

City of High Point

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



Meeting Agenda

Thursday, May 28, 2020

4:00 PM

3rd Floor Conference Room

Finance Committee

***Britt Moore, Chair
Committee Members:
Michael Holmes
Monica Peters
Victor Jones***

***Jay Wagner, Mayor (Alternate)
Christopher Williams, Mayor Pro Tem
(Alternate)***

FINANCE COMMITTEE - Council Member Britt W. Moore, Chair

As part of the City of High Point's COVID-19 Mitigation efforts, in-person attendance will not be allowed at this meeting. Instead, the city will be live streaming the meeting.

Please click on the following link to listen to the meeting live once the Finance Committee is in session.

www.HighPointNC.gov/VirtualPublicMeeting

CALL TO ORDER**PRESENTATION OF ITEMS****[2020-171](#)**

Municipal Lease Agreement - Motorola Solutions

City Council is requested to approve a Municipal Lease Agreement with Motorola Solutions for WatchGuard 4RE/VISTA In-car camera / body-worn camera systems to be utilized by first responders for Information Technology Services and the High Point Police Department, in amount of \$1,380,436.

Attachments: [1. Motorola Municipal Lease Agreement Proposal 2020 In-car Cameras + BWCs](#)

[2020-172](#)

Ordinance - Budget Amendment - Motorola Lease Agreement In Car/Body Worn Cameras

City Council is requested to approve a budget amendment in the amount of \$1,380,436.00 for a lease agreement with Motorola Solutions for WatchGuard 4RE/VISTA In-car camera / body-worn camera systems to be utilized by first responders for Information Technology Services and the High Point Police Department.

Attachments: [1a. Motorola In Car-Body Camera Lease Budget Ordinance](#)

[2020-173](#)

Contract - Construction Concepts & Design - Sidewalks Curbing Replacement

City Council is requested to award a contract to Construction Concepts & Design Inc. in the amount of \$160,510.00 for the removal and replacement of City of High Point maintained sidewalks & curbs.

Attachments: [2. Concrete Sidewalks-Curbing Removal Replacement](#)

[2020-174](#)

Contract - Sole Source - Accela Upgrade (Cloud Migration)

City Council is requested to award a sole source contract to Accela, Inc. in the amount of \$89,980.00 to migrate their Accela Civic Platform program to the Accela Cloud and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [3. Accela Upgrade \(Cloud Migration\)](#)

[REVISED SIGNED Recommendation Form - Council Approval \(Formal Bids - \)](#)

[SIGNED Sole Source Request Form \(Accela Upgrade\) \(002\) \(002\) \(002\)](#)

[2020-178](#)

Contract - Arcadia - Arc Flash Assessment

City Council is requested to award a contract to Arcadis in the amount of \$143,500 to perform Arc Flash Hazard Assessments as required every five (5) years on electrical panels in all city facilities.

Attachments: [Arc Flash Assessment](#)

[Facilities High Point Additional Arc Flash 2020_04_29](#)

[Public Works High Point Additional Arc Flash 2020_03_31](#)

[Transportation High Point Additional Arc Flash 2020_04_29](#)

[2020-183](#)

Contract - WESCO Distribution, Inc. - MCM Cable

City Council is requested to award a contract to WESCO Distribution, Inc. in the amount of \$532,140 to purchase 42,000 linear feet of 750 MCM underground cable for Catalyst Project (Appling Way, English Road, Elm Street) and re-stock the warehouse.

Attachments: [3b. WESCO_750MCM Ung Cable 6-1-2020](#)

[2020-175](#)

Kiwanis - Playground Donation

City Council is requested to accept the donated playground equipment at Washington Terrace Park and other amenities in the amount of \$134,167 to commemorate the 100th anniversary of the Kiwanis Club.

Attachments: [4. Kiwanis Playground Donation](#)

ADJOURNMENT

CITY OF HIGH POINT

AGENDA ITEM



Title: Accela Upgrade (Cloud Migration)

From: Steve Lingerfelt, Director of Information
Technology Services
Mark Schroeder, Development Services Center

Meeting Date: June 1, 2020

Public Hearing: No

**Advertising Date /
Advertised By:**

Attachments: Accela, Inc. (Scope of Work)

PURPOSE:

Accela will provide services for migrating their Accela Civic Platform program (locally hosted on City of High Point Servers) to the Accela Cloud (Software as a Service).

BACKGROUND:

Information Technology Services and the Development Services Center is recommending the City of High Point purchase the upgrade to Accela and migrate the software to the cloud.

BUDGET IMPACT:

The City of High Point will use existing funds in the FY 2020 budget to pay for the service from Accela, Inc. The total cost of the this upgrade project is \$89,980.00.

RECOMMENDATION / ACTION REQUESTED:

The Department of Information Technology Services and Development Services Center recommends approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents. Being submitted to council for approval of "Sole Source" justification.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.: CONTRACT NO.: DATE OPENED:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
TOTAL BUDGETED AMOUNT				

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:

Statement of Work

Accela Civic Platform SaaS Migration SOW High Point, NC

5/07/2020

Version 1.1

Accela, Inc.
2633 Camino Ramon
Suite 120
San Ramon, CA 94583
Tel: 925-659-3200
Fax: 925-659-3201

SOW expires on 06/15/2020 if not executed before or on this date.

TABLE OF CONTENTS

TABLE OF CONTENTS	2
DOCUMENT CONTROL.....	3
OVERVIEW.....	4
PAYMENT TERMS.....	5
GENERAL ASSUMPTIONS	6
EXHIBIT A – CHANGE ORDER FORM	10
EXHIBIT B – SAAS MIGRATION DISCOVERY DOCUMENT	12

DOCUMENT CONTROL

Date	Author	Version	Change Reference
03/04/2020	E. Strang	1.0	SOW Creation
5/7/2020	E Strang	1.1	Update pricing section based on High Point feedback.



OVERVIEW

The following Statement of Work explains how Accela will provide Professional Services consulting pursuant to the applicable Order. This Statement of Work (SOW), dated 05/07/2020, defines the scope of the consulting and professional services project work (collectively known as “Services”) that Accela (“Accela”) will provide to High Point, North Carolina (“Agency”).

WORK DESCRIPTION

Accela will provide services to the Agency for migrating their Accela Civic Platform instance to the Accela Cloud based on the materials provided by the Agency in the SaaS Migration Questionnaire and the supplemental workbook.

Core SaaS Migration Services (\$70,000)

1. Core Configuration Migration for Three Environments (Support, Test, Production)
 - a. Project management and planning
 - b. Accela Civic Platform and DB migration and upgrade to the current SaaS version (assumes migration from MS SQL Server)
2. Report Migration
 - a. Migration of up to 75 Crystal reports to SSRS is included. Includes any Crystal Report
3. Interface Migration
 - a. Assistance with four key interfaces is included: Payment Adapter, EDMS Adapter, XAPO/GIS, Finance
 - b. Additional interface migration assistance quoted at discounted Professional Services rates
4. Migration Testing
 - a. One run of automated testing tool is performed on each environment
5. Technology Health Check (\$5,000)
 - a. Review of current workflows
 - b. Review of system configuration
 - c. Provide a report of recommendations to address after the migration to SaaS

Additional SaaS Upgrade and Migration Support Services (\$19,980)

1. Quality Assurance and Technical Assistance (108 Hours X 185/hr \$19,980)
 - a. The Agency will have a pool of technical assistance hours to pull from on a time and materials basis to support the migration if anything should come up above and beyond the Core SaaS Migration services. These hours will include technical activities as well as any project coordination required

Upon a specific task request by the Agency Project Manager, Accela will provide an estimated Level of Effort and schedule to complete the task. The Agency Project Manager will review the estimated Level of Effort and issue a notice to proceed on the task. Upon approval, Accela hours will be allocated by the Accela Project Manager to the required personnel.

The Level of Effort for a task request is inclusive of

- Time spent on analysis for purposes on estimation of the task,
- Project management time required to support estimation, planning, and delivery of the task, and
- Project team time associated with task dependencies to other project work streams or impacts to the overall schedule.



Accela Responsibilities:

- Within 2 business days of receiving a written task request from the Agency Project Manager, provide an estimate of LOE and schedule for the task.
- Provide prompt notification, and seek approval, for any task that is expected to exceed the original estimate by more than 20%.
- Report progress and hours used by Task to Agency on a weekly basis during the weekly Status meeting.

Agency Responsibilities:

- Provide sufficient task request details to enable Accela to estimate and plan the work.
- Provide approval to proceed with specific tasks
- Provide direction on tasks exceeding 20% of the original estimate.

PROJECT SCHEDULE

Project schedule is for the work to be completed over a three-month period. Delays or changes to the agreed schedule trigger the Change Control process to evaluate project impacts and may require a Change Order. If an Agency-based delay puts the project on hold for more than one (1) month, Accela reserves the right to terminate the contract. If an Agency-based delay puts the project on hold past the termination period, Accela reserves the right to terminate the contract at the time of the delay.

PAYMENT TERMS

PAYMENT SCHEDULE

Accela will perform the services on a pre-paid Fixed Fee basis for the following line items

1. Core SaaS Migration Services (\$65,000)
2. Technology Health Check (\$5,000)

\$70,000 is based on (i) the nature and scope of the Services and associated information in Exhibit B, (ii) the expected staffing requirements, (iii) the Project Schedule, (iv) Accela's and Customer's roles and responsibilities, and (v) the other assumptions as set forth in this SOW. The Fixed-Fee price is based on the information available at the time of signing and the assumptions, dependencies and constraints, and roles and responsibilities of the Parties, as stated in this SOW. The Fixed-Fee price will be invoiced upon contract signing.

The additional support services will be billed on a time and materials basis at a rate of \$185/hour. An allocation of 100 hours will be available for Accela resources to support the Upgrade and Migration services.

The additional support services is expected to take **108** hours. The Hourly Rate is \$185 per hour discounted from \$250. The total estimated amount payable under this SOW for time and material services is, as calculated from the above-mentioned fees and expenses, is **\$19,980** excluding travel expenses. This estimated price is based on the information available at time of signing and the assumptions, dependencies and constraints, and roles and responsibilities of the Parties, as stated in this SOW.



PAYMENT SCHEDULE

- Invoices will be sent for hours worked monthly.
- Invoices are due net 30 of the invoice date.

EXPENSES

There is no provision for travel expenses or travel time in this SOW because Agency does not need any onsite resources. Travel to the Agency will not be conducted unless a Change Order, inclusive of travel expense terms and conditions, is signed prior to travel commencing to cover the cost of the travel.

CONTRACT SUM

The total estimated amount payable under this SOW, as calculated from the above-mentioned fees and expenses, is \$89,980.00 excluding travel expenses and travel time.

Should completion of work slip due to actions of Agency, and should this slippage result in material effort to Accela in excess of the hours provided for in this document, Accela will produce a Change Order with rates in accordance of the table above. for additional hours in support of the scope and deliverables contained herein. Any change order will need to be approved by both Agency and Accela. Change orders will need to be approved within three (3) business days of delivery to avoid a halt of work on the Project.

PROJECTS PUT ON HOLD:

It is understood that sometimes Agency priorities are revised requiring the Agency to place the Accela implementation on hold.

It is understood that sometimes Agency priorities are revised requiring the Agency to place the Accela implementation on hold. The Agency must send a formal written request sent to Accela in order to put the project on hold. A project can be on hold for up to 90 days without invoking the termination clause (see Services Agreement). After that time, Accela can choose to cancel the rest of the Statement of Work. To finish the project will require a new Statement of Work at new pricing.

GENERAL ASSUMPTIONS

- Accela will assigns a Project Manager to all active contracts. The Project Manager is responsible for confirming that resources are secured to complete the work defined in this Statement of Work, as well as setting up the project in our Project Tracking System, preparing for and facilitating weekly status meetings, generating invoices and assisting project issue resolutions. Their time is billable and will be included as a line item on invoices.
- **The Agency and Accela will review their responsibilities before work begins, to ensure that Services can be satisfactorily completed in the appropriate timeframe**
- The Agency will commit, and provide access to, all necessary stakeholders and SMEs



-
- Any additional hours requested, over the hours or scope stated in the SOW, will require a Change Order negotiated and agreed to by Accela and the Agency.
 - Accela is not responsible for impacts to the timeline that are created by a dependency on Agency third party consultants. Timeline changes may result in a Change Order for the extension of Accela project resources caused by the actions of Agency third party consultants (including availability) that result in additional time or scope
 - Invoices are due net 30 days of the invoice date
 - Unless otherwise stated, custom deliverables are provided As-Is



CHANGE ORDERS

In order to make a change to the scope of Professional Services in this SOW, and subject to the Disclaimers below, Agency must submit a written request to Accela specifying the proposed changes in detail. Accela will submit to Agency an estimate of the charges and the anticipated changes in the delivery schedule that will result from the proposed change in the Professional Services (“**Change Order**”). Accela will continue performing the Professional Services in accordance with the SOW until the parties agree in writing on the change in scope of work, scheduling, and fees therefore. Any Change Order will be agreed to by the parties in writing prior to implementation of the Change Order. If Accela’s effort changes due to changes in timing, roles, responsibilities, assumptions, scope, etc. or if additional support hours are required, a change order will be created that details these changes, and impact to project and cost (if any). Any change order will be signed by Accela and Agency prior to commencing any activities defined in the change order. The Change Order Template is attached hereto as Exhibit A.

EXPIRATION

The scope and terms of this SOW must be executed as part of the Professional Services Agreement within sixty (60) calendar days of the date of this SOW. If the SOW is not executed then the current scope and terms can be renegotiated.

DISCLAIMERS

Accela makes no warranties in respect of the Services described in this SOW except as set out in the Professional Services Agreement. Any configuration of or modification to the Product that can be consistently supported by Accela via APIs, does not require direct database changes and is capable of being tested and maintained by Accela will be considered a “**Supported Modification**”. Accela’s obligations and warranties in respect of its Services, Products, and maintenance and support, as set out the agreement between Accela and Agency, does not extend outside the Supported Modifications or to any Agency manipulation of implemented scripts, reports, interfaces and adaptors.

In the event Agency requires significant changes to this SOW (including cumulative revisions across any one or more Change Orders) which Accela reasonably determines (a) is a material modification of the nature or scope of Services as initially contemplated by the Parties under this SOW and/or (b) is significantly outside the Supported Modifications, Accela may, upon no less than thirty (30) days’ notice to Agency, suspend or terminate this SOW and/or any Change Order issued hereunder. In the event of any such termination or suspension, the parties will work together in finalizing agreed-upon Deliverables.



ACCEPTANCE

Accepted By:

Accela, Inc.

Authorized Signature

Name - Type or Print

Title

Date

Accepted By:

High Point, North Carolina

Authorized Signature

Name - Type or Print

Title

Date



EXHIBIT A – CHANGE ORDER FORM

SAMPLE CHANGE ORDER – PAGE 1

Agency: _____ CO #: _____
Project Code: _____ Date: _____
Contract #/ PO #: _____
Initiating Department: _____
Initiated By: _____
Change Category: ☐ Product ☐ Project ☐ Contract ☐ Maintenance

PROJECT CHANGE DESCRIPTION/TASK SUMMARY:

1. Log File

Issue details / scope impact:

- Schedule impact:
- Resource impact:
- Cost impact:

2.

