



North Carolina Department of Public Safety

Office of Recovery and Resiliency

Roy Cooper, Governor
Eddie M. Buffalo, Jr., Secretary

Laura H. Hogshead, Director

May 23, 2023

AMENDMENT NUMBER ONE (1)

State of North Carolina
Department of Public Safety
NC Office of Recovery and Resiliency (NCORR)

This document shall amend Contract #19-RFP-464735590-DAD for **NCORR Staff Augmentation: Community Development Block Grant-Disaster Recovery/Community Development Block-Grant Mitigation Expert Administrative Support** (“Agreement”) by and between Hunt, Guillot & Associates, LLC (the “Vendor”) and the State of North Carolina, Department of Public Safety, Office of Recovery and Resiliency (hereinafter referred to individually as “State” or “NCORR”) executed on September 29, 2022. Except as expressly provided in this Amendment, all terms and conditions of the original Agreement shall remain in force and shall apply to this Amendment. This Amendment, including all previous Agreements, Requests for Proposal, Responses, BAFOs and all of its exhibits constitutes the entire agreement between the parties. The Agreement is hereby amended as follows, to become effective upon signature of all parties.

This Amendment includes a change in Task 6 with the addition of a unit cost basis for Tier II environmental review records. Unit costs have different prices depending on the time the unit is delivered. This Amendment increases the current year one cost of Task 6 from **\$850,000** to **\$3,810,000** for an increase of **\$2,960,000**. The contract year one not-to-exceed amount is increased from **\$18,019,000** to **\$20,979,000**. The three year not-to-exceed amount is increased from **\$54,057,000** to **\$56,757,000**. Given the scope adjustment requires continued service into 2024, the first contract renewal of 6 months is also executed, extending the contract term to **March 29, 2024**. The first 6-month contract renewal includes costs commiserate with a six-month renewal. The following Pricing Table shall amend the Pricing Table from the current agreement:

Contract Not-to-Exceed (NTE) Amount in first Contract year BAFO Amended to (changes in bold):

Task 6			
Task	Cost	Est. Unit	Total Cost
CDBG-DR Environmental Review Specialist (1)	\$157	2000	\$314,000
CDBG-DR Environmental Review Specialist (2)	\$134	2000	\$268,000
CDBG-DR Environmental Review Specialist (3)	\$134	2000	\$268,000
Tier II Environmental Review Record Complete - Before Q3 2023 (September 30, 2023)	\$740	4000	\$2,960,000
		Task 6 Total	\$3,810,000

NEW CONTRACT YEAR 1 NTE Initial Agreement, Amendment #1	\$20,979,000
Previous Contract Year 1 NTE	\$18,019,000
Amendment #1 increase from the previous Contract Year 1 NTE	\$2,960,000

The unit cost decreases in Q4 2023 (October 1, 2023) until the end of Q1 2024 (March 31, 2024) to \$590/unit. Unit costs at this rate are available immediately upon reaching October 1, 2023. To account for the change to a unit basis, the expected hourly level of effort is reduced to 500 units for each role when compared to the BAFO agreement. See detail on the changes below:

Contract price components for first 6-month renewal shall be replaced with the following (changes in bold):

First 6-month renewal				
Task 1				
Task	Cost	Est. Unit	Total Cost	
Disaster Recovery Grant Reporting System (DRGR) Support Staff (1)	\$124	1000	\$124,000	
Disaster Recovery Grant Reporting System (DRGR) Support Staff (2)	\$144	1000	\$144,000	
			Task 1 Subtotal	\$268,000
Task 2				
Task	Cost	Est. Unit	Total Cost	
Relocation Specialist (1)	\$109	1000	\$109,000	
			Task 2 Subtotal	\$109,000
Task 3				
Task	Cost	Est. Unit	Total Cost	
Buyout Subject Matter Expert (1)	\$145	1000	\$145,000	
			Task 3 Subtotal	\$145,000
Task 4				
Task	Cost	Est. Unit	Total Cost	
Quality Assurance / Quality Control Specialist (1)	\$156	1000	\$156,000	
Quality Assurance / Quality Control Specialist (2)	\$127	1000	\$127,000	
Quality Assurance / Quality Control Specialist (3)	\$127	1000	\$127,000	
Quality Assurance / Quality Control Specialist (4)	\$115	1000	\$115,000	
Quality Assurance / Quality Control Specialist (5)	\$109	1000	\$109,000	
Quality Assurance / Quality Control Specialist (6)	\$96	1000	\$96,000	
			Task 4 Subtotal	\$730,000
Task 5				
Task	Cost	Est. Unit	Total Cost	
5.a Finance and Compliance SME (1)	\$165	1000	\$165,000	
5.b Housing Programs SME (1)	\$145	1000	\$145,000	
5.b Housing Programs SME (2)	\$145	1000	\$145,000	
5.c Planning SME (1)	\$145	1000	\$145,000	
5.c Planning SME (2)	\$145	1000	\$145,000	
5.d Construction SME (1)	\$145	1000	\$145,000	
5.e Affordable Housing SME (1)	\$145	1000	\$145,000	
5.f Code Enforcement SME (1)	\$145	1000	\$145,000	
5.g Communication Services SME (1)	\$145	1000	\$145,000	
5.h Closeout SME (1)	\$138	1000	\$138,000	

