



Staff Report

To: Board of Harbor Commissioners

From: Mike Rademaker, CEO/Harbormaster

Date: July 12, 2026

Subject: Approval of Professional Services Agreements for PIDP
Project Management and Grant Management Services

Potential Action

1. Approve the Agreement for Professional Services between the Crescent City Harbor District and Kimley-Horn and Associates, Inc. for project management services associated with the District's Port Infrastructure Development Program projects, for a term of twenty-four months and compensation not to exceed \$350,000 during the first twelve months;
2. Approve the Agreement for Professional Services between the Crescent City Harbor District and Community System Solutions for grant management services associated with the District's Port Infrastructure Development Program grants, for a term of twenty-four months and compensation not to exceed \$120,000 during the first twelve months; and
3. Authorize the CEO/Harbormaster to execute and administer the agreements on behalf of the District, including making any non-substantive clerical corrections necessary to finalize the documents, subject to applicable grant requirements and Board-approved budgetary appropriations.

Background

At the outset, staff notes that the attached agreements have not been modified since they were previously presented to the Board at its June 26, 2026 meeting. The agreements are being returned to the Board for formal consideration and approval.

The District has received two major Port Infrastructure Development Program grants from the United States Department of Transportation's Maritime Administration. The District's fiscal year 2022 PIDP award provides \$7,366,566 in federal funding for construction of a new seawall, while the fiscal year 2024 PIDP award provides \$8,000,000 in federal funding for replacement of Citizens' Dock. The executed grant agreements are in place, and the District is now positioned to begin drawing grant funds and advancing the projects through final design, permitting, procurement, construction, reporting, and closeout.

These projects represent a combined federal investment of more than \$15.3 million and will require substantial technical coordination, financial documentation, federal procurement compliance, progress reporting, reimbursement administration, and project oversight. The District therefore issued requests for proposals for both project management and grant management services as key components of the project-delivery team.

Funding for the proposed services is anticipated to be provided primarily through the District's 2022 and 2024 PIDP awards, to the extent the services constitute allowable costs and sufficient funds are available within the applicable grant budgets. Certain project-related services may also be allocated to other available grant funding, including the California Coastal Conservancy Citizens' Dock Planning Grant or the Hazard Mitigation Grant Program, to the extent permitted by the applicable grant terms and approved project budgets. The agreements themselves do not condition the District's payment obligations upon receipt of grant reimbursement; however, both agreements are expressly contingent upon Board-approved budgetary appropriations for each fiscal year.

Discussion

Kimley-Horn project management agreement

The proposed agreement with Kimley-Horn and Associates, Inc. provides project management services principally during the pre-construction planning, final-design coordination, permitting, and construction-procurement phases of the seawall and Citizens' Dock projects.

Kimley-Horn's pre-construction responsibilities include reviewing available project information, identifying missing information or potential project risks, coordinating with the District and Engineer of Record, maintaining a master project schedule, and assisting with operational planning necessary to relocate existing cold-storage and seafood-processing activities from the anticipated construction area. The agreement also provides for review of plans, specifications, and estimates at the 60-percent, 90-percent, and 100-percent design stages for completeness, constructability, grant conformity, permitting requirements, and compliance with federal domestic-content requirements.

Kimley-Horn will also assist with regulatory coordination, preparation of a permit-compliance matrix, project-risk tracking, stakeholder coordination, and development of a Harbor Tenant Construction Impact Plan. These services are intended to identify and address design, permitting, sequencing, access, and operational issues before construction begins.

During the procurement phase, Kimley-Horn will assist the District with contractor prequalification, preparation and administration of the competitive bidding process, coordination of bidder questions and addenda, technical review of submitted bids, preparation of a bid tabulation and evaluation summary, and review of conformed contract documents before issuance of a notice to proceed. The scope specifically addresses compliance with federal procurement requirements, including applicable provisions relating to Davis-Bacon wages, Build America, Buy America, contractor eligibility, debarment and suspension, and required MARAD grant provisions. Contractor selection and contract-award authority will remain with the District and its Board.