Issue details / scope impact

- Schedule impact:
- Resource impact:
- Cost impact:

Total Project Schedule Impact:

Total Project Resource Impact:

Total Project Cost Impact:

DISPOSITION COMMENTS:

Disposition: ☐ Approved ☐ Rejected ☐ Closed ☐ See Comments

Date: _____



SAMPLE CHANGE ORDER – PAGE 2

The above Services will be performed in accordance with this Change Order/Work Authorization and the provisions of the Contract for the purchase, modification, and maintenance of the Accela systems. The approval of this Change Order will act as a Work Authorization for Accela to perform work in accordance with this Change Order, including any new payment terms identified in this Change Order.

Accepted By: Agency	Accepted By: Accela, Inc.
By:	By:
Print Name:	Print Name:
Title:	Title: Director
Date:	Date:

	Accepted By: Accela, Inc.
	By:
	Print Name:
	Title: Sr. VP of Services
	Date:

EXHIBIT B – SAAS MIGRATION DISCOVERY DOCUMENT

Below is the results of the SaaS Migration Questionnaire provided by

ACCELA PRODUCTS

Please identify the Civic Platform products installed for your on-premise installation.

Y/N	Accela Product	Additional Info
Y	Citizen Access	
Y	Accela Mobile Office	
Y	GIS – Silverlight	
	GIS – JavaScript	
Y	Mobile Apps/Gateway Examples: Inspector, Code Officer, Mobile Office	
N	ADS (Accela Electronic Document Management System)	Use an adaptor to connect to Laserfiche Repository
Y	Max size allowed for individual documents in MB	120 MB
Y	Approximate size of all documents in the system in MB	Unknown
Y	Documents stored in Database or Network File share	Unknown
N	Accela IVR	Third Party company named, “Call Processing”
N	Accela Civic Pay	Just implemented “Paymentus”

USER INTERFACE

USER INTERFACE

Please list the **non-admin** interfaces in use at your agency

Y/N	User (Non-Admin) Interface
Y	Classic (<i>available in versions 6x and older</i>)
Y	V360 (<i>available in versions 6x thru 9x</i>)
Y	8.0 UI (<i>available in versions 8x thru 9x</i>) – Don’t use
N	Oxygen (<i>available in versions 10 and higher</i>)

CONSOLES

Please list the defined user consoles at your agency

Console Name	Description / Usage	Still Needed?
BoardAction	Record that go through various City Boards (i.e. City Council)	Y
CodeViolation	Records that identify various violations in City	Y
ConstPermit	12 Record Types for our permitted activity	Y
Customer_SVC	Created for Business License Tracking	N
Emergency	1 record type for Damage Assessment after an event	N
Engineering		Y
FinanSureties	1 record type	Y
Fire	Operational Permits (Not Used Yet)	Y
Guidance		Y
LandDevelopment		Y
PublicServices	Activity limited to one record type (FOG)	Y
Transportation		Y

CUSTOM PORTLETS

Does your agency make use of custom portlets?

Portlet Name	Console Name making use of Portlet	Description / Usage

INSTALLATION

Please provide the following installation details.

LICENSED SOLUTIONS IN USE

ex. Land Management, Service Requests
Land Management

MODULES

Please list the modules that have been enabled. If the module has been renamed with an alias, please mark it below:

- *Ex. Building, Licenses, Fire, Business Licensing*

- *Example: Special Districts (alias of Building), Cannabis (alias of Licensing)*

Module Name	Alias of

DATABASE

Question	Platform Vendor & Version <i>(Oracle 11g, SQL 2014)</i>	Host Operating System & Version <i>(Windows 2012, Linux Ubuntu, etc....)</i>	Other Info
Platform <i>(Oracle, SQL Server)</i>	Microsoft® SQL Server 2014 (Std Ed)	Microsoft® Server 2012 R2	Size in GB: 81.9 GB (as at 2019-11-25)
Non-Accela EDMS <i>(Electronic Doc Mgmt Sys)</i>	Laserfiche Workflow v10.3	Microsoft® Server 2016	Storage Location: Database or Network File share Hybrid
Is multi-language Accela installed			Which language packs are installed? N/A

REPORTING

(please check all that apply) *Provide a listing of all reports and a description for each*

Reporting Platform	Reporting Vendor Version	Number of Reports
Crystal Reports	Y	
SSRS	Y	0
Oracle Reports	N	--
Ad-hoc Reports	N/A	--
ARW (<i>Accela Report Writer</i>)	N/A	--
Custom Accela Mobile Office Reports	N/A	--
CLIENT_EXE		

REPORTS LIST

1. Reporting Platform - MSSQL2012, ADHOC, etc.
2. Report Name – Name of report as defined in the Accela report manager
3. Output Format – Default, PDF, MS Word, etc.
4. Send output directly to printer – When this report is run does it automatically send the output to a defined printer
5. Printer e-mail addressable – Can this printer receive emails and then print the report from an email?
6. Save to EDMS - When run does it automatically save a copy to your Electronic Document Management System?
7. EDMS Platform – Accela, ADS, Laserfiche, SharePoint
8. EDMS Object – Module/defined grouping
9. Data Availability – Reporting via SaaS has different avenues. Real-Time vs Near Teal-Time vs Periodic Data Extract.
 - Real-Time (**RT**) – This are report that require immediate access to data as it is entered. Example: Receipt for Payment
 - Near Real-Time (**NRT**) – These are reports that are run often by the data available can be delayed by up to a few minutes. Example: Daily Cashier Balancing, Inspector Scheduling, Weekly Metrics, etc.
 - Periodic Data Extract (**PDE**) – Annualized and/or historical reports
10. Still Needed – Depending on how the report list was generated it may include reports that have been retired, updated or replaced by another platform.

Report Name: CVB_AmusementPermit

Submit
Reset
Preview
Help

Report Detail

Parameters

Permissions

Portlets

Workflow

Name *
CVB_AmusementPermit 2

Send to Printer *
Building Permits 4

Save to EDMS *
Yes 6

EDMS *
ACCELA

Report Link *
/AccelaDev/CVB Accela Custor

Description

[check spelling](#)

Category *
Permits

Print Copies
1

EDMS Object *
Asset Condition Assessment 8

Include on Report Portlet

☐ Reports 1 ☐ Reports 2

☐ Reports 3 ☐ Reports 4

☐ Reports 5

☐ Send in e-mail

All set member Records' contacts

Output Format *
PDF 3

Print Only ☒ **Reprint Limit on ACA**
Yes ☒ No Limit ☐

Type *

Process Service *
AccelaReportServerDev

Document Group/Category *
DEVELOPMENT SERVICES Photos

Reporting Platform	Report Name	Output Format	Send output directly to printer	Printer e-mail addressable	Save to EDMS	EDMS Platform	EDMS Object	Data Availability <i>RT – Real Time</i> <i>NRT – Near Real Time</i> <i>PDE – Periodic Data Extract</i>	Still Needed

EMSE

(Event Management Scripting Engine)

Question	Answer
What version of the master scripts are deployed?	Unknown
Are you utilizing the EMSE Tool to assist with script source control? <i>Example: GitHub for repository of scripts</i>	Not likely
What are active the values of the Standard Choice EMSE EXECUTE OPTIONS	Unknown
Do any of your scripts invoke SOAP or HTTP requests?	Unknown/Not Likely

BATCH JOBS

List all defined Batch Jobs	Purpose	Start Time	Frequency <i>Daily, Monthly, etc.</i>	Avg Run Time	Still Needed?
APO Reload	Update addresses & parcels w/GIS data	05:30	Daily	05:00	NO

DATABASE AND FILE EXTRACTS

Please provide an export of the following files and database tables in Excel or CSV format which will assist in identifying further agency configuration.

DATABASE TABLES (SEE SAAS DISCOVERY SUPPLEMENT 2019.4.XLSX)

- RSERV_PROV
- XPOLICY

- R1SERVER_CONSTANT
- RBIZDOMAIN_VALUE
- R3APPTYP
- RPT_DETAIL

FILES

- Report source files. *Example: Crystal Reports .rpt files, SSRS .rdl files*

AUTHENTICATION

Please identify your current methods for user login authentication

Y/N	Method	Additional Information
Y	External User Policy (LDAP(s))	Provider: Microsoft Active Directory
N	Custom SSO Adapter	None
Y	Native Civic Platform Authentication (Stand-Alone user accounts in Accela)	In-app
	Add rows as needed...	

ENVIRONMENTS

Please provide the requested information for the Accela PRODUCTION environments within your datacenter.

Environment	Version	Accela Schema latest patch applied	Users Internal/Public	Storage Virtual/physical, type of drive, etc.	Database Size in GB	Count of Rows from table B1PERMIT	Network Diagram Provided Y/N
Production	av.9.1.3.170801		?	Virtual	81.9GB	91,583	N

- **Environment** – The general purpose of this environment
- **Version** – The installed version of the Civic Platform. You can identify the version by opening a browser window, entering the URL for your Civic Platform environment and append, /portlets/version.jsp, to the URL (ex. <https://av.supp.accela.com/portlets/version.jsp>). Outline any currently scheduled plans for any upgrades.
- **Accela Schema latest patch applied** – Most recent entry in the table named: UPGRADE_SCRIPTS
- **Users Internal/Public** – provide the approximate number of Agency and ACA users in use.
- **Storage Virtual/physical, type of drive, etc.** – virtual/physical, type of drive, etc.
- **Database Size in GB** – Total combined size of the Accela and Jetspeed databases on storage media/disk.
- **Count of Rows from table B1PERMIT** – Number of rows in the B1PERMIT table.
- **Network Diagram Provided Y/N** – Provide any infrastructure diagrams available for the production environment including servers specifications (processor, memory, cpu(s), drive space, etc....).



UPGRADE PROJECTS

Outline any currently scheduled upgrade plans:

Environment	Upgrade Plans
Prod	TBD per this very initiative
Test	No; scheduled for removal
Dev	TBD per this very initiative
Train	No; scheduled for removal

REFERENCE DATA LOADS

Please identify any reference data and periodic loads into the Civic Platform along with frequency.

(Add additional rows as needed)

Item	Management (I)nternal to Accela (E)xternal Data Load (N/A) Not Utilized in Accela	Frequency of External Loads	Source
Address, Parcel, Owner and Genealogy	External	Daily	Esri ArcGIS
Licensed Professionals	?	?	?
Contacts	?	?	?

INTEGRATIONS

PLEASE IDENTIFY ANY IMPLEMENTED SYSTEM INTEGRATIONS.

Please identify the NON-Civic Platform products installed for your on-premise installation that interact with the Civic Platform. List other implemented system integrations. Please include a high-level description and relevant details like: communication protocols, any relevant diagrams for the integration, one-way or two-way, real-time vs data extract or load, Civic Platform integration points (i.e. GovXML, REST API, Generic Query Service, EMSE Web Service, av.biz web services, direct database.)

Examples: Non-Accela IVR like Selectron, EDMS systems like Laserfiche or OnBase, SAP, etc....

Y/N	Integration	Vendor	Integration Type: (Batch, Real-Time, Flat File, etc....)
	XAPO (eXternal Address Parcel Owner)		



Y	EDMS (<i>Electronic Document Management System</i>) back-end?	Laserfiche	Real-time (aka, “proper API”)
Y	Payment Processing	Paymentus	API
?	Financial System		
	Add rows as needed...		

INTEGRATION POINTS

Please indicate if any of the following methods are in use: (Add rows as needed)

Y/N	Integration Point	Daily Calls Average & Peak	Description
Y	Direct Database Query	5	GIS; address changes
N	Direct Database Insert/Update		
N	GovXML		
N	REST API		
N	Generic Query Web Service		
N	EMSE Web Service		
N	Financial/Cap Web Service		

GIS

Please describe how your agency GIS services can/will be consumed by Accela GIS from Accela’s cloud.

Item	Answer
Who is your GIS vendor and what version	Esri ArcGIS 10.3.1 (10.7 - spring 2020)
On-premise or Cloud	On premises
Do you have a dedicated VPN in place?	(<i>Why would we?</i>)
Usage	
Do you have a dedicated map service for Accela	Yes (4)
Are your GIS map services consumed by Accela products publicly accessible?	Yes

CUSTOMIZATIONS

DATABASE

Do you have any custom views/functions/stored procedures/tables been created in support of reporting or other business requirements?

Provide listing and usage description and consumers of the information for each with this questionnaire

Database Custom Object	Count of Item	Explanation
Tables	0	--
Views	6	Unsure; third-party support vendor-implemented.
Functions	1	Unsure; third-party support vendor-implemented.
Procedures	3	Bad-data management effort from former application manager.
Triggers	0	--
Indexes	Unknown	Unable to answer; no documentation from third-parry support vendor.
Other Custom Database Objects...	0	--

CUSTOM OBJECTS LIST

- Type – Table, View, Function, Procedure, Trigger, Index, etc.
- Name – Name of custom object
- Purpose – Purpose of custom object. Reporting, Data Cleansing, Data Loading, etc.
- Manipulates Data – Is this custom object used to Add, Edit or Delete data within the Civic Platform

Type	Name	Purpose	Manipulates Data Y/N

CITIZEN ACCESS

Please identify if any of the following are in use:

Y/N	Item	Description
	Custom ACA wrapper/skin	No



CITIZEN ACCESS CUSTOM COMPONENTS

Are you using Custom components in Citizen Access? Please describe custom components and usage. Add rows as needed

Component	Description
	?

AGENCY INFORMATION

Question	Answer
What is your agency bandwidth to the Internet?	20 Gb/s (10 Gb/s x 2 w/failover)
What is your peak internet bandwidth percentage of max?	< 2%
What are the estimated maximum simultaneous back-office users of the Civic Platform?	?
How would you rate the reliability of your connection to the internet? Excellent, Ok, Poor	Excellent
Identify all sensitive personal information stored in the Civic Platform <i>ex: social security numbers, EINs, credit card info, etc. ...</i>	?

CITY OF HIGH POINT

AGENDA ITEM



Title: Arcadis Arc Flash Renewal Assessment

From: Eric Olmedo, Assistant City Manager

Public Hearing: N/A

Attachments: Contract

Meeting Date: June 1, 2020

Advertising Date: N/A

Advertised By: N/A

PURPOSE:

The City is required to have Arc Flash Hazard Assessments performed on electrical panels in city facilities every five years. City Council is requested to award a contract to Arcadis in the amount of \$143,500 to perform this analysis.

BACKGROUND:

Conducting an Arc Flash Hazard study is crucial to the safe operation and maintenance of electrical power distribution equipment. Arcadis' overall goal will be to update previously assessed potential hazards and re-label the equipment (as necessary) so that personnel will be aware of the incident energy levels at the equipment. With this information available, staff can be fitted with the appropriate personal protective equipment (PPE) to maintain OSHA compliance when servicing the equipment.

The scope of the project generally includes data collection of the existing electrical system at the facilities; analysis and modeling of the data collected using SKM Power Tools for Windows software; and, the delivery and installation of professionally printed arc flash labels. This work is essentially an update of previous modeling and analysis. The facilities where the analysis will be performed include the following: Water Treatment plants, Cemetery, Landfill, Transit Facilities, Mendenhall Transportation Terminal, City Hall, Police, Fire Stations, Parks and Recreation Facilities and the Stadium.

