



**CITY OF BAY CITY**  
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## AGENDA ITEM SUBMISSION FORM

Any item(s) to be considered for action by the City Council must be included on this form and be submitted along with any supporting documentation. Completed Agenda Item Submission forms must be submitted to the City Secretary's Office no later than 4:00 p.m. on the Monday of the week prior to the Regular Council meeting.

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**Requestor Name:** Lopez, Gabriel **Date Submitted:** 3/4/2024  
*Last, First* *MM/DD/YYYY*

**Requestor Type:** City Staff **Meeting Date:** 3/7/2024  
*Citizen/City Staff/Council Member* *MM/DD/YYYY*

**Position Title** Engineering Technician  
*For City Staff Only*

**Agenda Location:** Discussion Item  
*(e.g.: Consent Agenda/ Discussion Item/ Public Hearing/ Executive Session/ Presentation)*

### Agenda Content:

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**Discuss, consider, and/or approve the selection of an administration service provider to support the 2024 Texas Community Development Block Grant Downtown Revitalization/Main Street Program application and project implementation.**

### Executive Summary of Item:

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The City is seeking to revitalize its downtown area through the 2024 Texas Community Development Block Grant-Downtown Revitalization/Main Street Program, managed by the Texas Department of Agriculture. This program aims to improve infrastructure in areas identified as deteriorated, to stimulate economic growth, improve residents' quality of life, and preserve historic districts. The City intends to apply for a \$500,000 grant from the program and will contribute a 15% match of \$75,000.

In preparation for a successful grant application and the potential project implementation, the City issued a Request for Proposals (RFP) to solicit proposals from administration service providers. A selection review committee was appointed to score the submissions, and the scores are tallied to identify the most qualified firm that the City can negotiate a contract with. The selected administrator will provide essential services for the project's application, planning, administration, and execution. The selected firm's expertise will be essential in crafting a successful grant application and ensuring effective project implementation within the program's guidelines.

Firms that submitted Proposals were:

- GrantWorks
- Traylor & Associates