



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER

File #: 21-382

Board Meeting Date: 5/18/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Michael P. Callagy, County Manager
Connie Juarez-Diroll, Legislative Officer

Subject: Third Amendment to Agreement with Dudek to provide grant application writing services

RECOMMENDATION:

Adopt a resolution authorizing a waiver of the request for proposals process and execution of a third amendment to the agreement with Dudek to provide grant application writing services, increasing the amount by \$50,200, for a maximum agreement amount of \$375,570, and extending the term through June 30, 2022.

BACKGROUND:

Following the issuance of an RFP in the summer of 2015, the Board approved a contract with Dudek to provide grant application writing services in the areas of sustainability, environment, public works, parks, and planning for the term of November 17, 2015 through June 30, 2016 in the amount of \$50,000. The agreement contained an option to extend the agreement through June 30, 2017, with a maximum agreement amount of \$100,000.

On November 7, 2017, the Board authorized an amendment to the agreement with Dudek increasing the amount by \$125,370 to a new not to exceed amount of \$225,370 and extending the term of the agreement through June 30, 2019.

On February 20, 2020, the Board authorized a second amendment to the agreement with Dudek increasing the amount by \$100,000 to a new not to exceed amount of \$325,370 and extending the term through June 30, 2021.

DISCUSSION:

Dudek is a California-focused environmental firm with extensive grant application writing experience and a proven track record of writing successful applications for grants from the California Department of Water Resources, California Department of Conservation, California Coastal Conservancy, California Department of Transportation, CalOES, and other state departments and agencies. With its broad experience and expertise in environmental, sustainability and planning grants and its ability

to quickly respond to County requests for assistance for the completion of grant applications, Dudek has provided excellent services in applying for highly competitive grants.

Since November 2015, Dudek has completed work on approximately 20 grant applications for the County. Of these submissions, the County has been successful in securing ten grant awards for a total of over \$6.25 million. The results of five grant applications are still pending, including a \$1.4 million request for the South Coast Broadband Internet Connect Project from the USDA and a \$900,000 request from CalOES to upgrade the emergency generators at the San Mateo County Event Center. As part of their services, Dudek has also spent many hours consulting with County staff on a number of other grant opportunities to determine the feasibility of the County completing and submitting successful applications. The CMO continues to work with departments to vet grant application opportunities and works directly with them and Dudek to determine whether they meet grant requirements and are competitive enough to prepare an application for funding.

The proposed amendment with Dudek will run through June 30, 2022, with a new not-to-exceed amount of \$375,570. The County Manager's Office will issue a new Request for Proposals for grant writing services in 2022.

The resolution has been reviewed and approved by County Counsel as to form. The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate per agreement).

PERFORMANCE MEASURE:

Measures	FY 2019-20 Actual	FY 2020-21 Estimated
Percentage of grant applications awarded funds	83%	85%

FISCAL IMPACT:

The term of the Amended Agreement is from July 1, 2021 to June 30, 2022; increasing the Agreement by \$50,200 for a new not to exceed amount of \$375,570. Appropriation for this Amendment will be included in the County Manger's Office FY 2021-22 Recommended Budget in June.