

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: February 21, 2025

CAO File No. 0220-06291-0000

Council File No.

Council District: All

To: The City Council

From: *for* Matthew W. Szabo, City Administrative Officer *Ylenda Chavez*

Subject: **REQUEST TO ESTABLISH A GRANT WRITERS PRE-QUALIFIED LIST**

SUMMARY

The Office of the City Administrative Officer (CAO) issued a Request for Qualifications (RFQ) on November 8, 2024 to establish a Grant Writers Pre-Qualified List (Pre-Qualified List) to provide professional as-needed grant writing and grant-related services. The CAO requests approval of the Grant Writers Pre-Qualified List for a term of three (3) years and with two (2) one-year extensions. Once approved, the Pre-Qualified List may be used by the CAO and other City departments as a resource tool to assist with grant writing services.

RECOMMENDATION

That the Council, subject to approval of the Mayor,

1. APPROVE the Grant Writers Pre-Qualified List (Attachment A) identified through the Request for Qualifications for three (3) years, and two (2) one-year extensions;
2. AUTHORIZE the CAO, or designee, to solicit bids from the Grant Writers Pre-Qualified List and execute contracts on an as-needed basis, subject to funding availability, in compliance with the City's contracting policies, and City Attorney approval as to form; and,
3. AUTHORIZE General Managers, or designees, of City departments to solicit bids from the qualified list and execute contracts on an as-needed basis, subject to funding availability, in compliance with the City's contracting policies, and City Attorney approval as to form.

BACKGROUND

The CAO works with City departments to maximize the City's grant funding. While the City is successful in competing for and securing grant funding, City departments may not always have the staffing capacity to work on grant applications. This Pre-Qualified list will make available a list of consultants to assist City departments with grant writing needs.

DISCUSSION

The CAO issued the RFQ on November 8, 2024 seeking Statements of Qualifications (SOQs) from over 6,400 vendors within 2 North American Industry Classification System (NAICS) codes through the City’s Regional Alliance Marketplace for Procurement (RAMP ID 218150). Vendors were provided the opportunity to submit questions on the RFQ via email through November 22, 2024. Answers to all submitted questions were posted by December 2, 2024 for all respondents to review. The CAO received a total of 17 submissions by the RFQ deadline of December 20, 2024.

This Office requests that City Council approve the Grant Writers Pre-Qualified list (Attachment A) for two major grant categories. A: Construction: Capital Improvements/Infrastructure which includes five (5) subject areas, and B: Non-Construction: Program Development, Enhancements and Implementation which includes six (6) subject areas. The respondents indicated in the SOQ submissions which categories and subject areas in which they wish to be considered. The two (2) Categories and 11 subject categories are outlined in Attachment B.

Evaluation Process

A minimum threshold review was conducted after the submission deadline of December 20, 2024 and found one (1) SOQ to be incomplete. The incomplete SOQ was disqualified and not scored.

The CAO convened an evaluation panel composed of representatives from the CAO to review and score each of the 16 responsive SOQs. The review panel deemed all 16 firms qualified based on a minimum score of 70. Below is a summary of the number of SOQs received and the number deemed qualified by category and subject area.

Grant Category A: Construction: Capital Improvements/Infrastructure	Total Proposals Received	Total Qualified
1. Urban Planning/Design	9	9
2. Public Works	9	9
3. Transportation and Mobility	9	9
4. Environment/Climate Change	10	10
5. Hazard Mitigation	7	7

Grant Category B: Non-Construction: Program Development, Enhancements and Implementation	Total Proposals Received	Total Qualified
1. Community Services	11	10
2. Public Safety/Law Enforcement/Justice	9	8
3. Arts and Culture, Parks, Libraries	8	8

4. Economic Development/Employment and Workforce Development	11	11
5. Homelessness	9	9
6. IT/Telecommunications/Cybersecurity	7	7

Charter Section 1022 Determination

In accordance with Charter Section 1022, the Personnel Department determined that while there are some civil service classifications that could potentially provide as-needed grant writing services, it would be difficult to perform the full scope of work by City classifications due to the highly variable, specialized and intermittent nature of the services.

