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The agenda is prepared and distributed on Friday preceding the meeting to Council and news media. A work session is then held on the Tuesday preceding the regular meeting at 4:00 pm.

- I. Call to Order**
- II. Pledge of Allegiance and Moment of Silent Prayer**
- III. Approval of Minutes**
February 6 and February 8, 2024.
- IV. Presentations**

1. Presentation of a retirement plaque recognizing Division Chief Mark Goodman for 28 years of service with the City of Concord.

Chief Mark Goodman started his Fire Service career as a Junior Firefighter with Winecoff Fire Department in 1991. He began his career with the City of Concord Fire Department on October 23, 1995. After completing recruit school, Mark was assigned to Fire Station 1 where he spent several years riding the back of Engine 1. Over the early years of his career, Mark was promoted to Firefighter 2, Senior Firefighter and Specialist. In 2004, he was promoted to Fire Captain and was assigned to Engine 7 and the HazMat team. His knowledge and expertise played a vital role in the early development of our HazMat team. On April 4, 2011, Mark was promoted to the rank of Battalion Chief and assigned to Battalion 2 on C shift. He flourished as a leader by developing and mentoring numerous personnel under his command as well as overseeing the Department's ARFF program. Mark was promoted to his current rank of Division Chief on October 18, 2022 and was assigned to A shift at Fire Station 3. In addition to supervising all of A shift, Chief Goodman assisted in the design of several new fire stations and ARFF apparatus. Throughout his career, Chief Goodman has responded to many fires, vehicle accidents and medical calls in which his actions contributed to saving countless lives and property. His passion, dedication, and leadership will be greatly missed by the Fire Service and the City of Concord.

2. Presentation of a Proclamation recognizing March as Women's History Month.

V. Unfinished Business

VI. New Business

A. Informal Items

B. Departmental Items

- 1. Parks and Recreation Bonds update**
- 2. Downtown Streetscape update**
- 3. The Boulevards of Concord Corridor Study progress update**

Bolton & Menk will present a progress update of The Boulevards of Concord Corridor Study (Concord Mills/Bruton Smith Blvd). Topics to be presented include a recap of the inventory collection and community input phases, potential topics to be included in the plan (transit and transportation recommendations, gateway features, streetscape/interchange landscaping, and possible funding sources), and the next steps in the planning process.

C. Public Hearings

- 1. Conduct a public hearing pursuant to NC General Statutes Sec. 158-7.1 and consider entering into a new economic development agreement with Fortius -Richardson, LLC for one year to allow for the third and final payment associated with the grant previously approved in 2018, that has since expired, for a three year / 85% tax based Economic Development Incentive Grant. (Project Meadows, Building 1, located at 703 Pitts School Road NW.)**

Under the North Carolina General Statutes, City Council may offer incentives in order to stimulate private sector expansion of new facilities. Project Meadows, Building 1 was developed with a 112,000 SF building and site improvements. The proposed capital investment at the time of the original agreement was \$5.9 million. Fortius-Richardson LLC's proposed investment has met the requirements as set forth under the City of Concord Economic Development Incentive Program. The proposed final grant payment would be approximately \$45,000.

Recommendation: Consider entering into a new contract for a one year/85% Economic Development Incentive Grant to Project Meadows Building 1, located at 703 Pitts School Road NW in Concord, NC, pursuant to NC General Statutes Sec. 158-7.1.

2. Conduct a public hearing for case Z(CD)-19-23 and consider adopting an ordinance amending the official zoning map for +/- 79.29 acres located at 100 & 172 Pitts School Rd. from C-2 (General Commercial District) and I-1 (Light Industrial District) to I-1-CD (Light Industrial – Conditional District) and I-2-CD (General Industrial Conditional District) and to amend the 2030 Land Use Plan to modify the future land use designation of the parcels from “Mixed Use Activity Center” to “Civic/Institutional.”

The Planning and Zoning Commission heard the above referenced petition at their February 20, 2024 meeting and voted to forward the request to City Council with a recommendation that the zoning map be amended from C-2 (General Commercial District) and I-1 (Light Industrial District) to I-1-CD (Light Industrial – Conditional District) and I-2-CD (General Industrial Conditional District) and to amend the 2030 Land Use Plan to designate the parcels as “Civic/Institutional.”

Recommendation: Consider adopting an ordinance amending the official zoning map from C-2 (General Commercial District) and I-1 (Light Industrial District) to I-1-CD (Light Industrial – Conditional District) and I-2-CD (General Industrial Conditional District) and to amend the 2030 Land Use Plan to designate the parcels as “Civic/Institutional.”

D. Recognition of Persons Requesting to be Heard

E. Presentations of Petitions and Requests

1. Consider authorizing the City Manager to negotiate and execute a contract with J.D. Goodrum Co., Inc. for the Fuel Farm Expansion at Concord-Padgett Regional Airport.

The Aviation Department initiated a 20,000 gallon Jet A tank expansion project along with improvements to the fuel pump system, roadway, lighting, oil water separator and catwalks. The scope of work was approved for funding by NCDOT-Aviation in 2023. The Aviation Department received three sealed bids on January 11, 2024. After review by NCDOT-Aviation, it was determined that the low bidder was non-responsive in meeting its MBE/WBE goal on the project. The goal was 10.1% while the apparent low bidder submitted a goal of 4.29%. In addition to the requirement for MBE/WBE participation, the second low bidder submitted a bid in the amount of \$1,892,000. The preliminary construction estimate for the improvements was \$957,500. The Project Engineer and Aviation Director recommended to rebid the project.

The project was re-advertised on February 16, 2024, with a revised construction estimate of \$1,357,600 and additive alternate bid of \$144,000 for a total amount of \$1,501,600. Only one bid was received; J.D. Goodrum Co., Inc. The base bid was \$1,409,894.94 and additive alternate bid of \$220,501.06 for a total of \$1,632,396. The funding for these improvements includes the following sources: World Fuel Services, NCDOT-Aviation Improvement Program, Federal Aviation Administration-Bipartisan Infrastructure Law (BIL) Grant and Retained Earnings.

Recommendation: Motion to authorize the City Manager to negotiate and execute a contract with J.D. Goodrum Co., Inc. in the amount of \$1,632,396 and to adopt a budget amendment.

2. Consider recognizing the Haven at Rocky River Homeowners Association in the City's Partnership for Stronger Neighborhoods program.

The neighborhood with 140 single-family detached homes is in the southern part of Concord. The HOA board was newly established in November 2023. Officers for the Association are President Casey Getchell; Vice President Omekia Murray; and Treasurer Jennifer Peduto. They have submitted all the required documentation for recognition. By approving their inclusion in the program, the City would have a total of 78 recognized neighborhoods in the Partnership for Stronger Neighborhoods since the program's foundation in 2000.

Recommendation: Motion to approve the acceptance of Haven at Rocky River as a recognized neighborhood in the Partnership for Stronger Neighborhoods Program.

3. Consider recognizing the Roberta Ridge Homeowners Association in the City's Partnership for Stronger Neighborhoods program.

The neighborhood with 206 single-family detached homes is located off of Roberta Road in Concord. The HOA board was newly established in August 2023. Officers for the Association are President Vanessa Hampel; Vice President Cecil Hutchley; Secretary Kimberly Osterhout; and Treasurer Sreedhar Kanduri. They have submitted all the required documentation for recognition. By approving their inclusion in the program, the City would have a total of 79 recognized neighborhoods in the Partnership for Stronger Neighborhoods since the program's foundation in 2000.

Recommendation: Motion to approve the acceptance of Roberta Ridge as a recognized neighborhood in the Partnership for Stronger Neighborhoods Program.

4. Consider awarding a bid in the amount of \$257,187.07 to Pike Electric, LLC for the construction of Substation V at 7437 Ruben Linker Rd.

Substation V site-work, grading, and subsurface construction is now complete. Bid specifications for construction of the steel bus were developed, and an informal bid was held on February 20, 2024. Four construction firms submitted bids and were evaluated by staff for adherence to specifications. Pike Electric, LLC was the lowest bidder at \$257,187.07. Pike Electric, LLC was deemed to be a responsive and responsible bidder. Upon a Notice to Proceed letter, Pike Electric, LLC will have 120 days to perform the work

Recommendation: Motion to award a bid of \$257,187.07 to Pike Electric, LLC for the construction of Substation V at 7437 Ruben Linker Rd.

5. Consider approving the Public Art Commission's FY24 Project Recommendation.

In its first year, the Concord Public Art Commission is establishing identity, education on best practice, and development of public art policy and coordination. As a first project, in partnership with the efforts of the City on the development & opening of the new Downtown Streetscape, the Commissioners propose the initiation of an annual Concord Revolving Art Show Program focused on the Downtown Streetscape. Commissioners request contracting a Curator to help coordinate, develop materials on, and establish the new year-long program, including recruiting artists for four loaned sculptures, and one commissioned mural in the inaugural year. FY24 allocated funding up to \$25,000 is budgeted to include payment to the curator, appropriate stipends to participating artists, and contingencies.

Recommendation: Motion to approve the Public Art Commission's FY24 Project Proposal to initiate an annual Downtown Streetscape Revolving Art Show program.

6. Consider approving the Public Art Commission's FY25 Annual Work Plan and authorize the Commission to execute five (5) proposed projects.

The Public Art Commission requests \$35,000, as new funding in FY25, to achieve public art in the following five project areas: Cover installation costs (only) of the proposed Downtown Streetscape Revolving Art Show; Commission one (1) mural on City property; Issue one (1) Mural Assistance Grant

to a private party (creating the outline for an ongoing Mural Assistance Program); Contract an artist to create art design for / apply onto, the Rider Transit Center Shelter windows already being replaced; and Create the Existing Public Art Database (online). As presented in the Public Art Master plan (2023), the Commission has evaluated and continues to recognize opportunities for City-owned facilities. Commissioners will coordinate with staff to facilitate community input surveys, contracts, and project management. Additionally, Commissioners will continue City-wide assessment for future projects.

Recommendation: Motion to approve the Public Art Commission's FY25 Work Plan and \$35,000 budget request to execute contracts and create new projects & programs, per individual discrete Project Budgets as specified within the FY25 Annual Work Plan Document presented in Council Agenda Packet.

7. Consider authorizing the City Manager and staff to move forward with the final design and the bidding process for the renovations to McInnis Aquatic Center, located at 151 Academy Ave., as part of the bond referendum project.

The master plan for Academy-Gibson Complex was adopted in August 2022. The master plan was based on public input from 1 community meeting and 2 public surveys; the meeting was held April 2022 and surveys were completed January 2021 and January 2022. The master plan included 4 areas: McInnis Aquatic Center, Athletic Fields, Skatepark/Pump Track/ Sculpture Garden, and Academy Recreation Center. Items identified from the community meetings about the McInnis Aquatic Center included the expansion of the existing pool, adding a splash pad, and pool improvements. The Aquatic Center improvements ranked in the top 5 on all surveys. The firm Benesch began the design development for the pool project in February 2023. Based on site constraints, only a pool renovation could be considered rather than a pool expansion. The renovations include adding a zero-entry feature to improve accessibility to the pool; along with the addition of a water feature and bubblers, and renovations to the existing pump building for equipment needed for the water feature and bubblers.

Recommendation: Motion to authorize City staff to move forward with the bidding process for the bond-funded renovations to McInnis Aquatic Center, as identified in the final design documents.

8. Consider authorizing the City Manager to negotiate and execute a professional services contract to RL Conrad Associates, LLC to provide Transportation Planning services for the Cabarrus Rowan Metropolitan Planning Organization (CRMPO).

With the expiration of the current contract for CRMPO Administration and Transportation Planning Services on June 31, 2024, staff advertised a Request for Letters of Interest due February 5, 2024. RL Conrad Associates, LLC was the only submittal and was subsequently selected by a review of representatives from member jurisdictions (Cabarrus and Rowan Counties) as well as NCDOT staff. Negotiations are underway with RL Conrad Associates, LLC on the fees which will have to be approved by Office of Inspector General's Office at NCDOT. The contract time is for one year with an optional one year renewal.

Recommendation: Motion to award a professional services contract to RL Conrad Associates, LLC to provide Transportation Planning services for the Cabarrus Rowan Metropolitan Planning Organization (CRMPO) and authorize the City Manager to negotiate and execute the contract.

9. Consider adopting a resolution requesting NCDOT to abandon SR-1310 (Dwight Pl., NW) to the City of Concord.

Originally named Roberta Church Rd, Dwight Pl., SW is a connection from US 29 to 3 residential roads on the City of Concord road network, Oakview Dr., SW, Harp Dr., Sw, and Windswept Rd., SW. The use of the road dramatically decreased upon the construction of George Liles Pkwy, functioning as a local facility more than a typical NCDOT route. Transferring Dwight PL., SW to City maintenance will also streamline future development interest.

Recommendation: Motion to adopt a resolution requesting NCDOT to abandon SR-1310 (Dwight Pl., NW) to the City of Concord.

10. Consider awarding the total bid for the City of Concord's Lincoln Street Bridge Replacement project to Kemp Sigmon Construction LLC and approve the attached budget ordinance to appropriate funds from reserve funds.

The bridge is located on Lincoln St., SW, crossing Irish Buffalo Creek between Cozart Ct., SW and Amber Ct., SW. The replacement of the bridge includes removing the existing bridge structure, asphalt pavement, curb and gutter, and sidewalk, and constructing the new bridge structure, asphalt pavement, curb and gutter and sidewalk per the Bridge Replacement of Lincoln Street Crossing Irish Buffalo Creek plan set. Formal bids for this work were received on February 13, 2024. The bids were rejected. A new Formal Bid contract was advertised and opened on February 29, 2024 with Kemp Sigmon Construction LLC submitting the lowest total bid in the amount of \$2,743,739.58. Funds for the project includes \$125,000 from CDBG funding and the remainder from the Transportation Project Fund. Contract is to be completed for vehicular access 270 Days from the Notice to Proceed and the Final Completion date is 360 days from the Notice to Proceed.

Recommendation: Motion to award the total bid and authorize the City Manager to negotiate and execute a contract with Kemp Sigmon Construction LLC in the amount of \$2,743,739.58 for the City of Concord's Lincoln Street Bridge Replacement project and approve the attached budget ordinance to appropriate funds from reserve funds.

11. Considering authorizing the City Manager to negotiate and execute a contract with Harper General Contractors for the completion of the Hillgrove Water Treatment Plant improvements project in the amount of \$14,730,000.

This project was formally bid with bids being originally opened on January 25, 2024. After opening, one bid was deemed invalid due to a bid bond issue. All bids were rejected and the project was re-advertised as required. Bids were again received on February 6, 2024 but only two were received. These bids were not opened and the project was again re-advertised according to formal bidding rules. The final bid opening occurred February 14, 2024 with two bids received and both determined to be valid. Harper General Contractors is the low bidder. This project includes basin repairs, yard piping improvements, and the Granular Activated Carbon Facility construction. This project is part of the revenue bond package.

Recommendation: Motion to authorize the City Manager to negotiate and execute a contract with Harper General Contractors for the completion of the Hillgrove Water Treatment Plant improvements project in the amount of \$14,730,000.

12. Considering authorizing the City Manager to negotiate and execute a contract with Armstrong Glen, P.C. for engineering, design, permitting and bid phase services for the Farmwood Culvert Replacement project in the amount of \$165,000.

The Farmwood culvert was identified on the City's Stormwater Master Plan. This project will replace several aging metal culvert pipes with new larger concrete box culverts. The City publicly advertised an RFQ for project services and Armstrong Glen, P.C. was the selected consultant.

Recommendation: Motion to authorize the City Manager to negotiate and execute a contract with Armstrong Glen, P.C. for engineering, design, permitting and bid phase services for the Farmwood Culvert Replacement project in the amount of \$165,000.

13. Consider authorizing the City Manager to negotiate and execute an addendum to the contract with D.R. Reynolds for the Construction of the new Fire Station 6.

The City of Concord Fire Department operates an existing station at Concord-Padgett Regional Airport specialized in aircraft rescue firefighting. The new station will provide response services for airport operations, an engine company and a police district office.

D. R. Reynolds Company Inc. is currently under contract for pre-construction services related to the design and construction of the new Fire Station 6. D. R. Reynolds has submitted a guaranteed maximum price (GMP) for construction services which includes furnishing and delivering all materials and performing all work in the manner and form as provided by the approved design drawings and specifications from the pre-construction phase. The guaranteed maximum price is made up of the following costs: cost of the work, builders contingency, general requirements cost, bonds and insurance and design builder fee. The GMP submitted by D.R. Reynolds is \$11,793,800, and \$310,000 is requested to be allocated for Furniture Fixtures and Equipment (FFE), for a total requested of 12,193,800.

Recommendation: Motion to authorize the City Manager to negotiate and execute an addendum to the contract with D. R. Reynolds Company, Inc. for \$11,793,800 design build services for Fire Station 6 and allocate \$310,000 for FFE for a total requested amount of 12,193,800.

14. Consider authorizing the City Manager to negotiate and execute a contract with Liles Construction in the amount of \$295,701.47 for the renovation of Fire Station 7 to provide additional space for the Charlie District Substation.

The community room at Fire Station 7 has a low reservation rate and the construction of a new community room at Fire Station 12 has caused the reservations to be even lower. This project will renovate the space occupied by the community room to provide space for Charlie District. The proposal is to renovate approximately 3,000 square feet of Fire Station 7 for the use of Charlie District. This renovation will provide additional office space, shower facilities, equipment room and a breakroom.

The police department moved to a decentralized patrol structure 19 years ago. The Charlie District currently resides inside a portion of Fire Station 7 and is comprised of 20 Officers, 4 Sergeants, and 1 Captain. There is currently not enough space allocated to function in a police substation and additional staff are anticipated over the next few years. The current space lacks shower facilities, lockers, equipment storage, and a breakroom. Proximity of a community room to Charlie District office space means the public shares restrooms with police staff, which, due to security reason, has been concerning to staff.

The project was bid under the informal bidding process, bids were taken on February 22, 2024, and 5 bids were received. The lowest responsible bidder was Liles Construction in the amount of \$295,701.47.

Recommendation: Motion to authorize the City Manager to negotiate and execute a contract with Liles Construction in the amount of \$295,701.47 for the renovation of Fire Station 7 to provide additional space for the Charlie District Substation.

15. Consider appointing a voting delegate for the NCLM CityVision 2024 conference.

CityVision 2024 will be held April 23-25 in Winston-Salem. Prior to the annual business meeting, an electronic voting process for board elections will be conducted. During CityVision, League members can attend the annual business meeting where the 2024-2025 electronic Board of Directors election results will be announced. Each member municipality is asked to designate one voting delegate who is eligible to cast a single vote for the 2024-2025 League Board of Directors in advance of the annual business meeting.

Recommendation: Motion to appoint a voting delegate for the NCLM 2023-2024 Board of Directors.

16. Consider amending Alan Benson's term on the ABC Board to expire June 30, 2025.

Mr. Benson was appointed to the ABC Board in November 2021 to fill an unexpired term. Therefore, his term was set to expire June 30, 2024. Due to there being two ABC members reflected as having June 2024 term expiration's (Brian Hiatt and Alan Benson), the City Council is highly encouraged to realign the term tenures for one of those seats (reference NCGS 18B-700-a). Due to Mr. Benson being appointed to fill an unexpired term, it is recommended his term be extended until June 30, 2025. Overall,

the principle is to ensure member terms are spaced one year apart and staggered terms similar to elected officials.

Recommendation: Motion to amend Alan Benson's term on the ABC Board to expire June 30, 2025.

VII. Consent Agenda

A. Consider approving one additional “Personal Day Off” for City employees who serve as a Recognized Neighborhood Liaison.

Through the City’s Partnership for Stronger Neighborhoods Program, every Recognized Neighborhood is assigned a City liaison. The City Manager appoints a full-time employee to serve as the liaison. Recognized Neighborhood Liaisons regularly attend community association meetings to listen to and respond to neighborhood concerns that can be addressed through City services and resources. The liaisons also convey official communications and notifications from City departments on a variety of programs, services, events and activities.

Each year, liaisons are given a small monetary gift, typically a \$100 gift card, in appreciation for their service. The liaison pays taxes on the gift card. In lieu of the gift card, liaisons were asked, via a poll, if they would prefer one additional “Personal Day Off” as an appreciation gift. In total, 52 out of 56 liaisons responded, a 92.9% response rate, and 65.4% said they would prefer a “Personal Day Off,” while 34.6% said they would prefer a gift card.

If approved by Council, full-time employees who have served as Recognized Neighborhood Liaisons for at least seven months during Fiscal Year 2023-2024 would be given the option of selecting one additional “Personal Day Off” in lieu of the \$100 gift card for their appreciation gift. The one additional “Personal Day Off” would take effect on July 1, 2024 and must be used by June 30, 2025.

Recommendation: Motion to approve one additional personal day off as a benefit to full-time city employees who served as a Recognized Neighborhood Liaison in Fiscal Year 2023-2024 for at least seven months. The one additional “Personal Day Off” is available beginning July 1, 2024, and must be used by June 30, 2025.

B. Consider adopting an updated deposit resolution declaring allowing for the threshold for decentralized deposits to increase to \$500 at an individual location before a deposit is required to be made.

Many departments located outside of City Hall collect cash and checks for payment. Some of these locations collect small amounts of funds each day. Previously at \$250, North Carolina General Statute 159-32(a) was amended to require deposits when moneys on hand total \$500 or more. This resolution, if adopted, formally allows for the increased threshold for those decentralized collection locations.

Recommendation: Motion to adopt an updated deposit resolution declaring allowing for the threshold for decentralized deposits to increase to \$500 at an individual location before a deposit is required to be made.

C. Consider adopting changes to the City co-sponsorship policy.

The proposed includes changes to the required insurance coverage, City logo standards, exempt events, and the ability for City Council to approve a reoccurring event for multiple years.

Recommendation: Motion to adopt the changes to the City co-sponsorship policy, as written.

D. Consider authorizing the fire department to apply for the Walmart community grant.

The Concord Fire Department seeks authorization to apply for the Walmart Community Grant. This is a \$3,000 Grant that will be used to purchase smoke alarms for the residents of Concord. The smoke alarms to be purchased will be the tamper-resistant, 10-year, lithium-ion battery smoke alarms.

Recommendation: Motion to authorize Fire Department staff to apply for the Walmart community grant.

E. Consider authorizing the fire department to apply for the FY2023 Department of Homeland Security-Fire Prevention and Safety Grant.

The intent of this grant will be to purchase 100 Bed Shaker units for the people who are deaf and/or hard of hearing in the City of Concord. The grant requested amount will be \$25,000 with a 10% matching cost for the City.

Recommendation: Motion to authorize the fire department to apply for the FY2023 Department of Homeland Security-Fire Prevention and Safety Grant.

F. Consider authorizing the City Manager to execute a City Grant Agreement with Rebuilding Together of Greater Charlotte for the awarded Republic Services National Neighborhood Promise Project grant in the amount of \$150,000.

Rebuilding Together of Greater Charlotte presented a collaborative project grant to Planning and Neighborhood Development, and ClearWater. The Republic Services National Neighborhood Promise Project Program supports nationwide volunteer projects, monetary donations, and in-kind services with an aim to revitalize communities and enhancing quality of life. Rebuilding Together evaluated a selection of City projects within the Gibson Village neighborhood committing to a concentration on community arts enriching quality of life. Rebuilding Together applied for and will be awarded \$150,000 to coordinate efforts in Concord.

The award plans include coordination of volunteers for a workday approach to complete a large outdoor mural on ClearWater's campus, construction of benches and seating for the future sculpture garden, procurement of a raku kiln to expand community ceramic workshops, cash supplement for trees, shrubs, soil and ground cover for the sculpture garden, cash supplement to construct the stage area for the sculpture garden, and cash supplement and/or potential in-kind construction to build and install covered seating for (3) bus stops. City staff, Rebuilding Together, and Republic Services will schedule a Participation/ Engagement workday in August or September 2024.

Recommendation: Motion to authorize the City Manager to execute a City Grant Agreement with Rebuilding Together of Greater Charlotte, for acceptance of the declared in-kind services and funds awarded by the Republic Services National Neighborhood Promise Project grant.

G. Consider accepting an Offer of Dedication of an access easement and approval of the maintenance agreement for M/I Homes of Charlotte, LLC.

In accordance with the CDO Article 4, the following access easements and maintenance agreements are now ready for approval: M/I Homes of Charlotte, LLC (PIN 4681-62-6223) Odell School Road, Concord, NC. Access easements and SCM maintenance agreements are being offered by the owners.

Recommendation: Motion to approve the maintenance agreements and accept the offers of dedication to the following properties: M/I Homes of Charlotte, LLC, Odell School Road.

H. Consider Accepting an Offer of Dedication of an access easement and approval of the maintenance agreement for MP I-85 Bonds Industrial, LLC.

In accordance with the CDO Article 4, the following access easements and maintenance agreements are now ready for approval: MP I-85 Bonds Industrial, LLC (PIN 4599-38-6230) 7250 Weddington Rd., Concord, NC. Access easements and SCM maintenance agreements are being offered by the owners.

Recommendation: Motion to approve the maintenance agreements and accept the offers of dedication to the following properties: MP I-85 Bonds Industrial, LLC.7250 Weddington Road.

I. Consider accepting an offer of infrastructure at Oaklawn Townhomes Phase 3, Kasen Bluff Subdivision, Annsborough Park Subdivision PH 1 MP 3, 12-inch public sewer extension PH 1-Coddle Creek aka The Grounds Sewer, 12-inch public sewer extension PH 2-Coddle Creek aka The Grounds Sewer.

In accordance with CDO Article 5, improvements have been constructed in accordance with the City's regulations and specifications. The following are being offered for acceptance: 3,242 LF of 8-inch water line, 892 LF of 6-inch water line, 14 valves and 7 fire hydrants, 3,229 LF of 12-inch sanitary sewer line, 3,826 LF of 8-inch sanitary sewer line and 41 Manholes. 568 LF of Roadway

Recommendation: Motion to accept offers of infrastructure at Oaklawn Townhomes Phase 3, Kasen Bluff Subdivision, Annsborough Park Subdivision PH 1 MP 3, 12-inch public sewer extension PH 1-Coddle Creek aka The Grounds Sewer, 12-inch public sewer extension PH 2-Coddle Creek aka The Grounds Sewer.

J. Consider approving a \$2,000 donation from the Mayor's Golf Tournament Fund to Be The Lite CDC, Inc. Summer Enhancement Program.

Be The Light CDC is a registered 501c3 and operates here in Cabarrus County (Concord, NC in specific). This program will launch in July of 2024 and is a four-week program that provides educational opportunities to school aged children. Over 60% of the children are Concord residents. The program will be for children ages 5-12, with teenagers (13-19) serving as mentors while having adults (20 and older) as Camp Counselors.

This program will be used to groom leadership skills in the teenage mentors and offer additional help to the younger children in areas of math, science, social skills, etc. all in a safe environment. Funding is needed to secure food services for building rental fees, breakfast and lunch, compensation for teenage mentors and Camp Counselors, as well as Transportation services to pick up/drop off participants.

Recommendation: Motion to approve a \$2,000 donation from the Mayor's Golf Tournament Fund to Be The Lite CDC, Inc. Summer Enhancement Program.

K. Consider adopting an Aviation Operations budget amendment for the Transfer of CARES funds reimbursement for the purchase of a New Shuttle Bus and for the purchase of a CUTE/CUPPS system for the Concord-Padgett Regional Airport.

This budget amendment is to transfer CARES funds that were transferred to Aviation Operations in FY23. These funds are to be allocated to purchase a New Shuttle Bus to be utilized at the Concord-Padgett Regional Airport in addition to the purchase of a Common Uniform Terminal Equipment (CUTE) / Common Uniform Passenger Processing System (CUPPS) system for the Commercial Service terminal. To accommodate Avelo, the newest airline to begin service out of the airport in May, and not to impede Allegiant operations, we need to transition to a CUTE/CUPPS system. This system will allow the efficient use of both gates by both airlines.

Recommendation: Motion to adopt an Aviation Operations budget amendment for the Transfer of CARES Funds reimbursement to purchase a New Shuttle Bus to be utilized at the Concord-Padgett Regional Airport and to purchase a CUTE/CUPPS system for the Commercial Service terminal.

L. Consider adopting a Water Project Fund project budget amendment and a Water Fund operating budget amendment.

The attached budget amendment for the Water Project Fund cleans up various project budgets based on updated estimates and allocates savings from various projects to the future projects account. These funds will be available to cover projects in the FY25 CIP. The Water Fund operating budget amendment

moves funds that were included in the FY25 operating budget for the chlorine room project at CCWTP to the project fund.

Recommendation: Motion to adopt a Water Project Fund project budget amendment and a Water Fund operating budget amendment.

M. Consider approving the funds from the 2024 Family Self-Sufficiency award from the US Department of Housing and Urban Development (HUD) and adopt a budget ordinance in the amount of \$67,200.

HUD has awarded the Housing Department \$67,200 to provide supportive services to Public Housing and the Housing Choice Voucher program participants to achieve self-sufficiency.

Recommendation: Make a motion to accept the 2024 Family Self-Sufficiency award from HUD and adopt a budget ordinance in the amount of \$67,200.

N. Consider approving a change to the classification/compensation system to include the following classification: Cart Management Technician.

The addition of this new classification will increase the ability to attract and retain employees and provide enhanced expertise for the City of Concord.

Recommendation: Motion to approve the addition of the Cart Management Technician (Grade with a salary range of \$44,235.88 (minimum) - \$58,612.54 (midpoint) - \$72,989.21 (maximum)).

O. Consider approving a change to the classification/compensation system to include the following classification: Facility Coordinator - Parks & Recreation.

The addition of this new classification will increase the ability to attract and retain employees and provide enhanced expertise for the City of Concord.

Recommendation: Motion to approve the addition of the Facility Coordinator (Grade 57) with a salary range of \$60,182.43 (minimum) - \$79,741.72 (midpoint) - \$99,301.01 (maximum).

P. Consider approving a change to the classification/compensation system to include the following classification: Engineering Technician.

The addition of this new classification will increase the ability to attract and retain employees and provide enhanced expertise for the City of Concord.

Recommendation: Motion to approve the addition of the Engineering Technician (Grade 55) with a salary range of \$51,596.73 (minimum) - \$68,365.67 (midpoint) - \$85,134.61 (maximum).

Q. Consider acceptance of the Tax Office reports for the month of January 2024.

The Tax Collector is responsible for periodic reporting of revenue collections for the Tax Collection Office.

Recommendation: Motion to accept the Tax Office collection reports for the month of January 2024.

R. Consider Approval of Tax Releases/Refunds from the Tax Collection Office for the month of January 2024.

G.S. 105-381 allows for the refund and/or release of tax liability due to various reasons by the governing body. A listing of various refund/release requests is presented for your approval, primarily due to overpayments, situs errors and/or valuation changes.

Recommendation: Motion to approve the Tax releases/refunds for the month of January 2024.

S. Receive monthly report on status of investments as of January 31, 2024.

A resolution adopted by the governing body on 12/9/1991 directs the Finance Director to report on the status of investments each month.

Recommendation: Motion to accept the monthly report on investments.

VIII. Matters not on the Agenda

Transportation Advisory Committee (TAC)
Metropolitan Transit Committee (MTC)
Centralina Regional Council
Concord/Kannapolis Transit Commission
Water Sewer Authority of Cabarrus County (WSACC)
WeBuild Concord
Public Art Commission
Concord United Committee

X. General Comments by Council of Non-Business Nature

XI. Closed Session (If Needed)

XII. Adjournment

*IN ACCORDANCE WITH ADA REGULATIONS, PLEASE NOTE THAT ANYONE WHO NEEDS AN ACCOMMODATION TO PARTICIPATE IN THE MEETING SHOULD NOTIFY THE CITY CLERK AT (704) 920-5205 AT LEAST FORTY-EIGHT HOURS PRIOR TO THE MEETING.



DATE: February 20, 2024

REZONING CASE #: Z (CD)-19-23

ACCELA: CN-RZC-2023-00013

DESCRIPTION: Zoning Map Amendment
C-2 (General Commercial District) and I-1 (Light Industrial District) to I-1-CD (Light Industrial – Conditional District) and I-2-CD (General Industrial Conditional District)

APPLICANT/OWNER: Landeavor Acquisitions, LLC on behalf of Morris Family LTD Partnership & Rob Morris

LOCATION: 100 & 172 Pitts School Rd.

PIN#s: p/o 5509-31-7753; p/o 5509-42-1822

AREA: +/- 79.29 acres

ZONING: C-2 (General Commercial District) and I-1 (Light Industrial District)

PREPARED BY: Autumn C. James, AICP - Planning & Development Manager

BACKGROUND

The subject property consists of +/- 79.29 acres generally located between Pitts School Rd. SW to the north and east and U.S. 29 to the west. The petitioner seeks approval of a rezoning for industrial development that will serve a mix of business types.

HISTORY

The subject property annexed into the City of Concord on December 31, 1995, as a part of a large western area annexation. The current zoning designation has been present since annexation into the City. In 2021, a portion of this subject property was part of a rezoning request to extend the C-2 (General Commercial) zoning for the development of townhomes. The request was denied at that time.

As required by the Concord Development Ordinance (CDO), the applicant held an online neighborhood meeting on November 13, 2023 with two (2) individuals in attendance.

SUMMARY OF REQUEST

The applicant proposes to rezone +/- 79.29 acres from C-2 (General Commercial District) and I-1 (Light Industrial District) to I-1-CD (Light Industrial – Conditional District) and I-2-CD (General Industrial Conditional District) for industrial development that will serve a mix of business types.

The conditional zoning process allows particular uses to be established on case-by-case basis on a specific property. A petition for conditional zoning must include a site plan, drawn to scale, with supporting information and text that specifies the actual use or uses intended for the property and any proposed conditions that will govern development and use of the property. If a petition for conditional district zoning is approved, the conditions of approval shall become binding upon the property. Only those uses and structures indicated in the approved petition and site plan may be developed on the site. Conditions recommended by City Staff have also been reviewed and accepted by the petitioner. Those conditions are listed at the conclusion of this staff report.

The site plan indicates the subject property totals +/- 79.29 acres with six buildings dispersed within three areas. Area 1 is +/- 42.28 acres with an I-2-CD proposed zoning and will contain Building 1 measuring ~392,040 square feet with a truck court, car parking, and uncovered trailer parking. Areas 2 and 3 are +/- 37.01 acres with an I-1-CD proposed zoning and will include Building 2 (60,000 SF), Building 3 (75,000 SF), Building 4 (70,000 SF), Building 5 (72,000 SF), and Building 6 (60,000 SF), truck courts, and car parking. Stormwater Control Measures (SCM) are present throughout the site.

Land uses that shall not be permitted include cemeteries, sanitary landfills, debris landfills, junkyard/salvage yards, livestock auctions, sexually oriented businesses, hazardous waste facilities, food manufacturing with animal slaughter, tire recapping, or sewage treatment facilities.

A Traffic Impact Analysis (TIA) was prepared for the project in accordance with City of Concord requirements. The TIA is intended to identify transportation improvements necessary to help mitigate the impact of the development. In Phase 1, at Pitts School Rd. at Coventry Commons Ave., the mitigation measures include construction of NB leg (Access A) with one (1) ingress and two (2) egress lanes (L and TR); construction of WB left turn lane (150 ft. storage); construction of EB right turn lane (100 ft. storage); installation of traffic signal. In Phase 3, at U.S. 29 and Carpenter Court, the mitigation measures include extension of the WB left turn lane storage to 300 ft. of storage; extend the NC right turn lane to 275 ft. of storage. The applicant agrees all site accesses to be constructed in Phase 1; cross access connection from U.S 29 to Pitts School Rd. must be designated as a public road, built or upgraded to public road standards, and constructed in Phase 1. It is additionally noted that the site must not be used for any manufacturing purposes, as any manufacturing purpose would require an updated TIA.

The rezoning site plan has been reviewed and conditionally approved by all applicable departments. In accordance with the Concord Development Ordinance (CDO), the Development Review Committee (DRC) has agreed that the plan is complete and meets standards required for a rezoning site plan, and therefore may be heard and considered by the Planning and Zoning Commission.

Property to the north and west are zoned C-2 (General Commercial) and consists of a mixture of residential and commercial uses. To the east, zoned RM-1 (Residential Medium Density) is the location of Jay M. Robinson High School. To the south, zoned Public Interest Development (PID) and I-2 (General Industrial) are the locations of the Charlotte Motor Speedway and Republic Services.

