

CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE

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November 20, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to award contracts to Long Beach Non Profit Partnership, MVR Consulting, Transtech, and Kevin Crilley, for as-needed grant writing services; authorize the City Manager to enter into three-year contracts in an amount not to exceed \$150,000 each; and execute amendments to agreements relative to the extension of the term, authorize additional services, if required, within the provisions of the agreements, and adjust the fee schedules of hourly rates for inflation. (Citywide)

DISCUSSION

On occasion, City staff requires the assistance of grant writers in preparing various applications for potential project funding. Timing is dependant upon grant availability and grant cycles. As such, the services of these firms is required on an as-needed basis.

A Request for Proposal (RFP) process was conducted, in accordance with Administrative Regulation 8-4, "Selecting Professional Consultants," to secure these professional services. The RFP was distributed through the City's website. Seven firms submitted proposals. A selection committee comprised of City staff reviewed the submitted proposals and selected the following four firms to provide as-needed grant writing services, based upon the firms' proposals, experience, success rates, references, and range of services:

- Long Beach Non Profit Partnership
- MVR Consulting
- Transtech
- Kevin Crilley

Additional information on the location and ownership of the firms is attached (Attachment A). It is recommended that three-year as-needed service contracts be executed with these firms, with a maximum authorized amount of \$150,000 each over the three-year period. As individual grant opportunities are identified, "grant specific" scopes of work will be solicited.

This matter was reviewed by Deputy City Attorney Gary J. Anderson on November 5, 2007, and Budget Management Officer Victoria Bell on November 5, 2007.

TIMING CONSIDERATIONS

City Council action is requested on November 20, 2007, to ensure the availability of professional services for upcoming grant application deadlines.

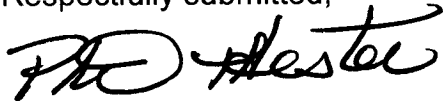
FISCAL IMPACT

The four contract awards are for a maximum of \$150,000 each, for an aggregated maximum total of \$600,000 over three years. Sufficient budget exists to support these requested as-needed services.

SUGGESTED ACTION:

Approve recommendations.

Respectfully submitted,

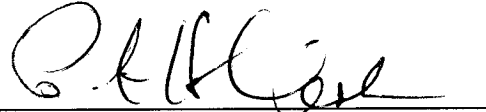


PHIL T. HESTER
DIRECTOR OF PARKS, RECREATION AND MARINE

PTH:AMM:hem

Attachment

APPROVED:



PATRICK H. WEST
CITY MANAGER

**As-Needed Grant Writing Services
Firm Background Information**

<u>AGENCY</u>	<u>LOCATION</u>	<u>MBE/WBE/DBE</u>
Long Beach Non Profit Partnership	Long Beach, CA	N/A
MVR Consulting	Los Angeles, CA	DBE
TransTech	Walnut, CA	N/A
Kevin Crilley	Long Beach, CA	N/A