



Request for Proposal for Grant Writing and Grant Writing Related Services

San Simeon Community Services District
San Simeon, California 93452
(805) 927-4778

Issue Date:
April 3, 2022

Deadline for Proposal Submittal:
June 2, 2022

Please contact our office with questions or contact
admin@sansimeoncsd.org

Table of Contents

1.	San Simeon Community Services District Overview.....	4
2.	Request for Proposal Overview.....	4
2.1.	Purpose of this Request for Proposal (“RFP”).....	4
2.2.	Project Objectives.....	4
2.3.	Request for Proposal Timeline.....	5
2.4.	The RFP Coordinator.....	5
2.5.	Questions or Comments Regarding this Request for Proposal.....	5
2.6.	Proposal Submittal.....	5
3.	Proposal Format and Content Requirements.....	6
4.	Evaluation Process.....	7
5.	Terms and Conditions.....	8-10

1. San Simeon Community Services District Overview

The District provides water, wastewater collection, street maintenance/ lighting, and weed abatement services to a community of approximately 460 people. The community is predominately residential, but also includes hotels and motels. The District is governed by a five-member elected Board of Directors (the “Board”). The Board meetings are held on the 2nd Tuesday of every month at 5:00pm at 250 San Simeon Ave in the Cove Room in the Cavalier Business Center. The District staff consists of a General Manager, Office Manager, Plant Superintendent and a Plant Operator. Currently, Board meetings are being held via Zoom.

San Simeon, a small unincorporated community situated within San Luis Obispo County on California’s central coast, is located along State Highway 1 approximately halfway between Los Angeles and San Francisco. The San Simeon community is bordered on the east side by open space owned by the Hearst Corporation, and the north and south sides by State Parks property. As an aside, Hearst Castle is visible from portions of the District. The community is located on a coastal plain, bordered by the Pacific Ocean on the west and the Santa Lucia mountain range on the east.

Originally called San Simeon Acres, the community water and wastewater systems have been developed over many decades based on the originally purchased infrastructure. San Simeon’s development occurred primarily in the 1960s and continued in the 1970s. A moratorium on the issuance of water and sewer connections within the District’s boundaries has been in place since the mid 1990’s.

2. Request for Proposal Overview

2.1. Purpose of this Request for Proposal (“RFP”)

The San Simeon Community Services District (the “District”) is requesting proposals/qualifications from qualified contractors to provide on-call grant writing services for the District.

2.2. Project Objectives

The District is a designated disadvantaged area community. The District is requesting proposals from qualified firms to perform grant writing services in addition to the following:

1. Funding Needs Analysis – Assess the validity of current funding priority areas, identify changes in funding priority areas, and identify new priority areas for possible funding including, but not limited to potential grants, grant partnership opportunities including with other agencies. A report shall be provided to the District within forty-five days of agreement approval.
2. Grant Funding Research – Conduct research to identify grant resources pertaining to the District’s 2018 Master Plan projects and other District related projects including, but not limited to, Federal, State, foundation agencies and organizations that support

the District’s funding needs and priorities (emphasizing grants which require no “matching” funds), including, but not limit to:

- a. Infrastructure development and maintenance
 - b. Road and Transportation
 - c. Energy efficiency and stability
 - d. Environmental and watershed literacy
3. On-Call Grant Research – In addition to the areas defined above, other areas may also be identified through the funding needs analysis process and throughout the direction of the agreement. The scope of work may also include researching grant opportunities identified by the District.
4. Grant Proposal Development – Provide proposal writing services associated with the completion of grant applications on behalf of the District, including the preparation of funding abstracts, engineering reports, environmental reports and production, and submittal of applications to funding sources and provide ongoing grant support for any grants that are obtained. A copy of each grant application package submitted for funding, in its entirety, shall be provided to the District.

The agency selected shall best help the District to accomplish the above objectives.

2.3. Request for Proposal Timeline

The *proposed* timeline for this RFP is below. The District reserves the right to revise or extend this schedule at its sole option.

