



WithersRavenel
Our People. Your Success.

STATEMENT OF QUALIFICATIONS

TOWN OF SWANSBORO

Grant Consulting Services



June 29, 2026

Project Contact
Alice Briggs
Project Manager
828-713-7143
abriggs@withersravenel.com



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Anna Stanley, Parks and Recreation Director

Town of Swansboro

Parks and Recreation

601 West Corbett Ave., Swansboro, NC 28584

June 29, 2026

SUBJECT: TOWN OF SWANSBORO, GRANT CONSULTING SERVICES

Dear Anna Stanley and Members of the Selection Committee:

Swansboro's parks are part of everyday life in the Town. They are where neighbors meet, families make memories, visitors get a feel for the community, and residents see their tax dollars turn into something useful and lasting. As the Town looks ahead to the upcoming Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) grant cycles, this is a critical window to position priority projects for success.

That is where WithersRavenel can help. We know what it takes to build competitive parks and recreation grant applications, and we also know how much work can fall on Town staff during an already busy season. Our role is to make that process easier, clearer, and more effective by helping Swansboro evaluate project readiness, define scope and budget assumptions, and develop and complete competitive and compliant applications aligned with LWCF and PARTF requirements.

Our team brings hands-on PARTF and LWCF experience, parks and recreation planning knowledge, public outreach support, compliance awareness, and a strong track record of helping communities secure funding. We directly align with the RFQ's anticipated scope of services, including grant strategy and readiness assessment, application development, supporting documentation, coordination with grant administrators, and post-award assistance if requested.

We also understand the pace of this RFQ. With the LWCF deadline in November 2026 and the PARTF deadline in May 2027, Swansboro needs a team that can step in quickly and assess needs. With availability aligned to the Town's anticipated July 15, 2026, contract start, our team is prepared to immediately assist with project evaluation, schedule development, and milestone tracking to ensure timely submission of both applications. Our grant specialists, planners, public engagement professionals, and parks and recreation team can manage the moving pieces, flag decisions early, and help Town staff stay ahead of each milestone.

Public support will matter, and we can help make that part of the application stronger. We know how to turn community input, local priorities, and project benefits into a grant story that feels specific to the place it serves. We also support the documentation requirements identified in the RFQ, including coordination of advisory board materials, resolutions, and public meeting records that strengthen application competitiveness. For Swansboro, that means showing how investment in parks and recreation can improve access, support wellness, strengthen stewardship, and create long-term value for residents and visitors. Our familiarity with the North Carolina Department of Natural and Cultural Resources (DNCR) expectations is also an advantage. Communities are referred to us by the State's DNCR for this type of work, demonstrating our understanding of PARTF and LWCF scoring criteria, local match requirements, and project readiness expectations. This speaks to the trust our team has earned in helping local governments navigate these programs.



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In addition, our team brings a proven record of successful grant applications, qualified key personnel, and a collaborative, responsive approach, directly aligning with the Town's evaluation criteria for relevant experience, team qualifications, past performance, and capacity to deliver.

We would be proud to help the Town of Swansboro take the next step toward projects that will serve the community for years to come. WithersRavenel is ready to bring the experience, responsiveness, and steady support needed to deliver strong applications and make the process easy on your staff.

Sincerely,
WITHERSRAVENEL, INC.

Alice Briggs
Project Manager
abriggs@withersravenel.com
828-232-6153

Kristen Herndon
Client Experience Liaison
kherndon@withersravenel.com
336-420-8222

OUR PEOPLE YOUR SUCCESS



About Us

WithersRavenel, headquartered in Cary, is an Employee Stock Ownership Plan (ESOP) company. Our more than 470 employee-owners excel at providing consulting services for our clients. Founded in October 1983 as Withers & Ravenel, Inc., WithersRavenel is equipped with more than 42 years of experience serving an array of clients and projects through innovative and cost-effective engineering solutions across North Carolina.

By the numbers

1983

Founded by Tony Withers & Sam Ravenel

470+

Employee-owners

\$1.1B+

Public Funding for 783 Projects

83

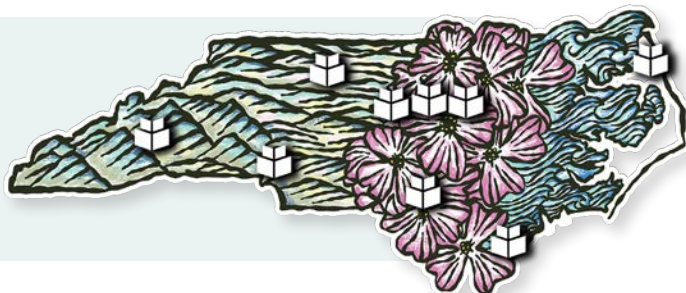
Net Promoter Score



This project will be performed primarily from our Wilmington office.

In addition to our Cary headquarters, WithersRavenel maintains nine branch locations across North Carolina.

- » Asheville
- » Cary (Downtown)
- » Charlotte
- » Greensboro
- » Pittsboro
- » Powells Point
- » Raleigh
- » Southern Pines
- » Wilmington



PROJECT CONTACT

Alice Briggs, Project Manager
828-232-6153
abriggs@withersravenel.com

Services Provided

- ✓ Construction Administration
- ✓ Design & Planning
- ✓ Environmental
- ✓ Funding & Finance
- ✓ Geomatics & Surveying
- ✓ Geographic Information Systems
- ✓ Infrastructure Asset Management
- ✓ Land & Site Development
- ✓ Stormwater
- ✓ Water & Sewer Utilities

FUNDING RECORD OF SUCCESS

Maximize funding opportunities by aligning projects with program requirements

Our dedicated in-house funding team works across more than two dozen federal, state, and private funding programs to help communities meet a growing demand for robust, resilient infrastructure. We not only identify which programs your projects are eligible for but also advise how to match projects to program criteria to increase your likelihood of being funded, **freeing up your budget for other allocations.**

Secure funding dollars through compelling grant applications

With the help of our grant writing specialists, **the needs and goals of your community will be heard in your own voice.** We work closely with community leadership, business stakeholders, and citizens to put together a convincing case for your projects. We've helped communities across North Carolina secure more than \$1.1 billion in funding.

