

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 9.

Date of Request: May 20, 2008

Date Request Received: May 20, 2008

Board Meeting Date Requested: June 2, 2008

Board Meeting Date Assigned: June 2, 2008

Short Title: Resolution Approving The Selection Of Grant Administrator And Execution Of Administration Contract For The 2008 Community Development Block Grant Scattered Site Grant.

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

Background: Pender County, with the assistance of the selected consulting firm, intends to apply for the 2008 Scattered Site Community Development Block Grant through the North Carolina Division of Community Assistance. On April 21, 2008 requests for proposal for administrative services were mailed to six firms. The RFP was advertised in the Pender Post and Topsail Voice on April 23, 2008 and was posted on the Pender County website. By the submission deadline of May 9, 2008, Pender County received three proposals from the following firms: Holland Consulting Planners of Wilmington, The Wooten Company of Raleigh, and HPMC Consulting of Greenville.

(Administrative Use Only)

Attached is the rating sheet for the administrative proposals received. Staff recommends awarding the contract to Holland Consulting Planners based on the cost-effectiveness of their proposed fee schedule, their extensive expertise and experience in the field and with Pender County, and their proximity to Pender County which will result in on-site work with staff.

CONTRACT TYPE

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

A public hearing was held on May 19, 2008 to receive public comment on the County's intention to apply for the grant and it was unanimously approved by the Board for staff to apply.

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: _____

Specific Action Requested: The Board of Commissioners is requested to approve the selection of a grant administrator and authorize execution of an administration contract, subject to final approval by the North Carolina Division of Community Assistance.

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

Date Sent: _____
Signed: _____

Requested by: Planning Staff
Department: Planning & Community Development
Title:
Contact Phone: 910-259-1202
Contact Fax:

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

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

MANAGER'S RECOMMENDATION:

Respectfully Recommend Approval.

DM
Initials

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

a contract for administration of the 2008 Pender County CDBG, Scattered Site grant program is awarded to Holland Consulting Planners, Inc., pending final award notification from the North Carolina Division of Community Assistance.

AMENDMENTS:

MOVED _____ **SECONDED** _____

APPROVED _____ **DENIED** _____ **UNANIMOUS** _____

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

James David Williams Jr., Chairman

6/02/08
Date

ATTEST

06/02/08
Date

Pender County FY08 CDBG-SS Project
 Rating Sheet for Administrative Proposals

Date: May 12, 2008

Rating Factor	Points	Firms	
		Holland Consulting	HPMC Consulting
Technical Approach/Project Schedule	25	25	0 (Not addressed)
Experience of Proposed Personnel	25	25	0 (Not addressed)
Prior Related Experience	20	20	5
Responsiveness to Client Needs	15	15	0 (Not addressed)
Fee Proposal	15	15	0 (Not addressed)
Total Points	100	93	5

Notes:

- o Both firms very qualified and experienced
- o Holland Fee schedule more cost-effective
- o Holland proposes more on-site work, less reliance on staff.

Rated by: [Signature]