



## REQUEST FOR BOARD ACTION

ITEM NO. 9.

**DATE OF MEETING:** June 27, 2011

**REQUESTED BY:** Judith Herring, Director of Housing

**SHORT TITLE:** Resolution Authorizing Professional Services Awards for FY10 CDBG-ER Program

**BACKGROUND:** Pender County was awarded a \$500,000 FY2010 CDBG Economic Recovery Program (CDBG-ER) that proposes to assist (5) low-income owner-occupant households through housing repair or reconstruction.

Several services will be needed during implementation of the program. Request for Proposals were sent out for Legal, Surveying and Asbestos Inspection on April 27, 2011 and the proposals that were received have been reviewed and ranked in accordance with CDBG Requirements by Chip Bartlett (HCP) and Judith Herring. The recommendation memo is attached.

**SPECIFIC ACTION REQUESTED:** The Board is requested to approve the contract awards related to these professional services that will be utilized during the CDBG-ER program.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

RM  
Initial

**RESOLUTION**

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

the Board hereby authorizes the contract awards related these professional services that will be utilized during the CDBG-ER program as follows:

- Legal Services: Pollock and Pollock
- Surveying Services: FW Jones Surveying
- Asbestos Inspections: Keenan Construction & Consulting

The County Commission Chairman is authorized to execute any/all documents necessary to implement this resolution.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Brown \_\_\_ Tate \_\_\_ Rivenbark \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Chairman      Date

\_\_\_\_\_  
ATTEST      Date

## MEMORANDUM

To: Judith Herring, Housing Director  
From: Chip Bartlett, AICP, CDBG Program Administrator  
Date: May 31, 2011  
Re: Selection of Legal, Surveying and Asbestos Inspection Services for the FY10 CDBG Economic Recovery Program (CDBG-ER)

### Legal

A Request for Proposals for Legal Services for the county's FY10 CDBG-ER Program was mailed on April 27, 2011, to the following firms: Moore & Kennan, Ray Blackburn, Jr, Tonya Lacewell-Turner, Biberstein & Nunalee, Kent & Harrell, Pollock & Pollock and Carl Thurman, III. Two proposals were received which were from Biberstein & Nunalee and Pollock & Pollock.

Both legal firms that submitted proposals possess the experience needed to provide the title searches. In regards to rates, Biberstein & Nunalee proposed a title search fee of \$350 each with general legal services at \$275/hour. The most cost effective rates were provided by Pollock and Pollock's which include \$350 per title search with general legal services at \$175/hour.

Based on these factors, we recommend award of the FY10 CDBG-ER Surveying Services Contract to Pollock & Pollock.

### Surveying

A Request for Proposals for Surveying Services for the county's FY10 CDBG-ER Program was mailed on April 27, 2011, to the following firms: Weston Lyall, Linda Humphrey, SEPI Engineering, Brent Whitfield and Associates, FW Jones Surveying, JF Johnson Surveying, Robert Goslee and Assoc., Southern Engineering Services, Talbot Land Survey and William Blake. Four proposals were received which were from Weston Lyall, JF Johnson Surveying, FW Jones Surveying and Robert Goslee & Assoc.

All surveyors that submitted proposals possess the experience and knowledge needed to complete the surveys required for the County's program. The most cost-effective rates were submitted by FW Jones at \$100 per hour for surveying crew and \$60 per hour for office time (deed research, mapping).

Based on these factors, we recommend award of the FY010 CDBG-ER Surveying Services Contract to FW Jones Surveying.

### **Asbestos Inspection**

A Request for Proposals for Asbestos Inspection Services for the county's FY10 CDBG-ER Program was mailed on April 27, 2011, to the following firms: ECS Limited, Atlantic Shores Environmental Services, S&ME, Air Quality Analytical, Bradford Environmental, Keenan Const. & Consulting, Phoenix Enviro Corp and Precision Environmental, Inc. Four proposals were received which were from ECS Carolinas, Keenan Const. & Consulting, Precision Environmental and Atlantic Shores Environmental.

All inspection firms that submitted proposals possess the experience and state certification needed to complete the inspections required for the County's program. The most cost-effective rates were submitted by George Keenan at \$245 per home inspection fee plus an additional per sample fee of \$8.00.

Based on these factors, we recommend award of the FY010 CDBG-ER Asbestos Inspection Services Contract to Keenan Const. & Consulting.