Safeguard funds through timely and accurate compliance

You cannot afford to have funding withdrawn or frozen mid-project, which is why our funding team works hand-in-hand with our engineers and construction administration to maintain documentation and meet compliance requirements. Each program has unique requirements, and we are trained in federal and state regulations, including Davis-Bacon labor standards and Community Investment and Assistance guidelines. Our expertise doesn't end with a submitted application; we can help the Town successfully manage a project that must comply with agency requirements to safeguard funds.

Our team has experience in a variety of funding sources, including USDA, Golden LEAF, NC Commerce, NCDWI, EDA ARPA, and FEMA.

OUR SERVICES

- » Grant and Loan Program Identification
- » Research
- » Project Management
- » Tailored Grant and Loan Applications
- » Grant and Loan Administration
- » Surveying
- » GIS Services
- » Asset Management Planning
- » Environmental Services
- » Financial Analysis
- » Accompanying Water, Sewer, Stormwater, and other Engineering Services



PROVEN EXPERTISE

Funding

TOWN PARK PARTF APPLICATION

TOWN OF ANGIER, NC

Under a Master Service Agreement, WithersRavenel assisted the Town of Angier with the preparation of a PARTF grant application for Phase One improvements at Angier Town Park. The work supported the Town's effort to secure funding for planned recreation amenities at the 110-acre park and built on WithersRavenel's previous master planning, site planning, cost estimating, and community engagement efforts for the project.

The team coordinated with Town staff and project partners, completed the required environmental review, prepared application narratives and supporting materials, and developed design items needed for the PARTF submittal. WithersRavenel also supported public input efforts, prepared mapping and project documentation, and helped the Town organize the information needed for review and approval ahead of the grant deadline.

Client Reference: Austin Yarbrough, Parks and Recreation Director, Town of Angier
919-331-6710 | austinyarbrough@angier.org

GRANT PROGRAM

» PARTF

YEAR SUBMITTED AND AWARD STATUS

» 2025, Awarded

GRANT AMOUNT REQUESTED AND AWARDED

» \$500,000

PARTF APPLICATION

TOWN OF HOLLY RIDGE, NC

WithersRavenel supported the Town of Holly Ridge with the preparation of a PARTF application for a recreation-focused project in Holly Ridge. The team worked closely with Town leadership to develop the application materials, organize required documentation, and position the project for a competitive submittal. The effort brought together funding strategy, public sector coordination, and practical grant application experience to help the Town pursue outside funding for community recreation improvements.

Through this work, WithersRavenel provided the Town with a clear path for advancing the PARTF application and aligning the project with program goals. The team focused on making the process manageable for staff while presenting the project in a way that reflected local priorities, community values, and long-term investment in parks and recreation. The result was an application package that helped Holly Ridge move toward funding opportunities that supported quality of life for residents and visitors.

Client Reference: Heather Reynolds, Town Manager, Town of Holly Ridge
910-329-7081 | manager@hollyridgenc.org

GRANT PROGRAM

» PARTF

YEAR SUBMITTED AND AWARD STATUS

» 2025, Awarded

GRANT AMOUNT REQUESTED AND AWARDED

» \$500,000

NEILLS CREEK PARK MASTER PLANNING

HARNETT COUNTY, NC

The master plan for Neills Creek Park in Harnett County, which spans a portion of three different parcels and is closely tied to both Harnett Central High School and Harnett Central Middle School, identifies improvements and an expansion of recreation facilities. Throughout the design process, the County Board of Commissioners, stakeholders, and the general public have been able to participate through in-person open houses, virtual meetings with the stakeholder group, and online surveys.

The master plan provides a vision for the full build-out of the park, including three new baseball fields, a multipurpose field, a football practice field, a playground, pickleball courts, a basketball court, a disc golf course, and a walking trail. We prepared and submitted two funding applications, one for PARTF and one for LWCF, which provided reciprocal matching funds and a local contribution, which leveraged the grant funding. WithersRavenel secured \$1,000,000 in total for this park project. The master plan/report will serve as a foundation for construction projects.

Client Reference: Carl Davis, Director of Parks and Recreation, Harnett County
910-893-7518 | cdavis@harnett.org

PARTF APPLICATION FOR O.T. SLOAN PARK ACCESSIBLE PLAYGROUND

LEE COUNTY, NC

Located in Lee County, O.T. Sloan Park is a public community space offering a variety of recreational amenities. In 2023, the County and its Parks & Recreation department partnered with WithersRavenel to create a more inclusive playground experience for children of all abilities.

Working within a small project area, our team led the design and development of an accessible playground pad, ensuring pedestrian-friendly features such as ADA-compliant walkways, parking, and a pedestrian plaza. Additional enhancements included fencing, a seat wall, and site furnishings.

WithersRavenel provided a comprehensive range of services, including project management, a federal endangered species survey, a subsurface utility engineering (SUE) Level B survey, a topographic survey, construction documents, permitting, bidding, and construction administration services. To maximize the park's potential, WithersRavenel also assisted the County in securing funding through the Accessibility for Parks (AFP) Grant, a state-funded program designed to improve recreational access for children and veterans with disabilities across North Carolina.

The new accessible playground at O.T. Sloan Park officially opened in March 2025, offering an inclusive, sensory-rich environment where individuals of all abilities can play, explore, and engage in healthy development.

