



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

Victor Jones

Jay Wagner, Mayor (Alternate)

Wesley Hudson, Mayor Pro Tem (Alternate)

Thursday, March 2, 2023

4:00 PM

3rd Floor Council Chambers

FINANCE COMMITTEE - Britt W. Moore, Chair

CALL TO ORDER

PRESENTATION OF ITEMS

[2023-092](#)

Contract - Stantec Consulting Services Inc. - Eastside Wastewater Treatment Plant (WWTP) Incinerator Pre-Heat Burner Replacement
City Council is requested to award a professional engineering services contract to Stantec Consulting Services Inc. in the amount of \$300,000 to provide engineering services for the replacement of the preheat burner system for the Incinerator at the Eastside Wastewater Treatment Plant (WWTP).

Attachments: [5. Contract – Stantec Consulting Services Inc. – Eastside Wastewater Treatment](#)

[2023-093](#)

Contract - Sharpe Brothers, A Division of Vecellio & Grogan, Inc. - Resurfacing & Paving HP City Maintained Streets
City Council is requested to 1. Award a contract to Sharpe Brothers, A Division of Vecellio & Grogan, Inc. in the amount of \$5,993,228.67 for the resurfacing and paving of City of High Point maintained streets and that the appropriate City official and/or employee be authorized to execute all necessary documents and 2. Approve a budget ordinance amendment for the annual street resurfacing contract.

Attachments: [8. Contract - Sharpe Brothers, A Division of Vecellio & Grogan, Inc. – Resurfaci](#)

[2023-094](#)

Contract - Summit Design & Engineering Services - City of High Point Streets Resurfacing
City Council is requested to award a contract to Summit Design & Engineering Services in the amount of \$129,200.00 for Material Testing and Supplemental Construction Inspection services for the annual City of High Point Streets Resurfacing Project.

Attachments: [9. Contract – Summit Design & Engineering Services – City of High Point Street](#)

[2023-095](#)

Contract - Master Professional Service Agreements - Engineering & Consulting

City Council is requested to authorize the City Manager and the appropriate city officials to execute Master Professional Service Agreements for engineering and consulting services with Black & Veatch, CDM Smith, Concord Engineering and Surveying, Davis-Martin-Powell, Electrical Engineering Consulting & Testing, Freese & Nichol, GEL, Hazen & Sawyer, HDR, Highfill, Schnabel, SKA, Smith Gardner, Southeastern, Stantec, Sturgill, Tetra Tech, Timmons, Wooten, Volkert, Whetherill, WithersRavenel, and WK Dickson.

Attachments: [3. Contract – Master Professional Service Agreements – Engineering & Consult](#)

[2023-096](#)

Contract - Capital Project Budget Ordinance - Harper General Contractors - Westside Wastewater Treatment Plant (WWTP) Sludge Dewatering System Improvements

City Council is requested to 1. Award a contract to Harper General Contractors in the amount of \$5,946,266 and that the appropriate City official and/or employee be authorized to execute all necessary documents and 2. Approve a Capital Project Ordinance for construction of the Westside

Wastewater Treatment Plant (WWTP) Sludge Dewatering System Improvements.

Attachments: [6. Contract – Capital Project Budget Ordinance – Harper General Contractors –](#)

[2023-097](#)

Contract - SBI Rents Inc. - Emergency Mobile Screw Press Rental - Westside Wastewater Treatment Plant (WWTP)

City Council is requested to approve a purchase order increase with SBI Rents, Inc. in the amount of \$200,000 for the continued use of the emergency rental of a mobile screw press at the Westside Wastewater Treatment Plant as a stop gap until the centrifuge replacement project is complete.

Attachments: [7. Contract – SBI Rents Inc. – Emergency Mobile Screw Press Rental - Westsid](#)

[2023-098](#)

Sale of City Owned Property - 519 Roy Avenue

City Council is requested to adopt a resolution accepting an offer of \$6,000 and authorize the sale of City owned property located at 519 Roy Avenue through the upset bid procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Attachments: [1. Sale of City Owned Property – 519 Roy Avenue](#)

[2023-099](#)

Sale of City Owned Property - 3106 Central Avenue

City Council is requested to adopt a resolution accepting an offer of \$17,000 and authorize the sale of City owned property located at 3106 Central Avenue through the upset bid procedure of N.C.G.S. §160A-269

and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Attachments: [2. Sale of City Owned Property – 3106 Central Avenue](#)

[2023-100](#)

Contract - Koons Ford Annapolis MD - Ford F-550 - High Point Fire Department
City Council is requested to approve a contract in the amount of \$97,416.00 for the purchase of a 2022 Ford F-550 from Koons Ford, Annapolis MD and that the appropriate City official and/or employee be authorized to execute all necessary documents and declare the old apparatus as surplus and dispose of through the online auction process.

Attachments: [4. Contract – Koons Ford Annapolis MD – Ford F-550 – High Point Fire Departm](#)

[2023-101](#)

Set Public Hearing - Controlled Equipment Purchase with Equitable Sharing Funds - High Point Police Department
City Council is requested to set a public hearing on March 20, 2023 at 5:30pm to receive public comment for consideration of the High Point Police Department's use of Equitable Sharing Funds to purchase two drones from Unmanned Vehicle Technologies for \$14,794.

Attachments: [10. Set Public Hearing – Controlled Equipment Purchase with Equitable Sharing](#)

[2023-102](#)

Contract - Demolition of 1009 Leonard Street - Former High Point Police Headquarters
City Council is requested to award a contract to Timmy Causey Grading & Demolition amount not to exceed \$150,000 for the demo and removal of debris at the former Police headquarters building at 1009 Leonard Street.

Attachments: [11. Contract – Demolition of 1009 Leonard Street – Former High Point Police H](#)

[2023-103](#)

U.S. Department of Federal Transit Administration - Title VI Program
City Council is requested to approve a Title VI program to comply with regulations issued by the U.S. Department of Transportation (DOT). This is required as the City is a recipient of Federal Transit Administration (FTA) funds.

Attachments: [12. U.S. Department of Federal Transit Administration - Title VI Program](#)

[2023-104](#)

Contract - Remix Technologies, LLC - Transit Planning & Scheduling Software
City Council is requested to award a five (5) year contract with Remix Technologies, LLC in the amount of \$180,000 for the purchase of transit planning and scheduling software.

Attachments: [13. Contract – Remix Technologies, LLC – Transit Planning & Scheduling Softw](#)

ADJOURNMENT

CITY OF HIGH POINT

AGENDA ITEM



Title: Eastside WWTP Incinerator Pre-heat Burner Replacement
Stantec Consulting Services Inc.

From: Robby Stone – Public Services Director
Derrick Boone – Asst. Public Services Director

Meeting Date: March 6, 2023

Public Hearing: No

Advertising Date:
Advertised By: N/A

Attachments: Attachment A – Scope and Fee Proposal

PURPOSE:

To contract with Stantec Consulting Services Inc. to provide engineering services for the replacement of the preheat burner system for the Incinerator at the Eastside WWTP.

BACKGROUND:

The City of High Point disposes bio-solids from the wastewater system via incineration. The Eastside WWTP solids dewatering system was last upgraded in 2014 with new centrifuges, conveyance, and incinerator upgrades (new venturi, refurbished heat exchanger, new mercury removal wet scrubber system, blower modifications, and preheat exchanger). The pre-heat burner was installed in the 1990's and is in need of replacement. The preheat burner has become unreliable and finding replacement parts is difficult. The proposed project will develop a specification for a new preheat burner system to include the proper burner size for current operations, the best option for combustion air, and the development of a specification for a new burner gas train based on the most current technologies for optimized burner control.

BUDGET IMPACT:

Funds for this project are available in the FY 2022-23 budget.

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department recommends approval and asks for the Council to award the professional engineering services to Stantec Consulting Services Inc. for the amount of \$300,000.



Stantec Consulting Services Inc.
One West Fourth Street, Suite 820
Winston-Salem NC 27101-3818

February 3, 2023

Project/File: 175682085

Mr. Derrick Boone

City of High Point, Public Services
211 S. Hamilton Street, Room 206
High Point, NC 27260

Dear Mr. Boone,

Reference: Proposal for Engineering Services for the Eastside Incinerator Pre-heat Burner Replacement

Stantec is pleased to provide this proposal for engineering services for the Eastside Wastewater Treatment Plant (WWTP) Incinerator Pre-heat Burner Replacement project. Stantec visited the Eastside WWTP to collect information, understand the existing incinerator system, and develop the Scope of Services detailed below. This proposal is for final design, bidding, and construction phase services. The Scope of Services detailed below will be performed by Stantec and our subconsultant, Chavond-Barry Engineering and reflects our understanding of the project objectives, deliverables, and timetable.

Project Understanding

The Eastside WWTP Solids Dewatering System was last upgraded in 2014 with new centrifuges, conveyance, and incinerator upgrades (new venturi, refurbished heat exchanger, new mercury removal wet scrubber system, blower modifications, and preheat exchanger). The renovation project work has been in service since November 2018. The incinerator refractory appears in good condition and has no seams or sand leakage, and the system experiences minimum downtime.

The following summarizes the needs identified from the site visit and discussions with the City:

1. Replace the Incinerator Pre-Heat Burner System

More recently, the incinerator's pre-heat burner, which only uses natural gas now, experiences start-up and combustion control issues which can result in CO spikes. The main issue appears to be insufficient combustion air control. The combustion air is either "on or off". At a cold start-up, the burner burns with a lean air mixture which results in a CO spike as well as an immediate temperature spike of 900° F. At the high end, the burner burns with a rich air mixture that does not produce enough heat to efficiently raise the bed temperature to meet the fuel oil gun permissive. Therefore, due to this fixed combustion air rate only natural gas can be modulated to control temperatures, which is the root cause of the control issues.

To address this root cause, the project will develop a specification for a new preheat burner system. This will include deciding the proper burner size for current operations, the best option for combustion air, and development of a specification for a new burner gas train based on the most current technologies for optimized control burner.

Reference: Proposal for Engineering Services for the Eastside Incinerator Pre-burner Replacement

2. **Replace the fuel oil pump piping, add oil flow meters, and provide leakage containment** – The diesel fuel oil pump located behind the natural gas burner skid is leaking fuel to the building floor. A complete replacement (replumbing) of the fuel oil piping system (near the pump) is needed to eliminate leakage. A leakage containment system with a manual discharge pipe/valve would enable the city to contain and collect future leakage in a bucket located adjacent to the pump and allow proper disposal. Oil flow meters are desired on the six oil pipes to the incinerator. The fuel oil pump is new and does not need to be replaced.
3. **Provide a means of discharging excess sand** – The city noted that the incinerator sand seems to grow in height over time and which moves the bed above the specified bed height for proper incineration. The ability to remove sand from the incinerator bed without a shutdown is desired. The incinerator has an existing side port for sand removal, but the port has a blind flange and no valving for draw-off control. In addition, the port is located just above the overhead platform grating. The city wants an automated sand discharge valve and piping with purge air that could safely discharge sand into a disposal bin at the first-floor level. The port would need a bond breaker rod to poke and break free sand bridge formations to start the sand flowing. The bin would collect, cool, and store the sand for disposal.
4. **Add an aluminum platform for maintenance access to the wet scrubber hatches** – Plant operators do not have convenient access to the wet scrubber hatches for required quarterly inspections. The scissor lift currently used to reach the wet scrubber takes several hours to stage the hatch access and removals. A new permanent aluminum access platform is needed to make access to the scrubber hatches convenient and less time consuming. The new platform should consider overhead instruments and spray water piping that also need access or relocation for ease of maintenance activities.
5. **Understanding of the 50% MACT Improvement Rule** – Stantec understands incinerator rehabilitation permits are based on a cumulative cost of improvements must be held to less than 50% of the original cost of the "furnace" as adjusted for inflation using the Consumer Price Index. The city will investigate the cost of the 2014 Eastside Incinerator improvements to establish the cumulative maximum cost of incinerator improvements proposed for this project. As part of the permitting process, Stantec will address concerns related to the determination of whether the proposed improved incinerator qualifies as a "new/modified" incinerator.
6. **Maintaining permitted capacity** – The City desires to maintain the incinerator's permitted sewage sludge maximum burn rate of 2,750 dry pounds per hour design processing rate. The typical processing rate is understood to be 2,000 dry lbs per hour.
7. **Schedule considerations** –
 - Available liquid sludge storage at the Eastside plant is approximately two weeks.
 - Incinerator shutdowns are costly due to cake hauling and disposal costs. The number and duration of incinerator shutdowns during construction for the proposed improvements should be tightly controlled.
 - The ideal time to replace the pre-heat burner would be in September 2023 when the incinerator is out of service for performance of a stack test. An accelerated schedule should include consideration of long-lead equipment prepurchase.

Reference: Proposal for Engineering Services for the Eastside Incinerator Pre-burner Replacement

Scope of Services

Stantec engineering services for the Eastside WWTP Incinerator Pre-heat Burner Replacement project consists of the following Tasks and Scope:

Task 1 – Final Design

Final design services consisting of the following scope of work:

- 1.01 Project Management: Direct, coordinate, monitor, and administer the contract, including general staff supervision, project scheduling, monitor Health & Safety activities for field work, subconsultant oversight, and communications with City.
 - Establish, maintain, and monitor project financials and provide monthly invoicing to City. If overages are forecasted, Stantec will communicate and work to adjust or outline a path forward.
 - Communication Protocol: Communication from Stantec to the City will start with the City's Project Manager, **Derrick Boone**. Project contractual communication from the City to Stantec will start with **Linda Pass as the Project Manager** and primary contact, and **Tim Albright** as a secondary contact.
 - Conduct a Teams kickoff meeting with the City and the Stantec Team to discuss project scope, goals and objectives, and site constraints.
- 1.02 Provide subcontracting of specialized engineering services for design and improvements of fluid bed incinerator thermal processes and air pollution control systems with Chavond-Barry Engineering (CBE).
 - a. Services to be provided by CBE consist of the following:
 - Review/produce incinerator heat and material balance. Review operation history to confirm proper burner sizing.
 - Provide the pre-heat burner specification.
 - Provide the burner gas train specification, including discussion with client to determine the best option for combustion air control.
 - Provide sand removal system conceptual design with sketches.
 - Review permit and support permit modifications, if needed.
 - Provide general review of Stantec's wet scrubber platform design.
 - Participate in one (1) onsite kickoff meeting with two (2) engineers.
 - Participate in one (1) onsite engineering design meeting with two (2) engineers.
 - Participate in weekly virtual progress meetings for the expected 5-month design duration.
 - Review and respond to Contractor RFIs.
 - Participate in one (1) site visit during construction.
 - Weekly virtual progress meeting for the expected 3-month construction period.
 - Participate in one (1) site visit of up to two (2) days with one engineer during equipment startup.

Reference: Proposal for Engineering Services for the Eastside Incinerator Pre-burner Replacement

- b. Additional Services: These following additional services are currently not included in this proposal but may be added on an hourly basis.
 - Support for permit modification if it is determined that permit modification is needed.
 - Onsite shop inspection at the equipment fabricator.
- 1.03 Provide final design drawings for a new incinerator pre-heat burner, burner gas train, diesel fuel piping with leakage containment, new sand discharge system, and platform with ladder for accessing scrubber hatches.
- 1.04 Prepare final design drawings and project technical manual (itemized bid form, general conditions, project special provisions, and technical specifications) indicating scope, extent, and character of the work to be performed and furnished by the contractor.
 - Final design drawings will be developed for the replacement and new equipment noted in the above Project Understanding and shall consist of new work drawn on top of available design or record drawing pdfs. Plans and sections indicating demolition and proposed work will be limited to the proposed work's vicinity.
 - Drawings and specifications, provided based on Stantec and CBE technical specifications, will be suitable for submittal to regulatory agencies and for receipt of construction bids.
- 1.05 Submit drawings for City review at 60, 90, and 100 percent complete.
- 1.06 Conduct progress review meetings at 60 and 90 percent complete.
- 1.07 Prepare a final Engineer's opinion of probable construction cost (OPCC) for the project at 90 percent complete.

Task 1 Deliverables:

- *Conceptual design sketches*
- *Final design plans at 60% and 90% complete for City review*
- *Final Opinion of Probable Construction Cost at 90% complete*
- *Technical specifications for review, submitted at 90% complete*
- *Sealed 100% final design plans, Itemized Bid Proposal form, and project technical manual for the City's use in Advertisement for Bids*
- *Permit modification application, if needed*

Task 2 – Bidding Services

This task includes bidding a single construction contract for the project. Bidding services include:

- 2.01 Provide bid documents consisting of the Itemized Bid Proposal form, Stantec Project Technical Manual and Final Design Drawings to City Purchasing (electronic copies).
- 2.02 Participate in a pre-bid meeting.
- 2.03 Respond to questions and issue addenda items as needed to interpret or clarify the bid documents.

Reference: Proposal for Engineering Services for the Eastside Incinerator Pre-burner Replacement

- 2.04 Attend the Bid Opening and prepare bid tabulation.
- 2.05 Evaluate the bids and make a recommendation of award; and upon approval by City, issue a Notice of Award.
- 2.06 Assumptions: City Purchasing will coordinate, prepare, and distribute contracts for execution by Contractor and City.

Task 2 Deliverables:

- *Bid documents (electronic copies)*
- *Pre-bid meeting agenda items and minutes*
- *Addenda responses*
- *Letter of Recommendation*
- *Notice of Award*

Task 3 – Construction Administration and Observation

Construction phase services are based on an anticipated construction period of 3 months from Notice to Proceed through Final Completion. Construction services to be provided by ENGINEER include:

- 3.01 Provide Contractor with five sets of the construction documents as conformed by addenda.
- 3.02 Conduct a Pre-Construction Meeting.
- 3.03 Review construction shop drawing submittals from Contractor for general compliance with Contract Documents.
- 3.04 Review Contractor's schedule and proposed work sequencing and advise City as to acceptability.
- 3.05 Issue interpretations and clarifications of the Contract Documents.
- 3.06 Prepare change orders for contract modifications for execution when significant revisions to the Contract Documents are required.
- 3.07 Review Contractor pay requests and submit to City for payment.
- 3.08 Conduct monthly progress meetings. Prepare and distribute meeting minutes.
- 3.09 Provide full-time construction observation.
- 3.10 Make periodic visits to the site by Stantec Engineer (and CBE Engineer as noted above) to observe the progress of the Work.
- 3.11 Conduct final inspection of the Work and prepare Engineer's Substantial Completion Certification that construction was completed in substantial compliance with the approved plans and specifications.
- 3.12 Record Drawings: Prepare record drawings from contractor's marked up drawings.

Reference: Proposal for Engineering Services for the Eastside Incinerator Pre-burner Replacement

- 3.13 Assumptions and Clarifications: ENGINEER shall not have responsibility for Contractor's safety precautions and programs or for contractor's means, methods, techniques, or procedures for construction of the Work.

Task 3 Deliverables

- Construction documents conformed per addenda
- Change order documents
- Recommended applications for progress payments
- Progress meeting agendas and minutes
- Substantial Completion punch list
- PDF copy and AutoCAD electronic files of Record Drawings

Responsibilities of the City

- Furnish information pertinent to the project to allow Stantec to provide the scope of services contained herein, including record drawings, existing documents, and reports by others as are available.
- Provide available information on the 2014 Eastside Incinerator improvements rehabilitation costs to establish the cumulative maximum cost of incinerator improvements proposed for this project.

Schedule

Stantec can begin work on the above services immediately after execution of a Supplemental Agreement and Notice to Proceed. The proposed schedule is as follows:

Task 1 – Final Design	5 months
Task 2 – Bidding	2.5 months
Task 3 – Construction Admin/Observation	3 months

Fee Proposal

Final fees will be based on time-and-materials and actual quantities of work performed in accordance with our On-Call Master Services Agreement dated March 26, 2018. Expenses will be billed at a 1.0 multiplier. The Scope of Services for Final Design through Construction may be provided for a total not-to-exceed fee of \$300,000, with breakdown as follows:

Task 1 – Final Design	\$163,740.00
Task 2 – Bidding	\$12,516.00
Task 3 – Construction Admin/Observation	\$123,744.00

Reference: Proposal for Engineering Services for the Eastside Incinerator Pre-burner Replacement

No additional work will be performed which would cause the not-to-exceed fee to be exceeded without your prior approval. The scope of work presented herein is based on our understanding of the project. If necessary, we are receptive to altering the Scope of Services to better suit your needs.

We look forward to working with the City of High Point on the Eastside Incinerator Pre-heat Burner Replacement project. If this proposal meets with your approval, please prepare a Supplemental Agreement in accordance with our current Master Agreement for Professional Services with the City of High Point for our review and execution.

Please feel free to contact me if you have any questions or need additional information.

Sincerely,

STANTEC CONSULTING SERVICES INC.



Linda Pass PE
Principal
Mobile: 704-488-2171
linda.pass@stantec.com

CITY OF HIGH POINT

AGENDA ITEM

**Title: City of High Point Streets Resurfacing, Bid 31-021523**

From: Robby Stone – Public Services Director
Allan Hicks – Projects Engineer

Meeting Date: March 6, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Attachment A – Bid Opening Bid Tabulations
Attachment B – Sharpe Bid Tabulations with Add-on Streets
Attachment C – Resurfacing Maps with Add-on streets
Attachment D – Concrete Repair Maps

PURPOSE:

The City budgets on an annual basis for the resurfacing and paving of City of High Point maintained streets. Based on needs, specific streets have been identified to be resurfaced this year.

BACKGROUND:

The City of High Point performs Street Resurfacing on an annual basis. This resurfacing takes place because deficiencies on a section of roadway are beyond repair of routine maintenance. The list of roads to be resurfaced is generated from a pavement condition survey which is performed every three years that assesses the City's road/pavement ratings. There were a total of four (4) bidders for the advertised project. Shape Brothers, A Division of Vecellio & Grogan Inc. was the lowest bidder when bids were opened on February 15, 2023. The 2022 contract resurfacing list was drastically reduced last year due to rising fuel, labor, and material prices. Only three streets were paved by contractors in 2022. Resurfacing funds were carried over to current year. City Staff negotiated with Sharpe Brothers to increase the bid pricing an additional \$1,796,449.85, from \$4,196,778.82 to \$5,993,228.67, to accommodate the resurfacing of additional streets. In addition, the completion date will be adjusted from November 1, 2023, to December 15, 2023. The original bid amount was approximately \$1 million below the engineers estimate. Due to higher costs, the full annual resurfacing contract was delayed last fiscal year. The unspent budget was added to the city's general fund reserves.

BUDGET IMPACT:

A portion of the funds for this project are available in the FY 2022-2023 budget. A budget ordinance amendment appropriating \$3,000,000 in general fund reserves is included with this item to cover the remaining costs.

RECOMMENDATION / ACTION REQUESTED:

1. The Public Services Department recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the project to Sharpe Brothers, A Division of Vecellio & Grogan, Inc. in the amount of \$5,993,228.67.
2. The Public Services and Financial Services Departments recommend and ask City Council to approve the budget ordinance amendment for the annual street resurfacing contract.

"AN ORDINANCE AMENDING THE 2022-2023 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
APPROPRIATING FUNDING
FOR THE ANNUAL STREET RESURFACING CONTRACT

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

Section 1. Due to higher costs, the full annual street resurfacing contract was delayed last fiscal year. The unspent budget was added to the city's general fund reserves. The proposed amendment appropriates \$3,000,000 in general fund reserves to assist in funding the annual street resurfacing contract for FY 2022-23.

