



City Council Agenda Report
January 21, 2025

TO: Honorable City Council

FROM: Jesus M. Gomez, City Manager

BY: Alex Hamilton, Interim Director of Community Development
Bethani Cardenas, Housing Manager
Rosio Medina, Senior Management Analyst

SUBJECT: AWARD OF CONTRACT FOR PROFESSIONAL ADMINISTRATIVE SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT, HOME INVESTMENT PARTNERSHIPS PROGRAM, HOME AMERICAN RESCUE PLAN AND NORWALK HOUSING AUTHORITY

Background:

On September 30, 2024, the City solicited competitive bids, Request for Proposals (RFP) No. 25-785, for professional administrative services for the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), HOME American Rescue Plan (HOME ARP), and the Norwalk Housing Authority (NHA). The professional services will provide the City with extensive administrative support in keeping the City's CDBG, HOME, HOME ARP, and NHA programs on task and on schedule while maintaining expected levels of customer service for program participants and applicants.

On October 31, 2024, two bids were received in response to the bid solicitation. Costs submitted by bidders were based on estimated bid quantities as provided in the bid specifications and the two responsible and responsive bidders provided the following bids:

Bidder	Bid
MNS Engineers, Inc.	\$145,800.00
Advanced Avant-Garde Corporation	\$414,450.00

The administrative costs, such as salaries and other consulting fees, for the Housing Authority and CDBG program administration scope of services have an 85% difference in cost between the two bidders.

Staff has deemed MNS Engineers, Inc. (MNS) the most fiscally responsible selection. Additionally, MNS currently provides professional services to the City's CDBG, HOME, HOME ARP, and NHA programs and has extensive knowledge of what the City is looking for. The MNS project team is well qualified to provide the services and have a combined 80+ years of housing and community development experience. The experience in community development and housing programs, along with the understanding that MNS possesses of the City's staff and programs will provide a seamless transition to all of the proposed programs.

MNS is currently assisting CDBG with finalizing the Five-Year Consolidated Plan (Plan) and First Year Annual Action Plan (AAP), including the Analysis of Impediments to Fair Housing Choice (AI). For reference, the current Five-Year Consolidated Plan covers the time period: July 1, 2020 to June 30, 2025. Awarding this contract to MNS would further allow them to assist in preparing and finalizing these tasks before the United States Department of Housing and Urban Development's deadline of May 15, 2025.

Fiscal Impact:

There will be no impact to the General Fund. CDBG, HOME, HOME ARP, and the Norwalk Housing Authority are funded solely by the United States Department of Housing and Urban Development.

Citizens Advised:

N/A

Strategic Plan 2023 Implementation:

N/A

Recommended Action:

Staff recommends City Council award a contract to MNS Engineers for Professional Administrative Services, with a three-year term in an amount of \$145,800 annually, with up to 35% contingency if necessary; and authorize the City Manager to execute the agreement and any amendments within the 35% contingency authority, on behalf of the City, in a form approved by the City Attorney.

Attachments:

Campaign Contribution Form