

COMMUNITY DEVELOPMENT AUTHORITY
CITY OF WEST ALLIS
RESOLUTION NO: 1365
DATE ADOPTED: October 13, 2020

Resolution to consider authorizing and directing the Executive Director to enter into a contract amendment with Ramboll Environ for providing Grant Writing Services relative to the United States Environmental Protection Agency (USEPA) FY21 Brownfield Grants in an amount not to exceed \$4,900.

WHEREAS, the Community Development Authority of the City of West Allis (the "Authority"), by the Department of Development, has received numerous grants and loans from the U.S. EPA and WIDNR for various properties and redevelopment projects; and,

WHEREAS, the City of West Allis and the Community Development Authority share the mission in addressing brownfield sites that are blighted, environmentally impacted, and underutilized properties through redevelopment; and,

WHEREAS, the Authority has reviewed the proposal/scope of services submitted by Ramboll, for Grant Writing Services related to the application for the USEPA FY21 Brownfield Assessment Grant Application.

NOW, THEREFORE, BE IT RESOLVED by the Community Development Authority of the City of West Allis as follows:

1. That the Executive Director or its designee, be and is hereby authorized and directed to enter into a contract with Ramboll for providing the preparation of an application for the USEPA FY21 Brownfield Grant.
2. That the sum of up to \$4,900 be and is hereby appropriated for retaining the services of Ramboll for the preparation of an application for the USEPA FY21 Brownfield Assessment Grant, and to be funded through TID Number 12 (Teledyne) and TID Number 14 (Milwaukee Ductile).

BE IT FURTHER RESOLVED, that the City Attorney be and is hereby authorized to make any substantive changes, modifications, additions and deletions to and from the various consulting Contract documents, including but not limited to all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

Approved: _____


John F. Stibal, Executive Director/Secretary
Community Development Authority



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

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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,

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Senior Manager

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Principal

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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

