



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, September 28, 2023

4:00 PM

3rd Floor Conference Room

FINANCE COMMITTEE - Britt W. Moore, Chair

CALL TO ORDER

PRESENTATION OF ITEMS

1. [2023-449](#) Consideration of a Contract with Freese and Nichols in the Amount of \$1,142,480
City Council is requested to approve a contract with Freese and Nichols in the amount of \$1,142,480 for professional engineering services to upgrade the Riverdale Pump Station, approve the Capital Project Budget Ordinance, and authorize the appropriate City Official(s) to execute all necessary documents.
Attachments: [Freese and Nichols- Riverdale Pump Station Improvements Engineering Design](#)
2. [2023-451](#) Presentation and Request for Public Hearing Date on Updated System Development Fees (SDF) and Implementation Schedule for High Point's Water and Sewer System
City Council is requested to set a Public Hearing date of November 6, 2023, to consider adoption of the updated System Development Fees and Implementation Schedule.
Attachments: [Updated System Development Fees and Implementation Schedule](#)
3. [2023-459](#) Consideration of a Contract with Vulcan Materials Co. in the amount of \$100,000
City Council is requested to approve a contract with Vulcan Materials Co. in the amount of \$100,000 for different types of stone (aggregate) to be used by crews for performing repairs to roadways, sidewalks, right-of-ways and related repairs to the stormwater drainage system, etc. within the jurisdictional limits of the City and authorize the appropriate City Official(s) to execute all necessary documents.
Attachments: [Contract - Vulcan Materials Co.](#)

4. [2023-470](#) Consideration of a Purchase Order Increase for McGill Environmental Systems
City Council is requested to approve a purchase order for McGill Environmental Systems be increased from \$40,900 to the amount of \$176,500 for emergency hauling of bio-solids from the Eastside Waste Water Treatment Plant and authorize the appropriate City Official(s) to execute all necessary documents.
Attachments: [Purchase Order - McGill Environmental](#)
5. [2023-450](#) Consideration of Extension of Services with Ricoh in the Amount of \$303,688.82
City Council is requested to approve an extension of services for an onsite staffed commercial quality high-speed document printing, copying, and scanning services shop and city mail services and authorize the appropriate City Official(s) to execute all necessary documents.
Attachments: [Contract Extension - Ricoh](#)
6. [2023-452](#) Consideration of a Contract with Community Housing Solutions in the Amount of \$200,000
City Council is requested to approve a contract with Community Housing Solutions to fund materials and operational expenses associated with two Operation InASMuch events and authorize the appropriate City Official(s) to execute all necessary documents.
Attachments: [Contract - Community Housing Solutions OIAM](#)
7. [2023-454](#) Consideration of Acceptance of a Grant Award from National Endowment for Humanities
City Council is requested to accept a grant award from National Endowment for Humanities in the amount of \$349,247 to replace the High Point Museum's aging HVAC System and authorize the appropriate City Official(s) to execute all necessary documents.
Attachments: [National Endowment for Humanities Grant Acceptance](#)
8. [2023-456](#) Information Regarding a Request from Dawn Sweitzer Properties LLC, for Performance Base Incentives in the amount of \$75,000 - Public Hearing October 2, 2023
City Council is requested to authorize performance-based incentives for a project at 2429 W. English Rd. in High Point, NC in the amount of \$75,000 and authorize the City Manager to execute a performance agreement with the company containing benchmarks for the company to achieve and a schedule for the payment of such financial incentives.
Attachments: [Performance-based Incentives - Dawn Sweitzer Properties, LLC](#)
9. [2023-458](#) Information Regarding a Request from COHAB.SPACE LLC, for Performance Based Incentives in the amount of \$75,000 - Public Hearing October 2, 2023

City Council is requested to consider a request from COHAB.SPACE LLC, for authorization of performance-based incentives for a project at 1547 W. English Rd. in High Point, NC in the amount of \$75,000 and authorize the City Manager to execute a performance agreement with the company containing benchmarks for the company to achieve and a schedule for the payment of such financial incentives.

Attachments: [Performance-based Incentives - COHAB.SPACE LLC](#)

10. [2023-472](#) Information Regarding Guilford County American Rescue Plan Act (ARPA) Funds Contribution to High Point Projects
Staff will present information on the payment process for ARPA funds, including criteria to be used in consideration of advancing funds to the organizations.

Attachments: [Guilford County ARPA Funds Contribution to High Point Projects](#)

ADJOURNMENT

CITY OF HIGH POINT

AGENDA ITEM



TITLE: 2023 Operation InAsmuch Contract	
FROM: Thanena Wilson, Director Community Development & Housing	MEETING DATE: October 2, 2023
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Fall Event Flyer – Five Points Neighborhood	

PURPOSE:

Staff requests approval of the contract with Community Housing Solutions to fund materials and operational expenses associated with two Operation InAsMuch (OIAM) events during the 2023-24 fiscal year. The upcoming fall event will be on Saturday, October 28, 2023, in the Five Points community. The neighborhood and date for the spring event are to be determined.

BACKGROUND:

The fall event will be the 14th OIAM event since May 2016. Volunteers are utilized to complete home repairs, painting, and needed yardwork. To date, there have been approximately 1,500 volunteers who have donated their time and energy to assist 169 households.

BUDGET IMPACT:

The contract amount is \$200,000 and there are sufficient funds in the FY2023-24 budget for the expenditure.

RECOMENDATION /ACTION REQUESTED:

Community Development and Housing staff recommends approval of the OIAM contract with Community Housing Solutions, and that the appropriate City official and/or employee be authorized to execute all necessary documents.



FREE HOME REPAIRS

Five Points Neighborhood



Saturday, October 28, 2023

Operation Inasmuch is an event offering free home repairs, exterior house painting, and yard cleanup services to eligible homeowners. These services are funded by the City of High Point and provided by Community Housing Solutions in partnership with local volunteer groups.

How do I know if I am eligible?

- You must live in & own your home in the Five Points neighborhood
- Fall within specific income guidelines
- Have a qualifying home repair need

To learn more or to apply, contact:

Dana Donaldson, Program Specialist
Community Housing Solutions
(336) 553-9698
ddonaldsonechshousing.org
or visit www.HighPointNC.gov/OperationInAsMuch

Deadline to apply is September 30, 2023.

Applications will be processed on a first come, first served basis.



Five Points Vecindario



Sábado, Octubre 28, 2023

Operation Inasmuch es un evento que ofrece servicios gratuitos de reparación del hogar, pintura exterior de la casa y limpieza de jardines para propietarios elegibles. Estos servicios son proporcionados por Community Housing Solutions junto con grupos de voluntarios locales financiados por la ciudad de High Point.

¿Cómo sé si soy elegible?

- Debe vivir en su casa propia
- Caer bajo las pautas específicas de ingreso
- Tener una necesidad calificativa de reparación

Para obtener más información o para aplicar contacte a:

Dana Donaldson, especialista en Programas
Community Housing Solutions
(336) 553-9698
ddonaldson@chshousing.org
o visite www.HighPointNC.gov/OperationInAsMuch

La fecha límite para aplicar es Septiembre 30, 2023.

Aplicaciones serán procesadas por orden de llegada.



CITY OF HIGH POINT

AGENDA ITEM



TITLE: Resolution – Proposed System Development Fees	
FROM: Robby Stone – Public Services Director Derrick Boone – Asst. Public Services Director	MEETING DATE: October 2, 2023
PUBLIC HEARING: Yes	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Attachment A – Presentation	

PURPOSE: Presentation of updated System Development Fees (SDF) and implementation schedule for High Point’s water and sewer system.

BACKGROUND: SDF’s are governed by North Carolina General Statute 162A Article 8 and are calculated and charged based on a water and sewer system’s cost of the capacity to serve a newly developed Equivalent Residential Unit (ERU). The revenues from SDF’s are accounted for separately and must be used for expansion and/or rehabilitation projects.

SDF’s pay for the capacity of water and/or sewer service provision attributed to new development and ensure that growth pays for itself as new connections are added to the existing infrastructure. The proposed fees were posted on the City’s website for the required 45-day comment period and were also shared directly with the development community.

A public hearing is required to be held prior to adoption of the updated fees. Staff is requesting it be held at the November 6, 2023, City Council meeting.

BUDGET IMPACT: Revenues from SDF’s are dependent upon the number and size of water and sewer connections installed each year. There is no cost to existing water and sewer customers for their existing services.

RECCOMENDATION/ACTION REQUESTED: Staff recommends setting a public hearing at the November 6, 2023, City Council meeting to consider adoption of the updated System Development Fees and implementation schedule.

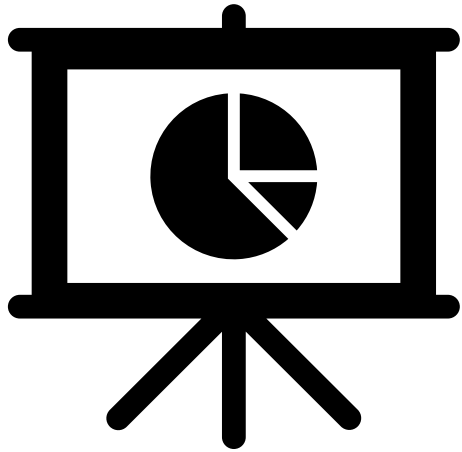


City of High Point, NC

Water and Sewer System Development Fee Study

Presentation to Finance Committee
September 28, 2023

Agenda



- Background
- Approach
- Calculations
- Resulting System Development Fees
- Path Forward

System Development Fees

- Fees charged for new connections joining the water and wastewater system and connections requiring additional system capacity
- Intended to recover the cost of constructing water and wastewater capacity, “growth pays for growth”
- Fees are applied based on units of service (representing potential demand on utility system)
- Fees are legislated in North Carolina
 - Public Water and Sewer System Development Fee Act (NC General Statutes - Chapter 162A Article 8) approved July 2017

Methodologies

Methodology	Description	Appropriate For
Buy-In Method	Fees are based on cost of constructing existing utility system	System with existing capacity to sell, or limited growth-related projects on CIP
Incremental Cost Method	Fees are based on planned growth-related capital improvements	System with limited or no existing capacity to sell, and CIP has a number of growth-related projects
Combined Method	Fees are based on cost of existing system and planned capital improvements	System with existing capacity to sell and planning to undertake growth-related capital projects on CIP

Recommend the use of Buy-In Method given the City has limited growth-related projects planned in their adopted CIP over the next six years.