Client Reference: Joseph Keel, Parks and Recreation Director, Lee County
919-775-2107 | jkeel@leecountync.gov

GRANT PROGRAM

» PARTF

YEAR SUBMITTED AND AWARD STATUS

» 2023, Awarded

GRANT AMOUNT REQUESTED AND AWARDED

» \$500,000 was requested and received from both PARTF and LWCF, for a total of \$1,000,000 in funding awards

GRANT PROGRAM

» PARTF

» AFP

YEAR SUBMITTED AND AWARD STATUS

» 2023, Awarded

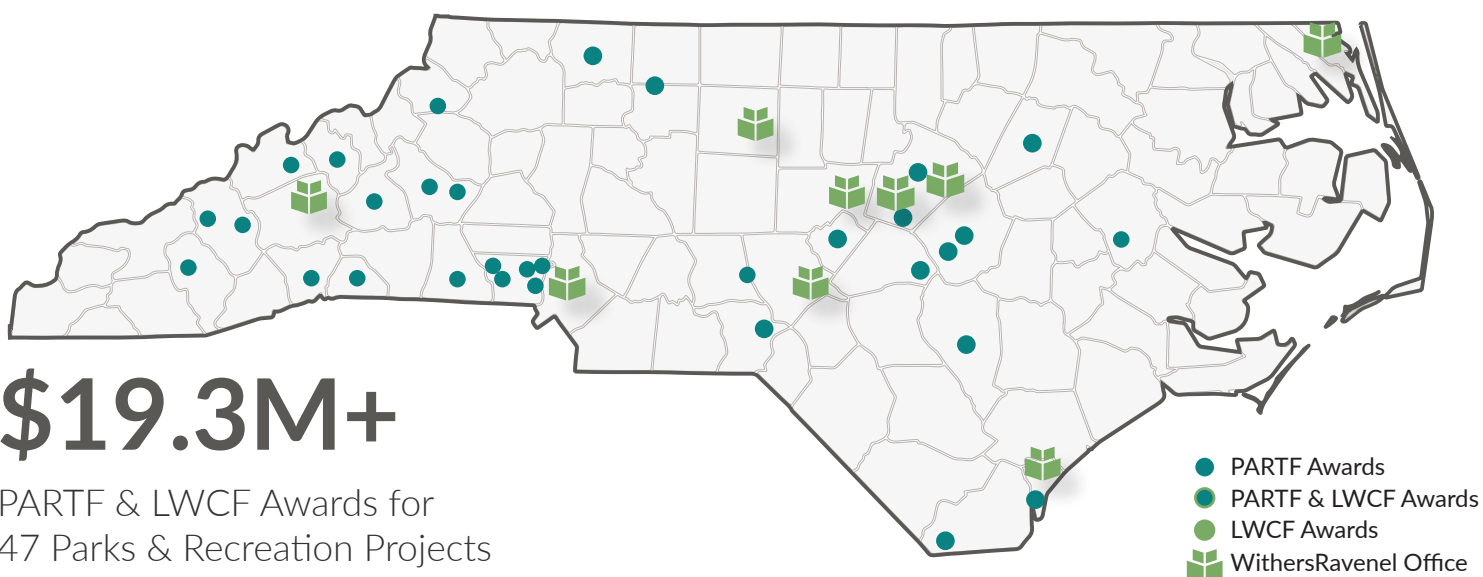
GRANT AMOUNT REQUESTED AND AWARDED

» \$400,000

PARTF & LWCF EXPERIENCE

Our team is passionate about public spaces and the quality of life benefits they foster in the communities we serve. WithersRavenel staff specializes in Parks and Recreation design and has experience working on large-scale multimillion-dollar stadiums to small, intimate community parks.

Since 2001, we have helped more than 37 municipalities secure \$19,849,441 in park-related grant funding. This includes 46 PARTF projects totaling \$18,699,441, as well as LWCF grants for the Town of Liberty, City of Lowell, and Harnett County totaling \$1,150,000.



Guidance along the way

Not only is our team very familiar with the PARTF and LWCF application submittal processes and requirements, but we are also experts in guiding clients through the pre-application process, which includes significant planning, scoping, budgeting, phasing, environmental review, board action and approval, and public outreach efforts; all of which need to be done strategically and compliantly with agency requirements. Our team stays current on any additions or modifications that may occur in the programs on an annual basis and attends webinars to stay abreast of new program offerings and guidance updates. We are familiar with NC Parks Staff, Administration, and RRS consultants, and have great working relationships with the agency, demonstrated through the legacy of these many successful projects.

Our funding team will serve as the liaison between your community and NC Parks & Recreation to ensure smooth progress is made during project planning, the application process, and eventual implementation.

Because our funding team works in tandem with our Design + Planning team, you can rest assured that we design projects that not only meet community needs, reflecting results from the public outreach process, but we can also maximize priority points for the most competitive chance of funding. We work together to develop a funding strategy based on your community's desires, budget, scope of work, and available funding streams.

FUNDING RECORD OF SUCCESS

Funding is one of the services our multidisciplinary firm provides. Below is a compilation of projects and programs for which we obtained funds. For many of the projects, we also provided engineering and program administration services.

We are committed to rapidly growing our \$1.1B+ funding total by assisting public clients such as the Town of Swansboro.



