



## CITY COUNCIL AGENDA FORM

Meeting Date: October 25, 2022      Agenda item: \_\_\_\_\_  
Prepared by: Rick Sailer      Reviewed by: \_\_\_\_\_  
Department: Public Works

**AGENDA ITEM DESCRIPTION:** Selection of Grant Administrator for GLO CDBG - MIT -MOD Grant Program - Public Management Inc. Houston, Texas in the amount of \$199,000.00



### ATTACHMENTS FOR REFERENCE:

1. Resolution for obtaining Grant Administrator
2. Cost and Price Analysis - Administrative Services
3. RFP Submittal - Public Management Inc.
4. Contract - Public Management Inc.

### STAFF BRIEFING:

- City Council approved Resolution R-2022-0058 on August 15, 2022
- Solitations were email and posted on September 29, 2022.
- Four (4) RFP submittals were received on October 12, 2022
- Rating Committee consisting of six (6) completed the evaluation rating process providing scoring summary (attached).
- Pre-Application fee is \$0.00
  - City Attorney has reviewed and approved.
  - Finance Director has reviewed and approved.
  - City Manager has reviewed and approved.
  - City Engineer has reviewed and approved.

### History -

- August - Authorization to obtain Grant Administrator
- September - Publication of Request for Proposal (RFP)
- October - Submittals received

### TARGET IMPLEMENTATION -

- November 1, 2022 - Contract signed



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### SIGNIFICANT ACTION DATES:

- January 9, 2023 - Applications due to GLO

### ACTION:

- |  |  |
|--|--|
| <input type="checkbox"/> Ordinance   | <input checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Special Presentation  | <input type="checkbox"/> Proclamation          |
| <input type="checkbox"/> Finance Report  | <input type="checkbox"/> Public Hearing        |
| <input type="checkbox"/> Municode Codification   |  |
| <input checked="" type="checkbox"/> Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures |  |

### Cost Details:

<b>Budgeted</b>	0
<b>Actual Bid</b>	\$199,000
<b>Estimated Expenditure</b>	<b>\$199,000</b>
<b>Acct. Name(s)</b>	Grant Admin GLO -CDBG- MIT- MOD
<b>Line Items #</b>	
<b>Other Funding</b>	GLO Grant

### STAFF'S RECOMMENDATION:

Motion to approve the Bid for Grant Administration from Public Management for a total amount of \$199,000.00

**FISCAL IMPACT: The GA fee is incorporated into the Grant Funding through GLO; therefore there is not a direct expense to the City.**