Buy-In Method SDF Calculation

$$\text{System Development Fee} = \frac{\text{Value of System} - \text{Credit}}{\text{System Capacity (ERUs)}}$$

1) Value of Utility System

- Replacement Cost New Less Depreciation of Existing System Assets
 - Excluded non-core assets, such as master plans and studies, equipment, furniture, and supplies.

2) Credits

- Donated/contributed assets not funded by the Utility
- Outstanding principal on existing debt

3) System Capacity

- Capacity in utility system measured in units of service (Equivalent Residential Units or ERUs)





Water SDF Calculation

	Treatment / Supply / Pumping	Transmission / Distribution	Total
Gross Plant in Service Value	\$158,099,848	\$172,067,938	\$330,167,785
Total Value	\$158,099,848	\$172,067,938	\$330,167,785
<i>Less Credits</i>			
Outstanding Debt Principal	\$18,418,326	\$20,045,582	\$38,463,908
Donated and Non-Core System Assets	\$2,737,602	\$14,474,296	\$17,211,898
Net System Value	\$136,943,919	\$137,548,060	\$274,491,979
System Capacity - Million Gallons per Day	26.28	26.28	26.28
Level of Service per ERU (gallons per day)	185	185	185
Equivalent Residential Units (ERU)	142,268	142,268	142,268
System Development Fee Per ERU⁽¹⁾	\$992	\$996	\$1,988

(1) Existing SDF is \$419 SDF ¾" Meter, 3% inflation applied to account for adoption date



Sewer SDF Calculation

	Treatment	Collection / Conveyance / Pumping	Total
Gross Plant in Service Value	\$110,687,065	\$291,125,924	\$401,812,989
Total Value	\$110,687,065	\$291,125,924	\$401,812,989
<i>Less Credits</i>			
Outstanding Debt Principal	\$36,501,752	\$96,005,855	\$132,507,607
Donated and Non-Core System Assets	\$1,667,174	\$10,078,108	\$11,745,282
Net System Value	\$72,518,139	\$185,041,961	\$257,560,100
System Capacity - Million Gallons per Day	36.00	36.00	36.00
Level of Service per ERU (gallons per day)	270	270	270
Equivalent Residential Units (ERU)	133,333	133,333	133,333
System Development Fee Per ERU⁽¹⁾	\$560	\$1,430	\$1,990

(1) Existing SDF is \$1,077 SDF ¾" Meter, 3% inflation applied to account for adoption date

Scaling of System Development Fees

- SDFs must be applied based on units of service (represents potential demand)
- SDFs are often scaled by meter size based on hydraulic capacity significantly of meter
- Consistent with current practice, recommend the use of meter size for **both** water and **wastewater**

Meter size	Equivalent Residential Units (ERU)
3/4"	1.00
1"	1.67
1 1/2"	3.33
2"	5.33
3"	11.67
4"	16.67
6"	33.33
8"	53.33
10"	100.00
12"	156.67

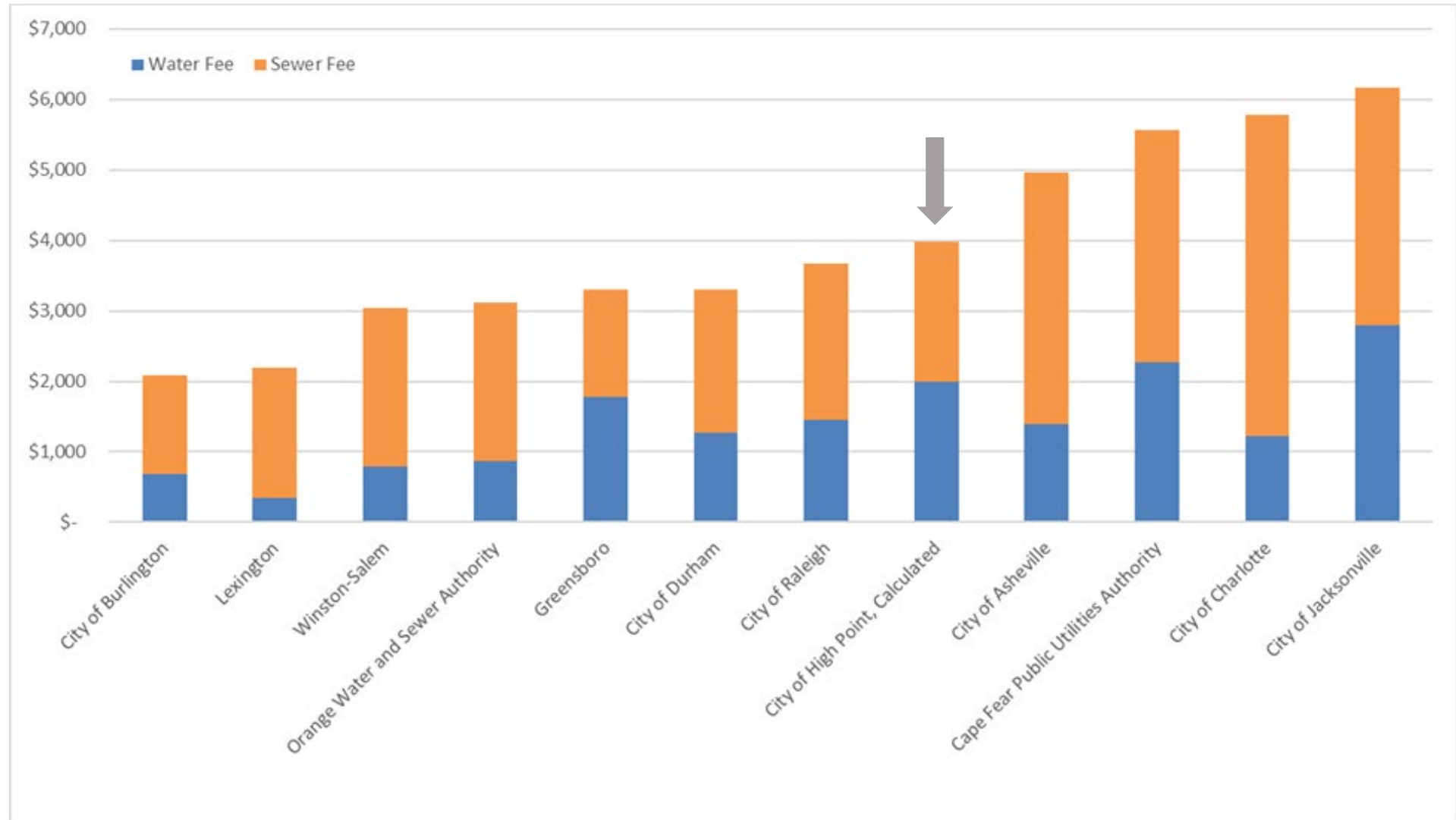
Calculated System Development Fees

Meter size	Current Water SDF	Calculated Water SDF	Change	Current Wastewater SDF*	Calculated Wastewater SDF	Change
3/4"	\$419	\$1,988	\$1,569	\$1,077	\$1,990	\$913
1"	\$699	\$3,313	\$2,615	\$1,794	\$3,317	\$1,523
1 1/2"	\$1,370	\$6,626	\$5,257	\$3,589	\$6,633	\$3,045
2"	\$2,235	\$10,602	\$8,368	\$5,742	\$10,613	\$4,872
3"	\$4,889	\$23,192	\$18,304	\$12,559	\$23,216	\$10,657
4"	\$8,380	\$33,132	\$24,752	\$21,530	\$33,166	\$11,636
6"	\$18,855	\$66,263	\$47,408	\$48,443	\$66,332	\$17,890
8"	\$22,346	\$106,021	\$83,676	\$57,410	\$106,131	\$48,722
10"	\$32,125	\$198,790	\$166,666	\$82,536	\$198,996	\$116,461
12"	\$60,056	\$311,438	\$251,382	\$154,295	\$311,760	\$157,466

Resulting Combined System Development Fees

Meter size	Current Combined SDF	Calculated Combined SDF	Change
3/4"	\$1,496	\$3,978	\$2,482
1"	\$2,493	\$6,630	\$4,137
1 ½"	\$4,958	\$13,260	\$8,302
2"	\$7,976	\$21,215	\$13,239
3"	\$17,448	\$46,408	\$28,961
4"	\$29,910	\$66,298	\$36,388
6"	\$67,298	\$132,595	\$65,298
8"	\$79,755	\$212,153	\$132,398
10"	\$114,660	\$397,786	\$283,126
12"	\$214,350	\$623,198	\$408,848

Benchmarking(?)



Recommendation

1. Based on the Buy-In Method, adopt and publish water and sewer system development fees through an incremental schedule up to amount calculated.

SDF Year	Fiscal Year	Percent Increase	Water SDF*	Sewer SDF*
1	2024 (Oct '23 – June '24)	10%	\$575.90	\$1,167.90
2	2025 (July '24 – June '25)	40%	\$1,140.70	\$1,496.70
3	2026 (July '25 – June '26)	70%	\$1,733.80	\$1,842.00
4	2027 (July '26 – June '27)	100%	\$1,988.00	\$1,990.00
5	2028 (July '27 – June '28)	100%	\$1,988.00	\$1,990.00

*Incremental increase above the prior year SDF, starting with current fees of \$419.00 for water and \$1,076.50 for sewer. Representative of ¾" meter size and 1 ERU.

2. Review and update the analysis at least once every 5 years to ensure City of High Point follows the requirements established in the SDF Act.



Additional Questions/Discussion



David Hyder

Senior Principal

(202) 585-6391

David.Hyder@Stantec.com

Emily Snyder

Senior Manager

(720) 425-0147

Emily.Snyder@Stantec.com

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Onsite Reprographic and City Mail Services	
FROM: Jeron Hollis, Managing Director	MEETING DATE: 10/02/2023
PUBLIC HEARING: N/a	ADVERTISED DATE/BY: N/a
ATTACHMENTS: Presentation	

PURPOSE:

Consider an extension of services to Ricoh for an onsite staffed commercial quality high-speed document printing, copying, and scanning services shop and city mail services to support all City departments.

BACKGROUND:

A detailed review of City departments usage and procurement of 3rd party commercial document services was performed. The assessment determined that an onsite-managed Ricoh in house print shop and mail room will ensure the consistency in all branding of city communications, provide a centralized software for print order submissions for printing services like documents, agendas, mailing, posters, flyers and reports, and provide a city inbound and outbound chain of custody of all city department mail and packages. The Ricoh service has the potential to maximize cost efficiency with all production print, reprographic and city mail services. The City currently spends approximately \$350,500.00 annually on printing services. The proposed solution would be a total spend of nearly **\$303,700.00 annually** with a potential cost savings of \$46,800.00.

