



Michigan Infrastructure Office Technical  
Assistance (Grant Writing)  
**MIDLAND AREA TRANSPORTATION STUDY**





**Wade Trim, Inc.**

1403 S. Valley Center Drive • Bay City, MI 48706 • 989.686.3100  
800.482.2864 • www.wadetrim.com

September 28, 2028

Maja Bolanowska  
Midland Area Transportation Study  
220 W. Ellsworth Street  
Suite 326  
Midland, MI 48640

Re: REQUEST FOR PROPOSALS (RFP) FOR THE MICHIGAN INFRASTRUCTURE OFFICE TECHNICAL ASSISTANCE PROGRAM

Dear Maja Bolanowska:

With unprecedented state and federal funding opportunities, a proactive approach to identifying and pursuing grants is critical for communities seeking financial assistance for capital and community development initiatives. Wade Trim is excited to present our FundingScout approach as a potential solution for the technical assistance services being sought by the Midland Area Transportation Study (MATS).

Our team will be led by Wayne Hofmann, who brings over 17 years of federal, state, and private funding experience providing grant writing services, primarily for Michigan clients. Wayne is Wade Trim's Client Funding Director and is responsible for helping clients target and secure funding for projects. He will personally direct this effort and is based in our Bay City office.

Our team provides a unique mix of experience pursuing federal funding, knowledge of state and federal funding budget processes, and technical expertise to complete competitive grant applications. Our team of technical experts in engineering, planning, and community development disciplines offers the following unique benefits to MATS:

**EV CHARGING EXPERIENCE** | Wade Trim has practical experience in the planning and design of EV Charging Stations, including planning activities to position for Federal funding. Our team is currently performing an EV charging study for Bay County and completed a similar study for the City of Sterling Heights in 2022.

We recently assisted the City of Ann Arbor submit a \$3.5 million grant application for the first grant cycle of the USDOT Charging and Fueling Infrastructure Program. Additionally, our design team has provided site selection and EV charging system design for the Ford Motor Company and City of Cleveland Water Department.

**MIDEAL QUALIFIED FIRM** | Wade Trim holds a MIDEAL contract with the State of Michigan Department of Management and Budget, making our firm eligible to provide Michigan Infrastructure Office Technical Assistance. We also hold many MDOT road and bridge design prequalifications. Our current MIDEAL agreement is included as an attachment to this proposal.

**FUNDINGSCOUT** | Wade Trim has developed a specialized approach to position our clients for federal and state grants, appropriations and other sources of infrastructure funding. We identify these opportunities to before they become grant applications so we can proactively and collaboratively develop competitive projects and proposals. Our ongoing FundingScout services are an eligible use of Michigan Infrastructure Office funding and align well with tasks identified in the proposal.

Clients that utilize our continuing FundingScout services include:

- City of Saginaw, MI
- City of Dearborn Heights, MI
- City of Ann Arbor, MI
- Ann Arbor Downtown Development Authority, MI
- City of Sterling Heights, MI
- Van Buren Township DDA, MI
- MBS International Airport Commission, MI
- Hillsborough County, FL

**PROJECT AREA KNOWLEDGE** | Our project manager, Wayne Hofmann, served as lead grant writer responsible for obtaining over \$500,000 for the reconstruction of the Saginaw Road Streetscape in th Village of Sanford. He is eager to once again assist the village and other communities served by MATS identify, attract, and obtain funding for infrastructure needs.

We are excited to provide an experienced team of professionals who will work under a local leader to deliver services that meet or exceed your expectations. Wade Trim strives to create long-term relationships with our clients and the communities where we work. We look forward to the opportunity to discuss our proposal and your funding needs.

Please contact Wayne Hofmann at [whofmann@wadetrim.com](mailto:whofmann@wadetrim.com) or 989.529.2913 with any questions about this proposal.

Respectfully Submitted,  
Wade Trim



Wayne Hofmann  
Client Funding Director



Rebecca Smith, PE  
Senior Vice President

*Project Manager*  
989.529.2913  
[whofmann@wadetrim.com](mailto:whofmann@wadetrim.com)

*Authorized Negotiator*  
810.255.5555  
[rsmith@wadetrim.com](mailto:rsmith@wadetrim.com)



During the development of this proposal, we maximized the use of recycled and recyclable materials to reduce waste. 

# CONTENTS

---

## SECTION A

<b>PROPOSED WORK PLAN</b> .....	1
Task 1: Establish Project Team Duties .....	2
Task 2: Grant Identification/Project Management Cumulative Federal Grant Experience .....	2
Task 3: Grant Writing/Administration .....	3
Schedules .....	3

---

## SECTION B

<b>PAST INVOLVEMENT WITH FEDERAL GRANT APPLICATIONS</b> .....	5
---	---

---

## SECTION C

<b>PROFESSIONAL QUALIFICATIONS</b> .....	6
Firm Overview .....	6
The Wade Trim Team .....	7
Personnel .....	8
<b>Project Profile: Wyandotte Downtown Development Authority Capital Improvement Plan Funding</b> .....	11
<b>Project Profile: Sterling Heights FundingScout Services</b> .....	12
<b>Project Profile: City of Dearborn Heights FundingScout</b> .....	13
<b>Project Profile: Van Buren Township Downtown Development Authority</b> .....	14

