

# PROPOSAL FOR PROFESSIONAL GRANT WRITING SERVICES

March 4, 2020

**PROJECT NAME:** City of Diamondhead, Mississippi  
Grant Application for USDOT National Infrastructure Investments  
Build Discretionary Grants (FY 2020)

This proposal is to the:

**City of Diamondhead**  
5000 Diamondhead Circle  
Diamondhead, MS 39525

by,

**Gulf Regional Planning Commission**  
1635 Poppo Ferry Road, Suite G  
Biloxi, MS 39532

## PROPOSAL:

The City of Diamondhead, MS ("The City") would engage the *Gulf Regional Planning Commission*, ("GRPC") to update its grant for a U.S. Department of Transportation funded grant opportunity known as the "BUILD Transportation grants" as announced in the Notice of Funding Opportunity (NOFO) in the Federal Register on Tuesday, February 18, 2020.

## GULF REGIONAL PLANNING COMMISSION'S RESPONSIBILITIES

GRPC will provide technical writing and transportation planning services to update the previously submitted BUILD Grant for the City of Diamondhead frontage road project. The City will have access to GRPC staff, GIS, and travel demand forecasting services.

GRPC shall perform or furnish the services described below:

- Update the grant narrative and application not to exceed twenty-five (25) pages
- Complete Standard Form 424, cover page, and BUILD 2020 Project Information form
- Update draft letters of support that the City can use to obtain support letters
- Update illustrations, charts, and graphs as needed
- Update Prepare Benefit Cost Analysis
- Conduct weekly progress meetings until application is complete
- Convene information session with any involved parties to gather and share information

## THE CITY'S RESPONSIBILITIES

The City, at its expense, shall do the following in a timely manner so as not to delay the Services.

### A. INFORMATION/REPORTS

Furnish GRPC with all applicable reports, maps, pictures, studies, site characterizations, drawings, regulatory orders and similar information in its possession relating to the Project. GRPC may rely upon the City-furnished information without independent verification in performing the Services.

This includes an engineer's estimate for the frontage road project. The City of Diamondhead will need to provide a Federal Wage Rate Certification letter to comply with the requirements of subchapter IV of Chapter 31 of title 40, United States Code.

**B. REPRESENTATIVE**

The City Manager, or duly authorized representative shall have the authority to transmit instructions, receive information, interpret and define the City's policies and make decisions with respect to the Services.

**C. SUBMIT APPLICATION THROUGH GRANTS.GOV**

The City will submit application through GRANTS.GOV and will ensure that they are registered and all of the required information for the GRANTS.GOV portal is available and complete. Registration on Grants.gov includes the following steps:

To register on Grants.gov, applicants must:

1. Obtain a Data Universal Numbering System (DUNS) number;
2. Register with the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov);
3. Create a Grants.gov username and password; and
4. The E-Business Point of Contact (POC) at your organization must respond to the registration email from Grants.gov and login at Grants.gov to authorize you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for an organization.

For information and instructions on each of these processes, please see instructions at <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>

GRPC's will provide assistance with the grant submittal, if needed, on the Grants.gov portal

## **COMPENSATION, BILLING, AND PAYMENT**

### **SCOPE OF SERVICES**

GRPC will update the *BUILD Grant* for the City of Diamondhead to be submitted to the U.S. Department of Transportation and update the Benefit Cost Analysis. The City shall compensate *Gulf Regional Planning Commission* for Services in accordance with Compensation Schedule as listed below.

### **COMPENSATION**

GRPC will, on behalf of the City, perform the work outlined below on an hourly basis. Following is a schedule of compensation based on performance of the Scope defined previously. Completion of milestone events is dependent on obtaining data requested from the City and other sources.

	<b>Project Task</b>	<b>Not to Exceed Amount</b>
<b>Part A</b>	Update Grant Application, Narrative and BCA Summary	\$1,000
<b>Part B</b>	Update BCA using Tredis Software	\$500
	<b>Total</b>	<b>Not to exceed \$1,500.00</b>

### **PAYMENT**

The City may be invoiced on a monthly basis for work completed during the billing period. The City will compensate GRPC on an hourly basis for each billing period for services authorized in Parts A and B. If complications or other unforeseen factors cause a change in the scope of work which may cause *GRPC* to exceed the established budgets, *GRPC* will promptly notify the City and proceed only upon an agreed upon basis. The City's obligation for payment for the services shall be absolute and unconditional except for the right to dispute payment for services not conforming to the standards of this agreement.