



Town of Nolensville, Tennessee
Request for Qualifications
Grant Writing and Administration Services
April 3, 2024

Statement of Qualifications Due Date:

May 3, 2024, at 12:00 Noon CST

Request for Qualifications Grant Writing and Administration Services

1. Background

The Town of Nolensville is located in Williamson County, Tennessee. The Town is strategically situated east of Franklin and Brentwood, Tennessee and northwest of Murfreesboro, Tennessee. Nolensville is a growing municipality with an estimated population of over 16,000 residents.

2. Project Description

The Town of Nolensville is seeking qualified individual(s) or firm (Consultants) to provide on-call grant writing and administration consulting services. Procured funding will help the Town increase its ability to serve the community needs for infrastructure, capital and community improvement projects and programs. The Town may select more than one Consultant to serve on an on-call basis for grant writing and administration services. A success statement of qualification should demonstrate the Consultant's experience and ability to meet the following objectives:

- a. Provide extensive successful experience in grant writing and grant administration for other local and state government agencies;
- b. Integrate seamlessly with Town staff to support current grant projects and programs;
- c. Adapt and respond to changing funding and project priorities and ability to seek out grant opportunities that fit the strategic need and priorities of the Town. Examples of grant funding may include, but not be limited to:
 - Public safety funding (police and fire)
 - Infrastructure funding
 - Transportation funding including transit and mobility enhancements, streetscape improvements, signalization, etc.
 - Pedestrian and multi-modal funding
 - Municipal Facility design and construction funding
 - Public space improvement funding
 - Community park and recreation facility funding (including land acquisition)
 - Community assistance and housing funding
 - Sustainability and Green Infrastructure and Technology funding
 - Municipal support and operational funding
 - Economic development and redevelopment funding
 - Any other areas of funding as determined by the Town
- d. Provide guidance and recommendations for grant submittals; and
- e. Have sufficient availability and capacity to respond quickly and comprehensively to assignments that may arise with little to no notice.

3. Grant Writing and Administration

Under the direction of the Town Manager and/or Town Manager's designated staff, the selected consultant(s) may act in varying capacities to assist with seeking grant funds for Town priorities. Responsibilities may include, but not be limited to, the following:

- a. Provide on-call, project-based services to write and prepare grant applications for the Town of Nolensville, with direction from Town staff to solicit support letters and look for opportunities for the Town to partner with other agencies on grant applications.
- b. Grant Funding Research – Conduct research to identify grant opportunities and funding mechanisms including, but not limited to, federal, state, local, foundation, agencies, and organizations that support the Town's funding needs and priorities. The successful Proposer shall submit a written list of prospective sources and advise on the appropriateness of each funding opportunity and how to approach them.
- c. Assist Town staff in developing relationships with grant funding source staff for possible projects and partnering opportunities.
- d. Track and seek all appropriate Federal, State, local and private-entity funding sources.
- e. Coordination with Town Staff – Coordinate with Town staff through meetings, updates, and other forms of communication to ensure efficient management of grant application, funding, and reporting responsibilities.
- f. Provide technical grant proposal writing services associated with the completion of grant applications on behalf of the Town, including the preparation of funding abstracts, production/compilation of grant application documentation, and submittal of applications to funding sources. The Proposer shall be required to review grant solicitation requirements and all pertinent materials provided by the funding entity (e.g. notice of funding availability, frequently asked questions, and webinars). A copy of each grant application submitted is to be reviewed and approved by the Town prior to submission.
- g. Comply with all grant program mandates and documentation requirements.
- h. Provide grant administration services necessary to meet grant requirements including periodic project reporting (as needed).
- i. Manage the process of submitting required post-award reports to funder(s) and assure that ongoing compliance is met.
- j. Quarterly Reports – The successful Proposer shall submit monthly reports to the Town summarizing the amount of time expended and describe activities undertaken during the previous quarter.
- k. Other tasks and responsibilities as assigned.

4. Minimum Qualifications

Only those firms or consultant teams which meet the following minimum qualifications will be considered for selection.

- a. The proposer, and the individuals assigned to provide these services, must demonstrate at least five (5) years of experience providing grant writing and consultant services for public entities including preferably municipalities.
- b. The individual/firm has sufficient staff to satisfy the scope of services as described in this Request for Qualifications.

- c. The individual/firm is in good standing with the State of Tennessee.
- d. The individual/firm has experience and knowledge of State of Tennessee and Federal agencies and departments.
- e. The individual/firm must have demonstrated experience and expertise of the grant application process, grant management and the administration of grants.

5. Evaluation Criteria

Town staff will review the Statement of Qualification received from each proposer. Criteria for evaluation of Statements of Qualification include:

- a. Qualifications and availability of personnel and subconsultants (if required)
- b. Project understanding and responsiveness
- c. Project approach and methodology
- d. Past performance and results
- e. Past record of performance with the Town of Nolensville

Once the interviews are complete, Town staff will select the most qualified consultant(s) for further contract negotiations on the scope of services and corresponding price.

All proposals become the property of the Town of Nolensville upon submission. The cost of preparing, submitting, and presenting a proposal is the sole responsibility and expense of the consultant.

The Town of Nolensville reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obligates the Town to award a contract.

The consultant deemed most qualified to provide the required services will submit to the Board of Commissioners for consideration a Professional Services Agreement.