Printing excludes customer service billing, but this service will be evaluated and potentially added in the future.

BUDGET IMPACT:

Funds are available in the FY 2023-24 budget.

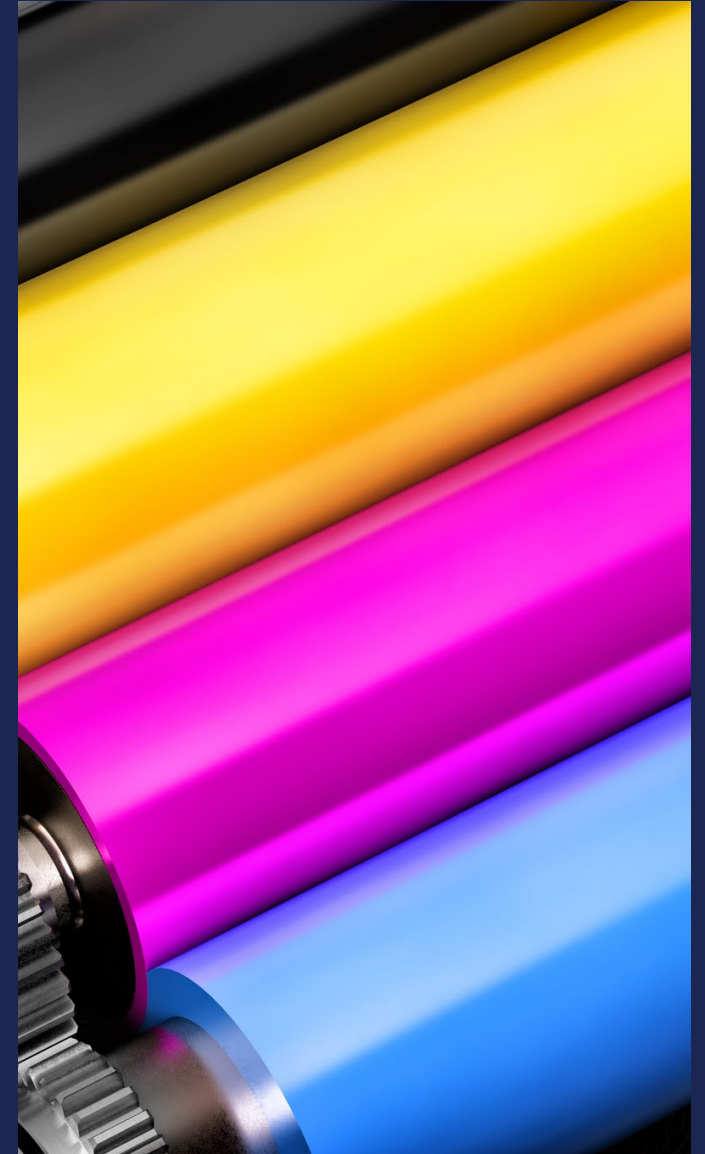
RECOMMENDATION/ACTION REQUESTED:

Staff recommends that City Council approve a contract with Ricoh in the amount of \$303,688.82 annually to include the in-house print shop and mail room and the appropriate City Official(s) be authorized to execute all necessary documents.





RICOH ONSITE PRINT & MAIL SERVICES





RICOH PRINT SHOP & MAILROOM

- Met with Ricoh in 2020 to discuss possibly providing a printshop to centralize printing services and create consistency throughout the organization
 - Analysis was performed
 - COVID-19 shifted our priorities
- Revisited the idea with Ricoh in mid 2022 to update analysis
- Met with Ricoh in early 2023 to review findings and work towards a solution for services



RICOH ANALYSIS

- Conducted 25 City department/division interviews
- 76 percent of departments source print services the City does not provide in-house
- 56 percent of sourced services encompass production output
 - 73 percent reprographic
 - 27 percent printing



RICOH ANALYSIS

- 22 percent of sourced services include unique size and/or media type requirements
- 18 percent of sourced services were based on time-sensitive delivery
- 4 percent are one-off custom format/content requirements



HOW PRINT SHOP CAN HELP

QUALITY

- **Color**
 - For City branding consistency, high-resolution images and graphics
- **Formatting**
 - For content, layout and fonts guidelines
- **Media Types**
 - For outdoor/indoor, communications, legal notices/ multi-part forms



HOW PRINT SHOP CAN HELP

QUANTITY

- **Small**
 - Specific, time-sensitive, unique events, code violations, fines or special events
- **Medium**
 - Specialty monthly communications, agenda schedules and departmental reporting
- **Large**
 - Complex communications (businesses/homeowners), regulatory filings and RFPs



HOW PRINT SHOP CAN HELP

CONSISTENCY

- **Presentation**
 - Content (electronic/hardcopy) and multiple languages
- **Source/Job Submission**
 - Each vendor is different and works off different timelines, machines and deadlines
- **Correspondence Coordination**
 - For inter-office mail drop-off and pick-up/delivery status

PRINT & SERVICES

- Digitization & document conversion
- City mail postal services optimization
- City software application processing
- Constituent & event communications
- City branding & marketing coordination
- Envelope printing (department & events)
- City business & postcard printing
- Booklet making & binding
- Laminating, sealing & coating
- Document inserting & folding
- Custom cutting, slitting & creasing
- Wide-format & banner printing
- Signs, decal & poster printing
- Document workflow services



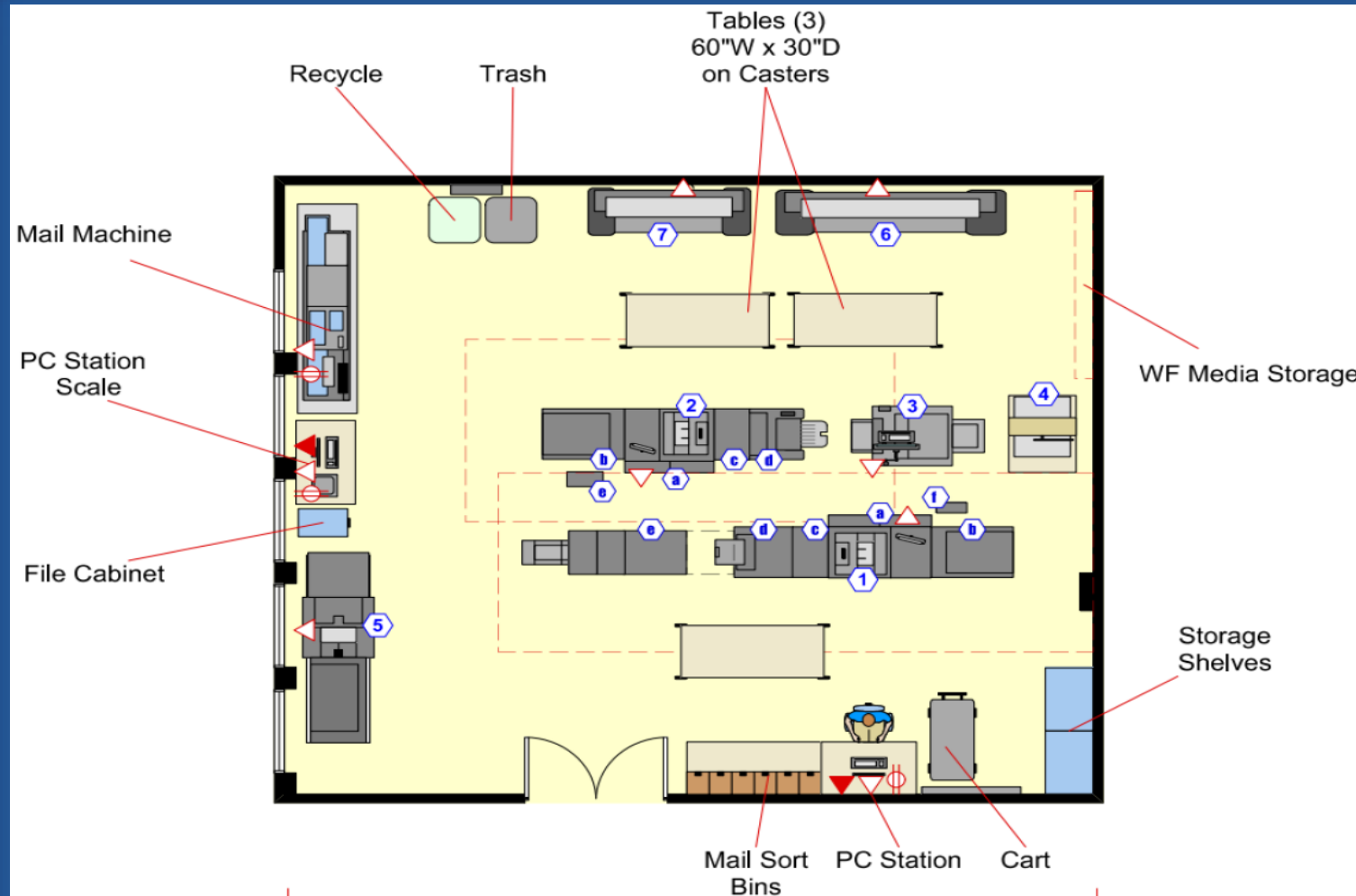
MAILROOM SERVICES

- Letter-opening system
- Mail processing and en-route and final-destination **delivery**
- Monthly **reporting data** for operational overview
- Centralized software for City inbound and outbound **chain of custody** of all City USPS departmental mail
- **Detailed reporting** – cost, volumes, users and more

RICOH CLIENTS



CITY REPROGRAPHIC & MAIL CENTER





PROPOSAL

- Ricoh Greenline Production Color And B/W Systems
 - \$11,759.12
- Ricoh Staffing (two onsite specialist) and site equipment
 - \$13,458.28
- TOTAL MONTHLY COST: **\$25,307.40**
- Excludes Excalibur Printing of Utility Print & Mailings



SOLUTION – ANNUAL SAVINGS

- Current Third-Party Outsourcing
 - \$227,981.60
- Current City Mail Management, FTE Labor/Vehicle Mileage
 - \$122,506.80
- CURRENT TOTAL SPEND: \$350,488.40
- PROPOSED TOTAL SPEND: \$303,688.82
- APPROXIMATE ANNUAL COST SAVINGS: \$46,799.58

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Emergency Hauling of Biosolids McGill Environmental Systems	
FROM: Robby Stone – Public Services Director Derrick Boone – Asst. Public Services Director	MEETING DATE: October 2, 2023
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS:	

PURPOSE: To approve the emergency hauling of biosolids from the Eastside WWTP until the incinerator can be brought back on-line.