Section 2. The 2022-2023 Budget Ordinance of the City of High Point should be amended as follows:

(A) That the following General Fund expenditures be amended as follows:

Street Resurfacing Contract	\$3,000,000
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(B) That the following General Fund revenues be amended as follows:

Fund Balance Appropriation	\$3,000,000
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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 6th day of March 2023

Mayor, Jay W. Wagner

ATTEST

Sandra R. Keeney,
City Clerk

ITEMIZED BID TABULATIONS

2/15/2023													
CITY OF HIGH POINT STREETS RESURFACING - BID 31-021523				ENGINEER'S ESTIMATE		SHARPE BROTHERS		BLYTHE CONSTRUCTION		APAC-ATLANTIC		BOGGS CONTRACTING, INC	
LINE ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT BID PRICE	AMOUNT BID	UNIT BID PRICE	AMOUNT BID	UNIT BID PRICE	AMOUNT BID	UNIT BID PRICE	AMOUNT BID	UNIT BID PRICE	AMOUNT BID
1	MOBILIZATION	LS	1	\$ 225,000.00	\$ 225,000.00	\$ 139,328.47	\$ 139,328.47	\$ 250,000.00	\$ 250,000.00	\$ 235,000.00	\$ 235,000.00	\$ 464,246.77	\$ 464,246.77
2	TRAFFIC CONTROL	LS	1	\$ 200,000.00	\$ 200,000.00	\$ 120,640.08	\$ 120,640.08	\$ 275,000.00	\$ 275,000.00	\$ 190,000.00	\$ 190,000.00	\$ 1,233,000.00	\$ 1,233,000.00
3	ASPHALT CONCRETE SURFACE COURSE TYPE S 9.5C	TN	23,620	\$ 72.00	\$ 1,700,640.00	\$ 52.93	\$ 1,250,206.60	\$ 80.00	\$ 1,889,600.00	\$ 73.00	\$ 1,724,260.00	\$ 87.00	\$ 2,054,940.00
4	BITUMINOUS SURFACE TREATMENT, MAT COAT, NO. 78M STONE	SY	105,310	\$ 2.75	\$ 289,602.50	\$ 1.09	\$ 114,787.90	\$ 1.50	\$ 157,965.00	\$ 2.70	\$ 284,337.00	\$ 3.00	\$ 315,930.00
5	ADJUSTMENT OF MANHOLE (RAPID SET)	EA	278	\$ 1,185.00	\$ 329,430.00	\$ 1,070.48	\$ 297,593.44	\$ 950.00	\$ 264,100.00	\$ 950.00	\$ 264,100.00	\$ 950.00	\$ 264,100.00
6	ADJUSTMENT OF VALVE BOXES (RAPID SET)	EA	186	\$ 1,150.00	\$ 213,900.00	\$ 1,036.96	\$ 192,874.56	\$ 925.00	\$ 172,050.00	\$ 925.00	\$ 172,050.00	\$ 925.00	\$ 172,050.00
7	MANHOLE RING AND COVER (MATERIAL COST ONLY)	EA	10	\$ 500.00	\$ 5,000.00	\$ 539.00	\$ 5,390.00	\$ 490.00	\$ 4,900.00	\$ 490.00	\$ 4,900.00	\$ 490.00	\$ 4,900.00
8	VALVE BOXES (MATERIAL COST ONLY)	EA	10	\$ 450.00	\$ 4,500.00	\$ 330.00	\$ 3,300.00	\$ 300.00	\$ 3,000.00	\$ 300.00	\$ 3,000.00	\$ 300.00	\$ 3,000.00
9	MILLING ASPHALT PAVEMENT, 0 - 1.5" (PROFILE MILLING)	SY	39,419	\$ 3.35	\$ 132,053.65	\$ 4.20	\$ 165,559.80	\$ 2.95	\$ 116,286.05	\$ 2.90	\$ 114,315.10	\$ 6.15	\$ 242,426.85
10	MILLING ASPHALT PAVEMENT, 2"	SY	104,723	\$ 3.40	\$ 356,058.20	\$ 3.75	\$ 392,711.25	\$ 2.75	\$ 287,988.25	\$ 3.00	\$ 314,169.00	\$ 6.00	\$ 628,338.00
11	INCIDENTAL MILLING, VARIABLE DEPTH	SY	6,677	\$ 16.85	\$ 112,507.45	\$ 6.72	\$ 44,869.44	\$ 7.95	\$ 53,082.15	\$ 9.60	\$ 64,099.20	\$ 15.00	\$ 100,155.00
12	PATCHING EXISTING ASPHALT PAVEMENT, 4" DEPTH	TN	1,580	\$ 245.00	\$ 387,100.00	\$ 168.35	\$ 265,993.00	\$ 250.00	\$ 395,000.00	\$ 275.00	\$ 434,500.00	\$ 230.00	\$ 363,400.00
13	THERMOPLASTIC PAVEMENT MARKING LINES, 4" , 90 MILS	LF	46,274	\$ 1.20	\$ 55,528.80	\$ 0.61	\$ 28,227.14	\$ 1.25	\$ 57,842.50	\$ 0.90	\$ 41,646.60	\$ 0.55	\$ 25,450.70
14	THERMOPLASTIC PAVEMENT MARKING LINES, 8" , 120 MILS	LF	633	\$ 3.50	\$ 2,215.50	\$ 9.90	\$ 6,266.70	\$ 2.75	\$ 1,740.75	\$ 3.00	\$ 1,899.00	\$ 9.00	\$ 5,697.00
15	THERMOPLASTIC PAVEMENT MARKING LINES, 24" , 120 MILS	LF	815	\$ 16.50	\$ 13,447.50	\$ 11.00	\$ 8,965.00	\$ 14.00	\$ 11,410.00	\$ 13.00	\$ 10,595.00	\$ 10.00	\$ 8,150.00
16	THERMOPLASTIC PAVEMENT MARKING SYMBOLS, 90 MILS	EA	56	\$ 125.00	\$ 7,000.00	\$ 165.00	\$ 9,240.00	\$ 100.00	\$ 5,600.00	\$ 145.00	\$ 8,120.00	\$ 150.00	\$ 8,400.00
17	THERMOPLASTIC PAVEMENT MARKING CHARACTERS, 120 MILS	EA	4	\$ 120.00	\$ 480.00	\$ 82.50	\$ 330.00	\$ 125.00	\$ 500.00	\$ 125.00	\$ 500.00	\$ 75.00	\$ 300.00
18	PAINT PAVEMENT MARKING LINES 4"	LF	25,186	\$ 0.55	\$ 13,852.30	\$ 0.09	\$ 2,266.74	\$ 0.30	\$ 7,555.80	\$ 0.35	\$ 8,815.10	\$ 0.08	\$ 2,014.88
19	ASPHALT BINDER FOR PLANT MIX	TN	1,288	\$ 700.00	\$ 901,600.00	\$ 684.20	\$ 881,249.60	\$ 725.00	\$ 933,800.00	\$ 825.00	\$ 1,062,600.00	\$ 850.00	\$ 1,094,800.00
20	INDUCTIVE DETECTION LOOPS	LF	3,300	\$ 8.00	\$ 26,400.00	\$ 13.20	\$ 43,560.00	\$ 12.00	\$ 39,600.00	\$ 12.00	\$ 39,600.00	\$ 10.00	\$ 33,000.00
21	SHOULDER RECONSTRUCTION	SHM	4.78	\$ 7,500.00	\$ 35,850.00	\$ 5,259.61	\$ 25,140.94	\$ 7,000.00	\$ 33,460.00	\$ 10,500.00	\$ 50,190.00	\$ 14,200.00	\$ 67,876.00
22	DRIVEWAY STONE	TN	32	\$ 165.00	\$ 5,280.00	\$ 122.88	\$ 3,932.16	\$ 250.00	\$ 8,000.00	\$ 140.00	\$ 4,480.00	\$ 130.00	\$ 4,160.00
23	TOWING ALLOWANCE	DOLLAR	6,500	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00
24	REMOVE & REPLACE 4" CONCRETE FLATWORK	SY	186	\$ 200.00	\$ 37,200.00	\$ 209.00	\$ 38,874.00	\$ 190.00	\$ 35,340.00	\$ 190.00	\$ 35,340.00	\$ 190.00	\$ 35,340.00
25	REMOVE & REPLACE 6" CONCRETE FLATWORK	SY	24	\$ 250.00	\$ 6,000.00	\$ 247.50	\$ 5,940.00	\$ 225.00	\$ 5,400.00	\$ 225.00	\$ 5,400.00	\$ 225.00	\$ 5,400.00
26	REMOVE & REPLACE 2'-6" CONCRETE CURB AND GUTTER	LF	136	\$ 100.00	\$ 13,600.00	\$ 214.50	\$ 29,172.00	\$ 195.00	\$ 26,520.00	\$ 195.00	\$ 26,520.00	\$ 195.00	\$ 26,520.00
27	REMOVE & REPLACE 2'-0" CONCRETE CURB AND GUTTER	LF	140	\$ 100.00	\$ 14,000.00	\$ 99.00	\$ 13,860.00	\$ 90.00	\$ 12,600.00	\$ 90.00	\$ 12,600.00	\$ 90.00	\$ 12,600.00
28	CONTINGENCY	EA	1	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
TOTAL BASE BID AMOUNT					\$ 5,194,745.90		\$ 4,196,778.82		\$ 5,154,840.50		\$ 5,219,536.00		\$ 7,282,695.20
ALTERNATE BID #1													
1 ALT	NEWTLAC@ 5500	KG	27,046	\$ 7.50	\$ 202,845.00					\$ 18.50	\$ 500,351.00	\$ 13.00	\$ 351,598.00
TOTAL BID = BASE BID + ALTERNATE BID AMOUNT					\$ 5,397,590.90		\$ 4,196,778.82		\$ 5,154,840.50		\$ 5,719,887.00		\$ 7,634,293.20

Notes:
1. No math errors found.

ITEMIZED BID TABULATIONS

2/20/2023

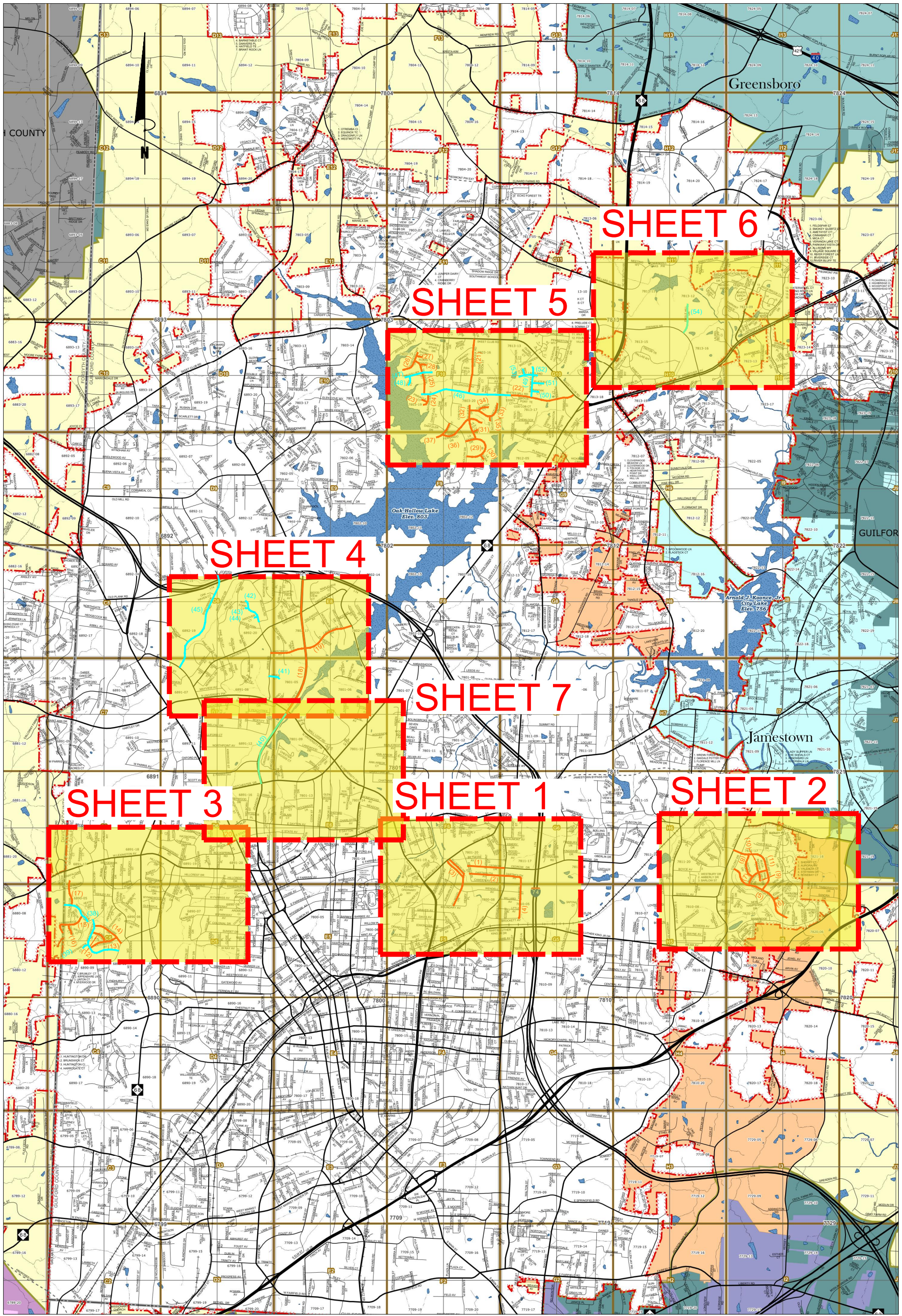
CITY OF HIGH POINT STREETS RESURFACING - BID 31-021523				SHARPE BROTHERS Original Bid		Add-Ons	
LINE ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT BID PRICE	AMOUNT BID	QUANTITY	BID
1	MOBILIZATION	LS	1	\$ 139,328.47	\$ 139,328.47	1	\$ 61,100.00
2	TRAFFIC CONTROL	LS	1	\$ 120,640.08	\$ 120,640.08	1	\$ 52,900.00
3	ASPHALT CONCRETE SURFACE COURSE TYPE S 9.5C	TN	23,620	\$ 52.93	\$ 1,250,206.60	10,850	\$ 574,290.50
4	BITUMINOUS SURFACE TREATMENT, MAT COAT, NO. 78M STONE	SY	105,310	\$ 1.09	\$ 114,787.90	57,080	\$ 62,217.20
5	ADJUSTMENT OF MANHOLE (RAPID SET)	EA	278	\$ 1,070.48	\$ 297,593.44	99	\$ 105,977.52
6	ADJUSTMENT OF VALVE BOXES (RAPID SET)	EA	186	\$ 1,036.96	\$ 192,874.56	88	\$ 91,252.48
7	MANHOLE RING AND COVER (MATERIAL COST ONLY)	EA	10	\$ 539.00	\$ 5,390.00	0	\$ -
8	VALVE BOXES (MATERIAL COST ONLY)	EA	10	\$ 330.00	\$ 3,300.00	0	\$ -
9	MILLING ASPHALT PAVEMENT, 0 - 1.5" (PROFILE MILLING)	SY	39,419	\$ 4.20	\$ 165,559.80	18,265	\$ 76,713.00
10	MILLING ASPHALT PAVEMENT, 2"	SY	104,723	\$ 3.75	\$ 392,711.25	41,660	\$ 156,225.00
11	INCIDENTAL MILLING, VARIABLE DEPTH	SY	6,677	\$ 6.72	\$ 44,869.44	2,128	\$ 14,300.16
12	PATCHING EXISTING ASPHALT PAVEMENT, 4" DEPTH	TN	1,580	\$ 168.35	\$ 265,993.00	702	\$ 118,181.70
13	THERMOPLASTIC PAVEMENT MARKING LINES, 4" , 90 MILS	LF	46,274	\$ 0.61	\$ 28,227.14	40,503	\$ 24,706.83
14	THERMOPLASTIC PAVEMENT MARKING LINES, 8" , 120 MILS	LF	633	\$ 9.90	\$ 6,266.70	380	\$ 3,762.00
15	THERMOPLASTIC PAVEMENT MARKING LINES, 24" , 120 MILS	LF	815	\$ 11.00	\$ 8,965.00	361	\$ 3,971.00
16	THERMOPLASTIC PAVEMENT MARKING SYMBOLS, 90 MILS	EA	56	\$ 165.00	\$ 9,240.00	34	\$ 5,610.00
17	THERMOPLASTIC PAVEMENT MARKING CHARACTERS, 120 MILS	EA	4	\$ 82.50	\$ 330.00	12	\$ 990.00
18	PAINT PAVEMENT MARKING LINES 4"	LF	25,186	\$ 0.09	\$ 2,266.74	40,503	\$ 3,645.27
19	ASPHALT BINDER FOR PLANT MIX	TN	1,288	\$ 684.20	\$ 881,249.60	591.00	\$ 404,362.20
20	INDUCTIVE DETECTION LOOPS	LF	3,300	\$ 13.20	\$ 43,560.00	1,100	\$ 14,520.00
21	SHOULDER RECONSTRUCTION	SHM	4.78	\$ 5,259.61	\$ 25,140.94	3.71	\$ 19,513.15
22	DRIVEWAY STONE	TN	32	\$ 122.88	\$ 3,932.16	18	\$ 2,211.84
23	TOWING ALLOWANCE	DOLLAR	6,500	\$ 6,500.00	\$ 6,500.00	0	\$ -
24	REMOVE & REPLACE 4" CONCRETE FLATWORK	SY	186	\$ 209.00	\$ 38,874.00	0	\$ -
25	REMOVE & REPLACE 6" CONCRETE FLATWORK	SY	24	\$ 247.50	\$ 5,940.00	0	\$ -
26	REMOVE & REPLACE 2'-6" CONCRETE CURB AND GUTTER	LF	136	\$ 214.50	\$ 29,172.00	0	\$ -
27	REMOVE & REPLACE 2'-0" CONCRETE CURB AND GUTTER	LF	140	\$ 99.00	\$ 13,860.00	0	\$ -
28	CONTINGENCY	EA	1	\$ 100,000.00	\$ 100,000.00	0	\$ -
TOTAL BASE BID AMOUNT				\$ 4,196,778.82		\$ 1,796,449.85	
				TOTAL BASE BID AMOUNT		TOTAL ADD-ON BID AMOUNT	

ORIGINAL BID PLUS ADD-ON BID GRAND TOTAL:

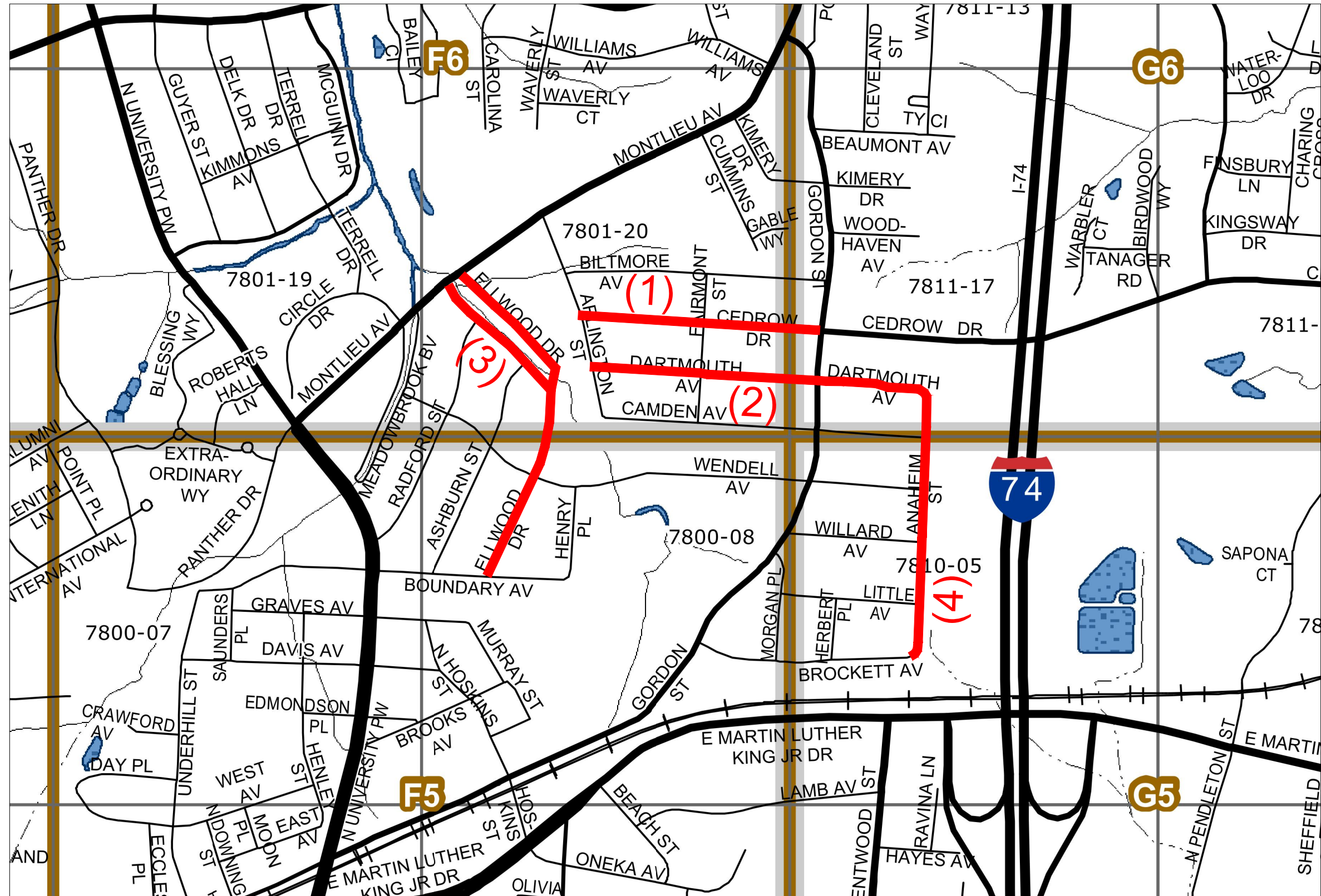
\$5,993,228.67

Notes:

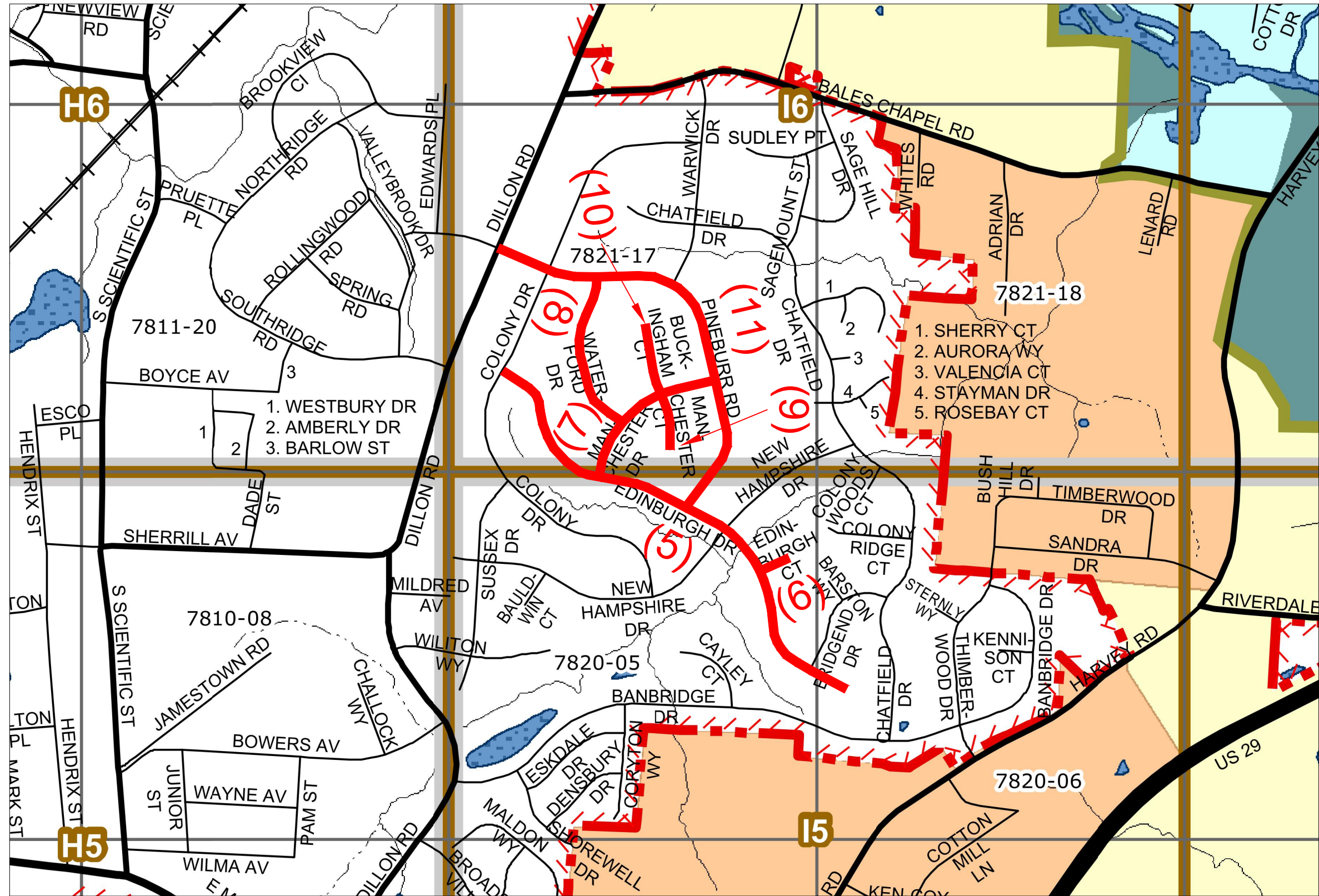
1. Mill and Fill curb/gutter section on Johnson St.



