



# TOWN OF KILL DEVIL HILLS PUBLIC SERVICES

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Water Plant (252) 480-4090  
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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  
Street, Drainage and Right-Of-Way Improvements Project**

L. RANDOLPH TURNER  
Streets

At the July 10, 2023 meeting, the Board of Commissioners approved the bidding of the street, drainage and right-of-way improvements project for fiscal year 2024-2025. The capital improvement project includes paving, drainage, water main replacement and related work as follows:

LYNN E. LINDSEY  
Solid Waste

**Wrightsville Boulevard Phase 1** (*approximately 0.63 miles*) - Improvements will include paving, drainage, water main, and related work as follows:

- **Goddard Street to Calvin Street:** Work will include water main replacement, asphalt paving, drainage improvements and some driveway work.
- **Calvin Street to Atlantic Street:** Work will include asphalt paving, drainage improvements and some driveway work.

**Wrightsville Boulevard Phase 2** (*approximately 0.39 miles*) - Improvements will include paving, drainage, water main, and related work as follows:

- **E. Atlantic Street to E. Dean Street:** Work will include water main replacement, asphalt paving, drainage improvements and some driveway work.
- **E. Dean Street to Neptune Drive:** Work will include asphalt paving, drainage improvements and some driveway work.
- **Neptune Drive to Carolyn Drive:** Work will include water main replacement, asphalt paving, drainage improvements and some 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, Hatchell Concrete, Inc. is awarded the contract for the **Wrightsville Boulevard Phase 1 & 2 Street Water and Stormwater Improvements** as outlined in the attached recommendation letter.

A breakdown of the recommended construction related costs for the **Wrightsville Boulevard Phase 1 & 2 Project** is included below:

Wrightsville Blvd. Phase 1 & 2	Project Breakdown		
	Streets & Drainage	Water	Total
Hatchell Concrete, Inc. – Base Bid + Unit Price Items	\$2,850,000	\$1,182,500	\$4,032,500
Contingency	\$142,500	\$59,125	\$201,625
Engineering	\$98,630	\$42,270	\$140,900
<b>Totals</b>	<b>\$3,091,130</b>	<b>\$1,283,895</b>	<b>\$4,375,025</b>

If the Board of Commissioners agrees with these recommendations for the **Wrightsville Boulevard Phase 1 & 2 Project**, a motion will be in order to:

- Approve the contract with Hatchell Concrete, Inc. for 2024-2025 street, drainage, and right-of-way improvements project in the amount of \$4,032,500 and authorize its execution by the Town Manager;
- Approve the engineering services agreement with American Engineering in the total amount of \$140,900 for construction oversight services;
- Approve a 5% not-to-exceed contingency for the streets and drainage portions of the project in the amount of \$142,500 and a 5% contingency for the water portions of the project in the amount of \$59,125;
- Authorize expenditure of \$421,649.71 from the Street Construction Capital Reserve Fund; \$557,551.23 from the Water Capital Reserve Fund; \$726,343.77 from the water fund balance; \$307,402.93 from the Powell Bill Fund; \$2,362,077.36 from the general fund balance, for a total of \$4,375,025; and
- Approve budget amendments to appropriate funds from the Water Capital Reserve Fund, and unassigned fund balances for the 2024-2025 street, drainage, and right-of-way 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 – Wrightsville Boulevard Phase 1 & 2 Water and Stormwater 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:

- Wrightsville Boulevard Phase 1 & 2 Water and Stormwater 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 four (4) 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., Barnhill Contracting Company, and Envirotech Unlimited.
2. At the April 25, 2024 bid opening, three bids were received, one each from Fred Smith Company, Hatchell Concrete, Inc., and Barnhill Contracting Company. 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.

