

STAFF REPORT



MEETING DATE:	October 22, 2019
SUBJECT:	Authorize Technical Services Agreement for Active Transportation Program (ATP) Cycle 5 Grant Writing
AGENDA ITEM:	10
STAFF CONTACT:	Keith Williams, AICP, Senior Transportation Planner

SUMMARY:

SRTA circulated a request for proposals (RFP) for Active Transportation Program (ATP) Cycle 5 grant writing assistance. Eight proposals were received and evaluated. Staff recommends entering into an agreement with Evan Brooks Associates for up to \$153,743.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Authorize the executive director to enter into a technical services agreement (TSA) with Evan Brooks Associates to write up to 11 ATP grant applications, for a term ending June 30, 2022, not to exceed \$153,743; and
2. Authorize the executive director to make minor administrative amendments to the agreement.

DISCUSSION:

The GoShasta Regional Active Transportation Plan, adopted by the SRTA Board of Directors in February 2018, laid out a vision for the Shasta region to create a healthy, appealing, and competitive alternative to driving. Instrumental to this vision is the concept of trunk lines, i.e. safe, comfortable, intuitive, high-quality walking and bicycling facilities connecting major destinations in and between the region's strategic growth areas and activity centers.

SRTA's Sustainable Shasta program supports local agency trunk line projects by providing focused public outreach and conceptual drawings to help agencies secure funding from competitive grant programs such as California's ATP. To maximize the competitiveness of local agency ATP applications and to reduce local agency staff time spent on grant preparation, the board of directors directed SRTA staff, at the June 2019 meeting, to procure a consultant to help prepare ATP Cycle 5 grant applications.

Eight proposals were received and evaluated by a panel of SRTA Staff and representatives from Caltrans District 2, the county of Shasta, and the cities of Redding, Anderson, and Shasta Lake. Consensus results of the evaluation are summarized below:

Lead Consultant	Ranking	Cost (Up to 11 Applications)	Consensus Score (out of 100)
Evan Brooks Associates	1	\$153,743	86
Alta Planning + Design	2	\$244,947	84
GHD	3	\$135,000 (Max: 6 Applications)	82
Dokken Engineering	4	\$198,215	68
Green DOT Transportation Solutions	5	\$180,200	68
Grant Management Associates	6	\$249,997	65
California Consulting	7	\$100,672	47
Sperry Capital Inc.	8	\$247,887	47

The proposal submitted by Evan Brooks Associates was ranked highest, with the deciding factors being their ATP experience and innovative strategies they have employed in previous successful ATP applications. The proposed scope of work and cost proposal are provided by attachment and will be incorporated into the technical services agreement with the consultant.

Work on the grant applications will involve a collaborative process between the consultant and staff from SRTA, local agencies, and Caltrans. The deadline to submit ATP applications has not yet been announced by the California Transportation Commission, but is anticipated to be in June 2020.

ALTERNATIVES:

The board of directors may direct staff to recirculate the RFP.

OTHER AGENCY INVOLVEMENT:

The cities of Anderson, Redding and Shasta Lake; the county of Shasta; and Caltrans District 2 are project partners. Staff from each of these agencies participated in the review and scoring of consultant proposals.

FISCAL IMPACT:

This contract will be paid out of SRTA's Non-Motorized Program. There is currently a balance of \$758,860 in uncommitted funds available for new projects. If awarded, Evan Brooks Associates' budget of up to \$153,743 represents 20% of this balance. The cost will be lower if fewer applications are prepared.



Daniel S. Little, AICP, Executive Director

Attachment: Evan Brooks Associates' Scope of Work and Cost Proposal

Attachment A - Scope of Work & Cost Proposal



evan
brooks
associates

WORK PLAN AND APPROACH

EBA will address each task of the scope of work as outlined in this section. The following graphic depicts major milestones and serves as a quick reference guide to the tasks required for a successful grant application.

