



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Meeting Agenda

Finance Committee

Britt Moore, Chair

Committee Members:

Monica Peters

Michael Holmes

Tim Andrew

Cyril Jefferson, Mayor (Alternate)

Michael Holmes, Mayor Pro Tem (Alternate)

Thursday, May 30, 2024

4:00 PM

Council Chamber

FINANCE COMMITTEE - Britt W. Moore, Chair

CALL TO ORDER

PRESENTATION OF ITEMS

1. [2024-201](#) Consideration of a Sole Source Purchase from Leica Microsystems Inc. City Council is requested to consider a Sole Source Purchase from Leica Microsystems Inc. in the amount of \$83,810 for a Comparison Microscope and authorize the appropriate City Official(s) to execute all necessary documents.
Attachments: [Leica Microsystems Comparison Microscope Sole](#)
2. [2024-213](#) Consideration of a Resolution Authorizing the Sale of Retired K-9 Lumin City Council is requested to consider a resolution to retire Police K-9 Lumin and declare as surplus property and authorize the purchase of K-9 Lumin by Detective Josh Wolfe who will assume all liability and responsibility for the animal's care for the remainder of its life.
Attachments: [PD K-9 Retirement- Lumin May 2024](#)
3. [2024-207](#) Consideration of a Task Order with CDM Smith City Council is requested to consider a Task Order for Professional Engineering Services with CDM Smith in the amount of \$115,000 and authorize appropriate City Official(s) to execute all necessary documents.
Attachments: [Task Order - CDM Smith](#)
4. [2024-208](#) Consideration of Master Agreements for Professional Services City Council is requested to authorize the execution of Master Agreements for SCADA Design and Integration Support Services with CITI, Revere Control Systems, Piedmont Automations, Lord and Company, and DSI Innovations and authorize the appropriate City Official(s) to execute all

necessary documents.

Attachments: [Professional Services- SCADA Design and Integration Support](#)

5. [2024-209](#) Consideration of a Sole Source Contract with Pavement Technology, Inc. City Council is requested to consider a sole source contract to Pavement Technology, Inc in the amount of \$793,351.20 to apply Reclamite® Asphalt Rejuvenator to approximately 661,126 square yards of roadway at various locations within the City of High Point and authorize the appropriate City Official(s) to execute all necessary documents.

Attachments: [Sole Source Contract - Reclamite](#)

6. [2024-210](#) Consideration of a Task Order with Tetra Tech City Council is requested to consider a Task Order with Tetra Tech for Professional Engineering Services in the amount of \$150,000 and authorize appropriate City Official(s) to execute all necessary documents.

Attachments: [Task Order-TetraTech-Phase 3 Water Supply Protection](#)

7. [2024-211](#) Consideration of a Sole Source Purchase from Radian Research, Inc. City Council is requested to consider a Sole Source Purchase from Radian Research, Inc. in the amount of \$102,653.20 for two three-phase Meter Site Analyzers and authorize the appropriate City Official(s) to execute all necessary documents.

Attachments: [Sole Source - Radian - Three Phase Meter Site Analyzer](#)

8. [2024-212](#) Consideration of a Purchase from Wesco, Inc. City Council is requested to consider a purchase from Wesco, Inc. in the amount of \$1,066,334.12 for various pole mounted and pad mounted transformers for warehouse stock items not associated with a specific project and authorize the appropriate City Official(s) to execute all necessary documents.

Attachments: [Wesco - Transformers for Warehouse Stock](#)

9. [2024-222](#) Consideration of a Contract with Guy M. Turner, Inc. City Council is requested to consider a contract with Guy M. Turner for emergency mobilization of cranes for after hours work.

Attachments: [Crane and Rigging Services](#)

10. [2024-215](#) Consideration of a Contract with Allegiant City Council is requested to consider a contract with Allegiant in the amount of \$1,009,800.84 for meter installations services and authorize the appropriate City Official(s) to execute all necessary documents.

Attachments: [Allegiant Contract](#)

11. [2024-216](#) Consideration of Tax Collection Orders for the Forsyth County Tax Administration City Council is requested to consider the Tax Collection Orders as requested by the Forsyth County Tax Administration for collection of Fiscal

Year 2024 Taxes and collection of 2023 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County, and to authorize the appropriate City Official(s) to execute the Tax Collection Orders.

Attachments: [Forsyth County Orders to Collect Taxes](#)

12. [2024-218](#) Consideration of a Purchase from West Chatham Emergency Equipment City Council is requested to consider a purchase from West Chatham Emergency Equipment in the amount of \$126,795 for emergency vehicle equipment and authorize the appropriate City Official(s) to execute all necessary documents.

Attachments: [Police Emergency Equipment](#)

13. [2024-219](#) Consideration of a Budget Ordinance Amendment City Council is requested to consider a Budget Ordinance Amendment in the amount of \$408,033 to appropriate federal grant dollars awarded for Transit which will be utilized for parking lot repairs and paratransit scheduling and dispatching software.

Attachments: [Transit Grants - Budget Ordinance Amendment](#)

14. [2024-220](#) Consideration of a License Agreement between the North Carolina Railroad (NCRR) and the City of High Point City Council is requested to consider a License Agreement with NCRR which will provide the City use of the property to maintain the High Point Depot for Amtrak passenger rail service and authorize the appropriate City Official(s) to execute all necessary documents.

Attachments: [NCRR License Agreement](#)

ADJOURNMENT



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-201

File ID: 2024-201

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/16/2024

File Name:

Final Action:

Title: Consideration of a Sole Source Purchase from Leica Microsystems Inc.
City Council is requested to consider a Sole Source Purchase from Leica Microsystems Inc. in the amount of \$83,810 for a Comparison Microscope and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Leica Microsystems Comparison Microscope Sole

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Sole Source Purchase- Leica Microsystems Inc.-Comparison Microscope	
FROM: C. H. Cheeks, III, Interim Chief of Police	MEETING DATE: June 3, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Quote Sole Source Form & Letter	

PURPOSE: To request approval to procure a Comparison Microscope for the Police Department's Firearms & Toolmark Examiner from Leica Microsystems Inc.

BACKGROUND: In June 2023, the Firearms & Ballistics Examiner position was filled to further our mission as an agency as we work to combat crime. This position was needed and created due to the work of our patrol officers, crime scene technicians, intel analysts, property room clerks, and detectives. A significant spike in gun-related crime over the past 3 years is a substantial reason for adding this role.

A Firearms & Ballistic Examiner examines and identifies firearms, weapons, cartridges, bullets, and similar evidence in criminal investigations; collects physical evidence at crime scenes; testifies in court concerning the results of examinations; provides testimony on general firearms capability and examination methodology and completes other related work. The employee in this role is assigned to a specialized position responsible for examining and classifying, analyzing, examining, and identifying firearms, cartridge casings, and ammunition in the Police Department's Investigation Division. The Firearms & Ballistic Examiner is on-call to respond to gun crimes, assaults, homicides, officer-involved shootings, or any scene that may require shooting reconstruction.

A comparison microscope is utilized by Firearms Examiners to make critical decisions on whether two pieces of ballistic evidence can be associated and linked with each other. It will be one of the most regularly used pieces of equipment within the Ballistics Office.

Leica Microsystems Inc. is a manufacturer of microscopes and accessories including the Leica FS C Comparison Microscope. This product is only supplied directly from Leica Microsystems.

BUDGET IMPACT: Funds have been identified within the Police Department's FY 2023-2024 budget.

RECOMMENDATION/ACTION REQUESTED: The Police Department is recommending that the Council authorize a purchase with Leica Microsystems Inc. for a Comparison Microscope in the amount of \$83,810 using General Budget Funds.

CITY OF HIGH POINT
AGENDA ITEM



From Eye to Insight



Quote #: QU-0759538-A

Date 4/23/2024

Valid Until 4/27/2024

High Point Police Dept.

Forensics

Fire Arms

1730 Westchester Drive

High Point

North Carolina

USA

27262

Samantha Edmonds

samantha.hadley@highpointnc.gov

(336) 887 6777

QUOTATION

Sales Contact

Andrew Swindler

andrew.swindler@leica-microsystems.com

Customer Service Contact

Ms Princess Todd

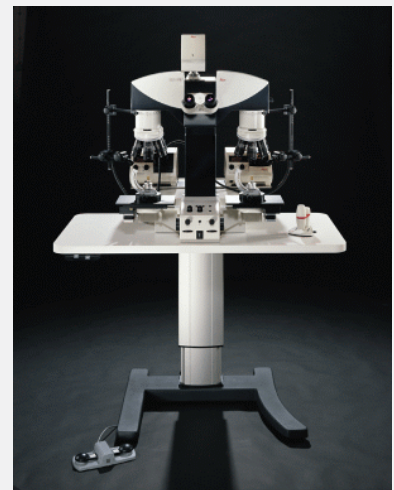
Phone: (224)7270399

Fax: 847-236-3009

princess.todd@leica-microsystems.com

FS C (Ammunition and Toolmarks)

Leica FSC comparison macroscope basic stand with height-adjustable motorized column (Z-range 255 mm), incl. motorized comparison bridge with four push button operated comparison modes with integrated +/- 4 % zoom adaptation , integrated tilting ergo-binocular viewing port (5 - 35 degree, FOV = 22 mm, upright & non-reversed image), microphoto & video documentation port, motorized magnification changer with factor = 1x and 1,5x, two macro carrier with macro tube lens, filter slots and coded 6-fold objective turret with M 32x0.75 thread, two motorized X-Y stages (160 x 220 mm with glas insert 80 x 80 mm and travel range = 50x50 mm), integrated operating panel for the control of the bridge functions, motorized focussing, motorized X-Y movement of the stages, remote control of two cold light sources (KL 2500), two 4-axes oblique light carrier for the 4.5 mm fiber optics light guide or cold light bar.



FSC Comparison Unit				
#	Items	Quantity	List Price	Net Price
10	Leica FSC stand with comparison bridge 11581105 Leica FSC comparison microscope basic stand with height-adjustable motorized column (Z-range 255 mm), including motorized comparison bridge with four push button operated comparison modes with integrated +/- 4 % zoom adaptation, integrated tilting ergo-binocular viewing port (5 - 35 degree, FOV = 22 mm, upright & non-reversed image), microphoto & video documentation port, motorized magnification changer with factor = 1x and 1,5x, two macro carrier with macro tube lens, filter slots and coded 6-fold objective turret with M 32x0.75 thread, two motorized X-Y stages (160 x 220 mm with glas insert 80 x 80 mm and travel range = 50x50 mm), integrated operating panel for the control of the bridge functions, motorized focussing, motorized X-Y movement of the stages, remote control of two cold light sources	1	51,296.00	51,296.00
20	Dust cover for Leica FSC 11581083 Dust cover for Janus, red dustcover with white Leica Logo.	1	181.00	181.00
30	Smart Move black for Leica FS C 11581142	1	1,081.00	1,081.00
40	Eyepiece HC PLAN s 10x/22 Br. M 11507820 Eyepiece HC PLAN s 10x/22 Br. M Eyepieces with 10x magnification and 22mm field of view. Ideal for fatigue-proof screening. Useable with or without glasses. Dioptric adjustment. A reticule can be added.	2	358.00	716.00
Section Net Subtotal			USD 53,274.00	

Motorized Workbench				
#	Items	Quantity	List Price	Net Price
50	CSI Workbench 11581137 CSI Workbench - Width 1200mm - Depth 650mm / 850mm - Height 620mm - 920mm (stepless motorized height adjustment)	1	4,397.00	4,397.00

#	Items	Quantity	List Price	Net Price
60	PC mount 11581136	1	338.00	338.00
	PC mount - Width 170mm / 237,5mm - Height 430mm - Depth 450mm for adaptation onto CSI workbench (on right or left side feet)			
Section Net Subtotal			USD 4,735.00	

Objectives

#	Items	Quantity	List Price	Net Price
70	Obj.PL APO MACRO 0.4x/0.014-0.003-/ 62.0 11581046	2	1,959.00	3,918.00
	Apochromatic corrected macro objective 0.4x, nummerical aperture = 0.014 - 0.003, 5-step arresting aperture diaphragm for optimal contrast & depth of field setting, FWD = 60mm			
80	Obj. M PL APO MACRO 1x/0.035-0.006-/62.0 11581047	2	1,802.00	3,604.00
	Apochromatic corrected macro objective 1x, telecentric optics, nummerical aperture = 0.035 - 0.006, 5-step arresting aperture diaphragm for optimal contrast & depth of field setting, FWD = 60mm			
90	Obj. M PL APO MACRO 2x/0.07-0.01-/ 62.0 11581048	2	1,802.00	3,604.00
	Apochromatic corrected macro objective 2x, telecentric optics, nummerical aperture = 0.07 - 0.01, 5-step arresting aperture diaphragm for optimal contrast & depth of field setting, FWD = 60mm			
100	Obj. M PL APO MACRO 4x/0.14-0.03 -/ 11581049	2	1,802.00	3,604.00
	Apochromatic corrected macro objective 4x, telecentric optics, nummerical aperture = 0.14 - 0.03, 5-step arresting aperture diaphragm for optimal contrast & depth of field setting, FWD = 60mm			
Section Net Subtotal			USD 14,730.00	

Illumination System				
#	Items	Quantity	List Price	Net Price
110	Platform, rotatable w. articulating arm 11581088	2	1,478.00	2,956.00
	Platform, rotatable with short articulating arm for universal holder or 75mm ball-joint table.			
120	LED Coldlight source CLS350 LED 11581140	1	2,230.00	2,230.00
	LED Coldlight source Leica CLS350 LED, with cable for intensity remote control via the FSC front operating knobs			
130	Tray for two cold light sources 11581086	1	310.00	310.00
	Stainless steel carrier plate for two cold light sources, attachable to the Leica FSC basic stand			
140	Flex light guide 2-arm 5/1000 30150222	1	354.00	354.00
150	Holder for focussing lens a. filter 30161101	2	40.00	80.00
160	Cold light illumination bar 11581089	2	459.00	918.00
	Cold light illumination bar for broad homogeneous illumination, active area = 3.2 x 1.2 inch, housing size = lengths: 5.5 inch, width: 2 inch, height: 1 inch, light current = 225 lm with KL2500 LCD at pos. 6E in combination with 9mm light guide			
170	MV LED Spot illuminator 6500K 33000076	2	354.00	708.00
	MV LED Spot Illuminator Requires either MV CoolControl Standard or Requires either MV CoolControl Advanced Controller The housing to a has a M6 threaded hole for mounting to optional adapters. Housing is also threaded for additional filters. Outside Diameter: 25mm Light angle from lens, 10° Power: 3.5 Watt Color temperature: 6500 K (daylight)			
180	MV CoolControl Advanced 3-Channel 33000074	1	981.00	981.00
	Micro Vision CoolControl Advanced 2-Channel, with power supply and USB cable Dimmable			

#	Items	Quantity	List Price	Net Price
	Segmentation and rotation for ringlight Software optional erhältlich (for strobe and other features)			
190	Diffusor attachment 11532730	2	114.00	228.00
200	Joint arm w. holder f. fibre-optic light 11581003 Articulated arm with catch device for mounting the flexible fibre-optic guides.	2	455.00	910.00
Section Net Subtotal			USD 9,675.00	

Sample holders				
#	Items	Quantity	List Price	Net Price
210	Tilting stage 75mm, attachable, single 11581031 Tiltable stage diameter 75 mm, with grooved profile and tilting fixture up to 45°, clamping device for stage inclination setting .	2	849.00	1,698.00
220	Object clamp Pol 11553408 Object clamp for pol rotating stage	4	38.00	152.00
230	Universal adjustable holder 11581056 Universal adjustable holder with rotating disc To mount various push in mounts, inclinable in segmental guides, scale divisions for reproducible rotation and inclination settings, dovetail guide for lateral displacement of the segmental guides, reflection-minimizing black surface.	2	1,497.00	2,994.00
240	Attachm. for mounting and fixing bullets 11520220 Attachment for mounting and fixing bullets of various sizes.	2	641.00	1,282.00
250	Spring loaded centering device f.bullets 11520221 Centring Device mounts to Bullet Holder(11520220)	2	96.00	192.00
260	Rubber armored pressure plate f. bullets 11520222	2	110.00	220.00

#	Items	Quantity	List Price	Net Price
	Pressure plate mounts to Universal Bullet/Cartridge Manipulator, Use with the Bullet holder (11520220) and Centering device (11520221)			
270	Cementing stages dia. 20 mm, pair 11520276 Pair of cementing stages dia. 20 mm for mounting bullets and objects of various sizes.	1	151.00	151.00
280	Pair of spring mounts f.hunt.cartr.cases 11520686 Pair of spring mounts for hunting cartridge cases.	1	290.00	290.00
290	Pair of articulated holder 11520328 Pair of articulated holder with ball joint and tiring screw for tilting and rotating cartridge cases.	1	785.00	785.00
300	Pair of receptacle f. caliber 0.22 11520223 Pair of receptacle, both for cartridge cases, caliber 0.22	1	181.00	181.00
310	Pair of receptacle f. caliber 6.35 11520224 Pair of receptacle, both for cartridge cases, caliber 6.35	1	181.00	181.00
320	Pair of receptacle f. caliber 7.65 11520225 Pair of receptacle, both for cartridge cases, caliber 7.65	1	181.00	181.00
330	Pair of receptacle f. caliber 7.63 M 11520226 Pair of receptacle, both for cartridge cases, caliber 7.63 M.	1	181.00	181.00
340	Pair of receptacle f. caliber 9 11520227 Pair of receptacle, both for cartridge cases, caliber 9	1	181.00	181.00
350	Pair of receptacle f. caliber 0.45 11520228 Pair of receptacle, both for cartridge cases, caliber 0.45	1	181.00	181.00

#	Items	Quantity	List Price	Net Price
360	Pair of pin mounts for caliber 10 11581085	1	161.00	161.00
370	Miniature vise, 75x25x25 mm 11581124	2	317.00	634.00
380	FSC adapter for bench vise 11581126	2	30.00	60.00
390	Accessorie case - Leica FSC 11581084	1	255.00	255.00
400	Brushes for cartidge cases 11581111 Set of Brushes (3 pairs) for Cal. 0.22 - 0.45	1	228.00	228.00
Section Net Subtotal			USD 10,188.00	

Calibration Standards

#	Items	Quantity	List Price	Net Price
410	Micrometer f. FS C/FS M (10mm =100 div.) 11519963 White micrometer for FS C/FS M (10 mm = 100 divisions)	2	406.00	812.00
Section Net Subtotal			USD 812.00	

FS C (Ammunition and Toolmarks)

Product Net Subtotal USD 93,414.00

Cameras for LAS X

[See Online](#)

Camera				
#	Items	Quantity	List Price	Net Price
420	Leica K3C 11547114	1	3,577.00	3,577.00
	Leica K3C A 6.3 MP color camera that delivers a well-balanced feature set with high frame rates, good dynamic range and true color reproduction for life science and industry applications. It's ideal for imaging samples like tissue and cells as well as cleanliness, metal alloys, especially steel and forensics. - color CMOS sensor - Pixel size 2.4 µm x 2.4 µm - Color filter RGB (Bayer) - Color depth 3x12 bits - Exposure time 1 ms - 1 s - Dynamic range >72 dB - Fast live image 3072 x 2048 pixel with up to 15 frames per sec (software-triggered and depending on the bit depth, exposure time and PC performance) - Gain 1x - 251x - Supported operating systems Win10 Recommended c-mount adapters: Stereo Microscope: 0.50x No 10450528 Compound Microscope: 0.55x No: 11541544 Interface: USB3 The K3C camera kit includes camera head, USB3 cable with screw-lock connectors, DVD with instruction for use, and a quick start guide.			
430	C-Mount HC 0.55x 11541544	1	818.00	818.00
	C-mount adapter 0.55x HC, for 1/2" and 0.55" cameras			
Section Net Subtotal			USD 4,395.00	
Cameras for LAS X				
Product Net Subtotal			USD 4,395.00	

Software

[See Online](#)

#	Items	Quantity	List Price	Net Price
440	Dongle for LAS X optional modules 11640879 Dongle is required to add additional modules to the LAS X Core module.	1	399.00	399.00
450	LAS X Industry Core 11640620	1	3.00	3.00
460	LAS X Extended 2D Annotations 11640564 LAS X "LAS X Extended 2D Annotations" provides comprehensive facilities for annotating live or stored images with freely drawn text, lines, arrows, circles, rectangles and distance measurements. All actions can be reversed by means of Undo. The annotation may be merged into the image for a permanent record and copied to another image.	1	1,372.00	1,372.00
470	LAS X Measurements 11640559 Measurements is a LAS X software module designed to simplify the manual tasks involved in generating measurement parameters such as length, distance, area, perimeter, diameter and angles. All measurements are displayed in an interactive table and can be exported to excel or used to generate reports.	1	1,774.00	1,774.00
480	W1 Workstation 11640711 W1 Workstation; Small Form Factor PC with compact design - restrictions for usage of PCIe boards apply specifications: - Win10 OS, optimized for performance in conjunction with Leica LAS X - Core i5-12600K Processor (3,7GHz, 10 cores) - For LAS X ID relevant CPU mark value as of www.cpubenchmark.net: 27786 - 16GB RAM DDR5 4800 - NVidia Quadro T400 (4 GB) - 512GB SSD - Fast Main Drive for OS, executable programs and temporary data handling - 2TB HDD - Large secondary drive for storage of comprehensive data sets; Others;; HP 5/5/5 Warranty – provided by HP manufacturer for the PC and its hardware components	1	2,814.00	2,814.00
490	Keyboard US ;USB Hub 11600220 Keyboard US USB Hub	1	92.00	92.00

#	Items	Quantity	List Price	Net Price
500	HP E27k G5 27" UHD 11533663	1	499.00	499.00
Section Net Subtotal			USD 6,953.00	

Software				
Product Net Subtotal			USD 6,953.00	

Quotation Totals				
Sub Total			USD 104,762.00	
Q1 Promo			(20.00%) -20,952.40	
Grand Total Excluding Taxes			USD 83,809.60	

Total open market list price 104,762.00

Total overall discount 20.00%

Terms and Conditions

Currency: USD

Payment Terms: 30 days from date of invoice

Shipping Terms: Destination - Free Freight

Lead Time: 86 Working Days

Valid Until: 4/27/2024

Sales Contact

Andrew Swindler

andrew.swindler@leica-microsystems.com

Customer Service Contact

Ms Princess Todd

Phone: (224)7270399

Fax: 847-236-3009

princess.todd@leica-microsystems.com

FINANCING OPTIONS:

LEICA MICROSYSTEMS NOW OFFERS FLEXIBLE CAPITAL AND OPERATING FINANCING OPTIONS AT COMPETITIVE RATES THAT CAN BE TAILORED TO YOUR SPECIFIC CASH FLOW NEEDS. PLEASE CONTACT CHRISTOPHER SCHMELZ (CHRISTOPHER.SCHMELZ@FINANCESVCS.COM | (585) 299-4370) TO LEARN MORE.

PLEASE REFERENCE THIS QUOTATION NUMBER WHEN PLACING YOUR ORDER.

Please fax your order to 847-236-3017 or email: LMS-CustomerService@Leica-Microsystems.com.

Unless a contract between the parties is referenced above, Leica's "USA - Sales Terms and Conditions," available at <https://www.leica-microsystems.com/company/sales-service-terms-and-conditions/>, exclusively apply to this order and any other terms and conditions are null and void.

This Quotation is Acknowledged and Agreed:

Signature of Authorization Buyer Representative:		Date:	
Print Name:		Title:	



MICROSYSTEMS



LEARN | SHARE | CONTRIBUTE

www.leica-microsystems.com/science-lab

Leica Microsystems Inc
10 Parkway North, Suite 300
Deerfield, IL 60015

Phone: 800-248-0123 Ext. 2
Fax: 847-236-3017

Leica Biosystems and Leica Microsystems are part of Leica Microsystems Inc.

From Eye to Insight



Courtney Hemphill
City of High Point
1730 Westchester Dr
High Point, NC 27262

Re: Leica Microsystems, Inc. Sole Source Letter-Leica FSC Quote# QU-0759538-A

Dear Courtney,

Leica Microsystems Inc. is a manufacturer of microscopes and accessories including the Leica FS C Comparison Microscope. This product is only supplied directly from Leica Microsystems. Support, installation and training is only authorized to be completed by Leica trained service and sales.

Should you have any questions, please do not hesitate to contact me direct at 470.305.9386 or email: matt.wingler@leica-microsystems.com.

Matt Wingler

Business Development Manager

matt.wingler@leica-microsystems.com

M + 1.470.305.9386

Leica Microsystems

10 Parkway North Blvd, Suite 300 Deerfield, IL 60015

FINANCIAL SERVICES
Purchasing Division



SOLE SOURCE JUSTIFICATION FORM

(For Items Costing **\$10,000.00 or More**)

Statutory Reference N.C.G.S. 143-129(e)6

Requisition # **37939**

Vendor: **Leica Microsystems, Inc.**

Item(s): **Leica FS C Comparison Microscope**

Justification:

Leica Microsystems Inc. is a manufacturer of microscopes and accessories including the Leica FS C Comparison Microscope. This product is only supplied directly from Leica Microsystems. Support, installation and training is only authorized to be completed by Leica trained service and sales.

Estimated expenditure for the above item(s): **83,809.60**

Accounting Unit and Account(s): **101312-533101**

**CHECK ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE.
ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT
DOCUMENTATION.**

1. ☐ Performance or price competition for a product are not available.
2. ☒ A needed product is available from only one source of supply.
3. ☐ Standardization or compatibility is the overriding consideration.
4. ☐ The parts/equipment are required from this source to permit standardization.
5. ☐ None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memo and support documentation.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Department Head/Authorized Personnel **Curtis H Cheeks III** Digitally signed by Curtis H Cheeks III
Date: 2024.04.25 13:00:45 -04'00'

Department/Division **Police**

Date **25 April 2024**

APPROVAL PROCESS

Purchasing Manager

Financial Services Director

City Council (\$30,000 – Up)

City of High Point | P.O. BOX 230, High Point, NC 27261 | 336.883.3219





City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-213

File ID: 2024-213

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/24/2024

File Name:

Final Action:

Title: Consideration of a Resolution Authorizing the Sale of Retired K-9 Lumin
City Council is requested to consider a resolution to retire Police K-9 Lumin and declare as surplus property and authorize the purchase of K-9 Lumin by Detective Josh Wolfe who will assume all liability and responsibility for the animal's care for the remainder of its life.
(Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: PD K-9 Retirement- Lumin May 2024

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Request to Retire and Sell K-9 Lumin	
FROM: C. H. Cheeks, III, Interim Chief of Police	MEETING DATE: June 3, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Photo Resolution	

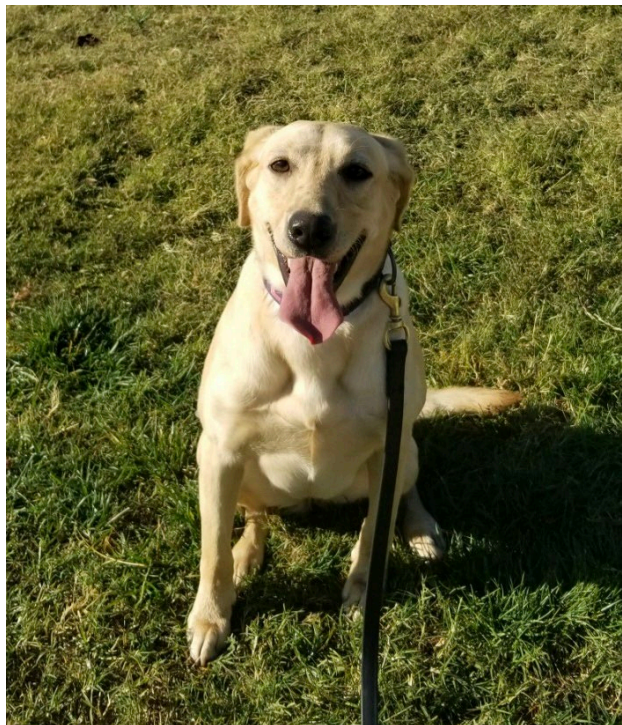
PURPOSE: To request approval to retire (declare surplus) the High Point Police Department's K-9 Lumin.

BACKGROUND: The High Point Police Department purchased Canine Lumin from K2, NC, in February 2023 for \$9,000. Lumin was purchased to maintain the appropriate level of the K-9 Unit's working animals. K-9 Lumin served as a single-purpose narcotic canine from February 2023 until May 2024. Lumin, who is a Labrador, has developed severe anxiety while attempting to execute her duties as a single-purpose narcotics canine. Multiple weeks were spent by the Police Department supervisor/trainer along with another police department trainer, working with Lumin to resolve this issue. Due to the lack of progress, it has been recommended by the Police Department Supervisor/Trainer to retire Lumin.

BUDGET IMPACT: Detective Josh Wolfe, who is Lumin's handler, has agreed to purchase retired K-9 Lumin from the City of High Point for \$1.00 and upon accepting custody of the dog, will assume all liability and responsibility for the animal's care for the remainder of its life. With the possibility of K-9 Lumin retiring, the Department will purchase a replacement K-9 for an estimated \$13,500 in FY 24 with General Budget Funds identified within the Support Services Division's budget.

RECOMMENDATION/ACTION REQUESTED: The Police Department requests that K-9 Lumin be declared surplus property and for City Council to authorize the purchase of K-9 Lumin by Detective Josh Wolfe.

CITY OF HIGH POINT
AGENDA ITEM



**RESOLUTION AUTHORIZING THE SALE OF
RETIRED K-9 LUMIN**

WHEREAS, the City Council for the City of High Point finds that Police K-9 Lumin can no longer perform as required for her job and has received a recommendation from the High Point Police Department K-9 Supervisor that Lumin be retired; and

WHEREAS, N.C.G.S. 160A-266(d) permits the City Council to authorize the disposition of personal property that is without value; and

WHEREAS, Officer Josh Wolfe has agreed to purchase retired K-9 Lumin from the City of High Point in the amount of \$1.00 and upon accepting custody of the dog will assume all liability and responsibility for the care of the animal for the remainder of its life.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of High Point authorizes the purchase of K-9 Lumin by Detective Josh Wolfe for \$1.00 effective June 3, 2024.

Adopted: _____

Seal

Cyril Jefferson, Mayor

Sandra Keeney, City Clerk



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-207

File ID: 2024-207	Type: Miscellaneous Item	Status: To Be Introduced
Version: 1	Reference:	In Control: Finance Committee
		File Created: 05/22/2024
File Name:	Final Action:	
Title: Consideration of a Task Order with CDM Smith City Council is requested to consider a Task Order for Professional Engineering Services with CDM Smith in the amount of \$115,000 and authorize appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)		
Notes:		
Sponsors:		Enactment Date:
Attachments: Task Order - CDM Smith		Enactment Number:
Contact Name:		Hearing Date:
Drafter Name: tammie.dodd@highpointnc.gov		Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Ensley Creek Outfall Alternatives Evaluation— Professional Engineering Services CDM Smith	
FROM: Robby Stone – Public Services Director Derrick Boone – Asst. Public Services Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: Master Agreement - Task Order
ATTACHMENTS: Scope of Services Map	

PURPOSE: To approve a Task Order with CDM Smith for the Professional Engineering Services to evaluate the Ensley Creek sanitary sewer outfall. The city has a Master Agreement for Professional Services with CDM Smith.

BACKGROUND: The Ensley Creek sanitary sewer line was constructed in 1958. It is located on the south side of High Point and is one of three major sanitary sewer outfalls that discharge to the Westside Wastewater Treatment Plant. The length of the Ensley Creek Outfall is 28,000 linear feet and there are 17 aerial sections (see attached map). Phase 1 of the alternative's evaluation will include the following:

- Visual and structural inspection of the aerial sewers and supports.
- CCTV (closed-circuit television) inspection of the 17 aerials.
- Determination of the appropriate replacement size for the Ensley Creek aerial sewers based on the current and future flow projections from the sanitary sewer hydraulic model.
- Quality assurance (QA) and Quality Control (QC) of the model, results, and deliverables.
- Final report of the alternative's evaluation and recommendations for project extents and sizing.

Phase 2 is not included in this contract but would include a preliminary engineering report (PER) that would be based on the number and extent of the sewer lines to be upsized as determined by Phase 1.

BUDGET IMPACT: Funds for this project are available in the FY 2023-2024 budget.

RECOMMENDATION/ACTION REQUESTED: The Public Services Department recommends approval and asks for the Council to award this Task Order for Professional Engineering Services to CDM Smith in the amount of \$115,000 and authorize appropriate city staff to execute all necessary documents.



5400 Glenwood Avenue, Suite 400
Raleigh, North Carolina 27612
tel: 919-325-3500

May 14, 2024

Mr. Derrick Boone
Assistant Public Services Director
City of High Point
211 S. Hamilton Street
High Point, North Carolina

Subject: Ensley Creek Outfall Alternatives Evaluation
 Proposal for Engineering Services

Dear Mr. Boone:

CDM Smith Inc. (CDM Smith) is pleased to submit this Proposal for Engineering Services to the City of High Point for the Ensley Creek Outfall Alternatives Evaluation based on our phone conversation and the Background Section presented below.

A. BACKGROUND

In 2018, CDM Smith developed a Sanitary Sewer Hydraulic Model for the City of High Point (City) generally for sewers greater than 18-inch in diameter and associated pump stations. CDM Smith also developed a Wastewater Master Plan (WWMP) including future flow projections and a capital improvements plan (CIP) in 2018 (final document completed in 2019.) A model update, revised CIP, and model expansion were undertaken in 2023-24 due to three main issues: 1) several system improvements were implemented or are under construction (including a new parallel Riverdale pump station (PS) force main, an upgrade to Registers Creek PS and new manifolded force main, and a new and re-routed Waterview PS force main); 2) the prior CIP was driven by the assumption that the City did not wish to upgrade the Riverdale PS beyond 30 mgd capacity. The City now plans to upgrade Riverdale PS to 45 mgd; 3) the City has been receiving development requests in upstream portions of the system for which capacity is unclear.

CDM Smith proposed a two-phase approach to address these issues. Phase 1 is complete and included a model update and revised CIP (Final Report January 2024) and an initial expansion of the model to sewers 10-inch and larger (but without the re-calibration, flow data, and improvement needs for the expanded sewers.) Phase 2 is planned for future years and includes a master plan update to re-calibrate the model, meter flows, adjust flow projections, and add required improvement projects to the CIP for the 10-inch to 18-inch expanded model sewers.

Associated with these efforts, CDM Smith evaluated the Ensley Creek Sewer Outfall Capacity in 2021 to determine whether a 1 mgd flow from Trinity could be accommodated. The results and



Mr. Derrick Boone

May 14, 2024

Page 2

recommendations were presented in a September 24, 2021, memo titled “City of Trinity – Sewer Hydraulic Modeling – Final (Revised)”. In this memo, CDM Smith explained that the Ensley Creek sewer was quite long (approximately 22,000 lf from the Trinity connection downstream) and shallow. If a 5-yr design storm/5-yr risk level was assumed, then the entire sewer would need to be upsized (approximately 22,000 lf from the Trinity connection downstream). However, if the City was willing to accept a 2-year level of risk, the sewer could handle the 2-yr design storm and the 1 mgd Trinity flow with no sewer upsizing other than raising 2 manholes (sewer surcharged but more than 3 feet from the rim during the 2-year event.) The City decided to allow the Trinity flow and accept the 2-yr level of service for the Ensley Creek Outfall.

During routine inspections in 2024, the City found a structural problem with one of the aerial crossings. To consider replacement options, replacement with a sewer sized to convey the 5-year design storm should be a consideration. To fully convey the 5-year design storm, the entire 28,000 lf of outfall must be upsized. However, the City could phase the sewer replacement and upsizing process by starting with aials with structural concerns and/or starting with the upstream sections first and then working downstream. Replacement of any aerial sewer sections should be sized to convey the 5-yr design storm and consider buildout flows.

CDM Smith proposes completing the work in two phases as the costs for the PER (Phase 2) will depend on the number and extent of sewers to be upsized (to be determined as part of Phase 1.)

B. SCOPE OF SERVICES

The proposed scope of services for each phase are described in more detail below. A budget estimate is provided for Phase 1. Phase 2 costs will depend on the extent of sewers to be upsized (to be determined as part of Phase 1.) Figure 1 shows the locations of the 17 aerial sewers (totaling approximately 1,300 linear feet (lf). The project extents for the Phase 1 analysis are also shown.

