



AGENDA ITEM REPORT

DATE: September 2, 2025
DEPARTMENT: County Manager
REQUESTER: Glen Salyer
TITLE: Approve Amendment and Task Order for CDBG-DR Staff Augmentation and Implementation Vendor

I. MOTION REQUESTED

- A. Approve Amendment 2, under the contract with Hunt, Guillot & Associates, LLC, under Solicitation No. RFP230391BAG, revising the Fee Schedule in Exhibit C., to provide flat rate pricing for Subject Matter Expertise specifically for Affordable Housing Development Financing and Title Closing Services.
- B. Approve Task Order Modification 1 to Task Order HGA005, increasing the budget by \$588,000, in the not-to-exceed amount of \$3,058,000 for CDBG-DR program implementation and staff augmentation services through December 31, 2025.
- C. Authorize the Chair to execute the Amendment and Task Order Modification on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves an amendment and task order modification to the contract with Hunt, Guillot & Associates, LLC to provide flat-rate pricing for subject matter expertise related to Affordable Housing Development Financing and Title Closing Services. These services will primarily be used for the CDBG-DR Multi-Family Affordable Housing Development and Rehabilitation programs. The amendment allows for a single flat rate per service versus the hourly rate for a subject-matter expert under the current fee schedule.

III. BACKGROUND AND IMPLICATIONS OF ACTION

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. HUD approved Lee County's Action Plan on November 7, 2023.

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. A contract with Hunt, Guillot & Associates LLC was approved by the BoCC on October 17, 2023.

Hunt, Guillot & Associates, LLC provide program management staff augmentation to include grant compliance and monitoring activities, environmental reviews, project implementation services, and administrative coordination and support for the Community Development Block Grant - Disaster Recovery (CDBG-DR) allocation on an as-needed basis. Vendor work assignments are itemized through task orders with specific deliverables and anticipated timelines.

IV. FINANCIAL INFORMATION

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|----------------------------------|--|
| Current Year Dollar Amount: | \$588,000 |
| Included in the Current Budget?: | Yes |
| Fund: | Federal Grants through General Fund |
| Comments: | CDBG-DR Grant Funded, Long Term Recovery Initiative HG-006 |

Is this a revenue or expense item? Expense

Is this Discretionary or Mandatory? Discretionary

Will this item impact future budgets? No

Program: Community Development Block Grant - Disaster Recovery Funding

Project: CDBG-DR

Account Strings: 11137113301

Fund Type? Federal Grants through General Fund

V. RECOMMENDATION

Approve

ATTACHMENTS:

Vendor Signed Amendment 2, Vendor Signed TOM 1 to TO5

REVIEWERS:

Samantha Westen, County Manager

Christopher Davis, County Manager

Anne Henkel, Budget Services

Peter Winton, County Manager

Amanda Swindle, County Attorney

Glen Salyer, County Manager

Created/Initiated - 8/20/2025

Approved - 8/20/2025

Approved - 8/21/2025

Approved - 8/21/2025

Approved - 8/25/2025

Final Approval - 8/26/2025