THE CITY OF ASHEVILLE

Staff Report

Council Meeting Date: November 14, 2023

Subject: Consultant Contract for Transit Grant Support and Training

Staff Resource(s): Ken Putnam, PE, Transportation Department Director
Amber Wagner, Transit Planning Manager

Action Requested: Adoption of a resolution authorizing the City Manager to execute a contract with Hendrickson Transportation Group for $124,600 to secure transit-related administrative services, training, and grant management support for Federal Transit Administration Grants.

Background:

- The City is the Designated Recipient of Federal Transit Administration (FTA) grant funding that is allocated to the urbanized area.
- As the Designated Recipient, the City is responsible for administering the funding and processing the grants for the City's transit program, as well as those of other area transit agencies (subrecipients).
- The City is responsible for the timely administration of all grant funding and for ensuring that the City and all of the eight subrecipients are complying with the requirements of the FTA funding.
- There have been numerous staffing transitions in the Transit Grant position over the last five years, and the number of FTA grants being administered has increased significantly since the pandemic.
- This has created the need for additional grants management support and training of new transit staff as well as additional support for assisting with the increased number of grants awarded to the area.
- In order to allow for continued processing of grants, continue working with transit subrecipients, provide oversight and compliance monitoring, and provide training to new staff, the Transit Division issued an initial Request for Proposals (RFP) seeking qualified professionals with FTA grant experience to provide grant administration support and training to transit staff in early 2023.
- On June 13, 2023, Council adopted a resolution authorizing a contract with the consultant selected through the first RFP process.
- Unfortunately, following execution of the contract, the consultant could no longer provide the specialized staff that were needed for the project.
- Therefore, the City requested termination of the contract.
- This required that Transit staff re-issue the RFP and start the process over.
- Therefore, the second RFP was issued at the beginning of September. Proposals were due September 25th and six proposals were received, including one DBE firm.
- Based on the RFP scoring rubric, which ranked respondents based on experience and qualifications, project approach, and cost, HTG was selected by the selection committee and a one-year contract with options to renew for two additional years is proposed.
- The first year of the contract is proposed to be $124,600 for FY 24 and is budgeted in the Transit Operations Budget.

Vendor Outreach Efforts:

- The Request for Proposals was posted on the NC HUB website and direct outreach was done to individual certified DBE firms with experience related to federal transit grants and compliance.
- A total of six proposals were received including one proposal from a certified DBE firm.
- A selection committee of staff from Finance, Budget, and Transit reviewed and ranked proposals, ultimately selecting Hendrickson Transportation Group (HTG).
- The selected contractor is not a MWBE/DBE firm.

Council Goal(s):

- Improve and Expand Core Services

Committee(s):

- N/A

Pro(s):

- The selected consultant will provide needed grant administration support while also training existing staff.

Con(s):

- Funding for the consultant contract is partially funded through savings from the vacant Transit Grants Analyst position.

Fiscal Impact:

- Funding for the first year of this contract is available in the Transit Services Division's operating budget.
- Future years will be planned for during the annual budget development process.

Suggested Motion:

- Motion to adopt a resolution authorizing the City Manager to execute a contract with Hendrickson Transportation Group for $124,600 to secure transit-related administrative services, training, and grant management support for Federal Transit Administration Grants.

Attachment(s):

- Resolution

RESOLUTION 23- ____

RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE A CONTRACT WITH HENDRICKSON TRANSPORTATION GROUP FOR THE PURPOSE OF SECURING TRANSIT-RELATED ADMINISTRATIVE SERVICES, TRAINING, AND GRANT MANAGEMENT SUPPORT FOR FEDERAL TRANSIT ADMINISTRATION GRANTS

WHEREAS, the City of Asheville has authority, pursuant to Article 2 of Chapter 160A of the North Carolina General Statutes, to enter into contracts for services with other entities; and

WHEREAS, the City of Asheville wishes to execute a contract with Hendrickson Transportation Group for the purpose of receiving grant management support, transit-related administrative services, and training services for $124,000 for the first year and with two one-year options to renew; and

WHEREAS, Hendrickson Transportation Group was selected through a comprehensive Request for Proposals process;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT;

The City Manager is hereby authorized to execute a contract with Hendrickson Transportation Group for $124,600 for FY 24 and with two one-year options to renew for the purpose of securing administrative and training support for processing and managing Federal Transit Administration Grants.

Read, approved and adopted this 14th day of November, 2023.

_____ _____

City Clerk Mayor

Approved as to form:

_____

City Attorney