



Legislation Text

File #: R-2024-064, **Version:** 1

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute A Change Order To A Blanket Purchase Agreement With Civitas, LLC For Services To Increase The Contract Amount From \$94,000.00 Annually To \$150,000.00 Annually In Accordance With Section 38.48 Of The Procurement Code. (Change Orders)

Quality of Life & Strong Neighborhoods

Staff Recommends: Approval of attached Resolution.

Explanation:

On December 28, 2022, the City Manager approved a Blanket Purchase Agreement ("BPA") in the amount up to \$36,000.00 with Civitas, LLC for State and Federal Grant Technical Assistance Consultant Services for the period of January 1, 2023, to December 31, 2023, and the option to renew for two additional one-year periods.

On August 21, 2023, the City Manager approved a Change Order to the BPA with Civitas, LLC to increase the amount \$56,000.00 annually and renew the Blanket Purchase Agreement for the period of January 1, 2024, to December 31, 2024.

On January 17, 2024, the City Manager approved a subsequent Change Order to the BPA with Civitas, LLC to increase the amount to \$94,000.00 annually.

On March 1, 2023, the City Commission approved Resolution R2023-062, to accept the allocation of HOME-ARP grant funds to provide homeless services and on August 30, 2023, the City Commission approved Resolution R2023-253, to reallocate more than \$3,000,000.00 in CDBG funds for public improvements.

The Community Development Division desires to issue a change order to the BPA to increase the contract amount from \$94,000.00 annually to \$150,000.00 annually for the expansion of current services and the provision of additional services.

Due to the increased number of planned construction projects, the Division will need to provide additional and more extensive Environmental Reviews and expects an increase in the volume of Davis-Bacon regulatory oversight. Additionally, Civitas will be providing

technical assistance for the HOME-ARP homeless services funding.

Section 38.48 of the Procurement Code states that all change orders that the City Manager is not authorized to approve must be formally approved by the City Commission, which includes this desired change order.

The Community Development Division recommends the appropriate City officials execute a change order to a BPA with Civitas, LLC for services to increase the contract amount from \$94,000.00 annually to \$150,000.00 annually in accordance with section 38.48 of the procurement code (change orders).

Fiscal Impact:

Funding for this blanket purchase agreement is available in the FY 2024 Operating Budget in account numbers 115.160201.55400.531300.001666.000.000 and 115.160101.55400.591340.001218.000.000 and will be budgeted in subsequent fiscal years' operating budgets subject to approval and adoption by the City Commission.

Recommended for inclusion on the agenda by:

Ryon Coote, Community Development Division Manager

Raelin Storey, Assistant City Manager