



**CITY OF PHOENIX, ARIZONA  
OFFICE OF THE CITY ENGINEER  
DESIGN AND CONSTRUCTION PROCUREMENT**

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**REQUEST FOR QUALIFICATIONS**

**CITY OF PHOENIX  
GRANT WRITING CONSULTING ON-CALL SERVICES  
(NO PROJECT NO.)**

**PROCUREPHX PRODUCT CATEGORY CODE 925000000  
RFx 6000001235**

# REQUEST FOR QUALIFICATIONS

The City of Phoenix is seeking up to 10 qualified consultants to provide Grant Writing Consulting On-Call Services to support pursuit of Bipartisan Infrastructure Law and/or American Rescue Plan Act funds on an as-needed basis for up to five years.

## **SECTION I – PROJECT DESCRIPTION**

The federal Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (IIJA), provides unprecedented investments in broadband, rail and transit, roadway safety, clean energy, water, and other traditional types of infrastructure. The BIL has a breadth of programs and sectors included with allocated funding to over 350 distinct programs. The BIL is an opportunity to rebuild roads, bridges and rails; expand access to clean drinking water; ensure access to high-speed internet; to tackle the climate crisis and advance environmental justice, while investing in communities.

Additionally, the American Rescue Plan Act has already provided funding towards critical resources in every state, tribal, county, city, and unit of local government to support their response to the COVID-19 public health emergency.

Selected consultants will research, prepare, submit, and track grant opportunities as needed for various City Departments.

## **SECTION II – SCOPE OF WORK**

Individual task assignments will be issued as grant opportunities become available. On-Call firms may be utilized by various departments such as Aviation, Public Transit, Public Works, Streets, and Water Services Departments. Scopes of work may include, but are not limited to:

- Reviewing grant application guidelines and identifying tasks to be completed, by whom, and by what dates;
- Attending and coordinating partner collaboration meetings to support the grant application process;
- Attending applicable grant webinars/workshops and providing City staff with summaries of the webinar/workshop;
- Establishing deadlines for completing the (1) initial grant application for City staff's review, and (2) the revised draft grant application reflecting City staff's edits;
- Writing specific sections of a grant application which may include program background information, program description, program performance standards, program evaluation, non-grant funding to be leveraged, City capacity to administer grant, and a budget with supporting narrative details;
- Conducting necessary research, such a population statistics or demographic information, and other relevant data to support the grant application;
- Meeting virtually and in-person with City staff as needed to prepare successful grant proposals;
- Ensuring all grant application requirements are met;
- Ensuring all necessary attachments and/or letters of support are obtained and submitted to City staff with the grant application;
- Preparing and submitting the final grant application documentation to City staff prior to the grant application deadline in accordance with the established timeline;

Submittal opportunities may include, but are not limited to: Rebuilding American Infrastructure Sustainably and Equitably (RAISE) Grants, Bus & Bus Facilities Competitive Grants, National Infrastructure Project Assistance, Infrastructure for Rebuilding America (INFRA) Grants, Safe Streets and Roads for All, Charging and Fueling Infrastructure Grants, Reconnecting Communities, Energy Efficiency and Conservation Block Grants, Water & Groundwater Storage and Conveyance, State and Local Cybersecurity Grant Program, Building Resilient Infrastructure and Communities Program, Grants for Energy Efficiency and Resilience Code Adoption, and Flood Mitigation Assistance.

A consultant that prepares a successful grant application would be excluded from future pursuits, design or construction, associated with the successful application.

### **SECTION III - PRE-SUBMITTAL MEETING**

There will be no pre-submittal meeting for this project.

### **SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

Firms will be selected through a qualifications-based selection process based on the criteria below. Sub-criteria are listed in order of importance in relation to project services. City of Phoenix project experience is not required.