---

## SECTION D

<b>FEE PROPOSAL</b> .....	15
---------------------------	----

---

## SECTION E

<b>AUTHORIZED NEGOTIATOR</b> .....	17
------------------------------------	----

---

## EXHIBITS

<b>Exhibit A   Grant Schedule for FY 2024 USDOT Charging and Fueling Infrastructure Program</b> .....	4
<b>Exhibit B   Schedule for Project Coordination, Meetings and Reporting</b> .....	4
<b>Exhibit C   Selected Wade Trim Team Funding Experience</b> .....	5
<b>Exhibit D   Team Organization Chart</b> .....	7
<b>Exhibit E   Hourly Rates and Roles for Selected Staff</b> .....	16
<b>Exhibit F   Estimated Fees</b> .....	16

---

## ATTACHMENTS

Wade Trim MiDeal Contract

*While there are many consultants who write grants well, we know the importance of knowing how to grant seek! Wade Trim starts by tracking federal and state budgets to identify funding programs before they result in grant applications. Providing this information to clients can help them make more informed planning decisions, resulting in more fundable projects and initiatives.*

*With our firm's technical depth, we're able to provide the industry expertise, project approach, and graphic communications to develop a great grant application. Our professionals routinely develop or make contributions to grant applications.*



## SECTION A

# PROPOSED WORK PLAN

Our work plan is divided into the three task areas outlined in the RFP. These tasks align well with our FundingScout approach, which assists clients in the identification of funding sources, evaluation of project compatibilities, positioning strategies, grant pursuit, and performance within grant agreements. Our services can be modified to best meet the needs and budget of the Midland Area Transportation Study.

## Task 1: Establish Project Team and Duties

We understand that the Midland Area Transportation Study (MATS) is seeking grant identification and writing assistance. As a multi-agency committee representing multiple road commissions, municipalities, and agencies, MATS' and its members have varying capacity and experience to contribute or participate in planning, design, and technical activities to support pursuit of federal and state funding.

Accordingly, we propose to conduct an evaluation and gap analysis of existing proficiencies of MATS members. This will enable our team to identify existing strengths and weaknesses within each department, as well as evaluate each departments' capacity to contribute to project scoping, a key component of successful grant development. An equally important aspect to assess is staff experience and capacity for grant administration.

We recommend establishing a regular meeting schedule with key MATS staff and/or committee members. Typically, meetings should be held at a minimum quarterly and no more frequent than every-other-month. This allows for consideration of upcoming grant opportunities on a 3-6 month horizon, as well as the opportunity to share updates from federal and state budgets.

Meetings typically last no more than 2 hours and can be designed as workshops or informative, at the discretion of the client. These meetings serve as an opportunity

for clients to learn about upcoming grants or funding and set an agenda to approve completion of grant applications or planning activities needed in advance of grant cycles. Wade Trim records action items identified at each meeting and will follow up with meeting minutes.

## Task 2: Grant Identification/Project Management

Our FundingScout approach aims to position you for success long before the grant application cycle opens. Other forms of public support, such as congressional project appropriations (earmarks), cooperative agreements, and discretionary agency funds can be very helpful in meeting community objectives.

Another important component of the preparing competitive grant applications is ensuring projects and programs are adequately planned or scoped before the opening of the grant cycle. Many grant applications require a level of preliminary design or development to be competitive. For instance, project applications for the USDOT RAISE program require completion of a Benefit-Cost Analysis (BCA).

Our team will be able to provide the technical expertise needed to advance the project design or scope to an appropriate level, and provide additional BCA, if needed. Wade Trim provides project management and civil engineering services for MDOT, County Road Commissions, and municipalities across the state and we are well placed to provide responsive services.

## FUNDINGSCOUT APPROACH

### 1 EVALUATION

- ✓ Gap Analysis
- ✓ Priorities
- ✓ Scheduling

### 2 IDENTIFICATION

- ✓ Legislation/Budgets
- ✓ Rule Making
- ✓ Philanthropy/Private

### 3 STRATEGY

- ✓ Scoping and Design
- ✓ Leveraging Funding
- ✓ Value-added Funding

### 4 PURSUIT

- ✓ Grant writing
- ✓ Marketing
- ✓ Advocacy (earmarks)

### 5 PERFORMANCE

- ✓ Grant Administration
- ✓ Reporting
- ✓ Compliance

*Our team follows this five phase process to deliver grant writing services to our clients.*

For existing programs, we review past application guidelines provides a basis to collect information and develop project scopes. If practical, we also identify roles and responsibilities ahead of grant applications to secure all internal approvals and the get the team ready and working on the grant applications as soon as the grant cycle opens. For new grant programs, we review authorizing legislation before grant guidelines are issued to provide clients an edge in planning projects.

We also use the Strategy Phase to evaluate risk. Some grant opportunities are accompanied by administrative and reporting requirements or prohibitive compliance regulations, especially those received directly from the Federal government. It is important to acknowledge and review the implications of such risks before submitting grant applications. In most cases, risk mitigation can be achieved with a thorough review of funding source requirements and proactive preparation to make sure departments have adequate administrative resources allocated as part of the project approach.

### TASK 3: Grant Writing/ Administration

We believe that prior preparation will put the entire team in a better position to succeed. Our efforts in the first two tasks are intended to make the Pursuit Phase, when the team develops grant applications and responds to critical deadlines, as smooth as possible. When a grant opportunity is identified as a “go,” Wade Trim will discuss anticipated needs with the respective stakeholders. During the grant application phase, Wade Trim will be responsible for advancing the application to completion and facilitating quality reviews among the team according to the prescribed timeline.

