



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

**DATE:** July 19, 2018

**SUBJECT:** CDM SMITH SUPPORT SERVICES ALLOCATION 1 CONTRACT EXTENSION

**I. RECOMMENDED ACTION**

Approve 1 Year Extension of modified CDM Smith Support Services Allocation 1 Contract

**II. DEPARTMENT CONTACT PERSONS**

John R. Zakian, DR Program Manager & Chief Resilience Officer, 423-4528

**III. DESCRIPTION**

A. Background

CDM Smith has been providing technical support services for program delivery for the projects and activities funded by Allocation #1 since the inception of this grant in October, 2012. The total value of this contract which has been modified 11 times since the inception is \$7,421,441. The current extension expired June 30, 2018.

B. Proposed Project

Funds remain in Allocation #1 including financing the final section of the Northern Sewer Project, acquisition and demolition of spot blight homes, and launching a small business loan program in the downtown. There also continue to be needed technical support for activities related to close out of completed projects to meet HUD compliance requirements. This extension which will be No. 12 proposes an addition of \$143,100 and extend the time period through June 30, 2019. It should be noted that additional funding will be used for CDM Smith provide services for which the city, itself, is not yet positioned to undertake such as the environmental review requirements connected with all the projects, supervision of demolition activities, closing on purchases, etc. It should be noted, though, that the city is adding to its roles and responsibilities from prior activities including procuring and managing appraisals connected with the spot blight initiative, and preparing the policies and procedures, and underwriting standards which will be used for the small business revolving loan program.

**IV. IMPACT:**

A. Strategic Impact:

The amount of additional funds demonstrates the continued efforts of the city to bring in house the cost of service delivery for the CDBG-DR and CDBG-NDR funds.

B. Service/Delivery Impact:

One year extension assures uninterrupted necessary support services for the various need initiatives being undertaken through Allocation #1.

C. Fiscal Impact:

Costs will be incurred and paid from Allocation #1 activities rather from the remaining balance of administration funds because the work that will be provided by CDM Smith meets HUD definition of project delivery.

**V. ALTERNATIVES**

N/A

**VI. TIME CONSTRAINTS**

NA

**VII. LIST OF ATTACHMENTS**

Copy of Amendment #12