



REQUEST FOR BOARD ACTION

ITEM NO. 7.

DATE OF MEETING: November 16, 2009

REQUESTED BY: Rick Benton, County Manager

SHORT TITLE: Resolution Awarding CDBG-ED Grant Administrative Services and Purchase Order to Hartigan Management for the Industrial Shell Building Project

BACKGROUND: Pender County was recently awarded a \$655,250 loan and \$18,000 grant from the NC Department of Commerce CDBG Program for the industrial shell building project. The \$18,000 grant is earmarked to provide for grant administration through the project life and for several years thereafter in preparing annual performance reports as required by the Department. A Request for Proposals has been duly advertised in accordance with required procedures, a copy of which is attached. Two proposals were received, David Hartigan Management and Holland Consulting Planners, both very reputable and quality firms. The proposals were evaluated on a variety of factors including but not limited to experience in CDBG-ED administration, technical ability, quality of work, completeness of proposal and familiarity with the services. A copy of the evaluation is attached. After completing a review and evaluation of the proposals, Hartigan Management is recommended for the award. Hartigan Management is also acceptable to and highly recommended by the Department for their specific experience with CDBG-ED projects. \$18,000 is budgeted in the Capital Project Ordinance for grant administrative services.

SPECIFIC ACTION REQUESTED: To consider a resolution awarding CDBG-ED Grant Administrative Services and a Purchase Order in the amount of \$18,000 to Hartigan Management for the Industrial Shell Building Project.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

LB
Initial

RESOLUTION

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

CDBG-ED grant administrative services for the Industrial Shell Building Project is hereby awarded to Hartigan Management, and a purchase order in the amount of \$18,000 for these services is hereby approved. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

Fund 60-Project 6083-Line Item 493065

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

Jimmy T. Tate, Chairman Date

ATTEST Date

REQUEST FOR PROPOSALS

In accordance with the State of North Carolina Administrative Procedures Manual for Federal Block Grant Funds and the procedures of the North Carolina Department of Commerce, Pender County, North Carolina hereby invites the submission of proposals from qualified individuals and firms having professional experience in administration of CDBG project for Economic Development. It is the intent of the County to receive proposals for the purpose of comparison and competitive negotiation for professional administration services by soliciting proposals from an adequate number of qualified individuals or firms to permit reasonable competition consistent with the nature and requirements of the administration process. From these proposals, the County desires to select a qualified party and award a contract for Project Administration Services. Award of a Contract for Project Administration services for this project shall be made to the responsible individual or firm whose proposal is most advantageous to the County. Special considerations shall be given to experience, technical ability, familiarity with the services to be provided, reputation, and quality and value of work, which may be performed for the County in the past. Price shall not be the sole consideration for award of this contract.

EVALUATION OF PROPOSALS: The qualifications of individuals or firms submitting proposals will be evaluated by the County as provided in the State of North Carolina Administrative Procedures Manual for Federal Block Grant Funds and requirements of the North Carolina Department of Commerce. The County reserves the right to make such investigations to determine the qualifications and ability of each offerer to perform the services requested and to complete the work in a satisfactory manner and within the specified time frame. Determination of the qualifications and ability of offerers shall be based, among other things, on:

- 1) Completeness of the Proposal
- 2) Content of the Proposal
- 3) Past Performance of the Individual or Firm
- 4) Minority Firm, Small Business, Local Business
- 5) Familiarity with CDBG Loan Projects

RECEIPT OF PROPOSALS: The County will receive proposals from qualified individuals or firms to perform tasks as outlined in this Request for Proposals. Each individual or firm submitting a proposal shall be responsible for the examination of the Request for Proposals, and shall become familiar with all the requirements thereof, including site visitations, if necessary, to become thoroughly and fully acquainted with factors effecting work. The County requests that in addition to individuals and firms providing items requested in this document thus far, that the following information be provided as a part of the RFP response:

- a) A preliminary outline of work elements to be performed and a general work schedule. This report must be no longer than five pages and include a description of proposed work and fee schedule.
- b) List all Economic Development Application Preparation or Project Administration experience, on going or completed, with whom the individual or firm has had involvement in the past. Indicate the area of involvement.
- c) List all other Economic Development Application Preparation or Project Administration experience, on going or completed, with whom the individual or firm has had involvement in the past. Indicate the source of these programs and the area of involvement.
- d) A description of the firm, along with resumes and qualifications of personnel who will be performing required services.

All proposals that are incomplete, unconditional, obscured, altered, contain additions or materials not requested, or which have irregularities of any kind may be rejected since it is the intent of the County that all proposals be comparable for evaluation purposes. Firms must submit proposals with required attachments in time for receipt by the County on or before November 2, 2009. Proposals must be addressed or presented to Rick Benton, Pender County Manager, 805 South Walker Street, Burgaw, NC 28425. Proposals not received by the prescribed time and date will not be considered. All proposals received within those time lines shall be valid for a period of sixty (60) days from the above noted receipt date. An award for Administration Services shall not be made until all funds are in place from the related funding sources. Each offerer shall agree to provide consultation to the County to enable it to complete the Administration of this CDBG project. The County is an equal opportunity employer. Female and minority-owned businesses are encouraged to apply.

Evaluation
RFP's—CDBG-ED Grant Administration
Industrial Shell Building Project

Criteria:	<u>Firm</u>	
	Hartigan Management	Holland Consulting
1. CDBG-ED Loan/Grant Administration Experience (20 points)	20	18
2. Technical Ability and Approach (20 points)	20	20
3. Familiarity with Construction Project Administration (20 points)	20	20
4. Fee Proposal (10 points)	10	9
5. Minority Firm, Small Business, Local Business (10 points)	10	10
6. Reputation and Quality of Work (10 points)	10	10
7. Qualifications of Personnel (10 points)	<u>10</u>	<u>10</u>
Total Points:	100	97

- Notes:**
- a) Both firms are very qualified, have great reputations, and have considerable CDBG experience
 - b) Both firms have excellent technical ability and approaches to CDBG administration
 - c) Hartigan Management has more specific experience in economic development projects than Holland, Holland has more experience in housing/redevelopment projects
 - d) Hartigan Management is recommended by WID for economic development projects
 - e) Hartigan's fee proposal was for a fixed price, not to exceed the grant amount for administration. Holland's fee proposal was based on hourly rates, and not a not to exceed.