



Where Life is Sweet

Mayor and Members of the City Council

STAFF REPORT

For the Meeting of April 28, 2025

Title/Subject

Resolution No. 2368 – Agape House – Community Development Block Grant (CDBG) Professional Services Agreement Award.

Summary and Background

CDBG requires that professional services like architects and engineering services are required to go through a selection process. The City's selection process went as outlined below:

- Request for Proposals (RFP) released on February 24, 2025
- Voluntary Site Visit on March 17, 2025 at Agape House
- Responses Due April 4, 2025
- Review Committee met to complete scoring – April 22, 2025
- Selection recommendation to city council – April 28, 2025

The review committee for the submitted proposals was made up of the following individuals:

- Byron Smith, City of Hermiston
- Nate Rivera, City of Hermiston
- Mark Gomolski, Eastern Oregon Mission/Agape House
- Brian Misner, Eastern Oregon Mission/Agape House

The City received responses to the RFP from the following five firms:

- Design West Architects
- KDA Architecture
- Jackola Engineering and Architecture
- Cole Architects
- Columbia Engineering Group

The City was pleased to have this level of interest in the project and to have five firms submit proposals.

The review committee recommends Columbia Engineering Group to do this project. This firm has experience with similar projects and has previously done work in our region.

Tie-In to Council Goals

From the 2040 Vision Values

PARTNERSHIPS: We collaborate with community organizations to leverage expertise and resources to best serve the public.

Fiscal Information

This selection process is one where price is not a factor. It is a qualifications-based selection. All costs of the Agape House project are being paid for from an awarded CDBG grant.

Alternatives and Recommendation

Alternatives

1. Accept the review committee's recommendation and award the contract to Columbia Engineering Group.
2. Re-Advertise.

Recommended Action/Motion

Motion to award the professional services agreement for the CDBG Agape House project to Columbia Engineering Group.

Submitted By:

Byron D. Smith