Figure 3. Major Milestones



Task 1. Project Initiation and Management

1.1 Project Kick-off Meeting

Project Manager, Daniel, and EBA's grant application development experts, will attend SRTA's project kick-off meeting. The meeting will be a time to discuss the entire understanding of the scope of work required, SRTA's objectives, vision and goals for the project, project management procedures, as well as issue mitigation and protocols. We will discuss the initial project lists, review the project schedule, identify a file-sharing site to utilize (Dropbox and/or Asana), and identify points of contact (POCs) to ensure responsiveness to requests for data, letters of support, assets, collateral and other materials required for application(s). *Deliverables: Meeting agenda 3 business days before meeting, written meeting minutes and action items 3 business days after each meeting, schedule of project meetings and for submitting application materials.*

1.2 Project Management Plan and Master Schedule

Given the need to immediately establish a strategic, deadline-oriented, successful tone, EBA will develop a Project Management Plan (PMP) that will seek to incorporate and comply with SRTA's guidelines and goals for the ATP. The PMP will include a structured system for the management of the work plan, including master schedule, project controls with necessary procedures for conducting the work and managing the resources, communications, budget and schedule controls/monitoring, reporting project status and progress, document control with QA/ QC, and administration. *Deliverables: Project Management Plan and Master Schedule.*

1.3 Regular Meetings

EBA will attend regularly scheduled meetings, largely via teleconference, with SRTA and local agencies that have applications that are being sponsored by the SRTA. Meeting frequency shall be established during the kick-off meeting. These meetings will be a time for EBA to update SRTA and local agencies on project status, review materials and data, introduce fresh ideas and new perspectives, and address any potential issues. Daniel will be responsible for reacting to indications from these meetings, and as needed, will correct or adjust project activities that are diverting from the adopted scope, schedule or quality and bring them to the attention of SRTA. This will allow for early identification of issues and effective resolutions. *Deliverables: Meeting agenda 3 business days before meeting (as requested) and written meeting minutes and action items 3 business days after each meeting.*

1.4 Progress Reports

To maintain transparency and confidence in our work, we will prepare and submit regular progress reports to you summarizing all of our grant activities, including our time spent and activities undertaken on SRTA's behalf. Our reports will identify what we accomplished, results we saw as a result of our work, and identify what we plan to accomplish the following period. Additionally, we will provide any action items we need you to take to ensure progress is made on all fronts. Our consistent reporting will facilitate transparency, reduce the chance of redundancy in work, provide cohesion and unity with you on a day-to-day basis, and provide SRTA with the confidence it needs to ensure we are meeting identified goals.

Deliverables: Progress reports, deliverables, and invoices



Task 2. ATP Technical Assistance

will also assist with the following tasks labeled “EBA”:

2.1 Project List Development and Selection

EBA understands SRTA’s desire to put forth eleven (11) applications, however, we recommend a review of all projects. Therefore, our experts will be involved in early project discussions about which projects to consider for ATP. This is accomplished through conference calls or a work session to review all of the proposed projects. We will evaluate and review each project in order to summarize and rank potential projects at the beginning of the overall project work with SRTA. Incorporating project selection into the earliest stages of work will allow SRTA staff and our team to ensure that the most competitive projects are selected from the outset and that resources are effectively allocated to projects with the highest likelihood of selection for funding. *Deliverables: Ranking and comprehensive summary of ATP-identified projects and rank of selected projects compiled in coordination with SRTA staff at meetings.*

2.2 Review Applications, Guidelines, and Evaluation Criteria

Cycle 5 application requirements, guidelines, and evaluation criteria will all be reviewed in depth in order to recognize any differences from the requirements, guidelines, and criteria used in Cycle 4. A full and comprehensive understanding of all of these is necessary and will guide project documentation, as well as application preparation and submittal. We will prepare a detailed memo outlining all differences between application Cycles 4 and 5 for distribution amongst all relevant team members to ensure that the updated expectations are communicated to all parties involved. Furthermore, this process will ensure that all proposed projects remain both eligible and competitive based on new Cycle 5 changes. *Deliverables: Memo with summary of changes/important updates relative to ATP.*

2.3 Application Checklist

Our review of the Cycle 5 application guidelines will enable us to develop an application checklist, detailing what items and data will be required for each project application. The checklist may differ for each project. The checklist will be distributed to the SRTA and local agencies to ensure ample time to locate necessary information. *Deliverables: Application checklist for each project.*



