

# **REQUEST FOR PROPOSAL**

**Town of Melbourne Beach, Florida**

## **RFP GRANT WRITING SERVICES**



## **A. GENERAL INFORMATION**

The Town of Melbourne Beach, Florida (the “Town”), is seeking proposals from qualified firms or individual to provide grant writing services at the local, state, and federal level and grant administration. The term of the consulting services agreement is expected to be two (2) years with the option of a two (2) year renewal.

The Town will receive sealed proposals at the location stated below not later than **2:00pm, June 5, 2026**.

Any submittal received after the above stated time and date will not be considered. It will be the sole responsibility of the Respondent to have its submittal delivered to the Town of Melbourne Beach, Florida by U.S. Mail, hand delivery or any other method available to him/her; however, facsimile, or electronic submittals will not be accepted. Delay in delivery will be the sole responsibility of the Respondent. Submittals received after the deadline will not be considered.

**RESPONDENTS ARE REFERRED TO THE ATTACHED GENERAL CONDITIONS FOR OTHER IMPORTANT INFORMATION REGARDING THE REQUEST FOR PROPOSAL PROCESS, REQUIREMENTS AND EXHIBITS.**

The original RFP submittal (**1 original, 5 copies and 1 electronic copy, CD, or thumb drive**) must be delivered to Town Hall in a sealed package, clearly marked on the outside, **RFP Grant Writing Services** and addressed to:

Town of Melbourne Beach  
c/o Marie Smith, Town Manager  
507 Ocean Avenue  
Melbourne Beach, FL 32951

Hand delivered Submittals are to be taken to the Clerk’s Office at the above address.

Original, sealed RFP submittals must be accompanied by the following, which are provided herein:

1. Exhibit A – Contact Sheet
2. Exhibit B – Public Entity Crimes
3. Exhibit C – Drug-Free Workplace Certification
4. Exhibit D – E-Verify Statement
5. Exhibit E – Conflict of Interest

Failure to include the foregoing may result in rejection of the submittal.

## **B. INCURRING COSTS**

The Town is not liable for any costs incurred by the Respondents in submitting a proposal in response to this solicitation. The cost to prepare the proposal and travel to interviews shall be the full responsibility of the Respondent.

### **C. SUBMITTAL OPENING**

The submittal opening is public on the date and at the time specified on the submittal form. It is the Firm's responsibility to assure its submittal is delivered at the proper time and place of the submittal opening. Submittals which for any reason are not so delivered will not be considered.

### **D. PROPOSAL EVALUATION AND AWARD**

All proposals received will be evaluated based on one or more of the following factors: price, quality of product and/or services offered; qualifications, experience, and references. An award will be made to the lowest responsive and responsible proposer complying with the provisions of this RFP, provided that such award is in the best interests of the Town of Melbourne Beach.

The Town of Melbourne Beach reserves the right to accept and /or reject any or all proposals in whole or in part with or without cause; to waive technicalities; to make multiple awards on a line item basis; and accept the proposal which in its judgment, best services the interest of the Town of Melbourne Beach. Proposers are cautioned that no communication with any Town of Melbourne Beach employee involved in the evaluation process is authorized during the proposal evaluation process unless such communication is originated by the Town of Melbourne Beach for the purpose of clarifying the proposal. Questions regarding the status of any proposal should be directed to the Purchasing Agent. Proposal awards will be posted on the Town's website after Commission Approval. Vendors are responsible for following up on the status of any proposal. The Town of Melbourne Beach will only notify successful vendor(s).

### **E. OVERVIEW OF THE SCOPE OF SERVICES**

The Town is requesting proposals from individuals or firms to provide grant writing and administration services for eligible projects in Fiscal Year 2026, 2027, and 2028. Grant services may include, but are not limited to, such grants as, Florida Recreational Development Assistance Program (FRDAP), Recreational Trails Program (RTP), Land and Water Conservation Fund (LWCF), Florida Boating Improvement Program (FBIP), Energy and Efficiency Grants (DOE), Historic Preservation Grants, Florida Communities Trust (FCT), Federal Emergency Management Agency grants (FEMA), Department of Environmental Protection Grants, State Revolving Fund (SRF), Water Management District Cooperative funding, Florida Department of Environmental Protection grants (FDEP), Florida Department of Transportation (FDOT), special appropriations, and other applicable grant and low-interest loan funds through the Federal, State, or other public sources. The proposer shall provide a grant application cost of listed programs along with cost associated with the administration of awarded grants. Grant writing and administration fees outside the identified programs may be negotiated on a case-by-case basis as a lump sum or percentage of the awarded grant.

