

**RESOLUTION NO. 90-18**

**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  
\$300,000 AGGREGATE TOTAL EXPENDITURE BETWEEN CONSULTANT FOR  
THREE YEARS WITH TWO — ONE YEAR EXTENSION OPTIONS**

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**WHEREAS**, in an effort to support city departments to successfully pursue and receive grant funding, the Finance Department released a Request for Qualifications on August 9, 2018, 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**, eight (8) firms responded to the Request for Qualifications; and

**WHEREAS**, in evaluating proposals, staff from the City Manager's Office, Police Department 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 firm; and (3) pricing; and

**WHEREAS**, four (4) proposals were recommended for inclusion on the qualified list finding that all have the expertise to perform the work required; and

**WHEREAS**, the four (4) firms selected are:

- Evan Brooks Associates
- Glen Price Group
- Rincon Consultants, Inc.
- Resource Development Associates (RDA); and

**WHEREAS**, the Finance Department 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 for a not to exceed \$300,000 aggregate total expenditure between the four firms per fiscal year; and

**WHEREAS**, City departments will be required to take a contract with a selected consultant before City Council for approval if aggregate not to exceed \$300,000 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 consultants listed below for an amount not to exceed \$300,000 aggregate total expenditure between consultant per fiscal year for three years with two — one year extension options:

- Evan Brooks Associates
- Glen Price Group
- Rincon Consultants, Inc.
- Resource Development Associates (RDA)

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I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held November 20, 2018, by the following vote:

AYES:	Councilmembers Choi, Martinez, Myrick, Recinos, Vice Mayor Willis, and Mayor Butt.
NOES:	None.
ABSTENTIONS:	None.
ABSENT:	Councilmember Beckles.

PAMELA CHRISTIAN  
CLERK OF THE CITY OF RICHMOND  
(SEAL)

Approved:

TOM BUTT

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. 90-18**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on November 20, 2018.

  
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Pamela Christian, Clerk of the City of Richmond