



COUNCIL WORKSHOP
February 16, 2021

FEBRUARY 16, 2021 MINUTES: Council Workshop

LOCATION: Pitts Center- 5377 N. Virginia Dare Trail, Southern Shores NC 27949

COUNCIL MEMBERS PRESENT: Mayor Bennett, Mayor pro tem Elizabeth Morey, and Council Members Jim Conners, Leo Holland, and Matt Neal

COUNCIL MEMBERS PARTICIPATING ELECTRONICALLY: None

OTHERS PRESENT: Town Manager Cliff Ogburn, Finance Officer Bonnie Swain, and Town Clerk Sheila Kane.

CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Mayor Bennett called the meeting to order at 9:00 A.M., led the Pledge of Allegiance, and held a moment of silence.

ADOPTION OF AGENDA

Councilman Holland moved to approve the agenda as presented. The motion was seconded by Councilman Conners. The motion passed unanimously (5-0).

PUBLIC COMMENT

Mayor called for public comment and hearing no citizen wishing to speak, he closed public comment.

BUSINESS ITEMS

RFQ submittals for Professional Engineering Services- Pavement Condition Survey and Development of Capital Improvement Plan for Maintenance and Repair Treatment Recommendations.

The agenda item summary read as, On December 15, 2020, Town staff posted a Request for Qualifications for Professional Engineering Services to conduct a Pavement Condition Survey with matching Capital Improvement Plan. Nine (9) firms submitted proposals.

The purpose, as stated in the RFQ, was to select the firm determined best able to provide the required Professional Engineering Services for the Town to engage a firm to supply a Pavement Condition Survey of the Town's 37.6 miles of streets with an associated Capital Improvement Plan. The Town's streets amount to its largest capital improvement expenditure on a yearly basis. Historically the Town has budgeted approximately \$675,000 on street improvements annually based partly on recommendations from its Streets Improvement (Capital Infrastructure Improvement) Committee and Capital Infrastructure Improvement Plan. The results of this study from predetermined data collection, will

serve to better assist the Town in prioritizing street improvements based on a rational and consistent method of allocating limited resources.

The results are used to:

- Evaluate the current condition of the streets
- Determine the rates of deterioration
- Project future conditions
- Determine maintenance and rehabilitation needs
- Determine the costs of repair
- Determine the effects of deferred maintenance
- Schedule future pavement maintenance activities
- Track performance of various pavement designs and materials.

Those submitting proposals were asked to include the following information in their submittal:

- a) Biographical information on all professional staff who will provide services, including a list of customary sub-contractors and consultants the person or firm typically uses in providing the described services.
- b) A list of a minimum of three (3) projects performed in the last five (5) years by the person or firm, which indicates experience within the scope of this project. Note and explain any major legal or technical problems or challenges encountered on those projects.
- c) Provide detailed examples of experience of the specific designer(s), and Engineer-in-Charge of a firm, proposed for this work. Include all certifications and describe specific examples of local government projects that each designer may have worked on and their role in the project.
- d) Describe in detail the firm or person's current workload, including current projects, and current staffing availability.
- e) Describe in detail the firm's or person's experience in evaluating street construction, repair, and maintenance.
- f) A written statement acknowledging that the Town is the proprietor of all work product developed for or on behalf of the Town by the selected firm or person, regardless of location, type, and format of the work product - and acknowledging that all work product will be retained and submitted to the Town, or a specified agent or contract consultant of the Town at the Town's direction, upon request, regardless of whether the work product is considered a "trade secret".
- g) Provide a minimum of three (3) professional references from a local government, including name, organization, telephone number, email address (if available), and applicable project name(s).
- h) The selected consultant will work with the Town to identify optional additions based on budget availability and limitations. While it is believed that this scope includes all elements essential to complete a full assessment, proposing firms are advised to include any items that they believe may have been overlooked, and necessary for compliance with Federal, State, County, and Town funding programs.

- i) Proposing firms may also note any required items that they believe may be excessive or unnecessary.
- j) Recommendations on maintenance strategies to maximize investment of available funds

The RFQs were evaluated and scored by a committee consisting of the Town Engineer, Public Works Director, Deputy Town Manager, and Town Manager.

The Evaluation Criteria was established to be:

1. Company Experience and Qualifications – 20%
2. Professional Experience – 20%
 - Include a brief resume of key personnel that will perform work on this project.
3. Project Understanding and Approach – 40%
4. Quality Assurance / Quality Control – 20%

Based on the criteria, the following list of scores was compiled.

SEPI	100	96	100	98	98.5
LA BELLA	98	100	96	98	98
JM TEAGUE	80	96	80	84	85
TIMMONS	82	90	84	82	84.5
WETHERILL	76	98	76	80	82.5
SUMMITT	74	92	76	78	80
WOOTEN	78	77	78	80-	78
AMT	66	84	70	70	72.5
REI	62	72	72	70	69

References were contacted and verified. After the RFQ's were scored and ranked, the committee met to discuss the scores further and ensure that all were comfortable with the recommendation to move forward with SEPI. Overall, SEPI and Labella were best suited for this specific type of work as each of their statements contained many examples of projects that were specifically Pavement Condition Surveys. Both firms provided well-organized SOQ's. SEPI appeared to have more tenured staff with previous knowledge of this specific type of experience. SEPI also utilizes a methodology that will not only rate the severity of distress data but also measures the extent to which the severity exists per road segment. SEPI utilizes the Long-Term Pavement Performance (LTPP) PCS Rating Method recommended

by the Federal Highway Administration which aims to gather high-quality data to better understand pavement performance and the variables affecting it. This data results in a more uniform road maintenance plan.

Mayor pro tem Morey asked if the information generated by the work of SEPI could be incorporated into the capital improvement spreadsheet already created by the Town Manager? Town Manager Ogburn confirmed it could. She also asked if the new data gathered would include spatial data that can be utilized in GIS format. He said that it could.

Councilman Holland inquired if the Town Manager knew how much money the pavement study would cost. Town Manager Ogburn stated he did not know the cost but is requesting authorization to negotiate a contract in an amount not to exceed \$35,000.

Councilman Holland also asked Town Manager Ogburn if SEPI was the firm used in the Nags Head study? Town Manager Ogburn confirmed that SEPI was indeed one of two firms used.

Councilman Neal suggested using money from the street improvement line, rather than the undesignated fund since there is still money in that budget line.

MOTION: Mayor Bennett moved to authorize the Town Manager to enter into negotiations for a scope of work and cost to perform the pavement condition study and capital improvement plan; money is to come from the street improvement budget in an amount not to exceed \$35,000. The motion was seconded by Councilman Conners. The motion passed unanimously (5-0).

PUBLIC COMMENT

Lisa Emig- #1 Mockingbird Lane-Ms. Emig had questions about the beach nourishment easement received in the mail. Mayor pro tem Morey suggested she direct her questions to the Town Manager after the meeting adjourns.


COUNCIL COMMENTS

Council had no comments.

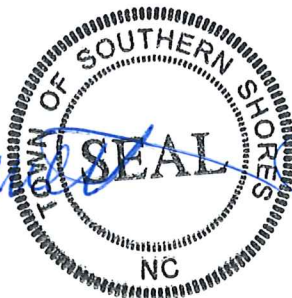
ADJOURN

MOTION: Hearing no other business, Mayor Bennett moved to adjourn the meeting. The motion was seconded by Councilman Conners. The motion passed unanimously (5-0). The time was 9:19 a.m.

ATTEST:



Thomas G. Bennett, Mayor



Respectfully submitted,



Sheila Kane, Town Clerk