BUDGET IMPACT:

The total cost is \$143,500. The cost will be split between General Capital Projects (\$143,500), Water and Sewer fund (\$26,000) and the Transit Fund (\$8,000).

RECOMMENDATION / ACTION REQUESTED:

Staff recommends approval of the contract and ask for City Council to award to Arcadis in the amount of \$143,500.



CITY OF HIGH POINT

AGENDA ITEM

**Title: Kiwanis Playground Donation****From:** Eric Olmedo, Assistant City Manager**Meeting Date:** June 1, 2020**Public Hearing:** N/A**Advertising Date:** N/A**Advertised By:** N/A**Attachments:**

PURPOSE:

The Kiwanis Club of High Point has donated a replacement playground at Washington Terrace Park to the City of High Point.

BACKGROUND:

The Kiwanis Club of High Point has donated a playground at Washington Terrace Park to commemorate the 100th anniversary of the club. Other amenities at the site include brick pavers that were sold as a fundraiser for the club, and a bench donated by the Horney family in honor of Jim Horney. The total cost of the playground and other amenities is \$134,167.

BUDGET IMPACT: None.**RECOMMENDATION / ACTION REQUESTED:**

Staff recommends that the High Point City Council accept this donation from the Kiwanis Club of High Point.



CITY OF HIGH POINT

AGENDA ITEM



Title: Purchase of 750 MCM Underground Cable
Bid No 17-051320

From: Garey S. Edwards, Electric Utilities Director
Tyler Berrier, Electric Utilities Assistant Dir.

Meeting Date: June 1, 2020

Advertising Date: Opened 5/13/2020

Public Hearing: N/A

Advertised By: Purchasing Dept.

Attachments: Attachment A: Formal bid Recommendation
Attachment B: Bid Tabulation

PURPOSE:

To purchase 750 MCM underground cable for Catalyst Project (Appling Way, English Road, Elm Street) and Restock the warehouse. 750 MCM Cable

BACKGROUND:

The City normally stocks this item in inventory, however, with recent projects our normal inventory amounts have been exhausted. The current bid price of \$12.67 per foot is a drastic reduction from our previous order, in which the price per linear foot of wire was over \$16. This purchase will be for 42,000 linear feet of cable.

BUDGET IMPACT:

Funds are included in the current capital budget to cover this material purchase. The budget item was estimated at over \$2,340,963.83.

RECOMMENDATION / ACTION REQUESTED:

We are recommending that the bid for this Cable be awarded to WESCO Distribution, Inc. for **\$532,140**. WESCO Distribution was the lowest qualified bidder of the three bids received by the Purchasing division at the bid opening.



BIDDERS LIST & TABULATION

**** AWARDED TO WESCO ****

FORMAL BID #17-051320 – WIRE #113					
VENDOR NAME & ADDRESS	ITEM #	QTY.	UNIT PRICE (UOM=FT)	TOTAL PRICE	DELIVERY A.R.O.
ANIXTER 5031 UNICON DR. WAKE FOREST, NC 27587	113	42,000	\$13.419	\$563,598.00	84-98 DAYS
IRBY P.O. BOX 7457 ROCKY MOUNT, NC 27804	113	42,000	-	NO QUOTE	-
SHEALY ELEC. WHOLESALERS P.O. BOX 8597 COLUMBIA, SC 29202	113	42,000	\$17.07	\$716,940.00	10 WKS.
WESCO 3025 STONYBROOK DR. RALEIGH, NC 27604	113	42,000	\$12.67	\$532,140.00	24 WKS.

*Bids emailed April 29, 2020



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.: CONTRACT NO.: DATE OPENED:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
TOTAL BUDGETED AMOUNT				

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:



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: Electric Utilities

COUNCIL AGENDA DATE: June 1st, 2020

BID NO.: 17-051320 CONTRACT NO.: DATE OPENED: May 13, 2020

DESCRIPTION:

The Purchase of Warehouse Stock Item #113 - 750 MCM Underground Cable

PURPOSE:

The City normally stocks this item in inventory, however, with recent projects well our normal inventory amounts have been exhausted. The current bid price of \$12.67 per foot is a drastic reduction from our previous order, in which the price per linear foot of wire was over \$16.

COMMENTS:

Funds are included in the current capital budget to cover this material purchase. The budget item was estimated at over \$2,340,963.83. This purchase will be for 42,000 linear feet of cable.

RECOMMEND AWARD TO: WESCO Distribution AMOUNT: \$532,140

JUSTIFICATION:

We are recommending that the bid for this Cable be awarded to WESCO Distribution, Inc. for \$532,140. WESCO Distribution was the lowest qualified bidder of the three bids received by the Purchasing division at the bid opening.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
631799	533701	631181023505	40202	\$2,340,963.83
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: Tyler R. Berrier Digitally signed by Tyler R. Berrier
Date: 2020.05.14 15:46:05 -04'00' DATE: May 14, 2020

The Purchasing Division concurs with recommendation submitted by the Electric Dept. and recommends award to the lowest responsible, responsive bidder WESCO Distribution in the amount of \$ \$532,140.

PURCHASING MANAGER: Erik S. Conti Digitally signed by Erik S. Conti
Date: 2020.05.14 16:04:46 -04'00' DATE:

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Bobby Fitzjohn Digitally signed by Bobby Fitzjohn
Date: 2020.05.28 11:00:15 -04'00' DATE:

CITY MANAGER: Randy E. McCaslin Digitally signed by Randy E. McCaslin
Date: 2020.05.28 11:09:19 -04'00' DATE: 5/28/2020

Mr. Terry Houk
Public Works Director
211 S. Hamilton Street
High Point, NC 27260

Arcadis G&M of North Carolina,
Inc.
7029 Albert Pick Road
Suite 101
Greensboro
North Carolina 27409
Tel 336 292 2271

Subject:
City of High Point, NC
Proposal for Engineering Services
Public Works: 2020 Arc Flash Hazard Assessment

WATER

Dear Mr. Houk:

Date:
March 31, 2020

Arcadis G&M of North Carolina, Inc. (Arcadis) is pleased to provide this proposal for engineering services for the Public Works: 2020 Arc Flash Hazard Assessments.

Contact:
Dennis Kachmarsky

SCOPE OF SERVICES

Phone:
704 996 9561

Conducting an Arc Flash Hazard study is crucial to the safe operation and maintenance of electrical power distribution equipment. Arcadis' overall goal will be to update previously assessed potential hazards and re-label the equipment (as necessary) so that personnel will be aware of the incident energy levels at the equipment. With this information available, staff can be fitted with the appropriate personal protective equipment (PPE) to maintain OSHA compliance when servicing the equipment.

Email:
dennis.kachmarsky
@arcadis.com

The scope of the project generally includes data collection of the existing electrical system at the facilities; analysis and modeling of the data collected using SKM Power Tools for Windows software; and, the delivery and installation of professionally printed arc flash labels. This work is essentially an update of previous modeling and analysis.

ARCADIS G&M of North Carolina, Inc.

NC Engineering License # C-1869
NC Surveying License # C-1869

The arc flash analysis will be performed for the facilities listed in the attached spreadsheet.

The arc flash analysis will evaluate the existing short circuit current contributors and the existing overcurrent protective device settings within the facilities. The software then calculates the available incident energy hazard at each node of the system. These calculations will be provided in accordance with NFPA 70E and IEEE 1584 standards, latest editions. The results of the available incident energy

Mr. Terry Houk
City of High Point
March 31, 2020

hazard calculations will be provided on a permanent adhesive label that will be installed on the relevant electrical equipment with our guidance. Each label will illustrate the incident energy at that location.

Responsibilities of the City

It is Arcadis' understanding that the City will be responsible for the following:

1. Furnish available information pertinent to the project to allow Arcadis to provide the scope of services contained herein. Specifically, City of High Point Electric Utility incoming power characteristics for each site will be provided.
2. Provide personnel to identify and open electrical panels. If facility personnel are unavailable and Arcadis staff is permitted to open panels, then Arcadis should be advised of any known interlocks that may cause disruption to power and/or control when the panel is opened.
3. Arrange safe access onto public and private property for Arcadis to perform the scope of services. Arcadis staff will follow City of High Point or Arcadis safety requirements, whichever are stricter, when on site at any City-owned facilities.

ENGINEERING FEE

Arcadis will perform the scope of services for a total lump sum fee of \$26,000, distributed as follows.

- | | |
|----------------------|----------|
| • Water Treatment | \$20,000 |
| • General (Cemetery) | \$ 1,500 |
| • Landfill | \$ 4,500 |

We look forward to assisting the City of High Point in performing this Arc Flash Hazard Assessment. Please feel free to give me a call if you have any questions regarding this proposal.

Sincerely,

Arcadis G&M of North Carolina, Inc.



Dennis J. Kachmarsky, PE
Project Manager

Copies:

Bobby Sharpe, PE

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.

ARCADIS G&M of North Carolina, Inc.
Public Works: 2020 Arc Flash Hazard Assessment

GROUP NAME	BUILDINGS IN GROUP	STREET ADDRESS	LUMP SUM FEE
PUBLIC SERVICES			\$26,000
Water Treatment (\$20,000)	City Lake Aeration System City Lake Raw Water Pump Station City Lake Raw Water Pump Station Generator City Lake Standby Generation Building & Equipment Lexington Elevated Tank (Howard St) Ground Storage Tank Dam Control MCC - Regency Lake Dam Control MCC - Piedmont Lake Dam Control MCC - Davis Lake Oak Hollow Aeration System Oak Hollow Raw Water Pump Station Sandy Ridge Ground Storage Station-Generator, Tank Ward I-74 1 Million Gallon Water/Booster Tank Ward Maintenance Building and Equipment		
General: Cemetery (\$1,500)	Oakwood Cemetery Office & Storage	512 Steele Street	
Landfill (\$4,500)	Kersey Valley Landfill – Old Scalehouse Kersey Valley Landfill – New Scalehouse Kersey Valley Landfill – Chemical Recovery Storage Kersey Valley Landfill – Chemical Recovery Grinder Ingleside Storage Area	3748 E. Kivett Drive 3748 E. Kivett Drive 3748 E. Kivett Drive 3748 E. Kivett Drive Ingleside & Bellevue	
TOTAL			\$26,000

CITY OF HIGH POINT

AGENDA ITEM



Title: Motorola In-car/Body-worn Cameras Capital Lease Budget Amendment

From: Bobby Fitzjohn, Financial Services Director

Meeting Date: June 1, 2020

Public Hearing: No

Advertising Date /

Advertised By:

Attachments: Budget amendment

PURPOSE:

City Council has approved a lease agreement with Motorola Solutions for WatchGuard 4RE/VISTA In-car camera / body-worn camera systems to be utilized by first responders for Information Technology Services and the High Point Police Department, in amount of \$1,380,436. A budget ordinance is required to record the lease.

BACKGROUND:

Generally accepted accounting principles (GAAP) require that certain leases be capitalized and receive specialized accounting treatment. When a lease is capitalized, it requires budgetary authorization, similar to a purchase of capital equipment. The attached ordinance allows the Motorola System Core to be capitalized and does not authorize additional spending.

BUDGET IMPACT:

Budgeted expenses associated with capitalizing leases are equal to the associated accounting revenue recognized by entering into the lease. Lease payments will begin in Fiscal year 2021-22.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends approval of the attached budget ordinance amendment which will allow the proper accounting of the capital lease.

“AN ORDINANCE AMENDING THE 2019-2020 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO APPROPRIATE CAPITAL LEASE FUNDS FOR IN-CAR AND BODY-WORN CAMERA SYSTEM

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

Section 1. The City of High Point has determined it is in the City’s best interest to lease in-car and body-worn cameras, and their underlying storage, support, and warranty, utilizing a lease agreement with Motorola Solutions.

Section 2. The 2019-2020 Budget Ordinance of the City of High Point, should be amended as follows:

(A) That the General Fund revenues be increased:

Lease Financing Proceeds	\$1,330,200
--------------------------	-------------

(B) That the General Fund expenditures be increased:

Leased Equipment	\$1,330,200
------------------	-------------

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 June 1, 2020

“AN ORDINANCE AMENDING THE 2019-2020 BUDGET ORDINANCE
OF THE CITY OF HIGH POINT, NORTH CAROLINA
TO APPROPRIATE CAPITAL LEASE FUNDS FOR IN-CAR AND BODY-WORN CAMERA SYSTEM

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

Section 1. The City of High Point has determined it is in the City’s best interest to lease in-car and body-worn cameras, and their underlying storage, support, and warranty, utilizing a lease agreement with Motorola Solutions.

Section 2. The 2019-2020 Budget Ordinance of the City of High Point, should be amended as follows:

(A) That the General Fund revenues be increased:

Lease Financing Proceeds	\$1,330,200
--------------------------	-------------

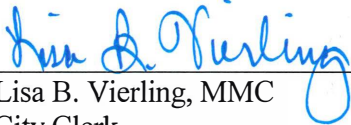
(B) That the General Fund expenditures be increased:

Leased Equipment	\$1,330,200
------------------	-------------

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 the High Point City Council June 1, 2020


Lisa B. Vierling, MMC
City Clerk





DEPARTMENT RECOMMENDATION

Informal Bid(s)

DEPARTMENT: **Public Services**

BID #: **6053-052020**

DATE OPENED: **5/20/2020**

DESCRIPTION:

Concrete Flatwork Removal and Replacement

PURPOSE:

The City budgets on an annual basis for the removal and replacement of City of High Point maintained sidewalks & curbs. Based on needs and funding, areas of sidewalk & curbs have been identified to be replaced.

COMMENTS:

The City of High Point performs sidewalk & curb replacements on an annual basis. This work takes place because deficiencies on sections of sidewalk or curb are beyond repair of routine maintenance. The list of areas to be replaced is generated from the Streets Maintenance Division.

