

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: February 5, 2008

☒ [X]  
☐ [ ]

Consent  
Ordinance

☐ [ ]  
☐ [ ]

Regular  
Public Hearing

Department:

Submitted By: Administration

Submitted For: Legislative Affairs

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff Recommends Motion to approve: Amendment No. 4 to the contract for Consulting/Professional Services with Langton Associates, Inc. (R2004-0180) for services related to Palm Beach County's Grant Development Program for the period of February 1, 2008 through April 30, 2008, in the amount of \$21,537.42.

**Summary:** On February 3, 2004, the Board approved a Consulting/Professional Services contract with Langton Associates, Inc. for the term of February 1, 2004 through January 31, 2005 for a total Contract amount of \$78,140, to provide grant program development services. Amendment No. 1 approved on February 1, 2005 extended the term an additional one-year period and increased the annual amount by 5%. Amendment No. 2 approved on February 7, 2006 extended the term an additional one-year period. Amendment No. 3 approved on February 6, 2007 extended the term an additional one-year period and increased the annual amount by 5%. This Amendment will extend the term of the contract an additional three-month period and provides for a contract amount of \$21,537.33. At this time staff is extending the Contract for a three-month period while preparing a Request For Proposal for the next contract cycle. The purpose of the Request For Proposal is to pre-qualify three grant consultants that will provide services on a task order basis to County Departments. Countywide (DSW)

**Background and Justification:** The grant consultant's projects are managed through a Grants Agenda, which is amended as new projects emerge and other projects are retired. The Activity Report prepared by the consultant is forwarded to the Board of County Commissioners for review on a monthly basis. The Scope of Services for this contract includes: researching grant opportunities, providing technical instructions for soliciting and administering grants, and acting as liaison to funding agencies for all new grant applications. A Summary Report prepared by the grant's consultant is attached for your reference.

**Attachments:**

1. Amendment No. 4
2. Summary report submitted by Langton Associates, Inc.

Recommended by:

  
Department Director

1/28/08  
Date

Approved By:

  
County Administrator

2/1/08  
Date

Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	\$21,537.42	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	\$21,537.42	_____	_____	_____
No. ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes   X   No \_\_\_\_\_  
 Budget Account No.: Fund 0001 Department 645 Unit 6450 Object 3101  
 Reporting Category \_\_\_\_\_

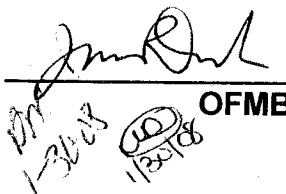
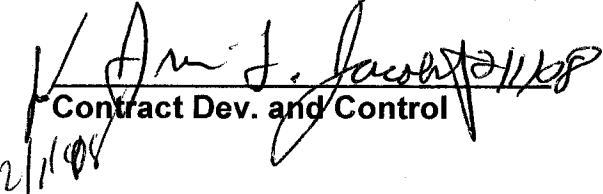
### B. Recommended Sources of Funds/Summary of Fiscal Impact:

### C. Departmental Fiscal Review:

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Per Amendment 4, the contract may be extended (04-30-08 thru 05-31-08) with an additional payment of \$7,179.14 if authorized by Co. Administrator.

 1-30-08  
 OFMB  
 2/1/08  
 Contract Dev. and Control

### B. Legal Sufficiency:

This amendment complies with our review requirements.

 2/1/08  
 Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
 Department Director

REVISED 9/03  
 ADM FORM 01

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

**FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES  
CONTRACT BY AND BETWEEN PALM BEACH COUNTY, FLORIDA  
AND LANGTON ASSOCIATES, INC.**

**THIS FOURTH AMENDMENT**, dated February 1, 2008, to the Contract of February 3, 2004, (R2004-0180) by and between Palm Beach County, a Political Subdivision of the State of Florida, hereinafter referred to as "COUNTY," and Langton Associates, Inc., a corporation which is authorized to do business in the State of Florida, and which has an office located at 118 West Adams Street, Suite #700, Jacksonville, Florida 32202, hereinafter referred to as "CONSULTANT" whose Federal Identification Number is 5922487694.

