

Grant Development Quote

Client Name	City of Coalinga, California
Client Contact	Sean Brewer, Assistant City Manager
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Grant Program / Proposal	Congestion Mitigation and Air Quality Improvement (CMAQ) Program, 2021-22 Call for Projects
Proposal Due	09/17/21 before noon
Project Name (if known)	#1 East Polk Street Active Transportation Project #2 Dirt Alleys Paving Project
Date Prepared	7/23/2021
Grant/Revenue Potential	TBD
Cost to Prepare Grant Proposals	\$10,425.00
Cost to Prepare Proposal as Percent of Revenue	TBD
Hourly Rate	\$105 per hour

Activity	Application #1 Hours	Application #2 Hours	Cost
Review Call for Projects, prepare checklist and timeline, and kick-off conference call with client	3	3	\$ 630.00
Develop application and narrative responses to increase competitiveness (for the 10 points that are allocated for "subjective evaluation") (*Application #1 discounted for re-use of previously prepared content*)	8	18	\$ 2,730.00
Prepare photo pages and project location map to align with scoring criteria	4	5	\$ 945.00
Prepare financial plan document and circulate for signature (requires a signature)	1	1	\$ 210.00
Work with Tri-City Engineer to obtain cost-effectiveness calculations and develop appropriate responses based on engineer's working papers, etc. Note: City Engineer will take lead in completing air quality benefit-cost analysis using the CARB methodology and formula for air quality projects. B&A will develop a short narrative to highlight the project's cost-effectiveness and air quality benefits based on the formula results.	3	3	\$ 630.00
Work with City to obtain "Engineers Estimate" or quote of costs (currently in development). B&A will format any rough estimates to include all applicable costs for project management and grant administration.	1	3	\$ 420.00
Prepare required Council Resolution and help circulate through City Council approval process. (Resolution due to COG at a later date)	1	1	\$ 210.00
Prepare Project Submittal Assurance and Checklist and circulate for signature	1	1	\$ 210.00
Conference calls with client, creating 80% and 100% final proposal, internal strategy and quality control, editing proposal from client review, coordinating print order, collating and mailing final proposal.	16	16	\$ 3,360.00
SUBTOTAL	38	51	\$ 9,345.00
Direct Costs (charged at cost, no mark-up)			
Reproduction (10 hard copies and one electronic copy are required for Regional Bid projects, loose bound, no staples, no covers, no binders, no ring binders, print on two sides)	\$ 460.00	\$ 460.00	\$ 920.00
Postage and/or Express Delivery Mail or Courier Services	\$ 80.00	\$ 80.00	\$ 160.00
SUBTOTAL			\$ 1,080.00
TOTAL			\$ 10,425.00

Work performed by B&A that is outside of the scope of this estimate will be billed at \$105 per hour.

Please see "notes and assumptions."

Quote Prepared by:
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Notes and Assumptions
1) Buy America provisions apply to CMAQ funding.
2) Pages 7 and 8 provide detailed information on what types of projects are eligible for funding and how much funding has been set-aside or allocated per project type (6% is allocated for bike/ped projects).
3) B&A kindly requests a Notice to Proceed by Friday, August 6, 2021
4) B&A will use to the extent possible all forms, templates, and narratives developed by client for similar projects in prior calls, as available and applicable.
5) If the project includes a traffic signal, a warrant is required to be submitted as part of the application packet.
6) There are a total of 100 points possible and points are allocated as follows: 30 pts., project is cost-effective per CARB's methodology 20 pts., project has impact on congestion and increases service capacity and/or reliability 20 pts., project incorporates transportation control measure, reduces emissions of volatile organic compounds, nitrogen oxides, and/or particulate matter 10 pts., project reduces vehicle trips and/or vehicle miles traveled 10 pts., subjective evaluation 4 pts., project is construction-ready requesting construction funds for the first year of the 2020/21 of the FTIP 6 pts., project is committed to expedited delivery schedule, programmed within the first two years of the FTIP.
7) The Coalinga City Engineer will provide air quality improvement calculations. Cost-effective projects are those that meet the \$63 per pound (\$126,000 per ton) cost-effectiveness threshold as determined by the CA Air Resources Board's Air Quality Cost-Effectiveness Calculations Methodology.

Please note that this quote is an estimate for services based on current conditions and understandings. Many factors often change during the development of a grant application that may or may not increase the amount of labor and materials necessary to perform the services successfully. If during the course of work, B&A believes the work is taking longer than originally estimated, B&A will immediately notify the contract point of contact and either mutually agree to a change order or discuss alternatives. Additionally, B&A only charges for actual work performed. The total cost to perform the tasks may be less than quoted herein.

Signature of Person Approving Costs and Authorizing Notice to Proceed

Date

Printed Name of Authorized Person