



**CITY OF HAWAIIAN GARDENS
CITY COUNCIL
STAFF REPORT**

Agenda Item #{{section.number}}12

DATE: June 22, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Linda Hollinsworth, Interim City Manager

BY: Brittany Leslie, Admin. Technician

RECOMMENDATION:

RECOMMEND TO APPROVE RESOLUTION NO. 019-2021, AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MICHAEL BAKER INTERNATIONAL TO PROVIDE ADMINISTRATION SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2024

SUMMARY

Staff is requesting City Council adopt Resolution 2021, authorizing the interim City Manager to enter into an agreement with Michael Baker International to provide Administration Services for the Community Development Block Grant (CDBG) Program. The agreement shall be for a three (3) year period, subject to annual renewal for a period of up to two (2) addition years, on the basis of satisfactory performance.

CDBG is a federally funded program administered by the County of Los Angeles, Community Development Commission (CDC). Administration Services provide for a consultant working with City Staff in multiple departments on grant projects, such as the Neighborhood Block Clean-up and Code Enforcement, providing oversight and monitoring for compliance with all program guidelines.

The City's contract for Administration Services expires June 30, 2021. The guidelines for CDBG require that the City do a Request for Proposal (RFP) for these services every five (5) years. In May 2021 the City prepared an RFP and posted this on the City website and social medial platforms inviting proposals. The RFP package was also sent to a total of ten (10) vendors. Only one (1) proposal for service was received. Staff reviewed the proposal and it was responsive and staff recommends accepting this proposal to provide these services.

Michael Baker International is the consulting firm currently providing the City with CDBG Administration Services, and the assigned Project Manager has worked with the City for the last five years with satisfactory performance.

FISCAL IMPACT

There is no impact to the City's General Fund. Administration Services are paid for through CDBG grant funding.

SUGGESTED ACTION

Approve Recommendation

ATTACHMENTS

A. Resolution No. 019-2021

B. RFP for CDBG Administration Services