

**MEMORANDUM**

**TO:** Chairperson and Members of the Board of Directors

**FROM:** Maureen McCarthy, Community and Government Relations Director  
Magan Waltari, Procurement and Contracts Manager

**DATE:** July 20, 2023

**SUBJECT:** Consideration of Contract for Grant Services

**RECOMMENDATION**

That the Board of Directors authorize WTA’s General Manager to execute a three (3)-year contract with Haley and Aldrich for grant research and writing services and authorize the General Manager to extend this agreement under its renewal options without the need for further Board approval.

**BACKGROUND**

Members of WTA’s Competitive Grants Team currently fit researching, writing, and submitting competitive grants around their primary responsibilities. This approach has allowed WTA to be reasonably successful at securing state and federal grants for buses and bus facilities. WTA’s transformational projects however, for example Transit Oriented Development and rapid transit, will involve more local partners, greater complexity, and perhaps grants from new funding agencies.

In June, staff issued a formal solicitation seeking assistance from a contractor in researching grant opportunities and tracking developments in legislative policy as they affect grants, for example requirements on Environment Justice, apprenticeships, etc. Proposers were also required to detail their knowledge of grant reporting and administration, and to outline their approach to helping WTA’s Competitive Grants Team evaluate new funding opportunities.

Staff advertised the request in the Bellingham Herald and TransitTalent, as well as with postings on Washington’s Electronic Business Solution, Washington’s Office of Women and Minority Business Enterprise, American Grant Writers Association, Pacific Northwest Grant Writers Associations, Washington Procurement Technical Assistance Center, and WTA’s website.

WTA received two proposals. These were reviewed by WTA’s evaluation team against the criteria outlined in the Request for Proposals. The highest scoring proposal was Haley and Aldrich.

## **FISCAL IMPACT**

The length of the contract will be three (3) years, with one potential two (2)-year extension. The contract will not exceed \$100,000 per year, for a potential maximum of \$300,000.