

# STAFF REPORT



**SUBJECT:** Administrative Services Selection for FY25-26 TxCDBG Application  
**MEETING:** Public Works Committee Meeting - 15 OCT 2024  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

## RECOMMENDATION:

Staff recommends selection of Public Management, Inc. to assist the City of Stephenville in the no-cost application and, if awarded, the administration of a contract for the 2025-2026 Texas Community Development Block Grant (TXCDBG) Program operated by the Texas Department of Agriculture (TDA).

## BACKGROUND:

Staff issued a Request for Qualifications (RFQ) to assist the City of Stephenville in the administration of its CDBG projects. Most CDBG funds are used for public facilities such as water, wastewater, street, and drainage improvements. This year, the maximum available award amount from the TDA for the Community Development Fund is \$750,000.00. The deadline for submittal of the application is December 9, 2024.

The City of Stephenville issued an RFQ for consulting services to support the administration and implementation of its CDBG projects. The RFQ was advertised on August 1, 2024, and responses were received by August 27, 2024. The following three firms submitted their qualifications for consideration:

- Public Management, Inc.
- Grant Works
- Experience with CDBG projects

A review committee was formed to evaluate the submitted qualifications based on the criteria outlined in the RFQ. Selection criteria included: Experience with CDBG projects, Qualifications and expertise of the proposed team, Understanding of the project scope, Past performance and references, as well as Cost-effectiveness.

The review committee scored each submission. A summary of the scores signed by the selection committee is attached.

Based on the evaluation process, the review committee recommends the selection of Public Management, Inc. as the consultant for the CDBG projects. Public Management demonstrated extensive experience with similar projects with over \$1 billion in various funding initiatives, a highly qualified team including Certified Administrators, and a thorough understanding of the project scope. Their past performance and references were noted as exemplary.

If supported by committee and approved by council, staff would negotiate a contract with Public Management to provide for preparation of the grant application, and if selected, project management, financial management, environmental review, construction management, fair housing / equal opportunity, audit, and contract close out assistance. Any formal contract will be presented to council for final approval.

## FISCAL IMPACT SUMMARY:

If the city is not awarded or does not accept a grant, there are no fees to pay Public Management, Inc.

If the city is awarded and accepts the grant, Public Management Inc.'s not-to-exceed fee of \$60,000 is paid from the awarded grant amount.

While the grant itself has no matching requirement, the maximum scoring criteria points are awarded with a 15% match of \$112,500 for a full \$750,000 award amount.

## ALTERNATIVES:

The city could decline to participate in the grant program.

## ATTACHMENTS:

A copy of the signed evaluation criteria score sheet is attached to this memo.

A copy of the proposed contract with Public Management Inc. is attached to this memo.