The Kimley-Horn agreement has a twenty-four-month term. Compensation is based on the schedule of charges attached to the agreement and may not exceed \$350,000 during the first twelve months. The attached cost schedule estimates approximately \$319,102 in labor and \$30,898 in associated direct costs, for a total estimated first-year cost of \$350,000. The agreement requires detailed monthly invoicing, prohibits compensation for work outside the approved scope without a written amendment, and permits the District to terminate the agreement with or without cause upon thirty days' written notice.

Community System Solutions grant management agreement

The proposed agreement with Community System Solutions provides for administration of the District's separate 2022 and 2024 PIDP awards throughout the federal grant lifecycle. Although the seawall and Citizens' Dock projects will be coordinated as related infrastructure improvements, CSS will maintain separate financial, reporting, reimbursement, performance, and compliance records for each federal award.

CSS's responsibilities include establishing grant-compliance matrices and reporting calendars; maintaining expenditure, reimbursement, match, and budget-tracking tools; assisting with reimbursement requests through the federal Delphi eInvoicing system; preparing quarterly narrative, financial, and performance reports; and coordinating information required for SF-270 reimbursement requests and SF-425 financial reports. CSS will also assist the District with Uniform Guidance requirements, internal controls, audit documentation, record retention, environmental commitments, domestic-content requirements, labor documentation, and other conditions incorporated into the PIDP awards.

The scope further provides for coordination with District staff, the project manager, the Engineer of Record, the District's accounting professionals, contractors, consultants, and MARAD. CSS will assist in organizing procurement and contractor records,

reviewing supporting documentation for grant-funded expenditures, maintaining audit-ready files, identifying compliance or reimbursement issues, preparing Board updates, and supporting eventual grant closeout.

The CSS agreement also has a twenty-four-month term and establishes a not-to-exceed amount of \$120,000 during the first twelve months. Services will be billed at the hourly rates stated in Exhibit B, ranging from \$55 to \$100 per hour depending upon the personnel and type of work performed. As with the Kimley-Horn agreement, CSS must submit detailed monthly invoices, may not perform compensable work outside the approved scope without a written amendment, and may be terminated by the District with or without cause upon thirty days' written notice.

Coordination and District Oversight

The two agreements serve related but distinct functions. Kimley-Horn will provide technical project-management and procurement support, while CSS will focus on federal grant administration, reimbursement, reporting, documentation, and compliance. Both consultants will coordinate with District management, the project design team, the District's accounting professionals, and future construction contractors.

District staff will remain responsible for contract administration, review and approval of invoices, authorization of work, coordination of consultant activities, and presentation of matters requiring Board approval. Approval of these agreements does not award a construction contract or independently authorize physical construction. Construction procurement and any resulting construction contract will be returned to the Board for separate consideration.

Fiscal Impact

The combined maximum compensation authorized during the first twelve months is \$470,000, consisting of up to \$350,000 for Kimley-Horn's project management services and up to \$120,000 for CSS's grant management services.

Funding for these services is intended to be provided through the District's 2022 and 2024 PIDP awards, with costs allocated between the grants according to the services performed and the applicable grant budgets and cost-eligibility requirements. Both agreements are expressly contingent upon the Board approving the necessary budgetary appropriations. Expenditures during the second twelve months of the agreements will likewise remain subject to future Board-approved appropriations and the continued availability and eligibility of grant funding.

Conclusion

Approval of the proposed agreements will place the project management and grant management resources needed to advance the District's two PIDP-funded infrastructure projects under contract. The services will assist the District in completing final design

and permitting, conducting a federally compliant construction procurement, maintaining grant and financial records, obtaining reimbursements, satisfying federal reporting and audit requirements, and managing project risks. Staff therefore recommends approval of both agreements and authorization for the CEO/Harbormaster to execute and administer them on behalf of the District.

attachments

1. Agreement for Professional Services between the Crescent City Harbor District and Kimley-Horn and Associates, Inc.
2. Agreement for Professional Services between the Crescent City Harbor District and Community System Solutions.
3. June 24, 2026 Grant Activity Report.