

**Agenda Item:**

2.c

**Meeting Date:**

April 2, 2026

## MEMORANDUM

**To:** City Commission

**Through:** Jennifer K. Bramley, City Manager

**From:** Nicole Delfino

**Date:** 2026-04-02

**Subject:** RFP #25-2535 - Loan-Grant Administration and Compliance Services

**Presenter(s):** Nicole Delfino, Strategy & Sustainability Manager

**Staff Recommendation:** Approve the selection of Colliers Engineering & Design, Inc.; Witt O'Brien's, LLC; and CohnReznick Advisory LLC, and enter into continuing services contracts with each firm.

**Strategic Themes:** Good Governance

**Boards & Committees:** N/A

**Budget Impact:** Funds for these professional services will be billed as part of the administrative costs of large value grants/loans.

**Past Action:** N/A

**Next Action:** Execute contracts with each of the selected vendors. Issue task assignments based on grant/loan administration needs.

**Attachments:** [A. Purchasing Memo - RFP 25.2535 Loan Grant Administration and Compliance Services.pdf](#)  
[B. RFP 25.2535 Loan Grant Administration and Compliance Services.pdf](#)  
[C. Cohn Reznick Response to RFP 25-2535.pdf](#)  
[D. Colliers Bidding Response to RFP 25-2535.pdf](#)  
[E. Witt OBrien Response to RFP 25-2535.pdf](#)  
[F. Cohn Reznick\\_Grant Loan Services Agreement RFP 25\\_2535.pdf](#)  
[G. Colliers Engineering & Design\\_Grant Loan Services Agreement RFP 25\\_2535.pdf](#)  
[H. Witt O'Brien's LLC\\_Grant Loan Services Agreement RFP 25\\_2535.pdf](#)

**Background:** During the FY2024/2025 Budget process, Commission approved

the addition of a Grant Specialist position. The position was selected to be housed in the City Manager's Office in the Division of Strategy & Sustainability. The position was posted in fall of 2024 with a unanimous selection from the interview panel representing Parks and Recreation, Engineering, Public Works, and 2 staff members from the Division of Strategy & Sustainability. Camille Zoller started in this role on December 16, 2025.

Initial administrative tasks were completed by the Grants team including: meeting with all department staff to understand their capital and funding needs; becoming familiar with City programs, the Capital Improvement Plan, the Business Plan, and the City's Budget; involvement in local grant-related organizations; developing an internal grant application process and database, and reviewing and updating the City's grant policy.

Over the course of the 14 months since the Grant Specialist came on board, the department has assisted or applied for 20 grants through federal agencies, state agencies, and private providers. Of significance, the grant team has been awarded seven (7) grants totaling just under \$7.8M. These grant awards include: USDA NRCS Ditch Clearing & Stabilization (\$4.6M); Water Treatment Plant Building Hardening (\$250,000); Dunedin Marina Repair Appropriation (\$1.5M); Hurricane Damaged Gabion Appropriation (\$850,000); FDEP Garbage Truck Replacements (\$520,000); FDEP Vulnerability Study additional funding (\$20,000); FCCMA Next Gen Internship (\$10,000). Seven (7) of the total 20 grants have been declined with the remaining six (6) outstanding grants to be determined. The outstanding grant requests currently total just under \$13M. A grant work plan has been developed for 2026, which includes plans to apply for more 11 grants with various agencies and organizations, with opportunities to apply for additional grants as they arise.

As grants become funded more time has shifted towards managing the administration of the grant, from the agreement signing to ensuring compliance is being met with each particular grant, as well as completing required reports, paperwork, and requests for information. Current City Staff have been managing the administration of some grants, with support for larger grants by consultants. Given the amount of grants that the City continues to pursue, City staff is unable to both apply for and manage grant/loan administration.

As a solution to managing complex grant/loan requirements, in the fall of 2025, City staff proposed an RFP to engage consultants to work alongside City staff for grant/loan administration. RFP 25-2535 Loan Grant Administration and Compliance Services was issued on Wednesday, November 5, 2025 and closed on

December 10, 2025. Twenty companies obtained plans and specifications and four responses were received. On January 23, 2026, a committee consisting of Nicole Delfino, Strategy & Sustainability Manager; Camille Zoller, Grant Specialist; Tanya Duffy, Accounting Manager; Michelle Monteclaro, Assistant Director of Public Works; and Alejandro Gonzalez, Engineer II reviewed the submissions and made the recommendation to shortlist 3 of the proposals.

Given the various requirements of differing agencies and various loan or grant requirements, the committee recommends retaining all 3 firms via a contract to issue task assignments as needed. Consideration of the firms prior experience will be considered when selecting which firm to engage for a loan/grant administration. No firm is guaranteed any work as a result of this contract. The awarded loan/grant must allow for administration costs to be part of the loan/grant expenses in order to cover the associated administrative fees.