Existing Zoning and Land Uses (Subject Parcel)					
Current Zoning of Subject Property	Zoning Within 500 Feet		Land Uses(s) of Subject Property	Land Uses within 500 Feet	
C-2 (General Commercial) and I-1 (Light Industrial)	North	C-2 (General Commercial)	Vacant; Single Family Residence	North	Residential, Commercial
	South	I-2 (General Industrial); PID (Public Interest Development)		South	Speedway; Republic Services
	East	RM-1 (Residential Medium Density)		East	Jay M. Robinson High School
	West	C-2 (General Commercial)		West	Residential, Commercial

COMPLIANCE WITH 2030 LAND USE PLAN

These two parcels will consist of three different zoning designations, should this rezoning be approved; C-2 (General Commercial), I-1-CD (Light Industrial – Conditional District) and I-2-CD (General Industrial Conditional District)

The 2030 LUP designates the subject property as “Mixed-Use Activity Centers (MUAC). While C-2 (General Commercial) and I-1 (Light Industrial) *are listed* as corresponding zoning districts in the “Mixed Use Activity Centers (MUAC) land use categories, I-2 (General Industrial) *is not* listed as a corresponding zoning district and therefore, is inconsistent with the land use plan. However, for consistency across the two parcels, it is recommended that the future land use for the entire area be updated to Civic/Institutional (CI).

The corresponding zoning districts for the “Civic/Institutional” land use category are AG (Agricultural District), RE (Rural Estate District), RL (Residential Low Density), RM-1 (Residential Medium Density), RM-2 (Residential Medium Density), RV (Residential Village), RC (Residential Compact), O-I (Office-Institutional District), B-1 (Neighborhood Commercial/Office District), CC (City Center District), C-2 (General Commercial District), I-1 (Light Industrial District), I-2 (General Industrial District).

From the 2030 Land Use Plan – “Civic/Institutional (CI)”

The intent of the Civic /Institutional (CI) Future Land Use category is to identify areas to serve the community, such as public facilities, public and private schools, places of worship, cemeteries and other community gathering facilities.

The following goals, objectives and policy guidance relate to the proposed zoning amendment:

Goal 1: Maintain a sustainable balance of residential, commercial and industrial land uses.

Objective 1.3: Ensure that the Future Land Use Map allows sufficient development opportunities to meet existing and projected needs for residential, commercial, industrial and other land uses.

SUGGESTED STATEMENT OF CONSISTENCY

- The subject property is approximately +/- 79.29 acres and currently zoned C-2 (General Commercial District) and I-1 (Light Industrial District)
- The subject property was voluntarily annexed on December 31, 1995, as a part of a large western area annexation.
- The proposed zoning amendment is not consistent with the 2030 Land Use Plan (LUP). While I-1 (Light Industrial) *is listed* as corresponding zoning districts in the “Mixed Use Activity Centers (MUAC) land use category, I-2 (General Industrial) *is not* listed as a corresponding zoning district and therefore, is inconsistent with the Land Use Plan.
- The zoning amendment is reasonable and in the public interest as it demonstrates compatibility with the 2030 Land Use Plan, provides development opportunities to meet existing and projected needs for commercial and industrial land uses, and is compatible with the existing zoning and land use designations of adjacent parcels.

OR

- The zoning amendment is not reasonable and in the public interest as it does not demonstrate compatibility with the 2030 Land Use Plan, does not provide development opportunities to meet existing and projected needs for commercial and industrial land uses, and is not compatible with the existing zoning and land use designations of adjacent parcels.

SUGGESTED CONDITIONS

If approval is desired, staff recommends the following conditions:

1. Compliance with “Morris Tract Conditional Rezoning Plan,” sheet number C1.0, dated 10/17/2023.
2. Adherence to General Notes as stated on “Morris Tract Conditional Rezoning Plan,” sheet number C1.0, dated 10/17/2023.
3. Compliance with design standards as stated in “Section 7.11 Supplemental Design Standards and Requirements for Industrial Districts,” in the Concord Development Ordinance (CDO).
4. Technical site plan review and approval is required including all approvals from outside local, state and federal agencies.
5. Future modifications/additions to the approved site plan may require further approval from the Planning and Zoning Commission.

PROCEDURAL CONSIDERATIONS

This particular case is a rezoning, which under the CDO, is legislative in nature. Legislative hearings do not require the swearing or affirming of witnesses prior to testimony at the public hearing.



This conceptual design is based upon a preliminary review of entitlement requirements and on unverified and possibly incomplete site and/or building information, and is intended merely to assist in exploring how the project might be developed.

ADB | DESIGN SERVICES

CONCEPTUAL RENDERING

ANYWHERE, USA
11.21.2022

ARCO
DESIGN/BUILD



This conceptual design is based upon a preliminary review of entitlement requirements and on unverified and possibly incomplete site and/or building information, and is intended merely to assist in exploring how the project might be developed.

CONCEPTUAL RENDERING

| AS503-23 | 09.14.2023





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ADB | DESIGN SERVICES

CONCEPTUAL RENDERING

ANYWHERE, USA
11.21.2022

ARCO
DESIGN/BUILD



This conceptual design is based upon a preliminary review of entitlement requirements and on unverified and possibly incomplete site and/or building information, and is intended merely to assist in exploring how the project might be developed.

ADB | DESIGN SERVICES

CONCEPTUAL RENDERING

ANYWHERE, USA
11.21.2022

ARCO
DESIGN/BUILD



This conceptual design is based upon a preliminary review of entitlement requirements and on unverified and possibly incomplete site and/or building information, and is intended merely to assist in exploring how the project might be developed.

ADB | DESIGN SERVICES

CONCEPTUAL RENDERING

ANYWHERE, USA
11.21.2022

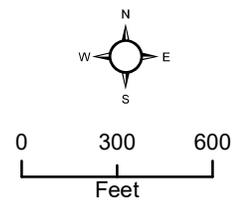
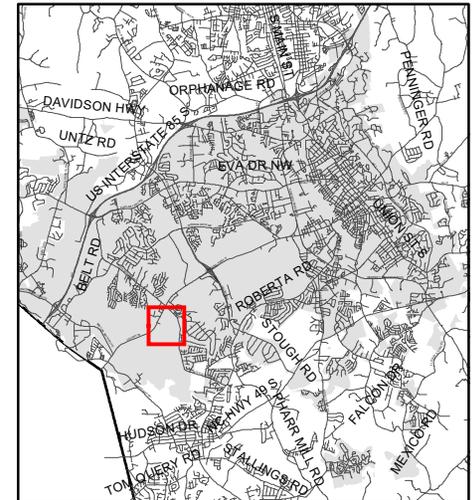
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DESIGN/BUILD

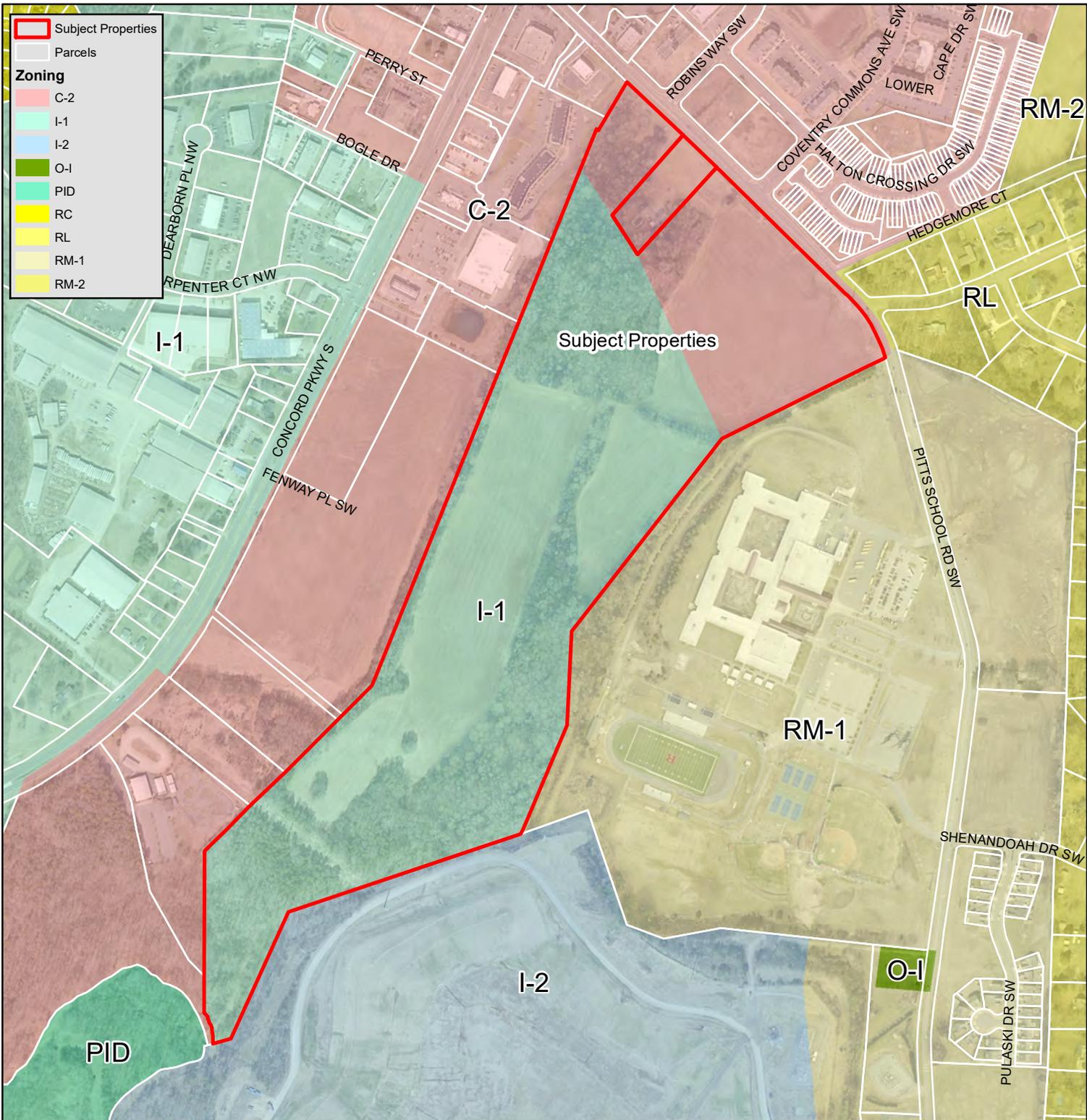


**Z(CD)-19-23
AERIAL**

**Rezoning application from
I-1 (Light Industrial) and
C-2 (General Commercial)
to
I-1 (Light Industrial),
I-2 (General Industrial)
and C-2 (General Commercial)**

100 Pitts School Rd SW
PIN's: 5509-42-1822 & 5509-31-7753

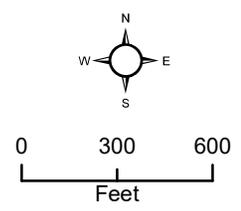
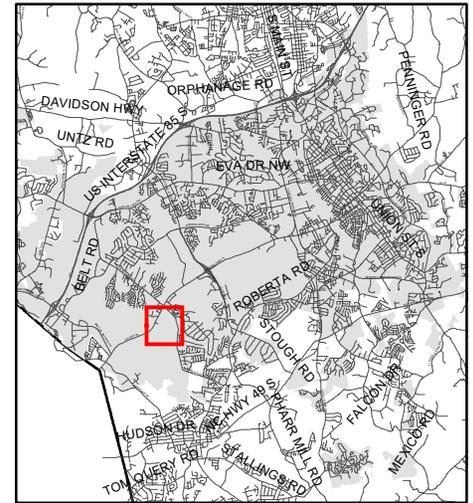


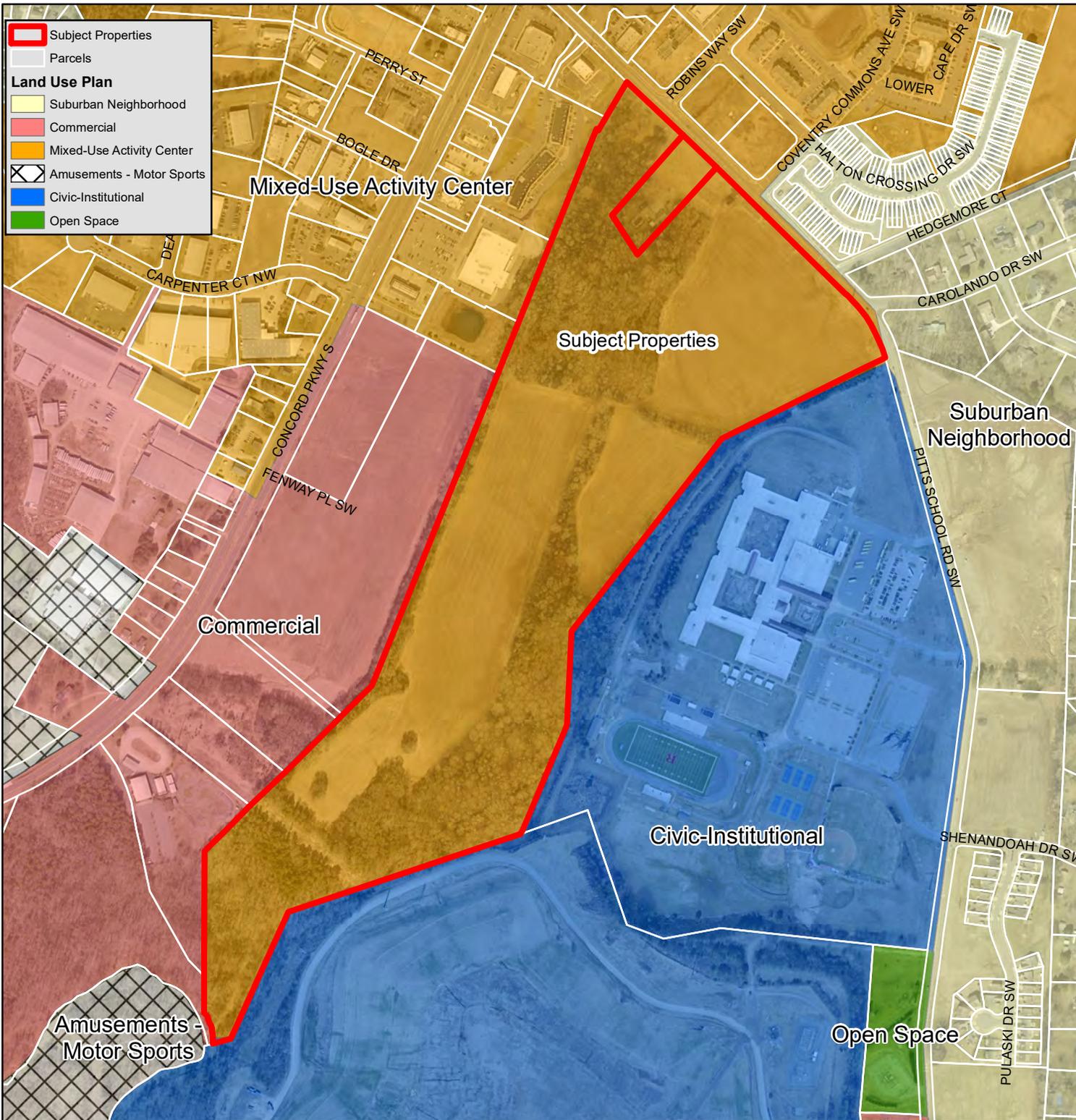


**Z(CD)-19-23
ZONING**

**Rezoning application from
I-1 (Light Industrial) and
C-2 (General Commercial)
to
I-1 (Light Industrial),
I-2 (General Industrial)
and C-2 (General Commercial)**

100 Pitts School Rd SW
PIN's: 5509-42-1822 & 5509-31-7753

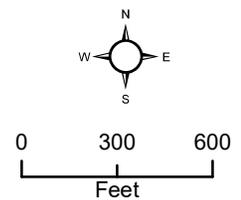
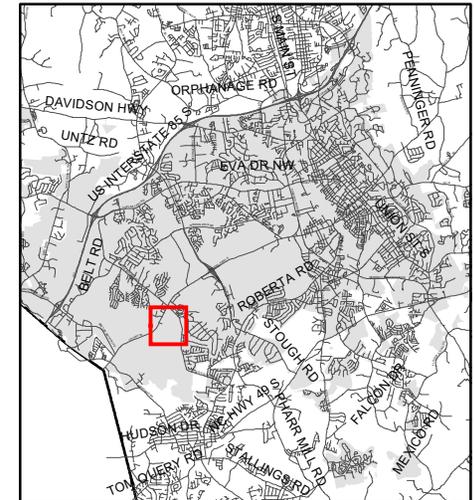




**Z(CD)-19-23
LAND USE PLAN**

**Rezoning application from
I-1 (Light Industrial) and
C-2 (General Commercial)
to
I-1 (Light Industrial),
I-2 (General Industrial)
and C-2 (General Commercial)**

100 Pitts School Rd SW
PIN's: 5509-42-1822 & 5509-31-7753

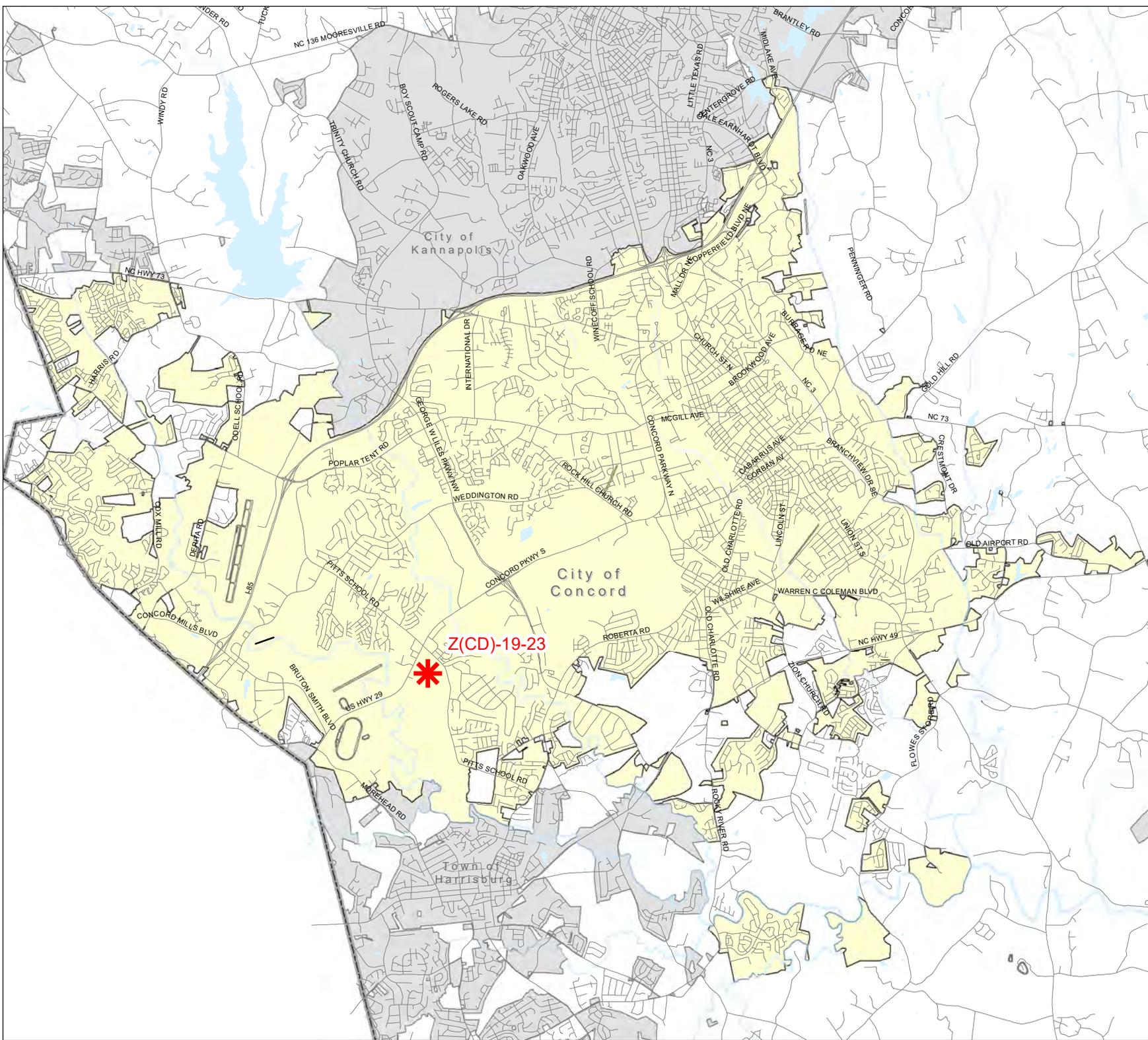
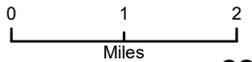
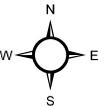




Z(CD)-19-23

100 Pitts School Rd SW

- Case Location
- Streets
- Lakes & Ponds
- Rivers
- Cabarrus Co.
- City of Concord
- Other Municipalities



BID TABULATION
FUEL FARM EXPANSION
CONCORD-PADGETT REGIONAL AIRPORT
Tuesday, February 27, 2024

BASE BID					J.D. Goodrum Co, Inc. Cornelius, NC License #19284		ENGINEERING ESTIMATE	
ITEM NO.	SPEC NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL
1	C-105	MOBILIZATION	1	LS	\$125,492.50	\$125,492.50	\$120,000.00	\$120,000.00
2	C-102	TEMPORARY SILT FENCE	180	LF	\$4.86	\$874.80	\$5.00	\$900.00
3	P-152	UNCLASSIFIED EXCAVATION	200	CY	\$113.63	\$22,726.00	\$65.00	\$13,000.00
4	P-152	UNSUITABLE EXCAVATION	20	CY	\$72.60	\$1,452.00	\$75.00	\$1,500.00
5	P-209	CRUSHED AGGREGATE BASE COURSE	95	CY	\$96.31	\$9,149.45	\$150.00	\$14,250.00
6	PMBP	INTERMEDIATE COURSE (TYPE I-19.0 C)	35	TON	\$151.50	\$5,302.50	\$300.00	\$10,500.00
7	PMBP	SURFACE COURSE (TYPE -9.5 C)	25	TON	\$166.65	\$4,166.25	\$350.00	\$8,750.00
8	P-610	CONTAINMENT DIKE AND SLAB	1	LS	\$67,240.75	\$67,240.75	\$80,000.00	\$80,000.00
9	W&S	6" SDR-35 PVC SANITARY SEWER PIPE	70	LF	\$192.94	\$13,505.80	\$150.00	\$10,500.00
10	OWS	NEW 2,000 GALLON OIL/WATER SEPERATOR	1	LS	\$61,617.89	\$61,617.89	\$60,000.00	\$60,000.00
11	OWS	REMOVAL OF OIL/WATER SEPERATOR	1	LS	\$8,761.75	\$8,761.75	\$15,000.00	\$15,000.00
12	F-162	26' x 8' AUTOMATIC SLIDING VEHICLE GATE	1	LS	\$45,308.60	\$45,308.60	\$40,000.00	\$40,000.00
13	F-162	REMOVAL OF EXISTING FENCE	12	LF	\$26.31	\$315.72	\$100.00	\$1,200.00
14	F-162	REMOVAL OF EXISTING GATE	1	LS	\$946.88	\$946.88	\$10,000.00	\$10,000.00
15	T-901	SEEDING (MULCHED)	350	SY	\$15.15	\$5,302.50	\$20.00	\$7,000.00
16	FUEL	NEW 20K GALLON JET A TANK ASSEMBLY	1	LS	\$409,638.33	\$409,638.33	\$400,000.00	\$400,000.00
17	FUEL	NEW EFSO, INVENTORY MONITORING PROBES & PANEL, CONDUITS W/ WIRING	1	LS	\$481,471.52	\$481,471.52	\$500,000.00	\$500,000.00
18	FUEL	NEW JET A PUMP ASSEMBLY	1	LS	\$88,375.00	\$88,375.00	\$20,000.00	\$20,000.00
19	FUEL	NEW POLE AND FIXTURES	1	LS	\$58,246.70	\$58,246.70	\$45,000.00	\$45,000.00
TOTAL BASE BID AMOUNT						\$1,409,894.94		\$1,357,600.00

ADDITIVE ALTERNATE BID					UNIT PRICE	EXT TOTAL	UNIT PRICE	EXT TOTAL
ITEM NO.	SPEC NO.	DESCRIPTION	QTY	UNIT				
22	FUEL	CATWALK SYSTEM ON TOP OF EXISTING TANKS	6	EA	\$37,083.51	\$222,501.06	\$24,000.00	\$144,000.00

TOTAL ADDITIVE ALTERNATE BID AMOUNT		\$222,501.06	\$144,000.00
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TOTAL BASE BID + ADDITIVE ALTERNATE BID AMOUNT		\$1,632,396.00	\$1,501,600.00
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MBE/WBE AMOUNT \$372,432.00
 MBE/WBE % 22.82%



TALBERT, BRIGHT & ELLINGTON, INC.

2/27/2024
 DATE



APPLICATION FOR FORMAL RECOGNITION OF NEIGHBORHOOD ORGANIZATIONS

1. Name of Neighborhood Organization

Haven at Rocky River

2. Type of Organization (please check one)

Neighborhood Association []

Homeowner Association [x]

Other (specify): _____

3. Neighborhood Boundaries. Please include all street names and block numbers for partial streets. (Additional pages and/or map may be attached)

please see map

4. Estimated number of households in neighborhood: 140

5. Please list below the names, addresses, phone numbers and email addresses of the officers for your Neighborhood Organization. (*If officers' titles are different than those listed, please indicate below.)

Name: Casey Getchell Title: President

Address: 1094 River Haven ave SW

Phone Number: 704-956-8601 Email: Caseygetchellhomes@gmail.com

Name: Omekia Murray Title: Vice President

Address: 6234 Clarise Drive SW

Phone Number: 701-307-9451 Email: omekiamurray@bellsouth.net

Name: Jennifer Peduto Title: Treasure

Address: 6293 Rocky Wagon Lane SW

Phone Number: 561-670-9329 Email: JenPeduto@gmail.com

Name: _____ Title: Secretary

Address: _____

Phone Number: _____ Email: _____

Same for now

Other Board members (attached separate sheet if necessary)

Name: NA Title: _____

Address: _____

Phone Number: _____ Email: _____

5. What is your association's meeting schedule? Please provide the date(s) and time(s), for future meetings.

November 16th Annually - Virtual

6. Location of meeting(s):

Virtual - Zoom etc.

7. When is the election of officers held?

Yearly

8. If your organization has a website, please list it so that we can link it to the City's Neighborhood Program page.

Nextdoor - Facebook - Private

9. Is membership to your organization open to anyone who lives or owns property in the neighborhood regardless of race, religion, color, sex, national origin, familial status, or disability? Yes No

Please attach the following:

1. Paragraph about the history/character of the neighborhood
2. List of neighborhood goals
3. Map of neighborhood boundaries
4. Copy of By-Laws/Constitution /Principles of Operation

Demetra Murray
Applicant's Name (please print)

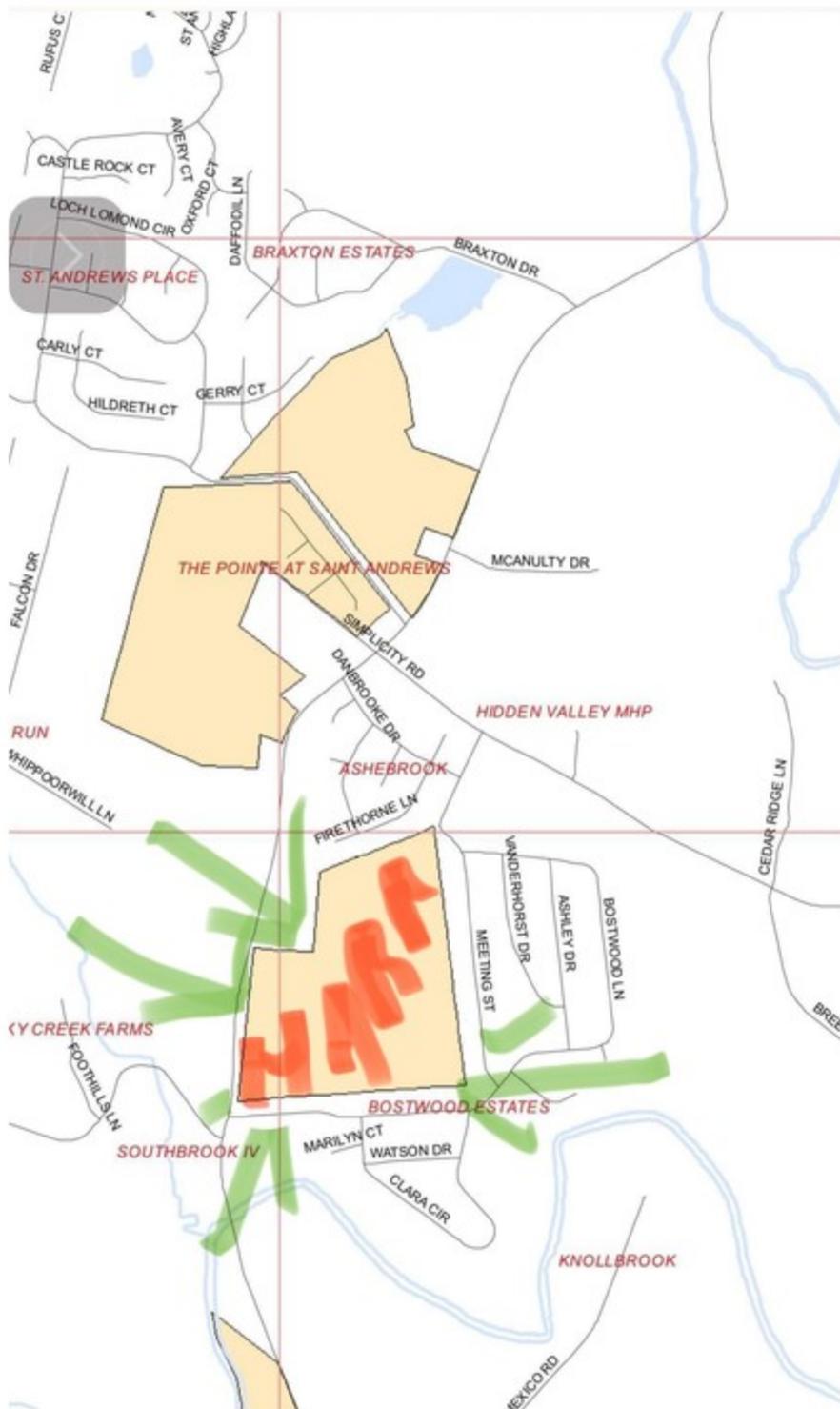
VP
Applicant's Title

Demetra Murray
Applicant's Signature

2-9-2024
Date of Application

PLEASE RETURN FORM AND DIRECT QUESTIONS TO:

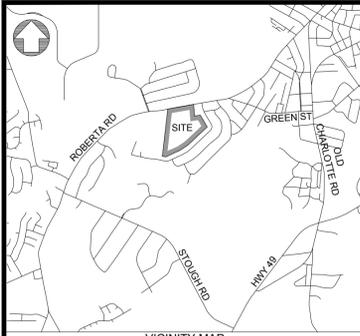
Raeshawn Palmer
 Community Outreach Coordinator
 City Manager's Office
 35 Cabarrus Ave West
 Concord, NC 28025-0308
 Phone: 704.920.5298
 Email: palmerr@concordnc.gov



ROBERTA RIDGE SUBDIVISION

CONCORD, NORTH CAROLINA

WATER & SANITARY SEWER CONSTRUCTION PLANS



VICINITY MAP
N.T.S.

ENGINEERING FIRM: ESP ASSOCIATES, P.A.
ADDRESS: 20484 CHARTWELL CENTER DRIVE SUITE D CORNELIUS, NC 28031
PHONE: (704) 990-9428
CONTACT: DAN BREWER, PE

DEVELOPER: DR HORTON INC.
ADDRESS: 8001 ARROWRIDGE BLVD. CHARLOTTE, NC 28226
PHONE: (704) 377-2066
CONTACT: MR. DAVID HUGHES

REVIEW AGENCY: CITY OF CONCORD - PLANNING & COMMUNITY DEVELOPMENT
ADDRESS: 66 UNION S. CONCORD, NC 28026
PHONE: (704) 920-8152

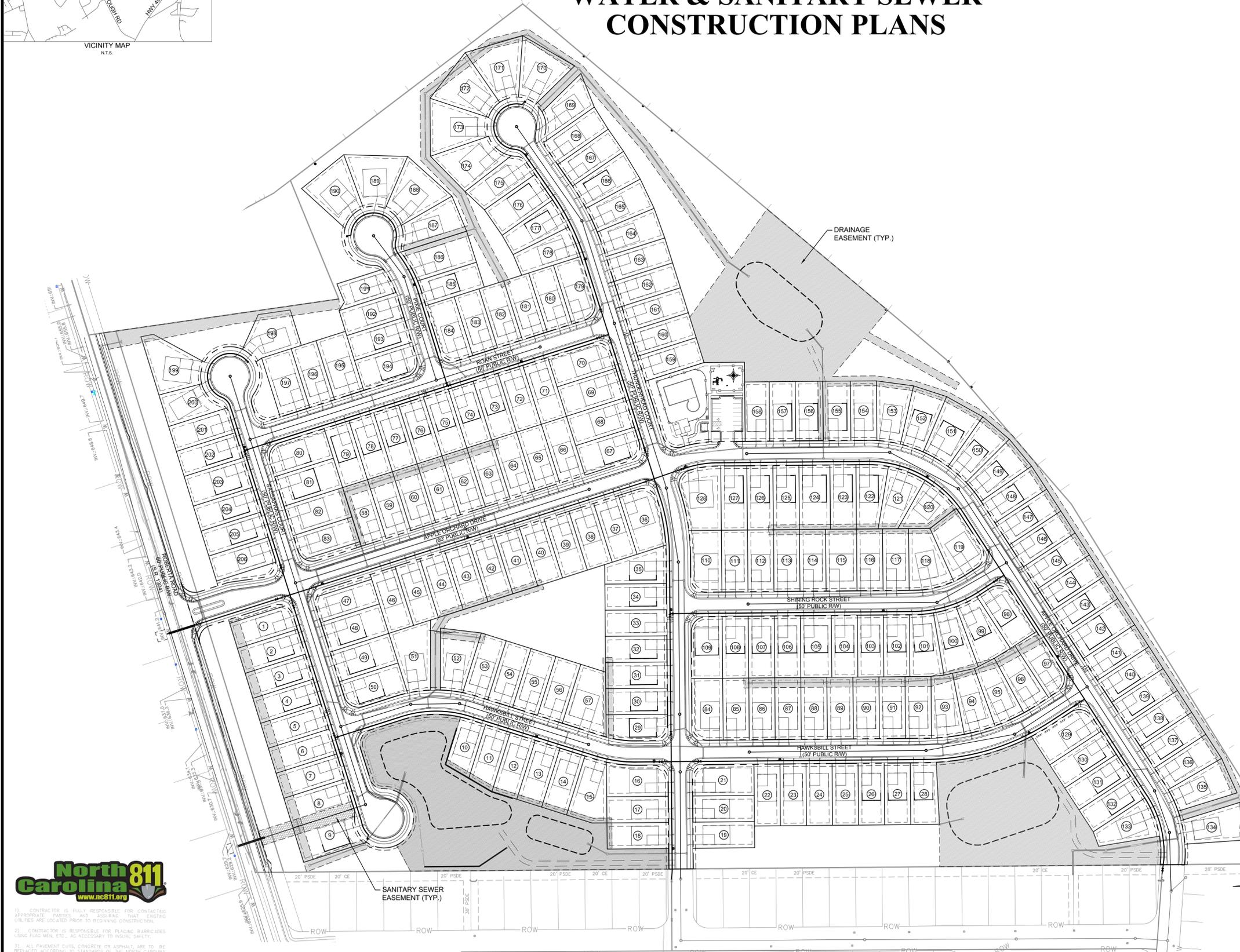


Sheet Number	Sheet Title
W-0.0	WATER & SANITARY SEWER COVER
W-1.0	WATER & SANITARY SEWER OVERALL PLAN
W-2.0	WATER & SANITARY SEWER PLAN & PROFILE SASSAFRASS COURT STA. 0+00 TO STA. 9+00
W-2.1	WATER & SANITARY SEWER PLAN & PROFILE ROAN STREET & PIXIE COURT STA. 9+00 TO STA. 17+61
W-2.2	WATER & SANITARY SEWER PLAN & PROFILE THUNDERHEAD COURT STA. 0+00 TO STA. 7+50
W-2.3	WATER & SANITARY SEWER PLAN & PROFILE THUNDERHEAD COURT STA. 7+50 TO STA. 15+95
W-2.4	WATER & SANITARY SEWER PLAN & PROFILE HAWKSBILL STREET STA. 0+00 TO STA. 5+24 SASSAFRASS COURT STA. 0+00 TO STA. 1+35
W-2.5	WATER & SANITARY SEWER PLAN & PROFILE THUNDERHEAD COURT STA. 9+00 TO STA. 7+50 ROAN STREET STA. 0+00 TO STA. 1+22
W-2.6	WATER & SANITARY SEWER PLAN & PROFILE APPLE ORCHARD DRIVE STA. 0+00 TO STA. 8+00
W-2.7	WATER & SANITARY SEWER PLAN & PROFILE APPLE ORCHARD DRIVE STA. 8+00 TO STA. 13+91
W-2.8	WATER & SANITARY SEWER PLAN & PROFILE HAWKSBILL STREET STA. 0+00 TO STA. 7+19
W-2.9	WATER & SANITARY SEWER PLAN & PROFILE SHINING ROCK STREET STA. 0+00 TO STA. 5+47
W-3.0	WATER & SANITARY SEWER DETAILS
W-3.1	WATER & SANITARY SEWER DETAILS



FINAL DESIGN

BY	DATE	REVISION
BS	10/11/2016	REVISED PER TOWN COMMENTS
BS	11/18/2016	REVISED PER TOWN COMMENTS
BS	10/20/2017	REVISE DUE TO REVISION TO POND PER INCHENR COMMENTS
BS	11/29/2017	REVISED PER TOWN COMMENTS
BS	12/19/2017	REVISED PER TOWN COMMENTS
BS	04/24/2018	REVISED PER TOWN COMMENTS
BS	06/19/2018	REVISED WATER QUANTITIES



APPROVALS (SEALS)	
NCPLS (AS BUILT)	NCPE

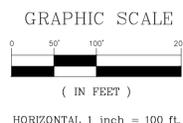
SUMMARY OF SANITARY SEWER IMPROVEMENTS			
TYPE	SIZE	MATERIAL	LENGTH
S.S.	8"	PVC	7,035
S.S.	8"	DI	250
S.S.	8"	RJ DI	60
CASING	18"	STEEL	55

TOTAL NO. MANHOLES: 32
 TOTAL NO. LOTS SERVED: 206 LOTS, 1 AMENITY CENTER
 PROJECT NAME: ROBERTA RIDGE

JOB NO: DW16.400
 DATE OF ACTIVATION:
 DATE AS BUILT: BY:

SUMMARY OF WATER IMPROVEMENTS			
TYPE	SIZE	MATERIAL	LENGTH
MAIN	2"	K-COPPER	851
MAIN	8"	PVC	6,690
MAIN	8"	D.I.P.	1,310

TOTAL NO. FIRE HYDRANTS: 18
 TOTAL NO. LOTS SERVED: 206 LOTS, 1 AMENITY CENTER
 IRRIGATION METERS: 2
 PROJECT NAME: ROBERTA RIDGE
 JOB NO: DW16.400
 DATE OF ACTIVATION:



1) CONTRACTOR IS FULLY RESPONSIBLE FOR CONTACTING APPROPRIATE PARTIES AND ASSURING THAT EXISTING UTILITIES ARE LOCATED PRIOR TO BEGINNING CONSTRUCTION.

