



Rural  
Community  
Assistance  
Partnership



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# Grant Writing

OTCO Fall Conference 2023

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*GLCAP is an equal opportunity employer and provider.*

# About Great Lakes RCAP



RURAL COMMUNITY  
ASSISTANCE  
PROGRAM

OPERATED BY  
GLCAP

HELPING SYSTEMS  
UNDER 10,000  
PEOPLE

WE SERVE SEVEN  
STATES





# Rural Community Assistance Partnership



RCAP National Office



RCAP works to improve the quality of life in rural America starting at the tap!



*Improve public health, surface water protection, environmental compliance, economic readiness and quality of life in small communities and rural areas.*

- Access funding for water and sewer projects
- Improve the capabilities of water and sewer systems
- Promote shared services and regionalization projects



HOW

How do we get there?

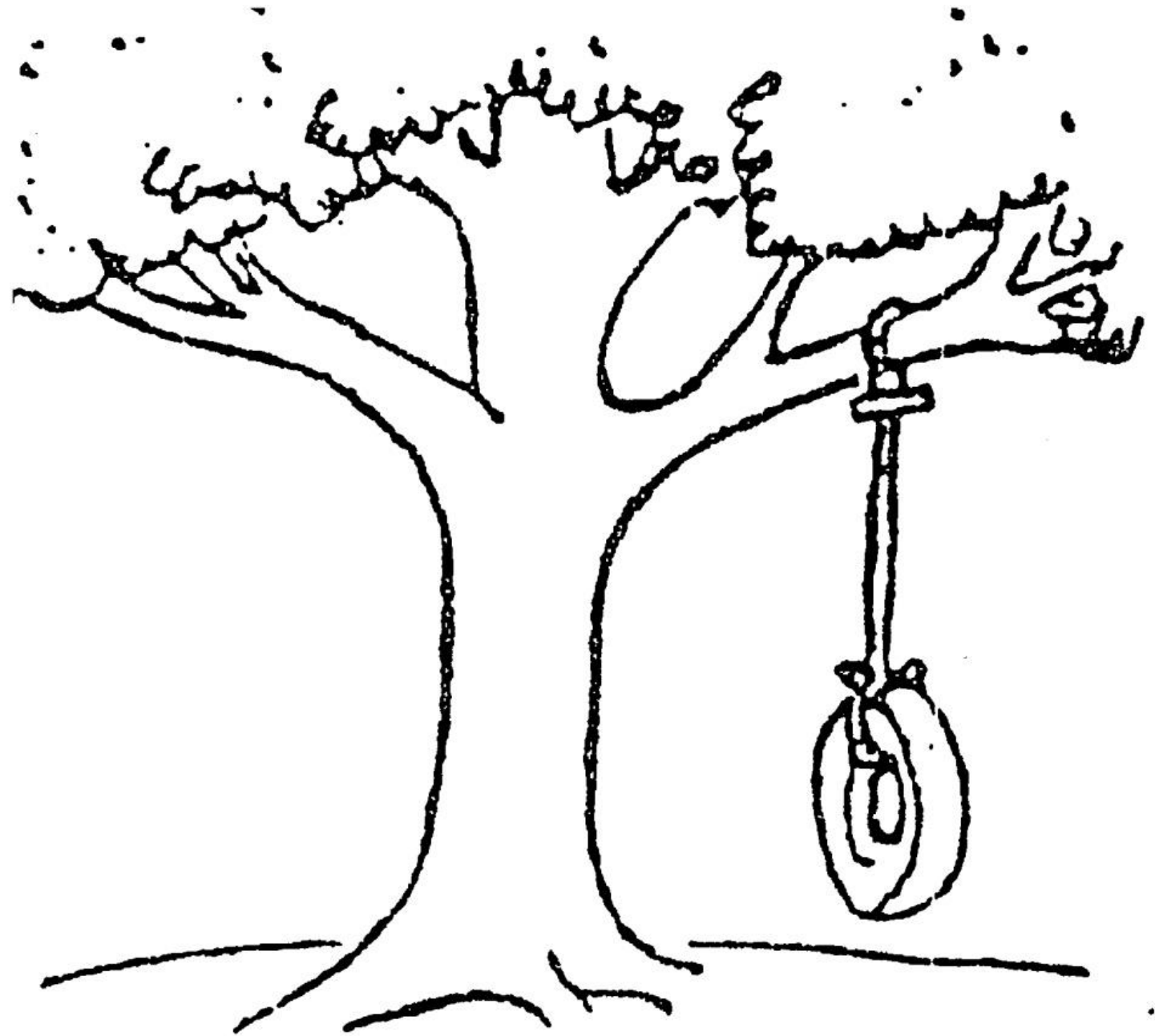
WHERE

NOW

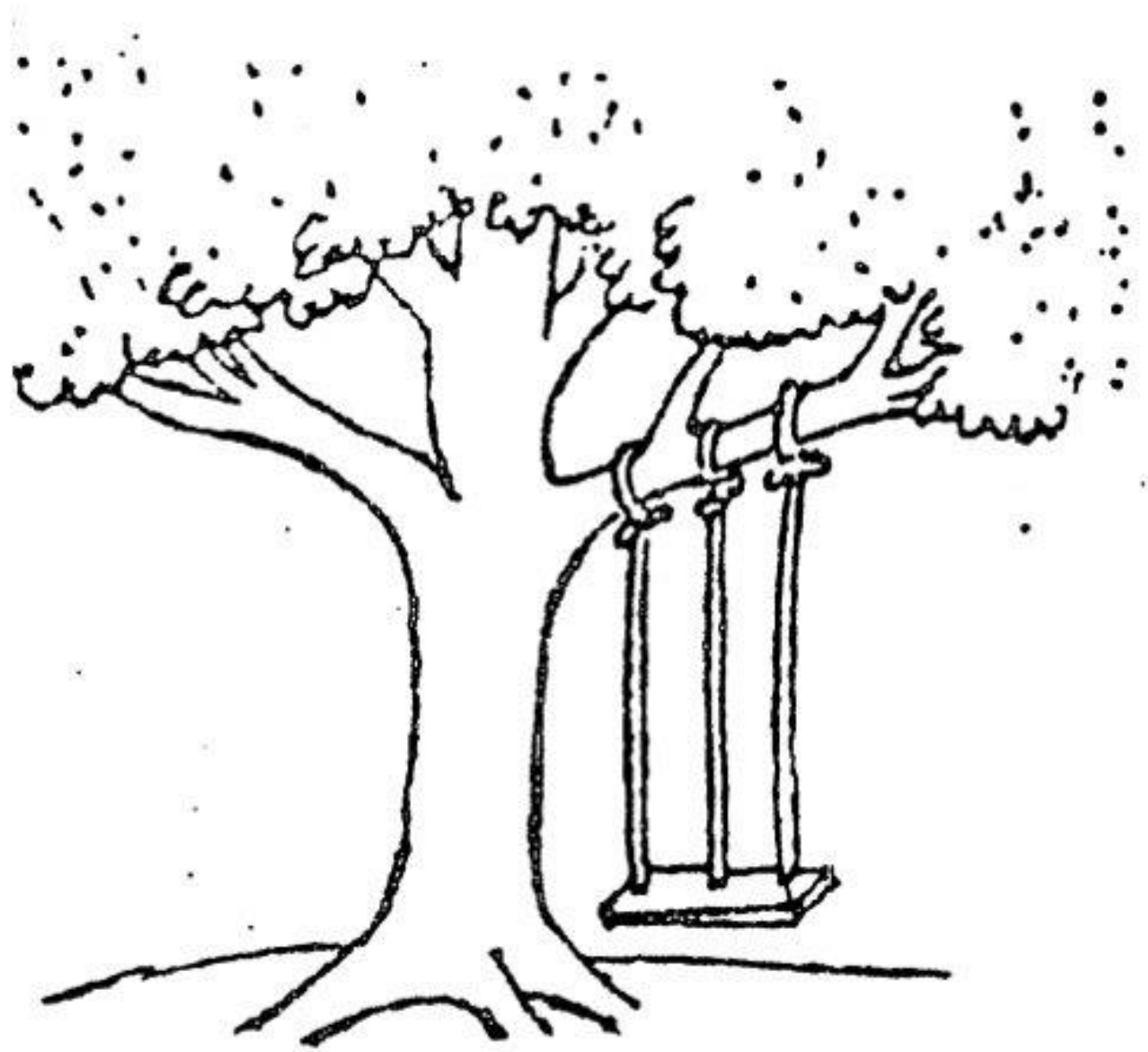
Where will we be in the future?



