



November 3, 2023

BKF No. P20232025-01

Deborah Housen
Seneca Healthcare District 130 Brentwood Drive
Chester, CA 96020
Transmitted Via Email: dhousen@senecahospital.org

Subject: Proposal for Grant Research and Grant Writing Services for Seneca Healthcare District's Skilled Nursing Facility (Project)- Revised

Dear Deborah,

The BKF Grants and Funding Services Team (BKF) is excited to provide Seneca Healthcare District (District) with this proposal to research, identify and develop grant funding opportunities to help support the District's new Skilled Nursing Facility, located in Chester, California. Our proposal is based on our understanding of the Project and the District's funding needs from conversations with the District on September 25, 2023, and then again on October 30th, which helps build upon the preliminary research we conducted on grant funding opportunities which were provided to the District in a preliminary grant matrix.

The following services will involve utilizing our experience and training to research and write potential grant opportunities that can fund components of the Project and produce a comprehensive matrix of grant opportunities that the District may elect to pursue. BKF's fees to prepare grant applications on behalf of the District are not included in this proposal, but we have provided a general overview of grant writing services and costs. Prospecting services are billed on a time and materials basis with a not to exceed amount, while grant applications are billed on a lump sum/flat fee basis per application in accordance with the conditions outlined in **Exhibit A - Terms** and costs listed in **Exhibit B – Fees**.

PROJECT UNDERSTANDING

Based on our conversations with the District and from the Project description in the Design-Build RFP, the purpose of the Project is to construct a new approximately 55,000 s.f., single-story, Acute-Care Hospital, Skilled Nursing Facility, and Ambulatory Surgery Center/Clinical Care Building to replace the existing aged hospital facility on a greenfield site.

The new facility will include the following features:

- 10-bed acute including 2-bed negative pressure isolation rooms shared within ED
- 3-bed private emergency room
- Trauma/procedure room within ED
- 26-bed skilled nursing facility to expand resources for the community & profitability of skilled nursing
- PT/OT/ST within outpatient clinic / skilled nursing facility
- Relocation of walk-in clinic to allow for transfer of patients based on acuity within one building
- Imaging to include x-ray, dexta, CT, and MRI via trailer
- OR, procedure room, & 4-bed patient recovery in ASC
- On-campus Heliport



- FFE for the new facility including imaging equipment, ambulance, beds, etc., included in a comprehensive list.

** these Project details are based on the District's Design-Build RFQ dated 6/14/2023*

The Project site lies on a greenfield site directly North of the existing Lake Almanor Clinic located at 199 Reynolds Road, Chester, CA, which is a rural community with an under-served population. The District has applied for a USDA Loan, and has allocated Capital budget to fund the construction of the Project, with design nearly complete, however, a funding gap has prompted the District to seek additional grant funding to help construct and outfit the Project in full. We understand that the design for this Project is nearly complete, so our research for viable funding opportunities will focus on implementation grant opportunities, as opposed to planning level grants.

SCOPE OF SERVICES

Task 1: Kick-Off Meeting and Data Review

BKF will participate in kick-off meeting with the District to further define our Project understanding, and to obtain and review foundational information to be provided by the District including the following items:

- Detailed Project Description that includes all aspects of the Project that may qualify for grant funding.
- Comprehensive Furniture, Fixtures, Equipment (FFE) needs list.
- Approximate funding gap figure to target for grant funding as well as identify where funding flexibility may exist within the established Project construction estimate and budget.
- BKF will review all of the relevant material provided after the Kick-Off Meeting.

The kick-off meeting will be scheduled within a week after a contract for services is in place and BKF has received Notice to Proceed from the District.

Task 2: Grant Prospecting

BKF will conduct detailed grant prospecting and research to identify viable grant funding opportunities that align with the District's goals and objectives for this Project over the next two months after contract execution.

- Potential grant funding opportunities will be recorded on a comprehensive Grant Opportunity Matrix (Matrix) which will include all relevant information for each grant.
- The Matrix will be developed over the two-month prospecting period and reviewed periodically by the District.
- Viable and timely grant opportunities may be identified within the first month of research. If so, BKF would send a proposal for grant writing services, and if approved by the District, start grant writing.
- BKF will continue grant research, if needed. After the two-month research period, BKF and the District will meet to review the Matrix, answer any questions about the identified grant funding opportunities, and discuss which grants to prioritize and target.
- **Deliverables:** Comprehensive Grant Opportunity Matrix in PDF Format.



