

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

**AGREEMENT PROFESSIONAL CONSULTANT ADVISORY SERVICES FOR
REGARDING COUNTY COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS**

THIS AGREEMENT is made and entered into by and between Fort Bend County, (hereinafter "County"), a body corporate and politic under the laws of the State of Texas, and Quinn Development (hereinafter "Consultant"), a company authorized to conduct business in the State of Texas.

WHEREAS, the Texas County Purchasing Act exempts from competitive bidding contracts for community and economic development under Texas Local Govt. Code §262.024(a)(10), as authorized by Texas Local Govt. Code §381.004, and contracts for personal or professional services under Texas Local Govt. Code §262.024(4); and

WHEREAS, on January 28, 2025, the Fort Bend County Commissioners Court taken by open vote in a Public Meeting determined that this Agreement constitutes both a contract for community and economic development and a contract for personal and/or professional services; and

WHEREAS, in the same Public Meeting, the Fort Bend County Commissioners Court granted the exemptions from competitive bidding for this Agreement, to the extent any competitive bidding statute might apply; and

WHEREAS, the Commissioners Court of Fort Bend County finds that this Agreement serves a County purpose;

NOW, THEREFORE, for and in consideration of the mutual covenants, agreements and benefits to both Parties, it is agreed as follows:

AGREEMENT

Section 1. Scope of Services

Consultant shall render Services in accordance with the attached and incorporated Exhibit A to this Agreement. Services to be provided may have legal, regulatory and financial implications for the County; therefore, Consultant shall actively engage and collaborate with both the Regulatory Chief in the County Attorney's Office and the Fort Bend County Auditor ensuring that both are included on the same communications and invited to attend the same meetings.

Section 2. Personnel

- A. Consultant represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the Scope of Services required under this Agreement and that Consultant shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of County, to perform the Scope of Services when and as required and without delays.
- B. All employees of Consultant shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Consultant who, in the opinion of County, is incompetent or by his conduct becomes detrimental to the project shall, upon request of County, immediately be removed from association with the project.

Section 3. Compensation and Payment

- A. Consultant's fees shall be calculated at the rates set forth in the attached Exhibit A. The Maximum Compensation for the performance of Services within the Scope of Services described in Exhibit A shall not exceed two hundred thousand dollars and 00/100 (\$200,000.00). In no case shall the amount paid by County under this Agreement exceed the Maximum Compensation without an approved change order
- B. Consultant understands and agrees that the Maximum Compensation stated is an all inclusive amount and no additional fee, cost or reimbursed expense shall be added whatsoever to the fees stated in the Exhibit(s).
- C. All performance of the Scope of Services by Consultant including any changes in the Scope of Services and revision of work satisfactorily performed will be performed only when approved in advance and authorized by County.
- D. Mutually approved travel and mileage expenses incurred in the performance of required services will be reimbursed to Consultant to the extent that those costs that do not exceed Fort Bend County travel reimbursement allowances. A copy of the County's Travel Policy with those reimbursement limits is available on request.
- E. County will pay Consultant based on the following procedures: Upon completion of the tasks identified in the Scope of Services, Consultant shall submit to County Auditor Accounting Department two (2) original copies of invoices showing the amounts due for services performed in a form acceptable to County. County Auditor Accounting Department shall review such invoices and approve them within 30 calendar days with such modifications as are consistent with this Agreement and forward same to the Auditor for processing. County Auditor Accounts Payable shall pay each such approved invoice within thirty (30) calendar days. County reserves the right to withhold payment pending verification of satisfactory work performed.

Section 4. Limit of Appropriation

- A. Consultant clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of two hundred thousand dollars and 00/100 (\$200,000.00) specifically allocated to fully discharge any and all liabilities County may incur.
- B. Consultant does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that Consultant may become entitled to and the total maximum sum that County may become liable to pay to two hundred thousand dollars and 00/100 (\$200,000.00).

Section 5 Term

This Agreement is effective as of January 28, 2025 and shall terminate on September 30 2026, unless sooner terminated in accordance with this Section. This Agreement does not automatically renew.

Section 6. Termination

- A. Termination for Convenience: County may terminate this Agreement at any time upon thirty (30) days written notice issued by the County Judge.
- B. Termination for Default
 - 1. County may terminate the whole or any part of this Agreement for cause in the following circumstances:
 - a. If Consultant fails to perform services within the time specified in the Scope of Services or any extension thereof granted by the County in writing;
 - b. If Consultant materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to County's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from County specifying such breach or failure.
 - 2. If, after termination, it is determined by County that for any reason whatsoever that Consultant was not in default, or that the default was

excusable, services may continue in accordance with the terms and conditions of this Agreement or the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County in accordance with Section 7A above.

- C. Upon termination of this Agreement, County shall compensate Consultant in accordance with Section 3, above, for those services which were provided under this Agreement prior to its termination and which have not been previously invoiced to County. Consultant's final invoice for said services will be presented to and paid by County in the same manner set forth in Section 3 above.
- D. If County terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Consultant.

Section 7. Modifications and Waivers

- A. The parties may not amend or waive this Agreement, except by a written agreement executed by both parties.
- B. No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition.
- C. The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.

Section 8. Ownership and Reuse of Documents

All documents, data, reports, research, graphic presentation materials, etc., developed by Consultant as a part of its work under this Agreement, shall become the property of County upon completion of this Agreement, or in the event of termination or cancellation thereof, at the time of payment under Section 3 for work performed. Consultant shall promptly furnish all such data and material to County on request.

Section 9. Inspection of Books and Records

Consultant will permit County, or any duly authorized agent of County, to inspect and examine the books and records of Consultant for the purpose of verifying the amount of work performed under the Scope of Services. County's right to inspect survives the termination of this Agreement for a period of four years.

Section 10. Insurance

- A. Prior to commencement of the Services, Consultant shall furnish County with properly executed certificates of insurance which shall evidence all insurance required and provide that such insurance shall not be canceled, except on 30 days' prior written notice to County. Consultant shall provide certified copies of insurance endorsements and/or policies if requested by County. Consultant shall maintain such insurance coverage from the time Services commence until Services are completed and provide replacement certificates, policies and/or endorsements for any such insurance expiring prior to completion of Services. Consultant shall obtain such insurance written on an Occurrence form from such companies having Bests rating of A/VII or better, licensed or approved to transact business in the State of Texas, and shall obtain such insurance of the following types and minimum limits:
1. Workers Compensation in accordance with the laws of the State of Texas. Substitutes to genuine Workers' Compensation Insurance will not be allowed.
 2. Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.
 3. Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
 4. Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.
- B. County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation and Professional Liability (if required). All Liability policies written on behalf of Consultant shall contain a waiver of subrogation in favor of County and members of Commissioners Court. For Commercial General Liability, the County shall be named as an Additional Insured on a Primary & Non-Contributory basis.
- C. If required coverage is written on a claims-made basis, Consultant warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the Contract and that continuous coverage will be maintained or an extended discovery

period will be exercised for a period of 2 years beginning from the time the work under this Contract is completed.

- D. Consultant shall not commence any portion of the work under this Contract until it has obtained the insurance required herein and certificates of such insurance have been filed with and approved by County.
- E. No cancellation of or changes to the certificates, or the policies, may be made without thirty (30) days prior, written notification to County.
- F. Approval of the insurance by County shall not relieve or decrease the liability of the Consultant.

Section 11. Indemnity

CONSULTANT SHALL INDEMNIFY AND DEFEND COUNTY AGAINST ALL LOSSES, LIABILITIES, CLAIMS, CAUSES OF ACTION, AND OTHER EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF CONSULTANT, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF CONSULTANT OR ANY OF CONSULTANT'S AGENTS, SERVANTS OR EMPLOYEES. THE PARTIES AGREE THAT THIS INDEMNIFICATION PROVISION SHALL APPLY DURING THE PERFORMANCE OF SERVICES AS WELL AS DURING THE PERFORMANCE OF ANY CONTINUING OBLIGATIONS THAT MAY EXIST (IF ANY) AFTER THE EXPIRATION OF THIS AGREEMENT.

Section 12. Confidential and Proprietary Information

- A. Consultant acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by Consultant or its employees or agents from County in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Consultant shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Consultant) publicly known or is contained in a publicly available document; (b) is rightfully in Consultant's possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Consultant who can be shown to have had no access to the Confidential Information.

- B. Consultant agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Consultant uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Consultant shall use its best efforts to assist County in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Consultant shall advise County immediately in the event Consultant learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Consultant will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or Consultant against any such person. Consultant agrees that, except as directed by County, Consultant will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at County's request, Consultant will promptly turn over to County all documents, papers, and other matter in Consultant's possession which embody Confidential Information.
- C. Consultant acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Consultant acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.
- D. Consultant in providing all services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.
- E. Consultant expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 et seq., as amended, and notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by Consultant shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement are not proprietary or confidential information.

Section 13. Independent Contractor

- A. In the performance of work or services hereunder, Consultant shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of Consultant or, where permitted, of its subcontractors.
- B. Consultant and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.

Section 14. Notices

- A. Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).
- B. Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

County:	Fort Bend County, Texas Attn: County Judge 401 Jackson St, 1st Floor Richmond, Texas 77469
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With a copy to:	Fort Bend County Purchasing Agent 301 Jackson, Ste. 201 Richmond, Texas 77469
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Consultant:	Quinn Development
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C. Notice is effective only if the party giving or making the Notice has complied with subsections 14(A) and 14(B) and if the addressee has received the Notice. A Notice is deemed received as follows:

1. If the Notice is delivered in person, or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.
2. If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

Section 15. Compliance with Laws

Consultant shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by County, Consultant shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

Section 16. Performance Warranty

- A. Consultant warrants to County that Consultant has the skill and knowledge ordinarily possessed by well-informed members of its trade or profession practicing in the greater Houston metropolitan area and Consultant will apply that skill and knowledge with care and diligence to ensure that the Services provided hereunder will be performed and delivered in accordance with the highest professional standards.
- B. Consultant warrants to County that the Services will be free from material errors and will materially conform to all requirements and specifications contained in the attached Exhibit A.

Section 17. Assignment and Delegation

- A. Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights by Consultant are prohibited under this subsection, whether they are voluntarily or involuntarily, without first obtaining written consent from County.
- B. Neither party may delegate any performance under this Agreement.

- C. Any purported assignment of rights or delegation of performance in violation of this Section is void.

Section 18. Applicable Law

The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity.

Section 19. Successors and Assigns

County and Consultant bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.

Section 20. Third Party Beneficiaries

This Agreement does not confer any enforceable rights or remedies upon any person other than the parties.

Section 21. Severability

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

Section 22. Publicity

Contact with citizens of Fort Bend County, media outlets, or governmental agencies shall be the sole responsibility of County. Under no circumstances whatsoever, shall Consultant release any material or information developed or received in the performance of the Services hereunder without the express written permission of County, except where required to do so by law.

Section 23. Captions

The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.

Section 24. Conflict

In the event there is a conflict between this Agreement and the attached exhibit, this Agreement controls.

Section 25. Certain State Law Requirements for Contracts For purposes of section 2252.152, 2271.002, and 2274.002, Texas Government Code, as amended, Consultant hereby verifies that Consultant and any parent company, wholly owned subsidiary, majority-owned subsidiary, and affiliate:

- A. Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code.
- B. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Consultant does not boycott Israel and is authorized to agree in such contracts not to boycott Israel during the term of such contracts. "Boycott Israel" has the meaning provided in section 808.001 of the Texas Government Code.
- C. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Consultant does not boycott energy companies and is authorized to agree in such contracts not to boycott energy companies during the term of such contracts. "Boycott energy company" has the meaning provided in section 809.001 of the Texas Government Code.
- D. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Consultant does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and is authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. "Discriminate against a firearm entity or firearm trade association" has the meaning provided in section 2274.001(3) of the Texas Government Code. "Firearm entity" and "firearm trade association" have the meanings provided in section 2274.001(6) and (7) of the Texas Government Code.