6. Submittals

In order to assure the uniformity of submissions, each response to this Request for Qualifications must, at a minimum, provide the following information:

- Letter of Transmittal – A letter addressed to the Director of Economic & Community Development which includes a statement by the respondent accepting all terms and conditions contained in this Request for Qualifications. The letter should also include a brief discussion of the consultant's technical background and ability to perform this contract in accordance with the Scope of Work. The letter must be signed by the firm's authorized official. The letter must also provide the name, title, address, and telephone number for the person who may be contacted for the purpose of clarifying any information provided in the submission.
- Project Understanding – Statement regarding the firm's qualifications related specifically to grant writing and grant management and administration services and detail on the firm's understanding of the requirements presented in this Request for Qualifications. Describe, in detail, the process you would utilize to prepare the actual technical grant applications

submittals. A writing sample of a successful grant application is to be provided as part of the proposal submission.

- Service and Staffing Plan – List your experience in the identification, preparation, and/or administration of grants for municipalities. Specifically, detail your experience with federal and state grants for the various types of grants referenced in Section 2 of this Request for Qualifications. Describe the background, experience, and qualifications of the person(s) who will act as the grant writer(s) and/or grant administrator and the qualifications of any staff who will assist with the preparation of grant applications and grant administration services (include their resume, role, education, relevant experience, and related qualifications).
- Qualification Categories Worksheet – Complete and submit with Statement of Qualifications the Qualification Categories Worksheet attached herein indicating willingness and capability of providing grant writing and administration services.
- References – Provide a minimum of three (3) references for which work of a similar scope was conducted. Include the names, titles, addresses and telephone numbers for individuals that the Town may contact.
- Previous Experience – List a minimum of five (5) funded grants in the last three (3) years which you developed detailing the following information:
 - Amount of grant funding secured
 - Respective funding source(s) (Federal, State, Regional or Private)
 - Process for awarding grant
 - Roles/responsibilities for grant writing, grant award, and grant management and administration
- List of prior services provided to the Town of Nolensville.

The Statement of Qualification must be received by **May 3, 2024 at 12:00 Noon CST**. The Statement of Qualification submittal shall not exceed ten (10) pages in double-sided format or twenty (20) pages in single-sided format excluding a cover letter (that shall not exceed one (1) page), page dividers and cover. Submittals received via facsimile, text, or email will be considered unresponsive and will not be considered.

Statements of Qualification that do not adhere to these submittal requirements will be considered non-responsive. Statements of Qualification received after the deadline will not be accepted. Faxed or emailed Statements of Qualification will not be accepted. **DO NOT INCLUDE PRICE INFORMATION IN THE STATEMENT OF QUALIFICATIONS.** The Town will utilize a qualification-based selection process.

Three (3) original copies and one (1) digital/electronic (PDF) copy on a thumb drive of the Statement of Qualifications shall be submitted to:

Town Recorder
Town of Nolensville
7218 Nolensville Road
Nolensville, TN 37135
“STATEMENT OF QUALIFICATIONS – GRANT WRITING AND ADMINISTRATION SERVICES”

A pre-submittal conference will not be held. Questions regarding the RFQ should be directed to Chuck Downham, Assistant Town Manager at cdownham@nolensvilletn.gov. The Town will maintain a list of questions and responses for periodic distribution in the form of an addenda that will be posted on the Town's website. Questions will be accepted through April 26, 2024, to ensure that all parties have adequate time to review the response(s) prior to the submittal deadline.

7. Tentative Schedule

The following tentative schedule is anticipated for contract award for this project.

RFQ Issued	April 3, 2024
Statement of Qualifications Due	May 3, 2024, at 12:00 Noon CST
Interviews (if required)	May 13-15, 2024
Design Firm Selection	May 17, 2024
Contract Negotiations	May 20-23, 2024
Contract Approval by BOC	June 6, 2024

The design schedule will be finalized during contract negotiations with the selected firm. This project is funded and therefore design work performed by the selected firm will proceed as expeditiously as possible.

8. Town Responsibilities

The Town of Nolensville will perform or provide the following for the selected firm.

- a. The Town will make available digital files of aerial photographs and other information available on the Town's GIS.
- b. The Town will provide available documentation including past grant applications and projects.
- c. Town staff will attend meetings in-person and/or virtually to coordinate grant applications and document preparation.

9. Equal Employment Opportunity

The Town of Nolensville, Tennessee does not discriminate administering any of its programs and activities. The consultant(s) awarded the contract for professional design services for this project will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

**Request for Qualifications
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Qualification Categories Worksheet**

Mark with "X" or "✓" which service/s you typically provide and how you prefer to be evaluated for each. "Included" means that you are willing and capable of providing the service using in-house staff, outside consultant, or both. "Excluded" means that you are not willing or capable of providing the service directly, but may coordinate with a 3rd party service provider hired by the Owner. Because circumstances vary between projects, services for any particular project will be negotiated on an as-needed basis. **Submit this form as part of the Statement of Qualifications.**

Categories	Included		Excluded	
	In-House	Consultant	Coordinate	No Involvement
Public Safety				
Infrastructure (Utilities/Communications)				
Transportation				
Complete Streets				
Bicycle and Pedestrian Master Plans				
TSMO				
Corridor Studies				
Resurfacing/Striping Plans				
Community Mobility				
Transit				
CMAQ				
Transportation Alternatives				
Local Programs				
Multimodal Access				
Safe Routes to Schools				
SS4A				
Streetscape				
Signalization				
Pedestrian/Multi-modal				
Wayfinding				
Litter				
Education				
Trails/Greenways				
Municipal Facility Design and Construction				
Parks and Recreation				
Community Development				
CDBG				
Economic Development and Redevelopment				
FastTrack				
Sustainability and Green Infrastructure				
Tennessee Main Street				
ThreeStar Program				
Other (Specify):				
Other (Specify):				