2) CONTRACTOR IS RESPONSIBLE FOR PLACING BARRICADES, CONE FLAG MEN, ETC., AS NECESSARY TO INSURE SAFETY.

3) ALL PAVEMENT CUTS, CONCRETE OR ASPHALT ARE TO BE REPLACED ACCORDING TO STANDARDS OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION AND LOCAL MUNICIPALITIES.

4) SHIELDING SHALL BE ACCORDING TO TRENCHING STANDARDS PART 1206, SUBPART P, OR AS AMENDED.

WATER & SANITARY SEWER COVER

ROBERTA RIDGE SUBDIVISION
 CONCORD, NORTH CAROLINA

D. R. HORTON

PROJECT INFORMATION
 PROJECT MANAGER: DEB
 DESIGNED BY: BSS
 DRAWN BY: BSS
 PROJECT NUMBER: DW16.400
 ORIGINAL DATE: 6/23/2016

W-0.0



APPLICATION FOR FORMAL RECOGNITION OF NEIGHBORHOOD ORGANIZATIONS

1. Name of Neighborhood Organization
Roberta Ridge Homeowners Association

2. Type of Organization (please check one)
Neighborhood Association [] Homeowner Association [X]
Other (specify):

3. Neighborhood Boundaries. Please include all street names and block numbers for partial streets. (Additional pages and/or map may be attached)
Kent downs Ave, Kent Down Ave SW, Roan St, Roan St SW, Sugar Ct, Shining Rock St, Shining Rock St SW, Pixie Ct, Melon Colony Ave,
Melon Colony Ave SW, Hawksbill St. SW, Hawksbill St,

4. Estimated number of households in neighborhood: 206

5. Please list below the names, addresses, phone numbers and email addresses of the officers for your Neighborhood Organization. (*If officers' titles are different than those listed, please indicate below.)

Name: Vanessa Hampel Title: President
Address: 1220 Kent Downs Ave Concord NC 28027
Phone Number: 7045575372 Email: vhampel01@gmail.com

Name: Cecil Hutchley Riley IV Title: Vice President
Address: 3266 Shining Rock St Concord NC 28027
Phone Number: 4438580485 Email: cecil_riley@ymail.com

Name: Sreedhar Kanduri Title: Treasure
Address: 3224 Roan St Concord NC 28027
Phone Number: 2489798109 Email: ksreedhar1993@gmail.com

Name: Kimberly Osterhout Title: Secretary
Address: 3219 Hawksbill St Concord NC 28027
Phone Number: 7047017283 Email: kimberlyosterhout@yahoo.com

Other Board members (attached separate sheet if necessary)

Name: _____ Title: _____

Address: _____

Phone Number: _____ Email: vhampel01@gmail.com

5. What is your association's meeting schedule? Please provide the date(s) and time(s), for future meetings.

4 quarterly board meetings, 1 annual meeting typically held in September or October, 1 annual budget ratification meeting.

6. Location of meeting(s): Concord Firehouse #12

7. When is the election of officers held? Annually as seats become available and terms have expired

8. If your organization has a website, please list it so that we can link it to the City's Neighborhood Program page.

9. Is membership to your organization open to anyone who lives or owns property in the neighborhood regardless of race, religion, color, sex, national origin, familial status, or disability? Yes No

Please attach the following:

1. Paragraph about the history/character of the neighborhood
2. List of neighborhood goals
3. Map of neighborhood boundaries
4. Copy of By-Laws/Constitution /Principles of Operation

Tabitha Higgs

Community Manager

Applicant's Name (please print)

Applicant's Title

Digitally signed by Tabitha Higgs
DN: cn=Tabitha Higgs, o, ou, email=thiggs@hawthornemgmt.com, c=US
Date: 2023.10.05 14:09:28 -04'00'

10/5/2023

Applicant's Signature

Date of Application

PLEASE RETURN FORM AND DIRECT QUESTIONS TO:

Katherine Ramirez Campbell
Community Outreach Coordinator
City Manager's Office
35 Cabarrus Ave West
Concord, NC 28025-0308
Phone: 704.920.5298
Email: ramirezkc@concordnc.gov

What is a “Recognized Neighborhood”?

A “recognized neighborhood” is a formally organized neighborhood association who has been officially recognized by the City Council. These neighborhood organizations have committed to collaborate with City staff to identify solutions to community issues, share information, give feedback on public improvement projects, and participate in City sponsored programs and events.

How can your neighborhood organization become recognized?

Complete a neighborhood association application for formal recognition that asks for:

- Name of your Neighborhood Organization
- Neighborhood boundaries
- Permanent email address for your Organization
- Names, telephone numbers, addresses, and email addresses for the officers
- Meeting Information: Where and how often does your neighborhood group meet?
- Copy of your neighborhood organization's by-laws

Once staff verifies that the neighborhood organization meets the criteria for recognition, the recognition request will be forwarded to City Council for consideration.

Why should your neighborhood apply for formal recognition?

Benefits of being formally recognized by City Council include:

- Formalized contact between your neighborhood and the City of Concord
- Working through the process is a way to get to know your neighbors
- Communication with the City familiarizes residents with local governing processes
- Access to resources which will help to strengthen and empower your neighborhood
- Participate with other organizations to improve the quality of life in Concord.

Visit the program's [webpage](#) for a full list of programs and services available to formally recognized neighborhood organizations.

Where do you get a Neighborhood Recognition application?

Contact the City of Concord's Community Outreach Coordinator via phone (704) 920-5298 or email at ramirezkc@concordnc.gov or download the form from the program's website at <http://www.concordnc.gov/neighborhoods>.

BID TABULATION
Construction of Substation V

City of Concord
Concord, North Carolina

Date: February 20, 2024
Time: 2:00 PM, EDST

<u>Bidder</u>	<u>Pike Electric, LLC</u>	<u>Service Electric Company</u>	<u>Grid Tech, LLC</u>	<u>Carolina Power & Signalization</u>
Erection of Structure Switches, Bus, and Packager provided Equipment and Hardware (Lump Sum)	\$ <u>223,640.94</u>	\$ <u>309,531.86</u>	\$ <u>283,186.94</u>	\$ <u>258,835.50</u>
Install Circuit Switcher (Qty. 2)	\$ <u>6,389.76</u>	\$ <u>21,639.32</u>	\$ <u>11,750.17</u>	\$ <u>37,500.00</u>
Install Jumpers & Grounds on Transformers (Qty. 2)	\$ <u>3,194.77</u>	\$ <u>10,819.66</u>	\$ <u>89,464.44</u>	\$ <u>28,510.00</u>
Install Circuit Breakers (Qty. 10)	\$ <u>23,961.60</u>	\$ <u>27,049.15</u>	\$ <u>8,444.39</u>	\$ <u>25,752.50</u>
Total, Construction	\$ <u>257,187.07</u>	\$ <u>369,039.99</u>	\$ <u>392,845.94</u>	\$ <u>350,598.00</u>

**CITY OF CONCORD
PURCHASING BID REVIEW AND ROUTING FORM**

DATE: February 20, 2024

FORMAL BID: No

BID DATE: February 20, 2024

DEPARTMENT: Electric Systems,
Construction of Substation V

BIDDERS	AMOUNT	DELIVERY
Pike	\$257,187.07	120 Days
Carolina Power & Signalization	\$350,598.00	120 Days
Service Electric Co.	\$369,039.99	120 Days
Grid Tech	\$392,845.94	120 Days

RECOMMENDATION: Pike

LOW BIDDER: YES NO (IF NOT, DOCUMENTATION REQUIRED)

ADDED OPTIONS: _____

PRICE: _____

◆◆◆◆◆

FLEET SERVICES SIGNATURE (IF REQUIRED) _____

DEPARTMENT HEAD: Alex Burris DATE: 2/28/2024

COMMENTS: _____

◆◆◆◆◆

ASSISTANT CITY MANAGER OR EXECUTIVE DIRECTOR OF OPERATIONS: LeDerick Blackburn Digitally signed by LeDerick Blackburn Date: 2024.02.28 13:42:23 -05'00' DATE: _____

COMMENTS: _____

◆◆◆◆◆

PURCHASING OFFICIAL: Ryan LeClear Digitally signed by Ryan LeClear Date: 2024.02.28 14:04:36 -05'00' DATE: _____

COMMENTS: _____

◆◆◆◆◆

FINANCE DIRECTOR: Jessica Jones Digitally signed by Jessica Jones Date: 2024.02.28 14:27:04 -05'00' DATE: _____

COMMENTS: _____

◆◆◆◆◆

APPROVE AS RECOMMENDED: YES Lloyd Wm. Payne, Jr., ICMA-CM Digitally signed by Lloyd Wm. Payne, Jr., ICMA-CM Date: 2024.02.29 08:24:53 -05'00' DATE: _____

COMMENTS: _____

PUBLIC ART COMMISSION PROJECT APPROVAL REQUEST

**For Implementation of FY '24 Funds:
Downtown Streetscape Revolving Art Program**

Submitted by

CONCORD'S PUBLIC ART COMMISSION

**Barbara Propst (District 1)
Jeff Faggart (District 2)
Doyle Bussey (District 3)
Michael Askin (District 4)
Deepa Prabhakar (District 5)**

**Danielle Player (District 6)
Lisa Washington (District 7)
Jonathan Ewart (At large)
Carter Thomas (At large)
Liz Fitzgerald (Cab. Arts Council)**

**Kaylee Caton (Planning)
Sarah Gay (Commission Liaison)
Susan Sessler (Building & Grounds)
Taylor Morris (Parks & Rec)**

March 14, 2024



FY '24 Proposed Project:

FY '24 Budget	
Project	Budget
Downtown Streetscape Revolving Art Show	\$25k
Total	\$25k

Downtown Streetscape Revolving Art Show (MP Page 22) FY '24



Description: This project will establish an annual Revolving Art Show program with the installation of four loaned sculptures and one commissioned mural on the new streetscape for a period of one year. Locations have been determined (see map below). For this first year, a curator will be contracted to assist the PAC in creating processes, publicity materials, seeking/screening artists, and other framework needed to establish Concord's new program and manage the bulk of project coordination. In following years, program management could be assumed by the PAC and staff using the program infrastructure created by the curator.

Elevator Pitch: A readily-launched, high impact project enjoyed by everyone interacting with the new Streetscape.

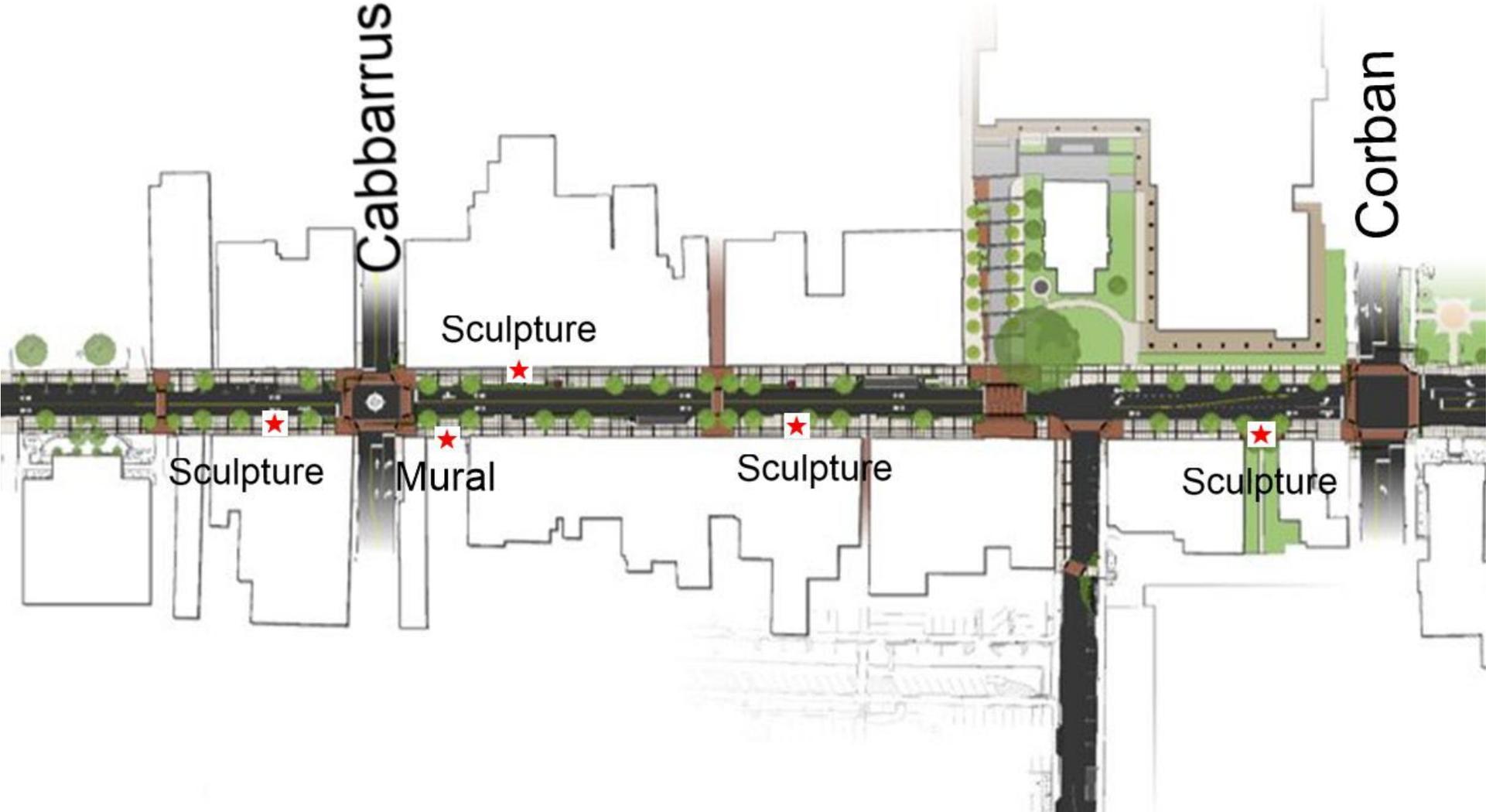
Location: Union Street as part of the new Downtown Streetscape

Start/Completion Dates: Start – May 15, 2024; Installation – Fall 2024 (upon streetscape completion) Completion – TBA in 2025

Current Funding: \$25k (allocated for FY '24) The budget includes payment to the curator and to participating artists for four sculpture leases, one mural, and contingency expenses.

Artist Selection Process: A curator will be selected via RFQ/Contract. Curator will issue a call for artists and screen applications. The PAC and Staff will determine the selection criteria and PAC will approve final selections.

Downtown Streetscape Revolving Art Show Sites



PUBLIC ART ANNUAL WORK PLAN FY '25

For the IMPLEMENTATION of CONCORD'S PUBLIC ART MASTER PLAN

Submitted by

CONCORD'S PUBLIC ART COMMISSION

**Barbara Propst (District 1)
Jeff Faggart (District 2)
Doyle Bussey (District 3)
Michael Askin (District 4)
Deepa Prabhakar (District 5)**

**Danielle Player (District 6)
Lisa Washington (District 7)
Jonathan Ewart (At large)
Carter Thomas (At large)
Liz Fitzgerald (Cab. Arts Council)**

**Kaylee Caton (Planning)
Sarah Gay (Commission Liaison)
Susan Sessler (Building & Grounds)
Taylor Morris (Parks & Rec)**

March 14, 2024

INTRODUCTION:

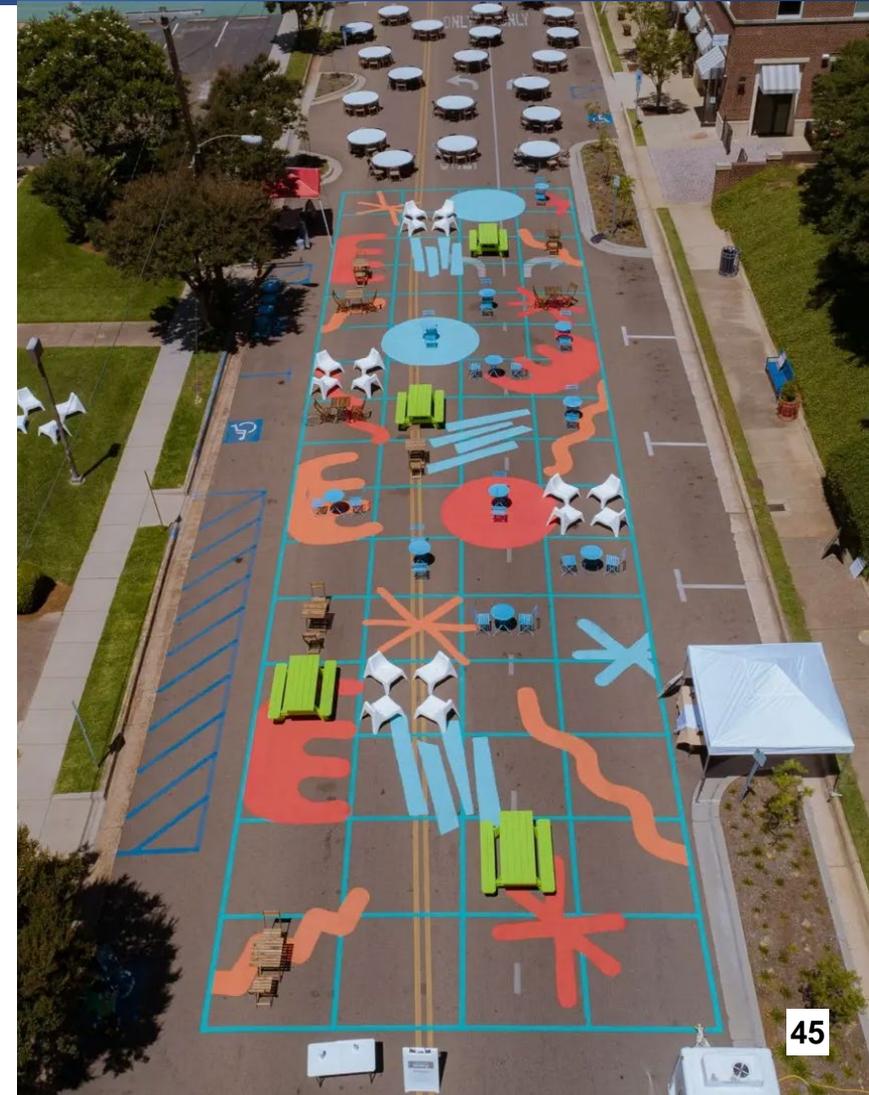
This Public Art Annual Work Plan:

- Includes a brief synopsis of the past year as well as reemphasizes a few important vision and funding ideals from the Master Plan.
- Outlines proposed public art projects for the next few years, including;
 - Near-term projects that show immediate progress towards implementing suggested Master Plan projects.
 - Projects that need longer-term cultivation to be successful.
- Provides a recommended overall budget for each project.
- Provides a summary description of each project.



BACKGROUND:

- The City of Concord's Public Art Master Plan (MP), approved by the City Council in February 2023, was a milestone for public art in Concord. The Master Plan, for the first time, established a framework for both the City and private developers to propose new public art projects.
- As the next step, the City created the Public Art Commission (PAC; MP Page 63). Task one is to provide a public art Annual Work Plan for implementation of the Master Plan.
- Since first meeting in September 2023, the PAC has worked diligently to develop this first Annual Work Plan to provide a path towards achieving the vision of the Master Plan (MP Page 64).



VISION (MP page 20):

- Public art will strengthen the city's overall identity, uplift authentic community stories and resources, and add beauty and meaning to public places and facilities.
- The PAC will operate with accountability, transparency and trust by working inclusively, through intentional engagement and collaboration.
- The PAC will strive to ensure public art projects will:
 - Be geographically balanced throughout the city.
 - Be integrated routinely into parks, greenways, city facilities when appropriate, and private development projects when possible.
 - Feature the work of Cabarrus county artists whenever feasible.
 - Integrate diverse community voices into the projects that are created.
 - Encourage community arts organizations to pursue art in public spaces.



FUNDING:

As an appointed City Commission, we are committed to working with the City Council and staff to maximize the positive impact of public art to our community, using the funding provided by the city, and leveraging other resources where possible.

(MP Funding recommendations, Page 60)





FY '25 Proposed Projects:

FY '25 Budget	
Project	Budget
Transit Shelter Windows	\$15k
Streetscape Sculpture Installation	\$5k
One Mural in City	\$10K
Existing Art Database	\$0
Mural assistance grant	\$5k
Total	\$35k

Rider Transit Center Shelter Windows (MP Page 38) FY '25



Description: This project will be used as a prototype for the PAC to begin to establish its processes for successful future city projects. The newly developed process for this project will be used to work with the Transit Department to include art on some, or all, of the shelter windows which are scheduled to be replaced. To keep costs down, as well as leverage the Transit Center's Federal maintenance grant budget, art would be applied after window delivery, and before the windows are installed. Coordination with Building and Grounds' Purchasing staff, around window delivery and installation, will determine the timing of this project.

Elevator Pitch: A simple, colorful treatment on new Transit Shelter windows could enhance the waiting experience of bus passengers, and the passers-by. A highly desired project by Regional Transit leadership.

Location: Concord/Kannapolis Rider Transit Center Shelter

Start/Completion Dates: Start - July 1, 2024 Completion – June 30, 2025

Requested Funding: \$15k (Artist contract for design + application to window panels)

Artist Selection Process: Regional Call for artist

Installation Costs: 4 Sculptures (Downtown Revolving Art Show)



Description: Sculpture installations for the Downtown Streetscape Revolving Art Show.

Location: Union Street as part of the new Downtown Streetscape

Start/Completion Dates: Start - Fall 2024; Completion – upon installation

Requested Funding: \$5K (to hire a qualified installer)

One mural on city property (MP Page 50) FY '25



Description: The PAC will develop processes to manage this and future mural projects. Once this process and location are established, a Call for Artist will be published to select an artist to design and install one mural to be located on city property. This mural should emphasize telling community stories and history of the neighborhood where it is located. Local community input and engagement will be critical for this mural.

Elevator Pitch: This mural will be the first city funded, commissioned original mural using newly developed procedures and will serve as a catalyst for other murals around the city.

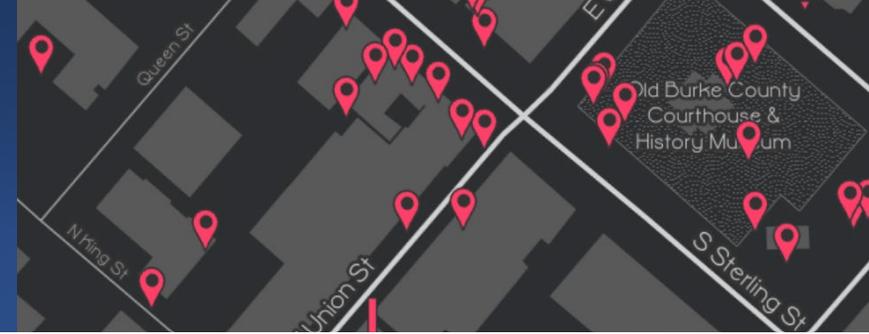
Location: TBD

Start/Completion Dates: Start - July 1, 2024 Completion – June 30, 2025

Requested Funding: \$10k

Artist Selection Process: Regional Call for artists

Public Art Database FY '25



Description: This project will enlist PAC members and citizens to develop a database of the existing public art located in the city. PAC members will initially develop the database criteria and begin populating the database. City IT staff will be solicited to add database to city website. This will be an ongoing project updating the database as new art is installed in the future.

Elevator Pitch: Knowing where existing public art is located in the city helps harness enthusiasm for more art, assess areas to locate art, and provides a basis for future walking tours. This database will be web available to help visitors and citizens find existing art.

Location: On the web

Start/Completion Dates: Start - July. 1, 2024 Completion – Ongoing

Requested Funding: \$0k (utilizing in-house staff, PAC, and volunteer hours)

Mural Assistance Grant (MP Page 50) FY '25



Description: A process will first be established for approving mural assistance projects by enlisting an experienced mural facilitator to aid the PAC (MP Page 62). Once this process is established, an RFP will be released for soliciting interested artists to present mural projects. This project will begin an ongoing open call to regional muralists, or property owners, to present projects to be considered for City funding assistance. Murals can be located in public or private spaces but must be open to the public and be located within city limits. Awarded projects would be reviewed and announced semi-annually.

Elevator Pitch: High impact art with project management done by private owners or artists. Gives local artists a chance to go to gain experience producing public art.

Location: Potential Locations within City Limits

Start/Completion Dates: Start - July 1, 2024 Completion - ongoing

Requested Funding: \$5k

Artist Selection Process: Open to anyone but focused on promoting local talent.



FY '26 Proposed Projects:

Ongoing Projects FY '26



Looking ahead to FY '26, the Public Art Commission would like to continue the projects proposed for FY '25, and introduce a new project for FY' 26

- Downtown Streetscape Revolving Art Show
- Mural Assistance Grants
- One Mural on city property
- Proposed New Project: Ramseur Park (see next slide)

Approval requests for FY '26 Budgets for these projects, will be presented with the FY '26 Annual Work Plan in early 2025.

Ramseur Park

(MP Page 25) FY '26



Description: This project will be developed by coordinating with the Parks Planning departments to determine best options to integrate public art in this new park. Coordination with city Park planners would entail determining ideal location(s) and best format (sculpture, Mural, Architectural, etc) for art. Chosen art should be aligned with the park’s designed uses and be relatable to its visitors.

Elevator Pitch: The first chance for Concord to integrate public art into a park planning process for maximum impact. Internal discussions can begin now.

Location: New Ramseur Park

Start/Completion Dates: Artist contract start - July. 1, 2025 Completion – TBD

Requested Funding: TBD

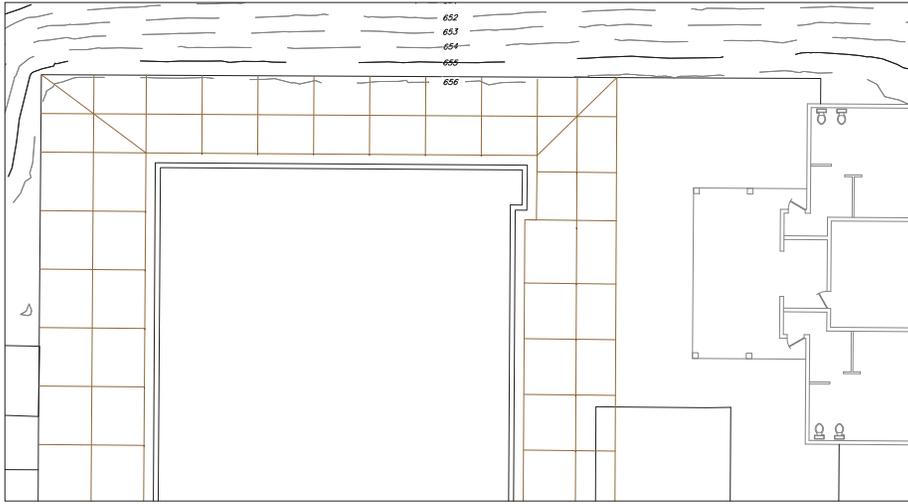
Artist Selection Process: TBD



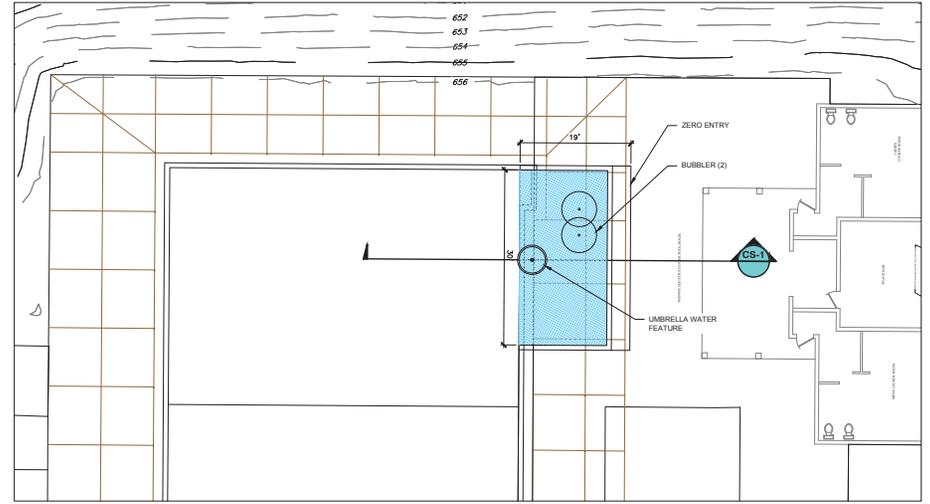
McInnis Aquatic Center | Pool Zero Entry Plan & Profile

Concord, NC

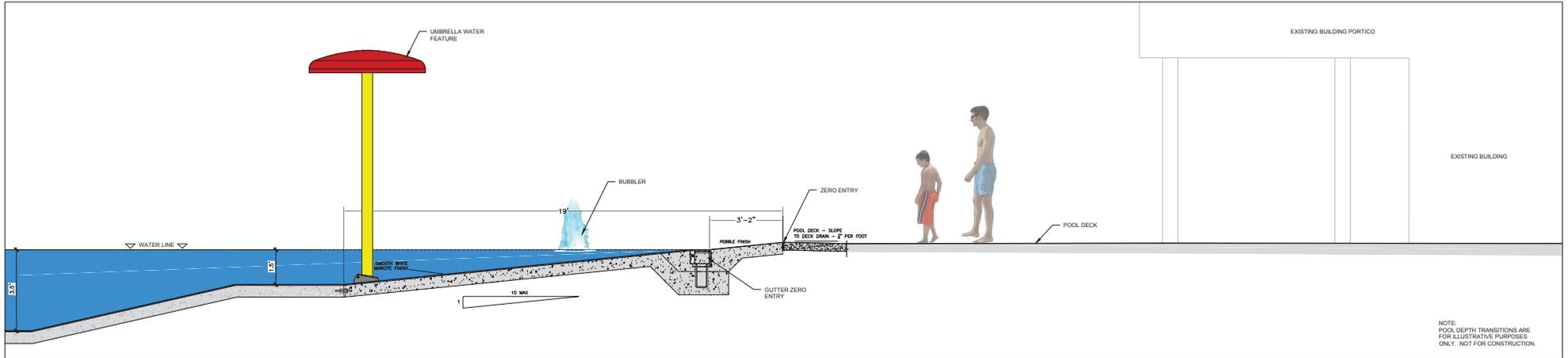
City of Concord | 02.26.2024



1 Pool Plan View - Before
1"=10'-0"



2 Pool Plan View - After
1"=10'-0"



CS-1 Pool Cross Section
1"=2'-0"

NOTE:
POOL DEPTH TRANSITIONS ARE
FOR ILLUSTRATIVE PURPOSES
ONLY. NOT FOR CONSTRUCTION.



Alfred Benesch & Company | 2359 Perimeter Pointe Parkway, Suite 350 | Charlotte, NC 28208
www.benesch.com | P: 704.521.9880



Request for Letters of Interest (RFLOI)

Transportation Planning Services for the Cabarrus Rowan MPO

RFLOI # 2611

January 8, 2024

City of Concord

REQUEST for LETTERS of INTEREST (RFLOI)

Transportation Planning Services for the Cabarrus Rowan MPO

TITLE: TRANSPORTATION PLANNING SERVICES FOR THE CABARRUS ROWAN METROPOLITAN PLANNING ORGANIZATION (CRMPO)

ISSUE DATE: January 8, 2024

SUBMITTAL DEADLINE: February 5, 2024

ISSUING AGENCY: City of Concord, Lead Agency

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform any of the Discipline Codes listed below for the City of Concord. Discipline Codes required:

- 00006 – Air Quality Conformity
- 00045 – Corridor Planning
- 00141 – Multimodal Transportation Planning
- 00260 – Comprehensive Transportation Planning Development
- 00261 – Long Range Transportation Planning
- 00363 – Travel Demand Model Application

WORK CODES for each primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLOI) SHALL be listed on the respective RS-2 FORMS (see section ‘SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS’).

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

PROPOSED CONTRACT SCOPE SUMMARY.

The Cabarrus Rowan Urban Area Metropolitan Planning Organization (CRMPO) is the officially designated body responsible for administering the transportation planning process required under Federal Law. The CRMPO plans for regional transportation needs including highway, transit, air, bicycle and pedestrian facilities within both Cabarrus and Rowan counties as well as coordinating connections to the greater Metrolina Area and activities with adjacent MPOs. Priority goals of the CRMPO planning process include:

- Promote the safe and efficient management, operation and development of transportation system;
- Serve the mobility needs of people and freight;
- Public participation and partnership;
- Foster economic growth and development; and
- Minimize the negative effects of transportation including air quality.

The City of Concord, as the Lead Agency of the CRMPO is soliciting statements of qualification from interested consultants to provide urban area transportation planning services for the CRMPO. The selected firm will serve as contracted staff to the CRMPO under the general supervision of the Transportation Director of the City of Concord. The metropolitan planning area covers all of Cabarrus and Rowan counties in North Carolina. Direct and quantifiable working experience with North Carolina MPO's is required for these services.

