



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
September 20, 2022

TOPIC: On-Call Grant Writing Services

AGENDA TITLE

Approve Agreements with Townsend Public Affairs, Inc., Engineering Solutions Services, Inc., and MNS Engineers, Inc. for On-Call Grant Writing Services for a Total Amount Not to Exceed \$2,375,000 for up to a Five-Year Term (General and Non-General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute agreements with Townsend Public Affairs, Inc., Engineering Solutions Services, Inc., and MNS Engineers, Inc. to provide on-call grant writing and grant management services for a three-year period beginning September 20, 2022 and expiring September 19, 2025, with provisions for one, two-year renewal period exercisable by the City Manager and City Attorney, with a shared aggregate amount not to exceed of \$2,375,000, subject to non-substantive changes approved by the City Manager and the City Attorney.

DISCUSSION

The Public Works Agency's Water Resources Division oversees and maintains the daily operations of the City's water and sanitary sewer systems. The water and sewer enterprises are funded through ratepayer revenues which provide for water and sewer system maintenance, enterprise operations, and capital improvements. However, with the amount of grant and low-interest loan funding currently available, it can be fiscally beneficial to pursue outside funding for service improvements, pilot programs, or to simply lower City-funded costs for existing or planned projects. Awarding contracts to the recommended firms will enable the Public Works Agency to utilize professional grant writing and management services to secure additional funding for Public Works projects and programs.

On June 29, 2022, the Public Works Agency issued Request for Proposals (RFP) 22-064 for on-call water, sewer, and public works grant writing services. The RFP was advertised on the City's online bid management and publication system with bids due on July 25, 2022. System records indicate 10 vendors downloaded proposal files. Six proposals were received and evaluated by a selection committee. Based on the criteria as outlined in the RFP, all of the proposals received were categorized as responsive, and their respective scores are as follows:

FIRM	LOCATION	SCORE
Townsend Public Affairs, Inc.	Newport Beach, CA	94
Engineering Solutions Services, Inc.	Laguna Hills, CA	88
MNS Engineers, Inc.	Thousand Oaks, CA	86
California Consulting Services, Inc.	El Segundo, CA	70
Global urban Strategies, Inc.	Alhambra, CA	66
Attaché Partners	Cheney, WA	57

In accordance with the RFP scores, staff recommends entering into agreements with Townsend Public Affairs, Inc., Engineering Solutions Services, Inc., and MNS Engineers, Inc. to provide on-call grant writing and grant management services for the Public Works Agency (Exhibits 1, 2, and 3). The proposals demonstrated high levels of technical competency and experience performing similar services. The proposals contained a clear path toward achieving City goals and objectives as required by the RFP. In addition, Townsend Public Affairs, Inc. and Engineering Solutions Services, Inc. have provided similar services for the City in the past with great success.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with the action.

FISCAL IMPACT

Funds are budgeted and available for expenditure in the current fiscal year and will be budgeted in future fiscal years, including the renewal option, based on the needs of the respective Public Works divisions. The following is an estimate of expenditures by fiscal year:

Fiscal Year	Accounting Unit - Account #	Fund Description	Accounting Unit, Account Description	Amount
Contract (3-Year Term)				
2022-23 (Sept-June)	06017645-62300	Water Fund	Water Admin & Engineering, Contract Services-Professional	\$250,000
2022-23 (Sept-June)	01117651-62320	General Fund	Park Maintenance Services Enhancement, Contract Services- Professional	\$90,000
2022-23 (Sept-June)	07517100-62300	Fleet Maintenance	Equip Maint-Garage Operation, Contract Services-Professional	\$90,000

Fiscal Year	Accounting Unit - Account #	Fund Description	Accounting Unit, Account Description	Amount
2023-24	06017645-62300	Water Fund	Water Admin & Engineering, Contract Services-Professional	\$275,000
2023-24	01117651-62320	General Fund	Park Maintenance Service Enhancement, Contract Services- Professional	\$100,000
2023-24	07517100-62300	Fleet Maintenance	Equip Maint-Garage Operation, Contract Services-Professional	\$100,000
2024-25	06017645-62300	Water Fund	Water Admin & Engineering, Contract Services-Professional	\$275,000
2024-25	01117651-62320	General Fund	Park Maintenance Service Enhancement, Contract Services- Professional	\$100,000
2024-25	07517100-62300	Fleet Maintenance	Equip Maint-Garage Operation, Contract Services-Professional	\$100,000
Optional Two-Year Extension				
2025-26	06017645-62300	Water Fund	Water Admin & Engineering, Contract Services-Professional	\$275,000
2025-26	01117651-62320	General Fund	Park Maintenance Service Enhancement, Contract Services- Professional	\$100,000
2025-26	07517100-62300	Fleet Maintenance	Equip Maint-Garage Operation, Contract Services-Professional	\$100,000

Fiscal Year	Accounting Unit - Account #	Fund Description	Accounting Unit, Account Description	Amount
2026-27	06017645-62300	Water Fund	Water Admin & Engineering, Contract Services-Professional	\$275,000
2026-27	01117651-62320	General Fund	Park Maintenance Service Enhancement, Contract Services- Professional	\$100,000
2026-27	07517100-62300	Fleet Maintenance	Equip Maint-Garage Operation, Contract Services-Professional	\$100,000
2027-28 (July – Sept)	06017645-62300	Water Fund	Water Admin & Engineering, Contract Services-Professional	\$25,000
2027-28 (July – Sept)	01117651-62320	General Fund	Park Maintenance Service Enhancement, Contract Services- Professional	\$10,000
2027-28 (July – Sept)	07517100-62300	Fleet Maintenance	Equip Maint-Garage Operation, Contract Services-Professional	\$10,000
Total:				\$2,375,000

EXHIBIT(S)

1. Agreement with Townsend Public Affairs, Inc.
2. Agreement with Engineering Solutions Services, Inc.
3. Agreement with MNS Engineers, Inc.

Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Approved By: Kristine Ridge, City Manager