

**BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form**

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.

Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	4/16/14	Requested Meeting Date:	4/21/14
		Confirmed Meeting Date:	4/21/14
Received by:			
Contact Information: Please provide all requested information in the fields below. (Print or Type)			
On Behalf of Organization or Individual:		City of Franklin/Kenna Consulting	
Name:	Rhoni Oliver	Telephone:	736-3631
Title or Position:	Community Development Specialist		
E-Mail:	roliver@franklin.in.gov		
Address:	70 E. Monroe St.		
City:	Franklin	State:	IN ZIP: 46131
Who will attend the meeting and present the request?			
Name:	Angie Richards	Telephone:	431-4637
Title or Position:	Grant Administrator		
E-Mail:	apappano@kennaconsulting.us		
Please describe the purpose or title of your presentation.			
Bid recommendations for the Indiana Housing and Community Development Authority Owner Occupied Repair Program will be presented to the Board of Public Works.			
Supporting documents: All supporting documents should be submitted with the request form.			
1.			
2.			
3.			
4.			

Questions about this application or the process described should be directed to the Clerk Treasurer's Office at 70 E. Monroe Street, Franklin Indiana 46131 or by email at jalexander@franklin.in.gov or call 317-736-3609.

Bid Recommendations

On Monday, at the Board of Works Meeting, Kenna Consulting will recommend the award of approximately 16 contracts for renovations for homes participating in the Owner Occupied Housing Rehabilitation Grant Program. Below is an overview of the review process and how we arrive at a contractor and contract price.

Contractor Selection:

Contracts are awarded to the lowest most responsible and responsive bidder based on items that we include in the contract. The contractor must have submitted a complete bid by the bid opening date/time, have adequate references, financial capacity, insurance requirements met, not appear on a debarred list with state and federal government and have completed the EPA RRP course.

Based on this All contractors selected are responsive and responsible bidders.

Two contractors submitted bids C&J Construction (5 homes) and Tim & Daughters (16 homes).

Contract Price:

Each home has been inspected for Health and Safety Hazards, needed repairs and Lead Based Paint. The items identified in these inspections were incorporated into the work write up for each home that each contractor provided a price on.

The prices were evaluated and questions and clarifications will have been completed before the recommendation on Monday. Based on our budget an average renovation budget for each home is \$17,000-\$18,000. This is only an average, some of them are lower because prices and need are lower.

IHCDA the funding agency has a priority ranking list for rehabilitation items, though subjective this is the guiding force along with homeowner input on which items were most important for each home. Lead Based Paint ranks among the highest along with moisture infiltration and health and safety hazards.

Most homes will stay under the average per home however a few of them, based on size and need and pricing, will exceed this amount.

Contingencies:

Contracts though seeking approval from the Board of Works on Monday, will not be executed until all required steps are completed. The required steps being:

1. Environmental Review/ Section 106 clearance
2. Final Income Verification (3 pending)
3. Homeowners Insurance secured (1 pending)
4. Contractors submit Performance and Payment Bond or Irrevocable letter of Credit for 100% of the contract amount.
5. Contractors submit certificates of insurance with proper additional insured listed entities
6. Conflict of Interest Clearance/Approval (2 disclosures will be made and presented)
7. Subsidy waiver for IHCDA funds (1 proposed)