



TOWN OF KILL DEVIL HILLS PUBLIC SERVICES

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STEPHEN F. ALBRIGHT
Director

May 13, 2024

DEREK A. DAIL
Assistant Director

Memorandum

MARCIA K. OLLIS
Administrative Services

To: Debora P. Diaz, Town Manager

ALFRED BURTON
Water Plant

From: Stephen F. Albright, Public Services Director *SA*

WILLIAM H. WATERFIELD
Water Systems

Subject: **Recommendation for Bid Acceptance for 2024-2025
Southeast Area Water Improvements Project**

L. RANDOLPH TURNER
Streets

At the July 10, 2023 meeting, the Board of Commissioners approved the bidding of the water main replacement project for fiscal year 2024-2025. The capital improvement project includes water main replacement, some paving, a small portion of sidewalk work and related items as follows:

LYNN E. LINDSEY
Solid Waste

Southeast Area Water Main Improvements (*approximately 0.59 miles*) - Improvements will include water main replacement, some paving, and related work as follows:

- **East Baum Street** (US 158 to S. Memorial Blvd.): Work will include water main replacement and some driveway work.
- **East Clark Street** (US 158 to NC 12): Work will include water main replacement and some driveway work.
- **East Atlantic Street** (US 158 to NC 12): Work will include water main replacement, some asphalt paving, and some driveway work.
- **Neptune Drive** (US 158 to NC 12): Work will include water main replacement, asphalt paving, some sidewalk and driveway work.

On April 25, 2024 bids were received for the project and reviewed by the Town's engineer, Patrick Lewis and staff. Please find the attached recommendation of award letter from Mr. Lewis along with the bid tabulation for the project. Staff concurs with Mr. Lewis's recommendation that the low bidder, Enviro-tech Unlimited Construction Services, LLC is awarded the contract for the **Southeast Area Water Improvements** as outlined in the attached recommendation letter.

A breakdown of the recommended construction related costs for the **Southeast Area Water Improvements** is included below:

Southeast Area Water Improvements	Project Breakdown		
	Sidewalk	Water	Total
Enviro-tech Unlimited Construction Services, LLC – Base Bid + Unit Price Items	\$9,750	\$955,000	\$964,750
Contingency	\$2,250	\$47,750	\$50,000
Engineering	\$4,800	\$207,175	\$211,975
Totals	\$16,800	\$1,209,925	\$1,226,725

If the Board of Commissioners agrees with these recommendations for the **Southeast Area Water Improvements**, a motion will be in order to:

- Approve the contract with Enviro-tech Unlimited Construction Services, LLC for 2024-2025 Southeast Area Water Improvements Project in the amount of \$964,750 and authorize its execution by the Town Manager;
- Approve the engineering services agreement with American Engineering in the total amount of \$211,975 for construction oversight services;
- Approve a 5% not-to-exceed contingency for the water portions of the project in the amount of \$47,750 and a contingency for the sidewalk portions of the project in the amount of \$2,250;
- Authorize expenditure of \$16,800 from the Sidewalk Capital Reserve Fund; \$1,209,925 from the water fund balance; and
- Approve budget amendments to appropriate funds from the Sidewalk Capital Reserve Fund, and water fund balance for the 2024-2025 Southeast Area Water Improvements Project.



May 3, 2024

Mr. Steve Albright, Director of Public Services
Town of Kill Devil Hills
P. O. Box 1719
Kill Devil Hills, NC 27948

Subject: **V23026 – Southeast Area Water Improvements Project
Recommendation of Award**

Dear Mr. Albright:

At 11:00 a.m. on Thursday, April 25, 2024, American Engineering received and opened bids for the following project:

- Southeast Area Water Improvements

This letter includes our tabulation and analysis of the bids received for the project, and our recommendation to you and to the Town.

To facilitate the use of this letter in discussions, we have numbered the remaining paragraphs.

1. Due to the size of the project, we followed formal bidding procedures. We had three (3) prospective bidders attend the March 13, 2024 mandatory pre-bid meeting. Having concerns that we still might have two or fewer actual bidders, we re-advertised the project in an effort to attract more bidders. We also scheduled a second pre-bid meeting, on March 20, for any additional bidders. No additional bidders qualified and so the second pre-bid meeting was not held. Thus, four prospective bidders met the requirement of having attended a mandatory pre-bid meeting: Fred Smith Company, Hatchell Concrete, Inc., and Envirotech Unlimited.
2. At the April 25, 2024 bid opening, two bids were received, one each from Hatchell Concrete, Inc. and Envirotech Unlimited. All bids appeared at the time to be in conformity with the requirements of the Contract documents in terms of format, bid bond, license number, etc. There were no irregularities or disqualifying flaws or omissions. The bids were opened and read aloud.