**WITNESSETH:**

**WHEREAS**, the parties have previously entered into that certain Contract dated February 3, 2004 hereinafter referred to as the "CONTRACT" under which the CONSULTANT is to provide professional/consultation services in the area of Federal Relations as more specifically set forth in the Scope of Work as detailed in Exhibit "A", to the CONTRACT; and

**WHEREAS**, the original term of said CONTRACT was February 1, 2004 to January 31, 2005; and

**WHEREAS**, Amendment No. 1 dated February 1, 2005 (R2005-0173) of said CONTRACT extended the term of the contract for an additional one-year period and provides a 5% increase over the annual amount; and

**WHEREAS**, Amendment No. 2 dated February 7, 2006 (R2006-0160) of said CONTRACT extended the term of the contract for an additional one-year period; and

**WHEREAS**, Amendment 3 dated February 6, 2007 (R2007-0090) of said Contract extended the term of the Contract for one additional year and provides a 5% increase over the annual amount; and

**WHEREAS**, the parties desire to further amend the CONTRACT for three additional months with the option to extend the CONTRACT for one additional month at the discretion of the County Administrator or designee; and

**WHEREAS**, the parties desire to modify Article 3, "PAYMENTS TO CONSULTANT" to decrease the authorized not to exceed amount and revise "Exhibit B" which is attached to the CONTRACT and made a part hereof.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements expressed herein, the COUNTY and CONSULTANT agree as follows:

1. Article 2, SCHEDULE, is amended to read as follows:

"The CONSULTANT shall commence services under this Amendment on February 1, 2008 and complete all services by April 30, 2008. Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in "Exhibit A" of the contract."

2. Subparagraph A of Article 3, PAYMENTS TO CONSULTANT, is hereby amended to read as follows:

A. The total amount to be paid by the COUNTY under this CONTRACT for services and materials, for the period of February 1, 2008 thru April 30, 2008, shall not exceed a total contract amount of Twenty One Thousand, Five Hundred

Thirty Seven Dollars and Forty Two cents, in accordance with Exhibit "B" attached hereto."

3. The CONTRACT may be extended for one additional month, through May 31, 2008 at the same monthly rate, upon written notice to the CONSULTANT by the County Administrator or his designee.

All other provisions of said CONTRACT are hereby confirmed, and except as provided for herein are not otherwise altered or amended and shall remain in full force and effect. This Fourth Amendment shall not take effect unless and until executed by the CONSULTANT and the COUNTY.

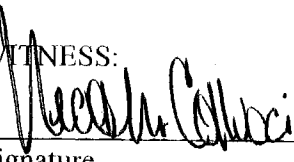
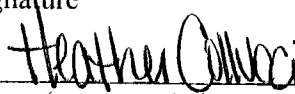
IN WITNESS WHEREOF, the Chairperson of the Board of County Commissioners of Palm Beach County, Florida has made and executed this Fourth Amendment to the CONTRACT on behalf of the COUNTY and the CONSULTANT has hereunto set its hand the day and year above written.

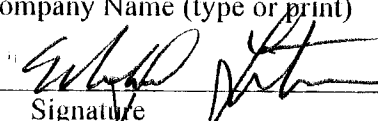
ATTEST:  
Sharon R. Bock, Clerk & Comptroller

PALM BEACH COUNTY, FLORIDA  
FOR ITS BOARD OF COUNTY  
COMMISSIONERS

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Addie L. Greene, Chairperson

WITNESS:  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Name (type or print)

CONSULTANT:  
By: Langton Associates, Inc.  
Company Name (type or print)  
By:   
\_\_\_\_\_  
Signature

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

By: \_\_\_\_\_

County Attorney

\_\_\_\_\_  
Title Typed

APPROVED AS TO TERMS AND CONDITIONS:

By: \_\_\_\_\_

Todd Bonlarron, Legislative Affairs Director

### **Exhibit B**

Payments during the term of the contract shall be made to CONSULTANT on a monthly basis upon submission by the CONSULTANT of an appropriate invoice and monthly activity report. Compensation shall be in accordance with the following Schedule of Payments:

