



City of Galveston

DISASTER RECOVERY AND GRANTS

Tesa Wroblewski, Director of Disaster Recovery & Grants
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02/4/2025

**To: Brain Maxwell, City Manager
Hon. Mayor and City Council Members**

From: Tesa Wroblewski, Director of Disaster Recovery and Grant

RE: Consider for the issuance of Task Order #4 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 \$678,875.00 and authorizing the City Manager to execute all necessary documents.

I. Prior City Council Action

- A. City Council approved Task Order #1 (\$814,650.00) to Plexos Group, LLC January 27, 2022.
- B. City Council approved Task Order #2 (no cost) to Plexos Group, LLC July 28, 2022.
- C. City Council approved Task Order #3 (\$814,650.00) to Plexos Group, LLC August 22, 2024.

II. Background

- A. As a result of heavy rainfall and flooding from Hurricane Harvey throughout the State of Texas over an extended period of time in August 2017 the City was eligible to apply for funding from the Texas General Land Office (GLO) through the Community Development Block Grant (CDBG-MIT) statewide competition.
- B. The City applied for and was awarded funding under this competition for the South Shore Drainage Project.
- C. The City was awarded \$54,309,999.00 in CDBG-MIT funding and entered into a contract with the GLO on December 1, 2021.
- D. The City previously issued three Task Orders for grant administration services in support of Phases 1 through 4 of the project, which included project setup, design, environmental review, and procurement services.





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III. Current Situation

- A. Work under all previous task orders has been completed.
- B. The South Shore Drainage Improvement Project is entering the next phase of work which is construction.
- C. The cost of services for Plexos Group, LLC's support of grant management and administration during the construction phase is reimbursable under the CDBG-MIT grant from GLO.

IV. Issues

Task Order 4 is required to obtain continued grant management and administrative support throughout the construction phase of the project.

V. Alternatives in order of Priority

- A. Approve Task Order #4 for Plexos Group, LLC for Grant Administrative Services for the GLO CDBG-MIT South Shore Drainage Improvement Project in the amount of \$678,875.00 and authorize the City Manager to execute all necessary documents.
- B. Do Not Approve Task Order #4 for Plexos Group, LLC for Grant Administrative Services for the GLO CDBG-MIT South Shore Drainage Improvement Project in the amount of \$678,875.00 and authorize the City Manager to execute all necessary documents.

VI. Fiscal Impact Report

Funding Source	Amount
1711-611800-531004-445000 With Reimbursement from the GLO	\$678,875.00

VII. Recommendation

- A. Approve Task Order #4 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.





City of Galveston
South Shore Drainage Project (CDBG-MIT)
Task Order 4

Background

The City of Galveston (city) approved and entered into a grant administration contract (#20-075) with Plexos Group, LLC (Plexos) on June 1, 2020, and an extension of that contract which became effective June 1, 2024. The contracted services include support of the city through the development of competitive applications for funding to be submitted to the Texas General Land Office (GLO) for the statewide CDBG-MIT funding competition and the subsequent management and administration of funds procured through the competitive grant process.

Plexos prepared and submitted an application for the South Shore Drainage project. As a result of the application, the city was awarded CDBG-MIT funding in the amount of \$54,309, 999.00. The city entered a contract with the GLO for the South Shore Drainage Project on December 1, 2021.

On January 27, 2022, the city issued Task Order 1 in the amount of \$814,650.00 to support the design portion of the project. Task Order 1 covered Phase 1 (Project Setup) and Phase 2 (Commencement of Design). Plexos provided administrative and compliance support for the setup of the project and throughout the project design phase. All work under Task Order 1 has been completed.

On July 28, 2022, the city issued Task Order 2 as a no-cost task order to develop a Uniform Relocation Act (URA) Plan in support of the temporary construction easements that would be necessary for project implementation. Plexos developed the URA Plan and submitted it to the city. The city approved the URA Plan on October 26, 2023.

Task Order 3 was issued on August 22, 2024, in the amount of \$814,650.00. It addressed the required elements of Phases 3 (Completion of Environmental Review) and 4 (Commencement of Construction Bid) of the project.

Current Project Need

All work under Task Order 3 for Phases 3 and 4 of the project has been completed and the project is entering Phase 5 (Commencement of Construction), requiring the issuance of Task Order 4. Task Order 4 is in the amount of \$678,875.00 and is fully reimbursable to the City through grant funds. Subsequent project phases (6-Completion of Construction and 7-Grant

Closeout) will be awarded on a task order basis, upon completion of all tasks under Task Order 4. Table 1 illustrates the tasks and associated cost of the work.

Table 1: Task Order Breakdown for Phase 5 Commencement of Construction

South Shore Drainage Project (Contract No.20-075) Task Order 4			
Phase 5 Commencement of Construction			Cost
5.a	Assist the city with issuance of NTP.	25.00%	\$ 678,875.00
5.b	Assist city with any pre-construction meetings, providing construction-specific grant compliance requirements.		
5.c	Review construction contractors policies, procedures, and processes for compliance with grant terms and conditions.		
5.d	Provide technical assistance to contractors in relation to grant specific reporting (Section 3, Davis Bacon, EEOC, etc.)		
5.e	Conduct onsite inspections and interviews to verify grant compliance.		
Grant Administrator Activities Completed Monthly to include:			
5.f	Overall Project Development and Grant Administration in compliance with HUD CDBG-MIT requirements and GLO policies, including monthly, quarterly and yearly reporting.		
5.g	Coordination, as necessary, between the city and any other appropriate service providers (i.e., Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested in compliance with program compliance.		
5.h	Support draw request preparation, review, and submission		
5.i	Support DBRA compliance review and reporting.		
5.j	Support construction contract monitoring.		
Total Cost			

Signed:

 Brian Maxwell, City Manager
 City of Galveston

 Date

 David F. Odom, President and Chief Executive Officer
 Plexos Group, LLC

 Date

 Donald Glywasky, City Attorney
 City of Galveston

 Date