



October 19, 2023

To: City of Appleton Common Council
Fox Cities Transit Commission
City of Appleton Finance Committee

From: Ronald C. McDonald, General Manager

Subject: Contract with SRF Consulting for Professional Services

Background:

A site assessment and master plan for the Transit Center was recently completed. Valley Transit applied for a highly competitive 2023 RAISE grant in an effort to fund the transit portion of the project. In 2023, approximately 1,100 applications were submitted to the USDOT. Valley Transit was one of 347 applications that were “highly rated” and forwarded to the office of the US Secretary of Transportation for review. Valley Transit wasn’t successful in obtaining one of the 162 grants awarded.

SRF was a sub-consultant during the Valley Transit Center Joint Development Master Planning. As part of that planning effort, SRF assisted Valley Transit with various activities related to submission of the 2023 RAISE grant application. The scope of their services included, but wasn’t limited to, data collection, benefit cost analysis, graphics, and application preparation.

Valley Transit anticipates submitting a 2024 RAISE grant application for the Valley Transit Center Joint Development project. It’s anticipated this cycle may be more competitive and the previous cycle. The Rebuilding American Infrastructure with Sustainability and Equity “RAISE” Transportation Grants Program provides dedicated, discretionary funding for transportation infrastructure projects of local or regional significance.

Because SRF assisted with the recent Master Plan and 2023 RAISE grant application, the current project knowledge within SRF is significant. Hiring a new consultant to assist with the 2024 RAISE grant application would include a steep learning curve resulting in a substantial duplication of costs that aren’t expected to be recovered through a new competitive procurement.

SRF submitted a proposal to provide professional services for preparation of a 2024 RAISE grant submittal application for the Valley Transit Center Joint Development project at a cost of \$21,512.

Recommendation:

Authorize a sole source procurement and issuance of a purchase order to SRF Consulting to provide professional services for preparation of a 2024 RAISE grant submittal application for the Valley Transit Center Joint Development project at a cost of \$21,512 plus a 10% contingency of \$2,151, total \$23,663.



SRF 17144.PP

September 28, 2023

Ronald McDonald
General Manager
Valley Transit
801 S. Whitman Avenue
Appleton, WI 54914

Subject: Proposal for Professional Services for Preparation of a 2024 RAISE Grant Application

Dear Ronald:

Based on your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this proposal to provide professional services for preparation of a 2024 RAISE Grant submittal application for Valley Transit's Downtown Appleton Transit Center. Our Team's scope of services is described below, along with the assumptions and expectations we have for Valley Transit staff participation.

Scope of Services

We propose to carry out the work ("Scope of Services"), set forth in Attachment B, attached hereto and incorporated into this Agreement. We also propose to utilize the 2023 RAISE narrative, BCA, and USDOT debriefing notes as the basis for updating and providing a more competitive 2024 RAISE application.

1. Task 1 – Project Management

This task assumes management of daily work activities, tasks, and meetings, monitor budget, provide monthly billings, and maintain communications with Valley Transit staff during the entire duration of the process. This task also includes QA/QC for all product deliverables, including graphics, narrative in the application and benefit-cost analysis materials.

2. Task 2 – Agency Coordination

Participate in project meetings with Valley Transit staff and other stakeholders with pertinent information/useful data critical to application requirements. Meetings are expected at the following milestones:

- Introduction to the grant narrative, benefit-cost analysis, data needs, and debrief review.
- Review of draft grant narrative, benefit-cost findings/refinement of assumptions.
- Work with Valley Transit staff throughout the application process to collect/review supplemental supporting documents and draft. As part of the task, SRF staff will provide

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Equal Employment Opportunity / Affirmative Action Employer

Valley Transit staff with material/content to forward to local, state, and federal delegations for requested letters of support.

- Document and discuss with Valley Transit staff critical information gleaned from 2024 RAISE webinars, and 2023 RAISE debrief.

3. Task 3 – Data Collection

Gather data from Valley Transit staff, and other sources, analyze data, prepare findings, coordinate documentation with Valley Transit staff, and integrate this data into application text and graphics to respond to the new 2024 RAISE criteria (including climate change and environmental justice impacts). Complete a table that provides project cost by census tracts. Complete a detailed Statement of Work.