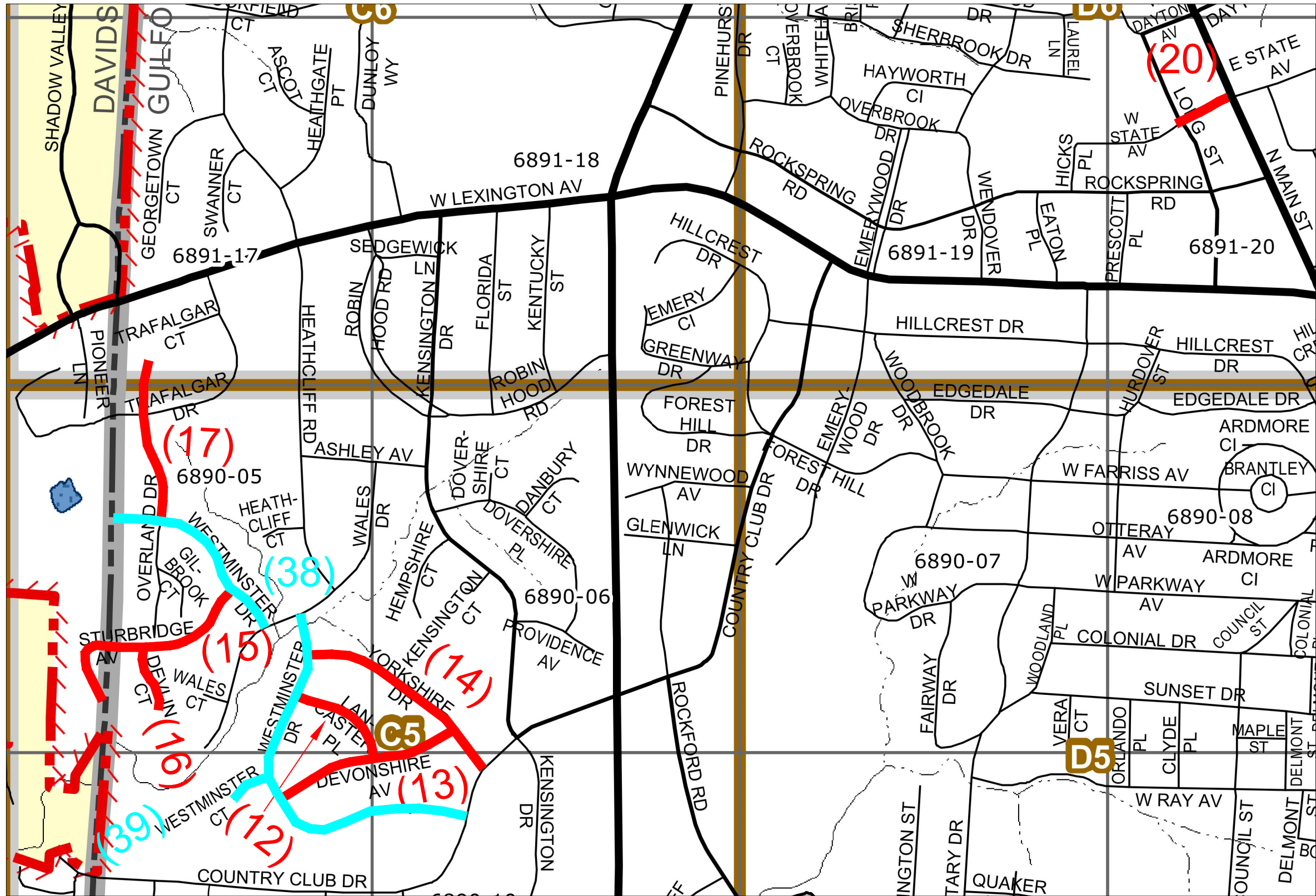
 CITY OF HIGH POINT PUBLIC SERVICES DEPARTMENT 211 S. HAMILTON STREET P.O. BOX 230 HIGH POINT, N.C. 27261 TELEPHONE (336) 883-3194 FAX (336) 883-4118	PLAN DRAWINGS FOR RESURFACING PROJECTS - 2023 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT – GUILFORD COUNTY – N.C.
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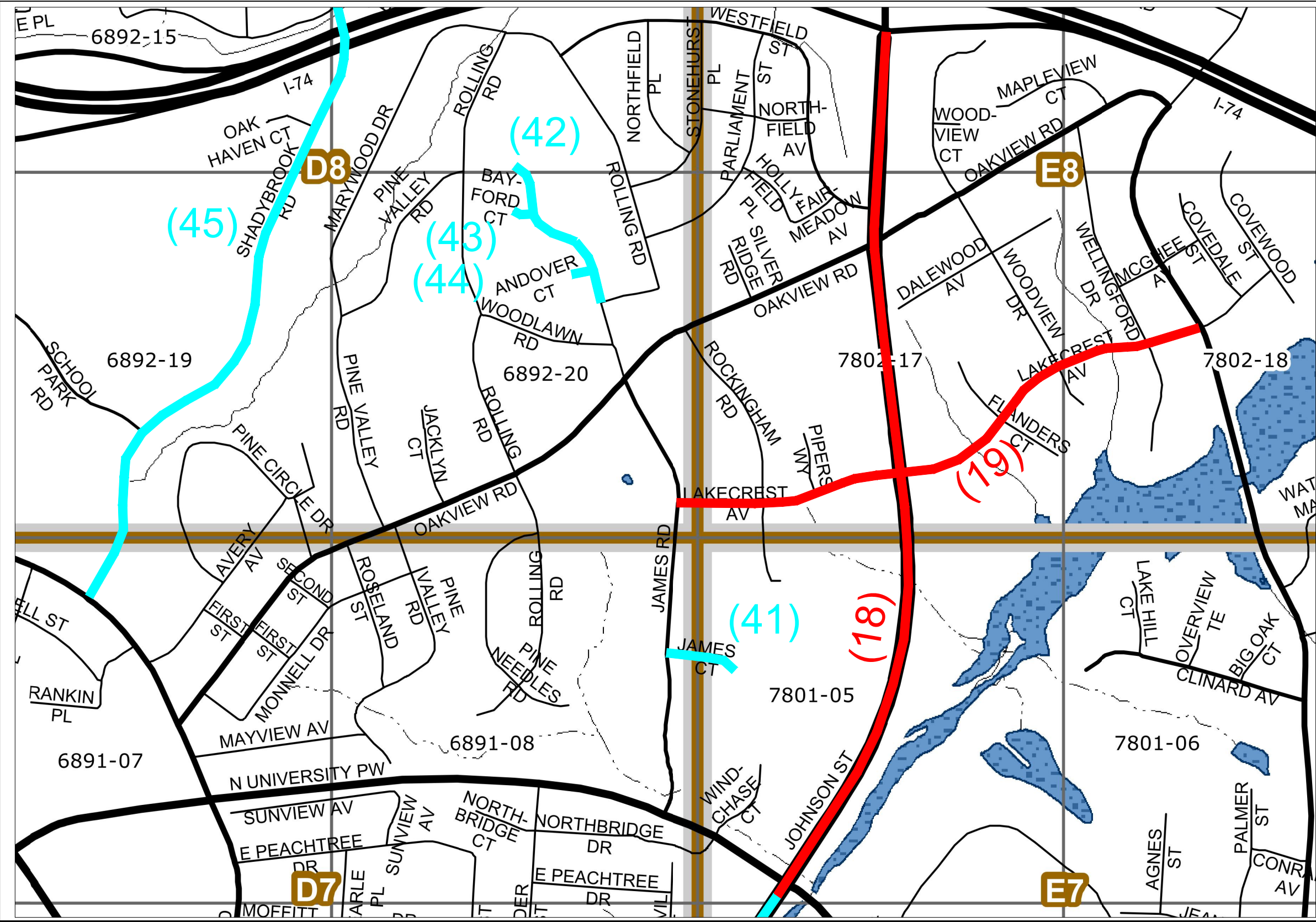
 CITY OF HIGH POINT PUBLIC SERVICES DEPARTMENT 211 S. HAMILTON STREET P.O. BOX 230 HIGH POINT, N.C. 27261 TELEPHONE (336) 883-3194 FAX (336) 883-4118	JOB NO:	N/A	CAH	ADD-ON STREETS	2/17/23	1
	DATE	DEC. 2022				
	DESIGNED	CAH				
	DRAWN	CAH				
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	SCALE	NOT TO SCALE	BY		DESCRIPTION	DATE
PLAN DRAWINGS FOR RESURFACING PROJECTS - 2023 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT - GUILFORD COUNTY - N.C.						
SHEET NO. 1 OF 7						



 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	JOB NO:	N/A	CAH	ADD-ON STREETS	2/17/23	1	PLAN DRAWINGS FOR RESURFACING PROJECTS - 2023 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT - GUILFORD COUNTY - N.C.	SHEET NO. 2 OF 7
	DATE	DEC. 2022						
	DESIGNED	CAH						
	DRAWN	CAH						
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	SCALE	NOT TO SCALE	BY	DESCRIPTION	DATE	REV.		



 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	JOB NO:	N/A	CAH	ADD-ON STREETS	2/17/23	1
	DATE	DEC. 2022				
	DESIGNED	CAH				
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	SCALE	NOT TO SCALE	BY		DESCRIPTION	DATE
PLAN DRAWINGS FOR RESURFACING PROJECTS - 2023 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT - GUILFORD COUNTY - N.C.						
SHEET NO. 3 OF 7						



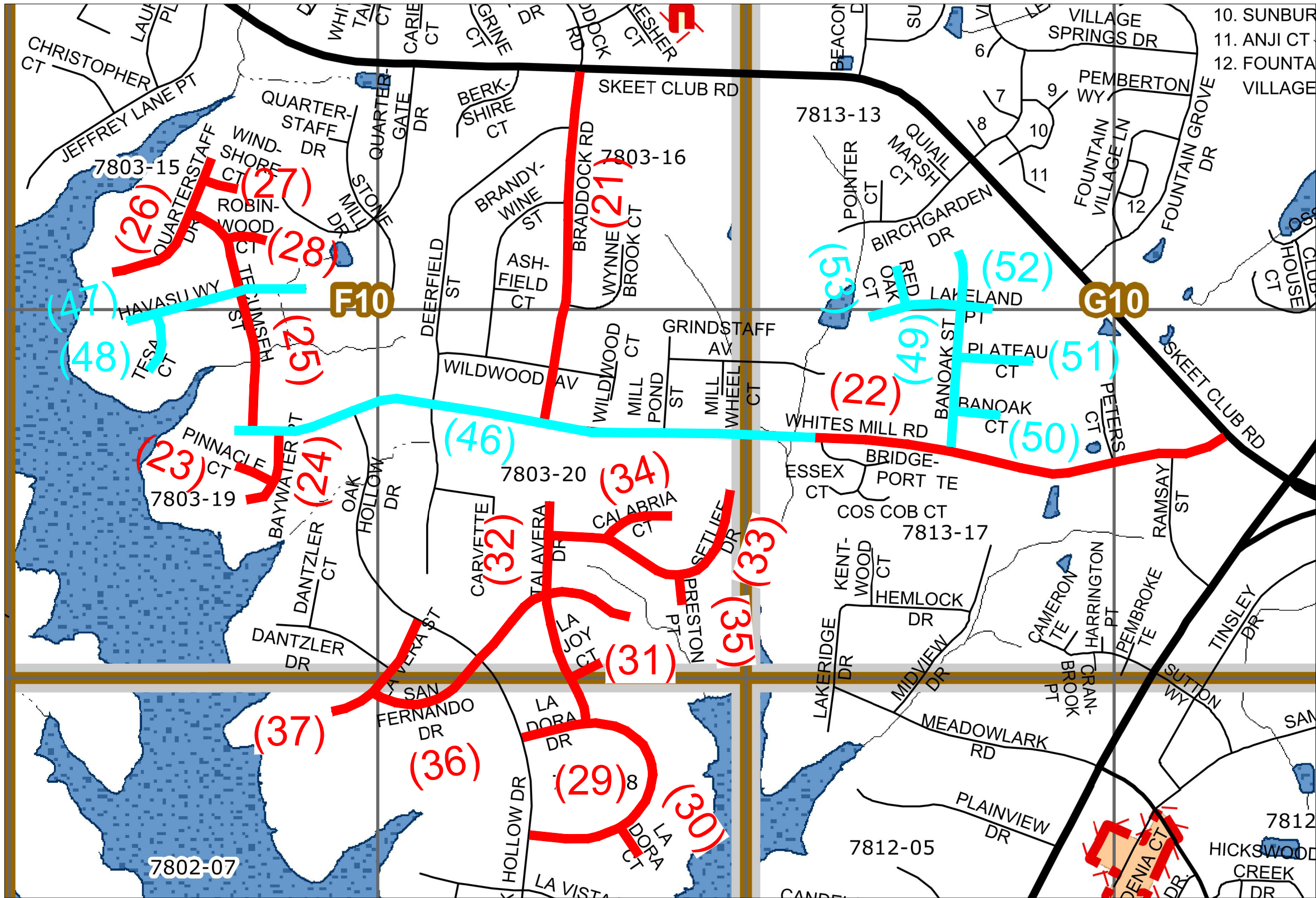


CITY OF HIGH POINT
PUBLIC SERVICES
DEPARTMENT
211 S. HAMILTON STREET
P.O. BOX 230
HIGH POINT, N.C. 27261
TELEPHONE (336) 883-3194
FAX (336) 883-4118

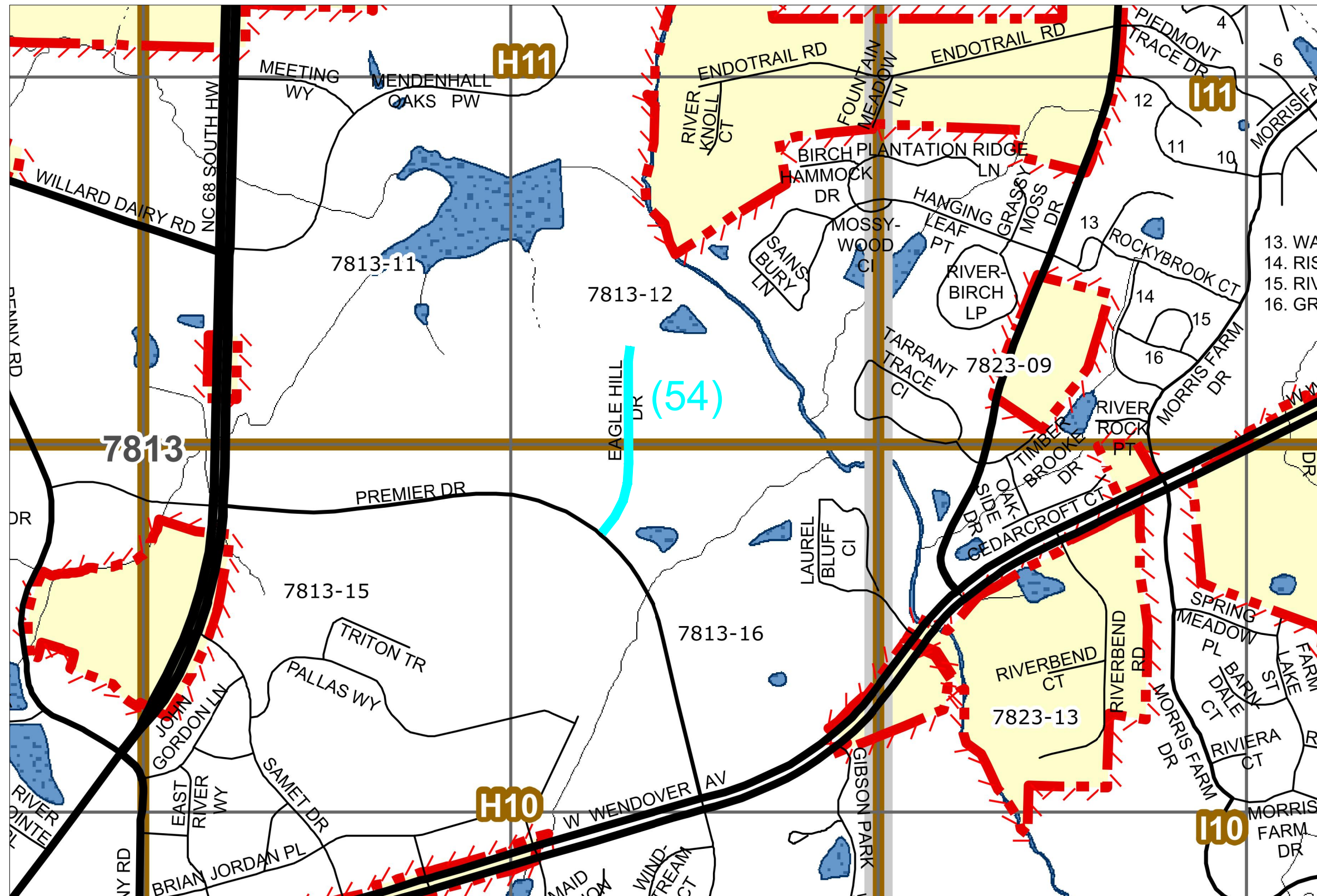
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DATE	DEC. 2022				
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PLAN DRAWINGS FOR
RESURFACING PROJECTS - 2023
CITY OF HIGH POINT
ROADWAY IMPROVEMENTS
HIGH POINT - GUILFORD COUNTY - N.C.

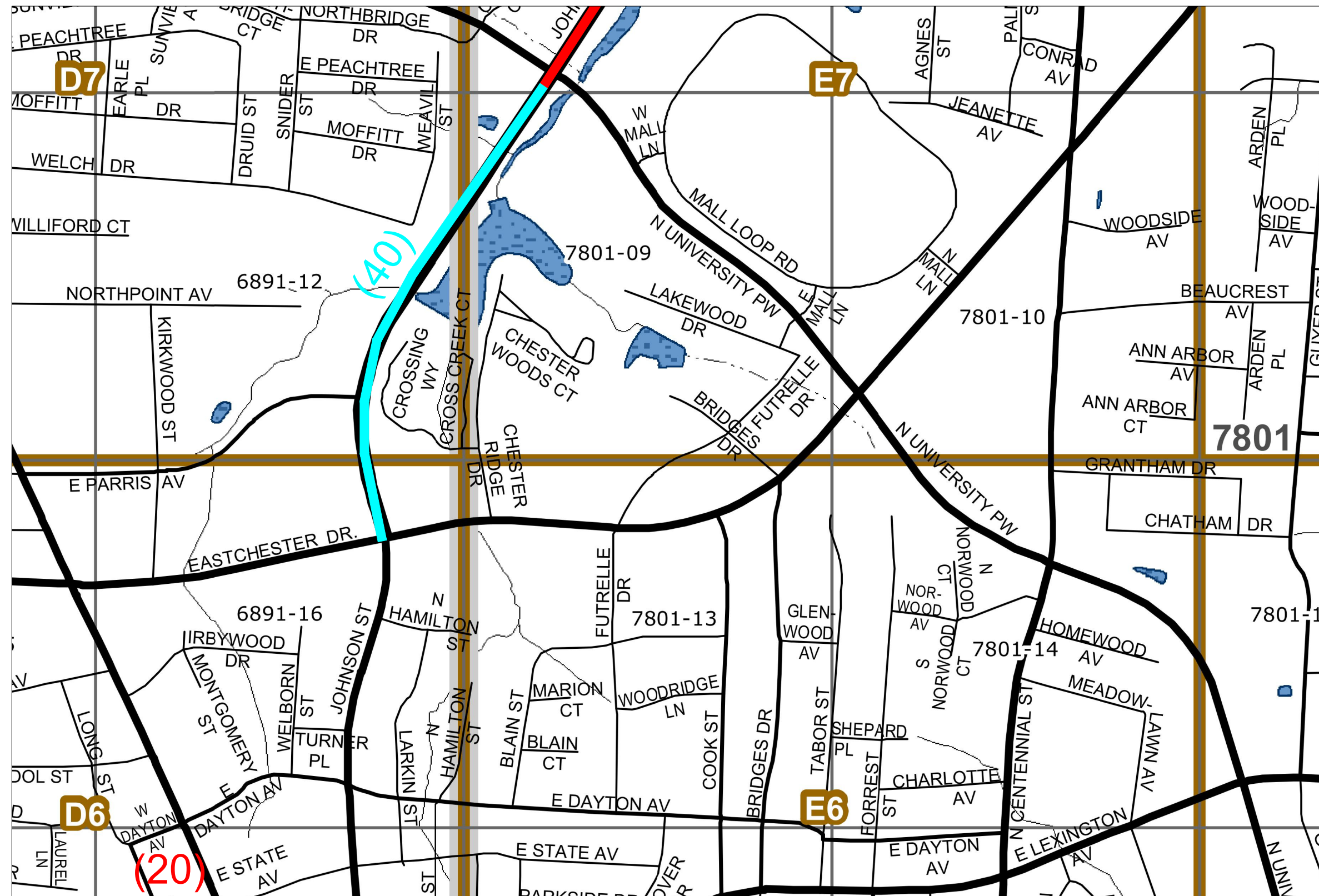
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4
OF 7



 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	JOB NO:	N/A	CAH	ADD-ON STREETS	2/17/23	1	PLAN DRAWINGS FOR RESURFACING PROJECTS - 2023 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT - GUILFORD COUNTY - N.C.	SHEET NO. 5 OF 7
	DATE	DEC. 2022						
	DESIGNED	CAH						
	DRAWN	CAH						
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	SCALE	NOT TO SCALE	BY		DESCRIPTION	DATE		



 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	JOB NO:	N/A	CAH	ADD-ON STREETS	2/17/23	1	PLAN DRAWINGS FOR RESURFACING PROJECTS - 2023 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT - GUILFORD COUNTY - N.C.	SHEET NO. 6 OF 7
	DATE	FEB. 2022						
	DESIGNED	CAH						
	DRAWN	CAH						
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	SCALE	NOT TO SCALE	BY	DESCRIPTION	DATE	REV.		



 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	JOB NO:	N/A	CAH	ADD-ON STREETS	2/17/23	1	PLAN DRAWINGS FOR RESURFACING PROJECTS - 2023 CITY OF HIGH POINT ROADWAY IMPROVEMENTS HIGH POINT - GUILFORD COUNTY - N.C.	SHEET NO. 7 OF 7
	DATE	FEB. 2022						
	DESIGNED	CAH						
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	SCALE	NOT TO SCALE	BY	DESCRIPTION	DATE	REV.		

Map Location	Address/Intersection	Sidewalk (SY)	Curb (LF)	Comments
1	426 Edgedale Dr.	17.77		
2	424 Edgedale Dr.	35.11		
3	1619 W Ward Av.	5.33		
4	601 Ferndale Bv.	12		
5	3931 Tinsley Dr.	24.43		
6	1225 Guyer St.		140	This is 24" curb
7	917 Old Winston Rd.	2.22		
8	301 Woodrow Av.	14.22		
9	4134 Johnson St.	8.88		
10	MLK Dr @ Woodbury St.	10		
11	605 Ferndale Bv.	12		
12	304 Windley St.	18		
13	1109 W English Rd.	8.8		
14	1309 Eaton Pl.	12.5		
15	1203 Greenway Dr.	4.5		
16	396 Shadybrook Rd.		22	
17	212 Pendleton St.		25	
18	615 Asheburn St.		22	
19	506 Avalon Pl.		34	
20	1119 Dartmouth Av.		10	
21	Dartmouth Av. @ Arlington St.		10	
22	Dead End Wynnewood Av.		3'6"	
23	1155 Sweetbriar Rd.		13	
	Total	185.76	276	

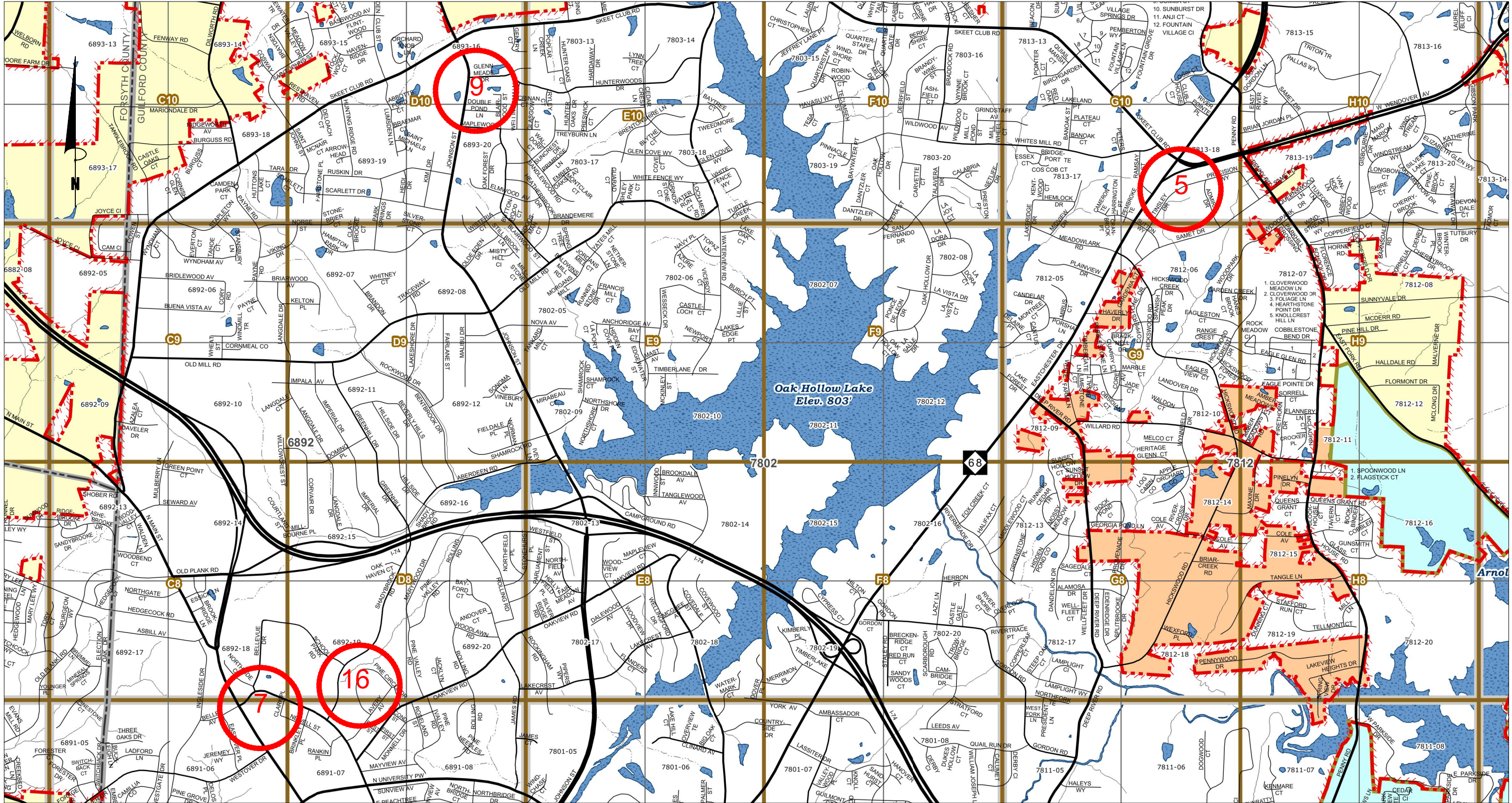


CITY OF HIGH POINT
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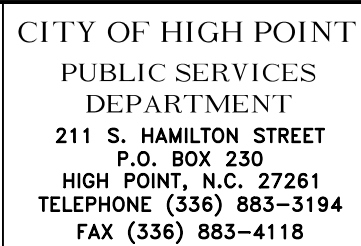
JOB NO:	N/A				
DATE	DEC. 2022				
DESIGNED	CAH				
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PLAN DRAWINGS FOR
CONCRETE REPAIRS
CITY OF HIGH POINT
CURB AND SIDEWALK IMPROVEMENTS
HIGH POINT – GUILFORD COUNTY – N.C.

SHEET NO.
1
OF 3



 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	JOB NO:		N/A						PLAN DRAWINGS FOR CONCRETE REPAIRS CITY OF HIGH POINT CURB AND SIDEWALK IMPROVEMENTS HIGH POINT - GUILFORD COUNTY - N.C.	SHEET NO.	
	DATE		DEC. 2022							2	
	DESIGNED		CAH								
	DRAWN		CAH								
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	SCALE		NOT TO SCALE		BY		DESCRIPTION	DATE	REV.	OF	3



JOB NO:	N/A				
DATE	DEC. 2022				
DESIGNED	CAH				
DRAWN	CAH				
CHECKED	.				
SCALE	NOT TO SCALE	BY	DESCRIPTION	DATE	REV.