BACKGROUND: The City of High Point operates a sewage sludge fluidized bed incinerator at Eastside WWTP for the disposal of bio-solids from the wastewater system. The incinerator was taken off-line on August 10, 2023, for scheduled maintenance. McGill Environmental was hired for assistance with hauling and disposal of biosolids while the incinerator was off-line. While the incinerator was off-line, multiple issues were discovered that required the length of the shutdown to be extended.

The Public Services Department is requesting approval to increase the purchase order to McGill Environmental Systems (PO # 113077) to cover the additional estimated time to bring the incinerator back on-line. The Public Services Department is estimating that the remaining work on the incinerator should be complete by October 13, 2023.

BUDGET IMPACT: Funding for this project is available in the FY 23/24 budget.

RECCOMENDATION/ACTION REQUESTED: The Public Services Department is recommending that Council approve the purchase order for McGill Environmental Systems be increased from \$50,900 to the amount of \$176,500 and the appropriate City Official(s) be authorized to execute all necessary documents.



CITY OF HIGH POINT

AGENDA ITEM



TITLE: Riverdale Pump Station Improvements – Professional Engineering Services Freese and Nichols	
FROM: Robby Stone – Public Services Director Derrick Boone – Asst. Public Services Director	MEETING DATE: October 2, 2023
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: On Call
ATTACHMENTS: Attachment A – Capital Project Ordinance Attachment B – Scope of Services	

PURPOSE: To approve a contract with Freese and Nichols for the professional engineering services to upgrade the Riverdale Pump Station.

BACKGROUND: The City of High Point transfers wastewater flow to the Eastside WWTP via the Riverdale Pump Station from areas located on the north side of the city. It is the City's largest pump station and is currently permitted at 30 MGD (million gallons per day). CDM Smith is currently performing the Sewer Hydraulic Modeling and Master Plan Update and has recommended that the City upgrade the Riverdale Pump Station to 45 MGD to address future sewer needs for the City of High Point and surrounding areas. The Public Services Department is proposing to hire Freese and Nichols to perform engineering design work for the Riverdale Pump Station that will include the following:

- Expansion of the pump station capacity from 30 MGD to 45 MGD.
- Evaluation of identified operational concerns with the pump station identified by City Staff.
- Provide recommendations regarding the optimized operation with the dual force mains from the facility.
- Address flooding issues and concerns within the site.

The scope of services to be provided for the project include project management and coordination, preliminary design, final design, surveying, geotechnical investigation, environmental support, permitting, bidding, contract administration, and resident project representation.

BUDGET IMPACT: Revenue bonds associated with this ordinance are estimated to be issued later in FY 2023-24 in accordance with the City's financing plan. Debt service payments will be paid from water and sewer revenues.

RECOMMENDATION/ACTION REQUESTED: The Public Services Department recommends approval and asks for the Council to award the professional engineering services to Freese and Nichols in the amount of \$1,142,480, approve the Capital Project Ordinance, and authorize the appropriate City Official(s) to execute all necessary documents.





Picture of the Riverdale Pump Station



Picture of the 3 screw centrifugal pumps and drive shafts in the Riverdale Pump Station dry well.

"AN CAPITAL PROJECT ORDINANCE AMENDMENT
OF THE CITY OF HIGH POINT, NORTH CAROLINA FOR THE
RIVERDALE PUMP STATION IMPROVEMENTS 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. The City of High Point transfers wastewater flow to the Eastside Wastewater Treatment Plant via the Riverdale Pump Station from areas located on the north side of the city. It has been recommended that the City upgrade the Riverdale Pump Station to 45 MGD to address future sewer needs for the City of High Point and surrounding areas.
- Section 2. The following revenue is available to the City of High Point:
- | | |
|---------------|-------------|
| Revenue Bonds | \$1,142,480 |
|---------------|-------------|
- Section 3. The following amounts are appropriated for the Project:
- | | |
|-------------------------------------|-------------|
| Riverdale Pump Station Improvements | \$1,142,480 |
|-------------------------------------|-------------|
- 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 2nd day of October 2023

Jay W. Wagner, Mayor

ATTEST

Sandra Keeney,
City Clerk

**Attachment A
Scope of Services
City of High Point
Riverdale Pump Station Improvements**

The Riverdale Pump Station (RPS), located on Riverdale Road and near the Eastside Wastewater Treatment Facility, was originally constructed in the mid-1990s as a wet well / dry pit station utilizing extended shaft pumps. The City recently completed installation of a single submersible pump to increase capacity to 30 MGD and added a second 36-inch force main for redundancy. The RPS is critical to the City's collection system and based on a projected increase in flow requires a capacity upgrade to 45 MGD. Rain from Hurricane Florence caused some damage to the station as a direct result of a pump lifting off its base and flooding the dry pit. The City desires to address potential future flooding concerns at the site. In addition, several concerns with the operation of the station have been identified by City staff. This project will provide for the increase in capacity, address the flooding concerns as well as the operational concerns identified by staff. FNI will assist the City with evaluation and improvements to the station to generally include the following:

- Expand the RPS capacity from 30 MGD to 45 MGD
- Evaluate identified operational concerns with the pump station identified by City Staff
- Evaluate and make recommendations regarding the optimized operation with the dual force mains from the facility.
- Address flooding issues and concerns within the site

A detailed scope is below:

BASIC SERVICES

A. Project Management and Coordination

1. Project Management Plan (PMP): FNI will prepare a written project work plan, which outlines the project scope and protocol for conducting the Project. PMP will include the following items:
 - Objectives of project
 - Scope of services
 - Schedule
 - Deliverables
 - Review Schedules
 - Project team directory
 - Inventory of baseline information and data

FNI will track the budget and schedule monthly. FNI will coordinate with City's project manager monthly, or more frequent as needed, for up to thirty six (36) months to update the schedule, progress of work and potential changes to the scope of work.

2. Kickoff Meeting: Conduct a kickoff meeting with the City to discuss project goals, deliverables, and schedule. This meeting will also establish protocol and lines of communications, gather all

available documents pertinent to the Project and discuss decisions needed. FNI will document the results of the meeting in the form of a meeting summary.

3. **Data Collection and Review:** FNI will review existing available information provided by the City including previous studies, record drawings, operations and maintenance manuals, operational data, and other pertinent information. FNI will provide a formal data request memorandum to the City if additional information not yet obtained is required.
4. **Coordination and Progress Meetings –** FNI will participate in up to three (3) progress meetings with City staff, in addition to deliverable review meetings described below, to discuss overall progress, outstanding issues and needs, specific project items and other pertinent information. FNI will prepare agendas and document each meeting with a meeting summary.

B. Preliminary Design Phase

1. **Pump Station Evaluation:** Based on input and feedback from the City along with information received and data collected, FNI will evaluate the following related to the RPS:
 - a. Wet well capacity and operation, suction and discharge piping/configuration, hydraulic analysis and required modifications to expand the current capacity from 30 to 45 MGD.
 - b. Pump type alternatives with the goal of eliminating the current extended shaft pumps.
 - c. Discharge header and piping/valve configuration and potential modifications with the goal of adding swing check valves for each pump.
 - d. Current intake configuration and potential enhancements
 - e. Piping/valve/pump redundancy and isolation within the station
 - f. Overall operation of the station and dual force mains and potential considerations and procedures to optimize the use of both more effectively.
 - g. Further investigate alternatives discussed in the PER, prepared by others, for protecting the station and electrical equipment from the 500-year flood.
 - h. Potential for utilizing a single generator for all equipment.
 - i. Potential and configuration for adding a Variable Frequency Drive (VFD) to the existing submersible pump and evaluate operational considerations.
 - j. Alternatives to increase the height of the existing monorail for safe and effective operation.
 - k. Wall analysis /modifications for moving the pump discharge piping further up the wall.
 - l. Slab on grade foundation for the new precast concrete electrical building.
 - m. Exterior Equipment pads
 - n. Alternatives to combine and streamline the electrical and controls within the station.
 - o. Overall operation and efficiency of the pump station.
 - p. Upgrade wet well and dry pit ventilation system to maintain an unclassified designation per NFPA.
2. **Environmental Evaluation:** Based on our current understanding the existing pump station site and a review of the US Fish and Wildlife Service online wetland mapper, FNI does not anticipate the need for additional environmental permitting (USACE Section 401/404, Erosion and Sediment Control, Riparian Buffer Authorization). This will be confirmed by FNI's environmental scientists and documented in the Basis of Design Report. FNI will assemble and review data such as aerial photographs, USGS topographic maps, National Wetlands Inventory (NWI) maps, the USGS National Hydrography Dataset (NHD), and soils data within the area of the proposed project areas. FNI will conduct a site visit at each area to make observations within the proposed

project area to document existing environmental conditions and assess potential project impacts. The presence and locations of waters of the U.S., including wetlands, potential threatened and endangered species habitat, and vegetation cover types will be identified within the area of the proposed project areas.

3. **Basis of Design Report (BODR):** Based on the evaluation discussed above, FNI will prepare a BODR that summarizes the analysis performed and provides recommendations for improvements to the RPS. A Preliminary Opinion of Probable Construction Cost (OPCC) and a Preliminary Opinion of Construction Schedule will be provided. FNI will submit an electronic PDF version of the BODR and will meet with the City to discuss and receive input and comments. Upon receipt of comments, FNI will finalize the report and will provide a final sealed version in electronic PDF format.
 4. **30% Review:** Furnish the City an electronic PDF version of preliminary (30%) plans and specifications marked "Schematic" for review and approval by the City. FNI will meet with the City to present the schematic plans, updated OPCC and list of proposed specifications and receive comments. Review documents will include schematic design level site layout plans, dimensional layout plans, interior process and piping plans, electrical demolition plans, electrical one-line diagrams, and standard typical details. The drawings will be in sufficient development to show the overall layouts and design intent but will lack many notes and minor details.
- C. **Final Design Phase:** Upon approval of the BODR and associated recommendations, FNI shall provide professional services in this phase as follows:
1. Prepare plans and technical specifications for the Construction Documents related to the project and approved modifications.
 2. **60% Review:** Furnish City an electronic PDF version of preliminary (60%) plans and specifications marked "Preliminary" for review and approval by the City. FNI will meet with the City to present the preliminary plans and specifications and receive comments. Review documents will include dimensional layout drawings, plans, sections and elevations of the facilities for all of the trades, typical details, and most special details. The drawings will be in sufficient development to show the overall layouts and design intent but will lack many notes and minor details. The specifications will include the front-end documents and draft specifications for major equipment items.
 3. **90% Review:** Furnish the City an electronic PDF version of preliminary (90%) plans, specifications, and bid proposals marked "Preliminary" for review and approval by The City. FNI will meet with the City to present the preliminary plans and specifications and receive comments. Review documents will include all drawing sheets and specifications with some minor corrections and notes remaining.
 4. Prepare bidder's proposal form of the improvements to be constructed.
 5. Prepare revised opinion of probable construction cost and preliminary construction schedules at 60% and 90% Reviews.
 6. Prepare final construction plans, specifications, contract documents, and updated opinion of probable construction cost and preliminary construction schedule for the project based on City comments and coordination. Plans and specifications will be used for Bidding and Construction Phase.

