



REQUEST FOR PROPOSALS

GRANT MANAGEMENT SERVICES

Issue Date: December 18, 2019

Responses due: January 15, 2020, 5:30 p.m.

City of Rancho Palos Verdes
Attention: Megan Barnes, Senior Administrative Analyst
30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275
Phone: 310-544-5226 | Email: mbarnes@rpvca.gov

INTRODUCTION

The City of Rancho Palos Verdes invites qualified firms to submit written proposals to provide grant management services for the City. The City is considering a one (1) year contract and reserves the right to extend the contract for two (2) additional one (1) year terms, subject to annual review, satisfactory negotiation of terms and the concurrence of the City Council.

CITY OF RANCHO PALOS VERDES PROFILE

The City of Rancho Palos Verdes is located on a coastal peninsula overlooking the Pacific Ocean in the South Bay of Los Angeles County, California.

The City has a land area of 13.6 square miles, and is home to roughly 42,000 residents. With 7.5 miles of Pacific coastline, a 1400-acre nature preserve, and hundreds more acres of public and private open space, the City has maintained a semi-rural environment. Residents and visitors enjoy expansive views of the Pacific Ocean and ample opportunities for recreation including golfing, hiking, beach access, and whale watching. Notable landmarks and points of interest include the Wayfarer's Chapel designed by Lloyd Wright, the Point Vicente Lighthouse, the Point Vicente Interpretive Center, Terranea Resort, the Palos Verdes Nature Preserve, and Trump National Golf Club. The City is also the home of the Portuguese Bend landslide complex, a roughly 260-acre area along the City's south-central coastline that is subject to varying degrees of annual land movement affecting both private improvements and public infrastructure, including a 0.8-mile segment of Palos Verdes Drive South.

CITY GOVERNANCE

Rancho Palos Verdes is a California General Law city, and has operated under a council-manager form of government since incorporation in 1973. Policy-making and legislative authority are vested in the City Council; which consists of five members elected at-large on a non-partisan basis, including the City Council designated Mayor and Mayor Pro-Tem. Council Members are elected to four-year staggered terms, with two or three Council Members elected every two years. The City Council is responsible for passing ordinances, adopting the budget, appointing committees, and hiring the City Manager and City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council, overseeing day-to-day operations, and appointing the heads of the City's departments.

DEMOGRAPHICS

Based on the most recent data from the U.S. Census Bureau, the median age of the City's 42,463 residents is 49.4, and annual personal income per capita is about \$61,011. There are about 15,780 households and the median home value is \$1,051,000. The unemployment rate for the City of Rancho Palos Verdes is at roughly 4.1% and public school enrollment is about 11,388. The largest employers include the Palos Verdes Peninsula Unified School District, Terranea Resort, Trump National Golf Club, and Marymount California University.

BACKGROUND

For the past 10 years, the City of Rancho Palos Verdes has contracted the administration of its grant program, including research, writing, applications, tracking and other aspects of grant management. In that time, the City was awarded more than \$12.5 million in state, federal and local grants for a variety of public works, planning and parks projects supporting the City's goals and objectives.

Rancho Palos Verdes is an affluent, bedroom community with few public transit lines, so the City faces a degree of challenge competing for grants that tend to favor disadvantaged, transit-oriented communities. The City is interested in pursuing grant funding for a number of anticipated future projects and initiatives, including but not limited to:

- Landslide stabilization
- Surface and subsurface drainage and water quality improvement
- Highway safety
- Open space acquisition and maintenance
- Park and civic center development and improvement
- Affordable housing development
- Economic development

SCOPE OF SERVICES

The consultant will perform the following services:

- Provide technical and administrative support for the City's grant program as directed by the City Manager or by the City Manager's designee.
- Research and assess grants for which the City might be competitive, which meet the goals and objectives set by the City Council.
- Develop grant applications as approved and directed by the City to help the City meet its goals and objectives.
- Create records that will track and document funding sources, types of projects, and amount of funding as it relates to the grant program.
- As part of the services, the consultant will prepare and deliver the following tangible work products to the City:
 - Periodic notices advising the City of potential grant funding opportunities.
 - Quotes for the preparation of grant applications for funding opportunities the City decides to pursue.
 - Draft and final grant application packets for funding opportunities the City decides to pursue.
 - Grant reports and documentation for funding opportunities the City obtains through the consultant's services.
 - Debriefing reports, notes or other documentation for funding opportunities the City does not obtain through the consultant's services.

