



**REQUEST FOR PROPOSALS FOR GRANT WRITING SERVICES
TOWN OF ATLANTIC BEACH**

DATE ISSUED
May 23, 2022

DUE DATE
June 30, 2022
4:30pm

**SUBMISSION OF ONE HARD COPY AND ONE DIGITAL FILE
SHOULD BE MAILED OR DELIVERED TO:**

Town of Atlantic Beach
ATTN: David Walker, Town Manager
PO Box 10 / 125 West Fort Macon Road
Atlantic Beach, North Carolina 28512
townmanager@atlanticbeach-nc.com

QUESTIONS ON RFP SHOULD BE SENT IN WRITING TO:
David Walker, Town Manager
townmanager@atlanticbeach-nc.com

I. Purpose

The Town of Atlantic Beach requests proposals for grant writing services for two specific projects. The Town is looking at much-needed enhancements at specific focal points – the Atlantic Beach Causeway entryway into town and the Circle Boardwalk main beach access area. The Town will partner with grant writing consultant/firm(s) (“consultant(s)”) for one or both of the projects, with the potential for future grant writing.

II. Background

The Town of Atlantic Beach is a small town on the Bogue Banks barrier island and has a year-round population of approximately 1,500 people and an estimated seasonal influx of 30,000 visitors. With about 1,600 acres, the Town is approximately 95% developed. The Town looks to improvement and enhancement of aging and failing infrastructure of the Causeway and the Boardwalk as discussed below.

Causeway: The Town includes one of two bridges onto Bogue Banks, and the street connecting the bridge to the highway that runs the length of the island is named Atlantic Beach Causeway. This 200ft-wide NCDOT-owned street was the subject of the 2019 Causeway Corridor Master Plan, which provides guidance for improvements within the right-of-way. This Causeway Plan proposes to:

- Maintain or increase the number of parking spaces for Causeway businesses
- Eliminate unnecessary curb cuts

- Improve bike/pedestrian/golf cart flow along and across the Causeway
- Improve landscaping
- Improve stormwater retention and infiltration through nature-based solutions
- Improve visibility for Causeway businesses

The Town has applied for further design and construction of (part or all) of the Causeway Plan through FEMA's Building Resilient Infrastructure and Communities (BRIC) grant program without success. The Town seeks a grant writer to coordinate application and administration for the 2022 BRIC grant program with the following added scope, "increase resiliency of electrical infrastructure along the Causeway and throughout Atlantic Beach by moving distribution lines underground".

Boardwalk: The Town's main beach access area is at "The Circle", a neighborhood at the southern end of the Atlantic Beach Causeway/Highway 58 (Fort Macon Road) intersection. This area is historically and culturally the central area of Atlantic Beach and has been going through significant redevelopment over the past decade. The Town's existing boardwalk, bathhouse, parking, and connecting areas are under planning for redevelopment as well. The Town launched the Boardwalk Design Competition - an international design competition to select the architects to lead the design of a major upgrade to its oceanside boardwalk and surrounding areas.

The first round of grant applications will be for land acquisition to expand the subject area. A pre-application for the NC Division of Coastal Management's Public Beach and Waterfront Access Program was submitted earlier this year. The second round of grant applications will be for design & construction of boardwalk improvements. The Town anticipates utilizing The Town seeks a grant writer to coordinate application and administration for both phases of funding.

Future Grants: The Town routinely applies for grants for beach access replacement, stormwater infrastructure installation and upgrades, and parks & recreation projects. A separate response is not required, but the Town hopes to partner with a grant writer on one or both above project(s) that can also serve as a grant writer on a future project as well.

III. Scope of Work

The following responsibilities are anticipated for grant application and administration for either or both of the proposed projects. Responses should include the approach and work plan that describes how the consultant will address each of the required elements. All work plans should describe the specific actions and activities to be undertaken by the consultant and which portions of the project will be the responsibility of Town staff. The work plan should include an anticipated project schedule.

