

REQUEST FOR BOARD ACTION

ITEM NO. 18.

DATE OF MEETING: April 5, 2010

REQUESTED BY: Patrick T. Davenport

SHORT TITLE: Resolution Selecting FY 2010 CDBG-CR Grant Preparation Firm

BACKGROUND: Staff re-advertised for consulting assistance to write a grant for the FY 2010 CDBG-Community Revitalization grant and no additional applications were submitted. During the initial advertisement period only one (1) application was submitted by Holland Consulting Planners, Inc. Therefore, staff is recommending that Holland Consulting Planners, Inc. be selected as the consultant to assist Pender County in writing this grant application. The proposed cost is \$3,500, and will be paid for with existing CDBG-SS funds. Staff will execute a contract amendment for administration of the CDBG-SS grant to increase administrative costs from \$63,500 to \$67,000.

SPECIFIC ACTION REQUESTED: To consider a resolution to select Holland Consulting Planners, Inc. to assist Pender County in writing the FY 2010 CDBG-Community Revitalization grant application.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

MB

Initial

RESOLUTION

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

Holland Consulting Planners Inc., is hereby awarded the contract to write the FY 2010 CDBG-Community Revitalization grant application. The County Manager/Chairman is authorized to execute all documents necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

Jimmy T. Tate, Chairman 4/5/2010
Date

ATTEST 4/5/2010
Date



February 3, 2010

Mr. Patrick Davenport, Planning Director
Pender County
P. O. Box 1519
Burgaw, North Carolina 28425

Dear Mr. Davenport:

We are pleased to submit our proposal for planning and housing inspection services for the proposed Pender County FY2010 Community Development Block Grant (CDBG) Community Revitalization Project Application. As you will note from review of the enclosed experience listing, we offer a highly qualified and experienced team to support your program. We encourage you to contact any of our clients to confirm our individual and collective capabilities.

Chip Bartlett will serve as Project Manager, and will be assisted by Chuck Blackwelder as Program Administrator/Housing Inspector. Reed Whitesell will be directly involved in project management in his role as Community Development Manager for the firm. All project team members have significant experience with housing improvement programs in general, and a wealth of recent experience with CDBG and related housing programs in Pender County.

The project will be managed from the Wilmington regional office of Holland Consulting Planners, Inc. As we have completed numerous housing/community development projects for Pender County, we can provide the county with cost-effective and responsive service. The project team members have extensive recent experience working with the county's planning, management, building inspection, and finance staffs.

Our projects have been administered with great success. We have always provided immediate service with a planning or housing project request, and we will serve Pender County in the same attentive capacity throughout completion of this new project. The quality of community development services offered by our firm is evidenced by the positive comments which the programs we administered have received from the Division of Community Assistance, the North Carolina Housing Finance Agency, and the Division of Emergency Management.

We believe our enclosed hourly rate schedule will compare favorably to any you may receive. We have a small, efficient organization in which all individuals work productively on projects. Therefore, overhead costs are kept to a minimum. We are pleased to submit our proposal to perform all services required to complete the Pender County FY10 CDBG Community Revitalization Project Application. We are confident you will be satisfied with the attention to detail during project implementation and with our responsiveness to your needs and citizen concerns.

Mr. Patrick Davenport
February 3, 2010
Page 2

Holland Consulting Planners, Inc., earnestly solicits your award of this project to us. You will have our complete attention through the successful completion of your project. Please contact us if you have any questions. If requested, we would welcome the opportunity for a personal interview.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Dale Holland". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

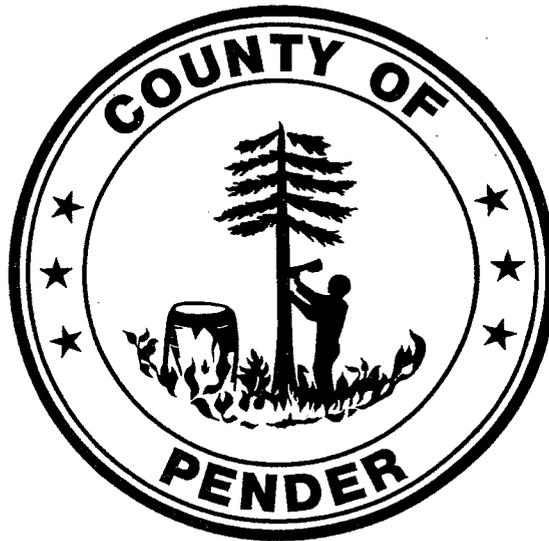
T. Dale Holland, AICP
President

TDH:jgm
Encl.

PROPOSAL

PLANNING
AND HOUSING INSPECTION SERVICES

FY2010 CDBG COMMUNITY REVITALIZATION
PROGRAM APPLICATION



SUBMITTED TO:

PENDER COUNTY,
NORTH CAROLINA

HCP
Holland Consulting Planners, Inc.

www.hcpplanning.com

Holland Consulting Planners, Inc., was established in August, 1987. T. Dale Holland, AICP, is the firm's owner and president. The firm's purpose is to provide comprehensive planning and grant management services to both public and private sector clients. While a range of planning capabilities is provided, the firm's principal focus is on land use planning, land use regulation, development and management of community development projects, and hazard mitigation planning.

The firm currently maintains thirteen (13) full-time staff positions with offices located in Wilmington and Washington, NC. The majority of our staff is located in our Wilmington office, our firm's headquarters. Four (4) of our staff are members of the American Institute of Certified Planners, and have been certified by the NC Division of Coastal Management as Planner-in-Charge for CAMA-funded projects.

The firm has prepared seventeen (17) hazard mitigation plans and over 100 land use and comprehensive plans. Other planning experience includes Geographic Information System (GIS) development and management; and preparation of zoning and subdivision ordinances, sign regulations, urban renewal plans, comprehensive housing strategies, and recreation plans. HCP provides a wide variety of GIS services. We are proficient in ArcGIS software (inclusive of all extensions), as well as the AutoCAD suite of GIS products. We have completed several projects focusing on spatial analysis through the use of GIS products, including demographic, crime, housing, and emergency management studies.

Community Development Block Grant (CDBG) and HOME housing and public works improvements projects have been a significant component of the firm's experience. Since 1987, the firm has successfully managed over 150 housing and public works improvements projects.

The firm has been actively involved in North Carolina's Disaster Recovery Program, including the management of several Hurricane Fran HMGP elevation/acquisition projects, and numerous Hurricane Floyd acquisition/rehabilitation projects. Holland Consulting Planners, Inc., successfully managed the largest residential elevation/retrofitting program ever funded by FEMA (Beaufort County, NC – 1997 through 2002).

The following provides a summary of the capabilities of Holland Consulting Planners, Inc.

- ▶ Preparation of grant applications for housing, public works, and economic development projects
- ▶ Land use planning
- ▶ Comprehensive and growth management plans
- ▶ Code and ordinance preparation
- ▶ Recreation and shoreline access planning
- ▶ Housing planning and needs assessment
- ▶ Administration of community development projects
- ▶ Administration of FEMA-sponsored HMGP elevation/acquisition projects
- ▶ Preparation of environmental reviews
- ▶ Site analysis

Technical Approach

In accordance with the requirements of the county's CDBG application and its Request for Proposals, the following CDBG planning and housing inspection services will be provided by Holland Consulting Planners, Inc. (HCP):

