



**AGENDA  
SPECIAL MEETING  
FREEPORT CITY COUNCIL  
TUESDAY, NOVEMBER 15, 2022 at 3:15 P.M.**

**Mayor:**

Brooks Bass

**Council Members:**

Jeff Pena

Jerry Cain

Mario Muraira

Troy Brimage

**City Manager:**

Timothy Kelty

**THE CITY COUNCIL OF THE CITY OF FREEPORT, TEXAS, WILL MEET ON TUESDAY, THE 15TH DAY OF NOVEMBER, 2022, AT 3:15 P.M., AT THE FREEPORT, POLICE DEPARTMENT, MUNICIPAL COURT ROOM, 430 NORTH BRAZOSPORT BOULEVARD FREEPORT TEXAS**

**BECAUSE OF THE PUBLIC HEALTH THREAT, SEATING WILL BE POSITIONED TO MEET THE REQUIREMENTS OF THE CDC, AND ATTENDEES ARE ENCOURAGED TO WEAR A FACE MASK.**

**This meeting will be live streamed via Facebook Live and may be accessed on the City of Freeport Facebook page: <https://www.facebook.com/freeporttexas>**

**THE MEETING IS BEING HELD FOR THE FOLLOWING PURPOSES:**

**CALL TO ORDER:** *The Mayor will call the meeting to order, declare a quorum if present, and declare notices legally posted pursuant to Open Meetings Act.*

**INVOCATION AND PLEDGE OF ALLEGIANCE:** (Council Member)

**CITIZENS' COMMENTS:**

Members of the public are allowed to address the City Council at this time, and must include name and address. *Note*, specific factual information or a recitation of existing policy may be furnished in response to an inquiry made, but any deliberation, discussion, or decision with respect to any subject about which the inquiry was made shall be limited to a proposal to place such subject on the agenda for a subsequent meeting for which notice is provided in compliance with the Texas Open meetings Act unless said notice appears herein. The public is reminded that there is a (4) minute time limit as approved by City Council on June 21, 2010.

## COUNCIL BUSINESS – REGULAR SESSION

1. Consideration and possible action on the approval of Resolution No. 2022-2766 awarding of contract to GrantWorks, to complete application and grant administration for CDBG MIT-MOD funding administered by the Texas General Land Office. **(Ezell)**
2. Consideration and possible action on the approval of Resolution No. 2022-2767 awarding of contract to Freese and Nichols, for engineering/architectural services for application and project related engineering/architectural services for the CDBG MIT-MOD funding application by the Texas General Land Office. **(Ezell)**

### ADJOURNMENT:

3. Adjourn.

Items not necessarily discussed in the order they appear on the agenda. The Council at its discretion may take action on any or all of the items as listed. This notice is posted pursuant to the Texas Open Meeting Act. (Chapter 551, Government Code).


The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

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ACCESSIBILITY STATEMENT This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 233-3526.

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CERTIFICATE I certify the foregoing notice was posted in the official glass case at the rear door of the City Hall, with 24 hours a day public access, 200 West 2<sup>nd</sup> Street, Freeport Texas, before 6:00 p.m. in accordance with Open Meetings Act.

  
Betty Wells, City Secretary,  
City of Freeport, Texas



## City Council Agenda Item # 1

**Title:** Consider Awarding Request for Proposals (RFP), Grant Administration, to GrantWorks, Inc.

**Date:** November 14, 2022

**From:** Cathy Ezell, Finance Director

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**Staff Recommendation:**

Staff recommends awarding grant administration services to GrantWorks, Inc. and authorizing the City Manager to negotiate and execute a contract.

**Item Summary:**

Staff advertised a Request for Proposals for Grant Administration Services in The Facts newspaper on Saturday, October 22, and Saturday, October 29, 2022. Six responses were received by 10:00 a.m. on Tuesday, November 8, 2022. The proposals were reviewed by the City Manager, Assistant City Manager/Director of Public Works, and Finance Director. Based on the Evaluation Criteria, the most qualified Respondent is GrantWorks, Inc.

**Background Information:**

These services are being solicited to assist the City of Freeport in its application and administration of contracts, if awarded, from the General Land Office (GLO) Community Development Block Grant-Mitigation Regional Method of Distribution (CDBG-MIT MOD) Program through HGAC.

These services will include assistance through the application and grant administration process. The City has been awarded \$1,837,967 in grant funds.

**Special Considerations:**

Applications eligible projects due by January 9, 2023.

**Financial Impact:**

Costs associated with grant administration vary by the grant but are generally reimbursable.