4. Task 4 – Benefit Cost Analysis

Prepare the required benefit cost analysis (BCA) for the project, following procedures as noted in the application rules. Complete supplemental BCA work. Perform forecasts for build and no-build conditions using the regional model. Prepare a BCA memo and BCA worksheets for use in application narrative and submittal.

5. Task 5 – Application Preparation

Prepare draft application two weeks prior to submittal deadline for review and comment by Valley Transit staff (revise within two working days and assume only one draft revision). All resolutions, letters of support, etc. will be gathered and assembled into the final application.

Prepare the final application for submittal to US DOT three days prior to the published deadline date (TBD). Documentation, supporting application assertions, etc. will be provided by Valley Transit for relevant information, and SRF will add these to the application by web links. The application will follow the guidance provided by US DOT. It is understood that Valley Transit staff will register with Grants.gov and will submit the application to this website by the due date (TBD).

6. Task 6 – Graphics/Website

Prepare graphics/tables for the grant application and links for the project website.

Assumptions

SRF will work with Valley Transit staff to identify data/documents that Valley Transit is responsible for providing.

Schedule

SRF will complete this work so that Valley Transit can submit the RAISE Grant application to US DOT three days prior to the due date (TBD).

Basis of Payment/Budget

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses such as printing, supplies, reproduction, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$ 21,512 which includes both time and expenses.

Changes in the Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Standard Terms and Conditions

The attached Standard Terms and Conditions (Attachment A), and Work Task and Person Hour Estimate (Attachment B), together with this proposal for professional services, constitute the entire agreement between the Client and SRF and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is pchellevoid@srfconsulting.com.

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Paul Chellevoid, AICP
Project Manager



Marie Cote, P.E.
Project Director

Attachment A – Standard Terms and Conditions

Attachment B – Work Task and Person Hour Estimate

Approved (Valley Transit)

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

ATTACHMENT A

STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions together with the attached Proposal for Professional Services constitute the entire Agreement between the CLIENT and SRF Consulting Group, Inc. ("SRF") and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1. STANDARD OF CARE

- a. The standard of care for all professional services performed or furnished by SRF under this Agreement will be the care and skill ordinarily used by members of SRF's profession practicing under similar circumstances at the same time and in the same locality. SRF makes no warranties, expressed or implied, under the Agreement or otherwise, in connection with SRF's service.
- b. The CLIENT shall be responsible for, and SRF may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to SRF pursuant to this Agreement. SRF may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. INDEPENDENT CONTRACTOR

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and SRF and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or SRF. SRF's services under this Agreement are being performed solely for the CLIENT's benefit, and no other entity shall have any claims against SRF because of this Agreement or the performance or nonperformance of services hereunder.

3. PAYMENT TO SRF

Invoices will be prepared in accordance with SRF's standard invoicing practices and will be submitted to the CLIENT by SRF monthly, unless otherwise agreed. Invoices are due and payable within thirty-five (35) days of receipt. If the CLIENT fails to make any payment due SRF for services and expenses within forty-five (45) days after receipt of SRF's invoice thereafter, the amounts due SRF will be increased at the rate of 1-1/2% per month (or the maximum rate of interest permitted by law, if less). In addition, SRF may, after giving seven days written notice to the CLIENT, suspend services under this Agreement until SRF has been paid in full of amounts due for services, expenses, and other related charges.

4. OPINION OF PROBABLE CONSTRUCTION COST

Any opinions of costs prepared by SRF represent its judgment as a design professional and are furnished for the general guidance of the CLIENT. Since SRF has no control over the cost of labor, materials, market condition, or competitive bidding, SRF does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to the CLIENT.

5. INSURANCE

SRF will maintain insurance coverage for Workers' Compensation, General Liability, Automobile Liability and Professional Liability and will provide certificates of insurance to the CLIENT upon request.

6. INDEMNIFICATION AND ALLOCATION OF RISK

To the fullest extent permitted by law, SRF agrees to indemnify and hold harmless the CLIENT, their officers, directors and employees against all damages, liabilities or costs (including reasonable attorneys' fees and defense costs) to the extent caused by SRF's negligent acts under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable.

