



# CITY OF CARSON

## Legislation Text

File #: 2020-389, Version: 1

### Report to Mayor and City Council

Tuesday, June 16, 2020

Consent

#### **SUBJECT:**

**CONSIDER APPROVAL OF A CONSULTANT AGREEMENT WITH MDG ASSOCIATES, INC. FOR RESIDENTIAL AND COMMERCIAL REHABILITATION INSPECTION AND PROJECT COORDINATION SERVICES (CITY COUNCIL)**

#### **I. SUMMARY**

Staff conducted a Request for Proposals (RFP) to identify, select and recommend a qualified vendor to provide Residential and Commercial Inspection and Project Coordination services for the City's Community Development Block Grant (CDBG) and Housing and Community Development (HOME)-funded residential and commercial rehabilitation programs. The most responsive vendor to the RFP was the firm of MDG Associates, Inc., the vendor that currently provides those services to the City. Staff recommends that the City Council award a contract for these services to MDG Associates, Inc. (Exhibit No. 3) Funds for these services are provided by the CDBG and HOME grants.

#### **II. RECOMMENDATION**

TAKE the following actions:

1. AWARD a three-year agreement to MDG Associates, Inc. to provide Residential and Commercial Inspection and Project Coordination services, for the period of July 1, 2020 through June 30, 2023, in a total amount not to exceed \$300,000 from the CDBG and HOME grant funds.
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 30, 2020, an RFP was issued to solicit proposals to provide Residential and Commercial Inspection and Project Coordination services for the City's CDBG-and HOME-funded residential and commercial rehabilitation programs (Exhibit No. 1). The Purchasing Division sent the RFP to eight (8) prospective vendors. No firms were identified within the City of Carson that could provide the required services nor did any respond. The City Clerk's Office received one (1) proposal (Exhibit No. 1), from:

MDG Associates, Inc.

Rancho Cucamonga, CA

MDG Associates, Inc. is a very responsible firm with excellent qualifications and has been providing these services to the City for over ten years. MDG provided a comprehensive response to the RFP with applicable relevant experience and ability to provide the required services. The company's current hourly rates as reflected in its proposal range from \$45.00 to \$118.00 per hour for staff. MDG staff provides grant administration and documentation, inspection and project management for the Neighborhood Pride Program, project coordination for the Commercial Rehabilitation Program and as-needed training for the CDBG and HOME grants reporting requirements.

Staff is seeking City Council approval to award a three-year agreement to MDG Associates, Inc., to provide Residential and Commercial Inspection and Project Coordination services to the City of Carson. The contract term will be from July 1, 2020 through June 30th, 2023, for a total cost not-to-exceed \$300,000. MDG would be paid only for actual work performed, and is not guaranteed the full contract amount.

#### **V. FISCAL IMPACT**

Funds for residential and commercial inspection and project coordination services are included in the FY 2020/21 proposed budget in account numbers 215-70-720-964-6062, 215-70-720-964-6025 and 215-70-720-964-6004 provided through the CDBG and account number 214-70-720-964-6074 for the HOME fund grant, and account numbers 215-70-720-964-6504, 215-70-720-964-6525 and 215-70-720-964-6562 to track CDBG grant funds for COVID-19 related expenditures, which will not impact the General Fund.

#### **VI. EXHIBITS**

1. Request for Proposals (pgs. 3-54.)
2. Proposal from MDG Associates, Inc. (pgs. 55-125)

3. Contract Services Agreement By and Between City of Carson and MDG Associates, Inc. (pgs. 126-169)

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