\$679.8M+

SRF Grants & Loans for 167
Water and Sewer Projects



\$20.9M+

Asset Inventory & Assessment
Grants for 116 Water and
Sewer Projects



\$9.2M+

Federal Emergency
Management Agency Grants



\$19.3M+

PARTF & LWCF Awards for 47
Parks & Recreation Projects



\$17.6M+

LASII Funding for 13 Projects



\$1.1M+

Merger & Regionalization
Study Grants



\$14M+

Golden LEAF Grants for
22 Projects



\$30.3M+

Lead Service Line Replacement
Funding for 24 Projects



\$329.7M+

Other Funding & Grant
Programs

A dedicated funding team

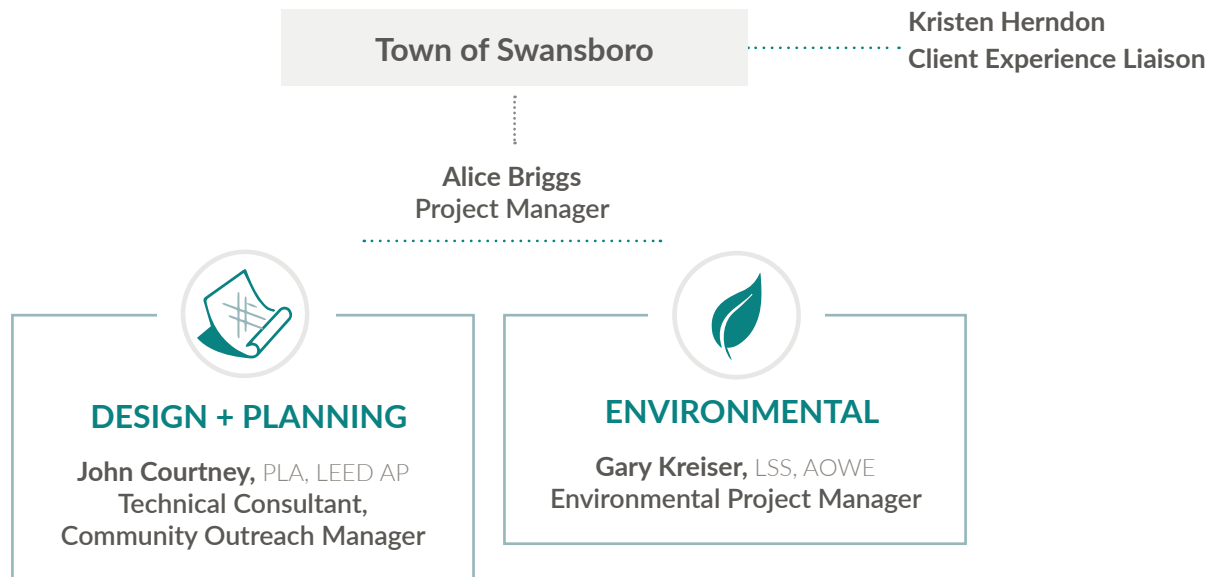
Our team includes staff who have managed projects with complex funding requirements, including navigating the various compliance requirements for each program, managing multiple deadlines, and coordinating with multiple individuals at the agency level.

Guidance along the way

Our staff is focused on assisting clients with funding identification, application, and administration services, and general oversight and management. Their expertise ensures your project is in compliance with the specific funding agency requirements.

ORGANIZATIONAL CHART

Our skill set and collaborative project approach will allow us to effectively meet project objectives and deadlines.



15

FUNDING PROFESSIONALS

- » Bench Strength
- » Experience
- » Responsiveness



WithersRavenel has ample staff to meet those needs, including 470+ personnel at offices across the state that can be mobilized on short notice.



ALICE BRIGGS

PROJECT MANAGER

EDUCATION

- » BA, Economics and German Studies, Washington College

CERTIFICATIONS

- » Certified Economic Developer (CEcD) Program
- » CDBG Infrastructure (CDBG-I): Certification for Compliance Review, Certification for Environmental Documentation Preparation, Program Application Guidance and Requirements Training

AREAS OF EXPERTISE

- » Grant Administration
- » Grant Application Writing
- » Economic Development

Alice brings direct experience helping North Carolina communities prepare competitive grant and loan applications, including PARTF, North Carolina Rural Economic Development Center, USDA Rural Development, Golden LEAF Foundation, and State Revolving Fund programs. For Swansboro, she will provide the organized, responsive project management needed to translate park and recreation priorities into a complete, fundable LWCF and PARTF application strategy.

As project manager, Alice will coordinate the process from grant-readiness review through final application assembly, helping confirm eligibility, identify documentation gaps, manage Town and team input, track review milestones, and keep narratives, exhibits, budgets, resolutions, and approvals aligned with scoring priorities and submission deadlines.

PROJECT EXPERIENCE

- » Neills Creek Park Master Planning, Harnett County, NC. Funding Senior Technical Consultant
- » Town Park PARTF Application, Angier, NC. Project Manager
- » PARTF Grant, Belmont, NC. Funding Senior Technical Consultant
- » PARTF Application, Holly Ridge, NC. Project Manager
- » PARTF Application for O.T. Sloan Park Accessible Playground, Lee County, NC. Funding Senior Technical Consultant
- » Commerce Rural Downtown Transformation Grant Application, Whiteville, NC. Project Manager

Alice's Commitment to the Town of Swansboro

Alice brings deep, proven expertise in PARTF and LWCF grant consulting services, positioning clients to pursue competitive funding opportunities with greater confidence and a stronger path to success.

By the Numbers

24+

Years in Industry

8

Years with WithersRavenel

400+

Grant Consulting Projects



KRISTEN HERNDON

Availability

Client Experience Liaison

Kristen is WithersRavenel's Client Experience Manager, dedicated to guiding projects that reflect the priorities and character of the communities we serve. With more than a decade of experience in municipal parks and recreation, including strategic planning, contract management, and cost control, Kristen brings both vision and practical expertise. She has led public input sessions, stakeholder focus groups, and visioning workshops, ensuring that planning outcomes are inclusive and actionable. Kristen's background spans long-range master planning, site-specific development, and alignment with funding strategies such as PARTF. Her understanding of regional recreation trends and funding opportunities helps agencies create parks and programs that inspire connection and position communities for long-term success.

