

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** April 28, 2026

**DEPARTMENT:** Electric Utility

**TITLE:**

Professional Services Agreement with Qualus, LLC for Grant compliance

**SUMMARY:**

The Professional Services Agreement which authorizes Qualus, LLC. to provide Comprehensive Grant Management Consultant Services for the Department of Energy (DOE) grant for a 5-year aggregate not to exceed cost of \$654,973.00. The Agreement is for an initial 5-year term to align with grant subprojects duration.

**BACKGROUND AND JUSTIFICATION:**

The City issued Request for Proposal (RFP 25-201) to solicit qualified firms to assist the City with providing comprehensive Grant Management Consultant Services for the DOE grant subprojects improving the Electric Utility service delivery systems. This federal DOE grant requires compliance with all applicable federal law, regulations, executive orders, policies, procedures, and special clauses as further illustrated in Exhibit A of the Professional Services Agreement.

Nine firms submitted proposals in response to the RFP. Following evaluation, conducted by the evaluation committee, Qualus, LLC. was determined to be the highest-ranked, responsive and cost-effective proposer based on experience, qualifications, and demonstrated expertise in federal grant compliance.

Approved Task Orders to Qualus, LLC. shall be issued based on the hourly rates identified in the Agreement for project and documentation compliance in accordance with the City's Procurement Code and Policies.

Qualus, LLC. is recommended for the Professional Services Agreement to provide consultant services for DOE federal grant compliance at a not to exceed aggregate cost of \$654,973.00 over the 5-year term aligning with the grant term and is in the best interest of the City.

**MOTION:**

Move to approve/disapprove Professional Services Agreement with Qualus, LLC for DOE grant compliance consulting services at a 5-year aggregate not to exceed cost of \$654,973.00 over the 5-year grant subprojects projects execution term.

**ATTACHMENT(S):**

Fiscal Impact Analysis

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
<b>Inflows/Revenues</b>					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
<b>Outflows/Expenditures</b>					
Appropriated (Budgeted)	\$178,843	\$142,584	\$129,403	\$140,049	\$64,094
Operating	0	0	0	0	0
Capital	0	0	0	0	0
<b>Net Fiscal Impact</b> <i>(If not budgeted)</i>	0	0	0	0	0
<b>No. of Addn'l Full-Time</b> <b>Employee Positions</b>	0	0	0	0	0

<b>Contract Award - Existing Appropriation (Budgeted)</b>	
	Expenditure
Department	Electric Utilities
Division	Distribution
GL Description	Improve Other than Build / Infrastructure
GL Account Number	421-6020-531.63-15
Project Number	SHGR10
Requested Funds	\$654,973.00
Remaining Balance	\$3,814,917.00
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Series 2025 Consolidated Revenue Bond