

June 30, 2026

Jessica Serrano
City of Commerce
Director of Community Development
2535 Commerce Way
Commerce, CA 90040

Subject: Proposal for the Administration of the City's Community Development Block Grant (CDBG) Business Assistance Program

Dear Mrs. Serrano,

It is with great pleasure that I provide you with this proposal to administer the City's funded CDBG Business Assistance Program.

Our years of practice have resulted in a solid foundation of experience and technical expertise, along with a dedication to integrity, excellence, and quality. We are proud of our strong reputation for meeting aggressive schedules and our ability to multitask to provide our clients specialized attention and service.

Avant-Garde was incorporated in September 2002, and our corporate office—through which services will be provided—is located at 802 S. Lemon Avenue, Diamond Bar, CA 91789. Avant-Garde is a 100% woman-owned California Corporation. Furthermore, Avant-Garde is a certified Minority Business Enterprise, Women Business Enterprise, Disadvantaged Business Enterprise, and Small Business Enterprise (MBE, WBE, DBE, SBE).

We have prepared this fee proposal for administration of the program, which will address the following: **(A) our proposed scope of work** and **(B) our consulting fee**.

A. Scope of Work

Avant-Garde's scope of work for administration of the City's CDBG Business Assistance Program will include the following services:

- a. Program Development and Implementation Support** - Assist the City with program development and implementation, including review and refinement of program guidelines, application materials, policies/procedures, eligibility requirements, and internal processing workflows to ensure the program is effectively structured, compliant, and ready for launch.

- b. Outreach and Program Promotion** - Conduct outreach and community engagement activities, as needed, to promote the program and ensure eligible businesses are informed of available assistance and participation opportunities
- c. Applicant Intake and Eligibility Review** - Meet with applicants, review submitted documentation and determine eligibility in accordance with program guidelines and applicable City requirements.
- d. Code Compliance Verification** - Coordinate with City staff to verify that the subject property is in compliance with applicable City codes or identify outstanding code violations.
- e. Initial Site Inspections** - Conduct an on-site inspection of each eligible business to assess existing property conditions, document the site with photographs, evaluate the proposed improvements for program eligibility and feasibility, and meet with the property owner and/or business owner to review and discuss the proposed scope of work.
- f. Scope of Work Development** - Prepare a project scope of work, including eligible improvements and cost estimates, based on the site inspection, program guidelines, and City standards.
- g. Bid Package Preparation and Contractor Solicitation** - Prepare and distribute bid packages, including all required project documents, and provide support to contractors throughout the bidding process.
- h. Bid Review** - Receive and evaluate contractor bids, prepare contractor selection recommendations, and coordinate with City staff throughout the bid review and award process.
- i. Grant Document Preparation** - Prepare and process all required grant documents and program forms, ensuring proper completion and compliance.
- j. Pre-Construction Meeting** - Coordinate and facilitate a pre-construction meeting with the contractor, property owner, and City staff.
- k. Construction Monitoring** - Monitor construction progress through periodic inspections, verify compliance with the approved scope of work, and coordinate corrective actions as needed.

l. Project Closeout - Conduct final inspections, complete project closeout documentation, and maintain project files in compliance with CDBG recordkeeping requirements.

m. Reporting and Meetings - Provide progress and/or activity reports and attend meetings as needed to support City oversight and program tracking.

B. Compensation

Avant-Garde proposes to provide administration and program development services for the City's CDBG Business Assistance Program on a time-and-materials basis, billed at the hourly rates listed below. Compensation will be based on actual time spent performing the services outlined in the Scope of Work.

Hourly Rate Schedule

Classification	Hourly Rate
Program Director	\$150
Program Manager	\$135
Sr Program Coordinator	\$125
Program Coordinator	\$110
Program Assistant	\$100

We are requesting a fee of \$10,000. Any work requested beyond this amount will require authorization and approval in advance.

Thank you for your consideration of this request. If you have any questions, or if I can be of further assistance, please feel free to contact me at 323-371-5530.

Sincerely,

Lissette Montoya

Lissette Montoya
Vice President

APPROVED TO PROCEED:

City Representative

Date