



# Administrative Report

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H.5., File # 22-4551

Meeting Date: 8/9/2022

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**To:** MAYOR AND CITY COUNCIL

**From:** CAMERON HARDING, COMMUNITY SERVICES DIRECTOR

## **TITLE**

APPROVE AN AGREEMENT WITH MICHAEL BAKER INTERNATIONAL, INC. FOR CDBG CONSULTING SERVICES FOR AN AMOUNT NOT TO EXCEED \$53,475, USING FISCAL YEAR 2022-2023 HUD ENTITLEMENT FUNDS, FOR THE TERM JULY 1, 2022 TO JUNE 30, 2023

## **EXECUTIVE SUMMARY**

The proposed agreement with Michael Baker International provides for the continued administration of the City's Community Development Block Grant (CDBG) Program for Fiscal Year 2022-23. The City's CDBG Program has been managed by Michael Baker International (formerly Pacific Municipal Consultants) since 2013. The CDBG Program provides federal funding for projects and services that benefit low- and moderate-income persons, seniors, and individuals with disabilities in the community. The City's CDBG-funded programs include the Mobility Access/Emergency Repair Program (grants to homeowners for emergency repairs and ADA access improvements) and the Public Service Agency Funding Program. Additionally, CDBG monies have provided funding for various City capital projects and will in part be used for the ongoing Curb Ramps Improvement Project. The contract amount is \$62,250 and is funded by the City's FY 2022-23 entitlement from the Department of Housing and Urban Development (HUD).

## **BACKGROUND**

The City is currently contracting with Michael Baker International for the administration of its Community Development Block Grant Program. The most recent agreement with MBI expired on June 30, 2022. Staff reached out to two companies that were believed to provide comparable services in order to determine whether the services provided by MBI were in line with the market. One of the companies did not submit a proposal because it does not provide the comprehensive services that the City receives from MBI. The second company did not respond to multiple inquiries.

In order to maintain continuity of consulting services, staff is recommending approval of the attached Agreement providing for MBI's services for the period July 1, 2022 - June 30, 2023. Under the Agreement, Michael Baker International will provide full-service management of the CDBG program and will continue to provide Damien Delany as the City's Project Manager in addition to assistants from the MBI staff roster. The contract amount is not to exceed \$53,475. Funding is available in the CDBG budget as part of the City's FY 2022-23 entitlement grant from HUD.

## **MBI Consulting Agreement**

The proposed agreement includes the following term:

### Scope of Work

MBI will provide full-service management of all components of the City's Community Development Block Grant Program, including:

- CDBG Administration: MBI will handle all administrative duties related to the program, including financial and data management, preparation of HUD-mandated documents and reports, preparation of environmental reviews, preparation of the Annual Plan, management and monitoring of the City's Fair Housing contract, and general program oversight to ensure compliance with all federal regulations.
- Mobility Access/Emergency Repair Program: MBI will handle all facets of this program including determination of applicant eligibility, preparation of applicant paperwork, preparation of project write-ups, project bidding and project oversight.
- Public Service Agency Funding Program: MBI will manage the RFP process, assist with the evaluation of proposals, prepare related reports, manage the funding award process and monitor all agencies.
- Capital Improvement Projects: MBI will determine CDBG eligibility of potential capital improvement projects, prepare all federal documents for bid packages, attend the pre-construction meetings, oversee federal labor standards compliance during construction, and prepare and submit required documents to HUD.

### Project Manager

Mr. Damien Delany will administer the City's CDBG Program. Mr. Delany will meet regularly with City staff to provide updates on the progress of the program and to ensure proper program administration and implementation.

### Term

The Agreement covers the period July 1, 2022 - June 30, 2023.

### Compensation

MBI will be compensated for the number of hours worked (an hourly rate schedule is included in the agreement) with the annualized amounts as follows:

- CDBG Administration: not-to-exceed amount of \$25,620 for general administration.
- Mobility Access/Emergency Repair Program: not-to-exceed amount of \$8,025.
- LACDA CDBG Assistance: not-to-exceed amount of \$10,000.
- Labor Standards Compliance for Capital Improvement Projects: not-to-exceed amount of \$9,800.

Total compensation to MBI for the term of the agreement will not exceed \$53,475.

**COORDINATION**

The Community Services Department coordinated with the City Attorney's Office to prepare the proposed agreement.

**FISCAL IMPACT**

Funding for CDBG consulting services is available in the FY 2022-23 Community Development Block Grant budget for the contract not-to-exceed amount of \$53,475. Additionally, the recommended Agreement includes a provision which enables the City to reduce payments paid to MBI in the event that the federal government reduces the Redondo Beach CDBG funding allocation.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - Michael Baker International
- Insurance - Michael Baker International