- D. Surveying Services:** FNI will subcontract with a surveying firm to provide traditional topographic and boundary survey for the pump station site. A detailed scope of work is described below.
1. Ownership Data - Research property ownership of the affected parcels and obtain copies of deeds, subdivision plats, right-of-way maps and ownership addresses along the route.
 2. Ownership Map – Locate property corners of parcels that are affected by the project as applicable. Calculate property lines, easement lines, and right-of-way lines of existing streets and utilities.
 3. Traditional Topographic/Design Survey – Traditional topographic survey will locate all improvements within the project site by traditional topographic survey methods. An existing conditions survey will be performed to include existing improvements and surface features will be located by the survey including but not limited to buildings, parking areas, sidewalks, concrete pads, curb/gutter, paving, pavement markings in parking lots and streets, driveways, street signage, walls, fences, ditches and visible improvements within the project area. The exterior of buildings within the project area will be dimensioned. Edges of wooded areas will be field located. Visible above ground evidence of utilities to include power poles, fire hydrants, traffic control, valves, etc. will be located by the survey. Corresponding top, bottom and invert elevations of storm and sanitary structures that are accessible and without the need for confined space entry will also be recorded. Pipe sizes entering and exiting these structures will also be noted where accurately attainable. Storm drainage and sanitary systems will be traced and located to one structure beyond the survey limits of the project.
- E. Geotechnical Investigation:** FNI will coordinate with the City's on-call Geotechnical Engineering firm to identify boring locations, laboratory testing and engineering analysis requirements for the project and include the results in the Contract Documents.
- F. Environmental Support Services:** If required for the project, FNI shall provide professional services for environmental assessment and USACE Section 404/NCDEQ Section 401 Permitting, as applicable, as follows:
1. Wetland and Waters of the U.S. Delineation, Documentation, and Permitting - Waters of the U.S., including wetlands regulated under Section 404 and 401 of the Clean Water Act (CWA) as well as wetlands and waters regulated by the State of North Carolina (e.g., isolated wetlands) that have not been delineated within the Project Area. FNI will delineate waters of the U.S., including wetlands, regulated under Section 404 and 401 CWA as well as wetlands and waters regulated by the State of North Carolina (e.g., isolated wetlands) within the Project Area in accordance with:
 - U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual, Technical Report Y-87-1 (USACE 1987)
 - USACE April 2012 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region (USACE 2012)
 - Subsequent regulatory guidance
 - a. Identify and determine the boundaries of jurisdictional features, assess stream channels, and collect data to support the delineation within the Project Area. Boundaries of the jurisdictional features shall be marked with sequentially numbered flagging placed on vegetation at the jurisdictional boundaries at 25-to-50-foot intervals or as necessary to maintain visual reference between flags. Data will be collected to complete the USACE Wetland Determination Data Forms – Eastern Mountains and Piedmont Region, USACE

Stream Quality Assessment, and North Carolina Division of Water Resources (NCDWR) Stream Classification forms.

- b. Locate all wetland, stream, and buffer data points using a sub-meter accuracy GPS unit. Following review, an amended Preliminary Jurisdictional Determination (PJD) request and supporting documentation shall be prepared for permit submittal to the USACE and North Carolina Division of Water Resources (NCDWR). FNI will meet with the USACE and other permitting agencies in the field to review and confirm the delineation mapping, and jurisdictional formwork. If necessary, any required revisions to the delineation documents will be made for re-submittal to the agencies. FNI will prepare a summary report documenting the findings from the delineation field efforts and the Jurisdictional Determination of the USACE and NCDWR. This document will include the jurisdictional status and Cowardin classification of the features identified within the Study Area; brief descriptions of the current condition of those areas; USACE Wetland, Upland, and NCDWR Stream Classification forms; surveyed boundary coordinates of jurisdictional waters identified within the Project Area; and plat maps, depicting Jurisdictional Waters identified within the Study Area and verified in the field by USACE.
- c. Protected Species Habitat Review - Conduct a protected species habitat review for the Project Area based upon available data such as NC Natural Heritage Program (NCNHP) and US Fish and Wildlife (USFWS). Concurrent with delineation field efforts in Task 1.a, evaluate habitat within the Project Area for potential occurrence of protected species. Formal surveys for populations of protected species and a formal Endangered Species Act Section 7 consultation services are not included in this scope.
- d. It is assumed that any mitigation for unavoidable impacts will be provided by payment to the North Carolina Division of Mitigation Services (DMS) In-Lieu Fee (ILF) mitigation service. Should mitigation be required, a ILF Request shall be prepared and submitted for purchase of mitigation credits to the DMS on behalf of the City. Application fees and mitigation credit purchases are by City.
- e. Construction monitoring will likely be a condition of the 404/401 permits. The full scope of the monitoring requirements cannot be accurately defined at this time and will be addressed in future scopes of work.

G. **Permitting:** FNI will assist the City in acquiring the necessary permits and approvals for construction of the project. The City will pay fees associated with the permits. The following are anticipated:

1. NCDEQ Authorization to Construct (ATC): FNI will prepare the necessary permit application and submit along with the plans for approval. FNI will coordinate with the agency and address questions and comments until an Authorization to Construct is received.
2. Nationwide Permit (NWP) 58: Prepare permit modification for the previously acquired 404/401 permits (SAW-2018-00847 and DWR #20180487 v2) with supporting documentation for the areas of the Project that were not previously submitted to the USACE and NCDWR, and coordinate with the regulatory agencies as needed. This includes participation in up to two (2) meetings (including a pre-application meeting) with the regulatory agency to discuss the permitting requirements of the Project. Public hearing is assumed not required.

H. **Bid and Award Phase Assistance :** Upon completion of the design services and approval of "Final" plans and specifications by the City, FNI will proceed with the performance of services in this phase as described below:

1. FNI will provide drawings, technical specifications and other project related documents to the City for bidding. The City will advertise the project on their website and will utilize the services of an outside source to sell, copy and distribute project documents.
 2. Attend a pre-bid conference for the construction contract.
 3. Issue Addenda as appropriate to clarify, correct, or change the bidding documents.
 4. Assist the City in the opening, tabulation, and analysis of the bids received and furnish recommendations on the award of the contract as appropriate.
 5. Assist the City in the preparation of documents for execution of the construction contract. FNI will conform the contract documents, make six (6) original copies for execution. FNI will also make ten (10) conformed copies of the plans and specifications for use by the City, Contractor and Engineer.
 6. The Bid and Award phase will be considered complete upon execution of the construction contracts and distribution of the conformed copies of the plans and specifications.
- I. **Construction Phase Assistance:** Upon completion of the bid phase services, FNI will proceed with the performance of construction phase services as described below. FNI will endeavor to protect the City in providing these services however, it is understood that FNI does not guarantee the Contractor's performance, nor is FNI responsible for supervision of the Contractor's operation and employees. FNI shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or any safety precautions and programs relating in any way to the condition of the premises, the work of the Contractor or any Subcontractor. FNI shall not be responsible for the acts or omissions of any person (except its own employees or agents) at the Project site or otherwise performing any of the work of the Project.
1. Assist the City in conducting pre-construction conference with the Contractor, review construction schedules prepared by the Contractor pursuant to the requirements of the construction contract and prepare a proposed estimate of monthly cash requirements of the Project from information provided by the Construction Contractor.
 2. Establish communication procedures with the City and Contractor. Submit monthly reports of construction progress. Reports will describe construction progress in general terms and summarize project costs, cash flow, construction schedule and pending and approved contract modifications.
 3. Establish and maintain a project documentation system for each construction contract consistent with the requirements of the construction contract documents. Monitor the processing of contractor's submittals and provide for filing and retrieval of project documentation. Produce monthly reports indicating the status of all submittals in the review process. Review contractor's submittals, including requests for information, modification requests, shop drawings, schedules, and other submittals in accordance with the requirements of the construction contract documents for the projects. Monitor the progress of the contractor in sending and processing submittals to see that documentation is being processed in accordance with schedules.

4. Based on FNI's observations as an experienced and qualified design professional and review of the Payment Requests and supporting documentation submitted by the Contractor, determine the amount that FNI recommends Contractor be paid on monthly and final estimates, pursuant to the General Conditions of the Construction Contract.
5. Make visits appropriate to the stage of construction to the site (as distinguished from the continuous services of a Resident Project Representative) to observe the progress and the quality of work and to attempt to determine in general if the work is proceeding in accordance with the Construction Contract Documents. In this effort FNI will endeavor to protect the City against defects and deficiencies in the work of Contractors and will report any observed deficiencies to the City. A total of twelve (12) site visits are included in this scope.
6. Notify the contractor of non-conforming work observed on site visits. Review quality related documents provided by the contractor such as test reports, equipment installation reports or other documentation required by the Construction contract documents.
7. Coordinate the work of testing laboratories and inspection bureaus required for the testing or inspection of materials, witnessed tests, factory testing, etc. for quality control of the Project.
8. Interpret the drawings and specifications for the City and Contractor. Investigations, analyses, and studies requested by the Contractor and approved by the City, for substitutions of equipment and/or materials or deviations from the drawings and specifications is an additional service.
9. Establish procedures for administering constructive changes to the construction contract. Process contract modifications and negotiate with the contractor on behalf of the City to determine the cost and time impacts of these changes. Prepare change order documentation for approved changes for execution by the City. Documentation of field orders, where cost to the City is not impacted, will also be prepared.
10. Prepare documentation for contract modifications required to implement modifications in the design of the project. Receive and evaluate notices of contractor claims and make recommendations to the City on the merit and value of the claim on the basis of information submitted by the contractor or available in project documentation. Endeavor to negotiate a settlement value with the Contractor on behalf of the City if appropriate. Providing these services to review or evaluate construction contractor claim(s), supported by causes not within the control of FNI are an additional service. Conduct, in company with the City's representative, a final review of the Project for conformance with the design concept of the Project and general compliance with the Construction Contract Documents. Prepare a list of deficiencies to be corrected by the contractor before recommendation of final payment. Assist the City in obtaining legal releases, permits and warranties from the contractor. Review and comment on the certificate of completion and the recommendation for final payment to the Contractor.

