

City of Crystal River, Florida

Request for Proposals #09-RFP-17

The City of Crystal River is soliciting proposals from qualified firms or individuals to provide Grant Writing and Grant Administration services. Grant Writing and Administration services to be provided are to include identification of potential funding programs; full development of grant applications; and identifying and satisfying reporting requirements for each awarded grant.

Proposals must include a letter of interest; proof of errors and omission insurance; and forms certifying compliance with both drug free work place and public entity crimes requirements. Sealed proposals should be addressed to:

City Clerk
City of Crystal River
1123 N.W. Highway 19
Crystal River, FL 34428

Proposals must be received prior to 4:00 p.m., Friday, September 11, 2009. Questions should be directed to Planning Director Kurt Woerner, 123 N.W. Highway 19, Crystal River, FL 34428, (352)-795-4216, ext 305. Five (5) copies of the fully executed proposal are required.

Potential funding programs may include, but not be limited to, Community Development Block Grants (CDBG); Energy Efficiency & Conservation Block Grants; Transportation Enhancement Program grants; FRDAP and Florida Forever; Florida Rural Water; Southwest Florida Water Management District CFI program; and other qualified sources. Proposals must indicate the compensation basis to be in effect for services rendered, with a full explanation of how that basis will be applied to different types of funding programs.

Proposals shall provide the following information about the firm or individual and any proposed subconsultants:

1. Name of firm and parent company, if any.
2. Nature of principal business
3. Address of principal office and of the office from which work will be performed.

4. Size of firm and size of project office.
5. Name, address, telephone number and e-mail address of principal contact.
6. A minimum of three (3) governmental entities within Florida for whom similar services have been provided, including the name, phone number, and email address for a designated contact person.

All proposals shall include relevant experience and qualifications of all personnel including:

1. Professional/Educational background of all individuals who would be performing services under this agreement
2. Extent of experience with similar tasks with other governmental agencies, either as a consultant or as a staff member

The City reserves the right to reject any and all proposals solely at its own discretion, as it may deem to be in the best interest of the City. In addition, the City reserves the right to request additional information from any and all respondents, to waive any informalities, irregularities or omissions in any response and, prior to the response deadline, to change any portions or requirements of the RFP, provided notice of the same shall be given to all individuals or firms receiving the RFP.