

BOARD OF ALDERMEN

ITEM NO. C(4)

AGENDA ITEM ABSTRACT

MEETING DATE: October 16, 2012

TITLE: Execute Contract for Consulting Services for CDBG Small Business and Entrepreneurial Program for Roberson Street Sewer

DEPARTMENT: Economic and Community Development	PUBLIC HEARING: NO
ATTACHMENTS: A. Resolution authorizing the Town Manager to enter into a contract with Holland Consulting Planners	FOR INFORMATION CONTACT: Annette D. Stone, AICP Economic and Community Development Director

PURPOSE:

The purpose of the agenda item is for the Board to authorize the Manager to enter into a contract for consulting services with Holland Consulting Planners, Inc. to administer the Community Development Block Grant Funds from the NC Department of Commerce, Community Investment and Assistance under the Small Business and Entrepreneurial Program for the Roberson Street Sewer Project.

INFORMATION:

The Town of Carrboro has accepted a grant in the amount of \$171,000 from the NC Department of Commerce under the Community Development Block Grant Program’s Small Business and Entrepreneurial Program. This grant will be used to extend the OWASA public sewer main from Maple Street over to Roberson Street to serve the 100 block of East Main Street. Extension of this public sewer main will ensure the continued viability of the businesses in the area. This block of buildings houses 22 businesses and approximately 140 employees. ACME Food and Beverage is the largest employer with 40 employees and will be considered the main beneficiary of the grant funds for CDBG grant. Funding for this project will result in minimum job retention of 8 employees. The total project cost, including \$5000 for creating an entrepreneurial environment, is projected to be \$238,600.00.

In order to ensure the Town’s compliance with all state and federal regulations for administration of the grant funds staff solicited proposals from three (3) qualified consultant firms. Based on evaluation of those proposals and overall qualifications of the firms, Holland Consulting Planners is recommended to be retained to assist the Town staff with administration of the CDBG – SBEA Roberson Street Sewer project.

FISCAL IMPACT:

The total cost of the contract with Holland Consulting Planners is 7,100.00. A total of \$15,600 is authorized in the grant award budget for administration and planning.

RECOMMENDATION:

Staff recommends the Board adopt the attached resolution authorizing the Town Manager to enter into a contract with Holland Consulting Planners and subsequent amendments for the administration and planning of the CDBG-SBEA Grant.