

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 14.

Date of Request: April 29, 2008

Date Request Received: April 29, 2008

Board Meeting Date Requested: May 5, 2008

Board Meeting Date Assigned: May 5, 2008

Short Title: Resolution Authorizing Staff To Negotiate An Agreement For Services With The Wooten Company For The Development Of A Comprehensive Growth Management Plan, Small Area Plans, And Unified Development Ordinance For A Total Estimated Budget Of \$222,000, To Be Funded Over Two Fiscal Years.

Request Status:
 Request is proceeding to Board of Commissioners
 More information is needed – see attached
 Request on hold – no further information needed
 Other:

Background: On November 5, 2007, the Pender County Board of Commissioners approved a request by Planning staff to disseminate a Request for Proposals (RFP) to contract with a firm for the development of a Comprehensive Growth Management Plan, Small Area Plans, and Unified Development Ordinance. The County received seven proposals by the December 12, 2007 deadline. Planning staff and Interim County Manager Al Greene reviewed the proposals and selected three firms to interview: The Wooten Company of Raleigh, NC, Glenn Harbeck Associates/Clarion Associates of Wilmington, NC and Chapel Hill, NC, and HNTB of Charlotte, NC.

(Administrative Use Only)

After the interview process, county staff ranked each firm based upon the qualifications of the project team, similar project experience, project approach, and estimated budget. The selection team chose The Wooten Company to recommend awarding the contract to, contingent upon successful negotiation of an agreement for services.

CONTRACT TYPE

Renewal
 For Service(s)
 Intergovernmental – County as Grantee
 Federal Grantor
 State Grantor
 Grant or
 County as Grantor
 County Funds
 Other Funds

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent: _____
Signed: _____

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: _____
Signed: _____

FINANCE Sufficient Funds: Available
Date Rec'd: Not Available
 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: _____
Signed: _____

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

Requested by: Ken Vafier/Al Greene
Department: Planning/Manager
Title:
Contact Phone: 910.259.1200
Contact Fax:

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval

AD
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that

staff is authorized to negotiate an agreement for services with The Wooten Company for the development of a Comprehensive Growth Management Plan, Small Area Plans, and Unified Development Ordinance, with a total estimated budget of \$222,000 for the project. The Chairman/County Manager is authorized to execute any document necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Williams ___ Tate ___ Blanchard ___ Brown ___ Rivenbark ___

J. David Williams, Jr., Chairman 5/5/08
Date

Attest 5/5/08
Date