Event	Deadline
RFP Issued by the District	April 4, 2022
Vendor Questions Due	April 25, 2022
Proposal Submission Deadline	June 2, 2022

Proposals received after the deadline will be considered late. Late proposals will not be accepted and will be returned to the proposer unopened. ***Emailed proposals will be accepted and can be submitted to admin@sansimeoncsd.org.***

Performance under a Professional Services Agreement entered into pursuant to this RFP is intended to commence after July 2022 and extend for a period of three (3) years.

2.4. The RFP Coordinator

All communications concerning this RFP should be directed to the District’s Office Manager, Cortney Murguia at the contact information below:

Cortney Murguia
Office Manager
San Simeon Community Services District
111 Pico Avenue
San Simeon, CA 93452
cmurguia@graceenviro.com
805-927-4778 (office)
805-400-7399 (cell)

2.5. Questions or Comments Regarding this Request for Proposal

Questions and comments concerning the RFP must be sent via email or in writing to the RFP Coordinator by the deadline in the timeline included in Section 1.3, above. The District shall respond by the deadline in the timeline included in Section 1.3, above. Questions or comments received after the deadline shall not be responded to or reviewed by the District.

2.6. Proposal Submittal

Proposals must be received by the District on or before 2:00pm (PST) on: **June 2, 2022**

Proposals received by the District after the deadline will not be considered. Proposers must submit one (1) written copy and an electronic copy in PDF format of the proposal to the District. All Proposal must be sent to the RFP Coordinator.

3. Proposal Format and Content Requirements

Proposers must submit a detailed proposal which includes, at a minimum, the following:

- Define the methodology/approach to be used to identify the needs of the District which would be eligible for funding through grants, including whether costs will be hourly or per grant written and submitted.
- Detail the procedure you would utilize in identifying grants which would address the needs identified as above.
- Generally, detail the involvement and role of District staff and District resources in the grant writing process. Describe, in detail, the process you would utilize to prepare the actual grant application.
- List your experience in the identification and preparation of grants for municipalities. Specifically, detail your experience with federal and state grants for public safety agencies, infrastructure improvement, parks, recreation, technology community development and capital assets.
- List up to five (5) funded grants which you developed detailing the funding source, amount requested and amount funded.

- Describe the background, experience and qualifications of the person(s) who will act as the grant writer and the qualifications of any staff who will assist with the preparation of grant applications (include their role, education, relevant experience and related qualifications)
- Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number and email address.
- Describe in detail the fee structure you propose for providing grant writing services.

4. Evaluation Process

SSCSD General Manager will review all Proposals submitted to determine which proposals have qualified for consideration. Proposals will initially be reviewed to verify that the submission conforms to the specifications and format stated in this RFP and that it was submitted to the District on or before the deadline. Any proposals with significant omissions may be rejected and the proposers will be notified of their failure to comply with the requirements of the RFP process. The District reserves the right to request that proposers bring their submissions into compliance within a very short time period after notification. The General Manager will not review Proposals submitted after the deadline or that significantly deviate from the basic intent of this RFP or fail to satisfy the other requirements.

Requests for clarification may be sent to proposer. Proposers may be asked to attend a preliminary interview by the Board of Directors. Proposals will be evaluated based on the following criteria:

- Quality and clarity of the proposal
- Ability to meet the needs of the District
- Well thought-out timeline and/or implementation plan
- Anticipated value and price
- References

Based on the evaluation criteria, the proposals will be rated by the General Manager. The General Manger may elect to choose several finalists who will be asked to an interview. The General Manager will recommend the selected proposer to the SSCSD Board of Directors. One or more of the finalists may be requested to present their proposals to the District Board. The final selection of the successful proposer will be made at a scheduled Board Meeting.

5. Terms and Conditions

5.1. Proposers wishing to submit proposals in response to this request do so entirely at their own expense, and submission of a proposal indicates the proposer's willingness to conform to the conditions contained in this RFP unless clearly and specifically noted otherwise.

5.2. The District, in its sole discretion, reserves the right to determine whether any proposer meets the minimum eligibility standards, to determine whether a proposal is responsive, and to

select a proposal(s) that best serves its objectives. The District reserves the right to make an award in part or in full to the proposer of its choice, based on the proposer's evaluation of the separate project components. The District reserves the right to modify the information required for each phase of the selection process. The District reserves all rights to reject any and/or all bid at its sole discretion for any reason or no reason.