PLAN DRAWINGS FOR
CONCRETE REPAIRS
CITY OF HIGH POINT
CURB AND SIDEWALK IMPROVEMENTS
HIGH POINT - GUILFORD COUNTY - N.C.

OF 3



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.: CONTRACT NO.: DATE OPENED:

DESCRIPTION:

City of High Point Streets Resurfacing

PURPOSE:

The City budgets on an annual basis for the resurfacing and paving of City-maintained streets. Based on pavement evaluations, specific streets have been identified to be resurfaced. The Purchasing Department issued bid documents for this project and formal bids were received.

COMMENTS:

The City performs Street Resurfacing on an annual basis. This resurfacing takes place because deficiencies on a section of roadway require repairs beyond routine maintenance. The list of roads to be resurfaced is generated from a pavement condition survey that assesses the City's road needs.

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

At the February 15, 2023 th bid opening, Sharpe Brothers, A Division of Vecellio & Grogan, Inc. was the low bidder of the 4 qualified bid submittals. City Staff negotiated with Sharpe Bros. to re-establish pricing to include additional streets for the revised resurfacing list.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101721	527205		Street Resurfacing	\$5,993,228.67
TOTAL BUDGETED AMOUNT				\$5,993,228.67

DEPARTMENT HEAD:

DATE:

The Purchasing Division concurs with recommendation submitted by the and recommends award to the lowest responsible, responsive bidder in the amount of \$.

PURCHASING MANAGER: DATE:

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: DATE:

CITY MANAGER: DATE:

CITY OF HIGH POINT

AGENDA ITEM



Title: SUMMIT Design and Engineering Services, Material Testing and Supplemental Construction Inspection for City of High Point Streets Resurfacing, Bid 13-021523

From: Robby Stone – Public Services Director
Allan Hicks – Projects Engineer

Meeting Date: March 6, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Attachment A – Cost Proposal

PURPOSE:

The Public Services Department will require Material Testing and Supplemental Construction Inspection services for the annual City of High Point Streets Resurfacing Project and would like for Summit Design and Engineering Services to perform these duties.

BACKGROUND:

City of High Point staff has traditionally performed Contract Administration and Construction Inspection for the annual Streets Resurfacing project. The contract documents, street evaluations, quantities, maps, and bidding process were performed by City Staff earlier this year. The Public Services Construction Inspector staff will perform duties as the Lead Inspector again this year. The City has traditionally contracted the testing portion of the contract due to the need for nuclear testing of compacted asphalt and for the fast-paced volume of work. Public Services has selected Summit Design and Engineering Services as a qualified consultant within the On-Call list to perform testing and supplemental inspections. They will perform density testing and augment City Staff during the execution of the resurfacing contract. Such inspections may include concrete curb installation, concrete sidewalk installation, manhole/valve box adjustments, asphalt milling, traffic signal loop installation, traffic control inspections, coordination of moving parked cars, and painting of various roadways. This request will cover full-time (8 hrs./day) inspection and testing for the anticipated 38-week duration of the resurfacing project.

BUDGET IMPACT:

Funds for this project are available in the FY 2022-2023 budget.

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department recommends that Council approve this request under the On-Call Master Agreement for Summit Design and Engineering Services in the amount of \$129,200.00.

February 20, 2023

Mr. C. Allan Hicks, PE
Public Services Dept.
Projects Engineer
City of High Point
211 S Hamilton, Room 210
High Point, NC 27260

Subject: REVISED Cost Proposal to Provide Materials Testing and Supplemental Inspections for the 2023 Resurfacing Contract:

Summit Design and Engineering Services is pleased to submit this **REVISED** scope and fee proposal to provide a field technician for the City of High Point's 2023 Streets Resurfacing Contract. Based on previous emails and discussions with Mr. Hicks, we have provided an anticipated scope and fee proposal below for review and approval.

Scope of Work:

1. CEI Inspector

- a. Provide a CEI Inspector to perform QA density verification testing on asphalt.
 - The inspector will be NCDOT QMS Roadway Level One certified.
 - Will be able to provide supplemental inspection, on an as-needed basis.
- b. Anticipated number of hours for services (revised due to addition of extra work):
 - Duration = 4/1/2023 to 12/15/2023
 - Approximately 38 weeks at 40 hours per week = 1,520 hours

Fee:

1. Loaded Labor Rates for Proposed Staff:
 - Loaded Labor Rates include all applicable overhead and profit.
 - No Direct Costs are anticipated for the project (truck fee is included in loaded rate).
 - Time starts upon arrival to the project.
 - A nuclear density or PQI gauge will be provided at no additional cost.

Inspector Hourly Loaded Rate (A)	Hours Anticipated (B)	Estimated Cost (A*B)
Hourly Rate- \$85.00 Per Hour	1520 Hours	\$129,200.00
OT Rate - \$135.00 Per Hour	Not expected	
Direct Expenses – Cost + 15%	Not expected	

Summit Design and Engineering Services, PLLC appreciates the opportunity to provide this proposal to you. We trust the scope of work and fee proposal herein addresses your needs for the project and provides insight into the anticipated cost of professional services. Please advise if you need additional information. Summit welcomes the opportunity to discuss this further.

Should you have any questions or require additional information, please contact me at (919) 943-1569 or by e-mail at jason.pegam@summitde.com

Respectfully Submitted,

Jason Pegram
Service Manager

jason.pegam@summitde.com
Summit Design and Engineering Services, PLLC
Mobile Number: (919) 943-1569

CITY OF HIGH POINT

AGENDA ITEM



Title: Authorization and Approval for Engineering and Consulting Services

From: Bobby Fitzjohn, Financial Services Director

Meeting Date: March 6, 2023

Public Hearing: No

Advertising Date /

Advertised By:

N/A

Attachments: Recommendation / Summary Memo

PURPOSE:

The Financial Services Department recommends that the City Council approve the selection of twenty-three (23) Engineering and Consulting Firms to provide such services for City departments on an as needed basis through five (5) year master agreements. These firms have varying areas of disciplines and/or area of expertise.

BACKGROUND:

On February 8, 2023, proposals were received from qualified Consultants to provide professional services to support various City Departments on an on-call basis. A Master Agreement ("Agreement") will be entered in to with the selected Consultant(s) to supply services in the following areas of work: engineering and design services related to Surveying; Water Distribution; Wastewater Collection; Plant Improvements; Water & Wastewater Pump Stations; Water Tanks; SCADA; Stormwater studies, compliance, and projects; Roadway Study/Design; Solid Waste, Municipal Bridge Inspection & Design, Electrical Design, Programming and other projects pertaining to Public Services and other City departments when required. Tasks to be performed under this Agreement will be assigned by a Scope of Services Task Order. Department personnel will have the opportunity to select from the master list for a consultant that is best qualified to perform individual projects. Fees will be negotiated with the selected Consultant after which a Task Order will be prepared for the project.

Proposals were received from forty-one (41) qualified Firms/Consultants. A selection committee comprised of staff from Purchasing, Information Services, and Parks and Recreation, reviewed the proposals and determined that twenty-three (23) Firms/Consultants were qualified to perform the required services. The firms have a varying range of disciplines to include new construction build, fire department projects, landscape projects, consulting etc. Based on the reviews and recommendations from the committee members, it is recommended that Master Agreements be entered into with all of the following Firms/Consultants:

Black & Veatch, CDM Smith, Concord Engineering and Surveying, Davis-Martin-Powell, Electrical Engineering Consulting & Testing, Freese & Nichol, GEL, Hazen & Sawyer, HDR, Highfill, Schnabel, SKA, Smith Gardner, Southeastern, Stantec, Sturgill, Tetra Tech, Timmons, Wooten, Volkert, Whetherill, WithersRavenel, and WK Dickson.

BUDGET IMPACT:

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

RECOMMENDATION / ACTIONS REQUESTED:

City Council is requested to authorize the City Manager and the appropriate city officials to execute Master Professional Service Agreements for engineering and consulting services with Black & Veatch, CDM Smith, Concord Engineering and Surveying, Davis-Martin-Powell, Electrical Engineering Consulting & Testing, Freese & Nichol, GEL, Hazen & Sawyer, HDR, Highfill, Schnabel, SKA, Smith Gardner, Southeastern, Stantec, Sturgill, Tetra Tech, Timmons, Wooten, Volkert, Whetherill, WithersRavenel, and WK Dickson.



**RFQ RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Financial Services / Purchasing**

COUNCIL AGENDA DATE: **March 6, 2023**

RFQ NO.: **19-020823 Engineering and Consulting Services**

DATE OPENED: **02-08-2023**

DESCRIPTION:

n-Call Engineering and Consulting Services - Award to following twenty-three (23) Firms: Black & Veatch, CDM Smith, Concord Engineering and Surveying, Davis-Martin-Powell, Electrical Engineering Consulting & Testing, Freese & Nichol, GEL, Hazen & Sawyer, HDR, Highfill, Schnabel, SKA, Smith Gardner, Southeastern, Stantec, Sturgill, Tetra Tech,

PURPOSE:

On February 8, 2023, proposals were received from qualified Firms to provide professional engineering services to support various City departments on an on-call basis. A Master Agreement will be entered into with the selected Firms to provide engineering and consulting services.

COMMENTS:

Proposals were received from forty-one (41) qualified Firms. A selection committee comprised of staff from Public Services, Engineering, Electric and the Fire departments reviewed and evaluated the proposals and determined that 23 Firms were qualified to perform the required services.

RECOMMEND AWARD TO: **23 Firms Listed Above**

AMOUNT: **N/A**

JUSTIFICATION:

To retain firms on an "On-Call" basis to expedite needed services for the City departments based on a master agreement whereas supplementals will be utilized off of said master agreements to have such services completed in a timely manner without having to bid and/or advertise on every situation

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD:

DATE:

The Purchasing Division concurs with recommendation submitted by the **Financial Services and recommends award to **The Above # Listed Forms** in the amount of \$.**

PURCHASING MANAGER:

DATE:

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR:

DATE:

CITY MANAGER:

DATE:

CITY OF HIGH POINT

AGENDA ITEM



**Title: Westside WWTP Sludge Dewatering System Improvements
Harper General Contractors**

From: Robby Stone – Public Services Director
Derrick Boone – Public Services Asst. Director

Meeting Date: March 6, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Attachment A- Letter of recommendation
Attachment B - Alternates & Potential Cost Saving Measures

PURPOSE:

To contract with Harper General Contractors for construction of the Westside WWTP Sludge Dewatering System Improvements.

BACKGROUND:

The current dewatering equipment at the Westside WWTP was last renovated in the mid-1990's. The existing dewatering equipment consists of a single centrifuge, polymer feed system, sludge conveyor, truck loading system, and an undersized odor control system. The control system on the centrifuge at the Westside WWTP failed in early January 2023 and the Public Services Department has been unable to find replacement parts/equipment due to the age of the centrifuge (mid-1990s).

The Westside WWTP Sludge Dewatering System Improvements include the installation of equipment that has been pre-purchased by the City. The solids dewatering equipment to be installed includes a centrifuge, inclined screw conveyor, and polymer feed system. Additional work includes demolition and replacement of sludge feed piping, monorails with electric hoist, canopy for outdoor sludge conveyance hopper, packaged odor control system, associated electrical and SCADA improvements, heating and ventilation, misc. building renovations, and a roof replacement for the solids building. The bids for the project were opened on January 26, 2023 and Harper General Contractors was the lowest bidder.

The estimated cost of the project is \$8,100,000 including engineering, procurement of dewatering equipment, construction, and contingency.

BUDGET IMPACT:

Revenue bonds associated with this ordinance are estimated to be issued in FY 2023-24 in accordance with our financing plan. Debt service payments will be paid from water and sewer revenues.

RECOMMENDATION / ACTION REQUESTED:

- 1) The Public Services Department recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the project to Harper General Contractors in the amount of \$5,946,266.
- 2) The Public Services and Financial Services Departments recommend and ask the City Council to approve the capital project ordinance for the Westside Centrifuge Upgrade and associated issuance costs.



Westside WWT solids building and loading area for dewatered sludge.



Platform for existing centrifuge and controls.



Existing centrifuge



Existing inclined screw conveyor and conveyor that carries solids to the loading area

"A CAPITAL PROJECT ORDINANCE AMENDMENT
OF THE CITY OF HIGH POINT, NORTH CAROLINA FOR THE
WESTSIDE CENTRIFUGE UPGRADE PROJECT

Be it ordained by the City Council of the City of High Point, North Carolina, that,
pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the
following Capital Project Ordinance is hereby adopted:

- Section 1. This project construction of the Westside Wastewater Treatment Plant Sludge Dewatering System Improvements. The Project will serve the citizens and water and sewer customers of the City of High Point. The Project will be paid by proceeds from water and sewer revenue bonds.
- Section 2. The following revenue is available to the City of High Point:
- | | |
|-----------------------|-------------|
| Revenue Bond Proceeds | \$8,100,000 |
|-----------------------|-------------|
- Section 3. The following amounts are appropriated for the Project:
- | | |
|-----------------------------|-------------|
| Westside Centrifuge Upgrade | \$8,100,000 |
|-----------------------------|-------------|
- Section 4. The Financial Services Director is hereby directed to maintain a Capital Project with sufficient detail accounting records to allow compliance with G.S. 159-28 Budgetary accounting for appropriations
- Section 5. Copies of this capital project ordinance shall be made available to the City Manager and the Financial Services Director for direction in carrying out this project."

Adopted by High Point City Council, this the 6th day of March 2023

Mayor, Jay W. Wagner

ATTEST

Sandra R. Keeney,
City Clerk



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: Public Services Department

COUNCIL AGENDA DATE: March 6, 2023

BID NO.: 27-010423 CONTRACT NO.: DATE OPENED: 1/26/23

DESCRIPTION:

The Westside WWTP Sludge Dewatering System Improvements include the installation of equipment that has been pre-purchased by the City. The solids dewatering equipment to be installed include a centrifuge, inclined screw conveyor, polymer feed system. Additional work includes demolition and replacement of sludge feed piping, new monorails with electric hoist, new canopy for outdoor sludge conveyance hopper, new packaged odor control system, associated electrical and SCADA improvements, new heating and ventilation, misc. building renovations, and a roof replacement for the solids building.

PURPOSE:

Upgrade of the existing sludge dewatering facility at the Westside Wastewater Treatment Plant

COMMENTS:

RECOMMEND AWARD TO: Harper General Contractors AMOUNT: \$5,946,266

JUSTIFICATION:

Lowest Bidder

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
421779	533701	421191030505	40202	\$5,946,266
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Robby Stone Digitally signed by Robby Stone
Date: 2023.02.23 17:05:54 -05'00' DATE: 2/23/2023

The Purchasing Division concurs with recommendation submitted by the Public Services and recommends
award to the lowest responsible, responsive bidder Harper General Contractors in the amount of \$ 5,946,266.00.

PURCHASING MANAGER: Candy E. Harmon Digitally signed by Candy E. Harmon
Date: 2023.02.24 08:30:48 -05'00' DATE: 2/24/2023

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Bobby Fitzjohn Digitally signed by Bobby Fitzjohn
Date: 2023.02.24 11:00:19 -05'00' DATE: 2/24/2023

CITY MANAGER: DATE:

Project: Westside WWTP Sludge System Improvements
Location: High Point, NC
ALTERNATES & POTENTIAL COSTS SAVING MEASURES
February 22, 2023

Original Bid Price:	\$	6,678,000
Total Price if all 'Best Value' VE:	\$	5,946,266



ITEM	OPTION	REF	Title	SCOPE OF WORK	BEST VALUE OPTION	ALTERNATE OPTIONS	NOT APPROVED	ACTION ITEM / NOTES
				SUMMARY				
A				CIVIL / CONCRETE / MECHANICAL	\$ (190,063)	\$ -	\$ (583,367)	
B				ARCHITECTURAL	\$ (129,731)	\$ -	\$ (579,571)	
C				ELECTRICAL	\$ (123,941)	\$ -	\$ -	
D				PROCESS EQUIPMENT	\$ (288,000)	\$ -	\$ (15,959)	
				TOTAL for All VE Items Below	\$ (731,734)	\$ -	\$ (1,178,897)	
fix rounding error								
A				CIVIL / CONCRETE / MECHANICAL				
1				Change cast-in-place concrete sump under existing concrete pad to a precast structure. Pipe penetrations to include link seals in lieu of water collars. Precast sump will be coated with epoxy liner in the field. Joint between concrete sump and cast in place floor will include backer rod and joint sealant			\$ (10,610.76)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
2				Move sump pit approximately 8'-6" to plan west, adjusting drain lines as necessary. Existing system to remain functional during excavation of pit. The savings include complete removal of the temporary dewatering system. The allowance for temporary dewatering on the bid form is separate from this VE scope item.	\$ (184,937.60)			Stantec to review feasibility per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
3	a			Remove electric bridge crane from scope of work.			\$ (117,828.00)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
3	b			Move bridge crane approximately 12" to plan east, footers no longer require temporary shoring under masonry wall. Adjust centrifuge system, trench drain and washdown curb 12" to plan east to maintain crane alignment. Sump pit to remain where shown, drain lines shall be shortened to accomodate new centrifuge location.			\$ (931.00)	Additional concrete modifications offset the potential savings. Added to not approved because of minimal savings.
4				Replace DIP drains under building slab with DR-18 C900 pipe with DIP fittings.	\$ -			Net zero cost change, however lead times for C900 are significantly shorter and would help maintain overall schedule.
5	a			Remove plumbing from scope of work completely. Existing toilet, water heater, sinks and eyewash stations to remain.			\$ (61,085.00)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
5	b			Re-use existing lavatory and water closet, each to be replumbed.			\$ (500.00)	Added to not approved because of minimal savings.
5	c			Utilize different brand of water heater.			\$ -	Base pricing includes the best value water heater.
5	d			Move eyewash station P-2 approximately 25' plan NW. Attach mixing valve cabinet to masonry wall between control room and polymer room. Remove 1/2" CW connection to existing 1" CW line in dewatering room from scope. Extend 1/2" CW line from water heater and adjust 1/2" HW line as necessary.	\$ (1,230.00)			Approved
5	e			Remove mixing cabinets at the (2) P-2 eyewash stations. Mixing valves to remain as exposed valves.	\$ (820.00)			Approved
6	a			Remove HVAC System replacements from scope completely. Existing HVAC duct, fans, unit heaters and louvers to remain. Garage door and existing louver would remain as is with no new masonry work to replace those.			\$ (392,412.20)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
6	b			Remove testing and balancing of HVAC package. Balancing of odor control system to remain in scope.	\$ (3,075.00)			AC is being reused from the old system and exhaust fans may not require additional balancing.
6	c			Harper reviewed the HVAC scope in detail with our low trade partner, and there are very few other options for VE changes.			\$ -	Noted
				SUBTOTAL	\$ (190,063)	\$ -	\$ (583,367)	

Harper Approval: _____(initials)

ITEM	OPTION	REF	Title	SCOPE OF WORK	BEST VALUE OPTION	ALTERNATE OPTIONS	NOT APPROVED	ACTION ITEM / NOTES
B				ARCHITECTURAL				
1	a			Change PEMB canopy over existing conveyors to a structural steel canopy. Supports and decking shall be galvanized.			\$ (30,153.50)	Not approved per 2.22.23 per conversation between Harper/Stantec.
1	b			Remove lights underneath canopy.			\$ (4,386.00)	Not approved per 2.22.23 per conversation between Harper/Stantec.
1	c			Fully remove PEMB canopy over existing conveyors from scope.			\$ (137,312.40)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
1	d			Change PEMB canopy over existing conveyors to a structural canopy. Supports shall be galvanized steel. Decking shall be aluminum.				Harper is working on pricing for an aluminum decking option.
1	e			Change PEMB Canopy over existing conveyors to a structural canopy. Supports shall be primed and painted steel. Decking shall be Galvanized			\$ (26,973.15)	Not approved per 2.22.23 per conversation between Harper/Stantec.
2	a			Remove roofing system replacement and exterior ladder and platform from scope completely. Existing roofing system and roof access to remain.			\$ (292,771.20)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
2	b			Replace existing internal access ladder to roof only. Remove exterior ladder and platform from project scope. Existing roof hatch to remain.			\$ (7,042.00)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
2	c			Instead of replacing the roof entirely, reuse existing coping/flashing.			\$ -	Likely not feasible as existing coping and flashing will be damaged during removal.
2	d			Instead of replacing the roof entirely, reuse existing roofing base board.			\$ -	Likely not feasible as existing base board will be damaged during roofing removal.
2	e			For the roofing scope, change the aluminum flashing to galvalum coated steel.	\$ -			Harper is working on pricing for this option.
3				Remove door replacement from scope completely. All existing doors and hardware to remain.			\$ (36,652.85)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
4				Remove the replacement of exterior windows from scope completely. All existing exterior windows to remain. Internal window modification to remain in scope.			\$ (44,280.00)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
5				Remove painting of CMU walls and ceilings from scope completely.	\$ (102,410.00)			Approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper. Per 2.22.23 conversation between Stantec/Harper, modified to keep Ctrl and Electrical Rooms' painted (new CMU/existing installs removed).
6				Remove new concrete floor sealant from scope completely. Concrete repair of floor to remain in scope.	\$ (27,320.51)			Approved
				SUBTOTAL	\$ (129,731)	\$ -	\$ (579,571)	
C				ELECTRICAL / HVAC				
1				Remove lighting replacement in digested sludge pump room from scope of work. Existing light system to remain.	\$ (9,526.80)			Approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
2				Remove 2" FOC conduit from PLC-SPB to the odor control system. Existing 4" FOC conduit in the sludge room shall remain as is. Per a conversation between Randy Sturgill and Emory Kimrey (Cooper Electric) this option is acceptable.	\$ (56,910.00)			Approved
3				In an effort to support the project team, Cooper Electric offered a voluntary deduct off their quoted bid price.	\$ (57,504.00)			Approved
				SUBTOTAL	\$ (123,941)	\$ -	\$ -	

Harper Approval: _____(initials)

ITEM	OPTION	REF	Title	SCOPE OF WORK	BEST VALUE OPTION	ALTERNATE OPTIONS	NOT APPROVED	ACTION ITEM / NOTES
D				PROCESS EQUIPMENT (DIV 11)				
1				Remove thumper and reversing conveyor modifications from scope of work. Existing system to remain as is.			\$ (9,600.00)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
2				Relocate new centrifuge and screw conveyor to roughly align with existing screw conveyor discharge location on conveyor. Existing conveyor system to remain with no structural or belting modifications. Conveyor system will include new cover, 6" curbing around system and sloped concrete to floor drain.			\$ -	Not recommended or cost saving after further analysis.
3				Remove dock leveler and dock bumper replacements from scope. Existing dock bumpers to remain.			\$ (6,359.20)	Not approved per 2.14.23 virtual meeting between High Point, Stantec, and Harper.
4				Change the Odor Control System manufacturer to a non-specified Anua system. See attached details for the Anua system.			\$ -	Cost savings are less than \$20,000 and this option would require additional engineering and structural analysis.
5				Remove 16 weeks of owner required temporary dewatering from scope.	\$ (288,000.00)			Bid Form Allowance
				SUBTOTAL	\$ (288,000)	\$ -	\$ (15,959)	
The value engineering concepts and proposals included in this document are provided to the Owner and its retained design professional responsible for the design of the Project for their review and consideration. Harper is providing these value engineering concepts and proposals in its capacity as an experienced contractor and not as a licensed design professional. Harper is not and shall not be responsible for any aspect of the design for the Project, including any design considerations arising out of or relating to the value engineering concepts and proposals included in this document. Harper recommends that the Owner consult with and rely solely upon its retained design professional concerning all aspects of design for the Project.								

The Harper Corporation accepts responsibility for the cost of temporary dewatering services after _____ weeks starting from the date of Notice-to-Proceed Date.
(Assuming the centrifuge can be run in-hand, odor scrubber and bridge crane is not required to be in service, and temporary use of existing conveyors and electrical can be utilized.)

The Harper Corporation
Approval: _____(signature)

Date: _____

Notary Signature: _____

Seal:



February 23, 2023
File: 175513004

Attention: Mr. Derrick Boone, Assistant Public Services Director
City of High Point
211 S Hamilton St, Room 206, High Point NC 27260

Dear Mr. Boone,

Reference: Bid Number 27-012623 – Letter of Recommendation for the Westside WWTP Sludge Dewatering System Improvements

The Advertisement for Bids for the Westside WWTP Sludge Dewatering System Improvements project requested sealed bids be received by 2:00 PM on Thursday, January 26, 2022. Three contractors presented bids at this time. All three bids were opened and publicly read aloud. Companies submitting bids at the bid opening are properly licensed general contractors, acknowledged receipt of Addenda, and submitted a proper bid security in the amount of five percent of the total bid submitted.

Bid results are shown summarized below:

Bid Price Items / General Contractor		The Harper Corporation	Jay Cumby Construction, Inc.	State Utility Contractors, Inc
Item 1 - Base Bid		\$6,141,600.00	\$6,293,000.00	\$7,070,000.00
Item 2 - Unit Price Work	2A: <u>30</u> EA	<u>\$450</u> /EA= \$13,500.00	<u>\$156</u> /EA= \$4,680.00	<u>\$400</u> /EA= \$12,000.00
	2B: <u>30</u> EA	<u>\$330</u> /EA= \$9,900.00	<u>\$219</u> /EA= \$6,570.00	<u>\$600</u> /EA= \$18,000.00
Item 3 - Allowances	3A: @ \$170,000.00 3B: @ \$50,000.00 3C: @ \$5,000.00	\$225,000.00	\$225,000.00	\$225,000.00
Item 4 – Bid Alternate for Temporary Sludge Dewatering Services	4A: 16 Weeks	<u>\$18,000</u> /wk= \$288,000.00	<u>\$10,625</u> /wk= \$170,000.00	<u>\$10,000</u> /wk= \$160,000.00
Total Amount Bid (Sum of 1+2+3+4)		\$6,678,000.00	\$6,699,250.00	\$7,485,000.00

Reference: Bid Number 27-012623 – Letter of Recommendation for the Westside WWTP Sludge Dewatering System Improvements

The City of High Point established total project funding in the approximate amount of approximately \$3,500,000.00. As the bids for the Combined Total Contract Price are in excess of the funds available for the project, the City entered into negotiations with the apparent low bidder, Harper, to reduce the scope of work as needed to bring the Contract price within the available funds. Harper was asked to provide a table of their suggested alternates and/or potential costs savings to bring the contract price within the funds available (Attachment A). Attachment A tabulates and summarizes the contract deducts offered by Harper. The items listed under the “Best Value Option” show the cost saving measures that were accepted by the City of High Point.