11. Revise the construction drawings in accordance with the information furnished by construction Contractor reflecting changes in the Project made during construction. Two (2) sets of prints and an electronic PDF version of "Record Drawings" shall be provided by FNI to the City.

- J. **Resident Project Representation:** Provide a Resident Project Representative (RPR) to monitor construction activity during active construction periods. RPR is the Engineer's agent at the site and will act as directed by and under the supervision of the Engineer and will confer with the Engineer regarding RPR's actions. RPR's dealings in matters pertaining to the on-site Work shall in general be with the Engineer and Contractor, keeping the City advised as necessary. RPR's dealing with Subcontractors shall only be through or with full knowledge and approval of Contractor. RPR shall generally communicate with the City with the knowledge of and under the direction of the Engineer. For purposes of this scope, it is anticipated that FNI will provide one (1) RPR for up to 40 hours per week for a period not to exceed twelve (12) months of active construction.

ADDITIONAL SERVICES

A. **Physical Scale Model**

If authorized by the City, FNI will subcontract with the Clemson Engineering Hydraulics (CEH) laboratory to build a physical scale model of the wet well. Field measurements and record drawings will be used to construct a model that accurately replicates actual intake configuration, wet well geometry and pump positioning. This model will be used to evaluate operations to identify opportunities for improvement through the complete range of current and future flows. Enhancements can be model tested and evaluated for effectiveness. Model performance/demonstration testing will be held at CEH's laboratory in Anderson, SC. FNI representatives will attend the testing and the City is encouraged to attend as well. Costs associated with City personnel attendance are not included in this proposal.

TIME OF COMPLETION: FNI is authorized to commence work on the Project upon execution of this Agreement and agrees to complete the services in accordance with the following schedule:

1. Preliminary Design - Within 6 months of Notice to Proceed (NTP).
2. Final Design – Within 6 months of receipt of the City's comments on the Preliminary Design.
3. Permit Submittals - Within 2 months of receipt of the City's Comments on Final Design. Permit approval times will vary.
4. Bid and Award Phase – Assumed 4 months.
5. Construction Phase – Assumed 6 months from Contract execution to active construction and 12 months of active construction.

COMPENSATION: FNI proposed to provide BASIC SERVICES as described herein for the not to exceed fee of One Million, Sixty-Three Thousand, One Hundred Twenty Dollars (\$1,063,120). If authorized by the City, FNI proposed to provide ADDITIONAL SERVICES as described herein for the not to exceed fee of Seventy-Nine Thousand Three Hundred Sixty Dollars (\$79,360). Compensation is broken down as follows:

Project Management / Meetings / Coordination	\$45,650
Preliminary Design (Evaluation, BODR & 30%)	\$185,800
Final Design (60%, 90% & Final)	\$401,335
Surveying	\$15,125
Permitting (DEQ and USACE)	\$13,880
Bid and Award	\$25,375
Construction Phase (General Rep)	\$128,240
Construction Phase (Resident Rep)	\$247,715
Additional Services (Physical Model if Needed)	\$79,360

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Information Item – Guilford County American Rescue Plan Act (ARPA) Funds – Contribution to High Point Projects	
FROM: Stephen M. Hawryluk, Budget and Performance Director	MEETING DATE: October 2, 2023
PUBLIC HEARING: n/a	ADVERTISED DATE/BY: n/a
ATTACHMENTS: Presentation	

PURPOSE: To present information on the allocation of American Rescue Plan Act (ARPA) funds from Guilford County to the City of High Point.

BACKGROUND: The Guilford County Board of County Commissioners approved the allocation of \$5,500,000 in American Rescue Plan Act (ARPA) funds to the City of High Point for three community projects: D-UP, Inc. (\$3,000,000), the YMCA of High Point (\$500,000), and the Hayden-Harman Foundation (\$2,000,000). These funds would pass through the City of High Point and the City will manage and oversee the implementation of the projects.

\$3,000,000 will be allocated to the D-UP, Inc. Washington Street Enhancement Project, \$2,000,000 will be allocated to the Hayden-Harman Foundation for “The Bridge” project, and \$500,000 will be allocated to the YMCA of High Point for the Out of School Time (OST), Social and Emotional Learning (SEL), and Enrichment/Physical Activity Program.

Staff will present information on the payment process for these funds, including criteria to be used in consideration of advancing funds to the organizations.

BUDGET IMPACT: These are pass-through funds from Guilford County via the American Rescue Plan Act (ARPA).

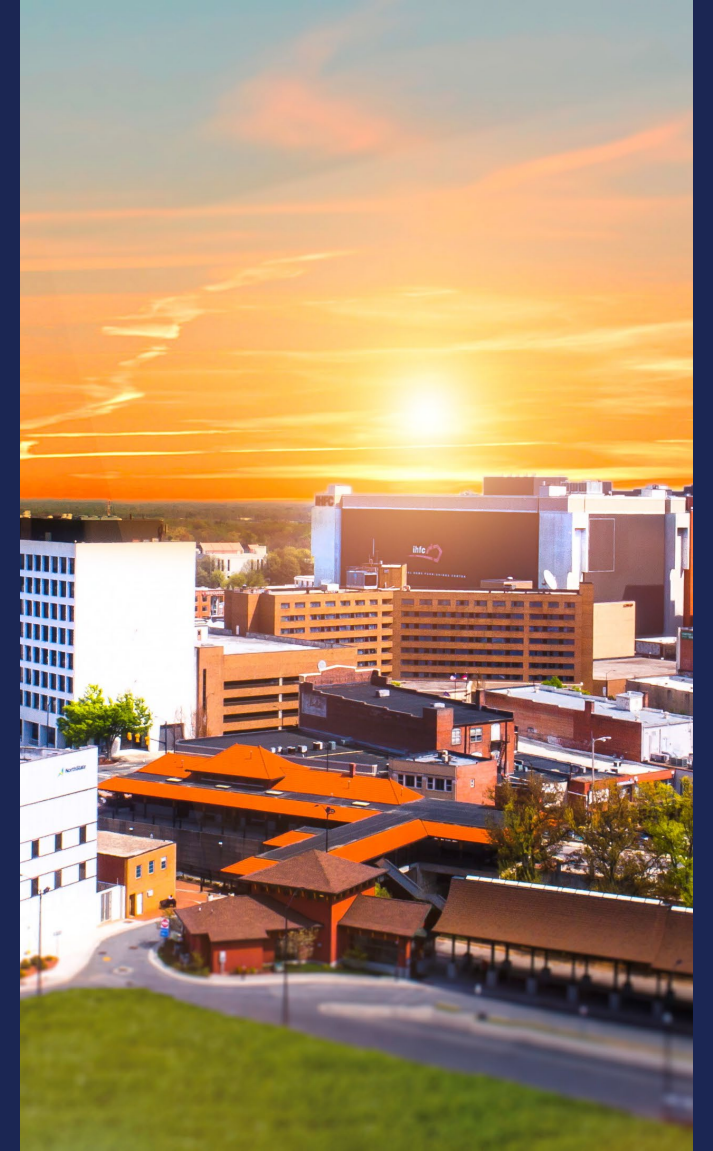
RECCOMENDATION/ACTION REQUESTED: There is no action recommended/requested. This item is for information only.





Guilford County/High Point American Rescue Plan Act (ARPA) Funds

Stephen Hawryluk
Budget and Performance Director





Guilford County/High Point ARPA

\$5,500,000 Guilford County allocation of ARPA to City of High Point

- D-UP: \$3,000,000
- Hayden-Harman Foundation: \$2,000,000
- YMCA of High Point: \$500,000

Interlocal agreement approval

- High Point City Council on August 21, 2023
- Guilford County on September 7, 2023



Guilford County/High Point ARPA

Interlocal agreement

- Payment of funds reimbursement based
- Payment process
 - Organization submits invoice and back-up to High Point
 - High Point reviews and submits to Guilford County
 - Guilford County reviews and if approved, issues payment to High Point
 - High Point receives payment and issues payment to organization
- High Point has option to advance funds to organizations, if desired



Guilford County/High Point ARPA

Advancing Payments

- County information
 - First 3-6 months of project
 - Detailed understanding and budget for how much is needed
 - Assurance of cash flow
- Example: Town of Stokesdale
 - \$600,000 of \$3,113,028 advanced
 - Design, engineering, and legal services for water main extension portion of project
 - 50% of estimated costs for this phase



Guilford County/High Point ARPA

Advancing Payments

- City Criteria
 - Up to a certain fixed amount
 - Detailed cost estimate/quote for project that meets the approved scope of approved activities
 - Salaries, benefits, operating costs, etc. would not qualify
- Narrow focus as City assumes more risk

Guilford County/High Point ARPA

Follow Up with Organizations

- YMCA
 - Will be submitting for reimbursement immediately after execution of agreement
- Hayden-Harman Foundation
 - TBD
- D-UP
 - Requesting \$408,926 up front
 - Existing Building Asbestos Abatement: \$40,700
 - Demolition of Existing Building: \$137,500
 - Design Development Phase: \$69,438
 - Construction Document Phase: \$161,288



Questions?

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Dawn Sweitzer Properties LLC (HQ & The Gallery)	
FROM: Sandy Dunbeck, Director High Point Economic Development	MEETING DATE: October 2, 2023
PUBLIC HEARING: Yes	ADVERTISED DATE/BY: September 22, 2023
ATTACHMENTS: Legal notice that appeared in The High Point Enterprise	

PURPOSE: The High Point City Council is asked to consider a request from Dawn Sweitzer Properties LLC, for authorization of performance-based incentives for a project at 2429 W. English Rd. in High Point, NC in the amount of \$75,000.

BACKGROUND: HQ & the Gallery will be a new event space in High Point designed and owned by local designer, Dawn Sweitzer. The venue on W. English Rd. will host weddings, business events, parties, and performances. Guests can enjoy the main building, HQ, featuring a full bar, pit lounge and VIP loft. Guests may also utilize the smaller building, the Gallery, which can be used for ceremonies, panel events and exhibitions.

