



**REQUEST FOR PURCHASE ORDER**  
**FY21 USEPA Assessment Grant Writing Services**  
**September 29, 2020**

**This Request for Purchase Order** shall be implemented in conjunction with the Professional Services Agreement dated February 3, 2017 by and between the Redevelopment Authority (now Community Development Authority [CDA]) of the City of Racine and Ramboll US Corporation (the "Agreement"). The scope of services relates to preparation of an Application for a FY21 USEPA Community-Wide Assessment Grant for properties in the City of Racine. We understand that the CDA will be the applicant for this grant.

1. Services Include:

- Ramboll will prepare the Grant Application, incorporating information provided by the CDA and discussed in the monthly Brownfield team meetings and following the USEPA Grant Guidelines.
- Ramboll will provide a Draft application for review by the Kansas State TAB program no later than October 14, 2020.

2. It is understood that the CDA will complete the following tasks to support the grant application:

- The CDA will confirm their active registration in [www.grants.gov](http://www.grants.gov) and in the System for Award Management (SAM).
- The CDA will provide financial information such as audit findings and details supporting programmatic capability.
- The CDA will request a complimentary review by the Kansas State Technical Assistance to Brownfields (TAB).
- The CDA has agreed to submit the final grant application via the federal Grants.gov system by COB on October 28, 2020. Note that the electronic submission of the application must be made by the Authorized Organization Representative (AOR) who is registered with [www.grants.gov](http://www.grants.gov) and is authorized to sign applications for federal assistance.

3. Deliverables Include:

- USEPA Assessment Grant Application

4. Project Schedule:

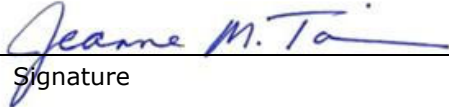
Ramboll understands that verbal authorization regarding these services has been given to begin in September and will be complete by October 28, 2020.

5. Compensation for above Services & Deliverables:

The scope of services outlined above will be completed for an estimated fee of \$5,400.

**ACKNOWLEDGED AND AGREED TO** as of the date first set forth above:

**Ramboll US Corporation**



Signature

Jeanne M. Tarvin, PG, CPG

Printed Name

September 29, 2020

Date

**Community Development Authority of  
the City of Racine**

Signature

Printed Name

Date