Subject: **WRIGHTSVILLE BOULEVARD WATER AND STORMWATER IMPROVEMENTS PROJECT RECOMMENDATION OF AWARD**

May 3, 2024

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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. Wrightsville Phase 1 was the base bid for this project, and Wrightsville Phase 2 was a bid-alternate. The bid alternate also included the following unit-price items with specified quantities:
  - a. Silt Fence (500 linear feet)
  - b. Watering (25 days)
5. Contractors were allowed 243 days to reach substantial completion from the construction start date, and 278 days to reach final completion.
6. The Low Bidder for this project is **Hatchell Concrete, Inc.** Their Bid was as follows:

a. <b>Base Bid, Phase 1 Street and Drainage Work</b> .....	<b>\$1,600,000.00</b>
b. <b>Base Bid, Phase 1 Water Work</b> .....	<b>\$600,000.00</b>
c. Silt Fence (500 LF).....	\$ 2,500.00
d. Watering (25 days) .....	\$ 13,750.00
e. <b>Bid Alternate, Phase 2 Street and Drainage Work</b> ...	<b>\$1,250,000.00</b>
f. <b>Bid Alternate, Phase 2 Water Work</b> .....	<b>\$550,000.00</b>
g. Bid Alternate Silt Fence (500 LF).....	\$ 2,500.00
h. Bid Alternate Watering (25 days) .....	\$ 13,750.00
i. <b>Total Bid</b> .....	<b>\$ 4,032,500.00</b>

7. The total Hatchell Concrete, Inc. bid price for this project is 6.4% higher than our Engineer's Estimate, and within 19% of the other bids from Barnhill Contracting Company and Fred Smith Company. Bids that are this close together typically indicate that this pricing accurately reflects the current market.

Subject: **WRIGHTSVILLE BOULEVARD WATER AND STORMWATER IMPROVEMENTS PROJECT RECOMMENDATION OF AWARD**

May 3, 2024

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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 three bidders for the effort they've spent getting their bids together.

Taking into consideration all of the above, we recommend award of **Wrightsville Boulevard Phase 1 & 2 Water and Stormwater Improvements Project**, to **Hatchell Concrete, Inc.** in the amount of **\$4,032,500.00**.

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

- a. We start with the bid price of ..... **\$4,032,500.00**
- b. Add a 5% contingency (non-water portion only) . \$142,500.00
- c. Add a 5% contingency (water portion only).....\$59,125.00
- d. Add American's fee for construction oversight.....\$140,900.00
- e. Total funding required: ..... **\$4,375,025.00**

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

- a. Street and drainage improvements ..... \$3,091,130.00
- b. Water main replacement..... \$1,283,895.00
- c. Total funding required ..... **\$4,375,025.00**

10. We have separately furnished our proposal for the construction phase services for this project, dated May 3, 2024 in the amount of **\$140,900.00**. This is split \$98,630.00 for street and drainage work and \$42,270.00 for water system work. We recommend and request that the Board of Commissioners approve this proposal for professional services.

Subject: **WRIGHTSVILLE BOULEVARD WATER AND STORMWATER  
IMPROVEMENTS PROJECT RECOMMENDATION OF AWARD**

May 3, 2024

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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 243 days, this would set the Required Date of Substantial Completion as Friday, **May 9, 2025** for all work.

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,



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.

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

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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:

<b>2024/25 Project: Wrightsville Phase 1 and 2</b>			
<b>Staff Classification</b>	<b>Hours</b>	<b>Rate per Hour</b>	<b>Extension</b>
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
<b>Lump Sum Fees:</b>			<b>\$140,900.00</b>
Water Portion: \$98,630.00		Street & Drainage Portion: \$42,270.00	

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

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<b>2024/25 Project: SE Water System Improvements</b>			
<b>Staff Classification</b>	<b>Hours</b>	<b>Rate per Hour</b>	<b>Extension</b>
Senior Consultant (W. P. Burkheimer, 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
<b>Lump Sum Fees:</b>			<b>\$211,975.00</b>
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: \_\_\_\_\_