QUALIFICATIONS

MS, Community and Therapeutic Recreation, University of North Carolina at Greensboro; BS, Commercial Recreation and Tourism, Appalachian State University

Certified Park and Recreation Executive

Tenure with Firm: 3 Years
Overall: 11 Years

PROJECT EXPERIENCE

- » Site Specific Master Plan for Graham Regional Park, Graham, NC. Senior Director, Client Experience
- » Covington Memorial Park Revitalization Phase I, Rural Hall, NC. Senior Director, Client Experience
- » Parks, Recreation, and Open Space Comprehensive Plan, Leland, NC. Senior Director, Client Experience



JOHN COURTNEY, PLA, LEED AP

Availability

Technical Consultant, Community Outreach Manager

John is WithersRavenel's Director of Parks and Recreation. He has more than 30 years of experience designing and delivering award-winning recreation, sports, and civic facilities. He has proven success managing complex, high-value projects from concept through construction with strong community engagement and a focus on sustainability. He is known for leading high-performance teams, exceeding client expectations, and enriching public life through innovative design and consultation.

QUALIFICATIONS

BLA, Landscape Architecture, Louisiana State University

Professional Landscape Architect: NC, #2618

LEED Accredited
Professional (LEED AP)

Tenure with Firm: 1 Year
Overall: 36 Years

PROJECT EXPERIENCE

- » Parks, Recreation, and Open Space Comprehensive Plan, Leland, NC. Director of Parks and Recreation
- » Center City Park, Trinity, NC. Director of Parks and Recreation
- » Campbell Road Park Phase 1 CDs, Angier, NC. Director of Parks and Recreation
- » Fitzgerald Park Project Phase 1 Improvements, Candor, NC. Director of Parks and Recreation
- » River Cane Wetland Park, Raleigh, NC. Director of Parks and Recreation
- » Community Park Conceptual Design and Grant, Walnut Cove, NC. Director of Parks and Recreation



GARY KREISER, LSS, AOWE

Availability

Environmental Project Manager

Gary supports clients in navigating and complying with local, state, and federal regulatory agency regulations and environmental permitting requirements. He is responsible for overseeing and completing NEPA/SEPA and Section 106 review and documentation for various types of public and private development projects. His experience includes environmental assessments of property for due diligence, wetland delineations, riparian buffer determinations, endangered species surveys, riparian buffer coordination and permitting, and Section 401/404 environmental permitting. He is a licensed soil scientist with experience in soil evaluation for a variety of land uses.

QUALIFICATIONS

MS, Soil Science, North Carolina State University;
BS, Biology, University of North Carolina at Wilmington

Licensed Soil Scientist:
NC, #1276

Authorized Onsite
Wastewater Evaluator
(AOWE)

Surface Water ID and
Training Course (NCDWQ)

Tenure with Firm: 6 Years
Overall: 20 Years

PROJECT EXPERIENCE

- » Neills Creek Park Master Planning, Harnett County, NC. Environmental Project Manager
- » Town Park PARTF Application, Angier, NC. Environmental Project Manager
- » PARTF Application, Holly Ridge, NC. Environmental Project Manager
- » PARTF Application for O.T. Sloan Park Accessible Playground, Lee County, NC. Environmental Project Manager
- » Onslow Water and Sewer Authority-Burton Park Site Feasibility Study, Jacksonville, NC. Environmental Project Manager
- » CDBG-I Grant Administration Wastewater Treatment Plant Rehabilitation, Hertford, NC. Environmental Project Manager
- » Harris Lake County Park Improvements, Wake County, NC. Environmental Project Manager
- » Riverside Drainage Assessment, Harnett County, NC. Environmental Project Manager

SUCCESSFUL CLIENT EXPERIENCE

Our approach combines a proven, reliable process with a strong focus on building real relationships.

The result: better communication, stronger partnerships, and higher satisfaction in our work.

We don't believe in a one-size-fits-all approach. We work closely with our clients to adjust our process to match your expectations so you feel heard, informed, and supported at every stage.

By gathering client feedback at key milestones, we continuously refine our approach in real time. This helps ensure the final result meets your expectations and delivers quality outcomes.

Our feedback speaks for itself—clients consistently recognize the value, responsiveness, and quality we bring to every project.



99%
QUALITY



96%
SCHEDULE



99%
RESPONSIVENESS



95%
BUDGET



100%
VALUE



98%
SCOPE & FEES



99%
ACCURACY



99%
HELPLEFULNESS

OUR APPROACH

Our funding team excels in supporting local governments' grant-funding visions. We provide full grant writing and administrative services and are often called upon to write and execute grants awarded for a wide variety of infrastructure projects. Our team is highly versed in determining funding needs and gaps, then researching, vetting, writing, and submitting applications for federal, state, and foundational grants to support local funding initiatives.

WithersRavenel has completed a variety of funding applications and administration services for numerous local governments. **We have assisted with more than \$1.1 billion in grant/loan funding for our clients, including successful application and administration for over \$19,000,000 in parks and recreation project funding for nearly 50 unique projects.**

Our commitment to providing responsive and high-quality grant procurement and administration services to local governments is evidenced by our excellent record of successful projects, which is demonstrated in our experience section. We are sensitive to the needs of communities, and we consistently evaluate funding options that our clients might be able to utilize. WithersRavenel's advice is far-reaching and comprehensive because of our commitment and years of experience.



Project Readiness and Application Development Approach

WithersRavenel's approach to project readiness and application development is designed to position the Town for a competitive, compliant, and well-supported grant application.

We begin by confirming funding requirements, aligning project priorities with agency criteria, and establishing a clear path for decision-making, documentation, public engagement, and submittal.

Our team regularly attends workshops, trainings, and webinars hosted by funding agencies to stay current on funding opportunities, application processes, and evolving program requirements. Through our established relationships with the Department of Natural and Cultural Resources, the state agency that manages these parks and recreation grants, we provide a practical and accessible approach that gives clients the knowledge and confidence needed to turn recreational visions into grant-funded successes. This process includes a thorough review of the most current published agency application guidelines so that project decisions are informed by program expectations from the outset.

