



City of Rialto

Legislation Details (With Text)

File #: 18-598 **Version:** 1 **Name:**
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On agenda: 6/26/2018 **Final action:**
Title: Request City Council to Authorize Release of a Request for Proposals (RFP) for Administration of Community Development Block Grant Services and continue current contract services with LDM, Associates, Inc. on a month-to-month basis until the approval of the RFP.

Sponsors:

Indexes:

Code sections:

Attachments: 1. RFP 19-XXX CDBG Consultant

Date	Ver.	Action By	Action	Result
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For City Council Meeting [June 26, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Robb R. Steel, Interim City Administrator

FROM: Perry Brents, Community Services Director

Request City Council to Authorize Release of a Request for Proposals (RFP) for Administration of Community Development Block Grant Services and continue current contract services with LDM, Associates, Inc. on a month-to-month basis until the approval of the RFP.

BACKGROUND:

The Contract for Community Development Block Grant Consultant expires on July 1, 2018. Staff seeks City Council approval to issue an RFP seeking a qualified Community Development Block Grant (CDBG) Consultant while maintaining the current Agreement in place with LDM, Associates, Inc. on a month-to-month basis until the approval of a new contract.

ANALYSIS/DISCUSSION:

The current CDBG Consultant is LDM Associates, Inc. The LDM agreement provided an opportunity for a (1) year contract with two (2) optional one (1) year extensions based upon no changes in pricing and satisfactory performance. LDM has fulfilled its contractual obligations in a very satisfactory manner. After review of the submitted proposals, the City intends to interview the most qualified consultants. Staff will then recommend the most qualified Consultant(s) to the City Council for final selection. The Scope of Work includes but is not limited to the following:

1. CDBG Program Implementation and Administration
2. Administration of Sub-Recipient Contracts
3. Schedule of cost

CDBG grant management:

- a. Provide technical assistance for the administration and implementation of the City's CDBG funded Programs.
- b. Work with City staff to determine project eligibility along with monitoring of programs to assure compliance with all Federal, State and Local reporting requirements.
- c. Prepare reports, as required by HUD, including, but not limited to, a One-Year Action Plan and Annual Funding application, annual performance report (CAPER), Quarterly Cash Transaction Reports, etc.
- d. Setup and maintenance of Integrated Disbursement and Information Systems (IDIS) records, including preparation of requested reports. Prepare draw down requests for reimbursement of expended funds on a quarterly basis or as directed.
- e. Coordinate with HUD field office staff and other City representatives on CDBG related issues as needed, provide assistance for all program monitoring, and audit preparation.
- f. Work with City staff to prepare funding plans for CDBG funded activities.
- g. Prepare and maintain files and contracts for CDBG funded activities.
- h. Coordinate with City staff in the identification, management and completion of all CDBG funded projects, including preparation and review of federal funding requirements as part of construction bid packages, requests for proposals, monitoring reports, public notices, etc.
- i. Review and process all CDBG funded Capital Improvement project invoices.
- j. Monitor all Capital Improvement projects prior to and during construction for Davis-Bacon labor compliance and Section 3 compliance.
- k. Review completed projects for all necessary compliance issues
- l. Preparation of necessary Environmental Review forms and documents for CDBG projects.

ENVIRONMENTAL IMPACT:

An Request for Proposals is not a project as defined by Section 15378 of the California Environmental Quality Act (CEQA). A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and that is any of the following: 1) The creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment; and 2) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

Approval of this action complies with the following City of Rialto General Plan Goals and Policies:

Goal 2-24: Take advantage of opportunities to increase and enhance open spaces throughout Rialto.

Policy 2-27.2: Plan for and designate adequate funding to maintain new and existing parks and facilities.

LEGAL REVIEW:

The City Attorney has reviewed and approved this staff report

FINANCIAL IMPACT:

The costs associated with the Professional Services Agreement for the CDBG consultant will be paid as a percentage of the City's grant award from the Housing and Urban Development Department (HUD).

Operating Budget Impact

The CDBG Grant Consultant shall be compensated from the special revenue account for Community Development Block Grant Funding.

Capital Improvement Budget Impact

There is no impact to the Capital Improvement Budget.

Licensing

There is no action at this time. Fees for Business Licensing will be determined when a vendor is approved for a Professional Services Agreement.

RECOMMENDATION:

Staff recommends that the City Council Authorize Release of a Request for Proposals for Administration of Community Development Block Grant Services and continue contract services with LDM, Associates, Inc. on a month-to-month basis until the City Council approves a new Contract.