



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

October 13, 2025

TO: Mayor and Board of Commissioners
FROM: Debora P. Díaz, Town Manager *[Signature]*
REF: New Business

1. Recommendation for Engineering Design for the 2026-2027 Street, Sidewalk, and Right-of-Way Improvements Project (Attached NB-1)

At its October 14, 2024, meeting, the Board of Commissioners approved the Street Improvement and Special Project Committee’s recommendation for FY 2026-2027 Project for East and West First Street, including detached sidewalks, waterline replacement, pavement resurfacing and drainage improvements. The Public Services Department’s meeting memorandum provides an overview of the project, along with a recommendation of acceptance of an American Engineering proposal for the design and bidding of the project.

The design phase breakdown of the project includes detailed, updated cost breakdowns for each phase including Water, Sidewalk and Streets funding requirements.

2026-2027 Street, Sidewalk and Right-of-Way Improvement Project	Design Phase Costs			
	Streets & Drainage	Sidewalk	Water	Total
East and West First Street	\$58,413	\$35,688	\$61,894	\$154,734

Staff recommends approval of the design and bidding proposal from American Engineering for this project, authorize Staff to execute any necessary contracts, and authorize the appropriation of funds from the Street Capital Reserve and Sidewalk Capital Reserve Funds through Budget Amendment #5.

A motion will be in order.



TOWN OF KILL DEVIL HILLS PUBLIC SERVICES

Post Office Box 1719, 107 Town Hall Drive
Kill Devil Hills, NC 27948
Administration (252) 480-4080 Fax (252) 441-6136
Office Hours: 8:00 a.m. – 5:00 p.m. Mon. – Fri.
Water Plant (252) 480-4090
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STEPHEN F. ALBRIGHT
Director

October 13, 2025

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 *SFA*

CHAD PARKS
Interim Water Systems

Subject: Recommendation for Engineering Design for 2026-2027
Street, Sidewalk and Right-Of-Way Improvements Projects

L. RANDOLPH TURNER
Streets

At the October 14, 2024 meeting, the Board of Commissioners approved the SISPC recommendation for 2026-2027 Fiscal Year Project for East and West First Street including detached sidewalks, waterline replacement, pavement resurfacing and drainage improvements. The detached sidewalk included on the westside is from Publix to Canal Drive connecting to the multi-use path and on the eastside is from US158 to NC12.

LYNN E. LINDSEY
Solid Waste

To proceed with this planned schedule, American Engineering has provided the attached proposal for the design and bidding of the 2026-2027 East and West First Street Project. The proposal includes detailed cost breakdowns for each phase including Water, Sidewalk and Streets funding requirements. The proposal also includes an updated construction cost estimate on the bottom of page #3. The design phase costs breakdown as follows:

2026-2027 Street, Sidewalk and ROW Improvement Project	Design Phase Costs			
	Streets & Drainage	Sidewalk	Water	Total
E. and W. First Street	\$58,413	\$35,688	\$61,894	\$154,734

Staff recommends approval of the design and bidding proposal from American Engineering for these projects.

Thank you for your consideration.



September 25, 2025

Ms. Debbie Diaz, Town Manager
Town of Kill Devil Hills
P. O. Box 1719
Kill Devil Hills, NC 27948
By email to steve@kdhnc.com

**Fall 2026-27 E. First Street and W. First Street
Infrastructure Improvements Project**

Dear Ms. Diaz:

American Engineering Associates – Southeast, P. A., Inc (American) is pleased to offer this proposal for professional services in connection with this project pursuant to the recommendations of the Street Improvements and Special Projects Committee at its September 23, 2024 meeting. Our Design Phase work will consist of the following:

- Sidewalk construction along W. First Street from Canal Drive (W) to Publix, approximately 2,400 linear feet. This includes establishment of a new crossing on the south side of the intersection of First Street and US 158.
- 6" AC Watermain replacement, W. First Street from Canal Drive (W) to Publix, approximately 1,850 linear feet
- 2" Pavement overlay on W. First Street from Canal Drive (W) to the Outer Banks Baptist Church parcel, approximately 1,950 linear feet.
- Sidewalk construction along E. First Street from US 158 to Virginia Dare Trail, approximately 1,000 linear feet.
- 1.5" mill and fill on E. First Street from US 158 to Virginia Dare Trail, approximately 1,000 linear feet.
- 6" AC Watermain replacement, Princess Anne Road to Virginia Dare Trail along E. First Street, approximately 700 linear feet.