Project Documentation/Data Collection

As noted in the RFP, SRTA and local agencies will be responsible for obtaining and providing EBA with the necessary project data to develop narrative responses and prepare “evaluator-friendly” exhibits. EBA

2.4 Project Area Characteristics (EBA)

Every single project will include a scan of the area in which that project proposes to be implemented. This scan will identify important characteristics in that area, such as low-income and disadvantaged communities, environmental hazards and other notable features, data about existing active transportation facilities, use, and challenges, other existing transit facilities and use, and any other localized concerns related to active transport and public health. The information obtained through the scans will be used by team members to support project justifications going forth, and will be incorporated into project maps, charts, data graphics, and other project application materials where reasonably necessary or useful.

2.5 Bicycle and Pedestrian Counts (SRTA/Local Agencies)

No project grant application about active transportation can be completed adequately without current data about the levels of local bicycle and pedestrian use to determine what impact the project will have on active transportation use in that area. It is anticipated that in many cases SRTA will be able to provide our team with the necessary data to determine what active transportation use numbers look like in that area. As in the past, we are prepared to work with local groups, including schools and parent groups, to obtain information about active transportation use in the area. Similarly, local ridership data could also be used to estimate active transportation use in transit areas and the impact of the project on that use.

2.6 Letters of Support (EBA)

An important component of grant applications is proof of sponsorship and community support. EBA will ensure that all grant applications include the necessary documentation of support from city councils, community groups, neighborhood councils, business improvement districts, local business owners, pedestrian, bicycle and SRTS advocacy groups, property owners, and developers so that the evaluating body will see that all the necessary support is in place to implement the proposed projects.

2.7 Public Outreach (SRTA/Local Agencies)

For base budgeting purposes we have assumed that most or all necessary public outreach has been performed sufficiently. If absolutely necessary, EBA may recommend the SRTA and/or local agencies conduct additional public outreach efforts with advocacy and community groups before finalizing project design and submitting the final grant application.



2.8 Project Area Photos (SRTA/Local Agencies/EBA)

Project area photos are a necessary component of grant applications that illustrate the need for the project in a very comprehensible way. Any available photographs from SRTA will be collected and considered, but if deemed necessary, we will perform comprehensive photography of project areas to fully document local conditions. By doing so, our grant applications will clearly tell the story about local need for the project and the positive impact that the project will have in the area.

2.9 Run Models to Forecast Future Use (EBA/SRTA/Local Agencies)

Estimates of future use of constructed and implemented projects are core criteria in all grant applications. Our team of experts will work with SRTA staff and any other useful parties to develop and employ metrics to forecast such estimates as future activity levels, crash reduction rates, and proposed improvements' benefits in the region.

2.10 Demonstrate Consistency with Existing Plans and Policies (EBA)

This is an important task, and requires review of existing land use, transportation, and sustainability and public health plans and policies. Undertaking such a review allows us to demonstrate that not only does the project have the support of community members; it is also supported by official policy and strategies. By including careful project screening and selection processes, our team will already be dealing with projects that are largely consistent with regional plans. In this task, we will demonstrate how the project will help interested agencies and parties meet regional goals.

2.11 Create Maps and Layouts (EBA)

We will work with our GIS experts to develop maps that illustrate the extent of each project, surrounding land use, previous safety concern sites, activity centers, and any other local features necessary to support the requirements of a particular application. We will complete the majority of this information in GIS so that maps, an easily-accessible format for presentation of information, can be included in final applications. We may request GIS layers from the SRTA or local agencies, but we will also use existing databases, such as the TIMS database to show collision history and ArcGIS databases to show the project's land use and relation to disadvantaged communities. These are important pieces of information to include as applications for projects serving disadvantaged communities score increased points in the evaluation process, translating into greater success rates.

2.12 Provide Supporting Data (EBA)

Applications will cite and include any necessary documentation supporting claims of project benefits, but will do so in a way that makes them engaging and easily readable, bearing in mind that applications are scored by volunteers.

2.13 Additional Grant Requirements (EBA/SRTA/Local Agencies)

Warrants: Where necessary, we can prepare warrant justifications for new stop signs, traffic signals, or crosswalks, including carrying out necessary fieldwork and technical analysis. A separate quote will be provided for such services. Concept Designs: Some project applications, by nature, will benefit from concept design art that shows grant reviewers an engaging image of what a complete project will look like. Our extensive experience with creating technical drawings during past work for ATP applications will allow us to provide clear and concise concept level plans and cross-sections.