The total cost saving measures submitted and approved provide a negotiated total deduct of (\$731,734.00) to Harper's bid pricing bringing the **revised total bid price to \$5,946,266.00**.

The Harper Corporation enjoys a good reputation for General Contracting in North Carolina. Based on the above bid evaluation and if the deduct negotiation is acceptable to the City of High Point, Stantec sees no reason why the contract for the Westside WWTP Sludge Dewatering System Improvements project should not be awarded to The Harper Corporation.

Please do not hesitate to contact me if you have any questions about the bid results and this recommendation.

Regards,

Stantec Consulting Services Inc.



Linda Pass PE
Principal
704-488-2171
linda.pass@stantec.com

Attachment: Attachment A – Alternates and Potential Cost Saving Measures Table (consisting of 3 pages)

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CITY OF HIGH POINT

AGENDA ITEM



Title: Emergency Mobile Screw Press Rental- Westside WWTP
SBI Rents, Inc

From: Robby Stone – Public Services Director
Derrick Boone – Asst. Public Services Director

Meeting Date: March 6, 2023

Public Hearing: N/A

Advertising Date: N/A

Advertised By: N/A

Attachments: Attachment A- SBI Rents Inc. Lease Agreement

PURPOSE:

To continue the emergency rental of a mobile screw press at the Westside Wastewater Treatment Plant as a stop gap until the centrifuge replacement project is complete.

BACKGROUND:

The control system on the centrifuge at the Westside WWTP failed in early January 2023 and the Public Services Department has been unable to find replacement parts/equipment due to the age of the centrifuge (mid-1990s). To continue the necessary de-watering of biosolids at the Westside WWTP, the Public Services Department entered into a lease agreement with SBI Rents Inc. for a mobile screw press that is being operated by the Residuals Management Division. The monthly rental rate is \$25,000 per month. Other options were investigated. Those options included a mobile centrifuge which cost \$35,000 per month. Another option was hauling liquid sludge to be dewatered at the Eastside WWTP. That cost was \$4,000 per day or \$80,000 per month. The Public Services Department is requesting approval to increase the purchase order to SBI Rents, Inc (PO # 111304) for the additional months until a replacement centrifuge can be installed at the Westside WWTP. The Public Services Department is estimating an additional 6 to 8 months.

BUDGET IMPACT:

Funding for this project for the remainder of the fiscal year (\$150,000) will come from the Water and Sewer Fund contingency budget.

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department is recommending that Council approve the emergency purchase order for SBI Rents Inc. be increased from \$83,940 to the amount of \$283,940 to cover up to an additional 8 months of rental.



An example of a mobile screw press that is being used at the Westside WWTP



January 13, 2023

City of High Point –
Westside WWTP
211 S Hamilton, Room 206
High Point, NC 27260

Attention: Mr. Derrick Q. Boone

Reference: Equipment Lease – 1103 Mobile Screw Press Equipment
SBIRents Quotation Number: 20230112

Dear Mr. Boone,

Thank you for your interest in leasing equipment from SBIRents, Inc. Please find attached the lease agreement 20230112 for rental of One (1) 1103 trailer mounted screw press system.

The document attached includes the following pages:

- Exhibit A. Equipment listed for lease agreement
- Exhibit B. Insurance values of equipment.
- Exhibit C. Services rates.
- Terms of Lease agreement 20230112

Sincerely,

Donna Christiano, CFO
SBIRents, Inc.

Cc: Tom Welch – SBI

Lessee Initials:

SBIRents, Inc.

12290 Treeline Ave
Fort Myers, FL 33993
PH: 239-842-6400
FX: 239-237-2174

- 1 of 9 -



EXHIBIT B INSURANCE VALUES

EQUIPMENT RENTED

Description	Monthly price
FSP 1103 Trailer Mounted Screw Press	\$25,000.00

All prices are in US dollars.

SPECIFIC CLARIFICATIONS TO AGREEMENT

MOBILIZATION & INSTALLATION

Initial setup and training by SBIRents operator for 5 (five) days \$2,500.

RENTAL TIMEFRAME

The rental period begins upon equipment arrival on-site or 1-week after the equipment is picked up by the customer's transport, whichever occurs first.

CONSUMABLES

Polymer and electricity are not included and are the customer's responsibility.

Normal wear is accepted as part of the rental. Extraordinary wear or damage will be billed to the customer's account.

DEMOBILIZATION & TEAR-DOWN

Customer is responsible for cleanup and disposal of all processed sludge and any other residuals. Also, location for cleanout of equipment is the responsibility of the customer. Customer responsible for reloading equipment and return shipment at the end of the rental.

DAMAGES

Customer is responsible for all damage to equipment with the exception of normal wear and tear. Normal wear and tear does not include damage to the equipment such that the equipment requires major correction to allow the equipment to remain operational. Customer shall pay for all corrections required to put the equipment back into the same condition as when the equipment was initially delivered.

Lessee Initials:

SBIRents, Inc.

12290 Treeline Ave
Fort Myers, FL 33993
PH: 239-842-6400
FX: 239-237-2174

- 2 of 9 -



EXHIBIT B INSURANCE VALUES

EQUIPMENT DEPOSIT

A deposit of \$25,000.00 is required with this lease execution.

Reference Quote 20230112, dated January 12, 2023, for additional clarifications.

Please provide a certificate of insurance showing the Certificate Holder as:

SBI Rents, Inc.
12290 Treeline Ave.
Fort Myers, FL 33913

Description As described in Exhibit A	Value for each unit	Value Total
FSP 1103 Trailer Mounted Screw Press	\$800,000.00	\$800,000.00
Total to be Insured		\$800,000.00

Lessee Initials:

SBI Rents, Inc.

12290 Treeline Ave
Fort Myers, FL 33993
PH: 239-842-6400
FX: 239-237-2174

- 3 of 9 -



EXHIBIT C Services

LABOR/SBIRENTS TECHNICIANS (IF REQUIRED)

Description	Straight time per hour
Field Service Technician	\$155.00
Travel time per employee per hour	\$155.00

Lodging and travel expenses are not included in the services charges. They will be invoiced at \$320.00 per day, plus airfare at cost plus 15%.

Transportation:	Transportation to Jobsite	\$3,220.00
	Transportation from Jobsite	\$3,220.00

Straight time: Straight time is charged for all reasonable time periods required.

NOTE:

No Lessor employee shall be required to work other than "Straight Time" without having first received Lessor's prior written consent thereto. SBIRents employees sent to a jobsite to "train" are not permitted to stay more than 7 days of normal hours of operation. Beyond 7 days SBIRents reserves the right to swap employees at Lessees sole expense.

Lessee Initials:

SBIRents, Inc.

12290 Treeline Ave
Fort Myers, FL 33993
PH: 239-842-6400
FX: 239-237-2174

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EQUIPMENT LEASE 20230112

THIS LEASE dated January 13, 2023, between

SBI Rents, Inc.
12290 Treeline Ave
Fort Myers, FL 33993

(hereinafter called "Lessor")

And

City of High Point –
Westside WWTP
211 S Hamilton, Room 206
High Point, NC 27260

(Hereinafter called "Lessee").

1. Lease Arrangement:

Lessor leases to Lessee and Lessee rents from Lessor the equipment listed in the schedule hereto annexed, marked Schedule A and made a part hereof (hereinafter Equipment List).

- a. Term: This Lease shall be for a minimum term of one month. If equipment is returned within the first 30-day period, Lessee will be charged for time equipment was utilized. This Lease can be extended on a monthly basis; 7 day written notice to cancel during initial 30 day-period, or monthly rental will be due. After initial 30-day period, 30 day written noticed required for extension of lease term, and Lessor must accept the extension period.
- b. Rent: Lessee shall pay Lessor a monthly or daily rental as specified in Exhibit A and as amended from time to time.
- c. Deposit: Lessee shall deliver to lessor a security deposit at the signature of this agreement and before any shipping of equipment. The deposit will be in the amount of the transportation cost and one monthly term of the rented equipment, unless otherwise specified on page 2, #3 of this contract. The deposit will be credited to Lessee after the equipment is returned and assessed of any damages. Any damages outside of normal wear and tear will be deducted from the deposit. Any cleaning expenses incurred by SBI Rents will be deducted from the deposit. Equipment should be returned in the condition it was received.
- d. Information: Lessee shall transmit the information indicated below before any shipment of equipment.
 - Location of the operation
 - Supervisor's name and contact information on site
 - Expected duration of the operation
 - Proof of insurance during shipping and operation

Lessee Initials:

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12290 Treeline Ave
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2. Limitation Of Warranties:

- a. Lessor warrants equipment shall be in working order upon delivery of equipment to Lessee. Lessee shall repair at its sole cost and expense any damage made to the equipment while in their possession. Lessee's acceptance constitutes the acknowledgment by Lessee that the Equipment is in good working order.
- b. Sample Clause: A sample of both the sludge and any chemicals being used to process the sludge must be received within 1 week of the job in order for us to assess the proper machine to be used. If it is found that the sludge is not easy to process, or that the chemicals provided do not work per the current process, that information will be conveyed to the customer. SBIRents does not guarantee any results for quality of water, oil, or solids. We rent machines and will back them with our support and knowledge, but the responsibility for the final results of processing will fall on the customer.

3. Preserving Equipment:

Lessor may inspect the equipment at any time. Lessee agrees to keep said equipment in good operable condition and repair at Lessee's sole expense and house the same in suitable shelter. All repairman and material man's liens shall be promptly satisfied by Lessee.

4. Rent Payment:

Lessee shall pay to Lessor all specified rental payments due in accordance with this lease and Lessee agrees to pay all specified rental installments monthly as set forth in Exhibit A, without demand. Said rental shall be payable via ACH or wire transfer to:

SBIRents, Inc. Business Checking
 Truist, 7750 Cypress Lakes Dr., Fort Myers FL 33907
 Routing # : 263191387
 Account # : 1100014868893

5. Payment Terms:

Lessee promises and agrees to pay on the date designated on the invoice. The payment terms are "NET 30 days" as set forth by Lessor to Lessee. Payments will be subject to a 1.5% interest fee after 30 days. Lessor will allow a 5-day grace period on all invoices whereby any late charges will not be effected as long as payment is made within that grace period. This offer is made with the understanding that all lease payments will be made by ACH payment.

6. Ownership:

No title or right in said equipment shall pass to Lessee except the rights herein expressly granted. On the termination of the Lease period, unless Lessee has opted and been granted to purchase and pay for the equipment, Lessee will immediately return said equipment to Lessor in the condition it was received, less normal wear, tear, and depreciation, to our Winter Haven, FL facility. All rental equipment is sent in an operable state, and shall be returned in one. All replacement, repairs, or accessories made to or placed in or on said equipment shall become a component part thereof and title there to shall be immediately vested in Lessor and shall be included under the terms hereof.

SBIRents, Inc.

12290 Treeline Ave
 Fort Myers, FL 33993
 PH: 239-842-6400
 FX: 239-237-2174

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Lessee Initials:



7. Assignment:

Lessor may assign this Lease. Lessee shall not assign this lease or any interest herein, or mortgage or hypothecate this Lease or any interest herein, or subject said equipment to sublease without the prior written consent of Lessor. Any attempted assignment, mortgage, hypothecation, or sublease by Lessee without such consent shall be void.

8. Insurance:

Lessee assumes the entire risk of loss or damages to the equipment, whether or not covered by insurance, and no such loss shall relieve Lessee of its obligations hereunder. Lessee agrees to and does hereby indemnify and hold Lessor harmless of, from, and against all claims, cost, expenses, damages, and liabilities, including reasonable attorney's fees resulting from or incident to the use, operation, or storage of the equipment during the terms of this Agreement and whether or not said equipment are in possession or control of Lessee. Lessee shall keep the equipment insured to protect all interests of Lessor, at Lessee's expense against all risks of loss or damage from every cause whatsoever for not less than the one hundred (100) percent of the then current value of said equipment (see Exhibit B), and in addition shall purchase insurance in an amount reasonable under the circumstances to cover the liability of Lessor for public liability and property damage, if applicable. Said insurance policies and the proceeds there from shall be the sole payable to the Lessor and Lessor shall be named as an additional insured in all said policies and as sole loss payee in the policies insuring the equipment. The proceeds of such insurance, whether resulting from loss or damage or return premium or otherwise, shall be applied toward the replacement or repair of the said equipment or the payment of obligations of Lessee hereunder at the option of Lessor.

9. Lessee's Responsibilities:

- a. Lessee agrees to use, operate, and maintain said equipment in accordance with all laws; and to keep the same free of levies, liens, and encumbrances.
- b. AQMD permitting: Under certain applications of centrifugation, you may need an AQMD permit. It is the Lessee's responsibility to determine if their jobsite is subject to any environmental regulations and to make sure they meet the mandates of environmental regulations. Lessee agrees to release all liability of SBI Rents, Inc. by environmental regulation and furthermore, Lessee agrees to pay any fines levied against SBI Rents, Inc. for their violation of any laws violated by operating SBI Rents, Inc. equipment.

10. Advances By Lessor:

All advances made by Lessor to preserve said equipment or to pay insurance premiums for insurance thereon or to discharge and pay any assessment, fees, penalties, liens, or encumbrances which are Lessee's responsibility and which Lessee fails to pay shall be added to the unpaid balance of rentals due hereunder and shall be repayable by Lessee to Lessor immediately together with interest thereon at the rate of 1.5 percent per month.

11. Default And Remedies:

In the event Lessee shall default in the payment of any monies due Lessor under this lease, any rent, additional rent, or any other sums due hereunder as and when due or in the event of any default or breach of the terms and conditions of this Lease, or any other lease, between the parties

Lessee Initials:

SBI Rents, Inc.

12290 Treeline Ave
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here to, or if any execution or other writ or process shall be issued in any action or proceeding, against Lessee, whereby the said equipment may be taken or detained, or if a proceeding in bankruptcy, receivership, or insolvency shall be instituted by or against Lessee or its property, or if Lessee shall enter into any agreement or compromise with its creditor, breach any of the terms of any of the terms of any loan or credit agreement, or default there under, or if the condition of Lessee's affairs shall so change as to, in the Lessor's opinion, impair Lessor's security or increase the credit risk involved, then and in that event Lessor shall have the right to do the following:

- a. Retake immediate possession of its equipment without any court order or other process of law and for such purpose, Lessor may peacefully enter on any premises where said equipment may be and may remove the same there from with or without notice of its intention to do same, without being liable to any suit or action or other proceeding by Lessee. Lessor may, at its option, sell the equipment at public or private sale for cash or on credit and may become the purchaser at such sale. Lessee shall be liable for arrears of rent, if any, the expense of retaking possession, and the removal of the equipment, court costs, in addition to the balance of the rental provided for herein, or in any renew here of, after deducting all costs of taking, storage, repair, and reasonable attorney's fees; and
- b. The rights granted Lessor herein shall be cumulative, and action on one shall not be deemed to constitute an election or waiver of the other right of action, or any other right to which Lessor may be entitled. All sums due under the calculations above shall become immediately due and payable to the construed as liquidated damage rather than a penal provision. Lessee shall remain and be liable for the return of the equipment prepaid at Lessor's Winter Haven, FL place of business and any loss or destruction of, or injury to, the equipment, in the same manner as here in provided. Lessee hereby waives trial by jury in any action or proceeding arising hereunder. Whenever any payment is not made when due hereunder, the lessee promises to pay to Lessor or its assigns, not later than three (3) calendar days thereafter, an amount calculated at the rate of then (10) percent of each such delayed payment and to make such payments as liquidated damages occasioned by such delay, if allowed by law. Lessor will allow a 5-day grace period on all invoices whereby any late charges will not be assessed as long as payment is made within that grace period.

12. Waivers:

The omission by Lessor at any time to enforce any default or right reserved to it, or to require performance of any of the terms covenants, or provisions hereof by Lessee at any time designated, shall not be a waiver of any such default or right to which Lessor is entitled nor shall it in any way affect the right of Lessor to enforce such provisions thereafter. Lessor may exercise all remedies simultaneously, pursuant to the terms hereof, and any such action shall not operate to release Lessee until the full amount of the rentals due and to become due and all other sums to be paid hereunder have been paid.

13. Arbitration And Fees:

Any dispute hereunder shall be submitted to binding arbitration in Winter Haven, FL, and shall be held as soon as practical. Choice of law shall be Florida. Either party may require expedited arbitration hereunder provided that the arbitrator will take into consideration each party's reasonable time requests to prepare for such arbitration. The Arbitrator may award attorney's fees, litigation and collection costs and Arbitration costs to the prevailing party. Any Award of the Arbitrator shall be subject to enforcement pursuant to Judgment. The Judgment Creditor in any such action shall be entitled to an award of attorney's fees and costs incurred in the enforcement

Lessee Initials:

SBI Rents, Inc.

12290 Treeline Ave
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of any Award of Arbitrator.

14. Taxes

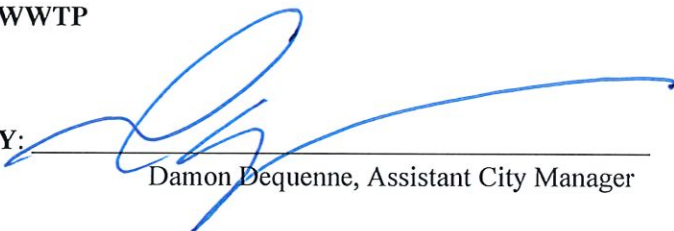
No taxes are included in this quote/order. The amount of any applicable present or future state/local sales/use tax or other government charge upon the production, sale, shipment, and/or use of the goods covered by this quotation shall be paid directly to the taxing authorities by purchaser, and paid tax receipts will be furnished to SBIRents upon request, unless purchaser provides us with an exemption certificate acceptable to the taxing authorities.

This Equipment Lease includes 9 pages (nine), and each page must be initialed by Lessee.

LESSOR SBIRents, Inc.

BY: 
Donna Christiano, CFO

LESSEE City of High Point – Westside WWTP

BY: 
Damon Dequenne, Assistant City Manager

DATE :

1-13-2023

Lessee Initials:

SBIRents, Inc.

12290 Treeline Ave
Fort Myers, FL 33993
PH: 239-842-6400
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CITY OF HIGH POINT

AGENDA ITEM



Title: Resolution to Sale of City Owned Property – 519 Roy Avenue

From: Kim Thore, Right of Way Coordinator

Meeting Date: Monday, March 6, 2023

Public Hearing: Not Required

Advertising Date: N/A

Advertised By: N/A

Attachments: Resolution & Map

Purpose/Background:

Terry Cox has offered a bid of \$6,000.00 for a city-owned vacant lot at 519 Roy Avenue (“Property”) consisting of approximately 6,098 square feet (0.14 acre) in size and identified as Guilford County tax parcel 173675.

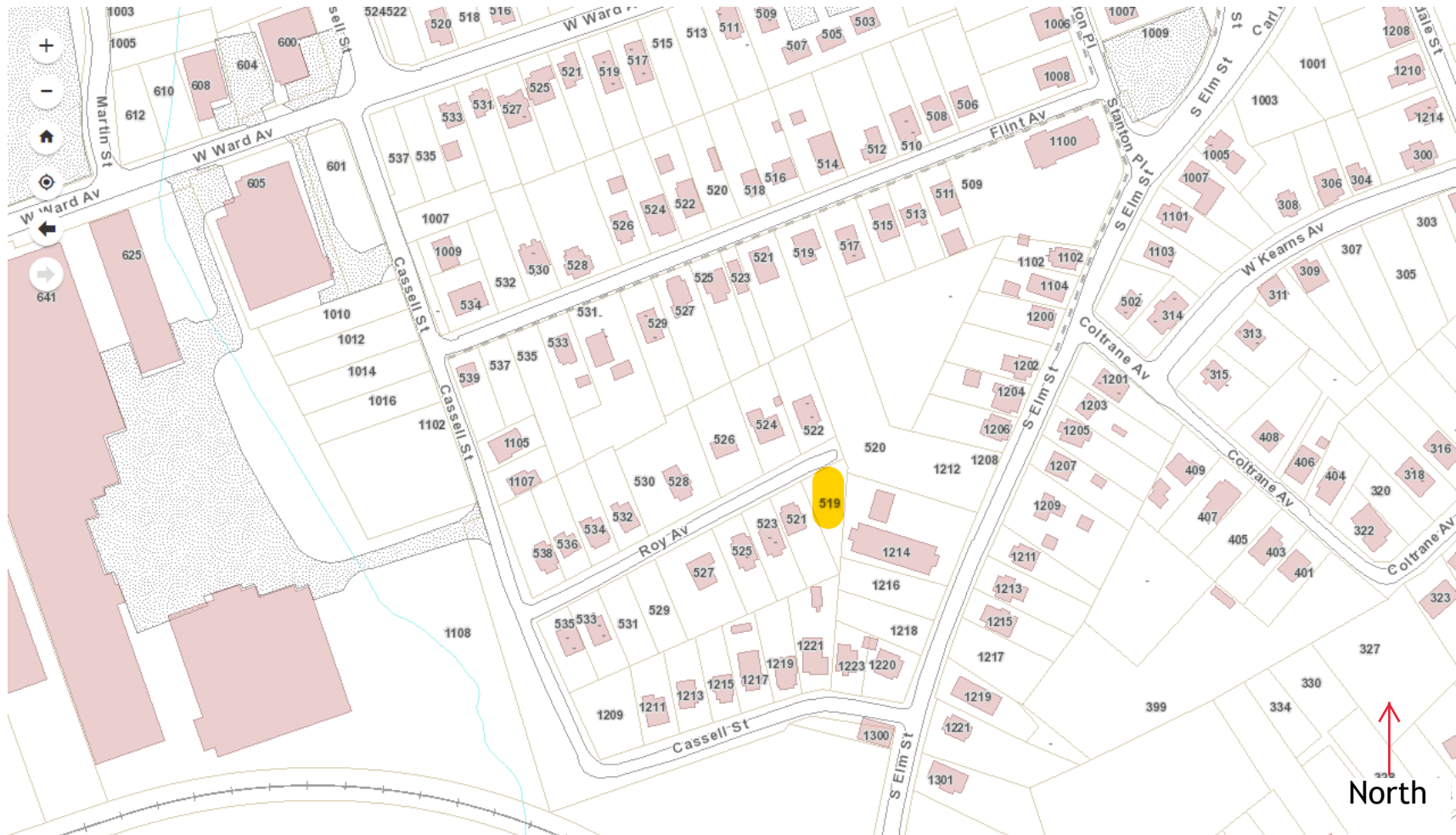
Budget Impact:

N/A

Recommendation/Action Requested:

Council is requested to adopt a resolution accepting the offer of \$6,000.00 and authorizing the sale of the Property through the upset bid procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Sale of City Property 519 Roy Avenue
Parcel 173675



**RESOLUTION OF THE HIGH POINT CITY COUNCIL
AUTHORIZING UPSET BID PROCESS FOR SALE OF CITY PROPERTY
LOCATED AT 519 ROY AVENUE, HIGH POINT, NC**

WHEREAS, The City of High Point (“City”) owns a vacant lot located at 519 Roy Avenue consisting of approximately 6098 square feet (0.14 acre) in size and more particularly described as Guilford County Tax Parcel 173675 (“Property”); and

WHEREAS, North Carolina General Statute §160A-269 permits the City to sell property by upset bid, after receipt of an offer for the property; and

WHEREAS, Terry Cox has offered a bid of six thousand dollars (\$6,000.00) for the Property and paid the amount of three hundred dollars (\$300.00), the required five percent (5%) deposit on his offer.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of High Point, North Carolina:

1. Authorizes sale of the Property described above through the upset bid procedure of North Carolina General Statute §160A-269.
2. The City Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the property, the amount of the offer, and shall state the terms under which the offer may be upset.
3. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the City Clerk within ten (10) days after the notice of sale is published. At the conclusion of the ten (10) day period, the City Clerk shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.
4. If a qualifying higher bid is received, the City Clerk shall cause a new notice of upset bid to be published and shall continue to do so until a ten (10) day notice period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the City Council.
5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000.00) of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier’s check, or certified check. The City will return the deposit on any bid not accepted and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The City will credit the deposit of the final high bidder at closing.

7. The terms of the final sale are that:

- the City Council must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed; and
- the buyer must pay balance with cash, cashier's check, or certified check at the time of closing.

8. The City reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate City officials are authorized to execute the instruments necessary to convey the property to Terry Cox.

Adopted this the 6th day of March 2023.

ATTEST:

CITY OF HIGH POINT

Sandra R. Keeney, City Clerk

Jay W. Wagner, Mayor

CITY OF HIGH POINT

AGENDA ITEM



Title: Resolution to Sale of City Owned Property – 3106 Central Ave.

From: Kim Thore, Right of Way Coordinator

Meeting Date: Monday, March 6, 2023

Public Hearing: Not Required

Advertising Date: N/A

Advertised By: N/A

Attachments: Resolution & Map

Purpose/Background:

Maria Marina Celis has offered a bid of \$17,000.00 for a city-owned vacant lot at 3106 Central Avenue (“Property”) consisting of approximately 15,243 square feet (0.35 acre) in size and identified as Guilford County tax parcel 181119.

