

REPORT OF GENERAL MANAGER

APPROVED
NOV 04 2009

NO. 09-282

DATE: November 4, 2009

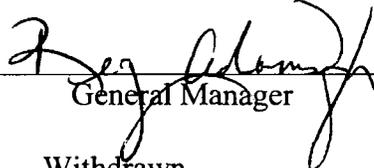
C.D. Various

**BOARD OF RECREATION
and PARK COMMISSIONERS**

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSITION 84 COMPETITIVE GRANT PROGRAM - PROPOSED
REQUEST FOR QUALIFICATIONS FOR GRANT WRITING SERVICES

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
*S. Huntley		K. Regan	_____
V. Israel	_____	M. Shull	_____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the Request for Qualifications (RFQ), substantially in the form on file in the Board Office, for grant writing services, subject to the review and approval of the City Attorney as to form;
2. Find that the Department does not have available in its employ personnel with sufficient time to undertake these specialized professional tasks in a timely manner and it is more feasible, economical, and in the City's best interest, to secure these services by contract;
3. Direct the Board Secretary to transmit forthwith the RFQ to the City Attorney for review and approval as to form;
4. Direct staff to advertise the RFQ and conduct the RFQ evaluation process for the selection of grant writers for proposed Proposition 84 projects, subject to City Attorney review of the RFQ and approval as to form; and,
5. Authorize the General Manager to execute, on behalf of the Department, agreements with up to 25 grant writers for Proposition 84 project submissions, substantially in the form on file in the Board Office subject to approval by the City Attorney as to form.

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SUMMARY:

In September 2009, the State released a Request for Proposals (RFP) for the first round of competitive grants for the State Proposition 84 Statewide Park Grant Program. The \$5.4 billion Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal protection Bond Act of 2006 (Proposition 84) was passed by the voters on November 7, 2006. These funds are used for a number of programs, one of which is the Statewide Park Grant Program. A total of \$368 million has been dedicated to this program and will be awarded on a competitive basis in two rounds. This Grant Program awards grants for the creation of new parks, expansion and/or improvements to existing parks, and the creation/renovation of recreation features. However the Program emphasis is on new parks and requires that the proposed project be located in areas that either lack park space and/or have significant poverty. The grant proposal submission deadline for Round 1 is March 1, 2010.

As of November 2009, the Department will have up to \$75,000 in available funding in the Fund/Dept/Acct No. 302/88/3040 for grant writing services. The Department intends to submit a maximum of 25 grant proposals. The Department's Planning and Development Division is working with regional staff and council offices to determine viable projects for this funding.

The Department would like to seek and have grant writers in place as soon as possible to allow sufficient time to assist with the research and preparation of the grant proposals for the proposed capital projects. The grant writers are typically utilized to assist with preparation of proposals since there is insufficient staff available to adequately research each project and develop well thought out, in-depth responses to complex grant proposal questions for each project. The Department's Grants Administration will coordinate the preparation and submission of the final grant proposal packages.

The Department's Grants Administration staff has developed a Request for Qualifications (RFQ) based on the criteria required for the Proposition 84 grant proposal. The RFQ seeks information covering areas of expertise and grant writing experience.

The RFQ seeks to select qualified and experienced grant writers that will meet or exceed the City's expectations for developing a quality product.

Significant Qualification and Contractual Provisions

1. Standard Conditions: All provisions of the Standard Provisions for City Contracts.
2. Compensation: Grant writers will be paid a maximum of \$3,000 for each grant proposal completed and will not exceed \$20,000 per grant writer as specified in the Letter of Agreement.

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3. Required Experience: A proposer must have a minimum of two years experience in grant writing and experience working with public agencies and community organizations.
4. Term: The contract term shall not exceed six (6) months.

Evaluation Process

Department Staff will conduct an evaluation of all qualifications submitted to determine completeness and submission of all compliance documents required for this project. Complete RFQ responses will be evaluated by the Department's Grants Administration staff. Consistent with Department's established RFQ evaluation process, staff will rank each RFQ response on each of the following criteria. The Department reserves the right to request additional information to clarify qualification submittals.

RFQ Evaluation Criteria:

1. Grant Writing Experience
2. Prior Experience with Public Agencies/Community Organizations
3. Areas of Specialization
4. Responsiveness to all Information Requested by the RFQ

The main RFQ documents will be available through the internet. The anticipated time for completion of the RFQ process and award of the agreements is approximately 21 days from the approval of this report. Staff supports approval of the RFQ at this time in order to complete a timely execution of agreements with the most suitable grant writers, as well as allow adequate time to meet the grant proposal deadline of March 1, 2010.

FISCAL IMPACT STATEMENT:

The cost of the grant writers will have no impact on the City's General Fund as the Department has allocated funding from an existing resource. A Report will be submitted for Board approval at the November 18th meeting, identifying the payment source for the grant writer services.

Report prepared by Kai Wong, Management Analyst II, Grants Administration.