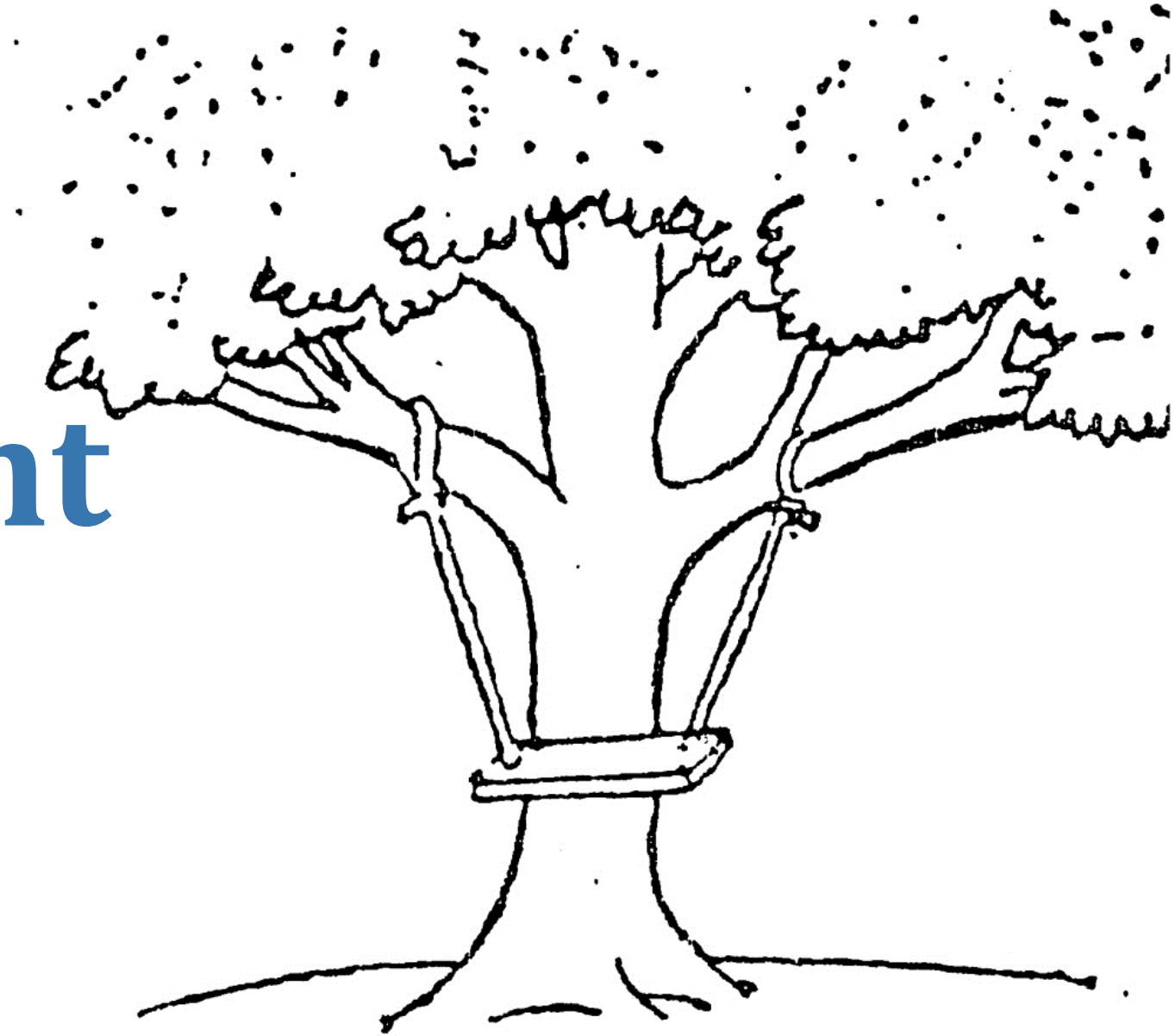
# What the Operator Needed



# What the Engineer Designed

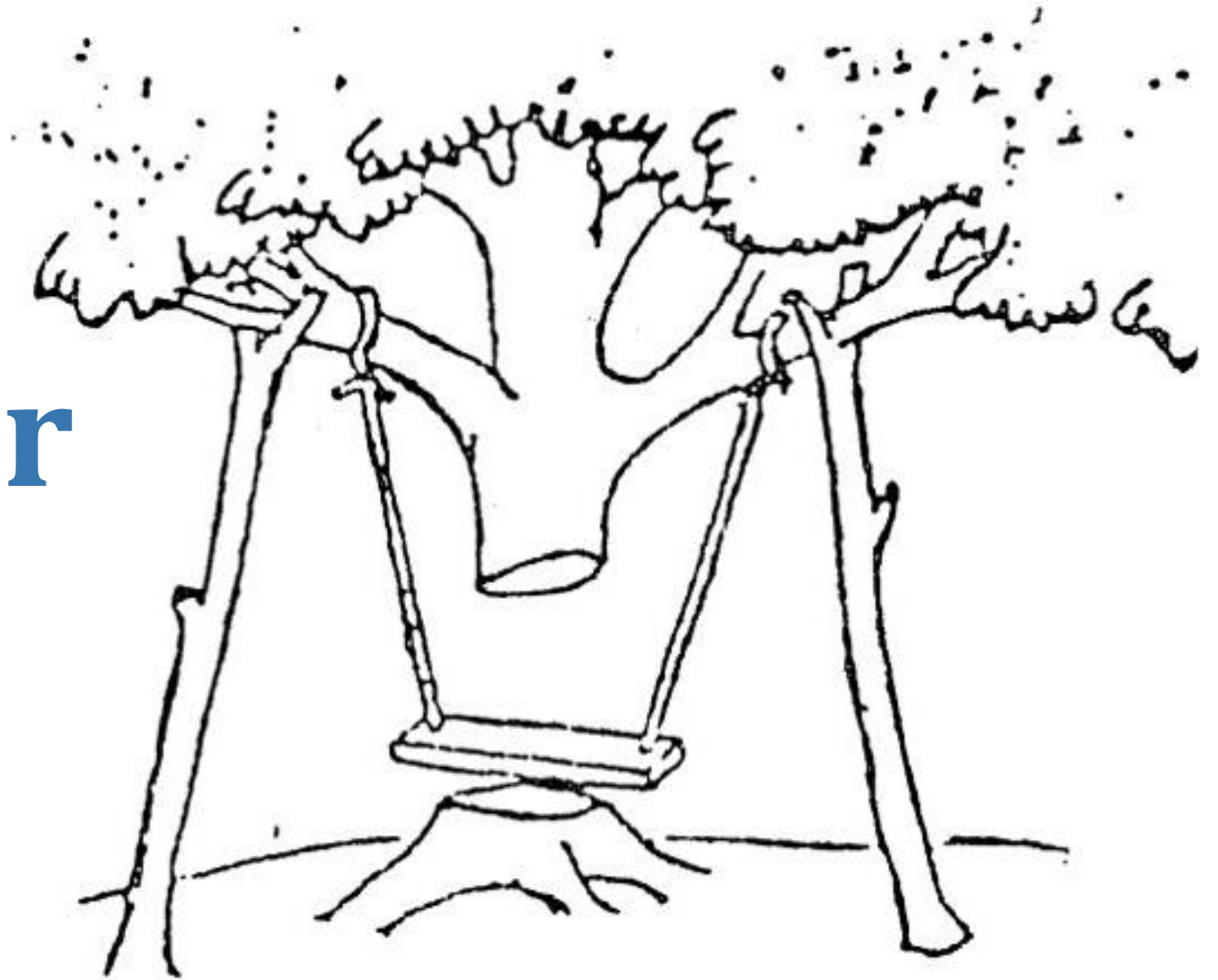


# What Management Approved

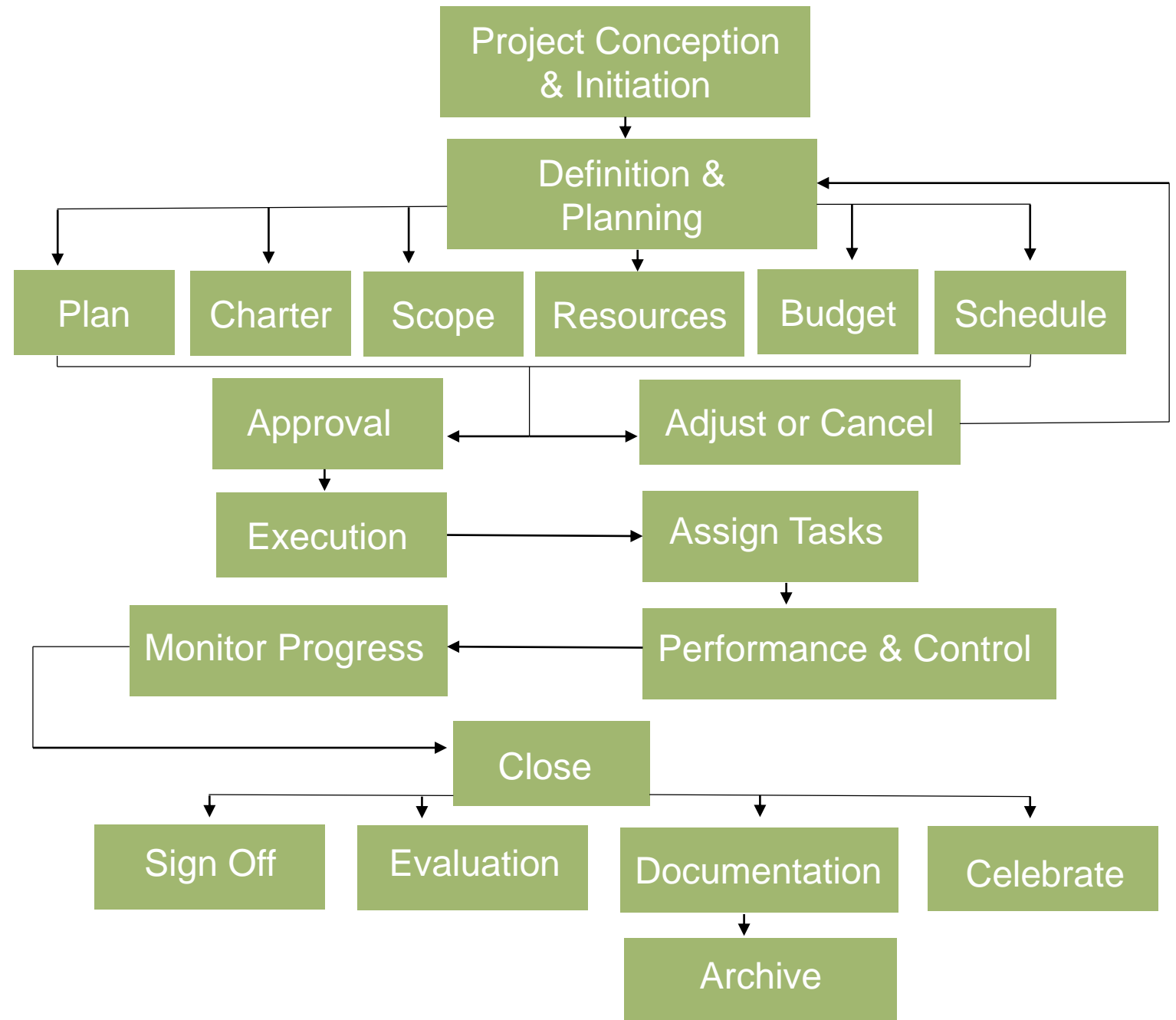