Bidding and Contracting

The Grant Writers Pre-Qualified List is established for an initial term of three (3) years, with the possibility of extending it for two (2) additional one-year terms. Throughout this period, City departments will have the opportunity to utilize this Pre-Qualified List to solicit bids from the firms identified for specific grant writing assignments, as needed. Selection of the successful bidder will be based on responsiveness and value, leading to the awarding of a contract for each specified assignment.

All firms awarded contracts from the Pre-Qualified List will be required to adhere to the City's insurance standards, the Business Inclusion Program (BIP), and all pertinent City Policies. Any contract with a duration exceeding three years will be presented for consideration to the Council and Mayor, in alignment with L.A.A.C. Section 10.5. Furthermore, any contract totaling more than \$25,000 will necessitate review by the Mayor's Office, in accordance with Executive Directive 3 (Villaraigosa series).

FISCAL IMPACT STATEMENT

There is no impact on the General Fund.

FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City's Financial Policies.

MWS:AG:DMR:15250001c

Attachment A — Proposed Pre-Qualified List of Grant Writers
Attachment B — RFQ Categories and Subject Areas

PROPOSED PRE-QUALIFIED LIST OF GRANT WRITERS**Category A: Construction: Capital Improvements/Infrastructure**

A1 - Urban Planning/Design	
Respondent	Score
A&D Solutions	90
AtkinsRealis	96
Cambridge Systematics, Inc.	98
CWE	93
Evan Brooks Associates, Inc.	94
GTC 360 Advisors	92
Michael Baker, International	95
TDG / Toole Design	95
Wilfredo Flores	85

A2 - Public Works	
Respondent	Score
A&D Solutions	90
AtkinsRealis	96
Cambridge Systematics, Inc.	98
CWE	93
Evan Brooks Associates, Inc.	94
MC2 Collaborative	85
Michael Baker, International	95
TDG / Toole Design	95
Wilfredo Flores	85

A3 - Transportation and Mobility	
Respondent	Score
A&D Solutions	90
AtkinsRealis	96
Cambridge Systematics, Inc.	98
CWE	93
Evan Brooks Associates, Inc.	94
MC2 Collaborative	85
Michael Baker, International	95
TDG / Toole Design	95
Wilfredo Flores	85

A4 - Environment/Climate Change	
Respondent	Score
A&D Solutions	90
AtkinsRealis	96
Cambridge Systematics, Inc.	98
CWE	93
Evan Brooks Associates, Inc.	94
GTC 360 Advisors	92
MC2 Collaborative	85
Michael Baker, International	95
Premium Text Services	90
Wilfredo Flores	85

A5 - Hazard Mitigation	
Respondent	Score
A&D Solutions	90
AtkinsRealis	96
CWE	93
Evan Brooks Associates, Inc.	94
MC2 Collaborative	85
Michael Baker, International	95
Wilfredo Flores	85

PROPOSED PRE-QUALIFIED LIST OF GRANT WRITERS (cont.)**Category B: Non-Construction: Program Development, Enhancements and Implementation**

B1 - Community Services	
Respondent	Score
A&D Solutions	90
CWE	93
GTC 360 Advisors	92
Jennifer Cree Swan	91
JLB Grant Writing, Inc.	95
MC2 Collaborative	85
Mockingbird Analytics	85
Premium Text Services	90
Trena Lawson Group	85
Wilfredo Flores	85

B2 - Public Safety/Law Enforcement/Justice	
Respondent	Score
A&D Solutions	90
CWE	93
Jennifer Cree Swan	91
JLB Grant Writing, Inc.	95
MC2 Collaborative	85
Mockingbird Analytics	85
Trena Lawson Group	85
Wilfredo Flores	85

B3 - Arts and Culture, Parks, Libraries	
Respondent	Score
A&D Solutions	90
CWE	93
Jennifer Cree Swan	91
JLB Grant Writing, Inc.	95
MC2 Collaborative	85
Mockingbird Analytics	85
Trena Lawson Group	85
Wilfredo Flores	85

B4 - Economic Development/Employment and Workforce Development	
Respondent	Score
A&D Solutions	90
CWE	93
GTC 360 Advisors	92
Jennifer Cree Swan	91
JLB Grant Writing, Inc.	95
MC2 Collaborative	85
Messaging For Success	85
Mockingbird Analytics	85
Premium Text Services	90
Trena Lawson Group	85
Wilfredo Flores	85

