



## **CITY COUNCIL AGENDA REPORT**

**MEETING DATE:** 5/21/2024

**DEPARTMENT:** City Manager

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### **SUBJECT:**

**AWARD OF CONTRACT FOR COMMUNITY DEVELOPMENT BLOCK GRANT ("CDBG") CONSULTING**

### **RECOMMENDED ACTION(S):**

1. Award a Professional Consultant Services Agreement for CDBG Consulting Services in the amount of \$225,800 to Willdan Engineering
  2. Authorize the Mayor to sign, and the City Clerk to attest, the award of Professional Consultant Services Agreement to Willdan Engineering, substantially in the form attached
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### **EXECUTIVE SUMMARY:**

The City has received Community Development Block Grant ("CDBG") funding from the Department of Housing and Urban Development ("HUD") since 1994. To maintain eligibility for this grant, the City submits several technical reports to HUD.

Since 2014, the City has engaged Mike Linares, Inc. ("Mike Linares") for CDBG consulting services. Following the City's selection process, Willdan Engineering ("Willdan") emerged as the recommended consultant for CDBG Consulting Services. Willdan's proven track record coupled with a thorough understanding of the City's needs and successful history of collaboration, makes it the ideal firm to assist with the administration of the CDBG program.

Based on a comprehensive review process and favorable references, staff recommend awarding the contract for CDBG Consulting Services ("Agreement") to Willdan, with a proposed compensation of \$225,800 (Attachment 1). The proposed Agreement term spans from June 5, 2024, to June 30, 2027, with the option for two one-year extensions. The proposed compensation aligns with the City's budgetary framework and would be funded through Federal CDBG funds, subject to approval by the City Council. The proposed Agreement was prepared by the Finance department and approved as to form by the City Attorney.

Should the City Council approve the Agreement with Willdan, staff will initiate collaboration with the consultant on CDBG administration and services, ensuring continued support for community development initiatives and economic opportunities for residents.

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## **BACKGROUND:**

### CDBG

Since 1994, the City has received annual CDBG funding from HUD. CDBG is a formula grant allocated to city and county governments to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities for low and moderate-income persons. To receive this annual grant, the City must complete and submit technical reports to HUD detailing the achievements of CDBG goals and related expenditures. These reports include the Annual Action Plan, Five-Year Consolidated Plan, Analysis of Impediments to Fair Housing, and Comprehensive Annual Performance Evaluation Report.

### Consulting Services

Since 2014, the City has utilized the services of Mike Linares for CDBG consulting services. In June 2019, the City entered into the current Professional Consultant Services Agreement with Mike Linares, which is set to expire on June 30, 2024. Since entering into the Agreement with Mike Linares, the City Council has approved two amendments and extended the agreement for two additional one-year terms beyond the initial three-year term.

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## **DISCUSSION:**

The City Manager reviewed and approved the Request for Proposal (“RFP”) for CDBG Consulting Services to be released on January 8, 2024. Five proposals were received in response to the RFP, and four proposals from the following firms met the mandatory elements:

- Grow America
- MVN & Associates, LLC (“MVN”)
- The Ramsay Group
- Willdan

Consistent with the City’s Purchasing and Contracting Guidelines (“Purchasing Guidelines”), staff assembled a selection committee approved by the City

Manager to review proposals and participate in the interview phase of the selection process. Four evaluators were a part of the Technical and Qualifications Review of each proposal. The Selection Committee was comprised of the following staff:

- Assistant City Manager
- Economic Development/Housing Manager
- Senior Planner
- Management Assistant

#### Review Process:

The review process is comprised of three phases: the Technical Review of written proposals, the Qualifications Interview, and the Revised Cost Proposal evaluation. Firms must meet all mandatory elements to advance to the Technical Review phase. Additionally, a firm must receive an average of 60 points (60%) or higher, in the Technical Review phase to move on to the Qualifications Interview phase. Two of the five firms scored at least a 60-point average score from the Technical Proposal Review. Pursuant to the City's Purchasing Guidelines, the City invited the firms that scored a minimum of 60 points for an interview to discuss their respective approaches to the requested services. Interviews were conducted April 2 and April 3, 2024. The results of the Technical Review and Qualifications Interview phases are summarized in Tables 1 and 2 below.