The City of Concord reserves the right to select and enter into a contract with a transportation planning consultant through this process for a term of one (1) year with the option to renew for one (1) additional year.

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

LOIs SHALL be received **ELECTRONICALLY ONLY** no later than **5:00 PM, February 5, 2024**

The address for electronic deliveries is: *grahamp@concordnc.gov*

LOIs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project. Must adhere to the City of Concord's insurance guidelines as outlined in the Standard Form of Agreement for Professional Services.

SCOPE OF WORK

The City of Concord is soliciting proposals for the services of a firm/team for the following contract scope of work:

PROPOSED CONTRACT SCOPE

Items that will be required of the selected firm include (detailed Prospectus for Continuing Transportation Planning can be found at <https://concordnc.gov/CRMPO-Prospectus>), but are not limited to:

- Daily staffing of the CRMPO including phone, email, and customer service duties.
- All technical planning, mapping, and data management including maintenance of the Regional Travel Demand Model prepared in partnership with the Mecklenburg-Union, Gaston-Cleveland-Lincoln, Rock Hill MPOs and the NC and SC Departments of Transportation.
- Routine maintenance/updates of the CRMPO website.
- Administration of the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) boards, monthly meetings, and reporting.
- Grant and program reporting to local, state and federal agencies.
- Financial Planning and Planning Work Program development.
- Lead the development of the Long Range Transportation Plan (LRTP), Metropolitan Transportation Plan (MTP), and the Comprehensive Transportation Plan (CTP) including the following topics: financial forecasts, project identification, mapping, goals and objectives, and socioeconomic projections.
- Conduct detailed transportation system analysis as it pertains to highways, pedestrian/bicycles, transit, rail, and aviation.
- State Transportation Improvement Program (STIP) Project(s) identification, facilitation, and coordination.
- Experience with transportation demand modeling, transportation conformity, and air quality regulations.
- Upon request provide specialized transportation planning services to CRMPO member governments.
- Transit Planning and Regional Mass Transit knowledge.
- Highway and Multi-modal Transportation Planning services (including Pedestrian, Bicycle, Transit, Rail, Aviation)
- Work with elected and appointed boards and commissions.
- Public speaking and education about the CRMPO and urban metro area.
- Ability and flexibility of firm to adapt to changing needs and multiple work tasks assigned by the Lead Agency and CRMPO policy board.
- Prepare, summarize, and disseminate pertinent MPO information to the member jurisdictions, acting as liaison between Federal, State, and local government agencies, as well as member organizations (i.e. CRAFT, NCDOT, FHWA, MTC, etc.)
- Public Involvement Plan, Title VI, PWP and all other required MPO documents.

These services may expand based on the annual needs of the CRMPO. Qualified firms will need to show the ability to meet these and all other work tasks as assigned with experienced transportation planning personnel. Qualified firms must also maintain a publicly accessible office to provide customer service to all interested parties during regular business hours, and be able to attend all relevant local, and regional organizational meetings as required.

PROPOSED CONTRACT TIME: ONE YEAR WITH OPTIONAL ONE YEAR RENEWAL

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM TO INCLUDE DIRECT NON-OVERHEAD EXPENSES

SUBMITTAL REQUIREMENTS

All LOIs are limited to **Twenty (20)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets.

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

One (1) copy of the LOI should be submitted as a .pdf file to the email address grahamp@concordnc.gov . A confirmation email will be sent as an electronic receipt when your LOI is received. Paper copies are not required. The subject line should contain the Firm's Name, and "LOI for CRMPO Services".

In addition, all questions regarding this LOI should be sent to Phillip Graham, at the following email address, grahamp@concordnc.gov .

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements, they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.

- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

TITLE VI NONDISCRIMINATION NOTIFICATION

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee, which includes member jurisdictions and NCDOT, will take into consideration qualification information including such factors as:

1. **25%** = Specialized experience, knowledge, and technical expertise as it pertains to highway transportation planning.
2. **25%** = Specialized experience, knowledge, and technical expertise as it pertains to non-highway transportation planning. To include the modes of:
 - a. Pedestrian
 - b. Bicycle
 - c. Transit
 - d. Aviation
 - e. Rail
3. **15%** = Experience and familiarity working with NCDOT, FHWA, FTA, FAA and other government entities as it relates to MPO/RPO/TPO functions.
4. **20%** = The ability of the individual or firm's local office to perform the work and meet critical time schedule(s) and deadline(s). Display responsiveness and delivery of MPO related services, to include client input, flexibility to adjust Scope of Work to accommodate the goals of clients, and ability to provide adequate resources.
5. **15%** = Technical expertise with software applications pertinent to the scope of work, including but not limited to, transportation modeling, GIS/cartography, and other applicable software.

After reviewing qualifications, follow-up interviews will be conducted with the top scoring firm(s).

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Phillip Graham, PE., Transportation Director** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any

innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES-
CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Phillip Graham, P.E., Transportation Director (grahamp@concordnc.gov)**.

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **January 26, 2024**. The last addendum will be issued no later than **February 1, 2024**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **January 8, 2024**

Deadline for Questions – **January 26, 2024**

Issue Final Addendum – **February 1, 2024**

Deadline for LOI Submission – **February 5, 2024**

Shortlist Announced * - **February 12, 2024**

Interviews - the week of **February 19, 2024**

Firm Selection and Notification ** - **the week of February 26, 2024 (contingent on March 14, 2024 City Council approval and OIG approval)**

Anticipated Notice to Proceed – **July 1, 2024**

* Notification will **ONLY** be sent to shortlisted firms.

** Notification will **ONLY** be sent to selected firms.



February 2, 2024

Mr. Phillip Graham, P.E.
Transportation Director
City of Concord
635 Alfred Brown Jr. Court
Concord, North Carolina 28026

RE: Cabarrus-Rowan Metropolitan Planning Organization (CR MPO) Professional Transportation Planning Services

Dear Mr. Graham and Selection Committee Members:

Chapter 1 Introduction

RL Conrad Associates, LLC is pleased to submit a proposal to express our desire to provide professional planning services to the City of Concord and the Cabarrus-Rowan Metropolitan Planning Organization (CR MPO) effective July 1, 2024. Our team is excited about this opportunity and prepared to provide all the immediate management, operation, and planning services for the Cabarrus-Rowan Metropolitan Planning Organization over this initial year-long contract opportunity.

- **RL Conrad Associates (RLC), LLC** based in Concord, NC is certified as an NCDOT Approved Private Consulting Firm on March 31, 2023 and a Small Business Enterprise certification (SBE) on February 21, 2023 and prequalified for many of the discipline codes requested thru March 31, 2024. RL Conrad Associates LLC is registered with the Office of the North Carolina Secretary of the State pursuant to NCGS 57D-3-20 and is a member of the Cabarrus Regional and Rowan County Chamber of Commerce in good standing since 2016.
- **Wendy Miller Landscape Architecture (WMLA), PLLC** based in Winston-Salem, NC is properly registered with the office of the Secretary of State and the NC Board of Registration for Landscape Architects (Certificate No. C-486). WMLA is certified as an NCDOT Approved Private Consulting Firm on March 9, 2023, an Small Professional Services Firm (SPSF) on December 15, 2023, and prequalified for several of the requested discipline codes.
- **Kimley-Horn** is headquartered in Raleigh, NC and is properly registered with the office of the Secretary of State and the NC Board of Registration for Professional Engineers and Land Surveyors (Certificate No. F-0102). Kimley-Horn's most recent private engineering firm qualification was approved by NCDOT and it is valid until June 30, 2024.

The firm (RLC), our employees and owners, and/or team members are not involved in any activity that may constitute a conflict of interest in pursuit of this work.

The RLC team will be located in downtown Concord with an office accessible to the public at *57 Union Street South* and will be accessible five days a week to the City and all members of the CR MPO, inclusive of meetings, emails, phone calls, or text messages even after the end of the typical workday. We live here and work here, as opposed to other potential staffing firms in the Charlotte MSA region. In addition, our staff and team intend to fulfill the operational responsibilities and needs of the CR MPO area as outlined in the FY 2024-25 Unified Planning Work Program (UPWP). Our staff has the capacity to meet all the required tasks and all other work tasks that may be assigned during the initial contract year. As a small business enterprise (SBE), we have the financial flexibility to address client needs in the most cost-effective manner. We'll apply the resources of our team in a way that yields the highest return of investment by the CR MPO and its membership, as we realize the budget is *tight* and local municipal and county matching funds are *limited*. RLC is also committed to a drug free workplace and will not hire any individuals, including subcontractors that have previous or pending felony convictions. The prime and subcontractors are prequalified to work for the NC Department of Transportation under the following discipline codes:

00006: Air Quality Conformity - RLC

00045: Corridor Planning - RLC

00141: Multimodal Transportation Planning – RLC/WMLA/KH

00260: Comprehensive Transportation Planning Development – RLC/WMLA

00261: Long Range Transportation Planning – RLC/WMLA

00363: Travel Demand Model Application - KH

The following chapters in the Letter of Interest provide a summary of the RLC team's qualifications, experience, and proposed approach. The RLC team has the necessary resources to perform the tasks outlined in the scope of work in a timely and efficient manner under the necessary state and federal deadlines. The firm is also financially able to take on the work assigned under this contract and we agree to provide the documentation of the required professional liability insurance as noted in the **RFLOI #2611**. Finally, our team is committed to providing the high quality of customer service to the MPO members and strive to exceed your individual and collective expectations in this next contract year.

Please feel free to contact me at 704-791-0608 if should have any questions or need additional information about our team, this proposal, or any of our qualifications.

Sincerely,

RL Conrad Associates, LLC

Phil Conrad, AICP

Member/Manager

Address: 57 Union Street South Concord NC 28025

Email: pconrad@rlcassoc.com

Chapter 2 Team Qualifications

The proposed professional staff members of the RLC team will serve as the MPO staffing resources. Phil Conrad, AICP will serve as the MPO Director and will have professional support from a technically competent team of individuals. This team will bring the following experience/knowledge to this project:

For the past 20 years:

- ✓ Our staff has provided daily support for the CR MPO phone, email, and customer response duties
- ✓ Our staff has continually maintained and updated the CR MPO website
- ✓ Our staff has supported the CR MPO TCC and TAC, including monthly meeting coordination, agenda and packet development, and reporting
- ✓ Our staff has provided the technical inputs, planning, and data management for the Metrolina Regional Travel Demand Model and Cabarrus and Rowan counties
- ✓ Our staff has provided customized transportation planning services to the CR MPO member jurisdictions upon request
- ✓ Our staff has written two transportation conformity documents for the Charlotte/Metrolina region, and facilitated the transfer of Travel Model inputs and Vehicle Emission outputs to meet federal air quality regulations for the Charlotte Air Shed
- ✓ Our staff has updated the base year population, employment, and school enrollment for the Metrolina Model and will be suballocating data to the TAZ's in calendar 2024, consistent with the recent 2020 US Census
- ✓ Our staff has in-depth experience navigating the various departments of North Carolina Department of Transportation (NCDOT) from funding to regulations to project guidelines and policy
- ✓ Our staff has developed a close working relationship with our Legislative Delegation and the local staff offices of the US Congress
- ✓ Our staff has handled all public speaking and group facilitation for education and awareness of the CR MPO and necessary policy decisions and programmatic priorities
- ✓ Our staff has expert level knowledge of NCDOT and Federal Highway Administration (FHWA) grant administration, programs, and reporting requirements
- ✓ Our staff are certified as AICP by the American Planning Association since 2003

The professional service you seek is one that is unique to our team. Our staff has almost 30 years of combined MPO planning experience and has worked for four MPO's in North Carolina, including the Cabarrus-Rowan MPO. Our staff expertise and business contacts, in addition to our long-standing relationship with North Carolina MPOs, will provide the CR MPO membership with the technical and management skills that are both desired and expected by the TCC and TAC. As you are aware, our staff has provided similar planning services to the Cabarrus-Rowan MPO and have enjoyed a great working relationship since for the past 20 years. We view the Cabarrus-Rowan MPO as more than a client or just a contract, but as a partnership between the expertise and technical depth of our team and the maturing knowledge-base of the MPO Technical and Policy members. We

feel that partnership should be second to none in this ever-changing and challenging world. Since 2000, the MPO with our assistance has developed a list of innovative planning tools that are now being emulated in other urban or metro areas.

- ✓ Developed a local methodology that is flexible, for ranking projects of all modes that incorporate data from the newly released NCDOT quantitative project evaluation known as SPOT
- ✓ Direct experience with the NCDOT SPOT process and computer interface to input local projects for scoring and evaluation
- ✓ Created and maintained an MPO-wide Street Appendix with differentiating cross sections by road segment to complement the recently amended CTP
- ✓ Assisted at various levels with over 60 CMAQ applications that have been successfully included in the TIP for grant funding
- ✓ Facilitated the grant funding of STPBG projects in both Cabarrus and Rowan Counties as well as the recent TAP project call with applications from Harrisburg, Granite Quarry, and Harrisburg
- ✓ Facilitated the completion and update for a two-county motor vehicle emission budget (MVEB) as part of the currently applicable State Implementation Plan (SIP) by US EPA
- ✓ Positioned the Cabarrus-Rowan MPO as one of only 10 TMAs in the state of North Carolina following the 2020 Census
- ✓ Partnered with multiple regional transportation conformity processes for the Metrolina region's MPOs and NCDOT with a recent successful completion in the fall of 2023
- ✓ Provided new member orientation and additional outreach for NC State Ethics requirements and filing
- ✓ Provided Prospectus and UPWP format updates to meet NCDOT expectations
- ✓ Managed a subconsultant contract to perform additional Model runs for the 2050 MTP Update, which included a new "existing plus committed" run for the region
- ✓ Developed a draft interlocal agreement with the Charlotte TPO to transfer planning responsibilities for Mecklenburg County following the 2020 Census

Regional Model Data Management

A growing part of our services over the past 20 years has been the work tasks related to the Metrolina Travel Model (MRM) performed by our staff. We have successfully pulled information from the MRM for planning tasks and link-based map or visual outputs. We believe our technical proficiency as a team is more than adequate as the Cabarrus-Rowan MPO continues to grow and urbanize. From a policy standpoint, our staff has participated as active members in the Model Oversight Committee and the Model Executive Committee (as support when needed). Although our vision for the MRM is one of output and production, our staff has honed successful working relations with our regional partners and met all applicable deadlines identified by the Model Advisory Team, Oversight Committee, and Executive Committee. Our staff has continued to perfect the local inputs for the Travel Model through regular socioeconomic updates on an annual basis as well as coordinating the network updates in the growing areas of the MPO. The local knowledge and technical application of base year information has been helpful in providing interim forecasts for the NC DEQ to develop and apply first county-level and

then MPO-wide motor vehicle emission budgets (MVEBs). The Cabarrus-Rowan MPO was the first MPO in the state to obtain a multi-county MVEB from NC DEQ and US EPA that encompassed the entire 2 county metropolitan planning boundary. This MVEB will allow the Cabarrus-Rowan MPO to achieve transportation conformity including MTP adoption, independent of the other MPOs in the Charlotte non-attainment region and buffer against a prolonged federal Plan lapse scenario.

FHWA Certification Review

With the designation of the TMA status, the CR MPO has been through six federal certification reviews. The most recent review was held in early spring of 2023. It is important to note that the CR MPO did not have any **corrective actions** with this most recent review and received a commendation for expanding the MTP mapping for EJ and LEP populations. The lead staff from Federal Highway Administration provided the following recommendations in the 2023 Report.

2023 Review Commendations

- The MPO is **commended** for expanding/enhancing its mapping efforts by separately mapping African American and Hispanic populations and by including zero-car households and bicycle and pedestrian crash data.

Accomplishments from the prior Certification Review

- It is recommended that the CR MPO include FTA obligated funding for all public transit agencies in the annual listing of projects. **The MPO completed this effort.**
- It is recommended that the CR MPO update its MTP by March 2022. **The MPO completed this effort.**
- It is recommended that the CR MPO update its CMP with the MTP update by March 2022. **The MPO completed this effort.**
- It is recommended that the CR MPO update the table/spreadsheet of congested facilities (under CMP heading) on their website. **The MPO completed this effort.**
- It is recommended that the CR MPO update the primary performance measures of Volume to Capacity Ratio (V/C) to more current measures such as travel time. **The MPO completed this effort.**
- It is recommended that the CR MPO update its PPP to account for virtual meeting options. **The MPO completed this effort.**
- It is recommended that the CR MPO update its website to make primary program areas and ongoing information more easily identified on the website, such as the Public Involvement Plan, STPBG project solicitation process, and the currently approved goals and objectives. **The MPO completed this effort.**

The MPO will be working towards completion of these tasks in the next calendar year.

- It is recommended that the MPO perform quantitative analyses to identify transportation system benefits and burdens, comparing EJ populations to non-EJ populations.
- It is recommended that the MPO evaluate its PPP to ensure effective public outreach.
- It is recommended that the MPO work with NCDOT to document its Title VI Plan and make it available on its website.

The Certification Review serves as a snapshot in time of the progress of the MPO in terms of meeting federal goals and guidance, which can change with each new federal administration. Our staff has taken these recommendations seriously and used them as a multi-year work program to ensure that each Certification Review is more efficient. The allotted time for the 2008 Certification Review was 50 percent less than the initial 2004 Certification Review. FHWA now has a desk audit prior to the on-site Certification Review, where local staff can provide as much information as possible to reduce the redundancy at the actual review. Our staff has taken full advantage of the desk audit, as evidenced by the abbreviated 2008 review and subsequent reviews through the 2023 review, which was proactively held earlier than the 4 year grace period. Although another review is not scheduled during the term of this contract, our staff stands poised to demonstrate and articulate the proficiencies of the Cabarrus-Rowan MPO's transportation planning process and the diligent work of its active membership, to the FHWA team members. In addition, our staff has assisted with several federal Triennial Reviews for Rider Transit and provided relevant information for the inaugural Triennial Review for the City of Salisbury Transit.

Federal Discretionary Funding

With any growing organization, there are challenges. The Cabarrus-Rowan MPO will be no different, particularly as funding opportunities have become tied to the federally recognized Transportation Management Area (TMA) status. Other TMAs across the state receive Surface Transportation Program – Block Grant or BG funds, with Charlotte being the largest recipient. Our staff used previous experience with the administration of BG funds through a previous employer (City of Durham) to implement the local program. BG, Transportation Alternative Program (TAP), and now Congestion Reduction Program (CRP) funds have become available to the Cabarrus-Rowan MPO members. MPO staff assisted with the first successful CRP application to NCDOT. As with other discretionary funds, it was necessary to develop a logical and flexible process for receiving and ranking the project proposals for these funds. Our staff has proven to be very effective in managing new discretionary funding sources and marshalling potential projects into a program through a consensus-based process. We are in the business of creating win-win situations for the membership. We are not in the business to create losers, and we view each jurisdiction in the MPO as a valued client no matter size or technical aptitude. We strive to earn and maintain their trust and support through our focus on individual community needs. As a smaller firm with dedicated experience in local government administration, we have the flexibility, foundational knowledge, and life experience to ensure that this occurs. We regularly field questions for members outside the transportation planning realm that provides value outside of the contractual obligations

and builds trust and support for the MPO function by it's members. We feel this strengthens our proposal and sets us apart from other local or regional competitors.

We would anticipate a call for projects in calendar 2024 if desired, and have the necessary team resources and insight to make this a successful call similar to the others. The MPO awarded 4 projects in calendar 2022 through the MPO's competitive BG program process, and 3 projects in calendar 2023 though the MPO's competitive TAP program. The 2022 call rendered an award of \$26,853,780 to 3 project sponsors. These projects have been incorporated into the TIP and are well on their way to municipal agreements from NCDOT. The 2022 TAP call rendered an award of \$3,401,312 to 3 project sponsors. These projects have been incorporated into the TIP and are beginning the municipal agreement phase. The third call in 2023 for Congestion Reduction Program (CRP) funds rendered a project from the City of Concord that went thru extensive federal review and scrutiny. The MPO awarded \$1.2 million in federal funds to this project in calendar 2023. The MPO also issued a call for CMAQ projects in 2023 which netted an additional \$405,444 above the annual FY 23 allocation to the MPO area of \$1.58 million. In addition, the MPO submitted to NCDOT an additional \$11,110,118 in CMAQ funding for 6 projects including one completely new roundabout project in the Town of Harrisburg. We are awaiting word from NCDOT on these CMAQ grant requests in the next month. In addition to these federal awards, the TCC is beginning to develop a critical intersection list (14) to leverage additional state funding and project implementation resources through the NCDOT Division. This could be modeled on a similar Union County process where the Division has successfully managed multiple projects in recent history. Depending on Cabarrus and Rowan County's interest, the MPO team could play a more direct role in identifying projects for additional design, cost, and implementation through a combination of state and federal resources outside the typical STIP process and on a more aggressive schedule.

2020 US Census and UZA Release

The Cabarrus-Rowan MPO has grown significantly over the past 10 years. With the release of the 2020 Census Urbanized Areas, the MPO could have potentially picked up membership in a third county (Mecklenburg), which was previously averted through the interlocal agreement with the High Point MPO. MPO staff recently presented the Charlotte MPO with a similar draft interlocal agreement for the Concord UZA in Mecklenburg County. A few interesting statistics related to this Census data release are noted below:

- ✓ The Cabarrus-Rowan MPO planning area population grew annually at 2 percent from 2010 to 2020 to a new total of 372,679
- ✓ This percentage rate of annual population growth was one of the fastest in the state over the past 10 years
- ✓ The urbanized area population continued to exceed 200k and grew by 30 percent, which means automatic TMA status and additional discretionary formula funds
- ✓ The population density for the UZA grew in similar fashion to the neighboring Charlotte UZA by 17 percent over the past 10 years, but the geographic land area also grew by 11 percent

- ✓ A majority of the municipalities from the MPO are part of the new urbanized area boundary
- ✓ About three quarters of the total population in the MPO planning area is considered urbanized or urban with the 2020 Census, whereas less than half of the total population was considered urban a short 20 years ago

Chapter 3 Team Experience

RL Conrad Associates (RLC) was organized to meet the growing need for professional management and implementation of urban transportation projects and programs. Our staff has both local and regional transportation planning experience and are certified as professional planners by the American Institute of Certified Planners (AICP). Our staff's history with Metropolitan Planning Organization's and Regional Travel Demand Modeling provides the firm with diverse multi-modal experience in transportation planning and project development.

Our staff has worked previously in four MPOs in North Carolina. With almost forty years of combined experience, we provide professional services to MPO's and transit systems statewide. As we grow and strive to exceed the needs of our clients, RLC has developed services that can be customized to each client such as socioeconomic forecasting, bicycle and pedestrian planning, and similar regional planning services.

We focus on quality services to meet each clients' needs and operate in a flexible environment that responds quickly to changes and new direction. Our relationship with a client is one that is unique and community driven. Please contact our clients to discover their view of our success we provide on a daily basis, which we hope to bring to your next project or program management need.

Cabarrus-Rowan MPO Administrative and Transportation Planning Services

Assisted with complete administration of the MPO function including development of planning documents such as the TIP, MTP, UPWP, Regional Transportation Conformity, etc. Serve as lead agency staff for the City of Concord/CR MPO.

Dates Performed: June 2000 to Present
 Contact: Mayor Brittany Barnhardt
 Chair of the TAC
 143 N. Salisbury Ave.
 Granite Quarry, NC 28072
 (704) 433-0505 (m)
 bbarnhardt@granitequarrync.gov

Burlington-Graham MPO Administrative and Transportation Planning Services

Assisted with complete administration of the MPO function including development of planning documents such as the TIP, MTP, UPWP, etc. Serve as lead agency staff for the City of Burlington/BG MPO.

Dates Performed: September 1999 to February 2016

Contact: Mr. Bob Harkrader, AICP (retired)
Planning Director
425 S. Lexington Avenue
Burlington, NC 27215
(336) 214-8543 (m)

Piedmont Authority for Regional Transportation (PART) Travel Demand Modeling Services

Provided travel demand modeling services to PART including key elements to the Triad Regional Model. Our staff provided in-house staff support for this function at PART.

Dates Performed: April 2004 to June 2007
Contact: Mr. Scott Rhine
Executive Director
107 Arrow Road
Greensboro, NC 27409
(336) 662-0002
scottr@partnc.org

Rock Hill / Fort Mill Area Transportation Study (RFATS) Long Range Transportation Plan and Air Quality Conformity

Developed the 2030 Long Range Transportation and Air Quality Conformity for the Rock Hill / Fort Mill Area Transportation Study. Our staff assisted the City of Rock Hill as lead agency in fulfilling all the requirements from the new 8-hour ozone standard for the only federally designated non-attainment MPO in South Carolina.

Dates Performed: February 2005 to May 2005
Contact: Mrs. Frances Thomas (retired)
Planning Services Manager
P.O. Box 11706
155 Johnston Street
Rock Hill, SC 29731-1706
(803) 329-7080

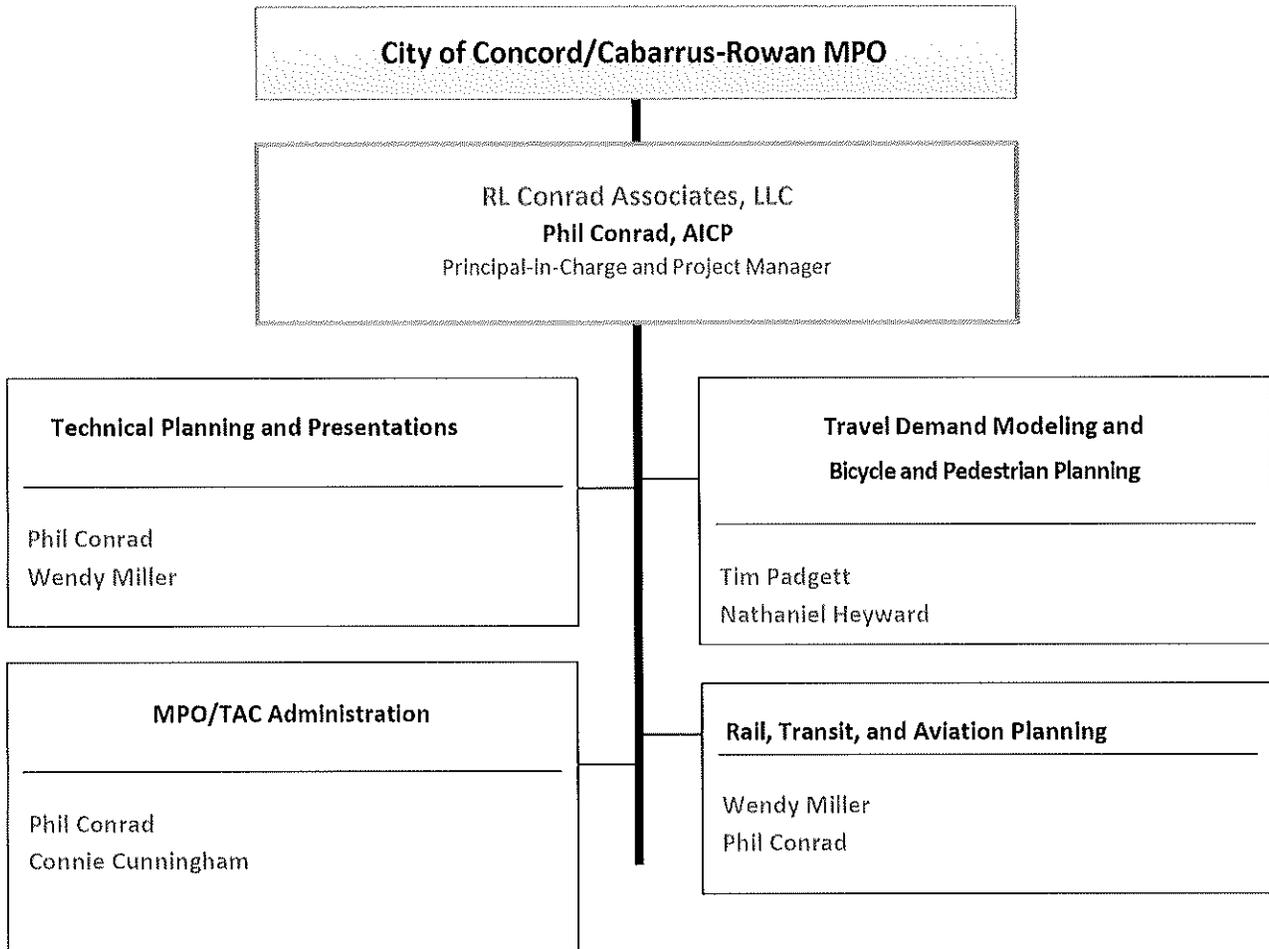
City of Salisbury Comprehensive Bicycle Plan

Coordinated with bike shop, clubs, and city for location, organize a Bicycling for Salisbury public event for ride about, booths, police, etc. Assisted in the collection of existing conditions map data and GIS data files. Developed a survey tool and website to tabulate public input and results.

Dates to Perform: January 2007 to December 2007
Contact: Mr. Dan Mikkelsen, PE (retired)
City Engineer
City of Salisbury
P. O. Box 479
Salisbury, NC 28145-0479
(704) 202-6290 (m)



Team Organization Chart



Team Capacity Chart (Percent Availability by Staff)

STAFF	YRS of EXPERIENCE	FIRM*	WORK LOCATION	% Availability
				Through June 2025
Phil Conrad, AICP	29	RLC	Concord, NC	80
Connie Cunningham	37	RLC	Concord, NC	50
Wendy Miller, FASLA	32	WMLA	Winston-Salem, NC	50
Tim Padgett, PE	28	KHA	Raleigh, NC	15
Nathaniel Heyward, AICP	10	KHA	Charlotte, NC	15

Phil Conrad, AICP – Role: MPO Director/Secretary to the TCC/TAC

Phil Conrad currently serves as the Director for the MPO and is responsible for the Lead Planning Agency transportation planning tasks including: Planning Work Program Development, PL 104 Transportation Planning Grant Administration, Transportation Improvement Program, and local service functions to member agencies as well as the TAC and TCC. Mr. Conrad has been instrumental in the transition by the Cabarrus-Rowan MPO to a Transportation Management Association (TMA) status in 2010. He has also facilitated many discretionary project calls for the MPO members.

Major initiatives have included:

- *Metropolitan Transportation Plan Updates (5)*
- *Congestion Management System Plan*
- *Regional Travel Demand Model Data Management*
- *Development and staffing of the Charlotte Regional Alliance for Transportation (CRAFT)*
- *Federal Certification Reviews (6)*
- *Metrolina Regional Transportation Conformity Report (2)*
- *Implementation of and staffing to the CK Rider Transit System*
- *Implementation of the Rowan Express Transit Service*
- *STBG Discretionary Project Call Methodology*
- *PX.0 Project MTIP Project Solicitation and Ranking Process (6)*

Connie Cunningham – Role: Executive Assistant to the TCC/TAC

Connie Cunningham has over thirty-five years of experience in personnel management, business operations, accounting, and customer service positions. She currently serves as the Executive Assistant to the Cabarrus-Rowan Metropolitan Planning Organization and has held this position for the past twenty years. Her responsibilities include TCC and TAC meeting coordination, minute and document management, and public information/media relations. She serves as the NC Ethics Commission Liaison for the CR MPO as well as the CR MPO's point of contact for the NCDOT Title VI Compliance Review.

Wendy Miller Landscape Architecture, PLLC – Role: Senior Modal Planner – Rail, Transit, and Aviation

WMLA has extensive experience working with the MPOs and RPOs in the region, local and regional transit authorities, Greensboro and Winston-Salem municipal projects, the North Carolina Department of Transportation including Bicycle and Pedestrian, Public Transportation and Planning & Programming Divisions and Division 9, FHWA and Federal Transit Administration partners. WMLA has been involved with community associations and groups such as the Chamber of Commerce, the Downtown Winston-Salem Partnership, the Creative Corridors Coalition, the Transportation Coalition and other community groups and neighborhood associations through transportation projects and land use planning. Other firm qualifications include:

- Understanding of state and regional roadway and transit mobility issues and planning documents and working relationships with responsible governmental entities
- Experience working with communities and local agencies on long range transportation and transit projects
- Experience with Bicycle and Pedestrian policy, planning, and project implementation
- Use of PROWAG guidance in reviewing plans and ordinances
- Experience with FHWA, FTA and NCDOT grant management and reporting
- Proficiency with surveys and ongoing public input management

- Capability to produce needed documentation, manage public notification, and create promotional materials and social media content to meet Federal standards
- Proximity to the project and the ability to provide excellent response time and the flexibility to attend stakeholder and public events in a timely fashion

Relevant Experience

MPO Planning Services

A member of the Transportation Planning team for the Cabarrus Rowan MPO to provide all planning services required for the functioning of a Transportation Management Area MPO. WMLA, PLLC provides special focus on new federal policies, programs and transportation funding included the Infrastructure Investment and Jobs Act (IIJA) and has developed grant proposals and submission documents for projects under the Carbon Reduction Plan and Safe and Accountable Transportation Options MPO planning funds. WMLA, PLLC updated the MPO public involvement policy and furnishes continued outreach through quarterly newsletters and other activities. Other activities include development of the Metropolitan Transportation Plan and evaluation of environmental justice benefits and burdens for projects and programs.

Start date – August 2021 End Date – Ongoing

Wendy Miller, WMLA, PLLC, Subconsultant

RL Conrad and Associates

57 Union Street South

Concord, NC 28025

Bus Route Study

The project includes the evaluation of the current transit system to develop short term solutions to improve ridership and community connectivity with a full system-wide transit standards and route and schedule overhaul including ADA upgrades and functional upgrades. The project includes a ridership and driver survey, quick wins implementation public outreach and approvals, and ongoing work to develop the system and review MicroTransit options.

Start date – July 2022 End date – Ongoing

Wendy Miller, WMLA, PLLC, Subconsultant

HDR, Inc. Consultant for the City of Winston-Salem

Patrick McDonough, AICP, Project Manager

555 Fayetteville Street, Suite 900

Raleigh, NC 27601

Transit Oriented Development Study

Provide local support for the Winston-Salem Transit Oriented Development Study project, address potential streetcar options, develop three land use scenario plans, planning for bicycle and pedestrian facilities, assist with stakeholder meeting facilitation, and review of preliminary TOD planning concepts.

Construction Cost: N/A Transit Oriented Development Study

Start date – November 2020 Project Completion date – Ongoing

WMLA, PLLC, Subconsultant

HDR, Inc. Consultant for the City of Winston-Salem

Patrick McDonough, AICP, Project Manager

555 Fayetteville Street, Suite 900

Raleigh, NC 27601

16th Street at 21st Avenue Roundabout

Provide streetscape planning and design services for bicycle and pedestrian accommodation on the roundabout project at 16th Street at 21st Avenue in Hickory, NC.

Construction Cost: N/A Pedestrian Study and Streetscape Design

Start date – January 15, 2024 Project Completion date – TBD

Wendy Miller, WMLA, PLLC, Subconsultant

Gannett Fleming, Inc. Consultant for the City of Greensboro

Ricky Tipton, PE, Vice President

One Glenwood Avenue, Suite 900

Raleigh, NC 27603

Moore Avenue Streetscape Improvements

Provide streetscape planning and design services for bicycle and pedestrian accommodation as well as a new pedestrian plaza at Main Street on Moore Avenue in Mooresville.

Construction Cost: N/A Pedestrian Study and Streetscape Design

Start date – February 2022 Project Completion date – August, 2024

Wendy Miller, WMLA, PLLC, Subconsultant

Gannett Fleming, Inc. Consultant for the City of Greensboro

Ricky Tipton, PE, Vice President

One Glenwood Avenue, Suite 900

Raleigh, NC 27603

Business 40 Mitigation Project

WMLA, PLLC is the project management team assisting PART with the Business 40 Public Outreach and Mitigation efforts including:

- Extensive meetings with PART and other agency stakeholders to develop scope, performance measures and monitoring matrices for the implementation of alternative commuting options during the Business 40 closure to meet mitigation plan strategic goals.
- Work with PART marketing and media public relations vendors to develop outreach strategies for promoting PART services to commuters and to solicit employer buy-in.
- Acquire data and develop a plan of action for outreach to businesses within the Traffic Relief Zone (TRZ) and conduct outreach events.
- Develop aggressive public outreach campaign with traditional and social media.
- Promote PART Transportation Demand Management (TDM) strategies through one-on-one meetings with businesses within the TRZ, attend business meetings, Chamber and other Business events, public festivals, sports venues, and other community gatherings to distribute information and gain contacts for TDM outreach.
- Grant management and reporting to meet Federal and State requirements and standards.

