

REQUEST FOR PROPOSALS
BUILD Grant Writer
Date of Request: Monday, April 1, 2019
Proposals Due: Friday, April 12, 2019 by 11:59 A.M. PDT

INTRODUCTION

The City of Walla Walla is requesting proposals from qualified consultants to assist the City in applying for the next BUILD grant through the US Department of Transportation for the Myra Road – SR125 to Taumarson Road Project. The City's intent is to have a consultant improve upon previously submitted TIGER and BUILD grant applications and apply for the next BUILD grant.

BACKGROUND

Myra Road is a principal arterial that connects US Highway 12 (US 12) with Washington State Route 125 (SR 125). For much of its length, it also represents the boundary between the cities of Walla Walla and College Place. Walla Walla County's Long-Term Arterial plan, as well as the City of Walla Walla's Comprehensive Transportation Plan, both include an extension of Myra Road south to Taumarson Road. A preliminary plan was prepared in 2017. Right of Way is in-process, and preliminary design and permitting are also in-process. The City applied for a federal TIGER grant in 2017 and a federal BUILD (formerly TIGER) grant in 2018, both of which were unsuccessful. These previous applications can be found on the City's Bids and RFP webpage.

The next round of the BUILD grant is anticipated to be announced on April 12, 2019, with a 90-day application deadline. The City received feedback from the US Department of Transportation on both grant submittals. This information will be made available to the selected consultant for assistance in applying for the next BUILD grant.

REQUIRED PROJECT DELIVERABLES

Completion and submittal of BUILD grant application by the deadline.

CITY CONTACT

For further project information or questions please contact Public Works Administrative Support Coordinator, Darci Bell by phone at 509.527.4463 or by email at dbell@wallawallawa.gov.

ANTICIPATED SCHEDULE

- April 1, 2019 – Issue RFP
- April 12, 2019 - RFP responses due
- April 17, 2019 – City provides consultant selection notifications
- May 1, 2019 – Negotiations completed
- May 8, 2019 – Council award of contract if necessary
- May 10, 2019 – Contract signed, and work begins
- July 5, 2019 – Federal BUILD grant application due

PROPOSAL SUBMITTAL

The proposal response shall be limited to 10 pages (5 sheets of paper printed duplex). Submittal shall be printed duplex on 8 ½" x 11" papers with margins set at 1" minimum and have a text font of 11 pt minimum. The proposal shall consist of a statement/understanding of the scope of work and the

estimated cost associated with the work, relevant experience, three applicable references, and the resumes of the persons assigned to the project team. The submittal shall include four paper copies, and one electronic PDF of the proposal.

The following additional information is required, but is not included in the five-page limit:

1. Rate Schedule
2. Resumes
3. Cover letter
4. Evidence of Professional Liability Insurance
5. Dividers (not required)

Those desiring consideration shall submit a complete proposal by **11:59 a.m., on Friday, April 12, 2019, local time**, at the office of Public Works Administration, Attn: Darci Bell, 55 E. Moore Street, Walla Walla, Washington 99362. Proposals must be submitted in a sealed envelope and clearly marked **“BUILD Grant Writer.”**

Proposals received after the deadline and/or not responsive to the content requirements noted will not be considered. The City reserves the right to reject any or all proposals, or portions thereof, and waive minor irregularities.

SELECTION OF CONSULTANT

Proposals will be evaluated by a Committee of City employees. Proposals will be evaluated on the basis of experience, qualifications, staffing, with cost considered. The Consultant determined best qualified to perform this work will be recommended for contract award.

Proposals received will each be scored against each other. Areas to be addressed in the proposal:

- **Brief Introduction of the Firm:** Describe your firm by stating time in business, number of employees, office locations along with other information that helps characterize it.
- **Project Manager and Assigned Team Members:** Identify and introduce the project manager who will be responsible for this project along with the support personnel including any relevant certifications and/or skills. Describe key proposed roles and responsibilities along with any possible availability challenges.
- **Similar Experiences, Quality of Past Work and References:** Provide a brief description of similar projects describing the relevant experience obtained within the last five years. Identify how successful you have been in obtaining grant funding. List (3) clients with name, address, phone number and email from this list of projects that the City may contact.
- **Project Understanding and Approach to the Work:** Describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute them based on the information provided herein. Describe how the firm plans to collect or verify required data and apply for the BUILD grant in a timely and cost-conscious fashion.
- **Recommendations & Innovative Ideas:** Describe any challenges that you foresee with this project and your plan to address them. Propose a schedule to complete this work from the anticipated contract execution to the grant submission deadline. Describe other pertinent information relevant for consideration.
- **Overall Quality of Proposal:** Overall perception of the proposal and may include but is not limited to: flow and readability, commitment and chemistry, spelling and grammatical errors, presentation, etc.

- **Estimated cost to complete**

Upon selection of the consultant, the City will negotiate a contract, scope of work, fee, schedule, etc. If unable to reach an agreement, the City reserves the right to terminate negotiations and begin discussions with the next highest finalist. Work performed under the contract will be on a time and material basis with a negotiated not to exceed amount. If such approval is not granted, this agreement shall be void and neither party shall have any further obligations or liabilities hereunder.

The City of Walla Walla is an equal opportunity and affirmative action employer. Minority- and women-owned firms are encouraged to submit proposals.

TITLE VI STATEMENT

The City of Walla Walla, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and the Related Statutes, issued pursuant to such Acts, hereby notifies all consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability and low income in consideration for an award.

LIMITATIONS

The City reserves the right to modify or withdraw the RFP at any time without prior notice. The City reserves the right at its sole discretion to reject any and all proposals received without penalty. The City may reject proposals without providing the reason(s) underlying the declination. The City also reserves the right to not issue a contract as a result of this RFP. A failure to award a contract will not result in a cause of action against the City. The RFP does not obligate the City to contract for services described herein.

Proposals may be withdrawn prior to the due date. Proposals shall be valid for a period of 60 days after the due date.

PRE-CONTRACTURAL EXPENSES

The City will not be liable for any costs incurred by applicants in the preparation or submittal of a proposal in response to this RFP, in the conduct of an interview presentation, or any other activities related to responding to this RFP.

Sample Personal Services Contract is available for your review on the City's Bids and RFP webpage.