PER Phase 1 – Evaluate Alternatives, Sizing, and Project Extents

Phase 1 includes the following 3 tasks:

Task 1 – Information Review and Data Collection

CDM Smith will review the aerial crossings and As-Built Drawings provided and verify against modeled attributes. CDM Smith will review the 2045 Comprehensive Plan and compare current flow projections (including buildout) against the plan information to assess whether revised projections are warranted.

CDM Smith will perform visual structural inspections for the aerial sewers and supports to determine if the supports could be re-used and if any other aerial crossings appear to be in poor condition from external visual inspection. Two of the 17 aials may be too elevated to view the pipe up close (approximately 9 feet and 12 feet off the ground). For these locations, the focus will

Mr. Derrick Boone

May 14, 2024

Page 3

be on the pier supports and the possibility of re-using the piers along with the CCTV pipe assessment.

CDM Smith's subcontractor, Vision, will perform CCTV of the 17 aerial sewers shown in Figure 1. The CCTV assessment will allow the City and CDM Smith to determine which aerial sewers are high priority for replacement and which could be replaced later. (It should be noted that if the City would like to CCTV the entire stretch of sewer containing the 17 aerals (approximately 16,500 lf of 12 to 24-inch sewer), the cost would be an additional \$75,000 for CCTV and engineering data analysis. This effort is not included but could be added at this additional cost.)

CDM Smith's subcontractor, Stewart Engineering, will perform manhole rim and invert survey on 12 manholes to verify some questionable data in the existing expanded hydraulic model. City will assist with access as needed.

Task 2 - Sizing and Project Extents

Using the existing expanded model, CDM Smith will determine the appropriate replacement pipe size for the Ensley Creek aerial sewers based on the 5-yr design storm and considering buildout flow projections. Relative replacement costs for comparison of alternatives will be determined to finalize recommended project extents based on both the findings from Task 1 and the model, but these costs will not be an opinion of probable construction cost (OPCC). The OPCC will be developed in Phase 2.

CDM Smith will prepare a draft letter report that includes documentation of the alternatives evaluation and recommendations for project extents and sizing. Comments from the City will be addressed, and a final letter report issued.

Task 3 – Project Management & QAQC

CDM Smith will perform monthly invoicing and quality management procedures including quality assurance (QA) and Quality Control (QC) of the model, results, and deliverables.

Contingency Task 4: Revise Future Flow Projections – Task 1 budget includes effort to review and check future flow projections and buildout against more recent available information, but does not include revisions to the flow projections as the assumption is that not enough new information is available to justify revisions. However, if revisions are required, the projections can be adjusted using the budgeted funding from this contingency task. This task would only be performed with City approval.

Assumptions

- 1) Trinity flows remain limited at 1 MGD for all conditions evaluated.

Mr. Derrick Boone

May 14, 2024

Page 4

- 2) Owner will provide all access and notifications required for the work.

PER Phase 2

Phase 2 is expected to include the following four tasks to determine how to replace the priority pipe extents determined in Phase 1 (details still to be determined):

Task 1 – Data Collection

CDM Smith will perform limited survey and geotechnical data collection required to evaluate routing options such as a potential siphon, pier replacement, or a parallel sewer. A complete survey and geotechnical investigation will be performed during final design.

Task 2 – Alternatives Analysis and OPCC

CDM Smith will analyze alternatives on how to replace the aerial sewers (or alternate project extents). CDM Smith will analyze routing options such as a potential siphon, pier replacement, or a parallel sewer. CDM Smith will perform a materials evaluation & pier analysis for replacement pipes of larger size and potentially alternate materials.

CDM Smith will develop a preliminary OPCC for the selected alternative.

Task 3 – Preliminary Engineering Report (PER)

CDM Smith will combine key information from Phase 1 along with the analysis, recommendations, schedule, and OPCC from Phase 2 into a preliminary engineering report (PER). The PER will include an analysis of the various alternatives, which will include considerations for traffic impacts, private property impacts, easement acquisition, environmental impacts, operation and maintenance, and cost comparison. A proposed construction schedule and permitting plan. A final report will be delivered within 3 weeks of receiving comments on the draft report.

Task 4 – Project Management and QAQC

CDM Smith will perform monthly invoicing and quality management procedures including QA/QC of the model, results, and deliverables.

C. SCHEDULE

Phase 1 will begin within 2 weeks of notice to proceed and be completed within 4 months.



Mr. Derrick Boone

May 14, 2024

Page 5

Phase 2 will begin upon notice to proceed with a final determination of which sewers to include in the PER and after a revised scope, fee, and schedule are approved.

D. COMPENSATION

For the Phase 1; Tasks 1-3 Services performed by CDM Smith under Section B of this Task Order, the City agrees to pay a lump sum fee of \$105,000. Task 4 Contingency task for \$10,000 will not be used unless required and authorized in writing by the City. The upper limit of Phase 1 including contingency is \$115,000. For the Phase 2 Basic Services performed by CDM Smith, the City will amend this contract adding additional compensation for these tasks once the final scope, fee, and schedule are negotiated. In addition to this compensation, the City reserves the right to amend this Contract, so that CDM Smith may furnish additional services as needed. Payments shall be made by the City monthly in proportion to the percentage of work completed, with the balance of payment made when the work is complete.

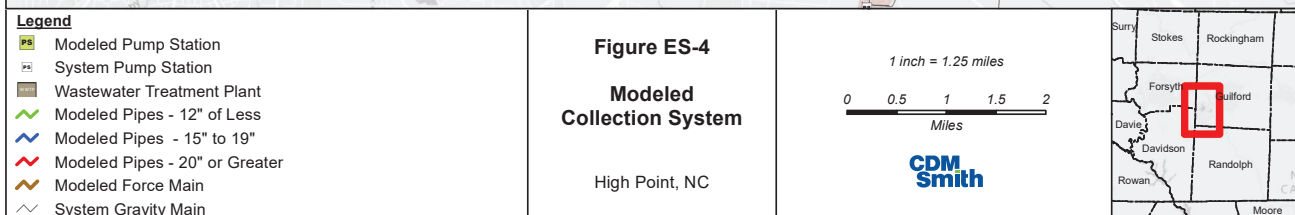
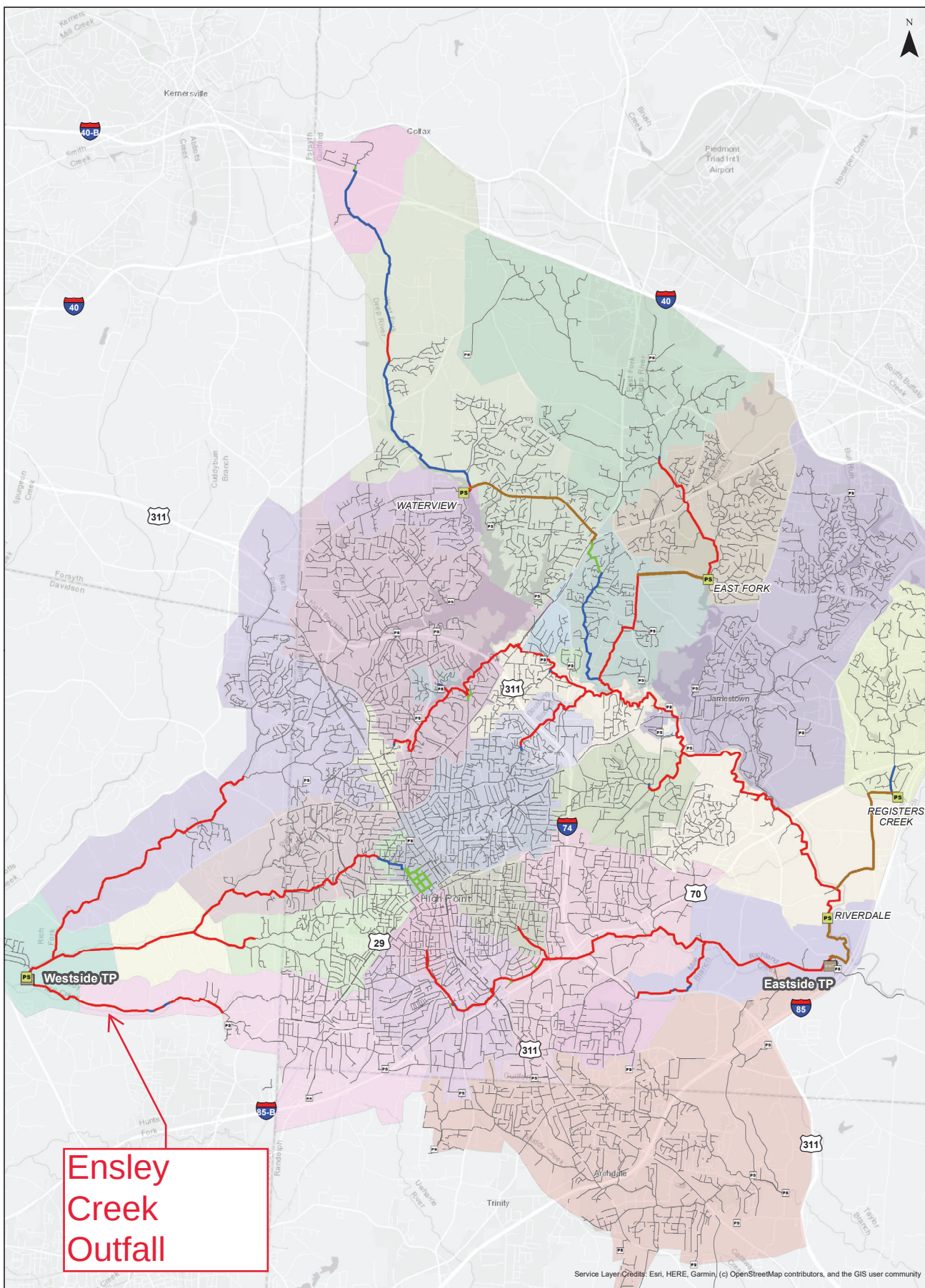
Thank you for the opportunity for CDM Smith to serve the City of High Point and your customers. We look forward to further discussing this proposal with you. If you have any questions or need any additional information, please let us know.

Sincerely,

A handwritten signature in black ink that reads "Christine Nesbit". The signature is written in a cursive, flowing style.

Christine Nesbit, P.E.
Vice President
CDM Smith Inc.

Cc: Robby Stone, Public Services Director, City of High Point
Glendon Fetterolf, CDM Smith Inc.





City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-208

File ID: 2024-208

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/23/2024

File Name:

Final Action:

Title: Consideration of Master Agreements for Professional Services
City Council is requested to authorize the execution of Master Agreements for SCADA Design and Integration Support Services with CITI, Revere Control Systems, Piedmont Automations, Lord and Company, and DSI Innovations and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Professional Services- SCADA Design and Integration Support

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: dona.turner@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Authorization and Approval for Master Agreements for Professional Services - SCADA Design and Integration Support	
FROM: Robby Stone – Public Services Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: March 28, 2024
ATTACHMENTS: none	

PURPOSE: City Staff recommends that the City Council approve the selection of five (5) Supervisory Control and Data Acquisition Systems (SCADA) and Integration Support firms/consultants to provide such services for City departments on an as needed basis through a five (5) year Master Agreements for Professional Services.

BACKGROUND: On April 26, 2024, proposals were received from qualified Firms/Consultants to provide Professional Services for SCADA Design and Integration Support. A Master Agreement (“Agreement”) will be entered with the selected Firms/Consultants to supply services to provide Professional Services for Public Services facilities control systems such as wastewater and water treatment, Material Recovery Facility, and all remotely controlled located systems within the city departments when required. Each time an engagement is needed, department personnel will have the opportunity to select from these consultants. Each time a consultant is engaged, the scope of work and fees will be negotiated, and a specific Task Order for Master Agreement for Professional Services will be executed.

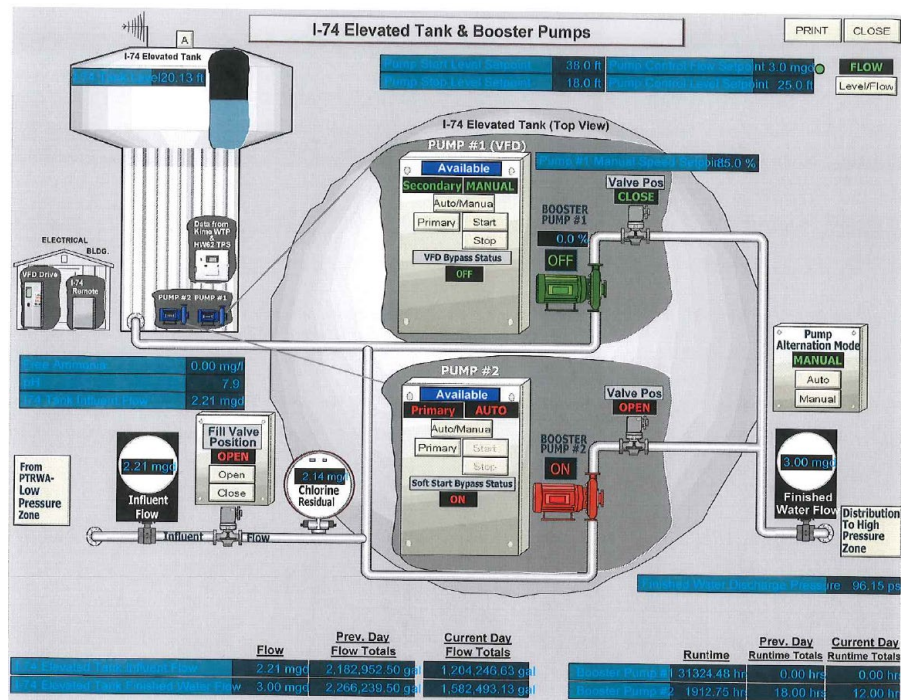
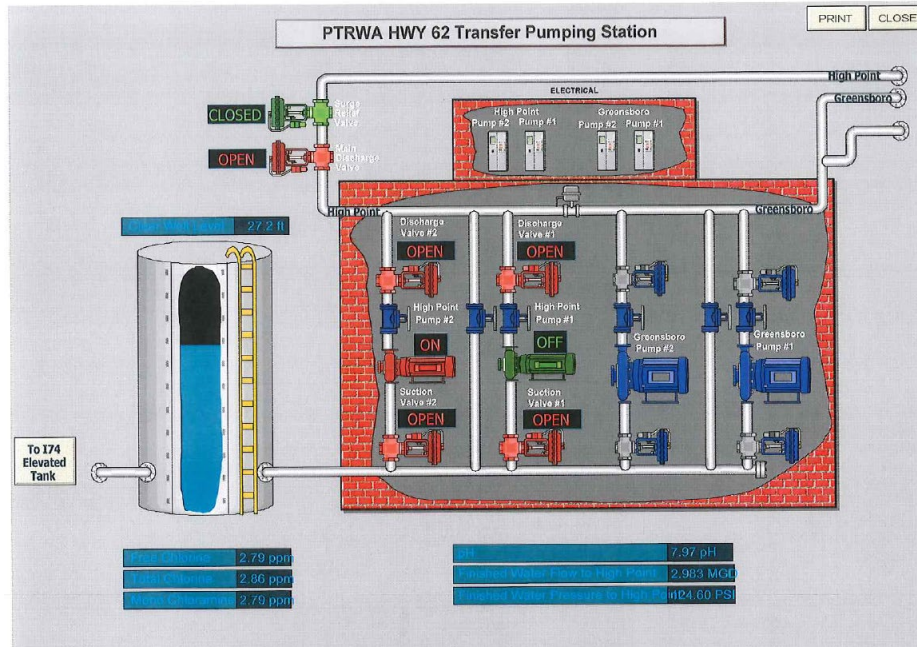
Submittals were received from eight (8) firms/consultants. A selection committee comprised of staff from Public Services reviewed the proposals and determined that five (5) firms/consultants were qualified to perform the required SCADA Design and Integration Support Services. Based on the reviews and recommendations from the committee members, it is recommended that Master Agreements for Professional Services be entered into with each of the following firms/consultants:

CITI, Revere Control Systems, Piedmont Automations, Lord and Company, and DSI Innovations

BUDGET IMPACT: No additional impact. Funds are budgeted annually as well as in capital project ordinances when adopted.

RECOMMENDATION/ACTION REQUESTED: City Council is requested to authorize the City Manager and the appropriate city officials to execute Master Agreements for SCADA Design and Integration Support Services with CITI, Revere Control Systems, Piedmont Automations, Lord and Company, and DSI Innovations.

Example: SCADA Screens





City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-209

File ID: 2024-209

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/23/2024

File Name:

Final Action:

Title: Consideration of a Sole Source Contract with Pavement Technology, Inc.
City Council is requested to consider a sole source contract to Pavement Technology, Inc in the amount of \$793,351.20 to apply Reclamite® Asphalt Rejuvenator to approximately 661,126 square yards of roadway at various locations within the City of High Point and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Sole Source Contract - Reclamite

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: dona.turner@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM

TITLE: Reclamite® Pavement Preservation Project – 2024-2025	
FROM: Public Services Department	MEETING DATE: June 3, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Sole Source Request Form Contract Appendices with Sole Source Letters, Product Info and Maps	

PURPOSE: The purpose of this Sole Source Request for Pavement Technology, Inc, will consist of applying Reclamite® Asphalt Rejuvenator to approximately 661,126 square yards of roadway at various locations within the City of High Point during the Fiscal Year 2024-2025 timeframe.

BACKGROUND: Pavement Technology, Inc. is the sole source applicator and supplier of Reclamite® Asphalt Rejuvenator in the State of North Carolina. Reclamite® is a maltene-based cationic petroleum emulsion formulated to maximize and maintain high road ratings and extend the service life of asphalt pavement.

Specific roads were selected for this application, targeting recently paved roads within the last 1-4 years. Reclamite® Asphalt Rejuvenator penetrates, rejuvenates, and seals the surface of the asphalt. It prevents asphalt roadway raveling, counter-acts compaction issues, reduces permeability, and prevents moisture intrusion into the road subgrade.

BUDGET IMPACT: Funds for this project are available in the FY 2023-2024 budget.

RECOMMENDATION/ACTION REQUESTED: The Public Services Department recommends approval of this Sole Source request and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the project to Pavement Technology, Inc. in the amount of \$793,351.20.



Pictures above illustrate Reclamite® being installed on Bethel Drive in High Point, NC (November 13, 2023).

FINANCIAL SERVICES
Purchasing Division



SOLE SOURCE JUSTIFICATION FORM

(For Items Costing **\$10,000.00 or More**)

Statutory Reference N.C.G.S. 143-129(e)6

Requisition #

Vendor:

Item(s):

Justification:

Pavement Technology, Inc. is the sole source applicator and supplier of Reclamite® Asphalt Rejuvenator in the State of North Carolina.
Reclamite® is a maltene-based cationic petroleum emulsion formulated to maximize and maintain high road ratings and extend the service life of asphalt pavement.

Estimated expenditure for the above item(s):

Accounting Unit and Account(s):

**CHECK ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE.
ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT
DOCUMENTATION.**

1. ☒ Performance or price competition for a product are not available.
2. ☒ A needed product is available from only one source of supply.
3. ☐ Standardization or compatibility is the overriding consideration.
4. ☐ The parts/equipment are required from this source to permit standardization.
5. ☐ None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memo and support documentation.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Department Head/Authorized Personnel Digitally signed by Robby Stone
Date: 2024.05.20 13:36:46 -04'00'

Department/Division Date

APPROVAL PROCESS

Purchasing Manager

Financial Services Director

City Council (\$30,000 – Up)

City of High Point | P.O. BOX 230, High Point, NC 27261 | 336.883.3219



APPENDIXES

Appendixes

- | | |
|--|----------|
| 1. D&D Emulsions Sole Source Letter | 1 pg. |
| 2. TRICOR Refining LLC Sole Source Applicator and Supplier | 1 pg. |
| 3. Pavement Technology Inc. Cost Proposal | 1 pg. |
| 4. Pavement Technology Inc. Certificate of Insurance | 1 pg. |
| 5. Product Informational Brochures | 3 pgs. |
| 6. Plans: Overview Map, Quantities, and Enlarged Street Maps | 23 Shts. |



270 PARK AVENUE EAST
P. O. BOX 1706
MANSFIELD, OH 44901
ddemulsionsinc@outlook.com
Phone: 419-522-9440 fax: 419-522-8606

April 1, 2024

TO WHOM IT MAY CONCERN,

This is to inform you that Pavement Technology Inc. is our only licensed RECLAMITE® Application Contractor in the state of Ohio, Tennessee, North Carolina, South Carolina, Georgia, Florida, Maryland, Michigan, Pennsylvania, Virginia, and West Virginia. They have served the Florida area since 1972.

They are authorized only as material applicators and are not authorized to re-sell the material to others.

D & D Emulsions, Inc. is a licensed manufacturer of RECLAMITE® for the Golden Bear Oil Company, now **Tricor Refining, LLC** serving the Eastern United States.


Charles Dawson
Vice President



1134 Manor St. • Oildale, CA 93308 / P.O. Box 5877 • Bakersfield, CA 93388
Phone 661.337.9979 – Email: brettt@tricorrefining.com

March 27, 2024

C Allan Hicks
City of High Point
P O Box 230
High Point, NC 27261

This letter will confirm that Pavement Technology, Inc. with business address location at 24144 Detroit Road, Westlake, Ohio 44145 is the approved sole source applicator and supplier of Reclamite® asphalt rejuvenator and CRF Emulsion in the State of North Carolina. D&D Emulsions, Inc., Mansfield, Ohio is the approved and authorized manufacturer of Reclamite® by Tricor Refining, LLC servicing your market area. Through D&D Emulsions, Inc. Tricor Refining, LLC supplies finished emulsion for application by Pavement Technology, Inc. There is not another source for Reclamite® or CRF to be supplied into North Carolina.

Tricor Refining, LLC maintains an authorized manufacturing network in North America and through this we supply our approved product applicators. The reason for this is to control the emulsion quality and correct product application in each region. Pavement Technology, Inc. maintains and operates several crews which only apply Reclamite® asphalt rejuvenator.

Please let me know if you need further information or have other questions.

Respectfully,

Brett Towns
Tricor Refining, LLC
Specialty Products Sales
Manager
Cell: 530-491-8251
brettt@tricorrefining.com

Pavement Technology, Inc.

24144 Detroit Rd.
Westlake, Ohio 44145

Phone: 800-333-6309 440-892-1895
Fax: 440-892-0953

April 25, 2024

Mr. Allan Hicks
Public Services Department
City of High Point
816 E Green Drive
High Point, NC 27260

Dear Mr. Hicks:

We are pleased to offer our proposal to apply Reclamite® asphalt rejuvenator to various streets located in the City of High Point, NC.

<u>Estimated Square Yards</u>	<u>Amount</u>
661,126	\$793,351.20

Our unit price of \$1.20 per square yard is inclusive of traffic control, notification of residents and all labor and material necessary to complete the work.

Actual field measurements will determine final quantities.

Limit not to exceed \$793,351.20.

Thank you for your continued interest in pavement preservation with Reclamite®.

Sincerely,



Ken Holton
kholtan@pavetechinc.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGowan & Company, Inc. 20595 Lorain Rd Fairview Park OH 44126		CONTACT NAME: Frances Lyons PHONE (A/C, No, Ext): 440.895.4359 E-MAIL ADDRESS: flyons@mcgowaninsurance.com		FAX (A/C, No): 440-333-3214
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Travelers Property Casualty Co of America		36161
		INSURER B : Phoenix Insurance Company		25623
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES**CERTIFICATE NUMBER:** 1325597420**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER:	Y		DTCO324N6425	3/1/2024	3/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y		8108L678293	3/1/2024	3/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000	Y		CUP2J391570	3/1/2024	3/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	UB0K349145	3/1/2024	3/1/2025	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: 2024 Rejuvenation

Certificate holder is included as an additional insured as required by written contract with respects to the General Liability. 10 day notice of cancellation for non-payment of premium, 30 day notice for all other reasons applies.

CERTIFICATE HOLDER**CANCELLATION**City of High Point
816 E Green Drive
High Point NC 27260

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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RECLAMITE®

Asphalt Pavement Rejuvenator

Reclamite® Benefits:

- Delays the aging process
- Reverses aging
- Stops premature aging - reverses oxidation
- Waterproofs and seals
- Restores the components of asphalt
- Less than 1/3 to 1/2 the cost of other wear course seals.

Reclamite® is a maltene-based cationic petroleum emulsion formulated to maximize and maintain high road ratings and extend the service life of your asphalt pavement, while conserving your maintenance budget.

Reclamite® restores maltenes, the components of asphalt lost in the aging process, and improves the durability of the pavement near the surface where deterioration begins. Pavements in good profile, but exhibiting signs of aging—hairline cracking, raveling and pitting—will benefit from a Reclamite® application, as will pavements with segregation issues.

Reclamite® assists in adjusting the rheology of asphalt binder by increasing penetration values and decreasing viscosity and corresponding DSR (Dynamic Shear Rheometer) values.

Formulated from a single sourced naphthenic crude base, Reclamite® has a high natural solvency ability, co-mingling and fluxing with the asphalt binder to restore the asphalt/aggregate bond. It is a 100% petroleum rejuvenator base containing 0% asphalt.

Reclamite® has a proven 50-year history of use with national and international distribution. When used in pavement maintenance programs, application is usually on a 4 to 6 year basis. Product cost is generally 1/3 to 1/2 of conventional wear course treatments.

Reclamite® is used to extend pavement life at the top of the maintenance curve, pushing that curve as long as possible before more expensive wear course seals such as scrub seal, chip seal, slurry and cape seals are required.

Please contact your Tricor distributor for more information or visit tricorrefining.com to learn more about our products.



Reclamite® Petroleum Maltene-Based Rejuvenating Agent

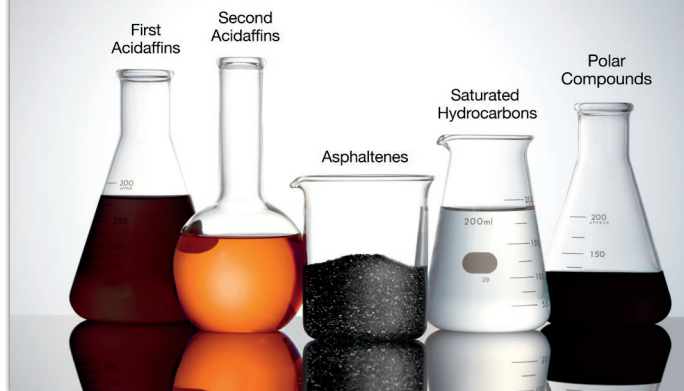
► What is Reclamite?

According to the National Center for Pavement Preservation “a true asphalt rejuvenator is a maltene-based petroleum product which has the ability to absorb or penetrate into an asphaltic concrete pavement and restore those reactive components (maltenes) that have been lost from the asphalt cement binder due to the natural process of oxidation.”

Reclamite comprises the same maltene fractions as the asphalt binder. Reclamite is refined from a naphthenic (wax free) base that seals and preserves the surface “in-depth”.



Components of Asphalt.



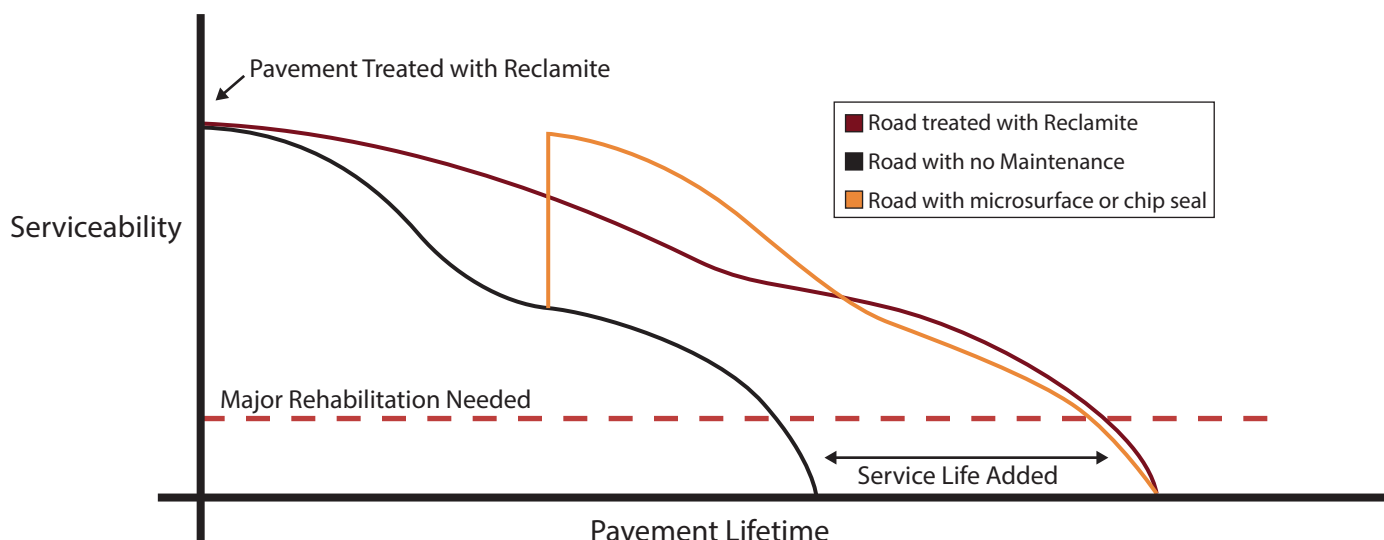
► When should Reclamite be used?

Reclamite is a “top-of-the-curve” application. Apply to newer pavement (less than six years old in northern climates, less than ten years old in southern climates) that shows minimal signs of surface deterioration.

► How does it work?

Reclamite has been used for more than 50 years and is proven to add 5-7 years service life to pavements. It penetrates, rejuvenates and seals the surface by replenishing the lost maltene fraction in the asphalt binder. Maltene is necessary to make the surface durable and flexible. Reclamite fluxes with the asphalt binder, restoring the aggregate/asphalt bond.

Reclamite prevents raveling and stripping and, by densifying the pavement’s surface, it helps address compaction issues, reduces surface permeability, and prevents air and moisture intrusion. It adjusts viscosity and penetration values. It does not contain degreasers, solvents or creosotes.



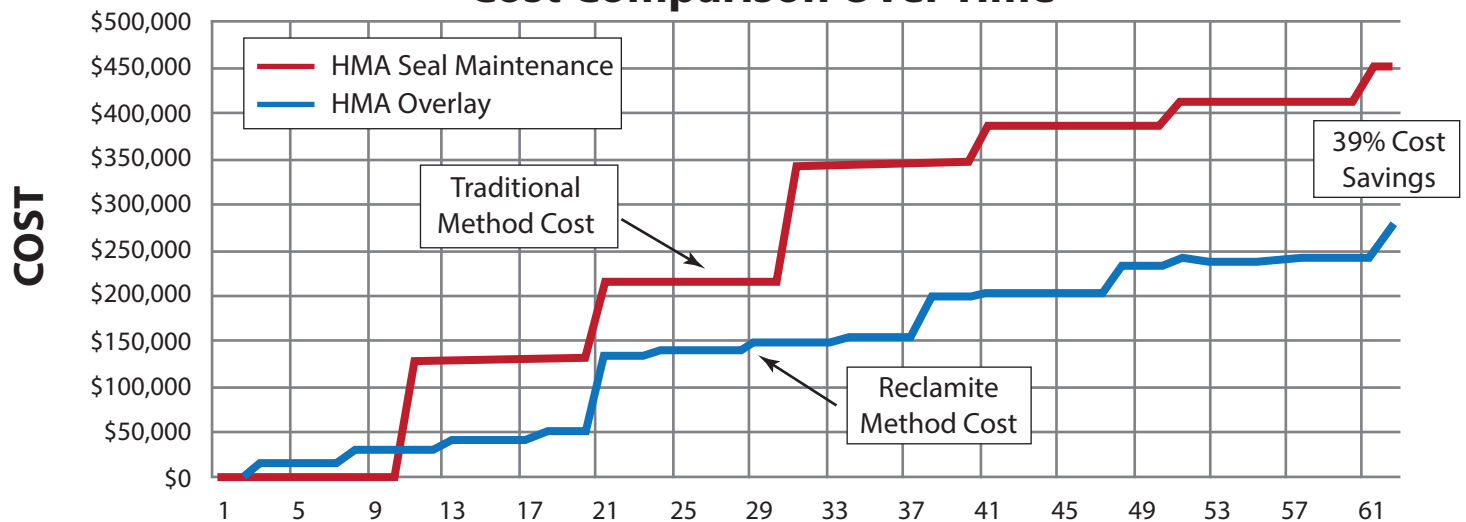
► How is Reclamite applied?

Reclamite is sprayed like a fog seal. The emulsion is diluted with water to 60 percent Reclamite. Application rates average between .05-.08 gallons per square yard. It is applied in one pass, has a 20-45 minute cure time and leaves no surface coating. Then a light coating of sand or limestone screenings is applied (1-2 pounds per square yard). The screenings are swept between 1-2 days after application. Striping is not compromised and remains visible throughout the application process.



