

CENTRAL BASIN MUNICIPAL WATER DISTRICT

APRIL 13, 2006 – Water Resources
 Cole, Vasquez
APRIL 24, 2006 – Board Meeting
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 Approved by: Art Aguilar

ACTION CALENDAR

CONSULTANT SERVICES - GRANT WRITING ASSISTANCE

SUMMARY:

For the last two years, the District has been actively applying for grant funding opportunities in bond programs such as Proposition 50, as well as other grant programs. In 2005, two grant applications for Proposition 50 funding resulted in \$164,052 for the Districts projects and programs. However, pursuit of these opportunities, as well as assistance to customer agencies, has strained staff resources. With the short timeframes for some of the grant programs, it would benefit the District and its customer agencies to have an “on-call” consultant to assist staff in identifying and acquiring external funding sources for various water-related projects and programs. The consulting services consists of the following:

- Identify potential financial assistance programs for which the District and its customer agencies would be eligible for funding;
- Assist in identification and analysis of District projects eligible for various funding opportunities;
- Provide technical grant writing assistance to staff;
- Provide limited assistance to the District’s customer agencies with their grant opportunities, as directed by staff;
- Provide a monthly tracking report on grant opportunities available for the District and its customer agencies via spreadsheets; and
- Conduct an annual grant funding workshop for the District’s customer agencies.

Except for regular monitoring and reporting of potential funding sources, consultant services will be on an “on-call” basis. The contract is for a term of two years. The work will be on a time-and-materials basis, not-to-exceed \$75,000.

Consulting Process

The District issued a “Request for Proposals” (RFP) to several consulting firms on January 25, 2006. Proposals were due Tuesday, February 21, 2006. Three firms submitted proposals and were reviewed by a selection panel that conducted interviews with each firm. The selection panel consisted of two staff members and one representative from a customer. The average scores of the reviewers are as follows:

Firm	Proposal (50%)	Interview (50%)	Total (Average)
Bookman-Edmonston	88	95	92
Dudek	88	75	82
Development Management Associates	46	49	48

Evaluation

The firms were evaluated on both the proposal and the interview based on the following criteria:

- Qualifications to perform the services listed in the RFP;
- Experience working with public agencies on developing grant proposals;
- Experience working with water agencies;
- Knowledge of the District's projects and programs;
- Success of recent grant applications;
- Relationship with the State granting agencies to promote grant proposals; and
- Knowledge of existing grant programs available.

The reviewers unanimously recommended Bookman-Edmonston as the firm to perform the services requested in the RFP.

FISCAL IMPACTS:

Funds for these activities are included in the Water Resources Planning Budget for fiscal year 2005-06 and 2006-07.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed at the Water Resources Committee on April 13, 2006 and was recommended for approval at the April 24, 2006 Board meeting.

RECOMMENDED MOTION:

That the Board authorizes the District's Chief Representative to enter into a consulting contract with Bookman-Edmonston to provide grant writing services on an as-needed basis for a period of two-years for a total not-to-exceed amount of \$75,000.

LIST OF EXHIBITS:

Exhibit "A" - Proposal Evaluation

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