- The consultant will keep the City apprised of the status of performance by delivering the following:
 - Monthly reports summarizing the status of grant opportunities, pending and submitted applications.
 - Monthly meetings with City Staff (via teleconference or in person) to review the reports.
 - An annual meeting with City Staff (via teleconference or in person) to review the City's goals and priorities for grant funding of projects.
- All work product is subject to review and acceptance by the City, and must be revised by the consultant without additional charge until found satisfactory and accepted by City.

SUBMITAL GUIDELINES

The proposal must include the following:

- A cover letter including the name, address, telephone number, e-mail address and website of the firm, background information, and a point of contact.
- Names of the firm's management team, staff and their experience and qualifications in providing the requested services.
- Summary of services to be provided and a work plan describing activities to be performed.
- Proposed costs, including personnel, equipment and supplies, administrative overhead, and any other additional costs. The fee quoted shall be on a "not-to-exceed" basis, including hourly rates for project personnel.
- A list of references (including the names of jurisdictions, contact persons, and telephone numbers) that your firm has provided grant management services for that are similar to those services requested in the RFP.
- A list of all current or former clients known to the firm having a substantial property or business interest in the City of Rancho Palos Verdes during the past three (3) years.
- A list of all public clients for whom your firm currently provides services either under a fee for services or a retainer basis. Please identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts.
- Any additional information you feel would be applicable to the evaluation of your proposal.

Two (2) copies of your proposal must be submitted to Megan Barnes, Senior Administrative Analyst, City of Rancho Palos Verdes, 30940 Hawthorne Blvd., Rancho Palos Verdes, CA 90275, by 5:30 p.m. on Wednesday, January 15, 2020.

SELECTION CRITERIA

The selection of a consultant will be made on a competitive basis. In reviewing and evaluating the responses to the RFP, City staff will consider the following factors (not necessarily in order of priority):

- Overall experience of the firm with grant management services similar to those requested
- Understanding of the City's grant management services requirements
- References/background checks
- Depth of resources required to perform services
- Familiarity with the City of Rancho Palos Verdes

These criteria should not be construed so as to limit other considerations which may become apparent during the course of the review and selection of proposal process. This solicitation of proposals should not be construed as a contract of any kind.

TERMS AND CONDITIONS

1. No reimbursement will be made by the City for any proposal preparation or delivery costs incurred.
2. The City reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold any award and to waive or decline to waive irregularities in any proposal when determined that it is in the City's best interest to do so.
3. The City also reserves the right to hold all proposals for a period of sixty (60) days after the opening date and the right to accept a proposal not withdrawn before the scheduled proposal opening date.
4. Conditional proposals may be rejected as non-responsive.
5. Any agreement issued as a result of this RFP shall be governed by and construed in accordance with the laws of the State of California.
6. Any interpretation, correction or change of the RFP will be made by formal addendum. Interpretations, corrections and changes of the RFP made in any other manner will not be binding, and a respondent shall not rely upon such interpretations, corrections and changes.

ADDITIONAL INFORMATION

The contract will require that the firm selected maintain professional liability (\$1,000,000 per claim), general liability (\$1,000,000 per occurrence, \$2,000,000 general aggregate), automobile liability (\$1,000,000 per accident), professional liability (\$1,000,000 per claim and in the aggregate) and workers' compensation and employer's liability (with limits of at least \$1,000,000). Insurance coverage must be provided by an insurance company authorized to do business in the State of California and the policy will not be canceled or materially changed without thirty (30) days' prior notice in writing to the City of Rancho Palos Verdes.

The successful firm must agree, if awarded a contract as a result of its proposal, to indemnify and hold harmless the City of Rancho Palos Verdes, its officers, agents and employees from any and all claims and losses accruing or resulting to persons engaged in the work contemplated by its proposal or to persons who may be injured or damaged by the firm or its agents in the performance of the work. Prior to commencement of any work, those and other provisions will be established contractually. Provisions will also be included in the contract allowing the City to terminate the agreement at its sole and entire discretion upon the provision of sixty (60) days' written notice.

The contract, to include but not be limited to duties and compensation, will be entered into with the successful firm and approved by the City Council. Grant management services will begin upon approval of the contract.

If you have questions regarding this RFP, please contact Senior Administrative Analyst Megan Barnes at 310-544-5226 or mbarnes@rpvca.gov. Please note that City Hall will be closed for winter holiday break from December 24 to January 1.