Application of Reclamite

Cost Comparison Over Time



Source: Town of Avon, Indiana Preservation Study. Schneider Engineering Case Study Presented at Purdue University www.youtube.com/watch?v=dYIDAA2Ey4k

AVON PASER AVG. 1999-2013

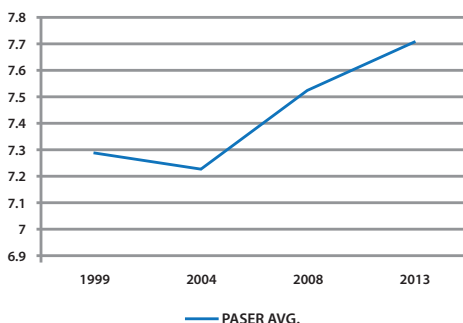
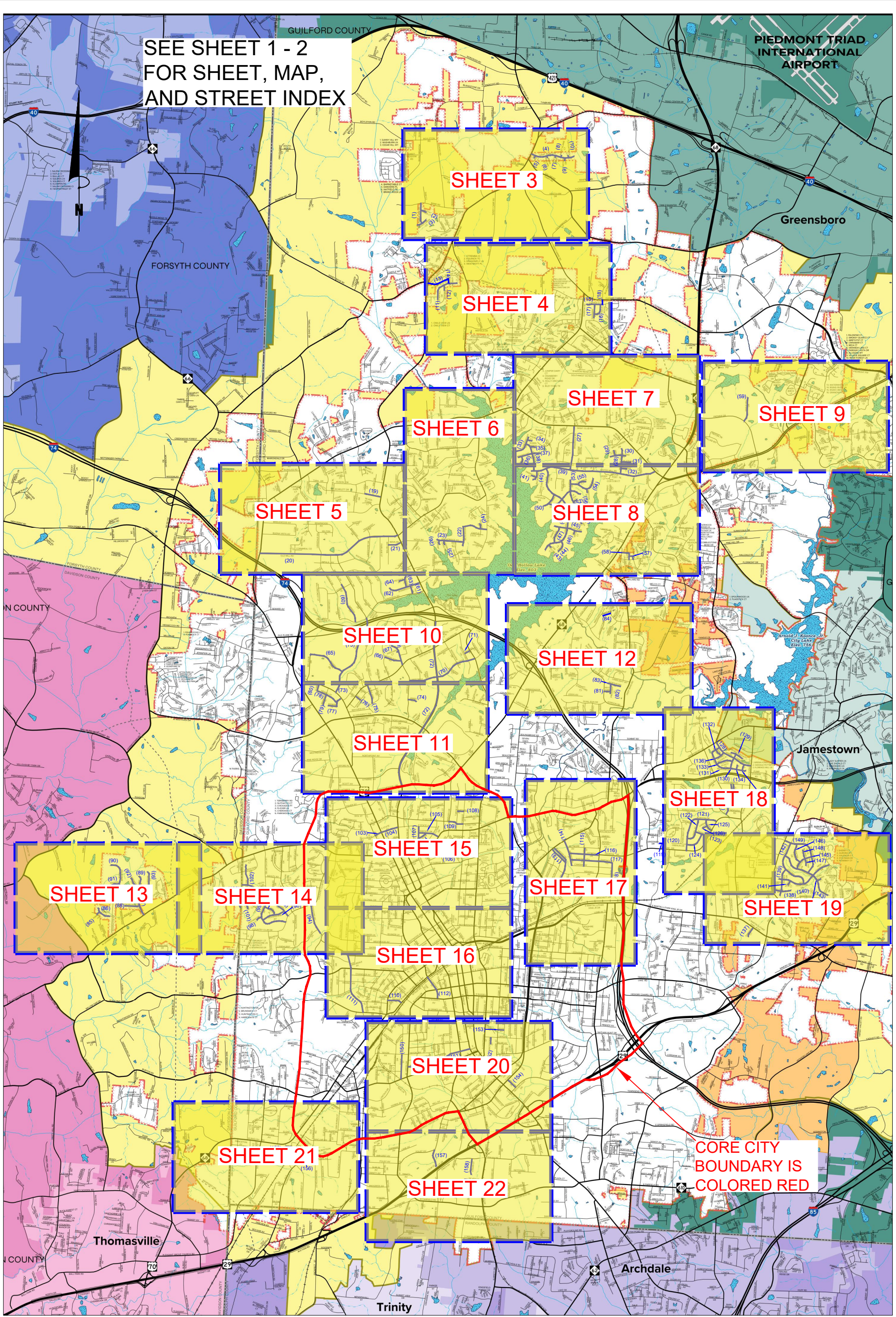


Chart shows average Paser ratings increasing after Reclamite program was initiated



Photo taken in November 2015



	CITY OF HIGH POINT PUBLIC SERVICES DEPARTMENT 211 S. HAMILTON STREET P.O. BOX 230 HIGH POINT, N.C. 27261 TELEPHONE (336) 883-3194 FAX (336) 883-4118	PLAN DRAWINGS FOR RECLAMITE® PROJECTS - 2024-2025 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT - GUILFORD COUNTY - N.C.
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PLAN SHEET	MAP #	STREET	FROM	TO	CAD AREA (SY)	SPEED LIMIT	COMMENTS	GARBAGE COLLECTION DAY
3	1	Noble View Dr.	Bame Rd.	Cold Creek Ct.	2,784	35	2021 Accepted Streets, Deerfield Crossing S/D	Wed
3	2	Melody Creek Ct.	Noble View Dr.	Cul-de-sac	1,152	35	2022 Accepted Streets, Deerfield Crossing S/D	Wed
3	3	Cold Creek Ct.	Turn-around	Cul-de-sac	1,860	35	2023 Accepted Streets, Deerfield Crossing S/D	Wed
3	4	Dairy Point Dr.	Sandy Ridge Rd.	Cul-de-sac	7,461	25	2021 Contract Resurfacing	Thur
3	5	Devane Ct.	Dairy Point Dr.	Cul-de-sac	829	35	2021 Contract Resurfacing	Thur
3	6	Brian Hollars Ct.	Dairy Point Dr.	Cul-de-sac	732	35	2021 Contract Resurfacing	Thur
3	7	Erica Marie Ct.	Dairy Point Dr.	Cul-de-sac	732	35	2021 Contract Resurfacing	Thur
3	8	Kacey Elaine Ct.	Dairy Point Dr.	Cul-de-sac	743	35	2021 Contract Resurfacing	Thur
3	9	Nicole Dr.	Dairy Point Dr.	Dead End	384	35	2021 Contract Resurfacing	Thur
3	10	Caitlin Nicole Ct.	Dairy Point Dr.	Cul-de-sac	747	35	2021 Contract Resurfacing	Thur
4	11	Starfall Dr.	Cul-de-sac	+/-100' S of Owls View Ln.	4,364	35	2022 Accepted Streets, Westmoreland Ph1 S/D	Wed/Thur
4	12	Skyview Tr.	Starfall Dr.	+/-280' S of Starfall Dr.	550	35	2022 Accepted Streets, Westmoreland Ph1 S/D	Wed/Thur
4	13	Bloomfield Tr.	Johnson St.	Dead End	3,338	35	2022 Accepted Streets, Westmoreland Ph1 S/D	Wed/Thur
4	14	Stream Edge Pl.	Bloomfield Tr.	Starfall Dr.	722	35	2022 Accepted Streets, Westmoreland Ph1 S/D	Wed/Thur
4	15	Copper Ct.	Blackberry Ridge Dr.	Cul-de-sac	2,642	35	2021 Accepted Streets, Cottesmore Ph 3 S/D	Thur
4	16	Fallowood Te.	Copper Ct.	Gunnersbury Ln.	1,896	35	2021 Accepted Streets, Cottesmore Ph 3 S/D	Thur
4	17	Gunnersbury Ln.	Copper Ct.	Phase III line	1,913	35	2021 Accepted Streets, Cottesmore Ph 3 S/D	Thur
4	18	Blackberry Ridge Dr.	Copper Ct.	Clinard Farm Rd.	544	35	2021 Accepted Streets, Cottesmore Ph 3 S/D	Thur
5	19	Scarlett Dr.	Johnson St.	Heidi Dr.	1,975	25	2022 City Resurfacing	Wed
5	20	Old Mill Rd.	Johnson St.	Skeet Club Rd.	18,602	40	2021 Contract Resurfacing	Wed
5	21	Nova Av.	Johnson St.	Malibu Dr.	1,385	35	2023 City Resurfacing	Wed
6	22	Wesseck Dr.	Waterview Rd.	Cul-de-sac	8,059	35	2021 Contract Resurfacing	Wed
6	23	Anchorage Av.	Wesseck Dr.	Cul-de-sac	5,038	35	2021 Contract Resurfacing	Wed
6	24	Viceroy Ct.	Wesseck Dr.	Cul-de-sac	1,220	35	2021 Contract Resurfacing	Wed
6	25	Hidden Cove Pt.	Anchorage Av.	Cul-de-sac	996	35	2021 Contract Resurfacing	Wed
6	26	La Port Ct.	Anchorage Av.	Cul-de-sac	991	35	2021 Contract Resurfacing	Wed
7	27	Braddock Rd.	Whites Mill Rd.	Skeet Club Rd.	6,357	35	2023 Contract Resurfacing	Thur
7	28	Banoak St.	Whites Mill Rd.	Cul-de-sac	4,023	25	2023 Contract Resurfacing	Thur
7	29	Red Oak Ct.	Lakeland Pt.	Cul-de-sac	1,213	35	2023 Contract Resurfacing	Thur
7	30	Lakeland Pt.	Dead End	Cul-de-sac	2,605	25	2023 Contract Resurfacing	Thur
7	31	Plateau Ct.	Banoak St.	Cul-de-sac	1,591	35	2023 Contract Resurfacing	Thur
7	32	Banoak Ct.	Banoak St.	Cul-de-sac	1,118	35	2023 Contract Resurfacing	Thur
7	33	Quarterstaff Dr.	Cul-de-sac	Dead End	2,999	35	2023 Contract Resurfacing	Thur
7	34	Windshore Ct.	Quarterstaff Dr.	Cul-de-sac	1,020	35	2023 Contract Resurfacing	Thur
7	35	Robinwood Ct.	Tecumseh St.	Cul-de-sac	1,111	35	2023 Contract Resurfacing	Thur
7	36	Tesa Ct.	Havasü Wy.	Cul-de-sac	1,435	35	2023 Contract Resurfacing	Thur
7	37	Havasü Wy.	Cul-de-sac	Cul-de-sac	3,813	35	2023 Contract Resurfacing	Thur
7	38	Tecumseh St.	Whites Mill Rd.	Quarterstaff Dr.	4,067	25	2023 Contract Resurfacing	Thur
8	39	Whites Mill Rd.	Skeet Club Rd.	Cul-de-sac	20,650	40	2023 Contract Resurfacing	Thur
8	40	Baywater Pt.	Whites Mill Rd.	Cul-de-sac	1,894	35	2023 Contract Resurfacing	Thur
8	41	Pinnacle Ct.	Baywater Pt.	Cul-de-sac	1,084	35	2023 Contract Resurfacing	Thur
8	42	Oak Hollow Dr.	Whites Mill Rd.	Cul-de-sac	18,824	30	2021 Contract Resurfacing	Thur
8	43	Oak Hollow Ct.	Oak Hollow Dr.	Cul-de-sac	928	35	2021 Contract Resurfacing	Thur
8	44	La Salle Dr.	Oak Hollow Dr.	Cul-de-sac	2,420	35	2021 Contract Resurfacing	Thur
8	45	La Vista Dr.	Cul-de-sac	Cul-de-sac	5,526	35	2021 Contract Resurfacing	Thur
8	46	La Vista Ct.	La Vista Dr.	Cul-de-sac	1,240	35	2021 Contract Resurfacing	Thur
8	47	Ponce De Leon Dr.	Oak Hollow Dr.	La Vista Dr.	2,845	35	2021 Contract Resurfacing	Thur
8	48	La Dora Ct.	La Dora Dr.	Cul-de-sac	1,310	35	2023 Contract Resurfacing	Thur
8	49	La Dora Dr.	Oak Hollow Dr.	Oak Hollow Dr.	9,183	25	2023 Contract Resurfacing	Thur
8	50	La Vera St.	Oak Hollow Dr.	Cul-de-sac	3,214	35	2023 Contract Resurfacing	Thur
8	51	San Fernando Dr.	La Vera St.	Cul-de-sac	7,048	35	2023 Contract Resurfacing	Thur
8	52	La Joy Ct.	Talavera Dr.	Cul-de-sac	1,294	35	2023 Contract Resurfacing	Thur
8	53	Talavera Dr.	La Dora Dr.	Cul-de-sac	5,439	35	2023 Contract Resurfacing	Thur
8	54	Setliff Dr.	Talavera Dr.	Dead End	5,122	35	2023 Contract Resurfacing	Thur
8	55	Calabria Ct.	Setliff Dr.	Cul-de-sac	1,817	35	2023 Contract Resurfacing	Thur
8	56	Preston Pt.	Setliff Dr.	Cul-de-sac	1,143	35	2023 Contract Resurfacing	Thur
8	57	Pebblestone Ln.	Timbergate Ln.	Marble Dr.	980	35	2020 Accepted Streets, Whitestone Ph IV S/D	Thur
8	58	Timbergate Ln.	White Fence Ln.	Marble Dr.	1,964	35	2020 Accepted Streets, Whitestone Ph IV S/D	Thur
9	59	Eagle Hill Dr.	Premier Dr.	Cul-de-sac	5,729	35	2023 Contract Resurfacing	N/A
10	60	Imperial Dr.	Aberdeen Rd.	180' N of Domino Pl.	5,016	30	2021 City Resurfacing	Wed
10	61	Ivey Ln.	Aberdeen Rd.	Shamrock Rd.	954	35	2021 City Resurfacing	Wed
10	62	Shamrock Rd.	Johnson St.	Cul-de-sac	3,404	35	2021 City Resurfacing	Wed
10	63	Norman Pl.	Shamrock Rd.	Cul-de-sac	1,739	35	2021 City Resurfacing	Wed
10	64	Fieldale Pl.	Norman Pl.	Dead End	694	35	2021 City Resurfacing	Wed
10	65	School Park Rd.	Shadybrook Rd.	Bellevue Dr.	10,832	35	2023 Contract Resurfacing	Wed
10	66	Woodlawn Rd.	James Rd.	Rolling Rd.	1,738	25	2021 City Resurfacing	Wed
10	67	Andover Ct.	James Rd.	Cul-de-sac	455	35	2023 Contract Resurfacing	Wed
10	68	Bayford Ct.	James Rd.	Cul-de-sac	641	35	2023 Contract Resurfacing	Wed
10	69	James Rd.	Oakview Rd.	Cul-de-sac	4,511	35	2023 Contract Resurfacing, 2021 City Resurfacing	Wed
10	70	Lakecrest Av.	N Centennial St.	James Rd.	15,201	25	2023 Contract Resurfacing	Wed
10	71	McGhee Av.	N. Centennial St.	Wellingford Dr.	487	35	2023 City Resurfacing	Wed
10/11	72	Johnson St.	I-74	Eastchester Dr.	64,535	45	2023 Contract Resurfacing	Wed
10/11	73	Shadybrook Rd.	Aberdeen Rd.	Old Winston Rd.	20,409	35	2023 Contract Resurfacing	Wed
11	74	James Ct.	James Rd.	Cul-de-sac	1,911	35	2023 Contract Resurfacing	Wed
11	75	Roseland St.	Oakview Rd.	Pine Valley Rd.	1,875	35	2021 City Resurfacing	Wed
11	76	First St.	Oakview Rd.	Monnell Dr.	462	35	2021 City Resurfacing	Wed
11	77	Rankin Pl.	Old Winston Rd.	Dead End	1,906	25	2021 City Resurfacing	Wed
11	78	Newell St.	Clark Pl.	Rankin Pl.	2,583	35	2021 City Resurfacing	Wed
11	79	Brinkley Pl.	Newell St.	Dead End	1,178	35	2021 City Resurfacing	Wed
11	80	Clark Pl.	Newell St.	Old Winston Rd.	825	35	2021 City Resurfacing	Wed

SHEET NO.

1

OF 22



CITY OF HIGH POINT
PUBLIC SERVICES
DEPARTMENT
211 S. HAMILTON STREET
P.O. BOX 230
HIGH POINT, N.C. 27261
TELEPHONE (336) 883-3194
FAX (336) 883-4118

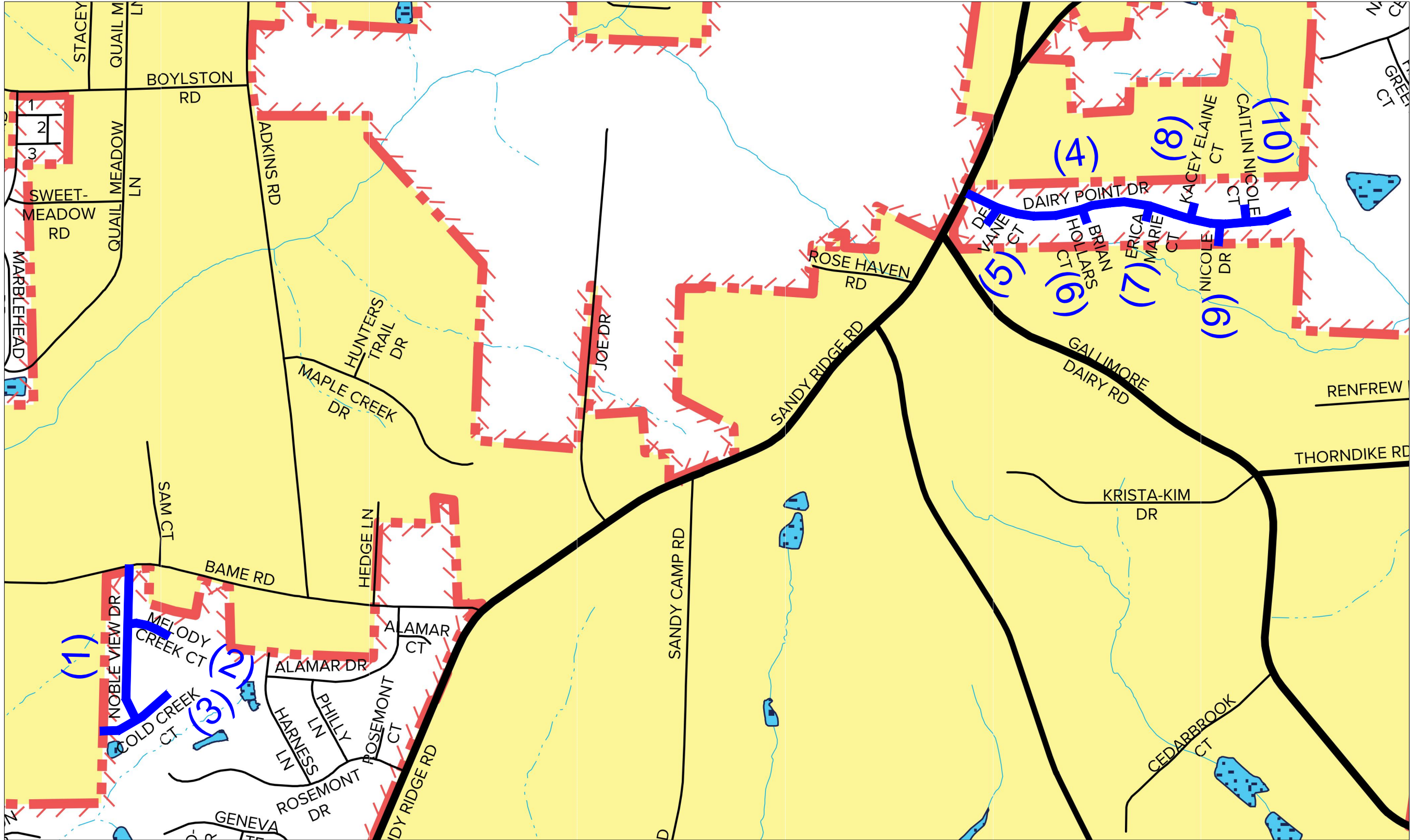
PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT – GUILFORD COUNTY – N.C.

PLAN SHEET	MAP #	STREET	FROM	TO	CAD AREA (SY)	SPEED LIMIT	COMMENTS	GARBAGE COLLECTION DAY
13	85	Fernley Ln.	Richard Byerly Rd.	Fernley Ct.	586	35	2023 Accepted Streets, Swans Landing Ph 2 S/D	Wed
13	86	Fernley Ct.	Cul-de-sac	180' W of Bennington Wy.	2,518	35	2023 Accepted Streets, Swans Landing Ph 2 S/D	Wed
13	87	Swansgate Ln.	W Lexington Av.	Swan Lake Dr.	4,540	25	2022 Contract Resurfacing	Wed
13	88	Churchill Ct.	Swansgate Ln.	Cul-de-sac	2,815	35	2021 Contract Resurfacing	Wed
13	89	Swan Lake Dr.	Cul-de-sac	Cul-de-sac	10,126	25	2022/2021 Contract Resurfacing	Wed
13	90	Rock Bridge Rd.	Swan Lake Dr.	Cul-de-sac	6,396	25	2021 Contract Resurfacing	Wed
13	91	Maggie Ct.	Rock Bridge Rd.	Cul-de-sac	1,689	35	2021 Contract Resurfacing	Wed
13	92	Brennen Ln.	Cul-de-sac	Lupton Ct.	4,143	25	2021 Contract Resurfacing	Wed
13	93	Lupton Ct.	Cul-de-sac	Cul-de-sac	4,255	35	2021 Contract Resurfacing	Wed
14	94	Rockford Rd.	Country Club Dr.	115' NW of Westwood Av.	4,957	35	2021 W/S Replacements	Tue
14	95	Yorkshire Dr.	Country Club Dr.	Westminster Dr.	4,634	35	2023 Contract Resurfacing	Tue
14	96	Devonshire Av.	Westminster Dr.	Yorkshire Dr.	4,000	35	2023 Contract Resurfacing	Tue
14	97	Lancaster Pl.	Devonshire Av.	Westminster Dr.	2,320	35	2023 Contract Resurfacing	Tue
14	98	Westminster Ct.	Westminster Dr.	Cul-de-sac	1,300	35	2023 Contract Resurfacing	Tue
14	99	Westminster Dr.	Country Club Dr.	Cul-de-sac	13,602	35	2023 Contract Resurfacing	Tue
14	100	Sturbridge Av.	Westminster Dr.	Cul-de-sac	5,339	35	2023 Contract Resurfacing	Tue
14	101	Devlin Ct.	Sturbridge Av.	Cul-de-sac	1,455	35	2023 Contract Resurfacing	Tue
14	102	Overland Dr.	Westminster Dr.	Cul-de-sac	4,424	35	2023 Contract Resurfacing	Tue
15	103	W. State Av.	N. Main St.	Long St	963	35	2023 Contract Resurfacing	Tue
15	104	E. State Av.	N. Main St.	Johnson St.	2,960	35	2021 W/S Replacements	Tue
15	105	Parkside Dr.	Blain St.	E. Lexington Av.	3,837	35	2021 Contract Resurfacing	Tue
15	106	Avalon Pl.	Blain St.	Parkside Dr.	1,595	35	2021 Contract Resurfacing	Tue
15	107	Blain St.	E. Lexington Av.	E. State Av.	5,086	35	2021 Contract Resurfacing	Tue
15	108	Shepard Pl.	Tabor St.	Forrest St.	584	35	2022 City Resurfacing	Tue
15	109	E. Dayton Av.	Bridges Dr.	Forrest St.	1,463	35	2022 City Resurfacing	Tue
16	110	Briggs Pl.	W. MLK Jr. Dr.	W. English Rd	2,100	35	2021 W/S Replacements	Tue
16	111	N. Rotary Dr.	Phillips Av.	Ferndale Bv.	15,762	25/35	2021 Contract Resurfacing	Tue
16	112	S. Lindsay St.	R/R Track bridge	W Russell Av.	4,707	35	2021 Contract Resurfacing	Tue
17	113	Ellwood Dr.	Montlieu Av.	Boundary Av.	10,257	25	2023 Contract Resurfacing	Mon
17	114	Arlington St.	Montlieu Av.	Camden Av.	4,800	35	2022 Contract Resurfacing	Mon
17	115	Fairmont St.	Camden Av.	Biltmore Av.	1,978	35	2021 City Resurfacing	Mon
17	116	Cedrow Dr.	Arlington St.	Gordon St.	4,190	35	2023 Contract Resurfacing	Mon
17	117	Dartmouth Av.	Arlington St.	Anaheim St.	7,104	25	2023 Contract Resurfacing	Mon
17	118	Anaheim St.	Brockett Av.	Dartmouth Av.	7,085	25	2023 Contract Resurfacing	Mon
18	119	Kingsway Dr.	Cul-de-sac	310' W of Cul-de-sac	982	25	2021 Accepted Streets, Cedrow S/D	Mon
18	120	Rolling Green Dr.	Cul-de-sac	185' N of Cul-de-sac	609	35	2021 Accepted Streets, Cedrow S/D	Mon
18	121	Runyon Dr.	Cedrow Dr.	Cedrow Dr.	9,557	35	2021 Contract Resurfacing	Mon
18	122	Oneil St.	Runyon Dr.	Runyon Dr.	4,294	35	2021 Contract Resurfacing	Mon
18	123	Twain Av.	Oneil St.	Cedrow Dr.	2,146	35	2021 Contract Resurfacing	Mon
18	124	Oberlin Dr.	Runyon Dr.	Twain Av.	3,940	35	2021 Contract Resurfacing	Mon
18	125	Lardner Pl.	Runyon Dr.	Cedrow Dr.	2,020	35	2021 Contract Resurfacing	Mon
18	126	Lardner Ct.	Lardner Pl.	Cul-de-sac	1,040	35	2021 Contract Resurfacing	Mon
18	127	Valley Dr.	Manor Dr.	Edgeview Rd.	5,283	35	2021 City Resurfacing	Mon
18	128	Wrenn Farm Dr.	Greensboro Rd.	N Scientific St.	7,764	35	2023 Accepted Streets, Wrenn Farm S/D	Mon
18	129	Gardner Parson Pt.	Cul-de-sac	Cul-de-sac	2,430	35	2023 Accepted Streets, Wrenn Farm S/D	Mon
18	130	Wrenn Forest St.	Vickrey Meadow Dr.	Gardner Parson Pt.	1,812	35	2023 Accepted Streets, Wrenn Farm S/D	Mon
18	131	Vickrey Meadow Dr.	Wrenn Farm Dr.	Cul-de-sac	7,433	35	2023 Accepted Streets, Wrenn Farm S/D	Mon
18	132	Wrenn Miller St.	Vickrey Meadow Dr.	Vickrey Woods Pl.	1,070	35	2023 Accepted Streets, Wrenn Farm S/D	Mon
18	133	Hodson Pickett Tr.	Vickrey Meadow Dr.	Wrenn Forest St.	2,182	35	2023 Accepted Streets, Wrenn Farm S/D	Mon
18	134	Oakdale Potter Co.	Vickrey Meadow Dr.	Cul-de-sac	963	35	2023 Accepted Streets, Wrenn Farm S/D	Mon
18	135	Florence Mill Ln.	Vickrey Meadow Dr.	Wrenn Farm Dr.	846	35	2023 Accepted Streets, Wrenn Farm S/D	Mon
18	136	Vickrey Woods Pl.	Vickrey Meadow Dr.	Wrenn Farm Dr.	1,411	35	2023 Accepted Streets, Wrenn Farm S/D	Mon
19	137	Packrite Ct.	E. MLK Jr Dr.	End of City Maintenance	1,977	35	2021 Contract Resurfacing	Mon
19	138	Wilton Wy.	Dillon Rd.	Cul-de-sac	3,064	35	2022 City Resurfacing	Mon
19	139	Sussex Dr.	Colony Wy.	Cul-de-sac	4,953	35	2021 Contract Resurfacing/2022 City Resurfacing	Mon
19	140	New Hampshire Dr.	Dead End	Chatfield Dr.	11,030	35	2021 Contract Resurfacing	Mon
19	141	Bauldwin Ct.	New Hampshire Dr.	Cul-de-sac	1,421	35	2021 Contract Resurfacing	Mon
19	142	Colony Dr.	New Hampshire Dr.	Pineburr Rd.	9,103	25	2021 Contract Resurfacing	Mon
19	143	Edinburgh Dr.	Colony Dr.	Cul-de-sac	12,216	25	2023 Contract Resurfacing	Mon
19	144	Edinburgh Ct.	Edinburgh Dr.	Cul-de-sac	902	35	2023 Contract Resurfacing	Mon
19	145	Manchester Dr.	Edinburgh Dr.	Pineburr Rd.	3,437	35	2023 Contract Resurfacing	Mon
19	146	Waterford Dr.	Pineburr Rd.	Manchester Dr.	3,414	25	2023 Contract Resurfacing	Mon
19	147	Manchester Ct.	Manchester Dr.	Cul-de-sac	1,547	35	2023 Contract Resurfacing	Mon
19	148	Buckingham Ct.	Manchester Dr.	Cul-de-sac	1,774	35	2023 Contract Resurfacing	Mon
19	149	Pineburr Rd.	Dillon Rd.	Edinburgh Dr.	10,419	25/30	2023 Contract Resurfacing	Mon
20	150	Ennis St.	W Ward Av.	Tryon Av.	2,785	35	2022 City Resurfacing	Tue
20	151	W. Willis Av.	S. Main St.	W. Green Dr.	12,095	35	2021 Contract Resurfacing	Tue
20	152	Macedonia Ct.	Lake Av.	Dead end	741	35	2021 City Resurfacing	Mon
20	153	Clay Av.	Park St.	Sharon St.	633	35	2021 City Resurfacing	Tue
20	154	Fixture Pl.	S. University Pw.	Nathan Hunt Dr.	1,303	35	2021 City Resurfacing	Mon
21	155	Malta Pl.	Cornell Dr.	Cornell Dr.	730	35	2022 City Resurfacing	Tue
21	156	Eastview Pl.	Northview St.	Old Thomasville Rd.	908	35	2023 City Resurfacing	Tue
22	157	S. Elm St.	Foust Av.	End of City Maintenance	2,086	35	2022 City Resurfacing	Tue
22	158	Logan St.	Finch Av.	Cul-de-sac	3,208	25	2021 City Resurfacing	Tue
22	159	Silver Ct.	Surrett Dr.	Dead end	2,502	35	2021 City Resurfacing	Tue
					1.5% Contingency (SY)	9,770		
					TOTAL (SY)	661,126	4/5/2024	

SHEET NO.

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OF22



PUBLIC SERVICES
DEPARTMENT
211 S. HAMILTON STREET
P.O. BOX 230
HIGH POINT, N.C. 27261
TELEPHONE (336) 883-3194
FAX (336) 883-4118

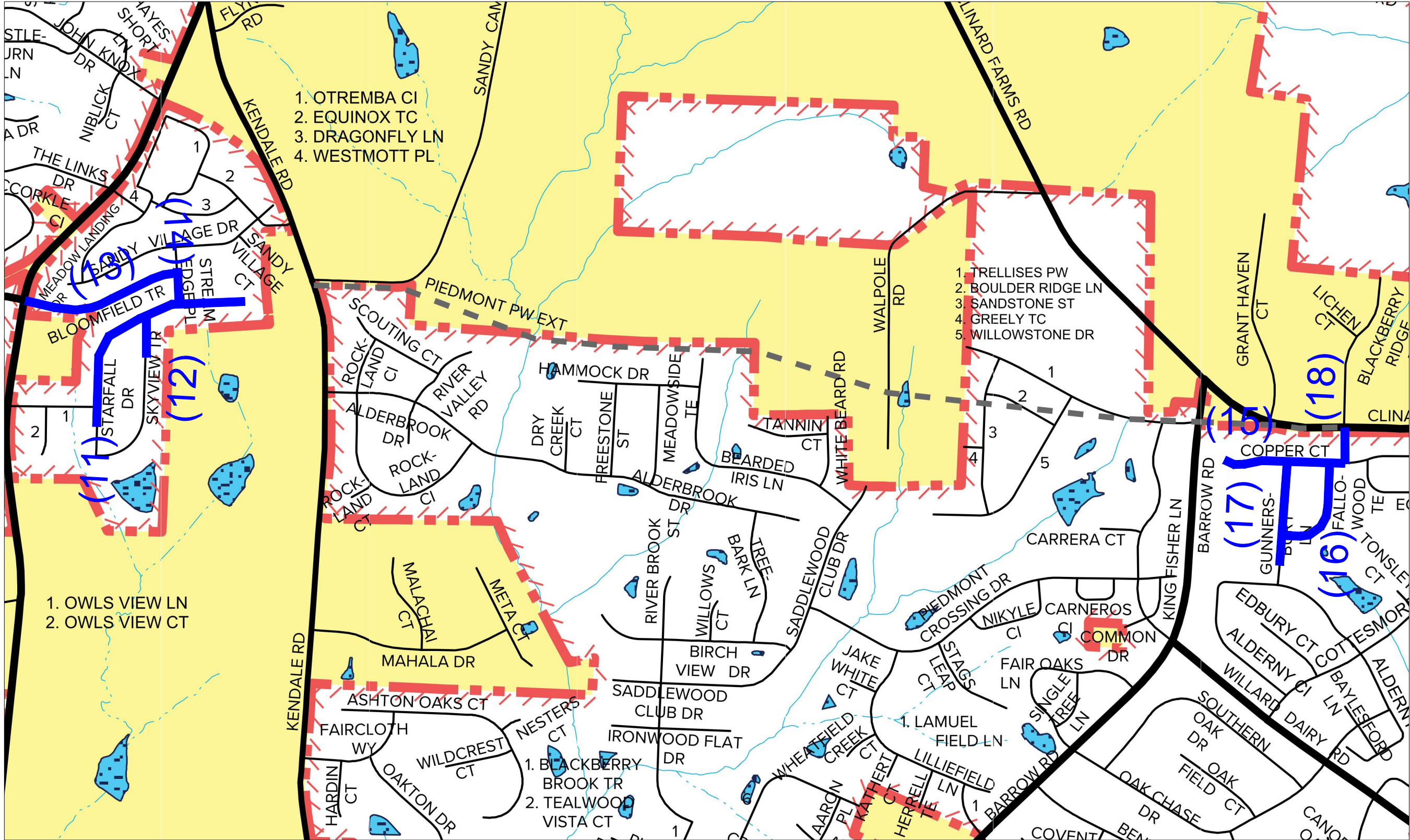
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT – GUILFORD COUNTY – N.C.

SHEET NO.

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OF 22



PUBLIC SERVICES
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211 S. HAMILTON STREET
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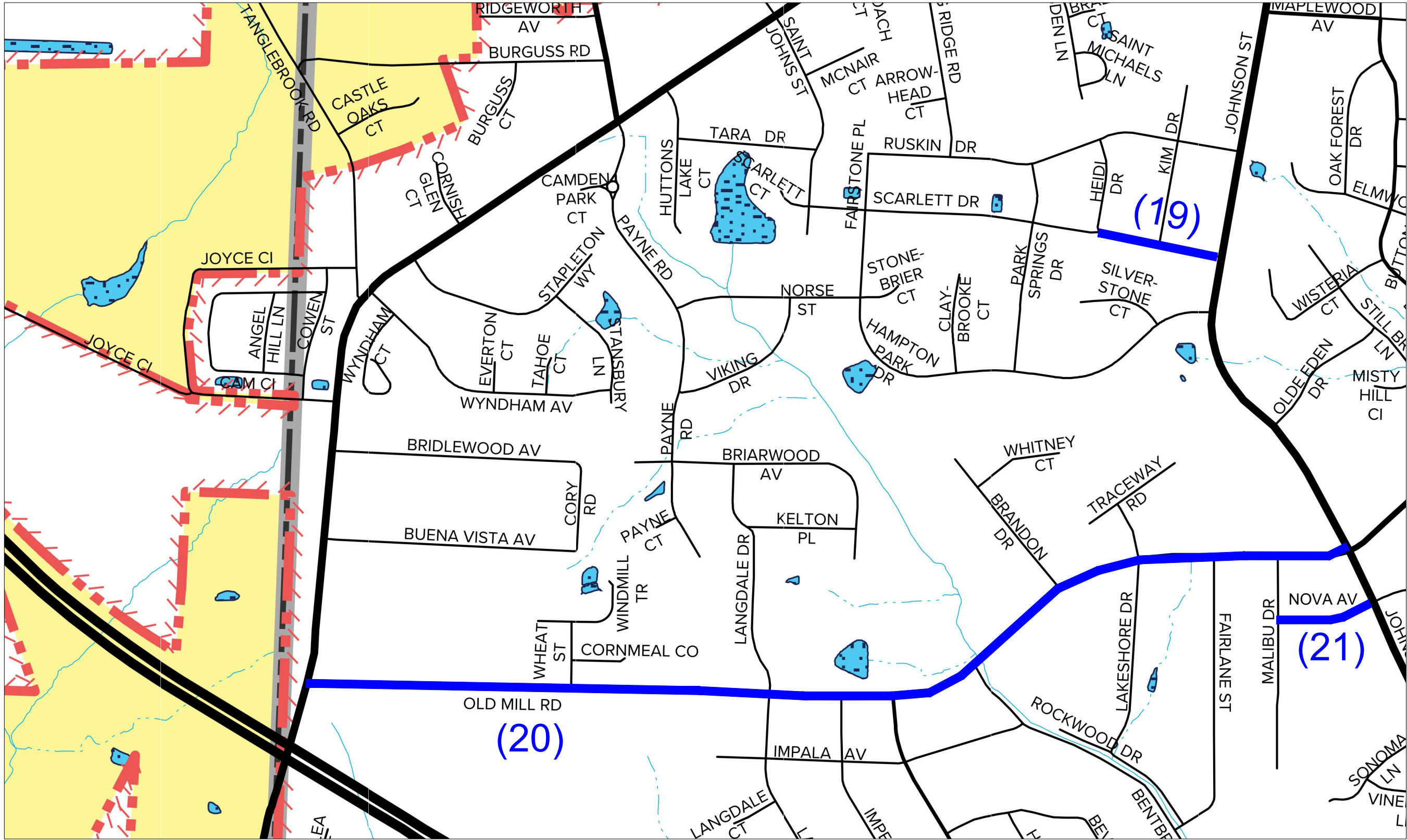
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT - GUILFORD COUNTY - N.C.

SHEET NO.

