

HEBER PUBLIC UTILITY DISTRICT REPORT TO BOARD OF DIRECTORS

MEETING DATE: April 18, 2019

FROM: Laura Fischer, General Manager

SUBJECT: Authorize the General Manager to Execute a Contract with The Group for Grant Writing Services to Apply to the Statewide Park Development and Community Revitalization Program

ISSUE:

Shall the Board of Directors authorize the General Manager to execute a Contract with The Holt Group for grant writing services to apply to the Statewide Park Program Round 3 Funding?

GENERAL MANAGER'S RECOMMENDATION:

Authorize the General Manager to execute a contract with The Holt Group for grant writing services to apply to the Statewide Park Development and Community Revitalization Program.

FISCAL IMPACT: The total not to exceed amount for this project is \$17,800.

DISCUSSION:

The HPUD submitted a Request for Proposal and received three responses. The Ad Hoc Committee and General Manager met to review and score the responses. The final scoring results are as follows:

GRANT WRITING SERVICES		
REQUEST FOR PROPOSAL		
Received April 8, 2019		
1	The Holt Group	250
2	Evan Brooks Associates	248
3	Townsend	175

The proposal were scored on the following criteria:

Company Experience and Capabilities – 20 points

Approach and Methodology – 20 points

Qualifications – 20 points

Cost Proposal – 40 points

The Parks Grant final application and guidelines were approved on January 22, 2019 and the HPUD is eligible to apply for these funds. Once the HPUD Board approves the consultant Agreement with The Holt Group, staff will begin working with them to complete the tasks required to submit the application.

What HPUD needs to do to have a completed and competitive application ready to submit for this round of funding by the deadline of August 5, 2019.

- Select Consultant to work with staff to develop grant application
- Begin community engagement to establish a plan for parks development and community revitalization.
- Establish a committee to work on project development and application submittal. The Committee should include two HPUD Board Members, staff, public safety representatives, school representatives, public health representatives, CORPS, community members and consultant.

CONCLUSION:

The Heber PUD issued a Request for Proposal and receive three responsive bids. The Ad Hoc Committee and General Manager reviewed and ranked the applications, and The Holt Group scored the highest points.

Staff recommends authorizing the General Manager to submit an RFP for grant writing services to apply for the Statewide Park Development and Community Revitalization Program Grant.

ALTERNATIVES:

- 1) Do not authorize the General Manager to execute a contract with The Holt Group for grant writing services, which will make it very difficult to meet the deadline for funding applications.
- 2) Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer, General Manager