















**REQUEST FOR PROPOSALS – PROFESSIONAL CONSULTING SERVICES IN GRANT WRITING RFP2018-51**

**PRICING INFORMATION**

Please note the following explanations regarding the information provided on the pricing form:

- (1) It is anticipated that the lump sum amount for consulting services would be treated like a retainer contract and would be billed in monthly increments of \$7,050.
- (2) Should the City wish to pursue a piecemeal pricing arrangement, the price per grant application will vary depending upon the level of effort required for the submittal. BRS can provide a work assignment proposal for every funding application identified for the City’s review and authorization prior to preparing an application.
- (3) Compensation as a percentage of a grant award is atypical for grant writing contracts. If the intent is to compensate for grant writing out of the awarded funding, please know that this is almost always an ineligible use of funding for most grants, particularly those awarded by state and federal agencies.
- (4) As a fourth alternative, BRS would be more than willing to consider invoicing on a time and materials basis using the following billing schedules:

<b>Position</b>	<b>BRS Key Personnel</b>	<b>Hourly Rate</b>
Principal	Leah Yasenchak	\$ 150
Professional Planner	Katie – Rose Imbriano	\$ 110
Staff Planners	Jennifer Walker	\$ 100
Grant Writers/Managers	Laura Burnham	\$ 95
<b>Position</b>	<b>Sustainable Strategies DC Personnel</b>	<b>Hourly Rate</b>
Principal	Andrew Seth Matthew Ward	\$ 200
<b>Position</b>	<b>Greener By Design Personnel</b>	<b>Hourly Rate</b>
Principal	Adam Zellner Chuck Feinberg	\$ 200

Rates for other staff can be provided as warranted by the grant assignment.





**BUDGET**



Below, please find the **lump sum** proposed budget for this project:

Budget		Description
	<b>Budget</b>	
<b>TOTAL</b>	<b>\$174,871</b>	
<b>PROJECT EXPENSE</b>		
<b>PERSONNEL</b>		
Principal Consultant	\$117,000	30 hours per week @ \$75 per hour X 52 weeks
Administrative Analyst - Part-Time	\$26,000	25 hours per week @ \$20 per hour X 52 weeks
Research Grant Coordinator - Part -Time	\$23,400	20 hours per week @\$45 per hour X 26 weeks
<b>Office Operations</b>		
Copy, print, reports, paper, pens, ink	\$2,600	\$50 per week X 52 weeks
Computer, internet, phone	\$1,811	\$34 per week X52
<b>TRAVEL</b>		
	\$2,860	\$0.55 per mile @ 40 miles X 130 trips
<b>MEETINGS</b>	\$1,200	\$100 per month X 12
<b>GRAND TOTAL</b>	<b>\$174,871</b>	