



*Over 30 Years of Service
Established 1987*

MEMORANDUM

To: Town of Morehead City City Council
From: C. Ryan Cox, CFM, Project Manager 
Date: September 30, 2020
Re: Selection of Professional Services for the CDBG-NR Program

Background

The Town of Morehead City has received CDBG Neighborhood Revitalization Program funds to assist low-to-moderate income individuals through rehabilitation or reconstruction. In May 2020, we solicited proposals from several firms to provide the surveying, legal, asbestos inspection, and LBP inspection services required to implement the CDBG-NR program. The RFP was also advertised in The Carteret County News Times and posted on the NC Office of Historically Underutilized Businesses website. No responses were received for legal services, and only one response was received for surveying services. A second request for proposals/qualifications will be prepared. We have reviewed all the proposals received for asbestos inspection and LBP inspection services and we are providing the City Council with the following recommendations for contract awards.

Asbestos Inspection Services

Proposals were received from:

- WF Bulow Inspections – Ayden, NC
- Overman's Consulting & Asbestos Services – Elizabeth City, NC
- Keenan Construction & Consulting Co. – Wilmington, NC
- The EI Group, Inc. – Morrisville, NC

The letters of interest were reviewed and ranked for each of the following criteria: professional qualifications/experience, per unit asbestos inspection fee, sampling fee (each), and average response time. It was determined that WF Bulow Inspections scored the highest overall (94 out of 100 possible points).

Therefore, we recommend award of the CDBG-NR Asbestos Inspection Services Contract to **WF Bulow Inspections**.

LBP Inspection Services

Proposals were received from:

- Summit Engineering, Laboratory, Testing – Fort Mill, SC
- The EI Group, Inc. – Morrisville, NC

The letters of interest were reviewed and ranked for each of the following criteria: experience in lead-based paint inspection/assessment, average response time, and rate schedule for lead inspection and assessment services. It was determined that Summit Engineering scored the highest overall (88 out of 100 possible points).

Therefore, we recommend award of the CDBG-NR Lead-Based Paint Inspection Services Contract to **Summit Engineering**.

**Morehead City CDBG-Neighborhood Revitalization Program
Summary Rating Sheet for Asbestos Inspection Services Proposals**

<u>Rating Factor</u>	<u>Max Points</u>	<u>Firms</u>				
		Keenan Construction & Consulting Co	WF Bulow Inspections	Overman's Consulting & Asbestos Services	The EI Group, Inc.	
Professional qualifications/ experience	30	28	28	28	28	
Per unit asbestos inspection fee	30	25	30	28	18	
Sampling fee (each)	20	20	17	18	15	
Average response time	20	19	19	19	19	
Total Points	100	92	94	93	80	

Notes: Very experienced and responsive firms/individuals submitted proposals. Three were very competitive pricewise.

Recommend contract award to **WF Bulow Inspections** for asbestos inspection services for the CDBG-NR project.

Rated By:

Ryan Cox

Date: 9/30/2020

**Morehead City CDBG-Neighborhood Revitalization Program
Summary Rating Sheet for LBP Inspection Services Proposals**

<u>Rating Factor</u>	<u>Max Points</u>	<u>Firms</u>				
		Summit Engineering	The EI Group, Inc.			
Experience in lead-based paint inspection/assessment	40	38	38			
Average response time	30	25	25			
Rate schedule for lead inspection and assessment services	30	25	23			
Total Points	100	88	86			

Notes: Recommend contract award to **Summit Engineering** for LBP inspection services for the CDBG-NR project.

Rated By:

Ryan Cox

Date: 9/30/2020