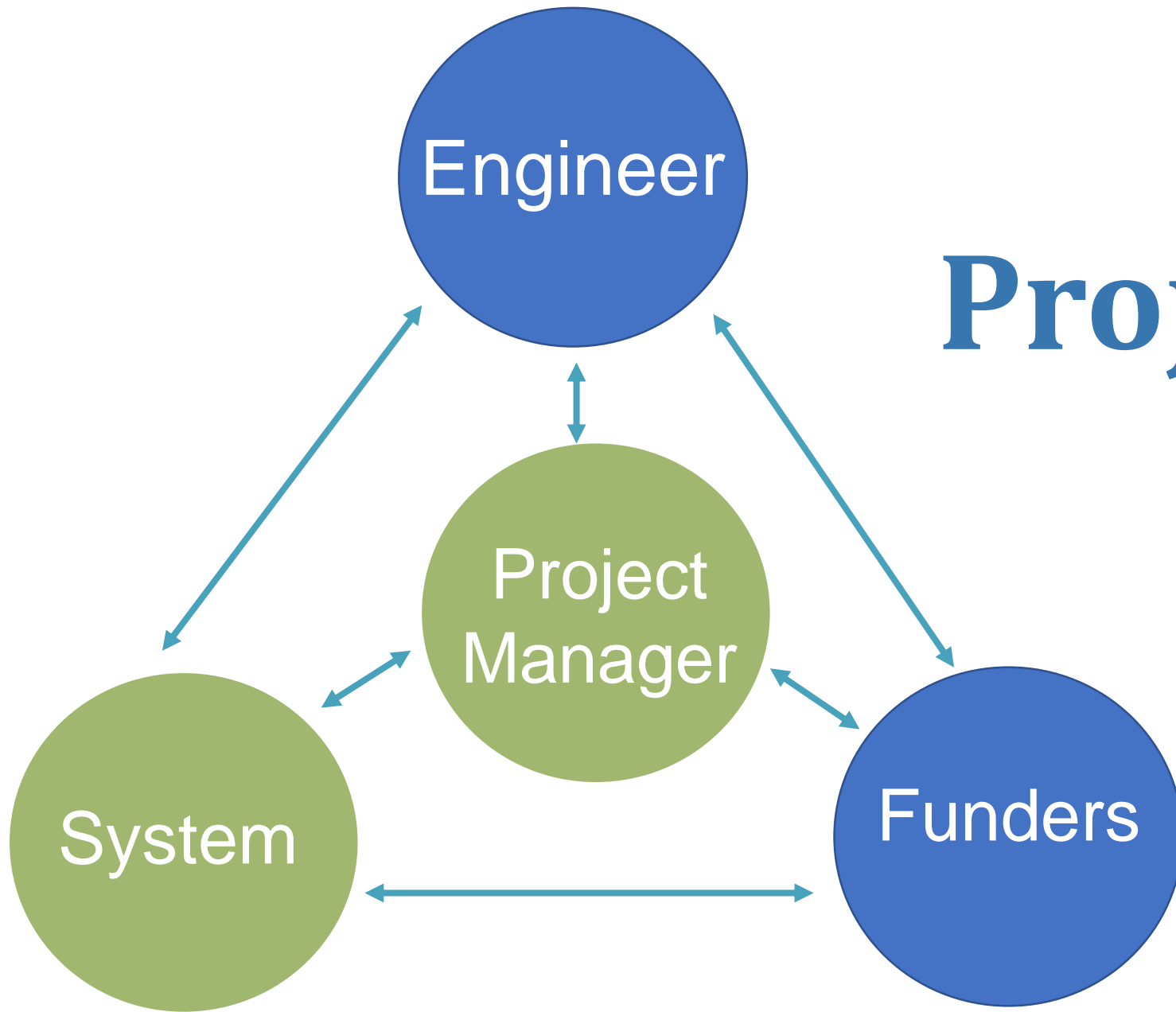
# What the Contractor Built



# Project Management Process Flow Chart



# Project Team





# Needs Assessment



# Scope of the Project



# Defining the Problem

From the  
SUBJECTIVE

## Symptoms that get reported:

- Broken
- Didn't work
- Noisy
- Tasted bad
- Ugly
- Horrible quality

To the  
OBJECTIVE

## Facts that get collected:

- What?
- When?
- Where?
- Who?
- Why does it matter?