Section 26. Human Trafficking

BY ACCEPTANCE OF CONTRACT, CONSULTANT ACKNOWLEDGES THAT FORT BEND COUNTY IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS

Section 27. Entire Agreement

This executed instrument is understood and intended to be the final expression of the parties' agreement and is a complete and exclusive statement of the terms and conditions with respect thereto, superseding all prior agreements or representations, oral or written, and all

other communication between the parties relating to the subject matter of this agreement. Any oral representations or modifications concerning this instrument shall be of no force or effect excepting a subsequent modification in writing signed by all the parties hereto.

IN WITNESS WHEREOF, the parties hereto have signed or have caused their respective names to be signed to multiple counterparts to be effective on the 10th day of February, 2025.

FORT BEND COUNTY

Quinn Development

KP George
County Judge

Kimberly Adams
Authorized Agent- Signature

Kimberly Adams
Authorized Agent- Printed Name

Owner/ Consultant
Title

Date

February 10, 2025
Date

ATTEST:

Laura Richard, County Clerk

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in the amount of \$_____ to accomplish and pay the obligation of Fort Bend County under this contract.

Robert Ed Sturdivant, County Auditor

EXHIBIT A

Scope of Service

Task Orders & Scope of Services

Task Order 1: Program Administration & Workflow Support

The Contractor shall provide technical assistance and program support to enhance program efficiency and ensure the proper utilization of federal funds. Services shall include:

1. Project Backlog Management

- Identify and implement strategies to expedite the utilization of unspent federal funds.
- Assist in reviewing open projects and identifying obstacles that hinder fund expenditure.

2. Project Workflow Support

- Streamline the process from **Environmental Review Records (ERRs)** to **project closeout**, ensuring smooth transitions through subrecipient agreements and expenditure tracking.
- Assist in programmatic and financial tracking of projects to prevent delays.

3. Workout Plan Implementation

- Develop and oversee structured action plans to mitigate project bottlenecks.
- Establish and enforce best practices to ensure timely project closeouts.

4. Environmental Review Compliance

- Ensure comprehensive reviews are conducted to meet federal and state requirements.
- Ensure proper documentation and integration with project management processes.

5. In-House Program Management Support

- Assist departments such as the Community Development Department in project planning, design, and engineering phases.
- Develop strategies for launching projects effectively and in compliance with funding guidelines.
- Attend scheduled meetings and represent the County as needed.

6. General Grants Management Support

- Provide ongoing assistance with grant application development, task tracking, data management, audit preparation, and compliance adherence.
- Ensure all required documentation is maintained for monitoring and audit readiness.

7. Assist with the Development & Implementation of the Consolidated Plan (ConPlan) and Annual Action Plan

- Support the research, writing, and submission of the **HUD-required Five-Year Consolidated Plan and Annual Action Plan**.

- Assist in gathering public input, analyzing housing and community development needs, and drafting plan recommendations.
 - 8. **Assist with Implementing the Citizen Participation Plan**
 - Support the department in ensuring community engagement and stakeholder involvement in program planning.
 - Facilitate public meetings, workshops, and outreach efforts to encourage participation in federal grant programs.
 - 9. **Conduct Housing Studies & Needs Assessments**
 - Perform data collection and analysis on housing conditions, affordability, and community needs.
 - Develop reports and recommendations for addressing housing gaps and priorities for federal funding.
 - 10. **Develop Program Guidelines & Departmental Operating Procedures**
 - Draft comprehensive program guidelines for all Community Development initiatives, including CDBG, ESG, HOME, and disaster recovery programs.
 - Establish standard operating procedures (SOPs) to improve efficiency and compliance across all department activities.
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Task Order 2: Reporting & Documentation

The Contractor shall assist in financial planning, data reporting, and compliance documentation to improve program transparency and accountability. Services shall include:

1. **Funding Needs Analysis**
 - Work with executive leadership to assess current funding allocations and identify priority areas for future funding.
 - Develop strategic recommendations for optimizing available grant funding.
2. **Grant Funding Research**
 - Conduct targeted research to identify relevant federal, state, and private grant opportunities that align with Fort Bend County's development goals.
 - Prepare summaries and recommendations for funding applications based on research findings.
3. **Ad Hoc Reporting**
 - Provide **regular, comprehensive reports** on grant funding opportunities and program progress.