		Task 5 Subtotal		\$1,463,000
Task 6				
Task	Cost	Est. Unit	Total Cost	
CDBG-DR Environmental Review Specialist (1)	\$157	500	\$78,500	
CDBG-DR Environmental Review Specialist (2)	\$134	500	\$67,000	
CDBG-DR Environmental Review Specialist (3)	\$134	500	\$67,000	
Tier II Environmental Review Record Complete - Between Q4 2023 and End of Q1 2024 (October 1, 2023 – March 31, 2024)	\$590	1000	\$590,000	
Tier II Environmental Review Record Complete - After Q1 2024 (April 1, 2024 and beyond)	\$440	0	\$0	
		Task 6 Subtotal		\$802,500
Task 7				
Task	Cost	Est. Unit	Total Cost	
CDBG-DR Infrastructure Specialist (1)	\$157	1000	\$157,000	
		Task 7 Subtotal		\$157,000
Task 8				
Task	Cost	Est. Unit	Total Cost	
Reporting Specialist (1)	\$152	1000	\$152,000	
		Task 8 Subtotal		\$152,000
Task 9				
Task	Cost	Est. Unit	Total Cost	
Housing Recovery Program Specialist (1)	\$159	1000	\$159,000	
Housing Recovery Program Specialist (2)	\$159	1000	\$159,000	
		Task 9 Subtotal		\$318,000
Task 10				
Task	Cost	Est. Unit	Total Cost	
10.a Inspection Lead (1)	\$145	1000	\$145,000	
10.b Inspection Specialist (1)	\$130	1000	\$130,000	
10.b Inspection Specialist (2)	\$130	1000	\$130,000	
10.b Inspection Specialist (3)	\$130	1000	\$130,000	
10.b Inspection Specialist (4)	\$110	1000	\$110,000	
10.b Inspection Specialist (5)	\$110	1000	\$110,000	
10.b Inspection Specialist (6)	\$110	1000	\$110,000	
10.b Inspection Specialist (7)	\$110	1000	\$110,000	
10.b Inspection Specialist (8)	\$110	1000	\$110,000	
10.b Inspection Specialist (9)	\$110	1000	\$110,000	
10.b Inspection Specialist (10)	\$110	1000	\$110,000	
		Task 10 Subtotal		\$1,305,000
Task 11				
Task	Cost	Est. Unit	Total Cost	
11.a Accounting Manager (1)	\$175	1000	\$175,000	
11.b Accounting Supervisor (1)	\$163	1000	\$163,000	
11.b Accounting Supervisor (2)	\$163	1000	\$163,000	
11.b Accounting Supervisor (3)	\$163	1000	\$163,000	
11.c IT Systems Manager (1)	\$162	1000	\$162,000	
11.d IT Technician (1)	\$111	1000	\$111,000	
11.d IT Technician (2)	\$111	1000	\$111,000	

11.e Mail Processing Supervisor (1)	\$123	1000	\$123,000	
11.f Mail Processing Technician (1)	\$78	1000	\$78,000	
11.f Mail Processing Technician (2)	\$78	1000	\$78,000	
		Task 10 Subtotal		\$1,327,000
Task 12				
Task	Cost	Est. Unit	Total Cost	
12.a As-Needed Project Managers	\$174	2000	\$348,000	
12.b As-Needed Property Appraisals	\$1,000	500	\$500,000	
12.c As-Needed Boundary Surveys	\$1,000	500	\$500,000	
12.d As-Needed Title Services	\$725	500	\$362,500	
12.e As-Needed Short Sale and Closing Services	\$1,200	500	\$600,000	
12.f As-Needed Eligibility and Benefit Services	\$600	500	\$300,000	
		Task 12 Subtotal		\$2,610,500
		First 6-month renewal Amendment		\$9,387,000