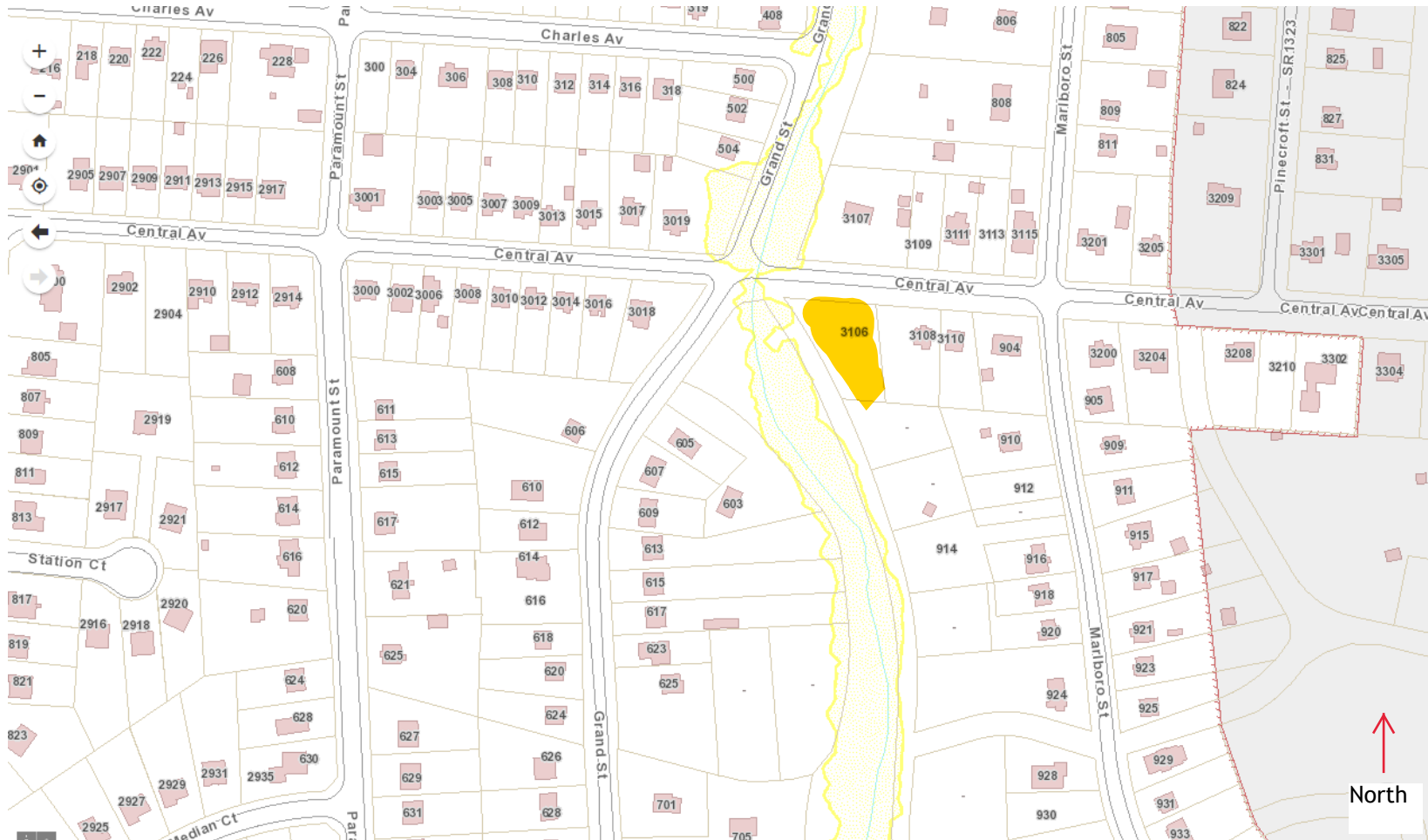
Budget Impact:

N/A

Recommendation/Action Requested:

Council is requested to adopt a resolution accepting the offer of \$17,000.00 and authorizing the sale of the Property through the upset bid procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Sale of City Property 3106 Central Avenue Parcel 181119



**RESOLUTION OF THE HIGH POINT CITY COUNCIL
AUTHORIZING UPSET BID PROCESS FOR SALE OF CITY PROPERTY
LOCATED AT 3106 CENTRAL AVENUE, HIGH POINT, NC**

WHEREAS, The City of High Point (“City”) owns a vacant lot located at 3106 Central Avenue consisting of approximately 15,243 square feet (0.35 acre) in size and more particularly described as Guilford County Tax Parcel 181119 (“Property”); and

WHEREAS, North Carolina General Statute §160A-269 permits the City to sell property by upset bid, after receipt of an offer for the property; and

WHEREAS, Terry Cox has offered a bid of six thousand dollars (\$17,000.00) for the Property and paid the amount of three hundred dollars (\$850.00), the required five percent (5%) deposit on his offer.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of High Point, North Carolina:

1. Authorizes sale of the Property described above through the upset bid procedure of North Carolina General Statute §160A-269.
2. The City Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the property, the amount of the offer, and shall state the terms under which the offer may be upset.
3. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the City Clerk within ten (10) days after the notice of sale is published. At the conclusion of the ten (10) day period, the City Clerk shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.
4. If a qualifying higher bid is received, the City Clerk shall cause a new notice of upset bid to be published and shall continue to do so until a ten (10) day notice period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the City Council.
5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first one thousand dollars (\$1,000.00) of that offer and five percent (5%) of the remainder of that offer.
6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier’s check, or certified check. The City will return the deposit on any bid not accepted and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The City will credit the deposit of the final high bidder at closing.

7. The terms of the final sale are that:

- the City Council must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed; and
- the buyer must pay balance with cash, cashier's check, or certified check at the time of closing.

8. The City reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate City officials are authorized to execute the instruments necessary to convey the property to Maria Marina Celis.

Adopted this the 6th day of March 2023.

ATTEST:

CITY OF HIGH POINT

Sandra R. Keeney, City Clerk

Jay W. Wagner, Mayor

CITY OF HIGH POINT

AGENDA ITEM



Title: Contract for Purchase of a Ford F-550

From: Thomas Reid, Fire Chief

Public Hearing: N/A

Attachments:

Meeting Date: March 6 2023

Advertising Date: N/A

Advertised By: N/A

PURPOSE:

The Fire Department has a 2003 Ford F-450 in need of replacement based on hours and overall condition.

BACKGROUND:

In accordance with National Fire Protection Association (NFPA) 1901, Standard Automotive Fire Apparatus, the City of High Point adopted a 15-year Fleet Replacement Plan for fire apparatus.

The Fire Department is currently using one (1) 2003 Ford F-450 as front line unit for the Dive/Water Rescue Team. This apparatus has well over 91,483 road miles and is used daily for emergency response throughout the City and contracted service agreement areas. Koons Ford has a used 2022 Ford F-550 with 7870 miles that will meet our needs. The 2022 Ford F-550 Dive Truck has a purchase price of \$97,416.00 and is immediately available for delivery.

BUDGET IMPACT:

Funding is available in the 2022-23 budget appropriated by City Council.

RECOMMENDATION / ACTION REQUESTED:

High Point Fire Department requests Council's approval for the purchase of a 2022 Ford F-550 from Koons Ford, Annapolis MD and that the appropriate City official and/or employee be authorized to execute all necessary documents. This request also includes declaring the old apparatus as surplus and disposing of through the online auction process.





2540 Riva Road Annapolis, MD 21401
(410) 224-2100

CUSTOMER INFORMATION

DATE: 02/16/2023

BUYER High Point City		CO-BUYER		STREET	
CITY HIGH POINT		STATE NC	ZIP 27260	COUNTY DAVIDSON	BUYER'S AGE
BUYER'S BIRTH DATE	CO-BUYER'S AGE	CO-BUYER'S BIRTH DATE	TEL. NO. (HOME) (336) 688-4424		TEL. NO. (WORK) (336) 883-3378
BUYER'S DRIVER'S LIC	SOCIAL SECURITY	CO-BUYER'S DRIVER'S LIC		SOCIAL SECURITY	
VEHICLE INFORMATION		23. YEAR 2022	24. MAKE Ford	25. MODEL F-550 Chassis	26. BODY XL 4x4 SD Crew
		27. SERIAL # 1FD0W5HT6NEC18962			
(1) NEW ☐	(3) DEMO ☐	29. STOCK N1958A	30. TITLE	31. LIC #	32. STICKER
(2) USED ☒	(4) WHSL ☐				33. COLOR OXFORD WHITE
					34. IGN-KEY
					35. COMP KEY

BASE PRICE	96,896	00	TOTAL BROUGHT FORWARD	96,896	00
Freight					
Accessories Equipment					
			DEALER PROCESSING CHARGE (NOT REQUIRED BY LAW)	500	00
TOTAL FORWARDED	96,896	00			
CASH SALES PRICE				97,396	00
TITLE AND REGISTRATION					
Title Fees	Lien Filing Fees	Title Tax	Registration Fees	Other Fees	20.00
					20
					00
TIRE RECYCLING FEE					
TOTAL TITLING AND REGISTRATION CHARGES				20	00
TAX					
TOTAL CASH DELIVERED PRICE				97,416	00
LESS CREDITS					
Deposit					
Rebates					
Rebates					
Rebates					
Trade In Allowance On					
Balance Owed To					
Net Equity On Trade					
Total Credits					
TOTAL CASH DUE ON DELIVERY				97,416	00

TRADE INFORMATION

YEAR	MAKE	SERIAL #	STOCK #	MILEAGE	LIEN HOLDER
ACCOUNT #	PAYOFF DATE GOOD UNTIL	STREET	STATE	ZIP	
INS. CO	AGENT	POLICY SENDER #	EFF DATE		
	PHONE	ADDRESS			

Dealer's Signature _____ Salesperson By _____ Authorized Manager THIS ORDER IS NOT VALID UNLESS SIGNED AND ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE	Buyer's Signature I (we) acknowledge receipt of a copy of this agreement. I (we) understand that there are no other agreements, express warranties or representations, except as stated above and on the back and I (we) agree to the terms of this agreement. ✓ _____ BUYER 02/16/2023 Date ✓✓ _____ CO-BUYER Date
---	---



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Fire Department**

COUNCIL AGENDA DATE: **March 6th 2023**

BID NO.: **N/A** CONTRACT NO.: **N/A** DATE OPENED: **N/A**

DESCRIPTION:

USED 2022 Ford F-550 4x4 XL Crew Cab Chassis-Cab, 6.7L 4V OHV Power Stroke V8 turbo diesel, Dive Truck Mileage 7870 with Knapheide cover.

PURPOSE:

High Point Fire Department has a 2003 Ford F-450 that is in need of replacement due to increased maintenance concerns.

COMMENTS:

The apparatus has a purchase price of \$97,416.00

RECOMMEND AWARD TO: **Koons Ford** AMOUNT: **\$97,416.00**

JUSTIFICATION:

The Fire Department is currently using a 2003 Ford F-450 for the dive team emergency response. This unit has 91,483 miles and is under powered due to the size of boat it hauls. This unit will be used daily for emergency response throughout the City.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101352	533101			\$97,416.00
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Thomas Reid** Digitally signed by Thomas Reid
DN: cn=Thomas Reid, o=City of High Point, ou=High Point
Fire Department, email=thomas.reid@highpointnc.gov, c=US
Date: 2023.02.22 14:13:59 -05'00' DATE: **February 22, 2023**

The Purchasing Division concurs with recommendation submitted by the **FIRE DEPARTMENT** and recommends award to the lowest responsible, responsive bidder **KOONS FORD** in the amount of \$.

PURCHASING MANAGER: **Candy E. Harmon** Digitally signed by Candy E. Harmon
Date: 2023.02.22 14:24:09 -05'00' DATE: **Feb 22, 2023**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: **Bobby Fitzjohn** Digitally signed by Bobby Fitzjohn
Date: 2023.02.22 15:25:33 -05'00' DATE: **Feb 22, 2023**

CITY MANAGER: DATE:

CITY OF HIGH POINT

AGENDA ITEM



Title: Controlled Equipment Purchase with Equitable Sharing Funds

From: J. Travis Stroud, Chief of Police

Meeting Date: March 6, 2023

Public Hearing: Yes

Advertising Date /
Advertised By: N/A

Attachments: Drone Image
Controlled Equipment Request Form
Quote & Vendor's Active SAM Registration

PURPOSE:

Establish a public hearing date of March 20, 2023, at 5:30 p.m. to receive public comments on purchasing two drones from Unmanned Vehicle Technologies for the High Point Police Department. The purchase will be made with the Department's Equitable Sharing Funds approved by Chief Stroud.

BACKGROUND:

Title 21 US Code Section 881e allows local LE agencies to share in a percentage of proceeds of seized assets from criminal investigations. <https://www.justice.gov/criminal-mlars/equitable-sharing-program>

The High Point Police Department proposes using Equitable Sharing Funds funding to purchase two drones. The equipment will be assigned to the Drone Unit to deploy with various teams executing search warrants, community events, and training. Examples include Crime Scene Documentation (photo and video), Tactical Support (softening the backyard during a standoff), Search Operations (missing/endangered children/adults, wanted subjects), Training Operations (with other HPPD units for exposure and capability), Public/Community Relations (Torch Run, Community Day, etc.) This list is not exhaustive, and the equipment will be operated following our GO 4.19 sUAS (Drone). On May 25, 2022, President Joseph Biden issued Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," to identify actions that enhance public safety and trust through the embodiment of fair and equal treatment, transparency, and accountability. The Executive Order establishes a list of equipment that Law Enforcement Agencies (LEAs) may not acquire via transfer from federal agencies or purchase using federally provided funds such as equitable sharing. This new policy does not preclude agencies from using non-federal funds to purchase these items. The Executive Order requires that LEAs obtain pre-approval from the federal funding agency and governing body to be eligible to make the purchase. Funding will be presented to City Council through a public hearing and comment period on March 20, 2023. Individuals needing assistance with interpreting or translation services to comment can contact the City Clerk. Additionally, a Spanish-speaking interpreter will be present at the Public Hearing.

It is the policy of the City of High Point that no person is to be subjected to prohibited discrimination based on national origin in any program or service. Our policy is that reasonable steps are taken to provide timely, meaningful access and equal opportunity for individuals whose first language is not English to participate in services, activities, programs, and other benefits. All interpreters, translators, and other aids needed to comply with this policy will be provided at no cost to the person(s) being served.

BUDGET IMPACT:

Equitable Sharing Funds (Department of Justice) have been identified for this purchase.

RECOMMENDATION /ACTION REQUESTED:

Council is requested to establish a public hearing date of March 20, 2023, at 5:30 p.m. for the purpose of receiving public comments on the High Point Police Department's use of Equitable Sharing Funds to purchase two drones from Unmanned Vehicle Technologies.



Legal Notice/Notice of Public Hearing

Notice is hereby given in compliance with Executive Order 14074 for funding authorized through **Title 21 US Code Section 881e** that a public hearing will be held before the High Point City Council in consideration of the High Point Police Department's use of Equitable Sharing Funds to purchase two drones from Unmanned Vehicle Technologies for \$14,794 including sales tax.

<https://www.justice.gov/criminal-mlars/equitable-sharing-program>

The High Point Police Department proposes purchasing two drones for the Drone Unit to deploy with various teams executing search warrants, community events, and training. Examples of use include Crime Scene Documentation (photo and video), Tactical Support (softening the backyard during a standoff), Search Operations (missing/endangered children/adults, wanted subjects), Training Operations (with other HPPD units for exposure and capability), Public/Community Relations (Torch Run, Community Day, etc.) This list is not exhaustive. The equipment will be operated following General Order 4.19 sUAS (Drone).

Funding will be presented to the High Point City Council in the form of a public hearing to receive public comments on Monday, **March 20, 2023**, at 5:30 p.m. Anyone who wants to comment on this matter can do so once the public hearing is open. For those individuals who cannot attend the public hearing, public comments may also be submitted by:

- Calling 336-883-3522 and leaving a message, or by
- E-mailing written comments to publiccomment@highpointnc.gov, or by
- Dropping off written comments in the city of High Point's utility payment drop-boxes located on both sides of the Municipal Building at 211 S. Hamilton Street in the Green Drive and the Commerce Avenue parking lots.

Individuals needing assistance with interpreting or translation services to comment can contact the **City Clerk** through the channels noted above. Additionally, a Spanish-speaking interpreter will be present at the Public Hearing. It is the policy of the City of High Point that no person is to be subjected to prohibited discrimination based on national origin in any program or service. Our policy is that reasonable steps are taken to provide timely, meaningful access and equal opportunity for individuals whose first language is not English to participate in services, activities, programs, and other benefits. All interpreters, translators, and other aids needed to comply with this policy will be provided at no cost to the person(s) being served.

All comments received will be forwarded to the City Council and incorporated as part of the permanent proceedings of the **March 20, 2023**, City Council Meeting. The City of High Point's Public Comment E-mail submissions and written statements should be kept at 350 words or less. The submission deadline is **Friday, March 3, 2023**.

The meeting will be live-streamed, and the public can listen via www.highpointnc.gov/VirtualPublicMeeting.



Controlled Equipment Approval Request Form for the Equitable Sharing Program



Please select the appropriate funding source for your request:



Department of Justice



Department of the Treasury

Fill in the fields below with the appropriate requester name, email, and agency information including agency name, NCIC code, and address.

Agency Information

Requester Name: Courtney Hemphill

Requester Email: courtney.hemphill@highpointnc.gov

Agency Name: High Point Police Department

NCIC Code: NC0410300

Address: 1730 Westchester Drive

Address: _____

City: High Point State: NC Zip: 27262

Go on to next page.



Controlled Equipment Approval Request Form for the Equitable Sharing Program



Controlled Equipment Class

Select the appropriate class of equipment and fill in the total number and cost of the assets that your agency is requesting approval to purchase. For a list of prohibited items, please refer to Section 12 in the [Federal Register :: Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety](#).

Check Box	Type of Equipment	Total Number of Assets	Total Cost of Assets
☐	Manned Aircraft, Fixed Wing, and Rotary Wing		
☒	Unmanned Aerial Vehicle	2	\$13,858.27
☐	Armored and Tactical Vehicles, Wheeled		
☐	Command and Control Vehicles		
☐	Specialized Firearms and Ammunition under .50 Caliber		
☐	Explosives and Pyrotechnics		
☐	Breaching Apparatus		
☐	Riot Batons and Shields		
		Total: 2	Total: \$13,858.27

Controlled Equipment Description and Use

Provide a summary of the equipment your agency is requesting to purchase, including a description of the equipment, its reason for purchase/intended use, training on the use of such equipment, and how the equipment will be tracked, maintained, and stored.

The High Point Police Department wishes to purchase two new drones to be assigned to the Drone Unit. They will be deployed with various teams executing search warrants, community events, and training. Examples include Crime Scene Documentation (photo and video), Tactical Support (softening the backyard during a standoff), Search Operations (missing/endangered children/adults, wanted subjects), Training Operations (with other HPPD units for exposure and capability), Public/Community Relations (Torch Run, Community Day, etc.) This list is not exhaustive. The equipment will be operated following GO 4.19 sUAS (Drone)- attached.

We request to purchase two DJI Mavic 3 Thermal packages, including a DJI care 1-year plan. This package includes four batteries, a DJI Smart controller lanyard, San Disk Extreme Pro lens cleaning pen, and a quick-pack charger. Quote attached. In addition, the vendor will provide initial training for staff on how to utilize the equipment properly. Finally, the Drone Unit members will adopt



Controlled Equipment Approval Request Form for the Equitable Sharing Program



Approvals and Certifications

As the Agency Head approving this agency's request:

- ☒ I certify that if the request is approved, our agency will follow all requirements as outlined by Executive Order 14074, dated May 25, 2022, as well as the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and any subsequent guidance issued by MLARS. For more information, please refer to Section 12 in the *Federal Register*, linked above.
- ☒ I certify that our agency will implement policies and procedures regarding the training, inventorying, record retention, and use of controlled equipment in accordance with the Executive Order 14074. In addition, our agency will consult with MLARS/TEOAF prior to disposing the purchased Controlled Equipment.
- ☒ I certify that our agency, in accordance with Executive Order 14074, Section 12(c)(iii), has notified the local community of this request, in English and any other appropriate languages to inform individuals with limited English proficiency.
- ☒ I certify that our agency is not currently under investigation for engagement in a pattern or practice of civil rights violations. Should DOJ determine or a Federal, State, Tribal, local or territorial court enter a final judgment finding that our agency has engaged in a pattern or practice of civil rights violations, our agency will be required, at a minimum, to reimburse its equitable sharing account for funds expended for this request.
- ☒ I certify that, as a participant in the Equitable Sharing Program, our agency agrees to abide by federal Equitable Sharing policy and guidance and violations of such may result in sanctions, up to and including permanent exclusion from the Program, as set forth in the *Guide*.

This form must be signed by the Agency Head and Governing Body Head approving this request. An electronic or wet signature is permitted.

Agency Head

Name: Jonathan Travis Stroud

Title: Chief of Police

Signature: _____ Date: 12/27/2022

Governing Body Head

Name: Tasha Logan Ford

Title: City Manager

Signature: _____ Date: _____



Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

https://www.uvt.us

Invoicing Address:

High Point Police
1730 Westchester Drive
High Point NC 27260
United States
☎ +1 336-883-3224

High Point Police, David Inthisane
1730 Westchester Drive
High Point NC 27260
United States

Shipping Address:

High Point Police, David Inthisane
1730 Westchester Drive
High Point NC 27260
United States
☎ +1 336-887-7889

Quotation # S0206783

Quotation Date:

09/27/2022

Expiration:

04/16/2023

Salesperson:

Robert Marley

DESCRIPTION	QUANTITY	UNIT		DISC.%	TAXES	AMOUNT
		PRICE				
DJI Mavic 3 Thermal QuickTac Bundle						
[101-144-1026] DJI Mavic 3 Thermal w/Care Enterprise Basic The Mavic 3 Enterprise Series from DJI redefines industry standards for small commercial drones. With a 640x512 radiometric thermal sensor, a 12MP 56x hybrid zoom camera, and a wide camera capable of capturing up to 48MP images, the Mavic 3T is built to serve both public safety and enterprise. This Combo includes a DJI Care Enterprise Basic 1-Year Plan.	2.000 Units	5,498.00	5.00	Sales Tax	\$ 10,446.20	
[101-135-1011] DJI Mavic 3 Intelligent Flight Battery This is the battery that powers the Mavic 3 drone from DJI. This is a 4-cell (4S) LiPo battery with a maximum capacity of 5000 mAh or 77 Wh. This battery will provide up to 46 minutes of flight time with your DJI Mavic 3.	8.000 Units	209.00	5.00	Sales Tax	\$ 1,588.40	
[122-101-1008] DJI Mavic 3 PRCS Elite	2.000 Units	795.00	5.00	Sales Tax	\$ 1,510.50	

1722 N College Avenue
Suite D
Fayetteville AR 72703
United States

Thank you for choosing
UVT!

1



UVT

Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

<https://www.uvt.us>

[118-101-1002] Hoodman Drone Launch Pad 3ft If there's one brand that resonates with drone pilots, it's Hoodman. This Hoodman drone launch pad is their 3-foot diameter landing pad designed to keep your small drone safe during takeoff and landing. This is the recommended landing pad for drones such as the DJI Mavic Air 2, Phantom 4 Series, or Mavic 2 Series.	2.000 Units	69.99	5.00	Sales Tax	\$ 132.98
[115-101-1046] Go Professional Cases DJI Smart Controller Lanyard Bracket	2.000 Units	29.95	5.00	Sales Tax	\$ 56.91
[CON-SD-102] SanDisk Extreme PRO microSDXC UHS-I Memory Card (64GB)	4.000 Units	20.99	5.00	Sales Tax	\$ 79.76
[115-999-1002] Go Professional Cases microSD Card Holder	2.000 Units	7.95	5.00	Sales Tax	\$ 15.11
[100-130-1001] UVT ProCare Lens Cleaning Pen	2.000 Units	14.95	5.00	Sales Tax	\$ 28.41
Subtotal					\$ 13,858.27

UVT ProLine Services

[SRV-PL-101] UVT ProLine Pre-Flight Service Our ProLine Pre-Flight Service ensures you receive a turnkey system on day one. This service includes the activation of the hardware and any included service plans (ex. DJI Care Enterprise) and the updating and testing of all critical flight components. All ProLine services are performed in-house by our factory-trained technicians.	2.000 Units	499.00	100.00	0%	\$ 0.00
[SRV-PLS-103] UVT ProLine Support Premium UVT ProLine Support offers you direct access to our technical and operational support teams. With ProLine Support Premium, this access is provided 24x7x365 to ensure you always have the support you need.	2.000 Units	1,999.00	100.00	0%	\$ 0.00

1722 N College Avenue
Suite D
Fayetteville AR 72703
United States

Thank you for choosing
UVT!



Unmanned Vehicle Technologies

Tel: +1 844-595-8010

hello@uvt.us

<https://www.uvt.us>

UPS Ground	1.000	0.00	0.00	0%	\$ 0.00
Free Shipping	Units				

Subtotal \$ 0.00

Untaxed Amount	\$ 13,858.27
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Taxes	\$ 935.44
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Total	\$ 14,793.71
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The completion of this transaction via payment, Purchase Order, or electronic signature indicates your acceptance of our Terms & Conditions available online at www.uvt.us/terms. Thank you for choosing UVT!

