

**R – XX-2023 - Resolution To Draft and Award a Contract To Thomas & Michael LLC
For American Rescue Plan Project Management Services**

**City Council of the City of Glenarden, Maryland
2023 Legislation**

Resolution Number: **R-XX, 2023**
Sponsor: **Derek Curtis, Council President**
Co-Sponsor: **At the request of the Administration**
Public Hearing: **January 17, 2023**
Regular Session: **January 23, 2023**
Date of Introduction: **January 9, 2023**

**Resolution To Draft and Award a Contract To Thomas & Michael LLC
For American Rescue Plan Project Management Services**

Whereas, The City of Glenarden’s Administration recognizes the need for a professional project manager to manage the existing American Rescue Plan Act (ARPA) funds as well as the programs, initiatives, and plans specified by the Mayor or City Council that use the aforementioned funds.

Whereas, Thomas & Michael LLC has shown to be the most responsive bidder; and

Whereas, pursuant to the consulting proposal Thomas & Michael LLC will provide management over Federal funds received from the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) under the American Rescue Plan Act of 2021 for the set price of Three-Hundred Dollars (\$300) per hour with a maximum value of One-Hundred-Eight-Thousand Dollars (\$108,000) though the entire 24-month contract term;

Whereas, in accordance with Charter Section 823, The Administration recommends, that it is in the public’s best interest that the Consultant Agreement with Thomas & Michael LLC, be drafted in accordance with the Consultant Proposal and be approved by the City Council and that, the Mayor Or Council President be authorized to sign on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Glenarden, Maryland sitting in Regular Session this 23rd day of January 2023 as follows:

1. That the Consultant Proposal, be drafted substantially the form as attached as Exhibit A be and it is hereby approved;
2. That the Mayor or Council President be and is authorized to sign the Consultant Agreement.
3. Payment for services shall be taken from the American Rescue Plan line item 20.38.10.7130
4. This Resolution shall take effect immediately upon passage.

Exhibit A – Consultant Agreement

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43 **ATTEST:**

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Regis Bryant Acting City Manager

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Derek D. Curtis, II, Council President

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Angela D. Ferguson, Council Vice President

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Erika L. Fareed, Councilwoman

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James A. Herring, Councilman

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Kathleen J. Guillaume, Councilwoman

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Maurice A. Hairston, Councilman

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Robin Jones, Councilwoman

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70 I HEREBY CERTIFY, that on the 21st day of January 23rd, 2023 with ___ Yes
71 ___ No and ___ Abstention(s) that the Resolution was Approved.

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Robin Bailey-Walls, Acting Council Clerk

ARPA CONSULTING SERVICES PROPOSAL

November 21 2022

Regis Bryant, Acting City Manager and Chief of Police
City of Glenarden
James R. Cousins, Jr. Municipal Center
8600 Glenarden Parkway
Glenarden, Maryland 20706

Re: American Rescue Plan Act (ARPA) Consulting Services Agreement Proposal

We appreciate the opportunity to provide the City of Glenarden with a draft consulting proposal for ***American Rescue Plan Act (ARPA) Consulting Services***.

Our firm brings over thirty years of public finance expertise across all levels - budgeting, financial monitoring, accounting, reporting, oversight, monitoring, and compliance. Our team has experience in successfully developing, implementing, monitoring, reporting, and accounting for over \$40 billion in public spending plans, including over \$2.0 billion in various grant funded programs.

We also bring significant hands-on advisory and consulting services experience with the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Consolidated Appropriations Act of 2021, and American Rescue Plan Act (ARPA). **Since the start of the COVID-19 pandemic, our engagement lead has provided advisory services to governments who received in excess of \$520 million in Federal CARES Act, Consolidated Appropriations Act, and ARPA funds.** We currently assist nine cities and towns in Maryland with their ARPA funds, including several in Prince George's County.

A small sample of our services includes budget development and implementation; compliance and reporting; application processes and procedures; intergovernmental outreach with Federal, state, and local government representatives; monitoring; program development, oversight, and management; ARPA project management; and interpretation of Federal rules and guidelines of eligible uses.

Our firm has a proven track record of working with all levels of governments to ensure coordination and collaboration of efforts, and to avoid duplication of efforts with Federal COVID-19 pandemic funds. Our firm also brings strong connections to national associations

that allow us to access creative and innovative approaches in responding to and recovering from the pandemic.

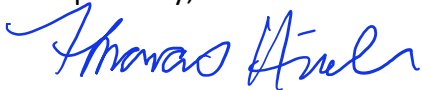
We also bring extensive experience in reviewing government contracts to ensure compliance with applicable Federal, state, and local laws.

THOMAS|MICHAEL is proud to be a Prince George's County-based firm. Our principal has worked with various local governments in Maryland over the past thirty years. He has served the citizens, residents, and businesses with distinction during this time in both the public sector and private sector.

We have enclosed a draft consulting proposal for your consideration.

If you have any questions about our proposed consulting agreement, please contact us at (301) 501-5911.

Respectfully,



Thomas Himler
Managing Member

Consulting Services Proposal

Scope of Services:

THOMAS | MICHAEL LLC proposes the following services for the **City of Glenarden, Maryland** as it relates to Federal funds received from the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) under the American Rescue Plan Act of 2021:

- Assist in the development of a SLFRF spending plan.
- Monitor and advise of any updates in United States Treasury compliance and reporting guidelines and frequently asked questions (FAQs), and additional guidance provided by the State.
- Participate in periodic meetings with City staff and/or elected officials to ensure implementation of the spending plan is proceeding on schedule and in accordance with Federal and State guidelines.
- Provide advice concerning the eligibility of planned uses of SLFRF funds.
- Assist the City's staff in ensuring adequate internal controls and proper program documentation to avoid fraud, waste, and abuse associated with SLFRF, and to ensure that funds are not used for ineligible purposes.
- Assist the City in SLFRF project management, including program(s) design, implementation, and close-out.
- Monitor Federal reporting deadlines.
- Assist in presentations to relevant stakeholders.
- Other services as agreed upon by the parties.

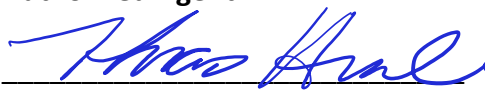
Proposed Cost:

The proposed cost for the above services is an hourly rate of **\$300.00** with a **maximum contract value of \$108,000 for the twenty-four (24) month contract term**. Fees shall be paid within 30 days of the City receiving an invoice.

Consulting Services Agreement:

If acceptable to the City, the parties will execute a formal consulting services agreement that will further define the terms and conditions.

Authorized Agent:



Thomas Himler, Managing Member
THOMAS | MICHAEL LLC

Date:

