

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT Professional Selection Committee | MINUTES

Meeting date | time 11/13/2018 | 2:00pm | Meeting location Mayor's Office

Meeting called by	Stephen Chambers	Jerry Ford	Tommy McFarland
Type of meeting	THDA Home Service Applicants	Steve Burrow	
Facilitator	Stephen Chambers	Stephen Chambers	
Note taker	Amy Thomas	Amy Thomas	

AGENDA TOPICS

Agenda topic 2019 CDBG Project Overview

The Community Development Block Grant is one of the longest-running programs of the U.S. Department of Housing and Urban Development, funds local community development activities such as affordable housing, anti-poverty programs, and infrastructure development

Discussion – Per previous conversation with Fay Leonard, project would more than likely be for the Water Department. Projects could include: water loss, laying lines in underserved areas, a pump station on Kelley Lane. Other upcoming projects were discussed by Tommy McFarland.

Agenda topic Assessing Administration Firms

Requests for qualifications were sent out to Cauthen Consulting, Community Development Consultants, and to Vantage Consulting. Vantage Consulting was the only firm to submit qualifications to be considered for this project. Due to being the only candidate for this evaluation, **Vantage Consulting** was selected as the grant administer for the 2019 CDBG Project.

Motion: Steve Burrow made the motion to approve Vantage Consulting as the grant administration firm for the 2019 CDBG project. Seconded by Jerry Ford. **Motion Passed**

Agenda topic Assessing Engineering Services

Requests for qualifications were sent out to several firms with six (6) firms responding with packets and one firm declining consideration. The engineering firm will be tasked with assessing the needs of the county and estimating the expense of the selected project.

Discussion – Jerry Ford asked for input from others in the meeting on what they knew of the those that responded. Tommy McFarland has worked with GRW and Warren. Some employees that are currently with Warren have previous experience with Barge & Waggoner. Barge & Waggoner does a great job but is expensive. Mayor has previous experience working with GMC with the Four Lake/TCEA group. It was thought that the job was not done properly, and the firm had to take measures to redo some of the project areas.

It was noted that Warren has done projects in Smith County, but no one in the room had first hand experience with this firm.

Tommy McFarland asked if the Water Utility Board could weigh in on this issue. Due to the grant application deadline, it was decided that the committee could not wait for the next Water Utility Board meeting to make the decision.

Scoring

Firm	Stephen Chambers	Jerry Ford	Steve Burrow	Average Score
Barge & Waggoner	73	0	64	46
GMC	73	0	60	44
Mid-Tenn Engineering	90	69	76	78
GRW	83	0	71	51
Warren & Associates	82	52	75	70
HMB	83	0	69	51

Motion: Steve Burrow made the motion to approve highest scored firm – Mid-Tenn Engineering with an average score of 78 out of a total 100 points. Seconded by Jerry Ford. **Motion Passed**

With no further business, the Professional Services Selection Committee adjourned at 3:00pm by Stephen Chambers.