

City of Mexico Beach
Request for Bids 2025-06
Grant Procurement and Writing Services
Addendum No. 1

Date: 10/20/25

Question 1: The Base Bid Form has a single line item for Grant Writing. Is it the intent of the City to receive a single unit cost to complete any grant that may be pursued by the City regardless of the funding agency, type of grant or complexity of the application?

Response 1: Please see attached a revised bid form to include tier level pricing determined by grant complexities, a line item for monthly retainage fee, and tiered hourly rates based on the experience of the grant writer. Providing all 3 rates will allow the City to choose which payment option will better suit our needs and budget.

Question 2: The Base Bid Form has a single line for Grant Management (additive services) for per hour services. Can bidders include a range of positions with hourly rates that may support grant management.

Response 2: Please see attached revised bid form to include hourly range based on the position of the grant management personnel.

Question 3: What is the expected range of fees for this service.

Response 3: Please see attached a revised bid form to include tier level pricing determined by grant complexities, a line item for monthly retainage fee, and tiered hourly rates based on the experience of the grant writer. Providing all 3 rates will allow the City to choose which payment option will better suit our needs and budget.

Question 4: Do you have an anticipated amount of grant you want to apply for in 1 year.

Response 4: We have several large and small projects we would like to get funding for. What grants that are available that suit our project needs will drive that number.

Question 5: Regarding the Agreement, to ensure adherence with the professional standards, are vendors allowed to include exceptions provided by our legal team within the proposal or will there be a contract negotiation period following the award?

Response 5: There will be an opportunity to negotiate the contract after award. All requested changes must be reviewed and approved by the City Attorney.

**BASE BID FORM
(PLEASE COMPLETE)**

Bid Item #	Description	Qty	Unit	Cost	Total
1.	Grant Writing				
	Tier 1	1	EA	\$	\$
	Tier 2	1	EA	\$	\$
	Tier 3	1	EA	\$	\$
	Monthly Retainage	1	MO	\$	\$
	Hourly by Position				
		1	HR	\$	\$
		1	HR	\$	\$
		1	HR	\$	\$
		1	HR	\$	\$
BASE BID TOTAL					\$
Bid Item #	Description	Qty	Unit	Cost	
2.	Grant Management - *Additive Service: Hourly Rates by Position and Flat Fee's				
		1	HR	\$	\$
		1	HR	\$	\$
		1	HR	\$	\$
		1	HR	\$	\$
Additive Service Bid Total					\$

***Note:** Additive Service may be awarded at the discretion of the City of Mexico Beach.

END OF BID