The updated Contract Year 1 Pricing is immediately effective and the first 6-month renewal is hereby executed for a new Contract NTE of:

Year 1 NTE	\$20,979,000
First 6 Month NTE	\$9,387,000
Overall Current Contract NTE	\$30,366,000
Additional 6 Month Extensions (3 remaining)	\$8,797,000
Total Three Year Possible NTE	\$56,757,000

Each additional 6-month renewal option shall have the Task 6 and Overall Total Cost Components (changes in bold) replaced with:

Task 6 during any subsequent 6-month extension				
Task	Cost	Est. Unit	Total Cost	
CDBG-DR Environmental Review Specialist (1)	\$157	500	\$78,500	
CDBG-DR Environmental Review Specialist (2)	\$134	500	\$67,000	
CDBG-DR Environmental Review Specialist (3)	\$134	500	\$67,000	
Tier II Environmental Review Record Complete - After Q1 2024 (April 1, 2024 and beyond)	\$440	0	\$0	
		Task 6 Subtotal		\$212,000
		Updated 6-month renewal Amendment Total Cost (All 12 Tasks)		\$8,797,000

NCORR may add additional units to the renewal if additional units are identified when or if the renewal is requested.

The entirety of the scope increase is the addition of the unit cost and expected units delivered for complete Tier II environmental review records for activities where NCORR has elected to perform a tiered review (Homeowner Recovery Program and Strategic Buyout Program) as of the date of this amendment. Hourly billing for those activities is no longer permissible and the unit cost will be used instead. Hourly Billing may still be used for other Task 6 work and thus the hourly units have been reduced for the first and subsequent 6-month renewals.

Task 6 within Section 5.2 Tasks/Deliverables shall be replaced with:

“Three (3) **CDBG-DR Environmental Review Specialists** — Services provided by the CDBG-DR Environmental Review Specialist may include but are not limited to:

- a. Documenting program compliance with federal environmental regulations including NEPA.
- b. Providing expertise to inform NCORR and NCORR’s SOR developers with building or modifying workflow modules in the SOR. Skills sought include policy and programmatic expertise to inform NCORR and NCORR’s developers of best practices and do not include SOR development skills.
- c. Reviewing area-wide (Tier 1) environmental review records prepared by NCORR’s contractors for compliance and accuracy.
- d. Reviewing site-specific environmental reviews prepared by NCORR’s contractors for compliance and accuracy.
- e. Providing environmental Subject Matter Expertise in all of North Carolina’s Action Plan-defined programs including but not limited to housing programs, buyouts and acquisitions, and infrastructure repair.
- f. Providing training to state, contract, or local staff.
- g. Assisting with other programs, if needed.

The Environmental Review Specialist should have a minimum of three years direct experience in providing environmental review Subject Matter Expertise for a grantee or subrecipient of equivalent or greater scope of service and size to North Carolina. Consultant should have prior experience authoring or reviewing area-wide (Tier 1) environmental review records and authoring or reviewing site-specific (Tier 2) environmental reviews.

Deliverables:

NCORR defines a “Tier II Environmental Review Record Complete” as a record that is prepared for NCORR review and acceptance (Ready for QC). This is not to be construed as deferring NCORR’s responsibility to act as the Responsible Entity, which NCORR remains responsible for. If the complete record is provided and does not require revision but is reviewed by NCORR after the timelines expressed above, it will be paid at the rate applicable when the complete record was submitted for review. For example, if a record is complete for NCORR review on Friday, March 29, 2024 but is not reviewed and accepted by NCORR until April 1, 2024, that unit shall be paid at the \$590/unit rate (See Cost Table). Any incidental cost to preparing the Tier II record shall be accounted for in the billing rate for the unit, including internal and external coordination, any necessary consultations, and other tasks.”

NCORR and the Vendor shall agree on a workplan within two weeks of execution of this amendment and will establish a weekly recurring meeting to identify obstacles to timely completion and progress on the updated Task 6 activity until this activity is considered complete.

The undersigned individuals below represent and acknowledge they have the company power and authority to bind Hunt, Guillot & Associates, LLC and the State of North Carolina Department of Public Safety to the terms of this Amendment.

ACCEPTED AND AGREED TO:

Hunt, Guillot & Associates, LLC (HGA)

By: Jack Hunt

Name: Jack Hunt

Title: Vice President

Date: 5/23/2023

North Carolina Department of Public Safety

By: Angie Dunaway

Name: Angie Dunaway

Title: NCORR Chief Procurement Officer

Date: May 24, 2023