

REQUEST FOR QUALIFICATIONS

GRANT WRITING & PROJECT SUPPORT SERVICES

SUMMARY

The Los Peñasquitos Lagoon Foundation (LPLF) seeks to create a bench of qualified on-call grant writing consultants and/or firms to provide tailored grant writing expertise and services needed to fund and implement programs and projects that support the goals and objectives of the Los Peñasquitos Lagoon Enhancement Plan (Lagoon Enhancement Plan).¹ Prospective consultants and firms will need to demonstrate specific grant writing skills across various areas (biology, restoration ecology, hydrology, engineering, etc.) and the ability to support LPLF in project implementation. Responding individuals or firms must provide evidence that they have previously written grants that have successfully secured state and federal funding from government agencies and provided services that led to implementation and successful completion of grant-funded programs or projects.

¹ The Lagoon Enhancement Plan is available for download on the LPLF website: <http://www.lospenasquitos.org/>.

KEY DATES

Release Date: October 14, 2022

Proposals Due: November 14, 2022

Notification Date: December 5, 2022

RFQ Contact

Mike Hastings

LPLF Executive Director

mike@lospenasquitos.org

I. BACKGROUND

LPLF seeks skilled, qualified consultants and/or firms who have written grants that have resulted in the award of state, federal and/or philanthropic/private funding for non-profit entities across the following areas that include, but not limited to:

- Biology/Restoration Ecology. Examples include but not limited to: watershed assessments, wetland delineation, biological monitoring, surveys of sensitive/listed species, invasive species management, habitat restoration/enhancement, and vegetation mapping using ArcGIS.
- Hydrology. Examples include but not limited to: hydrologic modeling of riverine, wetland and coastal processes; water quality monitoring; and storm water management.
- Engineering. Examples include but not limited to: planning and design for capital improvement projects in coastal areas (e.g., managed retreat of coastal infrastructure); planning and design

for habitat creation/restoration/enhancement projects in coastal watersheds; planning and design for habitat creation/restoration/enhancement projects in nearshore coastal waters; and construction management.

- CEQA/NEPA and Permits. Examples include but not limited to: preparation and completion of CEQA/NEPA documents and related efforts (e.g., assist in stakeholder engagement, certification and recording); preparation and completion of permit application packages and related efforts (e.g., engagement with resource agencies, landowners, and/or municipalities); and securing landowner agreements as needed.
- Equity and Environmental Justice. Examples include but not limited to: implementing education and outreach efforts to Title I schools located within the Los Peñasquitos Watershed and removing barriers to coastal access to indigenous communities and/or disadvantaged communities within coastal watersheds.

II. SERVICES

- A. PRIORITY PROJECTS. The selected consultants and/or firms will assist LPLF in identifying and developing a list of priority projects for Los Peñasquitos Lagoon and its watershed that support the goals and objectives of the Lagoon Enhancement Plan. Projects must be consistent with California State Parks' policies for managing a State Preserve and management documents specific to the Torrey Pines State Natural Reserve, as well as compliance with Multi Species Conservation Program (MSCP) that includes working within the Multiple Habitat Planning Areas (MHPA). Projects that generate benefits in multiple categories are strongly encouraged.

Proposed projects should fall within one or the more following categories:

- Habitat Restoration, Enhancement, and Preservation.
- Public Access Improvements.
- Wildlife Corridor Restoration, Enhancement, and Preservation.
- Watershed Assessments.
- Invasive Species Management.
- Managed Retreat of Transportation Infrastructure and California State Parks Facilities Located Within the Lagoon or Along Its Boundaries.
- Improving and Preserving Tidal Connectivity Between Los Peñasquitos Lagoon and Ocean.
- Ecological approaches to improving vector management with emphasis on *Culex tarsalis*.
- Land acquisition that includes funding for long-term management and maintenance.
- Education and outreach to Title 1 schools and members of the indigenous community.

- B. GRANTS. Consultant(s)/Firm(s) will support LPLF in identifying and pursuing funding opportunities for selected priority projects through the development, refinement and submission of competitive grant proposal packages.² Efforts will include:

- Research. Identifying and researching grant opportunities through federal, state, regional, and philanthropy/private foundations. Research to include grant requirements and criteria; matching funds requirements; reporting requirements; and terms/conditions of the grants.
- Strategizing. Coordinate efforts with LPLF to develop and execute strategies for specific grant opportunities and programs.

- Grant Writing.³ Facilitate and compose responses to federal, state, regional, and/or philanthropic grant proposals that may range from simple to complex. This includes but is not limited to the following:
 - Requesting information and conducting research.
 - Synthesizing gathered information and transforming it into compelling narratives, exhibits, attachments, and other supplemental materials that demonstrate eligibility, need and competitiveness of the grant request.
 - Provide information using agency grant portals and conduct a QA/QC process to ensure accuracy and completeness.
 - Prepare and manage grant application submittal schedule, milestones and LPLF staff review/approval timeline to successfully submit grant application by their stated due date.

Additional services include:

- Engaging staff from granting agencies to understand the emphasis of the grant and priority projects during the funding cycle.
- Understanding all grant eligibility information, application submittal requirements, grant portal system requirements, and all nuances to each grant application process.
- Collecting grant application instructions and information and tracking FAQs and guideline changes.
- Providing budget guidance and justification in conformance with grant solicitation requirements.
- Editing draft proposals for consistency of messaging; ensuring integration of grant requirements and clarity prior to final review by LPLF and submittal to funder.
- Ensuring that all required components of each proposal are included in submission and adhere to grant evaluation criteria.
- Ensuring that the grant package is timely and correctly prepared in accordance with requirements and restrictions of its respective funder and technical submission requirements.
- Ensuring that the proposed project meets the policies and requirements of the landowner where the project will take place (e.g., California State Parks, City of San Diego).

