

CITY COUNCIL
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City of Hogansville



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Lisa Kelly, Assistant City Manager
Alex Dixon, City Attorney

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COUNCIL ACTION FORM

MEETING DATE: August 3, 2020

SUBMITTED BY: Jonathan Lynn 

AGENDA TITLE: 2021 Community Development Block Grant Writer and Engineer

CLASSIFICATION (City Attorney must approve all ordinances, resolutions and contracts as to form)

- | | | | |
|--|-------------------------------------|---|---|
| <input type="checkbox"/> Ordinance (No. ____) | <input type="checkbox"/> Contract | <input type="checkbox"/> Information Only | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> Resolution (No. ____) | <input type="checkbox"/> Ceremonial | <input checked="" type="checkbox"/> Discussion/Action | <input type="checkbox"/> Other |

BACKGROUND (Includes description, background, and justification)

2021 CDBG applications will be due 5-1-21. Hogansville can receive up to \$750,000 in grant funds from this competitive program. These grants are to benefit low-moderate income residents. The City recently advertised for interested grant writers and engineers for the 2021 application, which would be for water system improvements on the West Side. This consultant opportunity was advertised on the City website, GA Local Government Access website, GA Procurement Registry and sent to a list of consultants. One grant writer – Allen-Smith Consulting, and two engineering firms – Turnipseed Engineers and Falcon Design – submitted proposals. City staff reviewed the three submittals and are recommending that the City contract with Allen-Smith Consulting and Turnipseed Engineers to prepare, submit, design and manage this grant, as they did for Hogansville’s CDBG’s that were funded in 2011, 2013, 2015, 2017 and 2019.

BUDGETING & FINANCIAL IMPACT (Includes project costs and funding sources)

Grant would be \$750,000 if funded, with a \$22,500 required local match. Allen-Smith would charge a \$10,000 grant writing fee and 6% of the grant amount for grant administration. Turnipseed would charge 8.5% of the grant amount for design, and 3.5% for construction observation. 12% for design and construction observation, and 6% for grant administration are allowable project costs that can be taken from the grant, if funded.

STAFF RECOMMENDATION (Include possible options for consideration)

Staff recommends that the City contract with Allen Smith Consulting and Turnipseed Engineers to prepare, design and manage a 2021 Community Development Block grant for water system improvements on the West Side. This same grant/writer team successfully secured, designed and managed CDBG grants for Hogansville in 2011, 2013, 2015, 2017 and 2019. The two firms are well qualified and their fees are competitive.