

**COMMISSIONERS OF RIDGELY**  
**TOWN OF RIDGELY, MD**  
**RFP-Grant writing and Engineering Consulting Services**  
**April 3, 2023**

**RFP 2023-01**

**Introduction**

The Town of Ridgely is a small town located in Caroline County, Maryland. It was incorporated in 1867 and has an estimated population of 1875 people. The Town of Ridgely provides water and sewer services to the residents and has a full-time police department. There are three parks located within the town. Martin Sutton Park is the largest with 3 tennis courts, 2 basketball courts, 2 baseball fields, a skate park, walking trail, pavilion, gazebo and playground. The Railroad Memorial Park has a rails to trails path and the historic train station and telephone exchange buildings are located in the park. Cowbarn Park is leased by the Caroline North Little League and has several baseball fields.

**General Information**

The Town of Ridgely, MD is requesting proposals for grant writing, administration, and engineering services. The Town's needs are outlined in the following RFP (Request for Proposal). The selected contractor will be issued a contract for services for a start date of July 1, 2023, and the contract will extend for a period of three years with an automatic 3-year term renewal unless one of the parties gives written notice to the other at least 60 days prior to the termination date of the contract.

**1.1 Scope of Work**

Qualified grant writers and engineering firms shall submit a proposal to provide information on grant writing services, grant writing administration and engineering services. The proposal shall include a detailed itemized breakdown of each of the components of the proposal.

**Component 1** – Funding Needs Analysis – Work with the Town Council and Staff to assess the validity of current funding priority areas, identify changes in funding priority areas and identify new priority areas for possible funding.

**Component 2** – Grant funding research – Conduct research to identify grant resources including but not limited to Federal State, Foundation, Agencies and Organizations that support the Town's funding needs and priorities (emphasizing grants which require no "matching funds" including but not limited to:

- Economic Development – attraction of new business/retention of existing
- Infrastructure development and maintenance to include sidewalks and road repair/replacement.
- Utility infrastructure repair/replacement to include the water and sewer lines, pump stations, meters, inflow and infiltration, repairs to existing water tower and construction of a second water tower, repairs and upgrades to wastewater treatment facilities.
- Police grants to include equipment, programs and police department building.
- Technology
- Parks and Recreation

**Component 3** – On call grant research – In addition to the areas defined above, other areas may be identified through the funding needs analysis process and throughout the duration of the contract. The scope of work may also include researching grant opportunities identified by the town.

**Component 4** – Provide general grant proposal writing services associated with completion of grant applications on behalf of the Town, including the preparation of funding abstracts and production and submittal of

applications to funding sources. A copy of each grant proposal in its entirety shall be provided to the Town of Ridgely.

**Component 5 – Monthly Reports –** The successful consultant shall submit monthly reports to the Town summarizing the amount of time expended, describing activities undertaken during the previous month and status of those activities.

**Component 6 –** Provide engineering services as needed for grant projects, as well as other projects the Town may need assistance with.

## 1.2 Town Responsibilities

1. Ridgely shall be responsible for ensuring that the Town follows all regulations, requirements, or other similar items as prescribed by the funding agency and shall follow all legal requirements. Assistance may be required from the grant writer/engineer for the project in question.
2. Ridgely shall insure that all necessary insurance policies are maintained including extended coverage to the full insurable value of the facilities.
3. Ridgely shall pay for any matching or provide in kind services as needed for grants provided the grants writer/administrator or engineer notifies the town of these needs as soon as they are aware of the need.

## 1.3 Proposal Schedule and Submittal Information

### Preliminary Schedule

MILESTONE	SCHEDULE DATE
RFP Issued	April 25, 2023
Notice of intent to submit	May 15, 2023
RFP submittal deadline	May 31, 2023
Preliminary selection of provider	June 5, 2023
Notification to provider	June 6, 2023

All those who intend to submit a bid must notify the Town via email at [sberkey@ridgelymd.org](mailto:sberkey@ridgelymd.org) by **May 15, 2023**, of their intent to do so. Bidders must submit 4 copies of the proposal responding to the RFP. Proposals are due to Ridgely by **May 31, 2023, no later than 3:00 pm**. Proposals are to be in a sealed envelope and should be marked "Grant/Engineering RFP". Proposals received after the submittal deadline may not be accepted.

### Submittal Address:

**Town of Ridgely 2 Central Avenue Ridgely, MD 21660**

[Electronic Submissions are not permitted.](#)

Any questions regarding the submittal process and or the technical aspects of the project may be made via email to [sberkey@ridgelymd.org](mailto:sberkey@ridgelymd.org). Only email communications will be accepted. All responses will be provided by email. Questions and answers will be shared with all firms that provide an email address to the Town with the intent to bid. Failure to provide this information will result in the proposer being responsible for contacting the town regarding any supplements, addendums, or changes.

## 1.4 Proposal Format and Requirements

The proposal shall include the qualifications and components requested below, Information should be complete and demonstrate that the provider can perform professional work within the parameters of the scope of work. Proposals shall not exceed 20 single sided pages.

