




MEMORANDUM

Date: June 6, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Christina Bervaldi
Finance Director

Subject: **24-5936 Approving Negotiated and Executed Contract with Langton Associates, Inc. for CDBG Grant Administration Services**

Introduction

The City Manager's Office requests the approval of the attached negotiated and executed "Agreement between City of Key West and Langton Associates, Inc. for Professional Services for CDBG Grant Administration Consultant" with a not to exceed amount of \$550,500.00 over a period of three (3) years from the effective date of the Contract with the option of a two (2) year renewal for a total of five (5) years.

Background

The Langton Associates contract is currently in Year 1 of the contract executed on September 21, 2023. At a City Commission meeting on June 8, 2023, the City Commission approved Selection Committee ranking of respondents to RFP 22-007 and authorized the City Manager to negotiate and execute a contract upon advice and consent of the City Attorney with the first-ranked firm, Langton Consulting, Inc. (Resolution 23-153). The contract's effective date is September 21, 2023. With the effective date being so close to the fiscal year end, the performance period began October 1, 2023.

The contract was authorized to be negotiated and executed with Resolution 23-153, but no amount was included. This approval adds a not to exceed amount of \$550,500.00 by resolution on the contract per year as follows:

CDBG Grant Administration

<u>Year</u>	<u>Performance Period</u>	<u>Amount</u>
1	10/1/23-9/30/24	\$110,100
2	10/1/24-9/30/25	\$110,100
3	10/1/25-9/30/26	\$110,100
4	10/1/26-9/30/27	\$110,100
5	10/1/27-9/21/28	<u>\$110,100</u>
	Total	\$550,500

Procurement

The contract with Langton Associates, Inc. is for a not to exceed amount of \$550,500.00 total over a period of three (3) years with an option of a two (2) year renewal for a total of five (5) years. The current year of the contract is Year 1, with a performance period beginning on October 1, 2023 and ending September 30, 2024. Each year, grant administration services are budgeted in Account 0011900 5193100.

The following is a summary of the expenses paid to date for Year 1 of this contract:

CDBG Grant Administration PO #100124

<u>Year</u>	<u>Performance Period</u>	<u>Amount</u>
1	10/1/23-9/30/24	<u>\$ 30,517.50</u>
Total		\$ 30,517.50

Recommendation

The City Manager’s Office recommends the City Commission approve the attached negotiated and executed “Agreement between City of Key West and Langton Associates for Professional Services for CDBG Grant Administration Consultant” and adds a not to exceed amount of \$550,500.00.