RECOMMEND AWARD TO: **Construction Concepts & Design Inc.**

AMOUNT: **161,510.00**

JUSTIFICATION:

At the May 20th bid opening, Construction Concepts & Design Inc. was the low bidder of the nine (9) qualified bid submittals.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
101721	527304		101-Street Maint.	161,510.00
TOTAL BUDGETED AMOUNT				161,510.00

DEPARTMENT HEAD: **Terry Houk**

Digitally signed by Terry Houk
Date: 2020.05.21 11:18:03 -04'00'

DATE: **5/21/20**

PURCHASING MANAGER: **Erik S. Conti**

Digitally signed by Erik S. Conti
Date: 2020.05.21 12:34:28 -04'00'

DATE: **5/21/20**

FINANCIAL SERVICES DIRECTOR: **Bobby Fitzjohn**
(\$30,000 - \$90,000)

Digitally signed by Bobby Fitzjohn
Date: 2020.05.21 13:57:19 -04'00'

DATE: **5/21/20**

1-7-2020
CDC

CD&H Departmental Overview

Community Development Committee

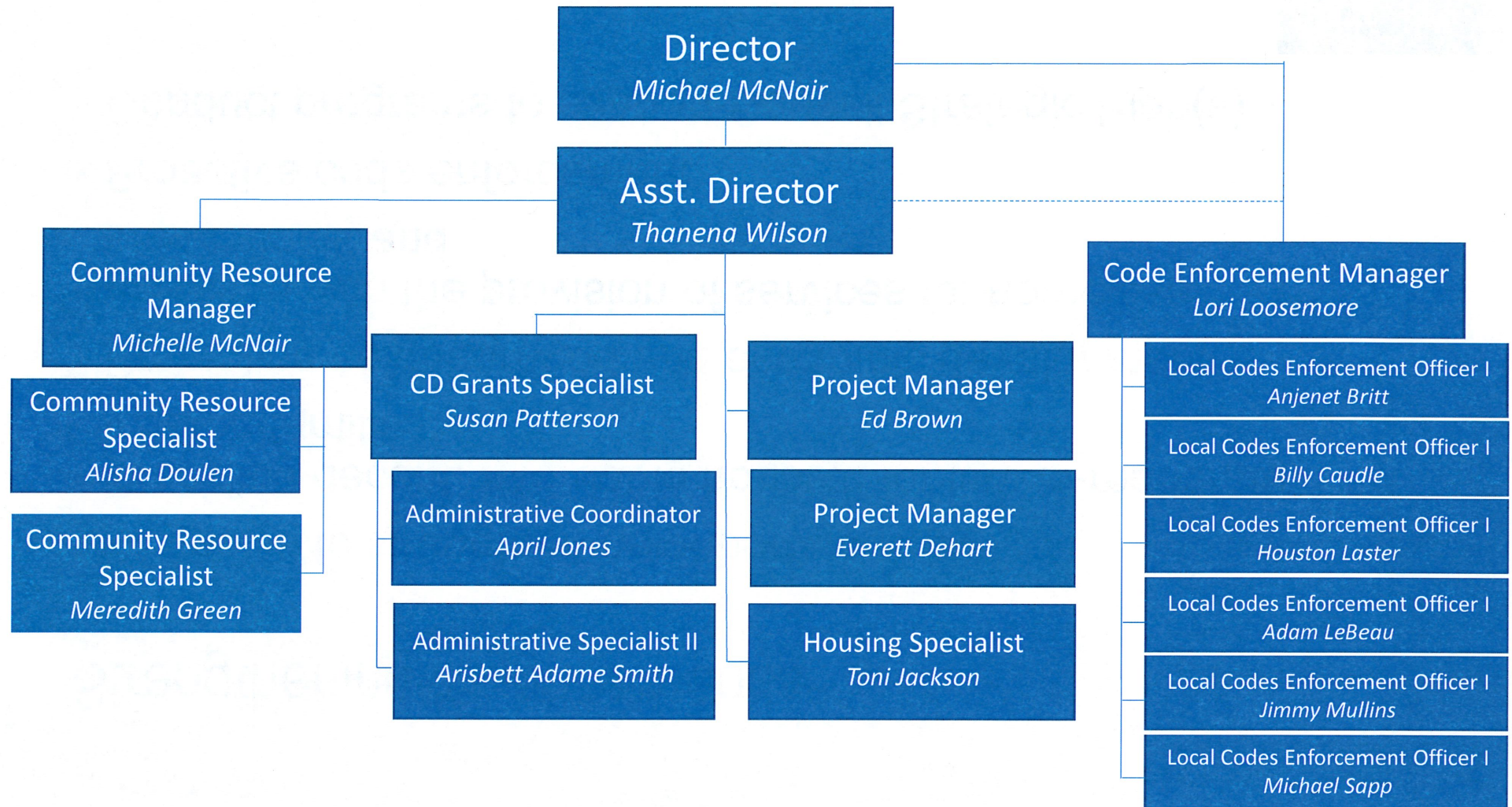
January 7, 2020



Agenda

1. Brief department overview
 - a. Structure & strategies
 - b. Annual Action Plan
2. Recent studies
 - a. Housing Market Segmentation Study
 - b. Center for Community Progress
3. Housing Activities
 - a. Core City Homebuyer Incentive Program
 - b. Single family development
 - c. Multi-family development
 - d. Operation Inasmuch
4. Community and Neighborhood Development Activities
 - a. VITA (Volunteer Income Tax Assistance)
 - b. Neighborhood Leaders Council
 - c. Public Service Grants
 - d. Community Gardens

COMMUNITY DEVELOPMENT AND HOUSING DEPARTMENT



Strengthening Neighborhoods

Our goal is to strengthen neighborhoods by:

- Providing decent, affordable housing for low-to-moderate income families;
- Promoting neighborhood and economic development;
- Assisting with the provision of services for homeless populations; and
- Proactive code enforcement.
- Conduct programs to support Council Strategic Plan(s)

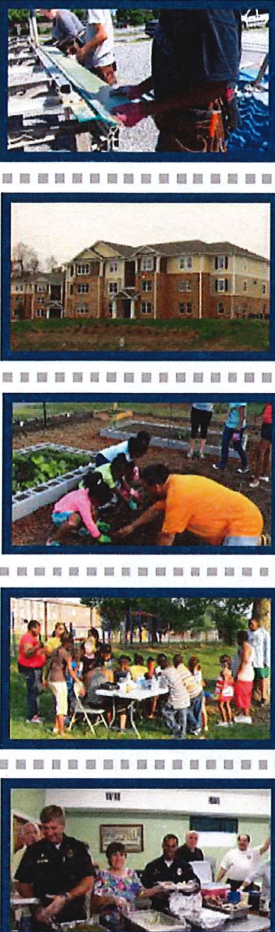
CD&H Strategies

Pursuant to Council's strategic plan:

- Mitigate blighting influences
 - Demolish abandoned substandard structures
 - Promote conversion of empty lots to community gardens
 - Home repairs – Operation InAsMuch, URP
- Diversify incomes in the Core City
 - Core-city homebuyer incentives
 - New single family affordable housing
 - Multifamily development outside of the Core
- Maintain community partnerships
 - Neighborhood cleanups – Keep High Point Beautiful
 - Increase community cohesion
 - Help reduce crime through community partnerships

Annual Funding Sources

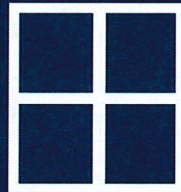
- The CDBG program (HUD) provides funding to develop viable communities by:
 - providing decent housing,
 - a suitable living environment, and
 - opportunities to expand economic opportunities, principally for low/mod persons.
- The HOME program (HUD) funds housing activities that:
 - build, buy, and/or rehabilitate affordable housing for rent, or homeownership, or
 - provide direct rental assistance to low-income people.
- Core City Redevelopment Fund (General Fund)
 - Operation Inasmuch
 - Core City Homebuyer Incentive Program
 - Infill development
- Other grants
 - NC Housing Finance Agency
 - Urgent Repair Program
 - Construction Training Partnership Program
 - Volunteer Income Tax Assistance



City of High Point

Community Development
& Housing Department

2019-2020 Annual Action Plan



Annual Action Plan

Entitlement cities and participating jurisdictions are required to prepare:

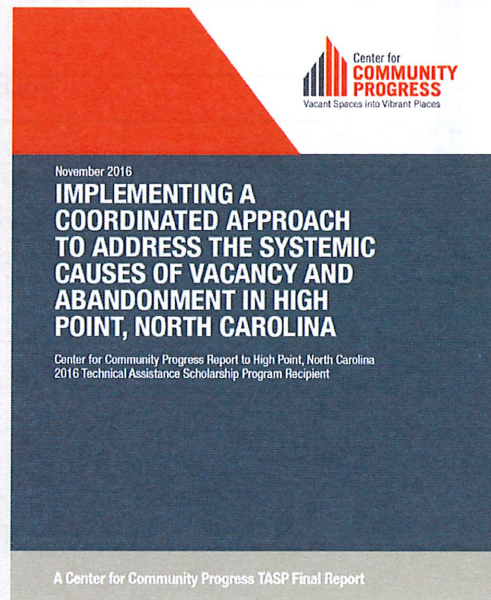
- Annual Action plan describing sources, uses and beneficiaries
- Consolidated Annual Performance and Evaluation Report
- 5 year Consolidated Plan
- Analysis of Impediments to Fair Housing (3-5 years)
- <https://www.highpointnc.gov/1621/Plans-Reports>



Proposed Sources		Proposed Uses	
*CDBG & CDBG Program Income (Includes Prior Year Funds)	1,089,596	Emergency/Urgent Repair/Housing Rehab	185,000
*HOME & HOME Program Income (Includes Prior Year Funds)	1,609,820	Operation Inasmuch	200,000
NSP Program Income	60,000	CHDO Activities/Affordable Housing Development	834,338
City Infill Development (GF)	120,000	Homebuyer Assistance/IDA	305,000
City General Fund (Program support)	255,299	Infill Housing/Core City Redevelopment	160,000
North Carolina Housing Finance Agency	115,000	The Townhomes @ Meredith	650,000
Volunteer Income Tax Assistance	4,000	Construction Training Partnership	130,000
Core City Redevelopment	600,000	NSP Eligible Activities	60,000
		Public Service Grants	65,000
		Community Based Initiative (CBI)	5,000
		Volunteer Income Tax Assistance	4,000
		HUD Loan Repayment	107,404
		Affordable Housing Program Delivery	501,671
		Community Capacity Building Program Delivery	279,242
		Program Administration	367,060
TOTALS			3,853,715
			3,853,715

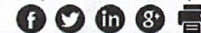
Consultants & Technical Assistance

- <https://www.highpointnc.gov/1621/Plans-Reports>
- <https://www.sog.unc.edu/blogs/coates-canons/fighting-blight-property-tax-bills>
- Collected over \$304,000 nuisance liens since inception



Fighting Blight with Property Tax Bills

This entry was posted on May 30th, 2017 and is filed under [Community & Economic Development](#), [Finance & Tax](#), [Miscellaneous](#), [Property Taxes](#).



About the author

Chris McLaughlin



[View Other Posts](#)

How can a city more effectively fight blight—vacant, abandoned, and dilapidated housing? The city of High Point tried to find some answers last year with help from the [Center for Community Progress](#) and the UNC School of Government.

Market Segmentation & Targeted Revitalization

High Point Core City

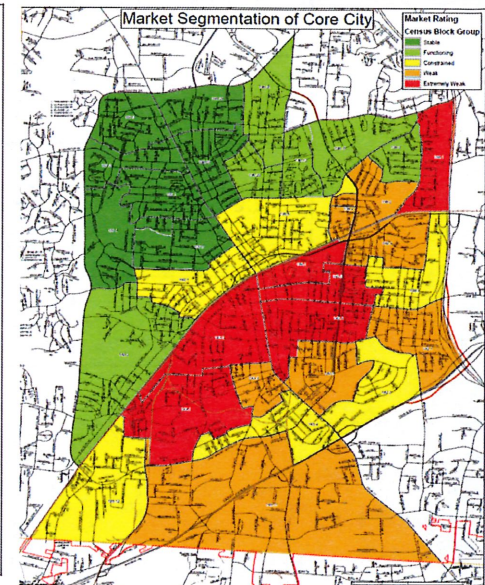


THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO

Center for Housing
and Community Studies

Dr. Stephen J Silts, Director

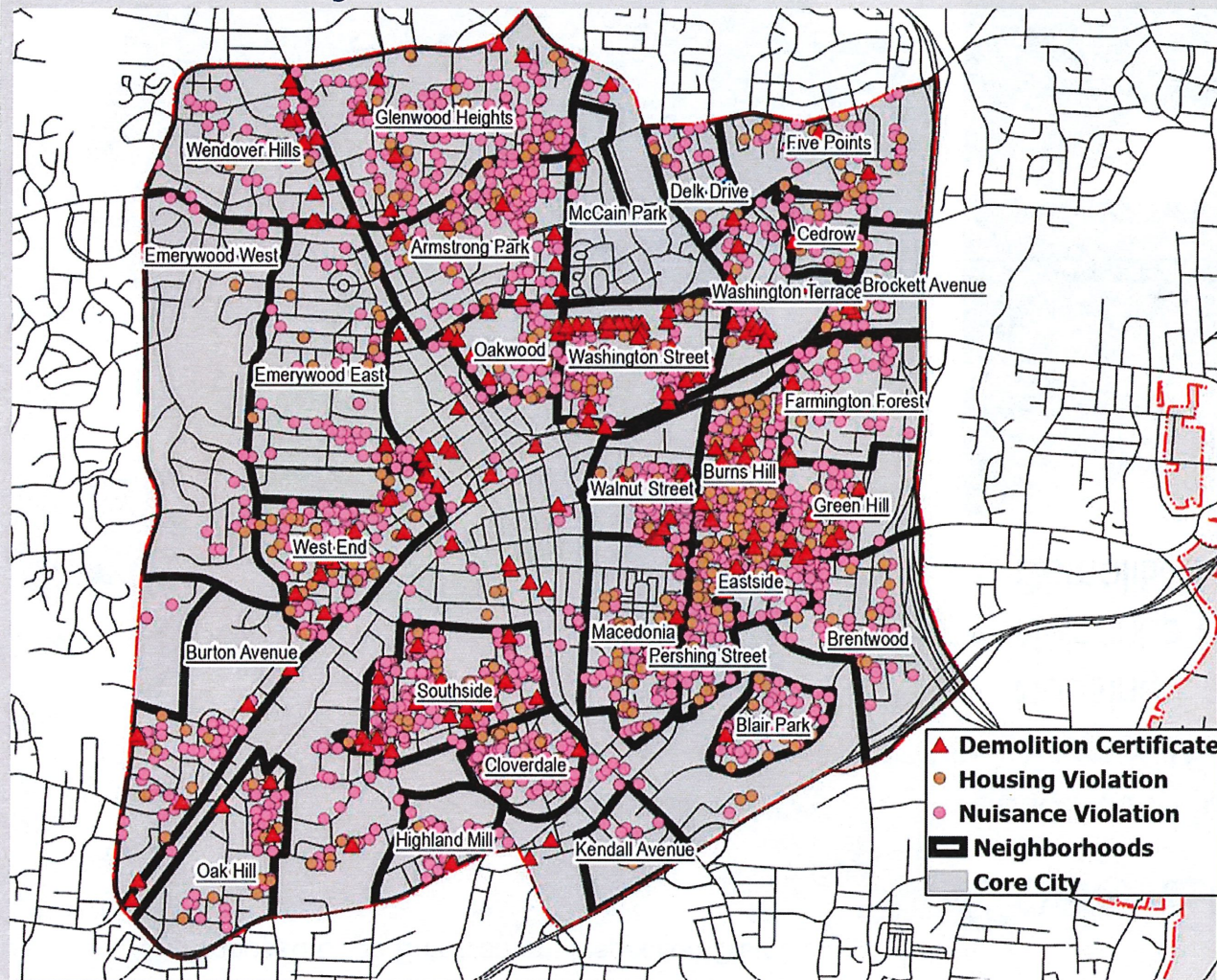
Research Assistants: Lynn Cochran, Catherine Choi, Erin Klinger, Melissa Roberts, and Rachel Ryding



Code Enforcement

Local Codes Enforcement Monthly Activity									
	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19		
1. Minimum Housing									
	a. Minimum Housing Complaints	30	38	29	24	27	61	12	
	b. Active Minimum Housing Cases	314	321	323	289	295	308	302	
	d. Cases Taken Before City Council								
	i. For Demolition	1	1	2	3	3	5	0	
	e. City Demolished Houses	6	0	0	0	0	8	1	
2. Public Nuisance									
	a. Public Nuisance Complaints (incl. unsecured dwellings)	140	149	129	144	53	75	22	
	b. Active Public Nuisance Cases	115	230	172	171	140	157	88	
	c. City abated PN Cases	73	56	64	41	60	28	8	
	d. Owner abated PN Cases	161	113	134	93	86	50	28	
3. Zoning									
	a. Zoning Complaints (Vehicles, Signs, Banners)	28	44	44	30	36	22	17	
	b. Active Zoning Cases	106	203	162	164	181	174	143	
	c. Signs collected	80	191	69	421	123	288	41	
TOTAL ACTIVE CASES NOV - 639 TOTAL ACTIVE CASES DEC - 533									

