



Kensington

Fire Protection District

Request For Proposal (RFP)

Grant Writer

Response Due:
May 20, 2021, 5:00PM

Submit Responses and Questions by email to:

Bill Hansell, General Manager
bhansell@kensingtonfire.org



KENSINGTON FIRE PROTECTION DISTRICT

REQUEST FOR PROPOSALS GRANT WRITER

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I. INTRODUCTION

Kensington Fire Protection District (KFPD) provides emergency medical, fire education, prevention, and suppression services to the town of Kensington, California. Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

In an effort to support that mission, the KFPD Board of Directors approved support for the work of a **Grant Writer** and seeks proposals from experienced consultants to establish and develop a program of soliciting external financial assistance for the District's various projects from building renovation to emergency preparedness. To date, KFPD has had no independent program of applying for Federal, State, and local agencies for funds to achieve its mission.

The consultant will work with the General Manager, who in turn will coordinate with the Emergency Preparedness Committee (EPC) and the Finance Committee (FC). The EPC is a standing committee that meets on the fourth Thursday of every month from 3:00PM to 5:00PM. The FC is a standing committee that meets quarterly, or as needed. KFPD Board of Directors meetings are on the second Wednesday of every month from 7:00PM to 10:00PM.

KFPD is requesting proposals from qualified consultants to provide Grant Writer services over the next 12 months, or possibly longer. Proposals are solicited in accordance with the

terms, conditions, and instructions set forth in this Request for Proposal. There is no expressed or implied obligation for the KFPD to reimburse responding individuals for any expenses incurred in preparing proposals in response to the request or for attending any meetings or conferences related to preparing or presenting proposals.

II. KFPD BACKGROUND

The unincorporated town of Kensington, CA began a volunteer fire department in 1928. Twenty-four years later, the Kensington Fire Protection District (formed in 1937) hired a staff of professional firefighters under the supervision of a fire chief. KFPD is organized under the State's Health & Safety Code Section 13800, commonly known as the Bergeson Fire District Law. In 1995, the District entered into a contract with the City of El Cerrito whereby El Cerrito would provide all fire prevention, fire suppression and emergency services within Kensington for an annual fee. As a result, the District's only current employees are a part-time General Manager and Executive Assistant.

The early fire department was housed in a small, quaint English country-style building next to the Chevron Oil gas station on Arlington Avenue. The current public safety building, owned by the District, was constructed in 1970 and substantially renovated in 1999 and 2004. KFPD owns two fire engines, one specifically engineered for the steep, narrow streets of Kensington and the other a "Type III" or wildland engine for use during high fire season.

In recent years, KFPD embarked on a series of water system improvements by contract with the East Bay Municipal Utility District to enhance the provision of water along the wildland interface and to optimize the placement of hydrants throughout the community.

KFPD initiated paramedic service in 2001. It offers the first engine-based Advanced Life Support service in West Contra Costa County, bringing medications and equipment to a patient's side in under 5 minutes on average.

KFPD is able to provide a timely and appropriate level of response by active participation with other West Contra Costa County fire agencies in automatic response agreements that use the combined resources of all agencies to serve the area irrespective of jurisdictional lines. KFPD operates a Community Emergency Response Team Training (CERT) program.

Funding for KFPD expenses is provided by property tax revenues as well as a special tax approved by the voters in 1980. Renovation of the KFPD Public Safety Building located at 217 Arlington Ave, Kensington CA is overdue for a substantial renovation and planning work is proceeding. More info is available on the KFPD website at: www.kensingtonfire.org.

III. ELIGIBILITY

The consultant should have a Bachelor's Degree with a specialization in a field related to the work and subject matter. Effective writing and public speaking skills are essential. Three years of equivalent experience may be substituted for the Bachelor's Degree.

IV. SCOPE OF WORK

The successful candidate will address the following tasks:

- a. Qualify and pre-qualify KFPD for Federal, State, and local funding opportunities.
- b. Prepare standard text for required content of proposals.
- c. Constantly monitor arising funding opportunities and act on them.
- d. Acquire familiarity with Kensington's special districts and community groups, especially the KFPD, to understand needs and resources related to funding opportunities.

