

# Mayor and Council Communication

**DATE:** 06/25/24

**M&C FILE NUMBER:** M&C 24-0554

**LOG NAME:** 19PROFESSIONAL SERVICES AGREEMENT WITH ICF

**SUBJECT**

(ALL) Authorize Execution of a Professional Services Agreement with ICF Incorporated, L.L.C. in an Amount Not to Exceed \$982,000.00 for Consultant Services Related to the Implementation of the Community Development Block Grant Disaster Recovery Program for the Neighborhood Services Department

**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of a professional services agreement with ICF Incorporated, L.L.C., in an amount not to exceed \$982,000.00, for consultant services related to the implementation of the Community Development Block Grant Disaster Recovery Program for the Neighborhood Services Department.

**DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to authorize the execution of a professional services agreement with ICF Incorporated, L.L.C. to provide consultant services (to include staff augmentation, general grant coordination and management, and project management services) for the current and anticipated implementation of the Community Development Block Grant Disaster Recovery (CDBG-DR) grants to the City of Fort Worth. On February 14, 2023, City Council approved M&C No. 23-0072 approving the CDBG-DR Action Plan and authorizing the acceptance of grant awards totaling \$27,420,000.00 from the United States Department of Housing and Urban Development (HUD) in response to Winter Storm Uri. This storm struck Texas in February 2021 and President Biden declared it a major disaster on February 19, 2021. Grant funds were provided to address the unmet need for impacted residents and property owners.

The Neighborhood Services Department (NSD), aiming to optimize current staff resources and streamline implementation processes, solicited applications from proposers with extensive CDBG-DR experience, program management, and grant coordination experience, through a competitive Request for Proposal (RFP) process. On February 19, 2024, NSD issued RFP Number NSD24-002, with a submittal due date of March 15, 2024.

In response to the RFP, the City received three proposals from qualified firms. The criteria outlined in the RFP included:

SCORING CRITERIA	Maximum Possible Points
<b>A. COMPLETENESS OF RESPONSE - Pass/Fail</b>	
Agency provided complete responses to RFP application questions/requirements (all information provided)	Pass/Fail
<b>B. QUALIFICATION OF FIRM - Max. Points = 10</b>	
Organizational background and overall experience	5
Applicant provided municipal references for recent CDBG-DR projects	5
<b>C. QUALIFICATION OF PERSONNEL - Max. Points = 30</b>	
Agency staff is able to provide augmentation services needed	5
Applicant provided clear description of project team, including roles, responsibilities, and depth of experience	10
Knowledge/experience in working with CDBG-DR and providing consultation services	15
<b>D. WORK PLAN/PROJECT UNDERSTANDING AND APPROACH - Max. Points = 40</b>	
Clear plan to provide proposed services from implementation to completion	25
Agency has capacity to complete proposed project	15
<b>E. COST - Max. Points = 20</b>	
Overall proposed fee schedule	20
<b>TOTAL POINTS</b>	<b>100</b>

A panel composed of NSD staff members assessed the submissions in alignment with the selection criteria and also contacted references provided by each applicant. The team then scored and identified a recommended consultant based on the following results:

Applicant Name	Price	Review Team Score
ICF Incorporated, L.L.C.	\$982,000.00	100
Hagerty Consulting	\$1,367,200.00	83
Tetra Tech	\$1,671,825.00	79

ICF Incorporated, L.L.C. (hereinafter "ICF") emerged as the top scorer among the proposals, earning recognition from the panel as the most qualified proposer. City staff therefore recommends awarding the contract to ICF.

ICF will assist in the following areas:

- 1. Program Design - approximately \$294,160.00:** ICF will help the City develop a comprehensive program design that aligns with the specific needs of our community and adheres to federal guidelines. This will include crafting a detailed plan that outlines how the CDBG-DR funds will be used to address the impacts of the disaster and support long-term recovery efforts.
- 2. Compliance and Monitoring Plans - approximately \$51,200.00:** To ensure that the City remains in full compliance with HUD's CDBG-DR requirements, ICF will develop customized monitoring plans. These plans will be based on HUD's CDBG-DR monitoring checklists and the City's final CDBG-DR policies, ensuring all activities are properly tracked and reported.
- 3. Program Operations - approximately \$287,820.00:** ICF will facilitate communication with partners and the public to establish a solid foundation for long-term recovery. This will include public outreach, stakeholder engagement, and transparent reporting practices.
- 4. Ongoing Technical Assistance (TA) and CDBG-DR Program Updates - approximately \$240,988.00:** ICF will provide continuous technical assistance and keep the City updated on any changes or new requirements in the CDBG-DR program. This ensures the City remains responsive and adaptive to evolving guidelines and best practices.
- 5. Cross-Cutting Federal Requirements Support - approximately \$58,160.00:** As new needs are identified through continuous assessment of the City's capacity gaps, ICF will be there to support various cross-cutting federal requirements and provide additional program support. This ensures that all aspects of the program are effectively managed and any issues are promptly addressed.
- 6. Other Support and Consulting Functions - approximately \$16,660.00:** ICF will provide on-demand TA to support NSD throughout the program life cycle, up to 100 hours, within the provided maximum not-to-exceed (NTE) price.
- 7. Total Travel - approximately \$33,012.00:** ICF estimates the Project Manager will spend three months onsite during the launch phase; Project Manager will spend one week of the subsequent three months onsite. Key Leads will travel to Fort Worth for up to two three-day trips.

The total cost for ICF's services will not exceed \$982,000.00, which reflects the extensive support and expertise they will bring to the City's recovery efforts. By engaging ICF, the City aims to build a robust and compliant CDBG-DR program that maximizes the impact of federal disaster recovery funds and supports our community's long-term resilience and recovery.

The consultation initiative is scheduled to commence in June 2024 and conclude by the end of June 2026. Funding for this activity has been allocated within the Administration and Program Delivery categories under the CDBG-DR grant based on funding allocations as follows:

**ADMINISTRATION: \$395,652.00**

- Program Design
- Compliance and Monitoring Plans
- Other Support and Consulting Functions
- Travel

**PROGRAM DELIVERY: \$586,348.00**

- Program Operations
- Ongoing Technical Assistance and CDBG-DR Program Updates
- Cross-Cutting Federal Requirements Support

Of the total CDBG-DR budget of \$27,742,000.00, \$7,971,970.00 (29%) is allocated to Program Delivery across four program areas - Infrastructure, Mitigation, New Housing Construction, and Housing Rehabilitation. The estimated Program Delivery cost of \$586,348.00 allocated to this activity will be expensed to each program area, based on the proportionality to the total program areas, as follows: Infrastructure (5%) - \$29,317.00; Mitigation (15%) - \$87,952.00; New Housing Construction (30%) - \$175,905.00; and Housing Rehabilitation (50%) - \$293,174.00.

Funding is budgeted in the Grants Operating Federal Fund for the Neighborhood Services Department for the purpose of funding the CDBG-DR (PY21/28) project, as appropriated.

This program is available in ALL COUNCIL DISTRICTS.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Grants Operating

Federal Fund for the CDBG-DR (PY21/28) project to support the approval of the above recommendation and execution of the agreement. Prior to an expenditure being incurred, the Neighborhood Services Department has the responsibility to validate the availability of funds.

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