7. TERMINATION OF AGREEMENT

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, the CLIENT shall pay to SRF all amounts owing to SRF under this Agreement, for all work performed up to the effective date of termination.

8. OWNERSHIP AND REUSE OF DOCUMENTS

All documents prepared or furnished by SRF pursuant to this Agreement are instruments of service, and SRF shall retain an ownership and property interest therein. Reuse of any such documents by the CLIENT shall be at CLIENT's sole risk; and the CLIENT agrees to indemnify, and hold SRF harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by the CLIENT or by others acting through the CLIENT.

9. USE OF ELECTRONIC MEDIA

- a. Copies of Documents that may be relied upon by the CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by SRF. Files in electronic media format of text, data, graphics, or of other types that are furnished by SRF to the CLIENT are only for convenience of the CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

- b. When transferring documents in electronic media format, SRF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by SRF at the beginning of this Assignment.
- c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of this data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the sixty (60) day acceptance period will be corrected by the party delivering the electronic files. SRF shall not be responsible to maintain documents stored in electronic media format after acceptance by the CLIENT.

10. FORCE MAJEURE

SRF shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond SRF's reasonable control.

11. ASSIGNMENT

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

12. BINDING EFFECT

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

13. SEVERABILITY AND WAIVER OF PROVISIONS

Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CLIENT and SRF, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

14. SURVIVAL

All provisions of this Agreement regarding Ownership of Documents and Reuse of Documents, Electronic Media provisions, Indemnification and Allocation of Risk, and Dispute Resolution shall remain in effect.

15. DISPUTE RESOLUTION

CLIENT and SRF agree to use their best efforts to resolve amicably any dispute. In the event that a dispute cannot be resolved, upon the joint concurrence of the parties to the selection of a mediator, the dispute will be submitted to mediation.

16. CONTROLLING LAW

The laws of the state of Minnesota govern this Agreement. Legal proceedings, if any, shall be brought in a court of competent jurisdiction in the county where the Project is located.

17. SITE SAFETY

SRF shall not at any time supervise, direct, control or have authority over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety and security precautions and programs in connection with the work performed by any Contractor for the Project, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's work, since these are solely the Contractor's rights and responsibilities. SRF shall not be responsible for the acts or omissions of any Contractor or Owner, or any of their agents or employees, or of any other persons (except SRF's own employees and consultants), furnishing or performing any work for the Project, except as specifically outlined in SRF's scope of services.

18. GOVERNMENT DATA PRACTICES AND INTELLECTUAL PROPERTY RIGHTS

SRF shall comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to: (1) all data provided by the Client pursuant to this Agreement; and (2) all data, created, collected, received, stored, used, maintained, or disseminated by SRF pursuant to this Agreement. SRF is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event SRF receives a request to release data, SRF will immediately notify the Client. The Client will give SRF instructions concerning the release of the data to the requesting party before the data is released.


SRF Consulting Group, Inc.