Task 3: Grant Writing

Once a viable grant(s) has been identified and approved by the District, BKF will provide comprehensive grant writing services to District, encompassing all necessary activities to develop a well-structured and compelling grant proposal. These services include, but are not limited to:

- Analyzing the grant guidelines, requirements, and evaluation criteria to ensure compliance and maximize the proposal's competitiveness.
- Collaborating with District to gather relevant Project details, goals, outcomes, and supporting documentation for all deliverables required for the grant application.
- Crafting a compelling narrative that highlights the Project's benefits, relevance, and potential impact.
- Reviewing and revising the draft proposal based on District's feedback and incorporating any necessary revisions to enhance its quality and effectiveness. BKF will provide up to three iterations of the narrative as requested, including a final, polished draft for submission.
- Assisting District in compiling and organizing all required deliverables, attachments, supporting documents, letters of support, board resolutions and other requested attachments.
- Assisting District in developing a comprehensive budget that accurately reflects the Project's financial needs and aligns with the grant guidelines. While BKF will assist District in developing the budget and related items, District is ultimately responsible for providing accurate and comprehensive supporting data, and approving the final budget for submission.
- Packaging the grant proposal for timely submission to the funding agency on behalf of District after District approves final narrative, budget and deliverables.

Once District approves a grant for development and submission, BKF will prepare a separate Letter Agreement for each grant opportunity, outlining the scope, time and cost. All grants are charged as a lump sum/flat fee, due upon submission of the grant proposal to the funding agency.

By way of example, a large Federal Agency or California Agency grant can take approximately 50 to 80 hours and would be priced at approximately \$10,000 to \$20,000 depending on the complexity and deliverables. Foundation grants can take approximately 15 to 30 hours and would be priced at approximately \$3000 to \$6000, again based on complexity.

PROFESSIONAL SERVICES FEE

BKF will conduct the Tasks outlined herein over two months or less as follows, billed hourly, not to exceed:

Task	Description	Fee
1	Kick-off & Data Review	\$ 0
2	Grant Prospecting for two months	\$ 5,000
3	Grant Writing	TBD
Total Labor Fee		\$5,000



Thank you for the opportunity to present this proposal and Letter Agreement. We look forward to assisting in the long-term funding development of this Project. Please contact me at mueller@bkf.com or 310-663-7962, if you have any questions. Otherwise, please sign below to authorize us to proceed with the grant research.

Sincerely,

BKF Engineers



Marley Mueller
Funding Strategies Manager

Authorized to proceed per the terms described herein:

Print Name

Signature

Title

Date



EXHIBIT A – TERMS

Grant Prospecting. BKF may, at District's request, provide grant research or prospecting services to identify potential grant opportunities suitable for District's Project or program. These services involve conducting systematic searches, utilizing public and proprietary databases, and analyzing funding trends to identify grants that align with District's objectives. BKF will provide a list of potential grant opportunities, along with relevant details such as eligibility criteria, deadlines, funding amounts, competitiveness and as well as proprietary insight into most funding agencies. BKF does not guarantee that there will be feasible grants for every project or program, but will diligently search for all viable options. However, it is important to note that the inclusion of a grant opportunity on the list does not guarantee eligibility or success in obtaining the grant. District acknowledges that grant research or prospecting is a dynamic and evolving process, and the availability and suitability of grants are subject to change. District understands that the decision to pursue any identified grant opportunity is at their sole discretion.

Grant Writing – Once the notice-to-proceed is given, BKF will create an Action Plan (Plan) for each grant application, outlining tasks, deliverables, expectations, and both internal and external due dates. Our Action Plan promotes effective collaboration and timely submissions. The Plan will detail expectations of both parties, as required to develop and submit a complete application package prior to the grant deadline. District acknowledges and agrees to provide BKF with accurate and timely information, relevant Project details, and any additional materials necessary for the completion of the grant proposal. District shall also review and provide feedback on draft versions of the proposal in a timely manner. BKF's ability to prepare a complete application package outlined in the Plan will depend on deliverables needed from District within the timeframes agreed upon. District's failure to provide the requested materials by the agreed dates in the Action Plan may hinder BKF's ability to submit the completed application package by the final due date.

Additional Terms. BKF's services are limited to those expressly set forth in this letter. It is understood that BKF will have no other obligations or responsibilities except as provided herein, or as otherwise agreed to in writing. For any additional services, such as grant reporting or grant compliance, BKF will provide a written addendum outlining the revised scope along with any necessary adjustments to the retainer. Additional services will not be performed until formally authorized in writing (e.g. signed agreement, e-mail recognition) by District.

