

# **REQUEST FOR PROPOSALS PUBLIC ART GRANT WORK PLAN CREATION & GRANT WRITER**

## **I. GENERAL INFORMATION**

### **A. INTRODUCTION**

The City of Florence (City) is seeking proposals from qualified individuals or firms with a proven track record to provide grant writing services for the City's Public Art Committee. Successful applicants will demonstrate an ability to provide all of the following: researching and finding appropriate grants, drafting of a strategic plan, writing, submitting and securing grants.

### **B. BACKGROUND**

The City of Florence Public Art Committee (PAC) was established in July 2015 in order to serve as the City's primary committee tasked with actively developing a Public Art Program and Policy for the City of Florence. The PAC has established a Public Arts Program with a mission to integrate art into the daily life of our community and inspire extraordinary creative expression that will enrich public awareness, enhancing the vitality, economy and diversity of Florence through the arts.

The Public Art Committee has been tasked with the implementation of its work plan to establish new public art programs for the City include the establishment of the art for the Hwy 101 & 126 ReVision Florence project. The ReVision Florence project is a partnership between the City of Florence, The Florence Urban Renewal Agency, Lane County, Oregon Department of Transportation, and the Florence Public Art Committee. Each partner is investing time, money, and/or in-kind participation to complete this rehabilitation of our major corridor of Highway 101. The plans call for widening sidewalks, placing utilities underground, adding bicycle lanes, realignment of side streets, natural landscaping, bio-swales, benches, contemporary street lighting, and the placement of works of art that will be strategically located throughout this new streetscape.

The initial phase of this RFP request is for the completion of a Public Art Grant Work Plan that would recommend all appropriate grants, whether local, non-profit, state or federal, that may be available to the COF and PAC, where the monies would go to all costs associated with the creation, installation and maintenance of the artworks. RFP submittal will also be utilized as a basis for future grant writing work.

### C. ANTICIPATED SELECTION SCHEDULE

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

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|-----------------------------------|----------------------------|
| • RFP Advertised                  | Week of July 16, 2018      |
| • Proposal Due Date (received by) | August 14, 2018 by 5:00 pm |
| • PAC Evaluation                  | August 20, 2018            |
| • Interviews (if needed)          | August 23 & 24, 2018       |
| • Commencement of Contract        | September 1, 2018          |

### D. QUALIFICATIONS AND EXPERIENCE

Proposals will be accepted from individuals, organizations (for-profit or non-profit), or other collaborative arrangements that:

1. Are qualified to conduct business in the State of Oregon and the City of Florence.
2. Are in a corporation or a limited liability corporation (LLC) that is in good standing with the Secretary of State.

### E. SCOPE OF SERVICES

The City of Florence Public Art Committee is seeking qualified grant writers / organizers for a two-step process to establish a grant work plan for the City of Florence to identify potential public art grant opportunities to perform additional art projects within the Public Art Committee's Work Plan, and for eventual grant writing and reporting services to apply for and maintain the grant opportunities determined viable by the Public Art Committee.

**Phase One: Creation of Public Art Grant Work Plan:** Successful applicant will be able to provide a proposal of the costs to be incurred and ability to perform the creation of a detailed grant plan for the City of Florence public art committee. At a minimum, grant plan shall include a detailed listing of at least 15 grant opportunities for the City of Florence to consider to implement public art projects. Listing for each grant shall include considerations / information concerning:

- Grantor name, agency, mission, and grantor information;
- Timeline for grant process;
- Steps for grant process;
- Estimated length of time to write grant including research and compilation;
- Estimated competitiveness of the grant / estimated percentage of ability to receive grant;
- Anticipated grant reporting steps and time for completion;
- Any other information deemed relevant to the grant process;

Preparation of grant plan may include:

- Periodical meetings with City Staff and Public Art Committee representatives to align scope, priorities, work plan and deliverables.
- Research and provide recommendations on appropriate grant opportunities;

**Phase Two: Grant Writing, record-keeping, reporting and general grant consultation:**

Once completion of the grant plan is determined, the City of Florence will utilize this information to determine the best course of action for the City to utilize to implement the City's Public Art work plan. The Public Art Committee will determine the funding availability and likelihood of success for each grant opportunity and intends to utilize successful grant writing RFP applicant for ad-hoc grant writing, record-keeping and reporting services for each viable grant opportunity.

Proposal shall include a proposed hourly cost estimate for grant writing, record-keeping and reporting after completion of the Public Art grant work plan.

<b>II. PROPOSAL INSTRUCTIONS</b>
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**A. PROPOSAL SUBMITTAL AND DUE DATE**

Proposers shall provide proposers submittal in either digital or hard copy format, clearly marked: "Confidential: City of Florence Public Art Committee Grant Writer Proposal". Proposals shall be submitted by 5:00 p.m. on August 14, 2018 to:

Kelli Weese  
City Recorder / Economic Development Coordinator  
City of Florence  
250 Highway 101  
Florence, OR 97439  
[Kelli.weese@ci.florence.or.us](mailto:Kelli.weese@ci.florence.or.us)

City of Florence assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not received by the City by the above specified time and date will not be considered.

