



GRANT PROPOSAL PREPARATION SERVICES

Identification of Project:

Project Name: City of Marco Island – Grant Proposal Preparation Services

Project Manager: Kimley-Horn and Associates, Diana Bello, MBA

Project Understanding:

The City has identified the need for Grant Identification, Evaluation, Proposal Preparation, and Writing Services and has requested a proposal from Kimley-Horn for the same. The two priority projects for the City of Marco Island and the projects that are the basis of this proposal are:

1. Water Quality Improvement Project - Tide Leveling

The City of Marco Island is looking for approximately \$2.2M to subsidize this project.

2. Conservation Project - Land Purchase

The City of Marco of Marco Island is looking for approximately \$500,000 to purchase land.

Scope of Basic Services:

Kimley-Horn will provide the services specifically set forth below.

Task 1 – Identification of Funding Sources and Technical Memo

It is understood that the identification of a potential grant, loan, and/or other funding opportunity may come from the City or from Kimley-Horn. However, Kimley-Horn will conduct a grant and loan funding search of Federal, State, Municipal, or other non-governmental sources that align with the City's two priority projects. Kimley-Horn will develop a Technical Memo that identifies funding source, program summary, eligibility requirements, critical dates, and match requirements. Kimley-Horn will present the preliminary Technical Memo to the City in a virtual meeting. The outcome of the meeting will determine the grant programs which align best with the projects and a decision will be made by the City as to which grant program is best suited for preparation of a grant proposal.

Task 2 – Preparation of Grant Proposals

Once a grant program's Notice of Funding Opportunity (NOFO) is issued, Kimley-Horn will notify the City and host a review meeting virtually to discuss the grant opportunity and further review eligibility requirements and documentation needed to support an application. Once the City approves pursuit of the grant, Kimley-Horn will assemble a draft submittal package(s), and submit to the City for review. Kimley-Horn will host a submittal review call to discuss the submittal package(s) and obtain input and comments from City staff and engineering teams, prior to developing a final submittal package(s). Kimley-Horn will submit final application package(s) to the City to approve and authorize prior to the City submitting the application(s) to the grant funding agencies.

Task 3 – Meetings and Conferences with City Staff and Funding Agencies

Kimley-Horn will host needed meetings with City staff and participate in funding agency meetings related

to the grant programs that align with the City’s priority projects. Meetings and conferences will include any and all conversations with funding agencies and participation in workshops or webinars related to the grant programs.

Information Provided by City:

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the City or the representatives. The City shall provide all information requested by Kimley-Horn in a timely manner, including but not limited to the following:

1. Materials as requested by Kimley-Horn to support the grant application such as, maps, data, design plans, feasibility reports, studies, and other similar records that would support a grant application.
2. The City’s up to date FEIN #, DUNS #, and other similar information, as appropriate or as requested by the grant program.

Responsibilities of City:

In addition to other responsibilities set out in this Agreement, the City shall provide requested materials in a timely fashion as requested by Kimley-Horn, including signing and/or submitting the application, which may be required to be done electronically.

Schedule:

Kimley-Horn will provide our services as expeditiously as practicable with the goal of meeting the selected grant programs’ application deadlines.

Fee and Invoices:

Kimley-Horn will perform the Services in Tasks 1-3 on a lump sum basis. Invoices will be submitted to the City of Marco Island on a monthly basis for the work performed for the specific month.

<i>Task Description</i>	<i>Estimated Fees</i>
Task 1 – Identification of Funding Sources and Technical Memo	\$ 7,500
Task 2 – Preparation of Grant Proposals for Projects 1 and 2	\$62,500
Task 3 – Meetings and Conferences with City Staff and Funding Agencies	5,000
Total Lump Sum Fee	\$75,000