



# City of Galveston

## DEPARTMENT OF DISASTER RECOVERY

Tesa Wroblewski, FEMA Public Assistance Program Manager  
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May 18, 2020

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

From: Tesa Wroblewski, FEMA Public Assistance Program Manager

RE: Consider for approval of a contract with Plexos Group LLC, for the Community Development Block Grant (CDBG) Regional Administrative Services (RFP-20-12). Authorizing the City Manager to execute all necessary documents upon final approval of the City Attorney.

### I. 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 is eligible to apply for funding from the Texas General Land Office (GLO).
- B. The GLO is making funding available through the Community Development Block Grant (CDBG-MIT) Regional funding to communities affected by Hurricane Harvey.
- C. The GLO CDBG Regional Mitigation funding is eligible to impacted communities through a Regional competition.
- D. The current deadline for the Regional application is pending guidance and publication.
- E. The City will make application to the HGAC region for projects based on the criteria and funding levels available.

### II. Current Situation

- A. The City received Competitive Sealed Proposals for RFP #20-12 on March 25, 2020 for grant administrators to develop grant proposals for the program in accordance with the GLO CDBG MIT Administrative Plan.
- B. Nine (9) responsive proposals were received and scored as follows:





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a. Plexos Group LLC.....	879.08
b. Tetra Tech.....	833.68
c. Traylor & Associates.....	685.90
d. DCMC Partners.....	676.46
e. Ardurra Group.....	673.18
f. IBTS.....	606.42
g. ProSource Group.....	456.06
h. Langford.....	400.00
i. TLC.....	385.00

C. The City interviewed the two highest scoring firms.

D. It was determined that Plexos Group LLC, was the most qualified firm based upon their response to the RFP and the interview.

### III. Issues

The City needs to select a firm to develop the grant proposals in accordance with the CDBG-MIT Regional requirements. There is no cost for the development and submittal of the grant submittal.

### IV. Alternatives in order of Priority

A. Approve the contract with Plexos Group LLC for the Community Development Block Grant (CDBG) MIT Regional Administrative Services (RFP 20-12). Authorizing the City Manager to execute all necessary documents upon final approval of the City Attorney.

B. Do not approve the contract with Plexos Group LLC, for the Community Development Block Grant (CDBG) MIT Regional Administrative Services (RFP 20-12).

### V. Recommendation

Approve the contract with Plexos Group LLC, for CDBG-MIT Regional Administrative Services RFP 20-12. Authorizing the City Manager to execute all necessary documents upon final approval of the City Attorney.





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### VI. Fiscal Impact Report

Requested by: Tesa Wrobleski  
FEMA Public Assistance Program Manager

Funding Source: No Cost for Grant Development

Respectfully Submitted

Tesa Wrobleski  
FEMA Public Assistance Program Manager

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Brian Maxwell  
City Manager