**Board or 3<sup>rd</sup> Party recommendation:**

N/A

**Supporting Documentation:**

Rating Summary

Resolution

## RESOLUTION 2022-2766

A RESOLUTION OF FREEPORT, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR TEXAS CDBG-MIT REGIONAL MITIGATION PROGRAM'S METHOD OF DISTRIBUTION DEVELOPMENT (CDBG MIT-MOD) PROGRAM(S) FUNDED AND ADMINISTERED THROUGH THE TEXAS GENERAL LAND OFFICE (GLO).

WHEREAS, participation in CDBG MIT-MOD program(s) requires implementation by professionals experienced in the administration of federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services has been completed in accordance with the GLO requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

NOW, THEREFORE, BE IT RESOLVED:

|            |  |
|------------|--|
| Section 1. | That GrantWorks is selected to provide application and project-related <b>administration services</b> for CDBG MIT-MOD program(s).   |
| Section 2. | That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s). |

PASSED AND APPROVED ON NOVEMBER 14, 2022.

**APPROVED:**

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Brooks Bass, Mayor

**ATTEST:**

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Betty Wells, City Secretary

**City of Freeport  
Grant Administrative Services**

| <b>Respondent</b>             | <b>Rating</b> |
|-------------------------------|---------------|
| TLC Engineering               | 34            |
| Public Management             | 64            |
| MPACT Strategic Consulting    | 80            |
| Grant Works                   | 97            |
| Langford Community Management | 69            |
| Traylor & Associates          | 74            |



## City Council Agenda Item # 2

**Title:** Discussion and Possible Action Regarding a Resolution to hire an engineering firm to complete application and project implementation for General Land Office (GLO) Community Development Block Grant-Mitigation Regional Method of Distribution (CDBG-MIT MOD) Program through HGAC.

**Date:** November 14, 2022

**From:** Cathy Ezell, Finance Director

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**Staff Recommendation:**

Staff recommends hiring Freese and Nichols for engineering services.

**Item Summary:**

Staff advertised a Request for Statement of Qualifications for professional engineering services in The Facts newspaper on Saturday, October 22, 2022 and Saturday October 29, 2022. Four responses were received by 10:00 a.m. on Tuesday, November 8, 2022. The evaluation committee consists of the City Manager, Assistant City Manager/Director of Public Works and Director of Human Resources and Finance Director.

**Background Information:**

The City of Freeport an application for a project for the General Land Office (GLO) Community Development Block Grant-Mitigation Regional Method of Distribution (CDBG-MIT MOD) Program through HGAC. Accordingly, the City must procure a contract with a qualified Engineering firm or individual to prepare all preliminary and final design plans and specifications, and to conduct all necessary interim and final inspections. These services are being solicited to assist the City in its application preparation and project implementation. The application is due January 9, 2023.

**Financial Impact:**

Engineering and design activities are capped at 15 percent of the total construction cost and will be funded by the grant.

**Supporting Documentation:**

A Summary of the Rating  
Resolution

## RESOLUTION NO. 2022-2767

A RESOLUTION OF THE CITY OF FREEPORT, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR TEXAS CDBG-MIT REGIONAL MITIGATION PROGRAM'S METHOD OF DISTRIBUTION DEVELOPMENT (CDBG MIT-MOD) PROGRAM(S) FUNDED AND ADMINISTERED THROUGH THE TEXAS GENERAL LAND OFFICE (GLO).

WHEREAS, participation in CDBG MIT-MOD program(s) requires implementation by professionals experienced with federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering/architectural services has been completed in accordance with GLO requirements;

WHEREAS, the Statement of Qualifications received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources.

NOW, THEREFORE, BE IT RESOLVED:

|            |  |
|------------|--|
| Section 1. | That <u>Freese &amp; Nichols</u> be selected to provide application and project-related <b>professional engineering/architectural services</b> for the CDBG MIT-MOD program(s).  |
| Section 2. | That any and all project-related services contracts or commitments made with the above-named service provider are dependent on the award of CDBG MIT-MOD funds and successful negotiation of a contract with the service provider. |

PASSED AND APPROVED ON NOVEMBER 14, 2022.

**APPROVED:**

\_\_\_\_\_  
Brooks Bass, Mayor

**ATTEST:**

\_\_\_\_\_  
Betty Wells, City Secretary

**City of Freeport  
Engineering Services**

| <b>Respondent</b>      | <b>Rating</b> |
|------------------------|---------------|
| Lynn Engineering       | 37            |
| Freese & Nichols       | 93            |
| Centerline Engineering | 34            |
| KSA                    | 86            |