



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 16-715

Board Meeting Date: 11/7/2017

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** John L. Maltbie, County Manager  
**Subject:** Amendment to Agreement with Dudek for Grant Writing Services

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Dudek for grant writing services, increasing the amount by \$125,370 to an amount not to exceed \$225,370, and extending the term of the agreement through June 30, 2019.

**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, and public works for the term of November 17, 2015 through June 30, 2016 in the amount of \$50,000. The agreement contained an option for the County to extend the agreement through June 30, 2017, with a maximum agreement amount of \$100,000.

**DISCUSSION:**

Dudek is a California-focused environmental firms 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 Coastal Conservancy, and US Bureau of Reclamation programs. With its broad experience and expertise in environmental and sustainable grants and its ability to quickly respond to County requests for assistance for the completion of grant applications, Dudek has provided invaluable services in in applying for highly competitive grants.

During the term of the original contract, Dudek assisted the County, as well as its Public Works Department and Office of Sustainability, in applying for and/or obtaining a number of grants, including: the CCAG Grant for the Midcoast Multimodal Trail and Gray Whale Cove for \$400,000 (pending); the NOAA Grant for the San Mateo Regional Flood Resilience Collaborative for \$516,337 (not selected, but will apply again using a similar application), the CalOES/FEMA Hazard Mitigation Grant Program Colma Creek Notice of Interest and Application for \$1.1 million (wait listed and reapplying in November), and the CalTrans Transportation Planning Grant Program for \$649,500, (pending).

As part of their services, Dudek has also spent many hours consulting with County staff on a number of other grant opportunities not listed above to determine the feasibility of the County completing and submitting a successful application.

The County Manager's Office continues to work with departments to vet grant application opportunities and works directly with Dudek to determine whether or not departments can successfully meet the grant guidelines, are far enough along in their planning process and/or are competitive enough to prepare an application.

The proposed amendment will extend the County's agreement with Dudek through June 30, 2019, adding \$125,370 for a maximum agreement amount of \$225,370, at the same rate of payment. This amendment was delayed due to ongoing negotiations with the firm about the scope of their services. During the pendency of amendment negotiations, Dudek continued to perform services pursuant to the terms of the original agreement. The cost of producing each grant application will be billed against the contract total. The Board is also being asked to authorize the County Manager or his designee to execute amendments which do not exceed an aggregate of \$25,000.

County Counsel has reviewed and approved the resolution and agreement as to form.

This agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by contracting for services that will allow County departments to work together to seek supplemental grant funding to enhance the County's sustainability efforts.

**PERFORMANCE MEASURE(S):**

Measure	FY 2015-16 Actual	FY 17-19 Projected
Percentage of grant applications awarded funds	75%	75%

**FISCAL IMPACT:**

The Net County Cost of \$125,370 has been appropriated in the Adopted Fiscal Year 2017-18 and 2018-19 Budgets.