In some cases, the Pursuit Phase may not involve grant applications at all. Preliminary advocacy can help get your projects and initiatives noticed in the halls of Congress. One of the keys is providing concise and clear communications on priority projects and their impacts. We combine our technical expertise with communications and graphic design experts to develop attractive, persuasive documents that support outreach efforts.

Often overlooked, the period after a grant is awarded is the most important to an awardee’s long-term success. Grant performance requirements can range from simply recognizing the funder in a press release to full reporting of activities supported by the grant including financial, procurement compliance, vendor performance, and post-implementation evaluation. Demonstrating that the applicant has the capacity and aptitude to properly perform the activities outlined in a grant agreement is critical to facilitating prompt grant payment and future opportunities with the funding source. If necessary, Wade Trim can provide grant administration services if applicants do not have the capability or capacity to provide themselves.

If the extent of grant administration, compliance, and reporting activities are known prior to submitting a grant, those cost can be included within the project approach and budget (if allowed). Identifying those responsible for each required task in a grant application is often required, yet can provide a differentiator when applications do not require such information. For each grant, our team will collaborate with MATS and the formal applicant responsible for performing the project(s) outlined in the grant application.

It is important that those responsible for project implementation, whether the applicant, sub-grantee, MATS, or contractors, are aware of the data required to fulfill reporting requirements. Project-level reporting, such as documenting project progress, evaluating outcomes, and accounting for expenditures, should be assigned to the entity responsible for expending grant funds and incorporated into the project/program delivery.

### Schedules

**GRANT SCHEDULE** | This graphic provides a timeline and sequence of tasks for a typical grant application. The USDOT Charging and Fueling Program is used as an example.

**CONTRACT SCHEDULE** | This graphic outlines our approach to project coordination and meetings throughout our engagement. We are assuming a two-year term for purposes of illustrating this schedule.



## SECTION B

# PAST INVOLVEMENT IN FEDERAL GRANT APPLICATIONS

Wade Trim positions infrastructure and community development funding as a key objective of general engineering contracts. Since 1990, Wade Trim has obtained more than \$900 million in grant and loan funding for our municipal clients to complete public infrastructure and economic development projects in the state of Michigan. We have worked to gain a strong understanding of the grant programs and have built relationships with agency staff so that submitted applications are complete, clear, concise, and have a strong likelihood of receiving funding. Recent federal grants are included in Wayne Hofmann's resume on page 8 and Wade Trim's cumulative experience is shown below in **Exhibit C**.

As community leaders struggle to stretch their local revenues to maintain services for their constituents, outside funding sources at the federal and state levels are being targeted to supplement capital budgets. Through our FundingScout process, Wade Trim helps municipalities and regional agencies secure project funding, such as grants and loans, to implement infrastructure projects.

### EXHIBIT C

## SELECTED WADE TRIM TEAM FUNDING EXPERIENCE

### Federal Funding

- USDOT Safe Streets and Roads for All
- USDOT Charging and Fueling Infrastructure Program
- USDOT Neighborhood Access and Equity Program
- FEMA Hazard/Flood Mitigation Grants
- FHWA Highway Improvement Program (earmarks)
- Dept. of Defense Community Infrastructure Program
- Economic Development Administration Public Works Grants
- Department of Energy Grid Resilience and Innovation Partnership
- Community Development Block Grants
- Community Development Block Grants - Disaster Recovery
- HUD Economic Development Initiatives
- EPA Water Infrastructure Finance and Innovation Act (WIFIA)
- EPA SRF State and Tribal Grants

### State and Private Funding

- Michigan Transportation Economic Development Fund Community Development Block Grant
- Michigan Enhancement Grants
- MDOT Transportation Enhancement Program
- MDOT Critical Bridge
- MDOT Safety Funds
- MI-EGLE Clean Water State Revolving Loan Fund
- MI-EGLE Drinking Water State Revolving Loan Fund
- MI-EGLE Sewer/Drinking Water Asset Management Grants
- MI-EGLE Coastal Zone Management
- MI-EGLE Sewer Asset Management Grant
- MDNR Land and Water Conservation Fund
- Strosacker Foundation
- Herbert H. and Grace A. Dow Foundation
- Midland Area Community Foundation

## SECTION C

# PROFESSIONAL QUALIFICATIONS

Wade Trim's long legacy as a municipal consultant has always included connecting clients with federal and state funding opportunities. However, our approach has taken great leaps forward over the past two decades.

As federal and state programs have expanded, we have increased our resources dedicated to providing the latest in funding information to our staff and clients. We also focus on emergent private sector and philanthropic funding, areas often overlooked by our competitors.

## Firm Overview

### Wade Trim

Wade Trim, an employee-owned, privately held corporation and Detroit-headquartered firm, was established in southeast Michigan in 1926. We are a full-service consulting engineering firm with over 700 professionals and support staff. Wade Trim currently has 19 offices in 9 states with 7 of those offices located in Michigan. Our customer base includes local and regional governments and utilities, commercial entities, and gas and electric distribution companies.

Wade Trim will be responsible coordinating with MATS to identify funding opportunities and assigning tasks internally to complete grant applications and project communications. We will also lead development of Federal and State grant applications.

