



Legislation Details (With Text)

File #: 2022-760 **Version:** 1 **Name:**

Type: Consent **Status:** Agenda Ready

File created: 8/23/2022 **In control:** City Council

On agenda: 9/20/2022 **Final action:**

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

Sponsors:

Indexes:

Code sections:

Attachments: 1. Proposed contract services agreement with California Consulting, Inc., 2. Request for Proposals 22-027, 3. Proposal from California Consulting, Inc., 4. Summary Scores Table

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

Tuesday, September 20, 2022

Consent

SUBJECT:

CONSIDER A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF CARSON AND CALIFORNIA CONSULTING, 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 California Consulting, 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 California Consulting, Inc. for a flat fee of \$5,000.00 per month (\$60,000 per year for a total of \$180,000 for the initial three-year term).

II. RECOMMENDATION

1. APPROVE the proposed contract services agreement with California Consulting, Inc. for professional grant writing services for a three-year term, for a not-to-exceed contract sum of \$60,000 per year, for a total contract sum of \$180,000 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

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 then current California Consulting, Inc. agreement expiring on May 31, 2021, staff conducted a formal request for proposals (“RFP”) process in spring 2021 and identified Evan Brooks Associates, Inc. as the most qualified candidate. A contract was issued with Evan Brooks Associates, Inc. in April 2021 and was terminated by the City in April 2022.

After this contract was terminated, staff conducted an informal competitive bidding process with the intent to issue a short-term contract to allow time to conduct a formal RFP to identify a more long-term grant writing consultant. Staff solicited bids from a handful of firms and executed a six-month contract with California Consulting.

Staff then identified California Consulting as the top scoring candidate in the formal RFP process and now recommends City Council award the contract as proposed in this staff report.

Selection Process

Staff initiated a formal RFP process in July 2022 and received bids from 8 firms to provide grant writing services. The bids were reviewed by a panel of staff from Emergency Services, Public Works, and the City Manager’s Office. The panel scored the firms and identified California Consulting, Inc. as being a top candidate based on their experience and qualifications, particularly with municipal governments in California.

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

- Attache, LLC
- California Consulting, Inc.
- Grant Writing at its Finest Consulting, LLC
- Huls Environmental Management

- Kalbacher Associates, LLC.
- MNS Engineers, Inc.
- TJD Consulting
- Witt O'Brien's

The recommendation of California Consulting, Inc. is based upon the wide breadth of professional experience of the firm and their depth of familiarity with working for cities in California as well as the variety of unique grant programs available to cities. Of all the firms that competed for the contract, California Consulting, Inc. has worked with the most cities in California and has secured the highest amount of grant funding for cities since the company was founded.

The cost proposal from California Consulting, Inc. includes a flat fee of \$5,000 per month with all services included.

The City will continue to coordinate the efforts of any grant writing firm approved by the City Council with the City's legislative advocacy firms. Staff will continue to 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 California Consulting, Inc. is consistent with this procurement standard.

V. FISCAL IMPACT

The cost proposal as provided by California Consulting, Inc. includes \$5,000 per month for a total contract sum of \$180,000 for the initial three-year term for grant writing services. This agreement would be funded through the City Manager's Office budget for professional services (101-50-501-100-6004).

VI. EXHIBITS

1. Proposed contract services agreement with California Consulting, Inc. (pgs. 4 - 31)
2. Request for Proposals 22-027 (pgs. 32 - 70)

3. Proposal from California Consulting, Inc. (pgs. 71 - 96)
4. Itemized List of Vendors/Scoring Sheet (pg. 97)

Prepared by: Michael George, Assistant to the City Manager