Client: Valley Transit/City of Appleton

Project: 2024 RAISE Grant Application

Subconsultants: 0

Work Tasks and Person-Hour Estimates



17118

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
1.0	Project Management <u>Assumptions:</u>											
1.1	This task assumes management of daily work activities, coordinating tasks and meetings, monitor budget, provide monthly billings, and maintain communications with District staff during this project. This task also includes QA/QC for all product deliverables, including graphics, narrative in the application, and benefit-cost analysis materials. <u>SRF Deliverables:</u>	-	-	18	-	-	-	-	-	-	18	\$3,258.00
	SUBTOTAL - TASK 1	0	0	18	0	0	0	0	0	0	18	\$3,258.00
2.0	Agency Coordination <u>Assumptions:</u> Kick off meeting, bi-weekly meetings											
2.1	Participate in project meetings with Valley Transit/City of Appleton staff and other stakeholders with pertinent information/useful data critical for the application requirements.	-	-	8	-	-	-	-	-	-	8	\$1,448.00
2.2	Work with Valley Transit/City of Appleton staff throughout the application process to collect/review supplemental supporting documents and data. SRF will provide staff material/content to forward to local, state, and federal delegations for requested letters of support.	-	-	2	-	-	-	-	-	-	2	\$362.00
2.3	Document and discuss with staff critical information gleaned from 2023 RAISE grant webinars.	-	-	2	-	-	-	-	-	-	2	\$362.00
	SUBTOTAL - TASK 2	0	0	12	0	0	0	0	0	0	12	\$2,172.00
3.0	Data Collection <u>Assumptions:</u> <u>Client Deliverables:</u> Data requested from SRF											
3.1	Gather data from Valley Transit/City of Appleton staff, and other sources, analyze data, prepare findings, coordinate documentation with staff, and integrate this data into application text and graphics to respond to the new 2024 RAISE criteria (including climate change and environmental justice impacts). Create table to show project cost per census tracts. Complete detailed Statement of Work.	-	-	2	-	-	16	-	-	-	18	\$2,394.00
	SUBTOTAL - TASK 3	0	0	2	0	0	16	0	0	0	18	\$2,394.00
4.0	Benefit Cost Analysis											

SRF Consulting Group, Inc.		Work Tasks and Person-Hour Estimates										
Client:	Valley Transit/City of Appleton											
Project:	2024 RAISE Grant Application											
Subconsultants: 0												
											17118	
TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
4.1	Prepare the required benefit cost analysis (BCA) for the project, following procedures as noted in the application rules. Complete supplemental BCA work. Perform forecasts for build and no-build conditions using the regional model. Prepare a BCA memo and BCA worksheets for use in application narrative and submittal.	-	-	-	40	-	-	-	-	-	40	\$6,680.00
SRF Deliverables:												
SUBTOTAL - TASK 4		0	0	0	40	0	0	0	0	0	40	\$6,680.00
5.0	Application Preparation											
Assumptions:												
5.1	Prepare the final application for submittal to US DOT by due date (TBD). Documentation, supporting application assertions, etc. will be provided by Valley Transit/City of Appleton for relevant information, and SRF will add these to the application by web links. The application will follow the guidance provided by US DOT. It is understood that Valley Transit/City of Appleton staff will register with Grants.gov and will submit the application to this website by the TBD deadline.	-	-	8	-	-	28	-	-	-	36	\$5,004.00
SRF Deliverables:												
SUBTOTAL - TASK 5		0	0	8	0	0	28	0	0	0	36	\$5,004.00
6.0	Graphics/Website											
6.1	Prepare graphics/tables and links for the website.	-	-	-	12	-	-	-	-	-	12	\$2,004.00
SRF Deliverables:												
TOTAL ESTIMATED PERSON-HOURS		0	0	40	52	0	44	0	0	0	136	
TOTAL ESTIMATED FEE (SRF and Subconsultants combined)												\$21,512.00



NON-COMPETITIVE / SOLE SOURCE PROCUREMENT
JUSTIFICATION AND APPROVAL

1. Estimated Contract Amount: \$ 21,512

2. Recommended Supplier Name, Address, and Contact Information:

SRF Consulting Group
2550 University Avenue West
Suite 345N
Saint Paul, MN 55114

3. Description of requested items or services and their purpose (Attach additional sheets as necessary):

SRF was a sub-consultant during the Valley Transit Center Joint Development Master Planning. As part of that planning effort, SRF assisted Valley Transit with various activities related to submission of the 2023 RAISE grant application. The scope of their services included, but wasn't limited to, data collection, benefit cost analysis, graphics, and application preparation.

Justification for Request: FTA Circular 4220.1F, Section 3.i.(1)(1) (Check all that Apply)

A. Unique Capability or Availability. The property or services are available from one source if one of the conditions described below is present:

- X a. Unique or Innovative Concept. The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and has not in the past been available to the recipient from another source.
- b. Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.
- X c. Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
- d. Unacceptable Delay. In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the recipient's needs.

B. Single Bid or Single Proposal. Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications

for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal.