### SERVICES PROVIDED FROM

Services for the Midland Area Transportation Study will be provided from the following offices:

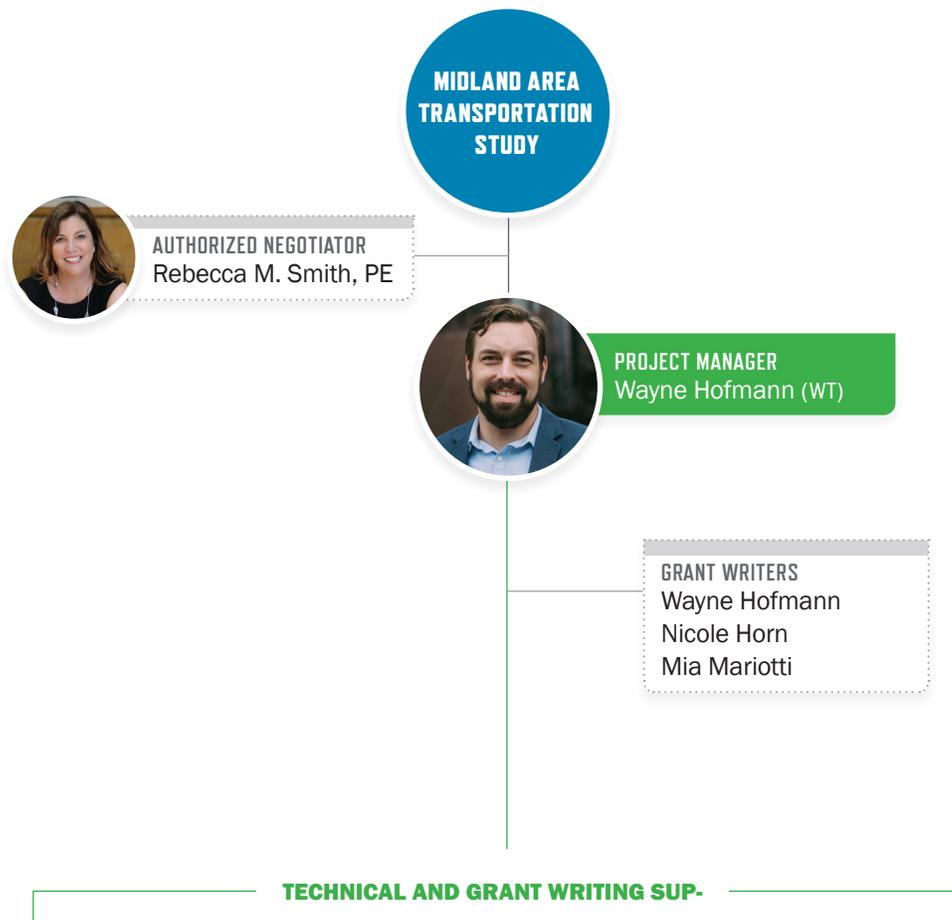
**Wade Trim**  
1403 S. Valley Center Drive  
Bay City, MI 48706  
989.686.3100

## The Wade Trim Team

Wade Trim work directly with MATS to identify, evaluate, and recommend action on federal, state, and other potential funding sources. In addition to those team members presented in this proposal, Wade Trim has dozens of marketing professionals, engineers, community planners, and landscape architects all experienced in developing or supporting the technical development of grant applications.

While strength is an important quality, agility is also key. As funding opportunities are identified, our team’s depth provides the ability to quickly assign grant writing and administration tasks that may be needed by MATS. We also work to find the most efficient and cost effective ways to complete grant applications by optimizing collaboration with clients. The collective strengths of our team is demonstrated in this section.

### EXHIBIT D TEAM ORGANIZATION CHART



Katie Dennis, PLA  
Carly Keough, AICP  
Scot Lautzenheiser, PLA

Arthur Mullen  
Robert R. Breen PE  
Lori Pawlik, PTOE, PE

David Richards, PLA  
Charles Smith, AICP  
Adam Young, AICP



For clients seeking to strengthen their approach to access federal, state, and private funding, FundingScout can be a difference maker. Our process matches our clients’ capital improvement and community development needs with emerging funding sources. Alternative financing tools, such as tax increment financing, tax credits, and public-private partnerships are also considered. Through FundingScout, we provide customized advice to pursue and obtain external funding.

When new funding opportunities arise, we utilize internal communications to disseminate information to our project managers and client services manager quickly, so they can counsel clients and position for emerging funding opportunities. Wade Trim also provides training to our staff on how to connect client needs with funding, identify conventional and unconventional funding sources, and build skills to help obtain funding through grant writing or persuasive communication.

This service is an excellent resource when paired with capital improvement programs, allowing us to plan ahead by matching planned projects with funding sources. We also provide analysis and insight into other financing tools, such as tax increment financing, tax credits, and public-private partnerships.

## Wayne Hofmann

PROJECT MANAGER



*“We developed FundingScout to help communities proactively pursue funding to support their capital needs and community development initiatives. I get great satisfaction working with community leaders and officials in reaching for their goals and objectives.”*

### ABOUT WAYNE

Wayne brings a broad understanding of federal, state, and private funding sources and has secured grants and loans for municipalities, organizations, and businesses. Wayne currently serves as Client Funding Director where he leads Wade Trim’s efforts to help clients target and secure funding for infrastructure projects. This begins with reviewing federal and state budget and legislation to understand where money is flowing and networking with the agency personnel to learn about how funding will be distributed.