1. Grant writing services shall include, but are not limited to, reviewing the existing project information, background data, and other information available to develop a complete application for the Town, providing recommendations on content and approach in the application, advising the Town on mixing and leveraging of funds (if any), identifying any needs to application enhancement or backup documentation, writing the complete grant application for Town comment and use in requesting funds, and providing technical assistance to Town staff in follow up to the application submittal to address any Town

questions.

2. Grant/loan program management services shall include, but not be limited to, conducting review(s), coordinating with funding agencies, developing and administering agency contract(s), requesting, tracking and management program funds in compliance with program guidelines, developing required public record systems, Davis-Bacon record-keeping requirements, advising and managing any required technical services or criteria, developing appropriate agency reports, schedules, and certifications, coordinating and conducting any required public input, providing reports and technical assistance, and developing any annual and closeout agency submissions.

## **F. EVALUATION CRITERIA**

The Town expects to enter into an agreement and/or work order with the Proposer or Proposers that submit the most information or best overall proposal, based on the Town's determination of the Town's best interests and the best overall value for the Town. The Town has and reserves the exclusive right to make those determinations, in its sole discretion.

Each proposal will be evaluated considering the following criteria, with a total score out of 100:

1. Capability and Qualifications of the proposer to deliver the proposed services.

**Weight: 20 Points**

2. Proven experience as demonstrated with recent contracts/projects for local government agencies within the State of Florida.

**Weight: 20 Points**

3. Resources and Availability.

**Weight: 20 Points**

4. Client References, Past Performance and Track Record of winning proposals.

**Weight: 20 Points**

5. Cost of Services Proposed.

**Weight: 20 Points**

6. Submission of Required Forms as listed on page 2 of this RFP (Exhibits A through E).

## **G. SUBMISSION REQUIREMENTS**

The Proposal response should contain at a minimum the following information:

1. **Tab A** – Statement of Interest

- The statement of interest shall concisely state proposer’s understanding of the services required by the Town, include additional relevant information not requested elsewhere in the RFP, and be signed by a person authorized to represent and bind the proposer.
2. **Tab B** – Vendor Profile (Office location, number of employees, number of years in business, etc.)
  3. **Tab C** – Team Composition and Resumes
    - Provide an organizational chart showing any subcontractors and the relationship to the team. Provide resumes for key team members, not to exceed two pages each. Attach a copy of each person’s current professional regulation license, as applicable.
  4. **Tab D** – Cost of Proposed Services
    - Include a breakdown of the costs associated with grant writing and grant administration and whether the costs are by percentage, hourly, monthly retainer, etc., and any other cost information deemed relevant.
  5. **Tab E** – Illustrative Work
    - Include projects/grant information for no more than five (5) projects that best illustrate current projects/grants relevant to this RFP.
  6. **Tab F** – References
    - Provide a minimum of five references for work performed similar to the scope of this RFP. References must be for current, or recent, projects, and must be for the proposed project team members.
  7. **Tab G** – Additional Information
    - Provide information describing the individual or firm’s approach to performing the work advertised in Scope of Services of this RFP. Provide other information that the individual or firm deems applicable to this RFP.
  8. **Tab H** – Additional Required Documents (see page 2 of this RFP, Exhibits A through E).

## **H. AWARD**

The award will be made to the individual or firm that is determined to be the most responsive in accordance with the requirements based on a total score out of 100. The Town reserves the right, based upon its deliberations and opinion, to accept or reject any or all submittals. The Town also reserves the right to waive minor irregularities or variations to the specifications in the award process. The Town Commission will review all submitted proposals and will serve as the selection committee responsible for the evaluation, ranking, and selection of the firm.

## **I. INSURANCE REQUIREMENTS**

The individual or firm shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, the Town shall not be deemed or construed to have assessed the risk that may be applicable to the individual or firm. The individual or firm shall assess its own risks and if it deems appropriate, maintain higher limits and/or broader coverage. The individual

or firm is not relieved of any liability or other obligations assumed or pursuant to any agreement with the Town by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. The insurance procured shall name the Town of Melbourne Beach as an additional insured on the comprehensive general liability insurance.

The Firm shall carry the following limits of liability as required below:

1. Commercial General Liability

General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal/Advertising Injury	\$1,000,000

2. Automobile Liability

Bodily Injury/Property Damage	\$1,000,000 each accident
Personal Injury Protection (PIP)	Statutory

3. Workers' Compensation

Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability): Each Accident	\$100,000

**J. PUBLIC INFORMATION**

All information contained in the proposals is public information, and as such will be handled in accordance with Chapter 119, Florida Statutes.

