

City of Dunnellon
Agenda Summary Form

Meeting Date: April 7, 2021

1. Responsible Department: Finance
2. Presenter: Jan Smith
3. Recommended Action: Authorize the Mayor to sign Agreement #AGR2021-09 Kimley Horn IPO No. 96 On-Call Grant Services.

Subject: Agreement #AGR2021-09 Kimley Horn IPO #96 for On-Call Grant Writing Services. Hourly fee not to exceed \$30,000

Request for Approval Summary Explanation & Background:

The City has previously engaged Kimley Horn to assist with applying for grants. The most recent being the grant awarded to the City for our Economic Development Strategy.

We are requesting to enter into an on-going agreement with Kimley Horn for on-call grant services that will include researching available grants and application completion.

Procurement Method: Piggyback City of Hollywood and City of Zephyrhills grant writing services

Fiscal Information: This is an unbudgeted item for FY20-21. Funding for grant assistance will be determined prior to beginning a grant application. Budget amendments will be prepared when needed.

Department Head Approval: Jan smith

Attorney Review: N/A

INDIVIDUAL PROJECT ORDER NUMBER 96

Describing a specific agreement between Kimley-Horn and Associates, Inc. (“Kimley-Horn”), and The City of Dunnellon (the “City”) in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 9, 2009, which is incorporated herein by reference.

Identification of Project:

Project: On-Call Grant Services

Client: City of Dunnellon

General Category of Services:

From time to time, the Client seeks grant opportunities to help cover and/or offset the cost of various projects throughout the City. The Client has requested Kimley-Horn to assist in the preparation, writing, and administration of grants, as requested by the Client. Grants sought and considered may be from Federal, State, Municipal, or other non-governmental sources.

It is understood that grant applications are time-sensitive and that adequate time is required for grant preparation and writing. The amount of time necessary is dependent on the particular grant and will be discussed and agreed upon between the Client and Consultant with each request for specific grant assistance prior to authorization to proceed.

Scope of Services

The following scope of work is summarized as follows:

Pursuant to the City’s request, Kimley-Horn will provide requested services as directed by the City pertaining to grant preparation, writing, and administration.

Task 1: Identify Funding Opportunities

It is understood that the identification of a potential grant opportunity may come from the Client or from the Consultant. When a potential opportunity is identified, Kimley-Horn will assemble a grant writing team tasked to review the grant requirements, including timeframe for submittal.

During this task, it will be important for Kimley-Horn to gain a full understanding of the Client’s problem and/or project. Kimley-Horn will seek final agreement on the problem and/or project, mission, strategy, and objectives for the use of the funds. These are key points that need to be identified early on during the preparation of a grant.

Task 2: Project Coordination

The Consultant will assist in the scheduling of meetings (meetings may be done virtually or in-person), the development of timetables, proposal language, and the development of the grant application.

Under this task, the Consultant will prepare for and facilitate a kick-off meeting with City Staff to review application requirements and details. During this meeting the following will be covered:

- Consultant will provide the Client with a list of necessary materials that may be in the possession of the Client or another consultant of the Client. Consultant will review with the Client the timeliness of the receipt of materials requested. It is understood that if materials are required, and not provided

by the Client in a timely manner, the Consultant may not be able to prepare and submit the grant to the relevant agency, or organization.

- Consultant will review the application timelines which may include, but not limited to, any question and answer periods, application submittal deadline, application review and evaluation period, award date, and project completion date.
- Consultant and Client will identify any ethical and mutually beneficial partnerships that may supplement the application, as applicable.

Task 3: Community Engagement

Under certain circumstances, the preparation and writing of grants requires input from the community. This task will include the identification of community engagement needs under a grant. It further includes the preparation for, facilitation of, and summary from any community meetings, public meetings, or community assessment that may be part of a grant application requirement. (It is understood that “meetings” may also include “workshops” or “open houses,” and may be done virtually, as deemed appropriate.)

Task 4: Grant Preparation and Writing

Consultant will perform the following services under this task:

- Provide consultation, planning, and strategizing with the Client throughout the process.
- Understand the compliance guidelines provided for the grant and advise the Client of such requirements.
- Prepare and ask questions for clarity during available question and answer periods with grantor.
- Develop timelines and the strategy to ensure timely submission of the application.
- Structure workflow and execute plan for the grant application.
- Collaborate with appropriate stakeholders to obtain signatures, data, forms, etc.
- Locate, identify, research, collect, and analyze data as set forth in the grant application guidelines.
- Provide research and research assistance, if necessary.
- Develop language for both the grant application narratives and data including, if necessary, charts, tables, and diagrams to illustrate data.
- Prepare supplemental documents required for grant application completion.
- Prepare grant application with all required documents.
- The appropriate City representative is responsible for signing documents in an expeditious manner in order to meet application deadlines.

Consultant will review the draft application with Client and make one round of revisions prior to submitting the grant application. The Client is responsible for publishing any public notices in a timely manner as requested by funding agencies (in both English and Spanish, if required by the grant).

Task 5: Grant Application Submittal, Evaluation, and Monitoring

Consultant will submit the grant application to the required agency and/or organization in the method required under the grant. Consultant will monitor the evaluation process of the agency or organization and apprise the Client of status of award notifications.

Consultant is able to assist with funding agency interview preparation, including PowerPoint preparation, and participation with grantors during evaluation processes.

Task 6: Grant Administration

At the request of the Client, Consultant will administer the terms of the grant on behalf of the Client.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates.

Information Provided by Client

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project.

Responsibilities of Client

In addition to other responsibilities set out in this Agreement, the Client shall:

- Provide requested materials in a timely fashion as requested by the Consultant, including signing and/or submitting the application, which may be required to be done electronically.

Schedule

Kimley-Horn will provide our services as expeditiously as practicable, when requested.

Fee and Expenses

Kimley-Horn will complete the above scope of services on an hourly fee basis not to exceed of \$30,000.

ACCEPTED:

THE CITY OF DUNNELLON, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____

Richard V. Busche, P.E.

TITLE: _____

TITLE: Senior Vice President

DATE: _____

DATE: March 31, 2021

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Attachment(s): Hourly Labor Rate Schedule

Kimley-Horn and Associates, Inc.

Hourly Labor Rate Schedule

Classification	Rate
Analyst	\$105 - \$135
Professional	\$145 - \$180
Senior Professional I	\$180 - \$250
Senior Professional II	\$240 - \$280
Senior Technical Support	\$110 - \$165
Support Staff	\$85 - \$105
Technical Support	\$95 - \$115

Effective through June 30, 2021

Subject to annual adjustment thereafter

Internal Reimbursable Expenses will be charged at 5% of Labor Billings

External Reimbursable Expenses will be charged at 15% mark-up, or per the Contract

Sub-Consultants will be billed per the Contract