Core City Code Enforcement Activity

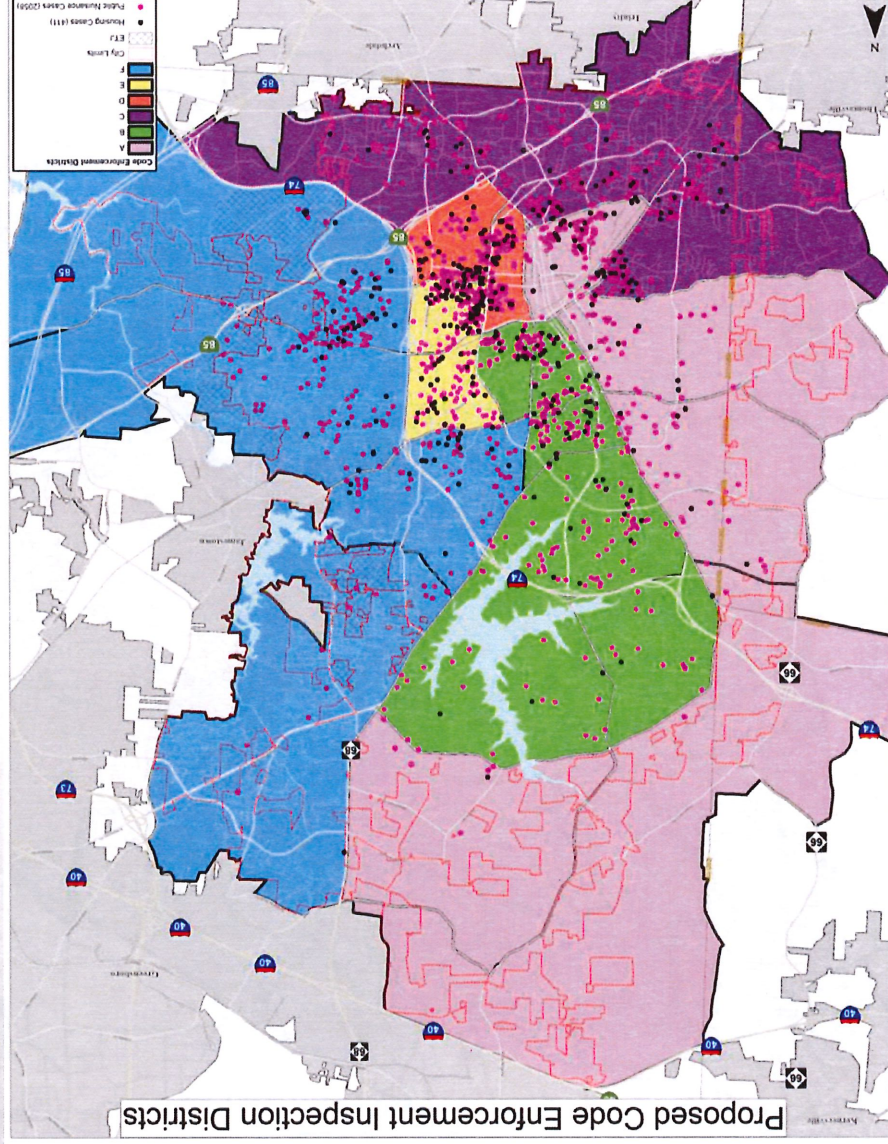


July 2015 – March 2019

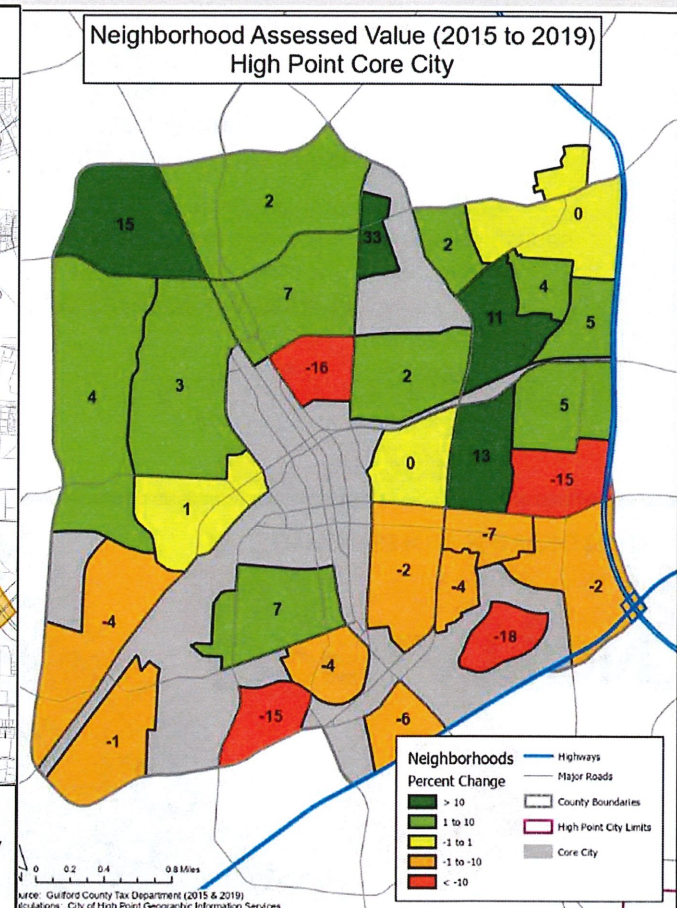
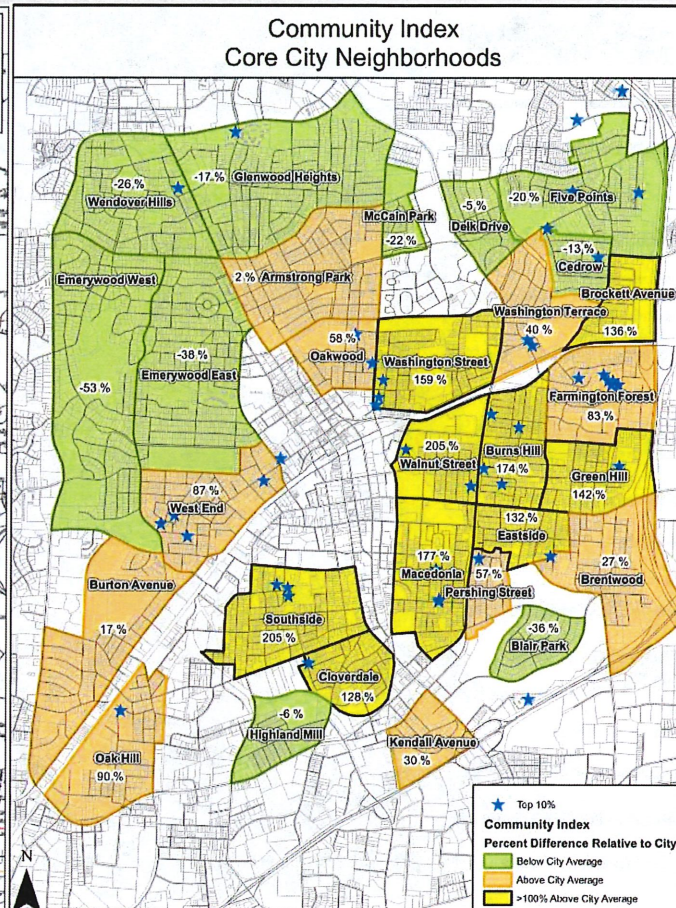
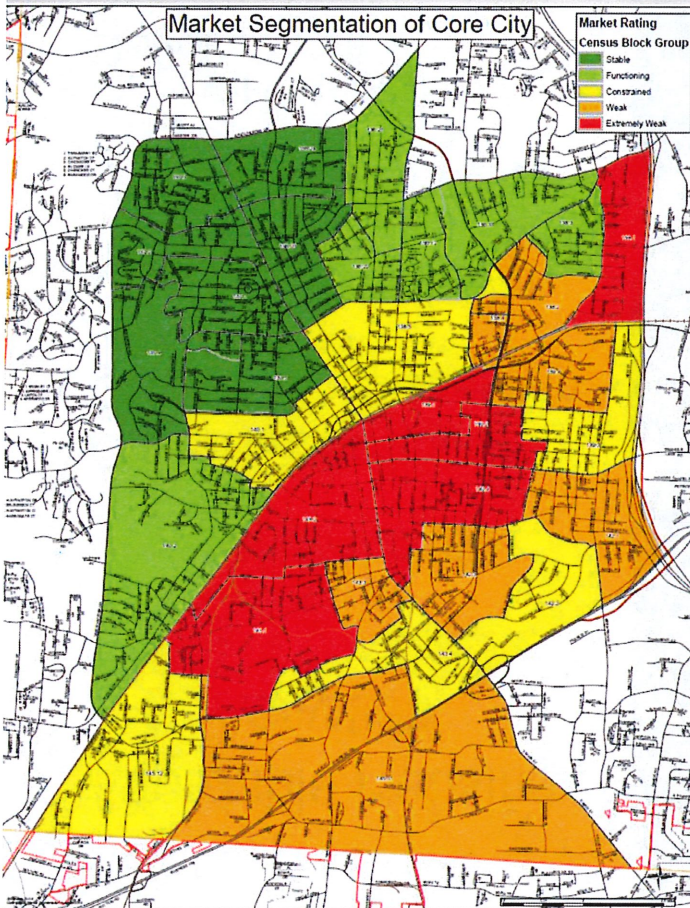
- City-abated:
 - Housing Violations (Demolition): 53
 - Nuisance Violations: 1,050
- Owner-abated:
 - Housing Violation: 339
 - Nuisance Violation: 2,301

Code Enforcement Data

- Cases used to define assignment zones
- From 8/15 through 2/17 (2,382) :
- Housing Cases – 355
- Nuisance Cases – 1903
- Demolition - 124



Analyzing Neighborhood Data



Affordable Housing Activities

- Emergency/Urgent Repair
- Operation Inasmuch
- CHDO Homeownership Development
- Core City Homebuyer Incentive
- Construction Training Program
- Rental Housing Development
- Pinnacle Partnership



FREE HOME REPAIR



OPERATION[®] INASMUCH
A Compassion Revolution

BURKS HILL NEIGHBORHOOD

OCT. 26, 2019

Join us for more information:
6 p.m. Aug. 12 | 10 a.m. Aug. 24
Morehead Recreation Center
101 Price St., High Point

How do I know if I am eligible?

- You must own and live in your home
- Income must fall within specific guidelines
- Have a qualifying home repair need

What type of repairs are made?

- Water Damage
- Plumbing
- Roofing

To learn more or apply, contact:

Lynda Hunter Hopkins
Community Housing Solutions 336.553.9698
or visit HighPointNC.gov/OperationInasmuch

DEADLINE TO APPLY: Sept. 16



Core City Homebuyer Incentives

CHP Program:

- Down Payment/Closing Cost Assistance = \$5,000
- 5 Year deferred loan at 0% interest
- Loan forgiven at 20% per year
- Property must be primary residence and located in the Core
- Property sales price not to exceed \$200,000

NCHFA program

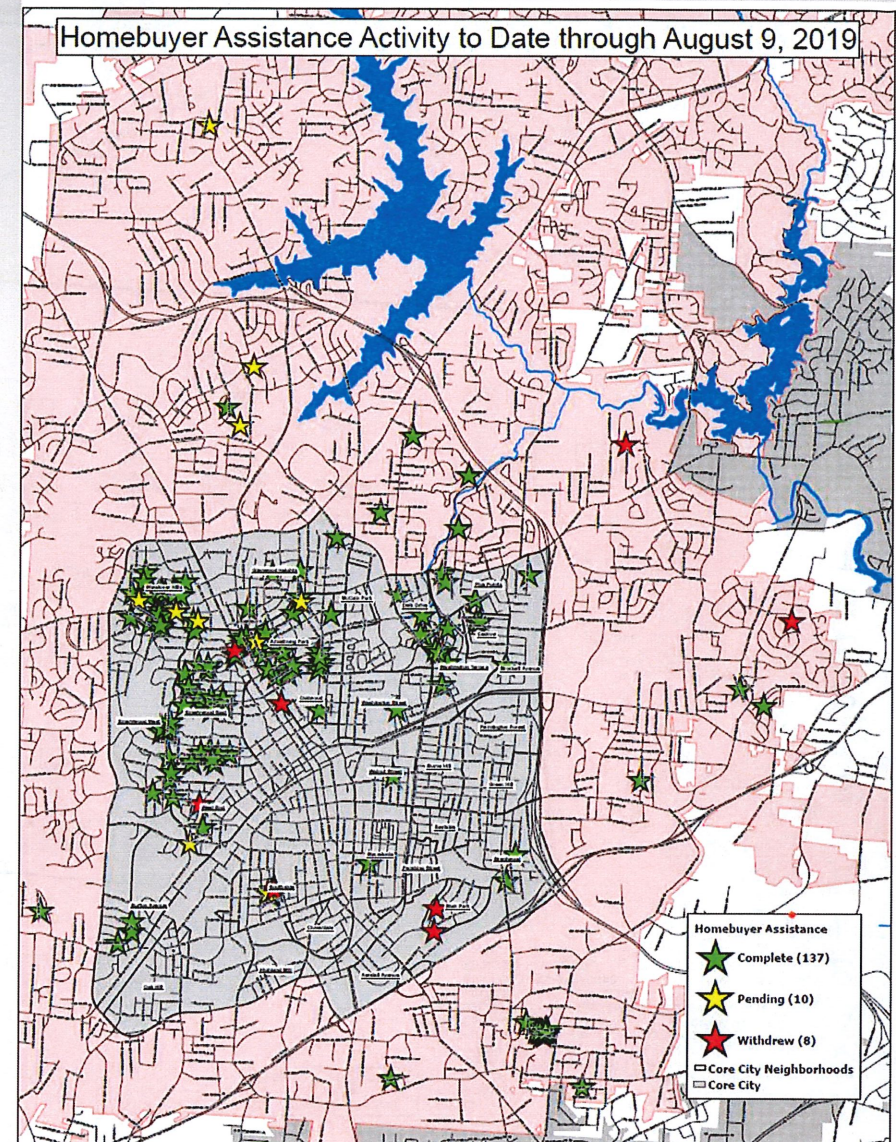
- Down Payment/Closing Cost Assistance = \$8,000
- Loan forgiven 20%/year at end of years 11-15

