



Staff Report December 10th, 2024

TO: Honorable Mayor and Town Council

FROM: Richard Ly-Lee, Town Engineer

DATE: December 10th, 2024

RE: Approval of a resolution authorizing the Town Manager to amend a contract for on-call professional services with Drago Vantage LLC in the amount of \$50,000 to a revised total of \$100,000 and authorize a budget appropriation of \$50,000 from the General Fund.

Recommendation

Staff recommends that the Town Council adopt a resolution authorizing the Town Manager to amend a contract for on-call professional services with Drago Vantage LLC in the amount of \$50,000 to a revised total of \$100,000 and authorize a budget appropriation of \$50,000 from the General Fund.

Issue Statement and Discussion

The Engineering Department oversees multiple functional areas, including Development Review, Traffic Engineering, Solid Waste Management, and Capital Project Administration. Unlike larger municipalities with dedicated staff for each section, the Town of Loomis has only one in-house engineering position, the Town Engineer. The Town Engineer is responsible for the overall management of the department and relies on consultants to handle the workload across these sections.

A key challenge identified is the Town's lack of active pursuit of State and Federal grant opportunities. To address this, the Engineering Department has set a 2025 goal to aggressively seek external funding sources to enhance the scope, scale, and impact of the Town's Capital Improvement Program (CIP) to better serve the community.

As part of this effort, the Caltrans Planning Grant was identified as a potential funding source to provide an additional \$250,000 for the Taylor Road Corridor Study.

In August 2024, the Town entered a contract with Drago Vantage LLC to provide on-call grant strategy and management services. The contract was established using the Town's standard "Consultant Contract for Services" template, with an initial term of two years (ending September 2026) and up to three one-year renewal options. The approved compensation for the initial term is \$50,000, which will be nearly exhausted by the Caltrans Planning Grant application effort. The proposed scope and fee for the renewal term are included as **Attachment B** for Council review.

FOCUS AREAS FOR 2025

In the coming year, the Engineering Department aims to expand its grant-writing capabilities to secure additional funding that will enhance current and future CIP projects. Key focus areas include:

- *Expanding Grant Efforts for Existing CIP Projects:* Pursue grants to improve the scope, scale, and quality of ongoing CIP projects, providing enhanced benefits to the community.
- *Initiating New CIP Projects:* Leverage grant funding to start projects that address critical infrastructure needs and improve the quality of life for residents.

- *Positioning Loomis as a Strong Grant Candidate*: Establish the Town as a competitive contender for State and Federal funding opportunities by demonstrating strategic planning and impactful project proposals.

By proactively pursuing external funding, the Engineering Department is committed to securing the resources needed to deliver impactful improvements to the Town of Loomis

CEQA Requirements

The proposed action is not subject to review under CEQA pursuant to Section 15060(c)(3), as it is not a project, and Section 15061(b)(3), which exempts administrative items since they will not result in any direct or indirect physical change in the environment.

Financial and/or Policy Implications

The proposed contract with Drago Vantage LLC is amended to increase the budget by \$50,000 for a total contract amount of \$100,000. The contract renewal authorization must therefore be made by Council. Funding for the recommended contract is available from the Taylor Road Corridor Study project (24-02). The project funding source is General Fund Capital Reserves (110).

Attachment

- A. Resolution
- B. Work Plan and Cost Estimate

TOWN OF LOOMIS

RESOLUTION NO. 24 - _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR
PROFESSIONAL SERVICES WITH DRAGO VANTAGE LLC IN THE AMOUNT OF \$50,000 TO A
REVISED TOTAL OF \$100,000 AND AUTHORIZE A BUDGET APPROPRIATION OF \$50,000 FROM
THE GENERAL FUND**

WHEREAS, the Public Works Engineering Department requires additional staff to assist on-call grant strategy and management services; and

WHEREAS, the duties envisioned require specialized knowledge, in a part-time capacity, which the Town feels can best be provided under a professional services contract; and

WHEREAS, In August 2024, the Engineering Division issued contract for services with Drago Vantage LLC; and

WHEREAS, due to the anticipated costs to pursue the Caltrans Planning Grant, an additional \$50,000 is needed for a total of \$100,000; and

WHEREAS, the General Fund Capital Reserves (110) fund has sufficient fund balance to cover the cost of the proposed contract amendment amount; and

WHEREAS, the Town Manager recommends that it is in the Town’s best interest to amend its professional services agreement with Drago Vantage LLC to provide the required services.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis hereby authorizes the Town Manager to execute an amendment for on-call professional services with Drago Vantage LLC in the amount of \$50,000; to amend said Contract as follows:

- I. Amendment:
 - A. Section 3, “Compensation”, of the Contract is hereby amended by replacing the figure \$162,000 with \$222,000.
- II. Remaining Terms Unaffected:

Except as expressly provided herein, nothing in this Amendment shall be deemed to waive or modify any of the other provisions of the Contract. In the event of any conflict between this Amendment and the Contract, the terms of this Amendment shall control.

PASSED AND ADOPTED this 10th day of December 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST:

Deputy Town Clerk

Mayor



EXHIBIT A

Scope of Services

On-Call Grant Strategy and Management Services

Drago Vantage, LLC will provide comprehensive grant strategy and management services to assist the Town of Loomis (Town) in securing funding for their projects. Our experienced team will work closely with the Town to develop effective grant strategies and manage the entire grant application process.

Current Task Assignments:

Current tasks to be completed under this contract include but are not limited to:

1. Project Identification and Assessment:

- Conduct thorough assessments to identify potential grant opportunities aligned with Town goals.
- Evaluate project feasibility and alignment with funding agency priorities.
- Prepare comprehensive reports detailing potential funding sources and strategies for pursuit.

2. Grant Writing and Submission:

- Develop, write, and coordinate requests for information for grant applications, including narratives, budgets, and supporting documentation. Please note that a benefit-cost analysis, which is required by some grants, is not included and will incur an additional charge for subconsultant support.
- Coordinate with stakeholders to gather necessary information and approvals.
- Submit completed applications to the Town for final submittal, ensuring all deadlines are met.

3. Stakeholder Engagement and Communication:

- Develop and implement strategies to engage stakeholders throughout the grant process, such as Letters of Support for the various grant applications.

Future Projects:

- Allocate budget allowances for future tasks not yet identified but requiring grant strategy and management services.
- Undertake new tasks on a time and materials basis as they are identified and approved by the Town.



Schedule of Fees

Hourly Rate Compensation:

Services provided under this contract will be billed on a time and materials basis according to the hourly rates listed below. These rates will remain effective through June 30, 2025. Starting July 1, 2025, an annual escalation rate of 3.5% will apply through the duration of the contract, ending September 30, 2026. Additional direct expenses, including travel, will be billed at cost.

- Program Director/Chief Strategist \$325.61/HR
- Project Manager/Senior Grant Writer..... \$200.38/HR
- Transportation Planner/Grant Writer. \$126.20/HR
- Junior Grant Writer..... \$87.27/HR