MONTH	PAYMENT	TOTAL COST TO DATE
2/2008	\$ 7,179.14	\$ 7,179.14
3/2008	\$ 7,179.14	\$14,358.28
4/2008	\$ 7,179.14	\$21,537.42
5/2008*	\$ 7,179.14	\$28,716.56

\*If authorized by the County Administrator

FROM :LANGTON ASSOCIATES

FAX NO. :9045981837

Jan. 29 2008 12:02PM P2

Jan 29 2008 0:24

NEIL NELSON STATE FARM

9047716871

p.2



This certifies that

### CERTIFICATE OF INSURANCE

- ☐ STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois  
☐ STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois  
☐ STATE FARM FIRE AND CASUALTY COMPANY, Aurora, Ontario  
☒ STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida  
☐ STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Policyholder

LANGTON ASSOCIATES INC.

Address of policyholder

118 W ADAMS ST. STE 700 JACKSONVILLE, FL. 32202-3816

Location of operations

Description of operations

The policies listed below have been issued to the policyholder for the policy periods shown. This insurance described in these policies is subject to all the terms, exclusions, and conditions of these policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)	
		Effective Date	Expiration Date		
98-BW-9034-B-B	Comprehensive Business Liability	11/12/07	11/12/08		BODILY INJURY AND PROPERTY DAMAGE
This insurance includes:	<input type="checkbox"/> Products - Completed Operations			Each Occurrence	\$ 1,000,000
	<input checked="" type="checkbox"/> Contractual Liability			General Aggregate	\$ 2,000,000
	<input type="checkbox"/> Personal Injury			Products - Completed Operations Aggregate	\$
	<input type="checkbox"/> Advertising Injury				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit)	
	<input type="checkbox"/> Umbrella	Effective Date	Expiration Date	Each Occurrence	\$
	<input type="checkbox"/> Other			Aggregate	\$
	Workers' Compensation and Employers Liability	POLICY PERIOD		Part I - Workers Compensation - Statutory	
		Effective Date	Expiration Date	Part II - Employers Liability	
				Each Accident	\$
				Disease - Each Employee	\$
				Disease - Policy Limit	\$
POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)	
		Effective Date	Expiration Date		

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

Name and Address of Certificate Holder

PAIM BEACH COUNTY  
301 N OLIVE AVE SUITE 1101  
WEST PALM BCH. FL. 33401

If any of the described policies are canceled before the expiration date, State Farm will try to mail a written notice to the certificate holder days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Signature of Authorized Representative  
CUSTOMER REP. 01/28/08  
Date  
NEIL NELSON  
Agent Name  
Telephone Number 904-771-2066

Agent's Code Stamp  
Agent Code  
APD Code

# JANUARY 2008 REPORT

Grant/Project/Other	Contact	Date Submitted	Request	Activity	Status
1. Hazard Mitigation Planning Grant	Erin Meyer	10/3/2005	\$72,207		Pending
2. Susan DuBois Kindt Estate Florida Communities Trust (FCT)	Jean Matthews	5/9/2006	\$2,500,000		Contingent on State Budget -- but currently ranked at # 13 which is within the funding range based on Historical data.
4. 1916 Courthouse Restoration, Phase III Special Category	Audrey Wolf	6/20/2006	\$350,620		Not Funded - Agency only funded the top 10 projects!
5. DuBois Pioneer Home, Phase I Special Category	Jean Matthews	6/20/2006	\$350,000		Not Funded - Agency only funded the top 10 projects!

