

Request for Proposal (RFP) for Grant Writing Services

Issued by: Norwood Water Commission

Issue Date: January 16, 2025

Proposal Due Date: **February 10, 2025 by 4:00pm**

I. Introduction

The Norwood Water Commission ("Commission") invites qualified grant writers and consulting firms to submit proposals to provide grant writing services. The Commission seeks professional assistance in identifying and securing funding opportunities to support critical water infrastructure projects, including but not limited to system upgrades, sustainability initiatives, and community water access improvements. This employment opportunity is expected to allow successful applicant to work primarily remote with a flexible schedule.

II. Background

The Norwood Water Commission is dedicated to providing safe, reliable, and sustainable water services to the community. As a growing municipality, the Commission faces increasing demands for modernized infrastructure, enhanced water quality, and innovative conservation practices. Securing and researching grant funding is a vital component of achieving these goals while minimizing financial burdens on customers.

III. Scope of Work

The selected consultant will:

1. **Grant Research and Identification**
 - Identify and evaluate relevant grant opportunities from federal, state, and private funding sources that align with the Commission's objectives.
2. **Grant Proposal Development**
 - Prepare comprehensive grant applications, including narratives, budgets, and required documentation, tailored to each funding opportunity.
3. **Grant Management Support**
 - Assist with compliance requirements, reporting, and communications with grant agencies as needed.
4. **Strategic Planning and Consultation**
 - Collaborate with Commission leadership to align funding strategies with long-term goals and project priorities.

IV. Proposal Requirements

Interested applicants must submit a proposal that includes the following:

1. **Cover Letter**
 - Brief introduction and summary of qualifications.
2. **Qualifications and Experience**
 - Detailed resume(s) or company profile highlighting relevant experience and success rates in securing grants for water infrastructure or similar projects.
3. **Approach and Methodology**
 - Outline of the proposed approach to fulfilling the Scope of Work, including specific methods and tools for grant research and writing.
4. **Fee Structure**
 - Clear breakdown of fees, including hourly rates (if applicable), fixed project costs, or other pricing models.

5. References

- Contact information for at least three clients familiar with the applicant's grant writing work.

6. Sample Work

- Examples of successful grant applications (redacted as necessary for confidentiality).

V. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and track record of success (30%)
- Quality and clarity of the proposed approach (25%)
- Fee structure and overall value (20%)
- References and client feedback (15%)
- Quality of sample work (10%)

VI. Submission Instructions

Proposals must be submitted electronically to:
pierce@norwoodtown.com

Alternatively, printed copies may be mailed or delivered to:

Norwood Water Commission
C/O Amanda Pierce
1670 Naturita Street
PO Box 528
Norwood, CO 81423

All submissions must be received no later than **February 10, 2025 by 4:00pm**. Late proposals may not be considered but this request for proposals will be accepted until filled. The first review of proposals will be reviewed at the Norwood Water Commission regular board meeting on February 11, 2025.

VII. Questions and Contact Information

For questions or further information, contact:

Amanda Pierce
NWC Administrator
970-327-4288

We look forward to receiving your proposals and partnering to advance the essential work of the Norwood Water Commission.

VIII. Terms and Conditions

- The Commission reserves the right to reject any and all proposals, to waive any informalities, and to select the proposal that best serves its interests.
- This RFP does not commit the Commission to award a contract or to pay any costs incurred in the preparation of a proposal.