Construction Cost: N/A Mitigation Plan and Public Outreach

Project Start date – July 2018 Project Completion date – April 2020

WMLA, PLLC, Project Manager

Piedmont Authority for Regional Transportation

Scott Rhine, Executive Director, PART

107 Arrow Road

Greensboro, NC 27409

Environmental Justice Plan

A full literature review and development of an updated Environmental Justice Plan for the Cabarrus-Rowan MPO to meet FHWA standards including extensive mapping and performance measures. Bicycle and pedestrian crash data were integrated into the GIS mapping to develop performance metrics and criteria for evaluating and prioritizing projects for improvements in short- and long-range plans.

Construction Cost: N/A Planning Study

Start date – August 2017 End Date – May 2018

WMLA, PLLC, Principal

RL Conrad and Associates

Salisbury, NC 28144

Public Participation Policy

A full review of FHWA resources and FAST Act guidance for updated public involvement requirements including Planning and Environment Linkages and gathered FHWA best case study examples for public involvement and other notable outreach methods for documentation and inclusion. Developed a document with updates to meet FHWA Certification Review recommendations including goals, objectives and performance measurements and provided a matrix of performance measurement elements and sample Measures of Effectiveness report suitable for the Cabarrus-Rowan MPO.

Construction Cost: N/A Planning Study

Start date – May 2017 End Date – October 2017

WMLA, PLLC, Principal

RL Conrad and Associates

Salisbury, NC 28144

Kimley-Horn (KH)

KH is a national planning and design consulting firm that specializes in transportation and urban design. Founded in 1967, Kimley-Horn has a staff of more than 5,500 that serves a wide range of clients across many disciplines from more than 100 offices nationwide. Their multidisciplinary experience covers a wide range of services within transportation planning and engineering, landscape architecture and urban design, environmental planning and design, and public policy. Understanding how transportation infrastructure interfaces with the built environment and community character is a cornerstone of their planning approach which emphasizes the following:

- True engagement of the public and stakeholders
- Integration of land use and transportation
- Collaboration among people from different backgrounds
- A multimodal approach to the transportation system
- An analytic foundation for decision making
- Consensus-building
- Identification of realistic and implementable solutions
- Equity and fairness
- Sustainability and environmental stewardship

Nathaniel Heyward, AICP – Role: Bike/Ped Planner

Nathaniel Heyward, AICP has extensive experience leading and supporting mobility and transportation planning efforts throughout the Carolinas and the country. He leverages his extensive design and planning skills to clearly communicate mobility solutions to clients. He has extensive experience organizing and leading engagement efforts that focus on providing a comprehensive and inclusive approach to gaining meaningful community feedback.

Relevant Experience

- Forward Monroe Transportation Plan, NC
- Lowell Bicycle and Pedestrian Plan, NC
- Mount Airy Pedestrian Plan, NC
- EB-5749, Catawba River Bike/Ped Crossing Feasibility Study, Mount Holly, NC
- Pineville Greenway Connection from McCullough Neighborhood to Jack Hughes Park, Pineville, NC
- 9th Street/Belmont Bridge Replacement and Complete Street Revitalization, Charlottesville, VA
- University Area Bicycle/Pedestrian Study, Charlotte, NC
- Granite Quarry Bicycle and Pedestrian Plan, NC
- Laurel Park and Flat Rock Bicycle and Pedestrian Plans, NC
- Mount Holly Comprehensive Bicycle Plan, NC
- Hudson Pedestrian and Bicycle Plan, NC
- US 29 Corridor Study, China Grove, NC

Tim Padgett, P.E. – Role: Travel Demand Modeling

Tim Padgett, PE is a senior leader in Kimley-Horn's Forecasting, Analytics, and Sustainable Transportation (FAST) group in Raleigh, NC. His practice is focused on travel demand forecasting within a team that strives to answer new and evolving questions related to planning, energy and sustainability, transformational technologies and services, resilience, security, and data. The majority of his work has focused on travel demand forecasting using models, innovative tools, data analytics and non-traditional thinking to support planning efforts across the country. He has worked on forecasting and modeling projects in 19 states throughout the country.

Relevant Experience

- Connections 2040 Regional Mobility Plan, Tallahassee, FL
- Southwest Area Study (SWAS), Raleigh, NC
- Urban Area Transportation Study Long Range Plan for Travel Demand, Sumter, SC
- 2018 Traffic Forecasting Limited Services Contract, Statewide, NC
- Apex Peakway Southeast Connector Feasibility Study, Apex, NC
- Downtown Durham Loop Two-Way Feasibility Study, Durham, NC
- North Harrison Avenue Grade Separation Feasibility Study, Cary, NC
- Virginia DOT TMPD, Forecasting Handbook, Statewide, VA
- I-265 Widening Traffic Forecasting and Quantitative MSAT Analysis, Jefferson County, KY

- Travel Demand Model Update and VMT/SB 743 Implementation, Mammoth Lakes, CA

ADDITIONAL PERSONAL/PROJECT REFERENCES AVAILABLE UPON REQUEST

Chapter 4 – Technical Approach

Project Management and Vision

The RLC team approach is flexible. Our team will work to look at the MPO holistically as opposed to focusing on a linear relationship between individual tasks. Our work plan will not be confined to the tasks outlined in the scope of work or constrained by hourly budgets or competing projects from outside the area. We'll continue to provide daily MPO services that include phone, email, and customer service to internal and external stakeholders. This will be our work plan first and foremost. In addition, we'll administer the function of the TCC and TAC through agenda management and packet development, which requires a depth of experience, institutional knowledge, and external business contacts to formulate meetings that are meaningful and productive. As with this RFLOI, time to think through the issues and discern relevant and actionable topics in a priority order are as important as the presentation of the agenda to the membership. This process takes time and collaboration with a host of partners including NCDOT, FHWA, TPD, IMD and others.

To be candid, much of success in the past was predicated on the ability to meet in person. We have adapted to the virtual world and would carry this flexibility into the next fiscal year where desired. However, our team recognizes the affects from COVID-19, as we continue to meet virtually with the Cabarrus-Rowan TCC. Our team will endeavor to retain flexibility for the meeting environment based on the members' expectations. We seek to improve communication and transfer information in a manner that is most effective for all of the parties involved. As an example, we have produced 5 quarterly newsletters over the life of the recent contract, which we believe helps to consolidate and summarize the accomplishments of our members and the MPO area including those members too busy to attend meetings regularly or read thru emails from staff.

Technical Products

In reviewing the scope of work, there are tangible daily, weekly, and quarterly products that our team can handle with routine ease. Our staff has a system for data management as part of the maintenance of the Metrolina Regional Travel Model (MRM). We collect building permit data from the counties every spring, scrubbing the permit data, coordinating the GIS locations, and aggregating it through Microsoft Excel and Access by traffic analysis zone (TAZ). Our staff works collaboratively with county staff to produce a clean base year total by TAZ annually, which is ultimately reviewed by key county planning and permitting staff for input and approval. Our tracking process was validated with the 2020 Census when we were within 1.5 percent of the estimated population for Rowan County and within 2.0 percent of the estimated population for Cabarrus County over the past 10-year period. Our staff estimated 370,335 people in 2020 and the US

Census counted 372,679 for the same timeframe, making our estimate within the margin of error.

We've also tracked employment through the respective Chamber's list of major employers and independent purchase of Woods and Poole employment data for 2018. Finally, our staff has the ongoing relationships with the public/charter and private schools for each system to obtain the employment and school enrollment on an annual basis as well as from the 2- and 4-year colleges. These school sites generate a good deal of traffic on a daily basis. We have a seamless method to aggregate these changes by TAZ and report back to the Model Custodian with a new base year upon each request. We successfully applied this method with the 2022 base year update and produced an accurate count of education enrollment and employment. There is no substitute for local knowledge to provide quality assurance and control for the data that is the foundation for the MTP outputs and substantiating the future travel volumes, or need for TIP projects that are entering project development/NEPA. Our team would propose to continue the process outlined to keep the MRM current with local data.

The STIP and prioritization process

Our team has become very proficient with the SPOT process and STIP project identification. We recently led an effort for a call for new projects and successfully submitted them into the NCDOT SPOT system. There were a total 20 new projects from 7 sponsors that will receive quantitative scores from the SPOT Office of NCDOT. As everyone is aware, the P6.0 process was suspended due to the NCDOT budgetary shortfall. A new draft STIP was recently adopted in the spring of 2023 with very little progress for the MPO's top priorities in Division 9 or Division 10. As such, the new projects in P6.0 were carried over into the P7.0 submittal. Our team has almost 30 years of experience with NCDOT and the STIP, with the last 20 years dedicated to Cabarrus-Rowan MPO projects. We feel our experience separates us from other staffing scenarios, who likely would require some introductory period to ramp up their expertise on local issues and project priorities.

The MPO/TAC will be assigning a total of 3600 points to about 36 projects in P7.0, so it will require some delicate discussions in calendar 2024 to begin picking or pitting any of these projects against each other for potential funding opportunities. We will be applying the approved local input point methodology to all of the projects to generate a scenario of local input points that gives our projects the best chance at success for funding. The timeline for release of the next draft TIP is spring of 2025 with adoption to occur in the summer of 2025. A new STIP must be in place by October 1, 2025. Our team is able to work back from these dates to make sure that products are in place at the right time for full consideration by the NCDOT/SPOT system.

Scope of Work Understanding

In addressing the proposed scope of work, the team proposes to organize the work tasks using the following methodology in the table below. Tasks can be differentiated by level of effort and the timeframe for accomplishment. It's also important to see which member of the team can fit with each task and whether completion can occur in the upcoming fiscal year or may bleed into the next one. Our team especially the prime staff have the

intimate knowledge of each of the work tasks based on the previously highlighted lengthy partnership with the Cabarrus-Rowan MPO and its membership. There are no tasks in the scope of work that are unfamiliar to the staff on our team, which may not be common with other potential competitors. We are battle tested and ready to apply our institutional and project knowledge to make the most of the initial year of this contract opportunity.

Scope of Work Task	Level of Effort	Prime or Sub	Fiscal Year
Daily staffing of the CRMPO including phone, email, and customer service duties.	Daily	Prime	2025
All technical planning, mapping, and data management including maintenance of the Regional TDM.	Bi-Weekly	Prime/Sub	2025/2026
Routine maintenance/updates of the CRMPO website.	Monthly	Prime	2025
Administration of the TCC and TAC board, monthly meetings, and reporting.	Monthly	Prime	2025
Grant and program reporting to local, state and federal agencies.	Quarterly	Prime	2025
Financial Planning and Planning Work Program development.	Annual	Prime	2025
Lead the development of the MTP, CTP, including the following topics: financial forecasts, project identification, mapping, goals and objectives, and socioeconomic projections.	Bi-Weekly	Prime/Sub	2025/2026
Conduct detailed transportation system analysis as it pertains to highways, pedestrian/bicycles, transit, rail, and aviation.	Upon Request	Prime/Sub	2025
State Transportation Improvement Program (STIP) Project(s) identification, facilitation, and coordination.	Monthly	Prime	2025/2026
Experience with transportation demand modeling, transportation conformity, and air quality regulations.	Annual	Prime/Sub	2025
Upon request provide specialized transportation planning services to CRMPO member governments.	Upon Request	Prime/Sub	2025
Transit Planning and Regional Mass Transit knowledge.	Bi-Weekly	Prime/Sub	2025
Highway and Multi-modal Transportation Planning services (including Pedestrian, Bicycle, Transit, Rail, Aviation).	Bi-Weekly	Prime/Sub	2025
Work with elected and appointed boards and commissions.	Bi-Weekly	Prime	2025
Public speaking and education about the CRMPO and urban metro area.	Bi-Weekly	Prime	2025
Ability and flexibility of firm to adapt to changing needs and multiple work tasks assigned by the Lead Agency and CRMPO policy board.	Daily	Prime	2025
Prepare, summarize, and disseminate pertinent MPO information to the member jurisdictions, acting as liaison between Federal, State, and local government agencies, as well as member organizations.	Bi-Weekly	Prime	2025
Public Involvement Plan, Title VI, PWP and all other required MPO documents.	Bi-Weekly	Prime/Sub	2025

**Daily = tasks that require daily attention during the work week and some weekend hours.
*Biweekly = capacity to plan and handle tasks that may ebb and flow from a workload standpoint, or as needed during the fiscal year.
*Monthly = tasks that require regular or routine attention, but may not occur every single month.
*Annual = tasks that require substantial planning and often have a stated deadline.
*Upon Request = capacity to address individual requests upon very little notice by the client or member jurisdictions.

Closing

We will continue to provide the depth of experience and vision that is required by this important regional transportation agency. Our emphasis will be to make the MPO an organized, proactive, and effective regional transportation planning agency. We believe our staff and team should both "do" the work and stay intricately connected to the industry by focusing on current MPO programs and transportation project opportunities as well as leverage our business contacts for the good of the MPO membership. We remain consistently available regardless of time of day, or day of the week and we are ready to begin work in earnest on the 1st day of July 2024!

RESOLUTION

WHEREAS, all of SR-1310 (Dwight Pl., SW) is located within the corporate limits of the City of Concord and more specifically described as lying between US 29 (Concord Pkwy S) and ending southeast of Oakview Dr., SW; and

WHEREAS, SR-1310 (Dwight Pl., SW) is currently listed by the North Carolina Department of Transportation as part of the state system; and

WHEREAS, it is the desire of the City of Concord to maintain said road for the residents in the City of Concord; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Concord, North Carolina, does hereby request that the North Carolina Department of Transportation abandon said section of SR-1310 (Dwight Pl., SW) from state maintenance to the City of Concord street maintenance system and that any and all public road right-of-way/easement be assigned to the City of Concord.

<u>SR Number</u>	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Length</u>
SR 1310	Dwight Pl., SW	US 29	End	0.53 miles

Adopted this 14th day of March 2024.

CITY COUNCIL
CITY OF CONCORD
NORTH CAROLINA



CITY OF CONCORD
CERTIFIED BID TABULATION FORM
LINCOLN STREET BRIDGE REPLACEMENT Bid No. 2619
LOCATION: CONFERENCE ROOM C, BROWN OPERATIONS CENTER, 635 ALFRED BROWN JR CT SW
TIME: 2:00 P.M. DATE: February 29th, 2024



Contractor	Kemp Sigmon Construction LLC	R.E. Burns & Sons Co. Inc	Lee Construction	Smith-Rowe, LLC
N.C. License No.	67058	34261	40139	70021
Address	PO Box 1210 Claremont, NC 28610	PO Box 7168 Statesville, NC 28687	633 Englewood Downs Dr Pineville, NC 28134	639 Old US 52 South Mount Airy, NC 27030
City/State/Zip	Claremont, NC 28610	Statesville, NC 28687	Pineville, NC 28134	Mount Airy, NC 27030
5% Bid Bond Included	Yes	Yes	Yes	Yes

Line Item and Sec No.	Description - Base Bid	Unit	Quantity	Unit Price \$	Item Total \$								
000040000-N 801	Mobilization	LS	1	7000	\$ 7,000.00	12500	\$ 125,000.00	15900	\$ 159,000.00	136800	\$ 136,800.00		\$ -
004300000-N 226	Construction Surveying	LS	1	14800	\$ 14,800.00	14800	\$ 14,800.00	15000	\$ 15,000.00	27500	\$ 27,500.00		\$ -
005000000-E 226	Grading	LS	1	175000	\$ 175,000.00	285000	\$ 285,000.00	308750	\$ 308,750.00	354000	\$ 354,000.00		\$ -
005700000-E 226	Supplemental Clearing and Grubbing	ACRE	1	100	\$ 100.00		\$ -	1000	\$ 1,000.00	1	\$ 1.00		\$ -
012700000-N 235	Undercut Excavation	CY	450	10	\$ 4,500.00	1	\$ 450.00	10	\$ 4,500.00	6	\$ 2,700.00		\$ -
013400000-E 240	Embankment Settlement Gauges	EA	1	3500	\$ 3,500.00	2550	\$ 2,550.00	5000	\$ 5,000.00	3000	\$ 3,000.00		\$ -
019400000-E 265	Drainage Ditch Excavation	CY	810	15	\$ 12,150.00	1	\$ 810.00	15	\$ 12,150.00	3	\$ 2,430.00		\$ -
019600000-E 270	Select Granular Material	CY	400	25	\$ 10,000.00	30	\$ 12,000.00	15	\$ 6,000.00	1	\$ 400.00		\$ -
0100450000-E 505	Geotextile for Soil Stabilization	SY	400	4	\$ 1,600.00	1.5	\$ 600.00	2	\$ 800.00	1	\$ 400.00		\$ -
0100450000-E 505	Geotextile for Subgrade Stabilization	SY	300	4	\$ 1,200.00	1.5	\$ 450.00	5	\$ 1,500.00	3	\$ 900.00		\$ -
024800000-N SP	Type III Reinforced Approach Fill	LS	1	35000	\$ 35,000.00	30000	\$ 30,000.00	20000	\$ 20,000.00	18000	\$ 18,000.00		\$ -
031400000-E SP	Select Material	TON	10	100	\$ 1,000.00	100	\$ 1,000.00	30	\$ 3,000.00	82	\$ 8,200.00		\$ -
031800000-E 300	Foundation Conditioning Material, Minor Structures	TON	50	10	\$ 500.00	45	\$ 2,250.00	40	\$ 2,000.00	1	\$ 50.00		\$ -
032100000-E 300	Foundation Conditioning Geotextile	SY	150	1	\$ 150.00	2	\$ 300.00	150	\$ 22,500.00	1	\$ 150.00		\$ -
033520000-E 305	15" Drainage Pipe	LF	88	100	\$ 8,800.00	100	\$ 8,800.00	80	\$ 7,040.00	73	\$ 6,424.00		\$ -
033585000-E 305	15" Drainage Pipe Elbow	EA	2	150	\$ 300.00	450	\$ 900.00	500	\$ 1,000.00	420	\$ 840.00		\$ -
044820000-E 310	15" RC Pipe Culv, Class IV	LF	264	150	\$ 39,600.00	135	\$ 35,640.00	100	\$ 26,400.00	88	\$ 23,232.00		\$ -
044850000-E 310	18" RC Pipe Culv, Class IV	LF	76	200	\$ 15,200.00	200	\$ 15,200.00	150	\$ 11,400.00	151	\$ 11,476.00		\$ -
099500000-E 340	Pipe Removal	LF	307	15	\$ 4,605.00	20	\$ 6,140.00	25	\$ 7,675.00	14	\$ 4,298.00		\$ -
107700000-E SP	No. 57 Stone for Rock Cross Vane and Step Pool	TON	25	120	\$ 3,000.00	70	\$ 1,750.00	70	\$ 1,750.00	68	\$ 1,700.00		\$ -
109950000-E 505	Shallow Undercut	CY	100	10	\$ 1,000.00	12	\$ 1,200.00	10	\$ 1,000.00	21	\$ 2,100.00		\$ -
109970000-E 505	Class IV Subgrade Stabilization	TON	200	25	\$ 5,000.00	35	\$ 7,000.00	20	\$ 4,000.00	38	\$ 7,600.00		\$ -
112100000-E 520	Aggregate Base Course	TON	180	50	\$ 9,000.00	55	\$ 9,900.00	75	\$ 13,500.00	42	\$ 7,560.00		\$ -
123000000-E 545	Incidental Stone Base	TON	50	30	\$ 2,500.00	55	\$ 2,750.00	85	\$ 4,250.00	35	\$ 1,750.00		\$ -
123400000-E 607	Incidental Milling	SY	250	25	\$ 6,500.00	25	\$ 6,500.00	30	\$ 7,800.00	10	\$ 2,600.00		\$ -
140100000-E 610	Base Course, Type B25.0C	TON	200	95.25	\$ 19,050.00	105	\$ 21,000.00	120	\$ 24,000.00	100	\$ 20,000.00		\$ -
150300000-E 610	Binder Course, Type B19.0C	TON	60	125	\$ 7,500.00	110	\$ 6,600.00	120	\$ 7,200.00	100	\$ 6,000.00		\$ -
151900000-E 610	Surface Course, Type S9.5B	TON	320	105	\$ 33,600.00	115	\$ 36,800.00	120	\$ 38,400.00	100	\$ 32,000.00		\$ -
157500000-E 620	Asph/Binder for Plant Mix PG64-22	TON	35	725	\$ 25,375.00	650	\$ 22,750.00	583.75	\$ 20,431.25	650	\$ 22,750.00		\$ -
202200000-E 815	Subdrain Excavation	CY	44.8	10	\$ 448.00	1	\$ 44.80	10	\$ 448.00	1	\$ 44.80		\$ -
202600000-E 815	Geotextile for Subsurface Drain	SY	200	1	\$ 200.00	1	\$ 200.00	5	\$ 1,000.00	1	\$ 200.00		\$ -
203600000-E 815	Subdrain Course Aggregate	CY	33.6	20	\$ 672.00	1	\$ 33.60	100	\$ 3,360.00	1	\$ 33.60		\$ -
204400000-E 815	6" Perforated Subdrain Pipe	LF	200	5	\$ 1,000.00	1	\$ 200.00	20	\$ 4,000.00	1	\$ 200.00		\$ -
207000000-N 815	Subdrain Pipe Outlet	EA	1	100	\$ 100.00	1	\$ 100.00	500	\$ 500.00	1	\$ 100.00		\$ -
207700000-E 815	6" Outlet Pipe	LF	6	5	\$ 30.00	1	\$ 6.00	40	\$ 240.00	1	\$ 6.00		\$ -
228600000-N 840	Masonry Drainage Structures	EA	7	3500	\$ 24,500.00	2600	\$ 18,200.00	4000	\$ 28,000.00	2500	\$ 17,500.00		\$ -
230800000-E 840	Masonry Drainage Structures	LF	3.1	500	\$ 1,550.00	1500	\$ 4,650.00	500	\$ 1,550.00	555	\$ 1,725.00		\$ -
237400000-N 840	Frame w/Grate and Hood 840.03 Type F	EA	2	750	\$ 1,500.00	1000	\$ 2,000.00	1000	\$ 2,000.00	740	\$ 1,480.00		\$ -
237400000-N 840	Frame w/Grate and Hood 840.03 Type G	EA	5	750	\$ 3,750.00	1000	\$ 5,000.00	1000	\$ 5,000.00	740	\$ 3,700.00		\$ -
254900000-E 846	2'-6" Concrete Curb and Gutter	LF	950	39.5	\$ 37,525.00	36	\$ 34,200.00	30	\$ 28,500.00	33	\$ 31,350.00		\$ -
259100000-E 848	4" Concrete Sidewalk both sides	SY	770	67	\$ 51,990.00	75	\$ 57,750.00	75	\$ 57,750.00	65	\$ 50,050.00		\$ -
303000000-E 862	Steel Beam Guardrail	LF	50	25	\$ 1,250.00	25	\$ 1,250.00	25	\$ 1,250.00	25	\$ 1,250.00		\$ -
315000000-N 862	Additional Guardrail Posts	EA	5	11	\$ 55.00	11	\$ 55.00	11	\$ 55.00	0.01	\$ 0.05		\$ -
321500000-N 862	Guardrail Anchor Units, Type III	EA	4	2400	\$ 9,600.00	2400	\$ 9,600.00	2400	\$ 9,600.00	2400	\$ 9,600.00		\$ -
328800000-N 862	Guardrail End Units, Type TL-2	EA	4	3400	\$ 13,600.00	3400	\$ 13,600.00	3400	\$ 13,600.00	3400	\$ 13,600.00		\$ -
356900000-E 867	Barbed Wire Fence Reset	LF	180	15	\$ 2,700.00	15	\$ 2,700.00	15	\$ 2,700.00	15	\$ 2,700.00		\$ -
362800000-E 876	Plain Rip Rap, Class I	TON	30	100	\$ 3,000.00	100	\$ 3,000.00	70	\$ 2,100.00	68	\$ 2,040.00		\$ -
364200000-E 876	Plain Rip Rap, Class A	TON	5	100	\$ 500.00	175	\$ 875.00	70	\$ 350.00	115	\$ 575.00		\$ -
364900000-E 876	Plain Rip Rap, Class B	TON	40	100	\$ 4,000.00	100	\$ 4,000.00	70	\$ 2,800.00	58	\$ 2,320.00		\$ -
365100000-E SP	Boulders	TON	75	250	\$ 18,750.00	100	\$ 7,500.00	175	\$ 13,125.00	90	\$ 6,750.00		\$ -
365600000-E 876	Geotextile for Drainage	SY	985	4	\$ 3,940.00	1.5	\$ 1,477.50	3	\$ 2,955.00	2	\$ 1,970.00		\$ -
468500000-E 1205	Thermoplastic (4", 90 MILS)	LF	2000	1.5	\$ 3,000.00	3	\$ 6,000.00	2.5	\$ 5,000.00	3	\$ 6,000.00		\$ -
490000000-N 1251	Permanent Raised Pavement Markers	EA	10	10	\$ 100.00	10	\$ 100.00	75	\$ 750.00	10	\$ 100.00		\$ -
600000000-E 1605	Temporary Silt Fence	LF	1625	3	\$ 4,875.00	3	\$ 4,875.00	4	\$ 6,500.00	2.5	\$ 4,062.50		\$ -
600600000-E 1610	Erosion Control Stone Class A	TON	90	35	\$ 3,150.00	1	\$ 90.00	70	\$ 6,300.00	1	\$ 90.00		\$ -
600900000-E 1610	Erosion Control Stone Class B	TON	135	35	\$ 4,725.00	1	\$ 135.00	70	\$ 9,450.00	1	\$ 135.00		\$ -
601200000-E 1610	Sediment Control Stone	TON	290	35	\$ 10,150.00	1	\$ 290.00	50	\$ 14,500.00	1	\$ 290.00		\$ -
601500000-E 1615	Temporary Mulching	ACRE	1	1500	\$ 1,500.00	1500	\$ 1,500.00	2500	\$ 2,500.00	300	\$ 300.00		\$ -
601800000-E 1620	Seed for Temporary Seeding	LB	100	3.25	\$ 325.00	5	\$ 500.00	3	\$ 300.00	1	\$ 100.00		\$ -
602100000-E 1620	Fertilizer for Temporary Seeding	TON	0.5	1400	\$ 700.00	2000	\$ 1,000.00	1500	\$ 750.00	500	\$ 250.00		\$ -
602900000-E SP	Safety Fence	LF	320	2.5	\$ 800.00	3	\$ 960.00	2.5	\$ 800.00	2	\$ 640.00		\$ -
603000000-E 1630	Silt Excavation	CY	220	5	\$ 1,100.00	1	\$ 220.00	10	\$ 2,200.00	2	\$ 440.00		\$ -
603600000-E 1631	Matting for Erosion Control	SY	7570	1.55	\$ 11,733.50	2.25	\$ 17,032.50	1	\$ 7,570.00	1.1	\$ 8,327.00		\$ -
603700000-E 1629	Coir Fiber Mat	SY	100	5	\$ 500.00	8	\$ 800.00	5	\$ 500.00	4.5	\$ 450.00		\$ -
604200000-E 1632	5/8" Hardware Cloth	LF	315	6	\$ 1,890.00	6	\$ 1,890.00	10	\$ 3,150.00	2	\$ 630.00		\$ -
607000000-N 1639	Special Sillings Basins	EA	10	1000	\$ 10,000.00	150	\$ 1,500.00	250	\$ 2,500.00	650	\$ 6,500.00		\$ -
607100000-E 1642	Fluocant	LB	25	10	\$ 250.00	22	\$ 550.00	10	\$ 250.00	4	\$ 100.00		\$ -
608400000-E 1660	Seeding and Mulching	ACRE	3	2450	\$ 7,350.00	1000	\$ 3,000.00	3000	\$ 9,000.00	800	\$ 2,400.00		\$ -
608700000-E 1660	Mowing	ACRE	0.5	250	\$ 125.00	1	\$ 0.50	300	\$ 150.00	1	\$ 0.50		\$ -
609300000-E 1661	Seed For Repair Seeding	LB	50	8	\$ 400.00	10	\$ 500.00	3	\$ 150.00	1	\$ 50.00		\$ -
609600000-E 1662	Seed For Supplemental Seeding	LB	50	6	\$ 300.00	8	\$ 400.00	3	\$ 150.00	1	\$ 50.00		\$ -
610800000-E 1665	Fertilize Topdressing	TON	0.5	1600	\$ 800.00	1400	\$ 700.00	750	\$ 375.00	500	\$ 250.00		\$ -
611000000-E SP	Impervious Dike	LF	195	75	\$ 14,625.00	100	\$ 19,500.00	200	\$ 39,000.00	30	\$ 5,850.00		\$ -
611450000-N 1667													

**CAPITAL PROJECT ORDINANCE
Lincoln St Bridge Replacement**

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby ordained:

SECTION 1. The project authorized is Lincoln St Bridge Replacement.

SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the projects within the terms of the plans and specifications for the projects.

SECTION 3. The following revenues are anticipated to be available to the City of Concord for the project:

		<u>Revenues</u>		
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>

SECTION 4. The following amounts are appropriated for the project:

		<u>Expenses/Expenditures</u>		
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
8600-5811073	Future Transp Projects	4,990,319	4,175,319	(815,000)
8600-5811288	Lincoln St Bridge	2,475,000	3,290,000	815,000
				0

SECTION 5. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the grant agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 6. Within five (5) days after adopted, copies of this grant project amendment shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.

SECTION 7. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy. She shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 14th day of March 2024.

CITY COUNCIL
CITY OF CONCORD
NORTH CAROLINA

William C. Dusch, Mayor

ATTEST: _____
Kim Deason, City Clerk

VaLerie Kolczynski, City Attorney



Bid Tabulation Sheet Summary
Hillgrove WTP Improvements
 February 14, 2024 at 2:00pm

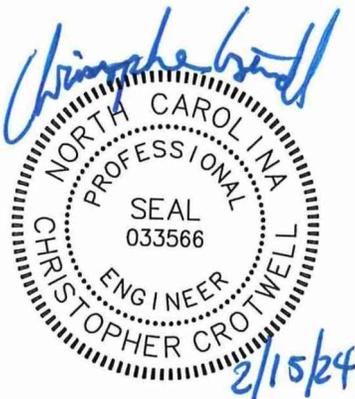
CONTRACTOR:	Harper General Contractors	Wharton Smith
ADDRESS:	35 W Court Street, Suite 400 Greenville, SC 29601	5601 Seventy-Seven Center Drive, Ste. 120 Charlotte, NC 28217
PHONE:	864.527.2500	704.525.5695
LICENSE #:	3146	38755
TYPE:	Unlimited	Unlimited
STATUS:	Active	Active
EXPIRATION:	12/31/2024	12/31/2024
CLASSIFICATION:	Building; PU(Water Lines & Sewer Lines) PU(Water Pur. & Sewage Disp.)	Building; PU(Water Lines & Sewer Lines) PU(Water Pur. & Sewage Disp.)

Item No.	Description	Estimated Quantity	Unit	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Item 1: Lump Sum Bid Price for Rapid Mix and Pretreatment Basins Improvements, including all work described in the Drawings Series 02 and Series 03 and all associated site work, exclusive of unit price items.	1	LS	\$ 4,374,000.00	\$ 4,374,000.00	\$ 6,205,000.00	\$ 6,205,000.00
2	Item 2: Lump Sum Bid Price for Granular Activated Carbon System, including all work described in the Drawings Series 04 and Series 05 and all associated site work, exclusive of unit price items.	1	LS	\$ 8,543,140.00	\$ 8,543,140.00	\$ 6,716,040.00	\$ 6,716,040.00
3	Item 3: Allowance for Control System Integration	1	LS	\$ 130,360.00	\$ 130,360.00	\$ 130,360.00	\$ 130,360.00
4	Item 4: Contingency Allowance – Rapid Mix and Pretreatment Basins Improvements	1	LS	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
5	Item 5: Contingency Allowance – Granular Activated Carbon System	1	LS	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00
6	Concrete Basin Type 1 Repair	20	SF	\$ 460.00	\$ 9,200.00	\$ 450.00	\$ 9,000.00
7	Concrete Basin Type 2 Repair	20	SF	\$ 537.00	\$ 10,740.00	\$ 500.00	\$ 10,000.00
8	Concrete Basin Type 4 Crack Repair	850	LF	\$ 81.000	\$ 68,850.00	\$ 200.00	\$ 170,000.00
9	Concrete Sealer (CS-2)	300	SF	\$ 11.00	\$ 3,300.00	\$ 30.00	\$ 9,000.00
10	Concrete Basin Type 5 Repair (non water bearing)	150	LF	\$ 41.00	\$ 6,150.00	\$ 275.00	\$ 41,250.00
11	Concrete Basin Type 5 Repair (water bearing)	30	LF	\$ 533.00	\$ 15,990.00	\$ 500.00	\$ 15,000.00
12	Repair Mortar	17500	SF	\$ 34.000	\$ 595,000.00	\$ 29.00	\$ 507,500.00
13	Overlay – Sika 224 1"max	2000	SF	\$ 31.00	\$ 62,000.00	\$ 30.00	\$ 60,000.00
14	Guardrail Post Base Plate Replacement	20	EA	\$ 300.00	\$ 6,000.00	\$ 1,700.00	\$ 34,000.00
15	Concrete Coating Repair (MasterSeal 581)	2000	SF	\$ 17.00	\$ 34,000.00	\$ 20.00	\$ 40,000.00
16	Chain link Fence	325	LF	\$ 54.00	\$ 17,550.00	\$ 50.00	\$ 16,250.00
17	Decorative Aluminum Fence	1100	LF	\$ 109.00	\$ 119,900.00	\$ 95.00	\$ 104,500.00
18	Brick and CMU Fence Posts	40	EA	\$ 5,511.00	\$ 220,440.00	\$ 5,350.00	\$ 214,000.00
19	Additional Asphalt Paving	1000	SF	\$ 11.00	\$ 11,000.00	\$ 10.00	\$ 10,000.00
20	Flowable Fill Under Basin Slab	340	CF	\$ 7.00	\$ 2,380.00	\$ 15.00	\$ 5,100.00
Total Bid Price For Contract				\$14,730,000.00		\$14,797,000.00	

All Addenda Acknowledged	Yes	Yes
Debarred Firms Certification Form	Yes	Yes
Subcontractors List	Yes	Yes
Bid Bond (5%)	Yes	Yes

Irregularities (see highlighted areas on form)

None	None
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CERTIFICATION: This is certified to be an accurate tabulation of bids received for the project.



Armstrong Glen, P.C.

PO Box 7326
Charlotte, NC 28241

9731-D Southern Pine Blvd.
Charlotte, NC 28273

Phone (704) 529-0345
Fax (704) 529-0493

February 12, 2024

Crystal Scheip, EI
Project Manager
City of Concord

635 Alfred Brown Jr Ct.
Concord, NC 28025

Re: Proposal for Engineering Services
Farmwood Culvert Replacement Project
AG Reference Number 24100

Dear Ms. Scheip:

Following are Armstrong Glen's Scope of Engineering Services and Terms of Payment pertaining to the replacement of the existing dual 96" CMP culvert located under Roberta Road, along Wolf Meadow Branch.

The work will generally include a detailed survey, planning study to determine level of service/size of proposed culvert, design plans, FEMA CLOMR/LOMR application, and bid phase services.

SCOPE OF ENGINEERING SERVICES

1. Project Administration

- A. Monthly status meetings with City of Concord (virtual & in-person). Assume 5 meetings.
- B. Field walks with City, representatives from Wolf Meadow Elementary School, and representatives from Cabarrus County. Assume 2-3 field meetings.
- C. Review the Wolf Meadow Branch section of the Coddle Creek Watershed Master Plan.
- D. General Correspondence (phone calls, emails, etc. discussing project).

2. Survey/Plat Preparation

- A. Full featured survey by Survey & Mapping Control, per scope map, including: 1' contours, existing culvert, all storm drainage, open channel, roadway, sidewalk, fence, guardrail, walls, rock outcroppings, signs, trees (>6" diameter), boundary of woods, house corners (LAG, crawl space, vents, HVAC), location of wetland delineation, horizontal & vertical locates of all private and public utilities (assuming 5 soft digs for FO, UT, TV, Water, UE), and sewer.
- B. Preparation of 4 plat maps for use in the real estate phase.

- C. Effort for Armstrong Glen to field verify survey, review plat maps, and coordinate with surveyor.