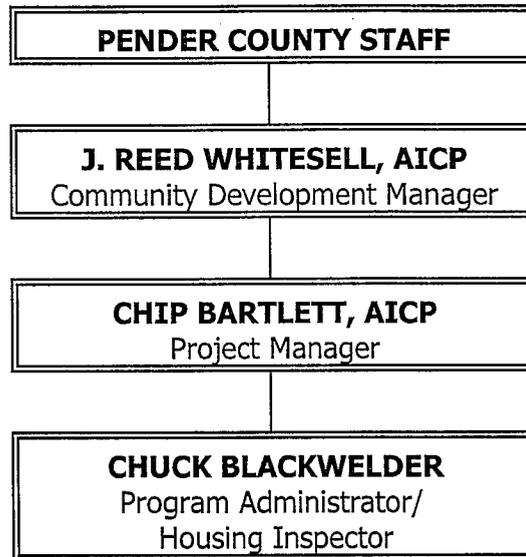
- ▶ Preparation of an FY2010 CDBG-CR application to be submitted to the NC Division of Community Assistance by the approved deadline. Application preparation will include:
 - 1) Completion of windshield surveys in areas of the County with high incidences of substandard housing and on-site water and sewer needs.
 - 2) Identification of target area.
 - 3) Supervision of all DCA-required citizen participation activities for submittal of the CDBG community revitalization application, including attendance at the two required public hearings.
 - 4) Coordination of all engineering services required for preparation of the Preliminary Engineering Report to be included in the final application.
 - 5) Completion of all household surveys and needs assessments/photographs to be included in the project application.
 - 6) Preparation and submittal of a final application for CDBG-CR assistance by the required application deadline.

Schedule

Task	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10
Contract Approved	X					
Hold First Application Public Hearing		X				
Conduct Windshield Surveys for Potential Target Area(s)		X	X			
Conduct Resident Interviews/Income and Need Surveys			X	X		
Identify Final Target Area				X		
Coordinate Public Works Activities/Budget with Engineer				X		
Prepare Draft Application					X	
Hold Second Application Public Hearing						X
Submit Application to DCA						X

Note: This may be adjusted depending upon the application submission schedule.

Organizational Chart



Staff Qualifications

The primary **Holland Consulting Planners, Inc.**, project team will consist of J. Reed Whitesell, AICP, Community Development Manager; Chip Bartlett, AICP, Project Manager; and Chuck Blackwelder, Program Administrator/Housing Inspector.

Reed Whitesell will function as Community Development Manager and will assume ultimate responsibility for responding to concerns of the Board of Commissioners, obtaining application guidelines from and maintaining communication with NC Division of Community Assistance representatives, and providing assistance with target area selection for optimum funding opportunity. As Project Manager, **Chip Bartlett** will prepare all CDBG-CR application documents. He will assume direct responsibility for completion of all application implementation activities, ensuring satisfactory compliance with federal and state guidelines, coordination with the engineer for public works activities, and for maintaining effective liaison between Holland Consulting Planners, Inc., and the Pender County staff.

Chuck Blackwelder will provide the county with significant housing program administration expertise along with extensive housing inspection experience in eastern North Carolina. He will be responsible for inspection of all dwelling units in the target area(s), conducting interviews with the target area residents, completing the income and need survey documentation required for the

Anticipated Hourly Rates/Percentage of Manhours by Staff Member

<u>Staff Position</u>	<u>Hourly Rate</u>	<u>Anticipated Percentage of Total Manhours</u>
J. Reed Whitesell, AICP <i>Community Development Manager</i>	\$110.00	15%
Chip Bartlett <i>Project Manager</i>	\$ 75.00	30%
Chuck Blackwelder <i>Program Administrator/Housing Inspector</i>	\$ 65.00	40%
Clerical/Administrative Support	\$ 50.00	15%
Average Hourly Rate	\$72.50	100%

Note regarding HCP hourly rates:

Hourly rates include travel (mileage and lodging), copying, project overhead expenses, fringe benefits, indirect costs, profit, and *per diem* charges. HCP will not charge separate reimbursable expenses.

***APPENDIX I
RELATED EXPERIENCE***

* *Denotes projects involving selection of scattered site beneficiaries*

Please note that HCP has had no outstanding monitoring findings in any closed projects.