We will initiate the effort with a project kickoff meeting to define the project team members, roles, and responsibilities, the matching-funds strategy, and the overall project schedule. During this meeting, we will also coordinate deliverables with the Board schedule to support timely approval of planning material updates and the application submittal, coordinate site control certification with the Town attorney, and establish the schedule and advertising requirements for the public meeting.

As part of the readiness assessment, we will review existing planning documents and identify any updates needed to strengthen competitiveness and maintain compliance with funding agency requirements. When updates are necessary, we will coordinate the appropriate adoption or approval process with the Board so that required planning materials are in place before application submission.

We will work with the Town to identify and confirm the priority recreational elements to include in the project. This step will help verify that the proposed scope aligns with the overall project budget, responds to community needs, and supports the project's competitiveness for funding.

To support early agency coordination, we will communicate with the assigned RRS consultant at the state level to introduce the project and make the consultant aware of the planned application submittal. This coordination will help confirm expectations, clarify agency priorities, and reduce the risk of avoidable issues during review.

Our team will also prepare a project scorecard to support informed funding strategy recommendations and identify action items that can improve the project's competitiveness. The scorecard will be used to evaluate eligibility, track scoring criteria, and guide decisions that position the application for the strongest possible funding award.

Finally, we will coordinate the creation of the application in WebGrants with the client and confirm the appropriate access for the funding consultant. This step will allow the project team to manage application development efficiently, maintain clear responsibility for inputs, and support a complete and timely submittal.



Coordination of Exhibits, Public Documentation, Board Approvals, and Supporting Materials

WithersRavenel will manage the documentation, exhibit preparation, public engagement, and approval requirements needed to support a complete and competitive application. Our approach emphasizes early coordination, clear assignment of responsibilities, and proactive tracking of materials so that required exhibits, certifications, approvals, and supporting narratives are accurate, timely, and aligned with funding agency expectations.

At the beginning of the project, we will provide the Town with a comprehensive list of all documentation required to complete the application. This list may include the project budget ordinance, resolutions, adopted board minutes, adopted planning documents, and other required materials. We will establish a clear timeframe for Town-provided documents and will track outstanding items to support an organized and efficient application development process.

We will coordinate with the Town Attorney early in the process to support site control certification.

This coordination will help confirm site ownership, identify any title or ownership concerns, and reduce the risk of issues that could affect future project development or application eligibility.

Upon Notice To Proceed, our funding manager will coordinate with the design project manager to review grant-required exhibits and submittals, including the site plan and any required color-coding or formatting. This coordination will help ensure that the application materials are technically accurate, visually clear, and consistent with agency requirements.

Once the project team confirms the priority recreational elements, we will review the opinion of probable cost to verify that the available grant funds and local funds are sufficient to carry out the proposed project. If needed, we will recommend phasing options that maintain project feasibility while preserving the strongest possible funding strategy.

We will work with the Town's project team to identify and document the amount, availability, and commitment of matching funds required for the project. When multiple funding sources are involved, we will help develop a coordinated strategy that aligns grant requirements, local commitments, and other funding sources into a cohesive financial approach.

To support competitiveness, we will prepare a funding scorecard that evaluates eligibility, tracks scoring elements, and identifies the documentation needed to substantiate available points. This tool will help the project team understand how application decisions affect scoring and will guide the development of materials that support the strongest possible submittal.

The funding manager will develop the project description and justification in collaboration with the project team. This narrative will incorporate information from adopted planning documents, technical studies, and public engagement processes to demonstrate project need, community support, and alignment with funding priorities.

Neills Creek Park Master Plan community engagement



We recommend engaging the local parks and recreation advisory committee to review and support the overall project scope. We will also coordinate the scheduling of project presentations with at least two civic groups and the parks and recreation advisory committee to broaden awareness, document community input, and strengthen the public engagement record.

For the required public meeting, WithersRavenel will provide technical assistance and guidance to help ensure that public meeting requirements are met. We will work with Town staff to confirm the appropriate notice, schedule, materials, and documentation needed to demonstrate compliance with funding agency expectations.

At the onset of the project, we will review the Board meeting schedule and identify the dates by which action items and deliverables requiring Board action must be completed. This early schedule review will help align application milestones with formal approvals and prevent avoidable delays.

The specific approach to community engagement will be defined in collaboration with Town staff and informed by a review of existing materials. Understanding users' expectations and needs helps generate interest and fosters community pride in improved facilities. With every project, our team tailors the process to the community by building on prior efforts and providing multiple, convenient ways for the public to participate. We will design the engagement process with the Town to fill any gaps needed to comply with funding agency requirements while creating meaningful opportunities for feedback that can inform planning and design decisions.

WithersRavenel will also coordinate the environmental review process required for funding applications. Our certified environmental team members are authorized to perform environmental reviews and prepare related documentation for submittal to regulatory agencies. Upon selection, our funding project manager will coordinate an on-site visit with the environmental specialist to support site clearance and help the Town maintain compliance with NEPA and other applicable federal and state requirements.



Schedule Management, Communication, and Quality Control for Time-Sensitive Grant Submissions

WithersRavenel understands that grant applications are deadline-driven and require disciplined schedule management, clear communication, and rigorous quality control.

Our team will manage the application process through a structured delivery approach that identifies key milestones early, assigns responsibilities clearly, tracks progress consistently, and provides the Town with timely information needed to make decisions and meet submission requirements.

The first activity will be a project kickoff meeting, during which the team will develop the project schedule and confirm key milestones, deadlines, deliverables, and grant application requirements. This schedule will serve as the primary management tool for tracking progress, identifying dependencies, and maintaining alignment among the Town, funding consultant, and technical team members.

The funding consultant will manage the schedule and coordinate project activities throughout the application process. This role will include monitoring critical deadlines, communicating schedule risks and opportunities, and recommending adjustments when needed to keep the application on track and responsive to agency requirements.

