

Finance and Budget Committee

Meeting date: December 18, 2024

Agenda Item #: 4

Discussion of a resolution authorizing the Executive Director to modify the existing contract for on-call grant writing services to extend the contract term to December 31, 2025 and the authorized budget to \$150,000.

Agenda item type: Action item

Summary

This item is to modify the agency's existing contract with HDR for on-call grant writing services to extend the contract term one additional year (to December 31, 2025) and increase the authorized budget by \$25,000 to \$150,000 total.

Background

In 2023, DRCOG entered into an on-call, task order-based contract (EX 23017) with HDR for the consulting firm to support DRCOG in applying for federal grants, particularly discretionary grants under the Bipartisan Infrastructure Law (BIL). The original contract has a budget of \$125,000 and a term that will end on December 31, 2024.

Under the existing contract, DRCOG staff issued four task orders to assist with preparing applications for federal grants:

1. Strengthening Mobility and Revolutionizing Transportation (SMART) grant for DRCOG's Ride Alliance project (\$997,500 requested and awarded).
2. Safe Streets and Roads for All (SS4A) regional demonstration projects (\$19.5 million requested, \$400,00 awarded).
3. Strengthening Mobility and Revolutionizing Transportation (SMART) grant to deploy a regional Automated Traffic Signal Performance Measures (ATSPM) pilot project (\$1.92 million requested, decision pending)
4. Safe Streets and Roads for All (SS4A) regional demonstration projects (this \$1 million application was developed but ultimately not submitted due to concerns about identifying required local match)

With the BIL authorized through September 30, 2026 and grant opportunities expected to continue, DRCOG seeks to extend the contract term with HDR one additional year (through December 31, 2025), and increase the budget by \$25,000 (to \$150,000). Additional budget is available through DRCOG's Fiscal Year 2024 and 2025 Unified Planning Work Program. Of the original \$125,000 budget, approximately \$21,000 remains, comprised of both unallocated funds from the master contract and unspent funds from three of the four task orders. With an increase of \$25,000 in budget authority, that would provide about \$46,000 for additional work under the contract in 2025.



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Action by others

None

Previous discussion/action

[April 19, 2023](#) – Finance and Budget Committee meeting

Recommendation

Move to adopt a resolution authorizing the Executive Director to modify the existing contract for on-call grant writing services to extend the contract term to December 31, 2025 and the authorized budget to \$150,000.

Attachment(s)

Draft resolution

For more information

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701; or Jacob Riger, Multimodal Transportation Planning Manager, Transportation Planning and Operations Division, at 303-480-6751 or jriger@drcog.org.

