

**AGENDA ITEM SUMMARY SHEET**  
**VILLAGE COUNCIL MEETING**  
**June 21, 2023**

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**Agenda Item :**

Grant Management Services – RFQ 2023-03

Motion to approve Village Staff’s recommendation to select two firms, Hagerty Consulting and Anser Advisory Consulting, LLC to provide Grant Management Services to the Village of Estero.

Authorize the Village Manager to execute the attached contracts with Hagerty Consulting and Answer Advisory Consulting, LLC. to provide professional Grant Management Services for a one-year period at the rates listed in the contracts.

Authorize the Village Manager to renegotiate and execute the renewal of this contract for four additional one-year terms under the same terms and conditions, if doing so is in the best interest of the Village of Estero.

**Background:**

In response to Hurricane Ian and to help assist with recovery, the Village of Estero may have access to additional grant funding opportunities, including Community Development Block Grant – Disaster Recovery (CDBG-DR). To best position the Village for these funding opportunities, Village Staff is recommending the Village obtain the services of grant funding professionals.

**Description:**

A Request for Qualifications (RFQ) was proffered by the Village for the engagement of a firm to provide professional Grant Management Services. This process included the solicitation of letters of interest from firms and the ranking of submitting firms by an evaluation committee.

The Village of Estero advertised Grant Management Services RFQ 2023-03 on April 18, 2023, and received responses from three qualified firms (Hagerty Consulting, Anser Advisory Consulting, and Calvin Giordano & Associates) on May 9, 2023. Village Staff met to evaluate and rank the firms on May 25, 2023. All three firms were well qualified to perform the work. After discussion of each firm’s qualifications, Village Staff ranked the firms as follows and recommended awarding contracts to the top two ranked firms:

1. Hagerty Consulting
2. Anser Advisory Consulting
3. Calvin Giordano & Associates

**Action Requested:**

Motion to approve Village Staff's recommendation to select two firms, Hagerty Consulting and Anser Advisory Consulting, LLC to provide Grant Management Services to the Village of Estero.

Authorize the Village Manager to execute the attached contracts with Hagerty Consulting and Answer Advisory Consulting, LLC. to provide professional Grant Management Services for a one-year period at the rates listed in the contracts.

Authorize the Village Manager to renegotiate and execute the renewal of this contract for four additional one-year terms under the same terms and conditions, if doing so is in the best interest of the Village of Estero.

**Process and Timeline:**

This agenda item includes approval of the umbrella contract for grant management services. No work is approved under this contract, at this time.

Village Staff will work with selected firms to provide grant management services to the Village of Estero as they are needed.

**Financial Impact:**

There is no direct financial impact with this agenda item. Financial impacts will be identified with future task authorizations.

**Prepared by: David Willems**

**Attachments:**

1. May 25, 2023 Evaluation Meeting Minutes
2. RFQ Response – Hagerty Consulting, Inc.
3. RFQ Response – Anser Advisory Consulting, LLC
4. Contract - Hagerty Consulting, Inc.
5. Contract – Anser Advisory Consulting, LLC
6. Vendor Disclosure Form - Hagerty Consulting, Inc.

7. Vendor Disclosure Form – Anser Advisory Consulting, LLC