Details of these tasks are as follows:

- In the past several years, billions of dollars have been made available in California by agencies including FEMA and CalFire for the purpose of reduction of hazardous fuel, vegetation mitigation, public education in the dangers of wildfire and earthquake, and structural and infrastructural improvements in public safety buildings, among others. KFPD needs to be pre-qualified for these grant opportunities and in a position to be alerted by funding agencies of opportunities immediately as they arise. The Grant Writer will accomplish this.
- Because granting agencies tend to ask many of the same questions in their proposal applications, responses must be prepared in advance as appropriate "boilerplate" for these questions. Specialized knowledge of KFPD's funding goals must be developed in advance so that funding opportunities in specific areas can be responded to quickly and efficiently. The Grant Writer will accomplish this.
- Possible granting opportunities outside the principal Federal, State and local agencies need to be constantly monitored and addressed as they arise. The Grant Writer will put this in motion and monitor the opportunities constantly.
- Deep familiarity with KFPD's situation, history, and needs, including work already done or projected related to disaster preparedness, evacuation procedures, vegetation mitigation, and circumstances and regulations relative to the necessary renovation and possible expansion of KFPD's buildings and facilities must be developed, in coordination with District and local officials. Kensington is an unincorporated area whose municipal functions are met by several Special Districts and community groups that often interact to achieve common goals. The Grant Writer will acquire this knowledge.

In order of priority, the District's anticipated grant proposal needs are:

- a. Support to renovate (for earthquake safety) and remodel (to accommodate updated Federal and State codes) the KFPD Public Safety Building, constructed in the 1960s and historically housing both Kensington's Police and Fire squads and their District administrators. Planning for the project is currently underway.

- b. Support for major expenses associated with changes in Kensington's parking configurations that will reduce or eliminate congestion and bottlenecks along major arteries in case of evacuation due to wildfire. Such expenses may include signage, curb painting, gutter gratings, and public education about the need for such changes. This a long-term initiative.
- c. Support for the development of initiatives aimed at educating and incentivizing Kensington property owners to harden their houses and reduce their vegetation risks, both as a means of lessening potential fire risk and retaining as far as possible the ability for owners to acquire and maintain fire and property insurance.
- d. Support for the development of specific vegetation mitigation grants, in conjunction with CalFire, ConFire, FEMA, Diablo FireSafe Council, and other agencies, to reduce hazards in especially vulnerable places such as Cerritos Creek and especially areas along the boundary with Tilden Park (in conjunction with the East Bay Regional Parks). Related to this objective are educational materials and support staff to educate the public about the replacement of hazardous plants in their yards.
- e. Support for the funding of an *Emergency Preparedness Coordinator* whose major responsibilities are to organize community neighborhoods and prepare them for wildfire and earthquake disasters by developing and disseminating resources to enhance their safety. An RFP for the *Emergency Preparedness Coordinator* has been issued and a consultant is expected to be hired in June 2021.

V. PROJECT SCHEDULE

Proposals must be received no later than 5:00PM PDT on Thursday, May 20, 2021. Proposals received later than the date and time specified will not be considered. KFPD assumes no responsibility or liability for late delivery or receipt of responses. In order to be considered eligible for the project, the consultant who would be assigned to the project, must be available by online conference to appear at the regularly scheduled monthly meeting of the KFPD Board of Directors on Wednesday, June 9, 2021 at 7:00PM. The project will be awarded and terms finalized on that date or soon thereafter. Selection of a consultant under this Request for Proposal does not commit KFPD to procuring any services pursuant to this Request for Proposal. KFPD will negotiate contract terms upon selection.

VI. PROPOSAL CONTENTS AND REQUIREMENTS

- a. **Cover Letter:**
Summarize your professional background, interest, and proposed approach. Include name, address, and all applicable contact info.
- b. **Qualifications:**
Describe your experience and capabilities as they relate to the Scope of Work outlined above. Identify successful professional achievements completed within the past five years that are similar in scope, size, and complexity or in other ways are related to the Scope of Work. Describe your technical ability (e.g., communications, publishing, and

graphics software, etc.)

c. Project Approach:

See Item VII below for this requirement.

d. Prior Examples:

Provide at least three examples of recent projects completed (or ongoing) that are relevant to the Scope of Work. If a project is completed by a team, describe your role and responsibility for the work. Identify any relevant information and results in relation to schedule and budget. If applicable, include the name, title, and contact info of any client references.

e. References:

Provide a list, including contact name and complete contact information, of at least three clients you have worked with within the past five years who can verify your ability to provide the scope of services requested. Your references should be able to attest to the quality and effectiveness of your work.