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OF 22



PUBLIC SERVICES
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				DATE	MAR. 2024
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PLAN DRAWINGS FOR

RECLAMITE® PROJECTS - 2024-2025

CITY OF HIGH POINT

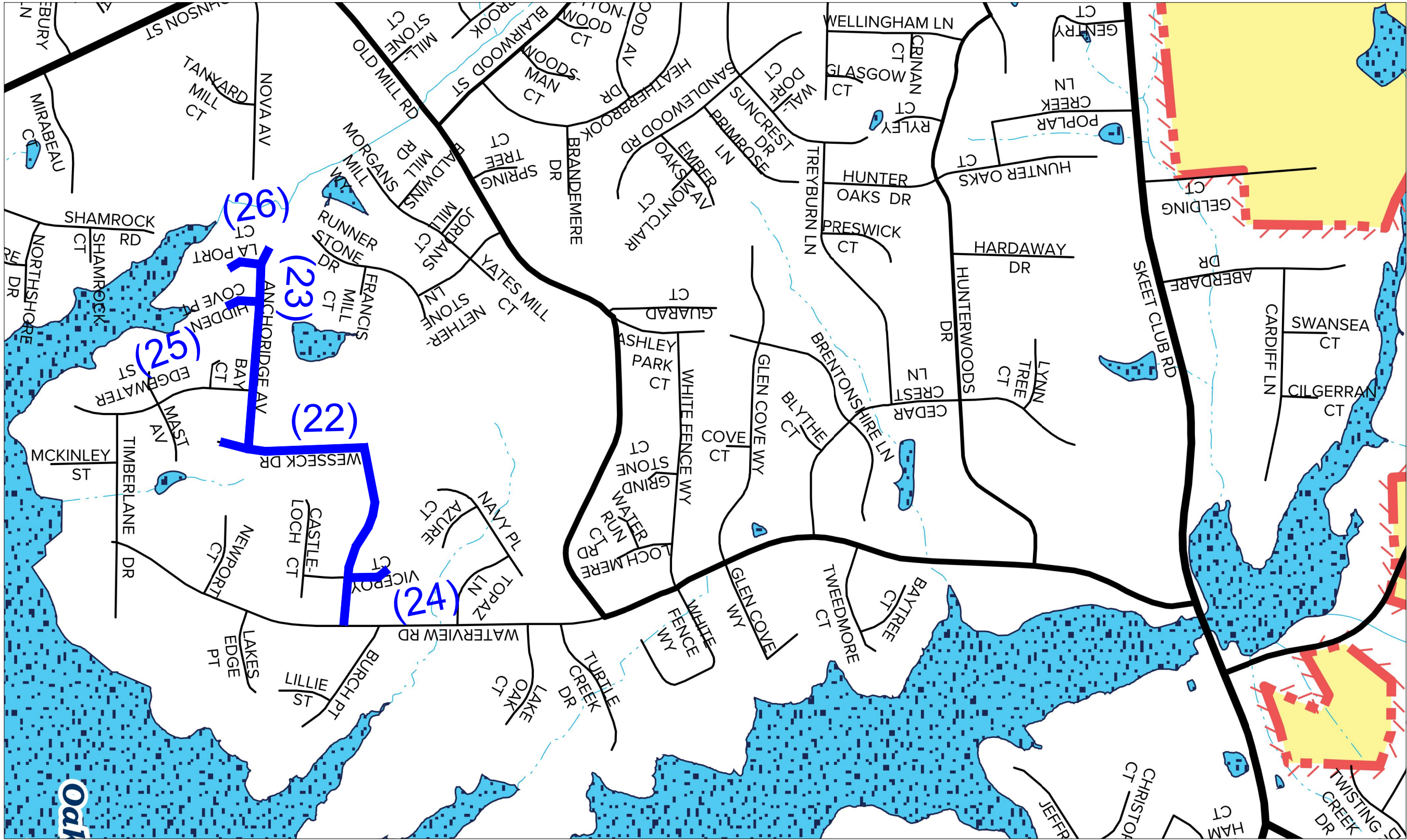
ROADWAY IMPROVEMENTS

HIGH POINT - GUILFORD COUNTY - N.C.

SHEET NO.

5

OF 22



PUBLIC SERVICES
DEPARTMENT
211 S. HAMILTON STREET
P.O. BOX 230
HIGH POINT, N.C. 27261
TELEPHONE (336) 883-3194
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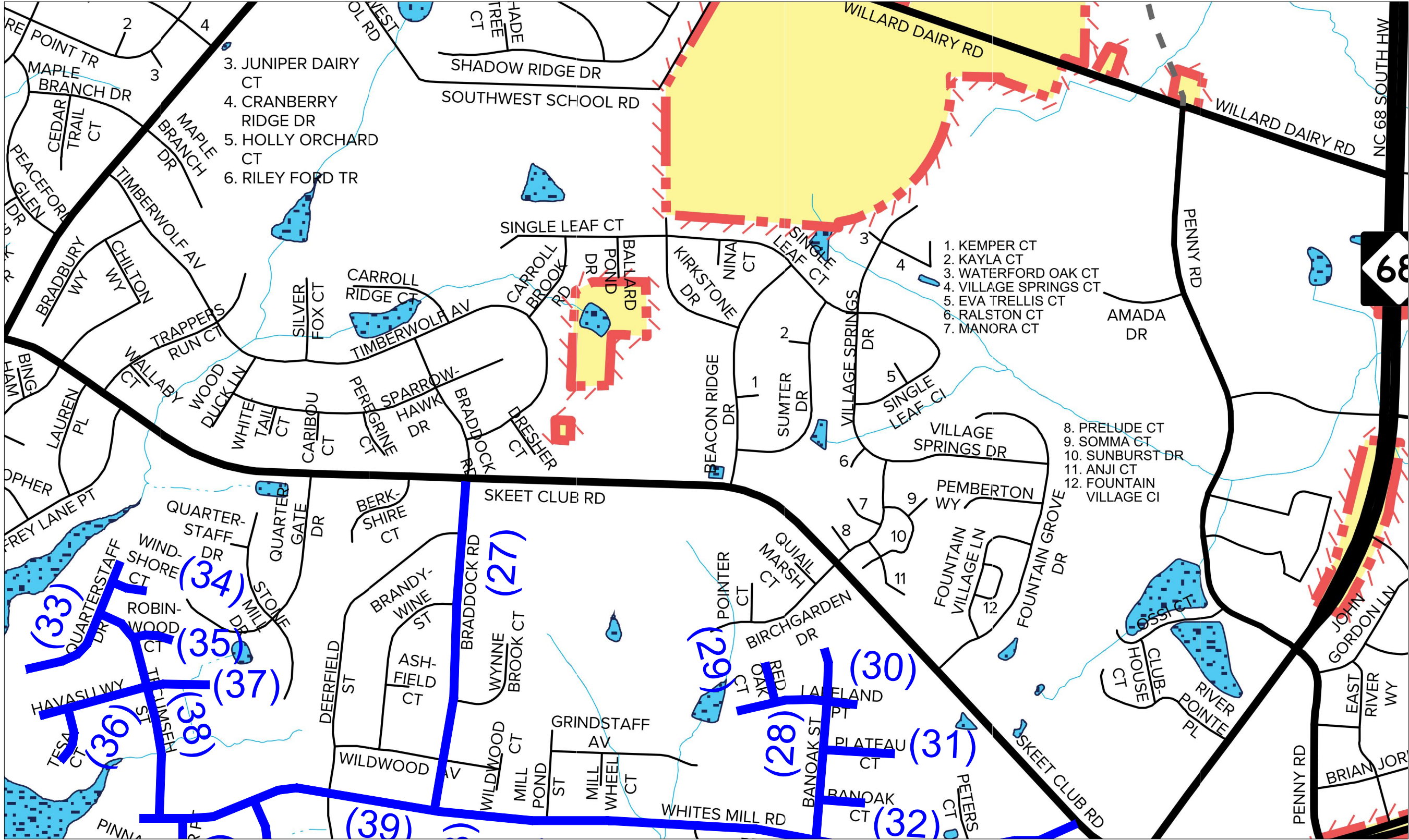
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT - GUILFORD COUNTY - N.C.

SHEET NO.

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PUBLIC SERVICES
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211 S. HAMILTON STREET
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HIGH POINT, N.C. 27261
TELEPHONE (336) 883-3194
FAX (336) 883-4118

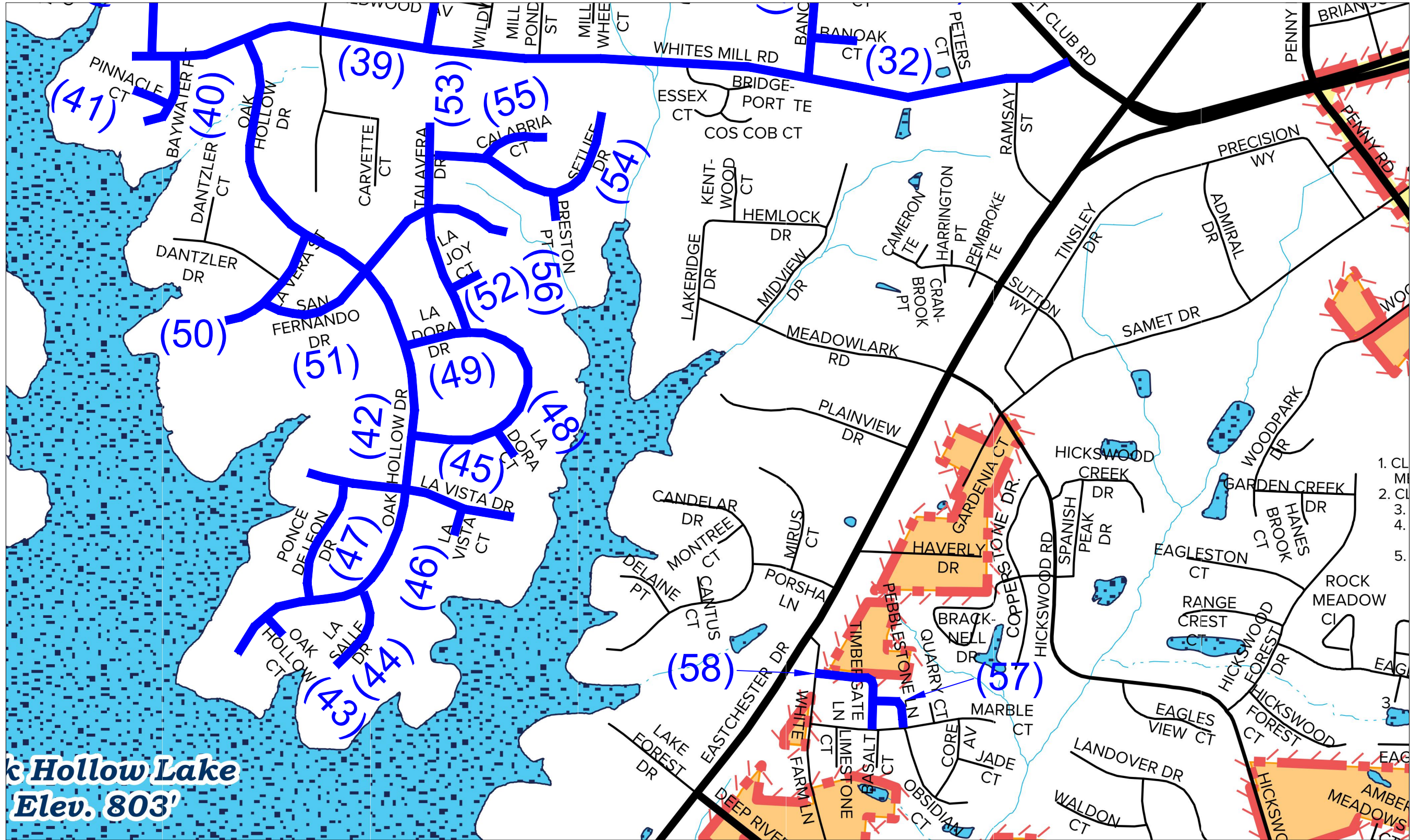
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT – GUILFORD COUNTY – N.C.

SHEET NO.

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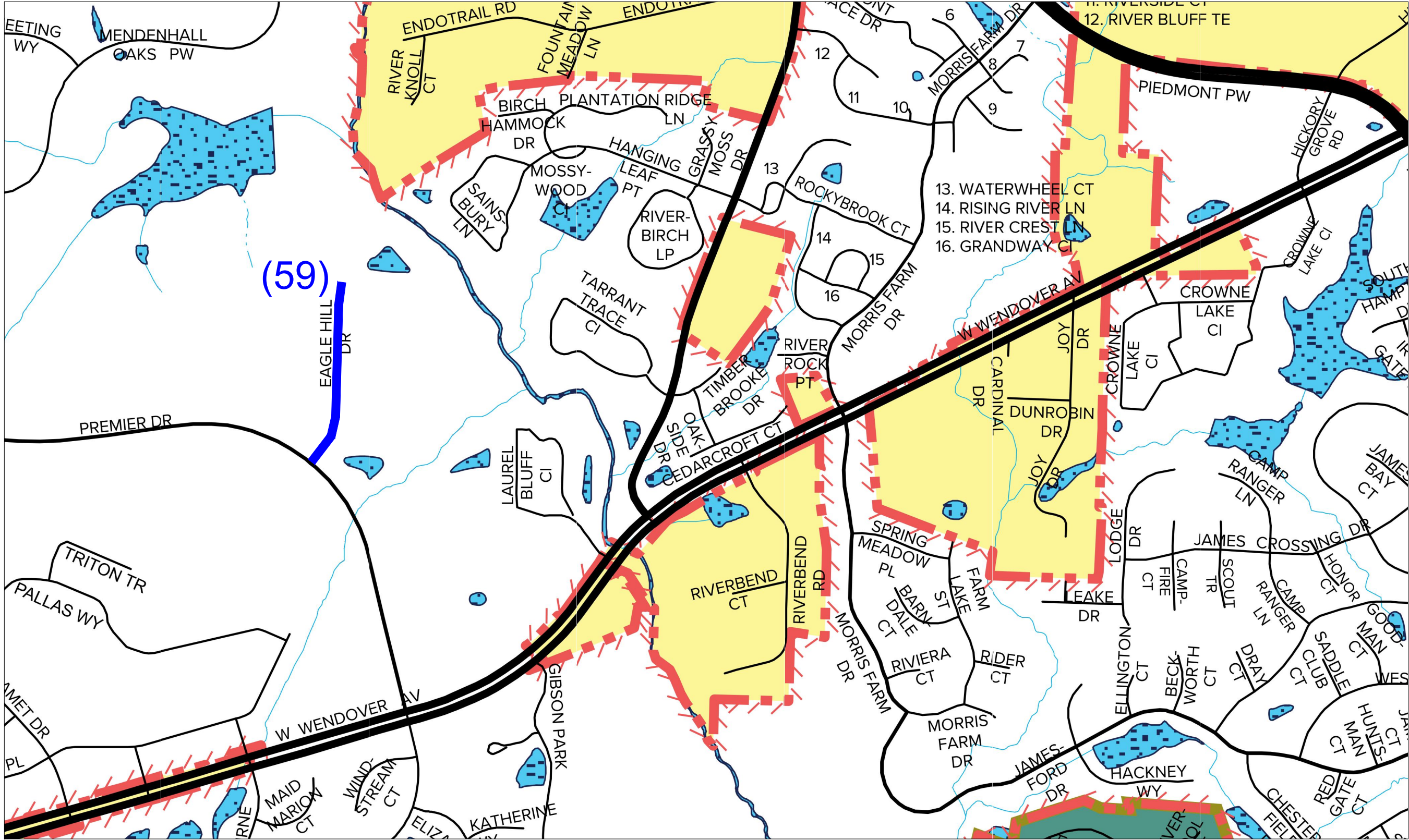
OF 22



k Hollow Lake
Elev. 803'

- 1. CL M
- 2. CL
- 3.
- 4.
- 5.

	PUBLIC SERVICES DEPARTMENT 211 S. HAMILTON STREET P.O. BOX 230 HIGH POINT, N.C. 27261 TELEPHONE (336) 883-3194 FAX (336) 883-4118			JOB NO:	N/A	PLAN DRAWINGS FOR RECLAMITE® PROJECTS - 2024-2025 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT – GUILFORD COUNTY – N.C.	SHEET NO. 8 OF 22
				DATE	MAR. 2024		
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PUBLIC SERVICES
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211 S. HAMILTON STREET
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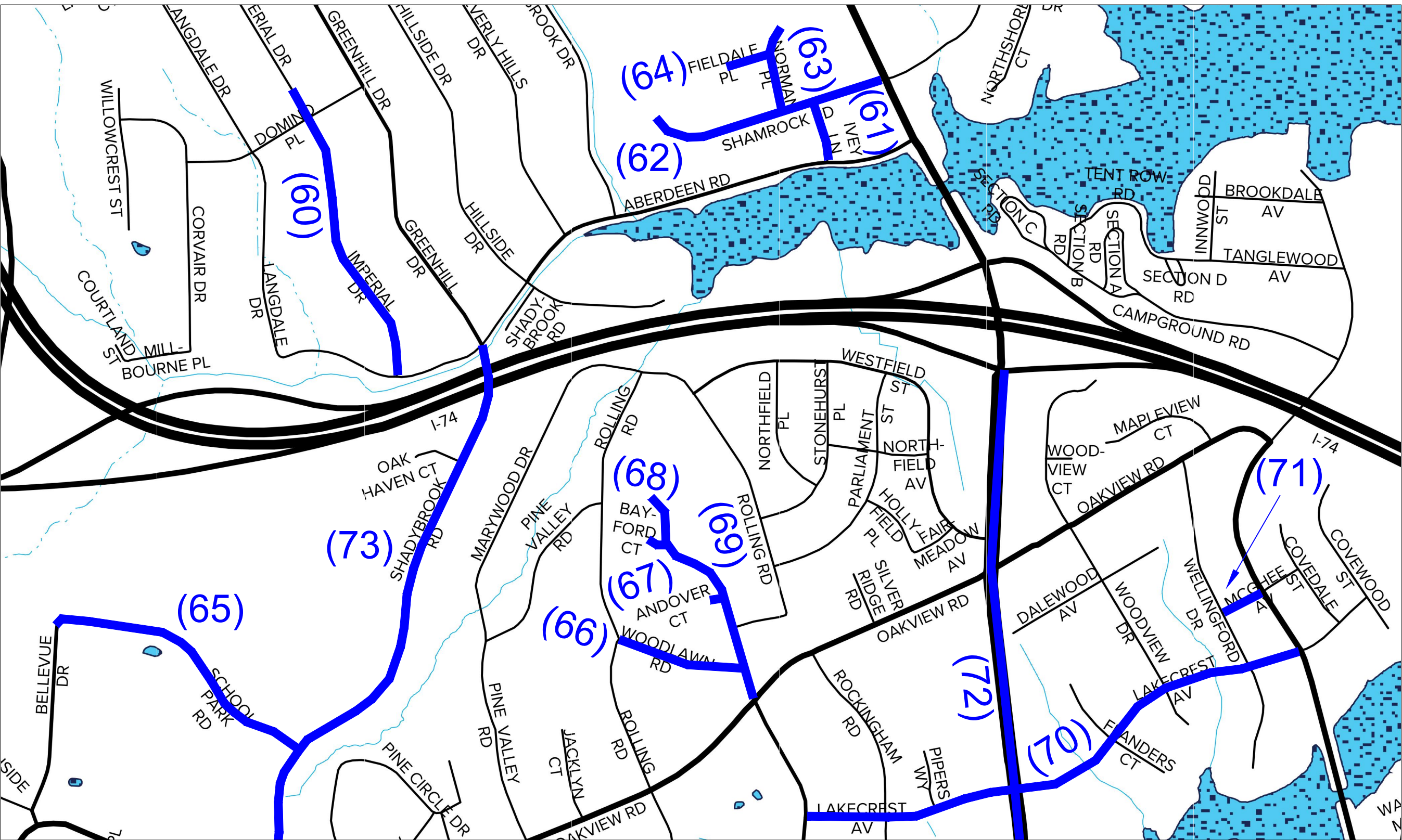
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT - GUILFORD COUNTY - N.C.

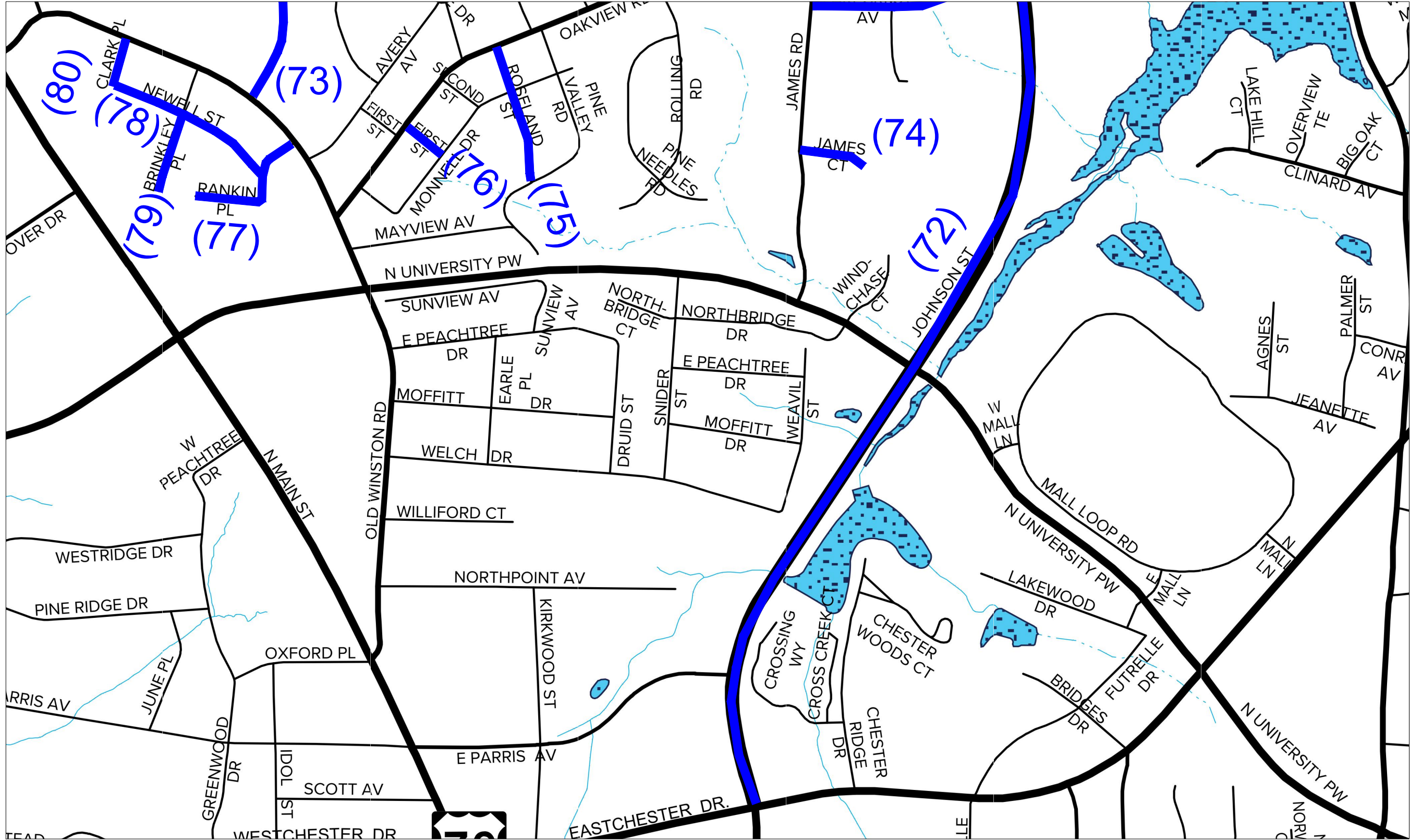
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OF 22



	PUBLIC SERVICES DEPARTMENT 211 S. HAMILTON STREET P.O. BOX 230 HIGH POINT, N.C. 27261 TELEPHONE (336) 883-3194 FAX (336) 883-4118			JOB NO: N/A	PLAN DRAWINGS FOR RECLAMITE® PROJECTS - 2024-2025 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT - GUILFORD COUNTY - N.C.	SHEET NO.
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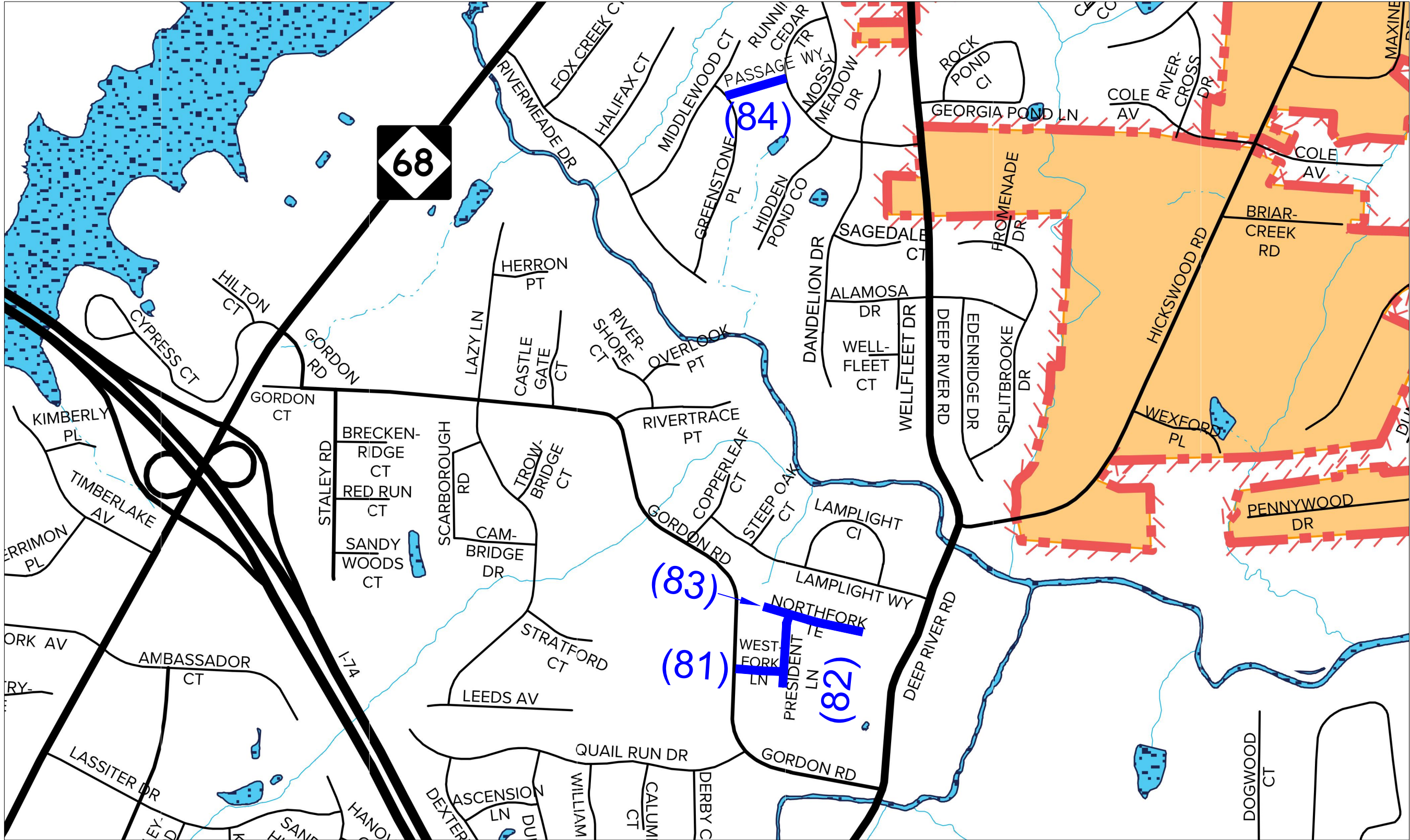


PUBLIC SERVICES
DEPARTMENT
211 S. HAMILTON STREET
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT - GUILFORD COUNTY - N.C.

SHEET NO.
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OF 22



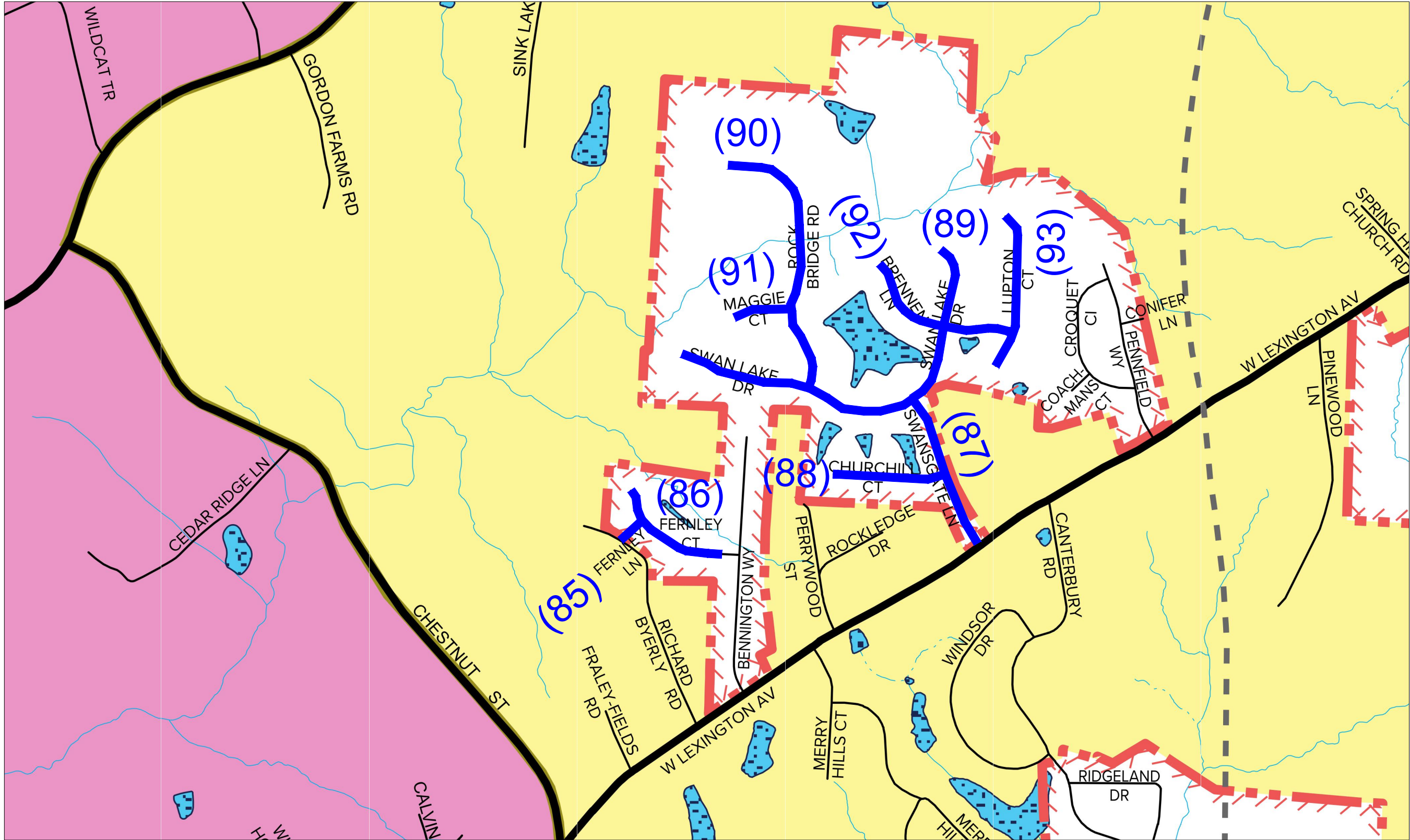
PUBLIC SERVICES
DEPARTMENT
211 S. HAMILTON STREET
P.O. BOX 230
HIGH POINT, N.C. 27261
TELEPHONE (336) 883-3194
FAX (336) 883-4118

REV.	DATE	DESCRIPTION	BY

JOB NO:	N/A
DATE	MAR. 2024
DESIGNED	CAH
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT - GUILFORD COUNTY - N.C.

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PUBLIC SERVICES
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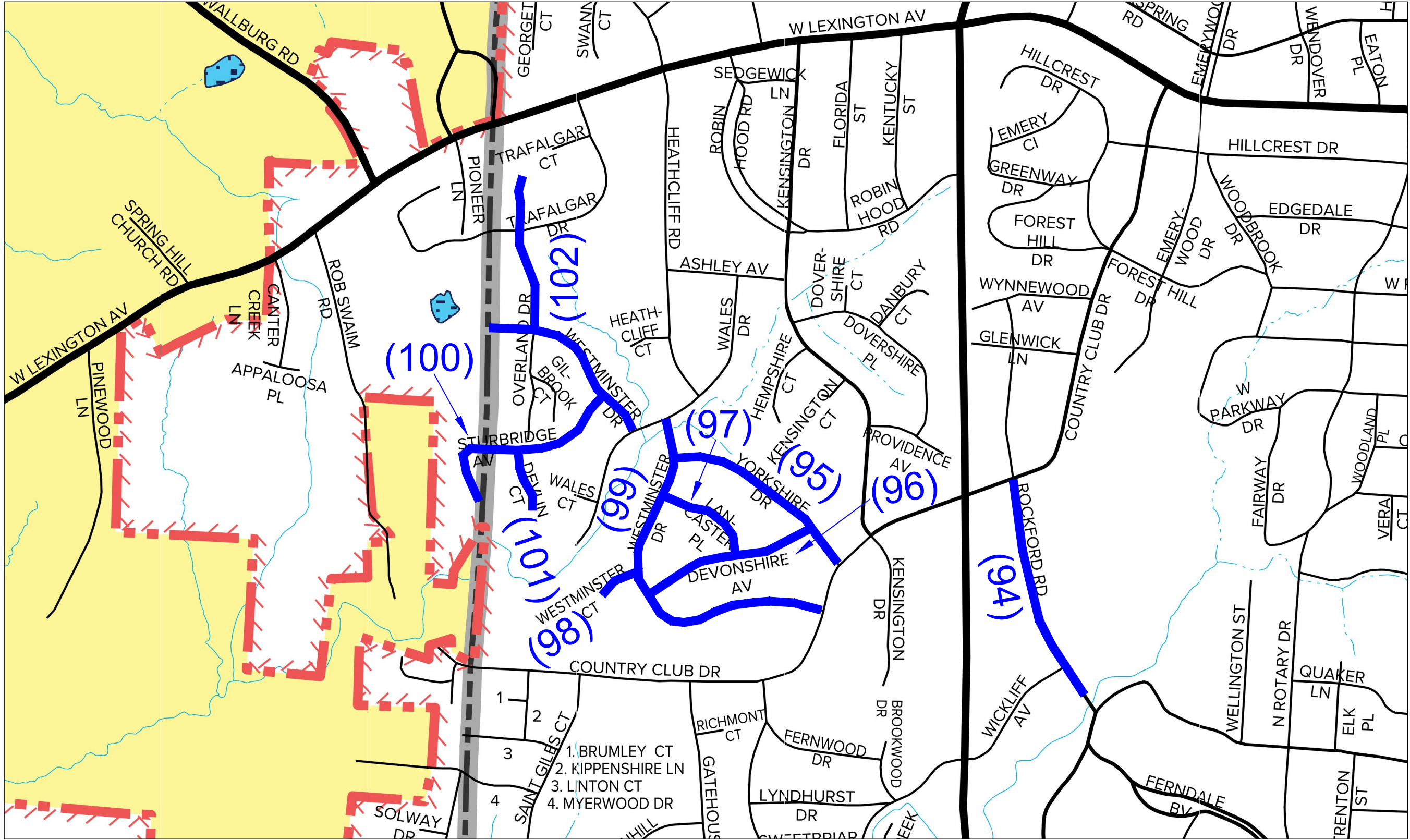
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT - GUILFORD COUNTY - N.C.

SHEET NO.

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PUBLIC SERVICES
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211 S. HAMILTON STREET
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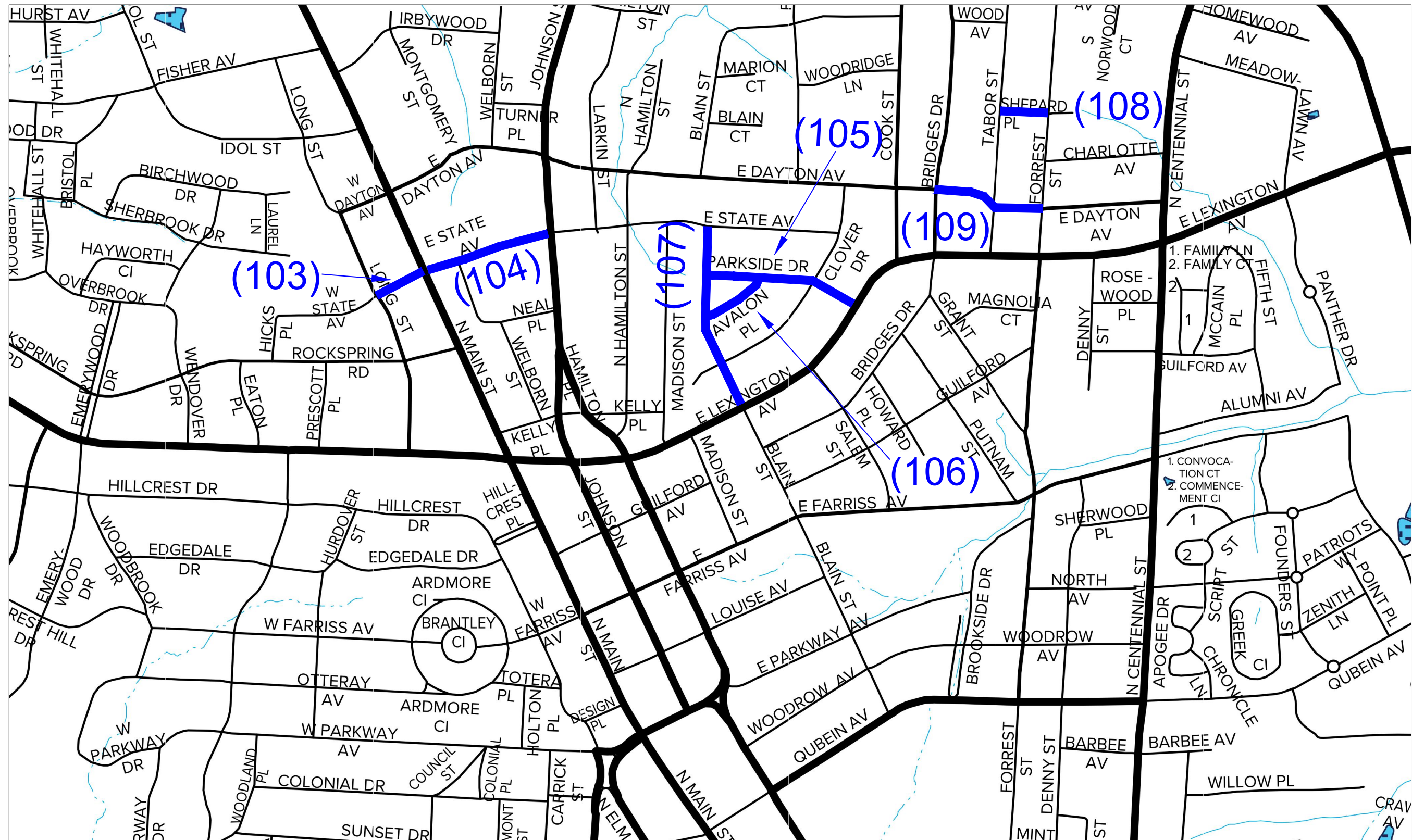
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT – GUILFORD COUNTY – N.C.

