



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Award Professional Services Agreement (PSA) for On-Call Grant Research, Writing and Management Services for Public Works Engineering Projects

- 1) Motion authorizing the City Manager or a designee to enter into and execute PSAs for a duration of three years in the amount of \$300,000 each with an option to extend the contract for an additional two-year term and \$200,000 each with Mark Thomas & Company, Inc., Kimley-Horn and Associates, Inc., and KOA Corporation, to provide on-call grant research, writing, and management Services.
- 2) Resolution of appropriation

COUNCIL ACTION

Item Type: Consent Calendar

Approved for May 13, 2025 **calendar**

EXECUTIVE SUMMARY

PSAs are needed for consultants to provide comprehensive grant services for the Public Works Department (PWD). These consultants will perform various grant services such as identifying and researching new grant opportunities, developing and drafting grant proposals, and providing ongoing support in managing the administrative and financial aspects of awarded grants.

Following a Request for Proposals (RFP) process, the consulting firms listed in this report are recommended to be selected. The proposed agreements with these firms will cost in the aggregate \$1,500,000 over the course of the five years. Additionally, a resolution of appropriation for \$300,000 is needed to provide initial funding for these agreements.

RECOMMENDATION

Approve the motion authorizing the City Manager or a designee to enter into and execute the PSAs with Mark Thomas & Company, Inc., Kimley-Horn and Associates, Inc., and KOA Corporation, to provide On-Call Grant Services in the amount of \$300,000 each for an initial three-year term and \$200,000 each for an optional additional two-year extension and a resolution of appropriation.

ANALYSIS

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25-87850

The Engineering Division (PWE) of PWD provides project planning and development, design, bid and award processing, grant writing and management for various Capital Improvement Program (CIP) Projects.

PWE currently manages more than \$130 million in grants for various CIP projects in the planning, design, and construction phases. Staff has relied on internal resources to research new grant opportunities, develop and draft grant proposals and manage the administrative and financial tasks associated with obtaining grant fund for multiple CIP projects to help the city and PWD achieve its infrastructure goals and remain fiscally responsible.

PWE is actively pursuing and receiving numerous federal and state grants and funds such as Highway Safety Improvement Plan (HSIP), Active Transportation Plan (ATP), Clean California Local Grant Program (CCLGP), Metro Active Transportation (MAT) Program, Safe Streets and Roads For All (SS4A), Better Utilizing Investments to Leverage Development (BUILD) Program, State Transportation Improvement Program (STIP), and many more.

In order to supplement PWE's success in obtaining and managing multiple infrastructure related grants, PWE is seeking to contract with experienced consulting firms specializing in securing and managing competitive federal and state grants that will improve CIP project funding for the future.

Due to increased funding demand across the state and nation for infrastructure projects, as well as frequent changes to the state and federal policies, federal and state grants have become increasingly competitive. More public agencies are competing to obtain necessary funding for their infrastructure projects, while restrictions and regulations associated with these funds are becoming more difficult to navigate. Therefore, it is imperative for PWE to hire experienced consultants that are well versed in this subject topic to produce compelling and competitive applications to secure funding for critical infrastructure investment and capital improvements.

Without the services of these consulting firms, the city may find it increasingly difficult to fund CIP projects and must rely on funding projects by using limited State Gas Tax funds or General Fund. Ultimately the city needs to maximize the benefits of grant funding to advance its infrastructure mission and improve the quality of life in Glendale.

The selected pre-qualified consultants will provide their professional grant services on an "As-Needed" basis.

To secure the most qualified consultants, on October 1, 2024, an RFP was issued for the On-Call Grant Research, Writing and Management Services for Public Works Engineering.

To encourage competitive proposals, the city advertised the RFP on the city's website and multiple plan-holder platforms, reaching a broad network of consultants,

contractors, and construction industry professionals.

On November 5, 2024, the city received Statement of Qualifications (SOQs) from fifteen consulting firms under RFP #PWA 2024-027:

1. Ardurra Group, Inc.
2. Blais & Associates, LLC
3. Boules Consulting
4. California Consulting
5. CWE
6. Engineering Solutions Services, Inc.
7. Evan Brooks Associates, Inc.
8. Kimley-Horn and Associates, Inc.
9. KOA Corporation
10. Mark Thomas & Company, Inc.
11. MNS Engineers, Inc.
12. STV Incorporated
13. Villa Civil
14. Wildan Engineering
15. Witt O'Brien's, LLC

An evaluation team of staff from PWD reviewed the SOQs, which were all ranked based on the following criteria: Experience and Knowledge; Quality of Submittal; Measurable and Trackable Results; and Best Value. The scoring of the evaluation is presented as follows:

<u>Proposer</u>	<u>Total Score (100 points max)</u>
Mark Thomas & Co., Inc.	86
Kimley-Horn and Associates, Inc.	82
KOA	81
Evan Brooks Associates, Inc.	80
MNS Engineers, Inc.	74
Ardura Group, Inc.	69
Wildan Engineering	67
CWE	67
Engineering Solutions Services, Inc.	65
California Consulting	64
Witt O'Brien's, LLC	63
Blais & Associates, LLC	55
STV Incorporates	51
Villa Civil, APC	47
Boules Consulting	33

Upon review of the SOQ submittals and interviews, Staff finds the following consultants

to be the most qualified to perform comprehensive grant services:

1. Mark Thomas & Company, Inc.
2. Kimley-Horn and Associates, inc.
3. KOA Corporation

STAKEHOLDERS/OUTREACH

Not Applicable for this report.

FISCAL IMPACT

The On-Call Granting Services Agreements will cost approximately \$300,000 per fiscal year with an aggregate cost of \$1,500,000 for the period of five years, of which the first year budget needed for these PSAs was not included as a part of the FY 2024-25 budget. Therefore, staff is requesting a new appropriation of \$300,000 from the Gas Tax Fund for the remainder of this fiscal year for these PSAs and moving forward the future years will be included in the upcoming fiscal year budget requests. The appropriation request is outlined below:

Requesting Appropriation			
Amount	From (Account String)	To (Account String)	Funding Source
\$300,000	GL: 24219-4020-PWD-0000-P0000	GL: 43110-4020-PWD-0020-P0000 PL: PWD01037AA	State Gas Tax Fund

ENVIRONMENTAL REVIEW (CEQA/NEPA)

Not applicable for this report.

CAMPAIGN DISCLOSURE

The names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, subcontractors and any person or entity with more than 10 percent interest in the company submitted their proposals or recommended for contract in this Agenda Item Report are attached in Exhibit 1, in accordance with the City Campaign Finance Ordinance No. 5744.

ALTERNATIVES TO STAFF RECOMMENDATION

Alternative 1: Do not approve the motion to award the PSA and do not approve the resolution of appropriation as recommended herein. This would result in the delay and increased difficulty to fund the construction of vital Capital Improvement Program Projects in the city.

Alternative 2: The City Council may consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Submitted by:

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Prepared by:

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Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

Exhibit 1: Campaign Disclosure Forms