

## **CITY OF JOPLIN COUNCIL AGENDA ITEM**

### **ITEM**

Council Bill 2022-521 – Approving a contract with Guidehouse to provide ARPA-Infrastructure related assistance.

### **MEETING DATE**

June 20, 2022

### **ORIGINATING DEPT**

Finance

### **ATTACHMENTS**

CB 2022-521 Ordinance; Exhibit “A” Guidehouse Agreement; Guidehouse Bid Response; City of Joplin RFP; Summary of Final Scores

### **REVIEWED BY**

Department Head: Leslie Haase; Planning, Community Development and Neighborhood Services Director: Troy Bolander; City Attorney: Peter Edwards; City Manager: Nick Edwards

### **SUMMARY**

This Council Bill approves a contract with Guidehouse to provide ARPA-Infrastructure related assistance on behalf of the City.

### **BACKGROUND**

As a result of the COVID-19 Pandemic, the Federal Government passed the CARES Act, the American Rescue and Response Plan (ARPA), and the Bipartisan Infrastructure Law or Infrastructure Investment and Jobs Act (IIJA). CARES funding was granted to Counties, while ARPA was granted directly to State, County and City governments to aid in the recovery from the pandemic. IIJA will be awarded through the federal government. The federal IIJA and State ARPA grant funding opportunities will require a local match, which can be a portion of the local ARPA allocation or other local resources. The federal and state funding opportunities will be extremely competitive and have already started to open. Communities across the United States will be vying for these funding opportunities.

In order to maximize the ARPA allocation granted to the City, the City let a bid to award a contract to assist the City in applying for these grants and planning these opportunities in relation to the City’s ARPA award. Broadly, the request requires the consultant to:

- Identify any federal, state, or county grant opportunities resulting from the COVID-19 pandemic on behalf of the City of Joplin.
- Work with City staff to identify the best projects to apply for related to these grant opportunities.
- Gain any appropriate stakeholder input for the various grant opportunities.
- Apply for the various grant opportunities and administer the grant applications on behalf of the City.

- Develop a plan to layer the City’s ARPA funds into any other federal, state or county grant opportunities to maximize the benefit for the citizens and visitors of the City.
- Provide periodic comprehensive reports outlining the grants applied for various projects, reason for selection of those projects and grants, timeline for grant application and grant requirements.
- Regularly engage the necessary elected leaders and office holders at the State and Federal governments to ensure the City’s applications are in good standing.
- Provide regular communication and updates with the City’s elected officials in the form of presentations and written updates

The RFP was issued on April 15, 2022 with a due date of May 16<sup>th</sup>. City staff recently completed its assessments of the bids, along with interviews of the finalists. This is a summary of the bid evaluation process.

**Summary of Bid Process:**

The following four bids were received in response to the Fire Resource Allocation Study RFP:

- AG Witt
- Alvarez & Marsal
- Baker Tilly
- Clifton Larsen Allen
- Guidehouse

A city staff team was assembled to assess the bids as set forth in the RFP. The team was comprised of Troy Bolander, Leslie Haase, Dan Johnson and Lynn Onstot. The bids were assessed as follows:

- 25% Methodology - that the vendor will use to conduct work outlined in RFP and evidence of ability to perform the work described herein.
- 25% Experience – previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization.
- 10% References – will be based on references submitted as part of RFP but can include clients not submitted.
- 30% Cost of proposal – must contain a cost for the requested scope of work in a “not to exceed” amount.
- 10% Staff - capability and availability of professional staff to serve the City of Joplin in a competent and timely manner.

Each staff member independently evaluated the bid responses and scored them based on the above criteria. From the total preliminary scores, the top three respondents were chosen for finalist interviews as described in the RFP. Interviews were held with Alvarez & Marsal, Baker Tilly, and Guidehouse.

**Finalist Process Summary:**

Finalist interviews for this contract were held on Friday, May 27<sup>th</sup> with the same city staff team. Finalists were given 30 minutes to detail how they would complete the requested scope of work, with 15 minutes for questions. The presentations occurred as virtual meetings.

City staff scored the finalist presentations on a 50-point basis with 20 points for methodology, 15 points for experience and 15 points for staff. Each staff member independently scored each finalist. A summary of the final scores is attached for your review. Guidehouse had the highest final score of 186 for this project and has, therefore, submitted the best overall bid. Guidehouse will complete the study at a total not to exceed cost of \$375,000.00. The timeline estimates the project will be complete within 9 to 12 months.

**FUNDING SOURCE**

This council bill includes a budget amendment to the general fund in the amount of \$375,000.00 to complete this project.

**RECOMMENDATION**

Staff recommends approval of this council bill on an emergency basis in order to meet the various grant deadlines.