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RECOMMENDATION OF AWARD**

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3. As in other recent projects, we broke out several items from the Base Bid of each Project. There are two items to be paid on a unit-price basis with specified quantities:
 - a. Silt Fence (500 linear feet)
 - b. Watering (25 days)
4. There was no bid alternate for this project.
5. Contractors were allowed 221 days to reach substantial completion from the construction start date, and 256 days to reach final completion.
6. The Low Bidder for this project is **Envirotech Unlimited**. Their Bid was as follows:

a. Base Bid, Water Work	\$939,500.00
b. Base Bid, Neptune Sidewalk	\$9,750.00
c. Silt Fence (500 LF).....	\$ 3,000.00
d. Watering (25 days)\$ 12,500.00
e. Total Bid\$ 964,750.00

7. The total Envirotech Unlimited bid price for this project is 13.2% higher than our Engineer's Estimate, and within 19% of the other bid from Hatchell Concrete, Inc. Bids that are this close together typically indicate that this pricing accurately reflects the current market.

We are still in a volatile bidding climate. Material suppliers, especially concrete and asphalt producers, have been raising prices significantly within the past 12 months. In addition, labor rates have increased significantly within the past 2 years. Based on these conditions, we consider these bids reasonable and are continuing to see evidence of pricing stabilization. We would like to thank the two bidders for the effort they've spent getting their bids together.

Taking into consideration all of the above, we recommend award of **Southeast Area Water Improvements Project**, to **Envirotech Unlimited** in the amount of **\$964,750.00**.

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May 3, 2024

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8. We wish to discuss how much total money will be needed to undertake this project:

- a. We start with the bid price of **\$964,750.00**
- b. Add a 5% contingency (water portion only).....\$47,750.00
- c. Add a contingency for the sidewalk portion only..... \$2,250.00
- d. Add American’s fee for construction oversight.....\$211,975.00
- e. Total funding required: **\$1,226,725.00**

9. It may be useful to see this same total amount apportioned into the two categories of construction work:

- a. Water main replacement..... \$1,209,925.00
- b. Sidewalk work\$16,800.00
- c. Total funding required **\$1,226,725.00**

10. We have separately furnished our proposal for the construction phase services for this project, dated May 3, 2024 in the amount of **\$211,975.00**. This is split \$207,175.00 for water work, including full-time resident inspection and \$4,800.00 for water system work. We recommend and request that the Board of Commissioners approve this proposal for professional services.

11. If the Board sees fit to award the project, we contemplate that the Contractor will receive Notice to Proceed on Monday, May 20, 2024. The Contractor will complete administrative tasks and order materials, which are anticipated to take 12-16 weeks to be delivered. As such, the first day of construction for the Contract will be set as September 9, 2024. With the Contract Time being 221 days, this would set the Required Date of Substantial Completion as Friday, **April 18, 2025** for all work.

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RECOMMENDATION OF AWARD

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We appreciate the continuing opportunity to be of service to Kill Devil Hills. Please let me know if there are any questions regarding this information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Lewis'.

Patrick W. Lewis, P.E., ENV SP
Senior Engineer

American Engineering Associates – Southeast, PA

Cc: Mr. Michael O'Dell, Town Clerk, 252-441-7946



May 3, 2024

Mr. Steve Albright, Director of Public Services
Town of Kill Devil Hills
P. O. Box 1719
Kill Devil Hills, NC 27948

By e-mail

Subject: **V23026 – Kill Devil Hills Fall 2024-25 Projects:
WRIGHTSVILLE PHASE 1, PHASE 2, AND SE
WATER SYSTEM IMPROVEMENTS
CONSTRUCTION PHASE SERVICES**

Dear Mr. Albright:

American Engineering is pleased to provide this proposal for services during the Construction Phase of this project.

For the **Construction Phase** work, our scope of services shall be as follows:

Administrative tasks to assist with contract execution including review of contractor submittal reviews for conformance to the Contract Documents; review of proposed construction change orders; field engineering oversight; attendance of bi-weekly construction progress meetings; and review of contractors' applications for payment; and preparation of Construction Record Drawings. We have estimated four (6) submittal reviews, including one resubmittal each and four (4) change order reviews.

Field survey tasks to include setting survey control; providing construction survey stakeout; and as-built surveys of storm drainage structures and other key elevations.

Should the Contractor require for us to re-establish already-completed survey stakeout at the site, he will be required to enter into a separate contract with American Engineering to complete these services.

Field oversight will not include nor constitute Construction Management, nor full-time inspection, but oversight to assist in assuring construction complies with Contract Documents.

The field inspection program we propose for the Wrightsville Phase 1 and Phase 2 projects will include:

- An average of 1.5 hours in site visits per week (1-2 brief visits)
- An average of two 1-2-hour, on-site visits for a major meeting or unscheduled walk-through. It is anticipated that this will happen once every 2 months.
- Substantial Completion and Final Completion Walkthrough inspections.