Photo Simulations: Like concept designs, we recognize that photo-simulations improve grant application scores, particularly in cases with innovative projects. Our extensive experience using existing photographs and digitally adding project improvements to the image to show the 'after' condition to grant reviewers will significantly enhance grant applications.

California Local Conservation Corps (CALCC) and Civilian Conservation Corps (CCC) Coordination: ATP grants require coordination with both these groups. We propose coordination with these agencies early in the process as, in our experience, they can become overwhelmed with volume near deadlines. This will prevent last minute scrambles to complete applications for submission.

Deliverables:

- ✓ *Checklist for grant applications*
- ✓ *Existing conditions for all areas, including bicycle and pedestrian data and aerial and field photos*
- ✓ *Letters of support for each project*
- ✓ *Summary of public outreach or outreach update plan and new public outreach, if necessary*
- ✓ *Summary of pedestrian and bicycle counts*
- ✓ *Summary and mapping of transit facilities and ridership for each project*
- ✓ *Summary of SRTS student tallies and parent surveys for SRTS projects*
- ✓ *Summary of public health data for each project*
- ✓ *Future pedestrian and cyclist activity projections for each*



project

- ✓ *Planning document and policy consistency information for each project*
- ✓ *Maps for each project, including regional map, project location, activity centers, active transportation facilities, SRTS demographic, and collision information*
- ✓ *Cost Estimates for each project, including breakdown by funding source for each project*
- ✓ *CALCC and CCC correspondence for each project*
- ✓ *Benefit/cost tool conclusions for each project*

Task 3. Grant Writing and Integration of Feedback



Draft 1 Application/Review Phase

3.1 Develop Draft 1 Applications

We will begin preparing the draft grant application packages, incorporating information collected and organized during the various information collection sub-tasks in Task 2. A critical component of every ATP application is a compelling narrative that explains local and regional need for the proposed project. Our team is experienced in crafting these compelling narratives by using engaging language and storylines and using them to develop compelling grant applications.

As application drafts are completed, we will independently review all applications through our internal QA/QC process. We will then submit a text copy to SRTA/local agency staff, so that both parties can review the actual message and wording of the application.

3.2 Integrate Feedback from Draft 1 Review

SRTA/local agency staff will be required to review and provide feedback. All feedback shall be provided on one (1) PDF or paper copy of the application to prevent duplicative corrections and conflicting comments. EBA will review all comments and incorporate changes into the application.



Draft 2 Application/Review Phase

3.3 Prepare Draft 2 Application

When our team has finished revising the text based on the comments received from the first draft, we will upload the the application onto a file sharing service so that SRTA, Caltrans District 2, ATP TAC members, and local agencies can read and offer comments on the contents of the application. This allows staff to review the draft application earlier in the process.

3.4 Meeting to Discuss Application Draft

Our team is prepared to meet with SRTA/Caltrans District 2/ATP TAC members/local agency staff via teleconference, or in-person, to discuss comments and concerns about draft applications. We will formally note all comments and suggests and will outline all actions taken as a result so that SRTA staff will be able to see how concerns are being addressed. This will also allow all parties involved to collaborate easily and effectively in application development, and provides a transparent and effective channel for resolution of conflicting opinions as to application components.

Any notes from meetings and comments received will also be compiled in a table format so that our team is able to easily see what alterations need to be made to application drafts and so that other involved parties can easily review how those concerns were addressed.

3.5 Integrate Feedback from Draft 2 Review

After receiving and incorporating feedback, all draft application packages will be fully prepared and finalized. Graphic components will be added and have matching design elements for consistency.



Draft 3 Application/Final Review Phase

3.6 Draft 3 Application and Review

One last opportunity to provide feedback will be given to the SRTA, Caltrans District 2, and local agencies. Reviewing the completed deliverable will ensure small typos are corrected and the overall application is perfected.

