



County of Santa Cruz

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DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

THOMAS L. BOLICH
DIRECTOR OF PUBLIC WORKS

AGENDA: NOVEMBER 20, 2001

November 5, 2001

SANTA CRUZ COUNTY BOARD OF SUPERVISORS

701 Ocean Street
Santa Cruz, California 95060

**SUBJECT: REQUEST FOR PROPOSALS FOR GRANT WRITING SERVICES
FOR THE DEPARTMENT OF PUBLIC WORKS AND THE
PLANNING DEPARTMENT**

Members of the Board:

The Department of Public Works, in the development of many of its recent road improvement projects and storm damage repair projects, is required to meet certain environmental program requirements under the Endangered Species Act (ESA) and the National Marine Fisheries Service's (NMFS) 4(d) Rule. These projects often require various environmental services, habitat restoration and erosion control programs during the engineering and construction phases of a project. By using the "FishNet 4C: Effects of County Land Use Policies and Management Practices on Anadromous Fish and Their Habitat" as a watershed assessment tool, we can proceed to apply for more grant funding to assist us in meeting the ESA and NMFS 4(d) Rule mitigation requirements. Therefore, as directed by your Board on June 22, 2001, we are now prepared to issue a Request for Proposals (RFP) for grant writing services to retain a consultant that specializes in environmental grant administration. In addition, the Public Works Department will also continue collaborating with the Planning Department for preparation of in-house grant proposals.


The Public Works Department and the Planning Department are recommending that \$30,000 be allocated for the services of a consultant for environmental grant administration. The Planning Department proposes to use \$15,000 from its Zone 4 contingency funds, and the Public Works Department proposes to use \$15,000 through a combination of funds from Zones 5, 6, 7, and 8.

Attached for your consideration is a copy of the proposed RFP to be distributed to consultants who specialize in environmental grant administration services. The selected firm(s) will be contacted for interviews with Public Works and Planning staff, and once the final ranking of the consultants is complete, we will begin negotiations on a Final Scope of Work and compensation. A final agreement will be presented to the Board of Supervisors on or before February 5,2002, upon successful completion of negotiations.

It is therefore recommended that the Board of Supervisors take the following action:

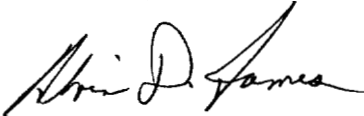
1. Approve the attached Request for Proposals for Grant Writing Services for Public Works projects.
2. Direct the Public Works and Planning Departments to return to your Board on or before February 5,2002, with recommendations for approval of the recommended consultants and any necessary budgetary actions.
3. Direct the Clerk of the Board to advertise the Request for Proposal on Sunday, November 25,2001, in the Santa Cruz County Sentinel.

Yours truly,



THOMAS L. BOLICH
Director of Public Works

Yours truly,

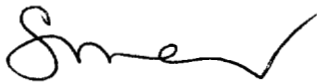


ALVIN D. JAMES
Planning Director

CS:mg

Attachments

RECOMMENDED FOR APPROVAL:



County Administrative Officer

copy to: Public Works
Planning Department

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THOMAS L. BOLICH
DIRECTOR OF PUBLIC WORKS

County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

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REQUEST FOR PROPOSALS GRANT WRITING SERVICES FOR DEPARTMENT OF PUBLIC WORKS PROJECTS

General Proposal Requirements

1. Description of Services

The services include developing grant proposals, writing and administering grants from various funding sources for the County of Santa Cruz as needed. The emphasis will be in environmental and fish enhancement grants.

2. Scope of Work

The grant writer should have at least three years of proven experience in obtaining and administering grants.

3. Submittal

Three (3) copies of the proposal should be submitted no later than 5:00 P.M. on Thursday, December 20, 2001. Proposals shall be submitted to:

Connie Silva, Urban Designer
County of Santa Cruz
Public Works Department
701 Ocean Street, Room 410
Santa Cruz, CA 95060

Provide the following note on the mailing label: "Grant Writing Services for Department of Public Works Projects."

4. Consultant selection shall be based on evaluation of the consultant's formal proposal.

Evaluation criteria used to select the consultant will include, but not be limited to the following:

- a. Qualifications of the proposed consultant in developing, writing and administering grants.
- b. Demonstrated understanding of the scope of work.

3. Demonstrated capability to explore and develop innovative or advanced erosion control and revegetation techniques, and alert County to potential problems and alternative solutions.
 - d. Past performance in similar projects related to cost control, quality of work and communication.
 - e. Present workload of the consultant.
 - f. Familiarity with County requirements and procedures for the type of work requested.
 - g. Familiarity with various grants that are available.
 - h. Familiarity with various agencies' administrative requirements and procedures for the grants to local governments.
 1. Experience or knowledge of fish enhancement projects, such as fish passage mitigation or stream habitat enhancement.
5. Proposal Format

The proposal shall include the following:

- a. Project Description - A narrative statement describing the consultant's understanding of the work and the County's needs, based upon the Request for Proposal and available information. In addition include expertise and background in grant writing services.
 - b. Work Plan and Schedule - A complete description of the services proposed and the firm's standard hourly fee schedule.
6. Contract Agreement

The County intends to award a contract to the best qualified firm with compensation based on a force account payment (time and materials). Attention is directed to Section 9-1.03, "Force Account Payment," of the Standard Specifications, State of California, Department of Transportation. The consultant should review the Contract Agreement and be aware of the various requirements.

7. Compensation

The fee proposals will be opened after the proposals are ranked for comparative purposes. Contract negotiations will be conducted with the firms deemed most qualified. Contract negotiations will begin with the top ranked consultants after notification of the final selections. Negotiations will include compensation on a time and material basis and staff assignments. In the event that an agreement cannot be reached with one of the top ranked consultants, negotiations will be terminated with that consultant and negotiations will begin with the next ranked consultant.

All cost proposals shall be subject to a pre-award audit and therefore all accounting procedures shall be in a format that conforms to Code of Federal Regulations (CRF) 48 Chapter 1, Part 31 and CFR 49, Part 18. These regulations shall be used to determine the allowability of the individual items of costs and the administrative requirements for grants to local governments.

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