

**RESOLUTION**

**19-003**

**A RESOLUTION AUTHORIZING THE  
MAYOR TO REQUEST ADMINISTRATIVE  
CONSULTANT'S PROPOSAL FOR SERVICES**

WHEREAS, the Town of Homer intends to apply for funding under the Louisiana Community Development Block Grant (LCDBG) program in order to make public facility improvements;

NOW, THEREFORE, BE IT RESOLVED that the Mayor or his designated representative is hereby authorized to request proposals for professional services from administrative consultants on the above referenced project as soon as possible, and to execute a contract for LCDBG administrative consultant's services with the firm that scores highest in the selection process. Points shall be assigned to each firm submitting a proposal based upon the following criteria:

- (1) Educational background of project manager who will be assigned to project (10 points maximum) – 10 points shall be awarded to managers who have a College degree; 7 points to managers who have an Associate degree; 4 points to managers who have a high school diploma.
- (2) Firm's experience in administering LCDBG projects during the last four calendar years (10 points maximum) – 10 points shall be awarded to firms who have administered more than 5 LCDBG projects; 5 points to firms who have administered 1 - 5 LCDBG projects; 0 points to firms who have never administered LCDBG projects.
- (3) Length of time the firm has been in business (10 points maximum) – 10 points shall be awarded to firms who have been in business over 10 years; 5 points to firms who have been in business 5 to 10 years; 1 point to firms who have been in business less than 5 years.
- (4) Proximity of firm to local governing body (10 points maximum) - 10 points for firms located less than 100 miles away; 5 points for firms located 100 miles away or more.
- (5) Price Consideration (10 points maximum) – 10 points shall be awarded to the firm whose price proposal is less than \$25,000; 7 points shall be awarded to the firm whose price proposal is between \$25,000 and \$30,000; 5 points shall be awarded to the firm whose price proposal is between \$30,001 and \$35,000; 2 points shall be awarded to the firm whose price proposal is more than \$35,000.

Points will be awarded from zero to ten for each category, to firms submitting statements of qualifications in accordance with the points system described above, by the Mayor or his designee. In the event of a tie, 1 point will be awarded to the firm which the Town of Homer believes will best represent its interests. Negotiations with the firm receiving the highest number of points shall begin immediately.

**CERTIFICATE**

I, Shenika Wright, Clerk of the Town of Homer, hereby certify that the above constitutes a true and accurate copy of a Resolution, which UPON MOTION of Councilman Rich \_\_\_\_\_, and seconded by Councilwoman Hardaway \_\_\_\_\_, was adopted by the following Yea and Nay vote:

YEA: 5

NAY: 0

ABSENT: 0

and the same was declared adopted by the Mayor this 11th day of March, 2019.

  
\_\_\_\_\_  
Shenika Wright, Clerk  
Homer, Louisiana