**B. INQUIRIES**

Questions concerning this RFP should be submitted to:

Kelli Weese  
City Recorder / Economic Development Coordinator  
City of Florence  
250 Highway 101  
Florence, OR 97439  
[Kelli.weese@ci.florence.or.us](mailto:Kelli.weese@ci.florence.or.us)

### **C. RESERVATION OF RIGHTS**

The City reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the City and the public; 3) reject any or all proposals; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by City in its sole discretion; 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified Proposer to perform the services described in this RFP.

### **D. PROTESTS**

Proposers are directed to the protest procedures contained in City Public Contracting Rule 137-047-0730 and 137-047-0740.

### **E. PROPOSAL CONTENTS**

Proposals shall include, at a minimum, the following items:

- Cover Letter. A one page cover letter containing:
  - the name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal;
  - Entity name and address;
  - Phone, website and email address; and
  - State certification number, if any, as a minority-owned, women-owned, disadvantaged, or emerging small business.
- Name and qualifications of the individuals who will provide the requested services and a current résumé for each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience working with governmental agencies and/or non-profits.
- Experience/Work Samples. Experience and qualifications of the consultant and include the resume of the principal grant writer providing direct service for this project. Describe in detail your experience writing and submitting government and non-profit grants.
- Approach/Work Plan. A narrative that addresses how the Scope of Services, as outlined above, will be accomplished, including a timeline with benchmarks and the estimated number of hours required to accomplish the plan. Describe how the Proposer will approach researching, finding and writing grant opportunities and proposals
- An excerpt from a grant you have written that is representative of your writing style. The excerpt should not exceed 5 pages and should not contain any confidential or proprietary information.
- A clearly defined project budget including hours / hourly wage for grant work plan creation and hourly wage for additional ad-hoc grant writing services;
- References from clients for whom the consultant has performed similar services.

## **F. INFORMATION**

Proposers are hereby advised that the City may solicit background information based upon all information, including references, provided in response to this RFP. By submission of a proposal, Proposer agrees to such activity and releases the City from all claims arising from such activity.

## **G. PUBLIC RECORDS**

All proposals submitted are the property of the City of Florence, and are thus subject to disclosure pursuant to the public records law, as qualified by ORS 279B.060. Accordingly, proposals received and opened shall not be available for public inspection until after City's notice of intent to award this contract is issued. Thereafter, except for information marked "Trade Secret", all documents received by City shall be available for public disclosure. The City will attempt to maintain the confidentiality of materials marked "Trade Secret" to the extent permitted under the Oregon Public Records law.

## **H. COSTS**

Proposers responding to this RFP do so solely at their own expense.

### **III. PROPOSAL EVALUATION**

#### **A. MINIMUM QUALIFICATIONS**

The City will review proposals received to determine whether or not each proposer meets the following minimum qualifications:

- Ability to provide grant work plan creation & writing work needed by the City to the standards required by the City.
- Is an Equal Opportunity Employer and otherwise qualified by law to enter into a grant writing contract.

#### **B. EVALUATION CRITERIA**

Proposals meeting the above minimum qualifications will be evaluated by the City using the following criteria:

- Knowledge of grant opportunities, funding sources and associated regulations for government and non-profit grants.
- Experience in grants related to arts, culture, downtown revitalization, and/or community engagement;
- Successful track record of acquiring grant funding for organizations of a similar size and mission.
- Quality of proposed approach/timeline.
- Quality of writing sample.
- Cost effectiveness of proposal
- Interview (If conducted)

Special consideration may be given to proposers with grant writing experience within the Florence area.

Interviews may be requested prior to final selection. Award will be made to the highest ranked Proposer according to the evaluation criteria. If contract negotiations are unsuccessful with the highest ranked Proposer, the City reserves the right to enter into negotiations with the next highest ranked proposer.

#### **C. SELECTION**

The PAC Grant Selection Committee will evaluate all proposals that meet the minimum qualifications listed in Article III.A of this RFP. The committee will be composed of members of the PAC, including at least one city staff person. Each PAC Grant Selection Committee member shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria set forth in Article III.B of this RFP. Completed evaluations shall be combined and tallied.

The City reserves the right to interview one or more of the highest ranked candidates. Upon completion of its evaluation process, the evaluation committee shall provide the results of the scoring and ranking to the City Council, along with a recommendation to award the contract to the highest ranked Proposer.

Upon receipt of the PAC's proposal recommendation, the PAC may: 1) begin negotiating a contract with the highest ranked Proposer; 2) send the proposals back to the evaluation committee for re-evaluation with specific instructions; 3) conduct its own evaluations of the proposals, which may include an interview of one or more of the Proposers; or 4) cancel the RFP.

If the City and the highest ranked Proposer are unable for any reason to negotiate a contract the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next highest ranked candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

#### **D. CONTRACT**

The selected Proposer will be expected to sign a written agreement, which will incorporate this RFP and the awardee's proposal. Negotiations shall be limited to terms the City chooses to negotiate, in City's sole discretion.

The City anticipates payment for services based on awarded grant submittal. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

The agreement requires that awardee comply with all applicable federal and state laws, rules and regulations.

**The City of Florence is an Equal Opportunity/Affirmative Action Employer. Women, Minorities, and Disabled Persons are encouraged to apply.**

**THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**