



OLYMPIA, WASHINGTON

REQUEST FOR QUALIFICATIONS - 1701 GRANT WRITING SERVICES

REQUEST FOR QUALIFICATIONS (RFQ) RELEASE DATE:

January 27, 2017

QUESTION/CLARIFICATION DEADLINE:

Date: February 8, 2017

Time: 5:00 p.m. (PT)

RESPONSE DUE DATE AND TIME:

Date: February 16, 2017

Time: 10:00 a.m. (PT)

CONTACT PERSON:

Katie Cunningham, Procurement Coordinator

(360) 705- 5837

kcunningham@intercitytransit.com

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SECTION 1 - INTRODUCTION

1.1 PURPOSE AND BACKGROUND

Intercity Transit (Transit), the public transportation provider in Thurston County, Washington, is conducting this Request for Qualifications (RFQ) in order to establish a term Contract with an experienced and qualified professional to provide Grant Writing Services.

Transit intends to hire a Consultant whose primary responsibility will be to perform Grant Writing Services primarily to secure grant funding to complete the Pattison Rehabilitation and Expansion Project, but also other priority capital projects identified in the agency's Strategic Plan, including bus fleet replacements. Transit has secured a portion of funding for this project (local and Federal) and will begin Phase One construction on the Underground Storage Tank replacement and basic infrastructure construction for the expansion area. An additional \$5.9 million is pending approval through a competitive State grant source and it is anticipated that Transit will need to secure an additional \$20 to \$23 million to complete the Pattison Rehabilitation and Expansion Project.

The successful Consultant will research and identify potential grants and provide advanced grant writing and application services associated with the timely completion and submission of successful grant applications. Transit may request future grant application support to implement major capital projects outlined in Transit's Strategic Plan, based on the success of preceding grant applications.

Transit expects the focus will be primarily federal transportation funding opportunities, but that additional funding sources and opportunities (State) will also be pursued. The successful candidate should have knowledge and experience in all aspects of completing successful grant applications, and knowledge of federal funding requirements. Transit expects work under the awarded Contract to begin immediately to meet upcoming federal grant application deadlines.

1.2 SCOPE OF WORK

The successful Consultant will spearhead all work in connection to the timely submission of a Grant Response including, but not limited to, the following:

1. Grant Research and Identification: Research and identify federal, state, and other relevant sources of funding to support Transit's funding needs and priorities.
2. Grant Application Preparation: Provide all phases of grant writing services associated with the completion of successful grant applications on behalf of Transit, including but not limited to:
 - a. Advise Transit staff of the eligibility criteria, application protocols, special requirements, restrictions, fund source, time frames, and deadlines of potential grant sources.
 - b. Engage appropriate stakeholders.
 - c. Scope out grant applications.
 - d. Prepare funding abstracts and grant application, including all required supportive pieces of the application and ensure execution of all required submittals.
 - e. Provide executive briefing to agency leaders and supporting agencies.
 - f. Perform follow ups as necessary.
 - g. Identify and secure letters of support needed or beneficial to the success of funding award.
 - h. Strategically perform all things associated with a successful grant submittal.

1.3 BUDGET

The Contract awarded as a result of this solicitation will be in an amount not to exceed twenty thousand dollars (\$20,000) inclusive of costs. Transit reserves the right to amend the Contract to increase or decrease the dollar value at its sole discretion. Any additional funding may be dependent upon Transit's success in obtaining grant funding.

1.4 CONTRACT TERM

The initial term of the Contract resulting from this RFQ will be for one (1) year from date of final execution. It is expected that the majority of work performed under this Contract will occur during the first half of 2017. The Contract may be extended for additional one (1) year terms or portions thereof. The total Contract term will not exceed five (5) years, unless special circumstances dictate otherwise. Extension for each additional term may be offered at the sole discretion of Transit and will be subject to written mutual agreement.

SECTION 2 – GENERAL INFORMATION

2.1 PROCUREMENT COORDINATOR

All questions and communication concerning Solicitation must be directed to the Procurement Coordinator listed below. All oral communication will be considered unofficial and non-binding. Consultants are to rely only on written statements issued by the Procurement Coordinator.

Procurement Coordinator: Katie Cunningham
Email Address: kcunningham@intercitytransit.com
Telephone: (360) 705-5837

2.2 ANTICIPATED PROCUREMENT SCHEDULE

The activities and dates listed below represent the anticipated procurement schedule. Transit reserves the right to change the schedule.

