



Baldwin County Commission

Legislation Text

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Meeting Type: BCC Regular Meeting

Meeting Date: 5/6/2025

Item Status: New

From: Roger H. Rendleman, County Administrator; Brian Underwood, Grants Director; Wanda Gautney, Purchasing Director

Submitted by: Katrina Taylor, Grants Administrator

ITEM TITLE

Third Amendment to Contract for Professional Services with MB3 Inc. d/b/a Civix for Planning Phase of General Grant and Management, Project Management, and Capacity Building for CDBG-DR Subaward for Baldwin County Commission

STAFF RECOMMENDATION

Approve the Third Amendment to Contract for Professional Services with MB3 Inc. d/b/a Civix for the Planning Phase of the General Grant and Management, Project Management, and Capacity Building for the Community Development Block Grant - Disaster Recovery (CDBG-DR) Subaward.

The following clauses have been added to Section 6.5 of the agreement and included in Attachment A:

- a) Title VI, Civil Rights Act of 1964
- b) Section 109, Housing & Community Development Act of 1974
- c) Section 504 Rehabilitation Act of 1973
- d) Age Discrimination Act of 1975
- e) Equal Employment Opportunity
- f) Section 3 Compliance
- g) Section 3 Plan
- h) Section 402 of the Vietnam Veterans Act
- i) Alabama Beason-Hammon Act
- j) Conflict of Interest
- k) Audits, Records keeping and retention

The term and cost of the contract remain unaffected by this Amendment.

BACKGROUND INFORMATION

Background: On February 3, 2022, and May 24, 2022, the U.S. Department of Housing and Urban Development (HUD) allocated a total of \$501,252,000.00 to the State of Alabama for the purpose of assisting in long-term recovery from major disasters, Hurricanes Sally and Zeta, which occurred in 2020. The Baldwin County Commission, as a subrecipient of the Alabama Department of Economic

and Community Affairs (ADECA), will utilize CDBG-DR funds to implement a wide range of housing, infrastructure, economic development, and mitigation activities. The County expects to receive up to \$44,361,686.00 in CDBG-DR funds, corresponding to ADECA's allocation received from HUD. Consistent with ADECA's subaward of funds in the amount of \$1,000,000.00, the Commission is required to develop an individual Local Recovery Plan (LRP) as detailed in the State of Alabama Action Plan for Disaster Recovery that identifies and describes the activities eligible for CDBG-DR funding.

The Commission, during its November 7, 2023, meeting authorized staff to advertise the Request for Proposals for the General Grant and Management, Project Management, and Capacity Building for the Community Development Block Grant - Disaster Recovery (CDBG-DR) Subaward. The RFPs were received in the Purchasing Office on December 20, 2023, at 2:00 P.M. Fourteen (14) firms submitted a proposal and after review by Brian Underwood, Buford King, Wanda Gautney and Susan Kilby, four (4) firms were selected to give a presentation to the committee. The firms were evaluated on the criteria listed in the RFP. The evaluation committee consisted of Roger Rendleman, Brian Underwood, Katrina Taylor, Wanda Gautney and Susan Kilby. After viewing the four (4) presentations by the firms, and reviewing their qualifications and prices, the evaluation committee felt that MB3 Inc. d/b/a Civix had the most advantageous proposal for the County for the Planning Phase.

The Commission, during its March 5, 2024, meeting, awarded the Contract to MB3 Inc. d/b/a Civix in the amount of \$370,081.00 for the Planning Phase of the General Grant and Management, Project Management, and Capacity Building for the CDBG-DR Subaward and authorized the Chairman to execute the Contract. During its meeting on November 5, 2024, the Commission approved the First Amendment to the Contract for Professional Services with MB3 Inc., doing business as Civix, for the Planning Phase, in the amount of \$211,345.00. Following the approval of the Second Amendment, the total cost allocated for professional services through the Civix contract will be \$631,426.00.

Previous Commission action/date:

February 18, 2025 - The BCC approved the Second Amendment to the Contract for Professional Services with MB3 Inc. d/b/a Civix in the amount of \$50,000.00 for the Planning Phase of the General Grant and Management, Project Management, and Capacity Building for the Community Development Block Grant - Disaster Recovery (CDBG-DR) Subaward. The term of such contract extension is effective on March 1, 2025, through May 31, 2025.

November 5, 2024 - The BCC approved the First Amendment to the Contract for Professional Services with MB3 Inc. d/b/a Civix in the amount of \$211,345.00 for the Planning Phase of the General Grant and Management, Project Management, and Capacity Building for the Community Development Block Grant - Disaster Recovery (CDBG-DR) Subaward.

March 5, 2024 - The BCC awarded the Contract to MB3 Inc. d/b/a Civix in the amount of \$370,081.00 for the Planning Phase of the General Grant and Management, Project Management, and Capacity Building for the CDBG-DR Subaward and authorize the Chairman to execute the Contract.

December 19, 2023 - The BCC accepted the CDBG-DR sub-award from ADECA in the amount of \$1,000,000 for the development of a Local Recovery Plan (LRP) to identify local unmet needs

resulting from Hurricanes Sally and Zeta in 2020 through outreach and coordination with impacted stakeholders; and approved the Subrecipient Agreement No. DR-21-001, with ADECA; and authorized the Chairman to execute the agreement and any related documents.

November 7, 2023 - The BCC approved the Request for Proposals (RFP) for General Grant Coordination and Management, Project Management, and Capacity Building for the CDBG-DR Subaward and authorized the Purchasing Director to advertise the RFP; and authorized the Chairman / Purchasing Division Commissioner for the BCC to approve any necessary addendums or clarifications if required after the RFP is advertised.

November 16, 2022 - The BCC authorized staff to proceed with preparing a Request for Proposals (RFP) document for the development of the CDBG-DR Local Recovery Plan for Baldwin County.

October 4, 2022 - The BCC approved and authorized the Chairman to execute a letter to ADECA providing comments in response to the CDBG-DR Draft Action Plan.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
Yes

Reviewed/approved by: Reviewed and approved by County Attorney on 04/23/2025. (KDT)

Additional comments: N/A

ADVERTISING REQUIREMENTS

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Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: 05/06/2025

Individual(s) responsible for follow up: Administration - obtain Chairman's signature on Third

Amendment and email correspondence.

Action required (list contact persons/addresses if documents are to be mailed or emailed):

Via Email Only - tguillot@gocivix.com; atrail@gocivix.com

MB3, Inc d/b/a Civix

ATTN: Ted Guillot and Angela Traill

3300 West Esplanade Avenue, Suite 400

Metairie, Louisiana 70002

Additional instructions/notes: Admin - Append the executed Third Amendment to the original Contract approved on March 5, 2024, and copy internal parties via email.

cc: Roger Rendleman, Wanda Gautney, Brian Underwood, Katrina Taylor, Shelby Middleton