CITY OF HOUSTON - CITY COUNCIL
Meeting Date: 10/6/2020
ALL
Item Creation Date: 5/29/2020

HCD20-100 ICF Incorporated - Contract Amendment

Agenda Item#: 58.

Summary:

ORDINANCE amending Ordinance No. 2018-894 (Passed on November 7, 2018) to decrease the maximum contract amount of an agreement for Outreach, Intake and Case Management Services between the City of Houston and **ICF INCORPORATED, L.L.C.**, for Hurricane Harvey Disaster Recovery Services; approving and authorizing Amendment No. 1 to said agreement

Background:

The Housing and Community Development Department (HCDD) recommends Council approval of an Ordinance authorizing a contract Amendment between the City of Houston (City) and ICF Incorporated, LLC that amends the Community Development Block Grant – Disaster Recovery 2017 (CDBG-DR17) Original Agreement to: 1) modify the termination provisions, 2) reduce the budget, modify costs for various services and expenses such as other direct reimbursable costs, and shift the amounts in various budget line items, 3) provide for a mechanism to resolve the payment of certain previous invoices, and 4) update various provisions to reflect administrative or operational changes.

The amendment seeks to revise the budget as follows:

Contract Budget	Original Budget Amount	Change Orders to-date	Proposed Revisions	Revised Budget Amount	Details
1: Outreach / Marketing	$ 2,070,277.00		$ --	$ 2,070,277.00	No Change
2: Additional Monthly Marketing	$ 55,248.00	$ 386,736.00	$ --	$ 441,984.00	No Change
3: Survey: Owner Occupied	$ 1,093,865.00		$ --	$ 1,093,865.00	No Change
4: Intake Owner Occupied ($832.20 * 11,500 units)	$ 9,570,300.00		$ --	$ 9,570,300.00	No Change
5: Survey: Renter Occupied	$ 1,105,491.00		$ --	$ 1,105,491.00	No Change
6: Intake Renter Occupied ($1,013.05 * 13,000 units)	$13,169,650.00		$(13,169,650.00)	$ --	Reduction
7: Facilities / HRC	$ 1,972,752.00	$ 42,500.00	$ 984,748.00	$ 3,000,000.00	Increase
8: Legal Services	$ 6,735,614.00	$(429,236.00)	$ (6,206,378.00)	$ 100,000.00	Reduction
Proposed: Transition and additional expenses			$ 5,609,518.10	$ 5,609,518.10	Increase
Totals	**$35,773,197.00**		**$(12,781,761.90)**	**$22,991,435.10**	Reduction

The budget line item for Renter Occupied Intake is reduced because the demand of the HoAP Renter Occupied program is much lower than originally planned. The Legal Services budget line item is reduced to $100,000.00 because the amount of legal services that have been needed to support homeowners has been significantly less than anticipated and is expected to remain at low levels.

This contract was originally approved by Council on October 31, 2018, by Ordinance No. 2018-894, for a total amount of $35,773,197.00.

This Ordinance was issued with initial funding from Tax Increment Reinvestment Zone (TIRZ) funds for the amount of $5,000,000.00, with the expectation that the TIRZ funds would be reimbursed, and the remainder of the contract funded, with CDBG-DR17 funds when those funds became available. The original contract allowed for one year of support for the Housing Resource Centers, but because of prudent financial management we have been able to extend services to date. This contract amendment supports the transition and additional expenses from four to one key Housing Resource Center. The new amount for the contract is not to exceed $22,991,435.10.

FISCAL NOTE:
No Fiscal Note is required on grant items.

This item was reviewed by the Housing and Community Affairs Committee on June 22, 2020.

DocuSigned by:
Tom McCasland
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Tom McCasland, Director

Prior Council Action:

10/31/2018 (O) 2018-894

Contact Information:

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ATTACHMENTS:

Description	Type
Ordinance2018-894 Original ICF Contract	Backup Material
Ownership Form for ICF	Backup Material
Debarrment Search in SAM.gov page 1 for ICF	Backup Material
Debarrment Search in SAM.gov page 2 for ICF	Backup Material
Request for Legal Services	Backup Material
Public Notice and Funding Determination Form	Backup Material
Copy of DTR for ICF 20200616	Backup Material
caption	Backup Material
Coversheet (revised)	Signed Cover sheet