



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

---

**File #:** 23-664, **Version:** 1

**Item #:** C-12.

---

**CC - CONSENT ITEM:** (1) Approval of a Professional Services Agreement with Ghirardelli Associates, Inc. for Grant Writing Services in an Amount Not-to-Exceed \$500,000, for an Initial Three-Term and Two Optional One-Year Terms; and (2) **FOUR-FIFTHS VOTE REQUIREMENT:** Approval of a Budget Amendment Appropriating \$150,000 from the General Fund's Unassigned Fund Balance for Fiscal Year 2022-2023

**Meeting Date:** February 27, 2023

**Contact Person/Dept:** Christopher Evans/Public Works

**Phone Number:** (310) 253-5621

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Attachments:** Yes ☐ No ☒

**Commission Action Required:** Yes ☐ No ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (02/22/2023)

**Department Approval:** Yanni Demitri, Public Works Director/City Engineer (02/15/2023)

---

### **RECOMMENDATION**

Staff recommends the City Council (1) approve a professional services agreement with Ghirardelli Associates, Inc. for grant writing services in an amount not-to-exceed \$500,000 for an initial three-year term and two optional one-year terms; and (2) approve a budget amendment appropriating \$150,000 from the General Fund's Unassigned Fund Balance for Fiscal Year 2022-2023 (**four-fifths vote requirement**).

### **BACKGROUND/DISCUSSION**

Due to the significant number of grant opportunities advertised to Culver City through the Regional, State, and Federal agencies, including the recently passed Federal Infrastructure Act, and the specialized skills and length of time it takes to research and apply to be awarded the grants successfully, a Request for Proposals (RFP) #2315 was released and advertised through PlanetBids to qualified firms that can provide expert grant writing services. The RFP scope of work included:

- Grant Proposal Development - Provide grant proposal writing services associated with the completion of grant applications on behalf of the City.
- On-Call Grant Research
- Grant Funding Research - Conduct research to identify grant resources including, but not limited to federal, state, foundation, agencies, and organizations that support the City's funding needs and priorities.
- Funding needs analysis - Work with the City to assess the validity of current funding priority areas and identify new priority areas for funding.
- Grant Follow-Up and Administration

As of the time of closing on January 12, 2023, the following fifteen (15) firms responded:

- |                                 |                                 |   |
|---------------------------------|---------------------------------|---|
| • Blais & Associates, LLC       | • Ghirardelli Associates, Inc.  | • MNS Engineers, Inc.                           |
| • BKF Engineers                 | • Global Urban Strategies, Inc. | • Osprey Consulting Group, LLC                  |
| • OJI CALIFCO Consortium, Inc.  | • Interwest Consulting Group    | • California Public Relations and Advocacy, LLC |
| • CWE                           | • Intuitive Group, LLC          | • Social Goody, LLC                             |
| • Evans Brooks Associates, Inc. | • KOA Corporation               | • Townsend Public Affairs, Inc.                 |

Staff thoroughly evaluated each response based on qualifications and experience, a clear understanding of the scope of work, fair pricing, and proven ability to complete the contracted tasks. Staff selected and interviewed the top three candidates. Based on the evaluations and interviews, staff recommends awarding a professional services contract to Ghirardelli Associates, Inc. to provide grant writing services for the City.

## FISCAL ANALYSIS

The three-year agreement with Ghirardelli Associates, Inc. will be for an amount not-to-exceed \$500,000. Funding for these services was not included in the Adopted Budget for Fiscal Year 2022-2023. Staff is requesting a budget amendment from the General Fund's Unassigned Fund Balance of \$150,000 for the first year of the contract. The funds will be appropriated in Account # 10116100.6104000 (Non-Departmental - Consulting Service). **(Budget amendment requires a four-fifths vote.)** Funding for future years of the contract will be included in future fiscal year budgets.

## ATTACHMENTS

None.

## MOTION

That the City Council:

1. Approve a professional services agreement with Ghirardelli Associates, Inc. for grant writing services in an amount not-to-exceed \$500,000, for an initial three-year term and two optional one-year terms;
2. Approve a budget amendment to appropriate \$150,000 from the General Fund's Unassigned Fund Balance to Account #10116100.6104000 for Fiscal Year 2022-2023 ( **four-fifths vote required**);
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.