Leading our process known as FundingScout, Wayne helps our staff members and clients monitor, evaluate, and apply our expertise on emerging and existing funding sources. Wayne is also adept at developing communications and facilitation public management activities.

**17** YEARS OF FUNDING EXPERIENCE WITH MUNICIPAL CLIENTS

### KEY QUALIFICATIONS

- Works with clients to develop a comprehensive plan to fund projects from start to finish
- Develops effective funding strategies acknowledging that a project must be designed to meet the goals and objectives of prospective funding sources
- Engages stakeholders and project designers to develop projects that can successfully compete for grants and low-interest loans

### SELECTED FUNDING PROJECT EXPERIENCE

CLIENT/COMMUNITY	PROJECT NAME	AGENCY	AWARD AMOUNT
Pinellas County, FL	Mobile Home Septic-to-Sewer Program	FDEP	\$10,000,000
Buena Vista Twp, MI	Sanitary Sewer Improvements	USDA-Rural Development	\$9,000,000
SVRC Industries, Inc.	Saginaw News Building Renovation	US National Park Service	\$2,500,000
Harrison Township, MI	Prentiss Sanitary Pump Station	Department of Defense	\$1,093,000
Taylor, MI	Trolley East Industrial Park	US EDA	\$1,400,000
Wyandotte, MI	East Alley Improvements	MEDC	\$1,000,000
Sanford, MI	Saginaw Road Resurfacing	MDOT TAP	\$538,000
Sterling Heights, MI	Sterling Heights Urban Reforestry Initiative	USDA/US Forest Service	\$500,000
Sterling Heights, MI	Safe Streets and Roads for All Action Plan	USDOT	\$500,000
Van Buren Twp, MI	Safe Streets and Roads for All Action Plan	USDOT	\$384,900
Dearborn Heights, MI	City-Wide Stormwater Master Plan	FEMA HGMP	\$320,000
Sanford, MI	Saginaw Road Streetscape Enhancement	Private Foundation Support	\$194,777



---

**NICOLE HORN** | As a grant writer for Wade Trim, Nicole leads the development of grant applications and technical submission of grant documents for our clients. A graduate of SVSU, she has experience supporting grant applications through the development of visual communication and renderings, research, and analysis for public and private sector projects. Nicole is based in our Bay City office.



---

**MIA MARIOTTI** | A trained engineer, Mia Mariotti is a grant writer with experience in the development of project plans and executing funding administration activities for water and sewer grant/loan programs in multiple states. She has practical engineering experience working on stormwater and wastewater treatment, distribution, and collection systems for the City of New York City and City of Cleveland.



---

**CARLY KEOUGH, AICP** | Carly is a community planner who uses data and GIS applications to create compelling cases within grant applications, master plans, and other communications. In addition to contributing to many grant applications, she is versed in the preparation of Environmental Reviews.



---

**SCOT LAUTZENHEISER, PLA** | Scot has a diverse background in public and private sector projects that involve site planning and design, parks and recreation, trail and bikeway planning. He often contributes to the development of grant applications by providing narratives, graphics, and maintenance/operation plans for a wide variety of public projects. .



---

**KATIE DENNIS, PLA** | As a landscape architect with experience in site planning and design, Katie contributes to grants through the development of visual communication and renderings, and research analysis for public and private sector projects. She specializes in sustainable and ecological design and is proficient in the Adobe Creative Suite, Trimble Sketchup, ArcGIS and ESRI, and AutoCAD software applications.



---

**ARTHUR MULLEN** | Arthur's experience includes permitting, urban and master planning, parks and recreation planning, and grant writing/administration for municipal clients. He is also qualified as a historian and architectural historian. Arthur utilizes technology to update permit processing that enable inspectors to work efficiently from the field. His unique background and qualifications allow him to provide support for projects requiring review by the State Historic Preservation Office (SHPO).



---

**ROBERT BREEN, PE** | Bob is Wade Trim’s Senior Bridge Engineer with over 40 years of experience. During that time, He has also been involved in the structural engineering and project management for recreational facilities including pedestrian bridges, boardwalks, fishing piers, and small marinas. He has provide design services for over 80 MDOT interstate and local agency bridges throughout the State of Michigan.



---

**LORI PAWLIK, PTOE, PE** | Lori brings a wealth of experience in traffic engineering, including knowing how to collect and interpret traffic data, designing safety improvements, and developing effective maintenance of traffic plans. She is experienced developing traffic operations and safety investigation narratives to support case statements within transportation grant applications.



---

**DAVID RICHARDS, PLA** | David is a landscape architect who brings a strong sense of creativity to develop digital and drawn renderings for visualization. Having studied in many places around the world, his sense of landscape and culture can bring new perspectives to the table in conveying project impacts in written and graphic form.



---

**CHARLES SMITH, AICP** | An Ann Arbor resident, “Chip” brings 22 years of experience delivering urban planning and community development services to municipalities and leading efforts to provide for a sustainable future. He effectively involves stakeholders in developing master plans that reflect the community’s image and objectives, which can be helpful for use in persuasive grant applications.



---

**ADAM YOUNG, AICP** | Adam is committed to improving the quality of life within a community through a responsible and creative approach to the management of land and resources. He has over 20 years of experience in capital improvement planning, public engagement and zoning, and understands the myriad of issues and challenges facing communities within Michigan. He has experience developing dozens of successful grant applications during his career.

