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**Title:** CONSIDER APPROVAL OF A CONSULTANT AGREEMENT FOR RESIDENTIAL AND COMMERCIAL REHABILITATION INSPECTION AND PROJECT COORDINATION SERVICES.

**Sponsors:** Community Development

**Indexes:**

**Code sections:**

**Attachments:** 1. Contract MDG 2023, 2. Bid Register, 3. RFP Evaluation Scores- Inspection Services, 4. RFP 23-015\_HRP-CRP-Proj Coordination

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

Tuesday, June 06, 2023

Consent

**SUBJECT:**

**CONSIDER APPROVAL OF A CONSULTANT AGREEMENT FOR RESIDENTIAL AND COMMERCIAL REHABILITATION INSPECTION AND PROJECT COORDINATION SERVICES.**

**I. SUMMARY**

Staff has conducted a Request for Proposals (RFP) to identify, select and recommend a qualified vendor to provide Residential and Commercial Inspections and coordination services for the Community Development Block Grant (CDBG), (CDBG-CV), Community Development Block Grant Cares Act Permanent Local Housing Allocation Grant (PLHA), and Housing and Community Development (HOME)-funded residential and commercial rehabilitation programs. The most qualified consultant responsive to the RFP was the firm of MDG Associates, Inc. the vendor that currently provides these services to the City. Staff recommends that the City Council award a contract for these services (Exhibit No.1) to MDG Associates, Inc. for a three-year term at a total not to exceed cost of \$600,000. Funds for these projects are provided by the Grant funds.

**II. RECOMMENDATION**

1. AWARD a three-year contract to MDG Associates, Inc., to provide Residential and

Commercial Inspection and Coordination services, for a total amount not to exceed \$600,000.00 to be funded with CDBG, CDBG-CV, and PLHA Grant funds, with City options to extend the contract for an additional three years at the City's sole discretion.

2. AUTHORIZE the Mayor to execute the agreement, following approval as to form by the City Attorney.

### **III. ALTERNATIVES**

TAKE any other action the City Council deems appropriate.

### **IV. BACKGROUND**

On April 13<sup>th</sup>, 2023, an RFP was issued to solicit firms to provide Residential and Commercial Inspections and Project Coordination services for the City's CDBG-CDBG-CV, and PLHA funded residential and commercial rehabilitation programs. The purchasing division sent the RFP to 11 prospective vendors, and responses were received from 4 firms, with 1 vendor dis-qualified due to an incomplete proposal. No firms were identified within the City of Carson that could provide the required services, and no Carson firms responded to the RFP.

The firms that responded to the RFP were (Exhibit No 2):

1. MDG Associates, Inc.
2. Inter-west Consulting Group
3. Builders Protection Group, LLC
4. Grace Inspection and Testing

Four city staff members reviewed and scored the proposals (Exhibit No. 3). Upon completion of the reviews, the evaluation panel determined that MDG Associates, Inc. overall scored the highest. MDG provided the most comprehensive response to the RFP with the most applicable relevant experience and ability to provide the required services. MDG Associates, Inc. is a very responsible firm with excellent qualifications and has been providing these services to the City for over 10 years.

Therefore, staff is seeking City Council approval to award a three-year contract to MDG Associates, Inc., to provide residential and Commercial Inspection and Project Coordination services to the City of Carson. The contract term will be three years for a total not to exceed amount of \$600,000.00, with options to extend the contract for three additional one-year periods at the City's discretion. MDG would be paid only for actual

work performed (Exhibit No. 4).

## **V. FISCAL IMPACT**

Funds for residential and commercial inspection and project coordination services are included in FY 2023/24 proposed budget in account numbers CDBG #215-70-720-964-6062 \$150,000, CDBG-CV #215-70-720-968-6062 \$50,000.00, which will be a carry-over budget from 2022-23 CDBG-CV funds to be re-allocated.

## **VI. EXHIBITS**

1. Contract Services Agreement - MDG 2023 (pg.4)
2. Bid Register (pg. 40)
3. Evaluations (pg. 41)
4. Proposal, MDG Associates, Inc. (pgs. 42-94)

1.

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