

# CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** April 27, 2026  
**SUBJECT:** Approve award of bid RFP 26-009 to Matrix Consulting Group, LTD. for a Facilities & Construction Operational Efficiency Audit in the amount not to exceed \$77,000 and authorize the City Manager to execute the related professional services agreement.

**PRESENTER:** Paulette Hartman, City Manager

**SUMMARY:**

It is recommended that the City Council approve the award of bid RFP 26-009 to Matrix Consulting Group, LTD. for a Facilities & Construction Operational Efficiency Audit as detailed in the attached proposal in the amount not to exceed \$77,000.

**GENERAL DESCRIPTION:**

As part of the FY2026 adopted operating budget, the City Council approved conducting a Facilities & Construction Operational Efficiency Audit. The Council’s directive to conduct this efficiency audit stemmed from a commitment to operational excellence and continuous improvement. This aligns with the City Council goals to drive operational excellence into every area, steward the public’s money well, and improve safety, security, and infrastructure every day. This audit is essential to address facility lifecycles and inherent challenges of aging infrastructure. It will deliver a long-term roadmap that integrates policy, process and technological recommendations to ensure the City’s physical assets are maintained efficiently and sustainably for years to come.

To ensure a fair and competitive selection process, the city conducted a comprehensive nationwide search, reaching 2,657 potential vendors. On January 13, 2026, the city formally released a Request for Proposals (RFP) through Public Purchase, a well-established and widely used procurement platform. This broad outreach resulted in a response from the vendor community, with three (3) proposals received by the submission deadline of February 17, 2026, from the following firms:

Brio Services, LLC
Crowe, LLP
Matrix Consulting Group, LTD.

Proposals were evaluated based on the firm's experience, qualifications, proposed methodology, cost and references. Based on an evaluation of the selection criteria, a five-

member committee including representatives from the City Manager's Office, Facilities & Construction and Parks & Recreation departments recommend awarding the bid to Matrix Consulting Group, LTD. due to their demonstrated expertise, comprehensive approach, competitive pricing and understanding of municipal facilities management and operations. Their extensive experience in conducting similar audits for municipal governments was a significant factor in their selection.

**RECOMMENDATION:**

Approve award of bid RFP 26-009 to Matrix Consulting Group, LTD. for the Operational Efficiency Audit of the Facilities & Construction Department in the amount not to exceed \$77,000 and authorize the City Manager to execute the related professional services agreement.