**K. QUESTIONS**

Any questions about this RFP shall be made in writing to: Jennifer Kerr, Finance Director, by email to [finance@melbournebeachfl.org](mailto:finance@melbournebeachfl.org). Interpretations, clarification of specifications, and requirements or changes to the documents which have a material effect will be documented and communicated only by written addendum posted on the Town's web page. All firms are responsible for checking for any addendums that may be issued, and to obtain such addendums.

From the date of issuance of this RFP until final Town action, respondents shall not discuss the RFP or any part thereof with any employee, agent, or representative of the Town except as expressly authorized by the Town's point of contact identified above for this solicitation. Violation of this restriction will result in rejection of the respondent's proposals package.

**L. INDEMNIFICATION**

The parties recognize that the firm is an independent contractor. The firm agrees to assume liability for an indemnify, hold harmless, and defend the Town, its Commissioners, officers, employees,

and agents from and against all liability and expenses, including reasonable attorneys' fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity or whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with an negligent act and/or deliberate act or omission of the firm, its officers, employees, agents, and subcontractors. The obligations contained in this provision will survive termination of the agreement and will not be limited by the amount of any insurance required to be obtained or maintained under the agreement. Nothing contained herein will be construed to be a waiver of any immunity or limitation of liability the Town may have under sovereign immunity or Section 768.28, Florida Statutes.

#### **M. LOBBYING**

Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Town Commissioner, the Finance Director, and/or any Town Personnel during the solicitation process. The lobbying blackout period commences upon the issuance of this solicitation and concluded upon the execution of the agreement. The Firm must not contact any Commission member during said black-out period. All questions and procedural matters must be directed to the Finance Director. The Town Commission and/or Finance Director may disqualify any solicitation response where any Commissioners, Finance Director, and/or Town Personnel have been lobbied in violation of the black-out period.

#### **N. CONTRACT**

The award to the successful firm shall be contingent upon a mutually acceptable and duly executed contract between the successful individual or firm and the Town. The Town shall not have any obligation to any respondent unless and until a contract has been negotiated and executed with the respondent. This RFP does not guarantee the inclusion of any particular terms within the contract, nor does it identify all matters that must be included in the contract. The contract must be in compliance with federal, state, and local requirements applicable to such contracts.

#### **O. LOCAL, STATE, AND FEDERAL COMPLIANCE**

Submitting Firms must comply with all local, state, and federal directives, orders and laws as applicable to the Request for Proposal.

## **EXHIBITS**

<b>EXHIBIT "A"</b>	<b>Contact Sheet</b>
<b>EXHIBIT "B"</b>	<b>Public Entity Crimes</b>
<b>EXHIBIT "C"</b>	<b>Drug-Free Workplace Certification</b>
<b>EXHIBIT "D"</b>	<b>E-Verify Statement</b>
<b>EXHIBIT "E"</b>	<b>Proposer Acknowledgements and Agreements</b>
<b>EXHIBIT "F"</b>	<b>Conflict of Interest</b>
<b>EXHIBIT "G"</b>	<b>Non-Collusion Affidavit</b>
<b>EXHIBIT "H"</b>	<b>Disputes Disclosure</b>

**EXHIBIT "A"**

**CONTACT SHEET**

**Name:** \_\_\_\_\_

**Federal Taxpayer ID:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, & Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Accounting Contact:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**EXHIBIT "B"**

**SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A),  
ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Proposal or Contract for \_\_\_\_\_.
2. This sworn statement is submitted by (entity) \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: \_\_\_\_\_.)
3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_.
4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
- The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)
- The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is personally known to me, or has provided \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

**EXHIBIT "C"**

**DRUG-FREE WORKPLACE CERTIFICATION**

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepared, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME (TYPED OR PRINTED): \_\_\_\_\_ TITLE: \_\_\_\_\_

**EXHIBIT “D”**

**E-VERIFY STATEMENT**

**Bid/Proposal Number:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security’s E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

**Individual/Company/Firm:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EXHIBIT “E”**

**CONFLICT OF INTEREST STATEMENT**

This sworn statement is submitted with Bid, Proposal or Contract for \_\_\_\_\_.

This sworn statement is submitted by (entity) \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) Federal Employer Identification Number (FEIN) is \_\_\_\_\_ ( If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: \_\_\_\_\_.)

My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.
9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is personally known to me, or has provided \_\_\_\_\_ as identification.

\_\_\_\_\_  
My Commission expires:  
\_\_\_\_\_  
Notary Signature