SECTION B | PAST INVOLVEMENT WITH SIMILAR PROJECTS



Wyandotte, a community in Downriver Detroit, is seeking to transition from an industrial base to a destination for hospitality and commerce. The Downtown Development Authority (DDA) sought to optimize use of the public spaces throughout their downtown, including public alleys and spaces between surface parking lots.

The DDA hired Wade Trim to develop a funding plan for downtown capital improvements aimed at beautifying public spaces, improving infrastructure conditions and function, and evaluating the implementation of green infrastructure.

Wyandotte Downtown Development Authority

## Capital Improvement Plan Funding Assistance

*In addition to our funding assistance and grant writing, Wade Trim provided preliminary design, cost estimating, and facilitated public engagement on behalf of the Wyandotte DDA.*

The Wyandotte DDA is pursuing federal and state funding to support a \$13 million capital improvement program to transform its public spaces. Wade Trim developed a funding plan that considered dozens of sources, including DDA and Brownfield TIF revenues for public improvements.

The project included developing future revenue projections for capital expenditures for the DDA, which will be key to providing matching and leveraging funding for capital program initiatives. To date, Wade Trim has assisted Wyandotte obtain nearly \$5 million in project grants.

- Joe Gruber
- Executive Director
- Wyandotte DDA
- 3200 Biddle Avenue, Suite 300
- Wyandotte, MI 48192
- 734.818.9438



*Despite having success attracting federal and state funding in the past, the City of Sterling Heights sought a more proactive approach to planning and pursuing grants to support community initiatives. The City called on Wade Trim, who had already provided specialized community development and recreation planning services to the community, to provide FundingScout services across the City's departments.*

*Paired with the City's Federal Lobbyist, Hanka Advisor, City leadership gained enhanced tools to plan capital projects, community development initiatives, and investigate all avenues of potential funding.*

■ City of Sterling Heights

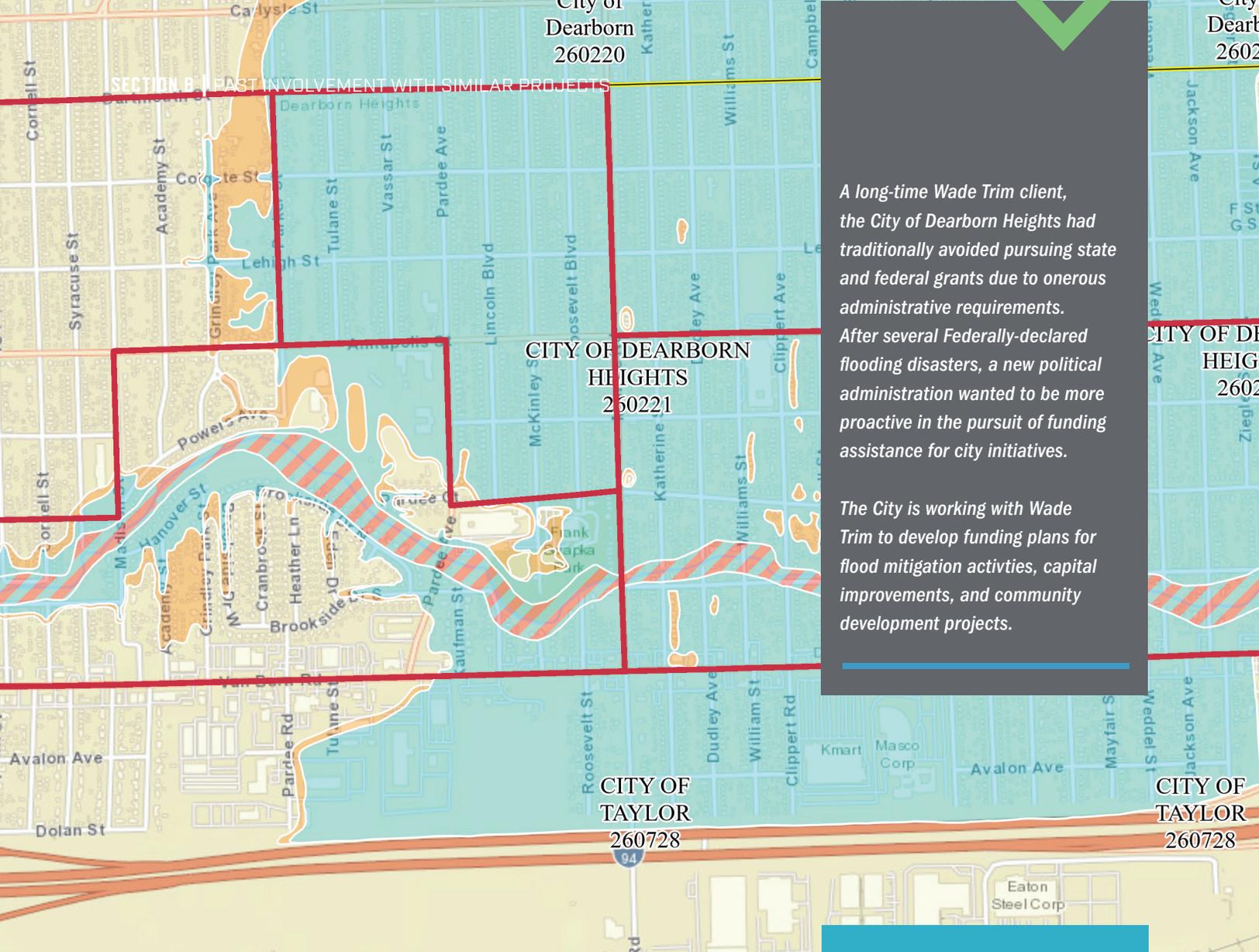
## FundingScout Services

*Working with the City's Administrator and Finance and Budget Director, Wade Trim provides consulting and grant writing across eight City departments.*