Deliverables:

- ✓ *Draft applications for each layer of review*
- ✓ *Attendance at review meetings – as needed*
- ✓ *Tables showing comments received on application drafts and how those comments were addressed – as needed*

Task 4. Finalize and Submit Applications

4.1 Compile Final Application Packages

Our team of experts will compile the finalized application package, bringing together all written sections, photos, charts, maps, and other graphic components into a single document. We will prepare the package in a single PDF document, as per the standard layout and formatting guidelines established in the sample template, to enable convenient review and location of information.



4.2 Send Final Application Package to City

Completed application packages will be sent to SRTA for final oversight and all necessary signatures from the relevant executives and project members. This step can be accomplished either by sending and signing hard copies of the application, electronic delivery and signature, or through the familiar file sharing service, as preferred.

4.3 Final Corrections and Application Binding

All final revisions identified by SRTA in the final review stage will be made. Project applications will then be printed and prepared with tables of contents, labeled dividers and

professional binding, after which final applications will be submitted.

Deliverables:

- ✓ Final ATP project applications in electronic and printed form ready to be executed by SRTA/local agencies
- ✓ Individual Project Application flash drives containing completed applications and appendices.
- ✓ Final applications to be submitted to SRTA/local agencies and funding agency
- ✓ Receipt showing submission to funding agency

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“EBA is attentive, responsive, and is always willing to write grant applications on short notice. They are our “go-to” firm when it comes to meeting short deadlines for grants.”

- Cesar Roldan, Senior Management Analyst, City of El Monte, CA

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“Thank you for your very hard work and expertise composing the grant responses and materials, obtaining the pictures, maps and all the necessary background information as well as putting the grant applications together and pushing us to ensure they were submitted on time.”

- Lillian Burkenheim Silver, Director of Planning and Economic Development, Eco-Rapid Transit



