

**Sent via Email: [smueller@westalliswi.gov](mailto:smueller@westalliswi.gov)**

Mr. Shaun Mueller  
City of West Allis  
7525 W. Greenfield Avenue  
West Allis, WI 53214

**PROPOSAL FOR GRANT WRITING SERVICES RELATED TO THE  
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
FY25 SUPPLEMENTAL RLF GRANT REQUEST**

Dear Mr. Mueller:

Per your request, Ramboll Americas Engineering Solutions, Inc. (Ramboll) is pleased to submit this proposal to the City of West Allis Community Development Authority (CDA) for grant writing services related to the United States Environmental Protection Agency (USEPA) FY25 Revolving Loan Fund (RLF) Grant Supplemental Request.

January 6, 2025

**SCOPE OF SERVICES**

Ramboll will provide the lead role in preparing an USEPA FY25 RLF Grant Supplemental Request which is due to the USEPA on or before March 15, 2025. The request for supplemental funds is anticipated to be between \$1,000,000 and \$5,000,000 and will be dependent on depleted funds from the existing RLF and anticipated need from future identified projects.

Ramboll  
234 W. Florida Street  
Fifth Floor  
Milwaukee, WI 53204  
USA

T +1 414 837 3607  
F +1 414 837 3608  
[www.ramboll.com](http://www.ramboll.com)

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

- The City's priorities for this grant will be discussed and determined at a meeting to be scheduled before February 15, 2025.
- The request will be prepared in accordance with the *Fiscal Year 2024 Instructions for Requesting Brownfields Revolving Loan Fund Grant Supplemental Funding*<sup>1</sup> and applicable Appendices A, B, and C.
- Ramboll will prepare an initial draft of the RLF Grant Supplemental Request for the City's review and input by March 12, 2025, pending timely receipt of information from the City. Edits and additional input can be incorporated by March 14, 2025, at which time the request will be finalized for submittal to the USEPA.

Ref. P3861M-25004

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<sup>1</sup> In email correspondence dated December 23, 2023, USEPA Brownfields Project Manager Ashley Green indicated that instructions specific to the FY2025 RLF Grant Supplemental Request are planned to be posted in late January 2025, but the instructions and funding eligibility criteria are not anticipated to change substantially from FY2024.

- The City will submit the request via email to Ms. Ashley Green at [green.ashley@epa.gov](mailto:green.ashley@epa.gov), with a copy to Keary Cragan at [cragan.keary@epa.gov](mailto:cragan.keary@epa.gov) by close of business on March 15, 2025.

**FEE SCHEDULE AND GENERAL TERMS AND CONDITIONS**

Ramboll will provide these grant writing services for \$4,500 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, and the attached fee schedule, provided in our Proposal for Professional Consulting Services, dated August 24, 2022. If you find this proposal acceptable, please provide a Proceed Order, using the City'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,



**Michelle M. Peters, PE**

Senior Managing Consultant

D +1 262 901 0133  
[mpeters@ramboll.com](mailto:mpeters@ramboll.com)



**Scott W. Tarmann, PE**

Principal

D +1 262 901 0093  
[starmann@ramboll.com](mailto:starmann@ramboll.com)

**City of West Allis Proposed Fee Schedule for Brownfield Services**

<b>Labor</b>		
<b>Labor Category (Invoice Title)</b>	<b>Labor Rate</b>	<b>Estimated % Time</b>
Project Principal (Principal)	\$200	2%
Senior Managing Consultant	\$175	10%
Managing Consultant	\$155	15%
Sr. Consultant 2	\$130	5%
Sr. Consultant 1	\$120	5%
Engineer/Geologist (Consultant 3)	\$110	20%
Engineer/Geologist (Consultant 2)	\$100	20%
Field Staff (Consultant 1)	\$85	10%
CAD/GIS Drafting	\$80	8%
Administrative Support	\$65	5%

<b>Field Instruments/Equipment<sup>1</sup></b>		
<b>Description</b>	<b>Units</b>	<b>Unit Cost</b>
PID (10.6 ev lamp)	day	\$70
Water Level Meter	day	\$30
0.45 micron filters	each	\$25
Peristaltic Pump	day	\$50
Concrete Corer	day	\$150

Personal Vehicle Mileage (fed rate) <sup>2</sup>	mile	\$0.585
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Notes:

1: Other supplies/equipment will be rented as needed and the invoices will be passed through to the WDNR with no mark-up applied.

2: Based on project needs, distance to site and other factors, Ramboll may elect to rent a vehicle for field work. Typical vehicle rental rates, based on our company preferred provider fee schedule are between \$40 and \$70/day. Gasoline is additional.

A 10% mark-up will be added to all Subcontractor services.