

**MARTIN COUNTY, FLORIDA
SUPPLEMENTAL MEMORANDUM**

TO: Honorable Members of the Board of County Commissioners **DATE:** November 7, 2018

VIA: Taryn Kryzda
County Administrator

FROM: Nicole Carey
Purchasing Manager

SUBJECT: CONTRACTS THAT MEET THE THRESHOLD FOR BOARD APPROVAL

A. OTHER CONTRACT APPROVAL - In accordance with the Purchasing Manual, Section 3.1, contracts valued at \$500,000 or more require approval by the Board of County Commissioners. The following contracts require approval by the Board due to a requirement by the Florida Department of Economic Development (DEO) even though they are under the Board's contract approval threshold.

1. **Community Development Block Grant (CDBG)** – a Request for Proposals (RFP) was advertised for consultants to manage projects for FY 2018, 2019, and 2020 funded by Community Development Block Grant (CDBG) and Economic Development (ED) grants including grant writing services and grants administration. Funding may include, but are not limited to, DRI, FEMA, FDEM, USDOC, K/DREF Grant, Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Grants and Low-Interest Loans, Governor's Office of Tourism, Trade and Economic Development, Water Management District Coop funding, special appropriations and other applicable grant and low-interest loan funds through the Federal, State, or other public sources. The County estimates receiving \$750,000 over the next three years. The Consultants fee will be approximately \$195,000 if that amount is received.

One proposal was received from Guardian Community Resource Management.

Fiscal Impact: Fees are paid from grant funds. If no grant funds are received, no fee is paid to the Consultant.

Recommended Action: Move that the Board award a three-year contract to Guardian Community Resource Management.

2. **State Housing Initiative Plan (SHIP)** – a Request for Proposals (RFP) was advertised for consultants to manage FFY 2018, 2019, and 2020 State Housing Initiative Partnership (SHIP) program management and housing rehabilitation specialist services. Services include annual review, revision and implementation of the Martin County Local Housing Assistance Plan (LHAP), seeking and leveraging other housing funds that may be available, developing annual and other required agency reports, coordinating with Florida Housing Finance Corporation, assisting with development of LHAP strategies, tracking SHIP funds, providing technical support for compliance with SHIP rules and

guidelines, providing quality review of applicant intake, coordinating and conducting required public input including affordable housing committee meetings, developing SHIP contract modifications, reviewing and making recommendations on any SHIP sub-recipient contracts including enforcement of SHIP requirements, assisting staff with development of notices or forms for use with the SHIP program, tracking and advising County staff on the management and use of recaptured funds (program income) and providing similar assistance on leverage funds such as Hurricane Housing Recovery, monitoring projects, project inspections, development of scope of work, approval of project invoices, and reviewing change orders. The County anticipates \$671,071 in FFY 2018 SHIP funds. Future (FFY 2019 and 2020) years will be subject to legislative funding of SHIP. Estimated consultant fees for grant management are approximately \$15,000 annually. Housing Specialist services are estimated at no more than \$2,500 per unit. The Consultants fee will be approximately \$185,000 if that amount is received.

One proposal was received from Guardian Community Resource Management.

Fiscal Impact: Fees are paid from grant funds. If no grant funds are received, no fee is paid to the Consultant

Recommended Action: Move that the Board award a three-year contract to Guardian Community Resource Management.