



Sent Via Email: jstibal@westalliswi.gov

Mr. John Stibal
Executive Director
Community Development Authority of the City of West Allis
7525 W. Greenfield Avenue
West Allis, Wisconsin 53214

**PROPOSAL FOR GRANT WRITING SERVICES RELATED TO THE
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
FY21 BROWNFIELD ASSESSMENT GRANT**

Dear Mr. Stibal:

Per your request, Ramboll US Corporation (Ramboll) is pleased to submit this proposal to the Community Development Authority of the City of West Allis (CDA) for grant writing services related to the United States Environmental Protection Agency (USEPA) FY21 Brownfield Grants (Grant). This scope of services will be completed under the Master Contract with the CDA, dated November 10, 2016.

SCOPE OF SERVICES

Ramboll will provide the lead role in preparing a USEPA FY19 Brownfield Assessment Grant Application which is due to the USEPA on or before October 28, 2020. We understand that we will be preparing a Community-Wide Assessment Grant application.

The general process we will use for preparing and securing this Grant is as follows:

- The City's priorities for this grant were provided to Ramboll in an email sent on September 29, 2020.
- The CDA's tasks will be to: 1) request a review by the Kansas State Technical Assistance to Brownfields (TAB); 2) identify the CDA's ability to leverage other funds; 3) provide status on planning activities within the City; and, provide financial information such as audit findings and programmatic capability.
- The CDA has agreed to submit the final grant application via the federal Grants.gov system by COB on October 28, 2020. Note that the electronic submission of the application must be made by the Authorized Organization Representative (AOR) who is registered with www.grants.gov and is authorized to sign applications for federal assistance.
- Ramboll staff will request a letter of acknowledgement from the Wisconsin Department of Natural Resources (WDNR).

September 30, 2020

Ramboll
175 North Corporate Drive
Suite 160
Brookfield, WI 53045
USA

T +1 262 901 0099
F +1 262 901 0079
www.ramboll.com

Ref. P2722-20206

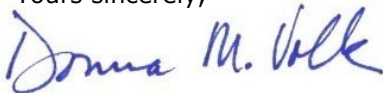
- Ramboll will prepare an initial draft of the Grant Applications for the CDA's review and input on October 14, 2020, pending timely receipt of information from the CDA. Edits and additional input can be incorporated by Tuesday October 20 at which time a draft application will be submitted to Kansas State TAB for their review. Final Grant Applications incorporating the appropriate information and supporting documentation will be prepared by Ramboll for submittal to the USEPA by CDA.

FEE SCHEDULE AND GENERAL TERMS AND CONDITIONS

Ramboll Environ will provide these grant writing services for \$4,900 on a time and materials basis using the attached fee schedule. The work will be completed in accordance with the terms and conditions of the Master Contract, dated November 10, 2016. If you find this proposal acceptable, please provide a Proceed Order, using the CDA's standard procedure and referencing this proposal.

Thank you for the opportunity to be of service. If you have any questions or need further information, please contact us.

Yours sincerely,



Donna M. Volk, PG, CPG

Senior Manager

D 262.901.3504

dvolk@ramboll.com



Jeanne M. Tarvin, PG, CPG

Principal

D 262.901.0085

jtarvin@ramboll.com

| Ramboll Environ US Corporation 2016 Rate Schedule West Allis Community Development Authority US\$ | |
|--|-----|
| Principal | 185 |
| Principal Consultant | 165 |
| Manager 10 | 150 |
| Manager 9 | 135 |
| Manager 8 | 120 |
| Sr. Assoc. 7 | 115 |
| Sr. Assoc. 6B | 110 |
| Assoc. 6 | 100 |
| Assoc. 5 | 90 |
| Assoc. 4 | 85 |
| Assoc. 3 | 70 |
| Drafting | 75 |
| Support | 55 |