

Public Works
STAFF REPORT



SUBJECT: 2021 TxCDBG – Main Street Program
MEETING: City Council Meeting - 05 Jan 2021
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends award of a contract to Public Management, Inc. for the grant administration services for the 2021-2022 TxCDBG – Main Street Program application.

BACKGROUND:

- Program:

The Main Street Revitalization program, administered under the Texas Department of Agriculture, provides infrastructure improvements to address the conditions that contribute to the deterioration in an area designated as slum or blighted in the applicant community's downtown or main street area.

- Eligible Applicants:

Eligible applicants for the Main Street revitalization program must be an incorporated municipality with a designation as an official Texas Historical Commission Main Street City prior to applying to TxCDBG and must remain a participating city for the duration of the award/contract.

Program award amounts range from \$50,000 to \$350,000 and the application deadline is May 3, 2021.

PROJECT:

TxCDBG monies are only available for public infrastructure improvements or activities explicitly needed to eliminate slum and blight conditions in the downtown or main street area.

Eligible projects include improvements to lighting, sidewalks, ADA infrastructure, pavement, and curbs and gutters. An outline of Stephenville's historic downtown area is attached for reference.

FISCAL IMPACT SUMMARY:

The cost of administration services is paid as part of the grant funds and only if a grant is awarded.

The grant program's award amounts range from \$50,000 to \$350,000. Fifteen percent (15%) in grant matching will be necessary for a competitive application. For a possible maximum grant award of \$350,000, the required city match would be \$52,500. The matching funds may be allocated from the city's street maintenance budget and/or enterprise funds depending upon the project scope submitted.

REQUESTS FOR PROPOSALS:

Requests for Proposals were sent to three pre-qualified grant administration firms on December 14, 2020. Two proposals were received from Gary Traylor and Associates and Public Management, Inc. The proposals were evaluated and ranked based on specific weighted criteria, including experience, prior work performance, capacity to perform, as well as cost.

The review committee ranked each proposal independently and the results were averaged to compile impartial rankings.

Although both submittals were from capable firms, the submittal by Public Management, Inc. ranked the highest due to the firm's demonstrated experience with the city.

A copy of the ranking sheet is attached to this memorandum.

AGREEMENT:

The proposed agreement for services states, “For work associated to the Texas Community Development Block Grant Program (TxCDBG) and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed ZERO DOLLARS (\$0.00) for Application Preparation Services.”

The proposal also states that any payment to Public Management will be contingent upon funding award and further, that in the event that grant funds are not awarded, the agreement will be terminated.

TIMELINE:

The request for contract award is being requested at the public meeting in order to meet the 90-day requirement for a public hearing on the project. A public hearing is part of the scoring process and Stephenville will need all eligible points to have a competitive application. The purpose of the public hearing is to allow for discussion of possible projects. Due to the short notice, staff recommends also discussing possible projects at a Public Works Committee Meeting in January.

1. January 5, 2021 -
 - a. Conduct Public Hearing to allow for the discussion of project priorities.
 - i. Any feedback will be used to create the project scope.
 1. Review project at upcoming Public Works Committee January 19, 2021
 - b. Award No Risk Contract to Grant Administrator
2. February – March
 - a. Identify Application Engineer
3. March – April
 - a. Present Local Resolution to Authorize Submission of Application
 - i. Resolution includes the project description and commitment of any matching funds and must be passed after conducting the public hearing
4. May 3, 2021
 - a. Finalize and Submit Application

ADVANTAGES:

Awarding the administration services provides the best probability for a project to be completed within TDA parameters.

DISADVANTAGES:

There are no known disadvantages to directing staff to negotiate a proposal with the highest ranked firm for review by the committee and council.

ATTACHMENTS:

[2021_01-05 TxCDBG Admin Ranking – Main Street Program](#)

[2021_01-05 TxCDBG Admin Services Proposal – PMI – Main Street Program](#)

[Historic Downtown District Map](#)

[2021_TxCDBG – Admin Hiring Resolution](#)

Historic Downtown District Stephenville, Texas