Payment terms: Net 30



UNMANNED VEHICLE TECHNOLOGIES, LLC

Unique Entity ID HWK7CQ21NMT3	CAGE / NCAGE 7WDW4	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date May 5, 2023	
Physical Address 1722 N College AVE STE D Fayetteville, Arkansas 72703-2640 United States	Mailing Address 1722 N College AVE Suite C-243 Fayetteville, Arkansas 72703 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Arkansas 03	State / Country of Incorporation Florida / United States	URL www.uvt.us

Registration Dates

Activation Date May 17, 2022	Submission Date May 5, 2022	Initial Registration Date Apr 30, 2017
--	---------------------------------------	--

Entity Dates

Entity Start Date May 1, 2014	Fiscal Year End Close Date Dec 31
---	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Partnership or Limited Liability Partnership	Entity Type Business or Organization	Organization Factors Limited Liability Company
Profit Structure For Profit Organization		

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments Yes	Debt Subject To Offset No
--	-------------------------------------

EFT Indicator 0000	CAGE Code 7WDW4
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Points of Contact**Electronic Business**

 Christopher Fink	1722 N. College AVE. Suite D Fayetteville, Arkansas 72703 United States
--	--

Government Business

 Christopher Fink	1722 N. College AVE. Suite D Fayetteville, Arkansas 72703 United States
--	--

Service Classifications**NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	441228	Motorcycle, Atv, And All Other Motor Vehicle Dealers
	334310	Audio And Video Equipment Manufacturing
	334511	Search, Detection, Navigation, Guidance, Aeronautical, And Nautical System And Instrument Manufacturing
	336411	Aircraft Manufacturing

Product and Service Codes

PSC	PSC Name
1550	Unmanned Aircraft
6710	Cameras, Motion Picture
6720	Cameras, Still Picture

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States Arkansas	Counties AR: Washington, Crawford, Benton	Metropolitan Statistical Areas AR: Fort Smith, AR-OK, Fayetteville-Springdale-Rogers
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CITY OF HIGH POINT

AGENDA ITEM



Title: Demolition of 1009 Leonard Street
From: Eric Olmedo, Assistant City Manager
Public Hearing: None
Attachments: Estimate document

Meeting Date: March 6, 2023
Advertising Date / n/a
Advertised By: n/a

PURPOSE:

Council is requested to award a contract to Timmy Causey Grading & Demolition for the demo and removal of debris at the former Police headquarters building at 1009 Leonard Street.

BACKGROUND:

The High Point Police Department headquarters was located at 1009 Leonard Street from 1994 to 2021. The facility was constructed as an elementary school in 1963 and was enlarged prior to the Police Department occupying the facility in 1994. A Facility Condition Assessment was completed in July, 2022 to determine the capital investment needed to repair the facility. The assessment indicated that an investment of \$4.8 million was needed to the roof, HVAC, plumbing, electrical and other systems to be able to reuse the facility. City Council recommended demolition of the facility at a special meeting on February 20, 2023.

BUDGET IMPACT:

The estimated cost of demolition is \$95,000 and an additional \$55,000 is estimated to remediate any asbestos on site, for a total contract amount of \$150,000. Funds are available in the FY 2022-23 budget.

RECOMMENDATION / ACTIONS REQUESTED:

Staff recommends and asks the City Council to approve the contract with Timmy Causey Grading & Demolition in an amount not to exceed \$150,000.



TIMMY CAUSEY
Grading & Demolition

4617 Robbins Circle
Asheboro, NC 27205

DATE 1/10/23

ADDRESS

Old Police station
1009 Leonard St.
High Point, NC

Thank you for your business!

CITY OF HIGH POINT

AGENDA ITEM



Title: Title VI Program

From: Angela Wynes, Transit Manager

Public Hearing: N/A

Attachments: 1. Title VI Program – revised February 2023

Meeting Date: March 6, 2023

Advertising Date / N/A

Advertised By:

PURPOSE:

As a primary recipient of Federal Transit Administration (FTA) funds, the City is required to comply with Title VI regulations issued by the U.S. Department of Transportation (DOT). Every three years FTA requires the City to submit an updated Title VI program in accordance with DOT's 49 CFR Part 21.7 as a condition of receiving ongoing federal funds.

BACKGROUND:

Title VI was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.

Federal Title VI requirements now require each public transportation provider's governing board to approve:

- 1) System-wide Service Standards to ensure that service is provided equitably to minority and non-minority populations;
- 2) System-wide Service Policies to ensure that amenities such as shelters and benches are distributed equitably to minority and non-minority populations; and
- 3) The entirety of Title VI Program to ensure that minorities and low-income individuals have equal access to transit services and that governing boards are aware of the civil rights responsibilities of FTA funded agencies.

BUDGET IMPACT:

No budget impact.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends that City Council approve the Title VI Program for submittal to FTA.



NORTH CAROLINA'S INTERNATIONAL CITY™

Title VI Program



City of High Point
Transit System
P.O. Box 230
211 S Hamilton St
High Point, NC 27261

Title VI Program

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I. Overview

A. Introduction and Purpose

This plan is designed to ensure fair and equitable distribution of transportation services and facilities under the City of High Point Transit System purview. Its complementary parts consist of Title VI (Environmental Justice) and the Public Involvement Process. Public participation is essential to the success of any public planning program or project. Without the involvement of local citizens, it is challenging to design a program that meets the needs of the public or to gauge the project's success. Effective public involvement not only provides transportation officials with new ideas but also alerts them to potential environmental justice concerns during the planning stage of a project. Perhaps the most critical element of public participation is to engender a sense of ownership among the people who often feel they have no voice or efficient way to influence public policy.

These reasons, combined with a national history of discrimination against persons on the basis of race, color, ethnic origin, age, sex, disability, religion, and economic status, have led federal and state governments to set requirements to endure equity of public involvement in federally funded agencies and their associated organizations. It is through the details of these individual programs that the equity and democracy that we embrace in this city are exercised.

For the purposes of this plan, the City of High Point is the recipient of federal and state funding for the provision of public transportation services. The funding and services are administered by the transit division (High Point Transit System) of the City of High Point Department of Transportation. The transit division staff is charged with the following:

1. Making recommendations regarding transit service design and policy to improve the efficiency, effectiveness, and level of coordination of the city's transportation program, particularly with respect to the transportation needs of the city's disabled, elderly, and general public population; and
2. Developing and promoting needed transportation services and programs for city residents.

B. Objectives

The goal of the plan is to fulfill its purpose by meeting the following objectives:

1. Comply with the public involvement and environmental justice requirements of the Federal and State regulations;
2. Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
3. Provide specific opportunities for High Point citizens and citizen-based organizations to discuss their views and provide input on the subject areas addressed in plans, projects, or policies;
4. Ensure full and fair participation by all potentially affected communities in the transportation decision-making process; and
5. Inform and educate citizens and other interested parties about ongoing transit planning activities in High Point and their potential role in those activities.

II. PUBLIC OUTREACH

A. Responsibilities and Objectives

High Point Transit System will coordinate with individuals, institutions, and organizations to reach out to members in the affected minority/low-income communities. We will strive to provide opportunities for public participation through means other than written communication.

B. Public Meetings

All public meetings will be held in convenient and accessible locations and facilities, with meeting materials available in various formats upon request. Requests shall be made at least 48 hours before the meeting. A variety of advertising means will be used to inform the media of public meetings. Assistance to persons with disabilities will be available upon previous request.

C. Notice to the Public

The City of High Point Transit System hereby gives public notice of its policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964 and all related acts and statutes. Title VI and related statutes prohibiting discrimination in federally assisted programs require that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice regarding High Point Transit System programs has a right to file a formal

complaint with High Point Transit System. Any such complaint must be in writing and submitted to the High Point Transit System Title VI Compliance Officer within one hundred eighty (180) days following the date of the alleged occurrence. The Title VI Compliance Officer may be reached via email at transit@highpointnc.gov, via telephone at (336) 883-3424, or in writing or in person at 716 W Martin Luther King Jr Drive, High Point, NC 27262 to file a complaint.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

For more information regarding the civil rights program, please contact:

Title VI Compliance Officer
High Point Transit System
716 West Martin Luther King Jr Drive
High Point, NC 27262
(336) 883-3424

Este aviso está disponible en Español.

High Point Transit System will provide notice to the public of our Title VI obligations in all transit revenue service vehicles, buildings, and general transit information brochures, which are disseminated to the public throughout our service area.

This notice is posted in the following locations:

- Transit System website (<https://www.highpointnc.gov/524/Title-VI>)
- Inside all revenue service vehicles
- Front entrance to transit system administrative facility
- Front entrance to the Paratransit Operations Center
- In the passenger waiting area of the Broad Ave Terminal

D. Public Involvement Process

The main objectives are to:

1. Comply with the public involvement and environmental justice requirements of the Federal and State regulations, and provide specific opportunities for local citizens and citizen-based organizations to discuss their views and provide input on the subject areas addressed in plans, projects, or policies of High Point Transit System;
2. Inform and educate citizens and other interested parties about ongoing High Point Transit System planning activities and their potential role in those activities;

3. Work with other local and state organizations that have similar goals and requirements; and
4. Study other transit organizations that have been successful in Public Participation Efforts.

Experience has shown difficulty in reaching a diverse population and keeping them involved. Federal and State regulations require us to provide the public with information and to reach out and include traditionally under-served populations.

E. Outreach Tools

1. Public Relations

General public relations may be defined as any action that might reach any citizen, whether or not that citizen has a specific interest or knowledge regarding transportation planning. This group of techniques includes the following: announcements targeted at newspapers and radio; posters or pamphlets displayed in public places; and signs posted near future or current transportation project sites. Meetings or hearings held in public places and covered by the media can act as general public relations.

These techniques are ways to keep the general public aware of the presence of the planning organization and the status of specific projects so that they may develop an interest and choose to become better informed or actively involved.

2. Public Involvement Tools

There are a broad variety of ways to educate and engage the public. In general, the earlier public involvement is sought, the better. It is also a better use of citizens' free time to participate in a process that will determine the direction of a project that may take years to complete. Citizens may get frustrated when they are invited to join late in the process - when the values and goals have already been decided, and the details have been hammered out. The following tools are examples that will be used. The tool will be selected based on the complexity and number of persons impacted by the issue.

Special Events are held to bring attention to a specific activity or issue. Special events may take the form of a fair or special educational lecture with civic groups or other public entities. Special events are a way to expose a large number of people to a project or program.

Surveys are an efficient method of gathering input from a large number of people at an early stage of the planning process. This is

particularly useful when trying to understand the goals and aspirations of a community before attempting to address any specific problems. As an outreach tool, surveys are a good way to identify citizens who may want to become further involved. Surveys may be administered in person, on the phone, or distributed via mail, on the Internet, or in public places. Volunteers and student interns might aid a labor-intensive activity, implementation of the survey.

Community Forums and Agency Meetings are held to discuss community programs and activities, and the public is engaged to discuss their needs in general.

Public Hearings are held when a plan has been completed, and public review is required before moving forward. As with all of these tools, care must be taken to ensure that the public is made fully aware of the hearing well in advance and that the goals and values of the plan are clearly stated.

3. **Direct Marketing and Education**

Direct marketing and education are meant to reach out and provide specific information to parties. For example, landowners or leaders of an ethnic community may be sought out and personally invited to come to a meeting. Similarly, lower-income groups may be specifically targeted to be educated about their rights, or children or families may be targeted to begin a discussion on a specific program. Direct marketing and education can occur through direct mass mailings, radio, press advertising, or meetings with specific groups such as local clubs, homeless people, property owners, or housing authorities. It can also be through direct phone calls or meetings with key people who desire to participate in a given process. This is the most labor-intensive and potentially most fruitful way to create a diverse and active public participation process.

F. Plan Monitoring and Evaluation

Evaluation of the success of any public involvement efforts must be result-oriented. It is never safe to assume that just because people don't come to an event, they are uninterested in the project. The goal is to educate and include the public at all levels of planning, not just to invite them. Evaluation, then, must be two-fold. The first part is to track what efforts are being made and the results of those efforts; the second part is to make regular assessments of the success of a technique within a given program, and to strategize for future successes.

G. Tracking Efforts and Success

In order to measure the success of public participation efforts, it is necessary to record the efforts through the following means:

1. Keeping a log of the outreach activities;
2. Keeping copies of any print ads and transcripts of any public service announcements; and
3. Preparing notes after meetings regarding the overall tone of the meeting and any ideas or observations made regarding the process.

H. Summary of Public Outreach and Involvement Activities

Transit staff continues to work with the Community and Public Engagement Department to reach out to various communities throughout the city to provide information on the transit system and how to access the services. Specific outreach activities in the last three (3) years have been related to rebuilding ridership after the COVID-19 pandemic.

April 27, 2021 – May 24, 2021

We participated in the regional "Transit is OK" social media campaign to communicate that we were doing everything possible to keep our buses safe for our drivers and passengers.

April 2022 – June 2022

We participated in a regional marketing campaign highlighting public transit resources available in our community. Ads were run on local radio, social media, and streaming services. We also participated in a post-COVID regional customer satisfaction survey. Passengers could complete the survey online or using the paper form available at the Broad Ave Terminal. The final portion of the campaign was a Facebook campaign focused on transit safety regarding COVID-19.

III. LEP FOUR FACTOR ANALYSIS

A. PURPOSE

The purpose of this assessment is to ensure compliance with Title VI of the Civil Rights Act of 1964 and Section 2 of Executive Order 13166 with respect to persons with limited English proficiency (L.E.P.). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the grounds of race, color, or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have

the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

This assessment details the City of High Point Transit System self-assessment and community research and outreach to improve access to its federally conducted programs and activities by eligible individuals who are limited English proficient (L.E.P.).

B. Demography

The City of High Point Transit System has developed a demographic profile of the population served or likely to be served. The following information is based on the data available from the United State Census Bureau's 2021 American Community Survey 5-Year Estimates Data Profile.

The City of High Point has an estimated population of 113,148 individuals. The race and ethnic breakout are as follows:

White	55,957	49.45%
African American	39,050	34.51%
American Indian/Alaskan Native	489	0.43%
Asian	8,183	7.23%
Native Hawaiian/Other Pacific Islander	29	.03%
Other	3,248	2.87%
Two or more races	6,192	5.47%
Hispanic/Latino	11,366	10.05%

13.1% of the population of High Point is foreign-born, with 22.3% of those entering the city in 2010 or later and 77.7% entering prior to 2010. 55.2% of those foreign-born individuals are not citizens. The growth rate in the foreign-born population has remained stable since the last plan update, but the absolute numbers continue to increase.

Using the 2021 Average A.C.S. data, we see that the Region of Birth of the Foreign-Born Population is as follows:

Europe	9.3%
Asia	43.0%
Africa	10.4%
Oceania	0.0%
Latin America	35.0%
North America	2.3%

18.3% of the population five (5) years of age or older in High Point speaks a language other than English at home, and 45% of that population speaks English less than "very well."

These figures have not remained static. Comparing the new 2021 estimates with the data sets available from the 2010 Census Data forward, we find that not only has the city's overall population grown, but there has also been significant growth in the foreign-born. However, the percentage of individuals who speak English less than "very well" remains high.

	2010 A.C.S. Estimate	2012 A.C.S. Estimate	2014 A.C.S. Estimate	2018 A.C.S. Estimate	2021 A.C.S. Estimate
Total Population	104,371	106,641	106,797	114,322	113,148
Foreign born	11,750 (11.3%)	12,073 (11.3%)	12,761 (11.9%)	14,951 (13.1%)	14,846 (13.1%)
Speak English less than "very well"	6,712 (57%)	7,498 (62%)	7,903 (62%)	7,116 (48%)	8,470 (57.1%)

HOUSEHOLD LANGUAGE BY LINGUISTIC ISOLATION

Total:	42,947	
English only	37,440	
Spanish:	2,438	
Linguistically isolated	916	37.6%
Not linguistically isolated	1,520	
Other Indo-European languages:	1,108	
Linguistically isolated	211	19.0%
Not linguistically isolated	897	
Asian and Pacific Island languages:	1,635	
Linguistically isolated	536	32.8%
Not linguistically isolated	1,099	
Other languages:	346	
Linguistically isolated	94	27.2%
Not linguistically isolated	252	

Data regarding linguistic isolation is not available from the 2021 American Community Survey. The data available from the 2012 American Community Survey data sample shows significant linguistically isolated households. Spanish has the greatest percentage of linguistically isolated households, followed closely by the Asian and Pacific Island languages. Even though the category "other languages" shows that 27.2% of those households are linguistically isolated, the languages are not specified, and detailed data is unavailable for the small sample size.

Using the above census data and surveying organizations that represent or work with L.E.P. populations, transit staff has determined that Spanish is the community's most significant non-English language need. Chinese, Korean, Arabic, French, and Vietnamese follow distantly; however, none meet the Safe Harbor threshold of 5% or 1,000 individuals to provide translated vital documents. World Relief, a non-profit organization that assists refugees, currently has staff, volunteers, or contractor resources to help with translating and interpreting these additional languages when necessary.

Maps in Appendix A show the relationship between the transit system fixed routes and census block groups that meet or exceed identified thresholds in the Hispanic and Asian populations. The paratransit system serves the entire city; therefore, the schedulers/dispatchers and operators could interact with individuals who speak English less than "very well" anywhere in the service area.

C. Frequency of Contact

Over the past several years, transit system staff has had regular contact with L.E.P. persons who speak non-English languages. Many foreign-born individuals who have settled in High Point cannot drive and rely upon public transit. Individuals use the service daily to go to work or school, access medical care and social services, and access retail and commercial centers.

D. Importance

Public transportation has been considered the "to" in Welfare to Work, Access to Healthcare, and several other programs or services that often are utilized by low-income, minorities, and L.E.P. persons. Without access to public transportation, many of these individuals would not be able to take advantage of other services that could potentially be life-changing or life-sustaining.

High Point Transit System has applications for programs that L.E.P. persons could use. The HPTS Access transportation service provides door-to-door transportation for the elderly and disabled. The HPTS Reduced Fare program offers reduced fares for the elderly, disabled, and Medicare card holders.

Basic transit information such as rules, schedules, and "how to" information significantly impacts access to individuals who do not qualify for these special programs. However, these individuals often depend on public transportation to access education, employment, healthcare, social services, and shopping.

It has become increasingly important for nearly all transit information to be available in a format accessible for L.E.P. persons to prevent delays or denial of access to services.

E. Resources

Language Access Coordination

The Title VI Compliance Officer is assigned to coordinate and ensure meaningful access to services for L.E.P. individuals.

Points of Contact

- Office staff answering transit information lines
- Information Specialists at Broad Avenue Terminal
- Vehicle Operators
- Transit Road Supervisors

Staff

Currently, there are no transit staff persons who are bilingual. Three individuals have limited Spanish abilities.

Outside the transit system, but within the City of High Point staff, there are at least two individuals, one in Information Technology and one in Finance, who are bilingual.

Outside the City of High Point organization, staff works with the Latino Family Center and World Relief, which both have translators and interpreters available through staff, volunteers, or contractors.

The transit system is supplementing in-house resources and the services of local agencies by contracting with private companies for website translation services and telephonic interpretation services. The supplemental service will ensure that resources are readily available to meet the needs of the foreign-born L.E.P. The transit system may use family members of the individual, including minors, to assist in interpreting for L.E.P. individuals when possible and for non-personal information only.

The transit system will provide Native-born L.E.P. individuals with whatever assistance they require to access the services. These methods include but are not limited to reading instructions and applications to the individual, filling in the information they provide orally, and directing or assisting to the correct bus or van.

IV. LIMITED ENGLISH PROFICIENT LANGUAGE ASSISTANCE PLAN

A. PURPOSE

This policy aims to ensure compliance with Title VI of the Civil Rights Act of 1964 and Section 2 of Executive Order 13166 concerning persons with limited English proficiency (L.E.P.). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race,

color, or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

This plan details City of High Point Transit System initiatives and strategies to improve access to its federally conducted programs and activities by eligible individuals who are limited English proficient (L.E.P.).

28 C.F.R., Part 39, Editorial Note, *Section 29.102 Application*. Neither Executive Order 13166 nor this plan creates any new right(s), including the right to seek administrative or judicial enforcement, on the part of any person, including a person with limited English proficiency.

B. Scope of Policy

These requirements will apply to High Point Transit System, including subcontractors, vendors, and subrecipients.

High Point Transit System will ensure that L.E.P. individuals are provided meaningful access to benefits and services provided through contractors or service providers receiving federal funding from the City of High Point.

C. Definitions

- A. Limited English Proficient (L.E.P.) individual – Any prospective, potential, or actual recipient of services from High Point Transit System who cannot speak, read, write, or understand the English language at a level that permits them to interact effectively with the transit system staff.
- B. Vital Documents – These forms include, but are not limited to, applications, consent forms, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services; the right to appeal such actions, or that require a response from notices advising L.E.P. persons of the availability of free language assistance, and other outreach materials.
- C. Title VI Compliance Officer – The person responsible for compliance with Title VI policies.
- D. Substantial number of L.E.P. – 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of service and speak a primary language other than English and have limited English proficiency.

D. Providing Notice to L.E.P. Individuals

The transit system will take appropriate steps to inform all applicants, recipients, community organizations, and other interested persons, including those whose primary language is other than English, of the provisions of this policy. Such notification will also identify the name, office telephone number, and office address of the Title VI compliance officer.

Angela W. Wynes, Transit Manager
City of High Point Transit System
716 West Martin Luther King Jr Drive
High Point, NC 27262
(336) 883-3424
(336) 883-3425 (fax)
Angela.Wynes@highpointnc.gov

- A. The transit system will post and maintain signs in regularly encountered languages other than English in reception/waiting areas and other initial points of contact. These signs will inform applicants and recipients of service of their rights to free language assistance services and invite them to identify themselves as persons needing such services.

Areas where signs will be posted:

- Inside all revenue service vehicles;
 - Front entrance to transit system administrative facility;
 - At the Broad Ave Terminal information booth; and
 - In the Broad Ave Terminal waiting area
- B. The transit system will include statements of the right of free language assistance in Spanish and other regularly encountered languages in all outreach material that is routinely disseminated to the public (including electronic text).
- C. The transit system will also disseminate information in the following manner:
- A brochure is available that explains the right to free language assistance.
 - Displays and booths will include information on free language assistance.
 - Information will be posted on the transit system website at www.hptransit.org.

E. Provision of Services to L.E.P. Applicants/Recipients

- A. Assessing Linguistic Needs of Potential Applicants and Recipients

1. The transit system will assess the language needs of the population to be served by identifying the following:

- a. The language needs of each L.E.P. applicant/recipient
- b. The points of contact where language assistance is needed; and
- c. The resources needed to provide effective language assistance including location, availability, and arrangements necessary for timely use.

2. Determining the Language Needs of the Population to be Served

The transit system is responsible for assessing the needs of the population to be served. Such assessment will include, but not be limited to, the following:

- a. The non-English languages that are likely to be encountered.
- b. An estimate of the number of people in the community for whom English is not the primary language used for communication will be completed and updated annually. To identify the language and number of L.E.P. individuals, the transit system will review the following:
 - i. Census data
 - ii. Community agencies' data
 - iii. School system data
 - iv. Reports from federal, state, and local governments
 - v. Interviews with staff to determine the frequency of contact with L.E.P. individuals and what language was encountered
- c. The points of contact in the transit system where language assistance is likely to be needed will be identified.

3. Determining the Language Needs of Each Applicant/Recipient

The transit system will determine the language needs of each applicant/recipient. Such assessment will include, but not be limited to, the following:

- a. At the first point of contact, each applicant/recipient will be assessed to determine the individual's primary language by using the following methods:
 - i. Using the applicant/recipient's statement "Hablo español" or another phrase indicating they do not speak English.
 - ii. Applicant/recipient's request for an interpreter
 - iii. Multi-language identification booklet.
- b. If the L.E.P. person does not speak or read any of these languages, the transit system will use a telephone interpreting service to identify the person's primary language.
- c. Staff will not solely rely on their own assessment of the person's English proficiency in determining the need for an interpreter. If an individual requests an interpreter, an interpreter will be provided free of charge. A

declaration of the person will be used to establish the person's primary language.

- d. When staff place or receive a telephone call and cannot determine what language the other person on the line is speaking, a telephone interpreting service will be utilized in making the determination.

B. Provision of Bilingual/Interpretive Services

1. The transit system will ensure that effective bilingual/interpretive services are provided to serve the needs of the non-English speaking population. The provision of bilingual/interpretive services will be prompt without undue delay.
2. The transit system will provide language assistance to L.E.P. individuals in an office setting via person-to-person or telephone interactions using a telephone interpreter service. Language assistance to L.E.P. individuals at public meetings will be provided by contracting with an interpreter or using a volunteer interpreter. The transit system will not require the individual to pay for bilingual/interpretive services.

3. Interpreter Standards

- a. Those providing bilingual/interpretive services will meet the linguistic and cultural competency standards set forth below. The transit system will ensure that interpreters have been screened to ensure that the following standards are met before being used for interpreter services:
 - i. Can fluently and effectively communicate in both English and the primary language of the L.E.P. individual
 - ii. Can accurately and impartially interpret to and from such languages and English
 - iii. Has a basic knowledge of specialized terms and concepts used frequently in the provision of the system's services.
 - iv. Demonstrates cultural competency
 - v. Understands the obligation to maintain confidentiality when appropriate
 - vi. Understands the roles of interpreters and the ethics associated with being an interpreter.
- b. The transit system will ensure the competency of interpreters using the following methods:
 - i. Contracted interpreters
 1. Current resume or similar document showing years of experience, formal education in translation and interpretation, and accreditation from professionally recognized organizations.
 2. Current proof of continued education and any certifications.

3. Have an understanding of transportation, specifically transit, terminology.
- ii. Volunteer interpreters
 1. Native speakers
 2. Non-native speakers
 - a. Present resume or similar document showing years of experience, formal education in translation and interpretation, and accreditation from professionally recognized organizations.
 - b. Present proof of continued education and any certifications.
 - c. Have understanding of transportation, specifically transit, terminology.
 - d. Be approved through other agencies whose services may impact the L.E.P. population. (e.g. High Point-Thomasville Chapter of the American Red Cross International Service Committee has a bank of volunteer interpreters.)