Wade Trim works with the City of Sterling Heights departmental leadership to obtain grants, technical assistance, and low-interest forms of financing to support the City's capital and community development needs. Department workshops are held quarterly to review new grant opportunities, create action items, and track progress of open grant applications or funding efforts. Wade Trim also performed an EV Charging Study for the City, which was funded by a SEMCOG Planning Assistance grant.

Our services have resulted in over \$1 million in federal grant funding since beginning our relationship, including a USDOT Safe Streets and Roads for All Action Planning grant and USDA Community and Urban Forestry Grant.

- Jennifer Varney
- Finance and Budget Director
- City of Sterling Heights
- 40555 Utica Road
- Sterling Heights, MI 48313
- 586-446-2302



SECTION B | PAST INVOLVEMENT WITH SIMILAR PROJECTS

City of Dearborn  
260220

CITY OF DEARBORN HEIGHTS  
260221

CITY OF TAYLOR  
260728

CITY OF TAYLOR  
260728

A long-time Wade Trim client, the City of Dearborn Heights had traditionally avoided pursuing state and federal grants due to onerous administrative requirements. After several Federally-declared flooding disasters, a new political administration wanted to be more proactive in the pursuit of funding assistance for city initiatives.

The City is working with Wade Trim to develop funding plans for flood mitigation activities, capital improvements, and community development projects.

City of Dearborn Heights

## FundingScout Services

*In less than one year working with Wade Trim to pursue grants through FundingScout, nearly \$4 million has been awarded to the City.*

With repetitive losses from flooding disasters along the Ecorse Creek and Rouge River, the City of Dearborn Heights sought the assistance of Wade Trim to position for and pursue federal and state funding. In addition to grant identifying and writing services, Wade Trim is also assisting the City develop an engagement strategy to position for federal earmarks, with four currently being considered in committee. .

As the City's Engineering consultant, Wade Trim also assists the City with scope development, cost estimates, and preliminary design for projects that require such a level of development to be competitive for grants.

- █ Mariana Hernandez
- █ Mayor's Chief of Staff
- █ City of Dearborn Heights
- █ 6045 Fenton Street
- █ Dearborn Heights, MI 48127
- █ 313.791.3400



*A long-time Wade Trim client, success finding Van Buren Township funding is demonstrated by the fact that for every \$1 in fees paid to Wade Trim the firm has help the Township receive \$.75 in grant funding.*

*This history of success made Wade Trim a natural choice to assist the Van Buren DDA navigate funding in support of its Capital Improvement Program, which focused on traffic and safety improvements and recapitalizing aging infrastructure. Wade Trim also helps the DDA navigate coordination with other agencies like Wayne County and SEMCOG.*

■ Van Buren Township Downtown Development Authority

## FundingScout Services

*Having developed the DDA's Capital Improvement Plan, Wade Trim was called upon to provide FundingScout services in support of plan implementation.*

Created in 1993, the Van Buren Township DDA has invested in assets to enhance commercial corridors and address traffic, safety, and non-motorized connectivity issues for nearly 30 years. With the DDA's initial investments reaching the end of their useful lives and the Township dealing with increased traffic volumes due to residential growth, the DDA identified over \$30 million in improvements needed over the next 10 years.

Successful grants obtained for the DDA include a USDOT Safe Streets and Roads for All Action Planning grant and a SEMCOG Planning Assistance Program grant. Wade Trim also assisted the DDA submit an earmark request through the US House of Representative for the reconstruction of Belleville Road, which is currently being considered in committee.

- Merrie Coburn
- DDA Director
- Van Buren Township DDA
- 10151 Belleville Road
- Van Buren Township, MI 48111
- 734.699.8900 x9201



## SECTION 4

# FEE PROPOSAL

Wade Trim's proposed fee structure is provided on the following page. Hourly rates for selected staff are provided. Please note that other staff are available to provide services beyond those proposed herein.

An estimated fee breakdown is provided based on the tasks outlined in the RFP.

