

Evaluation Criteria for Request for Proposals for CDBG Administrative Services

Specifically Relating to CDBG 07-HO-3090

#1. Specialized experience or technical expertise of the firm and its personnel in connection with the type of services to be provided and the complexity of the project.

West Central NE Development District: One staff member has experience with OOR Housing, hired in May 2007. She is in the process of administering her first experience in OOR in Cozad.

Dawson Area Development: Two staff members have administered OOR Housing projects. Between both staff members, more than 3 programs have been administered.

#2. Past record of performance on contracts with the municipality and other clients, including quality of work, timeliness and cost control.

West Central NE Development District: Lexington has not utilized WCDD administration in the past 8 years.

Dawson Area Development: Two staff members have administered 6 contracts with the City of Lexington, completing all on schedule and with budgeted administration costs.

#3. Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.

West Central NE Development District currently has OOR housing project administration ongoing in Cozad.

Dawson Area Development has no current projects Owner Occupied Rehab Housing Programs contracted and is ready to proceed with this CDBG administration.

#4. Familiarity of the firm with type of problems applicable to the project.

West Central NE Development District had projects in prior years that were administered by persons currently on staff at Dawson Area Development. West Central is located 90 minutes away from Lexington, posing a time barrier to communication and ability to conduct all operations needed.

Dawson Area Development office is 15 minutes away from Lexington and able to perform all areas of OOR housing projects due to past experience.

5. Cost of Proposal for Administration of the CDBG Contract.

West Central Development District has proposed a cost of \$18,000.00 to administer the CDBG 07-HO-3090.

Dawson Area Development has proposed a cost of \$7,360.00 to administer the CDBG 07-HO-3090.

In weighing all criteria with the two firms submitting proposals for CDBG 07-HO-3090, I hereby recommend to City of Lexington Council that Dawson Area Development be contracted with for administration.

Joe Peplitsch, City Manager
City of Lexington

Date