Procurement Activity	Date and Time (Pacific Time)
RFQ Release	January 27, 2017
Questions and Requests for Clarifications Due	February 8, 2017 – 5:00 p.m.
Response Due Date and Time	February 16, 2017 – 10:00 a.m.
Evaluations Begin	February 16, 2017
Anticipated Interviews (optional)	February 22-24, 2017
Anticipated Contract Start Date	February 27, 2017

2.3 SOLICITATION DOCUMENT AVAILABILITY

Solicitation documents are available on-line through Washington's Electronic Business Solution (WEBS) at <https://fortress.wa.gov/ga/webs/>. Consultants are responsible to register in WEBS and download the Solicitation Documents. Contact WEBS customer service at (360) 902-7400 or WEBSCustomerService@des.wa.gov if you require assistance with the WEBS registration process or need help accessing the Solicitation Documents. Transit will post Addenda or any schedule changes on WEBS. Consultants are responsible to check for updates and obtain any Addenda related to this Solicitation. Failure to do so may result in the submission of a Response that is inconsistent with most the current information and may result in disqualification.

2.4 SOLICITATION STANDARDS

The Solicitation Standards document is included in [Appendix A](#). This document contains important information applicable to this Solicitation. The terms and conditions provided in the Solicitation Standards document apply directly to, and are incorporated by reference, into this Solicitation and the Contract resulting from this Solicitation. As such, Consultants do not need to attach this document with their Response. It is the Consultant's responsibility to read and fully understand the details of all items contained herein prior to Response submittal.

2.5 CONTRACT TERMS

A Sample Contract has been included in [Appendix A](#). Intercity Transit expects the final Contract signed by the successful Consultant to be substantially the same as the Sample Contract. Consultant's submission of a Response constitutes general acceptance of these Contract requirements. The foregoing should not be interpreted to prohibit either party from proposing additional Contract terms and conditions during negotiation of the final Contract.

SECTION 3 - QUALIFICATION SUBMITTALS

3.1 SUBMITTAL REQUIREMENTS

Consultant must complete and provide the following information (1-4) using the Qualification Submittal Document located in [Appendix A](#). Incomplete or vague responses may be considered non-responsive and may be rejected. Failure to complete and submit all items listed in this section may disqualify the Consultant from further participation in this RFQ.

1. Consultant Acknowledgements

The Consultant Acknowledgements must be signed by the Consultant's Authorized Representative. Consultant must complete the acknowledgement of Addenda receipt box(es) by filling the "addenda numbers" fields for each Solicitation Addenda issued, and complete the signature box information on the Consultant Acknowledgements page.

2. Consultant Information

Consultant must complete the Consultant Profile, Consultant Authorized Representative, Proprietary or Confidential Information, Certified DBE and SBE Status, and Statement of Prior Contract Termination sections. Consultant may attach additional sheets if necessary.

3. References

Consultant must submit a **minimum of three (3)** references for which the Consultant has provided services similar to those described herein. Through this submission, Consultant grants permission to Transit to independently contact the references. Transit reserves the right to obtain and consider information from other sources concerning a Consultant, such as Consultant's capability and performance under other contracts, Consultant's financial stability, past or pending litigation, and other publicly available information.

4. Non-Cost Submittal

Consultant must complete and submit the Non-Cost Submittal Section. Consultant may attach additional sheets if necessary.

3.2 SUBMITTAL INSTRUCTIONS

Consultant will submit their complete Response in the following manner:

- A. Response:** Consultant must complete and submit all sections of the Qualification Submittal Document, located in [Appendix A](#), as their Response. One (1) hard copy and one (1) electronic copy of the Consultant's complete Response must be received by Intercity Transit on or before the **Response Due Date and Time** set forth in Section 2.2, Anticipated Procurement Schedule.
1. *Hard Copy:* The hard copy Response is to be typed and submitted on 8.5" x 11" white paper in a bound format that allows the pages to lie fully flat when open.
 2. *Electronic Copy:* The electronic copy Response is to be submitted on a USB flash drive or CD-RW/CD-ROM, labeled with the RFQ number and Consultant's name. The preferred electronic formats are Microsoft Word 2000 (or more recent version) and PDF.
- B. Delivery of Response:** Enclose the hard copy and electronic copy of the Response together in a single envelope or container and label as follows:

**Intercity Transit
Project 1701 - Grant Writing Services
Attn: Katie Cunningham
526 Pattison Street SE
Olympia, WA 98501**

- C. Time of Receipt:** Ensure delivery to Transit at the address provided in item B above on or before the Response due date and time. Time of receipt will be determined by the date and time the Response is received by Transit's Administrative Office Receptionist. Late submittals will not be accepted or considered. Consultant accepts all risks of late delivery regardless of fault or chosen method of delivery.

The telephone number for shipping purposes is (360) 705-8585.

