

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: April 18, 2012

SUBJECT: Proposal for Engineering Services for Talley Drive Community Development Project

PRESENTER: Anthony W. Starr, AICP, Planning Director

ATTACHMENTS: 1. None

SUMMARY OF REQUEST:

Henderson County received an \$850,000 CDBG Community Revitalization grant (#09-C-2066) from the NC Department of Commerce, Division of Community Investment and Assistance to provide street and drainage improvements and replace/rehabilitate six homes in the Talley Drive neighborhood. The project work includes the grading and paving of Talley Drive with associated drainage improvements.

The project requires engineering services to design the street improvements. As part of the procurement requirements associated with the grant and state law, the Planning Department released and advertised a Request for Qualifications (RFQ) for Engineering Services. On February 15, 2012, the Board selected McGill Associates and directed staff to negotiate terms of service with McGill Associates. McGill Associates provided a proposal for engineering services that includes a fee for engineering & construction administration services in the amount of \$35,800 (plus \$500 for each easement plat required).

McGill Associates provided a detailed proposal with a scope of work that includes surveying, design, permitting, bidding, construction and administrative services. The proposal appears complete and covers the necessary scope of work.

The Board previously reviewed this project and approved the grant application. No County matching funds are associated with the grant.

BOARD ACTION REQUESTED:

Planning Staff requests that the Board approve the Engineering services contract for the Talley Drive Community Revitalization project for the amount of \$35,800 and authorize the Planning Director to execute the necessary documents to proceed with the project.

Suggested Motion:

I move that the Board approve the McGill Associates proposal for engineering services for the Talley Drive Community Revitalization project for the amount of \$35,800, plus \$500 for each easement plat, and authorize the Planning Director to execute the necessary documents. I further move that Planning Director is authorized to change the scope of engineering services, if it becomes necessary, provided that the change remains at or below the approved project budget.