



MEMORANDUM

To: John Baumgartner, City Manager
From: Liz Lopresti, Purchasing Manager
CC: Angie Steelman, Budget & Project Management Director
Scott Tuma, Project Manager
Date: 12/29/2020
Re: 3rd Street Repaving- CDBG Funded Professional Services.

Comments: After reviewing the procurement process used to develop the short list of professional services vendors with Peg Purser, our current CDBG Consultant, she advised that we should have no problems using a vendor off the short list for professional services for CDBG projects. It is recommended that we have separate contracts in place for CDBG funded projects, as they require careful tracking of funds and different contract terms. Additionally, she asked that we allow her to review the contract documents to ensure that the terms required by HUB are included.

Based on Peg Purser's assessment of the procurement process, and review of the contract documents, I recommend that we use vendors off of the short list for Professional Services for the 3rd Street Repaving project.