



To: Bridget Fox
From: Andrew Seth
Re: Revised Scope and Fees
Date: June 6, 2022

In response to your request to develop a proposal for additional engagement with City of Stamford staff on the federal infrastructure bill, I've amended the original Scope of Services and Fee Proposal with the language highlighted in red.

Scope of Services

The team's specialized approach would enable Stamford to continue identifying short- and long-term opportunities for funding, public-private partnerships, best practices, and other resources to implement the City's community priorities. Our work would involve:

- ***Strategy Session in Stamford:*** Face-to-face interaction on major initiatives is always beneficial, and the Sustainable Strategies DC team would propose to kick-off its effort with an in-person (or Zoom as appropriate) strategy session in Stamford in March 2022, where we could re-connect with City staff and other key participants to discuss community priorities, explore grant opportunities, and develop a funding gameplan. The team would prepare an agenda and background materials for these meetings, in coordination with Stamford.
- ***Stamford Resource Roadmap:*** The output of the strategy session in Stamford will be the creation of a robust Resource Roadmap that will help guide our work with the City in 2022 and beyond. This will consist of a matrix of state, federal, philanthropic, and private sector opportunities for funding and other resources. That matrix will include opportunities for which we believe Stamford is both eligible and competitive, projections of likely funding ranges, discussion of matching requirements, discussion of key strategic approaches to make you successful for those resources, identification of key officials for each resource, identification of deadlines and important preliminary steps, considerations of new and changed opportunities in light of national policy and resource decisions, and recommendations on key next actions.
- ***Implementation of the Stamford Resource Roadmap*** – Sustainable Strategies DC provides a full suite of services in tracking funding opportunities, grant writing, public-private partnership facilitation and building, coordination with agencies and legislative officials working in partnership with the City's lobbying team, organization of stakeholder support, development of materials, grants management, and other consulting. Activities that will advance the Stamford's community priorities include:
 - The team will engage with Stamford staff through **weekly conference calls** to provide updates on grant opportunities;

- Frequent **communication with Stamford staff** between conference calls to advance grant proposals;
- The team will **organize meetings (and/or Zooms) in Washington, DC**, for Mayor Simmons and Stamford staff to meet with federal leaders who can help support the City's community priorities;
- The team will seek opportunities to **bring state, federal, and foundation leaders to Stamford** to tour your projects and strengthen relationships;
- The team will determine with Stamford staff which funding opportunities make sense for the City and perform the **ongoing grant services**:
 - **Strategic advice** to shape projects to be more competitive for funding;
 - **Coordination** with the City's grants team, with whom we have worked more than a decade;
 - **Grant review** of proposals that experienced Stamford staff prepare;
 - **Grant writing** of particular funding applications;
 - Organization of broad **stakeholder support** across the community, region, and state; and
 - **Grant submission** through grants.gov or by mail.
- The team will conduct **advocacy** to federal agency leaders and Stamford's congressional delegation; and
- The team will perform other support for Stamford, including helping the **City overcome grants management challenges** with the federal agencies.
- **Support for Pursuing Federal Infrastructure Spending** – Sustainable Strategies DC will aid the City of Stamford as the federal Infrastructure Investment and Jobs Act (IIJA) is implemented over the next five years. This support will include:
 - **Participation on separate weekly infrastructure-specific conference calls with Stamford staff to discuss opportunities to pursue funding from the IIJA; and**

Fee Proposal

Sustainable Strategies DC proposes a fee arrangement of ~~\$120,600~~**132,600** annually, which includes a monthly retainer of ~~\$10,000~~**11,000**, and a \$50 fee communications fee every month to cover expenses such as long-distance charges, conference calls, faxes, copying, printing, and other office expenses. Stamford will be billed separately for reimbursable expenses such as out-of-town travel (pre-approved by client), in-town travel (taxi cabs), overnight delivery, and courier services.