The company proposes to invest at least \$225,000 in real property improvements including but not limited to plumbing (including installation of bathrooms and sinks), electrical, installing an HVAC system, a metal roof, and lighting fixtures. Additionally, the company proposes to build a greenhouse, an overhang from The Gallery, and a second entrance/exit.

BUDGET IMPACT: The source of those monies would be the City's Economic Development Incentive Fund, which is funded by general and electric revenues.

RECOMMENDATION/ACTION REQUESTED:

The High Point Economic Development staff recommends that City Council:

- authorize performance-based incentives for the project in the amount of \$75,000.
- authorize the City Manager to execute a performance agreement with the company containing benchmarks for the company to achieve and a schedule for the payment of such financial incentives.



Pursuant to N.C. General Statute 158-7.1, notice is hereby given that a public hearing will be held by the High Point City Council on Monday, October 2, 2023, at 5:30 p.m. in the Council Chambers, High Point Municipal Building, 211 S. Hamilton Street, High Point, NC, for the purpose of receiving public input on a funding request for local incentives. A company proposes to expand at 2429 W. English Rd. in High Point, NC and invest \$225,000 in real property improvements. High Point City Council will consider building upfit incentives of up to \$75,000 for the project. The source of funding would be the Economic Development Incentive Fund, which is funded by general and electric revenues. The City would be authorized to provide this financial assistance upon the company's investment in real property and job creation – pursuant to an incentive performance agreement containing benchmarks and a schedule for the payment of such financial assistance. For further information, please call 336-883-3116.

Sept. 22, 2023

CITY OF HIGH POINT

AGENDA ITEM



TITLE: City of High Point Stone (Aggregate) Supplier – City Wide, Bid 08-081523	
FROM: Public Services Department	MEETING DATE: 10-2-2023
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: 8-15-2023/Purchasing
ATTACHMENTS: Attachment A – Bid Tabulation (BT08-081523) Vulcan Materials Co.	

PURPOSE: The City continues to budget on an annual basis for suppliers to provide stone materials to city crews. This will allow the availability of materials to be supplied when performing maintenance functions that require various types of stone.

BACKGROUND: The city retains material suppliers for different types of stone (aggregate) to be used by crews for performing repairs to roadways, sidewalks, right-of-ways and related repairs to the stormwater drainage system, etc. within the jurisdictional limits of the City. It is critical that the City retain a stone supplier for response to needed repairs.

There was a total of one (1) bid for the advertised supplier. Vulcan Materials Co. was the sole provider when bids were opened on August 15th, 2023. This contract is for a one-year period beginning September 1st, 2023, and ending August 31st, 2024, with the option to renew for additional four one (1) year period if terms and pricing are agreeable.

BUDGET IMPACT: Funding is available in the FY 2023-2024 budget.

RECCOMENDATION/ACTION REQUESTED: 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 contract to Vulcan Materials Co. in the amount of \$100,000.00.



Bid Tabulation
Bid #08-081523 STONE - CITY WIDE

Vulcan Materials	
Per Ton	Plant Price
ABC Stone	\$31.90
SCGS	\$36.05
607 SND	No Bid
#5 Stone	\$42.90
#57 Stone	\$42.90
#67 Stone	\$43.40
#78 M Stone	\$45.25
Class A Rip Rap	\$48.65
Class B Rip Rap	\$48.65
Class 1 Rip Rap	\$48.65
Class 2 Rip Rap	\$51.65

CITY OF HIGH POINT

AGENDA ITEM



TITLE: COHAB.SPACE LLC	
FROM: Sandy Dunbeck, Director High Point Economic Development	MEETING DATE: October 2, 2023
PUBLIC HEARING: Yes	ADVERTISED DATE/BY: September 21, 2023
ATTACHMENTS: Legal notice that appeared in The High Point Enterprise	

PURPOSE: The High Point City Council is asked to consider a request from COHAB.SPACE LLC, for authorization of performance-based incentives for a project at 1547 W. English Rd. in High Point, NC in the amount of \$75,000.

BACKGROUND: COHAB.SPACE is a multi-use creative venue. The company identifies itself as an ambitious revitalization project that seeks to convert an old hosiery mill into a dynamic space where music, food, art, and design flourish. Their mission is to provide a thoughtfully designed space, suitable for events and conducive to furthering the work of globally minded designers and makers within the community. By fostering a vibrant creative environment, the project aims to activate the west end neighborhood.

COHAB.SPACE currently consists of approximately 74,000 SF at 1547 W. English Rd. The company proposes to invest \$1,000,000 in real property improvements.

BUDGET IMPACT: The source of those monies would be the City's Economic Development Incentive Fund, which is funded by general and electric revenues.

RECOMMENDATION/ACTION REQUESTED:

The High Point Economic Development staff recommends that City Council:

- authorize performance-based incentives for the project in the amount of \$75,000.
- authorize the City Manager to execute a performance agreement with the company containing benchmarks for the company to achieve and a schedule for the payment of such financial incentives.



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Sept. 21, 2023

CITY OF HIGH POINT

AGENDA ITEM



TITLE: National Endowment for Humanities Grant Funding Agreement for Creating a Sustainable Preservation Environment at the High Point Museum	
FROM: Edith Brady, Museum Director	MEETING DATE: October 2, 2023
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: NEH Notice of Action; NEH Terms and Conditions	

PURPOSE: Staff is seeking approval to accept the grant agreement for funding awarded through National Endowment for Humanities (NEH). The City was awarded \$349,247 to replace the High Point Museum’s aging HVAC system, which will protect artifact collections while creating new opportunities to sustainably operate the system and reduce energy consumption levels.

BACKGROUND: The current HVAC system has not able to maintain the proper climate in the Museum building consistently for several years. A 2019-21 NEH grant funded study determined the system needed to be replaced. A 2022 HVAC Engineering Study was undertaken to determine the specifications needed to meet the recommendations from the NEH funded study. Replacing the HVAC for the main Museum building is part of a larger project that also includes three building envelope improvements: adding a French drain, replacing the lower-level roll-up door with an insulated door, and replacing the roof.

BUDGET IMPACT: A budget ordinance amendment appropriating the federal grant award will come at a later date.

RECOMMENDATION/ACTION REQUESTED: The High Point Museum Division recommends approval accepting the grant award and that the appropriate City officials be authorized to execute all necessary documents for acceptance.



OFFICIAL NOTICE OF ACTION

National Endowment for the Humanities

Action Taken: Award

Date of Action: 9/18/2023

Award Date: 9/18/2023

FEDERAL AWARD INFORMATION

Federal Award ID Number (FAIN)	PF-292995-23
Award Recipient	City of High Point, North Carolina
Award Recipient UEI	UVJAHE7H36N6
Period of Performance	10/1/2023 - 7/31/2025
FAL Number	45.149 Promotion of the Humanities Division of Preservation and Access (B)
Does the award support Research & Development?	No
Project Title	Creating a Sustainable Preservation Environment at the High Point Museum
Project Description	Replacement of the High Point Museum's aging HVAC system, which would protect collections while creating new opportunities to sustainably operate the system and reduce energy consumption levels.
Program and Office	Sustaining Cultural Heritage Collections, Preservation and Access

AWARD AMOUNTS

FEDERAL MATCHING FUNDS

Funds Obligated by this Action	\$349,247.00	Amount Offered	\$0.00
Total Outright Award Amount	\$349,247.00	Offer Expiration Date	
Total Federal Match	\$0.00		
Total Award	\$349,247.00		

RECIPIENT CONTACTS

Role	Name	Affiliation
Grant Administrator	Ms. Nancy Myers (Reach Primary Email: nancy.myers@highpointnc.gov)	Senior Financial Analyst City of High Point, North Carolina
Project Director	Edith Brady (Reach Primary Email: edith.brady@highpointnc.gov)	Museum Director City of High Point, North Carolina

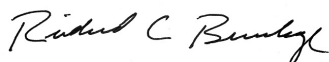
REMARKS

The due dates for the required financial and performance reports for this grant appear on the Report Schedule document. Forms and publications referenced in this award package, including the financial and performance reporting forms and instructions, are available from our website. Go to "Manage Your Award" at www.neh.gov.

Information on requesting payment is located in the **Payment Requests and Financial Reporting Requirements** at <http://www.neh.gov/grants/manage/financial-reporting-requirements>.

This program is authorized by 20 USC §956 *et seq.*, and this award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#), and the Specific Terms and Conditions included in eGMS Reach.

AWARDING OFFICIAL



Richard C. Brundage
Director, Office of Grant Management



NATIONAL ENDOWMENT FOR THE HUMANITIES

RECIPIENT: City of High Point, North Carolina

FAIN: PF-292995-23

PROJECT TITLE: Creating a Sustainable Preservation Environment at the High Point Museum

BASIS OF AWARD

This award is made in support of the activities described in NEH application PF-292995-23.

ENDOWMENT ADMINISTRATION OF THE AWARD

This award has been funded by the Division of Preservation and Access.

Questions relating to project activities, the scope of the project, or changes in key project personnel should be addressed via eGMS Reach to:

Sean Ferguson
National Endowment for the Humanities
Division of Preservation and Access
400 Seventh Street, SW
Washington, DC 20506
Telephone:
Fax: (202) 606-8639
E-mail: SFerguson@neh.gov

Questions about the regulations that apply to the award or requests for budget changes or extensions of the period of performance should be addressed via eGMS Reach to:

Christopher Sciotto
National Endowment for the Humanities
Office of Grant Management
400 Seventh Street, SW
Washington, DC 20506
Telephone: 202-606-8217
Fax: (202) 606-8633
E-mail: CSciotto@neh.gov

SPECIFIC TERMS AND CONDITIONS

The following terms and conditions apply to this award:

1. The budget submitted with the application is approved. Any variance from the approved budget will be subject to the limitations set forth in Article VII ("Project Changes: Prior Approval Requirements") of the [General Terms and Conditions for Awards](#). **As a reminder, only actual costs may be charged to your NEH award.**
2. See [2 CFR §§200.308](#) and [407](#) for post-award revisions of budget and program plans that require written prior approval from NEH's Office of Grant Management. Note: NEH has waived prior approval requirements for items noted in [2 CFR §200.308](#) (d)(1) 90-day pre-award costs and (2) up to a 12-month extension to the period of performance; however recipients must provide written notification to NEH if such actions are taken in order for NEH to update related award records and reporting schedules, as appropriate. Recipients authorizing an extension of more than six months must include with the notification to the NEH a detailed work plan describing the activities that will be undertaken during the extension period. All requests for prior approval and notifications of post award changes must be submitted electronically through eGMS Reach Messaging to the NEH Office of Grant Management contact person named above.
3. As required by the Federal Funding Accountability and Transparency Act of 2006 (FFATA), (Pub. L. 109–282), as amended by section 6202 of Public Law 110–252, recipients must report information for each subaward of \$30,000 or more in Federal funds and executive total compensation as outlined in Appendix A to [2 CFR Part 170](#). The FFATA reporting requirements apply for the duration of the project period. Subawards to individuals are exempt from these requirements. Refer to Article IX Section B ("FFATA") in the General Terms and Conditions for Awards at: <https://www.neh.gov/general-terms-and-conditions-awards-organizations-grants-and-cooperative-agreements-issued-january-2022>.
4. The due dates for the required financial and performance reports for this award are located in eGMS Reach, the NEH's online grant management system. The link for eGMS Reach is <https://securegrants.neh.gov/eGMS-Reach/Login.aspx>. The "Report Schedule" document is located in the Reports tab. All reports must be submitted electronically via eGMS Reach.

