

Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: July 21, 2017
Re: Selection of grant administrator for Beach Market Renovation

As City Council members may remember, the City of Charlotte will be undertaking a restoration and renovation project at Beach Market, funded by a combination of Community Development Block Grant dollars and private donations.

Because the Community Development Block Grant process is extremely complex, the State of Michigan normally requires local municipalities to retain the services of a Certified Grant Administrator (CGA). They also provide additional funds, above and beyond the amount of the grant award, to pay for these services.

I worked with state officials in the CDBG program to obtain and score proposals from CGA's for this project. Four CGA's responded, and I scored them using a matrix provided to them ahead of time, so that the process could be fair and open. Scores were based on cost, specific CDBG experience, and length of time in business.

The firm with the highest score was Revitalize, LLC, from Mason, MI. I also reviewed their proposal to ensure there was nothing potentially disqualifying in it outside the scoring section.

If approved by council, I will work with Revitalize on a formal grant agreement outlining their roles and responsibilities for the project. I have also included some of the firm's RFP response in the packet for your reference.