

**AGENDA ITEM REPORT**

**DATE:** October 17, 2023  
**DEPARTMENT:** County Manager  
**REQUESTER:** Glen Salyer  
**TITLE:** Award Contract for Individual Housing Programs Management and Implementation - CDBG-DR

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**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP230432BAG, CDBG-DR Individual Housing Program Management and Implementation to Horne, LLP to provide individual housing project implementation, including but not limited to: outreach, case management, eligibility determination, construction oversight, activity closeout, and ongoing monitoring under the Community Development Block Grant - Disaster Recovery (CDBG-DR) allocation, on an as-needed basis for an initial term of three years, effective October 1, 2023.
- B) Approve Task Order No. HORNE 001, under the contract with Horne, LLP, in the amount of \$1,237,873.
- C) Authorize the Chair to execute the contract documents 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 Horne, LLP to provide individual housing project implementation, including but not limited to: outreach, case management, eligibility determination, construction oversight, activity closeout, and ongoing monitoring under the Community Development Block Grant - Disaster Recovery (CDBG-DR) allocation, on an as-needed basis for an initial term of three years effective October 1, 2023. The agreement can be renewed for an additional three years upon the agreement of both parties.

Approves Task Order No. HORNE 001, in the amount of \$1,237,873 for provision of planning and program implementation for individual housing rehabilitation, reconstruction, elevation, home purchase assistance, and voluntary residential buyout programs.

**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 July 14, 2023, Procurement Management issued a Request for Proposal No. RFP230432BAG, CDBG-DR Individual Housing Program Management and Implementation. On the solicitation deadline of August 14, 2023, Procurement Management received five submittals.  
  
 An evaluation meeting was held on August 31, 2023, during which the Evaluation Committee considered criterion listed on the solicitation request including such items as: Qualifications of company, 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 three firms for interviews/presentations. The firms included were Horne, LLP; ICF Incorporated, LLC; and Tetra Tech, Inc.  
  
 A second evaluation meeting was held on September 7, 2023, during which the Evaluation Committee conducted interviews and heard presentations from the three selected firms. The committee discussed the pros and cons of all presentations and following the discussion selected Horne, LLP as the top ranked firm.
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$1,237,873
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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.	No
F)	Fund: Federal Funding through General Fund Program: Community Development Block Grant - Disaster Recovery Project: Account Strings: 11137113301	
G)	Fund Type?	Other: Grant Fund
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

Task Order HORNE 001 extends through December 31, 2023.

Additional task orders will be negotiated on a quarterly basis.

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Task Order - Horne LLP</a>	10/6/2023	Exhibit
<a href="#">Contract - RFP230432BAG - Vendor Executed</a>	10/9/2023	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
County Manager	Tucker, Mary	Approved	10/6/2023 - 9:33 AM
County Manager	Salyer, Glen	Approved	10/6/2023 - 1:38 PM
Budget Services	Henkel, Anne	Approved	10/6/2023 - 2:56 PM
Budget Services	Winton, Peter	Approved	10/9/2023 - 8:39 AM
County Attorney	Wesch, Richard Wm.	Approved	10/9/2023 - 9:09 AM
County Manager	Salyer, Glen	Approved	10/9/2023 - 12:39 PM