# Prioritize Needs

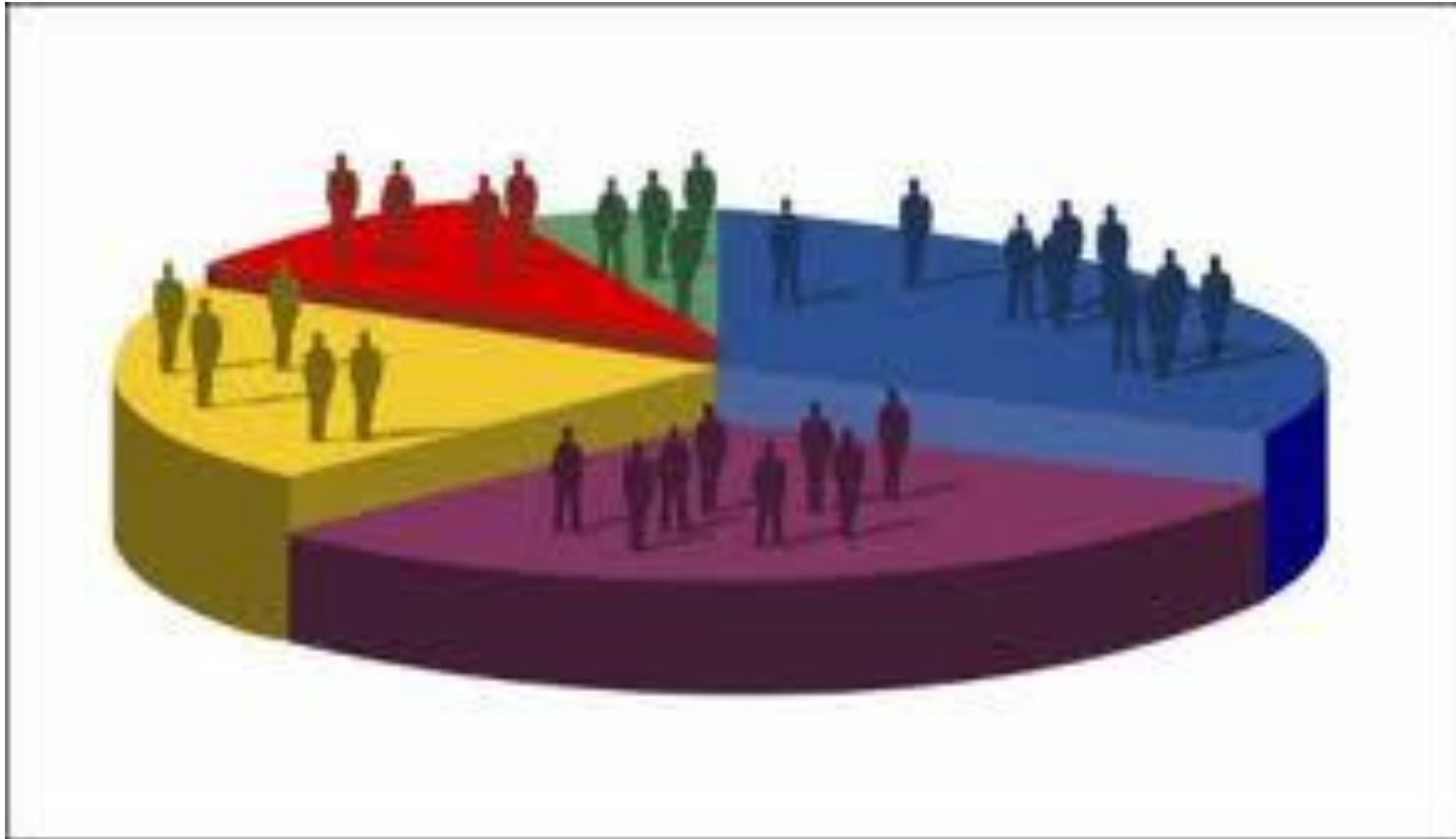


# Document Health Hazards





# Service Area & Demographics





# Tasks



# Develop a Schedule





# Project Manual



# Project Files





# Planning



# ENGINEER

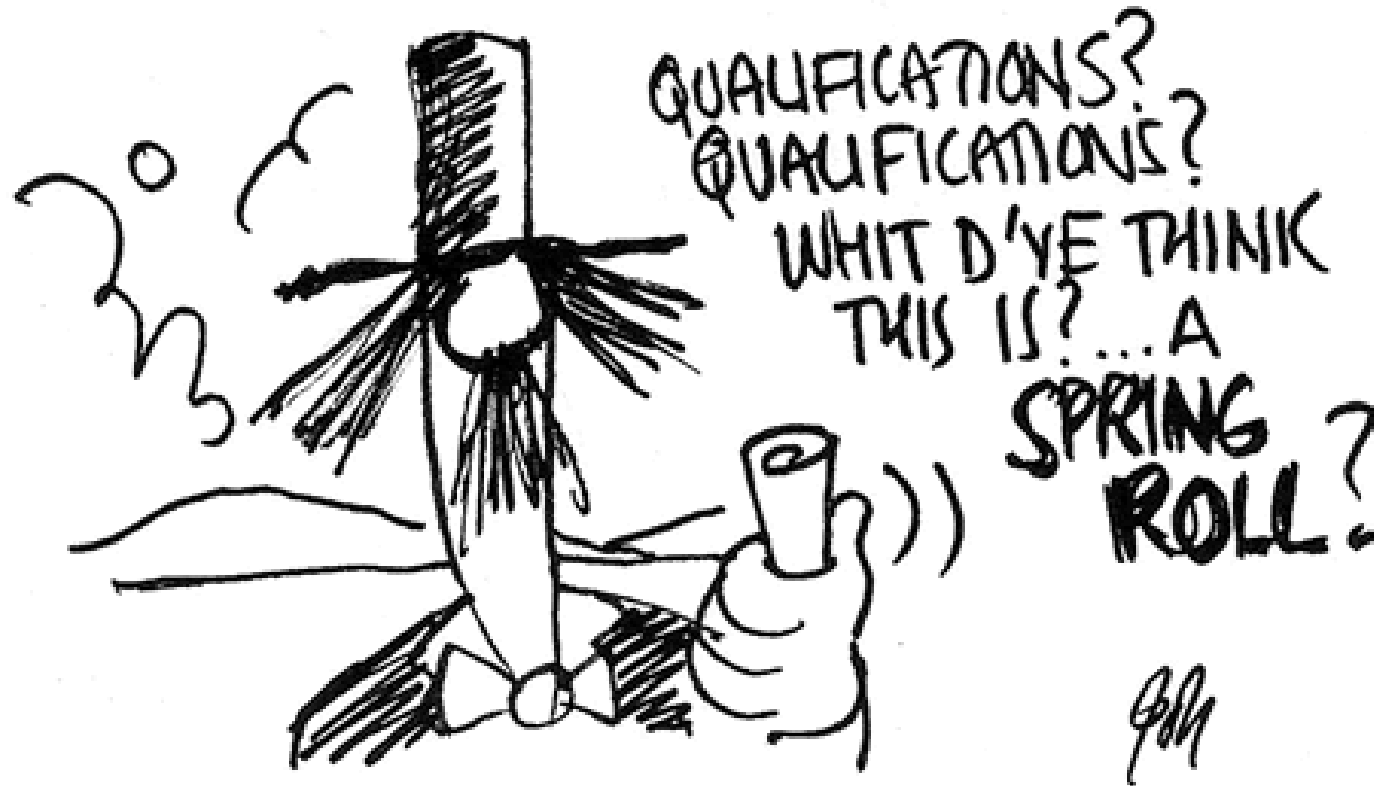
SOLVING PROBLEMS YOU DIDN'T  
KNOW YOU HAD IN WAYS YOU DON'T  
UNDERSTAND



# Hiring an Engineer



# Qualification Based Selection





# Develop a Request for Qualifications





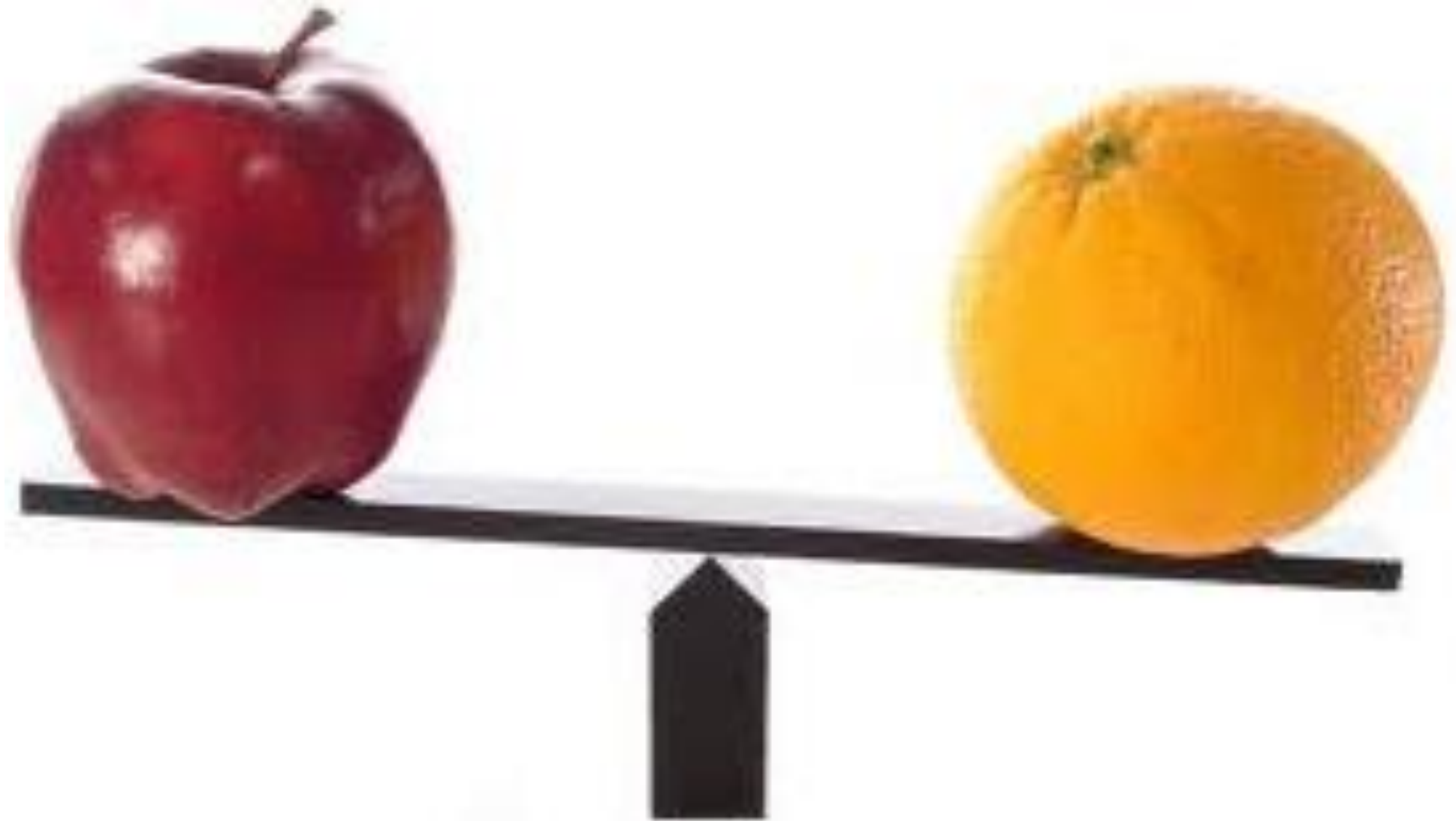
# Selection Committee



# Interview



# Review & Rate





# Negotiate



# Preliminary Engineering

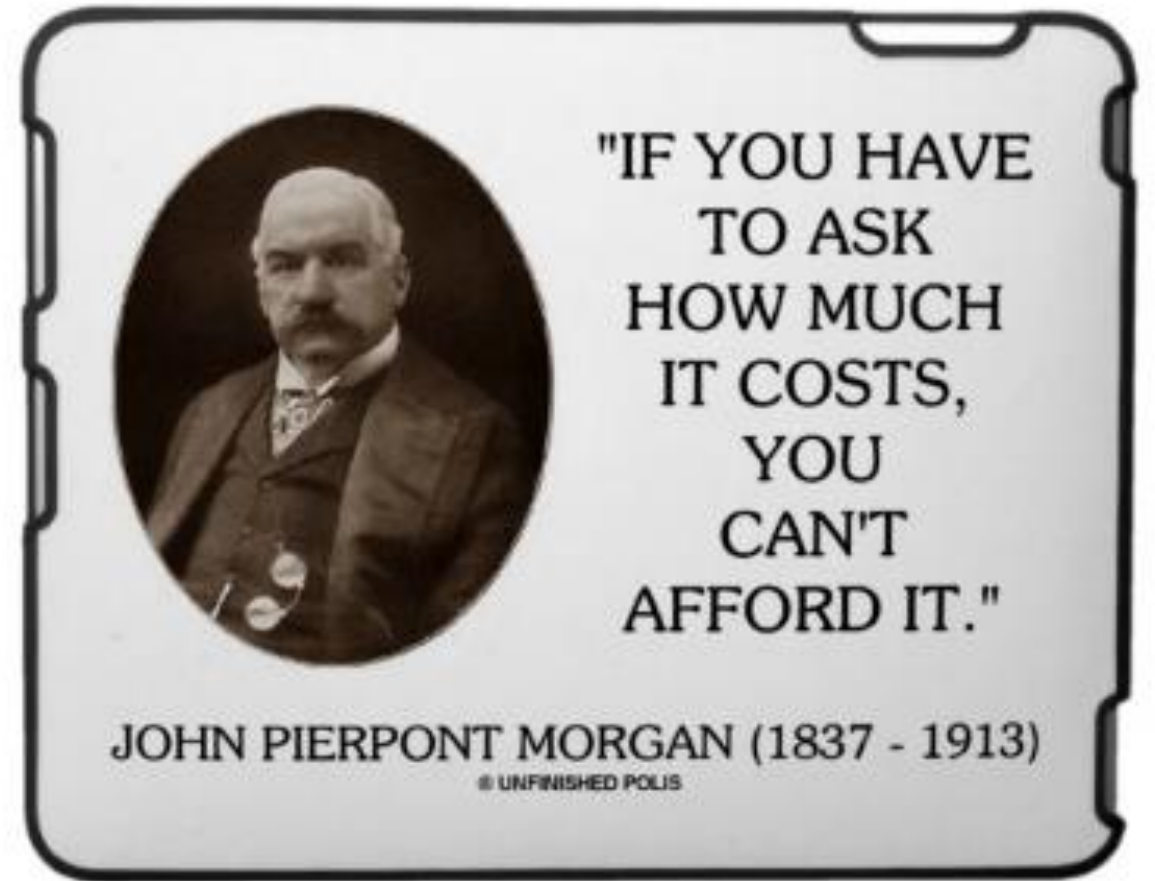
- pre·lim·i·nar·y/pri'limə ,nerē/
- Adjective:
- Denoting an action or event preceding or done in preparation for something fuller or more important: "preliminary talks".
- Noun:
- An action or event preceding or preparing for something fuller or more important.
- Synonyms:
- preparatory - precursory - introductory - initial



A family consisting of a man, a woman, and a young girl are shopping in a grocery store aisle. The man is pushing a shopping cart, the woman is placing a bag of pasta into it, and the girl is holding a bag of snacks. The shelves are stocked with various food items, and the scene is brightly lit.