1. **Introduction** – Prepare a brief introduction including a general demonstration of understanding the scope and complexity of the required work.
2. **Personnel** – Identify individuals and list qualifications of key personnel who would be assigned to the contract including license information. Specify who will serve as the main contact person for the RFP, as well as for the contract. (See attached Company profile and reference form and staffing plan form).
3. **Experience** – Provide (1) company contact information, (2) how long you have been in business, (3) services you provide, and licenses held. (4) Please provide contact information for at least three other municipalities that you have provided similar services to within the last three years. Describe the types of work you have performed for those municipalities including any evidence you have of satisfactory and efficient completion of the projects. (5) Please list any issues for which your firm or the principals who will be assigned to this contract have acted as lead project within the last three years. (See attached company profile and references and cost proposal sheets attached).

### **\*\*IMPORTANT NOTICE \*\***

The Town of Ridgely has attempted to provide all information available. It is the responsibility of each Proposer to review, evaluate, and where necessary, request any clarification prior to submission of a proposal. All inquiries should be directed to Stephanie Berkey, Town Administrator for the Town of Ridgely.

If clarification or interpretation of this solicitation is considered necessary by the Town, a written addendum shall be issued, and the information will be sent via email to all those who have submitted an intent to bid.

Any inquiries or questions regarding this RFP must be directed in writing, via email to Stephanie Berkey at [sberkey@ridgelymd.org](mailto:sberkey@ridgelymd.org)

The Town reserves the right to amend or supplement this RFP prior to the proposal due date. All addendum(s), responses to questions received and additional information will be provided to all those who submitted intent to bid via email.

The Town of Ridgely, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source (s) or to cancel this RFP in part or in its entirety. The Town may waive any irregularities in any proposal. All proposals shall become the property of the Town of Ridgely, MD. If any proprietary information is contained in the proposal, it should be clearly identified.

Upon recommendation of a contract award, the contractor will be required to submit proof of liability insurance naming the Town of Ridgely as an additional insured and Errors and Omissions insurance within 10 days of the award.

**ATTACHMENT A**

**COMPANY PROFILE AND REFERENCES**

**Company Profile**

Company Legal Name \_\_\_\_\_

Company Legal Status (corporation, partnership, sole proprietorship, etc.) \_\_\_\_\_

Active license(s) issued by the State of Maryland \_\_\_\_\_

Business Address \_\_\_\_\_

Website Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ (Office) \_\_\_\_\_ (Cell)

Email Address \_\_\_\_\_

Length of time the firm has been in business \_\_\_\_\_ Length of time at current location \_\_\_\_\_

Is your firm using a DBA? If so, please supply the owner's name and contact information.

\_\_\_\_\_

Federal Taxpayer ID Number \_\_\_\_\_

Regular Business Hours \_\_\_\_\_

Contact person in reference to this solicitation \_\_\_\_\_

Telephone number \_\_\_\_\_ Email address \_\_\_\_\_

Contact person for Accounts Payable \_\_\_\_\_

Telephone number \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Project Manager \_\_\_\_\_

Telephone number \_\_\_\_\_ Email Address \_\_\_\_\_

## COMPANY PROFILE AND REFERENCES CONTINUED

### References

Submit the company names, addresses, telephone numbers, emails, contact names and brief description of at least three municipalities for whom you have completed similar projects and provide letters of reference to include the requested information.

1. Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contract Amount \_\_\_\_\_  
Email Address \_\_\_\_\_  
Address \_\_\_\_\_  
Brief description of contract and services provided.

2. Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contract Amount \_\_\_\_\_  
Email Address \_\_\_\_\_  
Address \_\_\_\_\_  
Brief description of contract and services provided.

3. Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contract Amount \_\_\_\_\_  
Email Address \_\_\_\_\_  
Address \_\_\_\_\_  
Brief description of contract and services provided.

**Staffing plan**

1. Primary staff to perform agreement duties

Name	Classification/Title	Years of Experience

2. Alternate staff if the primary staff is unavailable

Name	Classification/Title	Years of Experience

The substitute of the Proposers primary staff personnel in any given category or classification shall be allowed only with prior written approval of the Town Administrator.

The proposer may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and timing of the services required. The assignment of additional key personnel shall be subject to approval of the Town Administrator. The Town reserves the right to have any contractor personnel removed from providing services to the Town under this agreement at their discretion.

**Cost Proposal**

Provide hourly rates along with estimated annual pricing in accordance with the Town’s current requirements as set forth in the Scope of Work and any added value.

Pricing shall remain firm for three years. All requests for price adjustments for subsequent contract renewal periods shall be provided no later than sixty (60) days prior to the end of the contract period.

Employee	Hourly Rate	Hours Worked	Total Cost	Overtime Rate

Additional sheets may be attached as needed)

<b>TOTAL ESTIMATED ANNUAL PRICE</b>	<b>\$</b>
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