

RESOLUTION NO. 95-13(a)

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 \$125,000 PER CONSULTANT FOR FISCAL YEARS 2013-2014 THROUGH 2015-2016 WITH TWO – ONE YEAR EXTENSION OPTIONS.

WHEREAS, in an effort to support city departments to successfully pursue and receive grant funding, the City Manager's Office released a Request for Qualifications on April 8, 2013, 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, five (5) firms responded to the Request for Qualifications; and

WHEREAS, in evaluating proposals, the City Manager's staff considered (1) the qualifications of the consultant and project team; (2) the relevant experience and strengths of each consultant and firm; and (3) pricing; and

WHEREAS, all five (5) proposals were recommended for inclusion on the qualified list finding that all have the expertise to perform the work required; and

WHEREAS, the five (5) firms selected are:

- Dudek
- Glen Price Group
- Hatchuel Tabernik and Associates
- Resource Development Associates
- Seifel Consulting Inc.; and

WHEREAS, the City Manager's Office staff will place each proposal on the intranet to allow access to all departments to enable them 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 with a total not to exceed amount of \$125,000 per consultant per fiscal year; and

WHEREAS, City departments will be required to take a contract with a selected consultant before City Council for approval if the not to exceed amount of \$125,000 per consultant per fiscal year is reached; 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 process 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 departments commitment if grant is received; write and submit proposals; conduct follow up 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 for review and approval.

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 above listed consultants for an amount not to exceed \$125,000 per consultant per fiscal year for fiscal years 2013-2014 through 2015-2016 with two – one year extension options.

I CERTIFY that the foregoing resolution was adopted at a regular meeting of the City Council on October 1, 2013, by the following vote:

AYES: Councilmembers Bates, Beckles, Butt, Myrick, Rogers, Vice Mayor Boozé, and Mayor McLaughlin.
NOES: None.
ABSTENTIONS: None.
ABSENT: None.

DIANE HOLMES
CLERK OF THE CITY OF RICHMOND
(SEAL)

Approved:

GAYLE MCLAUGHLIN
Mayor

Approved as to form:

BRUCE GOODMILLER
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. 95-13(a)**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on October 1, 2013.


Pamela Christian, City Clerk of the City of Richmond