



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER

File #: 20-062

Board Meeting Date: 2/25/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

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

Subject: Second 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 second amendment to the agreement with Dudek to provide grant application writing services, increasing the amount by \$100,000, for a maximum agreement amount of \$325,370, and extending the term through June 30, 2021.

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.

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 15 grant applications for the County. Of these submissions, the County has been successful in securing three for a total of \$1.5 million. Another two grants-one for the Planning and Building Department in the amount of \$310,000 and a second for Parks Department in the amount of \$4 million-are still pending. 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 or they meet grant requirements and are competitive enough to prepare an application for funding.

The proposed amendment with Dudek will run through June 30, 2021, with a new not-to-exceed amount of \$325,370. This amendment was delayed due to ongoing negotiations with the firm about the scope of their services. During the pendency of agreement 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.

Prior to the expiration of the second amendment to the agreement, the County Manager's office will issue a Request for Proposals for the services being provided.

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:

Measure	FY 2018-19 Anticipated	FY 2019-20 Projected
Percentage of grant applications awarded funds	75%	75%

FISCAL IMPACT:

The Net County Cost of \$100,000 for the Dudek agreement has been appropriated in the FY 2019-20 Adopted Budget and the FY 2020-21 Preliminary Recommended Budget.