



**TOWN COUNCIL AGENDA**  
**SPECIAL CALLED MEETING / BUDGET PROGRESS UPDATE**  
**April 29, 2019 – 5:30 PM**  
**WINTERVILLE TOWN HALL EXECUTIVE CONFERENCE ROOM**

- I. **CALL TO ORDER.**
- II. **INVOCATION.**
- III. **WELCOME.**
- IV. **APPROVAL OF AGENDA.**
- V. **ITEMS FOR DISCUSSION:**
  1. Engineering Contract for Public Buildings Fireproofing/Improvement Projects.
  2. Budget Progress / Electric Rate Discussion.
- VI. **ADJOURN.**

**NOTICE:** *The meeting is open to the public; however, public comments will not be received.*

**SPECIAL NOTICE:** *Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Don Harvey at (252) 215-2344 or email at [don.harvey@wintervillenc.com](mailto:don.harvey@wintervillenc.com) at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)*



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Item for Consideration

**Meeting Date:** April 29, 2019

**Presenter:** Robert Sutton, Electric Utilities  
Director

**Item to be Considered**

**Subject:** Engineering Contract for Public Buildings Fireproofing/Improvement Projects.

**Action Requested:** Approval of Proposed Engineering Contract with McLawhorn Engineering, PLLC.

**Attachments:** Engineering/Design Services Proposal for Fireproofing the Town's Electric and Fire Department Buildings.

**Prepared By:** Robert Sutton, Electric Utility Director

**Date:** 4/15/2019

**ABSTRACT ROUTING:**

TC: 4/23/2019

FD

TM: 4/25/2019

Final: 4/25/2019

**Supporting Documentation**

Council directed Town Staff at the November Board Meeting to enter contract negotiations with McLawhorn Engineering, LLC, for fireproofing of the Electric and Fire Department Buildings. This work is required to make both facilities compliant with current building and fire codes.

**Budgetary Impact:** The FYE 19 Budget obligated sufficient funding for the needed projects and engineering.

**Recommendation:** Approval of contract with McLawhorn Engineering, PLLC for the design, bid and construction administration of the required fireproof/fireblocking systems for the Electric and Fire Department facilities.

**MCLAWHORN ENGINEERING, PLLC**  
 ENGINEERING / DESIGN / CONSULTING  
 ONE COMMERCE SQ SUITE 204 WASHINGTON NC 27889  
 919.608.3738

April 10, 2019

Attention:  
 Mr. Robert Sutton  
 Town of Winterville, NC  
 PO Box 1459 / 2571 Railroad St.  
 Winterville, NC 28590

RE: Proposed design services for T.O.W. Fire Dept. & Electrical Dept. Building Improvements- ME#1884

Mr. Sutton,

This proposal is to provide design services for the project referenced above based on the scope of work below.

**Scope of Work:**

1. Phase 1: **Assessment / Plan Development:** Evaluate existing Fire Dept. & Electrical Dept. buildings for compliance with NC Building Code for Fire & Smoke protection features / systems including site inspection and review of existing construction documents. It is my understanding the buildings are currently not in compliance. Develop construction documents based on compliance review including Appendix B code summary, life safety plan showing fire partition/barrier locations and life safety features, updated fire alarm plan (Fire Dept. only), utility plan for fire line (Fire Dept. only). Owner to provide designer with .dwg plan file of existing buildings.
2. Phase 2: **Pre-Construction Administration:** Assist owner in bid phase including creation of bid documents / package, holding pre-bid meeting, RFI reviews, reviewing contractor qualifications, and bid proposals.
3. Phase 3: **Construction Administration:** Perform site inspections as needed, review & approve contractor pay applications with owner.

**Exclusions:**

1. Permit Applications & Fees including Building Permit, NCDOT Street/Driveway Access, NCDOT Encroachment Agreement, Railroad Encroachment Agreement.
2. Civil / site design not related to Fire Dept. truck bay sprinkler water supply including surveying, grading plan, utility plan, site layout plan, site lighting plan, stormwater plan, landscaping plan, etc.
3. Building / Systems design not related to scope of work above including architectural or interior evaluation or design, energy code compliance, or mechanical, electrical, plumbing system evaluation or design.
4. Creation of existing site / building drawings (.dwg CAD file to be provided by owner) or future as-built drawings.

**Delivery Schedule:**

Phase 1 (Assessment/plan development) completion: 4-6 weeks  
 Phase 2 (Pre-Con. Admin) completion: 4-6 weeks  
 Phase 3 (Construction administration): TBD

**Billing Rates:**

Engineer \$125/HR  
 Admin/ PM \$95/HR  
 Design/Drafting \$65/HR  
 Mileage \$0.50/Mile  
 Add. Sealed Copies \$5/Sheet

**Fee Schedule:**

Phase 1 Assessment/plan development :	\$13,000
Phase 2 Pre-construction administration:	\$4,000
Phase 3 Construction administration: hourly rates apply, total not to exceed amount shown without prior owner approval:	\$3,000
<b>Total fees based on the scope of work above:</b>	<b>\$20,000.00</b>

**Proposal Acceptance:**

**Owner / Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**McLawnhorn Engineering:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for the opportunity to provide a proposal for this project.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Item for Consideration

**Meeting Date:** April 29, 2019

**Presenter:** Terri L. Parker, Town Manager

**Item to be Considered**

**Subject:** Budget Progress / Electric Rate Discussion.

**Action Requested:** Approve Electric Rate Reduction

**Attachment:** Materials will be handed out at the meeting.

**Prepared By:** Don Harvey

**Date:** 4/23/2019

**ABSTRACT ROUTING:**

**TC:** 4/23/2019

**FD:**

**TM:** 4/25/2019

**Final:** 4/25/2019

**Supporting Documentation**

Revenues and trends will be reviewed. Staff will present research on 5% electric rate reduction.

**Budgetary Impact:** TBD.

**Recommendation:** Approve electric rate reduction.