



CITY OF MENIFEE

SUBJECT: Agreement for Community Development Block Grant 2022-2027 Consolidated Plan/Annual Action Plan

MEETING DATE: June 16, 2021

TO: Mayor and City Council

PREPARED BY: Margarita Cornejo, Financial Services Manager

REVIEWED BY: Cheryl Kitzerow, Community Development Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize City Manager to execute a professional services agreement with Michael Baker International, in the not-to-exceed amount of \$68,838 to prepare the City of Menifee's Community Development Block Grant Program 2022-2027 Consolidated Plan/Annual Action Plan, Analysis of Impediments to Fair Housing Choice and updates to the existing Citizen Participation Plan.

DISCUSSION

The City of Menifee has participated as an entitlement community under the federal Community Development Block Grant (CDBG) Program since 2012. By doing so, the City has more direct and local control on how these federal funds are used to serve the Menifee community. The CDBG program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. As an entitlement community, the City organizes its program into a five-year strategic plan (Consolidated Plan) with annual one-year program/project plans (Annual Action Plans). The main components of the City's five year CDBG Program are:

Consolidated Plan/Annual Action Plan (AAP)

The Consolidated Plan is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the Community Planning and Development (CPD) formula block grant program.

The Consolidated Plan is carried out through AAPs, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

Analysis of Impediments to Fair Housing Choice

Analysis of Impediments to Fair Housing Choice (AI) is a requirement of the U.S. Department of Housing and Urban Development under the federal CDBG statute. The AI examines local housing conditions, economics, policies and practices in order to ensure that housing choices and opportunities for all residents are available in an environment free from discrimination. The AI assembles fair housing information, identifies any existing impediments that limit housing choice, and proposes actions to mitigate those impediments.

Citizen Participation Plan

Federal regulations require that the City adopt a Citizen Participation Plan that sets forth policies and procedures for citizen participation in the development of its Consolidated Plan, any substantial amendments to the Consolidated Plan, and the performance reports. The Citizen Participation Plan also includes the City's plans to minimize displacement of persons and to assist any person displaced by eligible CDBG activities.

In preparation for its upcoming 2022-2027 Consolidated Plan process, in January 2021, the City of Menifee issued a competitive Request for Proposal requesting the services of experienced firms to provide professional services related to the preparation of the corresponding 2022-27 Consolidated Plan/Annual Action Plan, Analysis of Impediments to Fair Housing Choice and updates to the existing Citizen Participation Plan (RFP). The RFP was posted on the City's electronic bidding portal, PlanetBids. In response to the RFP, the City received proposal responses from five consulting firms.

An evaluation committee, consisting of key city staff, evaluated the five proposals received. The evaluation criteria included qualifications of the firm (25%), proposed team and organization (20%), proposed project approach (30%) and cost proposal (25%). Following the initial review of proposals, the top three proposals were invited for finalist interviews. Virtual interviews were conducted the week of March 10, 2021. A summary of the RFP evaluation is provided in the tables below:

Proposal Evaluation:

Firm Name	Cost (\$) Proposal	Proposal Initial Review (Maximum Pts – 100)	Interview Finalist
Calyptus Consulting Group	\$49,140	70.17	No
GRC Associates Inc	\$64,220	84.67	Yes
Jeda Works	\$28,300	71.17	No
Michael Baker Inc.	\$74,888*	82.00	Yes
The Ramsay Group	\$25,000	81.83	Yes

*Final cost proposal was negotiated to \$68,838.

Interview Finalist Evaluation:

Firm Name	Interview Evaluations (Maximum Pts – 45)
GRC Associates Inc	28.05
Michael Baker Inc.	41.13
The Ramsay Group	27.85

Based on the Proposal Initial Review and Finalist Interviews, Michael Baker Inc.'s proposal received overall the highest scoring, particularly in the "Proposed Team and Organization" and "Qualifications of the Firm" categories. The proposed team has extensive experience and familiarity with the CDBG program, including the five-year Consolidated Plan process. Additionally, staff was able to negotiate the initial cost proposal from \$74,888 to \$68,838.

STRATEGIC PLAN OBJECTIVE

Livable and Economically Prosperous Community

FISCAL IMPACT

The fiscal impact of the agreement with Michael Baker Inc. is \$68,838 and will be funded from available funds included as part of the FY21/22 adopted budget, specifically within Account #100-4330-52800 (Professional Services (Non-Recoverable)). No additional budget appropriation action(s) is required.

ATTACHMENTS

1. Agreement with Michael Baker for CDBG