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May 3, 2024

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Per the Contract Documents, these contracts are expected to be awarded in late May 2024, with construction starting in early September 2024. Based on the Contract Documents, the construction duration for the Wrightsville projects is 8 months.

The field inspection program we propose for the SE Water System Improvements project will include:

- Resident Inspection Services for 40 hours per week. We will only charge for the hours of inspection completed in each billing cycle.
- Substantial Completion and Final Completion Walkthrough inspections

Per the Contract Documents, these contracts are expected to be awarded in late May 2024, with construction starting in early September 2024. Based on the Contract Documents, the construction duration for the SE Water System Improvements project is 7 months.

The tables below outline the effort and fees necessary to complete this scope of work:

2024/25 Project: Wrightsville Phase 1 and 2			
Staff Classification	Hours	Rate per Hour	Extension
Senior Consultant (W. P. Burkheimer, Jr.)	160	\$190.00	\$30,400.00
Senior Project Engineer (Patrick Lewis)	64	\$155.00	\$9,920.00
Project Engineer (Emily Zeltmann)	200	\$130.00	\$26,000.00
CADD Operator (Hooten/Mills)	64	\$ 90.00	\$5,760.00
Licensed Surveyor	40	\$160.00	\$6,400.00
Survey Party Chief w/Robotic Instrument	440	\$125.00	\$55,000.00
Engineering Technician (Frye)	60	\$95.00	\$5,700.00
Clerical	12	\$60.00	\$720.00
Reimbursables for Reproduction			\$1,000.00
Lump Sum Fees:			\$140,900.00
Water Portion: \$98,630.00		Street & Drainage Portion: \$42,270.00	

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2024/25 Project: SE Water System Improvements			
Staff Classification	Hours	Rate per Hour	Extension
Senior Consultant (W. P. Burkhimer, Jr.)	60	\$190.00	\$11,400.00
Senior Project Engineer (Patrick Lewis)	48	\$155.00	\$7,440.00
Project Engineer (Emily Zeltmann)	80	\$130.00	\$10,400.00
Staff Engineer	96	\$100.00	\$9,600.00
CADD Operator (Hooten/Mills)	24	\$ 90.00	\$2,160.00
Licensed Surveyor	8	\$160.00	\$1,280.00
Survey Party Chief w/Robotic Instrument	120	\$125.00	\$15,000.00
Resident Inspector	1,160	\$130.00	\$150,800.00
Engineering Technician (Frye)	32	\$95.00	\$3,040.00
Clerical	6	\$60.00	\$360.00
Reimbursables for Reproduction			\$495.00
Lump Sum Fees:			\$211,975.00
Water Portion: \$207,175.00		Sidewalks Portion: \$4,800.00	

Work not covered within the scope outlined above shall be performed at our hourly rates in accordance with our General Engineering Services agreement dated April 27, 2023. Those hourly rates will govern all work through the period of this proposal.

Reimbursable Expenses

Reimbursable expenses are those which are associated with professional services performed on a time and materials basis and include out-of-pocket expenditures advanced in the interest of the project. Almost all printing and copying are done in-house and are invoiced at the unit rates specified, except when they are included in lump-sum project fees. Our rates for any reimbursable expenses incurred will be:

Copies of maps, plats, deeds, plans, data, etc.	cost +10%
Long distance/Conference phone calls	cost +10%
Overnight delivery (UPS, FedEx)	cost +10%
Mileage (not charged for travel to KDH from office, & back)	\$0.655 / mile
Prints/Copies on:	
Bond	\$0.20/square foot
Vellum	\$1.50/square foot
Mylar	\$3.00/square foot
Color Prints on Bond	
Letter	\$1.00/copy
Legal	\$2.00/copy
12" x 24"	\$3.00/copy
Large Scale	\$1.50/square foot

Subject: **FALL 2024 PROJECT CONSTRUCTION PHASE SERVICES –
WRIGHTSVILLE PHASE 1 &2, SE WATER IMPROVEMENTS**

May 3, 2024

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Specialty Printing/Plotting/Mounting
Printing/copying/mounting by others

cost +10%
cost +10%

Electronic copies of drawing files will be prepared at our hourly rates. Recipients other than the Town of Kill Devil Hills and their construction contractor will be required to sign a release to receive drawing files.

We propose to perform this work subject to the terms and conditions set forth in our General Engineering Services contract with the Town of Kill Devil Hills, dated April 27, 2023.

We appreciate the opportunity to offer this information to you. If you find this proposal acceptable, please indicate by the signature, name, title and date of the appropriate official in the space provided below. This will serve as our authorization to proceed.



Patrick W. Lewis, P.E., ENV SP
Senior Project Engineer



Emily Zeltman, P. E.
Project Manger

Cc: Mr. Michael O'Dell, Town Clerk, 252-441-7946

We accept this proposal and agree to its provisions, as set forth above.

TOWN OF KILL DEVIL HILLS

By:

Auth. Signature _____

Name: _____

Title: _____

Date: _____