

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 7/23/2015

Action Requested By:
Community
Development

Agenda Item Type
Resolution

Subject Matter:

Agreement between the City of Huntsville and Harry Walls Environmental Consulting for preparation of Environmental Review.

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into an agreement with Harry Walls Environmental Consulting for preparation of the City of Huntsville Environmental Review for the 2015 Action Plan and 2015-2019 Consolidated Plan.

Note: If amendment, please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Resolution will allow for approval of an agreement with Harry Walls Environmental Consulting for preparation of the City of Huntsville Environmental Review for the 2015 Action Plan and 2015-2019 Consolidated Plan.

Associated Cost:

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: [Signature]

Date: 7/9/15

**ROUTING SLIP
CONTRACTS AND AGREEMENTS**

Originating Department: Community Development

Council Meeting Date: 7/23/2015

Department Contact: Scott Erwin

Phone # 256-427-5423

Contract or Agreement: Agreement

Document Name: AGREEMENT BETWEEN THE CITY OF HUNTSVILLE, ALABAMA AND Harry ...

City Obligation Amount:

Total Project Budget:

Uncommitted Account Balance:

Account Number:

Procurement Agreements

<u>Select...</u>	<u>Select...</u>
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Grant-Funded Agreements

Federal HUD	Grant Name: HOME Investment Partnership Grant
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Department	Signature	Date
1) Originating	<i>[Handwritten Signature]</i>	7/9/15
2) Legal	<i>[Handwritten Signature: Mary Cates]</i>	7/17/15
3) Finance	<i>[Handwritten Signature]</i>	7/17
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

Resolution No. 15-

Whereas, the City of Huntsville, Alabama receives grants from the U.S. Department of Housing & Urban Development.

Whereas, the City of Huntsville, Alabama must comply with certain Environmental regulations;

Whereas, the City desires to engage the Harry Walls Environmental Consulting to render certain Environmental Services in connection therewith;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor is hereby authorized, requested and directed to enter into an agreement with Harry Walls Environmental Consulting said contract being substantially similar in words and figures to that document identified as Agreement Between the City of Huntsville and Harry Walls Environmental Consulting consisting of 2 pages with the signature of the Council President or President Pro tem, and the date of July 23, 2015 appearing on the margin of the first page, a copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville.

ADOPTED this the 23rd day of July, 2015.

President of the City Council of the
City of Huntsville, Alabama

APPROVED this the 23rd day of July, 2015.

Mayor of the City of Huntsville, Alabama

**"AGREEMENT BETWEEN THE CITY OF HUNTSVILLE, ALABAMA
AND Harry Walls Environmental Consulting"**

THIS AGREEMENT, entered into this the 23rd day of July 2015, between the City of Huntsville Alabama, hereinafter referred to as the CITY, and Harry Walls Environmental Consulting hereinafter known as the AGENCY.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

- I. PROJECT DESCRIPTION. The City acting through the Community Development Division (CDD) shall provide a maximum of **\$6,430.00** (48 man hours at \$125 per hour) grant funds will be from the U.S. Department of Housing and Urban Development. The Agency shall be paid for environmental consulting services. The service will support HUD regulatory compliance.
- II. PROJECT LOCATION. All financial records related to the project will be maintained 120 East Holmes Avenue. Project sites are areas which receive CDBG and HOME funds.
- III. SERVICES TO BE PROVIDED. The Agency shall in a satisfactory and proper manner, as determined by the Community Development Division (CDD) of the City of Huntsville, perform the following services:

Acquire professional environmental consultation to update forms, procedures and records for Community Development program regulatory environmental compliance. Consultant specifically agrees to:

- A. Preparation of screening strategy for the 5 year consolidated plan.
 - B. Prepare Environmental Reviews for 2015 Action Plan.
 - C. Prepare the 5 year Consolidated Plan environmental review.
 - D. One site visit (2 Nights) to review Environmental Records.
- IV. TIME OF PERFORMANCE. The services of the Agency shall be undertaken beginning on, July 23th, 2015 and be completed by November 30th 2015. All funds must be obligated and expended by December 30th 2015.

**President of the City Council of the
City of Huntsville, Alabama
Date: July 23, 2015**

V. COMPENSATION AND METHOD OF PAYMENT. A Request for Payment which is supported by evidence that the services have actually been performed, expenses incurred and a description of the work activity accomplished must be submitted from the Agency to the CDD. One partial payment when at least 50 % of the contracted hours are completed but not to exceed 90% of total contracted hours. The final payment when the project is complete. **The Agency is subject to a loss of a portion of its funds for non-compliance.** It is the policy of HUD and the CDD to make funds available to the Agency on a reimbursable basis. **After receipt of funds, the Agency shall make payment of expenses to the vendor(s) or employee(s) indicated in the request for funds within two (2) working days from the date of the deposit of funds by the Agency.** Furthermore, if any "program income" is generated by the Agency, it shall be returned to the CDD. U.S. Department of Housing & Urban Development grant funds shall not exceed the total amount of Six Thousand Dollars four hundred thirty dollars (\$6,430.00) for all services required hereunder. Community Development funds shall be expended as delineated below:

<u>ACCOUNT</u>		<u>COST CATEGORY</u>	
<u>NUMBER</u>		<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
511	*	Professional Services	6,430.00
		Total	<u>\$6,430.00</u>
		*(Environmental consulting services)	

IN WITNESS THEREOF, the City and the Agency have executed this Agreement on this the 23rd day of July, 2015.

CITY OF HUNTSVILLE

Tommy Battle, Mayor
City of Huntsville, Alabama

ATTEST:

Charles E. Hagood, City Clerk Treasurer
City of Huntsville, Alabama

Environmental consultant

By: _____
Harry Walls

ATTEST:
