

RESOLUTION NO. 106-24

**RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA,
AUTHORIZING CONSULTANTS FOR AS-NEEDED GRANT SEEKING, WRITING,
AND OTHER GRANT-RELATED SERVICES FOR AN AMOUNT NOT TO EXCEED
\$100,000 PER VENDOR, PER YEAR BETWEEN CONSULTANT FOR THREE YEARS
WITH TWO – ONE YEAR EXTENSION OPTIONS**

WHEREAS, in effort to support City departments to successfully pursue and receive grant funding, the City Manager’s Office released a Request for Qualifications (RFQ) on March 28, 2024, to create a pre-qualified eligibility list of individuals, consulting firms, or teams to seek, evaluate, and/or write grants for individual departments and/or a collaboration involving City department(s); and

WHEREAS, twenty (20) firms responded to the Request for Qualifications; and

WHEREAS, in evaluating proposals, staff from the City Manager’s Office, Employment and Training, Literacy for Every Adult Program (LEAP), and the Office of Neighborhood Safety (ONS) considered (1) the qualifications of the consultant and project team; (2) the relevant experience and strengths of each consultant and project team; and (3) pricing; and

WHEREAS, eighteen (18) proposals were recommended for inclusion on the qualified list finding that all have the expertise to perform the work required; and

WHEREAS, the eighteen (18) firms selected are:

- Ardurra
- BKF Engineers
- California Consulting Inc.,
- The Canna Mind
- CRPA Strategies Inc.
- Eleventh House Solutions
- Engineering Solutions Services
- Evan Brooks Associates
- Glen Price Group
- Interwest Group
- Intuitive Group, LLC
- Linscott, Law and Greenspan Engineers
- Momentum
- PLACEWORKS
- Rene Public Policy Group
- Rincon Consultants Inc.
- RDA Consulting and
- Witt O’Brien’s LLC

WHEREAS, the City Manager’s Office staff will make each proposal available on the intranet to allow all departments access to review proposals and select a consultant based on department need and consultant expertise; and

WHEREAS, City departments will be able to negotiate and enter into contracts with approved consultants for a not to exceed amount of \$100,000 per vendor, per year between the department or division and consultant; and

WHEREAS, City departments will be required to take a contract with selected consultant before City Council for approval if the not to exceed amount of \$100,000 per vendor, per year has been exceeded; and

WHEREAS, consultants hired for these as-needed grant services may meet with City department staff to review priorities and funding needs; facilitate department decision-making processes regarding the feasibility of pursuing potential grant opportunities; facilitate partnership meetings on grant submissions; convene or attend meetings with departments and/or collaboratives; develop requested proposals/applications; assist in gathering grant-related information; provide estimations of City department’s commitment if grant is received; write and submit proposals; conduct follow-ups after proposal submission; and assist with contract or material development or reporting once grant is awarded; and

WHEREAS, each department will manage their own contracts; and

WHEREAS, if needed, the qualified consultant list for grant-related services may be modified to include new vendors at the end of each fiscal year through the reissuance of the RFQ through the BidsOnline system and at that time a modified list will be brought before City Council review and approval; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Richmond, California, hereby authorizes City Departments to enter into service contracts for as-needed grant seeking, grant writing, and grant-related services, with the aforementioned consultants for an amount not to exceed \$100,000 per vendor, per year for a term of three years with two – one year extension options.

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held October 1, 2024, by the following vote:

AYES: Councilmembers Bana, McLaughlin, Robinson, Zepeda, Vice Mayor Jimenez, and Mayor Martinez.

NOES: None.

ABSTENTIONS: None.

ABSENT: Councilmember Willis.

PAMELA CHRISTIAN
CLERK OF THE CITY OF RICHMOND
(SEAL)

Approved:

EDUARDO MARTINEZ
Mayor

Approved as to form:

DAVE ALESHIRE
City Attorney

State of California }
County of Contra Costa : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No. 106-24**, finally passed and adopted by the Council of the City of Richmond at a regular meeting held on October 1, 2024.



Pamela Christian, Clerk of the City of Richmond