



Agenda Item No. (7)

To: Finance-Auditing Committee/Committee of the Whole
Meeting of February 27, 2025

From: Jennifer H. Mennucci, Auditor-Controller
Denis J. Mulligan, General Manager

Subject: **AUTHORIZE EXECUTION OF AN AMENDMENT TO CONTRACT NO.
2023-D-075, GRANTS MANAGEMENT PROFESSIONAL SERVICES**

Recommendation

The Finance-Auditing Committee recommends that the Board of Directors authorize execution of an amendment to Contract No. 2023-D-075, *Grants Management Professional Services*, to provide additional on-call professional support services in the amount of \$700,000, for a total aggregate not-to-exceed amount of \$1.5 million, provided funding is available within the Golden Gate Bridge, Highway and Transportation District's annual budget.

This matter will be presented to the Board of Directors at its February 28, 2025, meeting for appropriate action.

Summary

In December 2023, the Board of Directors approved the execution of three on-call contracts relative to Request for Proposals No. 2023-D-075, *Grants Management Professional Services*, with Villa Civil, APC of Encinitas, CA, Haley & Aldrich of San Jose, CA and WSP USA (WSP) of San Francisco, CA, to provide 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, for a total aggregate not-to-exceed amount of \$800,000 over the entire term for all three contracts.

The Capital and Grant Programs Department (C&G) has used these contracts for services including economic/cost benefit analysis preparation, grant application development and writing, capital planning assistance, analysis and reporting of asset management data, and technical support for large, discretionary grant applications.

Examples of projects that the Golden Gate Bridge, Highway and Transportation District (District) has utilized the on-call bench include grant application support for capital projects that have funding needs and that align well with state and federal grant program selection criteria. On-call professional support for applications for other large funding opportunities allows the District to gather expert advice on capital planning practices and models, along with strategies for better integrating our asset data to inform our funding needs. As the District continues to compete for grant funding with other transportation agencies in the region and across the nation, consulting

services provide a competitive advantage and allow the District to utilize an appropriate level of expertise.

In addition, the on-call bench has been utilized as an extension of staff to assist the District in submitting regular billing and reporting to various agencies, assist in Federal Transit Administration (FTA) subrecipient compliance monitoring and Triennial review, and grant support for reporting relating to the Transit Asset Management (TAM) program.

The C&G Department has several positions that recently became vacant, so the current authority of funding of \$800,000 has been expended. This item requests an additional \$700,000 over the entire term for all three contracts. The funding will assist in upcoming needs but it is envisioned that before this funding is exhausted, staff will issue a request for proposals (RFP) to include a larger scope of tasks that are more efficiently and effectively utilized through consulting staff. Staff is also taking steps to fill the vacant positions.

Fiscal Impact

These services will be provided pursuant to task orders, either on a firm fixed price or time and materials basis, as appropriate for the work involved. The total aggregate not-to-exceed amount is an additional \$700,000 over the next three years and costs will be incurred only when services are provided. Funds for the task orders will be based on the approved Operating Budget for the fiscal year in which these task orders are implemented.