On the north side of W. First Street between Outer Banks Baptist Church and Lost Treasure Golf's entrance, we will design the new sidewalk to be located between the culvert headwall and the roadway. Changes to the existing culvert or headwall are not included in this scope of work.

Along W. First Street and E. First Street, curb and gutter will be constructed at intersections along with stormwater drainage improvements as needed. Cross-street solid-wall HDPE pipes will be constructed at intersections where needed. Topographic survey is included for these plans.

Deliverables

Topographic survey data will be collected on 50' sections, with supplemental shots. Along streets where work is being completed, the data will be collected within a corridor

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September 25, 2025

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that extends approximately 35 feet outside of the edge of pavement and approximately 50 feet past each intersection at the ends of the work area. We will locate property pins along First Street so that the boundary of the right-of-way line can be established. On E. First Street, pins will need to be located for each parcel. On W. First Street, property pins will be located for at least every other parcel. Existing condition sheets will be prepared and included in each plan set.

American Engineering will contact North Carolina 811 to mark out existing utilities prior to field survey activities. Locations of utilities marked by North Carolina 811 will be picked up by our surveyors and shown on the construction plans. Subsurface investigation of utilities by American Engineering is not included within this scope of work.

The construction plans format will be 1" = 20', 24" x 36" plan and profile sheets, supplemented with overall sheet, cover sheet, existing condition sheets, detail sheet(s) as required to describe the work fully.

Plans and contract documents will be formatted to allow separate bids to be received on each component street/segment, to the extent feasible. The contract documents (General Conditions, Technical Specifications, etc.) will be developed using most recent documents as bases.

Design Review Meetings

For the above-referenced project segments, we will produce Pre-Final Design and Final Design documents and submit them to the Town for review. Within 14 days of each of these submittals, and after the Town has completed their review, we will have a meeting with Town staff to discuss comments on the submittals.

At the completion of the Pre-Final design meeting, we will incorporate Town comments into the Final Design. At the completion of the Final Design meeting, we will incorporate any comments into the set of Contract Documents to be submitted to permitting agencies for review and approval.

Permitting

The project is anticipated to have more than one acre of disturbed area and therefore will require permits from NC DEQ related to E&S and stormwater. PWS approval will be required for water. An Encroachment Agreement from NCDOT will need to be received for sidewalk crossings at the US 158 intersection of First Street.

The permit fees included in this scope of work are for standard review. Express review of a permit is not included in this proposal. We have included fees for permitting as if this will be two separate projects, because each project would need its own individual permits. Should the Town decide to bid this as one project, we would not charge the Town for the second set of permits that are not applied for.

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Bid Phase

After the Town has determined whether these projects will be bid as either a single project, bid with alternate, or two separate projects, we will prepare Bid Set Contract Documents for release for public bids.

This includes preparation of contract documents, coordinating newspaper advertising, arranging, and conducting pre-bid meeting(s), responding to Requests for Information, including preparation of addenda, conducting the bid opening, preparing and presenting the recommendation for award to the Board, and coordinating the execution of the contract agreement by the parties to the contract.

Upon completion of our work on this project, the Town of Kill Devil Hills will own and have the right to copy and re-use such drawings on future projects without separate compensation to American Engineering, its subconsultants, or anyone else; provided, however, that the engineer designing and sealing any such plans for a future project assumes responsibility for the complete design of that future project, including any design elements re-used from this project, and—further—the Town agrees that neither we nor our subconsultant would have any professional responsibility for the design resulting from any such re-use. Accordingly, in any such future copying and re-use by others, the seals, signatures, and title blocks of American Engineering and/or its subconsultant must be removed. However, such removal shall not in any way negate American Engineering's responsibility for the design of the original project.

Our preliminary estimate of total project cost is \$1,796,000.00 and is broken down into the sidewalk, drainage/street, and water funding groups as shown in the table below.

	Sidewalk Funding	Drainage/Street Funding	Water Funding	Total Construction Cost
First Street Infrastructure Improvements	\$414,000.00	\$678,000.00	\$704,000.00	\$1,796,000.00

The **Lump Sum Fee** for all the design services as described above is **\$154,734.00**, which is about 9% of the total anticipated construction cost. This is slightly higher than the normal percentage of construction costs because this project's scope requires additional survey and design activities than usual due to the relocation of the paved driving surface as well as the proximity of portions of the site to the edge of the right of way. Below is a breakdown of the hours required to design the construction set.

