



Board of County Commissioners

March 12, 2026

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County Attorney

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County Hearing Examiner

Dana Souza, City Manager
City of Sanibel
800 Dunlop Road
Sanibel, FL 33957

RE: Authorization to Execute Contract
Activity: # DR10256

Good afternoon,

The Office of Strategic Resources and Government Affairs (SRGA) has reviewed the complete procurement file and draft contract document for the following activity: FISH of SANCAP Building Elevation, Hardening and Associated Site Improvements, RFP 2025-01. The procurement file appears to contain the minimum necessary information required by 2 CFR 200 and 88 FR 32046. Lee County's review of the procurement file and draft contract in no way guarantees legal sufficiency or that HUD or any other auditing entity will find the solicitation acceptable or compliant. Subrecipients must also ensure compliance with their local standards, as applicable.

SRGA is hereby authorizing the City of Sanibel to proceed with execution of the contract with Schenkel & Shultz, Inc.

SRGA and its agents are available to participate in any pre-construction meetings to present information on the topics identified above as well as other related information including reporting requirements for Section 3, Davis Bacon and Related Acts, and Minority and Women Business Enterprise (MWBE) goals which are required for this project.

SRGA and the assigned grant manager will coordinate closely with you throughout the design and construction process to monitoring compliance with federal, state, and local requirements and ensure timely completion of work.

Thank you for your continued partnership,

Candice Monroy, Grants Analyst
239-533-8739, CMonroy@Leegov.com

Lee County Strategic Resources and Government Affairs
Recovery@leegov.com
[Lee-CDBG-DR](#)