



AGENDA
Spencer Board of Aldermen
Called Meeting
5:30 p.m.

DATE
August 22, 2023

- 1. CALL TO ORDER – Mayor Jonathan Williams**
- 2. INVOCATION & PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams**
- 3. CONSIDER ADOPTING – Budget Ordinance 23-19** Town Park Project Budget Amendment to include authorizing the Town Manager to enter into a Parks and Recreation Trust Fund (PARTF) Grant Agreement
- 4. CONSIDER AUTHORIZING –** Town Manager to enter into a professional services agreement with Benesch for design and construction administration services for the Town Park Project
- 5. ADJOURNMENT**

NC Governor Roy Cooper



TUESDAY, AUGUST 15, 2023 - 00:00

Local Communities to Receive \$8.5 million for Parks and Recreation Projects, Gov. Cooper Announces

Governor Roy Cooper announced today \$8.5 million in grants to fund 19 local parks and recreation projects across the state through the Parks and Recreation Trust Fund.

RALEIGH

Governor Roy Cooper announced today \$8.5 million in grants to fund 19 local parks and recreation projects across the state through the Parks and Recreation Trust Fund. The Parks and Recreation Authority approved the grant recipients at an Aug. 11 meeting.

"Getting outdoors to enjoy parks and greenspaces improves people's health and quality of life, and these grants will help towns and counties to provide recreation for their communities," Governor Cooper said. "These investments can help revitalize our communities, boost local economies and promote tourism."

The local communities applied for the grants to fund land acquisition, development and renovation of public park and recreation areas. Every year, the Parks and Recreation Authority allocates 30% of PARTF's total funding to local municipalities and counties. A maximum of \$500,000 can be awarded to a single project, and the awardees must match funds dollar-for-dollar for the grant amount. This year, the Authority considered 52 grant applications requesting a total of more than \$21 million.

"Congratulations to the communities that received grants to create and expand their park facilities," said N.C. Department of Natural and Cultural Resources Secretary D. Reid Wilson. "Robust local outdoor recreation opportunities, in addition to our state and national parks, have helped North Carolina become the Great Trails State, and we look forward to seeing the outcome of these projects."

"Since 1995, the Parks and Recreation Trust Fund has helped give local governments the ability to build new parks and improve facilities," said Brian Strong, director of the Division of Parks and Recreation. "These investments have a widespread impact in creating more places to conserve, to recreate, and to learn about nature and the outdoors."

The Parks and Recreation Trust Fund is administered through the N.C. Division of Parks and Recreation and allocated by the state budget. Local grants are awarded annually by the Authority at its quarterly meeting in August.

Grant recipients and award amounts are as follows:

Applicant	County	Project Name	Funds Awarded
Pilot Mountain	Surry	Navigating Armfield Acquisition and Renovation	\$500,000
Candor	Montgomery	Fitzgerald Park Community Revitalization	\$500,000
West Jefferson	Ashe	Paddy Mountain Park	\$500,000
Johnston County	Johnston	Johnston County Regional Park Phase 1	\$500,000
Lowell	Gaston	Harold Rankin Park Revitalization	\$500,000
Beulaville	Duplin	Humphrey Athletic Park Improvements Phase I	\$258,100
Zebulon	Wake	Little River Park Phase 1	\$500,000
Spencer	Rowan	Spencer Town Park	\$500,000
Rocky Mount	Nash	Sunset Park Renovation	\$500,000
Lincolnton	Lincoln	City Park Redevelopment	\$500,000
Wilkes County	Wilkes	Roaring River Park & River Access	\$475,000
Archdale	Randolph	Aldridge Park	\$500,000
Bladen	Bladen	Bladen County Park Phase III	\$197,925
China Grove	Rowan	Community Memorial Park	\$302,500
Ellenboro	Rutherford	Cotton Gin Park Phase I	\$450,000
Monroe	Union	Creft Park / Bearskin Creek Greenway III	\$500,000
Biscoe	Montgomery	Biscoe Town Park	\$500,000
Cherokee County	Cherokee	Hiwassee Dam Park	\$500,000
Person County	Person	County Farm to Park	\$360,000
19 awards	Total		\$8,543,525

Related Topics:

- [Environment](#)
(</press-release-terms/environment>).
- [Governor's Office](#)
(</agencydepartment/governors-office>).

