

August 31, 2023

Janet Pelayo
Community Services Manager
CITY OF GARDEN GROVE
11222 Acacia Parkway
Garden Grove, CA 92840

RE: Amendment - Proposal for Grant Assistance Services

Dear Ms. Pelayo,

Michael Baker International (Michael Baker) is pleased to submit an Amendment to this proposal to provide Grant Assistance and Technical Assistance to the City of Garden Grove’s (City) Community Services Department commencing on **August 1, 2023 through June 30, 2024**. It is our understanding, the City seeks support with the preparation of the Economic Development Initiative grant for the purpose of Community Project Funding referred to as the EDI grant which is a congressionally-directed grant. It is also our understanding that the Community Services Department seeks ongoing/on call Services as grant opportunities arise.

Michael Baker has established sound practices and standard procedures to maintain a high level of accuracy and productivity in grant management. Our staff possesses over 30 years of grant management and public administration experience. Further, our staff regularly attends workshops and training sponsored by the Department of Housing and Urban Development and the State to remain current with changing regulations, principles, and procedures. Michael Baker staff members are well qualified to provide the services being requested by the City of Garden Grove based on their educational background, career training, and work experience.

The Scope of Services is as follows:

1. General Grant, Technical Assistance and Set Up

- a) Assist the City of Garden Grove with the application for the receipt of grant funds.
- b) Prepare the environmental review for the project.
- c) Assist with oversight including administration, reporting and billing review.
- d) Provide technical assistance to staff with overall program administration.
- e) Provide Labor compliance services for the project

Project Team

Maria Gallegos, Project Manager will serve as Project Manager in this assignment. Brent Schleck, Environmental Planner will oversee the environmental review process. Sandra Lee, Labor Compliance Officer will perform all tasks associated with maintaining the files in accordance with federal and state guidelines.

Title	Hourly Rate
Project Manager	\$130.00
Environmental Planner	\$150.00
Associate Environmental Planner	\$120.00
Labor Compliance Officer	\$125.00

Fees

This Amended proposal will be based on time and materials at an amount not to exceed \$50,172.50. See task breakdown below.

Task	Fee
1. Grant Assistance	\$14,975
2. Environmental Assessment for three (3) parks	\$11,697.50
3. Labor Compliance Monitoring for three (3) park improvement projects	\$23,500
Total	\$50,172.50

We believe that the services being offered by Michael Baker will fulfill the City’s needs in an efficient, and cost-effective manner. We sincerely appreciate the opportunity to submit this proposal and look forward to continuing to assist the City of Garden Grove. If you have any questions regarding this proposal, please contact Damien Delany, at (562) 200-7177, or Ddelany@mbakerintl.com.

Sincerely,



William M. Hoose, AICP
Vice President