



Baldwin County Commission

Legislation Text

File #: 19-2128, **Version:** 1

Meeting Type: BCC Regular Meeting
Meeting Date: 10/1/2019
Item Status: New
From: Wayne Dyess, County Administrator
Submitted by: Matthew Brown, BRATS Director of Transportation

ITEM TITLE

BRATS - Contract for Professional Services between the Baldwin County Commission and Courtney & Morris Appraisals, Inc., for Preparation of Rent Analysis Report for Baldwin Regional Area Transit System

STAFF RECOMMENDATION

Take the following actions:

1. Approve a Contract for Professional Services between the Baldwin County Commission and Courtney & Morris Appraisals, Inc., for the preparation of a rental analysis report for Baldwin Regional Area Transit System (BRATS). The term of said contract shall commence immediately upon the same date as its full execution and shall terminate upon the expiration of six (6) months; and
2. Authorize the Chairman to execute the attached contract and any other related documents.

BACKGROUND INFORMATION

Previous Commission action/date: At the August 6, 2019, Regular Meeting the Commission authorized Baldwin Regional Area Transit System (BRATS) to solicit quotes from professional appraisers to prepare a rent analysis/report for BRATS real estate.

Background: The Federal Transit Administration allows grant recipients to utilize an in-kind match as part of their local funding. For real estate to qualify as in-kind match, it must be appraised. BRATS would like to hire a professional appraiser to determine the rental values for the following locations:

- Bay Minette BRATS Office
- Fairhope BRATS Hub & Office (ground lease only)
- Robertsedale BRATS Hub & Office (ground lease only)
- Foley BRATS Office

BRATS sent out a solicitation for quotes on August 20, 2019. Courtney & Morris Appraisals, Inc., was the lowest responsive bidder at \$3,275.

FINANCIAL IMPACT

Total cost of recommendation: \$3,250 -- 80% of which will be reimbursed by ALDOT.

Budget line item(s) to be used: 51930.5150

If this is not a budgeted expenditure, does the recommendation create a need for funding?

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?

N/A - Standard County Contract

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Administration Staff & BRATS Staff

Action required (list contact persons/addresses if documents are to be mailed or emailed):

- 1) BRATS Staff will secure three (3) original contracts executed by Courtney & Morris Appraisal, Inc., and provide to Administration Staff.
- 2) Administration Staff will obtain the Chairman's signature for the contract and witness and notarize in appropriate area.
- 6) Administration Staff will forward a fully executed original to Courtney & Morris Appraisals, Inc. and a copy to BRATS Assistant Director, Chandra Middleton.

Courtney & Morris Appraisals, Inc.
ATTN: Mr. Jim Faulkner
8477-A Co. Rd. 64, Unit 4

Daphne, Alabama 36526

7) BRATS bookkeeping will coordinate invoicing and payment.

Additional instructions/notes: N/A