3. Geotechnical Analysis

- A. 2 geotechnical borings by Froehling & Robertson (one at each side of culvert) to determine condition of soil for spread footing design, and to check for presence of rock.
- B. Effort for Armstrong Glen to review geotechnical report and to coordinate with geotech.

4. Planning Study

Existing Conditions Analysis

- A. Research and download existing FEMA HEC-RAS and HEC-HMS models of Coddle Creek (including Wolf Meadow Branch).
- B. Prepare an effective existing conditions HEC-RAS model, using new survey data upstream and downstream of culvert.
- C. Model storage/attenuation upstream of the existing Farmwood culvert. Update FEMA's HEC-HMS model to account for new storage parameters.
- D. Run 2-yr through 100-yr future conditions models (with and without attenuation)

Alternatives Analysis

- E. Assume modeling 3 alternative culvert scenarios (10-year, 25-year, and 100-year levels of service)
- F. Model various culvert types (dual boxes, Conspan, bridge, etc.) to achieve the various levels of service.
- G. Model proposed storage/attenuation upstream of the proposed Farmwood culvert, using FEMA's HEC-HMS model. This output will be used to determine how much flow will be introduced to the downstream channel after increasing the culvert flow area.

Planning Study Report

- H. Prepare narrative summarizing the results of existing conditions and the alternatives analysis.
- I. Prepare conceptual cost estimate for each alternative.
- J. Present modeling input/output, including flow and elevation summary tables.
- K. Present exhibit showing the 3 alternatives.
- L. Prepare conclusion and recommended alternative.

5. 70% Design Plans

- A. Design new culvert selected from the planning study.
- B. Prepare plan/profile sheet for approximately 64 linear feet of proposed culvert (assume 1 plan/profile sheet).
- C. Design 2 non-standard cast-in-place headwalls (assume 2 detail sheets).
- D. Prepare standard detail sheet (pavement sections, landscape details, seeding plan, etc.) (assume 2 sheets).
- E. Prepare grading plan for headwall tie-ins and low flow channel/berm.
- F. Prepare sewer replacement/relocation plan (assume 1 sheet).
- G. Prepare water main relocation plan (assume 1 sheet).
- H. Prepare traffic control plans, including phased routing of traffic/pedestrians around construction zone.

- I. Prepare erosion control plan, including providing all necessary standard details (pump around operations, construction entrance, silt fence, check dams, etc.). *Assume no report or submittal to the State will be necessary.*
- J. Prepare detailed cost estimate and project specification (special provisions) for contract documents.
- K. Provide PDF and hard copy submittal.

6. Environmental Permitting

- A. Perform a wetland delineation (to be surveyed as part of Section 2 scope).
- B. Perform USACE verification.
- C. Perform protected species review.
- D. Prepare a Nationwide permit based on the impacts resulting from the new culvert and grading activities.
- E. Assume effort for Armstrong Glen to assist Carolina Wetland Services during the permitting process.

7. FEMA CLOMR/LOMR

- A. Coordination with FEMA officials
- B. Prepare CLOMR application.
- C. Prepare LOMR map revision application (assuming a decrease in water surface elevation upstream and increase downstream of proposed culvert). This application occurs after project is constructed.

8. 95% Design Plans

- A. Address comments from City of Concord, State permitting, other project stakeholders, etc.
- B. Finalize plan set (for bid) including plan/profile, headwall details, cost estimate, and project specifications (pay item special provisions).
- C. Apply any requirements of FEMA to the plan set.
- D. Provide PDF and hard copy submittal.

9. Real Estate Phase

- A. Assist City of Concord with the real estate process.
- B. Discuss project with property owners if necessary.
- C. *Effort for plats is included in Task 2*

10. 100% Design Plans (for bid)

- A. Address 95% comments from City of Concord, State permitting, other project shareholders, etc.
- B. Finalize and sign design plan set (for bid), finalize cost estimate and project specifications, and submit to City.

11. Bid Phase Services

- A. Prepare and furnish Project Manual for review and approval by City of Concord. Project Manual will include Advertisement for Bids, Instruction for Bidders, Bid Forms, Contract Agreement, General Conditions, Supplemental Conditions, Technical Specifications, and any documents required by the City of Concord.
- B. Assist City of Concord in advertising and obtaining bids for the work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-Bid conference, if any, and receive and process Contractor deposits or charges for the Bidding Documents.
- C. Issue Addenda as appropriate to clarify, correct, or change the Bidding Documents.
- D. Consult with City of Concord as to the acceptability of subcontractor, suppliers, and other individuals whose acceptability is required by the Bidding Documents.
- E. Attend the bid opening, prepare bid tabulation sheets, and assist City of Concord in evaluating bids, and in assembling and awarding contracts for the work.

Exclusions

- A. Cost for CLOMR and LOMR review fees.
- B. Preparing hydrologic model (HEC-HMS) from scratch (assumption is to use FEMA's HEC-HMS file of entire watershed)
- C. construction admin & construction observation.
- D. Erosion control permit application

TERMS OF PAYMENT

Based on the Scope of Engineering Services set forth above, we propose the following fee amounts to complete the work.

1.	Project Administration	\$9,000
2.	Survey/Plat Prep.	\$32,000
3.	Geotechnical Analysis	\$10,000
4.	Planning Study	\$23,000
5.	70% Design Plans	\$33,000
6.	Environmental Permitting	\$15,000
7.	FEMA CLOMR/LOMR	\$20,000
8.	95% Design Plans	\$7,000
9.	Real Estate Phase	\$2,000
10.	100% Design Plans	\$6,000
11.	Bid Phase Services	\$8,000

TOTAL FEE: \$165,000.00

We appreciate your consideration of Armstrong Glen for this assignment, and we look forward to continuing work with the City of Concord.

Sincerely,


Josh Letourneau, P.E.



Survey & Mapping Control, Inc.

Armstrong Glen, P.C.
 ATTN: Mr. Josh Letourneau, PE
 9771-D Southern Pine Blvd.
 Charlotte, North Carolina 28273

January 29, 2024

SUBJECT: Existing Conditions Survey Proposal
 Farmwood Blvd SW Culvert
 Concord, NC

Dear Josh:

As per your request and relative to our conversations, and as per the following Scope of Work reference the above subject, S&MC, Inc. herewith submits the following Performance Costs Estimate for your review.

Detailed Area Scope: At a minimum, the limited survey shall include the following:

- Ñ Establish horizontal and vertical control (NAD83, NAVD88) for project area and establish two permanent Benchmarks for future construction.
- Ñ Perform topographic survey of outlined areas adequate to create 1' contour interval DTM of subject area to include; (see attachment), open channel topo to include 5 pt section (TOB, BOB, invert, BOB, TOB).
- Ñ Elevations at all inverts and other dimensions of any significant hydraulic restriction or system element including culverts, bridges, pedestrian bridges, and low water crossings.
- Ñ Elevations along the road centerlines, edge of pavement, and curb lines (left and right) adequate to produce profiles suitable for accurate modeling and design;
- Ñ Locations of storm drain pipes and drainage structures including sizes, shapes, material, invert elevations, and rim/grate elevations.
- Ñ Locations of sanitary sewer pipes and sewer structures including sizes, materials, invert elevations, and rim/grate elevations; (10 Structures)
- Ñ Horizontal locations and sizes of all underground and overhead utilities both **Private and Public** (water, sewer, gas, electric, telephone, cable, fiber optic, etc) including poles, lines, boxes, etc. TWT will be contracted for underground utility locates.
- Ñ Facilitate five (5) soft-dig excavations and the reporting thereof as prescribed by Engineer. TWT Locators will be contracted for soft-digs.
- Ñ Corners of buildings within project limits, (LAG, FF, Craw, vents (1) HVAC and any buildings that may be flooded and/or may be impacted by proposed improvements. Note whether the structure has a crawl space or slab foundation.
- Ñ Location of other physical features that may be affected by construction of possible alternatives including driveways (type), fences (type), walls signs, planters, sheds, rock outcroppings, etc.
- Ñ Location of all trees greater than, or equal to, 6" dia. That are within green outlined area. Locate all trees within R/W corridor of roadway. Woodlines will be delineated as such.

Leaf On/Off Conditions impact topography costs significantly. Both conditions proposed below.

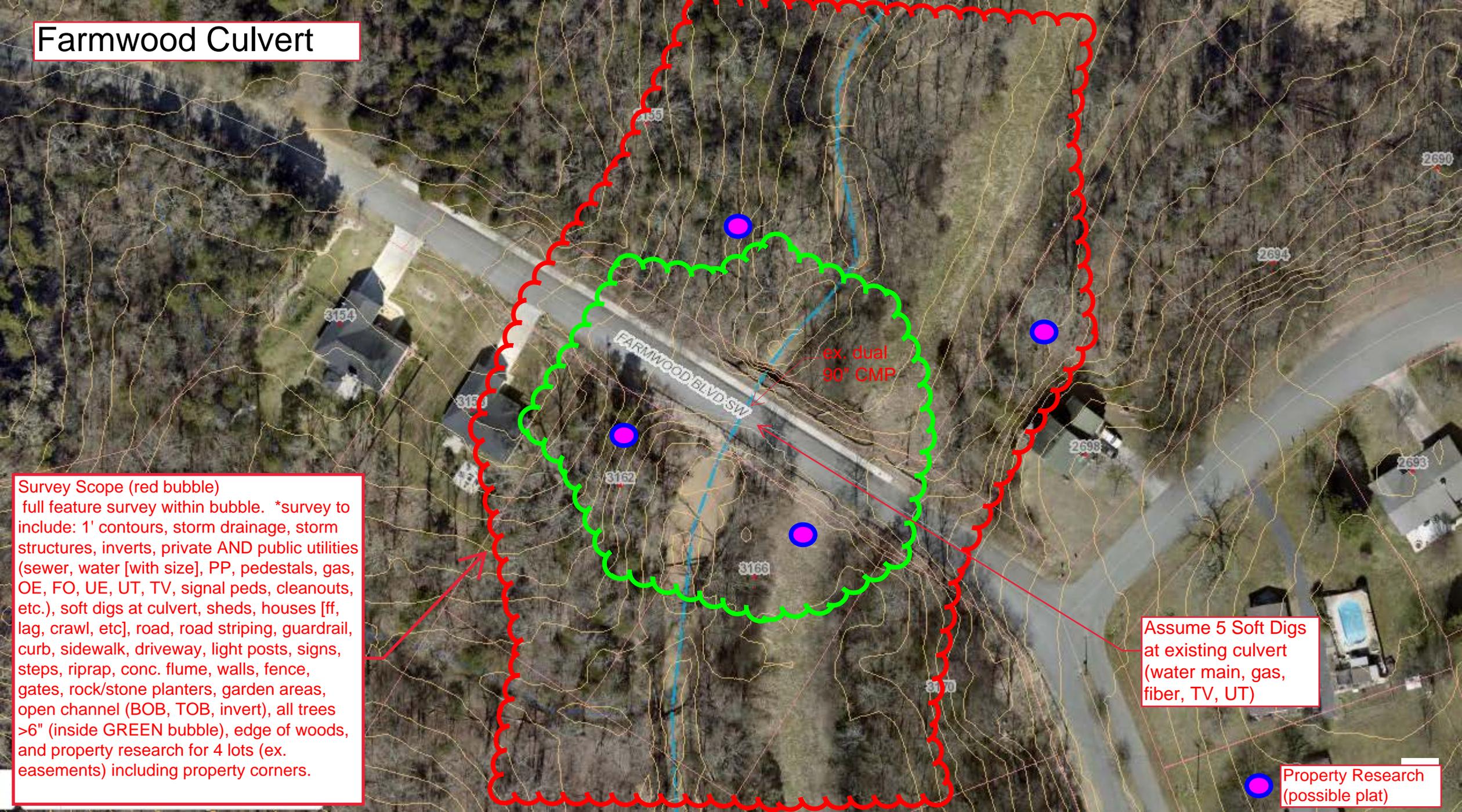
<u>Existing Conditions Surveys Proposal</u>	Leaf Off Notice to Proceed Given Before 3/15	Leaf On After 3/15
PLS (Admin and Supervision) 4 Hr @ \$125/Hr.	\$ 500	500
Control (GPS)	600	600
Survey Crew (50 Hrs @ \$185/Hr.)	9,250	12,750
SUE Locates and soft-digs (by TWT).....	5,700	5,700
Storm/Ssewer/UG utility surveys	1,500	1,500
Tree Survey	1,500	2,500
SUE Surveys (Survey Crew 4 Hrs).....	740	740
Survey Tech (Prop Rsch & Cadd)	1,760	1,760
Proposal Total	\$ 21,550	\$ 26,050

Thank you for considering Survey & Mapping Control, Inc. in the performance of your project. If you have any questions or we can be of assistance to you in the future, please do not hesitate to call.

Sincerely,
 Survey & Mapping Control, Inc.

Tony B. Sanders, PLS, CFS

Farmwood Culvert



Survey Scope (red bubble)
full feature survey within bubble. *survey to include: 1' contours, storm drainage, storm structures, inverts, private AND public utilities (sewer, water [with size], PP, pedestals, gas, OE, FO, UE, UT, TV, signal peds, cleanouts, etc.), soft digs at culvert, sheds, houses [ff, lag, crawl, etc], road, road striping, guardrail, curb, sidewalk, driveway, light posts, signs, steps, riprap, conc. flume, walls, fence, gates, rock/stone planters, garden areas, open channel (BOB, TOB, invert), all trees >6" (inside GREEN bubble), edge of woods, and property research for 4 lots (ex. easements) including property corners.

ex. dual 90" CMP

Assume 5 Soft Digs at existing culvert (water main, gas, fiber, TV, UT)

Property Research (possible plat)



Mr. Josh Letourneau, P.E.
President
Armstrong Glen, P.C.
9771-D Southern Pine Boulevard
Charlotte, NC 28273

January 30, 2024

Re: Proposal for Subsurface Exploration and Geotechnical Engineering Evaluation
Farmwood Culvert
Concord, North Carolina
F&R Proposal No. 2463-00010

Dear, Mr. Letourneau:

Froehling & Robertson, Inc. (F&R) is pleased to submit this proposal for subsurface exploration and geotechnical engineering services for the above referenced project in Concord, North Carolina. This proposal was developed based on information provided in recent email communications and a review of the included boring location plan (filenames: *Farmwood Culvert_Boring Scope Map.pdf*) associated with the proposed project.

PROJECT INFORMATION

It is our understanding that the project consists of the removal of two dual 96-inch corrugated metal pipe (CMP) culverts and replacement with a reinforced concrete box culvert that will have associated new headwalls. The culvert is located under Wolf Meadow Drive Southwest in Concord, North Carolina. The site is generally located to the southeast of the George Liles Parkway and US Highway 29 interchange. Wolf Meadow drive is the only roadway that provides access to Wolf Meadow Elementary school and two residential properties. We understand that design drawings and a site survey are not available at this time but are forthcoming. Provided email information indicates that the current invert elevation is approximately 14 feet below the top of the roadway. Using this provided information and assuming bearing elevation is within 4 feet of the invert elevation we envision wall heights will be on the order of 18 feet.

No information regarding the loading of the headwalls was provided at this time. Based on previous experience with similar projects, we estimate contact bearing pressures of 2,000 pounds per square foot (psf) for the new headwalls.



SCOPE OF SERVICES

The purposes of our involvement on this project will be to 1) conduct the requested subsurface exploration program consisting of up to two soil test borings, 2) provide general descriptions of the encountered subsurface conditions at the locations explored, 3) provide geotechnical foundation support recommendations for the proposed head wall structures as well as applicable lateral earth pressure parameters, and 4) comment on the site development aspects of the proposed construction. In order to accomplish the above objectives, we propose to undertake the following scope of services:

- 1) Visit the site to observe existing surface conditions and features and mark boring locations.
- 2) Coordinate NC-811 utility clearance for the planned boring locations.
- 3) Provide cones and signage to aid local driver facilitation around our drilling operations or, if requested, implement a contingency to subcontract and coordinate traffic control services (the contingency will include up to 1 day of subcontracted traffic control).
- 4) Review readily available geologic information for the project site.
- 5) Execute the requested subsurface exploration consisting of up to two (2) standard penetration test (SPT) borings as close as practical to the requested locations. The image below conceptually portrays the requested locations.



Both borings will be drilled to a planned depth of 40 feet, successive increments into partially weathered rock, or auger refusal, whichever is encountered first. A total of up to 80 linear feet of drilling is proposed at this time. The borings will be advanced using hollow stem auger drilling procedures in general accordance with ASTM D1586. Standard Penetration Tests (SPTs) will be performed at intervals of 5-feet or less to the boring termination depth. Groundwater measurements will be taken within the boreholes during and upon completion of drilling operations. If auger refusal on very hard or very dense material is encountered, the borings will be terminated at that depth. F&R is not proposing to explore the nature of refusal and no rock coring is planned at this time.



- 6) Perform a laboratory testing program consisting of up to two (2) sets of geotechnical tests (including Atterberg limits, was No. 200 sieve analysis, moisture content) for soil classification and one (1) Proctor moisture-density relationship test.
- 7) Evaluate the encountered subsurface conditions with respect to culvert and headwall foundation support recommendations as well as lateral earth pressure parameters.
- 8) Prepare a written report summarizing our work on the project, providing descriptions of the encountered subsurface conditions, providing culvert and headwall foundations support recommendations and lateral earth pressure parameters, and discussing geotechnical related aspects of the proposed construction. Copies of the test boring logs and laboratory test results will be included. One electronic PDF version of the report will be submitted.

The boring locations and depths may need to be adjusted somewhat depending upon site conditions encountered as the exploration progresses. We believe that the borings can be accessed by a rubber tracked or tired drill rig.

By the nature of the work to be performed, our drilling activities may result in disturbances to the site. Reasonable efforts will be made to reduce disturbance. However, remediation of the site to a pre-explored condition is not included. Completed boreholes will be backfilled with auger cuttings (soil) and, where applicable, capped with asphalt patching. Periodic observation/maintenance of the backfilled borings should be performed as the boring backfill could settle over time in ground surface subsidence. At this time, we have assumed that left over auger cuttings can be disposed of on site in non-landscaped or wooded areas.

Our proposed scope of geotechnical services does not include rock coring, survey services, quantity estimates, civil, environmental, or structural engineering services, preparation of plans or specifications, formal slope stability analyses, pavement design, retaining wall design, evaluations of earthquake motions, or the identification and evaluation of wetland or other environmental aspects of the project site.

By the nature of the work to be performed, our drilling activities and equipment will likely result in some disturbance to the site (e.g., tire ruts or tire cleat marks in grassed and landscaped areas and potential removal of tree branches). Reasonable efforts will be made to minimize the disturbed area. We understand that Wolf Meadow Drive SW provides access to Wolf Meadow Elementary school as well as nearby residential properties. If limitations to the time of day work can occur are present we request notification of these limitations prior to the start of our field operations. Our scope and fee has assumed that an at least 6 hour continuous window of time during daylight hours will be available to complete our field services.



BASE GEOTECHNICAL SERVICES LUMP SUM FEE

We propose a Lump Sum Fee of \$8,975 for the base scope of services outlined above (without traffic control contingency). Should it be deemed necessary, we are providing a contingent cost of \$1,650 to coordinate traffic control services, if requested. Our services will be performed in accordance with the above provided base scope and fee. While our maximum anticipated fee limit cannot be guaranteed, since variable conditions and design evolutions could alter the scope of services required, we do agree to a maximum total project fee of this amount without further authorization.

If needed, the fees for services beyond our proposed scope would be in accordance with our prevailing unit fee schedule or as negotiated at that time. Requested geotechnical consultation after issuance of the completed subsurface exploration and geotechnical evaluation report, attendance to meetings, or other requested services not included in the provided base scope and fee, will also be charged in accordance with our contract established, prevailing or negotiated unit rates.

SCHEDULE OF SERVICES

We can typically mobilize clearing and drilling equipment to a site within about four weeks after receipt of a notice to proceed. Once mobilized, the subsurface exploration program should be completed within one day. The base scope laboratory services will take an additional 7 to 10 business days to complete. The written report can be expected within about 2 weeks following completion of laboratory services.

CLOSURE

F&R appreciates the opportunity to submit this proposal. If this proposal is agreeable to you, please sign and return the attached Agreement for Engineering Services to initiate this work with F&R. It is our pleasure to have the opportunity to submit this proposal and we look forward to working with you on this project. Please do not hesitate to call if you have any questions.

Sincerely,

FROEHLING & ROBERTSON, INC.

Digitally signed by CJ
DN: cn=CJ, gn=CJ, c=US, United States
i=US, United States, o=Froehling &
Robertson, ou=63
e=cwarren@fandr.com
Reason: I am approving this document
Location:
Date: 2024-01-30 08:47-05:00

Carver J. Warren, E.I.
Staff Geotechnical Engineer

01/29/2024
Andrew R. Frank, P.E.
Regional Senior Geotechnical Engineer

Attachments: GBA – Important Information about this Geotechnical Engineering Proposal Agreement for Engineering Services (8 pages)



CAROLINA WETLAND SERVICES
 550 E. WESTINGHOUSE BLVD.
 CHARLOTTE, NC 28273
 OFFICE: 704-527-1177
 FAX: 704-527-1133
 WWW.CWS-INC.NET

January 31, 2024 - Rev 2.2.2024

Josh Letourneau, PE
 Armstrong Glen, P.C.
 9731-L Southern Pine Blvd.
 Charlotte, NC 28273
 p: 704-529-0345
 e: josh@armstrongglen.co

Subject: Proposal for a Wetland Delineation, GPS Mapping, USACE Verification, Protected Species, and Nationwide Permit Farmwood Culvert Replacement Concord, North Carolina CWS Project No. 2024-TBD

Dear Mr. Letourneau,

Carolina Wetland Services, Inc. (CWS) is pleased to provide a proposal for a **Wetland Delineation, GPS Mapping, and US Army Corps of Engineers Verification, Protected Species, and Nationwide Permit for Farmwood Culvert Replacement** project in Concord, North Carolina (Exhibit A). Please do not hesitate to contact me should you have any questions regarding this proposal. **Please sign below to authorize us to begin the work outlined in Table 1 and return pages 1 and 2 of the proposal to CWS via email at gregg@cws-inc.net.**

Accepted this:

31st day of January 2024
 Carolina Wetland Services, Inc.

_____ day of _____ 2024
 Armstrong Glen, P.C

Signature of Authorized CWS Representative

Signature of Authorized CLIENT Representative

Gregory C. Antemann, Sr. Vice President
 Print Name and Title

Josh Letourneau, PE
 Print Name and Title

Scope of Services

Table 1. Summary of Scope, Schedule, and Fees¹

Task	Scope	Schedule	Fee
1	Wetland Delineation (flagging in the field)+GPS	20 business days from written Notice to Proceed (NTP)	\$2,450
2	USACE Verification	5 bd from receipt of your signed USACE authorization forms	\$1,500
3	Protected Species Review	20 business days from written Notice to Proceed (NTP)	\$2,000
4	Protected Species Targeted Survey (As Needed)	During the survey window specified in Task 3 (if needed)	TBD
5	Nationwide Permit	15 business days from receipt of acceptable plans	\$6,500
6	Reimbursable Expenses		\$800

Task 1. Wetland Delineation

CWS will delineate (flag in the field) jurisdictional waters of the U.S. and wetlands within the property shown on Exhibit A. Jurisdictional areas will be delineated on-site using the U.S. Army Corps of Engineers (USACE) Routine On-Site Determination method. This method is defined in the 1987 Corps of Engineers Wetlands Delineation Manual. Prior to performing the fieldwork, CWS scientists will consult various references (if available), including: NRCS soil surveys, USGS topographic maps, National Wetland Inventory maps, aerial photographs, and county GIS/topographic mapping. CWS will document intermittent and perennial stream classifications on site utilizing current North Carolina Division of Water Resources methodology. All flagging placed in the field will be mapped using a sub-foot Trimble Geo7x GPS unit.

Deliverables include a Delineation Report (with wetland determination data forms, stream classifications forms, photographs, and a flagging map in pdf format) and digital line work for the wetlands and streams in GIS or AutoCAD format.

Task 2. USACE Verification (Jurisdictional Determination)

CWS will submit a verification report that will include all of the routine wetland determination data sheets, photographs, and all required forms to obtain a verification from the USACE. This package will include several figures with the site boundaries mapped out, representative photographs of on-site jurisdictional features, and a Request for Jurisdictional Determination Form. This task includes a site field review with the USACE (scheduled dependent upon their availability). **Deliverables include a USACE Verification package pursuant to a preliminary JD, that will be submitted to the USACE once appropriate forms are signed by the current property owner and applicant.**

Schedule: The USACE verification package will be submitted concurrently with the permit package (Task 5) but requires your signed Jurisdictional Determination Form Agent Authorization and Property Access Certification forms (for the property).

¹ CWS reserves the right to delay field work during inclement weather (such as the presence of snow, ice, or heavy rain). Performing field reviews during inclement weather conditions reduces accuracy of data collection and reporting reliability. Field reviews will be undertaken immediately following cessation or absence of inclement conditions.

Task 3. Preliminary Protected Species Assessment

Protected Species Desktop Review

CWS's Biologists will conduct a desktop review of the project to identify protected species known to occur in the area. The desktop review will include a desktop habitat analysis of the project area to identify if potential habitat for those species may be present. CWS will then conduct a field site visit to evaluate suitability of potential habitat within the property for any listed protected species. A summary of the results of this analysis will be presented in a letter report that can be submitted to the U.S. Fish and Wildlife Services (USFWS) for concurrence.

Should any federally-protected species habitat be present on the site, a protected species survey during the appropriate survey window or a Biological Assessment (formal consultation with the USFWS) may be required (Task 4).

Task 4. Protected Species Survey (As Needed)

If habitat for federally endangered species within the study area was identified during Task 3, CWS will conduct a field investigation to determine the presence/absence of these species within the project study area during the optimal survey window (Exhibit A).

If known reference populations are nearby the study area, CWS will visit them and document the condition of known individuals of the species, which verifies their observable condition during the time of field surveys.

To conduct the field investigation, CWS will conduct transects within the previously determined suitable habitat areas that covers the entire suitable area. During the assessment, biologists will make every effort to identify all woody and non-woody plants and ecological conditions that are present within those habitats.

If specimens of the target protected species are observed, CWS will use a trimble sub-meter GPS unit to locate each individual or population, photograph the specimen and their habitat/community, and take detailed notes on the associate species and habitat conditions.

Note: CWS does not perform surveys for aquatic species or bats. If survey for these species is required, CWS can coordinate these services with a sub-consultant for additional cost.

A summary of the results of this survey will be presented in a letter report that can be submitted to the U.S. Fish and Wildlife Services (USFWS) for concurrence.

Task 5. Permitting (for less than 0.05 acre of stream and/or ½ acre of wetlands)

CWS will submit a permit application pursuant to a Nationwide Permit. This permit is required for impacts to less than 0.05 acre of stream and/or ½ acre of jurisdictional wetlands. For this application, CWS will, in consultation with project engineers, develop a narrative describing the purpose and need of the project and specific reasons why impacts are unavoidable. This discussion must show that there are no "practicable alternatives" to impacting jurisdictional waters of the U.S. on your site.

This task includes:

- Describing the nature of the activities in jurisdictional waters
- Developing a narrative detailing why impacts are unavoidable
- Preparing a discussion of the steps taken to avoid and minimize impacts
- Developing figures showing impacts and alternative site plans

- One round of revisions (if required) following agency review

This task will include filing a Pre-Construction Notification with the USACE and North Carolina Division of Water Resources (NCDWR) for authorization to impact jurisdictional waters of the U.S. CWS will rely on your Civil Engineer to provide drawing files detailing your plans for the proposed grading, complete with alternative site alignments that were considered to avoid and minimize impacts to jurisdictional waters of the U.S., including wetlands. These plans will be used to produce impact figures for the permit application. CWS assumes that the proposed project plans provided to us will be 70 to 90%, will avoid and minimize impacts to waters of the U.S., including wetlands, to the greatest extent practicable, and will not change significantly prior to or after permit submission. If significant changes occur that require more than 2 hours of coordination, a change order for the scope of work will be prepared. This task also assumes up to 2 hours of coordination time with your engineer/planner or agency personnel. This task does not include additional meetings with state or federal agencies. If additional meetings are required, these services will be billed at CWS time and materials rates.

Please note that the USACE has discretionary authority to elevate any Nationwide Permit to an Individual Permit (IP). An IP will require an additional scope and fee to complete.

This scope does not include development of mitigation plans (if needed). If a mitigation plan is required, CWS will provide you with an additional proposal outlining the necessary tasks and fees to provide these planning services.

This scope does not include fees for permit submission. CWS will submit the permit with the application fee as a reimbursable expense. Permit fees will be invoiced to you at cost (not to exceed \$800.00: see Task 6). **Deliverables for this Task include a Nationwide Permit authorization request package that CWS will provide to you in pdf format (in the event you choose not to go forward with the submission) or submit to the agency upon your authorization.** *Note: Changes to the completed application package or submission of the package after greater than 3 months may require additional preparation or processing fees.*

Please note: USACE can issue a permit verification only after it has been determined that the proposed development is not likely to adversely impact any cultural/historic resources and federally protected species or until National Historic Preservation Act Section 106 and/or Endangered Species Act Section 7 coordination has been completed. Task 3 includes a preliminary screening for these resources. Section 7 coordination is included in the Task 4.

Task 6. Reimbursable Expenses

Reimbursable expenses will be billed at cost or at the industry standard rate applicable at the time the expenses are incurred. These expenses include items such as agency application fees, mileage, per diem, hotel, airfare, or equipment rental. Fees in this Task are not to exceed. Any specific reimbursable expenses are outlined within the respective task above. If reimbursable fees are not authorized, we will require any outlined fees to be provided to us in the format specified by the receiving entity (e.g, check to state agency). This may delay application or other submission.

Terms and Conditions

1. **SERVICES TO BE PROVIDED.** Carolina Wetland Services ("CWS") is an independent consultant and agrees to provide CLIENT, for its sole benefit and exclusive use, with the consulting services set forth in the attached Scope of Authorized Work ("Services"), which is incorporated herein by reference. There are no third party beneficiaries to this Agreement.

2. **DEFINITIONS.** These terms will have the following meanings when used in this Agreement:

- a. Claims - All actions, suits, arbitrations, administrative proceedings, demands and claims for any and all damages, injunctive or any other relief based upon any cause of action whatsoever.
- b. Contaminants - Asbestos, toxic or any hazardous constituents.
- c. Environmental Claims - All Claims related to or arising out of exposure to or release of Contaminants at or from the Site, before, during or after performance of the Services.
- d. Environmental Liabilities - All Liabilities related to or arising out of any and all Environmental Claims.
- e. Indemnitees - CWS, its parent, subsidiaries, affiliates and subcontractors, including their respective officers, directors, employees, principals, partners, agents, successors and assigns.
- f. Liabilities - All liabilities, damages, losses, costs, expenses, settlements, judgments, awards, and governmental penalties and sanctions, including reasonable attorneys' and experts' fees, including those attributable to bodily injury (including death), personal injury and property damage.
- g. Materials - Used storage tanks or any associated equipment, contaminated soils or materials.
- h. Orders - Any orders or other form writings issued or signed by the parties, such as purchase orders or work orders.
- i. Samples - Specimens or representative pieces, segments or the like and/or the residue therefrom.
- j. Wastes - Surpluses, by-products, residues and the like and/or fluids produced by the Services.
- k. Work Product - All documents, whether a work-in-progress or final and paid for or not, including, but not limited to, analyses, drawings, specifications and reports generated by CWS under this Agreement.

3. **STANDARD OF CARE.** CWS will perform the Services using that degree of skill and care ordinarily exercised under similar conditions by reputable members of CWS's profession practicing in the same or similar locality at the time of performance. NO OTHER WARRANTY, EXPRESS OR IMPLIED, IS MADE OR INTENDED AND THE SAME ARE SPECIFICALLY DISCLAIMED.

CLIENT shall not be entitled to assert a claim against CWS based on any theory of professional negligence or violation of the standard of care unless and until CLIENT has obtained the written opinion from a licensed, independent and environmental professional, as appropriate for the Services in question, that CWS has violated the standard of care applicable to CWS's performance of those Services under this Agreement. CLIENT shall promptly provide such independent opinion to CWS and the parties shall endeavor in good faith to resolve the claim within 30 days.

4. **PAYMENT TERMS.** CLIENT agrees to pay each and every one of CWS's invoices upon receipt, time being of the essence. If payment is not received by CWS within 30 days from the date of CWS's invoice, CLIENT agrees to pay the lesser of 1% per month or the maximum legal rate on the past due amount until the amount is paid in full, plus the hourly rate for the time of CWS's employees, reasonable attorneys' fees and all other costs incurred by CWS in collecting the amounts due CWS under this Agreement. If CLIENT reasonably objects to all or any portion of an invoice, CLIENT shall notify CWS in writing within 10 days from the date of receipt of CWS's invoice, give reasons for the objection, and pay that portion of the invoice not in dispute. Failure of CLIENT to provide such written notice within the allowed 10 day period shall be deemed to be a waiver of all objections to that invoice. CWS may suspend any and all of the Services if payment of any invoiced amount not reasonably in dispute is not received by CWS within 60 days from the date of CWS's invoice.

5. **INSURANCE.** CWS maintains the following insurance coverages:

- a. Workers' Compensation Insurance - statutory amount.
- b. Commercial General Liability Insurance \$1,000,000 per occurrence / \$2,000,000 aggregate.
- c. Automobile Liability Insurance - \$1,000,000 per occurrence/ \$2,000,000 aggregate

6. **SITE RESPONSIBILITY.** CLIENT will arrange for right-of-entry to the Site and will execute any necessary site access agreement. CLIENT shall provide CWS with an accurate description of the Site, all available Site information, and all documents deemed necessary by CWS.

The Services do not include supervision or direction of the means, methods or actual work of contractors, other professionals or consultants not retained by CWS. The presence of CWS's representative will not relieve any such contractor, other professional or consultant of its responsibility to perform its work and services in accordance with its contractual and legal obligations and in conformity with the plans and specifications for the Project. CLIENT agrees that each contractor or subcontractor not retained by CWS shall be solely responsible for: (i) working conditions on the Site; (ii) security and safety of persons and property during the performance of its work; (iii) compliance with OSHA regulations; and (iv) providing any and all safety equipment necessary for the protection of its personnel. CWS's monitoring of any contractor's or any subcontractor's procedures is not intended to include a review of the adequacy of such contractor's or

subcontractor's safety measures on or near the Site. It is agreed that CWS is not responsible for safety or security at the Site, other than for CWS's employees, and that CWS does not have the right or duty to stop the work of others.

7. DOCUMENTS. All Work Product shall be CWS's sole property, as author and owner, and CWS hereby reserves and shall retain all common CWS, statutory and other rights thereto, including copyrights. CWS will furnish CLIENT with the agreed-upon number of written reports and supporting documents for CLIENT's exclusive internal use and reliance and for regulatory submittal in connection with the Site, the Project or the Services; provided, that CLIENT may permit members of its design team to use the Work Product solely for the design of the project for which it was intended. CLIENT acknowledges that the Work Product is intended for the exclusive use and benefit of, and may be relied upon only by, CLIENT.

CLIENT agrees that under no circumstances shall any Work Product be distributed to any third parties, published, used in advertising, or reused at any location or for any project not expressly provided for in this Agreement without CWS's prior written permission. Any unauthorized distribution, publication, use or reuse of any Work Product shall be at CLIENT's and recipient's sole risk and without liability to CWS. To the maximum extent permitted by applicable law and for additional consideration of \$10.00 from CWS, CLIENT agrees to defend, indemnify and hold Indemnitees harmless from and against all Claims and Liabilities related to or arising from any unauthorized distribution, publication, use or reuse of the Work Product.

If CLIENT wishes to distribute any Work Product to any third party not described above and for any third party to rely on any Work Product, CLIENT and the third party must first contact CWS and execute CWS's Secondary Client Agreement. Work Product provided for disclosure of information only will not require a separate agreement. CWS makes no representation as to the suitability of any Work Product for any such third party's purposes. CLIENT acknowledges that a request for CWS to release any Work Product to a third party creates a potential conflict of interest and agrees that any such request shall serve as a waiver by CLIENT of any such conflict of interest.

CLIENT agrees that all Work Product furnished to CLIENT or CLIENT's agents or designees, if not paid for or if improperly distributed, published, used or reused, will be returned upon demand and will not be used for any purpose whatsoever. CWS may retain copies of any or all Work Product and related documents, including CLIENT-provided documents.

