



REQUEST FOR BOARD ACTION

ITEM NO. 13.

DATE OF MEETING: September 17, 2012

REQUESTED BY: Judith Herring, Director of Housing

SHORT TITLE: Resolution Authorizing Contract Awards for Professional Services for 2011 CDBG-Scattered Site Housing Program.

BACKGROUND: Pender County was awarded a \$400,000 FY2011 CDBG Scattered Site Housing Grant (CDBG-SSH) from the North Carolina Division of Community investment and Assistance. The purpose of the grant is to assist (4) low-to-moderate income owner-occupant households living in severely deteriorated housing at scattered locations throughout the County. Several services will be needed during implementation of the program. Requests for Proposals were sent out for Legal, Surveying and Asbestos Inspection on August 8, 2012 and the proposals that were received have been reviewed and ranked in accordance with CDBG Requirements by Holland Consulting Planners, the County's Contractor Grant Administrator. The recommendation memo is attached.

SPECIFIC ACTION REQUESTED: To consider approval of the contract awards related to the professional services that will be utilized during the 2011 CDBG-SSH 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 authorizes the contract awards related these professional services that will be utilized during the CDBG-SSH program as follows:

- Legal Services: Pollock & Pollock
- Surveying Services: F. W. Jones Surveying Company
- Asbestos Inspections: Keenan Construction & Consulting

The County Commission Chairman and the County Manager are authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

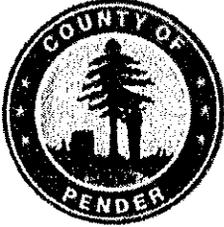
MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

George R. Brown, Chairman 9/17/12
Date

ATTEST 9/17/12
Date



MEMORANDUM

To: Judith Herring, Housing Director
From: Chip Bartlett, AICP, CDBG Program Administrator *cm*
Date: September 4, 2012
Re: Selection of Legal, Surveying and Asbestos Inspection Services for the FY11 CDBG Scattered Site Program

Legal

A Request for Proposals for Legal Services for the county's FY11 CDBG Program was mailed out on August 8, 2012. Four proposals were received by the August 24th deadline: Biberstein & Nunalee, Sheila, Harris and Aus, P.C., Pollock & Pollock and Moore & Kenan.

Although all firms appear capable of providing legal services related to grant based housing programs, Pollock & Pollock has successfully assisted Pender County with their last four CDBG Programs. In addition their fee proposal of \$350 per title opinion and \$175 per hour legal services is the most cost effective of those received. Therefore we recommend award of the FY11 CDBG Legal Services Contract to Pollock & Pollock.

Surveying

A Request for Proposals for Surveying Services for the county's FY11 CDBG Program was mailed out August 8, 2012. Four proposals were received by the August 24th deadline: Weston Lyall, F.W. Jones, Riley Surveying and Robert H. 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 F.W. Jones at \$100 per hour for main surveyor with two rod men and \$60 per hour for office time.

Based on these factors, we recommend award of the FY11 CDBG Surveying Services Contract to F.W. Jones Surveying Company.

Asbestos Inspection

A Request for Proposals for Asbestos Inspection Services for the county's FY11 CDBG Program was mailed out August 8, 2012. Eight proposals were received by the August 24th deadline: Phoenix Envirocorp, Atlantic Shores Environmental Services, Precision Environmental, ECS Carolinas, Keenan Construction & Consulting, EI Group, Froeling & Robertson and Blue Ridge Geological Services.

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 Keenan Construction & Consulting at \$250 per unit inspection fee plus an additional per sample fee of \$8.00.

Based on these factors, we recommend award of the FY11 CDBG Asbestos Inspection Services Contract to Keenan Construction & Consulting.