



## REQUEST FOR BOARD ACTION

ITEM NO. 21

**DATE OF MEETING:** July 23, 2012

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

**SHORT TITLE:** Resolution Authorizing Contract for Administrative Services for FY 11/12 CDBG-SSH Program to Holland Consulting Planners, Inc (HCP), Contingent upon Approval of Non-competitive Negotiation Procurement by the Division of Community investment and Assistance.

**BACKGROUND:** Pender County was awarded a \$400,000 FY2011 (11/12) CDBG Scattered Site housing Grant (CDBG-SSH) that proposes to assist (4) low-income owner-occupant households through housing reconstruction /repair.

Administrative services will be needed to implement the program. Requests for Proposals were sent out for Administrative Services on May 23, May 30 and June 10, 2012. One proposal, from Holland Consulting Planners, was received and has been reviewed.

The total cost for application, planning and administrative services is not to exceed \$52,500. Costs for administrative services are to be paid from the grant.

**SPECIFIC ACTION REQUESTED:** To consider a resolution authorizing approval of the contract award to to Holland Consulting Planners, Inc., contingent upon approval of non-competitive negotiation procurement by the Division of Community Investment and Assistance.

**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 the contract awards to Holland Consulting Planners, contingent upon approval of non-competitive negotiation procurement by the Division of Community Investment and Assistance. The County Manager is authorized to execute any and all documents necessary to implement this resolution.

**AMENDMENTS:**

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

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

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

\_\_\_\_\_  
George R. Brown, Chairman 7/23/12  
Date

\_\_\_\_\_  
ATTEST 7/23/12  
Date