

RESOLUTION NO. ____-2017

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL
APPROVING PROFESSIONAL SERVICES AGREEMENT WITH WEST
ENTERPRISES, INC. DBA WEST COMPANY TO PROVIDE CDBG
MICROENTERPRISE ASSISTANCE PROGRAM OPERATION SERVICES AND
AUTHORIZING CITY MANAGER TO EXECUTE CONTRACT (AMOUNT NOT
TO EXCEED \$216,586; ACCOUNT NO. 331-5036-0630)**

WHEREAS, the City was awarded a grant from the 2016 State Community Development Block Grant program for Microenterprise Assistance activities; and

WHEREAS, Program Operation tasks include provision of Microenterprise Technical Assistance, Support Services, and Financial Assistance activities for qualifying low- and moderate-income micro-entrepreneurs who reside in or currently operate or plan to operate a business in Fort Bragg city limits; and

WHEREAS, a Request for Proposals was released and broadly advertised on August 14, 2017, and responses were due on September 14, 2017; and

WHEREAS, two responses were received by the due date, and a City review team evaluated both proposals per criteria established in the Request for Proposals including responsiveness to requested scope of work, capabilities and resources of the firm, qualifications and experience of key individuals, schedule for work completion and budget; and

WHEREAS, West Enterprises, Inc. DBA West Company was unanimously found by the City review team to have provided a thorough and superior response in all ranked criteria; and

WHEREAS, the Microenterprise Assistance Program is subject to the National Environmental Policy Act (NEPA) and is exempt pursuant to the Code of Federal Regulations, Title 24 Housing and Urban Development – Subpart D: Environmental Review Process, Section 58.34 – Exempt Activities (24 CFR 58.35(b)); and

WHEREAS, funds in the amount of \$216,586 were appropriated in the FY 2017/18 budget for this activity and sufficient funds are available for this contract.

WHEREAS, based on all the evidence presented, the City Council finds as follows:

1. The City applied for and received grant funding for microenterprise assistance activities that is sufficient to pay for the contract.
2. West Enterprise Center, Inc. has a long history of successful completion of CDBG microenterprise assistance tasks and has been found to be capable to perform the required tasks.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby approve a Professional Services Agreement with West Enterprises, Inc. DBA West Company for Community Development Block Grant funded Microenterprise Assistance Program Operation Services and Authorizes City Manager to Execute Contract (amount Not to Exceed \$216,586; Account No. 331-5036-0630).

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 23rd day of October, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

LINDY PETERS
Mayor

ATTEST:

June Lemos, CMC
City Clerk