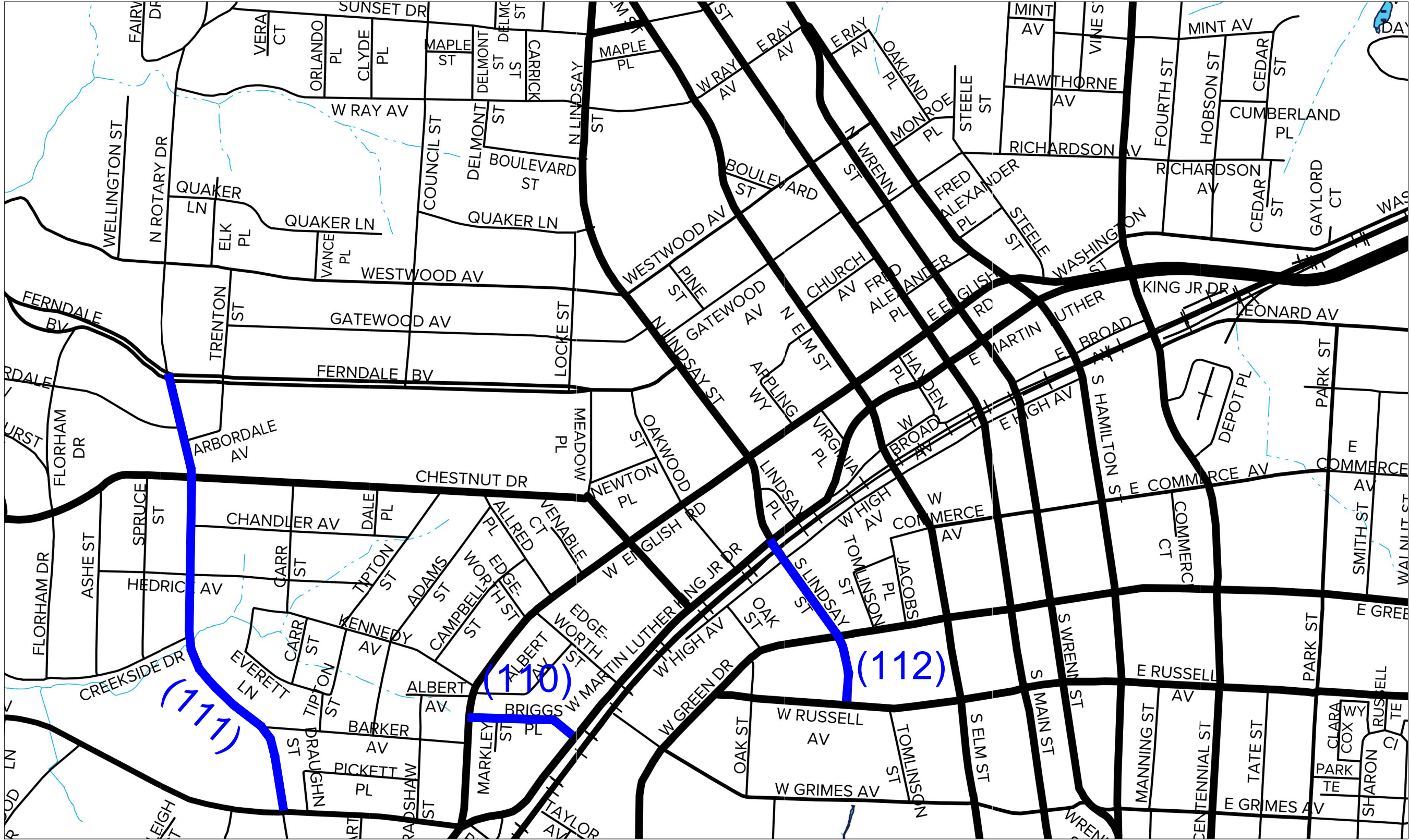
SHEET NO.

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OF 22



 PUBLIC SERVICES DEPARTMENT 211 S. HAMILTON STREET P.O. BOX 230 HIGH POINT, N.C. 27261 TELEPHONE (336) 883-3194 FAX (336) 883-4118					JOB NO:	N/A	PLAN DRAWINGS FOR RECLAMITE® PROJECTS - 2024-2025 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT – GUILFORD COUNTY – N.C.	SHEET NO. 15 OF 22
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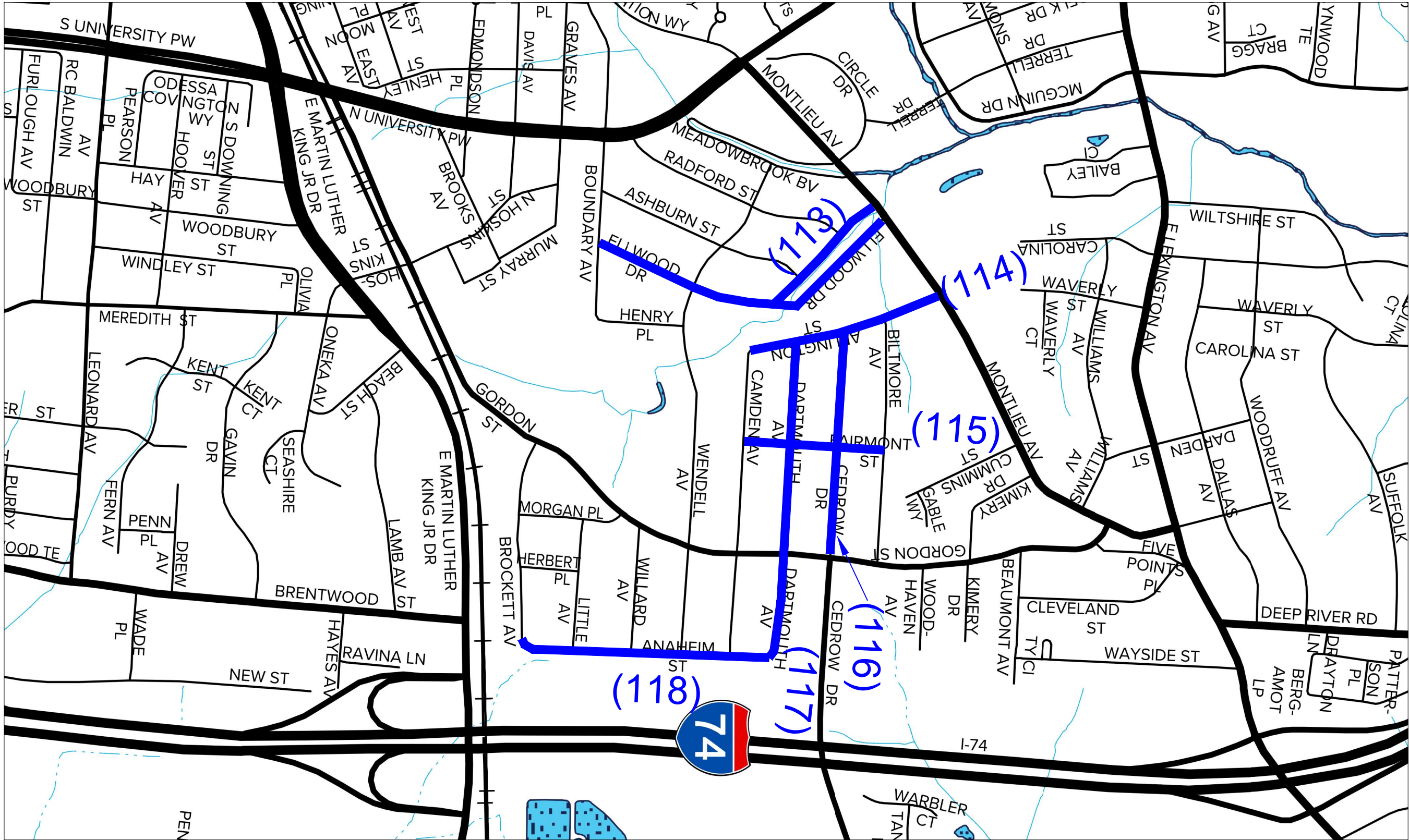


PUBLIC SERVICES
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HIGH POINT, N.C. 27261
TELEPHONE (336) 883-3194
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				DATE	MAR. 2024
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT - GUILFORD COUNTY - N.C.

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OF 22



PUBLIC SERVICES
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211 S. HAMILTON STREET
P.O. BOX 230
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TELEPHONE (336) 883-3194
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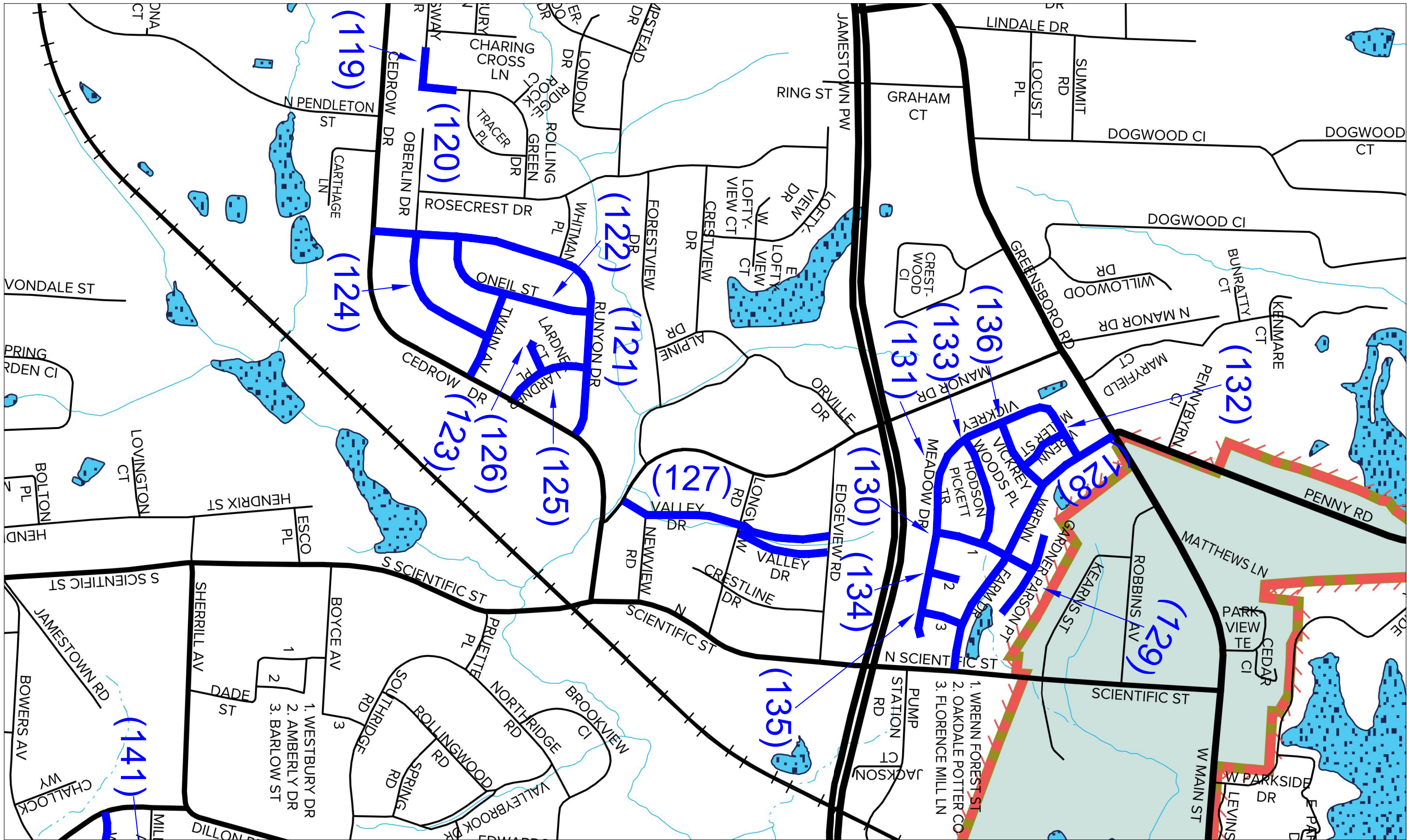
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT – GUILFORD COUNTY – N.C.

SHEET NO.

17

OF 22



PUBLIC SERVICES
DEPARTMENT
211 S. HAMILTON STREET
P.O. BOX 230
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TELEPHONE (336) 883-3194
FAX (336) 883-4118

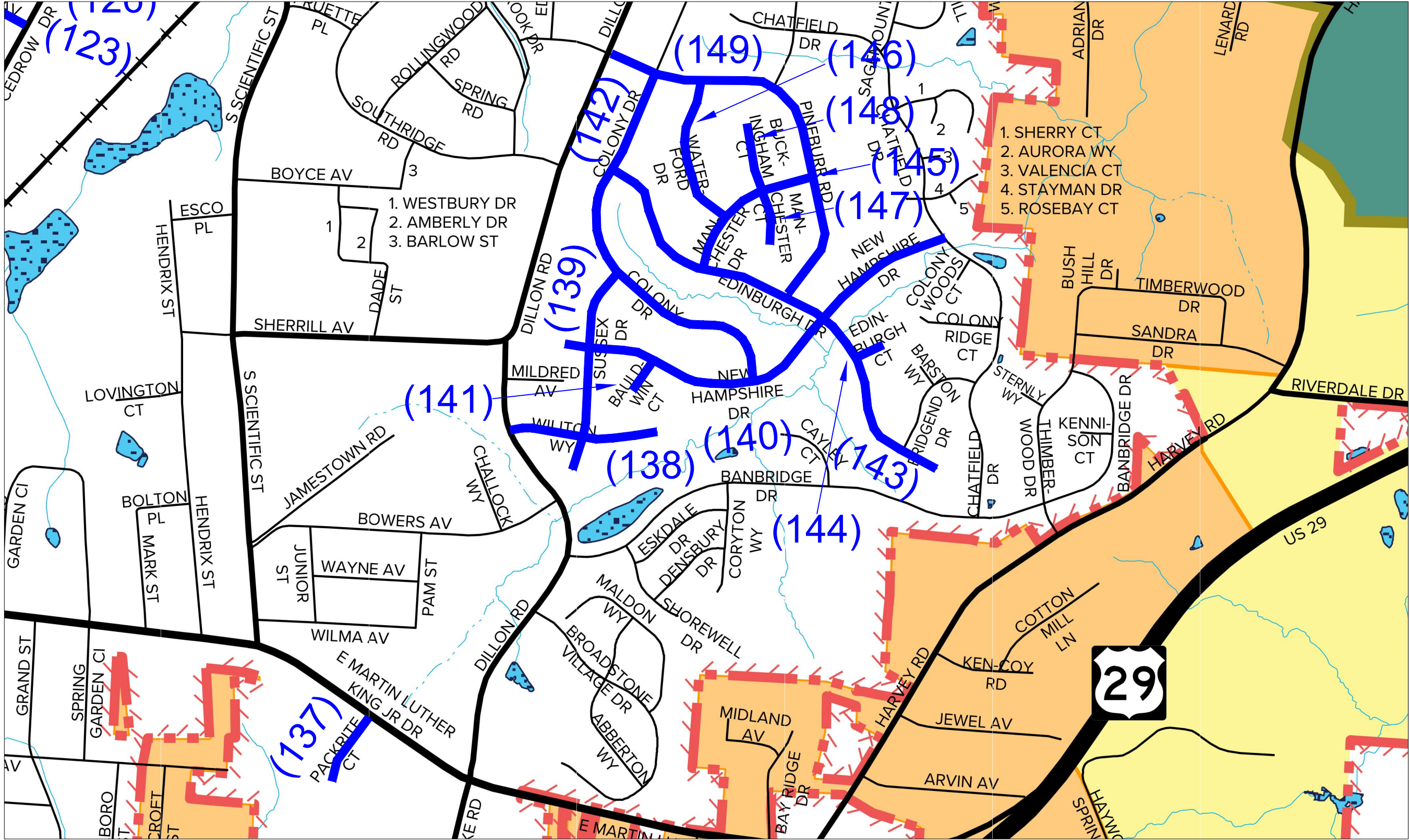
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REV.	DATE	DESCRIPTION	BY	SCALE
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT – GUILFORD COUNTY – N.C.

SHEET NO.

18

OF 22



PUBLIC SERVICES
DEPARTMENT
211 S. HAMILTON STREET
P.O. BOX 230
HIGH POINT, N.C. 27261
TELEPHONE (336) 883-3194
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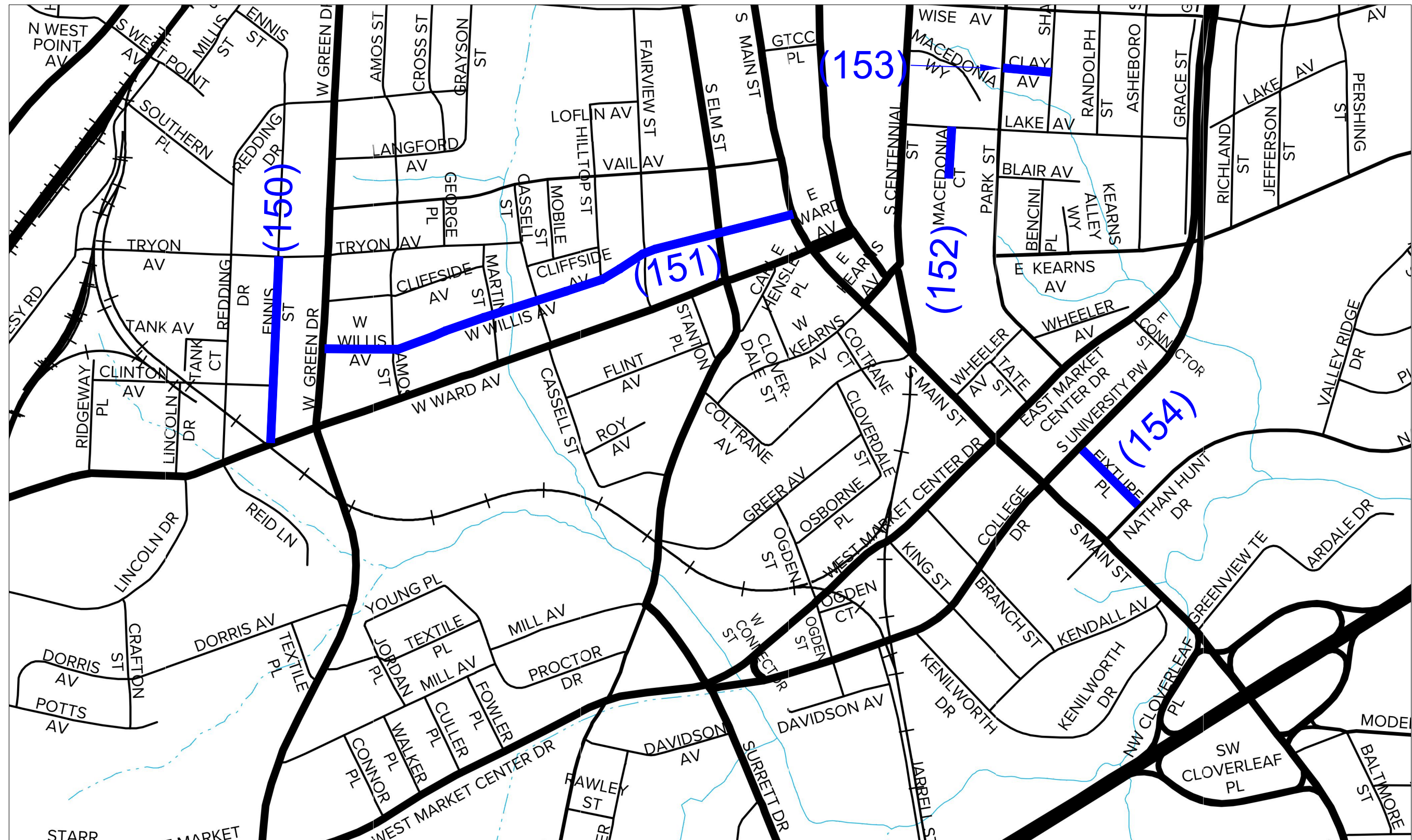
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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT – GUILFORD COUNTY – N.C.

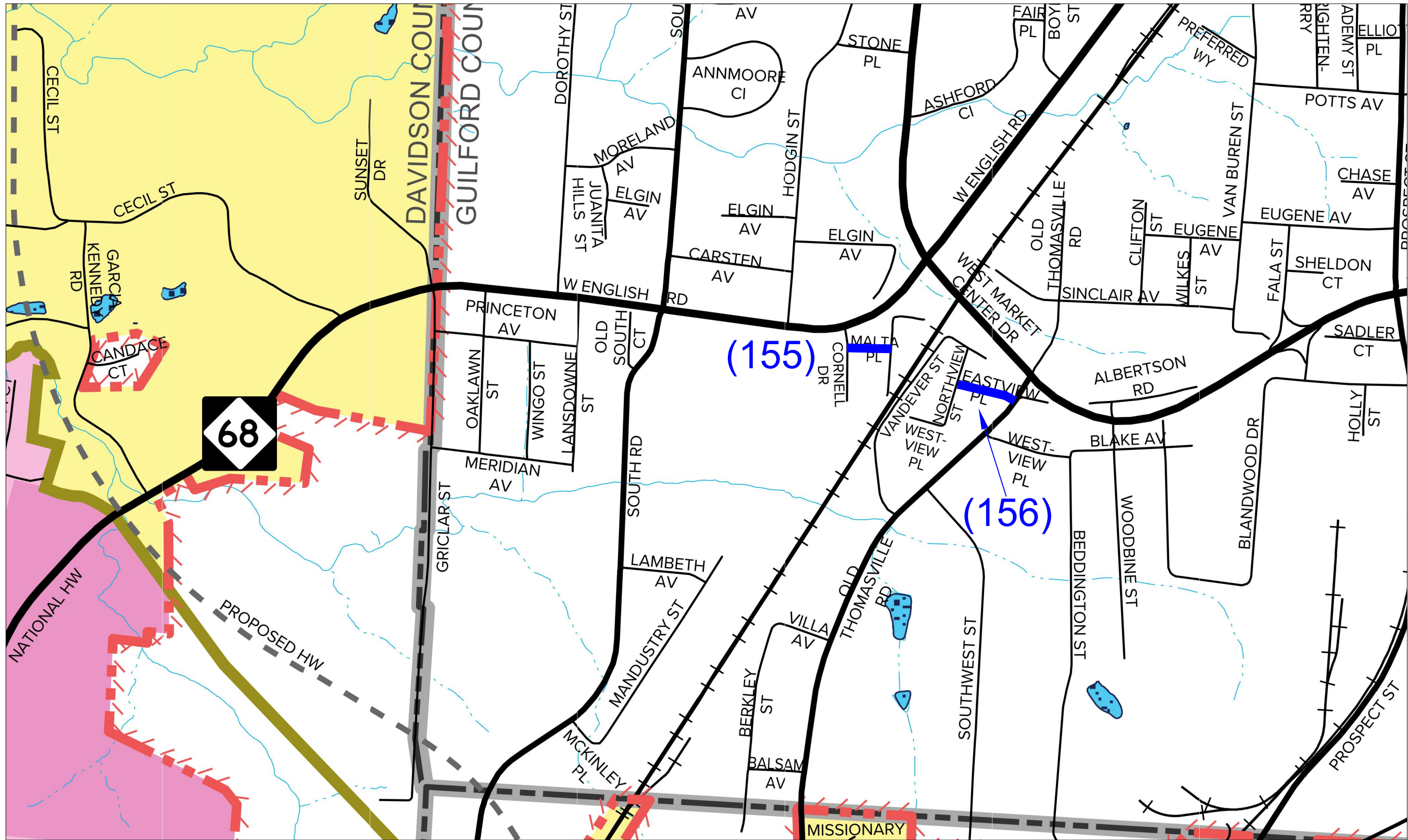
SHEET NO.

19

OF 22



 PUBLIC SERVICES DEPARTMENT 211 S. HAMILTON STREET P.O. BOX 230 HIGH POINT, N.C. 27261 TELEPHONE (336) 883-3194 FAX (336) 883-4118					JOB NO:	N/A	PLAN DRAWINGS FOR RECLAMITE® PROJECTS - 2024-2025 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT – GUILFORD COUNTY – N.C.	SHEET NO. 20 OF 22
					DATE	MAR. 2024		
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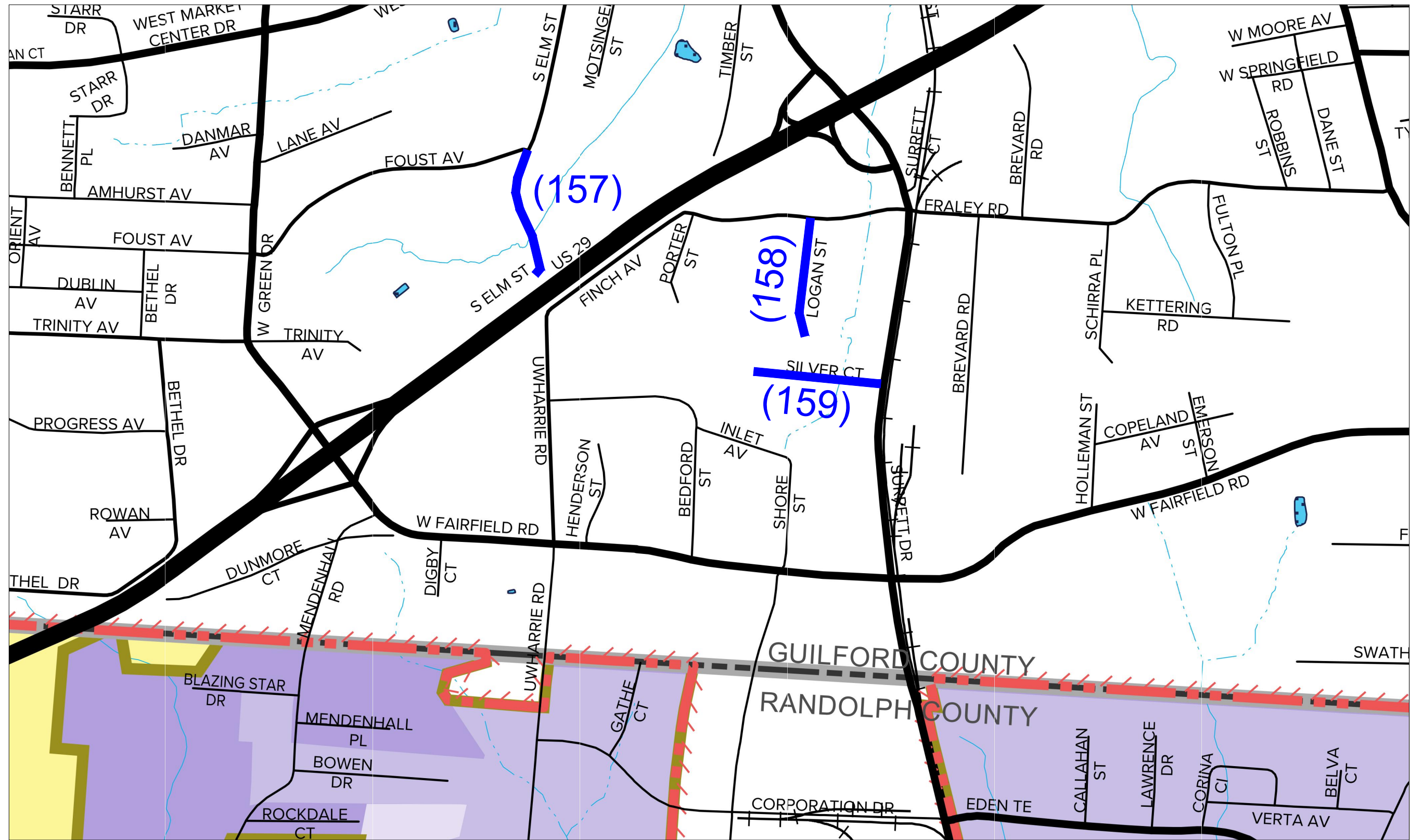


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PLAN DRAWINGS FOR
RECLAMITE® PROJECTS - 2024-2025
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT - GUILFORD COUNTY - N.C.

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OF 22



	PUBLIC SERVICES DEPARTMENT 211 S. HAMILTON STREET P.O. BOX 230 HIGH POINT, N.C. 27261 TELEPHONE (336) 883-3194 FAX (336) 883-4118			REV.	DATE	DESCRIPTION	BY	JOB NO: N/A DATE MAR. 2024 DESIGNED CAH DRAWN CAH CHECKED . SCALE NOT TO SCALE	PLAN DRAWINGS FOR RECLAMITE® PROJECTS - 2024-2025 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT – GUILFORD COUNTY – N.C.	SHEET NO.	22	OF	22



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-210

File ID: 2024-210

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/23/2024

File Name:

Final Action:

Title: Consideration of a Task Order with Tetra Tech
City Council is requested to consider a Task Order with Tetra Tech for Professional Engineering Services in the amount of \$150,000 and authorize appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Task Order-TetraTech-Phase 3 Water Supply Protection

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: dona.turner@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Water Supply Protection– Professional Engineering Services Tetra Tech	
FROM: Robby Stone – Public Services Director Derrick Boone – Asst. Public Services Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: Master Agreement - Task Order
ATTACHMENTS: Scope of Services	

PURPOSE: To approve a Task Order with Tetra Tech for the Professional Engineering Services to perform Phase 3 of the IWAF (Integrated Watershed Assessment Framework Implementation) for Water Supply Protection. The city has a Master Agreement for Professional Services with Tetra Tech.

BACKGROUND: The City of High Point is responsible to its citizens and businesses for managing water quantity and quality while maintaining compliance with state and federal regulations. This involves managing stormwater runoff, treating wastewater, protecting water quality, providing water supply for drinking water and a recreational destination for people interested in boating, fishing, golfing, camping, and other outdoor activities.

Phase 1 was started in July 2020 and the city team established goals of assessment across the departments, specified objectives under each goal, identified water quantity and water quality indicators related to each objective.

Phase 2 of the project was started in April 2021 and included the construction of watershed models for Arnold Koonce City Lake and Oak Hollow Reservoir that are linked to the watershed model to support watershed and water supply protection management planning in the city. Phase 2 also included a Future Condition Analysis Integrated Watershed Assessment Framework (IWAF) Model Application that allows City staff to predict potential future impacts under current management programs and policies, and guide decisions for modifying those programs as needed.

Phase 3 will involve application and maintenance of the IWAF. Experts will apply the watershed, lake, stormwater, and flood assessment models as directed to support City planning and operations. Tetra Tech will work closely with the City team to outline applications to support their CIP planning and implementation operations.

BUDGET IMPACT: Funds for this project are available in the FY 2023-2024 budget.

RECOMMENDATION/ACTION REQUESTED: The Public Services Department recommends approval and asks for the Council to award a Task Order for Professional Engineering Services to Tetra Tech in the amount of \$150,000 and authorize appropriate city staff to execute all necessary documents.

Phase 3, Integrated Watershed Assessment Framework (IWAF) Project – Scope of Work for IWAF Implementation for Water Supply Protection

April 26, 2024

TO BE PERFORMED FOR

City of High Point
Public Services
211 S Hamilton Street
High Point, NC 27260

BY

Tetra Tech Engineering P.C.
1 Park Drive, Suite 200
P.O. Box 14409
RTP, NC 27709
P +1-919-485-2058
F +1-919-485-8280
tetratech.com



EXECUTIVE SUMMARY

This Scope of Work supports implementation of the recently completed Integrated Watershed Assessment Framework (IWAF) co-designed by a team of City staff and Tetra Tech to meet multiple program needs for water-related project planning and program compliance. The IWAF design (Phase 1 of the project) was completed in March 2021 with completion of the IWAF Goals document and IWAF Model Development Plan. IWAF Phase 2 model development was initiated in April 2021 and was completed in March 2024. Under Phase 2, Tetra Tech developed Hydrological Simulation Program Fortran (HSPF) watershed models for the entire City Planning Area and watersheds draining to it. The team then completed development of CE-QUAL-W2 lake models for City Lake and Oak Hollow Lake, integrating them with the HSPF watershed models. As the final step under Phase 2, Tetra Tech set up a pilot stormwater and flood modeling system for the Richland Creek watershed using the PCSWMM model for stormwater impact analysis and the Hydrologic Engineering Center River Analysis Package (HEC-RAS) for flood risk assessment.

In addition to model development, IWAF Phase 2 work included an initial Baseline Analysis intended to be a starting point for future water-related planning by City programs. For the analysis, Tetra Tech developed a future land use/cover and climate scenario for the years 2040 to 2060 for the IWAF linked watershed-lake modeling system. The results from modeling this future condition scenario were compared with historical modeling results for the years 2000 through 2020 (referred to as hindcast conditions) using the same global climate model scenario to provide an indication of the potential relative change in hydrology and water quality throughout the City planning area's watersheds and two primary water supply lakes, Oak Hollow Lake and City Lake. The comparison provides preliminary information for the City to consider regarding potential impacts of future land use and climate change in its water-related management planning and program decision-making. As such, the results represent a starting point or baseline to enable City staff to begin planning how to prepare for or adapt to potential future impacts and guide decisions for modifying their programs as needed for elements including water supply protection, stormwater and flood management, comprehensive planning and ordinances for new development or redevelopment, and parks restoration project planning as outlined in the goals established during Phase 1 of the project.

This Scope of Work begins Phase 3 as originally outlined for the IWAF. Phase 3 will involve application and maintenance of the IWAF building on the investment already made by the City of High Point. Experts will apply the watershed, lake, stormwater and flood assessment models as directed to support City planning and operations. Tetra Tech will work closely with the City team of program managers to outline applications to support their CIP planning and implementation operations.

The cost for this initial phase IWAF implementation is \$150,000 with anticipated completion between 12 and 18 months depending on City needs.

1.0 SCOPE OF WORK

The purpose of this Scope of Work (SOW) is to support the City team in implementing the recently developed Integrated Watershed Assessment Framework (IWAF). Specific applications will be developed in consultation with City team members under the direction of the Public Services Department. Initially, efforts are anticipated to support the City's Comprehensive Plan development process, parks facility protection, stormwater and flood management, and water supply watershed protection planning. These applications are outlined generally below but are subject to refinement with the City team to provide the best value to the City.

1.1 WATER SUPPLY WATERSHED PROTECTION PLANNING

The City maintains a Water Supply Source Water Protection Plan for its primary and backup water supplies. Previous water supply protection planning work has focused on areas in close proximity to the City's primary water supply lakes, Oak Hollow Lake and City Lake (2017 Draft Watershed Plan Update, Tetra Tech). Completion of the IWAF linked watershed and lakes modeling system provides the City with the ability to consider the impacts from all sources within each lake's respective watershed drainage area. The recently completed Baseline Analysis indicates that the lakes may experience additional water quality degradation in the future if additional management measures are not put in place to mitigate those impacts.

