



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

CC: Mark S. Carney, General Counsel
Joyce A. Tomaka, Chief Financial Officer
Russell J. Stoll, Chief Operating Officer
Leonard F. Kowalski, Executive Engineer

From: Terrence D. McCracken, Secretary to the Authority

Date: June 14, 2023

Subject: Professional Services Agreement with J. O'Connell and Associates, Inc.
Grant Consulting Services
Project No.: 202300135

On March 24, 2023, a Request for Proposals (the "RFP") was issued relating to Grant Writing Consultant Services. The RFP was posted to the Erie County Water Authority's (the "Authority") website and issued to the following companies:

- Briana Popek Grants
- C & S Companies
- The Harrison Studio
- J. O'Connell & Associates, Inc.
- Municipal Solutions, Inc.
- Robert J. Miller & Associates, Inc.
- Rotella Grant Management
- Upper Edge Consulting

The Authority received proposals from C & S Companies, J. O'Connell & Associates, Inc., and Rotella Grant Management. I reviewed the proposals along with a team of Authority personnel (the "Review Committee"). The Review Committee determined that J. O'Connell & Associates, Inc., provided the proposal best suited to the Authority's needs.

J. O'Connell & Associates is a certified Women Owned Business and has over thirty years of experience in providing grant consulting services. J. O'Connell & Associates has provided services to numerous municipal clients and has established working relationships with state and federal funding agencies. Additionally, J. O'Connell & Associates' focus is on grant consulting services and grant project administration.

J. O'Connell & Associates' annual fee for the first year of the contract is \$46,800 and would increase by \$2,400 annually. The firm has also provided an hourly rate for project administration services after a grant has been funded. These services would not exceed \$17,000 annually.

As Secretary to the Authority and as the Division Head overseeing these services, I believe it is in the Authority's best interest to hire J. O'Connell & Associates for grant consulting services. I am recommending the approval of the professional services agreement with J. O'Connell & Associates, Inc.

There is a resolution on today's agenda approving the execution of said agreement.
Thank you.

O&M Budget Information:

- Unit: 6030 Public Information
- Item No. 60 Special Services