



CITY COUNCIL AGENDA ITEM COVER SHEET

FROM: Chad Bedlington, Director of Public Works

DATE: January 24, 2024

AGENDA ITEM TITLE: Expanded Grant Writing Pool- Professional Service Agreements

SUMMARY

In November 2023 the City solicited consultants to provide grant writing services and assistance. In December 2023 City staff concluded its review of proposals for grant writing services. We received two proposals outlining qualifications from both Whitewolf Engineering Services and Atwell, LLC. Both are very qualified to perform on-call grant writing services and it is the desire of staff to enter into agreements with both consultants for services in 2024. Attached are the two Professional Service Agreements (PSA) for your consideration.

FISCAL IMPACT

There is \$20,000 allocated in the approved 2024 budget to pay for on-call grant writing services. Both PSA's are based on time and material rates exclusively and will require task orders for each grant that the City requests assistance with to determine the exact not-to-exceed fee.

RECOMMENDATION/ACTION REQUESTED

Approve the Mayor to enter into agreements with both Whitewolf Engineering Services and Atwell, LLC for grant writing assistance.