

City Council Meeting
Agenda Item
Data Sheet

Meeting Date: September 15, 2025

Topic:

Workshop Discussion Only – Approve Amendment No. 1 to the Professional Services Agreement with Langford Community Management Services for a total amount not-to-exceed \$108,000 for grant administration services for the Community Development Block Grant – Disaster Recovery (CDBG-DR) Program Contract Number 25-141-001-F190.

Background:

In October 2024, the General Land Office (GLO) released a call for projects to be submitted for consideration, scoring, and potential funding for the Disaster Recovery Reallocation Program (DRRP) by November 21, 2024. Staff utilized the draft Drainage Master Plan to identify a project that would be eligible for funding. The identified project was the “M118-01-01 Channel Improvements – Phase I” which includes widening and deepening the existing City drainage channel located south of Lizzie Lane and providing outfall connection to S. Persimmon Street. On January 17, 2025, staff received an Invitation to Apply from the GLO to submit a formal application for the DRRP for a total identified grant amount not-to-exceed \$1,350,000 plus local match of \$150,000 for a project total of \$1,500,000.

In accordance with the terms and conditions of the DRRP 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 three (3) 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.

On April 7, 2025, the City Council approved a professional services agreement with Langford for grant administration and environmental services, with compensation not to exceed 7.2% of the total approved grant amount. At the time of award, the estimated total for these services was \$108,000. While the original agreement specified a maximum percentage, Langford has submitted a contract amendment to revise the agreement to reflect a not-to-exceed amount of \$108,000 for grant administration services.

A breakdown of the project cost is reflected in the table below.

Disaster Recovery Reallocation Program (DRRP) M121 Channel Improvements – Phase I		
Element	Contract Amount	Remaining Contract
Grant Administration – Langford (Grant Management)	\$108,000.00	\$180,000.00
Professional Engineering – Oller Engineering, Inc	\$142,874.75	\$142,874.75
Construction – PENDING*	\$1,249,125.25*	N/A
Project Budget \$1,500,000	Total Contracts \$250,874.75	Remaining Funding \$1,249,125.25

*estimate only

Origination: Project Management

Recommendation:

Staff recommends approving Amendment No. 1 to the Professional Services Agreement with Langford Community Management Services for a total amount not-to-exceed \$108,000 for grant administration services for the Community Development Block Grant – Disaster Recovery (CDBG-DR) Program Contract Number 25-141-001-F190.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

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

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

If no, funds will be transferred from account # _____ To account # _____

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