REQUEST FOR BOARD ACTION

ITEM NO. 3.

DATE OF MEETING: January 3, 2012

REQUESTED BY: Judith Herring, Director of Housing

SHORT TITLE: Resolution to Authorize a Contract and Purchase Order for FY 2011 CDBG-SS Housing Grant Administrative Application and Preparation of a 2011CDBG-Scattered Site Housing Grant Application to Holland Consulting Planners, Inc.

BACKGROUND: Pender County is applying for a FY 2011 CDBG Scattered Site Housing Grant to be funded by the NC Division of Community Assistance through the US Department of Housing and Urban Development. The grant, if awarded, is $400,000, 100% of which is financed with CDBG funds. The project will require attendance at public hearings, outreach and application services from a firm to assist the County in administering the project.

The County has solicited Requests for Proposals (RFPs), including advertising in the local government news section and direct mailing to thirteen firms experienced in CDBG administration. Three proposals were received and evaluated. A copy of the evaluation is attached.

The cost of grant application preparation is capped at $3,500 by CDBG program guidelines. The total cost of application and preparation services is capped at $7,000. The fees are paid from the Administrative fees allowed by the CDBG program.

The firm of Holland Consulting Planners, Inc. is recommended for the services, based on their experience and success with the CDBG grant applications and administration process as well as specific experience and knowledge of Pender County.

SPECIFIC ACTION REQUESTED: To consider a resolution authorizing a contract and purchase order for preparation of a FY 2011 CDBG-SS grant application, to Holland Consulting Planners, Inc.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

Initial

RESOLUTION

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

the Board hereby authorizes a contract with and a purchase order to Holland Consulting Planners, Inc. preparation of a 2011 CDBG-Scattered Site Housing grant application. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

Budget Account 660-405404 Consultants

AMENDMENTS:

MOVED_____ SECONDED_____

APPROVED_____ DENIED_____UNANIMOUS

YEA VOTES: Brown___ Tate ___ Rivenbark ___ Ward___Williams ___

George R. Brown, Jr., Chairman Date

ATTEST Date

PROPOSAL EVALUATION

Pender County 2011 CDBG-SS Grant

Application Services

Criteria:	**Firm** Holland Consulting	**Firm** K L Brown & Assoc.	**Firm** The Wooten Co.
1. Technical Approach/Project Schedule (25 points)	25	25	25
2. Experience of Proposed Personnel (25 points)	25	20	25
3. Prior Relative Experience (20 points)	20	10	20
4. Responsive to Client Needs (15 points)	15	5	10
5. Fee Schedule (15 points)	11	15	12
Total Points:	96	75	92

Notes:

a) Holland and Wooten are very qualified, have great reputations, and have considerable CDBG consulting experience. K L Brown has experienced partners but did not provide documentation of specific relevant projects.

b) All three firms have technical ability in terms of CDBG administration. Holland has demonstrated more experience in Pender County their proposal.

c) K L Brown & Associates principal staff has specific experience working in County government. Both Holland and Wooten Company personnel have significant experience with the CDBG application process. Holland appears to have more experience specifically in Pender County.

d) All three firms fee proposal included fixed hourly rates. Two included a not-to-exceed cap of $7,000 in their proposals. However CDBG guidelines limit the cost for application preparation services to $3,500, with a cap for all planning services of $7,000. Therefore the cap on charges is built into the grant.

e) Holland and Wooten Company have experience in grant writing and a well developed technical approach to project development. K L Brown & Associates has grant writing experience but did not fully demonstrate experience related to housing projects.

Rating Conducted By: J Herring

Date: 12/7/11