- Align reports with identified funding priorities and required deadlines.

4. **IDIS Entry and Upload**

- Ensure accurate and timely data entry, tracking, and management of grant funds within the **Integrated Disbursement and Information System (IDIS)**.
 - Provide technical support to maintain compliance with federal reporting requirements.
-

Task Order 3: Advisory Services

The Contractor shall provide advisory and compliance support for new and existing programs, ensuring alignment with federal and state regulations. Services shall include:

1. **Program Guidance**

- Offer strategic advice and technical assistance for federal programs, including, but not limited to:
 - **HUD Community Development Block Grant (CDBG)**
 - Disaster Recovery (DR) and Mitigation (MIT) programs
 - **Coronavirus (CV) Emergency Solutions Grant (ESG)**
 - **Section 108 loan programs**
 - Other federal and state funding initiatives.

2. **Staff Augmentation**

- Provide specialized expertise to support County staff in meeting **program deadlines** and fulfilling compliance requirements.
- Assist with workload management and resource allocation to improve operational efficiency.

3. **Compliance & Audit Preparation**

- Conduct **financial record reviews** and assess accounting practices to align with federal and state audit standards.
- Identify potential compliance risks and recommend corrective actions.

4. **Records Retention & Closeout Support**

- Develop and implement a structured records management system to **ensure proper documentation retention and project closeout efficiency**.
- Assist with grant closeout processes, ensuring compliance with federal regulations.

5. **Technical Assistance & Training**

- Provide **training sessions and ongoing support** to enhance County staff's capacity to independently manage program tasks.

- Develop training materials and conduct **workshops** on compliance, reporting, and financial management best practices.

Task Order 4: Web Design & Compliance

The Contractor shall provide web design and development services to ensure compliance with federal accessibility standards, including ADA, Section 508, and WCAG 2.1 guidelines. Services shall include:

1. Website Development & Maintenance
2. Federal & ADA Compliance
3. Data & Reporting Integration
4. Security & Maintenance
5. User Training & Technical Support

4. Deliverables

The Contractor shall provide the following deliverables under this contract:

- **Monthly Performance Reports** summarizing work completed, key accomplishments, and pending tasks.
- **ERRs and Project Status Updates** documenting environmental review progress and outstanding issues.
- **Funding Analysis & Grant Research Reports** identifying new opportunities and funding strategies.
- **Financial & Compliance Documentation** supporting audit readiness and grant closeout.
- **Training & Technical Assistance Materials** for County staff.

5. Rates

Please find below our rates per position for the Fort Bend County Community Development project.

Position	Rate
Project Executive	\$215
Project Manager	\$185
CDBG SME	\$175
Civil Engineer	\$155
Environmental Assessment SME	\$145
Compliance Specialists/ Case Manager	\$105

Data and Documentation Specialist	\$ 75
GIS Analyst	\$ 95
Construction/ Site Inspector	\$ 90

Reference

Motion by Cmr Grady Prestage on 01.28.25 to approve service Agreement with Quinn Development Agreement as follows:

1. Grant competitive exemptions of Community and Economic Development under Local Government Code Chapter 381 and Section 262.024 (4) personal/professional services
2. Agreement shall be on the County Attorney's standard service agreement with approval of the scope of services by the Auditor
3. The amount of the agreement will be an amount not to exceed \$200,000, term through the end of the fiscal year
4. Funding source is community development
5. A copy of the executed agreement will be recorded in the minutes of commissioners court

Item 53C § 551.074. Personnel Matters. Community Development.