BEAUFORT COUNTY, NC

Paul Spruill, County Manager
121 W. Third Street, Washington, NC 27889
(252) 946-0079

Application Preparation/Project Management

- *FY04 CDBG Scattered Site Program
- *FY05 CDBG Supplemental Assistance Program
- *FY07 CDBG Scattered Site Program
- *Hurricane Isabel HMGP Elevation Program
- *Hurricane Bonnie HMGP Elevation Program
- *Hurricane Floyd HMGP/SARF Acquisition and Relocation Project
- *Hurricane Floyd CHAF Repair and Replacement Program

BLADENBORO, NC

Delane Jackson, Town Administrator
P.O. Box 455, Bladenboro, NC 28320-0455
(910) 863-3655

Application Preparation/Project Management

- *FY04 NCHFA Urgent Repair Program
- FY05 CDBG Housing Development Program

BRUNSWICK COUNTY, NC

Louise McGarva, CD Administrator
Brunswick County Planning Department
P.O. Box 249, Bolivia, NC 28422
(910) 253-2025

General Administration/Project Management

- *FY08 NCHFA Single-Family Rehabilitation Program

CAMDEN COUNTY, NC

Dan Porter, Planning Director
P.O. Box 190, Camden, NC 27921
(252) 338-1919

Application Preparation/Project Management

- *FY05 CDBG Scattered Site Program
- *FY07 NCHFA Single-Family Rehabilitation Program

CHARLOTTE, NC

Diane Adams, Housing Services Supervisor
600 E. Trade Street, Charlotte, NC 28202
(704) 336-2911

Rehabilitation Technical Assistance

Revision of Standard Bid Documents for
Single-Family Development Programs

CHOWAN COUNTY, NC

Elizabeth Bryant, Planning Director
P.O. Box 1030, Edenton, NC 27932
(252) 482-5618

Application Preparation/Project Management

Hurricane Isabel HMGP Elevation/Acquisition Grant
*FY07 NCHFA Single-Family Rehabilitation Program

COLUMBUS COUNTY, NC

Yolanda Abram, Executive Director
North Carolina Redevelopment Center
20325 MSC, Raleigh, NC 27699-0325
(919) 733-2748

Application Preparation/Project Management

*FY05 Crisis Housing Assistance Repair
and Replacement Program

CRAVEN COUNTY, NC

Donald Baumgardner, Planning Director
2828 Neuse Boulevard, New Bern, NC 28560
(252) 636-6618

Application Preparation/Project Management

- *FY03 CDBG Scattered Site Program
- *FY06 CDBG Scattered Site Program
- *Hurricane Floyd HMGP/SARF Acquisition and Relocation Project
- *Hurricane Floyd CHAF Repair and Replacement Program

**HOUSING ASSISTANCE & DISASTER
RECOVERY EXPERIENCE (PAST 5 YEARS)**

PENDER COUNTY, NC

Patrick Davenport, Planning Director
Joey Raczkowski, Former Planning Director
P.O. Box 5, Burgaw, NC 28425
(910) 259-1200

General Administration/Project Management

FY04 CDBG Concentrated Needs Program
*FY05 Crisis Housing Assistance
Repair and Replacement Program
*FY05 CDBG Scattered Site Program

**ROANOKE RAPIDS HOUSING AUTHORITY
ROANOKE RAPIDS, NC**

H. Tillman Long, Executive Director
Roanoke Rapids Housing Authority
Post Office Box 1195, Roanoke Rapids, NC 27870
(252) 537-0552

Application Preparation/Project Management
FY02-06 CDBG Revitalization Strategies Program

General Administration/Project Management

*Hurricane Floyd Crisis Housing Assistance
and HMGP Buyout Programs
Assistance with New Town Urban Renewal Project



ROCKY MOUNT, NC

Ann Wall, Director of Planning and Development
P. O. Box 1180, Rocky Mount, NC 27802
(252) 972-1111

General Administration/Project Management

*Housing Inspection Services and Technical
Assistance for Hurricane Floyd Repair and
Replacement Program
FY2007-2012 Consolidated Plan
"State of the Inner City Neighborhood"
Housing Market Analysis