5.3. Notwithstanding any other provision of this RFP, proposers are hereby advised that this RFP is a solicitation of proposals only and is not to be construed as an offer to enter into any contract or agreement. The District shall have the unconditional and unqualified right to withdraw, cancel, or amend this RFP at any time.

5.4. Responses to this RFP should be made according to the instructions contained herein. Failure to adhere to RFP instructions may be cause for rejection of the proposal. A proposal which contains conditions or limitations set up by the proposer may be deemed irregular and subsequently rejected by the District.

5.5. The District reserve the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the District. Where the District waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the proposer from full compliance with the RFP. Notwithstanding any minor variance, the District may hold any proposer to strict compliance with the RFP.

5.6. False, incomplete, or unresponsive statements in the proposal response may be cause for its rejection. The evaluation and determination of the fulfillment of the RFP requirements will be the District's responsibility and its judgment shall be final.

5.7. The District reserves the right to interpret or change any provision of this RFP at any time prior to the proposal submission date. Such interpretation or change shall be in the form of a written addendum to this RFP. Such addendum will become part of this RFP and any resultant contract. Such addendum shall be made available to each firm which has received an RFP. Should such addendum require additional information not previously requested, a proposer's failure to address the requirements of such addendum in the final proposal response may result in the proposal to not be considered.

5.8. The District has, at its sole discretion, the unconditional and unqualified right to determine whether a time extension is required for submission of proposals, in which case, a written RFP addendum issued by District shall indicate the new submission date for proposals. Prior to the final submission date, proposers may retrieve their proposals to make additions or alterations. Such retrieval, however, shall not extend the final submission date.

5.9. Proposers should carefully review this RFP and all attachments for comments, questions, defects, objections or any other matter requiring clarification or correction (collectively "Comments.") All Comments concerning the RFP must be sent to the RFP Coordinator by the deadline included in the timeline above.

5.10. This RFP does not represent an offer or commitment by SSCSD to enter into an agreement with a proposer or to pay any costs incurred in the preparation of a response to this request. The responses and any information made as part of the responses will not be returned to proposers. This RFP and the selected proposer's response to this RFP, may, by reference, become a part of any formal agreement between the proposer and the District resulting from this solicitation.

5.11. The proposer shall not collude in any manner or engage in any practices with any other proposer(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the proposer's submittal to be rejected by the District. The prohibition is not intended to preclude joint ventures or subcontracts that are identified in the proposal. All proposals submitted must be the original work product of the proposer. The copying, paraphrasing, or otherwise using of substantial portions of the work product of another proposer is not permitted. Failure to adhere to this instruction will cause the proposal to be rejected.

5.12. No person will offer, give or agree to give any District employee or its representatives any gratuity or offer of employment in connection with this RFP or the award of a subsequent contract by the District. No District employee or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity or offer of employment in connection with this RFP or a subsequent District contract.

5.13. To withdraw a proposal, the Proposer must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the proposer may submit another proposal at any time up to the deadline for submitting proposals. Proposers are liable for all errors or omissions contained in their proposals. Proposers will not be allowed to alter proposal documents after the deadline for submitting proposals. The District will not accept any amendments, revisions or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the District.

5.14. All proposals and other materials submitted in response to this RFP become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, the proposals and associated materials will be open for review by the public to the extent allowed by the California Public Records Act, (Government Code Section 6250-6270 and 6275-6276.48). By submitting a proposal, the proposer acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

5.15. The California Public Records Act limits the District's ability to withhold trade secrets or related records, the disclosure of which may be exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that a proposer does not want disclosed to the public or used by the District for any purpose other than evaluation of the proposer's eligibility, each sheet of such information must be marked with the designation "Confidential." The District will notify the submitter of data so classified of any request to inspect such data so that the submitter will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

5.16. After review of the proposals, the District intends to enter into contract negotiations with the selected proposer. These negotiations could include all aspects of services and fees, or only a select few. If a contract is not finalized in a reasonable period of time, the District will open negotiations with other proposers.

5.17. If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the District and proposers will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

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