The Baseline Analysis modeling predicts total flow increases to the High Point water supply lakes to increase between approximately 20 percent and 60 percent for extreme storm events that occur less than or equal to 5 percent of the time. Consequently, the quality of both streamflow and lake water was predicted to decrease due to larger sediment and nutrient loads originated from changed land use for projected future conditions, such as additional lawns, parking lots, and other impervious surfaces. Increased nutrient loads, coupled with warmer air and water temperatures, are predicted to accelerate biochemical processes like algae growth in the lakes. This could lead to a degradation of the water quality conditions in the lakes if mitigation measures are not implemented in a timely manner. Similarly, higher concentration of suspended particles, such as TSS and TN, could cause changes in the color and odor of lake water and result in elevated water treatment costs without further preventive management action. This degradation can affect the City's capacity to provide clean and safe water reliably to its residents and businesses cost-effectively.

Although the Baseline Analysis results are not 100 percent certain, they are meant to provide a baseline level of understanding for the City of High Point to consider in its management decision-making. Where potential threats to community well-being are indicated, the City may want to modify its program operations, consider changes to its local ordinances and policies, and invest in capital improvement projects that will help to mitigate negative impacts. The latter includes accounting for future conditions in infrastructure designs that the City is now considering or will consider in the near future to make sure that they are resilient to projected future extreme events. These and other considerations can now be better addressed in an updated water supply watershed protection plan.

Under this task, Tetra Tech will work with Public Services staff and other City program staff as needed to determine next steps in evaluating watershed protection options for consideration in its City ordinances, Comprehensive Plan, and various program operations. The IWAF modeling system can be used as appropriate to simulate hydrologic and water quality response to proposed alternatives to inform future plan and CIP decision-making. Results will be provided in graphic and written form for reference by the City. In some cases, the City may want to conduct further analyses focused on specific issues to further define a preferred path forward. The IWAF can support additional planning and complement other planning and design methods used by the City.

1.1.1 HP2045 Comprehensive Plan analysis

The objective of this task is to assist the City Planning Department and Public Services in evaluating the impact of City Planning and Zoning Commission's recommended HP2045 Comprehensive Plan on the hydrology and water quality of the City's watersheds and lakes. Tetra Tech will work with the City and its planning consultant to develop a modeling scenario to represent the Comprehensive Plan features and run the linked watershed and lakes modeling component of the IWAF. Results will be compared to the baseline analysis results to see the extent that the Plan currently helps mitigate projected hydrology and water quality impacts or potentially requires additional management support to protect the City's water supplies.

Deliverables

Modeling results will be provided in both graphic (PowerPoint) and written form (technical memorandum) for reference by the City.

1.1.2 Water Supply Protection Options Development and Evaluation

Based on the results of the subtask 1.1.1 analysis, Tetra Tech will work with the City Team to identify measures to protect the City's water supplies. We anticipate this to include measures that the City can take on its properties within the water supply watersheds (including revisiting the recommendations drafted in 2017) and broader measures that may be beneficial throughout the watershed or in identified zones of interest. The modeling results will first be used to identify primary sources of concern and their locations. Tetra Tech will then work with the City Team (and other stakeholders as the City directs) in a workshop setting to identify potential management measures for preliminary consideration.

Tetra Tech will use the IWAF models and supplemental tools to predict the relative effectiveness of measures in protecting the water supply while also considering their economic, social, and overall environmental implications. Results will be documented to inform the City Team who will then be asked to prioritize management measures to include in an updated watershed management plan. Team members will be asked to help establish the criteria for prioritizing, and then to rate the measures for relative importance according to those criteria.

Deliverables

- a) Workshop materials identifying primary sources of concern and their location regarding threats to water supply protection, and summarizing relative protection from existing management measures
- b) Facilitated workshop to identify potential management measures
- c) Technical memorandum and PowerPoint presentation summarizing the relative effectiveness of the various management options
- d) Facilitated City Team meeting to establish and apply criteria for prioritizing management measures to include in an updated Water Supply Watershed Protection Plan

1.1.3 Water Supply Watershed Protection Plan Update

Using the results of subtask 1.1.2 management evaluation and prioritization, Tetra Tech will prepare an updated Water Supply Watershed Protection Plan for the City of High Point. Materials from the draft phase 1 update will be reviewed for relevance and incorporated as endorsed by the City Team. That information will be expanded upon to address the full watershed-scale incorporating the prioritized items. A draft version will be prepared for the City Team, reviewed together, and refined for submittal to the City Manager's office and potential consideration of the City Board. It is assumed that the City Council will want public input on the proposed update before considering endorsement of the plan. Tetra Tech will

support the City in presenting the plan to the Council and public, evaluating input received, and presenting a refined version to the Council for approval.

Deliverables

- a) Proposed outline for Plan update for City Team review
- b) City Team meeting to refine the Plan outline
- c) Draft Water Supply Watershed Protection Plan for City Team review
- d) City Team meeting to refine the draft Plan
- e) Presentation (PowerPoint) for City Council and public draft Plan review
- f) City Council and public meeting support
- g) City Team meeting to refine draft Plan to address Council and public input
- h) Final Water Supply Watershed Protection Plan for City Team review
- i) Presentation (PowerPoint) for City Team and City Council on final Plan

1.2 PROJECT MANAGEMENT AND COORDINATION WITH THE CITY

Tetra Tech will coordinate with the City of High Point to manage this contract and plan work under its provisions. This includes corresponding with City staff, planning work, estimating level of effort, tracking accounting, preparing work summaries to accompany billing invoices which will be submitted no more than monthly.

Deliverables

- a) Monthly invoices and progress reports
- b) Periodic calls and emails regarding contract and project management on an as needed basis and as allowed for with project resources

2.0 PROPOSED BUDGET

The proposed budget for this SOW is \$150,000. The amount represents a total not-to-exceed value without written approval from City contract manager. It is anticipated this will cover IWAF implementation assistance for approximately 12 – 18 months. Billing will be based on the following staff and rates as outlined in the master services contract for Tetra Tech with the City.

Time and Material rates for proposed staff (per Master Services Agreement)

Person	Role	Billing Category	Yr 2 (\$/hr)
1. Trevor Clements	PM/Principal Planner	Principal Contract Manager	212
2. Holly Miller, PE	Principal in Charge	Executive Management	238
3. Jonathan Smith, PE	Senior Design Engineer	Senior SW Engineer	220
4. Hillary Yonce, PH	Senior Scientist	Senior Scientist	192
5. Stephanie MacDurmon, PE	Senior Stormwater Engineer	Senior SW Engineer	184
6. Afshin Shabani	CE-QUAL-W2 Modeling	Project Engineer	158
7. Bobby Tucker	PCSWMM Modeling	Project SW Engineer	156
8. Dylan Owen	Waters Resources Eng'g	Project WR Engineer	150
9. Jon Butcher	Sr Modeling QAQC	Consulting Engineer	146
10. Maddie Keefer	HSPF Modeling	Project Engineer	144
11. Le'An Parker	Contract Administration	Contract Administration	132
12. Ellie Kremer	Science & Engineering	Staff Engineer	121
13. Will Hicks	Engineering & Modeling	Staff Engineer	115
14. Christina Buxton	Editor/Technician	Editor/Technician	115

Other direct costs (local travel, equipment/supplies) will be billed at cost plus 15% fee

3.0 SCHEDULE

Work schedules for efforts under any of the SOW tasks will be established with the City team dependent on the priorities of the City, subject to approval of the Public Services Department overseeing this work.



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-211

File ID: 2024-211

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/24/2024

File Name:

Final Action:

Title: Consideration of a Sole Source Purchase from Radian Research, Inc.
City Council is requested to consider a Sole Source Purchase from Radian Research, Inc. in the amount of \$102,653.20 for two three-phase Meter Site Analyzers and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Sole Source - Radian - Three Phase Meter Site Analyzer

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM

TITLE: Sole Source – Radian Three-Phase Meter Site Analyzers	
FROM: Tyler Berrier, PE – Electric Utilities Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Sole Source Form Radian Research Quote Recommendation Form	

PURPOSE: The City is procuring testing equipment in anticipation of the Electric 'post AMI' processes.

BACKGROUND: The Electric Department is seeking the ability to procure two Three-Phase Meter Site Analyzers. The metering division currently has two service vans, so one will accompany each service team. After AMI deployment, Electric will be performing QA/QC testing on installations and existing metering sites. These units are sole source because they interface with our existing test boards in our metering lab. These RW-30X units will meet our needs. The RW can perform a complete meter site analysis encompassing Power Quality, Meter Testing, and Transformer Testing without removing the meter. Capabilities including Waveform Capture, Harmonic Analysis, CT Testing, Vector Diagrams and Trend Recording, provide validation and peace of mind that the entire metering installation is correct.

BUDGET IMPACT: Funds are included in the Electric operating budget to cover this project.

RECOMMENDATION/ACTION REQUESTED: Staff are recommending that City Council approve, and the department be given the ability to procure these units via Sole Source. The department is recommending that the bid for this meter testing equipment be awarded to Radian Research, Inc. for \$102,653.20.



FINANCIAL SERVICES
Purchasing Division



SOLE SOURCE JUSTIFICATION FORM

(For Items Costing **\$10,000.00 or More**)

Statutory Reference N.C.G.S. 143-129(e)6

Requisition # **38086**

Vendor: **RADIAN RESEARCH**

Item(s): **METER SITE ANALYZERS**

Justification:

Radian WECO is a database system that we are using for our four Electric Test Boards. All Electric Metering test results are stored in this database. Customer service and support for this equipment is at a minimum. Sharing the same database will make data conversion simpler with little or no training.

Estimated expenditure for the above item(s): **\$102,898.20**

Accounting Unit and Account(s): **631788 / 526202**

**CHECK ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE.
ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT
DOCUMENTATION.**

1. ☐ Performance or price competition for a product are not available.
2. ☒ A needed product is available from only one source of supply.
3. ☒ Standardization or compatibility is the overriding consideration.
4. ☒ The parts/equipment are required from this source to permit standardization.
5. ☐ None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memo and support documentation.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Department Head/Authorized Personnel **Tyler Berrier**

Digitally signed by Tyler Berrier
Date: 2024.05.15 13:52:37 -04'00'

Department/Division **ELECTRIC**

Date **05/15/2024**

APPROVAL PROCESS

Purchasing Manager

Candy E. Harmon

Digitally signed by Candy E. Harmon
Date: 2024.05.15 15:42:40 -04'00'

Financial Services Director

Bobby Fitzjohn

Digitally signed by Bobby Fitzjohn
Date: 2024.05.23 07:49:33 -04'00'

City Council (\$30,000 – Up)

City of High Point | P.O. BOX 230, High Point, NC 27261 | 336.883.3219





QUOTE

Date	Quote #
05/09/2024	RVPNQ1191-04

Radian Research Inc.
3852 Fortune Drive, Lafayette, IN 47905
Phone: 765-449-5500 Fax: 765-448-4614

Sold To: High Point Electric Utilities Departme
David Johnson
Electrical Dept.
High Point, NC 27261
USA
Phone: (336)883-3464
Fax:

Ship To: High Point Electric Utilities Departme
David Johnson
Electrical Dept.
High Point, NC 27261
USA
Phone: (336)883-3464
Fax:

Thank you for your interest in Radian Research products. If you have any questions, please do not hesitate to contact me.

Payment Terms	Quoted By	Ship Via*	Freight Terms*	Incoterms*	Quote Validity	Lead Time	Radian Representative
NET30	Raeann	UPS		Origin	30	4-6 Weeks	PowerTech LLC

If submitting a purchase order for these products, please issue PO to Radian Research.

Ln #	Qty	Part#	Description	Unit Price	Ext. Price
1	2	AW0061	RW-30X Portable Three-Phase Meter Site Analyzer (Accuracy 0.04%) three-phase portable standard. Includes WATT-Net Basic™ equipment control and secure data management software.** Cable set must be purchased separately.	\$37,510.00	\$75,020.00
2	2	AW0040	RW-30 Magnetic Mount Optics, Visible, IR and Meter Disk Sensor	\$2,425.00	\$4,850.00
3	2	BW0151	RW-3x Field Power Cable with Mueller Clips	\$95.00	\$190.00
4	2	850019	TX-20 3-Prong Power Cord (10 FT) w/Ground 18 AWG X 3 COND.	\$10.00	\$20.00
5	2	CM000180	Partitioned Cable Carryall, Wash Clean Surface Dims: 22"W x 9"D x 10"H; Adjustable Shoulder Strap	\$275.00	\$550.00
6	12	3001016	Fuse, .5 Amp VeryFast 1000V, 6.3 x 32MM 650mV Drop 50kA (Replacement for Fused Flexible Lead)	\$15.00	\$180.00
7	2	BW0096	WE-20 / RW-3x Bypass Current Cable Set for Use with Saf-T-Plugs	\$185.00	\$370.00
8	2	BW0149	RW-3x Braided 'A', 'B', 'C' Phase Current Cables with Saf-T-Plugs	\$1,830.00	\$3,660.00
9	2	BE0118	RW-3x to 3230 Shop Stand Potential Cable Assembly Set	\$415.00	\$830.00
10	2	BE0119	RW-3x to 3230 Shop Stand Braided 'A', 'B', 'C' Phase Current Cables	\$855.00	\$1,710.00
11	12	CH001003	Test Switch Current Isolator	\$0.10	\$1.20
12	4	5210216	Safety Dolphin Clip 4mm Red	\$25.00	\$100.00
13	6	5210223	Safety Dolphin Clip 4mm Black	\$25.00	\$150.00
14	4	5210219	Safety Dolphin Clip 4mm Blue	\$25.00	\$100.00
15	4	5210218	Safety Dolphin Clip 4mm Yellow	\$25.00	\$100.00



QUOTE

Date	Quote #
05/09/24	RVPNQ1191-04

Radian Research Inc.
3852 Fortune Drive, Lafayette, IN 47905
Phone: 765-449-5500 Fax: 765-448-4614

Ln #	Qty	Part#	Description	Unit Price	Ext. Price
16	2	5210217	Safety Dolphin Clip 4mm Green	\$25.00	\$50.00
17	4	5210226	Test Clip, Plunger, 4mm Red 16 Amp Cat III, 1000V	\$35.00	\$140.00
18	6	5210225	Test Clip, Plunger, 4mm Blk 16, Amp Cat III, 1000V	\$35.00	\$210.00
19	4	5210229	Test Clip, Plunger, 4mm BLU 16 Amp Cat III, 1000V	\$35.00	\$140.00
20	4	5210228	Test Clip, Plunger, 4mm YEL 16 Amp Cat III, 1000V	\$35.00	\$140.00
21	2	5210227	Test Clip, Plunger, 4mm GRN 16 Amp Cat III, 1000V	\$35.00	\$70.00
22	2	CE000040	CAT5e RJ45M to RJ-45M Cross-Over Cable, 10ft, ORANGE	\$11.00	\$22.00
23	6	AW0026	RW-30 AmpFlex Current Probe Kit, 36" 3000 Amps, 1000 Volts	\$2,080.00	\$12,480.00
24	2	AW0019	Adapter for Customer Supplied Sensor Link Probe	\$785.00	\$1,570.00

Total	\$102,653.20
Sales Tax	\$0.00
Shipping	Pre-paid & Added
Grand Total	\$102,653.20+S/H*

*Prices quoted do not include shipping. Shipping fees will be added to the invoice unless the purchase order provides alternate shipping instructions.

FINANCIAL SERVICES
Purchasing Division



SOLE SOURCE JUSTIFICATION FORM

(For Items Costing **\$10,000.00 or More**)
 Statutory Reference N.C.G.S. 143-129(e)6

Requisition # **38086**

Vendor: **RADIAN RESEARCH**

Item(s): **METER SITE ANALYZERS**

Justification:

Radian WECO is a database system that we are using for our four Electric Test Boards. All Electric Metering test results are stored in this database. Customer service and support for this equipment is at a minimum. Sharing the same database will make data conversion simpler with little or no training.

Estimated expenditure for the above item(s): **\$102,898.20**

Accounting Unit and Account(s): **631788 / 526202**

**CHECK ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE.
 ATTACH A MEMO CONTAINING JUSTIFICATION AND SUPPORT
 DOCUMENTATION.**

1. ☐ Performance or price competition for a product are not available.
2. ☒ A needed product is available from only one source of supply.
3. ☒ Standardization or compatibility is the overriding consideration.
4. ☒ The parts/equipment are required from this source to permit standardization.
5. ☐ None of the above applies. A detailed explanation and justification for this sole source request is contained in attached memo and support documentation.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Department Head/Authorized Personnel

Department/Division

ELECTRIC

Date

05/15/2024

APPROVAL PROCESS

Purchasing Manager

Financial Services Director

City Council (\$30,000 – Up)

City of High Point | P.O. BOX 230, High Point, NC 27261 | 336.883.3219





City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-212

File ID: 2024-212

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/24/2024

File Name:

Final Action:

Title: Consideration of a Purchase from Wesco, Inc.
City Council is requested to consider a purchase from Wesco, Inc. in the amount of \$1,066,334.12 for various pole mounted and pad mounted transformers for warehouse stock items not associated with a specific project and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Wesco - Transformers for Warehouse Stock

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM

TITLE: Transformers for Various Electric Projects	
FROM: Tyler Berrier, PE – Electric Utilities Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: Sourcewell – 091422-WES
ATTACHMENTS: Recommendation Form Sourcewell Quote – 091422-WES	

PURPOSE: Purchase of various pole mounted and pad mounted transformers for warehouse stock items not associated with a specific project.

BACKGROUND: The Electric Department is procuring materials to be used on various projects throughout the city grid. For this purchase, the Warehouse Division of the Finance Department is utilizing our Sourcewell contract. There are 67 total transformers being encumbered under this quote. These units range in size from our smallest unit being a 25kVA(120/240V), to our largest unit being a 2,000kVA (277/480V).

BUDGET IMPACT: Funds are included in the Electric operating budget to cover this purchase.

RECOMMENDATION/ACTION REQUESTED: Staff are recommending that City Council approve, and the department be given the ability to procure these materials. The department is recommending that the bid for these transformers be awarded to Wesco, Inc. for \$1,066,334.12.



FINANCIAL SERVICES
Purchasing Division



BID RECOMMENDATION

DEPARTMENT: Electric

COUNCIL AGENDA DATE: June 3, 2024

BID NO.: N/A CONTRACT NO.: Sourcewell – 091422-WES DATE OPEN: N/A

DESCRIPTION:

Transformers for Various Electric Projects

PURPOSE:

Purchase of various pole mounted and pad mounted Transformers. Warehouse Stock Items, not associated with a specific project.

COMMENTS:

The Electric Department is procuring materials to be used on various projects throughout the city grid. For this purchase, the warehouse division of the Finance Department is utilizing our Sourcewell contract. There are 67 total transformers being encumbered under this quote. These units' range in size from our smallest unit being a 25kVA (120/240V), to our largest unit being a 2,000kVA (277/480V).

RECOMMEND AWARD TO: Wesco Distribution, Inc. AMOUNT: \$1,066,334.12

JUSTIFICATION:

Warehouse stock items.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
631783	529182			
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Tyler Berrier Digitally signed by Tyler Berrier Date: 2024.05.08 15:37:55 -04'00' DATE: May 8, 2024

The Purchasing Division concurs with recommendation submitted by the Electric Department and recommends award to the lowest responsible, responsive bidder Wesco Distribution, Inc. in the amount of \$1,066,334.12.

PURCHASING MANAGER: DATE:

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: DATE:

CITY MANAGER: DATE:

(For City Council Approval Only)



WESCO Distribution
334 Atkinson St - Clayton, NC - 27520

This quotation constitutes an offer to sell which offer expressly limits acceptance to the terms of this offer accompanying this quotation. This offer shall be firm for a period of fifteen (15) business days from the date of this offer. Subject to Buyer's credit worthiness, the return of this form with a Purchase Order number or any other reasonable manner of acceptance will be sufficient to form an agreement on the terms and conditions accompanying this quotation. F. O. B. SHIPPING POINT. The prices stated in this offer shall, unless renewed, automatically expire fifteen (15) days from the date of this offer.

TO: City of High Point

ATTN: Mark Lawson

Job Name: **Sourcewell – 091422-WES**

E-MAIL:

FAX:

Quantity	Description (Product Code)	Part Number	Unit Cost	U/M	Total Cost	Delivery
20	Single Phase Pole Mounted Transformer 25kVA CSP OISC Silicon steel core copper Winding HV: 12,470 GRDY/7200, LV: 120/240	788	\$3,961.46	E	\$79,229.20	18-22 weeks
20	Single Phase Pole Mounted Transformer 37.5kVA CSP OISC Silicon steel core copper Winding HV: 12,470 GRDY/7200, LV: 120/240	787	\$5,162.85	E	\$103,257.00	18-22 weeks
2	Single Phase Pad Mounted Transformer 167kVA Loop feed ,dead front Silicon steel core copper Winding HV: 12,470 GRDY/7200, LV: 240/120	818	\$17,184.03	E	\$34,368.06	18-22 weeks
5	Three Phase Pad Mounted Transformer 45kVA Loop feed dead front Silicon steel core copper Winding HV: 12470 GRDY / 7200, LV: 208Y/120	4344	\$18,192.71	E	\$90,963.55	18-22 weeks
2	Three Phase Pad Mounted Transformer 112.5kVA Loop feed dead front Silicon steel core copper Winding HV: 12470 GrdYY/7200, LV: 480Y/277	821	\$23,628.82	E	\$47,257.64	18-22 weeks
5	Three Phase Pad Mounted Transformer 150kVA Loop feed dead front Silicon steel core copper Winding HV: 7.2KV/12.47KV GROUNDED WYE LV: 208Y/120	822	\$24,733.68	E	\$123,668.40	18-22 weeks
3	Three Phase Pad Mounted Transformer 150kVA Loop feed dead front Silicon steel core copper Winding HV: 7.2KV/12.47KV GROUNDED WYE, LV: 480Y/277	827	\$24,021.53	E	\$72,064.59	18-22 weeks
4	Three Phase Pad Mounted Transformer 500kVA Loop feed dead front Silicon steel core copper Winding HV:7.2 KV/12.47 KV GROUNDED WYE LV:208Y/120	825	\$38,853.82	E	\$155,415.28	18-22 weeks
4	Three Phase Pad Mounted Transformer 750kVA Loop feed dead front Silicon steel core copper Winding HV:12.47 KV DELTA, LV:480Y/277	842	\$47,022.22	E	\$188,088.88	18-22 weeks
2	Three Phase Pad Mounted Transformer 2000kVALoop feed dead front Silicon steel core copper Winding HV:12.47 KV DELTA, LV:480Y/277	4444	\$86,010.76	E	\$172,021.52	18-22 weeks
	Tax not included	TOTAL:			\$1,066,334.12	

Wire / Cable quotes are based at current Metal prices subject to change at time of order placement.

<https://www.wesco.com/media/3767/2021-04-15-wesco-terms-conditions-of-sale-us.pdf>

Lead times provided at time of quotation are based on what is provided by the supplier, subject to change. All quotes are per Wesco Distribution terms/conditions (see link to the pdf above). Net 30 days.

Brady Hidell



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-222

File ID: 2024-222

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/28/2024

File Name:

Final Action:

Title: Consideration of a Contract with Guy M. Turner, Inc.
City Council is requested to consider a contract with Guy M. Turner for emergency mobilization of cranes for after hours work. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Crane and Rigging Services

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM

TITLE: Crane & Rigging Services – Electric Various Projects – Bid # 44-050124	
FROM: Tyler Berrier, PE – Electric Utilities Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: Purchasing
ATTACHMENTS: Bid Recommendation Form Bid Tab	

PURPOSE: The Electric Utilities Department wishes to establish unit pricing for Crane and Rigging work. This will allow the city to quickly utilize crane services when needed. This bid also allows for emergency mobilization of cranes for after-hours work. These prices will be locked in for three years with options for additional years of renewal if agreeable with vendor.

BACKGROUND: The City of High Point does not currently have access to crane services and often solicits bids for individual projects. With this unit pricing established, quicker turnaround for services is expected when those services are needed. No funds are being encumbered at this time, only at the time of use.

BUDGET IMPACT: Funds are included in the Electric operating budget to cover potential projects.

RECOMMENDATION/ACTION REQUESTED: Staff are recommending that City Council approve, and the department be given the ability to execute this contract. The department is recommending that the bid for this service be awarded to Guy M. Turner, Inc.



FINANCIAL SERVICES
Purchasing Division



BID RECOMMENDATION

DEPARTMENT: Electric

COUNCIL AGENDA DATE: May 20, 2024

BID NO.: 44-050124 CONTRACT NO.: DATE OPEN: May 1, 2024

DESCRIPTION:

Crane & Rigging Services for various projects.

PURPOSE:

The Electric Utilities Department wishes to establish unit pricing for Crane and Rigging work. This will allow the city to quickly utilize crane services when needed. This bid also allows for emergency mobilization of cranes for after-hours work. These prices will be locked in for three years with options for additional years of renewal if agreeable with vendor.

COMMENTS:

The Electric Utilities Department will incorporate funds in the upcoming budget year to cover the cost of these services.

RECOMMEND AWARD TO: Guy M. Turner, Inc. AMOUNT: Adopt unit prices only

JUSTIFICATION:

The City of High Point does not currently have access to crane services and often solicits bids for individual projects. With this unit pricing established, quicker turnaround for services is expected when those services are needed. No funds are being encumbered at this time, only at the time of use.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
631795	527201			2,800,000
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Tyler Berrier Digitally signed by Tyler Berrier Date: 2024.05.01 16:02:03 -04'00' DATE: May 1, 2024

The Purchasing Division concurs with recommendation submitted by the Electric Utilities Dept. and recommends award to the lowest responsible, responsive bidder Guy M. Turner, Inc. in the amount of n/a.

PURCHASING MANAGER: Candy E. Harmon Digitally signed by Candy E. Harmon Date: 2024.05.01 16:29:06 -04'00' DATE: 5/1/2024

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: Bobby Fitzjohn Digitally signed by Bobby Fitzjohn Date: 2024.05.02 14:51:06 -04'00' DATE: 5/1/24

CITY MANAGER: DATE:
(For City Council Approval Only)

<u>Bid Item Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Standard Mobilization – 23 Ton Crane	Per Each	1	\$62.50	\$62.50
23 Ton Crane Rate	Per Hour	3	\$125.00	\$375.00
Standard Mobilization – 40 Ton Crane	Per Each	1	\$72.50	\$72.50
40 Ton Crane Rate	Per Hour	4	\$145.00	\$580.00
Standard Mobilization – 60 Ton Crane	Per Each	1	\$90.00	\$90.00
60 Ton Crane Rate	Per Hour	5	\$180.00	\$900.00
Standard Mobilization – 130/120 Ton Crane	Per Each	1	\$2,175.00	\$2,175.00
130/120 Ton Crane Rate	Per Hour	8	\$350.00	\$2,800.00
Standard Mobilization – 175 Ton Crane	Per Each	1	\$3,210.00	\$3,210.00
175 Ton Crane Rate	Per Hour	10	\$420.00	\$4,200.00
Standard Mobilization – 500 Ton Crane	Per Each	1	\$12,325.00	\$12,325.00
500 Ton Crane Rate	Per Hour	10	\$650.00	\$6,500.00
Emergency Mobilization	Per Each	1		
			<u>Bid Total:</u>	



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-215

File ID: 2024-215

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/24/2024

File Name:

Final Action:

Title: Consideration of a Contract with Allegiant
City Council is requested to consider a contract with Allegiant in the amount of \$1,009,800.84 for meter installations services and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Allegiant Contract

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Meter Installation Vendor (MIV) Contract	
FROM: Jeremy Coble – Customer Service Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Scope Of Work MIV Price Proposal Recommendation Form	

PURPOSE: The purpose of hiring a Meter Installation Vendor (MIV) for AMI is to ensure efficient inventory management and deployment of City-owned meters, utilizing the contractor's expertise in logistics and warehousing. This partnership aims to achieve comprehensive installation and service excellence, adhering to strict safety standards while proactively addressing on-site issues and validating installation integrity.

BACKGROUND: The city is currently making a strategic upgrade to its Utility services through the implementation of Advanced Metering Infrastructure (AMI). This comprehensive initiative entails the systematic replacement of all electric meters within the city's electrical grid. To ensure the project's success and adherence to the projected timeline, Allegiant has been selected as the vendor of choice. Leveraging Allegiant's extensive experience in meter installations, the city is poised to efficiently complete the AMI deployment, enhancing service delivery and operational efficiency.

BUDGET IMPACT: Funding is available in the Electric Capital Projects Fund.

RECOMMENDATION/ACTION REQUESTED: Staff are recommending that City Council approve, and the department be given the ability to award Allegiant with a contract for meter installation services for the amount of \$1,009,800.84. They were the selected vendor after an RFP process.

EXHIBIT A

SCOPE OF SERVICES

Scope of Work

Contractor will be managing a project to provide inventory management and logistics for City owned meters in a Contractor's provided facility while providing the service for deploying such meters across the City distribution system.

Contractor shall make a viable attempt to install 100% of the active meters, other than any pre-agreed upon excluded meters before proceeding to the next metered location installations. Contractor will work with the City to make 3 attempts to exchange a meter before turning it back to the City (all three attempts are included in the pricing set forth below). The City will provide all new meters, endpoints, seals, and rings. Contractor will provide warehousing and material logistic support. All National Electric Safety Code, American National Standards Institute (ANSI), and OSHA guidelines will be observed and followed by the Contractor. Any problems found on site by the Contractor's employees will be reported immediately to the City. A review of services will be conducted at the end of the initial deployment area for installation validation.

Sections of the SOW

- I. Overview of Meter Installation**
- II. Solution Technology and Methodology for Data Collection**
- III. Customer Communication/Public Relations**
- IV. Project Management and City Support**
- V. Quality Assurance**
- VI. Inventory, Warehouse, and Meter Testing**
- VII. Pricing Assumptions**

I. Overview of Meter Installation

1. Electric Meter installation services:

- a. Initiate contact with each customer (if at premise) to alert them of the electric meter change out to occur.
- b. If the premise contains more than 4 tenants, Allegiant will work with the facility to schedule a meter exchange time that is coordinated with the tenants for all meters to be exchanged at once.
- c. Inspection of each socket to verify suitability for purpose to support the new AMI meter. Specifically, this inspection is intended to verify that the socket and its internal connections will support the expected load without damage to the meter or socket.
- d. Remove and replace existing electric meter.
- e. Includes Standard GPS 3-5 meters
- f. Five photos will be provided:
 - i. As Found Site Photo
 - ii. Original meter in socket to clearly display the last meter reading.
 - iii. Empty socket (prior to installation of the new meter) to provide information about the condition of the socket.
 - iv. New meter installed to clearly show the meter serial number.
 - v. As Left site photo.

- vi. Additional photos will be taken for any meter's type that supports additional billing parameters or required evidence photo if available
- g. Meter socket to be sealed in accordance with project City's accepted practice.
- h. A door hanger will be left at every location indicating the meter was installed.

2. Polyphase meters

- a. Assume approximately 80% of the commercial meters have heavy bypass or test switches.
 - i. In the event a bypass isn't present then an outage appointment will be made with the business.
- b. All three phase installers use a full-face shield.
- c. Capture the readings
- d. Disconnect the load
 - i. If there is a bypass lever, we will engage the bypass
 - ii. Note: If we can't disconnect the load with a breaker or disconnect Allegiant will work with the City to fuse down the services or Return the Work Order to the City.
- e. Inspect the socket and service area
- f. We will remove the old meters
- g. Take voltage readings
- h. Inspect the socket again
- i. Install the new meter
- j. Seal the meter base
- k. Reconnect the load
- l. A door hanger will be left at every location indicating the meter was installed.

For additional meter installation procedures, please see the SOP Electric Meter Exchange Exhibit.

3. Meters that cannot be installed

- a. There are two classifications of Work Order types that cannot be installed:
 - i. Could Not Complete (CNC)
 - 1. These are Work Orders where Allegiant has made at least one attempt to exchange the meter but could not successfully complete the exchange. Allegiant will make three attempts to exchange each meter. Reasons for not completing a Work Order can be as follows: Work order issue, obstruction, no access, no meter stock, requires an appointment, or unsafe animal. Allegiant will work with the City to define additional criteria if required.
 - ii. Return to Utility (RTU)
 - 1. These are Work Orders where Allegiant attempted to exchange the meter but could not successfully complete the exchange and Allegiant is returning the responsibility for the meter exchange back to the City. Reason for not completing a Work Order and returning the Work Order to the City can be as follows: Customer Refusal, Site Obstruction, No Access, Meter/Socket Damage, De-Energized Service, Work Order Problem, Exchanged by the City, Tamper, and Other. Allegiant will work with the City to define additional criteria if required.

4. Specialty Meters

- a. Allegiant's Work Order Management system supports various specialty Work Orders: Work Orders can be flagged for medical alert, identifiers for form/class/voltage and City defined specialty services. In addition, any Work Order can be flagged designating that it has a required appointment.

5. Meters requiring support from City for meter exchange.

- a. From time-to-time Allegiant may come across work orders and meters that require City support to accomplish the exchange. These requests can be for Work Orders that: may have incomplete/incorrect information, cannot locate, require supervision/escort, and/or require keys.

6. Make Safe or Tamper

- a. Allegiant's personnel will wait onsite up to 45 min if a make safe event occurs where the City personnel is needed.
- b. Should Allegiant come across a suspect tamper location, Allegiant will follow the designated process as defined in the mutually agreed upon project plan.

II. Solution Technology and Methodology for Data Collection

1. Work Order and Data Integration

Allegiant Utility Services proprietary WMS, Peak Workflow™, is purpose-built platform for mass deployment and exchange projects in the electric, water, gas and clean energy markets.

Digital data is captured in real-time, as a technician captures data and photos, it's uploaded to our cloud instantly, allowing full role-based visibility to everyone on the project including City staff, Program Managers, Project members and affiliate team members. Our digital platform reduces human error that can occur during large scale projects, ties seamlessly into standard operating procedures and provides a managed workflow. All information captured in the field can be efficiently reviewed and approved with the quality assurance features. We know you are not always connected, so our mobile app is smart about managing data allowing Technicians to work even in the remotest areas throughout the day.

Allegiant's project team will work with your staff to develop and manage the transfer of data throughout the course of the project. On average, it takes 3-4 weeks to set up all the files and build out our work order system for your project. Project start up and WMS configuration can be condensed to as little as 2 weeks as Allegiant's team has capability execute testing and setup quickly.