Regular communication with the project team will be maintained using the Town's preferred communication method. These check-ins will be used to identify potential schedule impacts, resolve outstanding questions, confirm upcoming deliverables, and implement corrective actions when needed to protect the application timeline.

We recommend bi-weekly meetings at the onset of the application process, with more frequent meetings as the deadline approaches or as project needs evolve. Following each meeting, WithersRavenel will provide meeting summaries to support record keeping, document decisions, and track action items that affect application development and submission readiness.

To support transparency and accountability, we will maintain a shared tracking sheet that identifies deliverables, responsible parties, due dates, and completion status. This tool will provide the project team with a clear view of progress and will help ensure that required materials are gathered, reviewed, and incorporated into the application in a timely manner.

Quality control is built into WithersRavenel's delivery model. We maintain internal tracking and review processes to monitor application progress, verify accuracy and completeness, and manage critical submission deadlines. Our Funding and Asset Management Practice Area includes more than 15 funding professionals who provide redundancy and support to the funding manager as needed during grant application scoping, development, and submittal.

This depth of resources allows us to provide a comprehensive QA/QC process while maintaining responsiveness during time-sensitive submissions.



Technical Approach to Post-Award Services

After grants are awarded, we supplement local government capacity by managing all contracting, reporting, and compliance processes that often include multiple funders. WithersRavenel has processes in place that allow our grant management teams to keep reporting and compliance on track and timely as required by various complex federal regulations and state statutes. These outcomes always involve regular progress reporting related to federal and state priorities.

Our team is prepared to support all phases of the grant lifecycle, including pre-award, award, and post-award activities for both construction and non-construction projects. Our attendance at grant award kickoff meetings provides real clarity to local governments from kickoff through close-out to ensure a successful project delivery that meets or exceeds the expectations of local stakeholders, the community, and the funding partners.



WHAT OUR CLIENTS ARE SAYING...



I have worked with WithersRavenel for over five years on projects ranging from water/sewer

to parks and recreation master plans. With the help of WithersRavenel, last year, we made great strides in securing necessary funding for implementing the Harold Rankin Park Master Plan that they created. With this partnership, the City was able to acquire the maximum amount of \$1 million in PARTF and LWCF grant awards to assist in the rehab of the City's largest and busiest park. I would recommend this firm to work on similar endeavors within your municipality."

Scott Attaway

*Financial & Management Services
Director (Previously employed at the
City of Lowell)
Gaston County*



The grant administration of the wastewater treatment plant rehab project has delivered high-quality support and clear communication. WithersRavenel has consistently assisted with the deliverables necessary to stay compliant with this grant and all aspects of the project. Whether it's administrative support, customer service, or technical and engineering expertise, WithersRavenel consistently delivers outstanding service. Their commitment to excellence plays a key role in supporting our organization's success. The team is consistently responsive and supportive. They are always ready to assist, answer all of our questions clearly, and go out of their way to simplify processes when we need more clarity. Their approach makes it easier for us to stay on track with our goals. The team demonstrates a strong understanding of our preferences and consistently incorporates them into the work. They actively listen to our feedback and adjust their approach to align with our needs, which helps build trust and ensures high-quality outcomes. Our decisions and preferences are consistently reflected in the work produced. They ensure alignment by maintaining clear communication and follow through on our input, which results in outcomes that meet our expectations. The team does an excellent job supporting our schedules."

Doris Walton

*Town Manager
Town of Hertford*

ON-TIME DELIVERY



Capacity

WithersRavenel's culture is based on establishing long-lasting relationships with our clients to serve the communities where we work and live. Accordingly, for every project we pursue, we conduct a thorough evaluation of our capability and capacity to perform the work. We ensure that we have enough redundancy in depth and breadth of resources that allow us to commit staff to the contract, with equally qualified backup, to respond to any request on short notice.

For workload planning, we use Unanet and Smartsheet to maintain a live chart of the short- and long-term availability of staff. Our workload planning spans an 18-month period and is updated continuously based on new contracts and committed work. Based on our experience with workload planning, we have found that workload projection beyond 18 months becomes excessively speculative and unpredictable. **Our current project workload indicates that we have the proper availability to assign staff for this contract and begin work upon Notice to Proceed on July 15, 2026.**

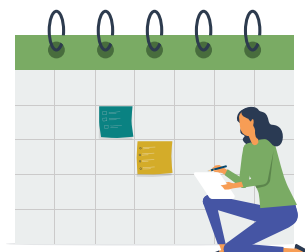
Preparing Schedules

WithersRavenel produces customized work plans for each project. Projects are broken into phases, tasks are identified for each phase, and appropriate milestones are incorporated. Task durations are estimated, and the relationships between tasks are established within the schedule. Resource and cost budgets are created, monitored, and then adjusted as necessary.

Our departments meet weekly to follow up on individual assignments and project progress. During these meetings, we prioritize and schedule tasks for the weeks and months ahead. Engineers, designers, planners, and associated support staff provide updates on their work on each project and task, which allows the project managers to assess project progress and delegate upcoming tasks.

All team members are aware of workloads and prioritization based on project needs and upcoming deadlines. Tracking progress in this manner means we are continuously updating our department schedules, keeping our employees efficient, and submitting deliverables on time.

WithersRavenel uses an accounting software system specifically designed for professional services firms. The project manager tracks billable time on a weekly basis as the project progresses, which can be used to recognize trends early in the project that could lead to schedule or budget overruns.



Fee & Expense Schedule

WithersRavenel, Inc.

Effective January 1, 2026

Schedule is subject to change which typically occurs on an annual basis.

