



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commission

FROM: Nicol Pulluam, City Manager

DATE: September 8, 2025

RE: **APPROVALS OF A BID AWARD AND AGREEMENT WITH A
CERTIFIED GRANT ADMINISTRATOR (CGA)**

ITEM BEFORE THE COMMISSION:

The item before the Commission approves the bid award for a Certified Grant Administrator (CGA).

DISCUSSION:

The MEDC has invited the city to continue with the application process for \$2,491,110 in grant funding toward infrastructure improvements on W. Main Street. The City committed \$307,890 in matching funds toward the \$2.799M project. Due to the federal funds involved, the City was required to issue a Request for Proposals (RFP) for Certified Grant Administrator (CGA) services. The MEDC distributed the RFP on August 8, 2025, and proposals were due August 26, 2025. The city received two proposals.

Carter Consulting, LLC scored 80 points out of 100, and the bid price was \$24,500. Northern Consultant, Inc. scored 59.7 out of 100; the bid price was \$29,775.00.

Wightman's scored the proposals in accordance with the criteria established in the RFP, and Carter Consulting, LLC submitted the most favorable proposal. The MEDC will reimburse the city for 100% of the costs of these services.

RECOMMENDATION:

The City of Hartford City Commission approves the bid award to Carter Consulting, LLC for \$24,500 as the Certified Grant Administrator (CGA). Authorizes the city manager to sign the Certified Grant Administrator agreement.

PROJECT: W. Main Street Improvements

OWNER: City of Hartford

SERVICES: Certified Grant Administrator

PROPOSALS DUE: August 26, 2025

No.	Description	Max. Points Possible	Carter Consulting, LLC Coldwater, MI		Northern Consultants, Inc. Hancock, MI	
			Value Submitted	Points Awarded	Value Submitted	Points Awarded
1	Estimated Hours	N/A		N/A		
I.	General Tasks		100		40	
II.	Financial Management		60		115	
III.	Environmental Review		20		10	
IV.	Procurement		50		46	
V.	Construction and Labor Compliance		100		114	
VI.	Monitoring and Close Out		20		18	
	<i>Subtotal Estimated Hours</i>		350		343	
2	Hourly Rate Submitted	N/A	\$70.00	N/A	\$95.00	
3	Price	30	\$24,500.00	30	\$29,775.00	24.7
4	No. of CDBG projects administered in last 4 years	20		20		10
	0 CDBG projects	0				
	1-4 CDBG projects	10			3	
	5 or more CDBG projects	20	20			

BID TAB

No.	Description	Max. Points Possible	Carter Consulting, LLC Coldwater, MI		Northern Consultants, Inc. Hancock, MI	
			Value Submitted	Points Awarded	Value Submitted	Points Awarded
5	Firm's proximity to project site	20		10		0
	2.0+ hours or more drive	0			9 hr	
	Within 1.0 - 2.0 hours' drive	10	1 hr, 20 min.			
	Under 1-hour drive	20				
6	Length of time firm has been in business	20	8	20	25	20
	Less than 1 year	0				
	1 to 5 years	10				
	Over 5 years	20				
7	Certified Section 3 business	5	No	0	Yes	5
8	Minority Business Enterprise	5	No	0	No	0
	Total Points	100		80		59.7