Key Peak Workflow Features

Project Management

- Track and visualize production across services installed vs. not installed
- Overall status of all work orders
- Understand all current activities in the field
- Quality assurance tools

Customer Service

- Searchable data and photos
- Determine technician locations, view badges

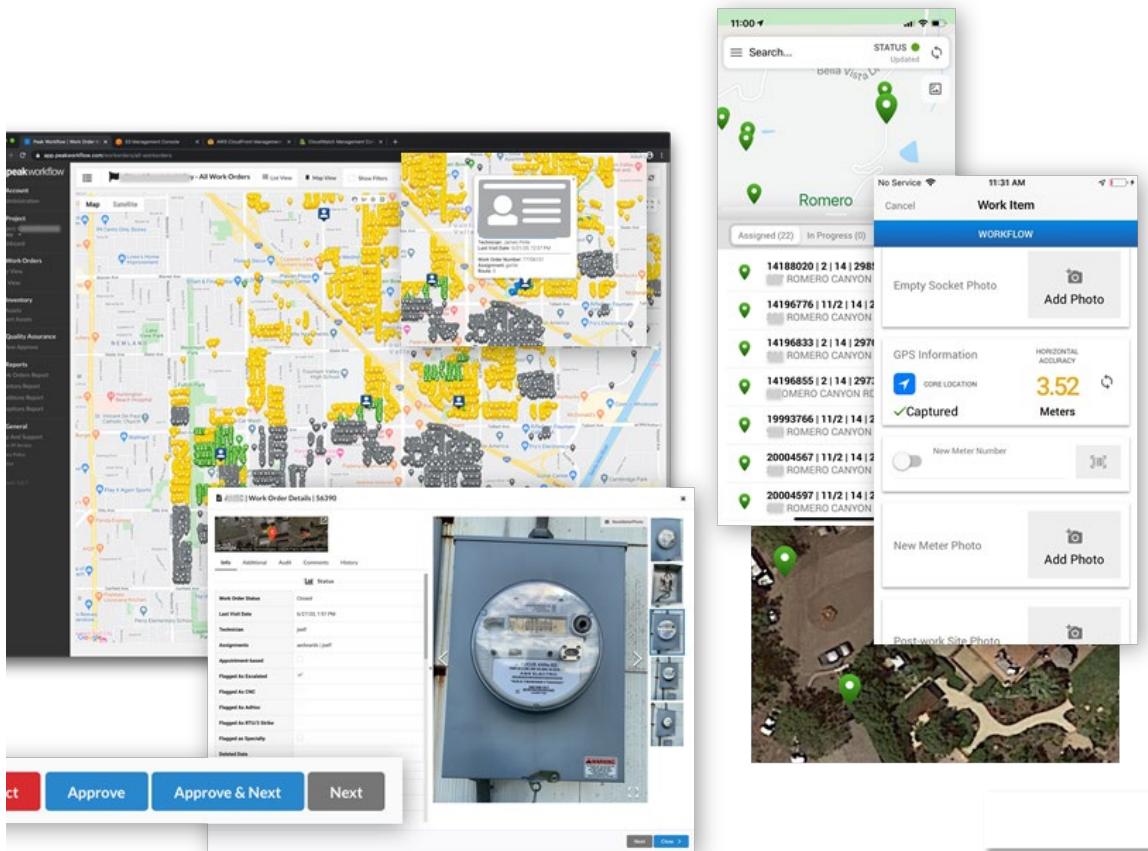
Data Management

- Completion Reports
- Technician Performance Reports
- Inventory Control Reports
- Daily Activity Emails

Customized, Managed and Detailed Workflow

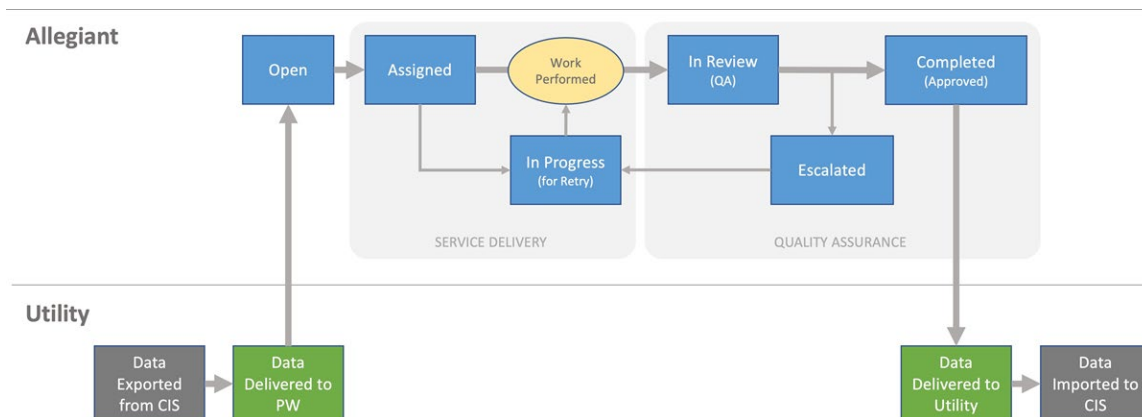
- Enables in-field quality controls
- Enforce SOP per project
- Flexible per project requirements

- Capture data, photos and GPS
- Data validation on save



2. Workflow Status Overview

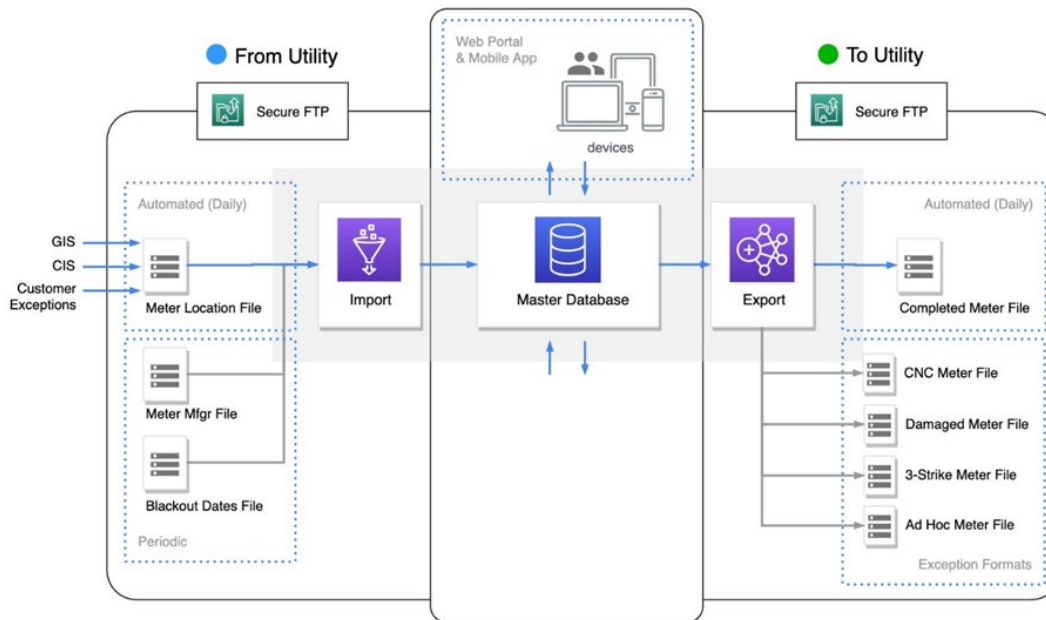
Information flows from the City's CIS into our Service Delivery and Quality Assurance processes then exchange data is delivered back to the City CIS system.



3. Primary Data Transfer File requirements:

- Location File

- b. Post Meter Change Out export File
- c. Meter Manufacturing File
- d. Blackout Dates
- e. Damaged Meter
- f. 3 Strike File



4. Location File

Allegiant will work with the City to create a CSV file that contains the following representative data elements or similar to load into our “Peak Workflow” program conducting the meter exchanges in the field.

Sample:

Allegiant Utility Services Template - Existing Meter Location File						CSV Preferred File Format
Instructions: Update column headers, column positions, and length constraints as appropriate to Utility's CIS.						
Required	Column Header from Utility CIS	Length	Column Position	Notes		
X	Account	50	1	Customer account number		
X	Old Meter Number	20	2	Old meter serial number (Primary Key)		
X	Last kWh Reading	10	3	Typical KWH reading		
X	Meter Form	15	4	i.e. 2S, 2S-SD, etc.		
X	Read Notes	100	5	Notes regarding service location, gate codes, etc.		
X	SubArea	50	6	i.e. Substation		
X	Circuit Number	50	7	i.e. Feeder		
X	Billing Cycle	50	8	Code or name of cycle		
X	Route	50	9	Code or name of route		
X	Old Latitude	15	10	Can be 18 if needed for NISC		
X	Old Longitude	15	11	Can be 19 if needed for NISC		

Account	Old Meter Number	Last kWh Reading	Meter Form	Read Notes	SubArea	Circuit Number	Billing Cycle	Route	Old Latitude	Old Longitude
34534534	TS3242353	3425	2S	Gate Code:1234	02	04	03	01	44.9453656	-93.3358785
64645456	TS329546	4203	2S		01	03	02	02	43.5403388	-109.6520657

- a. Location files are typically loaded daily to Allegiant during the course of the project to keep the data up to date.
- b. Files are typically sent across Allegiant’s SFTP Hosted site.

2. Post Meter Change out Import File

- a. Allegiant will work with the City to create a file for import into CIS for the meter change outs.

Sample:

Allegiant Utility Services Template - Completed Meter Exchange File (Extended)					CSV Preferred File Format
Instructions: Update column headers, column positions, and length constraints as appropriate to Utility's CIS.					
Exported	Column Header to Utility CIS	Length	Column Position	Notes	
X	Account	10	1	Customer account number	
X	Old Meter Number	15	2	Old meter serial number	
X	Old kWh Reading	10	3		
	Old kW Reading	10		Optional based on project	
	Old kVa Reading	10		Optional based on project	
	Old kVar Reading	10		Optional based on project	
X	New Meter	15	4		
X	New kWh Reading	10	5		
	New kW Reading	15			
	New kVa Reading	15			
	New kVar Reading	15			
	New Meter Dial	10			
X	Reading Date	8	6	UTC unless otherwise agreed	
	Meter Set Number	5			
	Demand Code	5			
	Service Location	20			
	Map Number	20			
X	New Latitude	15	7	Can be 18 if needed for NISC	
X	New Longitude	15	8	Can be 19 if needed for NISC	

Account	Old Meter Number	Old kWh Reading	New Meter	New kWh Reading	Reading Date	New Latitude	New Longitude
235345653	TS3453453	3452	81929392934	0	2019-01-01	43.5403388	-109.6520657

- b. Allegiant will work hand and hand with you to ensure the file formats are correct through the data validation period of the project.
- c. Meter change out files will be provided daily by using our SFTP site.
- d. Photo uploads to the CIS or other applicable are available in batches of 1000 meters which equates to 5000 photos. We use the standard XML format.

5. Meter Manufacture file “MMF”

- a. The MMF is loaded into Allegiant’s WMS, Peak Workflow, program and used to validate the new meters going into the field ensuring we have the correct bar coding.
- b. MMF files are typically provided through the course of the project as meter shipments are delivered.

6. Handheld Devices

- a. Allegiant will provide IOS devices that are capable of cellular data and Allegiant’s work order management system.
- b. Meters tracked in map interface on your handhelds
- c. Flexible meter reading inputs
- d. New meter numbers scanned in

The image displays two screenshots from a mobile application. The left screenshot shows a map view with several location pins. The right screenshot shows a detailed 'Work Order' form for meter TS4234920. The form includes fields for 'METER | ASSIGNED', 'FORM FACTOR' (2S-SD), 'METER STATUS' (Active), 'ADDRESS' (12345 Anytown Street SW, Sometown, FL 24324), 'LAT/LONG' (46.96875456, -92.54673421), and 'NOTES' (Small dog, gate code: 1234, be sure to not let dog out). There is an 'OPEN' button at the bottom. The right side of the form shows a 'Pre-work Site Photo' and an 'Old Meter Photo' section with an 'Add Photo' button.

7. Web Tools

a. Meters install detail screen

The image shows a web application interface for 'Meters install detail screen'. The left sidebar contains navigation links: Project, Work Orders, Inventory, Quality Assurance, and Reporting. The main content area displays a 'Work Order: 234987925' form. The form includes fields for 'OLD METER NUMBER' (24351255), 'FORM FACTOR' (2S), 'CLASS' (CL-200), 'VOLTAGE' (240), 'SERVICE TYPE' (Underground), 'SERVICE DESCRIPTION' (Residential), 'OLD KW READING' (39055), and 'OLD KW READING'. Below the form is a 'Comments' section with two entries. To the right of the form is a large photo of a 'KILOWATTHOURS' meter. Below the photo are four smaller thumbnail images. At the bottom right are buttons for 'Cancel', 'ESCALATE', 'REJECT', and 'APPROVE'.

8. Deployment Progress Tracking

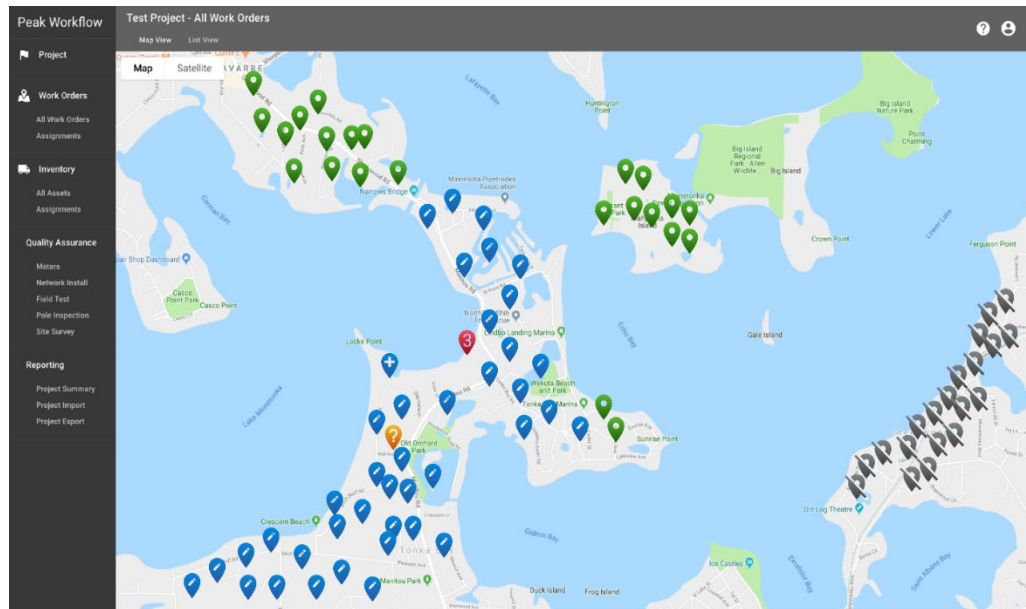
During the project onboarding process, Allegiant Utility Services will align with the City on the desired production schedule. Typically, this is based on cycle and route or substation and circuit depending on the utilities network infrastructure and other considerations. This can be focused on single geographic regions or multiple areas again determined in collaboration with the City.

Allegiant's WMS has two primary views for work order assignment: list view and map view. The same powerful filter and search functionality is available on both views. Filters include status, district, substation, circuit, cycle, route, book, user-defined groups, form factor, technician, and other custom filters. Search includes serial numbers, customer, account, address, and other fields. Filter and search

efficiently locate appropriate record set for analysis and assignment to skilled Technician.

Map views add capabilities to visualize by status including blackouts, district, substation, circuit, cycle, route and assignment. Further shapes can be drawn directly on filtered or unfiltered views on the map to make assignments or save a user-defined group for later quick reference. For example, a program manager may filter the map view down to a specific circuit or route and form factor, then use the geo-shape tools to split it into assignments across differently skilled Technicians.

- a. Updated daily
- b. Color coded to track completed and skipped meters.
- c. Organized by Technician and meter type



9. City Access

- a. Unlimited access to web portal included in base contract during the deployment.
- b. Secure login for each user
- c. Custom reporting

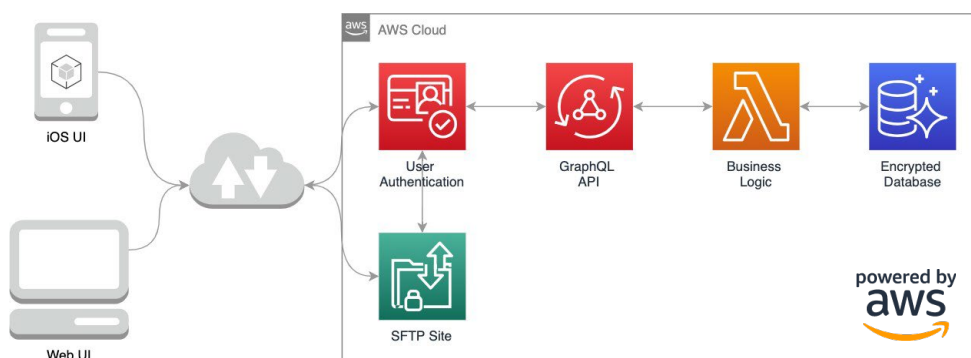
10. Application and Support

Allegiant's proprietary WMS, Peak Workflow, offers robust configuration to meet City's requirements. The City will have 24/7 access to the Peak Workflow web portal and related Mobile App. The City staff will be assigned various roles that allow access to appropriate features. The City Admin users will have the broadest access to the web portal with capabilities to view status, view planned progress and dashboards, assign work and inventory to Technician users and report all data. The City Viewer users will have access to the same views/reports as Admin's however, cannot affect change on the data. Technician users will have access to work order maps and data capture features within the Mobile App.

- a. Administration
 - i. areas including features like quality assurance, user management and multi-project reporting for an Account-level Admin will not be accessible.
- b. Support
 - i. Allegiant provides 24X7 support on the applications.
- c. Validations

- i. In field validation of every data entry ensures accurate information.
- ii. New meter numbers scanned for accuracy and compared to preloaded list of available meters.
- iii. Meter reading dates preloaded to allow City-defined blackout period.
- iv. Meters cannot be changed out during blackout period.
- v. Database post processing ensures data integrity and accurate billing.
- vi. Follow up reporting provided for meters not found in field, or inaccessible for change out after multiple efforts to access site.

11. High Level Security and Architecture



- Modern Technology Stack
- 99.9% Uptime
- Encrypted Web and Mobile access via SSL/TLS
- Data and file-level encryption
- Cloud infrastructure protected within Virtual Private Network
- Redundant backups and clustered database instances
- Allegiant hosted SFTP encrypted site for file sharing with a City secure set of credentials for an SFTP client

III. Customer Communication/Public Relations

With our many years of deployment experience across some the most diverse terrain we understand there will be access issues, customer challenges, and many other dynamics to manage in the field. A proactive communication strategy is key to a successful deployment. As an example, we will collaborate with The City to identify areas in your service territory that may have high sensitivity to the deployment activities. For these areas, Allegiant will be proactive in notifying the local law enforcement to give them a heads up, which will reduce the number of call outs they will have and help us manage the customers.

1. Call Center

- a. Inbound calls are staffed 24/7, outbound calls are daily 7:00 AM – 7:00 PM CT.
- b. #800 assigned to City's project
- c. IP-based platform support call forwarding to the City contacts
- d. Call Volume Reporting and Issue tracking
- e. Recording for calls and voicemail provided upon request

- f. Allegiant's call center is capable of warm call transfers as mutually agreed upon in the project planning via defined subject matters

2. Customer Communication and Literature

- a. Post Cards and Door Hangers
 - i. Work collaboratively with the City to design pre-installation postcards and post-installation door hangers that meet City's requirements.
 - ii. Support the City communication strategy for its customers.
- b. Meter Installation FAQ
 - i. Work collaboratively with the City to produce content that meet City's requirements.
 - ii. Suggest media options Allegiant has found successful.

3. Meter Installation Escalation Procedures:

- a. Tamper
 - i. In the event tampering is discovered at meter location the Technician will do the following:
 - 1. Notify the appointed City revenue protection contact.
 - 2. Notify the Allegiant Utility Services Project Manager.
 - 3. Standby onsite until a City representative arrives.
 - 4. Provide a statement if required.
 - 5. Take photo of the evidence
- b. In the event of an unsafe condition at the meter location the Technician will:
 - i. Notify the appointed City service contact.
 - ii. Notify the Allegiant Utility Services Project Manager.
 - iii. Stand by onsite until an Allegiant or City representative arrives.

4. Customer Claim

Allegiant has exchanged millions of meters over the years and customer service issues do arise. As a company charter, Allegiant uses lessons learned and continuous improvement to advance our service offerings.

Allegiant categorizes customer claim issues into two groups:

1: "Direct Cause" from the Technician visit to the property:

Some examples are turned a disconnected switch off and did not turn it back on resulting in spoiled food in refrigeration units; drove over or into something causing direct damage to property; damaged something around the meter socket while conducting the meter exchange. These types of issues are quickly resolved with the customer and are paid by Allegiant through either self-funding or our insurance company.

2: "Effect" Issues that arise because of the effect of changing the meter: Examples of these issues of this nature are: TV no longer works after the outage at the residents because of the meter exchange, No one answered the door when knocking and the meter was exchange and the residents lost work on a PC, garage door opener that was linked to the wireless router loses its IP connectivity and the customer does not know how to re-establish a link to the router.

These types of issues are resolved with the customer on a case-by-case basis. It is Allegiant's general position that we do not pay for any claim resulting from power outage due to the meter exchange.

Allegiant tracks all issues and claims in a Service Tracking system. This system allows Allegiant to manage all issues to closure and tracks our Service Level performance.

Allegiant will be responsible for resolving at Allegiant’s expense all claims as a result of “Direct Cause” damage by our Technician due to the meter exchange. Allegiant will include all incurred expenses of the City, should they be needed to resolve an Issue.

Allegiant commits to communicating with the customer for all issues/complaints within 24 hours of initial notification for corrective actions or proposed solutions.

IV. Project Management and City Support

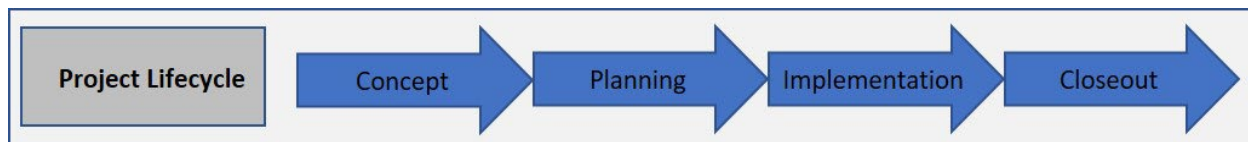
1. Project Management

Tentative High-Level Project Milestones

Project schedule is subject to Mutually agreed upon dates and additional City objectives & requirements as defined by the project.

- | | |
|--|-----|
| • Onsite Kick-off Meeting Milestone | TBD |
| ○ Objectives: | |
| ▪ Identify key players and work streams. | |
| ▪ Establish Timeline and Key Deliverables | |
| ▪ Establish work groups and follow up meetings. | |
| • Onsite Operational Review and Material Forecast | TBD |
| • Initial Data Exchange Milestone | TBD |
| • Data Validation Milestone | TBD |
| • WOM’s Training and Orientation Milestone | TBD |
| • WOM’s Workflow Testing Milestone | TBD |
| • Initial Deployment Area Start and Field Validation Milestone | TBD |
| • Full Deployment Startup Electric Meters | TBD |
| • Meter Installation Completion | TBD |
| • Project Completion | TBD |

2. Project Support for Concepting and Planning (1-2 Months)



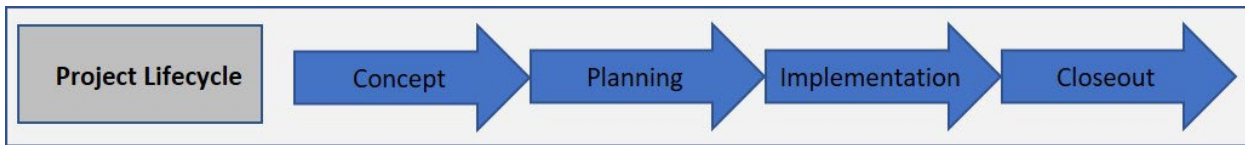
Project Team - Project Manager, IT, Metering, Stores and Logistics, Purchasing, Customer Service Representative, Marketing, Safety, Quality, and Smart Grid (AMI) Lead, AMI Vendor

Support Initiatives:

- Charter - Project Sponsor, Key Stakeholders, Project Team, Billing, District Leadership, Service Center Support for Make Safe & Tamper
- Project Plan – Project Team
- Implementation/Installation/Quality Team - Project Team, RF Infrastructure
 - District rollout plan
- Data Integration Team - Project Manager, IT, CSR/MSR, 3rd Party Billing
- Material Logistics Team - Project Team, Warehousing, District Leadership
- Customer Experience - Project Manager, Marketing, CSR/MSR, Billing

- Stakeholder updates - Project Team and Select Stakeholders

3. Project Support for Implementation and Closeout (20 Months)



Project Team - Project Manager, IT, Metering, Stores and Logistics, Purchasing, Customer Service Representative, Marketing, Safety, Quality, and Smart Grid (AMI) Lead, AMI Vendor

Support Initiatives:

- Implementation/Installation/Quality Team - Project Team, RF Infrastructure
 - Safety & Quality
 - Pre-deployment Plan for district rollout
 - District rollout plan
- Material Logistics Team - Project Team, Warehousing, District Leadership
- Customer Experience - Project Manager, Marketing, CSR/MSR, Billing
- Stakeholder updates - Project Team and Select Stakeholders

4. Allegiant Project Team

Position	Quantity	Responsibilities/Qualifications/Notes
Executive Lead	1	Allegiant's CEO will be directly responsible for the overall success of City's deployment.
Project Sponsor/Contract Manager	1	Allegiant's COO will be your project sponsor.
Project Managers/ Deployment Managers	1	Allegiant will assign an experienced project manager and deployment manager to coordinate execution of field assignments.
Meter Install Supervisors/ Lead Hands	1	Allegiant will have one experienced individual assign to manage the work crews. The individuals will have experience in running crews of similar size and scope.
Meter Installers	3	Allegiant will assign three seasoned technicians.
Trainers	1	Allegiant will assign a trainer to conduct training on any unique requirements specific to City.
Call Center Supervisors	1	Allegiant's individuals will be responsible for coordinating staff and working with City.
Call Center Representatives		Allegiant individuals will be combination of AmeriCall and Allegiant staff.
Health and Safety Manager	1	Allegiant's Director of Operations and Safety will be responsible for the overall program.

5. Project Charter and Project Plan

The City and Allegiant will work collaboratively to support the development of the Project Charter and Plan with a cross functional group of employees. Allegiant will look for support from the City in the following areas: Project Sponsor, Key Stakeholders, Project Management, Billing, IT, Metering, Service Center Support for Make Safe,

Stores and Logistics, Customer Service Representatives, Safety, Quality, Marketing, and Smart Grid (AMI) group. Only appropriate employee will be required to support each effort by discipline.

The kick-off meetings and Workshops on deployment planning activities will take place prior to the deployment ramp-up period. Workshop and meeting schedules and topics will be finalized and agreed-upon by the City during planning activities. The City will provide its appropriate policies and procedures.

6. City/AMI Vendor/Allegiant will mutually work on the following:

- Within Allegiant's project lifecycle define City/AMI Vendor specific project milestones.
- Define Unique City/AMI Vendor Requirements and Scope
- Organize the project into phases.
- Define desired project schedule including elements of the AMI system.
- Define City specific project deliverables within Allegiant's project timeline.
- Work from Allegiant's standard model to establish City project life cycle elements to drive a consistent process or methodology for conducting the work.
- Identify the stakeholders for communication on project status.
- Establish the City criteria for governance of Employees, Resources, Services, and work performed.
- Identify unique City elements for validity, correctness, and completeness of deliverables.
- Based upon Allegiant's SOP define the additional standards for monitoring and control.
- Identify additional City/AMI requirements to Allegiant's Quality & Safety standards.
- Define additional reporting metrics required based upon Allegiant's established: daily, weekly, and monthly reporting.
- Establish variance action plan for issues.
- Define the City escalation procedures for effective issue resolution.
- Establish the requirements to City's standards for a formal system of change control and change management.
- Establish the City/AMI Vendors resource plan to integrate with Allegiant's services.
- Work from Allegiant's meter exchange SOP to accommodate any City/AMI vendors requirements.
- Review and amend Allegiant's methods, expectations, procedures, and standards such that all work will be completed in compliance with policies.
- Mutually agree with all parties for oversight and instruction on City-specific work practices.
- Allegiant will work hand in hand with City to review and modify our communication protocols to align with City and their project objectives.
- Allegiant will work collaboratively with the City team to monitor progress and make the appropriate adjustments, achieving the overall deployment targets set for each week.
- Allegiant will conduct a Weekly meeting in support of the status of the project. Allegiant will manage and run the meeting.

7. The City is asked to support the following:

- Participate in the initial Work Order Management design setup, data collection and transfer processes which are key to successfully conducting bulk meter exchanges.
- Obtain Support of the Cayenta Representative to gain access to Cayenta PWF Interface for export and consumption of bulk meter data.
- Participate with the integration with Cayenta PWF Interface to generate a meter location file daily that can transfer data to Allegiant's Work Order system.
- Support the meter exchange data generated from Allegiant's Work Order management system up into Cayenta PWF Interface for a bulk meter exchange.
- Responsible for procuring all meters and other City-supplied hardware & equipment to Allegiant's primary warehouse location.

- Will follow-up with accounts that are documented and reported to be unreachable or un-installable.
- Provide a resource should the Installer identify any risks or issues.
- Support Key access for a given premises.
- Allegiant recommends maintaining a three-month rolling meter inventory. This provides sufficient meter stock for installation variability and delivery delays.

V. Quality Assurance

1. Quality Program overview

- Allegiant will conduct a 100% audit on all installations for the initial week of each meter category.
- Allegiant will conduct a random in-field sample audit of 2% of all installations throughout the project.
- Audit processes include the following:
 - Site visits
 - Picture reviews
 - Data validation
- Allegiant will conduct a 100% record and picture review of electric meters to validate old read, new serial number, Form, Class, Hot Socket, and Seal installation.

2. Return to Utility (RTU) Threshold

Allegiant will periodically issue work orders as RTU to the City as part of the installation services being conducted. If over 3% of all work orders worked result in RTU, not including any meters intentionally exchanged by the City staff, the City reserves the right to temporarily halt work and to reassess the RTU process, including developing a mitigation and change order plan with Allegiant.

3. In Field Audits

Allegiant Utility Services Leads are tasked with performing job observation surveys in the field. These job observations cover the various steps in the installation process both from a safety and quality perspective. There will be two main leads for the City project.

Allegiant's Leads will execute a "Spot It and Stop It" method for critical safety or quality issues identified during the job observation survey. The observer will follow up with the Technician after the completion of the task for minor efficiency or quality issues. Any quality issues will be corrected while on site. If the observed Technician is performing the job outside of the required process, the observer will make an immediate determination if the Technician can continue working without further retraining or stand down activities. Should the observer identify a gap in a process or requirements, the observer will submit a "Near Miss" report which results in Allegiant leadership becoming involved in the situation. If the failure is the result of the Technician who has been trained and re-trained, a determination of Technician's ability to remain on the project will be made by Allegiant's leadership.

4. Record Review

Throughout the day Allegiant conducts a 100% record review of completed work orders as the technician works their assignments. Records will be processed to support a minimum of one file delivery daily encompassing records completed the previous working day. No records will be allowed to move forward until any discrepancy has been resolved.

5. Installation Warranty

Allegiant will provide a 12-month warranty on installation craftsmanship based on installation date.

VI. Inventory, Warehouse, and Meter Testing

1. Warehousing

- a. Allegiant will be responsible for providing warehouse space that meets the following requirements:
 - i. Cubicle for warehouse associate and/or field lead
 - ii. Wi-Fi access
 - iii. Access to the bathroom
 - iv. Sheltered staging area for techs to load/unload their trucks to protect City assets.
 - v. Dedicated dumpster or area for broken-down cardboard
 - vi. Dedicated receptacle for old seals, rings, stretch wrap & trash
 - vii. Forklift to move meter pallets from storage area to staging area
 - viii. Pallet jack or pushcart
 - ix. Staging area in the warehouse for techs to drive/back trucks in to load/unload materials.

2. Inventorying

- a. Allegiant will receive Meter Manufacturing Files (MMF) from the City, or the City may opt to allow manufacturer to grant Allegiant access to the MMF directly, pending further workflow definition during implementation.
- b. Allegiant will land the inbound inventory and store the inventory in an impound location prior to lot acceptance testing.
- c. Upon lot acceptance from the City, Allegiant will release inventory for deployment to its technicians.
- d. Allegiant will deliver completed work orders to the City for reconciliation of meter inventory against its systems.
- e. The City reserves the right to extract as-needed quantities of meters from Allegiant's inventory during implementation.

3. Material Handling

- a. City issued keys and barrel lock tools will be tracked per technician.
- b. All meter inventory received by Allegiant will be secured in Allegiant's facility.
 - i. Receive and Log all New Meter Shipments
 - 1. Scan all pallets
 - 2. Physical Count
 - 3. Segregate by form and class
 - 4. Provide BOL and other supporting documentation to the City
 - 5. Register Inventory to an impounded status
- c. Timing
 - i. Technician will log new meter inventory received daily
 - ii. Reconcile installed meter with current new meter inventory weekly
- d. Technician will return old meters daily
 - i. Old meter serial numbers on outside of box
 - ii. Initials of tech and date on outside of box
- e. Old meters will be palletized and shrink-wrapped

4. Meter Disposal

- a. Allegiant will hold all removed meters for a quarantine period of at least 30 days. At the end of the quarantine period Allegiant will dispose of all old meters in a safe manner.

5. Meter Testing

- a. New Electric Meter Testing
 - i. Upon receipt of new electric meters, perform accuracy tests on a designated test pallet comprising 10% of the shipment, in accordance with ANSI standards
 - ii. Allegiant shall deliver the results of testing in an agreed-upon format to contain at least the meter serial and percentage accuracy at various test conditions
 - iii. The City may opt to defer or stop testing at their sole discretion throughout the project.
- b. Allegiant Utility Services will conduct a sample test on all incoming shipments of new electric meters for this project.
 - i. Test all form factors with the following criteria:
 - 1. 10 Spin Full Load
 - 2. 2 spin Light Load
 - 3. 2 spin Power Factor
 - ii. Test additional criteria on polyphase meters
 - 1. A Element Full Load (Unity Power Factor)
 - 2. B Element Full Load (Unity Power Factor)
 - 3. C Element Full Load (Unity Power Factor)
 - iii. Validate Faceplate
 - iv. Validate Meter Program & Metrology Version
 - v. Validate RF Radio Firmware and DCW
 - vi. Validate T-Seal.
 - vii. Electronic delivery of all test records
 - viii. Reseal all meters
 - ix. Rebox all meters
 - x. Provide pass/fail report per shipment.
 - xi. Test a minimum of a box of 4 meters per form factor for small quantities.
 - xii. Assume one week processing time from date sample meters arrive at Allegiant facility.

VII. Pricing Assumptions

General Pricing Assumptions

1. Assume net 30-day payment on completed work bi-monthly.
2. Assumes 20 Months of provided Facilities.
3. Location Data provided by the City will be accurate.
4. Allegiant will provide a 12-month warranty on installation craftsmanship based on installation date.
5. Assumes Work Order deployment can follow an adjacent meter to meter deployment.
6. The project mobilization is assumed for a onetime movement of the installation team for deployment. If demobilization occurs during the project due to reasons beyond Contractor's control (e.g., lack of materials and inventory, lack of data or account information), additional contingency fees may be assessed. These fees are only applicable to be assessed for additional cost of demobilization and remobilization occurring after the start of the project.
7. If Allegiant is forced to demobilize due to lack of inventory which delays the program, Allegiant will invoice additional costs for facilities on a month for month basis.
8. Any specific requirements not covered under this Exhibit will be reviewed, any additional costs will be a mutually agreed upon change order or revision to the proposal.
9. Allegiant will make three attempts per meter before 3 striking.
10. Allegiant will not charge for 3 strike meter exchange.

11. Standby times of 45 minutes for make safe events are included.
12. Meter or endpoint installation unit pricing Includes all labor, tools, vehicles, & fuel.
13. Meter installation unit pricing is for standard meter installation assuming meters are "Like for Like" for normal installations, exclusive of repairs to or modification or replacement of service lines, meter boxes.
14. Any badging requirements will be done prior to the start of the project provided by Allegiant.
15. The City will provide Allegiant safe access, including keys and gate codes (gated communities) to all City accessed locations.
16. Work will not be performed at locations where it is reasonable that damage may occur to customer's property. These locations will be considered an RTU.
17. Allegiant will not be responsible for replacing meters that are obstructed by landscape or excessive tree/plant roots in the boxes, unless otherwise authorized to conduct box replacements. These locations will be considered an RTU.
18. Allegiant will have company branded vehicles. It is understood that the City will provide logoed signage to Allegiant.
19. Work provided by Allegiant will not be prevailing wage or Union.

City of High Point, NC
Installation Services

Item/Service	Quantity	Unit Price	Extended Price	Notes/Comments
Professional Services (add other line items as necessary)				
Mobilization	1	\$ 2,500.00	\$ 2,500.00	
Flat File Exchange Set-Up	1	\$ 6,500.00	\$ 6,500.00	
Project Management	1	\$ 9,800.00	\$ 9,800.00	
Call Center	1	\$ 4,800.00	\$ 4,800.00	
Travel and Expenses			\$ -	
Performance Bond	1	\$ 23,265.00	\$ 23,265.00	
Item 7			\$ -	
Subtotal			\$ 46,865.00	
Facilities (add other line items as necessary)				
Storage & Equipment Warehousing	20	\$ 3,652.00	\$ 73,040.00	
Office Space and Facilities	20	\$ 1,000.00	\$ 20,000.00	
Heavy Equipment (forklifts, etc.)	20	\$ 1,100.00	\$ 22,000.00	
Storage Containers			\$ -	
Restroom Facilities			\$ -	
Additional Insurance	20	\$ 200.00	\$ 4,000.00	
Item 7			\$ -	
Subtotal			\$ 119,040.00	
Meter Replacement Installation				
Electric Meter Replacements	Quantities are estimate.			
2S CL200 240V	37,960	\$ 19.32	\$ 733,387.20	
2S CL200 240V Demand	716	\$ 19.32	\$ 13,833.12	
2S CL320 240V Demand	152	\$ 19.32	\$ 2,936.64	
12S CL200 120V / 480V	246	\$ 26.89	\$ 6,614.94	
16S CL320 120V / 480V	1,346	\$ 26.89	\$ 36,193.94	
			\$ -	
Subtotal	40,420		\$ 792,965.84	
Other Fees (add other line items as necessary)				
Quantities are estimate.				
New Electric Meter Accuracy (Acceptance) Testing	4,000	\$ 7.68	\$ 30,720.00	
Overhead/Underground Data Capture	40,420	\$ 0.50	\$ 20,210.00	
Item 3				
Item 4				
Item 5			\$ -	
Subtotal			\$ 50,930.00	
Total Installation Cost			\$ 1,009,800.84	
Optional Work (add other line items as necessary)				
Electric Work				
A-Base Conversion	1	\$ 88.35	\$ 88.35	
K-Base Conversion	1	\$ 68.12	\$ 68.12	

FINANCIAL SERVICES
Purchasing Division



BID RECOMMENDATION

DEPARTMENT: **Customer Service**

COUNCIL AGENDA DATE: **6/3/2024**

BID NO.: **17-011024** CONTRACT NO.: DATE OPEN: **1/11/2024**

DESCRIPTION:

The city is currently making a strategic upgrade to its Utility services through the implementation of Advanced Metering Infrastructure (AMI). This comprehensive initiative entails the systematic replacement of all electric meters within the city's electrical grid. To ensure the project's success and adherence to the projected timeline, Allegiant has been selected as the vendor of choice. Leveraging Allegiant's extensive experience in meter installations, the city is poised to efficiently complete the AMI deployment, enhancing service delivery and operational efficiency.