#### **A. Grant Writing Experience of the Firm (maximum 300 points)**

Describe the experience and qualifications of the firm in providing grant writing services resulting in successful grant applications on behalf of a municipal government for federal, state, regional, local, or private foundation grants. For each project listed, provide the following:

1. Description of the grant pursued including scope and name of grant applicant
2. Role of the firm and explain how this relates to the services being solicited
3. Project's original contract value, final contract value, and reason for variance
4. Project's start date and completion date

#### **B. Staffing Information for Key Personnel (maximum 200 points)**

Provide the following:

1. Team's availability and commitment to this contract
2. Team's plan to maintain continuity of the proposed services
3. Organization chart showing key personnel, current professional licenses or certifications, and assigned roles for the contract
4. Location of the firm's principal office and the home office location of key staff on this project

#### **C. Project Understanding and Approach (maximum 350 points)**

Describe your firm's understanding of and experience with, and with any of the programs that are included in, the Bipartisan Infrastructure Law. Describe your understanding of the City's need for grant writing services, including important considerations such as potential challenges to pursuing and receiving grants. Describe your approach to a successful grant pursuit, including any innovative techniques utilized.

#### **D. Grant Writing Sample (maximum 150 points)**

Firms must provide an excerpt of a successful grant proposal (preferably for a federally-funded infrastructure project or program) that your firm has written for a local government within the last five years.

### **SECTION V - SUBMITTAL REQUIREMENTS**

**New Electronic Submittal Process:** Firms interested in this project must submit a Statement of Qualifications (SOQ) electronically through the ProcurePHX online portal.

Submittal requirements are as follows:

- Vendor Information:** All firms must be registered in the City's Vendor Management System prior to submitting a proposal. For new firms, the City will send an email to your firm with a vendor number within two business days of submitting the request. The vendor number should be included on the cover of the SOQ. Information on how to register with the City is available at:

<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>

**If your firm is already registered with the City of Phoenix's ProcurePHX system, please visit <https://eprocurement.phoenix.gov/irj/portal> to login and access the electronic solicitation.**

The product category code for this RFQ is 925000000 and the RFx number is 600001235.

**Submittals:**

- Submittals must be uploaded to the ProcurePhx website by the submittal due date and time.
- Submit only one SOQ electronically, in .PDF format only, addressing all evaluation criteria. No hard copies will be accepted.
- Clearly display the firm name, vendor number, project title, and project number on the cover of the SOQ.
- A maximum of **12 pages** is permitted to address all content in the SOQ submittal (**Maximum page limit includes evaluation criteria and all additional content. It does not include information sheet.**)
- Submit electronically the Statement of Qualifications by **12:00 noon, Phoenix time, on Friday, March 25, 2022.**
- Upload one complete version of the SOQ addressing all the criteria. Upload format is .PDF.
- Page size must meet requirements of 8½" x 11"
- Font size must not be less than 10 point
- Content count:
  - ✓ Each side of a page containing evaluation criteria and additional content will be counted toward the maximum page limit noted above.
  - ✓ Pages that have project photos, charts and/or graphs will be counted towards the maximum page limit noted above.
  - ✓ Front and back covers, information sheet, Table of Contents pages, and divider (tab) pages **WILL NOT** be counted toward the maximum page limit noted above, unless they include evaluation criteria and additional content that could be considered by the selection panel.

**Information Sheet:** Provide an information sheet that includes project title, project number, RFx number, firm name, address, phone number, vendor number, and the name, title, email address and signature of your contact person for the project. Do not include any additional information.

**Evaluation Criteria:** Address the SOQ evaluation criteria.

**Additional Content:** Resumes and other information may be included (*content shall be included within the permitted maximum page limit*).

**Note: All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted SOQ.**

## **SECTION VI – GROUNDS FOR DISQUALIFICATION**

The following **will be grounds for disqualification**, and will be strictly enforced:

- Failure to submit electronically through the ProcurePHX online portal by the due date and time.
- Violating the "Contact with City Employees" policy contained in this RFQ

## **SECTION VII - SELECTION PROCESS AND SCHEDULE**

Interested firms will submit a SOQ. The firms will be selected through a qualifications-based selection process. A selection panel will evaluate each SOQ per the criteria set forth in Section IV above.

