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Title: CONSIDER A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF CARSON AND EVAN BROOKS ASSOCIATES, INC. FOR PROFESSIONAL GRANT WRITING SERVICES (CITY COUNCIL)

Sponsors:

Indexes:

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Attachments: 1. Proposed contract services agreement with Evan Brooks Associates, Inc., 2. Request for Proposals 21-017, 3. Proposal from Evan Brooks Associates, Inc., 4. Exhibit 1 - Summary Scores Table

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, June 01, 2021

Consent

SUBJECT:

CONSIDER A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF CARSON AND EVAN BROOKS ASSOCIATES, INC. FOR PROFESSIONAL GRANT WRITING SERVICES (CITY COUNCIL)

I. SUMMARY

This item transmits a recommendation for the City Council to award a contract services agreement to Evan Brooks Associates, Inc. to provide professional grant writing services to the City of Carson. Approval of this recommendation (Recommendation items 1-2 below) would approve a contract services agreement with Evan Brooks Associates Inc. for a flat fee of \$1,480 for the first month and \$2,584 for each subsequent month (\$29,904 for the first year, \$31,008 for the second and third years, and \$91,920 for the three-year term).

Previously the City of Carson contracted with California Consulting, Inc. for grant writing services through an agreement covering June 1, 2018, through May 31, 2021. Prior to this agreement, the City of Carson had worked with California Consulting, Inc. since November 2016 when they were identified through a grant writing pilot program that was approved by the City Council at that time.

In anticipation of the California Consulting, Inc. agreement expiring on May 31, 2021, the

City initiated a Request for Proposals (“RFP”) process to identify firms that could provide grant writing services to the City of Carson. Approval of this item would result in the City’s contracting with Evan Brooks Associates, Inc. for providing grant writing services to the City.

II. RECOMMENDATION

1. APPROVE the proposed contract services agreement with Evan Brooks Associates, Inc. for professional grant writing services for a three-year term, for a not-to-exceed contract sum of \$29,904 for the first year, and \$31,008 for the second and third years, for a total contract sum of \$91,920 for the three-year term (Exhibit No. 1 “the Agreement”); and
2. AUTHORIZE the Mayor to execute the Agreement following approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE another action deemed appropriate by the City Council and consistent with applicable laws.

IV. BACKGROUND

Selection Process

The City received bids from 10 firms to provide grant writing services and the bids were reviewed by a panel of staff from Community Services, Public Works, and the City Manager’s Office. The panel first scored the firms absent cost and identified Evan Brooks Associates, Inc. as being a top candidate based on their experience and qualifications.

The firms that provided bids are listed below in alphabetical order:

- Anese & Associates, LLC
- Asian Star Contracting Services, LLC
- Blais & Associates, LLC
- California Consulting, Inc.
- Engineering Solutions Services
- Evan Brooks Associates, Inc.
- General Technologies and Solutions, LLC
- Global Urban Strategies, Inc.

- Grant Management Associates.
- MNS Engineers, Inc.

The recommendation of Evan Brooks & Associates is based upon the professional experience of the firm and their depth of familiarity with working for cities in California. Successes include securing \$31.9 million in grant funding for the City of Compton, \$18.4 million for the City of Baldwin Park, \$5.7 million for City of La Verne, \$4.9 million for the City of San Fernando, \$6 million for the City of Pico Rivera, and \$1.9 million for the City of Grand Terrace.

In comparison, California Consulting, Inc. secured approximately \$833,000 in grants during the four years it was under contract with the City.

The cost proposal from Evan Brooks Associates, Inc. includes \$29,980 for the first year and \$31,008 annually thereafter. Of the top ranking bids received by the City for grant writing services, Evan Brooks Associates, Inc. offered the lowest cost.

The City will coordinate the efforts of a grant writing firm approved by the City Council with the City's recently hired legislative advocacy firms. Staff would work with all three firms to help identify grant opportunities and develop strategies to enhance the likelihood of grant funding being awarded to the City of Carson. Staff will monitor the performance of the grant writing firm and recommend adjustments as needed to improve the likelihood of receiving grant funding.

Procurement Standard

Carson Municipal Code Section 2611(c) provides that the procurement of professional services shall be based on demonstrated competence, the professional qualifications necessary for satisfactory performance of the required services, and a fair and reasonable price, after notice to a number of potential offerors adequate to permit reasonable competition consistent with the nature and requirements of the procurement. The proposed grant writing services are professional services, so any award is required to be made in accordance with Section 2611(c). Award of the contract to Evan Brooks Associates, Inc. is consistent with this procurement standard.

V. FISCAL IMPACT

The cost proposal as provided by Evan Brooks Associates, Inc. includes \$29,904 for the first year and \$31,008 for the second and third years, for a total contract sum of \$91,920 for the three-year term for grant writing services. This agreement would be funded through the City Manager's Office budget for professional services (01-50-010-001-6004) and no additional funding is requested at this time.

VI. EXHIBITS

1. Proposed contract services agreement with Evan Brooks Associates, Inc. (pgs. 4 - 32)
2. Request for Proposals 21-017 (pgs. 33 - 68)

3. Proposal from Evan Brooks Associates, Inc. (pgs. 69 - 117)
4. Itemized List of Vendors/Scoring Sheet (pg 118)

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