

February 18, 2025

Jaime Arroyo
Grants Manager
City of Coachella
53462 Enterprise Way
Coachella, CA 92236

Request for Budget Addendum on Final Grant Writing Services through the 2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE)/BUILD Grant

Dear Mr. Arroyo:

KOA, A Lochner Company (KOA) respectfully requests the City of Coachella to consider providing a budget addendum to our existing contract. The contract was approved for \$35,000, which is the combined total of the proposal submitted to prepare the draft RAISE/BUILD grant application (\$24,753) and proposal addendum to produce the final application (\$10,247). We request that an additional \$12,657 in budget be added to the existing contract for the tasks mentioned in the following pages. If this addendum is approved, the total contract for services for the RAISE/BUILD grant application will be \$47,657.

These additional tasks will help the City of Coachella provide a competitive grant application for the RAISE/BUILD grant program. Although these tasks were not included in the original scope of the approved contract, these were key tasks that were critical to finalizing the grant application.

Sincerely,

KOA | A Lochner Company

A handwritten signature in blue ink, appearing to read 'Michael Nilsson'.

Michael Nilsson, AICP CTP
Principal, Director of Planning

ADDITIONAL SCOPE OF WORK TASKS

Revisions to the Final Grant Application due to the January 24, 2025, NOFO Amendment

The U.S. Department of Transportation (USDOT) released the Notice of Funding Opportunity (NOFO) amendment on Friday, January 24, 2025, approximately less than one week before the grant submission deadline. The updated RAISE grant program guidelines within the NOFO amendment (now referred to as the "BUILD" grant program) required extensive coordination and time from KOA staff to revise the entire grant application within a short timeframe.


Coordination with City Staff on Project Limits and Development of Updated Cost Estimates

Extensive coordination with City Staff was needed to discuss and clarify the project limits. As a result, new cost estimates needed to be developed to reflect the confirmed project limits as well as the proposed improvements mentioned within the grant application narrative. There was substantial time and effort required from KOA engineering staff to provide an updated and detailed cost estimate by the grant application submission deadline.

Development of Additional Exhibits and Graphics

As mentioned above, extensive coordination with City staff to confirm the project limits also led to the development of additional exhibits and graphics as part of the application submittal. These exhibits and graphics were created to reflect the proposed improvements outlined in the detailed cost estimates and within the grant application narrative.

A revised fee spreadsheet, which includes the above tasks and the total costs of services to prepare the RAISE/BUILD application is provided below.

 A LOCHNER COMPANY City of Coachella Grant Writing Services: 2025 RAISE/BUILD Grant Application Hours & Fee by Task		Principal		Project Manager		Planner III		Planner II		Planner I		Grant Total	
Task No.	Task Name	\$347		\$263		\$189		\$168		\$147			
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
1	Draft BCA and Draft Grant Application	4	\$1,388	26	\$6,838	31	\$5,859	32	\$5,376	36	\$5,292	129	\$24,753
2	Final BCA and Final Grant Application	4	\$1,388	15	\$3,945	11	\$2,079	9	\$1,512	9	\$1,323	48	\$10,247
3	Grant Application Task Augments (RAISE to BUILD)	3	\$1,041	6	\$1,578	6	\$1,134	18	\$3,024	40	\$5,880	73	\$12,657
Total		11	\$3,817	47	\$12,361	48	\$9,072	59	\$9,912	85	\$12,495	250	\$47,657

AUTHORIZATION

The signature on the following page indicates acceptance of this addendum and authorization to proceed.

The person signing and executing this contract for Client represents and warrants that he or she is duly authorized and has legal capacity and actual authority to bind the Client to each and every term, condition and obligation of this Contract and that all requirements of the Client have been fulfilled to provide such actual authority. **By signing on the following page, Client agrees with the terms and conditions attached hereto and hereby made a part of this agreement.**

Signature

Name (Please Print)

Date

Title (Please Print)

Client Purchase Order or Project Number