



AGENCY: City Council
MEETING DATE: March 27, 2023
DEPARTMENT: Public Works
PRESENTED BY: C. O'Neal
EMAIL ADDRESS: coneal@fortbragg.com

AGENDA ITEM SUMMARY

TITLE:

Receive Report and Consider Adoption of City Council Resolutions Approving Professional Services Agreements with Engineering Solutions Services in a Not to Exceed Amount of \$45,000 to provide On-Call Grant Services, and with Evan Brooks Associates in a Not to Exceed Amount of \$30,000 to provide On-Call Grant Services, Authorizing City Manager to Execute Contracts (Various Account Numbers)

ISSUE:

On March 10, 2023, the City received four (4) timely proposals from qualified consulting firms interested in providing On-Call Grant Writing Services to the City. Public Works and Community Development Department staff reviewed the proposals and recommend that two firms be selected for work on the various grant needs of upcoming capital projects based on their experience and demonstrated success in grant award amounts. Engineering Solutions Services (ESS) has significant experience working on water and sewer projects and some experience with parks projects. Evan Brooks Associates (EBA) has significant experience working in securing grants for the transportation sector as well as some parks experience. As this was an On-Call solicitation, staff recommends dividing the work amongst the two consultants to capitalize on their strengths, divide the management of the consultant between two staff members, and accelerate the timeline for the various applications given more bandwidth between the two firms.

ANALYSIS:

The primary purpose of this contract is to assist city staff with applications for grants, which address documented needs for capital infrastructure improvement projects including water, sewer, facilities, CV Starr, and streets. In addition, it is the intent of the City to apply for grants which not only are consistent with identified City needs but those grants that can be properly and efficiently administered by staff taking into account existing duties and responsibilities. The goal of the City's grant program is to secure funding for services and projects which the City otherwise would be required to utilize local tax dollars.

The Consultant's role is to assist with writing federal, state, local, emergency and private grant applications and preparing the baseline and existing conditions studies and concept work to strengthen the applications. The selected grant writing firm(s) will work with the Public Works Department to identify potential grant opportunities and to develop a program specific to the details and timelines of each grant by identified project.

A review of the submittals prepared by ESS and EBA make clear these firms understand the scope of work and they have the experience and qualifications necessary to ensure completion of the tasks properly, on schedule, and within budget. Attached to this report is the request for proposals (Attachment 5) which established the parameters for the project

as well as the scope of work sections submitted by each firm (Attachment 2 & 4). Based on the extensive experience of ESS with water and sewer grants, particularly the \$18 Million they have already secured for the City of Fort Bragg, staff recommends retaining their services for water, sewer, and CV Starr projects. Because EBA's proposal was scored highest overall by the staff team; in part to their overall experience in securing \$2.2 Billion in total awards (more than the other proposers); their organized and engaging proposal layout and their particular focus on streets and parks, staff recommends hiring them to prepare and manage grants for the streets project and the City Hall East project.

RECOMMENDED ACTION:

Adopt Resolutions Approving Professional Services Agreements with Engineering Solutions Services in a Not to Exceed Amount of \$45,000 to provide On-Call Grant Services, and with Evan Brooks Associates in a Not to Exceed Amount of \$30,000 to provide On-Call Grant Services, Authorizing City Manager to Execute Contracts (Various Account Numbers)

ALTERNATIVE ACTION(S):

1. Adopt Resolution approving Professional Services Agreement with only one firm in the whole amount of \$75,000; or
2. Reject all proposals and provide direction to staff on how to proceed.

FISCAL IMPACT:

At the Mid-Year budget, and amendment programmed \$15,000 (see table below) from each of the special fund sources (associated with the various project type) to add up to a total of \$75,000. Upon approval of a master contract and authorization for specific projects, funding for pre-work costs will be covered with these funds. It is anticipated that ongoing grant management of successful grants would be funded by the specific grant(s) being managed. Staff recommends authorizing \$45,000 for the ESS contract to manage water, sewer, and CV Starr Grants, and \$30,000 for EBA to manage streets and facilities grants for a total of \$75,000.

Water	\$15,000
Sewer	\$15,000
Facilities	\$15,000
Streets	\$15,000
CV Starr	\$15,000
Total	\$75,000

GREENHOUSE GAS EMISSIONS IMPACT:

There is no anticipated increase in Greenhouse gas emissions associated with the preparation of the grant submittals.

CONSISTENCY:

Hiring consultants to assist with securing grant funding will ensure sufficient revenue is available for the implementation of the Capital Improvement Program. Using grant funds for projects is consistent with Element 4 Conservation, Open Space & Parks Policy OS-9.7.1c

which is to “pursue available grants” for parks and open space projects as well as Councils’ Goal emphasizing grants for City Infrastructure in the 2022/23 Budget in Brief Summary.

IMPLEMENTATION/TIMEFRAMES:

RFP Opened – March 2023

Notice to Proceed – April 2023

Grant Writing and Support – March 27, 2025

ATTACHMENTS:

1. Resolution On-Call Grant Services - EBA
2. EBA Scope of Work
3. Resolution On-Call Grant Services - ESS
4. ESS Scope of Work
5. On-Call Grant Request for Proposals

NOTIFICATION:

1. Veronica Garcia-McGrew, PE, REY Engineers
2. Kristin Cooper Carter, CEO, Grant Management Associates
3. Hal Suetsugu, President, Evan Brooks Associates
4. Sudi Shojha, PE, Principal, Engineering Solutions