

AGENDA ITEM REPORT

DATE: October 17, 2023
DEPARTMENT: County Manager
REQUESTER: Glen Salyer
TITLE: Award Contract for CDBG – DR Staff Augmentation and Implementation Assistance

I. MOTION REQUESTED

A) Award Request for Proposal No. RFP230391BAG, CDBG-DR Program Management and Implementation Staff Augmentation to Hunt, Guillot & Associates, LLC to provide program management staff augmentation, grant compliance and monitoring activities, environmental reviews, project implementation, and administrative coordination and support for the Community Development Block Grant - Disaster Recovery (CDBG-DR) allocation for an initial term of three years, effective September 1, 2023.

B) Approve Task Order HGA 001, under the contract with Hunt, Guillot & Associates, LLC, in a Not-to-Exceed amount of \$893,000.

C) Authorize the Chair to execute the contract documents and associated Task Order on behalf of the Board of County Commissioners.

D) Grant the County Manager or designee the authority to renew the contracts, for up to three additional years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

II. ITEM SUMMARY

Awards a competitively solicited contract to Hunt, Guillot & Associates, LLC, to provide a variety of services and support for Lee County's Community Development Block Grant - Disaster Recovery (CDBG-DR) program. Work assignments will be itemized through task orders with specific deliverables and anticipated timelines. The initial contract term is three years effective September 1, 2023, and the agreement can be renewed for up to an additional three years.

Approves Task Order HGA 001, in a not-to-exceed amount of \$893,000, for program launch preparation services through December 31, 2023. HGA and its subcontractors will assist with further development of program design, policies, procedures and technology systems.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

HUD officially announced the \$1.1 billion allocation of CDBG-DR funding directly to Lee County through Federal Register Notice 6393-N-01 published on May 18, 2023. HUD's Federal Register notice triggered an approximate six-month process to produce a HUD-approved plan for the use of the grant funds. The Office of Strategic Resources and Government Affairs will manage the implementation of the programs in the Lee County Action Plan approved by the Board and submitted to HUD for approval on September 19, 2023.

B) Policy Issues

C) BoCC Goals

D) Analysis

On June 30, 2023, Procurement Management issued a Request for Proposal No. RFP230391BAG, CDBG-DR Program Management and Implementation Staff Augmentation. On the solicitation deadline of July 31, 2023, Procurement Management received six submittals.

An evaluation meeting was held on August 17, 2023, during which the Evaluation Committee considered criterion listed on the solicitation request including such items as: Qualifications of company, relevant experience and reference, plan of approach, personnel and pricing. Based on the information submitted by the proposers, the consensus of the committee was to invite four firms for interviews/presentations. The firms included were Hunt, Guillot & Associates, LLC; KPMG, LLP; Tetra Tech, Inc.; and Tidal Basin Government Consulting, LLC.

A second evaluation meeting was held on August 25, 2023, during which the Evaluation Committee heard presentations from the four selected firms. The committee discussed the pros and cons of all presentations and following the discussion selected Hunt, Guillot & Associates, LLC as the top ranked firm.

The awarded vendor will provide program management staff augmentation, grant compliance and monitoring activities, environmental reviews, project implementation, and administrative coordination and support for the Community Development Block Grant - Disaster Recovery (CDBG-DR) allocation, on an as-needed basis for an initial term of three years, as approved in the department's annual adopted budget.

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$893,000
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Federal Funding through General Fund Program: Community Development Block Grant - Disaster Recovery Project: Account Strings: 11137113301	
G)	Fund Type?	General Fund
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

Task Order HGA 001 extends through December 31, 2023.

Additional Task Orders will be negotiated quarterly.

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Contract - RFP230391BAG	10/5/2023	Agreement
Task Order - HGA	10/5/2023	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
County Manager	Tucker, Mary	Approved	10/6/2023 - 9:29 AM
County Manager	Salyer, Glen	Approved	10/6/2023 - 1:26 PM
Budget Services	Henkel, Anne	Approved	10/6/2023 - 2:46 PM
Budget Services	Winton, Peter	Approved	10/6/2023 - 2:49 PM
County Attorney	Wesch, Richard Wm.	Approved	10/9/2023 - 9:08 AM
County Manager	Salyer, Glen	Approved	10/9/2023 - 12:36 PM