

From: [Hofmann, Wayne](#)
To: [Bryan Gillett](#)
Cc: [Maja Bolanowska](#)
Subject: RE: Questions regarding Proposal – MATS MIO Technical Assistance Program
Date: Monday, October 9, 2023 8:00:28 AM
Attachments: [MATS Contract Grant Writing-Clarification Responses.pdf](#)

Brian,

Thank you for the opportunity to clarify our RFP response. Responses to your questions are provided below in bolded text. We've also included a revised schedule, which is attached.

1. You have submitted a proposal that only covers one of the two projects included in the RFP (Project #1). Was this your intent, and why was this not disclosed in the cover letter?

No, we would be able to provide services for the Saginaw Road bridge project as indicated.

Our Transportation services group can provide all potential services associated with pre-development needed to develop a grant application. If it is determined to pursue the USDOT PROTECT Program, we would use a subcontractor, [ICF](#), to complete the Benefit-Cost Analysis (BCA). Although Wade Trim has experience conducting USDOT BCAs, this particular program lends more weight to disaster and climate resiliency, which is a key competency of ICF.

2. Your proposal seems non-specific regarding price for a significant portion of the work as indicated in the RFP. Can you clarify why you did not include a specific price or a not-to-exceed figure for this work element?

This was in part due to the misunderstanding further explained in our response to question 4. We do not feel that providing a "hard" price for each project and potential grants at this stage is viable, without a full understanding of what project information exists and what is the status of design, etc. of the projects described.

In general terms, we anticipate the following potential costs for the two projects outlined on pages 1-2:

- **Charging/Fueling**
 - **Pre-Development (site identification, public input, evaluation, future demand model, selection, cost estimating, equipment/vendor specification): \$15,000-\$30,000**
 - **CFI Grant Application: \$8,000 (this is based on last year's NOFO. Should the NOFO deviate significantly from the FY 2023 NOFO, this cost may change.)**
- **Saginaw Road Bridge**
 - **Pre-Development (project scoping, preliminary design/rendering, cost estimating, BCA): \$20,000-40,000**
 - **Federal Grant Application Development: \$8,000-15,000 (costs during this phase depend on the level of pre-development reached)**
 - **Subsequent grant applications: \$2,500-5,000 (amounts may be higher if RFP**

requirements deviate significantly from previous RFP responses)

3. What steps are involved in Site Identification and Data Collection? Can you clarify how you are referencing the CFI NOFO and related requirements early in the application development process, per the RFP intent?

Our CFI approach is based on our EV planning work for the City of Sterling Heights and Bay County, as well as work on the FY 2023 CFI RFP for the City of Ann Arbor. Our study for Bay County, which will be completed in October 2023, will be used to develop funding applications and earmark requests at the state and federal levels, including the 2024 CFI program.

Based on the anticipated grant cycle that may open as soon as early spring 2024, we recommend starting immediately to conduct public engagement activities and site prioritization through the winter month. This includes a review of available sites, utility investigation (power) and prioritization. Since we recently performed this process in Bay County, so we are ready to start quickly and with the same team.

4. Please clarify Exhibit F and explain why work tasks are included that appear to be unrelated (non-responsive) to the RFP intent? Furthermore, several tasks appear to be scheduled later than would be optimal, given an understanding of the RFP intent. Please refer to Section II, Item A in the RFP.

This was a misunderstanding based on other MIO RFPs. Other RFPs have requested services similar to those in Section I: Project Background, but including all-encompassing services that identify other state and federal grants beyond than those in listed on pages 1-2. This is a very similar approach to our FundingScout services provide to clients profiled in the proposal. We provided a cost based on two-years of providing such services.

Please see our response to question 5 for a schedule based solely on the two projects noted in the proposal.

5. The Grants Schedule on Page 4 is not reflective of, nor does it mention, Tasks 1, 2, and 3 on the previous pages. Why is this? Please provide a revised Grants Schedule reflective of this.

Simplified schedules are provided in the attached document.

6. Why is there no time allotted for i.e. Exhibit A “Develop budget and identify matching sources” and “Solicit general letters of support from stakeholders”?

This was an omission on final formatting of our schedule.

Ideally, budgets and identification of matching sources occurs prior to the grant cycle opening.

Soliciting letters of support from stakeholders can occur prior to the grant cycle opening, although receiving letters from legislators can happen up to the date of the deadline.

-Cheers,
Wayne

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COORDINATION SCHEDULE Project Coordination, Meetings, and Reporting

	2023		2024											
	N	D	J	F	M	A	M	J	J	A	S	O	N	
TASK 1: Establish Project Team and Duties														
Kickoff Meeting		█												
TASK 2: Grant Identification and Project Management														
Bi-Monthly Progress Meetings			█		█			█		█		█		
Quarterly Reporting (Action Items, Grant Progress, Contract Status)				█				█			█			
State Budget Review								█	█					
Federal Budget Review										█	█	█	█	

TASK 3: Grant Writing/Administration

	2023				2024																											
	November				December				January				February				March				April				May				June			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Site Identification/Data Collection/Public Engagement/Cost Estimates	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█												
Anticipated NOFO Release																																
Draft Narrative Complete																																
Client Review of Narrative																																
Final Internal Review of Narrative																																
Submission Via grants.gov/ValidEval																																
Anticipated Grant Deadline																																

	2023				2024																																			
	November				December				January				February				March				April				May				June				July				August			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
Project scoping, preliminary design/rendering, cost estimating	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█																				
Benefit-Cost Analysis																																								
PROTECT GRANT Anticipated NOFO Release																																								
Draft Narrative Complete																																								
Client Review of Narrative																																								
Final Internal Review of Narrative																																								
Submission Via grants.gov/ValidEval																																								
Anticipated Grant Deadline																																								
RURAL SURFACE TRANSPORTATION GRANT Anticipated NOFO Release																																								
Draft Narrative Complete																																								
Client Review of Narrative																																								
Final Internal Review of Narrative																																								
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