



City of Huntington Beach

File #: 21-484

MEETING DATE: 7/20/2021

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Oliver Chi, City Manager

PREPARED BY: Sean Crumby, Director of Public Works

Subject:

Approve and authorize execution of Professional Services Contracts for On-Call Grant Writing and Administration Consulting Services with Advanced Avant-Garde, Inc., Engineering Solution Services, KOA Corporation, and Villa Civil, APC

Statement of Issue:

The Public Works Department requires professional grant writing and administrative services on an on-call or as-needed basis to prepare and administer grant applications for federal, state, regional, and local funding opportunities. Consultants will conduct research to identify grant resources that support the City's funding needs and priorities; provide community outreach services, including developing community involvement strategies; and coordinate with funding agencies on post-award procedures, project delivery, funding requests, quarterly reporting, and labor compliance.

Financial Impact:

The City's Fiscal Year (FY) 2021/22 Capital Improvement Program (CIP) Budget was adopted on June 1, 2021, and totals \$39.3 million (All Funds) for approved projects citywide. Each approved CIP project has a budget containing sufficient funding for project administration and other required costs. The four recommended contracts, totaling \$1.0 million, will be funded out of the CIP or department operating budget, as needed. As such, no additional funding is required by this action.

Recommended Action:

A) Approve and authorize the Mayor and City Clerk to execute, "Professional Services Contract Between the City of Huntington Beach and Advanced Avant-Garde Corporation, for On-Call Grant Writing and Administrative Consulting Services," in an amount not to exceed \$250,000; and,

B) Approve and authorize the Mayor and City Clerk to execute, "Professional Services Contract Between the City of Huntington Beach and Engineering Solutions Services for On-Call Grant Writing and Administrative Consulting Services," in an amount not to exceed \$250,000; and,

C) Approve and authorize the Mayor and City Clerk to execute, "Professional Services Contract Between the City of Huntington Beach and KOA Corporation for On-Call Grant Writing and

Administrative Consulting Services,” in an amount not to exceed \$250,000; and,

D) Approve and authorize the Mayor and City Clerk to execute, “Professional Services Contract Between the City of Huntington Beach and Villa Civil, APC, for On-Call Grant Writing and Administrative Consulting Services,” in an amount not to exceed \$250,000.

Alternative Action(s):

Do not authorize the proposed contracts and direct staff accordingly. Budgeted Capital Projects could be delayed until new contracts are approved.

Analysis:

On April 1, 2021, the City advertised a Request for Qualifications (RFQ) for On-Call Grant Writing & Administrative Consulting Services. Proposals were requested and submitted in compliance with Chapter 3.03 of the Huntington Beach Municipal Code. Eleven (11) proposals were received for On-Call Grant Writing & Administrative Consulting Services. In accordance with qualifications-based selected procurement per the Federal “Brooks Act,” State SB 419, and the City of Huntington Beach Municipal Code Section 3.03 “Professional Services,” the Public Works Department established a review board. Each firm submitted a proposal indicating their category of expertise. Proposals were then evaluated and ranked by the review board. The top four firms were selected to increase opportunity for competitive proposals for future projects from qualified on-call consultants.

The four contracts recommended for City Council approval are for on-call support staff to pursue grant funding and administer existing grant funds related to water, wastewater, stormwater, transportation, and park improvement projects. These services will be utilized to supplement City staff in meeting annual CIP goals, as an extension of staff, and/or to provide required expertise for unique projects. Additionally, these services will be required to secure federal stimulus grants anticipated this year. Each project is evaluated on a case-by-case basis to determine if these services are necessary.

Typical grant application and administrative support costs from the use of consultants on a CIP project varies between three to ten percent of the total costs for a CIP project. Therefore, it is practical to conservatively assume minimum annual consultant costs would be around \$250,000 to the City for total CIP projects, or approximately \$1 million over the next three years.

Some of the typical grants for water, wastewater, stormwater, transportation, and park improvements include the following: Active Transportation Program (ATP), Highway Safety Improvements Program (HSIP), Prop 1 Groundwater, Recreational Trails Program, Prop 68 Sustainable Groundwater Management, Rebuilding America Infrastructure with Sustainability & Equity Program (RAISE), CalOES Flood Mitigation Assistance, Infrastructure State Revolving Fund, USBR Water Smarts Program, and Drinking Water State Revolving Fund.

Administrative support services are needed for grants related to water, wastewater, stormwater, parks, and transportation CIP projects. These consultants have been selected to meet the projected workload over the next three years, with a total not to exceed amount of \$250,000 per firm.

Environmental Status:

Not applicable.

Strategic Plan Goal:

Infrastructure & Parks

Attachment(s):

1. Professional Services Contract between the City of Huntington Beach and Advanced Avant-Garde Corporation for On-Call Grant Writing and Administrative Consulting Services
2. Professional Services Contract between the City of Huntington Beach and Engineering Solutions Services for On-Call Grant Writing and Administrative Consulting Services
3. Professional Services Contract between the City of Huntington Beach and KOA Corporation for On-Call Grant Writing and Administrative Consulting Services
4. Professional Services Contract between the City of Huntington Beach and Villa Civil, APC, for On-Call Grant Writing and Administrative Consulting Services
5. RFQ Award Analysis