THE CITY OF ASHEVILLE

Staff Report

Council Meeting Date: June 13, 2023

Subject: Consultant Contract for Transit Grant Support and Training

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

Action Requested: Adoption of a resolution authorizing the City Manager to execute a contract with Witt O'Brien's in an amount not to exceed $124,982 for the purpose of securing administrative and training support for processing and managing Federal Transit Administration Grants.

Background:

- The City of Asheville 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 the eight subrecipients are complying with the requirements of FTA funding.
- There have been numerous staffing transitions in the Transit Grant Analyst position (currently vacant) 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.
- Transit Division staff issued a Request For Proposals (RFP) at the end of February 2023 seeking qualified professionals with FTA grant experience to provide grant administration support and training to transit staff. Proposals were due April 3, and seven proposals were received, including two DBE firms.
- Witt O'Brien's was selected by the selection committee and a contract not to exceed $124,982 is being proposed.

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 seven proposals were received including two proposals from certified DBE firms and one proposal that indicated it would utilize a MWBE/DBE firm as a subcontractor.
- A selection committee of staff from Purchasing, Accounting, and Transit reviewed and ranked proposals, ultimately selecting Witt O'Brien's.
- The selected contractor is not a MWBE/DBE firm.
- The selected contractor has indicated they have the ability and capacity to perform all services in-house.
- They do not intend to outsource for any services under this contract.

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 contract is available in the Transit Services Fund.

Suggested Motion:

- Motion to adopt a resolution authorizing the City Manager to execute a contract with Witt O'Brien's in an amount not to exceed $124,982 for the purpose of securing administrative and training support for processing and managing Federal Transit Administration Grants.

Attachment(s):

- Resolution

RESOLUTION 23- ____

RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE A CONTRACT WITH WITT O'BRIEN'S FOR THE PURPOSE OF SECURING ADMINISTRATIVE AND TRAINING SUPPORT FOR PROCESSING AND MANAGING 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 in an amount not to exceed $124,982 with Witt O'Brien's for the purpose of receiving grant administration support and training services related to Federal Transit Administration grants; and

WHEREAS, Witt O'Brien's 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 Witt O'Brien's in an amount not to exceed $124,982 for the purpose of securing administrative and training support for processing and managing Federal Transit Administration Grants.

Read, approved and adopted this 13th day of June, 2023.

_____ _____

City Clerk Mayor

Approved as to form:

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City Attorney