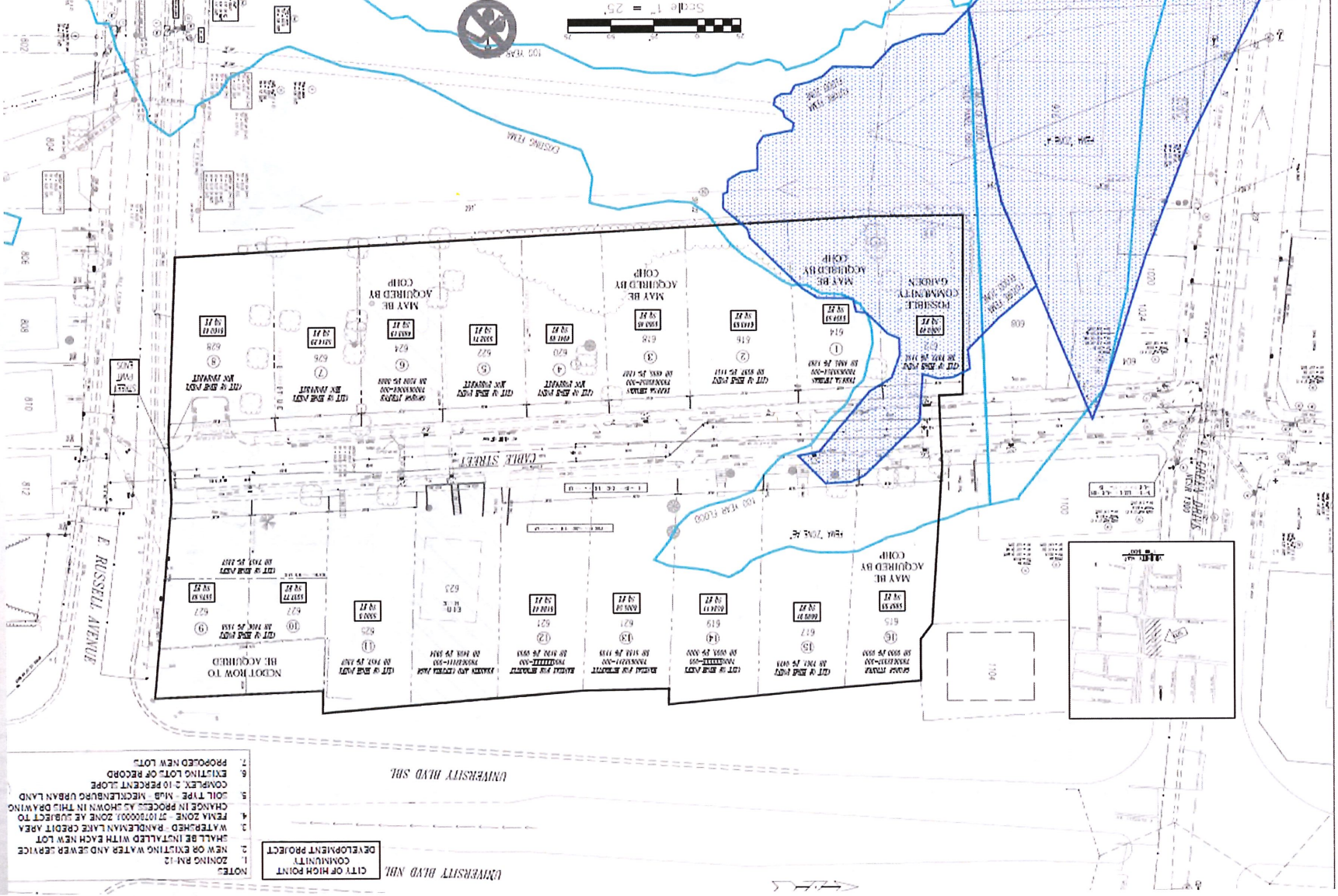
Metrics on 168 apps (147 closed/pending):

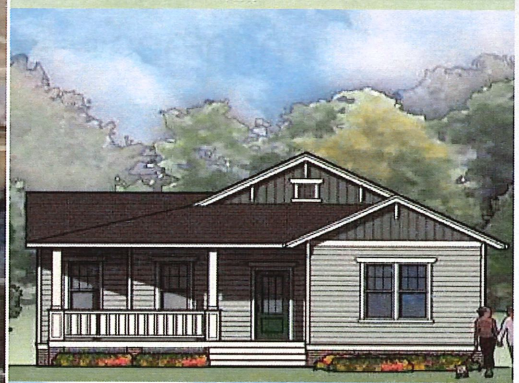
- Average price = \$110,499
- Average age = 39
- Average household income all apps = \$47,273 (101% of AMI)
- Total incentives expended or reserved = \$952,500 (\$637,500 - Local + \$315,000 - Federal)

Historical

- FY 2015-16: 13 units closed/pending (10 Core City)
- FY 2016-17: 43 units closed (38 Core City)
- FY 2017-18 53 units closed/pending (46 Core City)
- FY 2018-19 41 units closed/pending (34 Core City)
- FY 2019-20 3 units closed/pending (1 Core City)







The Townhomes @ Meredith

- New Paths Development proposes 42 townhomes @ 515 Meredith Street
- 3 bdrm/2.5 bath units @ 1,360 sq. ft
- Est. rents = \$850/mo (approx. \$34k household income)
- Estimated total cost = \$4.2 million
- Primary funding from HUD 221 (D)(4) loan
- HOME funds loan request = \$650,000
- New Paths has completed a similar development in Columbia, SC
- Developer scheduled to submit TRC for review
- Project delayed till 2020-21



Low Income Housing Tax Credit Developments

<u>Name</u>	<u>Units</u>	<u>Est. Cost</u>	<u>CHP \$\$</u>	<u>CHP Source</u>	<u>Awarded</u>
Admiral Point	54	5,411,059	560,000	HOME	2011
Addington Ridge	58	6,949,799	1,350,000	Section 108	2013
Kirkwood Crossing	84	10,259,851	2,000,000	Section 108	2015
Hartley Ridge	84	9,476,893	694,000	Section 108	2016
Avondale Trace *	72	10,358,707	650,000	Section 108	2018
Total	352	\$ 42,456,309	\$ 5,254,000		

Leveraging Resources

Admiral Pointe

- Awarded 2011 & completed 2012
- 3725 Admiral Drive
- 54 apartments for the elderly
- Cost approximately \$5,411,059
- CHP loaned \$560,000 - HOME funds



Addington Ridge

- Awarded 2013 & completed 2015
- 3726 Admiral Drive
- 58 multi-family units
- Cost approximately 6,949,799
- CHP loaned \$1,350,000 – Section 108



Leveraging Resources

Kirkwood Crossing

- Awarded 2015
- Construction completed July 2017
- Rent up process has begun
- 2208 Kirkwood Street
- 84 multi-family apartments
- Estimated cost = \$10,259,851
- CHP Loaned \$2,000,000 – Section 108



Hartley Ridge

- Awarded 2016
- Construction began summer 2017
- Completion expected by Winter 2018
- 700 W. Hartley Drive
- 84 multi-family apartments
- Estimated cost = \$9,476,893
- CHP Loaned \$694,000 – Section 108



Avondale Trace Apartments

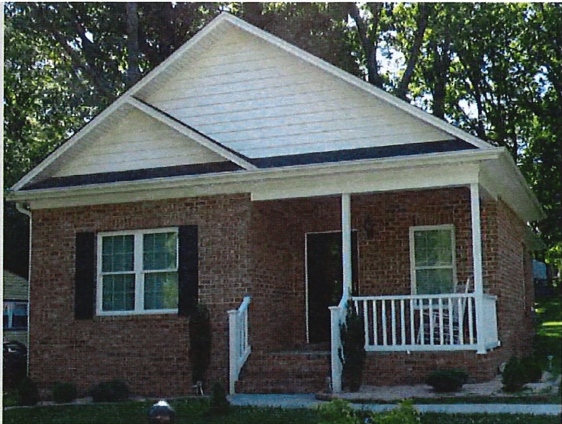
- Approved August 2018
- 5206 W. Wendover Avenue
- 72 multi-family apartments
- 7.75 acre site
- Unit Mix:

- (12) 1-BR @ 705 sq. ft.
- (36) 2-BR @ 967 sq. ft.
- (24) 3-BR units @ 1,134 sq. ft.

- Estimated cost = \$10,358,707
- CHP loan = \$650,000
- Monthly rents projected to range from \$255 to \$725
- Construction underway
- Completion expected summer 2020

**Project received the maximum site score possible from NCHFA*

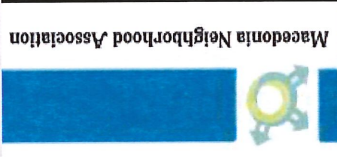
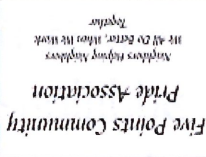
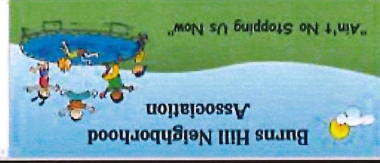




Partnership with Pinnacle (formerly Bank of NC)

- The bank committed to investing \$5 million in affordable housing in High Point
- CHP acquires property via tax foreclosures
- CHP conveys property to Core City CDC
- Core City CDC conveys to Pinnacle as need for affordable housing
- Home buyers have access to down payment assistance
- 14 homes have been built and sold
- 11 additional homes are under construction or pending construction

Community and Neighborhood Development Activities

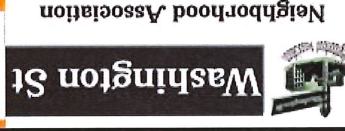
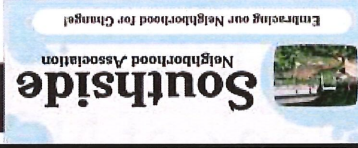
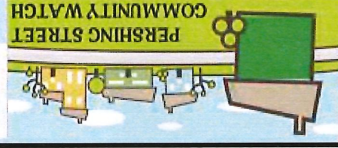
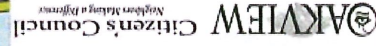


Community Capacity Building

- Public Service Grants
- Community-Based Initiatives
- Neighborhood Association Technical Assistance
- Homeless Assistance Initiatives
- (Partners Ending Homelessness and the Continuum of Care)
- Volunteer Income Tax Assistance (VITA) Program

Core City Redevelopment Activities

- Comprehensive Code Enforcement (Minimum Housing and Public Nuisance Abatement)
- Infill Housing Development
- Core City Homebuyer Incentive
- Acquisition/Demolition/Blight Removal



OPERATION INASMUCH 2019

Burns Hill Neighborhood, High Point, NC

October 26th, 2019



**October
26th, 2019**

Volunteer & Serve during this event to help preserve affordable housing in High Point!

Operation Inasmuch October 26, 2019 is a day-long service opportunity for your faith, business or civic group to Adopt-a-Homeowner and help repair a home for a low income family. This year's fall event will be held in High Point's Burns Hill Neighborhood. Community Housing Solutions, a local nonprofit, will identify homeowners in need of assistance and provide skilled leadership for your group as you perform the repairs.

Your commitment:

- Identify 2 leaders to be your group Team Captains
- Recruit 10 or more volunteers for 1 day of service (8 AM to 4 PM, October 26th, 2019)

Sponsor benefits:

- A fantastic, hands-on team building opportunity for your group members and their families
- T-shirts, and breakfast will be provided to all volunteers on the day of service
- Community recognition through media coverage

To register:

- Please contact
- Housing
- Consultants
- Group:
- 336-553-0946
- ext. 5



Neighborhood	# of Homes	# of Volunteers
Southside	11	150
East Central	12	161
Highland Mills	21	191
Macedonia/ Pershing Street	16	147
Washington Street	18	142
West End	13	57
Burns Hills	14	141

- Targeted neighborhoods areas of greatest need
 - ✓ Southside (May 5, 2016)
 - ✓ Burns Hill (November 5, 2016)
 - ✓ Highland Mills (May 7, 2017)
 - ✓ Macedonia/Pershing Street (October 21, 2017)
 - ✓ Washington Street area (May 19, 2018)
 - ✓ West End (November 3, 2018)
 - ✓ Southside (April 27, 2019)
 - ✓ Burns Hills (October 26, 2019)
- Partnerships with CHP, CHS, HCG, churches & volunteers
 - ✓ CHP selects neighborhood and provides funding
 - ✓ CHS coordinates home repairs
 - ✓ HCG community outreach
 - ✓ Churches and volunteers donate their labor

**Citizens Advisory Council
2019 Public Services Grant Requests**

Agency	Project & Funding Request
Senior Resources of Guilford	Meals on Wheels – \$4,650
Housing Authority	Family Self-Sufficiency Occupational Training Program – \$2,400
VWCA of High Point	Community Nutrition and Food Education Classes – \$8,750
Tiny House Community Development	Community Garden Project – \$10,000
Arc of High Point	Arc Access Dental Clinic – \$4,050
Helping Hands	Fuel Purchase and Vehicle Repair Project – \$6,850
West End Ministries	Expansion of Education and Tutoring Program – \$20,000
Total Funding Requested	\$56,700



Neighborhood Leaders Council

- Started in 2006, to help neighborhoods come together to improve their communities.
- Leaders meet once a month and often receive presentations of interest to the group.
- Neighborhood associations/watch groups:
 - Burns Hill
 - Highland Mills
 - London Woods
 - Macedonia
 - Neighborhoods Around the Museum
 - Oakview
 - Pershing St.
 - Southside
 - Washington Terrace
 - Washington St.
 - West End

Volunteer Income Tax Assistance (VITA) Program

Tax Year	Total Returns	Federal Refunds	EITC	Average AGI	Child Tax Credit
2006	151	\$130,811	\$53,153	\$13,496	\$16,037
2007	378	\$259,165	\$125,463	\$12,135	\$35,074
2008	320	\$330,565	\$141,582	\$12,567	\$38,873
2009	341	\$457,804	\$183,006	\$14,329	\$60,939
2010	417	\$546,725	\$236,249	\$14,740	\$83,840
2011	325	\$425,126	\$186,284	\$14,226	\$71,770
2012	522	\$659,069	\$297,529	\$16,025	\$108,194
2013	462	\$589,519	\$264,982	\$15,738	\$90,062
2014	530	\$643,009	\$265,381	\$17,161	\$87,351
2015	525	\$657,578	\$287,289	\$16,948	\$91,996
2016	807	\$1,025,488	\$369,275	\$20,424	\$63,453
2017	884	\$1,052,918	\$434,460	\$21,211	\$43,947
2018	1,050	\$1,211,356	\$499,858	\$21,814	\$131,661
PROGRAM TOTALS	6,712	\$7,989,133	\$3,344,511	\$16,216	\$923,197

Using Vacant Land for Community Gardens



Thank You

Michael E. McNair
M.P.A., HDFP, EDFP

Director, Community Development Department

336-883-3676

Michael.McNair@highpointinc.gov



CITY OF HIGH POINT

AGENDA ITEM



Title: Concrete Sidewalk/Curbing Removal and Replacement

From: Terry Houk – Public Services Director

Robby Stone – Asst. Director Public Services

Meeting Date: June 1, 2020

Public Hearing: N/A

Advertising Date: April 24, 2020

Advertised By: Purchasing

Attachments: Attachment A – Bid Tabulation
Attachment B – Concrete Repair Locations
Attachment C – Example Pictures

PURPOSE:

The City budgets on an annual basis for the removal and replacement of City of High Point maintained sidewalks & curbs. Based on needs and funding, areas of sidewalk & curbs have been identified to be replaced.

