



Task Order Proposal for Hurricane Ian Hazard Mitigation Grant Program (HMGP) Grant Management Support

To: Village of Estero

From: Hagerty Consulting, Inc.

Date: July 2, 2025

Subject: Hurricane Ian HMGP Grant Management Support

This task order proposal outlines the proposed scope of work and cost estimate for Hagerty Consulting, Inc. (Hagerty) to offer Hazard Mitigation Grant Program (HMGP) grant management support to the Village of Estero, Florida (Village) under the contract for Disaster Management Services awarded by Village Council on April 19, 2023, to Hagerty Consulting, Inc.

The following provides an overview of the services to support the Village, along with supporting cost estimates. Per the Village's request, this proposal outlines the support Hagerty can provide related to HMGP grant management support. Hagerty is seeking a task order with a not-to-exceed of \$204,080 and a period of performance through March 15, 2026. Additional personnel may be deployed and demobilized on a rolling basis, as needed, over an extended timeframe to support the needs of the Village. Hagerty will review the mobilization timelines for initiating each task and the personnel needed to support approved areas with Village project management prior to deploying additional resources.

HMGP Grant Management Support

Hagerty proposes providing the following scope of services as needed and tasked by Village personnel verbally or in writing after the authorization of the task order. The Hagerty team will work with the Village to provide grant management support for 4673-(711) Village of Estero, Estero River Regional Stormwater, Flood Risk Reduction and 4673-(609) Village of Estero, Estero River Watershed Utility, Infrastructure Retrofit. HMGP grant management support includes, but is not limited to:

- » Preparation and submission of quarterly reports for each awarded project during project implementation.
- » Grant compliance reviews of Request for Qualifications (RFQs), Request for Proposals (RFPs), Invitation to Bid (ITBs), contracts, and change orders.

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- » Virtual attendance of scheduled project meetings, including internal meetings and meetings between contracted service providers and the Village to monitor grant program compliance and provide programmatic guidance.
- » Assistance with revisions or changes to subrecipient grant agreements, providing recommendations and/or guidance on scope modifications, budget alignments, or adjustments.
- » Recommendations in response to formal and informal requests for information (RFI) from FEMA and FDEM post award.
- » Administrative closeout review for each of the HMGP projects, including a final review of project closeout documentation, if the projects reach closeout before the end of the task order period of performance.
- » Recommendations and best practices to establish a standardized closeout procedure.
- » Additional grant management activities necessary for the closeout of the Village's two (2) HMGP project subapplications as needed and tasked by the Village.

Estimated Costs and Positions

Hagerty offers these services on a time-and-materials basis in accordance with the contract's Attachment B. Compensation and Payments will be billed on an hourly basis.

The projected costs are based on several assumptions associated with the level of effort, level of professionals deployed, forecasted scope, timelines, and deliverables.

These are subject to change based on unforeseen circumstances. These include, but may not be limited to, changes in County and FEMA policies; individual tasks requested by the Village; and other events.

Our assumptions include, but are not limited to:

- » Hagerty will provide post-award grant management and closeout services to the Village for up to two (2) Hurricane Ian HMGP projects.
- » Hagerty staff will work directly with the Village's POC (or equivalent) to accomplish this proposal's selective scope of services.
- » The Village's two (2) Hurricane Ian HMGP projects are not expected to reach the closeout stage within the period of performance outlined in this task order.
- » Payment for Hagerty's services is not contingent on grant reimbursement.
- » The Village acknowledges there is no guarantee of federal or state funding eligibility of costs such as administrative costs, pre-award costs, pre-application costs, application development costs, grant management costs and project management costs as determined by grantor agency.

- » The Village of Estero acknowledges that the Village will have to assume project costs exceeding the maximum award limit established within a given Notice of Funding Opportunity (NOFO) or similar document outlining grant conditions.
- » Construction and Program management may be a part of successfully implementing the above referenced grants. Hagerty will not provide construction management services as a part of this scope of work.
- » The Village acknowledges that there is no guarantee that the costs within this task order are eligible for reimbursement.
- » The grant management support identified in this task order will be provided on a remote-basis by Hagerty and does not include travel.
- » Funding under HMGP is reimbursement-based and contingent upon a determination that the costs are eligible for reimbursement. The Village must have the ability to pay for activity costs prior to requesting reimbursement.

Proposed Not-to-Exceed Value

The proposed not-to-exceed value, based upon the above-approved service areas and assumptions outlined with travel costs, is **\$204,080**.

Hagerty's Project Manager or designee will inform the Village as early as possible if, based on Village support requests, it is anticipated that the not-to-exceed value will be reached prior to the end of the proposed project duration.

Project Duration

Hagerty proposes a period of performance through March 15, 2026. The period of performance can be extended or shortened upon written notification from the Village Manager or authorized designee.

Attachment: Basis of Estimate

Our basis of estimate has been prepared using various assumptions and is presented below for illustration purposes only. Actual results and timing will differ from our basis of estimate.

HMGP Grant Management Support

Functional Role	Department	Contract Labor Category	Hourly Rate	Total Hours	Total: Labor
Project Manager	All Dept.	Recovery Consultant IV	\$200	96	\$19,200
Project Management Support	All Dept.	Recovery Consultant II	\$155	96	\$14,880
Recovery SME	All Dept.	Subject Matter Expert	\$230	200	\$46,000
Grant Management Support	All Dept.	Recovery Consultant II	\$155	800	\$124,000
				Total: Labor	\$204,080
				Total: Travel	\$0
				Total	\$204,080