² Consultant(s) and/or firms will not be reimbursed for efforts to prepare, refine and submit grant proposal packages but will work with LPLF to include work elements and/or specific tasks in grant proposal packages that will be performed by the consultant/firm should the project receive grant funding.

³ At its discretion, LPLF may select more than one consultant/firm to participate in developing, refining, and submitting a grant package.

C. **CONTRACT EXECUTION & PROJECT IMPLEMENTATION.**⁴ If a program or project is awarded funding through efforts outlined in Section II(B), the consultant(s)/firm(s) that prepared the grant application will be eligible to perform specific project components and/or tasks identified during proposal

development that will occur in collaboration with LPLF. Typically, LPLF will be responsible for project management, contract administration, interaction with funding entities, and leading engagement efforts with key stakeholders that include landowners and municipalities.

Consultant(s)/Firm(s) will assist LPLF, as needed, in the preparation and completion of CEQA/NEPA documents and related efforts (e.g., assist in stakeholder engagement, certification and recording); preparation and completion of permit application packages and related efforts (e.g., engagement with resource agencies, landowners, and/or municipalities); and securing landowner agreements.

⁴ At its discretion, LPLF may select more than one consultant/firm to participate in project planning and implementation.

- D. AWARD TERMS. LPLF will reevaluate the services and need for a consultant and/or firm on an as needed basis and may, at its own discretion, terminate services with proper notification. It is expected that the terms of service will be for five years, though LPLF may shorten or lengthen this term at their own discretion.

III. SUBMITTAL

LPLF requests the following information for consideration:⁵

- Expertise, relevant experience, and key staff in the fields identified in Section I. Please include a fee schedule with hourly rates for staff expected to participate in project implementation (**2 pages max**)
- Expertise, relevant experience, and key staff in providing services outlined in Section II. (**2 pages max**)
- Draft list and summary of proposed priority projects for Los Peñasquitos Lagoon and its watershed. (**10 pages max**)
- Examples of where the consultant or firm prepared a grant package that succeeded in securing funding for project types/categories provided in Section II and/or from the draft list of proposed priority projects from the previous bulleted item. (**6 pages max**)
- References. (**1 page**)
- Point of Contact Form. (**Attached**)

⁵ Please do not submit attachments or appendices, as they will not be considered as part of the Statement of Qualifications (SOQ) package. SOQs that are difficult to read due to font size and/or margins will not be considered for selection.

SUBMITTAL DATE – 14 November 2022

LPLF requests applicants provide a digital copy of their Statement of Qualifications (SOQ) package by email to the following point of contact:

Mike Hastings
LPLF Executive Director
mike@lospenasquitos.org

4 SELECTION CRITERIA

SOQs will be evaluated by the LPLF sub-committee and selection panel based on the following criteria:

- a. ORGANIZATIONAL CAPACITY & EXPERIENCE (25 points)
 - Demonstrates success in writing grants that have secured funding from federal, state, regional and/or philanthropic/private sources.
 - Demonstrates staff expertise and capacity to develop, refine and finalize grant packages within grant due dates.
 - Demonstrates staff expertise and capacity to implement and successfully complete projects that receive grant funding.
- b. METHOD OF APPROACH (15 points)
 - Methodology of obtaining research and data on grant programs and funding cycles.
 - Ability to describe grant writing methods that will achieve successful results.
 - Demonstrates a success rate in securing funds for projects identified in Section II and/or projects proposed as part of this RFQ as a result of grant writing.
 - Demonstrates unique and/or creative approaches to developing programs and/or projects that support the goals and objectives of the Lagoon Enhancement Plan and that are competitive based on grant priorities and requirements.
- c. REASONABLENESS OF COST (10 points)
 - Hourly rates and related charges (e.g., administrative fee) are reasonable and will not prevent a proposal from being competitive.
- d. UNDERSTANDING OF PROJECT NEEDS AND PRIORITIES FOR THE LOS PEÑASQUITOS WATERSHED (20 points)
 - Demonstrates an understanding and comprehensive approach on a watershed scale to support the goals and objectives of the Lagoon Enhancement Plan.
 - Demonstrates an understanding of key stakeholder groups (e.g., land owners, municipalities) within the Los Peñasquitos Watershed that will need to be engaged on a project-by-project basis.

5 SELECTION PROCESS & NOTIFICATION

LPLF has organized a sub-committee from its board of directors to lead the review, grading, and ranking of SOQs in coordination with outside experts. SOQs will be graded according to the Selection Criteria provided in Section IV. The sub-committee will present the scoring results and rankings to the LPLF board of directors for review and consideration. Consultants and/or firms receiving the highest scores will be considered for contracting with LPLF based on their expertise and success in an individual area (e.g., engineering or biology) or that demonstrate expertise in multiple areas provided in Section I. The LPLF board of directors may, at its own discretion, determine that an interview process is required prior to final selection. Should this occur, LPLF will notify the point of contact at each respective consultant and/or firm invited for an interview and coordinate the appropriate scheduling. LPLF board of directors will make the final decision about which consultants and/or firms will be selected for contracting.

NOTIFICATION DATE – 5 December 2022

LPLF will notify the designated point of contact for each consultant and/or firm the results of the selection process or invitation to participate in an interview with the LPLF selection committee at date and time to be determined.



LOS PEÑASQUITOS LAGOON FOUNDATION
 LOSPEÑASQUITOS.ORG

POINT OF CONTACT FORM

CONTACT INFORMATION			
Organization			
Contact Persons (Primary/Alternate)		Email	
Phone		Fax	
Address			
Partner Entities			