

**City of Akron
Department of Public Service
Akron Water Supply Bureau**

**Scope of Service
Grant Writing**

Project Description

The purpose of this work is to perform Grant Writing for the City of Akron Water Supply Bureau (AWSB) as needed for small or expedited needs throughout the calendar year.

Project Limits

The limits of work will be defined with each specific request for service.

General

1. The project is to be funded 100 percent by City of Akron funds.
2. The contracting officer for this work is the Director of Public Service, City of Akron, Ohio.
3. All subconsultants shall have prior approval of the Director of Public Service. It shall be the Consultant's responsibility to assure the qualifications of the subconsultants and the quality of their work. The Consultant and subconsultants shall comply with the requirements of the City's standard Consultant Agreement.

Scope

Grant Writing shall be performed for each specific project site as directed. Such work may include, but shall not be limited to, the following:

1. The Consultant shall become familiar with the project conditions by visiting the site and by reviewing proposals or construction plans for the proposed improvements.
2. Such services may include, but are not limited to, the following:
 - Review existing AWSB record drawings, GIS, tax maps, aerial mapping.
 - Obtain paper copies of plans where available.
 - Contact utility companies, request record information, and field marking.
 - Develop and draft plans utilizing City of Akron standard layers, line types, drawing layouts, and sheet formats.
 - Label existing and proposed features.
 - Provide profiles, elevations, vertical location information as needed.
3. The Consultant shall provide sufficient number of copies of all documentation as specified in the proposal for each specific project.
4. The Consultant shall make all necessary revisions to the final report to comply with comments from AWSB.

Project Schedule

Each specific request for service will include a specific project schedule.

Proposal

To execute the Consultant Agreement, the Consultant shall submit a cost proposal listing the services along with the general rates and fees for performing those services as outlined above.

With each specific request for service, the Consultant shall prepare a cost proposal for work on the specified project. The cost proposals submitted for specific projects shall contain the following information:

1. List of personnel and number of hours that will be required to complete the work based on the project scope.
2. Not-to-exceed fees based on hourly costs plus reimbursables for the work.
3. Work schedule including all activities, durations, and relationships. The schedule shall be prepared showing durations in calendar days and start and finish dates of activities to satisfy the project requirements.
4. Work towards the City of Akron's Local Hiring and Diversity Goals. Acknowledge and understand these goals and work towards achieving these goals in work related to Supplemental Service requests. The City of Akron is in the process of implementing new software to better track diversity and residency compliance to these goals. You will be required to assist us in the tracking process when it is implemented by providing documentation with your invoices.

Billing

1. Invoice in accordance with the current version of the Consultant Billing Policy. Participate in the monitoring compliance B2GNow.
2. Computer time shall not be billed separately. It is to be included in the multiplier.
3. The Consultant shall bill on an hourly basis using the actual classification rate times a multiplier (i.e., provide the employee's name and actual hourly rate on the invoice).
4. Reimbursables will only be approved as indicated in the current version of the Consultant Contract Reimbursable Matrix.
6. All invoices shall be signed by the consultant's project manager indicating that all billings are for work actually completed and are consistent with the supplemental services agreement.
7. All invoices shall include a date range for when the work was completed.

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