_____ a. Adequate Competition. FTA acknowledges competition to be adequate when the reasons for few responses were caused by conditions beyond the recipient's control. Many unrelated factors beyond the recipient's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, FTA's competition requirements will be fulfilled, and the procurement will qualify as a valid competitive award.

_____ b. Inadequate Competition. FTA acknowledges competition to be inadequate when, caused by conditions within the recipient's control. For example, if the specifications used were within the recipient's control and those specifications were unduly restrictive, competition will be inadequate.

_____ C. Unusual and Compelling Urgency. The Common Grant Rule for governmental recipients permits the recipient to limit the number of sources from which it solicits bids or proposals when a recipient has such an unusual and urgent need for the property or services that the recipient would be seriously injured unless it were permitted to limit the solicitation. The recipient may also limit the solicitation when the public exigency or emergency will not permit a delay resulting from competitive solicitation for the property or services.

_____ D. Associated Capital Maintenance Item Exception Repealed. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) repealed the special procurement preference previously authorized for associated capital maintenance items. Thus, any sole source procurement of associated capital maintenance items must qualify for an exception under the same standards that would apply to other sole source acquisitions.

_____ E. Authorized by FTA. The Common Grant Rules provides Federal agencies authority to permit a recipient to use noncompetitive proposals. Under this authority, FTA has made the following determinations:

_____ 1. Team, Consortium, Joint Venture, Partnership. With some exceptions, when FTA awards a grant agreement or enters into a cooperative agreement with a team, consortium, joint venture, or partnership, or provides FTA assistance for a research project in which FTA has approved the participation of a particular firm or combination of firms in the project work, the grant agreement or cooperative agreement constitutes approval of those arrangements. In such cases, FTA expects the recipient to use competition, as feasible, to select other participants in the project. It can sometimes be difficult to determine whether a bidder or offeror is submitting its bid or offer as a team or other group with committed parties. The Recipient should clarify with the bidder or offeror how other entities included in its bid or offer are to be treated.

_____ 2. FAR Standards. To ensure that the recipient has flexibility equal to that of Federal contracting officers, FTA authorizes procurement by noncompetitive proposals in all of the circumstances authorized by FAR Part 6.3. In addition to circumstances discussed in the Common Grant Rules, the FAR authorizes less than full and open competitive procurements in one or more of the following circumstances:

_____ a. Statutory Authorization or Requirement. To comply with Department of Transportation (DOT) appropriations laws that include specific statutory requirements, with the result that only a single contractor can perform certain project work.

_____ b. National Emergency. To maintain a facility, producer, manufacturer, or other supplier available to provide supplies or services in the event of a national emergency or to achieve industrial mobilization.

- _____ c. Research. To establish or maintain an educational or other non-profit institution or a federally funded research and development center that has or will have an essential engineering, research, or development capability.
- _____ d. Protests, Disputes, Claims, Litigation. To acquire the services of an expert or neutral person for any current or anticipated protest, dispute, claim, or litigation.
- _____ e. International Arrangements. When precluded by the terms of an international agreement or a treaty between the United States and a foreign government or international organization, or when prohibited by the written directions of a foreign government reimbursing the recipient for the cost of the acquisition of the supplies or services for that government.
- _____ f. National Security. When the disclosure of the recipient's needs would compromise the national security.
- X g. Public Interest. When the recipient determines that full and open competition in connection with a particular acquisition is not in the public interest.

4. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Use additional sheets as necessary.

SRF was previously contracted to assist with the Valley Transit Center Joint Development planning effort, including the 2023 RAISE grant application. The current project knowledge within SRF is significant. Hiring a new consultant to assist with the 2024 RAISE grant application would include a steep learning curve resulting in a substantial duplication of costs that aren't expected to be recovered through a new competitive procurement.

This form was reviewed and approved by the City of Appleton's Purchasing Manager, Jeff Fait, on 10/8/2021.



Valley Transit

CONNECTING THE FOX CITIES

Prepared by:	Date:
<p>I hereby certify, that, to the best of my knowledge, the above justification is accurate and request that a non-competitive / sole source request be approved for the procurement of the above requested item(s) and/or service(s).</p> <p>Signature: _____ Date: _____</p>	