PURPOSE:

The purpose of hiring a Meter Installation Vendor (MIV) for AMI is to ensure efficient inventory management and deployment of City-owned meters, utilizing the contractor's expertise in logistics and warehousing. This partnership aims to achieve comprehensive installation and service excellence, adhering to strict safety standards while proactively addressing on-site issues and validating installation integrity.

COMMENTS:

RECOMMEND AWARD TO: **Allegiant** AMOUNT: **1,009,800.84**

JUSTIFICATION:

Choosing Allegiant as the Meter Installation Vendor (MIV) is justified for several compelling reasons: Quality, reliability, and cost effectiveness.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
631799	533701	631001001905	40202	1,009,800.84
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Jeremy Coble** Digitally signed by Jeremy Coble Date: 2024.05.16 09:35:34 -04'00' DATE: **5/16/23**

The Purchasing Division concurs with recommendation submitted by the **Customer Service** and recommends award to the lowest responsible, responsive bidder **Allegiant** in the amount of **\$1,009,800.84**.

PURCHASING MANAGER: **Candy E. Harmon** Digitally signed by Candy E. Harmon Date: 2024.05.16 11:14:28 -04'00' DATE: **5/16/2024**

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: **Bobby Fitzjohn** Digitally signed by Bobby Fitzjohn Date: 2024.05.23 08:12:32 -04'00' DATE: **5/23/24**

CITY MANAGER: DATE:
(For City Council Approval Only)



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-216

File ID: 2024-216

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/24/2024

File Name:

Final Action:

Title: Consideration of Tax Collection Orders for the Forsyth County Tax Administration
City Council is requested to consider the Tax Collection Orders as requested by the Forsyth County Tax Administration for collection of Fiscal Year 2024 Taxes and collection of 2023 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County, and to authorize the appropriate City Official(s) to execute the Tax Collection Orders. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Forsyth County Orders to Collect Taxes

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Authorize Forsyth County Tax Administration and Collection of 2024 Taxes and Collection of 2023 and Prior Years' Taxes	
FROM: Bobby Fitzjohn, Financial Services Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Resolution/Order of City Council for the Collection of 2024 Taxes Resolution/Order of City Council for the Collection of 2023 and Prior Years' Taxes	

PURPOSE: The Financial Services Department recommends that City Council authorize the forms of resolution required by the Forsyth County Tax Department for the administration and collection of property taxes for City of High Point parcels located in Forsyth County during the 2025 fiscal year.

BACKGROUND: The City of High Point is the only municipality in North Carolina which has taxable property in four different counties – Guilford, Randolph, Davidson, and Forsyth. The Forsyth County Tax Collector's Office requires an annual affirmation of their authority initially approved by City Council in 2012 to administer and collect High Point's taxes within Forsyth County.

BUDGET IMPACT: The recommended Annual Budget for FY 2024-2025 includes the tax collection and administration costs for all four counties. The attached affirmation of authority to collect does not increase the cost of collection.

RECOMMENDATION/ACTION REQUESTED: Council is requested to authorize the appropriate City Official to execute the attached orders for the collection of 2024 taxes and for the collection of 2023 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County.

NORTH CAROLINA

FORSYTH COUNTY

ORDER OF THE COUNCIL OF THE CITY OF HIGH POINT
IN ACCORDANCE WITH NCGS § 105-321, NCGS § 153A-156 AND NCGS § 160A-215.2
FOR THE COLLECTION OF 2024 TAXES

TO: JOHN T. BURGISS, RES
TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM,
VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF LEWISVILLE,
TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF KING,
TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2024 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2024 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobacoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Beeson's Cross Roads Service District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District, West Bend Service District, Downtown Winston-Salem Business Improvement District, Willow Run Municipal Service District, and Countywide Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law. You are hereby authorized and directed to use any method of collections authorized by law to collect such taxes including, without limitation, the in-rem method of foreclosure authorized by NCGS § 105-375, the mortgage style of foreclosure authorized by NCGS § 105-374.

You are also hereby authorized, empowered and commanded to administer and to collect taxes on gross receipts derived from retail short-term leases or rentals of motor vehicles as set forth under NCGS § 153A-156 and gross receipts derived from short-term lease or rental of heavy equipment as set forth under NCGS § 160A-215.2. You are hereby authorized to promulgate such rules and procedures necessary to administer these taxes which are not inconsistent or contrary to applicable law.

You are also hereby authorized, to the full extent permitted by law, to collect liens that attach to real property under NCGS chapters 160D, 160A, or 153A, including but not limited to those that arise by reason of removal of a structure to the extent authorized by state and local law, and sanitation liens that arise under § 160A-193 or 153A-140.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions at the discretion of the Tax Collector.

WITNESS my hand and official seal, this the _____ day of _____, 2024.

MAYOR, CITY OF HIGH POINT

ATTEST:

CLERK

NORTH CAROLINA

FORSYTH COUNTY

ORDER OF THE COUNCIL OF THE CITY OF HIGH POINT
IN ACCORDANCE WITH NCGS § 105-373, NCGS § 105-321, NCGS § 105-330.3 and NCGS § 153A-156
FOR THE COLLECTION OF 2023 AND PRIOR YEARS' TAXES

TO: JOHN T. BURGISS, RES
TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM,
VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF
LEWISVILLE, TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF
KING, TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes remaining unpaid as set forth in the 2015 through 2023 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2015 through 2023 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobacoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Beeson's Cross Roads Service District, Belevs Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District and West Bend Service District, Downtown Winston-Salem Business Improvement District, Willow Run Municipal Service District, and Countywide Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions in the discretion of the Tax Collector.

Taxes on registered classified Motor Vehicles for 2020 and prior years are deemed uncollectible; therefore, the Forsyth County Commissioners, pursuant to NCGS §105-373(h) do hereby relieve the tax collector of the charge of collecting taxes on registered classified motor vehicles listed pursuant to NCGS § 05-330.3(a)(1) for 2020 and prior years.

WITNESS my hand and official seal, this the _____ day of _____, 2024.

MAYOR, CITY OF HIGH POINT

ATTEST:

CLERK



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-218

File ID: 2024-218

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/27/2024

File Name:

Final Action:

Title: Consideration of a Purchase from West Chatham Emergency Equipment
City Council is requested to consider a purchase from West Chatham Emergency Equipment in the amount of \$126,795 for emergency vehicle equipment and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Police Emergency Equipment

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM

TITLE Emergency Vehicle Equipment	
FROM: Kevin Rogers, Fleet Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Formal Bid Recommendation Bid Tabulation	

PURPOSE: The Fleet Services Department worked with the Purchasing Division to solicit proposals for emergency vehicle equipment.

BACKGROUND: Fleet services have been working for several years with outside vendors to provide the city with emergency vehicle equipment and installation services for patrol units in the Police Department. Since our department now has staff to perform the installation process, we need to have the parts ordered now for our new units that will be arriving in mid-2024. These parts are for city-owned vehicles and equipment. With the assistance of the Purchasing division, a bid was advertised to assure that the best value was acquired by the city. West Chatham was the lowest responsive bidder for these services. The total cost of equipment is \$126,795.

BUDGET IMPACT: Funds are available in the 2023-2024 budget.

RECOMMENDATION/ACTION REQUESTED: The Fleet Services Department recommends that the City Council approve the purchase of emergency vehicle equipment from West Chatham Emergency Equipment in the amount of \$126,795 and authorize appropriate city staff to execute all necessary documents.



FINANCIAL SERVICES
Purchasing Division



BID RECOMMENDATION

DEPARTMENT: Fleet Services

COUNCIL AGENDA DATE: 06/03/2024

BID NO.: 41-051424

CONTRACT NO.:

DATE OPEN: 05/14/2024

DESCRIPTION:

This RFP was solicited for the purchase of emergency vehicle equipment. This includes lighting, partitions, and other equipment needed for new patrol vehicles.

PURPOSE:

Being that Fleet Services has the ability to install the equipment by City staff emergency vehicle equipment is needed. This not only saves cost but also reduces time to place the vehicles in service.

COMMENTS:

Fleet services has been working for several years with outside vendors to provide the city with emergency vehicle equipment. These services are for city owned vehicles and equipment. With the assistance of the purchasing division an RFP was solicited for multiple vendors to assure that the best value was acquired by the city. West Chatham Warning Devices was the lowest responsive bidder for these services. The total of equipment cost was \$126,795.

RECOMMEND AWARD TO: West Chatham Warning Devices AMOUNT: \$126,795

JUSTIFICATION:

After receiving bids city staff evaluated all companies. West Chatham Warning Devices was the lowest responsive bidder.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
501271	524202			\$126,795
TOTAL BUDGETED AMOUNT				\$126,795

DEPARTMENT HEAD: KEVIN ROGERS Digitally signed by KEVIN ROGERS Date: 2024.05.21 11:47:11 -04'00' DATE: 05/21/2024

The Purchasing Division concurs with recommendation submitted by the Fleet Services and recommends award to the lowest responsible, responsive bidder West Chatham Warning Devices in the amount of \$126,795.00

PURCHASING MANAGER: Candy E. Harmon Digitally signed by Candy E. Harmon Date: 2024.05.22 09:06:28 -04'00' DATE: 5/22/2024

FINANCIAL SERVICES DIRECTOR: Bobby Fitzjohn Digitally signed by Bobby Fitzjohn Date: 2024.05.22 09:15:01 -04'00' DATE: 5/22/24

Approved for Submission to Council

CITY MANAGER:
(For City Council Approval Only)

DATE:

Bid Tabulation
City of High Point, North Carolina
Police Vehicle Upfit-Fleet Services
Bid 41-051424

Contractor	Total Bid
West Chatham Warning Devices	\$126,765.00
Batteries of NC LLC	\$142,581.00
Campbell-Brown Inc.	\$144,512.85
Dana Safety Supply	\$150,718.19
Global Public Safety LLC	\$161,310.75



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-219

File ID: 2024-219

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/27/2024

File Name:

Final Action:

Title: Consideration of a Budget Ordinance Amendment
City Council is requested to consider a Budget Ordinance Amendment in the amount of \$408,033 to appropriate federal grant dollars awarded for Transit which will be utilized for parking lot repairs and paratransit scheduling and dispatching software. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: Transit Grants - Budget Ordinance Amendment

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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CITY OF HIGH POINT

AGENDA ITEM



TITLE: Transit Grants – Budget Ordinance Amendment	
FROM: Stephen Hawryluk, Budget and Performance Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Budget Ordinance Amendment	

PURPOSE: To appropriate federal grant dollars awarded for Transit.

BACKGROUND: The High Point mass transit system is awarded state and federal grants on an annual basis. Last year, an additional \$408,033 in federal funds was awarded compared to the budget estimate.

The proposed budget amendment appropriates these funds, which will be utilized for parking lot repairs and paratransit scheduling and dispatching software.

BUDGET IMPACT: There is no local budget impact. These are 100% federal funds.

RECOMMENDATION/ACTION REQUESTED: The Budget and Evaluation Department recommends and requests that the City Council approve the budget ordinance amendment for Transit.

“AN ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO APPROPRIATE FEDERAL GRANT FUNDS FOR TRANSIT

Be it ordained by the City Council of the City of High Point, North Carolina, as follows:

Section 1. The proposed amendment appropriates additional federal grant funds for transit totaling \$408,033. The funds will be utilized for parking lot repairs and paratransit scheduling and dispatching software.

Section 2. The 2023-2024 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following Mass Transit Fund revenues be amended as follows:

Federal Grants	\$408,033
----------------	-----------

(B) That the following Mass Transit Fund expenditures be amended as follows:

Operating Expenses	\$408,033
--------------------	-----------

Section 3. That all ordinances, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. That this ordinance shall be effective from and after its passage."

Adopted by High Point City Council, this the 3rd day of June 2024

Cyril Jefferson, Mayor

ATTEST

Sandra Keeney, City Clerk



City of High Point

Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260

Master

File Number: 2024-220

File ID: 2024-220

Type: Miscellaneous Item

Status: To Be Introduced

Version: 1

Reference:

In Control: Finance Committee

File Created: 05/27/2024

File Name:

Final Action:

Title: Consideration of a License Agreement between the North Carolina Railroad (NCRR) and the City of High Point
City Council is requested to consider a License Agreement with NCRR which will provide the City use of the property to maintain the High Point Depot for Amtrak passenger rail service and authorize the appropriate City Official(s) to execute all necessary documents. (Recommended by the Finance Committee.)

Notes:

Sponsors:

Enactment Date:

Attachments: NCRR License Agreement

Enactment Number:

Contact Name:

Hearing Date:

Drafter Name: sandra.keeney@highpointnc.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Approval of a License Agreement between the North Carolina Railroad (NCRR) and the City of High Point	
FROM: Greg Venable, Transportation Director	MEETING DATE: June 3, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: License Agreement	

PURPOSE: To approve a License agreement between the North Carolina Railroad (NCRR) and the City of High Point.

BACKGROUND: The NCRR and the City have had an agreement since April 30, 1998, which provides the City use of the property to maintain the High Point Depot for Amtrak passenger rail service. There is currently a one-year extension in place of the original agreement that expired on April 30, 2023. This License shall continue in effect from the Effective Date until the City's rights are terminated by either party upon three hundred sixty-five (365) days written notice to the other party, except that NCRR may terminate this License immediately upon a determination that the City's activities are an immediate hazard to railroad operations in the rail corridor, or upon breach of this License unless cured within fifteen (15) days of written notification. The City will pay to NCRR an annual fee of three thousand dollars (\$3,000.00), payable annually. The annual fee will increase each year by three percent (3%). The City shall also pay a late payment charge of one percent (1%) or \$25.00 per month, whichever is greater, for each month the payment is late.

BUDGET IMPACT: There is a budget impact of \$3000 for the first year that is accounted for in the Transportation Departments FY23/24 budget. The increase of 3% each year will be accounted for in the Transportation Departments future yearly budgets.

RECOMMENDATION / ACTION REQUESTED: Staff recommends City Council approve the License Agreement between the NCRR and the City and allow appropriate city staff to sign all necessary documents.

<i>Railroad Use Only</i> NS Activity No.: 1321133 NCRR File No.: n_gu-009.B AC: t0005666

LICENSE AGREEMENT

This License Agreement (“License”) is made by and between North Carolina Railroad Company, a North Carolina business corporation (“NCRR”) the City of High Point, a North Carolina municipal corporation (“Licensee”) and is effective as of the date set forth at Section 14 (“Effective Date”). Norfolk Southern Railway Company, the Operating Railroad (as defined below), is a consenting party to this License Agreement as shown on the signature page.

W I T N E S S E T H:

The parties to this License, for and in consideration of the mutual covenants set forth below, agree as follows:

- 1) Preliminary Matters.
 - a) Operating Railroad as Intended Third-Party Beneficiary. The parties agree that any railroad entity operating on or near the Premises (as defined below) pursuant to a valid agreement with NCRR (an “Operating Railroad”) is an intended third-party beneficiary of this License, including but not limited to any railroad entity identified on the signature page of this License. Any Operating Railroad is entitled to enforce the rights of NCRR under this License and the protections of this License extend not only to NCRR but also to any Operating Railroad and any parents, subsidiaries, affiliates, directors, officers, managers, members, partners, principals, employees and agents of NCRR and any Operating Railroad.
 - b) License Not to Affect Existing Interests. This License does not confer upon Licensee any greater, lesser or other title, interest, or estate in the Premises than it possessed, if any, prior to the entry of this License, and similarly does not confer upon NCRR any greater, less or other title, interest, or estate in the Premises than it possessed, if any, prior to the entry of this License.
- 2) Grant of License. NCRR, insofar as its right, title, and interest enable it so to do, without warranty, hereby grants to Licensee a non-exclusive license to use and occupy the area described in Exhibit A (“Premises”), solely for the purposes described below. NCRR reserves unto itself, its Operating Railroad, and their permittees, the right to construct, maintain or operate on the Premises any existing or future trackage or pipe or electric or telecommunication line or any other facilities of like character. Licensee agrees that its occupation and use of the Premises is subject to any or all such rights and uses and to such rights as others may have to use any road or highway which may be located upon or traverse

the Premises. LICENSEE ACKNOWLEDGES THAT THE PREMISES IS WITHIN AN ACTIVE OPERATING RAILROAD CORRIDOR, AND LICENSEE AGREES THAT NO ENTRY ON THE TRACKS OR STONE BALLAST IS ALLOWED. Licensee agrees to observe and be bound by the rules of NCRR and the Operating Railroad with respect to the rules on clearances.

- 3) Scope of License. Licensee will use the Premises solely for the purpose of accessing, using, occupying, maintaining and repairing the existing brick train depot building and associated utilities; passenger platform and associated fixtures; an outside covered waiting area and associated fixtures; associated pavers, sidewalks, fencing, and ancillary fixtures; landscaping consistent with the Planting Standards Supplement as set forth on Exhibit B attached hereto and for no other purpose. Improvements located on the Premises as of the Effective Date include the existing brick train depot; passenger platform and associated fixtures; outside covered waiting areas and associated fixtures; associated paving, pavers and sidewalks; fencing. Licensee will not change or expand the use or purpose of the Premises, nor change, alter or modify the Premises, including any change in grade, and specifically shall not install additional trees, shrubs, or other plantings except grass, or construct or install upon the Premises any buildings, structures, utilities or improvements, without the prior written consent of NCRR. Licensee shall be solely responsible for obtaining and maintaining all permits and governmental approvals currently required or necessitated by alterations, modifications or improvements to the Premises and Licensee's operations on the Premises. No portion of the Premises may be used by Licensee to satisfy a governmental zoning or other land use requirement.
- 4) Mechanics and Other Liens. Licensee shall keep the Premises free and clear of all mechanic's and materialman's liens and any other liens or claims on account of work done, materials or supplies furnished, or operations conducted, by or to Licensee or persons claiming under or through Licensee. To the extent permitted by applicable law, Licensee hereby indemnifies and holds NCRR harmless from and against any and all liability, loss, damage, costs or expenses, including attorney's fees, on account of claims or liens of laborers or materialmen or others for work performed for, or materials or supplies furnished to Licensee or persons claiming under Licensee in connection with the Premises.
- 5) Taxes and Other Impositions. Beginning on the Commencement Date and continuing during the term of this License, Licensee shall pay, satisfy and discharge as the same becomes due and payable, with penalties and interest levied as applicable, all real estate taxes, ad valorem taxes of any kind, all assessments (ordinary and extraordinary) and any other governmental or public taxes, charges or impositions which shall be imposed, assessed, charged or levied upon the Premises (collectively "Impositions" or singly "Imposition"). Concerning any Imposition, Licensee shall provide NCRR with a receipt showing payment no later than ten (10) days prior to the date on which the Imposition would otherwise become delinquent.
- 6) Utilities. During the term of this License, the Licensee shall pay for all electricity, gas, water, heat, air conditioning, sewerage, janitorial services, garbage disposal and all other

utilities or services of any kind or nature whatsoever relating to the operation, use and/or occupancy of the Premises.

- 7) Licensee is Financially Responsible for Alterations or Improvements. Licensee shall be solely responsible for payment of the costs of any alterations, modifications or improvements to the Premises and Licensee's operations on the Premises and all taxes or assessments thereon. Licensee shall promptly satisfy and discharge any claim, judgment or lien arising from same. Licensee shall, at its expense, maintain the Premises in good condition and repair and in accordance with all applicable requirements of governmental authorities, NCRR and the Operating Railroad.
- 8) Care of Premises During Term of and Upon Expiration of License. In its use and occupancy of the Premises, Licensee shall maintain the Premises in a neat and sanitary condition.

Licensee will comply, at its own expense, with the requirements of all federal, state, and local safety, health, environmental, and sanitation laws, governmental regulations, and ordinances. Without limiting the foregoing, Licensee shall comply, at its own expense, with any and all applicable laws, ordinances, rules, regulations and requirements respecting solid waste, hazardous waste, air, water, pollution or otherwise relating to the environment or health and safety. Licensee shall not install any underground tanks or associated underground piping for the storage of any product on the Premises without the prior written consent of NCRR. Licensee shall not store or dispose of any wastes of any kind, whether hazardous or not, on the Premises, and Licensee shall not conduct any activity on the Premises which may or does require a hazardous waste treatment, storage, or disposal facility permit for any federal, state, or local agency or regulatory authority.

Upon termination of this License for any reason, Licensee will vacate the Premises and remove all personal property and improvements owned by or placed thereon by Licensee (unless NCRR consents otherwise in advance in writing). Furthermore, Licensee shall restore the Premises, including the subsurface, to the same condition that existed prior to the use and occupation by Licensee or the Effective Date, whichever is earlier. If Licensee fails to remove and/or restore as provided above, NCRR may, at its option, elect: i) to become the owner of any or all personal property and improvements without payment to Licensee, or ii) to remove any or all of such property and improvements and/or restore the Premises at Licensee's sole cost and expense.

- 9) Indemnity and Subrogation. Only in the manner and to the extent provided by North Carolina law, Licensee agrees to defend, indemnify, and hold NCRR and its Operating Railroad harmless from any and all liability (including reasonable attorneys' fees) emanating from Licensee's exercise of its rights under this License, except for any liability attributed to the gross negligence, or intentional acts of NCRR or its Operating Railroad. Furthermore, Licensee hereby waives and releases all rights of recovery which it might otherwise have against NCRR or its Operating Railroad, their agents and employees, for loss or damage to Licensee's improvements, furniture, furnishings, fixtures or other property to the extent that the same are covered by Licensee's insurance, notwithstanding

that such loss or damage may result from the negligence of NCRR or its Operating Railroad. The provisions of this section shall survive the termination of this License.

- 10) Term of License. This License shall continue in effect from the Effective Date until Licensee's rights are terminated by either party upon three hundred sixty-five (365) days written notice to the other party, except that NCRR may terminate this License immediately upon a determination that Licensee's activities are an immediate hazard to railroad operations in the rail corridor, or upon breach of this License unless cured within fifteen (15) days of written notification.
- 11) Limitation on Assignment. This License may not be assigned in whole or in part. No sublicensing of any kind is permitted.
- 12) NCRR's Right of Entry. NCRR reserves for itself, its Operating Railroad, and their permittees the right to enter upon the Premises at any time for inspection, operation, maintenance, reconstruction, repair, or relocation pertaining to railroad purposes.
- 13) Notices. Any notice required or permitted to be delivered hereunder shall be deemed to be delivered, when deposited in the United States Postal Service, postage prepaid, registered or certified mail, return receipt requested, addressed to NCRR or Licensee, as the case may be, at the address set forth below. The parties agree that in the case of emergency or in the event where registered or certified mail is not feasible, email shall serve as sufficient notice.

NCRR:

North Carolina Railroad Company
2809 Highwoods Blvd.
Raleigh, North Carolina 27604
Attn: Real Estate Department
Email: realestate@ncrr.com

Licensee:

The City of High Point
P.O. Box 230
High Point, North Carolina 27261
Attn: Greg Venable
Email: greg.venable@highpointnc.gov

- 14) Effective Date. The Effective Date of this License is January 1, 2024.
- 15) License Fee. Licensee will pay to NCRR an annual fee of THREE THOUSAND DOLLARS (\$3,000.00), payable annually in advance, beginning as of the Effective Date. The amount of such annual fee shall increase each year by three percent (3%). Licensee shall also pay a late payment charge of one percent (1%) for each month (or portion thereof) the payment is late.
- 16) Insurance. Licensee and any contractor or subcontractor of Licensee shall provide to NCRR and the Operating Railroad annual certificates of insurance documenting the following insurance coverage which is to be maintained during their entire occupancy of the Premises:

(a) Throughout the term of this License, Licensee, at its sole cost and expense, shall keep insured for the mutual benefit of Licensee and NCRR and NCRR's designees as co-insureds, the Premises and all existing improvements now or hereafter located thereon, or appurtenant thereto, against loss or damage by fire and such other risks as are now or hereafter included in extended coverage endorsements, including vandalism, explosion and malicious mischief coverage. The amount of such insurance coverage shall be sufficient to prevent either NCRR or Licensee from becoming a co-insurer under the provisions of the policies, but in no event shall the amount be less than one hundred percent (100%) of the full replacement cost of the Premises and all improvements thereto without deduction for depreciation (hereinafter referred to as the "Full Insurable Value").

Insurance shall be carried by a company licensed to do business in the State of North Carolina subject to NCRR's reasonable approval. NCRR shall not carry any insurance insuring any insurable interest of Licensee in the Premises. If any dispute as to whether the amount of insurance complies with the above cannot be resolved by agreement between NCRR and Licensee, NCRR may, not more often than every two (2) years during the term of this License, request at NCRR's cost, either the carrier of the insurance then in force or a mutually acceptable insurance consultant to determine the Full Insurable Value, and the resulting determination shall be conclusive between the parties for the purpose of this Paragraph.

(b) NCRR and any other party with an interest shall, at Licensee's sole cost and expense, cooperate with Licensee to obtain the largest possible recovery in the event of loss or other casualty. Proceeds from all policies of fire and extended coverage insurance required by this Paragraph shall, in an event of loss or other casualty, be held in trust by the Licensee for the benefit of the parties with an interest. In the event that the Premises is repaired or reconstructed in accordance with the terms and conditions of this License, proceeds shall be disbursed in the same manner as if they were proceeds of a standard construction loan from a reputable institutional lender, and Licensee shall pay all charges and fees in connection therewith. In the event that the Premises is not repaired or reconstructed, then proceeds shall be first paid for the purpose of restoring the land of the Premises, including without limitation, demolition of the damaged Premises, improvements thereto and any other required remedial measures, so as to render the land buildable.

(c) Throughout the term of this License, Licensee, at its sole cost and expense, shall keep or cause to be kept in force, for the mutual benefit of NCRR and Licensee, comprehensive broad form general public liability insurance against claims and liability for personal injury, death or property damage arising from the use, occupancy or condition of the Premises, the improvements located thereon, made or to be made, and adjoining areas or ways providing, at the date hereof, protection of at least Five Million Dollars (\$5,000,000.00) combined single limit coverage for bodily injury or property damage, together with worker's compensation insurance in an amount satisfactory to NCRR, which amounts of insurance coverage may be increased at NCRR's reasonable request from time to time during the term hereof. The amount of such insurance coverage shall not limit the liability of Licensee hereunder.

(d) Licensee may, in lieu of original policies of insurance, deliver to NCRR certificates of insurance policies or endorsements duly authenticated by the issuing company. All insurance policies (except for worker's compensation coverage) shall name as insured or as co-insureds, as the case may be, NCRR, any NCRR designees or Licensee, as their interests may appear. All such policies shall be nonassessable and shall contain language to the effect that (i) any loss shall be payable notwithstanding any act or negligence of NCRR or Licensee that might otherwise result in a forfeiture of the insurance, (ii) the policies are primary and noncontributing with any insurance that may be carried by NCRR, and (iii) the policies cannot be canceled or materially changed except after thirty (30) days notice by the insurance carrier to NCRR or other NCRR designee.

- 17) Miscellaneous. This License contains the complete agreement of the parties regarding the terms and conditions of the License of the Premises, and there are no oral or written conditions, terms, understandings or other agreements pertaining thereto which have not been incorporated herein. Nothing herein shall in any way be construed to impose upon either party hereto any obligations or restrictions not herein expressly set forth. The laws of the State of North Carolina shall govern the validity, interpretation, performance and enforcement of this License. Entry of this License Agreement is not to be construed against either party as a waiver of its existing property rights. Any legal suit, action, or proceeding arising out of or related to this License shall be instituted exclusively in the courts of North Carolina located in Guilford County, and each party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding.

(Signatures on the following page)

IN WITNESS WHEREOF, the parties hereto have executed this License:

NCRR:

NORTH CAROLINA RAILROAD COMPANY

By: _____

Printed Name: _____

Title: _____

Date: _____

LICENSEE:

THE CITY OF HIGH POINT

By: _____

Printed Name: Greg Venable

Title: _____

Date: _____

CONSENTED TO BY:

NORFOLK SOUTHERN RAILWAY COMPANY

By: _____

Printed Name: _____

Title: _____

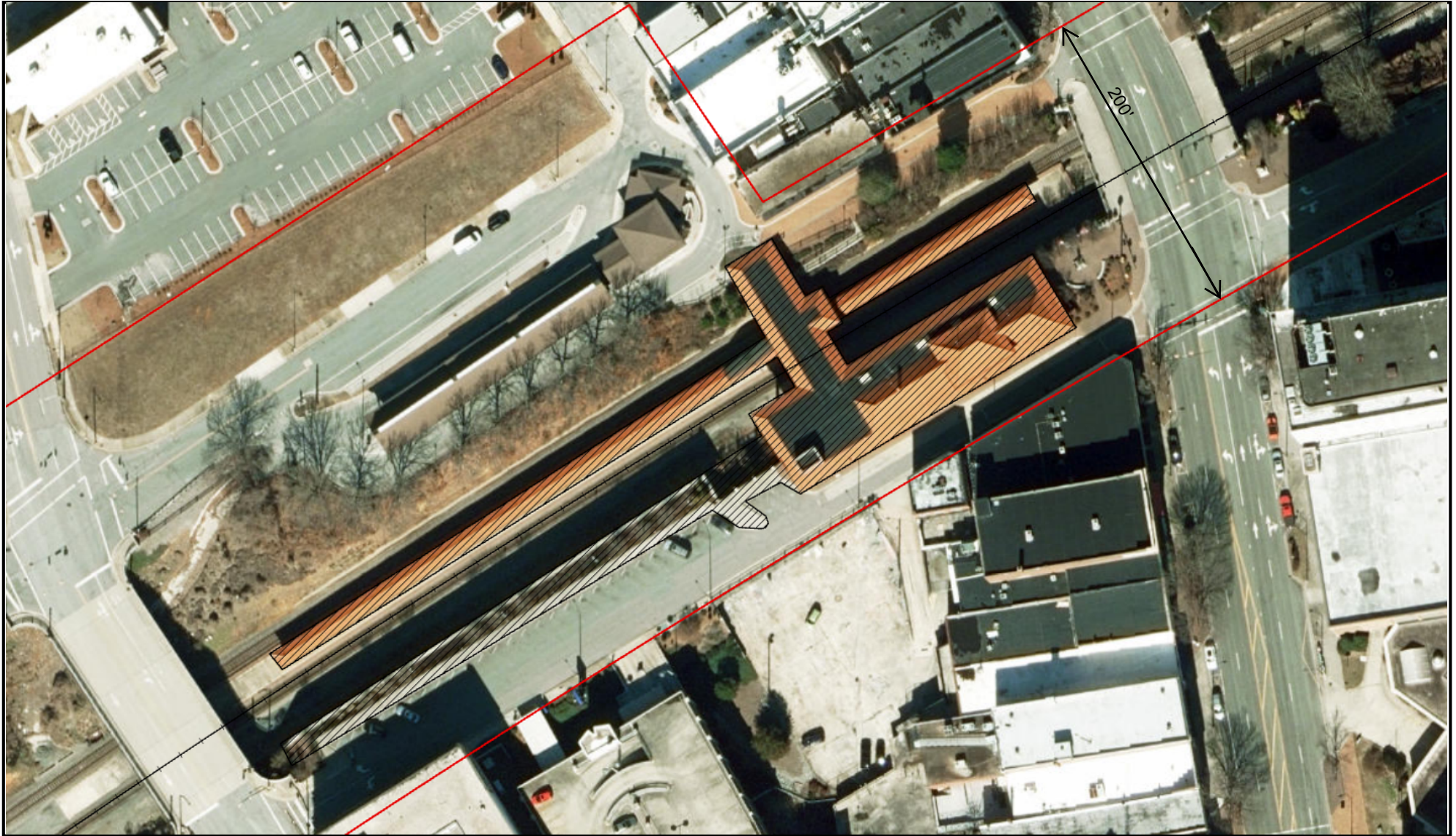
Date: _____

Operating Railroad and Certificates of Insurance

Name: Norfolk Southern Corporation, Subsidiaries and Affiliates
Address: Attn. Risk Management
650 West Peachtree Street NW - Box 46
Atlanta, GA 30308

EXHIBIT A

n_gu-009.B
High Point, Guilford County, NC



Area Licensed by North Carolina Railroad to The City of High Point
(+/- 31,276 Sq. Ft.)

This map has been prepared by the North Carolina Railroad Company (NCRR) principally for its purposes by utilizing information received from various private and governmental sources available to the public, and compiled into its Geographic Information Systems (GIS). As GIS mapping is a representation of information from various sources, it is not intended to be a substitute for a scaled land survey prepared by a registered North Carolina surveyor. The primary sources of the data shown on the map should be consulted for verification and to confirm the fitness thereof for any particular use. This information is not intended for use by third parties without approval by NCRR.

Parcel No. 1

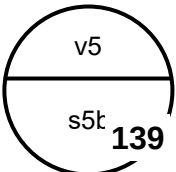


Exhibit B

Planting Standards Supplement

Limitations on Plants and Materials. Licensee shall maintain plants on the Premises according to the following procedures, using the following materials:

- 1) There shall be no plantings of any nature except grass within the portion of the Premises that is located at any public or private road crossing within fifty (50) feet measured perpendicular in either direction of the centerline of the closest track and three hundred (300) feet measured parallel of the track in either direction of the closest edge of the roadway, and then tapering from that 50/300 foot point in each quadrant to a point that is twenty-seven (27) feet measured perpendicular from the center line of the closest track and five hundred (500) feet measured parallel to the closest edge of the roadway.
- 2) Subject to item 1) above, no planting material, excluding grass, or any type or kind of structure shall be placed [1] within fourteen (14) feet on each side of the center line of a NCRRT main track or [2] within twelve (12) feet on each side of the center line of a NCRRT track that is not a main track. Grass may be placed up to the ballast section but in no case shall it be placed closer than four (4) feet to the field side (outside) of the closest rail. If the Licensee shall perform any work between four (4) feet to the field side (outside) of the closest rail and [1] fourteen (14) feet on each side of the center line of a NCRRT main track or [2] twelve (12) feet on each side of the center line of a NCRRT track that is not a main track, then such Licensee shall be required to station a watchperson to warn any landscape maintainer of an on-coming train. However, any work within four (4) feet to the field side (outside) of the closest rail is prohibited.
- 3) Trees shall be planted or permitted to grow on the Premises only with NCRRT's prior written approval of a landscaping plan showing the location and types of trees to be planted and maintained.
- 4) All plant material shall be maintained, cut and trimmed in a safe and orderly manner, and at no time shall the plant material obstruct the view of [1] pedestrians or motorists of oncoming trains, or [2] train crews of pedestrians or motorists at roadway crossings.
- 5) Shrubbery shall not exceed thirty-six (36) inches in height.
- 6) At all times, Licensee shall keep the Premises free of waste and debris.
- 7) At all times, Licensee shall maintain grass and other vegetation except as prohibited herein and in the manner set forth herein.
- 8) At no time, shall Licensee damage, interfere or alter NCRRT's drainage facilities. If installation of drainage facilities is necessary in connection with the Licensee's permitted activities, such facilities must be approved in writing by the NCRRT in advance. As a

minimum design standard, all drainage must be constructed and maintained so as to cause surface water to drain away from NCRR's railroad facilities.

- 9) At all times, Licensee shall conduct and maintain its permitted activities on the Premises in compliance with Federal, State and local laws and regulations.