Responses are to be submitted in the format described in this Solicitation. No oral, faxed, e-mailed or telephone Responses or modifications will be accepted or considered. All Responses and any accompanying documentation become the property of Transit and will not be returned. **In the event of any discrepancies between the hard copy and electronic copy Response, the electronic copy will prevail.**

SECTION 4 - EVALUATION AND AWARD

4.1 OVERVIEW

The responsive responsible Consultant whose Response is determined to best meet all RFQ requirements and is the most advantageous to Transit, based on the evaluation factors described herein, will be declared the successful Consultant. All Responses are subject to Transit's final approval as to whether they meet all RFQ requirements.

4.2 EVALUATION CRITERIA

Scores for each Response will be assigned a relative importance as follows:

<u>Phase 1 Evaluation</u>	<u>Max Points</u>
Non-Cost Submittal	100 points
<u>Phase 2 Evaluation (Optional)</u>	<u>Max Points</u>
Interview	100 points

4.3 EVALUATION PROCESS

1. Initial Determination of Responsiveness (pass/fail)

Responses will be reviewed initially by the Procurement Coordinator to determine compliance with administrative requirements as specified in this RFQ on a pass/fail basis. Only responses that meet this requirement will move to the next evaluation step.

Transit reserves the right to determine at its sole discretion whether Consultant's Response meets the Responsiveness criteria as set forth within this document. If all responding Consultants are determined to be deemed Non-Responsive, Transit will cancel the Solicitation and reject all Responses.

2. Phase 1 Evaluation - Non-Cost Submittal (scored)

Evaluators will score the Non-Cost Submittal. The Procurement Coordinator will tabulate the evaluators' scoring and calculate a single score for each Non-Cost Submittal. There are a maximum of **100 points** available for the Non-Cost Submittal.

3. Phase 2 Evaluation - Interview (scored) (Optional)

Transit reserves the right to require Interviews if determined to be in the best interest of Transit. In the event Interviews are required, Transit will contact the top-scoring Consultant(s) from Phase 1 to schedule an Interview date, time, and location. Phase 1 scoring will only be used to determine which Consultant(s) move to Phase 2. Phase 2 scoring will be used during the remainder of the RFQ evaluation process to determine the successful Consultant. There are a maximum of **100 points** available for the Interview. Commitments made by the Consultant during the Interview, if any, will be considered binding.

4. References (pass/fail) (Optional)

Transit reserves the right to check references after Response submittal, to assist in determining the overall responsibility of the Consultant. Transit reserves the right to reject any Response submittal if the Consultant receives unfavorable references and may use results as a factor in award. Transit reserves the right to seek and substitute other references to determine the sufficiency of the Consultant's level of responsibility.

5. Evidence of Qualification (pass/fail)

After Response submittal, Transit reserves the right to make reasonable inquiry and/or requests for additional information, to assist in determining the overall responsibility of any Consultant. Requests may include, but are not limited to, educational degrees, business licenses, financial statements, record of past performance, experience, criminal background check, and clarification of Consultant's offer. Failure to respond to said request(s) may result in the Consultant being deemed non-responsive and thus disqualified. Transit reserves the right to reject any Response where, upon investigation of the available evidence or information, Transit is not satisfied that the Consultant is qualified to fulfill Contract requirements.

4.4 OVERVIEW OF THE AWARD PROCESS

Transit may enter into Contract negotiations with the successful Consultant. If Transit and the successful Consultant are unable to negotiate an acceptable Contract within a reasonable amount of time, Transit will terminate negotiations and will proceed to negotiations with the next highest ranked Consultant.

Transit may be required to make a recommendation of the successful Consultant to the Intercity Transit Authority (Authority). If the Authority concurs, a Contract will be awarded to the successful Consultant.

4.5 EXECUTION OF CONTRACT

The successful Consultant will execute the final Contract in duplicate and return to Transit, together with the evidences of insurance, within ten (10) Business Days of its receipt. After execution by Transit, one (1) original signed Contract will be returned to the Awarded Consultant.

APPENDIX A - RFQ DOCUMENTS

Qualification Submittal Document: Consultants must complete and submit the below Qualification Submittal Document as their Response.



RFQ 1701 Submittal
Document

Solicitation Standards: This document contains the Standard Definitions, Instructions to Consultants and Terms and Conditions. This document does not need to be submitted, however Consultants are instructed to be familiar with it as it governs this Solicitation and will be incorporated into the resulting Contract.



RFQ 1701 Solicitation
Standards

Sample Contract Document: Transit expects the final Contract signed by the successful Consultant to be substantially the same as this Contract. This document does not need to be submitted, however Consultants are instructed to be familiar with it.



RFQ 1701 Sample
Contract