# JANUARY 2008 REPORT

Grant/Project/Other	Contact	Date Submitted	Request	Activity	Status
6. Ryan White Application	Jon Van Arnam		\$12,711,001	OCT: (1) Ryan Application submitted on Sept. 29th in the PBC Office of Human Services. (2) Repsponded to survey conducted by Dr. Miriam Potocky regarding the Ryan White Application process and the overall program management on Oct. 10th.	Awarded -- Ryan White application was modified, with the Minority Aids Initiative component extracted and developed into a separate application.
7. Grant Workshop	Sherry Howard	9/25/2006		OCT: Drafting a participant survey response summary. NOV: Submitted survey response summary FEB: Met with Sherry Howard to discuss logical next workshop topics; such as legislative topcis (workshops will be held after session)	
8. Emergency Management Preparedness Assistance Application Program	Butch Truesdale	2/22/2007	\$200,000	DEC: Currently discussing projects for submission. JAN: Preparing EMPA Business and Industry Program Application. FEB: Submitted EMPA application 2/21/2007	Pending

# JANUARY 2008 REPORT

Grant/Project/Other	Contact	Date Submitted	Request	Activity	Status
9. Continuum of Care -- Homelessness	Georgiana Devine	Deadline extended to 6/15 -- application submitted on 6/11/2007		DEC: Currently working with partner applicants to ensure all agencies are registered with grants.gov. HUD will require an on-line submission with the FY07 cycle. FEB: Discussing tentative timeline, pending the release of the Super NOFA in the Spring. Met with Georgiana Devine on Feb. 28th discuss game plan. Register on Grants.gov March: Met with Georgiana on March 28th to formalize timeline April: Meet with CoC Writing Group on April 25th to draft application May: Met with Writer's group 5/9 and 5/23 to continue drafting application June: Met with Writer's group on 6/6; Submitted CoC application on 6/11 <b>AUG. Met with CoC stakeholders (writer's group) to discuss upcoming grant opportunities and to formulate a grant seeking action plan</b>	Pending
10. Cultural Facilities	Jean Matthews	6/1/2007	Up to \$1million	Currently discussing the possibility of applying for funding for several projects	Agency did not fund any projects from 2006 - funding notice withdrawn.
11. Historic Preservation Special Categories	Sherry Howard	5/31/2007	\$300,000	Currently discussing the possibility of applying for funding for this program	Re-submitted DuBois since Agency only funded top 10 projects from 2006!
12. Economic Development Administration Program	Butch Truesdale		\$200,000	Currently researching the possibility of applying for funding for from the EDA for the Business and Industry Program Initiative	

# JANUARY 2008 REPORT

13. DuBois Pioneer Home, Phase I Special Category	Jean Matthews	5/31/2007	\$350,000	Resubmitted, with minor edits application from 2006	Grant evaluated and ranked # 42
Grant/Project/Other	Contact	Date Submitted	Request	Activity	Status
14. Ryan White MAI Application	Gayle Corso	31-May	\$1,150,000	Submitted Minority Aids Initiative application (formally part of the Ryan White, Part A application) within an extremely short time frame, as HRSA, released the notice on April 29th with a May 29th deadline - that was later extended two days	Pending - New Minority Aids Initiative -- originally part of the Ryan White application
15. Ryan White Application	Gayle Corso	2-Nov	\$11,028,469	Met with Grant planning committee twice, complied application and submitted via grants.gov	Pending
16. Public Safety Interoperable Communications Grant	Sherry Howard/Aud	9/10/2007		Provided information on process to Sherry Howard	
17. Criminal Justice Reinvestment Planning Grant	Jenise Gibson	11/1/2007	\$100,000	Grant committee prepared most of application. Langton provided editing for page limits and continuity, and packaging.	Pending
18. DuBois Pioneer Home, Historic Preservation Grant in Aid	Jean Matthews	12/17/2007	\$50,000	Langton recommended re-submitting part of the HP Special Category Grant above (#13) since the grant was ranked #42 and the Legislature only funded 11 projects last year.	Submitted
19. Emergency Management Preparedness Act Competitive Grant - Post-Disaster Redevelopment Plan	Butch Truesdale	2/7/2008	up to \$200,000		Drafting

# JANUARY 2008 REPORT

20. Emergency Management Preparedness Act Competitive Grant - Local Mitigation Strategy Update	Butch Truesdale	2/7/2008	up to \$200,000	Drafting
21. Part A Minority Aids Initiative Grant Program	Gayle Corso	3/7/2008	TBA - \$1,150,000	Drafting