Description	Rate
Engineering, Landscape Architecture & Planning	
CAD Technician I	\$115
CAD Technician II	\$130
Senior CAD Technician	\$155
Designer I	\$145
Designer II	\$165
Senior Designer	\$185
Landscape Architect I	\$165
Landscape Architect II	\$190
Landscape Architect III	\$215
Senior Landscape Architect	\$240
Landscape Designer I	\$145
Landscape Designer II	\$155
Landscape Designer III	\$160
Planning Professional I	\$130
Planning Professional II	\$140
Planning Professional III	\$160
Planning Assistant Project Manager	\$170
Planning Project Manager I	\$185
Planning Project Manager II	\$195
Senior Planning Project Planner	\$205
Planning Director	\$255
Project Engineer I	\$190
Project Engineer II	\$200
Project Engineer III	\$220
Senior Project Engineer	\$255
Assistant Project Manager	\$200
Project Manager I	\$220
Project Manager II	\$230
Project Manager III	\$235
Senior Project Manager	\$240
Associate Practice Professional	\$75
Practice Professional I	\$155
Practice Professional II	\$160
Practice Professional III	\$170
Practice Professional IV	\$180
Senior Practice Professional	\$190
Technical Consultant	\$240
Senior Technical Consultant	\$280
Director	\$275
Principal	\$290
Zoning Specialist	\$400
Construction Administration	
Resident Project Representative I	\$115
Resident Project Representative II	\$135
Resident Project Representative III	\$150
Senior Resident Project Representative	\$160
Construction Project Professional	\$165
Assistant Construction Project Manager	\$170
Construction Project Manager I	\$180
Construction Project Manager II	\$190
Construction Project Manager III	\$200
Senior Construction Project Manager	\$215
Other	
Implementation Consultant	\$165
Senior Implementation Consultant	\$175
Expert Witness	\$400

Description	Rate
Funding & Asset Management	
GIS Senior Specialist	\$185
GIS Specialist	\$165
GIS Technician	\$110
GIS Analyst I	\$135
GIS Analyst II	\$150
GIS Project Manager	\$185
F&AM Assistant Project Manager	\$180
F&AM Project Consultant I	\$135
F&AM Project Consultant II	\$145
F&AM Project Consultant III	\$150
F&AM Project Consultant IV	\$155
F&AM Senior Project Consultant I	\$165
F&AM Senior Project Consultant II	\$170
F&AM Project Manager	\$185
F&AM Principal	\$290
F&AM Director	\$260
F&AM Staff Professional I	\$80
F&AM Staff Professional II	\$130
F&AM Staff Professional III	\$170
F&AM Staff Professional IV	\$215
F&AM Senior Project Manager	\$240
F&AM Senior Technical Consultant	\$275
Geomatics	
Geomatics CAD Technician I	\$115
Geomatics CAD Technician II	\$135
Geomatics CAD Technician III	\$150
GIS Survey Technician I	\$90
GIS Survey Technician II	\$115
GIS Survey Technician III	\$135
GIS Survey Lead	\$150
Geomatics Project Manager I	\$185
Geomatics Project Manager II	\$200
Geomatics Project Manager III	\$230
Geomatics Project Professional I	\$165
Geomatics Project Professional II	\$190
Geomatics Principal	\$270
Geomatics Remote Sensing Crew I	\$240
Geomatics Remote Sensing Crew II	\$340
Geomatics Survey Crew I	\$170
Geomatics Survey Crew II (2 Man)	\$195
Geomatics Survey Crew III (3 Man)	\$255
Geomatics Senior Manager	\$240
Geomatics Survey Tech I	\$70
Geomatics Survey Tech II	\$105
Geomatics Survey Tech III	\$135
Geomatics Survey Tech IV	\$145
Geomatics Sr. Technical Consultant	\$245
Geomatics SUE Crew 1	\$195
Geomatics SUE Crew 2	\$285
Project Coordinators	
Project Coordinator I	\$105
Project Coordinator II	\$125
Project Coordinator III	\$135
Senior Project Coordinator	\$145
Lead Project Coordinator	\$155

Description	Rate
Environmental	
Environmental Technician I	\$95
Environmental Technician II	\$110
Environmental Technician III	\$115
Environmental Senior Technician	\$130
Environmental Project Geologist I	\$165
Environmental Project Geologist II	\$180
Environmental Project Geologist III	\$210
Environmental Senior Project Geologist	\$230
Environmental Asst. Project Manager	\$180
Environmental Project Manager	\$210
Environmental Senior Project Manager	\$230
Environmental Director	\$260
Environmental Project Engineer I	\$165
Environmental Project Engineer II	\$180
Environmental Project Engineer III	\$210
Environmental Senior Project Engineer	\$230
Environmental Principal	\$285
Environmental Project Scientist I	\$165
Environmental Project Scientist II	\$180
Environmental Project Scientist III	\$210
Environmental Senior Project Scientist	\$230
Environmental Scientist I	\$120
Environmental Scientist II	\$145
Environmental Scientist III	\$155
Environmental Geologist I	\$120
Environmental Geologist II	\$145
Environmental Geologist III	\$155
Environmental Professional I	\$120
Environmental Professional II	\$145
Environmental Professional III	\$155
Environmental Senior Tech. Consultant	\$255
Client Experience	
Client Experience Manager	\$350
Client Experience Director	\$395
Client Experience Principal	\$420
Administrative	
Administrative Assistant	\$75
Administrative Assistant I	\$95
Administrative Assistant II	\$105
Administrative Assistant III	\$115
Marketing Administration I	\$105
Marketing Administration II	\$125
Marketing Administration III	\$135
Marketing Administration IV	\$145
Marketing Administration V	\$155
Director of Marketing	\$165
Office Administration	\$80
Office Administrator I	\$135
Office Administrator II	\$140
Office Administrator III	\$145
Expenses	
Bond Prints (Per Sheet)	\$1.75
Mylar Prints (Per Sheet)	\$11.00
Mileage	Per IRS
Delivery - Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15