1. Initial Meeting/Coordination Plan: Regular, timely, and on-going communication is vital to the success of these projects. Successful work plans will identify how on-going communication with Town staff, elected officials, and the public will be initiated and maintained throughout the project. At a minimum, the consultant is expected to conduct weekly status updates regarding grant prospects, proposals, reporting requirements, and deadlines with Town staff throughout the project.
2. Review of Proposed Projects: In addition to a review of proposed improvements, the work plan should incorporate exploration of existing conditions of the project areas (Causeway, Boardwalk, or both), the Town's adopted policy guidance, and other relevant documentation. Discussion with Town staff will provide background information, preliminary design, anticipated budget, and other relevant information needed to apply for grant(s).

3. Recommendation of Grant Prospects: The consultant will be responsible for sourcing grant funding opportunities and ensuring that the project complies with the applicable requirements. The Town anticipates that several grants will be leveraged against each other. Discussion with grant funding agencies is encouraged to ensure that proper goals and documentation are used in applications.
4. Draft Application(s): The consultant will prepare initial draft(s) of application(s) and provide them to Town staff for review prior to submission. Items that are the responsibility of the Town (i.e. obtaining a title opinion) should be communicated to Town staff in a timely fashion with deadlines.
5. Application Review & Revision: Town staff will review the application draft(s) with the consultant and provide feedback. Requested revisions should be made prior to finalizing the applications. Drafts and revisions should be processed such that grant applications will be submitted within the funding programs' deadlines.
6. Application Submission: Town staff will submit the final version of the application with attachments as provided by the consultant. The consultant will be provided a copy of the submitted application for their records.

This scope of work may be supplemented with any additional or optional tasks as desired. Responses that include additional tasks or work plan elements must include detail on the associated costs for each additional or optional element, along with an estimate of the amount of time necessary to provide such elements. The Town reserves the right to include or reject any optional elements.

IV. Project Funding and Timeline

The timeline(s) for the project(s) are dictated by grant application deadlines and workload of the consultant.

V. Submission Requirements

Interested consulting firms should submit proposals in the form of one hard copy and a digital version (USB drive or digital download) by 4:30PM on July 30th, 2022. Hard copies of proposals shall not be bound and shall be single-sided. All proposals should be mailed or delivered to:

Town of Atlantic Beach
ATTN: Michelle Eitner, Planning & Development Director
PO Box 10 / 125 West Fort Macon Road
Atlantic Beach, North Carolina 28512

Proposals should include:

1. A cover letter that identifies the applicant(s) and their contact information, and a statement of interest in assisting the Town of Atlantic Beach with grant writing services for the Causeway project, Boardwalk project, or both.
2. Information regarding the consultant, team or firm.
3. Names of principals, key persons, or associates who would be involved in the project and their individual roles.
4. Name and contact information for the project manager/lead contact.
5. A statement of qualifications and experience of consultant(s) in similar grant application and administration projects.
6. An excerpt from a successful grant written by the consultant that is representative of their writing style. The excerpt should not exceed 5 pages and should not contain any confidential or proprietary information.

7. Proposed approach for accomplishing the Scope of Work.
8. An outline of proposed fees.
9. Three references with phone and email contact information of past clients for whom the applicant or team has provided similar work.
10. Availability of consultant/team for conducting the work within the proposed timeline.

VI. Submittal Review Schedule

Council will assist Town staff in selecting a consultant or team based on the criteria above. Council will determine if interviews are needed in order to finalize selection among top candidates. Consultants will be contacted in July 2022. Upon selection, the consultant will be contacted to finalize the contract, fee structure and project timeframe.

VII. Disclaimers

Late Submissions: Any proposals received after the deadline will not be accepted or considered.

Withdrawal of Proposal: Consultants may withdraw all or any portion of a proposal at any time during and after the review and award process, up to the ratification of an agreement between the Town and the designated firm.

Withdrawal of Request for Proposal: The Town retains at all times the right to cancel or withdraw this RFP, to refuse to accept a proposal from any consultant and to modify or amend any portion of this RFP. Notification will be provided to all consultants involved in RFP process.

Applicable laws shall apply: The contract awarded shall be governed in all respects by the laws of North Carolina, and the consultant awarded the contract shall comply with applicable Federal, State, and local laws and regulations.

Confidentiality: RFP responses will become public record and therefore are subject to public disclosure.

Contract: The Contract will be awarded to a single Firm. The Contract for services will begin upon issuance of a Notice to Proceed from the Town. The contract will be reviewed by the Town Manager.