



Agenda Item No. (7)

To: Finance-Auditing Committee/Committee of the Whole
Meeting of October 27, 2022

From: Amy Frye, Director, Capital and Grant Programs
Joseph M. Wire, Auditor-Controller
Denis J. Mulligan, General Manager

Subject: **AUTHORIZE AN AMENDMENT TO CONTRACT NO. 2018-D-096,
GRANTS MANAGEMENT PROFESSIONAL SERVICES**

Recommendation

The Finance-Auditing Committee recommends that the Board of Directors authorize the Third Amendment to Contract No. 2018-D-096, *Grants Management Professional Services* in the amount of \$665,000 to fund additional on-call grant development and professional support services through December 2023.

This matter will be presented to the Board of Directors at its October 28, 2022, meeting for appropriate action.

Summary

The Golden Gate Bridge, Highway and Transportation District (District) has had success in securing grant funds aided by support services provided by the *Grants Management Professional Services* contract. Thus staff requests an increase in the total contract amount for WSP USA (WSP) so that staff may continue developing competitive grant applications over the contract term, which expires on January 7, 2024. Staff will advertise a new Request for Proposals (RFP) for grants services in the spring of 2023, well ahead of the contract's end date.

In addition to developing grant applications, staff plans to use WSP consultant support for grant reporting and other services, because attrition has affected the current team's capacity. The addition of contract authority will allow timely, grant-related work to continue while the District fills the staff vacancies in the Capital and Grants Department. The use of the consultant will not supplant the need for the three open positions, but rather will provide support while the department rebuilds capacity.

As background, on November 16, 2018, the Board of Directors approved contracts with NWC Partners and WSP USA for professional support services in areas where factors such as the degree of specialization required or timeliness of work would not enable the use of permanent, in-house

staff. Services requested from outside firms include the following: economic/cost-benefit analysis preparation; grant application development and writing; capital planning assistance; development of grants management best practices; and technical support for large, discretionary grant applications.

District staff play a key role in developing grant applications, and the professional support services complement the work that staff do in-house. These services will not displace or negatively affect District staff. On the contrary, the support services augment staff's work and allow staff to apply for grant funding from several highly competitive state and federal programs.

On January 23, 2020, the Board of Directors approved a budget increase of \$200,000 and a corresponding increase in the contract amount for Contract No. 2018-D-096, *Grants Management Professional Services* from \$375,000 to \$575,000 in order to fund additional on-call grant development and professional support services.

Since January 2020, grants professional services have supported the District in eight complex, discretionary grant applications. For context, the District has submitted 21 discretionary applications to date over that same period, and 51 total grant applications (formula and discretionary programs). The grants professional services have also supported efforts that inform the District's capital and grant planning strategy. Staff plans to continue submitting discretionary grant applications at the current rate of five to eight per year for the next several years.

Utilizing experts to develop cost-benefit analyses for large discretionary grant applications has become an industry standard within the region. The District incorporated feedback from the DOT to inform a thorough cost-benefit analysis for the District's 2022 application for Bridge Investment Program funds to support the Seismic Retrofit Project. With consultant support from the Grants Management Professional Services contract, the District is developing applications for other discretionary funding opportunities. As the District continues to vie for grant funding with other public agencies across the nation, access to specialized consulting services at the appropriate level of expertise will continue to provide the District with a competitive advantage.

Fiscal Impact

The current contracts allow on-call professional support services for a three-year term, with two additional one-year options, to be exercised at the General Manager's discretion; in a total not-to-exceed amount of \$575,000. The demand for expert services has exceeded expectations. To date, \$567,010 has been encumbered and \$339,600 expensed for services. Based on the grants workload planned for the near term, particularly with the passage of the Bipartisan Infrastructure Law and the associated funding opportunities, staff estimates we will need an additional \$665,000 during the remaining contract term to support ongoing work and future grant applications. The total not-to-exceed amount would increase from \$575,000 to a total of \$1,240,000 for WSP's contract.

These services are provided pursuant to task orders, on either a firm fixed price or time and materials basis, as appropriate for the work involved. Funding for the task orders will be based on the approved Operating Budget for the fiscal year in which these task orders are implemented.