



**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:** 11/30/2022  
*Last, First* *MM/DD/YYYY*

**Requestor Type:** City Staff **Meeting Date:** 12/06/2022  
*Citizen/City Staff/Council Member* *MM/DD/YYYY*

**Position Title** Engineering Technician - Public Works  
*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 APPROVE THE SELECTION OF ADMINISTRATION/PROJECT DELIVERY SERVICE PROVIDER TO GRANTWORKS TO COMPLETE THE APPLICATION AND PROJECT IMPLEMENTATION FOR THE CITY OF BAY CITY 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDED AND ADMINISTERED THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE.**

### Executive Summary of Item:

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The City of Bay City plans to apply to the 2022-2023 Texas Community Development Block Grant (TxCDBG) Program of the Texas Department of Agriculture (TDA) to support public infrastructure improvements in the City of Bay City. The grant will potentially help fund improvements to the City's infrastructure that is currently identified in the City's Capital Improvements Plan. The plan is to use these funds to improve the water distribution system in the northwest quadrant of the City.

This agenda item is to select administration services as required per all CDBG grants. The City of Bay City solicited proposals for these services and proposals were due November 7, 2022. A Selection Review Committee was appointed to review all proposals to select a grant administrator.

Two firms submitted proposals for this project, GrantWorks and Langford Community Management Services. GrantWorks was selected by the Selection Review Committee based on the scoring criteria and it is the Committee's recommendation to award GrantWorks administration services for this grant.