

# Pre-proposal Meeting for the Monterey Peninsula Integrated Regional Water Management Implementation Round 1 Grant Administrative Services Request for Proposal

November 4, 2020

## Attendees:

Maureen Hamilton, Project Manager with Monterey Peninsula Water Management District  
Larry Hampson, District Engineer with MPWMD  
Janet Cohen, Landmark Environment  
Jennifer McKenzie, Consero  
Jane Gray, Dudek

## Organization:

MPWMD was awarded this grant from DWR. 3 projects will be constructed by different organizations – City of Seaside, City of Sand City, and Marina Coast Water District. MPWMD is receiving funds to administer the grant. At least two of the proponents have a small administration budget.

There is the main grant agreement between MPWMD and DWR, and subgrantee agreements between MPWMD and the 3 local project sponsors.

The administrator will work closely with MPWMD and the Local Project Sponsors. Will work with Project Managers and finance staff from each organization.

## Tasks:

1. Administration
2. Invoicing
3. Reporting

Please refer to RFP and sample grant agreements for description of and framework for the tasks.

Seeking proactive consultant with experience administering government grants. I need someone to proactively collect information, check the information for conformance with the agreements' requirements, work to resolve gaps, submit to DWR, and resolve gaps identified by DWR. I am very involved and responsive as a project manager and will help as needed.

## Budget:

Budget is fixed and can't be exceeded. The consultant will need to track remaining budget and notify MPWMD if tasks need to shift in order to not exceed the budget.

## Schedule:

My guess is we won't have executed grant agreements until 1Q 2021.

Two projects need to complete design; one project is in construction and will quickly end.

Will post addendum to the website with minutes. If you have not received an email from me, please send an email in an effort to minimize the potential for errors when proposals are due.

Date won't change because award should go to the December board in the event we do get an agreement in place in early January.

Please submit questions by email and I'll post to web as an addendum. I'll email addendums to this group.

## Questions

1. Has the District worked with an administrator in the past? No, this is the first time.
2. Subgrant writing? MPWMD will perform this.
3. Were the projects fully funded? Yes, but two projects have match that are in good shape.
4. Mandatory pre-proposal? Didn't state so no.
5. Will questions and answers be posted? yes.