*Table 1: Technical Review Phase Scoring*

Firm	Technical Review Rater				Total
	1	2	3	4	
Grow America	60	60	60	76.5	<b>64.13</b>
MVN	54	49	40	57	<b>50</b>
The Ramsay Group	57.5	56	50	61.5	<b>56.25</b>
Willdan	79.5	78.5	91.3	80.5	<b>82.44</b>

Following the Qualifications Interviews and subsequent scoring by the Selection Committee, the Purchasing Coordinator reviewed the cost proposals. The impact on the Qualifications Interview phase scoring is reflected in Table 2.

*Table 2: Interview and Costing Review*

Firm	Qualifications Interview Review Rater				Total
	1	2	3	4	
Grow America	141	151.4	129	158.6	<b>145</b>
Willdan	168	184.8	184	178.4	<b>178.8</b>

Including the cost proposal component, Willdan received the highest ranking in the proposal review process. Table 3 below outlines the total cost estimates for the firms that made it to the Qualifications Interviews phase.

*Table 3: Proposed Service Fees*

<b>Firm</b>	<b>Not To Exceed Cost Estimate</b>
Willdan	\$232,514
Grow America	\$540,000

Recommend Consultant – Willdan:

Willdan is a leading provider of professional consulting and technical services to utilities, public agencies, and private industry throughout the United States. With over 50 years of experience, Willdan offers a diverse range of services encompassing energy efficiency and sustainability, engineering and planning, and municipal finance and administration. Their team of experts collaborates closely with clients to deliver tailored solutions that address complex challenges and drive positive outcomes. From community development and infrastructure projects to environmental compliance and renewable energy initiatives, Willdan is committed to delivering innovative, cost-effective solutions that enhance the quality of life for communities nationwide.

Staff believes the firm's allocation of resources, project management schedule, experience of its personnel, and successful history working with the City are an important indicator of the level of service and expertise that the recommended consultant will provide. Willdan's proposal and interview demonstrated a level of service and expertise that reflects the City's desired level of work and analysis.

Staff conducted a reference check with other local agencies that have contracted with Willdan for related analysis or studies. Staff found the reference check to be positive and overall indicative of an effective and useful service offering (Attachment 2).

Proposed Agreement:

Upon identifying Willdan as the highest ranked firm, staff proceeded to negotiate with the firm and secured a lower not to exceed amount of \$225,800 for the initial three-year term under the agreement. Staff recommends the City Council award the proposed Agreement to Willdan with a compensation amount of \$225,800. The Agreement was prepared by Finance staff and has been reviewed by the City Attorney and approved as to form. The initial term of the Agreement is from June 5, 2024, to June 30, 2027, with the option for up to two one-year extensions.

Should the City Council choose to award the Agreement with Willdan, staff would begin working with the consultant on CDBG administration and services.

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### **FISCAL IMPACT:**

Consulting services provided under this Agreement are paid for with Federal CDBG funds. The proposed Agreement would include a total compensation amount of \$225,800. The compensation would cover the projected costs associated with providing CDBG consulting services. CDBG funding is provided annually by HUD. As outlined in the previously adopted 2023-25 Operating Budget, appropriations subject to approval by the City Council for FY 2024-25 will include expenditures consistent with the approved FY 2024-25 Annual Action Plan.

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### **ATTACHMENTS:**

1. Agreement for Professional Consultant Services with Willdan Engineering
2. Reference Check for Willdan Engineering

Initiated By: Hope Hairrell, Management Assistant  
Submitted By: Keith Neves, Assistant City Manager  
Approved By: Debra Rose, City Manager