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First Street Infrastructure Improvements Project			
Staff Classification	Hours	Rate per Hour	Extension
Senior Consultant (W. P. Burkheimer, Jr.)	40	\$190.00	\$7,600.00
Senior Project Engineer (Patrick Lewis)	48	\$170.00	\$8,160.00
Project Engineer (Emily Zeltmann)	226	\$145.00	\$32,770.00
Staff Engineer (Staff)	200	\$115.00	\$23,000.00
CADD Operator (Engineering)	176	\$ 105.00	\$18,480.00
CADD Operator (Survey)	120	\$ 110.00	\$13,200.00
Licensed Surveyor	48	\$170.00	\$8,160.00
Survey Party Chief w/Robotic Instrument	240	\$150.00	\$36,000.00
Clerical	28	\$70.00	\$1,960.00
Duplication Costs		Lump Sum:	\$2,500.00
Permit Fees		Lump Sum:	\$2,904.00
Lump Sum Fee:			\$154,734.00
Streets/Drainage Funding: \$58,413.00	Sidewalk Funding: \$35,668.00	Water Funding: \$61,894.00	

Additional Services

Any work not covered within the scope outlined above shall be performed at our hourly rates noted below (through June 30, 2025). Our hourly rates for the term of this proposal, which will be the basis for calculating lump sum fees and the basis of billing hourly work, are set forth below:

<u>Staff Categories</u>	<u>Hourly Rates</u>
Principal Professional /Engineer.....	\$180.00
Senior Consultant (W. P. Burkheimer, Jr.).....	\$190.00
Senior Project Engineer or Licensed Surveyor (Patrick Lewis).....	\$165.00
Project Engineer (Emily R. Zeltmann)	\$140.00
Staff Engineer.....	\$110.00
Engineering or Surveying Technician	\$100.00
4 Person Survey Party	\$175.00
3 Person Survey Party	\$160.00
2 Person Survey Party/Party Chief w/Robotic Instrument	\$140.00
CADD Operator	\$100.00
Clerical	\$70.00

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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 they are included in lump-sum project fees. The reimbursable expenses we anticipate will be incurred on this project are:

Copies of maps, plats, deeds, plans, data, etc.	cost +10%
Long distance/Conference phone calls	cost +10%
Overnight delivery (UPS, FedEx)	cost +10%
Mileage	\$0.585 / 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
Specialty Printing/Plotting/Mounting	cost +10%
Printing/copying/mounting by others	cost +10%

CLOSING

Thank you for your time and consideration in reviewing this proposal. Please note that our standard Terms and Conditions, included with our June 10, 2025 General Services proposal are an integral part of this proposal. American Engineering looks forward to working with you on this project. Please feel free to contact me with any questions or comments you may have.

Sincerely,

American Engineering Associates – Southeast, PA, Inc.


Emily R. Zeltmann

Project Engineer



Patrick W. Lewis, P.E.

Municipal Department Manager

**Fall and Spring 2026-27 First Street Street
Infrastructure Improvements Design Proposal**

September 25, 2025

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ACCEPTANCE

IN WITNESS WHEREOF, the parties have executed this Agreement by their authorized representatives to be effective as of the day and year first mentioned above.

American Engineering Associates
– Southeast, PA, Inc.

Town of Kill Devil Hills, NC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

STANDARD TERMS AND CONDITIONS

Shall be as set forth in our June 10, 2025 General Services proposal to you.

TOWN OF KILL DEVIL HILLS

BUDGET AMENDMENT REQUEST



<i>Finance Department Use Only</i>
<i>Budget Amendment Number: 5</i>
<i>Finance Officer: AD</i>

INCREASE (DECREASE)			INCREASE (DECREASE)		
CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
5600 577010	C/O Street Construction Reserve	\$58,413.00	10 499191	Fund Balance Appr – Street Reserve	\$58,413.00
5600 577030	C/O Sidewalk Reserve	\$35,688.00	10 499155	Fund Balance Appr – Sidewalks	\$35,688.00
TOTAL		\$94,101.00	TOTAL		\$94,101.00

JUSTIFICATION: To appropriate funds from the Street Capital Reserve Fund and Sidewalk Capital Reserve Fund for engineering design for the 2026-2027 Street, Sidewalk and Right-of-Way Improvements Projects

RECOMMENDED:

APPROVED:

DATE:

October 13, 2025
