# MARIN CITY COMMUNITY SERVICES DISTRICT

### CONSTRUCTION PROJECT COORDINATOR RFP

## EXHIBIT J — STATE GRANT REQUIREMENTS

### Purpose

This exhibit identifies grant-related coordination and documentation responsibilities that may apply to the renovation of the Manzanita Recreation Center and Marguerita C. Johnson Senior Center. It supplements, and does not replace, the executed grant agreement, applicable State guidance, or written instructions issued by the District.

### Funding and current documentation

MCCSD anticipates using State capital grant funding for this project. The District will provide the selected consultant with the applicable executed grant documents and confirmed deadlines. Any grant identification, funding amount, construction completion date, liquidation date, or reimbursement condition must be verified against the controlling grant documents before being treated as binding. No unverified extension date is incorporated into this RFP exhibit.

### Consultant responsibilities

- Maintain a project-level tracking log for grant milestones, reporting, approvals, expenditures, and supporting documentation.
- Coordinate with the District, 450 Architects, and contractors to align project schedules and deliverables with confirmed grant requirements.
- Assist the District with organizing invoices, payment records, procurement records, progress documentation, photographs, and other grant support materials.
- Flag potential schedule, scope, cost, procurement, or compliance issues promptly to the District General Manager, and recommend corrective actions.
- Support preparation of grant status updates, reimbursement requests, and closeout materials when requested by the District.
- Maintain organized records and deliver them to the District upon request and at project closeout.

### District authority and limitations

The District retains responsibility for grant certifications, formal submissions, project approvals, and authorization of expenditures or contract changes. The consultant shall not independently represent that a grant deadline has been extended, certify grant compliance on behalf of the District, or authorize work outside the approved scope.

### Supplemental information and addenda

Before the proposal deadline, the District may issue written addenda clarifying grant terms or providing additional reference documents. All prospective proposers will receive the same material solicitation information through the District's published addendum

process. After award, the District will provide applicable grant documents to the selected consultant for contract performance.

## Proposal response

Proposers should describe their experience supporting publicly funded capital projects, including schedule and cost tracking, recordkeeping, reimbursement support, and closeout. Proposers should identify any assumptions or exclusions affecting their proposed services and fees.

## Document status

This exhibit is intended for inclusion with the RFP. Confirmed grant-specific obligations, where applicable, will be governed by the controlling grant documents and any written RFP addenda or executed contract terms.