COST PROPOSAL

Tasks	1st Application	2nd Application	3rd Application	4th Application	5th Application	6th Application	7th Application	8th Application	9th Application	10th Application	11th Application
Infrastructure Application Budget											
1 Project Initiation and Management											
1.1 Project Kick-off Meeting	\$1,360	\$1,306	\$1,253	\$1,203	\$1,155	\$1,109	\$1,065	\$1,022	\$981	\$942	\$904
1.2 Project Management Plan and Master Schedule	\$700	\$672	\$645	\$619	\$595	\$571	\$548	\$526	\$505	\$485	\$465
1.3 Regular Meetings	\$909	\$873	\$836	\$804	\$772	\$741	\$712	\$683	\$656	\$630	\$604
1.4 Progress Reports and Invoicing	\$1,000	\$960	\$922	\$885	\$849	\$815	\$783	\$751	\$721	\$693	\$665
Task 1 Total	\$3,969	\$3,810	\$3,658	\$3,512	\$3,371	\$3,236	\$3,107	\$2,982	\$2,863	\$2,749	\$2,639
2 ATP Technical Assistance											
2.1 Project List Development and Selection	\$300	-	-	-	-	-	-	-	-	-	-
2.2 Review Application Guidelines and Evaluation Criteria	\$600	-	-	-	-	-	-	-	-	-	-
2.3 Application Checklist	\$800	\$768	\$737	\$708	\$679	\$652	\$626	\$601	\$577	\$554	\$532
2.4 Project Area Characteristics	\$1,000	\$960	\$922	\$885	\$849	\$815	\$783	\$751	\$721	\$693	\$665
2.5 Bicycle/Pedestrian Courts (SRTA)	-	-	-	-	-	-	-	-	-	-	-
2.6 Letters of Support	-	-	-	-	-	-	-	-	-	-	-
2.7 Public Outreach (SRTA)	-	-	-	-	-	-	-	-	-	-	-
2.8 Project Area Photos	\$300	\$288	\$276	\$265	\$255	\$245	\$235	\$225	\$216	\$208	\$199
2.9 Run Models to Forecast Future Use	\$1,300	\$1,248	\$1,198	\$1,150	\$1,104	\$1,060	\$1,018	\$977	\$938	\$900	\$864
2.10 Demonstrate Consistency with Existing Plans and Policies	\$900	\$864	\$829	\$796	\$764	\$734	\$704	\$676	\$649	\$623	\$598
2.11 Create Maps and Layouts for Consistency	\$2,000	\$1,920	\$1,843	\$1,769	\$1,699	\$1,631	\$1,566	\$1,503	\$1,443	\$1,385	\$1,330
2.12 Provide Supporting Data	\$1,100	\$1,056	\$1,014	\$973	\$934	\$897	\$861	\$827	\$794	\$762	\$731
2.13 Additional Grant Requirements (SRTA)	-	-	-	-	-	-	-	-	-	-	-
Task 2 Total	\$8,300	\$7,104	\$6,820	\$6,547	\$6,285	\$6,034	\$5,792	\$5,561	\$5,338	\$5,125	\$4,920
3 Grant Writing and Integration of Feedback											
3.1 and 3.2 Draft 1 Application/Review Phase	\$3,400	\$3,264	\$3,133	\$3,008	\$2,888	\$2,772	\$2,661	\$2,555	\$2,453	\$2,355	\$2,260
3.3 Through 3.5 Draft 2 Application/Review Phase	\$3,300	\$3,168	\$3,041	\$2,920	\$2,803	\$2,691	\$2,583	\$2,480	\$2,381	\$2,285	\$2,194
3.6 Draft 3 Application/Review Phase	\$1,600	\$1,536	\$1,475	\$1,416	\$1,359	\$1,305	\$1,252	\$1,202	\$1,154	\$1,108	\$1,064
Task 3 Total	\$8,300	\$7,968	\$7,649	\$7,343	\$7,050	\$6,768	\$6,497	\$6,237	\$5,988	\$5,748	\$5,518
4 Finalize and Submit Application											
4.1 Compile Final Application Packages	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
4.2 Send Final Application Package to SRTA/Partner Agency	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
4.3 Final Corrections and Application Binding	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Task 4 Total	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900
Total per Grant	\$21,469	\$19,782	\$19,027	\$18,302	\$17,606	\$16,938	\$16,296	\$15,680	\$15,089	\$14,521	\$13,977
One Grant		(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)
Budget Options											
Not-to-Exceed Cost	\$21,469	\$39,564	\$57,080.85	\$73,207.49	\$88,028.99	\$101,625.39	\$114,072.44	\$125,441.76	\$135,801.10	\$145,214.51	\$153,742.52
One Grant		Two Grants	Three Grants	Four Grants	Five Grants	Six Grants	Seven Grants	Eight Grants	Nine Grants	Ten Grants	Eleven Grants
4...											...

