



## Legislation Text

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**File #:** 17-561, **Version:** 1

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**TITLE:**

Request to Authorize Manager to Enter into a Contract with Summit Design and Engineering Services for Hazard Mitigation Grant Program (HMGP) Administration.

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider authorizing the Manager to enter into a contract for HMGP Grant Administration.

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** Marty Roupe, Development Review Administrator, [mroupe@townofcarrboro.org](mailto:mroupe@townofcarrboro.org) <<mailto:mroupe@townofcarrboro.org>>, 919-918-7333, Trish McGuire, Planning Director, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org) <<mailto:pmcguire@townofcarrboro.org>>, 919-918-7327, Arche McAdoo, Finance Director, [amcadoo@townofcarrboro.org](mailto:amcadoo@townofcarrboro.org) <<mailto:amcadoo@townofcarrboro.org>>, 919-918-7439

**INFORMATION:** In 2016, the Town was awarded a grant by State of North Carolina, Department of Public Safety, Division of Emergency Management to elevate two homes at 400 Lorraine Street and 403 Lorraine Street. Following receipt of the grant, staff developed a Request for Qualifications (RFQ) to hire a qualified consulting firm to assist with pre-construction /design services, bidding services, construction administration and grant compliance monitoring.

The Town received a submittal package from one qualified firm, Summit Design and Engineering Services. The Board is requested to adopt the attached resolution authorizing the Manager to enter into a contract for services up to \$20,000. Costs associated with the project will be reimbursed to the Town through the Grant program with a combination of both Federal and State of North Carolina funds covering one hundred percent of costs associated with the project.

**FISCAL & STAFF IMPACT:** All costs associated with the project will be reimbursed to the Town through the Grant program with a combination of both Federal and State of North Carolina funds covering one hundred percent of costs associated with the project.

**RECOMMENDATION:** Staff recommends that the Board adopt the attached resolution authorizing the Town Manager to enter into a contract with Summit Design and Engineering Services in an amount up to \$20,000.