



City of Grass Valley City Council Agenda Action Sheet

Title: Awarding a Five-year contract with Michael Baker International to assist with management and reporting services related to the City's HOME and CDBG programs.

CEQA: Not a project.

Recommendation: That Council authorize the City Manager to sign the five-year contract with MBI pending legal review, for assistance in the management and reporting requirements of several existing grants, in an amount not to exceed \$150,000 for the 5 year term of the contract.

Prepared by: Taylor Day, City Clerk

Council Meeting Date: 6/27/2023

Date Prepared: 6/22/2023

Agenda: Consent

Background Information: On May 2, 2023, staff issued a Requests for Proposals (RFP) to provide contract staff services to assist the City with the management and reporting requirements of several existing grants. The services will be utilized to assist the Community Development Department with grant management and administrative services for the City's HOME program (First Time Homebuyer) and its CDBG Housing Rehabilitation program, including the ongoing reporting requirements and other portfolio management requirements related to older HOME and CDBG housing loans.

Two firms submitted proposals and a review committee evaluated and ranked the proposals. Staff recommends entering into Professional Services Agreements with the top ranking firm, Michael Baker International. The standard professional service agreement will be utilized.

The contract term will be a five year agreement. The state's Housing and Community Development Department (HCD) requires all agencies that contract for HOME and CDBG management services to go through a new procurement, or request for proposals (RFP), process every five (5) years. The City approximates an annual spending of approximately \$30,000 a year. This amount would be assuming the city is issuing 1 to 2 loans a year and the annual monitoring amounts. Currently Housing and Community Development Department (HCD) has the grants allotted to the City frozen and has been for the past two years. Which has frozen the City's ability to issue loans at the current time. The amount approximated for this contract will allow for annual rate increases due to cost of living increases. Costs associated with this service are paid with program income earned from CDBG and HOME loan programs.

Staff recommends that Council authorize the City Manager to execute a contract with Michael Baker International, pending legal review, assistance in the management and reporting requirements of several existing grants, in an amount not to exceed \$150,000 for the 5 year term of the contract.

Council Goals/Objectives: This item supports the City's goals associated with providing efficient government services.

Fiscal Impact: Costs associated with this service are paid with program income earned from CDBG and HOME loan programs.

Funds Available: Yes

Account #: 233-304 & 241-303

Reviewed by: ___ City Manager

Attachments: Proposed Agreement