

December 18, 2024

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

**Proposal to Provide Grant Writing Services through the 2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant**

Dear Mr. Arroyo:

KOA Corporation (KOA) appreciates the opportunity to submit this proposal to the City of Coachella (City) to prepare one revised grant application, updated for the 2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) funding program for Avenue 50. KOA will also prepare a new Benefit Cost Analysis (BCA) for the project. Michael Nilsson will serve as Principal-in-Charge, and Jacque Henrikson will serve as Project Manager. The scope of work is provided on the following page for review by the City of Coachella (Client), followed by a fee estimate. Please let us know if you have any questions or comments regarding this letter proposal.

Sincerely,

KOA | A Lochner Company



Michael Nilsson, AICP CTP  
Principal, Director of Planning

**Avenue 50 RAISE 2025 Grant Application  
City of Coachella  
December 18, 2024**

## SCOPE OF WORK

The KOA team will conduct the following efforts to prepare one RAISE application for Avenue 50:

- Document formatting for the overall application submission, including the main narrative and any associated attachments
- Pull relevant items related to the Avenue 50 project that KOA/Lochner staff has previously worked on for inclusion into the RAISE grant narrative and BCA
- Schedule and attend a project kick-off meeting (virtual) with the City to confirm key project components critical to the development of the RAISE grant application
- Attend coordination meetings (virtual) with the City to ensure application components are incorporated into the final grant application
- Preparation of required forms and Letter of Support Template
- Preparation of a new Benefit-Cost Analysis (BCA) for the project, based on available data (either publicly available or provided by the city) and following USDOT guidelines
- Review content from previous grant applications and update information as necessary to include within the updated RAISE application. It is assumed that most of the content and materials for the project narratives (including project description, budget, merit criteria, and project readiness) will be repurposed for this project from prior federal and/or state application(s) for the Avenue 50 project. Most of the revisions to the application narratives will involve minor updating.

The City will provide drafts of the following information for KOA to incorporate and update into the application format to ensure adherence to grant guidelines, positioning the City well for funding:

- Graphics from other grant applications (or other City-related efforts) relevant to the project
- Materials from previously submitted applications (or other City-related efforts) relevant to the project
- CEQA/NEPA information

The City will lead in the production of the following items:

- Standard forms that require signature from City staff
- Coordination for letters of support from local and regional agencies
- Application submission to USDOT, with assistance from KOA if needed

## DELIVERABLES AND SCHEDULE

The KOA team will advise the City on revisions to the project grant application with the following milestones.


- The KOA team will set up and participate in up to four coordination calls with the City.
- The final application is to be completed by January 28, 2025. This will enable the City to submit in advance of the January 30, 2025 due date.

## MEETINGS

Up to four virtual meetings (including the project's kick-off coordination calls) will be scheduled by KOA with City staff through the development and submission of the application. Meeting topics will include data/information needs and draft and final application review.

## FEE ESTIMATE

KOA estimates a \$34,945 lump sum fee to complete the required task items for the RAISE grant application. \$24,753 in fee will be required to develop the draft BCA and grant application narrative (Task 1) while an additional \$10,192 in fee will be utilized for a final BCA and grant application narrative for submission to USDOT. KOA will prepare and submit a separate addendum to account for Task 2 in January 2025. If additional services are required beyond the fee estimate table presented below, the City and KOA will come to an agreement recorded in email before the work commences.

 A LOCHNER COMPANY City of Coachella Grant Writing Services: 2025 RAISE 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	2	\$694	12	\$3,156	12	\$2,268	12	\$2,016	14	\$2,058	52	\$10,192
Total		6	\$2,082	38	\$9,994	43	\$8,127	44	\$7,392	50	\$7,350	181	\$34,945

## AUTHORIZATION

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

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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 below, Client agrees with the terms and conditions attached hereto and hereby made a part of this agreement.**

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Signature

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Name (Please Print)

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Date

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Title (Please Print)

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Client Purchase Order or Project Number