

City Council Meeting  
Agenda Item  
Data Sheet

Meeting Date: June 2, 2025

Topic:

Approve a professional services agreement with Langford Community Management for grant administration services related to the Texas Community Development Block Grant Community Development Fund 2025-2026 (TxCDBG CDF 2025-26) grant for an amount not-to-exceed \$75,000 (RFP 2025-07), therefor, and authorize the City Manager to execute any and all documents related to the services. These expenditures are to be paid from grant funds received from the TxCDBG CDF 2025-26 grant program, if received.

Background:

In July 2024, the Texas Department of Agriculture (TDA) released a call for projects to be submitted for consideration, scoring, and potential funding for the Texas Community Development Block Grant Community Development Fund in connection to the 2025-2026 TxCDBG grant by December 1, 2024. Staff utilized the draft Drainage Master Plan to identify a project that would be eligible for funding. The identified project was the “Hampton Place Storm Sewer Improvements” which includes redirecting the multi-family complex storm sewer outfall to M121-01-00 by replacing the existing inlets and constructing a new storm sewer system.

Staff submitted a preliminary grant application for a total identified grant amount not-to-exceed \$750,000 plus a local match of \$112,500 as approved by Resolution No. 2024-44 on December 2, 2024. In accordance with the terms and conditions of the TxCDBG grant and 2 CFR 200 regulations, staff advertised a Request for Proposal for grant administration services for grant application assistance and management throughout the grant term, if awarded.

Staff received four (4) sealed proposals from qualified firms. Scoring was completed by a committee to determine the most qualified firm to complete the work and based on the review staff entered into contract negotiations with Langford Community Management Services.

In anticipation of a possible award, staff is recommending awarding a professional services agreement with Langford for application assistance and management throughout the grant term, if awarded, for the TxCDBG CDF 2025-26 grant program. The agreement will include full-grant administration services including application assistance, environmental, procurement assistance, and administering and managing the grant funds, if awarded, to the City.

The total contract will not exceed \$75,000, based on the estimated project cost included in the grant application. All fees for grant administration services will be paid from grant funds, if received. A breakdown of the professional services is reflected in the table below.

TxCDBG Community Development Fund 2025-26 Hampton Place Storm Sewer Improvements		
Element	Contract Amount	Remaining Contract
Grant Administration – Langford (Application)	\$75,000	N/A
Professional Engineering – PENDING	PENDING	N/A
Construction – PENDING	PENDING	N/A

**Origination:** Project Management

**Recommendation:**

Staff recommends approving a professional services agreement with Langford Community Management Services for grant administration services related to the Texas Community Development Block Grant – Community Development Fund 2025-26 grant for an amount not-to-exceed \$75,000.

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes:   X   No:            If yes, specify Account Number: #400-154-6409

If no, funds will be transferred from account: #                                  To Account: #                                 

<b>Signed:</b>	<u>Meagan Mageo</u>	<b>Approved by:</b>	<u>                                </u>
	Staff Member		City Manager
	Date		Date