BACKGROUND:

The City of High Point performs sidewalk & curb replacements on an annual basis. This work takes place because deficiencies on a section of sidewalk or curb are beyond repair of routine maintenance. The list of areas to be replaced is generated from the Streets Maintenance Division.

BUDGET IMPACT:

Funds for this project are available in the FY 2019-2020 budget

RECOMMENDATION / ACTION REQUESTED:

The Public Services Department recommends approval of the contract and asks for the Council to award Construction Concepts & Design Inc. in the amount of \$160,510.⁰⁰.

Typical condition of concrete sidewalk requiring removal and replacement



Typical condition of concrete curb requiring removal and replacement



ITEMIZED BID TABULATIONS

Attachment A

BID OPENING: 5/20/20

CONCRETE FLATWORK REMOVAL AND REPLACEMENT				Construction Concepts & Design Inc.		Pintail Oil Field Services		Armen Construction		J&E Concrete Construction Co, LLC		Thompson-Arthur Division of APAC Atlantic, Inc.	
ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
1	REMOVE AND REPLACE 4" CONCRETE FLATWORK	SY	1316	\$ 70.00	\$ 92,120.00	not provided	\$ 109,557.00	\$ 92.00	\$ 121,072.00	\$ 95.00	\$ 125,020.00	\$ 100.00	\$ 131,600.00
2	REMOVE AND REPLACE 6" CONCRETE FLATWORK	SY	170	\$ 85.00	\$ 14,450.00	not provided	\$ 17,595.00	\$ 109.00	\$ 18,530.00	\$ 120.00	\$ 20,400.00	\$ 100.00	\$ 17,000.00
3	REMOVE AND REPLACE CONCRETE CURB AND GUTTER	LF	226	\$ 40.00	\$ 9,040.00	\$ 95.00	\$ 21,470.00	\$ 45.00	\$ 10,170.00	\$ 60.00	\$ 13,560.00	\$ 50.00	\$ 11,300.00
4	REMOVE AND REPLACE CONCRETE CURB RAMP	EA	8	\$ 3,800.00	\$ 30,400.00	\$ 300.00	\$ 2,400.00	\$ 3,250.00	\$ 26,000.00	\$ 2,500.00	\$ 20,000.00	\$ 2,500.00	\$ 20,000.00
5	INCIDENTAL STONE BASE	TON	30	\$ 150.00	\$ 4,500.00	\$ 45.00	\$ 1,350.00	\$ 55.00	\$ 1,650.00	\$ 70.00	\$ 2,100.00	\$ 50.00	\$ 1,500.00
6	CONTINGENCY	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL BID AMOUNT					\$ 160,510.00		\$ 162,372.00		\$ 187,422.00		\$ 191,080.00		\$ 191,400.00

CONCRETE FLATWORK REMOVAL AND REPLACEMENT				JSmith Civil, LLC		Browe Construction Co, Inc.		Triangle Grading & Paving, Inc.		Yates Construction Co, Inc.	
ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
1	REMOVE AND REPLACE 4" CONCRETE FLATWORK	SY	1316	\$ 102.92	\$ 135,442.72	\$ 130.00	\$ 171,080.00	\$ 140.00	\$ 184,240.00	\$ 180.00	\$ 236,880.00
2	REMOVE AND REPLACE 6" CONCRETE FLATWORK	SY	170	\$ 113.75	\$ 19,337.50	\$ 160.00	\$ 27,200.00	\$ 170.00	\$ 28,900.00	\$ 215.00	\$ 36,550.00
3	REMOVE AND REPLACE CONCRETE CURB AND GUTTER	LF	226	\$ 59.30	\$ 13,401.80	\$ 100.00	\$ 22,600.00	\$ 110.00	\$ 24,860.00	\$ 125.00	\$ 28,250.00
4	REMOVE AND REPLACE CONCRETE CURB RAMP	EA	8	\$ 2,569.01	\$ 20,552.08	\$ 4,500.00	\$ 36,000.00	\$ 5,800.00	\$ 46,400.00	\$ 4,500.00	\$ 36,000.00
5	INCIDENTAL STONE BASE	TON	30	\$ 113.52	\$ 3,405.60	\$ 100.00	\$ 3,000.00	\$ 100.00	\$ 3,000.00	\$ 175.00	\$ 5,250.00
6	CONTINGENCY	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL BID AMOUNT					\$ 202,139.70		\$ 269,880.00		\$ 297,400.00		\$ 352,930.00

Location	4" Concrete Sidewalk (SY)	6" Concrete Sidewalk (SY)	Curb and Gutter (LF)	Curb Ramp (EA)
226 Montlieu Ave	4			
228 Montlieu Ave	19			
232 Montlieu Ave	29			
236 Montlieu Ave	6	12		
238 Montlieu Ave	8			
240 Montlieu Ave	16			
404 Montlieu Ave	10			
406 Montlieu Ave	17		3	
408 Montlieu Ave		8		
405 Montlieu Ave	12	11		
327 Montlieu Ave	9			
325 Montlieu Ave	3			
321 Montlieu Ave	6	11		
307 Montlieu Ave	6			
301 Montlieu Ave	8			
235 Montlieu Ave	14			
233 Montlieu Ave	4			
231 Montlieu Ave	5			
229 Montlieu Ave	11			
227 Montlieu Ave	5			
219 Montlieu Ave	3			
217 Montlieu Ave	37			
213 Montlieu Ave	19			
417 Otteray Ave	23			
413 Otteray Ave	10			
409 Otteray Ave	4			
321 Otteray Ave	10			
319 Otteray Ave		9		
315 Otteray Ave	2			
311 Otteray Ave		12		
306 Otteray Ave	17	6		
308 Otteray Ave	4			
310 Otteray Ave	7			
312 Otteray Ave		5		
314 Otteray Ave		39		
316 Otteray Ave	2	3		
321 Ardmore Circle	5			
319 Ardmore Circle	34	15		

Location	4" Concrete Flatwork (SY)	6" Concrete Flatwork (SY)	Curb and Gutter (LF)	Curb Ramp (EA)
311 Ardmore Circle	8			
803 Sunset Dr	12			
801 Sunset Dr	26			
711 Sunset Dr	10			
705 Sunset Dr	23	12		
701 Sunset Dr	9	14		1
613 Sunset Dr	9			
611 Sunset Dr	24			
111 W Farriss Ave	24			1
109 W Farriss Ave	17	8		
1709 Heathcliff Dr			36	
703 Gordon Rd	6		10	
1103 Gordon Rd	6			
1103 Cedrow Dr	6			
1203 Cedrow Dr	8		20	
1314 Eaton Pl	13			
403 Emerywood Dr	22		50	
2716 Alpha St	6			
3824 Marble Dr				1



DEPARTMENT RECOMMENDATION
Informal Bid(s)

DEPARTMENT:

BID #: DATE OPENED:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: DATE:

PURCHASING MANAGER: DATE:

FINANCIAL SERVICES DIRECTOR: DATE:

(\$30,000 - \$90,000)

Mr. Tim McKinney
Facility Services Director
211 S. Hamilton Street
High Point, NC 27260

Arcadis G&M of North Carolina,
Inc.
7029 Albert Pick Road
Suite 101
Greensboro
North Carolina 27409
Tel 336 292 2271

Subject:
City of High Point, NC
Proposal for Engineering Services
Facilities Services: 2020 Arc Flash Hazard Assessment

WATER

Dear Mr. McKinney:

Date:
April 29, 2020

Arcadis G&M of North Carolina, Inc. (Arcadis) is pleased to provide this proposal for engineering services for the Facilities Services: 2020 Arc Flash Hazard Assessments.

Contact:
Dennis Kachmarsky

SCOPE OF SERVICES

Phone:
704 996 9561

Conducting an Arc Flash Hazard study is crucial to the safe operation and maintenance of electrical power distribution equipment. Arcadis' overall goal will be to update previously assessed potential hazards and re-label the equipment (as necessary) so that personnel will be aware of the incident energy levels at the equipment. With this information available, staff can be fitted with the appropriate personal protective equipment (PPE) to maintain OSHA compliance when servicing the equipment.

Email:
dennis.kachmarsky
@arcadis.com

The scope of the project generally includes data collection of the existing electrical system at the facilities; analysis and modeling of the data collected using SKM Power Tools for Windows software; and, the delivery and installation of professionally printed arc flash labels. This work is essentially an update of previous modeling and analysis.

ARCADIS G&M of North Carolina, Inc.

NC Engineering License # C-1869
NC Surveying License # C-1869

The arc flash analysis will be performed for the facilities listed in the attached spreadsheet.

The arc flash analysis will evaluate the existing short circuit current contributors and the existing overcurrent protective device settings within the facilities. The software then calculates the available incident energy hazard at each node of the system. These calculations will be provided in accordance with NFPA 70E and IEEE 1584 standards, latest editions. The results of the available incident energy

hazard calculations will be provided on a permanent adhesive label that will be installed on the relevant electrical equipment with our guidance. Each label will illustrate the incident energy at that location.

Responsibilities of the City

It is Arcadis' understanding that the City will be responsible for the following:

1. Furnish available information pertinent to the project to allow Arcadis to provide the scope of services contained herein. Specifically, City of High Point Electric Utility incoming power characteristics for each site will be provided.
2. Provide personnel to identify and open electrical panels. If facility personnel are unavailable and Arcadis staff is permitted to open panels, then Arcadis should be advised of any known interlocks that may cause disruption to power and/or control when the panel is opened.
3. Arrange safe access onto public and private property for Arcadis to perform the scope of services. Arcadis staff will follow City of High Point or Arcadis safety requirements, whichever are stricter, when on site at any City-owned facilities.

ENGINEERING FEE

Arcadis will perform the scope of services for a total lump sum fee of \$110,000, distributed as follows.

- Facilities (City Hall, Misc.) \$35,500
- Police \$ 5,000
- Fire \$14,000
- Parks & Recreation \$48,000
- New Facilities \$ 7,500 (Fee estimated by the City)

We look forward to assisting the City of High Point in performing this Arc Flash Hazard Assessment. Please feel free to give me a call if you have any questions regarding this proposal.

Sincerely,

Arcadis G&M of North Carolina, Inc.



Dennis J. Kachmarsky, PE
Project Manager

Copies:

Bobby Sharpe, PE

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.

ARCADIS G&M of North Carolina, Inc.
Facilities Services: 2020 Arc Flash Hazard Assessment

GROUP NAME	BUILDINGS IN GROUP	STREET ADDRESS	LUMP SUM FEE
CITY HALL	City Hall	301 E Commerce St	\$10,000
MISCELLANEOUS			\$25,500
	501 E. Commerce St. Radio Tower	211 S. Hamilton Street	
	Safe Haven	203 Fourth Street	
	Communication/Radio Shop	301 E. Commerce Street	
	Idol Street Property	607 Idol Street	
	Riverdale Radio Tower	5898 Riverdale Road	
	Sunnyvale Radio Tower	7530 Sunnyvale Road	
	Facilities Services Administration	1000 Rotary Dr	
	High Point Public Library	910 N. Main St.	
	High Point Museum	Haley House - 1859 E. Lexington Ave.	
	High Point Theatre		
	High Point Train Station		
	Broad Street Parking Garage		
	Commerce/High St Parking Garage		
	Main Street Parking Garage		
POLICE DEPARTMENT BUILDINGS			\$5,000
Police Administration	Administration		
	Auxiliary Police		
	Evidence Storage Facility		
	Fleet Services	3524 Triangle Lake Rd	
	Signal & Sign Shop	3534 Triangle Lake Rd	
	Environmental Services	3514 Triangle Lake Rd	
Police Firing Range	Command Tower	completed in 2019	NOT INCLUDED
	K-9 Training Building	James Parvin deleted	
	Picnic Shelter	completed in 2019	
	Property Room Storage Building	James Parvin deleted	
	Shoothouse	completed in 2019	
FIRE DEPARTMENT BUILDINGS			\$14,000
Administration	Headquarters Fire Station	434 S. Elm Street	
Maintenance	Fire Maintenance Facility	213 Fisher Avenue	
Training	Fire Training Facility	1035 W. Ward Street	
	Fire Training Tower	1035 W. Ward Street	

ARCADIS G&M of North Carolina, Inc.
Facilities Services: 2020 Arc Flash Hazard Assessment

GROUP NAME	BUILDINGS IN GROUP	STREET ADDRESS	LUMP SUM FEE
Fire Stations	Fire Station No. 1 Fire Station No. 3 Fire Station No. 4 Fire Station No. 5 Fire Station No. 6 Fire Station No. 7 Fire Station No. 8 Fire Station No. 9 Fire Station No. 10 Fire Station No. 11 Fire Station No. 12 Fire Station No. 13 Fire Station No. 26	508 W. Centennial Street 1309 Chestnut Street 930 Old Winston Road 3828 N. Johnson Street 110 E. Springfield Road 1116 Gordon Street 208 Prospect Avenue 2707 Triangle Lake Road 2419 Whites Mill Road 2604 Morris Farm Road 4538 Barrow Road 2414 Ambassador Ct. 2127 Sandy Ridge Road	\$48,000
PARKS & RECREATION			
Armstrong Park	Restroom Youth Baseball Field (Lighted)		
City Lake Park	all		
Deep River Park	all		
Harvel Park	Restroom		
Oak Hollow Park	Campground Bathhouse #1 Campground Bathhouse #2 Campground Office Building/Store Campground Sites (115 Electric Sites) Campground Swimming Pool Pump H Golf Course Cart Storage Building Golf Course Chemical Storage Building Golf Course Clubhouse Marina Boat House Marina Office Buildings/Store Tennis Center Tennis Center Clubhouse Tennis Center Courts (10 Lighted) Tennis Center Indoor Courts (4 Lighted)	3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street 3415 N. Centennial Street	
Southside Park	Recreation Center Splash Pad		

ARCADIS G&M of North Carolina, Inc.
Facilities Services: 2020 Arc Flash Hazard Assessment

GROUP NAME	BUILDINGS IN GROUP	STREET ADDRESS	LUMP SUM FEE
Washington Terrace Park	all		
Johnson St Sports Complex	all		
High Point Athletic Complex	all		
Administration	Administration Building	136 N. Point Drive	
	Maintenance Facility	1041 W. Ward Avenue	
	Storage/Office Facility	1560 N. Main Street	
Allen Jay Park	Baseball Field (2 Lighted)	1073 E. Springfield Road	
	Baseball/Softball Field (3 Lighted)	1073 E. Springfield Road	
	Basketball Court (Lighted)	1073 E. Springfield Road	
	Recreation Center	1073 E. Springfield Road	
	Restroom #1	1073 E. Springfield Road	
	Restroom #2	1073 E. Springfield Road	
	Tennis Court (2 Lighted)	1073 E. Springfield Road	
	Youth Baseball Field (Lighted)	1073 E. Springfield Road	
Blair Park	Golf Course Clubhouse	1901 S. Main Street	
	Golf Course Maintenance Building (3)	1901 S. Main Street	
	Golf Course Shed	1901 S. Main Street	
Brentwood Park	Maintenance Complex	1401 Brentwood Street	
	Soccer Field (Irrigation)	1401 Brentwood Street	
Burnett Park	Restrooms	1105 Montlieu Avenue	
	Soccer Field (Lighted)	1105 Montlieu Avenue	
	Softball Field (Lighted)	1105 Montlieu Avenue	
Cedrow Park	Baseball/Softball Field (Lighted)	1712 Cedrow Drive	
	Restroom	1712 Cedrow Drive	
Festival Park	Picnic Shelter (6)	1841 Eastchester Drive	
	Restroom North Overlook	1841 Eastchester Drive	
	Restroom North Ramp	1841 Eastchester Drive	
Macedonia Park	Restroom/Concession Building	306 Wise Avenue	
Morehead Park	Recreation Center	101 Price Street	
Oakview Park	Baseball/Softball Fields (Lighted)	503 James Road	
	Recreation Center	503 James Road	
	Tennis Court (2 Lighted)	503 James Road	

ARCADIS G&M of North Carolina, Inc.
Facilities Services: 2020 Arc Flash Hazard Assessment

GROUP NAME	BUILDINGS IN GROUP	STREET ADDRESS	LUMP SUM FEE
Phillips Park	Restroom/Office Building	550 Hedgecock Street	
Piedmont Env. Services	Administration Building	1220 Penny Rd	
	Amphitheatre	1220 Penny Rd	
	Greenhouse	1220 Penny Rd	
	Storage Building	1220 Penny Rd	
Roy B. Culler Center	Senior Center	600 N. Hamilton Street	
Westend Park	Restroom	1701 Edgewood Dr	
NEW FACILITIES (Fee estimated by the City)			\$7,500
BB&T Stadium			
Public Library Plaza			
TOTAL			\$110,000

CITY OF HIGH POINT

AGENDA ITEM

**Title: Municipal Lease Agreement with Motorola Solutions****From:** Chief Kenneth Shultz**Meeting Date:** June 1, 2020**Public Hearing:** N/A**Advertising Date:** N/A**Advertised By:** N/A**Attachments:** In-car camera /Body-Worn Camera Images, WatchGuard's Quote & Municipal Lease Agreement

PURPOSE:

City Council is asked to approve a Municipal Lease agreement with Motorola Solutions for WatchGuard 4RE/VISTA In-car camera / body-worn camera systems to be utilized by first responders for Information Technology Services and the High Point Police Department, in amount of \$1,380,436. These cameras are beneficial for not only capturing evidence of criminal acts, but also used for addressing citizen complaints.