VII. PROJECT APPROACH

Provide a statement of your understanding of KFPD's needs by highlighting the dominant issues and outlining your approach toward addressing those issues. Any recommendations regarding improvements to more effectively meet KFPD's stated objectives should be emphasized in your proposal and would be a clear means of demonstrating your understanding of the project requirements. Include any critical elements and special methodologies that will be employed to ensure a high-quality work product that will meet agreed upon budget and schedule expectations.

a. Scope of Services:

Include in the above, a scope of services and proposed outline of tasks, products, and schedules. Identify the extent of KFPD involvement deemed necessary including key decision points at each stage of the work. Proposed deviations from the desired Scope of Work set forth above should be clearly noted and justified.

b. Fee Proposal:

Provide a fee proposal which presents your cost structure. The proposal should reflect compensation conditions that would change the standard rate, such as prevailing wage and non-prevailing wage projects. Identify any markup for pass through expenses, per diem, travel, and any other relevant data. Sufficient information should be provided in order to serve as a basis for negotiating a contract and any Supplemental Agreements that may be warranted for out-of-scope services. The proposed fee will be used to establish a not-to-exceed contract limit that will be maintained in accordance with the conditions specified herein. Regardless of the proposed method of compensation, any contract resulting from this solicitation will specify a maximum, not-to-exceed fee amount. Except in the unusual situation wherein the consultant encounters circumstances which could not be reasonably anticipated, KFPD will not authorize payment beyond this amount. In consideration of this, any assumptions and/or the need for any contingencies must be clearly spelled out in this proposal and used as a basis to compute a "not-to-exceed" figure for the work. This figure should be sufficient to

provide for any reasonably anticipated circumstances which may be encountered during work execution and completion. Unless otherwise stated, KFPD assumes that the fee schedule will be honored for a minimum of 12 months from contract execution.

VIII. SELECTION PROCESS

The General Manager will review the proposals received and may interview one or more individuals prior to negotiating a contract for the requested services. Proposals will be evaluated considering factors including (but not limited to):

- Completeness and quality of response
- Ability to meet requested service needs
- Experience in conducting similar work
- Expertise and availability to meet the Scope of Work
- Total cost to KFPD
- References from no less than three clients

Selection will be based on the qualifications of the individual and on the quality of the proposal. Selection will not be based solely on cost.

The consultant will enter into an agreement with KFPD. The agreement will incorporate an approved action plan and schedule. KFPD expects to begin assigning projects immediately after entering into the agreement with the consultant.

KFPD reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of this Request for Proposal at any time prior to awards.

IX. PROPOSAL INQUIRIES

Up to one week prior to the submission deadline, you may submit specific questions about the project by email to the General Manager at: bhansell@kensingtonfire.org

X. REGISTRATION OF INTENT TO SUBMIT RESPONSE

If you plan to submit a proposal, please register this intent by emailing the General Manager ASAP at: bhansell@kensingtonfire.org. This registration will allow the General Manager to notify all applicants of any changes, questions, concerns, and any other matters related to this RFP. In your email subject line, please reference “**RFP 2021-02 Grant Writer**”. Failure to register may result in not being informed of changes, questions, and concerns related to the RFP.

XI. SUBMISSION DEADLINE

Deadline for submission is Thursday, May 20, 2021, 5PM PDT. Please email proposals in PDF format to:

Bill Hansell, General Manager
Kensington Fire Protection District
bhansell@kensingtonfire.org

XII. DISCLAIMER

The Request for Proposal does not commit the KFPD to engaging a consultant, issuing a contract, or paying any costs incurred in preparation of the proposals or attendance for interviews. KFPD reserves the right to cancel this Request for Proposal in whole or in part, reject any and all proposals, to accept proposals it considers most favorable to KFPD's interests at its sole discretion, and to waive any irregularities or informalities in the proposal procedures. KFPD further reserves the right to reject all proposals and seek new proposals when it is determined to be in the best interest of KFPD. This Request for Proposal covers only the work described herein and does not commit KFPD to any work beyond what is described.

XIII. DISCLOSURE OF PROPOSAL CONTENTS

All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

XIV. NON-DISCRIMINATION

No person shall be excluded from participation in, denied any benefits or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age (over 40), military and veteran status of any person, or any other non-merit factor unrelated to job duties and protected by law.