



City of Galveston

DEPARTMENT OF DISASTER RECOVERY

Tesa Wroblewski, Director of Disaster Recovery & Grants
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Date January 13, 2022

To: City Manager
Mayor and City Council Members

From: Tesa Wroblewski, Director of Disaster Recovery and Grants

Project location: South Shore

Project: South Shore Drainage Improvement
Project – Grant Administrative Services

Request: Consider for the issuance of Task Order #1 to Plexos Group, LLC for the Grant Administration Services related to the Texas General Land Office (GLO) Community Development Block Grant – Mitigation (CDBG-MIT) for the South Shore Drainage Improvement Project in the amount of \$814,650.00, and authorizing the City Manager to execute all necessary documents.

Prior Council Action

None

Background

- A) City Council approved entering into a grant administration contract #20-075 on June 1, 2020 proposed by Plexos Group, LLC, per RFP 20-11. Task Order #1 is governed by the terms and conditions set forth in the aforementioned Plexos Group LLC contract.
- B) The City applied for, and was awarded \$53,309,999.00 for the design and construction of drainage improvements and a pump station in the South Shore area on May 21, 2021.
- C) The magnitude and reporting requirements of the grant require substantial grant administration support in order to ensure compliance with federal and state regulations.
- D) The GLO, which administers the CDBG-MIT grants has capped the administration fees to 6% of the allocation amount.
- E) The activities outlined in Task Order #1 address the required elements for the design portion of the project only. Construction Administrative Services will be awarded at the time of commencement of construction under a separate task order.





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Fiscal Impact Report

Funding Source	Amount
Infrastructure and Debt Service Fund – With Reimbursement from the GLO	\$814,650.00

Alternatives

- A) Approve Task Order #1 for Plexos Group LLC for Grant Administrative Services for the GLO CDBG-MIT South Shore Drainage Improvement Project and authorize the City Manager to execute all necessary documents.
- 1) Cost – \$814,650
 - 2) Departmental Improvements – N/A
- B) Do not approve Task Order #1 for Plexos Group LLC for Grant Administrative Services for the GLO CDBG-MIT South Shore Drainage Improvement Project and authorize the City Manager to execute all necessary documents.
- 1) Cost - none at this time.
 - 2) Timing - NA
 - 3) Departmental Improvements – N/A

Staff Recommendation

Staff recommends approval of Task Order #1 for Plexos Group LLC for Grant Administrative Services for the GLO CDBG-MIT South Shore Drainage Improvement Project and authorize the City Manager to execute all necessary documents

