



City of Rialto

Legislation Text

File #: CC-19-133, **Version:** 1

For City Council Meeting and the City of Rialto, Acting as the Successor to the Redevelopment Agency [February 12, 2019]

TO: Honorable Mayor and City Council

APPROVAL: Sean Grayson, Interim City Administrator

FROM: Perry Brents, Community Services Director

Request City Council to Approve a Professional Services Agreement with LDM & Associates Inc. for Community Development Block Grant Consulting Services in the amount of \$115,000 annually for One (1) Year with Two (2) Optional One Year Extensions Based Upon Performance.

(ACTION)

BACKGROUND:

The Contract for Community Development Block Grant (CDBG) Consultant expired on July 1, 2018. On June 26, 2018, City Council authorized a Request for Proposal (RFP 19-014) to retain a CDBG Consultant, proposals were received from two firms; LDM & Associates, Inc. and Rincon Consultants, Inc.

ANALYSIS/DISCUSSION:

A Request For Proposal (RFP 19-014) for Community Development Block Grant Consultant was posted on August 8, 2018. Fifty eight (58) Vendors were notified. There were two responses to the RFP - that included, LDM & Associates and Rincon Consulting. A panel of three evaluators rated the proposals. The panelists included the two CDBG Ad Hoc Council Members and the City's Finance Manager. Each evaluator was given copies of the RFP, the proposals from the prospective suppliers and score sheets.

On December 4, 2018, proposals from LDM and Rincon were evaluated, scored and ranked based on Project Understanding, Scope of Work, Staff Qualifications, Firm Qualifications and Project Schedule for Community Development Block Grant and Neighborhood Stabilization Programs Implementation and Administration as exemplified by the following:

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

CDBG Program Implementation and Administration:

- a. Work with City staff to determine project eligibility along with monitoring of programs to assure compliance with all Federal, State and Local reporting requirements.

- b. Prepare reports, as required by HUD, including, but not limited to, a One-Year Action Plan and Annual Funding application, annual performance report Consolidated Annual Performance Evaluation (CAPER), Quarterly Cash Transaction Reports, etc.
- c. 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.
- d. 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.
- e. Work with City staff to prepare funding plans for CDBG funded activities.
- f. Prepare and maintain files and contracts for CDBG funded activities.
- g. 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.
- h. Review and process all CDBG funded Capital Improvement project invoices.
- i. Monitor all Capital Improvement projects prior to and during construction for Davis-Bacon labor compliance and Section 3 compliance.
- j. Review completed projects for all necessary compliance issues.
- k. Preparation of necessary Environmental Review forms and documents for CDBG projects.
- l. Provide regularly scheduled office hours at City Hall, on days and hours as determined by City staff. Additionally, remain available on-site, as needed, during HUD monitoring visits and external City audits.
- m. Any such other activities as required to properly administer the program.
- n. Attend City Council meetings as required.

Neighborhood Stabilization Program Implementation and Administration

Provide staffing and other resources as required to perform the following for all approved City Neighborhood Stabilization Program (NSP):

- a. Provide day-to-day administration and implementation of the City's NSP Program. Work with City staff to determine project eligibility along with monitoring of programs to assure compliance with all Federal, State, and Local reporting requirements.
- b. Prepare quarterly reports, as required by HUD, including annual closeout reports as required; Quarterly Cash Transaction Reports, etc., Section 3 Reports, and other reports required by

HUD.

- c. Setup and maintenance of DRGR records, including preparation of requested reports. Prepare draw down requests for reimbursement of expended funds at a minimum of a quarterly basis or more often as directed by the Finance Director.
- d. Coordinate with HUD field office staff and other City representatives on NSP related issues as needed and provide assistance for all program monitoring and audit preparation.
- e. Work with City staff to prepare funding plans for NSP funded activities.
- f. Prepare and maintain files and contracts for NSP funded activities.
- g. Coordinate with City staff in the identification, management, and completion of all NSP funded projects, including preparation and review of federal funding requirements as part of requests for proposals, monitoring reports, public notices, etc.
- h. Monitor all projects during construction. Monitoring includes the implementation of Davis-Bacon labor compliance and Section 3 compliance as applicable.
- i. Review completed projects for all necessary compliance issues.
- j. Preparation of necessary Environmental Review forms and documents for CDBG projects.
- k. Provide regularly scheduled office hours at City Hall, on days and hours as determined by City staff. Additionally, remain available on-site, as needed, during HUD monitoring visits and external City audits.
- l. Any such other activities as required to properly administer the program.
- m. Attend City Council meetings as required.

In the final analysis, LDM is being recommended because the Raters scored the LDM & Associates' proposal with overall higher rankings for the management of CDBG grant funding and the Neighborhood Stabilization Program (NSP) Implementation and Administration.

In consideration and comparison of both proposals, LDM's proposal placed its emphasis on Implementation and Administration of CDBG and NSP. The Rincon proposal indicated more emphasis and proficiency in its core business area of environmental review, compliance, documentation and environmental consulting rather than grant administration for Community Development Block Grants and Neighborhood Stabilization Programs. In summary, the Rincon proposal does not address a significant expertise with implementation and administration of Community Development Block Grants and a Neighborhood Stabilization Program (NSP).

ENVIRONMENTAL IMPACT:

Awarding a Professional Service Agreement 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:

Funding (100% Grant Funded) in the amount of \$115,000 for the Professional Services Agreement for Administration is budgeted and available in fiscal year 2018-2019 from CDBG Fund Account No. 234-500-1850-2011.

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

Prior to execution of the Professional Service Agreement/Purchase Order/Construction Contract, the vendor is required to submit a business license application and pay a Business License tax or Administration and State fees.

RECOMMENDATION:

Staff recommends that the City Council Approve a Professional Services Agreement with LDM & Associates Inc. for Community Development Block Grant Consulting Services, for one (1) year with two (2) optional one year extensions based upon performance.