Tasks										
Non-Infrastructure Application Budget										
1st Application	2nd Application	3rd Application	4th Application	5th Application	6th Application	7th Application	8th Application	9th Application	10th Application	11th Application
1 Project Initiation and Management										
1.1 Project Kick-off Meeting	\$1,360	\$1,306	\$1,253	\$1,203	\$1,155	\$1,109	\$1,065	\$1,022	\$981	\$942
1.2 Project Management Plan and Master Schedule	\$700	\$672	\$645	\$619	\$595	\$571	\$548	\$526	\$505	\$485
1.3 Regular Meetings	\$909	\$873	\$838	\$804	\$772	\$741	\$712	\$683	\$656	\$630
1.4 Progress Reports and Invoicing	\$1,000	\$960	\$920	\$885	\$849	\$815	\$783	\$751	\$721	\$693
Task 1 Total	\$3,969	\$3,810	\$3,658	\$3,512	\$3,371	\$3,236	\$3,107	\$2,982	\$2,863	\$2,749
2 ATP Technical Assistance										
2.1 Project List Development and Selection	\$400	-	-	-	-	-	-	-	-	-
2.2 Review Application Guidelines and Evaluation Criteria	\$700	-	-	-	-	-	-	-	-	-
2.3 Application Checklist	\$800	\$768	\$737	\$708	\$679	\$652	\$626	\$601	\$577	\$554
2.4 Project Area Characteristics	\$700	\$672	\$645	\$619	\$595	\$571	\$548	\$526	\$505	\$485
2.5 Bicycle/Pedestrian Counts (SRTA)	-	-	-	-	-	-	-	-	-	-
2.6 Letters of Support	-	-	-	-	-	-	-	-	-	-
2.7 Public Outreach (SRTA)	-	-	-	-	-	-	-	-	-	-
2.8 Project Area Photos	\$300	\$288	\$276	\$265	\$255	\$245	\$235	\$225	\$216	\$208
2.9 Run Models to Forecast Future Use (N/A)	\$300	-	-	-	-	-	-	-	-	-
2.10 Demonstrate Consistency with Existing Plans and Policies	\$500	\$480	\$461	\$442	\$425	\$408	\$391	\$376	\$361	\$346
2.11 Create Maps and Layouts for Consistency	\$1,500	\$1,440	\$1,382	\$1,327	\$1,274	\$1,223	\$1,174	\$1,127	\$1,082	\$1,039
2.12 Provide Supporting Data	\$500	\$480	\$461	\$442	\$425	\$408	\$391	\$376	\$361	\$346
2.13 Additional Grant Requirements (SRTA)	-	-	-	-	-	-	-	-	-	-
Task 2 Total	\$5,400	\$4,128	\$3,963	\$3,804	\$3,652	\$3,506	\$3,366	\$3,231	\$3,102	\$2,978
3 Grant Writing and Integration of Feedback										
3.1 and 3.2 Draft 1 Application/Review Phase	\$2,800	\$2,496	\$2,396	\$2,300	\$2,208	\$2,120	\$2,035	\$1,954	\$1,876	\$1,801
3.3 through 3.5 Draft 2 Application/Review Phase	\$2,100	\$2,016	\$1,935	\$1,858	\$1,784	\$1,712	\$1,644	\$1,578	\$1,515	\$1,454
3.6 Draft 3 Application/Review Phase	\$500	\$480	\$461	\$442	\$425	\$408	\$391	\$376	\$361	\$346
Task 3 Total	\$5,200	\$4,992	\$4,792	\$4,601	\$4,417	\$4,240	\$4,070	\$3,908	\$3,751	\$3,601
4 Finalize and Submit Application										
4.1 Complete Final Application Packages	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
4.2 Send Final Application Package to SRTA/Partner Agency	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
4.3 Final Corrections and Application Binding	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Task 4 Total	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900	\$900
Total per Grant	\$15,469	\$13,830	\$13,313	\$12,817	\$12,340	\$11,882	\$11,443	\$11,021	\$10,616	\$10,228
One Grant		(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)	(Per Grant)
Not-to-Exceed Cost										
\$15,469 One Grant	\$27,660 Two Grants	\$39,939.09 Three Grants	\$51,266.04 Four Grants	\$61,699.24 Five Grants	\$71,293.53 Six Grants	\$80,100.75 Seven Grants	\$88,169.97 Eight Grants	\$95,547.57 Nine Grants	\$102,277.40 Ten Grants	\$108,400.94 Eleven Grants
←--	Capability									--→



HOURLY RATES

Professional Services

President-Managing Partner.....	\$220/hour
Project Manager	\$190/hour
Assistant Project Manager.....	\$180/hour
Analyst.....	\$95/hour
Administrative Staff.....	\$75/hour

Technical Services

Grants Manager.....	\$150/hour
Funds Manager	\$150/hour
Outreach Manager.....	\$150/hour
Environmental Manager	\$150/hour
Engineering Manager	\$150/hour
Project Planner	\$150/hour
Engineer	\$125/hour
Grant Writer	\$125/hour
Grant Writing Assistant/Researcher	\$95/hour
Geographic Information Systems (GIS) Mapping.....	\$90/hour
Graphic Design	\$90/hour

Printing/Communication/Reproduction

In-house costs for long-distance telephone, faxing, postage, printing, and copying	project labor charge x 5%
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Terms

EBA's fees include time and materials charges directly related to client services. This includes hours for work tasks, project management and coordination services, such as staff meetings, public presentations and project direct expenses. EBA's fees are subject to annual adjustments based on changes in the consumer price index.

Billings are payable upon presentation and are past due 30 days from invoice date. A finance charge of 1.5% per month, or the maximum amount allowable by law, will be charged on past-due accounts. EBA makes no warranty, either expressed or implied, as to its findings, recommendations, specifications or professional advice except that they are prepared and issued in accordance with generally accepted professional practice.