B5 - Homelessness	
Respondent	Score
A&D Solutions	90
CWE	93
Jennifer Cree Swan	91
JLB Grant Writing, Inc.	95
MC2 Collaborative	85
Mockingbird Analytics	85
Premium Text Services	90
Trena Lawson Group	85
Wilfredo Flores	85

B6 - IT/Telecommunications/Cybersecurity	
Respondent	Score
A&D Solutions	90
CWE	93
GTC 360 Advisors	92
JLB Grant Writing, Inc.	95
MC2 Collaborative	85
Trena Lawson Group	85
Wilfredo Flores	85

Attachment B

Description of Scope of Services - Grant Categories & Subject Areas

Definition of Terms

Category A: Construction: Capital Improvement/Infrastructure

1. **Urban Planning/Design** - Planning and design activities related to the construction of major projects. A sample grant application includes the U.S. Department of Transportation, Promoting Resilient Operations for Transformative, Efficient and Cost-Saving Transportation grant.
2. **Public Works** - Construction, upgrade/stabilization, and revitalization activities related to capital construction projects, such as streets, roadways, bridges, parks, or physical facilities. A sample grant application includes the U.S. Department of Transportation, Reconnecting Communities and Neighborhoods grant.
3. **Transportation and Mobility** - Infrastructure projects aimed to support and enhance the safety and reliability of the city's transportation infrastructure. This includes improvements to streets, roadways, bus transit, heavy vehicle transportation, ports, airports, and intercity travel for vehicles, pedestrians, and bicycles. A sample grant application includes the U.S. Department of Transportation's Safe Streets and Roads for All grant.
4. **Environment/Climate Change** - Projects and programs aimed at supporting and strengthening of the City's environmental infrastructure and zero-emission refueling and charging infrastructure for combating, reducing, and mitigating the effects of climate change, extreme weather conditions; and reducing greenhouse gas (GHG) emissions while increasing the availability of hydrogen refueling and/or charging stations. A sample grant application includes the U.S. Environmental Protection Agency, Inflation Reduction Act, Environmental and Climate Justice Community Change grant.
5. **Hazard Mitigation** - Proactive activities for mitigating, reducing and preventing hazards, risks and vulnerabilities to City life, property, and infrastructure from natural causes. A sample grant application includes the Federal Emergency Management Agency (FEMA) and California Governor's Office of Emergency Services (Cal OES), Hazard Mitigation Assistance grant.

Attachment B

Description of Scope of Services - Grant Categories & Subject Areas

Definition of Terms

Category B: Non-Construction: Program Development, Enhancements and Implementation

1. **Community Services** – Services aimed at supporting, enhancing, and protecting City residents, particularly families, youth and the most vulnerable communities. A sample grant application includes the California Governor’s Office of Business and Economic Development (Go-BIZ), Local Immigrant Integration and Inclusion grant.
2. **Public Safety/Law Enforcement/Justice** – Law enforcement, community policing, legal services, fire, and animal safety services. A sample grant application includes the U.S. Department of Justice, Safer Outcomes, Enhancing De-escalation and Crisis Response Training for Law Enforcement Support grant.
3. **Arts and Culture, Parks, Libraries** – Programs or services to support and expand neighborhood arts, cultural services, library services, recreational and sports programs. A sample grant application includes the National Endowment for the Arts (NEA) Big Read grant.
4. **Economic Development/Employment and Workforce Development** - Programs related to economic development and resiliency, promote economic recovery such as employment services and skills building training programs for job seekers, or entrepreneurial programs to assist small business. A sample grant application includes the U.S. Department of Labor, National Dislocated Worker grant.
5. **Homelessness** – Services and interim housing opportunities for people experiencing homelessness. A sample grant application includes the California Business, Consumer Services, and Housing Agency (Cal ICH), Encampment Resolution Funding Program grant.
6. **IT/Telecommunications/Cybersecurity** – IT Telecommunication and cybersecurity projects aimed at enhancing monitoring capacities and protecting the City-wide IT infrastructure. A sample grant application includes the California Governor’s Office of Emergency Services (Cal OES), Homeland Security and Emergency Management, State and Local Cybersecurity grant.