



City of Dripping Springs

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511 Mercer Street
Dripping Springs, Texas 78620

Agenda Item Report from: TIRZ Project Manager / Keenan Smith

TIRZ Board Meeting Date:	2/8/2021
Agenda Item Wording:	Old Fitzhugh Rd. "Grant Writer Services" TJKM Proposal & PSA
Agenda Item Requestor:	TIRZ Project Manager / Keenan Smith
Board Member Sponsor:	TIRZ Board Chair / Dave Edwards
Summary/Background:	<p>On January 19, 2021, the City Council approved the TIRZ Board recommendation to find the firm of TJKM as "most qualified" under the terms and requirements of the previously conducted Grant Writing and Management Services RFQ process for the Old Fitzhugh Road Project, and directed Staff to enter into Professional Services Agreement (PSA) negotiations.</p> <p>On January 22, 2021, the TIRZ Project Manager issued a Request for Proposals (RFP) to TJKM (see attached) based on the approach they presented in their Statement of Qualifications (SOQ), requesting a proposed "Task Order #1" Scope of Work (SOW) and Fee Proposal. A meeting with TJKM was then held to discuss and refine the proposed objectives, tasks and timeline.</p> <p>TJKM developed the attached "Proposal for Grant Writing and Management Services for Old Fitzhugh Road Project" dated January 26, 2021 (as revised w/file date: "1-28") which outlines their proposed Scope of Work, Tasks, Deliverables, along with prospective Schedule, Fees and Rate Schedule.</p> <p>Scope of Work: Project Approach & Scope of Work is per their SOQ w/some minor adjustments:</p> <ul style="list-style-type: none">• Task 1: Kick Off Meeting• Task 2: Data Gathering & Analysis > Strategic Funding Plan with Potential Funding Sources• Task 3: Prepare Grant Applications (as selected- includes two (2) Grant Applications) <p>Proposed Fee: Not To Exceed \$15,000, billed on an Hourly Basis, to include some front-end "Strategic Funding Plan" work & analysis to understand the project & opportunities, plus writing (2) two selected grant proposals (to be identified in Task #2).</p> <p>Staff Notes: Grant Management services are Not Included in Contract (NIC), and would depend on the type of Grants available & a successful Grant award). If needed, this would be part of a future Task order and constitute a separate RFP and Fee Proposal.</p> <p>Project Schedule: Depending upon timing of available and applicable Grants, the proposal anticipates completion within a calendar year of Notice To Proceed (NTP).</p> <p>Staff Recommendation: "Approval of TJKM proposal for Grant Writing & Management Services for the TIRZ Old Fitzhugh Road Project, and recommendation for approval of the supporting PSA to City Council."</p> <p>Next Steps: City Council approval, PSA execution, Notice To Proceed (NTP) to follow immediately.</p> <p>Respectfully Submitted: Keenan E. Smith, AIA / TIRZ Project Manager- 2/03/21- 1615 hrs</p>

Staff Recommendations:	TIRZ Board Approval; forward recommendation to City Council;
Actions by Other Jurisdictions/Entities:	N/A
Previous Council Action:	N/A
Recommended Council Action:	Approval with TIRZ Board Recommendations.
Alternatives/Options:	Deny. Table Item to a Date Certain.
Budget/Financial Impact:	NTE \$15,000. Partial funding allocation of up to \$7,500 is available from TIRZ "Miscellaneous Consulting" Budget, with balance to be funded from other appropriate and available City Budget categories. Alternatively, this item may be fully funded from appropriate and available City Budget categories, at City Council's discretion.
Attachments:	City of Dripping Springs Proposal-1-28.pdf (TJKM Proposal)
Related Documents at City Hall:	TIRZ OFR Grant Writer RFQ. TIRZ OFR Grant Writer SOQ Responses (4) TIRZ OFR SOQ Evaluations_Final_201203
Public Notice Process:	N/A
Public Comments:	N/A
Enforcement Issues:	N/A
Comprehensive Plan Element:	N/A
Next Step/Schedule:	City Council Approval. Authorize Staff to execute PSA with recommended firm, and issue Notice To Proceed (NTP): (March 2021).