



January 26, 2021

Keenan E. Smith
Dripping Springs TIRZ Project Manager
511 W. Mercer Street
Dripping Springs, TX 78620

Subject: Proposal for Grant Writing and Management Services for Old Fitzhugh Road Project

Dear Mr. Smith,

Thank you for the opportunity to submit our updated scope of work in response to the City's Request for Proposal for Old Fitzhugh Road Grant Writing and Management Services RFQ (Task Order #1).

Scope of Work

Task 1 – Kickoff Meeting & Coordination

The TJKM Team will hold a virtual project kick-off meeting with the City of Dripping Springs staff. Throughout the application process, TJKM will remain in contact to provide milestones, address needs and offer other support for the application process.

The purpose of the meeting will be to:

- Discuss and confirm critical data/issues that may influence the grant applications
- Confirm communication protocols
- Discuss other relevant information

TJKM also suggests brief monthly check-in calls as necessary to discuss project milestones, address needs, and offer other support for the application process.

Deliverable

- ✓ *Kick-off Meeting, including agendas and notes*
- ✓ *Monthly Check-in calls as needed*

Task 2 – Data Gathering & Existing Data Analysis

TJKM will analyze the existing Old Fitzhugh Road Project conceptual plan and all other relevant City plans, along with their key priorities. We will also gather any general information/data about Dripping Springs that can assist with the preparation of grant applications, such as:

- Project Descriptions, Costs, Local Match (if any), and Specs
- Data: vehicle, bicycle, and pedestrian counts, collision data, and any other pertinent information



- General info about the City that may strengthen the applications such as a completed Systemic Safety Analysis Report, previous safety measures implemented
- Letters of Support, Detailed of completed public outreach efforts, etc

Upon reviewing all relevant information, TJKM will begin researching funding sources that will help with the implementation of the Old Fitzhugh Road Project. The grants will be summarized into a memo detailing the grant source, funding amount, and relevant deadlines/restrictions. TJKM will then meet with City staff and the TIRZ Project Manager to prioritize the grants and create a funding plan outlining the strategy to apply for funding for the Old Fitzhugh Road project.

Deliverable

- ✓ *List of Potential Funding Sources*
- ✓ *Prioritized Grant Applications & Funding Plan*

Task 3 Prepare Grant Applications

Under this task, TJKM will work with City of Dripping Springs to prepare the required grant applications for the project.

Prior to starting work, TJKM will hold a call with City staff to go over the specifics of each grant and discuss if any additional information is needed to tailor the application that was not gathered in Task 2. We anticipate that narratives for grants will be multi-faceted to allow for funding from different grant categories in addition to transportation that include but are not limited to the following:

- Economic Development/Downtown Revitalization
- Health and Wellness & Environmental Stewardship
- Place Making

Once details are confirmed, TJKM staff will put together the applications, including all narratives, maps, or data acquisition necessary. If items are not available, TJKM will assist in creating the attachments accordingly.

TJKM will provide the draft applications by predetermined deadlines for City review. Once the City reviews the applications, TJKM will make the necessary edits and return them to the City for submittal. The application deadlines will be mutually determined between the city and TJKM in accordance to each grant application cycle. If funding source allows for direct application to be submitted by TJKM, we can do so with authorization from Dripping Springs Project Manager.

Deliverable

- ✓ *Draft Applications with Attachments as necessary (electronic)*



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SCHEDULE AND FEE

TJKM will perform the above tasks in accordance with the schedule below. We expect that the data gathering portion will take approximately 2 months. Grant application preparation schedule will depend on the grant deadlines, but in general will last approximately 10 months after the data gathering portion, for a total of 12 months from notice-to-proceed.

Task	2021											2022	
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	
Task 1: Kick Off Meeting													
Task 2: Data Gathering & Existing Data Analysis													
Task 3: Prepare Grant Applications													

TJKM can perform the above scope of services for the amount of **\$15,000** for **two grant applications**. This cost includes all analysis, documentation, and content writing necessary to complete each grant application. Included with the proposal is TJKM’s rate schedule that outlines the hourly salary rates for TJKM associates.

For additional grant applications, TJKM will work with the City to provide an additional, per application preparation cost based on the level of effort of each application. The expectation is that a significant amount of work has been completed for the initial two grant applications which will provide for significant savings on additional grant applications. Any additional requests outside of this scope such as data collection, detailed concept plans or operational analysis and will not be performed without your prior approval and will require a contract amendment.

Once approved, TJKM will start the groundwork to get the necessary elements to complete the chosen applications.

If you have any questions or require additional information regarding our scope, please contact me at afritz@tjkm.com or call at 512-200-3114.

Sincerely,
TJKM Transportation Consultants

Aldo Fritz, AICP
Project Manager



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Rate Schedule

Principal	\$220/hour
Director	200/hour
Senior Project Manager	190/hour
Project Manager	160/hour
Senior Transportation Engineer	140/hour
Senior Transportation Planner	140/hour
Transportation Engineer	130/hour
Assistant Transportation Engineer	115/hour
Transportation Planner	110/hour
Assistant Transportation Planner	105/hour
Graphics Designer	100/hour
Designer	95/hour
Technical Staff II	85/hour
Administrative Staff	80/hour
Production Staff	55/hour

Reimbursable Expenses

Plotting (per sheet)	\$18.00
Travel Cost (per mile, subject to change; based on IRS standard mileage rates).....	\$00.58

All outside services are billed at cost plus a ten percent margin for handling.

Expert Witness charges available upon request.

Invoices are due and payable within 30 days. Invoices paid after 30 days will be subject to separate billings of one and one half percent per month of unpaid balance. Late charges are not included in any agreement for maximum charges.

Rates Effective January 1, 2021

Rates Subject to Change