SAMPSON COUNTY, NC

Sylvia Blinson, Finance Officer
435 Rowan Road, Clinton, NC 28328
(910) 592-6308

Application Preparation/Project Management

*FY04 CDBG Scattered Site Program
*FY08 NCHFA Single-Family Rehabilitation
Program

TYRRELL COUNTY, NC

Mack Carawan, County Administrator
P.O. Box 449, Columbia, NC 27925
(252) 796-1371

Application Preparation/Project Management

*FY03 CDBG Scattered Site Program
*FY06 NCHFA Single-Family Rehabilitation
Program
*FY06 CDBG Scattered Site Program

WASHINGTON, NC

Bobby Roberson, Planning Director
P.O. Box 1988, Washington, NC 27889
(252) 975-9318

Application Preparation/Project Management

FY05 CDBG Housing Development Program
FY07 CDBG Community Revitalization Program

General Administration/Project Management

*Hurricane Floyd HMGP/SARF Acquisition
and Relocation Project
*Hurricane Floyd CHAF Repair and Replacement
Program

WILLIAMSTON, NC

Don Christopher, Town Administrator
P.O. Box 506, Williamston, NC 27892-0506
(252) 792-5142

Application Preparation/Project Management

FY03 CDBG Concentrated Needs Program

APPENDIX II
RESUMÉS

JOHN B. "CHIP" BARTLETT, JR., AICP
Project Manager

PROFESSIONAL AFFILIATIONS:

American Planning Association (APA)
American Institute of Certified Planners (AICP)

EDUCATIONAL BACKGROUND:

B.S. Urban and Regional Planning, 1993
East Carolina University

Completion of 15 hours of coursework in Law and Administration required by the NC Code Officials Qualification Board, 1997

Certification in Safe Work Practices for Lead Hazard Reduction, 2002

Introduction to ARC/GIS 9, 2004

NCHFA-SFR Implementation Workshop, 2007

Community Development Academy, 2003

RELEVANT PROJECT EXPERIENCE:

Town of Ayden, North Carolina
Planning Services

Brunswick County, North Carolina
FY08 NCHFA-SFR Program

Columbus County, North Carolina
2006 Crisis Housing Assistance Program

Craven County, North Carolina
Hurricane Floyd HMGP/SARF Acquisition/Relocation Proj.
Hurricane Floyd Repair and Replacement Program
FY02 CDBG Concentrated Needs Program
FY03 CDBG Scattered Site Program
FY06 CDBG Scattered Site Program

Franklin County, North Carolina
FY05 CDBG Scattered Site Program

Town of Enfield, North Carolina
FY03 CDBG Concentrated Needs Program
FY07 CDBG Community Revitalization Program

Pender County, North Carolina
FY07 CDBG Entrepreneurial Incubator Project
2005 Crisis Housing Assistance Program
FY04 CDBG Concentrated Needs Program
FY05 CDBG Scattered Site Program

Roanoke Rapids, North Carolina
2002-2006 CDBG Revitalization Strategies Program

Sampson County, North Carolina
FY08 NCHFA-SFR Program

City of Whiteville, North Carolina
2002-2006 CDBG Revitalization Strategies Program

Mr. Bartlett earned his B.S. in **Urban and Regional Planning** from East Carolina University. He has worked for Holland Consulting Planners, Inc., since 1996. His principal focus has been on **community development** and management of housing related projects. Other areas of experience include **land use planning** and **zoning/subdivision regulations**. Mr. Bartlett has experience in preparation of **environmental review records and administrative guidelines/policy development**, and general **project compliance/monitoring coordination/labor standards compliance** with various local, state, federal and other governing agencies/authorities for numerous housing rehabilitation/redevelopment projects. He has also provided **planning services** to the Town of Ayden, and has assisted in the preparation of **land use plans** and **subdivision/zoning regulations** for several municipalities. He is a member of the **American Institute of Certified Planners**.

HCP
Holland Consulting Planners, Inc.