Upon CLIENT's request, Work Product may be provided on electronic media; however, the written copy retained by CWS shall be the official document. CWS makes no representation or warranty, express or implied, that the electronic copy is accurate or complete. Any modifications of the electronic copy by CLIENT shall be at CLIENT's sole risk and without liability to CWS. The electronic copy is subject to all conditions contained in this Agreement.

CLIENT further acknowledges that: (i) the Work Product may be based in part or in whole on facts and/or assumptions provided to, but not independently verified by, CWS; (ii) the Work Product will reflect CWS's findings as to conditions that existed at the time the Services were performed and may not reflect conditions at a later time; and (iii) CWS makes no representations as to such conditions subsequent to the time the Services were performed or with respect to any facts or assumptions provided to, but not independently verified by, CWS.

8. LIMITATION OF LIABILITY. THE INCLUSION OF A LIMITATION OF LIABILITY PROVISION IN THIS AGREEMENT UNDER THE TERMS SET FORTH BELOW IS A MATERIAL CONSIDERATION FOR CWS'S WILLINGNESS TO PERFORM THE SERVICES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW AND FOR ADDITIONAL CONSIDERATION OF \$10.00 FROM CWS, CLIENT HEREBY EXPRESSLY AGREES THAT THE LIABILITY OF CWS, INCLUDING ITS PARENT AND AFFILIATED COMPANIES, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUCCESSORS, ASSIGNS AND SUBCONTRACTORS, FOR ANY CAUSE OF ACTION BASED UPON BREACH OF CONTRACT, STRICT LIABILITY, NEGLIGENT PROFESSIONAL ACTS, ERRORS OR OMISSIONS OR NEGLIGENT MISREPRESENTATION ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT AND/OR ANY SERVICES PROVIDED, OR WORK PRODUCT DEVELOPED, PURSUANT TO THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE SUM, INCLUSIVE OF AMOUNTS PAID TO SECONDARY CLIENTS TO WHOM WORK PRODUCT IS PROVIDED UNDER A SECONDARY CLIENT AGREEMENT WITH CWS AND TO ANY OTHER THIRD PARTIES, TOGETHER WITH REASONABLE ATTORNEYS' FEES AND ALL OTHER DEFENSE COSTS, OF \$50,000 OR THE TOTAL FEES PAID TO CWS BY CLIENT UNDER THIS AGREEMENT, WHICHEVER IS GREATER. ALL THIRD PARTY BENEFICIARIES TO THIS AGREEMENT, IF ANY, ARE INTENDED TO BE AND HEREBY ARE BOUND BY THE TERMS OF THIS LIMITATION OF LIABILITY AND THE AGGREGATE LIMITATION OF LIABILITY CONTAINED HEREIN.

NEITHER PARTY SHALL BE RESPONSIBLE TO THE OTHER OR TO ANY THIRD PARTY FOR ANY ECONOMIC, CONSEQUENTIAL OR INCIDENTAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, INCOME, PROFITS, FINANCING OR REPUTATION) ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE PERFORMANCE OF THE SERVICES.

9. CLIENT DISCLOSURE. CLIENT agrees to advise CWS of any hazardous substance or any condition existing on or near the Site that presents a potential danger to health, the environment or CWS's equipment. CWS does not assume control of or responsibility for the Site or the person(s) in charge of the Site, or undertake responsibility for reporting to any federal, state or local agencies any conditions at the Site that may present a potential danger to health, safety or the environment. CLIENT agrees to notify the appropriate federal, state or local agencies as required by law, or otherwise to disclose in a timely manner, any

information that may be necessary to ensure Site safety and to prevent damage to health and/or the environment. CLIENT acknowledges that CWS may be required to make such disclosures if CLIENT fails to do so and agrees to hold CWS harmless therefor.

10. **TERMINATION.** Either party may terminate this Agreement without cause upon 14 days' prior written notice. In such event, CLIENT shall take possession of the Site and the materials and equipment paid for and belonging to CLIENT, and CWS shall be paid for all Services performed to the date of termination. In the event CLIENT requests termination without cause, CWS shall also be paid all reasonable expenses and costs incurred in Project close out. This Agreement will terminate automatically and without notice upon the insolvency of, or upon the filing of a bankruptcy petition by or against, CLIENT.
11. **TESTIMONY.** Should CWS or any CWS employee be requested by any party or compelled by law to provide non-expert testimony or other evidence with respect to the Services, and CWS is not a party to the dispute, CWS shall be compensated by CLIENT for CWS's preparations, document retrieval, document reproduction and testimony at the rates shown on the attached Fee Schedule. CWS shall provide expert witness testimony pertaining to any Services at premium rates of 1.5 times the rates shown on the Fee Schedule. CLIENT agrees to reimburse CWS for reasonable travel, lodging and meal expenses that are incurred in conjunction with providing either expert or non-expert testimony or other evidence.
12. **FORCE MAJEURE.** CWS shall not be liable for damages due to delay or failure to perform any obligation under this Agreement if such delay or failure results from circumstances beyond the control of CWS. In the event of such a force majeure, the time for CWS's performance shall be extended for the duration of the force majeure event.
13. **UNANTICIPATED CONDITIONS.** Should CWS encounter conditions at any Site which were not reasonably anticipated or which increase the risk involved in CWS's performance of the Services, upon notice to CLIENT, CWS in its sole discretion may; (i) continue to perform the Services to completion; (ii) suspend activities and prepare a Change Order Request prior to proceeding; or (iii) terminate all Services. Such termination shall not be a breach of this Agreement by CWS.
14. **OPINIONS OF COST.** If included in the Services, CWS will provide opinions of cost for installation of materials, remediation or construction based upon CWS's experience on similar projects. However, such opinions are not intended for use in firm budgeting or negotiation unless specifically agreed otherwise in advance by CWS in writing. CLIENT understands the actual cost of work depends on many factors beyond CWS's control and may vary significantly from CWS's opinion.
15. **PRIORITY OVER FORM AGREEMENTS/PURCHASE ORDERS.** The parties agree that the provisions of this Agreement shall control and govern over any Orders, and that Orders may be issued by CLIENT to CWS without altering the terms hereof, regardless of any contrary language appearing therein, unless the parties specify in writing that such contrary term(s) apply to the Services which are the subject of the Orders.
16. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of North Carolina. Each of the parties acknowledges that it has had an opportunity to review and negotiate this Agreement, and this Agreement shall not be construed more strictly against one party as drafter.
17. **SURVIVAL.** All of CLIENT's obligations and liabilities, including, but not limited to, its indemnification obligations and limitations, and CWS's rights and remedies with respect thereto, shall survive completion of the Services and the expiration or termination of this Agreement.
18. **SEVERABILITY.** In the event any provision of this Agreement is deemed invalid or unenforceable, the remaining provisions shall continue in full force and effect and the invalid or unenforceable provision shall be interpreted and enforced as closely as possible to the intent of the parties.
19. **ASSIGNMENT.** This Agreement may not be assigned by either party without the prior written permission of the other. CLIENT acknowledges that CWS may subcontract portions of the Services to its affiliated companies and/or utilize employees of its affiliated companies in performing the Services, without the approval of CLIENT.
20. **INTEGRATION.** This Agreement, its attachments and all Orders, if any, constitute the entire Agreement between the parties and supersede any previous written or oral contracts or negotiations. This Agreement can be changed only by a written instrument signed by both parties.
21. **CONSIDERATION.** The parties agree that the charges for the Services are sufficiently adjusted to include any specific consideration recited herein as being payable to CLIENT, the receipt and sufficiency of which are hereby acknowledged by CLIENT.

22. ATTORNEY AUTHORITY. If CWS is being retained by CLIENT's counsel, such counsel represents that he or she has reviewed this Agreement with CLIENT, has provided CLIENT with a copy hereof, and by its signature hereto has the authority to bind, and hereby expressly binds, CLIENT to the terms and conditions of this Agreement.

23. ENVIRONMENTAL INDEMNITY. To the maximum extent permitted by applicable law and for additional consideration of \$10.00 from CWS, CLIENT (i) hereby releases Indemnitees from all Environmental Claims and (ii) shall defend, indemnify and hold Indemnitees harmless from and against all Environmental Liabilities, except to the extent such Environmental Claims and/or Environmental Liabilities are determined to have been caused solely by the negligence of, or the willful violation of any applicable environmental law by, CWS.

Exhibit A. Site Map



**CITY OF CONCORD
 BID TABULATION**

Project Name: FS # 7 POLICE RENOVATION

Project No.: 2023-041

Company Name	Receipt of Addenda	Minority Affidavit	Bid Bond (5%)	Bid Amount
IKES CONSTRUCTION	Yes		Yes	\$327,048.69
LILES CONSTRUCTION	Yes		Yes	\$295,701.47
RATZLAFF CONSTRUCTION	Yes		Yes	\$367,951.19
GIBSON CONSTRUCTION	Yes		Yes	\$329,994.84
WEST ALL CONTRACTING	Yes		Yes	\$414,938.69

Bid Opening was held at 2:00 PM, February 22, 2024, at the Alfred M. Brown Operations Center,
 635 Alfred Brown Jr. Court SW., Concord, NC 28026




**RESOLUTION AUTHORIZING DEPOSITS WHEN IN EXCESS OF FIVE HUNDRED
DOLLARS (\$500.00) PER NCGS 159-32(a)**

Whereas, the City of Concord desires efficient administrative work processes, while continuing to maintain sound internal controls, and

Whereas, the City has decentralized collection of cash and check payments for various departments, and

Whereas, NC General Statute 159-32(a), permits the governing board of a local government to authorize the deposit of all taxes or other moneys collected when the moneys on hand amount to five hundred dollars (\$500.00) or greater, and

Whereas, all moneys are maintained in a secure location until City staff processes deposits in an official depository throughout the business week; and

Now, therefore, be it resolved by the City Council that the governing board gives its approval, that deposits to an approved depository shall be required only no less than once per week or when the moneys on hand amount to five hundred dollars or greater, whichever comes first.

Adopted this the ____ day of _____, 2024.

William C. Dusch, Mayor

ATTEST:

Kim Deason, City Clerk

CITY OF CONCORD

CO-SPONSORSHIP POLICY

PURPOSE

The purpose of this policy is to provide requirements for the evaluation, administration, and acceptance of co-sponsorship requests received by the City of Concord. The City recognizes the value of partnering with qualifying local groups and the benefits to the community while still upholding fiscal responsibility. Co-sponsorship is the contribution of in-kind support by the City to an external entity, in exchange for which the external entity: (a) acknowledges the City and the City's contribution; and (b) grants to the City the right to associate the City's name, products, or services with the external entity or the external program or service. *Professional and personal development conferences, workshops and programming that the City participates in are exempt from this policy (ex. – tenant/landlord workshops, local/state/federal government conferences and trainings, homebuyer workshops, fair-housing events, etc.).*

POLICY

Since a co-sponsorship affiliation may affect the reputation of the City among its citizens and its ability to govern effectively, the City Council retains sole and final decision-making authority for determining the appropriateness of a co-sponsorship association and reserves the right to refuse any offer of co-sponsorship if deemed to not be in the best interest of the City, or if acceptance would create a conflict of interest for the City. **The City of Concord reserves the right to refuse any request of co-sponsorship.**

ELIGIBILITY CRITERIA REVIEW:

In the event of conflict between the Co-Sponsorship Policy and other City policies, this policy will prevail pending proper approvals. City Council, at its discretion, may grant deviations to this policy.

The City's Emergency Management Coordinator is responsible for the initial assessment of co-sponsorship requests that are received in the form of an application. In accordance with the policy, co-sponsorship requests will only be considered for events and/or organizations hosting events that meet the eligibility criteria listed below. The City's Emergency Management Coordinator will seek consultation with appropriate City stakeholders as needed and present eligible applications to City Council for consideration.

- *Initial applications must include information regarding any in-kind support that will be needed from City staff or City equipment.*
- *Only staff-determined eligible applications will be submitted to City Council for consideration. Eligible applications must include the estimated value of City staff/equipment in-kind support which will be prepared by City staff. Examples of in-kind support include, but are not limited to salaries and benefits of City departments such as, public safety, parks & recreation, marketing & communication efforts, environmental services, transportation, and building & grounds support.*

CRITERIA

1. Event must be sponsored by an organization that is classified as a non-profit, which is federally tax-exempt under the Internal Revenue Code 501 (c) (3);
 - a. For-profit organizations should follow the City's Special Event Procedures which cover events not sponsored by the City of Concord.

- Proposed budget if applicable;
- What in-kind support the applicant is requesting from the City.

CITY LOGO

The City's logo standards shall be followed by those who are approved for co-sponsorship. The City's Public Affairs & Project Manager may be contacted to ensure all guidelines are followed. 704-920-5210.

IN-KIND SUPPORT

The Emergency Management Coordinator will work with City staff to determine the value of in-kind services. Personnel costs will be determined by accessing current payroll information and equipment/vehicle values will be calculated with the current adopted FEMA rates and/or the City Fee Schedule.

A co-sponsorship application is not complete unless it includes all of the documents listed above. Incomplete applications will not be considered and any exceptions must be approved by the Emergency Management Coordinator.

APPROVAL:

All co-sponsorships applications that staff deems complete will be submitted to the City Council. The Emergency Management Coordinator will provide the information to the City Clerk so the item can be added to the City Council agenda.

The City Council will have the final determination as to whether the application is approved or denied, at a regularly scheduled Council meeting.

The City Council reserves the right to approve an event for multiple years as long as the City services required for the event do not materially change. The application must still be completed each year.

RESPONSIBILITY

It is the responsibility of City staff to adhere to this policy.

It is the responsibility of the City's Emergency Management Coordinator to review and recommend any changes to this policy as needed. Any changes must be approved by the City Council.

The Emergency Management Coordinator will notify the applicant regarding the City Council decision.

NON-APPROVAL

Applications that do not receive co-sponsorship approval may still be allowed to hold their event. Those groups would follow the normal procedures for holding events in the City, and the City's associated costs for these events would need to be paid before the permit is issued for the event.

CITY EVENTS NOT CONSIDERED CO-SPONSORSHIP EVENTS

City hosted events/workshops are not considered Co-Sponsorship events.

City of Concord Co-Sponsorship Application (page 1)

Today's Date:	
Name of Event:	
Date(s) of Event:	Location:
Brief Description of Event:	
Lead Sponsor:	
Contact Person for Event/Request:	
Address:	
Phone:	
Website & Email Address (if applicable):	

This event is sponsored by (Place an X in the box in front of the one that applies):

<input type="checkbox"/>	A non-profit with current 501 (c)(3) status that provides direct services or funds to residents and businesses in Concord; <i>OR</i>
<input type="checkbox"/>	Another group that provides a service to the City of Concord residents. (please explain)

What is the primary service or product of the sponsoring organization?

What is the primary benefit of the event to the Concord community?

City of Concord Co-Sponsorship Application (page 2)

What in-kind support/resources from the City will this event require?

How can your organization demonstrate the experience and expertise to successfully execute this event?

CITY OFFICE USE ONLY

**Emergency Management –
City Manager’s Office:**

Date Received: _____

Authorized Signature:

*Date final application is submitted to City
Manager* _____

**City Manager (or designee) -
City Manager’s Office:**

Date Reviewed: _____

Authorized signature:

Final review for City Council submission

City of Concord Co-Sponsorship Application (page 3)

Review of In-Kind Support from City Departments if applicable:

Department	Date Application Received	Date Application Review Completed	Departmental Signature
Buildings & Grounds			
Electric			
Environmental Services			
Downtown Office			
Fire			
Parks & Recreation			
Police			
Public Information Office			
Transportation/Streets			
Other			

If applicable, values for in-kind support should be submitted to the Emergency Management Coordinator once the departmental review is completed.

ORD. #

AN ORDINANCE TO AMEND FY 2023-2024 BUDGET ORDINANCE

WHEREAS, the City Council of the City of Concord, North Carolina did on the 8th day of June 2023, adopt a City budget for the fiscal year beginning July 1, 2023 and ending on June 30, 2024, as amended; and

WHEREAS, it is appropriate to amend the expense/expenditures and the revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Concord that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as follows:

Account	Title	<u>Revenues</u>		(Decrease) Increase
		Current Budget	Amended Budget	
100-4350410	ClearWater Artist Studio	\$ 77,961	\$ 152,211	\$ 74,250
Total				<u>\$ 74,250</u>

Account	Title	<u>Expenses/Expenditures</u>		(Decrease) Increase
		Current Budget	Amended Budget	
6120-5800429	Grant Expenditures	\$10,000	\$ 84,250	\$ 74,250
Total				<u>\$74,250</u>

Reason: To appropriate the Rebuilding Together of Greater Charlotte, Inc. Grant award.

Adopted this 14th day of March, 2024.

CITY COUNCIL
CITY OF CONCORD
NORTH CAROLINA

William C. Dusch, Mayor

ATTEST: _____
Kim Deason, City Clerk

VaLerie Kolczynski, City Attorney

NORTH CAROLINA
CABARRUS COUNTY

**STORMWATER CONTROL MEASURES (SCMs), ACCESS EASEMENT AND
MAINTENANCE AGREEMENT**

THIS STORMWATER CONTROL MEASURES (SCMs), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ("Agreement"), made this _____ day of _____, 2024, by M/I Homes of Charlotte, LLC, a Delaware limited liability company, whose principal address is 4131 Worth Avenue, Suite 500, Columbus, OH 43219, (hereinafter referred to as "Grantor"), with, to, and for the benefit of the City of Concord, a municipal corporation of the State of North Carolina, whose address is P.O. Box 308, Concord North Carolina 28026-0308, (hereinafter "Grantee" or "City").

WITNESSETH:

WHEREAS, THE CITY COUNCIL ACCEPTED THIS STORMWATER CONTROL MEASURES (SCMs), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ON _____.

WHEREAS, Grantor is the owner in fee simple of certain real property situated in the City of Concord, County of Cabarrus, North Carolina, and more particularly described as follows: Odell School Road, Concord, NC, Cabarrus County Property Identification Number (PIN): 4681-62-6223. Being the land conveyed to Grantor by deed recorded in Book and Page 15295/1 in the Office of the Register of Deeds for Cabarrus County (hereinafter referred to as the "Property"); and

WHEREAS, Grantor desires to develop and/or redevelop all or portions of the Property; and

WHEREAS, the Property is located within the planning jurisdiction of the City of Concord, and is subject to certain requirements set forth in the City of Concord Code of Ordinances Chapter 60, the Concord Development Ordinance, (hereafter "CCDO"), and the Concord Technical Standards Manual (hereafter "Concord Manual"); and

WHEREAS, conditions for development and/or redevelopment of the Property include (i) the construction, operation and maintenance of two (2) engineered stormwater control structures, namely two (2) Wet Detention Basins, as provided in the CCDO and the Concord Manual (the "Stormwater Control Measures" or "SCMs"), (ii) Grantor's dedication of non-exclusive access easements to the City, as described

NORTH CAROLINA
CABARRUS COUNTY

**STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND
MAINTENANCE AGREEMENT**

THIS STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ("Agreement"), made this _____ day of _____, 2024, by MP I-85 Bonds Industrial, LLC, a Delaware limited liability company, whose principal address is 2 Seaport Lane, c/o AEW 15th Floor, Boston, MA 02210 (hereinafter "Grantor"), with, to, and for the benefit of the City of Concord, a municipal corporation of the State of North Carolina, whose address is P.O. Box 308, Concord North Carolina 28026-0308, (hereinafter "Grantee" or "City").

WITNESSETH:

WHEREAS, THE CITY COUNCIL ACCEPTED THIS STORMWATER CONTROL MEASURE (SCM), ACCESS EASEMENT AND MAINTENANCE AGREEMENT ON _____.

WHEREAS, Grantor is the owner in fee simple of certain real property situated in the City of Concord, County of Cabarrus, North Carolina, and more particularly described as follows: 7250 Weddington Road, Concord, NC, Cabarrus County Property Identification Number (PIN): 4599-38-6230. Being the land conveyed to Grantor by deed recorded in Book and Page 15758/352 in the Office of the Register of Deeds for Cabarrus County (hereinafter referred to as the "Property"); and

WHEREAS, Grantor desires to develop and/or redevelop all or portions of the Property; and

WHEREAS, the Property is located within the planning jurisdiction of the City of Concord, and is subject to certain requirements set forth in the City of Concord Code of Ordinances Chapter 60, the Concord Development Ordinance, (hereafter "CCDO"), and the Concord Technical Standards Manual (hereafter "Concord Manual"); and

WHEREAS, conditions for development and/or redevelopment of the Property includes (i) the construction, operation and maintenance of an engineered stormwater control structure, namely a Wet Detention Basin, as provided in the CCDO and the Concord Manual (the "Stormwater Control Measure" or "SCM"), (ii) Grantor's dedication of a non-exclusive access easement to the City, as described in this Agreement, for inspection and maintenance of the Stormwater Control Measure; and (iii) the assumption by Grantor of certain specified maintenance and repair responsibilities; and



MEMORADUM

DATE: Friday, February 02, 2024
 TO: Jackie Deal, Director of Engineering
 FROM: Gary Stansbury, Construction Manager
 SUBJECT: Infrastructure Acceptance
 PROJECT NAME: Oaklawn Townhomes
 PROJECT NUMBER: 2020-012
 DEVELOPER: Oaklawn Project I, LLC
 FINAL CERTIFICATION - LOT NUMBERS: 104-130, 137-176
 INFRASTRUCTURE TYPE: Water and Sewer
 COUNCIL ACCEPTANCE DATE: Thursday, March 14, 2024
 ONE-YEAR WARRANTY DATE: Friday, March 14, 2025

Water Infrastructure	Quantity
8-inch in LF	1035.00
8-inch Valves	7
Hydrants	1

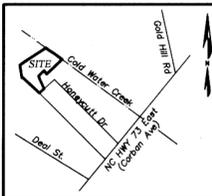
Sanitary Sewer Infrastructure	Quantity
8-inch in LF	767.00
Manholes as EA	5



MEMORADUM

DATE: Thursday, February 8, 2024
 TO: Jackie Deal, Director of Engineering
 FROM: Gary Stansbury, Const. Manager
 SUBJECT: Roadway Acceptance
 PROJECT NAME: Kasen Bluff
 PROJECT NUMBER: 2002-036
 DEVELOPER: Prespro, Inc.
 COUNCIL ACCEPTANCE DATE: Thursday, March 14, 2024
 ONE-YEAR WARRANTY DATE: Thursday, March 13, 2025

Street	Length in LF	ROW in FT	Plat
Kacys Way	568.00	50.00	Final Plat
Total	568.00		



Certificate of Final Plat Approval
I hereby certify that this plat is in compliance with the City of Concord Code of Ordinances...

Certificate of Acceptance of Offer of Dedication
I hereby certify that the City Council accepted the offers of dedication shown on this plat...

5631 31 8791
James Lyod Wall, II
Jill C. Wall
DB 6193, PG 62
Zone: RM-1

5631 42 4679
Far Fetched
Farm, LLC
DB 12406, PG 231
Zone: RM-1

5631 52 4063
Keith J. Carnes
Kelly Torrance
DB 12751, PG 82
Zone: RM-1

Vicinity Sketch
Not to Scale

Greg Bell, Review Officer of Cabarrus County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Certificate of Ownership and Offer of Dedication
I hereby certify that I am the owner of the property shown and described hereon, which is located in the jurisdiction of the City of Concord...

5631 31 9327
Larry E. Deal, Jr.
Carrie Marie Deal
DB 13371, PG 253
Zone: RM-1

DKJS PARTNERSHIP by Daryl SUTHER
Owner

NORTH CAROLINA
CABARRUS COUNTY

Caithlin D. Grandt a notary public for said county and state do hereby certify that Daryl Suther personally appeared before me this day and acknowledged the due execution of the foregoing instrument.



Witness my hand and official seal, this the 29th day of March, 2023.

My commission expires: 05/04/2026

Certificate of Survey and Accuracy
I, Samuel L. King, Jr. certify that this map was drawn under my supervision...



I, Samuel L. King, Jr. certify to: That this survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

Certificate of Conformity with Plans and Specifications
City of Concord
Name of Subdivision: KASEN BLUFF
Name of Street in Subdivision: KACYS WAY

I hereby, to the best of my knowledge, and belief, that all street, storm drainage, water to be performed on this subdivision has been checked by me or my authorized representative and conforms with lines, grades, cross-sections, dimensions, and material requirements which are shown on and indicated in the plans which have been reviewed and approved by the Concord Subdivision Administrator or the North Carolina Department of Transportation.

I also acknowledge that falsification of the above certifications may subject me to civil suit and/or criminal prosecution under the General Statutes, including but not limited to, G.S. 14-100 and G.S. 136-102.6 and the Code of Ordinances of the City of Concord.

Signed: Samuel L. King, Jr.
Registered Professional Engineer
14520 3/28/2023
Registration No. Date



Caithlin D. Grandt, a notary public for said county and state do hereby certify that Samuel L. King, Jr. personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

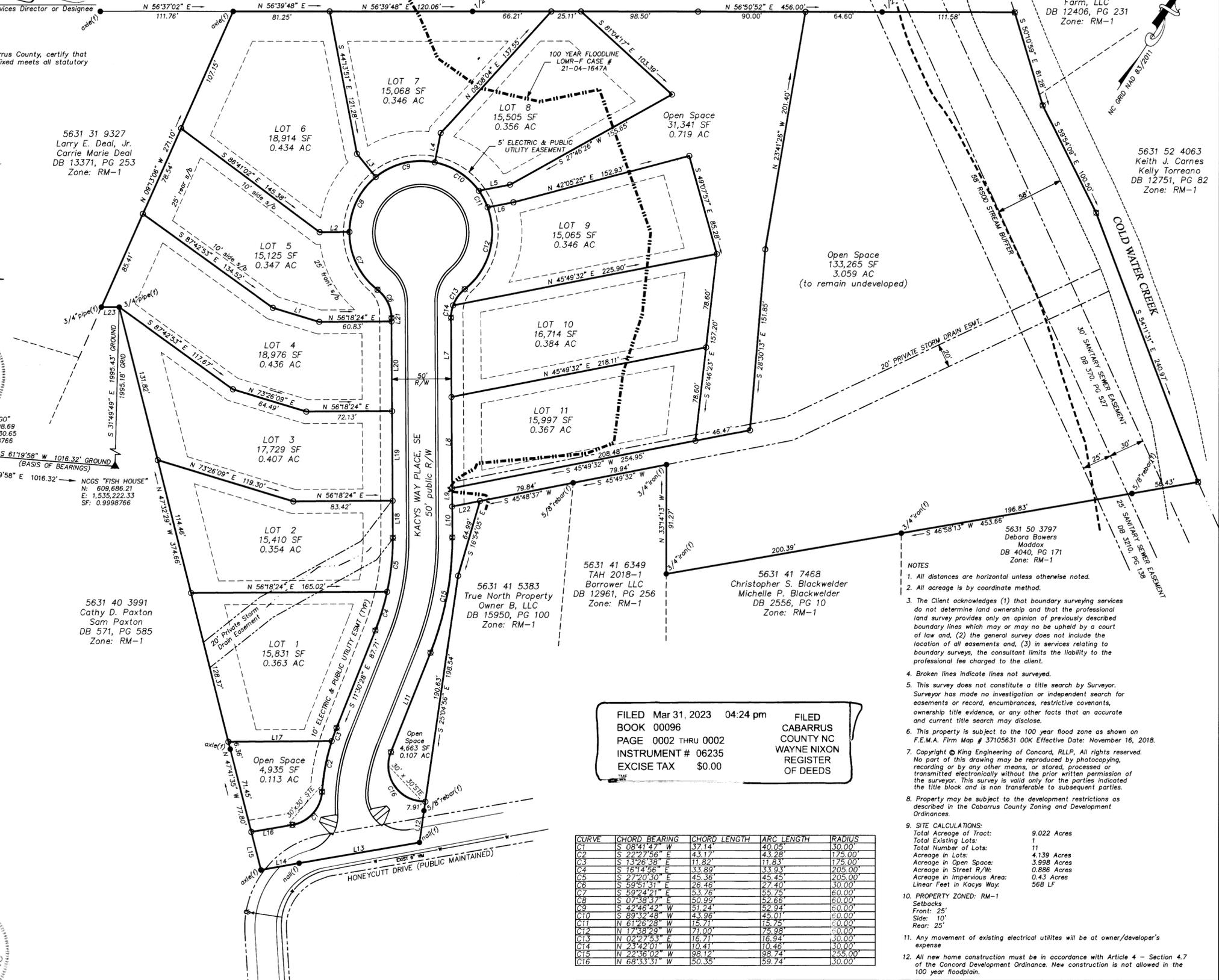
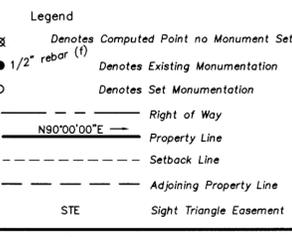
Witness my hand and official seal, this the 29th day of March, 2023.

My commission expires: 05/04/2026

Certificate of Streets, Water, and Sewer System Approval and Other Improvements
I, hereby certify that all publically maintained streets, storm drainage systems, water and sewer systems and other publically maintained improvements and any privately maintained water quality Best Management Practices shown on this plat have been designed and installed, or their installation guaranteed, in an acceptable manner and according to specification and standards of Concord and the State of North Carolina.

3/30/2023 W. Sue Hyde
Date Director of Engineering

Table with columns: LINE, BEARING, DISTANCE, LINE, BEARING, DISTANCE. Lists 12 lines with their respective bearings and distances.



FILED Mar 31, 2023 04:24 pm
BOOK 00096
PAGE 0002 THRU 0002
INSTRUMENT # 06235
EXCISE TAX \$0.00

Table with columns: CURVE, CHORD BEARING, CHORD LENGTH, ARC LENGTH, RADIUS. Lists 16 curves with their geometric data.

NOTES
1. All distances are horizontal unless otherwise noted.
2. All acreage is by coordinate method.
3. The Client acknowledges (1) that boundary surveying services do not determine land ownership...
4. Broken lines indicate lines not surveyed.
5. This survey does not constitute a title search by Surveyor.
6. This property is subject to the 100 year flood zone as shown on F.E.M.A. Firm Map # 37105631 00K Effective Date: November 16, 2018.
7. Copyright © King Engineering of Concord, RLLP. All rights reserved.
8. Property may be subject to the development restrictions as described in the Cabarrus County Zoning and Development Ordinances.
9. SITE CALCULATIONS: Total Acreage of Tract: 9.022 Acres
10. PROPERTY ZONED: RM-1
11. Any movement of existing electrical utilities will be at owner/developer's expense.
12. All new home construction must be in accordance with Article 4 - Section 4.7 of the Concord Development Ordinance.

Table with columns: NO, DATE, BY, REVISION. Lists revision history for the instrument.

FINAL PLAT
KASEN BLUFF SUBDIVISION
OWNER/DEVELOPER
DKJS PARTNERSHIP
2200 OLD SALISBURY RD
CONCORD, NC 28025
CITY OF CONCORD, TOWNSHIP 12, CABARRUS COUNTY, NORTH CAROLINA
SCALE: 1" = 60' DATE: March 28, 2023 PROJ NO: 2020-136



MEMORADUM

DATE: Wednesday, February 21, 2024
 TO: Jackie Deal, Director of Engineering
 FROM: Gary Stansbury, Construction Manager
 SUBJECT: Infrastructure Acceptance
 PROJECT NAME: Annsborough Park PH 1 MP 3
 PROJECT NUMBER: 2019-048
 DEVELOPER: M/I Homes of Charlotte, LLC
 FINAL CERTIFICATION - LOT NUMBERS: 86-107, 116-124, 129-162
 INFRASTRUCTURE TYPE: Water and Sewer
 COUNCIL ACCEPTANCE DATE: Thursday, March 14, 2024
 ONE-YEAR WARRANTY DATE: Friday, March 14, 2025

Water Infrastructure	Quantity
8-inch in LF	2207.00
8-inch Valves	4
6-inch in LF	892.00
6-inch Valves	3
Hydrants	6

Sanitary Sewer Infrastructure	Quantity
8-inch in LF	2251.00
Manholes as EA	18



MEMORADUM

DATE: Tuesday, February 27, 2024
 TO: Sue Hyde, Director of Engineering
 FROM: Gary Stansbury, Construction Manager
 SUBJECT: Infrastructure Acceptance
 PROJECT NAME: 12" Public Sewer Ext. PH I-Coddle Creek Tributary
 PROJECT NUMBER: 2020-007
 DEVELOPER: City of Concord - Water Resources
 FINAL CERTIFICATION - LOT NUMBERS: Site
 INFRASTRUCTURE TYPE: Sewer
 COUNCIL ACCEPTANCE DATE: Thursday, March 14, 2024
 ONE-YEAR WARRANTY DATE: Friday, March 14, 2025

Sanitary Sewer Infrastructure	Quantity
12-inch in LF	879.00
8-inch in LF	42.00
Manholes as EA	7



MEMORADUM

DATE: Tuesday, February 27, 2024
 TO: Jackie Deal, Director of Engineering
 FROM: Gary Stansbury, Construction Manager
 SUBJECT: Infrastructure Acceptance
 PROJECT NAME: 12" Public Sewer Ext. Phase II-Coddle Creek
 PROJECT NUMBER: 2020-007A
 DEVELOPER: City of Concord - Water Resources
 FINAL CERTIFICATION - LOT NUMBERS: Site
 INFRASTRUCTURE TYPE: Sewer
 COUNCIL ACCEPTANCE DATE: Thursday, March 14, 2024
 ONE-YEAR WARRANTY DATE: Friday, March 14, 2025

Sanitary Sewer Infrastructure	Quantity
12-inch in LF	2350.00
8-inch in LF	126.00
Manholes as EA	11

ORD. #

AN ORDINANCE TO AMEND FY 2023-2024 BUDGET ORDINANCE

WHEREAS, the City Council of the City of Concord, North Carolina did on the 8th day of June, 2023, adopt a City budget for the fiscal year beginning July 1, 2023 and ending on June 30, 2024, as amended; and

WHEREAS, it is appropriate to amend the expense/expenditures and the revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Concord that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as follows:

Account	Title	<u>Revenues</u>		(Decrease) Increase
		Current Budget	Amended Budget	
680-4406000	Retained Earnings Appr	912,730	1,102,934	190,204
	Total			190,204

Account	Title	<u>Expenses/Expenditures</u>		(Decrease) Increase
		Current Budget	Amended Budget	
4530-5540000	Vehicles - Capital	237,883	352,073	114,190
4530-5291000	Supplies – Data Processing	28,419	104,433	76,014
	Total			190,204

Reason: The cost of a Concord Padgett Regional Airport New Shuttle Bus and implementation of a CUTE/CUPPS system at Commercial Terminal Building These items will be covered by CARES funds reimbursement that were transferred to Aviation Operations in FY23.

Adopted this 14th day of March, 2024.

CITY COUNCIL
CITY OF CONCORD
NORTH CAROLINA

William C. Dusch, Mayor

ATTEST: _____
Kim Deason, City Clerk

VaLerie Kolczynski, City Attorney

CAPITAL PROJECT ORDINANCE

Water Projects

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby ordained:

SECTION 1. The projects authorized and amended are various Water Projects.

SECTION 2. The City Manager is hereby authorized to proceed with the implementation and amendments of the projects within the terms of the plans and specifications for the projects.

SECTION 3. The following revenues/expenditures are anticipated to be available to the City of Concord for the project:

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
429-4501620	Transfer from Water	29,736,765	30,986,765	1,250,000
429-4601000	Bond Proceeds	21,025,000	24,394,302	3,369,302
8700-5811320	Raw Wtrln/Flowmeter	4,790,000	3,615,000	(1,175,000)
8700-5801134	Smart Grid	9,515,000	5,630,000	(3,885,000)
8700-5811353	AMI Project	0	3,885,000	3,885,000
8700-5811330	Hillgrove Improvements	21,815,698	17,600,000	(4,215,698)
8700-5811352	Chlorine Room Rehab	1,700,000	3,000,000	1,300,000
8700-5811062	Cost of Issuance	0	510,000	510,000
8700-5811082	Future Projects	1,883,758	10,083,758	8,200,000

SECTION 4. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the grant agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 5. Within five (5) days after adopted, copies of this grant project amendment shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.

SECTION 6. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy. She shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 14th day of March, 2024.

