

**GORDON COUNTY, GEORGIA
MEMORANDUM**

To: Board of County Commissioners
From: Randall Dowling, County Administrator
Subject: Selection of a Grant Writer/Administrator and Architect to Prepare a 2014 Community Development Block Grant (CDBG) Application for the George Chambers Resource Center
Date: August 1, 2013

The Board approved preparing and submitting a 2014 Community Development Block Grant (CDBG) application for the George Chambers Resource Center during the commission meeting of June 4, 2013. Therefore, county staff solicited for written proposals from qualified grant writers/administrators and architects to prepare a \$500,000 grant application and submit it to the Georgia Department of Community Affairs prior to the April 1, 2014 deadline. RFP documents were prepared and distributed to potential grant writers and architects, posted on the county's web site, and an Invitation to Bid announcement was published in the Calhoun Times on June 12, 2013. The deadline to submit responses was July 31, 2013 at 2:00 p.m. County staff opened the responses at that time in a public bid opening. Below were the responding firms:

Grant Writer/Administrator

- Northwest Georgia Administrative Services – Carrollton, GA

Project Architect

- Killian Clark Partnership, Inc. – Ringgold, GA
- Gardner, Spencer, Smith, Tench, & Jarbeau – Atlanta, GA
- Moreland Altobelli Associates – Marietta, GA
- Sutton Architectural Services, Inc. – Canton, GA

Commissioner Sexton has expressed in the past that the Board as a whole needs to evaluate and select the above two professionals. Taking that into consideration, I will schedule the above five firms and the user agency to attend the August 20, 2013 commission meeting beginning at 1:00 p.m. to present their qualifications. After the presentations, the Board, staff, and the user agency can make a selection.

Attachment 1) Evaluation Guideline and Evaluation Sheet
Attachment 2) Proposals from the Five Firms
Attachment 3) Attorney Certifications

EVALUATION GUIDELINE

Note: The criteria below are negative factors and the accumulated points are to be deducted from the maximum score of 100.

QUALIFICATIONS

1. Less than five years as an (architect/engineer) -5 points
2. Less than ten years as an (architect/engineer) -2 points
3. Business is less than two years old -1 point
4. Architecture/engineering is not primary discipline -3 points
5. Architecture/engineering is NOT done in house -5 points
6. Approach is not adequately described -2 points
7. Approach is not described at all when requested -4 points
8. Inadequate information on firm -3 points
9. Did not address other disciplines to be used -2 points

EXPERIENCE

1. No other EXACT projects experienced -3 points
2. No other SIMILAR PROJECTS experienced -2 points
3. No CDBG experience -4 points
4. Limited CDBG experience -2 points

REPUTATION

1. Poor reference received -5 points
2. Poor reference received but countered with good report -2 points
3. Reference considered subject only "adequate" -1 point

TIMELINESS

1. Office is over one hour away -2 points
2. Office is between 20 minutes and 60 minutes away -1 point
3. Cannot start within 30 days of contract signing -3 points
4. Present workload and/or beginning time not addressed -2 points
5. Time frame of project not offered (even if not requested) -2 points

INTANGIBLES

1. Insurance -1 point
2. Little or no interest shown (visits to site etc.) -2 points
3. Attitude -2 points
4. Professionalism -3 points
5. Previous knowledge of individual and/or work ___ points (*open*)
6. Not familiar with project ___ points (*open*)
7. Other factors (list below) ___ points (*open*)

- ___ points

- ___ points

- ___ points

**GORDON COUNTY, GEORGIA
2014 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
ATTORNEY CERTIFICATION**

It is my opinion, as attorney for Gordon County, Georgia, that procurement requirements were met in the process used to select a grant writer/administrator for the 2014 Community Development Block Grant project.

It is my opinion that upon award of a grant by the Georgia Department of Community Affairs, the Gordon County Board of Commissioners can proceed with the execution of a contract for grant writing and administration services with the party recommended as a result of the evaluation process.

Suzanne Hutchinson, Gordon County Attorney

Date

Printed Name and Title

**GORDON COUNTY, GEORGIA
2014 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
ATTORNEY CERTIFICATION**

It is my opinion, as attorney for Gordon County, Georgia, that procurement requirements were met in the process used to select an architect for the 2014 Community Development Block Grant project.

It is my opinion that upon award of a grant by the Georgia Department of Community Affairs, the Gordon County Board of Commissioners can proceed with the execution of a contract for architectural services with the party recommended as a result of the evaluation process.

Suzanne Hutchinson, Gordon County Attorney

Date

Printed Name and Title