The City expects to create a final list of no more than ten firms for these contracts. The City will enter into negotiations with the selected firms and execute a contract upon completion of negotiation of fees, contract terms, and City Council approval.

The following tentative schedule has been prepared for this project.

SOQs due  
Kick-Off Meeting

March 25, 2022  
May 2022

If the City is unsuccessful in negotiating a contract with the best-qualified firms, the City may then negotiate with the next most qualified firm until a contract is executed, or the City may decide to terminate the selection process. Once a contract is executed with the successful firm, the procurement is complete.

All submitting firms will be notified of selection outcome for this project. The status of a selection on this project will be posted on the City of Phoenix's "Tabulations, Awards, and Recommendations" website:

<http://solicitations.phoenix.gov/awards>

## **SECTION VIII – GENERAL INFORMATION**

**Citywide Capital Improvement Projects.** Consulting and contractor services supporting the City's Capital Improvement Projects are procured under the authority of the City Engineer, currently located within the Street Transportation Department. Design and Construction Procurement coordinates the citywide consulting and construction contracting procurement processes.

The selected Consultants should expect to comply with the Arizona State Statutes Title 34 and City of Phoenix Design and Construction Procurement's contract provisions.

**Changes to Request for Qualifications.** *Any changes to this Request for Qualifications (RFQ) will be in the form of a Notification.* The City of Phoenix shall not be held responsible for any oral instructions. Notifications are available on both the Current Opportunities and ProcurePHX webpage.

*It shall be the responsibility of the registered RFQ holder to determine, prior to the submittal of the Statement of Qualifications, if a Notification has been issued.* Registered RFQ holders may refer to the web page or call the Contracts Specialist (listed below) to ascertain if a Notification has been issued for this project.

**Alternate Format.** For more information or a copy of this publication in an alternate format, contact the Contracts Specialist (listed below) - Voice or TTY 711. Requests will only be honored if made within the first week of the advertising period.

**Release of Project Information.** The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

**City Rights.** The City of Phoenix reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

**Contact with City Employees.** This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED.**

Beginning on the date the RFQ is issued and until the date the contract is awarded or the RFQ withdrawn, all persons or entities that respond to the RFQ, including their authorized employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys (collectively the Proposer), will refrain from any direct or indirect contact with any person (other than the designated Contract Specialist) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads, the Mayor and other members of the Phoenix City Council. As long as the RFQ solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to this RFQ solicitation with City staff.

Commencing on the date and time a solicitation is published, potential or actual proposers (including their representatives) will only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated procurement officer) at a public meeting, posted under the Arizona Revised Statutes, until the resulting contract(s) are

awarded or all offers or responses are rejected and the solicitation is cancelled without any announcement by the procurement officer of the City's intent to reissue the same or a similar solicitation.

Proposers may discuss their proposal or the RFQ solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Contract Specialist (listed below), conducted in person at 200 W. Washington, Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

**Conflict of Interest.** The City reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the City. This disqualification is at the sole discretion of the City. Any Proposer submitting a proposal herein waves any right to object now or at any future time, before any body or agency, including but not limited to, the City Council of the City of Phoenix or any court.

**Protest Procedures.** Firms responding to disqualification or a procurement outcome are referred to the Code of the City of Phoenix Chapter 2, Article XII, Section 2-187 to 2-190.4, which governs protest procedures utilized throughout the selection process. The procedures may be reviewed through the City of Phoenix website at:

<http://www.codepublishing.com/az/phoenix/>

A copy of the Protest Policy is also available online at:

<https://www.phoenix.gov/streets/procurement-opportunities>

**Questions** - Questions pertaining to this selection process or contract issues should be directed to the Contracts Specialist, Heather Roye at (602) 261-8894 or email [heather.roye@phoenix.gov](mailto:heather.roye@phoenix.gov).