In providing services under this agreement, BKF shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. In executing these Tasks, BKF will operate as independently as requested, while also maintaining close communication with staff to ensure seamless coordination throughout the proposal development process. While BKF is committed to delivering a high-quality grant proposal, it is important to acknowledge that the success of the grant application and the awarding of funds are dependent on many factors beyond the control of a grant writer or firm. BKF cannot guarantee the ultimate success or outcome of the grant application process, including the approval or funding of the grant.

This agreement may be terminated by either party at any time for any reason with 7 days written notice. If District elects to terminate this agreement before our services are complete, BKF will issue a final invoice proportional to the services which were provided up to the date which services were terminated and District agrees to pay said invoice within 30 days of receipt. This Agreement shall be governed by and



construed in accordance with the laws of California. Any disputes arising out of or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts of California.

EXHIBIT B – FEES

Grant Prospecting. BKF's grant prospecting services will be charged on a not to exceed hourly basis per the attached rate sheet and is typically conducted by one of our senior Funding and Research Analysts.

Grant Writing – BKF's grant writing services are subject to the following fee structure. The fees cover the comprehensive grant writing services specified in Task 3 of this Agreement. For each grant, BKF will formulate a not-to-exceed cost estimate that outlines the steps required to complete the grant application and produce and submit a complete grant proposal package, the time and cost associated with key steps, and the level of effort involved. Each grant application preparation and submittal will be billed on a lump sum/flat fee basis. Any additional services outside of the scope of these Tasks, such as post- award Grant Reporting, will be billed on an hourly basis and subject to a separate agreement.



BKF ENGINEERS PROFESSIONAL SERVICES RATE SCHEDULE

EFFECTIVE JANUARY 1, 2023

CLASSIFICATION**HOURLY RATE****LY RATE****PROJECT MANAGEMENT**

Principal	\$288.00
Senior Associate Principal	\$268.00
Associate Principal	\$260.00
Senior Project Manager Senior Technical Manager	\$253.00
Project Manager Technical Manager	\$247.00
Engineering Manager Surveying Manager Planning Manager	\$228.00

TECHNICAL STAFF

Senior Project Engineer Senior Project Surveyor Senior Project Planner	\$212.00
Project Engineer Project Surveyor Project Planner	\$186.00
Design Engineer Staff Surveyor Staff Planner	\$162.00
BIM Specialist I, II, III	\$162.00 - \$186.00 - \$212.00
Technician I, II, III, IV	\$154.00 - \$164.00 - \$180.00 - \$194.00
Drafter I, II, III, IV	\$121.00 - \$133.00 - \$143.00 - \$159.00
Engineering Assistant Surveying Assistant Planning Assistant	\$101.00

FIELD SURVEYING

Survey Party Chief	\$212.00
Instrument Person	\$182.00
Survey Chainperson	\$136.00
Utility Locator I, II, III, IV	\$110.00 - \$156.00 - \$187.00 - \$213.00
Apprentice I, II, III, IV	\$83.00 - \$112.00 - \$124.00 - \$132.00

CONSTRUCTION ADMINISTRATION

Senior Consultant	\$277.00
Senior Construction Administrator	\$241.00
Resident Engineer	\$179.00
Field Engineer I, II, III	\$162.00 - \$186.00 - \$212.00

FUNDING & GRANT MANAGEMENT

Director of Funding Strategies	\$198.00
Funding Strategies Manager	\$181.00
Funding/Research Analyst I, II, III, IV	\$124.00 - \$144.00 - \$153.00 - \$168.00

PROJECT ADMINISTRATION

Project Coordinator	\$135.00
Senior Project Assistant	\$117.00
Project Assistant	\$103.00
Clerical Administrative Assistant	\$87.00

Expert witness rates are available upon request. Subject to the terms of a services agreement:

- Charges for outside services, equipment, materials, and facilities not furnished directly by BKF Engineers will be billed as

reimbursable expenses at cost plus 10%. Such charges may include, but shall not be limited to: printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; agency fees; insurance; transportation on public carriers; meals and lodging; and consumable materials.

- Allowable mileage will be charged at the prevailing IRS rate per mile.
- Monthly invoices are due within 30 days from invoice date. Interest will be charged at 1.5% per month on past due accounts.
- The rates shown are subject to periodic increases, including January 1st of each year.

ENGINEERS

BKF