All project directors and institutional grants administrators (IGAs) are assigned eGMS Reach accounts. Reach uses Login.gov for sign in. Access Reach at <https://securegrants.neh.gov/eGMS-Reach/Login.aspx> and follow the on-screen instructions to create or use a Login.gov account.

Note: eGMS Reach sends official notifications to the email address associated with your account. Protections against spoofing and phishing are provided by Domain-based Message Authentication, Reporting, and Conformance ([DMARC](#)). If you forward messages to other addresses, this may cause eGMS messages to be flagged as illegitimate and rejected. Therefore, we recommend that you do not enable auto-forwarding on accounts which receive eGMS notifications. If you do so, you may miss important official communications sent to your email address for which you are still responsible.

5. Information on requesting payment is located in the Payment Requests and Financial Reporting Requirements at <http://www.neh.gov/grants/manage/financial-reporting-requirements>.

Final financial and performance reports will be due 120 days after the period of performance ending date. The OMB Standard Form 425, Federal Financial Report (FFR) is required for submission of the final financial report. This form (which must be completed as an online form in eGMS Reach) and the instructions are available at eGMS Reach at <https://securegrants.neh.gov/eGMS-Reach/Login.aspx>.

If this award includes subawards, a subrecipient must submit to the pass-through entity all financial and performance reports no later than 90 calendar days after the period of performance end date.

6. Information and instructions for submission of the interim (if applicable) and final performance reports are contained in the Performance Reporting Requirements, available on the NEH website at <https://www.neh.gov/grants/manage/performance-reporting-requirements>.
7. Organizations must maintain active System for Award Management (SAM) registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal agency. Recipients must therefore review and update their information at least annually after the initial registration, and more frequently if required by changes in information. Entities can update or renew their organization's SAM registration [here](#).
8. All materials publicizing or resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult the [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) pages on the NEH website for guidance on acknowledging NEH support and promotion.
9. This program is authorized by 20 USC §956, *et seq.*, and this award is subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued January 1, 2022 or later\)](#).
10. NEH-funded projects reach broad public audiences. Projects that receive NEH funds cannot include material that is obscene, libelous, offensive, or defamatory (including hate speech, personal attacks, or material constituting harassment).

Recipients are responsible for monitoring all project content, including user-generated content, comments, blog posts, links and other social media.

11. Recipients are prohibited from doing business with any organization or person (as a subrecipient, contractor, key employee, consultant, fellow or seminar/workshop participant) if they have been debarred or suspended by any federal department or agency.

The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) contained in [2 CFR Parts 180](#) and [3369](#) apply to this award. The recipient must comply, and must require subrecipients to comply, with Subpart C of these regulations.

Recipients are required to ensure subrecipient compliance by including a term or condition in the lower-tier transaction that requires the subrecipient's compliance with Subpart C of these regulations. Recipients are also responsible for further requiring the inclusion of a similar term or condition in any subsequent lower-tier covered transaction.

In the event of suspension or debarment, the information is made publicly available through the [Exclusions](#) area within the Performance Information functional area of SAM.gov. Select this link to download and view the Quick Start Guide for searching exclusions in SAM.gov: [Quick Start Guide for Exclusions Search & View](#).

12. As a reminder, overlapping project costs between two or more applications for federal funding and/or approved federal award budgets is not permitted ([2 CFR §200.403\(f\)](#)).
13. NEH may terminate agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities as noted in [2 CFR Part 200.340](#).
14. In addition to the submission of a Final Performance Report, a White Paper will be due for this award. The content of a White Paper is very similar to a Final Performance Report and the guidance for the Final Performance Report can be followed when writing the White Paper. (Please see the Performance Reporting Requirements for additional information at <http://www.neh.gov/grants/manage/performance-reporting-requirements>). The major difference between a White Paper and a Final Performance Report is one of audience; the White Paper will be published on the NEH's public Web site and should be written for a general audience. The Final Performance Report, on the other hand, should be written for the NEH staff.

The White Paper is an opportunity to share any best practices and lessons learned from the project. Please be candid in describing the work undertaken and discuss any aspects of the project that might have been done differently. The hope is that the White Paper will help inform the work of others in the field.

15. Recipients are required to report all equipment with an acquisition cost of \$5,000 or more per unit acquired by the recipient with NEH funds. Recipients must submit the Tangible Personal Property Report (SF-428 and 428B) through eGMS Reach within 120 days after the project period ends. Recipients seeking disposition instructions for equipment purchased with NEH funds must submit the SF-428C through eGMS Reach. Forms are available online at Grants.gov (<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>) and through the GSA Forms Library (https://www.gsa.gov/reference/forms?search_keyword=Tangible%20Personal%20Property%20Report).
16. Any construction or renovation contracts in excess of \$2,000 awarded by recipient or subrecipients and using federal funds, in whole or in part, are subject in their entirety to the Davis-Bacon Act, [40 U.S.C. § 3141, et seq.](#) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). Recipients are required by law to furnish assurances to the Secretary of Labor that all laborers and mechanics employed by contractors or subcontractors on NEH-supported construction projects shall be paid wages at rates which are not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, 40 U.S.C. 276a. See the Davis-Bacon and Related Acts resources provided by the United States Department of Labor at <https://www.dol.gov/whd/govcontracts/dbra.htm>; and their Wage Determinations OnLine at <https://www.wdol.gov/dba.aspx>.
17. All NEH-funded projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with Section 106 of the National Historic Preservation Act of 1966, 54 U.S.C. §306108, and its implementing regulations 36 CFR Part 800. Per item 32 of the General Terms, please note that the NEH has formally initiated a Section 106 review of your project and will therefore require your assistance to complete this review. All responses and documentation must be submitted through eGMS Reach. NEH is responsible for initiating and leading the Section 106 review, and for consulting with other parties, including your State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO), and the public about your project. Although NEH bears ultimate responsibility for Section 106 review, NEH cannot meet its obligations without your assistance. Your organization cannot begin any physical work (construction, renovation, repair, rehabilitation, or visual or ground disturbances) – and NEH cannot release any federal funds – until NEH completes its NHPA review. Challenge grant matching funds may be used for activities such as the completion of preliminary design documents, SHPO/THPO consultation, and preparation of Environmental Assessments, as applicable. For additional information on Section 106, please visit NEH’s Section 106 webpage (<https://www.neh.gov/grants/manage/section-106-the-national-historic-preservation-act>).

18. **Build America, Buy America Act**

The Build America, Buy America Act (BABA). Pub. L. No. 117-58, §§ 70901-52, requires federal agencies to ensure none of the funds made available for a federal financial assistance award for infrastructure may be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.

National Endowment for the Humanities (NEH) recipients and subrecipients are prohibited from obligating and expending funds (federal and non-federal, including third-party gifts) under this award for an infrastructure project unless:

(1) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

(2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

(3) all construction materials, excluding cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives, are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference applies only to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, the Buy America preference does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. The Buy America preference does not apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and NEH may grant, a waiver from these requirements. NEH may waive the domestic content procurement preference when it determines that one of the following exceptions applies:

Individual Waivers

- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

General Applicability Waivers

- Applying the domestic content procurement preference would be inconsistent with the public interest. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at Notice of Build America, Buy America Act and Waiver Requests.

Instructions for submitting waiver requests are available at Notice of Build America, Buy America Act and Waiver Requests. Individual waiver requests are subject to public comment periods of no less than 15 days and review by NEH and the Made in America Office.

"AN CAPITAL PROJECT ORDINANCE AMENDMENT
OF THE CITY OF HIGH POINT, NORTH CAROLINA FOR THE
RIVERDALE PUMP STATION IMPROVEMENTS PROJECT

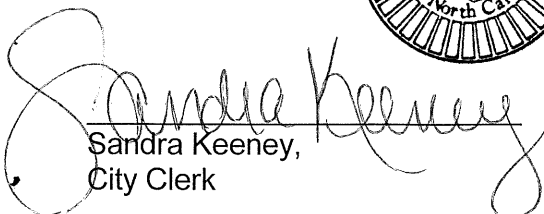
Be it ordained by the City Council of the City of High Point, North Carolina, that,
pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the
following Capital Project Ordinance is hereby adopted:

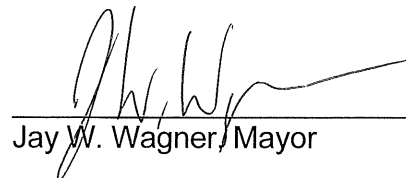
- Section 1. The City of High Point transfers wastewater flow to the Eastside Wastewater Treatment Plant via the Riverdale Pump Station from areas located on the north side of the city. It has been recommended that the City upgrade the Riverdale Pump Station to 45 MGD to address future sewer needs for the City of High Point and surrounding areas.
- Section 2. The following revenue is available to the City of High Point:
- | | |
|---------------|-------------|
| Revenue Bonds | \$1,142,480 |
|---------------|-------------|
- Section 3. The following amounts are appropriated for the Project:
- | | |
|-------------------------------------|-------------|
| Riverdale Pump Station Improvements | \$1,142,480 |
|-------------------------------------|-------------|
- 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 2nd day of October 2023

ATTEST




Sandra Keeney,
City Clerk


Jay W. Wagner, Mayor