

STATE OF TEXAS §
 §
 COUNTY OF FORT BEND §

**FIRST AMENDMENT TO AGREEMENT
 FOR PROFESSIONAL CONSULTANT ADVISORY SERVICES**

This First Amendment to Agreement for Professional Consultant Advisory Services (“First Amendment”) is made and entered into by and between FORT BEND COUNTY, TEXAS (“County”), a political subdivision of the state of Texas, and QUINN DEVELOPMENT (“Consultant”), a company authorized to conduct business in the state of Texas. County and Consultant may be referred to individually as a “Party” or collectively as the “Parties.”

WHEREAS, on or about February 25, 2025, the Fort Bend County Commissioners Court (“Court”) entered into an Agreement Professional Consultant Advisory Services Regarding County Community Planning and Development Programs (the “Agreement”), which the Court determined in a Public Meeting that the Agreement would constitute both a contract for community and economic development and a contract for personal and/or professional services; and

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, by execution of this First Amendment, the Parties desire to amend the Agreement to provide for the continuation of such consulting services to County, and to increase the maximum compensation amount for the completion of such services, and to otherwise ratify and confirm all the terms and conditions as set forth therein.

NOW, THEREFORE, in consideration of the foregoing, the Parties do mutually agree that the Agreement between the Parties is hereby amended as follows:

- (1) Section 3, subsection A of the Agreement is amended to include the following:

Section 3. Compensation and Payment

A. County shall pay CONSULTANT an additional Four Hundred and Fifty Thousand and 00/100 Dollars (\$450,000.00) for the performance and completion of additional services as described in Consultant’s Scope of Work, attached hereto as Exhibit “A-1” (the “Services”) and incorporated by reference for all intents and purposes.

B. In no event shall the amount paid by County under this Agreement exceed the Maximum Compensation without an agreement executed by the Parties.

(2) Section 4 of the Agreement is amended to include the following:

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 Six Hundred-Fifty and 00/100 Dollars (\$650,000.00) specifically allocated to fully discharge any and all liabilities County may incur under this Agreement.
- 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 Consultant under this Agreement shall not under any conditions, circumstances, or interpretations thereof exceed Six Hundred-Fifty and 00/100 Dollars (\$650,000.00).

(4) **Recitals.** The recitals set forth above are incorporated herein by reference and made a part of this Agreement.

(6) **Modifications.** Except as modified herein, the Agreement shall remain in full force and effect and has not been otherwise modified or amended. All other terms conditions provided in the Agreement shall remain the same.

(7) **Conflict.** If there is a conflict among documents that make up the Agreement, this First Amendment will prevail with regard to the conflict.

(8) **Multiple Counterparts.** This First Amendment may be executed in multiple counterparts, each of which will be deemed as an original for all intents and purposes.

BY ACCEPTANCE OF THIS AGREEMENT, 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.

{EXECUTION PAGE FOLLOWS}

{REMAINDER OF PAGE INTENTIONALLY LEFT BLANK}

IN WITNESS WHEREOF, this Amendment is signed, accepted, and agreed to by all Parties by and through the Parties or their agents or authorized representatives. All Parties hereby acknowledge that they have read and understood this Amendment and the exhibits hereto. All Parties further acknowledge that they have executed this legal document voluntarily and of their own free will.

FORT BEND COUNTY, TEXAS

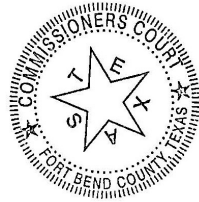
QUINN DEVELOPMENT



KP George, County Judge

Authorized Agent – Signature

ATTEST:



Authorized Agent- Printed Name



Laura Richard, County Clerk

Title


September 25, 2025

Date

Date

AUDITOR'S CERTIFICATE

I hereby certify that funds in the amount of \$ 650,000.00 are available to pay the obligation of Fort Bend County, Texas within the foregoing Agreement.



Robert Ed Sturdivant, County Auditor

Exhibit A-1: Scope of Work

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EXHIBIT A-1

(Scope of Work follows behind)

Scope of Work (SOW) for Staff Augmentation Services

1. Purpose

This contract establishes the terms and conditions for professional services to be provided by Quinn Development Group, herein, 'the Contractor', to support the Community Development Department in expediting the utilization of federal funds, managing project workflows, ensuring compliance, and enhancing grants management functions. The Contractor shall furnish qualified personnel with expertise in federal grant programs to assist with day-to-day operations of County departments utilizing grant funds.

2. Term of Contract

The initial term of this contract shall be for **one (1) year** from the effective date. The County reserves the right to exercise up to **three (3) one-year renewal options**, subject to satisfactory performance, continued funding availability, and departmental needs. Each renewal shall be executed at the sole discretion of the County and agreed upon in writing by both parties prior to the expiration of the current contract term.

Rate Adjustment Clause

All hourly rates shall remain fixed for the initial one-year contract term. If the County exercises a renewal option, the Contractor may request a rate adjustment, not to exceed **5% per renewal year**, subject to **mutual agreement** and **contingent upon available funding**. Any requested rate adjustments must be justified based on market conditions, labor costs, and comparable industry standards for federally funded contracts. The County reserves the right to review and approve all rate adjustments prior to contract renewal.

3. 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.

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- 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.

8. 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.

9. 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.

10. 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.

11. 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.
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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.
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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.
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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