BACKGROUND:

The High Point Police Department currently utilizes Watchguard's in-car camera systems. We currently have 135 units in service. Most of these systems are no longer covered under warranty and approaching the end of their serviceable life expectancy. For the last two years the Police Department set up a budget line item for Watchguard system repairs for those units no longer covered under warranty. The repair line item was exhausted in April of this year two months before the end of the budget year. This is expected to continue happening as more units fall out of warranty. In Watchguard's current proposal, the City would realize a cost savings for an in-car system as well as a body camera system for the price of what the original in-car systems cost.

BUDGET IMPACT:

The City of High Point would enter into the lease agreement on 6-26-2020 with the first least payment not coming due until fiscal year 2021-22 on 7-1-2021 and would be paid on an annual basis through 7-1-2024. The purchase is being made off of the NC State Contract 680D. The Police Department pledges to apply future Justice Assistance Grant (JAG) Awards toward the annual lease payment. Payments are as follows:

Year 1 – No payment required

Year 2 - \$345,109.00

Year 3 - \$345,109.00

Year 4 - \$345,109.00

Year 5 - \$345,109.00

RECOMMENDATION / ACTION REQUESTED:

The Department of Information Technology Services and the High Point Police Department request Council approve the municipal lease agreement from Motorola Solutions in the amount of \$1,380,436.

Vista Body Camera:



In-Car Camera System:



8.8" Wide x 1.4" High x 1.13" Deep

ZERO SIGHTLINE (ZSL) CAMERA SPECS

Resolution	3200x1600 (12MP) (20 Progressive Frames/s)
Image Sensor/Type	Dual Exposure Progressive Scan CMOS (1/2.8" Pixel Dynamic Range)
Field of View	60 Degree Wide Horizontal Viewing Angle
Optics	F1.7 Fixed Focus, Anti-Reflective, Glass Lens
Connective Type	Locking Braid HDMI, Shielded Cable
Weight	2.5 oz (70.6g)
Dimensions	1.86" x 1.13"



4RE/VISTA Price Quote

NC State Contract 680D

CUSTOMER: High Point Police Department

ISSUED: 5/12/2020 1:40 PM

EXPIRATION: 6/30/2021 7:00 AM

,
,,
,,,

**TOTAL PROJECT ESTIMATED AT:
\$1,330,176.26**

ATTENTION: Capt Gamble

SALES CONTACT: Davin Perkins

PHONE: 336-883-3224

DIRECT: (469) 342-8948

E-MAIL:

E-MAIL:
davin.perkins@motorolasolutions.com

4RE and VISTA Proposal VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-EXT-WIF-BUN	VISTA HD WiFi and 4RE System Bundle. Includes 4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, ZSL camera, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket. It will also include the VISTA HD Wi-Fi Extended Capacity Wearable Camera with 9 hours continuous HD recording, one camera mount, 32 GB of storage, Wi-Fi docking base, Power over Ethernet Smart Switch	135.00	\$5,550.00	\$0.00	\$749,250.00
VIS-EXT-WIF-001	VISTA HD WiFi Additional Camera Only	7.00	\$995.00	\$49.75	\$6,616.75
VIS-CHG-B52-KIT	VISTA Charging Base R2 Kit, incl. Power and USB Cables	145.00	\$95.00	\$4.75	\$13,086.25
VIS-VTS-DTC-001	VISTA Transfer Station Assy, 8 Cameras, Ethernet, DEV 144, Enhanced ESD Protection	3.00	\$1,495.00	\$74.75	\$4,260.75
VIS-CHG-MAG-001	Charging Cable, VISTA QuickConnect 12V Magnetic Mobile Charging Kit	135.00	\$99.00	\$4.95	\$12,696.75

VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-VIS-WIF-NOF	3 Year VISTA WiFi, No-Fault Hardware and Software Maintenance Bundle	142.00	\$650.00	\$0.00	\$92,300.00
WAR-VIS-WIF-NOF	Year's 4 and 5 VISTA WiFi, No-Fault Hardware and Software Maintenance Bundle	142.00	\$650.00	\$0.00	\$92,300.00

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-DEV-004	Evidence Library 4 Web VISTA Combo-Discount Device License Key	135.00	\$75.00	\$3.75	\$9,618.75
KEY-EL4-DEV-002	Evidence Library 4 Web VISTA Device License Key	7.00	\$150.00	\$7.50	\$997.50
KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License Key	135.00	\$150.00	\$7.50	\$19,237.50

415 E. Exchange Parkway • Allen, TX • 75002
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



4RE/VISTA Price Quote

4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
CAM-4RE-PAN-NHD	Additional Front Camera, 4RE, HD Panoramic	135.00	\$200.00	\$10.00	\$25,650.00

Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	135.00	\$200.00	\$10.00	\$25,650.00
WAP-MIK-CON-802	WiFi Access Point, Configured, MikroTik, 802.11n, 5GHz, SXT, AP	5.00	\$250.00	\$12.50	\$1,187.50

4RE Hardware Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-5TH	5 Year 4RE Hardware and Software Maintenance Bundle	135.00	\$1,375.00	\$0.00	\$185,625.00

Software Maintenance and CLOUD-Share

Part Number	Detail	Qty	Direct	Discount	Total Price
SFW-EL4-CLD-BAS	Evidence Library 4 Web CLOUD - SHARE - Basic for VISTA	426.00	\$0.00	\$0.00	\$0.00
SFW-EL4-CLD-BAS	Evidence Library 4 Web CLOUD - SHARE - Basic for 4RE	675.00	\$0.00	\$0.00	\$0.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$7,590.00	\$0.00	\$7,590.00
					\$1,246,066.75

Total Estimated Tax, may vary from State to State \$84,109.51

Configuration Discounts	\$6,263.25
Additional Quote Discount	\$0.00
Total Amount	\$1,330,176.26

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____

Lessee: CITY OF HIGH POINT, NC

Schedule B (Lease #24838)

Compound Period:		Annual			
Nominal Annual Rate:		0.000%			
CASH FLOW DATA					
	Event	Date	Amount	Number	Period
1	Loan	6/26/2020	1,330,176.26	1	
2	Payment	7/1/2021	345,109.00	1	
3	Rate Change	7/1/2021	Rate: 2.530 %	Compounding:	Annual
4	Payment	7/1/2022	345,109.00	3	Annual
					7/1/2024
AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year					
	Date	Payment	Interest	Principal	Balance
Loan	6/26/2020				1,330,176.26
2020 Totals		0.00	0.00	0.00	
1	7/1/2021	345,109.00	0.00	345,109.00	985,067.26
Rate	7/1/2021		0.00	0.00	985,067.26
	7/1/2021	Rate: 2.53%	Compounding:	Annual	
2021 Totals		345,109.00	0.00	345,109.00	
2	7/1/2022	345,109.00	24,922.33	320,186.67	664,880.59
2022 Totals		345,109.00	24,922.33	320,186.67	
3	7/1/2023	345,109.00	16,821.56	328,287.44	336,593.15
2023 Totals		345,109.00	16,821.56	328,287.44	
4	7/1/2024	345,109.00	8,515.85	336,593.15	0.00
2024 Totals		345,109.00	8,515.85	336,593.15	
Grand Totals		1,380,436.00	50,259.74	1,330,176.26	

INITIAL INSURANCE REQUIREMENT: \$1,330,176.26

Except as specifically provided in Section five of the Lease hereof, Lessee agrees to pay to Lessor or its assignee the Lease Payments, including the interest portion, in the amounts and dates specified in the above payment schedule.

ORIGINAL ISSUE DISCOUNT (if applicable):

Lessee acknowledges that the amount financed by Lessor is \$1,296,898.00 and that such amount is the issue price for this Lease Payment Schedule for federal income tax purposes. The difference between the principal amount of this Lease Payment Schedule and the issue price is original issue discount as defined in Section 1288 of the Code. The yield for this Lease Payment Schedule for federal income tax purposes is 2.53%. Such issue price and yield will be stated in the applicable Form 8038-G.



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Development Services Center**

COUNCIL AGENDA DATE: **June 1, 2020**

BID NO.: **NA - Sole Source** CONTRACT NO.: **NA** DATE OPENED: **NA**

DESCRIPTION:

Accela will provide services for migrating their Accela Civic Platform program (locally hosted on City of High Point Servers) to the Accela Cloud (Software as a Service).

PURPOSE:

The City of High Point will use existing funds in the FY 2020 budget to pay for the service from Accela, Inc. The total cost of the this upgrade project is \$89,980.00.

COMMENTS:

This is a joint effort between Communication and Information Services Department and Development Services Center. Being submitted to council for "Sole Source" justification approval.

RECOMMEND AWARD TO: **Accela, Inc.** AMOUNT: **89,980.00**

JUSTIFICATION:

The upgrade is necessary to ensure continued maintenance of the Accela application. This application is used for all permitting, land development, board action, and code enforcement tracking. By upgrading and migrating to the cloud significant local resources will be freed up for other projects.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
501244	527216			53,586
101523	527101			26,000
101523	520103			10,394
TOTAL BUDGETED AMOUNT				89,980.00

DEPARTMENT HEAD: **Mark Schroeder** Digitally signed by Mark Schroeder
Date: 2020.05.26 09:43:39 -04'00' DATE:

The Purchasing Division concurs with recommendation submitted by the **Planning & Dev** and recommends
award to the lowest responsible, responsive bidder **Accela, Inc.** in the amount of \$ **89,980.00**.

PURCHASING MANAGER: **Erik S. Conti** Digitally signed by Erik S. Conti
Date: 2020.05.26 11:22:47 -04'00' DATE: **5/26/2020**

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: **Bobby Fitzjohn** Digitally signed by Bobby Fitzjohn
Date: 2020.05.26 11:29:15 -04'00' DATE: **5/26/2020**

CITY MANAGER: **Randy E. McCaslin** Digitally signed by Randy E. McCaslin
Date: 2020.05.26 11:39:30 -04'00' DATE:

Ms. Angela Wynes
Transit Manager
716 W. Martin Luther King, Jr. Drive
High Point, NC 27262

Arcadis G&M of North Carolina,
Inc.
7029 Albert Pick Road
Suite 101
Greensboro
North Carolina 27409
Tel 336 292 2271

Subject:
City of High Point, NC
Proposal for Engineering Services
Transportation Services: 2020 Arc Flash Hazard Assessment

WATER

Dear Ms. Wynes:

Date:
April 29, 2020

Arcadis G&M of North Carolina, Inc. (Arcadis) is pleased to provide this proposal for engineering services for the Transportation Services: 2020 Arc Flash Hazard Assessments.

Contact:
Dennis Kachmarsky

SCOPE OF SERVICES

Phone:
704 996 9561

Conducting an Arc Flash Hazard study is crucial to the safe operation and maintenance of electrical power distribution equipment. Arcadis' overall goal will be to update previously assessed potential hazards and re-label the equipment (as necessary) so that personnel will be aware of the incident energy levels at the equipment. With this information available, staff can be fitted with the appropriate personal protective equipment (PPE) to maintain OSHA compliance when servicing the equipment.

Email:
dennis.kachmarsky
@arcadis.com

The scope of the project generally includes data collection of the existing electrical system at the facilities; analysis and modeling of the data collected using SKM Power Tools for Windows software; and, the delivery and installation of professionally printed arc flash labels. This work is essentially an update of previous modeling and analysis.

ARCADIS G&M of North Carolina, Inc.

NC Engineering License # C-1869
NC Surveying License # C-1869

The arc flash analysis will be performed for the below listed facilities.

- Administration/Bus Maintenance Facility (Transit Operations Center)
- Broad Avenue Terminal
- Mendenhall Transportation Terminal
- Paratransit Operations Center (formerly Transit Warehouse)

- Bus Wash

The arc flash analysis will evaluate the existing short circuit current contributors and the existing overcurrent protective device settings within the facilities. The software then calculates the available incident energy hazard at each node of the system. These calculations will be provided in accordance with NFPA 70E and IEEE 1584 standards, latest editions. The results of the available incident energy hazard calculations will be provided on a permanent adhesive label that will be installed on the relevant electrical equipment with our guidance. Each label will illustrate the incident energy at that location.

Responsibilities of the City

It is Arcadis' understanding that the City will be responsible for the following:

1. Furnish available information pertinent to the project to allow Arcadis to provide the scope of services contained herein. Specifically, City of High Point Electric Utility incoming power characteristics for each site will be provided.
2. Provide personnel to identify and open electrical panels. If facility personnel are unavailable and Arcadis staff is permitted to open panels, then Arcadis should be advised of any known interlocks that may cause disruption to power and/or control when the panel is opened.
3. Arrange safe access onto public and private property for Arcadis to perform the scope of services. Arcadis staff will follow City of High Point or Arcadis safety requirements, whichever are stricter, when on site at any City-owned facilities.

ENGINEERING FEE

Arcadis will perform the scope of services for a total lump sum fee of \$8,000.

We look forward to assisting the City of High Point in performing this Arc Flash Hazard Assessment. Please feel free to give me a call if you have any questions regarding this proposal.

Sincerely,

Arcadis G&M of North Carolina, Inc.



Dennis J. Kachmarsky, PE
Project Manager

Copies:

Bobby Sharpe, PE

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.