addressed to:

*Marissa Trejo, City Manager
City of Lemoore
711 W. Cinnamon Drive
Lemoore, CA 93245*

EVALUATION:

The SOQ's will be evaluated based on the following criteria:

- **Qualifications of the Firm:** The strength and stability of the firm; experience, expertise in areas of municipal needs (water, wastewater, streets/roads, parks, facilities, police and fire, etc.) and general technical understanding.
- **Qualifications of Personnel:** The qualifications, education, and experience of consultant staff, sub-consultants, and key personnel's level of involvement in performing any work.
- **Relative Experience:** Experience in providing services in a municipal environment and assessment by client references. Expertise with the administration, compliance and requirements associated with special capital project funding resources (Federal and State), such as: CMAQ, STBG, and CDBG to name a few. Consultant must be familiar and have experience in CA State and Federal requirements as it relates to capital projects and funding sources.

- **Completeness of Response:** Completeness of response in accordance with the SOQ instructions; exceptions or deviations from the SOQ requirements.
- **Reasonableness of Fee Schedule:** The reasonableness of the current fee schedule when compared with other firms.

The City reserves the right to select and/or reject any and all SOQs submitted. It is the City's intent to negotiate a final Scope of Work and Fee for Service with the top selected firm based on the criteria above.

SELECTION PROCESS:

Proposals Due:	October 17, 2024 by 5:00 p.m.
Consultant Selection:	October 24, 2024
Negotiation of Professional Services Agreement	October 28-31, 2024
City Council Consideration of Professional Services Agreement	November 19, 2024

PROFESSIONAL SERVICES AGREEMENT:

Prior to the start of work, the selected consultant will be required to execute a Professional Services Agreement (PSA) with the City.

QUESTIONS:

Please submit all questions in writing to Marissa Trejo, City Manager, at citymanager@lemoore.com