**SECTION 4**

**EXHIBIT E** Hourly Rates and Roles for Selected Staff

NAME/TITLE	CLASSIFICATION	ROLE	HOURLY RATE
Wayne Hofmann Client Funding Director	Project Specialist III/Manager	<ul style="list-style-type: none"> <li>▪Project management</li> <li>▪Meeting coordination</li> <li>▪Stakeholder engagement</li> <li>▪Research</li> <li>▪Legislative analysis</li> <li>▪Grant writing</li> </ul>	\$200
Nicole Horn Grant Writer	Project Aide II	<ul style="list-style-type: none"> <li>▪Grant writing</li> <li>▪Research/data collection</li> </ul>	\$95
Mia Mariotti Grant Writer/Engineer	Engineer III	<ul style="list-style-type: none"> <li>▪Grant writing</li> <li>▪Research/data collection</li> </ul>	\$135
Katie Dennis, PLA	Professional Landscape Architect II	<ul style="list-style-type: none"> <li>▪Renderings/graphic support</li> <li>▪Stakeholder engagement</li> </ul>	\$125
Carly Keough, AICP Professional Planner	Professional Planner I	<ul style="list-style-type: none"> <li>▪Contributing grant writer</li> <li>▪Impact statements</li> </ul>	\$110
Scot Lautzenheiser, PLA Landscape Architecture Lead	Senior Professional	<ul style="list-style-type: none"> <li>▪Project scoping</li> <li>▪Renderings/graphic support</li> </ul>	\$215
Arthur Mullen	Professional Planner III	<ul style="list-style-type: none"> <li>▪Contributing grant writer</li> </ul>	\$155
Robert R. Breen, PE	Senior Professional	<ul style="list-style-type: none"> <li>▪Bridge scoping/preliminary engineering</li> <li>▪Benefit-cost analysis</li> <li>▪Cost estimating</li> </ul>	\$215
Lori Pawlik, PTOE, PE	Senior Professional	<ul style="list-style-type: none"> <li>▪Project scoping</li> <li>▪Traffic analysis</li> </ul>	\$215
David Richard, PLA	Professional Landscape Architect II	<ul style="list-style-type: none"> <li>▪Renderings/graphic support</li> </ul>	\$125
Charles Smith, AICP	Professional Planner V	<ul style="list-style-type: none"> <li>▪Contributing grant writer</li> <li>▪Impact statements</li> <li>▪Stakeholder engagement</li> </ul>	\$190
Adam Young, AICP	Professional Planner V	<ul style="list-style-type: none"> <li>▪Contributing grant writer</li> <li>▪Impact statements</li> <li>▪Stakeholder engagement</li> </ul>	\$190

**EXHIBIT F** Estimated Fees

RFP TASKS	TASKS	TOTALS	NOTES
Task 1: Establish Team and Duties	<ul style="list-style-type: none"> <li>▪Facilitate initial kickoff meeting</li> <li>▪Conduct gap assessment for agency partners for grant support/administration capacity</li> </ul>	\$3,500*	*Deduct \$1,500 without gap assessment
Task 2: Grant Identification/Project Management (Two-Years)	<ul style="list-style-type: none"> <li>▪Bi-Monthly Progress Meetings</li> <li>▪Grants Research and Legislative Analysis</li> <li>▪Quarterly Reporting</li> <li>▪Annual overviews of State and Federal Budgets</li> </ul>	\$28,500**	**Deduct \$4,000 if only quarterly meetings.
Task 3: Grant Writing and Grant Administration	<ul style="list-style-type: none"> <li>▪Project scoping assistance</li> <li>▪Grant writing</li> <li>▪Grant administration activities</li> </ul>	Task Order Basis	We propose to establish costs on a grant-to-grant, task order basis based on anticipated effort required.
	<b>TOTAL</b>	\$32,000	



## SECTION 5

# AUTHORIZED NEGOTIATOR

Wade Trim's authorized negotiator is Rebecca Smith, PE, a Senior Vice President and Market Segment Lead for our Community Design group. She is an authorized contract signer for the company and will work with Wayne Hofmann to develop a final contract that meets the needs of MATS.

Rebecca Smith, PE  
810.255.5555  
rsmith@wadetrim.com

Wayne Hofmann  
989.529.2913  
whofmann@wadetrim.com

## SECTION V: RFP SUBMISSION

Direct Questions To: Maja Bolanowska, Director  
Midland Area Transportation Study  
[majab@midlandmpo.org](mailto:majab@midlandmpo.org)  
Submit questions by September 22, 2023  
“Federal Discretionary Grant Technical Assistance” must be in the subject line of the e-mail

Date Issued: August 18, 2023

Proposals Due: September 29, 2023 at 2:00 pm

Proposer Name: Wade Trim, Inc.

Proposal Price: Please see Section 4, Fee Proposal for breakdown.

\*Attach items as described in Section III of the RFP documents, including but not limited to, work plan, names, title, hourly rates, overhead factors, and any other details, including hours of effort for each member by task, and sub-task.

Submit To: Midland Area Transportation Study  
220 W Ellsworth St. Ste. 326  
Midland MI 48640  
Email with subject line “**Proposal – MATS MIO Technical Assistance Program**”  
To [majab@midlandmpo.org](mailto:majab@midlandmpo.org)

### PROPOSER READ AND COMPLETE

The undersigned certifies that he/she offers to furnish services in strict accordance with all requirements set forth in this proposal.

I hereby state that all of the information I have provided is true, accurate, and complete. I hereby state that I have the authority to submit this proposal, which will become a binding contract, if accepted by the Midland Area Transportation Study. I hereby agree to abide by all relevant ordinances, rules and regulations, including the suspension process for poor performance arising out of this contract, if awarded.



Signature

09/26/2023

Date

Unique Entity Identifier (UEI) or Federal ID#: 38-1539898  
(Precede with “S” if Social Security #)



Wade Trim, Inc.  
1403 S. Valley Center Drive  
Bay City, MI 48706

800.482.2864  
[www.wadetrim.com](http://www.wadetrim.com)

Florida · Georgia · Michigan · Nebraska · New York  
North Carolina · Ohio · Pennsylvania · Texas