



REQUEST FOR BOARD ACTION

ITEM NO. 12.

DATE OF MEETING: May 21, 2012

REQUESTED BY: Judith Herring, Housing Authority Director

SHORT TITLE: Resolution Requesting Approval of Amendment No. 1 to Holland Consulting Planners, Inc.'s Contract for CDBG Economic Recovery (CDBG-ER) Program Administration

BACKGROUND: The County has a contract with Holland Consulting Planners, Inc. (HCP), to perform administration and service delivery for the county's FY2010 CDBG-ER Program. HCP is requesting a contract amendment in the amount of \$9,000 to cover additional services for grant program administration. The additional cost will be covered from CDBG-ER funds.

The additional services are associated with the following which were beyond the contractor's control: change in program beneficiaries and alternates (two primary beneficiaries and one alternate beneficiary died just prior to closing, after homes had been inspected, write-ups prepared, bids opened and awarded); delay in obtaining septic permit for Walker dwelling unit; preparation and submittal of program amendment; preparation and submittal of a Environmental Review Record as a result of addition of dwelling unit for moderate rehabilitation; and service delivery associated with addition of the rehabilitation unit through program amendment.

SPECIFIC ACTION REQUESTED: Approve HCP contract amendment to cover additional services for the FY2010 CDBG-ER program.

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 approves Holland Consulting Planners Inc.'s contract amendment to cover additional services for the FY 2010 CDBG-ER program. The Chairman/County Manager 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



Holland Consulting Planners, Inc.

MEMORANDUM

May 4, 2012

TO: Judith Herring, Pender County Housing Authority Director

FROM: T. Dale Holland, AICP 

SUBJ: FY10 CDBG Economic Recovery Program
Request for Contract Amendment

Attached is Amendment No. 1 to Holland Consulting Planners' (HCP) Contract for Consultant Services with Pender County, dated April 18, 2011, for your review and Board of Commissioners' approval. HCP is requesting a \$9,000 increase in contract amount (from \$61,500 to \$70,000) to be paid entirely with CDBG funds. Please review the following information in support of the contract amendment.

Background/Project Status

The county has received FY10 Community Development Block Grant (CDBG) Economic Recovery (ER) Program funds in the amount of \$500,000. The original scope of work for the project included clearance of five dilapidated dwelling units, reconstruction of standard dwelling units for five low-income households; and rehabilitation of one low-income occupied dwelling unit.

Construction is complete for three of the five units scheduled for reconstruction and one unit is underway. Construction for the rehabilitation is also underway.

Reasons for Contract Amendment Request

The project has faced significant changes and unexpected delays as follows:

- Two of the beneficiaries (Units #2 [E. Lewis] and #5 [M. Shepard]) died just prior to closing on the units. The home had been inspected, write-ups had been prepared, and the units had been bid and awarded.
- Although there were two alternate beneficiary households identified for the project, Alternate #1 [C. Lewis] also passed away prior to being able to proceed with reconstruction.
- Multiple difficulties were experienced with Alternate #2 (E. Walker), i.e., delayed attempts on the part of the homeowner to accomplish getting paperwork signed; delay on the part of the homeowner to clean up trash piles on the lot; and delay in obtaining the septic tank permit from County Environmental Health.

Memo to Judith Herring
May 4, 2012
Page 2

There are surplus funds available to complete an additional rehabilitation unit. In order to add a beneficiary to the project scope, a program amendment must be submitted to NC Division of Community Investment and Assistance. Additional reasons for an amendment to HCP's contract are listed below:

- Review of budget and candidates for moderate rehabilitation; preparation of public hearing documentation, preparation of program amendment, and submittal of program amendment to NC Division of Community Investment and Assistance.
- Preparation of new Environmental Review Record as a result of program amendment. Environmental reviews are site-driven; thus, the additional rehabilitation will make the new environmental review necessary. The Environmental Review will be accomplished in accordance with the requirements of G. S. 113A-1, the North Carolina Environmental Policy Act of 1971.

Time Extension

Although we are requesting a *contract* time extension from May, 2012, to October, 2012, in order to complete the work as detailed above and to submit closeout documents, a grant project time extension is not necessary as we are well within the prescribed time limits of the program. The grant agreement for the program dictates that funds must be expended by September 14, 2013, and project must be closed out by December 14, 2013.

We appreciate the opportunity to work with Pender County toward the successful completion of this much needed project. Please contact me at (910) 392-0060 if you have any questions.

TDH:jgm
Att.

AMENDMENT NO. 1
CONTRACT FOR CONSULTANT SERVICES

THE AGREEMENT dated April 18, 2011, between PENDER COUNTY, NORTH CAROLINA, hereinafter called the County, and HOLLAND CONSULTING PLANNERS, INC., hereinafter called the Consultant, is hereby amended as follows:

The County agrees to increase the contract amount from \$61,500 to \$70,500 (+\$9,000) to compensate the Consultant for administering the following services related to the County's Community Development Block Grant (CDBG) Economic Recovery (ER) Project:

- Changes in beneficiary households due to deaths of beneficiaries.
- Delays associated with alternate house reconstruction including clearance of debris on property and delay in obtaining septic tank permit.
- Preparation of program amendment for additional rehabilitation unit.
- Preparation of Environmental Review Record for additional rehabilitation unit.
- Administration and service delivery associated with additional rehabilitation unit.

The County agrees to extend the time for completion of the above stated activities to October 2012. The increased contract amount will be paid in monthly installments, beginning May 2012, based on actual hourly charges accrued. Hourly rates shall be based on the rates included in the original Contract for Consultant Services, dated April 18, 2011.

The County and Consultant each binds himself, his partners, successors, executors, administrators, and assigns to the other party to the agreements, and to the partners, successors, executors, administrators, and assigns of each other party in respect to all covenants of the Amended Agreement.

~~The County and the Consultant hereby agree to the full performance of the covenants contained herein.~~

IN WITNESS HEREOF, they have executed this amendment, this 21st day of May, 2012.

HOLLAND CONSULTING PLANNERS, INC.

PENDER COUNTY, NC

T. Dale Holland, AICP

George N. Brown, Chairman
Pender County Board of Commissioners

Witness

Clerk to the Board

This contract has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

(SEAL)

Date