



# Staff Report

City Council

Item No. {{section.number}}.J

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**Meeting Date:** July 24, 2024

**From:** John A. Corella - Director of Public Works

**Title:** Professional Consulting Services Agreement with TAMJAC LLC. for Community Development Grant Support Services.

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## **RECOMMENDATION:**

To approve a one-year professional consulting services agreement with provisions for two one-year extensions with TAMJAC LLC., in the amount not-to-exceed \$35,000 per year to provide Community Development Block Grant (CDBG) administrative support services for the CBDG program; and authorize the City Manager to execute the agreement.

## **BACKGROUND:**

The Community Development Block Grant (CDBG) Program awarded by the U.S. Department of Housing and Urban Development (HUD), allows Cathedral City to carry out a wide range of community development activities directed toward economic development, revitalizing neighborhoods, and improving community facilities and services, principally for low-to-moderate (low-mod) income individuals.

As an entitlement city, Cathedral City receives annual entitlement funds to address the priority needs of the community. This program requires weekly coordination between HUD, the City, and any subrecipients receiving CDBG funding from the City in order to meet the goals and needs described in the CDBG Annual Action Plan (AAP). This includes managing the CDBG program details in the integrated disbursement and information system (IDIS), evaluating environmental impacts associated with the programs and projects in the AAP, preparing the consolidated annual performance and evaluation report (CAPER), and coordinating and compiling specific reports and assessments at specified intervals required by the HUD in order to maintain the City's entitlement status.

In October 2021, the City Council approved an agreement with The Ramsay Group (TRG) to assist city staff with the administration of the CDBG Program, comply with the program requirements and maintain the City's entitlement status to receive funds from the program. In November 2022, the agreement was extended for one year with provisions for two one-year extensions, and in November 2023, city staff exercised the extension provision for one additional year for TRG support services.

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In March 2024, the City received two letters with liens filed from creditor groups stating that all funds owed to TRG must be paid to the creditors. City staff worked with the City Attorney's office to determine that the creditor groups were entitled to the funds. Funds owed to TRG have been sent to the creditors and since then, TRG has not performed additional work to assist the city with the CDBG Program.

On July 8, 2024, a notice of termination was sent to TRG as prescribed on Section 19 of the agreement for professional consulting services.

## **DISCUSSION:**

In order to assist staff with the requirements and deadlines of the CDBG Program, staff solicited proposals from qualified professional consulting firms providing CDBG administration services through an informal solicitation process.

The City contacted the following four (4) qualified professional consulting firms providing CDBG administration services and sent a request for proposal (RFP):

- Dudek La Quinta, CA
- Michael Baker International Palm Desert, CA
- MDG Associates Rancho Cucamonga, CA
- Tamjac Harlingen, TX

The RFP outlined that proposals must be received no later than June 24, 2024, ten (10) days from initial contact.

On June 24, 2024, the City received two proposals from Dudek and Tamjac. Staff reached out to the two other consulting firms (who were sent RFPs directly and did not provide the City with any proposal) for feedback on why they had not submitted a proposal. Both firms replied with the same general feedback that with their current staffing capacity, they would be unable to service the City adequately.

After evaluating the two proposals, Staff recommends the City Council award a contract to Tamjac LLC., based on the following:

- Over 25 years of experience in administering over \$2 million dollars in federal funds on an annual basis, specifically the CDBG and HOME programs.
  - Experience as Community Development Director for City of Harlingen and providing consulting services to entitlement communities
- Extensive knowledge of HUD rules and regulations, particularly the Code of Federal Regulations.
- Successfully submitted over 30 AAPs and CAPERs along with all required reporting requirements.
- Strong knowledge of the IDIS, environmental review records, and community planning.
- Tammy Jackson, owner of Tamjac, was an independent contractor for TRG. Tammy helped prepare the City's AAP and provided CDBG administration in FY 2022-2023.

Tamjac LLC., provided hourly rates for services at fair and reasonable prices. The proposed

hourly rate of \$85 per hour is consistent with what other agencies have agreed upon for similar services.

The City’s CAPER is due by September 28, 2024, and Tamjac is qualified and has the capacity of assisting staff and providing these services within the time required.

Staff are requesting the City Council approve a one-year professional consulting services agreement with provisions for two one-year extensions with TAMJAC LLC., in the amount not-to-exceed \$35,000 per year to provide Community Development Block Grant (CDBG) administrative support services for the CBDG program; and authorize the City Manager to execute the agreement.

**FISCAL IMPACT:**

Funding for the agreement will be provided under the FY 2024-2025 CDBG program administrative allowance of \$106,628.

<b>FISCAL YEAR</b>	<b>DESCRIPTION</b>	<b>GENERAL LEDGER ACCOUNT CODES</b>	<b>PROJECT CODE</b>	<b>AMOUNT</b>	<b>ONE TIME or ONGOING</b>
2024-2025	CDBG Support Services	251-100-150-156-8600-8601	G08913	\$35,000	ONE TIME
<b>2024-2025</b>	<b>Total</b>			<b>\$35,000</b>	

**FIVE-YEAR STRATEGIC PLAN:**

Goal A: Serve the Community with Pride and Dedication.

Action A-1: To reallocate staff resources including the use of contracts.

**ATTACHMENTS:**

1. TAMJAC LLC. Proposal.
2. Professional Services Agreement - TAMJAC LLC.