C. Provision of Written Translations

1. The transit system will provide written materials in languages other than English where a substantial number or percentage of the population eligible or likely to be served by transit system programs/services needs services or information in a language other than English to communicate effectively.
2. If the primary language of an L.E.P. individual is a language that does not meet the threshold for translation as defined in paragraph VIID, the L.E.P. individual will be informed in their own language of the right to oral translation of written notices. The notification will include, in the individual's primary language, the following: **IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.**

D. Staff Development and Training

1. The transit system will provide staff training initially for all employees to notify them of the policy and their responsibilities at new employee orientation and periodically as needed for refresher training or when updates occur in the plan. The training will include, but not be limited to:
 - a. Language assistance policies and procedures, resources available to support such procedures, methods of effective use of interpreters, and familiarization with the discrimination complaint process.

- b. Cultural awareness information, including specific cultural characteristics of the group served by the agency to provide a better understanding of, and sensitivity to, the various cultural groups to ensure equal delivery of services.
2. The transit system will provide or ensure training is provided for bilingual staff and interpreters employed or utilized by the transit system. This includes the ethics of interpreting, including confidentiality; methods of interpreting; orientation to the organization; specialized terminology used by the transit system; and cultural competency.
3. The transit system will collect and maintain the following information about training provided to staff and volunteers: the date(s) of such training, the content of such training, and the names of each attendee at the training.
4. The transit system will ensure that applicable subrecipients and contractors are trained in the requirements of this policy by including appropriate language in grant agreements, contracts, M.O.U.s, or other documentation.

F. Monitoring

The transit system will complete an annual review of the L.E.P. population and language groups to determine if any new documents, programs, services, or activities need to be made accessible for L.E.P. individuals. The transit system will consider, at a minimum, the following:

1. Current L.E.P. populations in the service area
2. Frequency of encounters with L.E.P. language groups
3. Nature and importance of activities to L.E.P. persons
4. Availability of resources, including technological advances and sources of additional resources, and the costs imposed.
5. Whether existing assistance is meeting the needs of L.E.P. persons
6. Whether staff knows and understands the L.E.P. plan and how to implement it.
7. Whether identified sources for assistance are still available and viable.

G. Complaints of Discriminatory Treatment

A. Complaints

1. The transit system will provide assistance to L.E.P. individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of

the person filing it or their designee, and briefly describe the alleged violation of this policy.

2. The transit system will maintain records of any complaints filed, the date of filing, actions taken, and resolution.
3. The transit system will notify the appropriate agency(ies) of complaints filed, the date of filing, actions taken, and resolution.

B. Investigation

1. The Title VI compliance officer will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
2. The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

C. Resolution of Matters

1. If the investigation indicates a failure to comply with the Act, the Title VI compliance officer or their designee will inform the violator. The matter will be resolved by one of the following means within 45 days.
 - a. Employee
 - i. Retraining on the L.E.P. Policy.
 - ii. If necessary, appropriate disciplinary action will be taken per the City of High Point's Personnel Resolution.

b. Volunteer, Contractor or Subrecipient

i. Volunteer interpreter

1. Written notice notifying the volunteer of the violation
2. Retraining on the L.E.P. Policy
3. Future violations could result in the discontinued use of the volunteer

ii. Contractor

1. Written notice notifying the contractor of non-compliance
2. Retraining on the L.E.P. Policy
3. Future violations could result in termination of the contract

iii. Subrecipient

1. Written notice notifying subrecipient of non-compliance
2. Retraining on the L.E.P. Policy
3. Future violations could result in termination of federal funds

2. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the High Point Human Relations Commission and/or the Federal Transit Administration Office of Civil Rights.

High Point Human Relations Commission
211 South Hamilton Street, Room 117
P. O. Box 230
High Point, North Carolina
(336) 883-3124

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, DC 20590

This notice will be provided in the primary language of the L.E.P. individual.

V. TITLE VI COMPLAINT PROCESS

If you believe that you have received discriminatory treatment by High Point Transit System on the basis of your race, color, or national origin, you have the right to file a complaint with the High Point Transit System Title VI Compliance Officer.

A. Complaints

1. A complaint must be filed in writing within 180 days of the alleged violation, contain the name and address of the person filing it or their designee, and briefly describe the alleged violation of this policy. See the form in Appendix B that may be used by the complainant. The transit system will provide assistance to L.E.P.

individuals who do not speak or write in English if they indicate that they would like to file a complaint.

2. The transit system will maintain records of any complaints filed, the date of filing, actions taken, and resolution. See attached complaint log.
3. The transit system will notify the appropriate agency(ies) of complaints filed, the date of filing, actions taken, and resolution.

B. Investigation

1. The Title VI compliance officer will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
2. The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

C. Resolution of Matters

1. If the investigation indicates a failure to comply with the Act, the Title VI compliance officer or their designee will inform the violator. The matter will be resolved by one of the following means within 45 days.
 - a. Employee
 - i. Retraining on the Title VI and L.E.P. policies.
 - ii. If necessary, appropriate disciplinary action will be taken per the City of High Point's Personnel Resolution.
 - b. Volunteer, Contractor or Subrecipient
 - i. Volunteer interpreter
 1. Written notice notifying volunteer of violation
 2. Retraining on the Title VI and L.E.P. policies
 3. Future violations could result in discontinued use of volunteer
 - ii. Contractor
 1. Written notice notifying contractor of non-compliance
 2. Retraining on the Title VI and L.E.P. policies
 3. Future violations could result in termination of the contract

- iii. Subrecipient
 - 1. Written notice notifying subrecipient of non-compliance
 - 2. Retraining on the Title VI and L.E.P. policies
 - 3. Future violations could result in termination of federal funds
- 2. If the matter cannot be resolved by informal means, then the individual will be informed of their right to appeal further to either the High Point Human Relations Commission or the Federal Transit Administration Office of Civil Rights or both.

High Point Human Relations Commission
 211 South Hamilton Street, Room 117
 P. O. Box 230
 High Point, North Carolina
 (336) 883-3124

Federal Transit Administration
 Office of Civil Rights
 Attention: Title VI Program Coordinator
 East Building, 5th Floor-TCR
 1200 New Jersey Ave., SE
 Washington, DC 20590

This notice will be provided in the primary language of an L.E.P. individual.

VI. LIST OF TITLE VI COMPLAINTS

There are no active lawsuits or complaints against the City of High Point Transit System alleging discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.

VII. NON-ELECTED COMMITTEES/BOARDS

Currently, there are no transit-related non-elected committees or boards.

VIII. FACILITY CONSTRUCTION EQUITY ANALYSIS

There have been no facility construction projects.

IX. SERVICE POLICIES

A. Vehicle Assignment Policy

Vehicle assignment refers to the allocation of transit vehicles to ensure that all communities receive the same quality of rolling stock benefits. Benefits include vehicle age and onboard amenities. Generally, vehicles will be assigned to routes on a rotating basis to ensure that the mileage is evenly distributed.

Route	Peak Buses	Bus Length
10 N Main St	1.5	35'
11 S Main St	1.5	35'
12 W Green Dr	1	35'

13 Montlieu Ave	1	35'
14 Westchester Dr	1	35'
16 Leonard Ave	1	35'
17 Washington Dr	1	35'
18 E Green Dr	1	35'
19 English Rd	1	35'
20 Kearns Ave	1	35'
25 Jamestown/GTCC	1	35' or 40'
Total	12	

All buses have the same features: ramped, low-floor access, air conditioning, automated fareboxes, voice annunciation systems, electronic destination signs, and bicycle racks.

B. Transit Amenities Policy

Transit amenities refer to fixed items of comfort and convenience available to the general riding public, such as bus stop benches, shelters, lighting, and bike racks. Title VI requires that such amenities be distributed equitably among minority, non-minority, and low-income households. Shelters are installed at stops with at least 20 boardings and alightings per day or stops serving the elderly and individuals with disabilities. Shelter placement is also done considering existing site conditions, public right-of-way availability, accessibility and safety issues, and pedestrian infrastructure. Benches may be placed at any stop where accessibility is provided, and placement does not compromise safety or accessibility.

X.SERVICE STANDARDS

A. Vehicle Load

The number of passengers, or load, carried per hour, measures the efficiency of service. The City of High Point's system-wide efficiency goal or Load Standard for buses is 25 passengers or more per hour. The Load Factor, measured as a percent of a fully seated load, varies with the type of vehicle. The average of all loads during the peak operating period should not exceed the vehicles' achievable capacities, as defined in the chart below.

Vehicle Type	Average Passenger Capacity			
	Seated	Standing	Total	Max Load Factor
35' Bus	32	32	64	2.00
40' Bus	39	35	74	1.90

B. Vehicle Headways

Scheduling involves considering several factors, including ridership, transit or pedestrian-friendly streets, land-use connectivity, population density, and the location of major trip generators. To provide cost-efficient yet effective transit service, the City of High Point generally operates 30-minute headways during peak and 60 minutes headways in off-peak. During off-peak, 30-minute headways may be implemented on high-ridership, high-productivity services where justified by demand.

Weekday

Route	Peak	Off-Peak
10 N Main St	30	30
11 S Main St	30	30
12 W Green Dr	30	60
13 Montlieu Ave	30	60
14 Westchester Dr	30	60
16 Leonard Ave	30	30
17 Washington Dr	30	60
18 E Green Dr	30	60
19 English Rd	30	60
20 Kearns Ave	30	60

The following route operates limited trips with irregular headways.

Route	Trips
25 Jamestown/GTCC	8

Saturday

Route	Off-Peak
10 N Main St	60
11 S Main St	60
13 Montlieu Ave	60
14 Westchester Dr	60
15 Oak Hollow Mall	60
16 Leonard Ave	60
17 Washington Dr	60
18 E Green Dr	60
19 English Rd	60
20 Kearns Ave	60

C. On-time Performance

90% of all trips will arrive on-time at the Broad Ave Terminal. On-time is defined as no earlier than 5 minutes before and no later than 4 minutes after the scheduled time.

D. Service Availability

Using the Levels of Service definitions from the Transit Capacity and Quality of Service Manual – 2nd Edition, the City of High Point will provide service to approximately two-thirds of the transit-supportive areas of the city by having a bus service within .25 miles based on current ridership and funding levels.

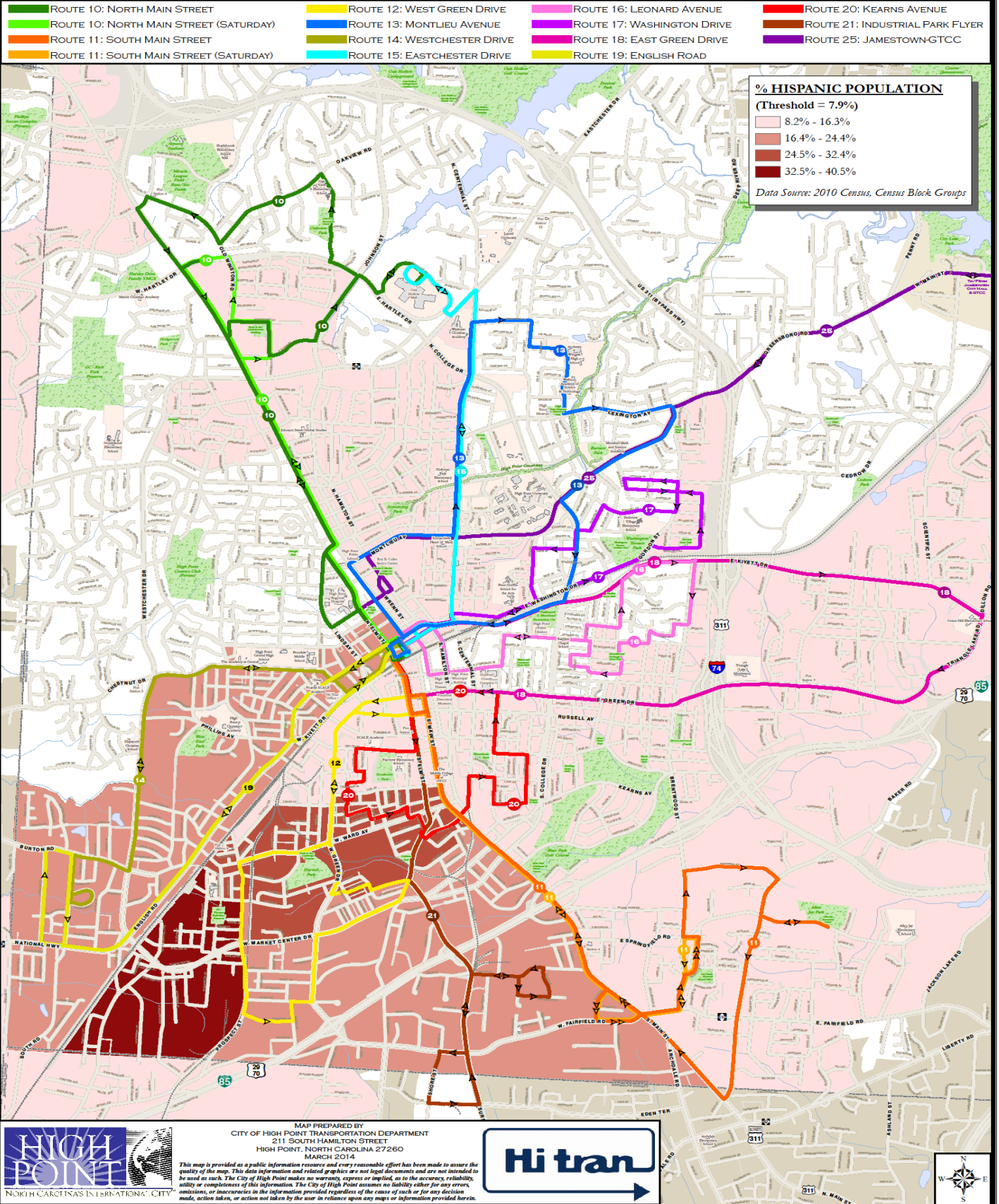
Local bus stops will be no more than four (4) blocks apart.

XI.MONITORING SUBRECIPIENTS

The City of High Point does not have any subrecipients.

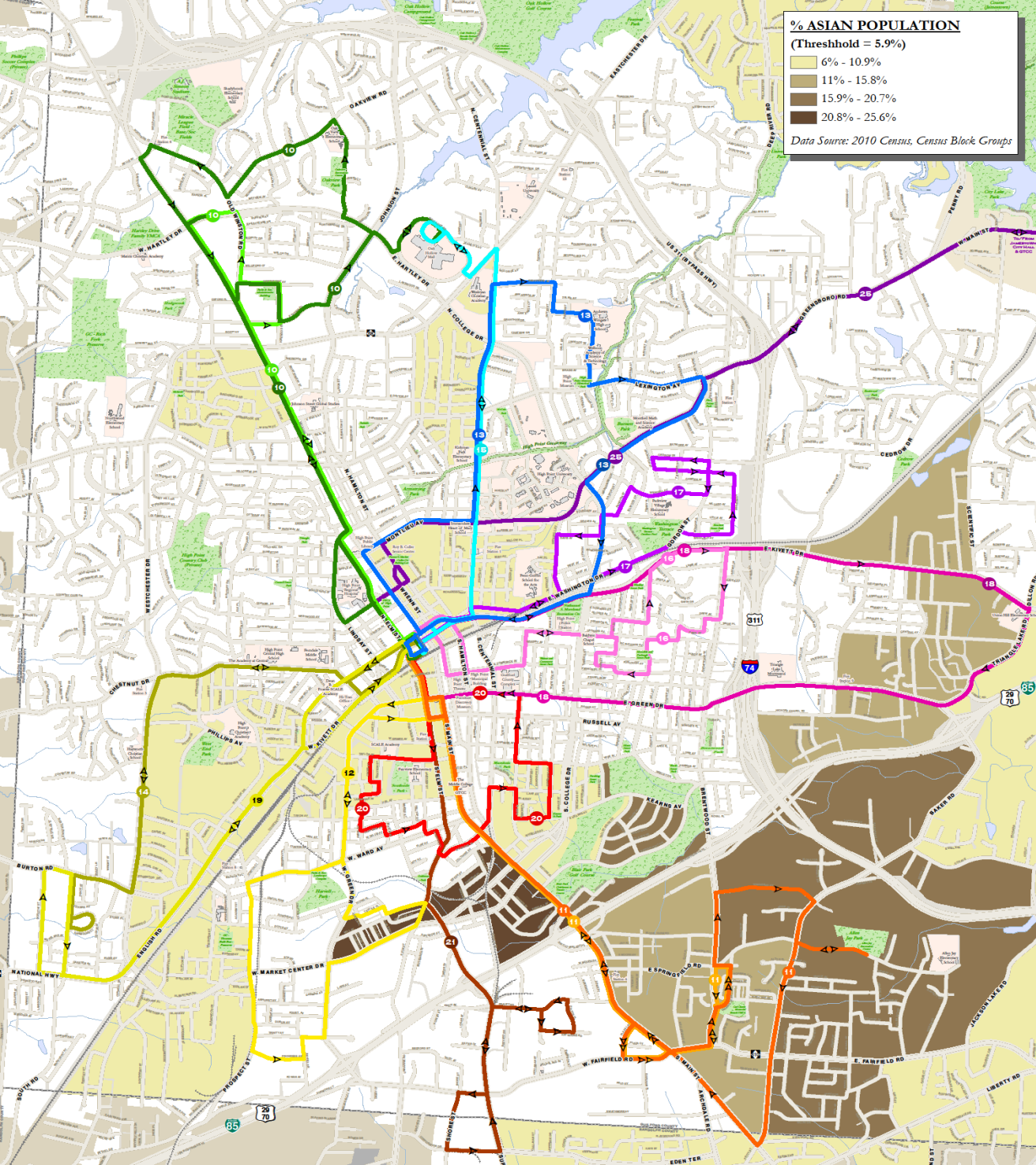
Appendix A

CITY OF HIGH POINT TRANSIT SYSTEM MAP



CITY OF HIGH POINT TRANSIT SYSTEM MAP

ROUTE 10: NORTH MAIN STREET	ROUTE 12: WEST GREEN DRIVE	ROUTE 16: LEONARD AVENUE	ROUTE 20: KEARNS AVENUE
ROUTE 10: NORTH MAIN STREET (SATURDAY)	ROUTE 13: MONTLIEU AVENUE	ROUTE 17: WASHINGTON DRIVE	ROUTE 21: INDUSTRIAL PARK FLYER
ROUTE 11: SOUTH MAIN STREET	ROUTE 14: WESTCHESTER DRIVE	ROUTE 18: EAST GREEN DRIVE	ROUTE 25: JAMESTOWN-GTCC
ROUTE 11: SOUTH MAIN STREET (SATURDAY)	ROUTE 15: EASTCHESTER DRIVE	ROUTE 19: ENGLISH ROAD	



MAP PREPARED BY
CITY OF HIGH POINT TRANSPORTATION DEPARTMENT
211 SOUTH HAMILTON STREET
HIGH POINT, NORTH CAROLINA 27260
MARCH 2014

This map is provided as a public information resource and every reasonable effort has been made to assure the quality of the map. This data information and related graphics are not legal documents and are not intended to be used as such. The City of High Point makes no warranty, express or implied, as to the accuracy, reliability, utility or completeness of this information. The City of High Point assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.



Discrimination Complaint Form

Last Name:		First Name:		☐ Male
				☐ Female
Mailing Address:		City:	State:	Zip:
Home Telephone: ()	Work Telephone: ()	Email Address:		
Identify the Category of Discrimination: ☐ RACE ☐ COLOR ☐ NATIONAL ORIGIN ☐ AGE ☐ RELIGION ☐ DISABILITY ☐ SEX/GENDER ☐ INCOME STATUS				
Identify the Race of the Complainant ☐ Black ☐ White ☐ Hispanic ☐ Asian American ☐ American Indian ☐ Alaskan Native ☐ Pacific Islander ☐ Other _____				
Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.				
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary)				
The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.				
Names of individuals responsible for the discriminatory action(s):				
Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attach additional page(s), if necessary)				
<u>Name</u>	<u>Address</u>	<u>Telephone</u>		
1.				
2.				
3.				
4.				

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply. <table style="width: 100%;"> <tr> <td>☐ U.S. Equal Employment Opportunity Commission</td> <td>Date: _____</td> </tr> <tr> <td>☐ Federal Highway Administration</td> <td>Date: _____</td> </tr> <tr> <td>☐ Federal Transit Administration</td> <td>Date: _____</td> </tr> <tr> <td>☐ Federal or State Court</td> <td>Date: _____</td> </tr> <tr> <td>☐ Other</td> <td>Date: _____</td> </tr> </table>		☐ U.S. Equal Employment Opportunity Commission	Date: _____	☐ Federal Highway Administration	Date: _____	☐ Federal Transit Administration	Date: _____	☐ Federal or State Court	Date: _____	☐ Other	Date: _____
☐ U.S. Equal Employment Opportunity Commission	Date: _____										
☐ Federal Highway Administration	Date: _____										
☐ Federal Transit Administration	Date: _____										
☐ Federal or State Court	Date: _____										
☐ Other	Date: _____										
Have you discussed the complaint with any High Point Transit System representative? If yes, provide the name, position, and date of discussion. 											
Please provide any additional information that you believe would assist with an investigation. 											
Briefly explain what remedy, or action, you are seeking for the alleged discrimination. 											
**WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.											
_____ COMPLAINANT'S SIGNATURE	_____ DATE										
MAIL COMPLAINT FORM TO: High Point Transit System <table style="width: 100%;"> <tr> <td style="width: 50%;"> Mailing: P.O. Box 230 High Point, NC 27261 </td> <td style="width: 50%;"> Location: 716 West Martin Luther King Jr Drive High Point, NC 27262 </td> </tr> </table> FOR MORE INFORMATION VISIT THE WEB SITE: https://www.highpointnc.gov/524/Title-VI or call 336-883-3424		Mailing: P.O. Box 230 High Point, NC 27261	Location: 716 West Martin Luther King Jr Drive High Point, NC 27262								
Mailing: P.O. Box 230 High Point, NC 27261	Location: 716 West Martin Luther King Jr Drive High Point, NC 27262										
FOR OFFICE USE ONLY											
Date Complaint Received: _____ Processed by: _____ Case #: _____ Referred to: ☐ High Point HRC ☐ FTA ☐ FHWA ☐ DOJ Date Referred: _____											

RESOLUTION
APPROVAL OF THE TITLE VI PLAN FOR THE CITY OF HIGH POINT

WHEREAS, discrimination on the basis of race, color, and national origin is prohibited in programs and activities receiving federal financial assistance by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Federal Aid Highway Act of 1973, Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Executive Order 12898 and Executive Order 13166; and

WHEREAS, as a condition of federal grants received by the City, the City must have a "Title VI Program" to implement the requirements of Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Federal Aid Highway Act of 1973, Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Executive Order 12898 and Executive Order 13166; and

WHEREAS, the City has prepared a program which provides for the collection of data regarding persons most impacted by transit projects; establishes a complaint process for those believed to be discriminated against under the provisions of Title VI; ensures enhanced public outreach of Title VI provisions and procedures; ensures monitoring and compliance of Title VI requirements; and requires updates to the Title VI Plan every three years;

NOW, THEREFORE, be it resolved the City Council for the City of High Point fully approves the Title VI Program.

A motion was made by _____ and seconded by
 _____ for adoption of the above resolution, and upon being put
 to a vote was duly adopted.

I, **Mary Brooks, Deputy City Clerk** do hereby certify that the above is a true and correct copy of an excerpt for the minutes of a meeting of the **City of High Point** duly held on the 6th day of **March 2023**.

 Signature of Certifying Official

CITY OF HIGH POINT

AGENDA ITEM

**Title: Transit Planning and Scheduling Software****From:** Angela Wynes, Transit Manager**Public Hearing:** N/A**Attachments:** 1. Award Recommendation Form**Meeting Date:** March 6, 2023**Advertising Date /****Advertised By:** N/A

PURPOSE:

Award Remix Technologies, LLC a contract for web-based transit planning and scheduling software.

BACKGROUND:

Transit staff has been using Remix Planning and Scheduling (Remix) since January 1, 2018. Remix is the software transit staff uses to plan routes and stops as well as develop driver weekly schedules. The software also allows us to monitor Title VI compliance when we are proposing route and stop changes, and create maps for presentations, long-term route detours, and customer feedback.

PART awarded Remix Technologies, LLC a contract in 2022 as part of a larger regional technology procurement with the transit systems from Greensboro, Winston-Salem, Burlington, Chapel Hill, Davidson County, and High Point. Our current agreement has expired and this agreement will allow us to continue to use the software.

BUDGET IMPACT:

The five-year contract totals \$180,000. The cost share for the project is shown below and is budgeted in the transit fund.

Federal	\$144,000
State	\$18,000
City	\$18,000
	\$180,000

RECOMMENDATION / ACTION REQUESTED:

Staff recommends awarding a five-year contract to Remix Technologies, LLC, in the amount of \$180,000.

DEPARTMENT: Transportation/Transit

COUNCIL AGENDA DATE: February 20, 2023

BID NO.:	CONTRACT NO.:	DATE OPENED:
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Award a five-year contract for web-based transit planning and scheduling software.

The software allows the transit staff to plan routes and stops as well as develop driver weekly schedules. The software also allows staff to monitor Title VI compliance when proposing route and stop changes, and create maps for presentations, long-term route detours, and customer feedback.

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RECOMMEND AWARD TO:	Remix Technologies LLC	AMOUNT:	\$180,000.00
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Remix Technologies, Inc has the best transit planning software in the industry and coupling the planning software with the scheduling software allows staff to make changes and see the immediate effect on driver work. The cost is not increasing from the previous contract.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
641622	522403	641234405821	P4424	
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Greg Venable** Digitally signed by Greg Venable
Date: 2023.02.13 15:19:19 -05'00' DATE: Feb 13, 2023

The Purchasing Division concurs with recommendation submitted by the [redacted] and recommends award to the lowest responsible, responsive bidder [redacted] in the amount of \$ [redacted].

PURCHASING MANAGER: _____ DATE: _____

Approved for Submission to Council _____
 FINANCIAL SERVICES DIRECTOR: _____ DATE: _____

CITY MANAGER:	DATE:
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