

BY THE CADDO PARISH COMMISSION

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

WHEREAS, the Caddo Parish Commission 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 Parish Administrator 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 Master's degree or PhD; 7 points to managers who have an College 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; name of locality under contract with the firm and type of project administered (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) 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 Parish Administrator or his designee. In the event of a tie, 1 point will be awarded to the firm which the Parish of Caddo believes will best represent its interests. Negotiations with the firm receiving the highest number of points shall begin immediately.

**C E R T I F I C A T E**

I, Todd Hopkins, Parish Clerk of the Caddo Parish Commission, hereby certify that the above constitutes a true and accurate copy of a Resolution, which UPON MOTION of \_\_\_\_\_, and seconded by \_\_\_\_\_, was adopted by the following Yea and Nay vote:

YEA:

NAY:

ABSENT:

and the same was declared adopted by the Parish Administrator this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Todd Hopkins, Parish Commission Clerk  
Caddo Parish Commission, Louisiana

Approved as legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date