

4/1/2024

The Honorable L.M. "Matt" Sebesta, Jr.
Judge of Brazoria County

RE: Administrative Services Amendment No. 2 GrantWorks - Brazoria County -
Hurricane Harvey DR-4332-TX – GLO CDBG-DR Contract #20-065-118-C388 and
Contract #TBD New Projects

Dear Judge Sebesta,

This amendment is to increase GrantWorks' overall contract amount to administer new projects that resulted from a reallocation of additional funds toward the County's Hurricane Harvey recovery award.

Attached you will find the revised fee schedule for the Harvey projects – both existing and new projects.

Please let me know if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "Hillary Sotello", with a stylized, cursive script.

Hillary Sotello
Senior Project Manager

Amendment No. 2

For Administrative SERVICES

Related to Brazoria County's Hurricane Harvey Recovery Project
GLO Contract # 20-065-118-C388 & Subsequent Contracts for CDBG-DR 4332

THIS AMENDMENT, MADE THIS _____ DAY OF _____, 2024 BY AND BETWEEN BRAZORIA COUNTY, hereinafter referred to as the County, and GrantWorks Inc., hereinafter referred to as Firm.

It has been determined that GrantWorks total fee for providing grant administration and environmental services for the CDBG-DR 4332 program should be increased from \$506,200.00 to \$530,422.35 (*an increase of \$24,222.35*) to include additional fees associated with performing services for new projects resulting from a reallocation of additional Harvey funds.

Please note that the County's force account budget for administration is also increasing commensurately from \$148,800.00 to \$154,631.35 (*an increase of \$5,831.35*). This will maintain the original administrative split of 23% admin funds reserved for County force account and 77% for GrantWorks' admin services.

Description of Amendment:

1. Contract is amended to increase GrantWorks' total fee to \$530,422.35 and to adjust milestones accordingly:

Administrative & Project Delivery Services Milestones – Contract #C388	Fee	Progress
Project Kick-Off and Startup Package - signatory form; audit certification; labor standards designations; direct deposit form; acquisition report submitted if applicable	\$ 74,805.00	15%
Environmental Notice to Proceed*	\$ 74,805.00	30%
Environmental Review Record complete - Authority to Use Grant Funds issued	\$ 74,805.00	50%
Bid Advertised	\$ 74,805.00	60%
Construction Notice to Proceed	\$ 74,805.00	75%
Construction Complete, Final Wage Compliance Report issued	\$ 99,740.00	95%
Closeout Packet submitted and approved	\$ 24,935.00	100%

ADMINISTRATION TOTAL \$ 498,700.00

Environmental Services	Fee	Progress
Environmental Review Record Complete - Authority to Use Grant Funds Issued	\$ 7,500.00	100%

SUBTOTAL \$ 506,200.00

Administrative & Project Delivery Services Milestones – Contract #TBD	Fee	Progress
Project Kick-Off and Startup Package - signatory form; audit certification; labor standards designations; direct deposit form; acquisition report submitted if applicable	\$ 2,928.35	15%
Environmental Notice to Proceed*	\$ 2,928.35	30%
Environmental Review Record complete - Authority to Use Grant Funds issued	\$ 3,904.47	50%
Bid Advertised	\$ 1,952.24	60%
Construction Notice to Proceed	\$ 2,928.35	75%
Construction Complete, Final Wage Compliance Report issued	\$ 3,904.47	95%
Closeout Packet submitted and approved	\$ 976.12	100%

ADMINISTRATION TOTAL \$19,522.35

Environmental Services	Fee	Progress
Environmental Review Record Complete - Authority to Use Grant Funds Issued	\$ 4,700.00	100%

SUBTOTAL \$ 24,222.35

NEW CONTRACT TOTAL \$ 530,422.35

GrantWorks' profit percentage will not change and will remain 6.1% which is reflected in its original proposal submission when procured and hired for the Harvey 4332 program (Brazoria County Purchasing Department procurement #18-55).

ATTACHMENT 1 – PROFIT PERCENTAGE

GrantWorks' profit percentage is shown in Figure 16.

Figure 16: GrantWorks Profit Percentage

Type of Services	Profit Percentage
Grant Management Service	6.1%
Technical Assistance Service	6.1%
Labor Compliance Service	6.1%
Grant Writing Service	6.1%
Other Types of Services	Profit Percentage
Income Survey Service	6.1%

All other terms and conditions of the Agreement between the Brazoria County and GrantWorks, Inc remain in full force and effect.

Brazoria County

GrantWorks, Inc.

By: _____

By: _____

L.M. "Matt" Sebesta, Jr., Brazoria County
Judge

Bruce Spitzengel, President

GrantWorks GRANT ADMINISTRATION - Harvey DR

	20-065-118-C388			NEW CONTRACT TBD				
Administrative & Project Delivery Services Milestones	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Progress
PROJECT	CR 609 - OBSOLETE	Wild Peach	Hastings	Surfside - Streets	Surfside - Water	Surfside - Sewer	Brazoria (City)	
1. Project Kick-Off and Startup Package - signatory form; audit certification; labor standards designations; direct deposit form; acquisition report submitted if applicable	\$29,137.50	\$33,793.95	\$11,873.55	\$1,507.62	\$1,006.01	\$146.69	\$268.04	15%
2. Environmental Notice to Proceed*	\$29,137.50	\$33,793.95	\$11,873.55	\$1,507.62	\$1,006.01	\$146.69	\$268.04	30%
3a. Environmental Review Record complete - Authority to Use Grant Funds issued	\$38,850.00	\$45,058.60	\$15,831.40	\$2,010.16	\$1,341.34	\$195.58	\$357.39	50%
4. Bid Advertised	\$19,425.00	\$22,529.30	\$7,915.70	\$1,005.08	\$670.67	\$97.79	\$178.69	60%
5. Construction Notice to Proceed	\$29,137.50	\$33,793.95	\$11,873.55	\$1,507.62	\$1,006.01	\$146.69	\$268.04	75%
6. Construction Complete, Final Wage Compliance Report issued	\$38,850.00	\$45,058.60	\$15,831.40	\$2,010.16	\$1,341.34	\$195.58	\$357.39	95%
7. Closeout Packet submitted and approved	\$9,712.50	\$11,264.65	\$3,957.85	\$502.54	\$335.34	\$48.90	\$89.35	100%
PROJECT Admin SUBTOTALS	\$194,250.00	\$225,293.00	\$79,157.00	\$10,050.82	\$6,706.70	\$977.90	\$1,786.93	
Administrative SUBTOTAL	\$518,222.35							
Environmental Services	Fee	Fee	Fee	Fee	Fee	Fee	Fee	Progress
3b. Environmental Review Record Complete - Authority to Use Grant Funds Issued	\$ -	\$5,550.00	\$1,950.00	\$2,500.00	\$1,000.00	\$350.00	\$850.00	100%
ENVIRONMENTAL SUBTOTALS	\$ 12,200.00							
GRANT ADMINISTRATION CONTRACT TOTAL	\$ 530,422.35							