# Alternatives & Costs

# Affordability





# K.I.S.S.

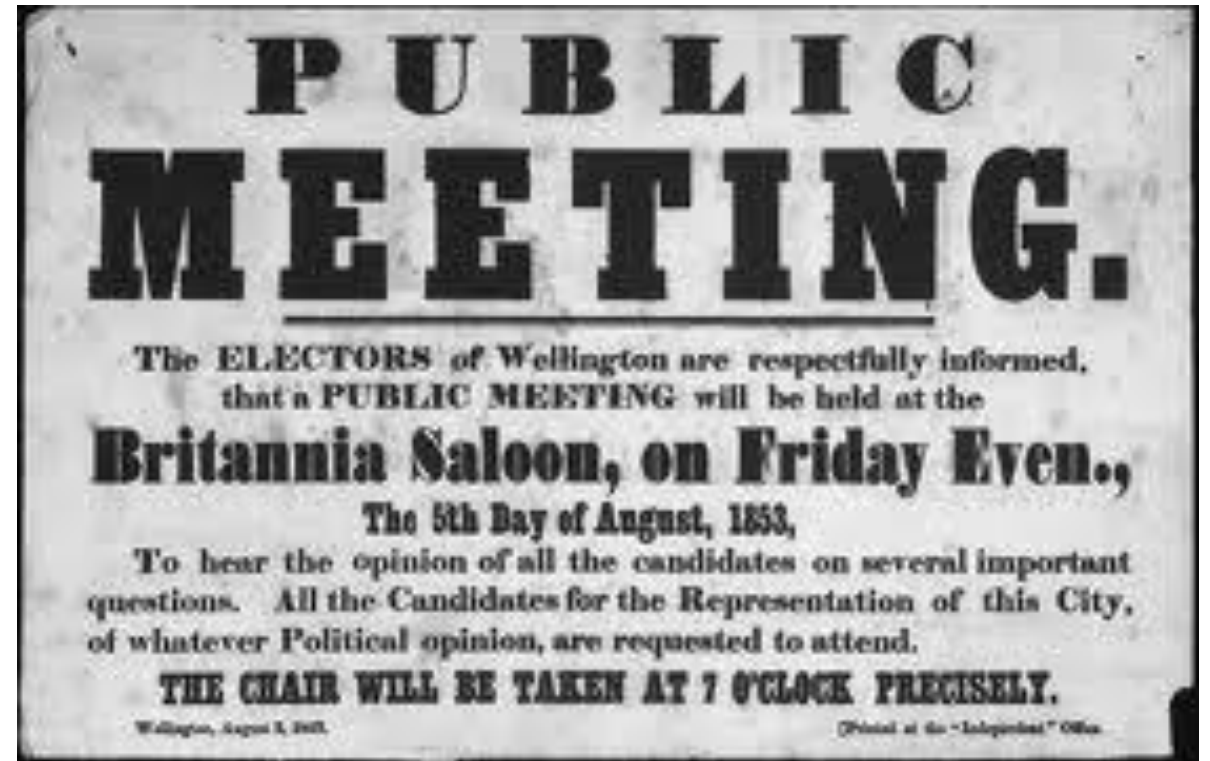


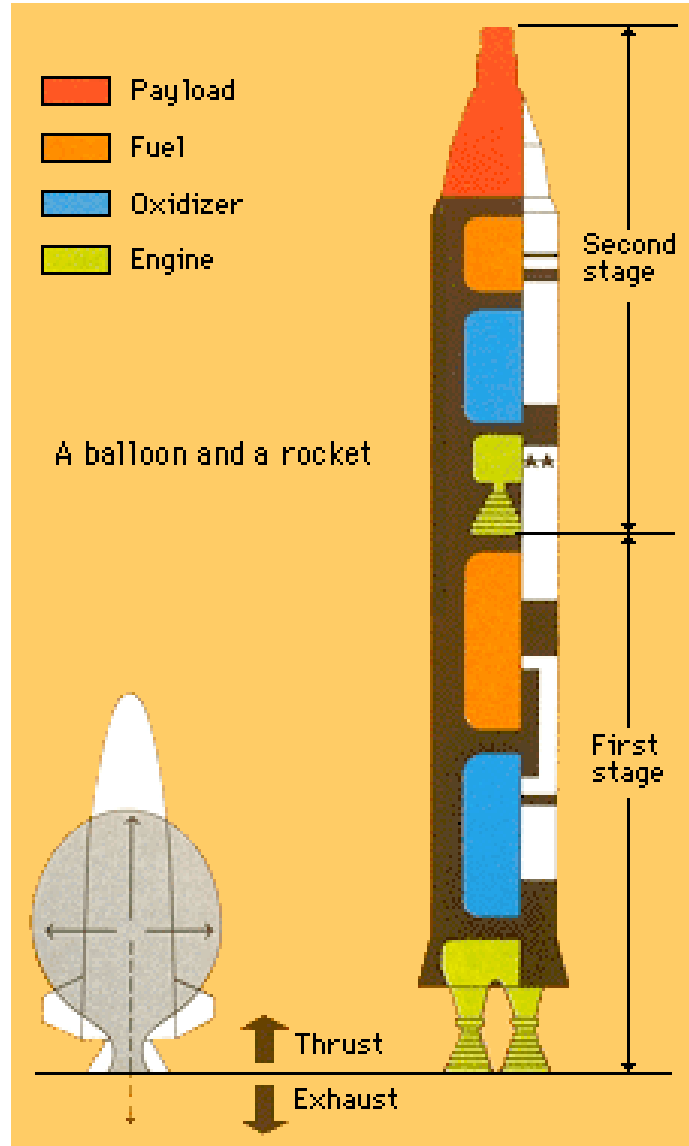


# Environmental Requirements



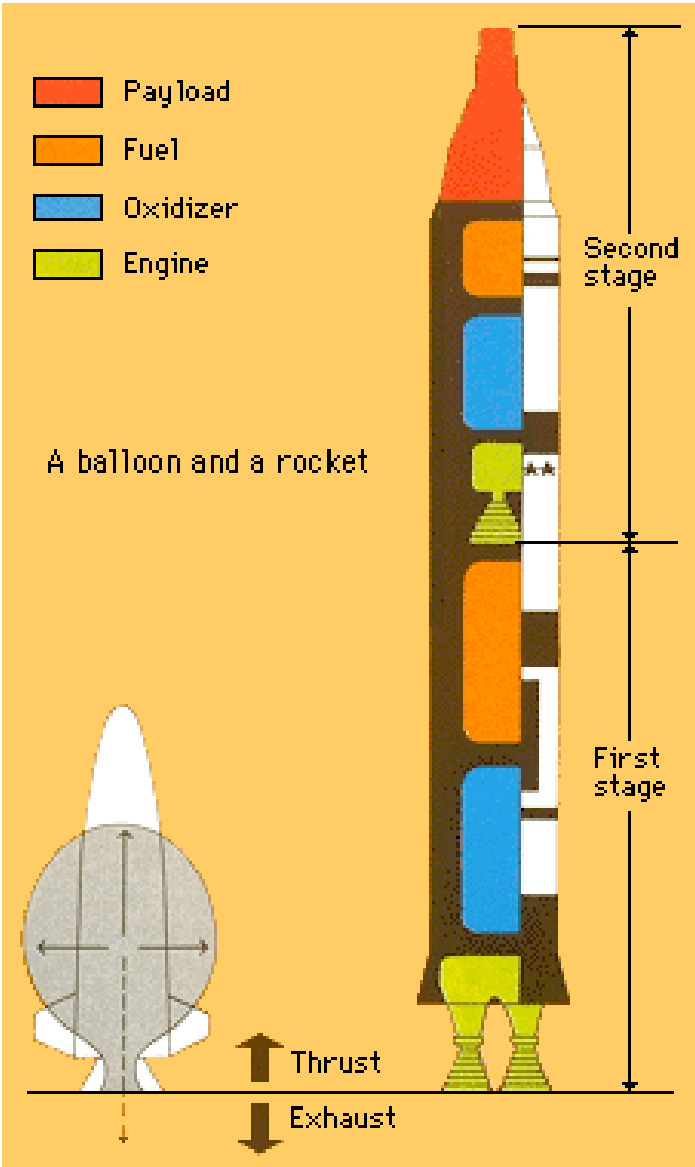
# Public Participation





# Stage One Meeting





# Stage Two Meeting





# Costs



# Design





# Design Phase





# Questions to Ask





# Engineering



# Engineering



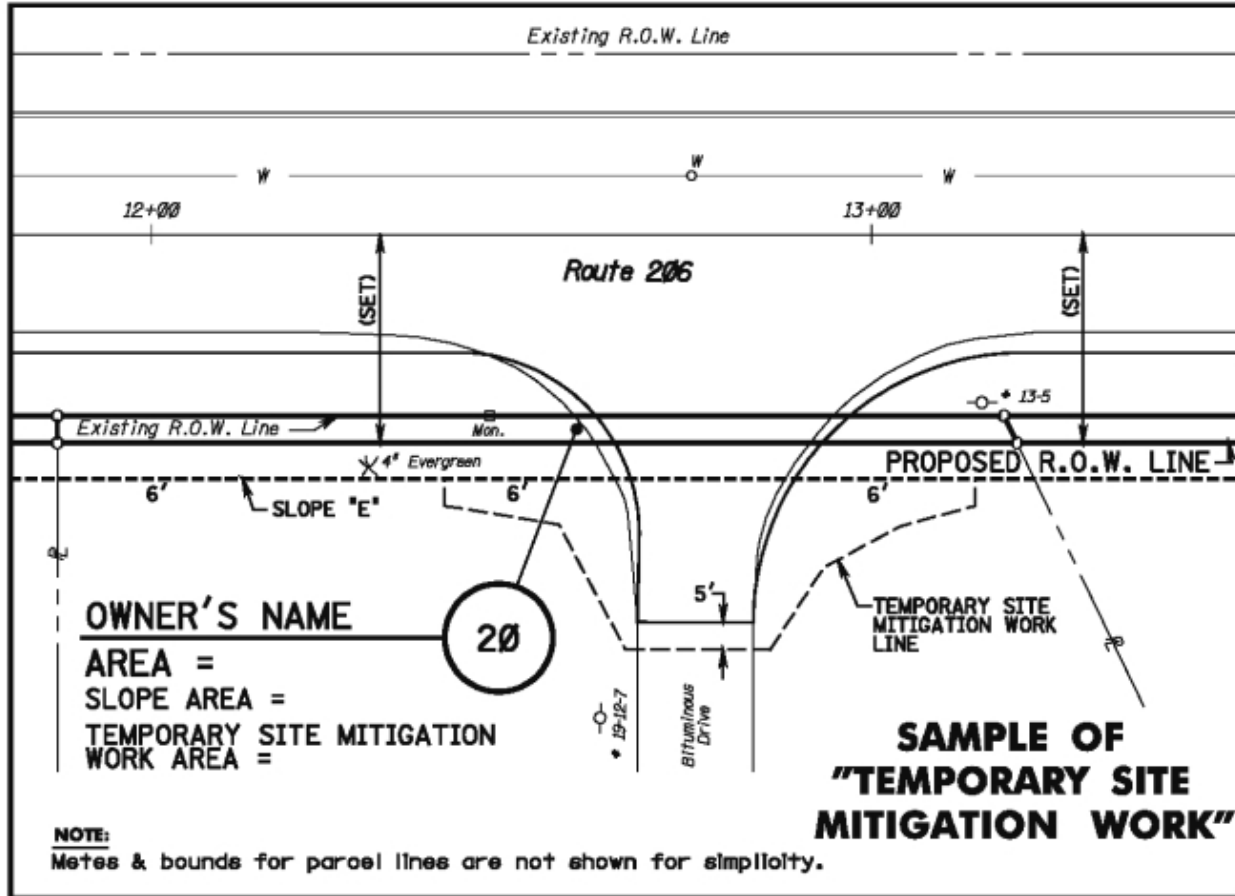


# Public Participation



# Land Acquisition





ATTACHMENT I

# User Agreements & Permits



# Schedule



# Bidding





# Bid Document





# Advertise Bid



# Bid Opening



# Bid Tabulation

20" PIPELINE AND PRV

| Company Name          | Addendum 1 | Addendum 2 | Bid Bond | Bid Price    |
|-----------------------|------------|------------|----------|--------------|
| Allied Construction   | ✓          | ✓          | ✓        | 1,335,558.43 |
| Whitaker Construction | ✓          | ✓          | ✓        | 1,149,676    |
| JJB EX                | ✓          | ✓          | ✓        | 1,189,500    |
| VanCon                | ✓          | ✓          | ✓        | 1,029,086    |
| Spade EX              | ✓          | ✓          | ✓        | 975,819      |
| Silver Spur           | ✓          | ✓          | ✓        | 949,588      |
| Newman                | ✓          | ✓          | ✓        | 1,256,657    |
| Cliff Johnson EX      | ✓          | ✓          | ✓        | 757,416.60   |
|                       |            |            |          |              |
|                       |            |            |          |              |
|                       |            |            |          |              |
|                       |            |            |          |              |
|                       |            |            |          |              |
|                       |            |            |          |              |
|                       |            |            |          |              |



# Notice of Award



# Notice to Proceed





# Retainage



# Construction Phase





# Preparing For . . .





# Point of Contact





# Construction Inspection



# Your Inspector



*“preferably not the Mayor’s brother in-law”*



# Construction Log



# As Builts



# Construction Administration



# Pay Requests







# Change Orders





# Progress Meetings



# Customer Connections





# Construction



# Wrapping it UP



# Proper Planning Prevents Poor Performance





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