CITY COUNCIL
CITY OF CONCORD
NORTH CAROLINA

William C. Dusch, Mayor

ATTEST: _____
Kim Deason, City Clerk

VaLerie Kolczynski, City Attorney

ORD. #

AN ORDINANCE TO AMEND FY 2023-2024 BUDGET ORDINANCE

WHEREAS, the City Council of the City of Concord, North Carolina did on the 8th day of June, 2023, adopt a City budget for the fiscal year beginning July 1, 2023 and ending on June 30, 2024, as amended; and

WHEREAS, it is appropriate to amend the expense/expenditures and the revenue accounts in the funds listed for the reason stated;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Concord that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as follows:

Account	Title	<u>Revenues</u>		(Decrease) Increase
		Current Budget	Amended Budget	
Total				
 <u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
7331-5987000	Transfer to Project Fund	0	1,250,000	1,250,000
7331-5558000	Bldgs & Imprv - Capital	1,697,092	447,092	(1,250,000)
Total				0

Reason: To transfer funds budgeted in operating fund for the chlorine room rehab at CCWTP to the project fund.

Adopted this 14th day of March, 2024.

CITY COUNCIL
CITY OF CONCORD
NORTH CAROLINA

William C. Dusch, Mayor

ATTEST: _____
Kim Deason, City Clerk

VaLerie Kolczynski, City Attorney

ORD.

GRANT PROJECT ORDINANCE
2024 FAMILY SELF SUFFICIENCY PROGRAM GRANT

BE IT ORDAINED by the City Council of the City of Concord, North Carolina that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby ordained:

SECTION 1. The project authorized is the Family Self Sufficiency Program grant, which is a program to provide supportive services to Public Housing and Housing Choice Voucher Family Self-Sufficiency participants in an effort to achieve economic self-sufficiency.

SECTION 2. The City Manager is hereby authorized to proceed with the implementation of the project within terms of a grant agreement with the U.S. Department of Housing and Urban Development.

SECTION 3. The following revenues are anticipated to be available to the City of Concord for the project:

		<u>Current</u>	<u>Amended</u>	<u>Increase</u>
2024 FSS REVENUE	697-4703408	\$0	\$67,200	\$67,200
	697-4703408			
Total Revenue				\$67,200

SECTION 4. The following amounts are appropriated for the project:

		<u>Current</u>	<u>Amended</u>	<u>Increase</u>
FICA	9109-5181000	\$0	\$3,000	\$3,000
	9109-5181000			
Retirement-General	9109-5182000	\$0	\$5,000	\$5,000
	9109-5182000			
Group Insurance	9109-5183000	\$0	\$18,500	\$18,500
	9109-5183000			
401K Contribution	9109-5187000	\$0	\$1,800	\$1,800
	9109-5187000			
Administrative Salaries	9109-5411000	\$0	\$38,900	\$38,900
	9109-5411000			
Total Expenditures				\$67,200

SECTION 5. Accounting records are to be maintained by the Finance Department of the City of Concord in such manner as (1) to provide all information required by the grant agreement and other agreements executed or to be executed with the various parties involved with the project; and (2) to comply with the Local Government Budget and Fiscal Control Act of the State of North Carolina.

SECTION 6. Within five (5) days after adopted, copies of this grant project amendment shall be filed with the City Manager, Finance Director, and City Clerk for direction in carrying out this project.

SECTION 7. The Finance Director is directed to report on the financial status of this project in accordance with the existing City policy. She shall also report to the City Manager any unusual occurrences.

Duly adopted by the City Council of the City of Concord, North Carolina this 14th day of March 2024.

CITY COUNCIL
CITY OF CONCORD
NORTH CAROLINA

William C. Dusch, Mayor

ATTEST: _____
Kim Deason, City Clerk

VaLerie Kolczynski, City Attorney

**City of Concord
Position Management Form**

Date: February 22, 2024

New Position Standard Hrs. Chg 40

Reclassification 40
 Transfer _____
 Title Change _____
 Other _____

Funding Source Confirmed funding with Budget
 City _____
 State _____
 Federal _____
 Grant _____
 Fees _____

Org/% _____
 Org/% _____

Job Code	Department ID	Job Title	Position Number	FT/PT	Vacant/ Occupied	Salary Grade	EX/NE
From: Q205	4520	Solid Waste Worker	2-4520-5-024	FT	Occupied	51	NE
To: Q209	4520	Cart Management Technician	2-4520-5-024	FT	New	53	NE
From: Q205	4520	Solid Waste Worker	2-4520-5-045	FT	Occupied	51	NE
To: Q209	4520	Cart Management Technician	2-4520-5-045	FT	New	53	NE
From: _____	_____	_____	_____	_____	_____	_____	_____
To: _____	_____	_____	_____	_____	_____	_____	_____

Please attach a Job Description Questionnaire (JDQ) and updated Organization Chart for all requests, unless approved by AC/M.

Reason for Request: The JDQ to create a new position/class spec, titled Cart Management Technician, was approved in the Fall of 2022, however it was not submitted in the FY24 budget process. This request is to reclass 2 existing employees into the new job class Cart Management Technician, as they have been performing the higher level work (as compared to the existing Solid Waste Worker class) for 2+ years now. HR has placed the new job class at a pay band 53, which is 2 steps above the current Solid Waste Worker class 51. In budget review for FY25, it was recommended that the reclass occur now, as opposed to the FY25 budget adoption. Lapsed salary funds will cover for the remainder of FY24.

Robin R. Barham

Department Director's Signature

LeDerick Blackburn
 Digitally signed by LeDerick Blackburn
 Date: 2024.02.22 14:15:37 -05'00'

Assistant City Manager's Signature

Charlton B. Thompson

Human Resources Director's Signature

Lloyd Wm. Payne, Jr., ICMA-CM
 Digitally signed by Lloyd Wm. Payne, Jr., ICMA-CM
 Date: 2024.02.22 16:35:15 -05'00'

City Manager's Signature

2/22/24

Date

2/22/24

Date

2/22/24

Date

Date



Class Specification

Job Title: Facility Coordinator – Parks & Recreation

Reports To: Facility Manager

FLSA Status: Non-Exempt

Job Purpose:

The purpose of this position is to facilitate and assist with management of park amenities, greenways, equipment, and all park facilities. Prioritizing facility checks during and after reservation in parks and on greenways.

Essential Duties and Responsibilities:

- Works with the Facility Manager on workload, projects and ensure facilities including reservations are following the rules & regulations and safety standards.
- Conducts frequent inspections of parks, greenways, park amenities, park facilities, athletic fields, and playground equipment to identify maintenance needs (present and future), ensuring citizen's safety.
- Conducts or Oversees monthly inspection of all playgrounds for safety and repairs needed based on Certified Playground Safety Inspector (CPSI).
- Conducts or Oversees weekly safety inspections and chemical inspections to ensure splash pads comply with Cabarrus Health Alliance (CHA) & Certified Pool Operator (CPO) requirements.
- Assists Facility Manager and Department with comprehensive initiatives and projects.
- Assists the department and Facility Manager with coordinating with the Athletic Division, Program Division and ClearWater on safety items, facility or field needs and maintenance and ensuring repairs are made.
- Assists with splash pads and pool maintenance and chemical checks.
- Assists with Parks & Recreation facilities and greenways maintenance.
- Works with Building & Grounds on work orders and repairs needed to ensure citizen's safety and city assets are maintained.

Supplemental Functions:

Performs other similar duties as required.

Job Specifications and Qualifications:

Knowledge:

- Understanding of building (Indoor & Outdoors) maintenance
- Basic understanding of tools to make repairs
- Ability to identify safety hazards
- Intermediate reading and math
- Customer service principles and practices
- Philosophy of objectives of public recreation, personal health, and hygiene
- Verbal and written principles

Skills:

- Customer service and interaction with the public
- Prioritizing work assignments
- Enforce rules and regulations within parks, facilities, & greenways
- Ability to analyze problems and implement solutions
- Ability to resolve disputes impartially
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.

Education/Experience:

- Associate's degree or diploma from an accredited College or University, or an accredited technical, business, vocational, or correspondence school, with at least three (3) years of relevant experience; or the City may consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job

Licensing and Certifications:

- Valid North Carolina Driver's License
- Possession of or ability to obtain a NC Limited Liability Contractor License within twelve (12) months. Failure to obtain within twelve (12) months of hire may result in termination.
- Possession of or ability to obtain Certified Playground Safety Inspector (CPSI) within six (6) months of hire. Failure to obtain within six (6) months of hire may result in termination.
- Possession of or ability to obtain Certified Pool Operator (CPO) within six (6) months of hire. Failure to obtain within six (6) months of hire may result in termination.
- Possession of or ability to obtain Cardiopulmonary Resuscitation (CPR) & First Aid within six (6) months of hire. Failure to obtain within six (6) months of hire may result in termination.

PLEASE NOTE: Applicants must meet the City's criteria for an acceptable driving record.

Working Conditions / Physical Requirements:

- Positions in this class require: vision, standing, walking, sitting, pushing/pulling, foot controls, twisting, talking, lifting, carrying, reaching, kneeling, bending, hearing.
- Heavy Work: Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or up to 10 - 20 pounds constantly.
- Incumbents may be subjected to extreme temperature, wetness and/or humidity, and respiratory hazards, noise & vibration, and physical hazards.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.

**City of Concord
Position Management Form**

Date: February 14, 2024

Standard Hrs. Chg _____

New Position
 Reclassification
 Transfer
 Title Change
 Other

Confirmed funding with Budget

Funding Source: _____
 City _____
 State _____
 Federal _____
 Grant _____
 Fees _____

Org/% _____
 Org/% _____

Job Code	Department ID	Job Title	Position Number	FT/PT	Vacant/ Occupied	Salary Grade	EX/NE
From: O411	6120	Facility Specialist	3-6120-5-053	FT	Vacant	55	NE
To: O414	6120	Facility Coordinator	3-6120-5-053	FT	Vacant	57	NE
From: _____	_____	_____	_____	_____	_____	_____	_____
To: _____	_____	_____	_____	_____	_____	_____	_____
From: _____	_____	_____	_____	_____	_____	_____	_____
To: _____	_____	_____	_____	_____	_____	_____	_____

Please attach a Job Description Questionnaire (JDQ) and updated Organization Chart for all requests, unless approved by ACM.

Reason for Request: Reclassification based on Playgrounds, Shelters, Facilities, Greenways and Splash Pads being developed for Parks & Recreation

Sheila S. Thompson
 Department Director's Signature

2-14-24
 Date

Marcella Beam
 Assistant City Manager's Signature

2-14-2024
 Date

Chantal B. Thompson
 Human Resources Director's Signature

2/14/24
 Date

[Signature]
 City Manager's Signature

 Date



Class Specification

Job Title: Engineering Technician

Reports To: Engineering Manager

FLSA Status: Non-Exempt

Job Purpose:

The purpose of this position is to support the Engineering Department technically by tracking, reporting, and reviewing for the Permitting and Construction Teams.

Essential Duties and Responsibilities:

- Maintains the databases for the Preliminary Sewer Applications, including new submittals, approval dates, expiration dates, and extension dates, as well as amounts.
- Attends City Council Preliminary Sewer Application Meetings.
- Prepares reports and audit materials for the Water and Sewer Authority of Cabarrus County, City Council, North Carolina Department of Environmental Quality, and fiscal reports.
- Creates and maintains the online Utility Permitting Application. Provides inputs, fields, and automated messages, then tests application once built, and rolls out to the Development Community.
- Maintains and updates the Project Tracker for the Permitting and Construction team.
- Provides technical assistance to construction inspectors who use the application.
- Automates Certification Letters for water and sewer as-builts, partial and final acceptance.
- Maintains the intranet and internet sites for the Department. Act as a liaison to IT for departmental applications.

Supplemental Functions:

- Performs other similar duties as required.

Job Specifications and Qualifications:

Knowledge:

- Applicable local, state, and federal laws, rules & regulations
- Mathematical concepts
- Coding and website/application design

Skills:

- Prioritizing work assignments
- Operating computers and related software applications
- Applying local, state, & federal laws, rules & regulations
- Timeline tracking and expirations
- Preparing a variety of business correspondence and collateral materials
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Education/Experience:

- High school diploma or equivalent, with at least three (3) years of relevant experience; or the City may consider an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensing and Certifications:

- Valid North Carolina Driver's License

PLEASE NOTE: Applicants must meet the City's criteria for an acceptable driving record.

Working Conditions / Physical Requirements:

- Positions in this class require: standing, fine dexterity, walking, lifting, carrying, sitting, reaching, handling and kneeling. Pushing/pulling, vision, foot controls, bending, crouching, hearing, twisting, talking.
- Light Work: Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly and/or walking or standing to a significant degree.
- Incumbents may be subjected to mechanical hazards.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.

City of Concord Position Management Form

Date: February 12, 2024

New Position _____
 Reclassification Yes
 Transfer _____
 Title Change _____
 Other _____

Standard Hrs. Chg _____

Funding Source _____
 City _____
 State _____
 Federal _____
 Grant _____
 Fees _____

Yes Confirmed funding with Budget
 Org/% _____
 Org/% _____

Job Code	Department ID	Job Title	Position Number	FT/PT	Vacant/ Occupied	Salary Grade	EX/NE
From: V404	4230	Senior Administrative Assistant	2-4230-5-004	FT	Occupied	54	NE
To: J416	4230	Engineering Technician	2-4230-5-004	FT	Vacant	55	NE
From: _____	_____	_____	_____	_____	_____	_____	_____
To: _____	_____	_____	_____	_____	_____	_____	_____
From: _____	_____	_____	_____	_____	_____	_____	_____
To: _____	_____	_____	_____	_____	_____	_____	_____

Please attach a Job Description Questionnaire (JDQ) and updated Organization Chart for all requests, unless approved by ACM.

Reason for Request: Job duties changed significantly with the adoption of the sewer policy. Create and maintain new Preliminary Sewer Application access database. report to State and Local Authorities, and Council and maintain old tracking system Project tracker and online utility permitting liason Continued management of Project Tracker (PT)

Jacklyn Beth Deal
 Department Director's Signature
 Digitally signed by Jacklyn Beth Deal
 Date: 2024.02.13 12:01:26 -05'00'

LeDerick Blackburn
 Assistant City Manager's Signature
 Digitally signed by LeDerick Blackburn
 Date: 2024.02.13 12:45:43 -05'00'

Chantal B. Thompson
 Human Resources Director's Signature

[Signature]
 City Manager's Signature

 Date

 Date

2/19/2024
 Date

2/19/2024
 Date

Tax Report for Fiscal Year 2023-2024**FINAL REPORT****January****Property Tax Receipts- Munis**

2023 BUDGET YEAR	11,648,230.94
2022	8,345.84
2021	2,203.48
2020	1,350.75
2019	886.83
2018	809.56
2017	762.82
2016	762.82
2015	571.58
2014	571.58
Prior Years	724.58
Interest	26,190.05
Refunds	
	<u>11,691,410.83</u>

Vehicle Tax Receipts- County

2023 BUDGET YEAR	558,387.94
2022	
2021	
2020	
2019	
2018	
2017	
Prior Years	
Penalty & Interest	8,030.72
Refunds	
	<u>566,418.66</u>

Fire District Tax - County

2023 BUDGET YEAR	34,824.40
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Less: Collection Fee from County

Net Ad Valorem Collections	<u>12,292,653.89</u>
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423:Vehicle Tag Fee-Transportation Impr Fund	36,887.40
100:Vehicle Tag Fee	149,785.20
630:Vehicle Tag Fee-Transportation Fund	36,887.40
Less Collection Fee - Transit	
Net Vehicle Tag Collection	<u>223,560.00</u>

Privilege License	-
Prepaid Privilege Licenses	
Privilege License interest	
Total Privilege License	<u>-</u>

Oakwood Cemetery current	1,050.00
Oakwood Cemetery endowment	
Rutherford Cemetery current	5,700.02
Rutherford Cemetery endowment	2,124.98
West Concord Cemetery current	900.00
West Concord Cemetery endowment	300.00
Total Cemetery Collections	<u>10,075.00</u>

Total Collections	<u><u>\$ 12,526,288.89</u></u>
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Current Year	
Original Scroll	
Levy	
Penalty	
Adjustments	
Public Service	
Levy	
Penalty	
Discoveries/Annex	277.78
Discovery Penalty	27.78
Total Amount Invoiced - Monthly	<u>305.56</u>
Total Amount Invoiced - YTD	71,301,008.35

Current Year	
Less Abatements (Releases)	
Real	1,776.14
Personal	
Discovery	
Penalty - all	
Total Abatements	<u>1,776.14</u>

Adjusted Amount Invoiced - monthly	(1,470.58)
Adjusted Amount Invoiced - YTD	71,112,288.55

Current Levy Collected	11,648,230.94
Levy Collected from previous years	16,989.84
Penalties & Interest Collected	26,190.05
Current Month Write Off - Debit/Credit	0.00
Total Monthly Collected	<u>11,691,410.83</u>
Total Collected - YTD	69,503,647.72

Total Collected - net current levy -YTD 69,222,330.38

Percentage of Collected -current levy 97.34%

Amount Uncollected - current year levy 1,889,958.17

Percentage of Uncollected - current levy 2.66%

100.00%

CITY OF CONCORD

Summary of Releases, Refunds and Discoveries for the Month of January 2024

RELEASES		
CITY OF CONCORD	\$	1,776.14
CONCORD DOWNTOWN	\$	438.27

REFUNDS		
CITY OF CONCORD	\$	124.17
CONCORD DOWNTOWN	\$	-

DISCOVERIES									
CITY OF CONCORD									
TaxYear	Real	Personal	Total	Rate	Calculated	Penalties			
2017	0	0	0	0.0048	0.00	0.00			
2018	0	0	0	0.0048	0.00	0.00			
2019	0	0	0	0.0048	0.00	0.00			
2020	0	0	0	0.0048	0.00	0.00			
2021	0	0	0	0.0048	0.00	0.00			
2022	0	0	0	0.0048	0.00	0.00			
2023	0	57,871	57,871	0.0048	277.78	27.78			
Total	0	57,871	57,871		\$ 277.78	\$ 27.78			
DOWNTOWN									
TaxYear	Real	Personal	Total	Rate	Calculated	Penalties			
2018	0	0	0	0.0023	0.00	0.00			
2019	0	0	0	0.0023	0.00	0.00			
2020	0	0	0	0.0023	0.00	0.00			
2021	0	0	0	0.0023	0.00	0.00			
2022	0	0	0	0.0023	0.00	0.00			
2023	0	0	0	0.0023	0.00	0.00			
Total	0	0	0		\$ -	\$ -			

City of Concord
Portfolio Holdings
Monthly Investments to Council
Report Format: By Transaction
Group By: Security Type
Average By: Cost Value
Portfolio / Report Group: All Portfolios
As of 1/31/2024

Description	CUSIP/Ticker	Face Amount/Shares	Cost Value	Maturity Date	YTM @ Cost	% of Portfolio	Settlement Date	Cost Price	Days To Maturity
Commercial Paper									
CP BARCLAYS US CCP 0 2/2/2024	06744HPS3	5,000,000.00	4,890,333.35	2/2/2024	5.766	1.14	9/15/2023	97.806667	2
CP LMA AMERS LLC 0 2/21/2024	53944QBM1	5,000,000.00	4,908,512.50	2/21/2024	5.735	1.15	10/27/2023	98.17025	21
CP LLOYDS BANK CORP 0 3/11/2024	53948ACB5	5,000,000.00	4,844,225.00	3/11/2024	5.759	1.13	8/23/2023	96.8845	40
CP CREDIT AGRICOLE CORP 0 3/22/2024	22533TCN4	5,000,000.00	4,863,780.56	3/22/2024	5.664	1.14	9/26/2023	97.275611	51
CP EBURY FINANCE 0 4/19/2024	27873JDK8	5,000,000.00	4,934,611.10	4/19/2024	5.421	1.16	1/22/2024	98.692222	79
CP PACIFIC LIFE 0 4/26/2024	69448WDS0	3,200,000.00	3,149,779.56	4/26/2024	5.415	0.74	1/11/2024	98.430611	86
CP NORDEA BK ABP 0 5/17/2024	65558JEH6	5,000,000.00	4,861,983.33	5/17/2024	5.615	1.14	11/17/2023	97.239667	107
CP ANGLESEA FUNDING 0 7/19/2024	0347M2GK6	5,000,000.00	4,876,041.65	7/19/2024	5.230	1.14	1/26/2024	97.520833	170
CP TOYOTA MOTOR CREDIT 0 9/6/2024	89233GJ64	3,200,000.00	3,075,162.66	9/6/2024	5.474	0.72	12/14/2023	96.098833	219
Sub Total / Average Commercial Paper		41,400,000.00	40,404,429.71		5.575	9.46		97.600435	80
FFCB Bond									
FFCB 0.25 3/1/2024-21	3133EMSD5	5,000,000.00	4,990,000.00	3/1/2024	0.317	1.17	3/4/2021	99.8	30
FFCB 0.33 4/5/2024-22	3133EMVD1	3,470,000.00	3,467,918.00	4/5/2024	0.354	0.81	9/22/2021	99.94	65
FFCB 0.46 8/19/2024-21	3133EM2U5	5,000,000.00	5,000,000.00	8/19/2024	0.460	1.17	8/19/2021	100	201
FFCB 0.43 9/10/2024-20	3133EL6V1	5,000,000.00	5,000,000.00	9/10/2024	0.430	1.17	9/11/2020	100	223
FFCB 0.63 10/21/2024-22	3133ENBM1	4,189,000.00	4,172,244.00	10/21/2024	0.768	0.98	11/12/2021	99.6	264
FFCB 0.97 12/9/2024-22	3133ENGN4	5,000,000.00	5,000,000.00	12/9/2024	0.970	1.17	12/10/2021	100	313
FFCB 5 3/10/2025	3133EPCW3	5,000,000.00	5,000,989.35	3/10/2025	4.984	1.17	8/10/2023	100.019787	404
FFCB 5.21 4/3/2025-24	3133EPT39	5,000,000.00	5,000,000.00	4/3/2025	5.210	1.17	1/12/2024	100	428
FFCB 0.71 4/21/2025-22	3133EMWH1	5,000,000.00	5,000,000.00	4/21/2025	0.710	1.17	4/21/2021	100	446
FFCB 0.53 9/29/2025-21	3133EMBH4	5,000,000.00	5,000,000.00	9/29/2025	0.530	1.17	9/29/2020	100	607
FFCB 1.21 12/22/2025-22	3133ENHU7	5,000,000.00	5,000,000.00	12/22/2025	1.210	1.17	12/22/2021	100	691
FFCB 0.625 6/16/2026-21	3133EMKV3	5,000,000.00	5,000,000.00	6/16/2026	0.625	1.17	12/17/2020	100	867
FFCB 4.75 9/1/2026	3133EPUW3	5,000,000.00	4,971,300.00	9/1/2026	4.961	1.16	9/22/2023	99.426	944
FFCB 0.94 9/28/2026-22	3133EM6E7	5,000,000.00	5,000,000.00	9/28/2026	0.940	1.17	9/28/2021	100	971
FFCB 1.55 3/30/2027-23	3133ELUN2	5,000,000.00	5,000,000.00	3/30/2027	1.550	1.17	3/30/2020	100	1,154
FFCB 1.4 3/10/2028-22	3133EMSW3	5,000,000.00	5,000,000.00	3/10/2028	1.400	1.17	3/10/2021	100	1,500
FFCB 1.5 3/23/2028-22	3133EMUB6	5,000,000.00	5,000,000.00	3/23/2028	1.500	1.17	3/23/2021	100	1,513
FFCB 1.04 1/25/2029-22	3133EMNL2	5,000,000.00	4,986,250.00	1/25/2029	1.076	1.17	2/16/2021	99.725	1,821
FFCB 1.55 3/15/2029-22	3133EMSX1	5,000,000.00	4,960,000.00	3/15/2029	1.658	1.16	3/24/2021	99.2	1,870
Sub Total / Average FFCB Bond		92,659,000.00	92,548,701.35		1.587	21.67		99.881481	768
FHLB Bond									
FHLB 0.3 2/9/2024-21	3130AMHP0	5,000,000.00	5,000,000.00	2/9/2024	0.300	1.17	6/9/2021	100	9
FHLB 2.5 2/13/2024	3130AFW94	520,000.00	554,662.30	2/13/2024	0.225	0.13	3/4/2021	106.665827	13
FHLB 0.45 4/29/2024-21	3130ALYE8	5,000,000.00	5,000,000.00	4/29/2024	0.450	1.17	4/29/2021	100	89
FHLB 0.375 5/24/2024-21	3130AMPB2	5,000,000.00	5,000,000.00	5/24/2024	0.375	1.17	5/28/2021	100	114
FHLB 0.4 5/24/2024-21	3130AMEP3	5,000,000.00	5,000,000.00	5/24/2024	0.400	1.17	5/24/2021	100	114
FHLB 0.4 6/7/2024-21	3130AMKX9	5,000,000.00	5,000,000.00	6/7/2024	0.400	1.17	6/7/2021	100	128
FHLB 0.5 7/15/2024-21	3130AMXL1	5,000,000.00	5,000,000.00	7/15/2024	0.500	1.17	7/15/2021	100	166
FHLB 0.5 7/29/2024-21	3130ANCU2	5,000,000.00	5,000,000.00	7/29/2024	0.500	1.17	7/29/2021	100	180
FHLB 0.45 8/27/2024-20	3130AJZH5	5,000,000.00	5,000,000.00	8/27/2024	0.450	1.17	8/28/2020	100	209

FHLB 1.27 1/27/2025-23	3130AQMJ9	5,000,000.00	5,000,000.00	1/27/2025	1.270	1.17	1/27/2022	100	362
FHLB 0.4 7/15/2025-21	3130AKM29	5,000,000.00	4,999,000.00	7/15/2025	0.405	1.17	1/29/2021	99.98	531
FHLB 0.5 10/20/2025-21	3130AKNK8	5,000,000.00	4,999,000.00	10/20/2025	0.504	1.17	1/20/2021	99.98	628
FHLB Step 12/30/2025-21	3130AKLH7	5,000,000.00	5,000,000.00	12/30/2025	0.636	1.17	12/30/2020	100	699
FHLB Step 1/29/2026-21	3130AKRA6	5,000,000.00	5,000,000.00	1/29/2026	1.002	1.17	1/29/2021	100	729
FHLB 0.53 2/17/2026-21	3130AKWS1	5,000,000.00	4,995,000.00	2/17/2026	0.550	1.17	2/17/2021	99.9	748
FHLB 0.8 3/10/2026-21	3130ALFS8	5,000,000.00	5,000,000.00	3/10/2026	0.800	1.17	3/10/2021	100	769
FHLB Step 4/29/2026-21	3130ALZA5	5,000,000.00	5,000,000.00	4/29/2026	1.432	1.17	4/29/2021	100	819
FHLB 0.825 8/17/2027-21	3130AJXH7	5,000,000.00	4,986,250.00	8/17/2027	0.866	1.17	8/28/2020	99.725	1,294
FHLB 2.32 11/1/2029-22	3130AHEU3	5,000,000.00	5,000,000.00	11/1/2029	2.320	1.17	11/1/2019	100	2,101
Sub Total / Average FHLB Bond		90,520,000.00	90,533,912.30		0.728	21.19		100.017967	535
FHLMC Bond									
FHLMC 5.05 6/14/2024-23	3134GY5E8	5,000,000.00	5,000,000.00	6/14/2024	5.050	1.17	12/14/2022	100	135
FHLMC 3 6/28/2024-22	3134GXWZ3	5,000,000.00	5,000,000.00	6/28/2024	3.000	1.17	6/28/2022	100	149
FHLMC 0.45 7/29/2024-22	3134GWFS0	2,250,000.00	2,250,000.00	7/29/2024	0.450	0.53	9/24/2021	100	180
FHLMC 1.5 2/12/2025	3137EAEP0	1,305,000.00	1,296,987.51	2/12/2025	1.715	0.30	3/4/2022	99.386016	378
FHLMC 5.15 2/14/2025-23	3134GYJ29	5,000,000.00	4,984,200.00	2/14/2025	5.409	1.17	11/17/2023	99.684	380
FHLMC 5.25 3/21/2025-23	3134GYA77	5,000,000.00	5,000,000.00	3/21/2025	5.250	1.17	12/21/2022	100	415
FHLMC 5.25 6/30/2025-23	3134GY6T4	4,596,000.00	4,596,000.00	6/30/2025	5.250	1.08	12/30/2022	100	516
FHLMC Step 6/30/2025-22	3134GXVT8	5,000,000.00	5,000,000.00	6/30/2025	3.676	1.17	6/30/2022	100	516
FHLMC 0.375 7/21/2025	3137EAEU9	1,315,000.00	1,215,559.70	7/21/2025	3.063	0.28	8/4/2022	92.438	537
FHLMC 0.375 9/23/2025	3137EAEX3	1,570,000.00	1,405,668.10	9/23/2025	4.166	0.33	10/6/2022	89.533	601
FHLMC 0.375 9/23/2025	3137EAEX3	1,010,000.00	893,535.53	9/23/2025	4.694	0.21	11/4/2022	88.468864	601
FHLMC 0.375 9/23/2025	3137EAEX3	560,000.00	504,624.88	9/23/2025	4.156	0.12	12/6/2022	90.111586	601
FHLMC 5.75 6/8/2026-23	3134GYTK8	1,000,000.00	998,300.00	6/8/2026	5.818	0.23	10/27/2023	99.83	859
FHLMC 0.8 7/14/2026-21	3134GV5T1	5,000,000.00	5,000,000.00	7/14/2026	0.800	1.17	7/14/2020	100	895
FHLMC 5.05 9/25/2026-24	3134H1CK7	5,000,000.00	4,963,500.00	9/25/2026	5.322	1.16	10/27/2023	99.27	968
FHLMC 5.55 10/30/2026-24	3134H1GU1	5,000,000.00	4,996,250.00	10/30/2026	5.578	1.17	10/30/2023	99.925	1,003
FHLMC 5.2 12/4/2026-24	3134H1LA9	5,000,000.00	5,000,000.00	12/4/2026	5.200	1.17	12/4/2023	100	1,038
FHLMC 5.25 12/11/2026-24	3134H1MA8	5,000,000.00	5,000,000.00	12/11/2026	5.250	1.17	12/15/2023	100	1,045
FHLMC 5.55 9/27/2027-24	3134H1DG5	5,000,000.00	4,998,250.00	9/27/2027	5.560	1.17	9/27/2023	99.965	1,335
FHLMC Step 1/12/2029-24	3134H1PC1	5,000,000.00	5,000,000.00	1/12/2029	6.019	1.17	1/12/2024	100	1,808
Sub Total / Average FHLMC Bond		73,606,000.00	73,102,875.72		4.505	17.11		99.371944	750
FNMA Bond									
FNMA 2.5 2/5/2024	3135G0V34	1,500,000.00	1,590,870.00	2/5/2024	0.225	0.37	6/3/2021	106.058	5
FNMA 1.75 7/2/2024	3135G0V75	945,000.00	983,130.75	7/2/2024	0.390	0.23	7/7/2021	104.035	153
FNMA 1.75 7/2/2024	3135G0V75	565,000.00	588,487.72	7/2/2024	0.313	0.14	8/5/2021	104.157119	153
FNMA 0.455 8/27/2024-21	3136G4Y72	5,000,000.00	5,000,000.00	8/27/2024	0.455	1.17	8/28/2020	100	209
FNMA 2.625 9/6/2024	3135G0ZR7	3,167,000.00	3,093,525.60	9/6/2024	5.424	0.72	10/27/2023	97.68	219
FNMA 1.625 10/15/2024	3135G0W66	1,740,000.00	1,797,259.31	10/15/2024	0.527	0.42	10/6/2021	103.290765	258
FNMA 1.625 10/15/2024	3135G0W66	640,000.00	656,959.05	10/15/2024	0.714	0.15	11/4/2021	102.649852	258
FNMA 5.5 11/27/2024-24	3135GAK83	5,000,000.00	5,000,000.00	11/27/2024	5.500	1.17	11/27/2023	100	301
FNMA 0.5 12/16/2024-21	3135G06M0	5,000,000.00	4,989,850.00	12/16/2024	0.560	1.17	7/19/2021	99.797	320
FNMA 1.625 1/7/2025	3135G0X24	1,055,000.00	1,072,574.78	1/7/2025	1.060	0.25	1/5/2022	101.665856	342
FNMA 0.625 4/22/2025	3135G03U5	1,360,000.00	1,268,407.71	4/22/2025	3.017	0.30	5/5/2022	93.265273	447
FNMA 0.625 4/22/2025	3135G03U5	5,000,000.00	4,761,950.00	4/22/2025	4.500	1.11	1/12/2024	95.239	447
FNMA 0.5 6/17/2025	3135G04Z3	925,000.00	861,249.00	6/17/2025	2.892	0.20	6/6/2022	93.108	503
FNMA 0.5 6/17/2025	3135G04Z3	1,365,000.00	1,271,599.52	6/17/2025	2.943	0.30	7/7/2022	93.157474	503
FNMA 0.7 7/14/2025-21	3136G4YH0	5,000,000.00	5,000,000.00	7/14/2025	0.700	1.17	7/14/2020	100	530
FNMA 0.55 8/19/2025-22	3136G4H63	5,000,000.00	5,000,000.00	8/19/2025	0.550	1.17	8/19/2020	100	566
FNMA 0.58 8/25/2025-22	3136G4J20	5,000,000.00	5,000,000.00	8/25/2025	0.580	1.17	8/25/2020	100	572
FNMA 0.375 8/25/2025	3135G05X7	920,000.00	839,132.00	8/25/2025	3.521	0.20	9/7/2022	91.21	572

FNMA 5.375 10/17/2025-24	3135GAKU4	5,000,000.00	5,000,000.00	10/17/2025	5.375	1.17	12/21/2023	100	625
FNMA 0.5 11/7/2025	3135G06G3	1,295,000.00	1,169,555.72	11/7/2025	4.152	0.27	1/5/2023	90.313183	646
FNMA 0.5 11/7/2025	3135G06G3	830,000.00	743,924.04	11/7/2025	4.682	0.17	3/7/2023	89.629402	646
FNMA 0.5 11/7/2025	3135G06G3	885,000.00	815,301.29	11/7/2025	3.719	0.19	4/5/2023	92.12444	646
FNMA 0.57 12/29/2025-21	3135GABS9	5,000,000.00	4,563,350.00	12/29/2025	4.967	1.07	11/17/2023	91.267	698
FNMA 2.125 4/24/2026	3135G0K36	545,000.00	519,466.75	4/24/2026	3.805	0.12	5/3/2023	95.315	814
FNMA 0.75 7/30/2026-20	3136G4D91	1,000,000.00	888,980.00	7/30/2026	5.116	0.21	10/27/2023	88.898	911
FNMA 0.73 10/29/2026-21	3136G46F5	5,000,000.00	5,000,000.00	10/29/2026	0.730	1.17	10/29/2020	100	1,002
FNMA 5.625 11/24/2026-24	3135GAKB6	5,000,000.00	5,000,000.00	11/24/2026	5.625	1.17	11/27/2023	100	1,028
FNMA 5 1/4/2027-24	3135GAL58	5,000,000.00	4,998,750.00	1/4/2027	5.009	1.17	1/12/2024	99.975	1,069
FNMA 5 1/8/2027-25	3135GALP4	5,000,000.00	5,000,000.00	1/8/2027	5.000	1.17	1/12/2024	100	1,073
FNMA 0.8 11/4/2027-22	3135GA2L4	5,000,000.00	5,000,000.00	11/4/2027	0.800	1.17	11/4/2020	100	1,373
Sub Total / Average FNMA Bond		88,737,000.00	87,474,323.24		2.854	20.48		98.700546	637
Local Government Investment Pool									
NCCMT LGIP	NCCMT599	84,860.02	84,860.02	N/A	5.240	0.02	6/29/2012	100	1
NCCMT LGIP	NCCMT481	26,803,419.83	26,803,419.83	N/A	5.240	6.27	12/31/2005	100	1
NCCMT LGIP	NCCMT271	240,887.18	240,887.18	N/A	5.240	0.06	12/31/2005	100	1
Sub Total / Average Local Government Investment Pool		27,129,167.03	27,129,167.03		5.240	6.35		100	1
Money Market									
PINNACLE BANK MM	PINNACLE	15,973,497.50	15,973,497.50	N/A	5.240	3.74	3/31/2019	100	1
Sub Total / Average Money Market		15,973,497.50	15,973,497.50		5.240	3.74		100	1
Total / Average		430,024,664.53	427,166,906.85		2.910	100		99.377581	546