CONTACT

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AGENDA ITEM

Board Meeting Date: 8/22/2023

Issue under Consideration:	An Project Ordinance Amending the Downtown Park Project Ordinance 22-018
Current Status:	The Town has been awarded through the Parks and Recreation Trust Fund of the North Carolina Department of Natural and Cultural Resources a grant of \$500,000.
Points to Consider:	This grant will allow for the final design and construction to begin on the project. The Town also included in its annual FY23-24 Budget \$225,000 in supplanted ARPA funds for the Project.
Financial Impact:	This grant does have matching requirements. The Town will provide this match from the ARPA supplanted funds and Rural Transformation Grant. The Town will be required to have a single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards, also known as the Yellow Book. The Town was already planning on doing this since the Town has received several grants in excess of \$500,000.
Options:	Accept or decline by vote of the Board of Aldermen
Recommendations:	Motion to approve the Downtown Park Project Ordinance Amendment 23-19.
Department:	Town Hall

DOWNTOWN PARK PROJECT BUDGET ORDINANCE
FOR THE TOWN OF SPENCER,
NORTH CAROLINA
PROJECT BUDGET ORDINANCE AMENDMENT 23-19
AUGUST 22, 2023

BE IT ORDAINED by the Governing Board of the Town of Spencer, North Carolina, the following amended anticipated revenues and expenditures from a grant from the Parks and Recreation Trust Fund of the North Carolina Department of Natural and Cultural Resources are hereby appropriated and approved for the Downtown Park Project amending Ordinance 22-018 and

Section 2. The Town accepts the grant identified in Section 1 and authorizes the Town Manager to sign on behalf of the Town any documents related to the grant's acceptance and

Section 3. The Town also has appropriated \$225,000 in supplanted ARPA funds in the FY23-24 General Fund Budget that should be added to the Project and

Section 4. To appropriate revenues and expense appropriations as follows for a grant from the Parks and Recreation Trust Fund of \$500,000 and supplanted ARPA funds of \$225,000:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
92-3984-010	Transfer from General Fund	\$ 0	\$ 225,000	\$225,000
92-3985-002	Other Grants	900,000	1,400,000	<u>500,000</u>
	Total			\$725,000

<u>Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
92-6120-580	Capital Outlay - Infrastructure	\$1,000,000	\$1,725,000	\$725,000

Section 5. Copies of this project budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Manager for record-keeping.

Adopted this 22th day of August 2023.

Anna Kanode, Town Clerk

Jonathan Williams, Mayor



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August 16, 2023

Mr. Joe Morris, Special Projects Planner
Town of Spencer
460 S. Salisbury Avenue
Spencer, NC 28159

Re: Town Park CD's
Professional Services-Proposal

Dear Joe:

Thank you for this opportunity to submit a proposal to assist The Town of Spencer with professional services associated with the development of Town Park. We appreciate the opportunity to continue working with Spencer. When completed, this park will be a wonderful new facility for the community.

Benesch will be the prime consultant for the project. We have three subconsultant design professionals to assist us with design. Our proposal includes:

- Irrigation Consultant Services, Inc.
- The Bogle Firm, Architecture, PLLC
- Quality Consulting Engineers (site electrical)

This letter proposal contains our understanding of the project, anticipated scope of services, fees, and schedule for the work.

PROJECT UNDERSTANDING

The +/- 0.60-acre park site is located on the 6.4-acre Town Hall Campus on the southwest corner of the property along South Salisbury Avenue and Fifth Street. The Town desires to develop a new community space for the campus. Design work will be limited to the 0.60-acre park space. No fee has been included to design parking lot improvements (new islands, landscaping, pavement markings, lighting, or drainage improvements) outside the park space. No fee has been included to design stormwater volume or quality basins.

Regarding site electrical design services and allowance has been included for site lighting, electrical receptacles, and electrical coordination with Duke Power.

A conceptual master plan was designed previously by Benesch through a previous design contract. Utilizing this master plan as a basis of design, park redevelopment will be implemented in phases. This proposal includes services for the first phase of redevelopment. The next step in the design process will be to further develop plans for phase one park improvements.

We anticipate the scope of work for phase one will include the following site/civil and building improvements:

- Covered pavilion with restrooms (approximately 2,800 SF)
- Special events lawn
- Interactive water feature
- Landscaping
- Small parking area (approximately 20 spaces)
- Decorative columns

- Sidewalks
- Site Furniture
- Site Lighting and Receptacles

Our professional services for the project include site/civil design, landscape architecture, architecture, and irrigation design, site electrical, permitting, bidding, and construction administration services for noted park improvements.

SCOPE OF SERVICES

The following describes in more detail each step of the design process, in order of sequence to expect during each phase of work:

Topographical Survey/Information Gathering

Benesch will utilize field survey data previously provided by the Town. This proposal excludes any field survey.

Preliminary/Schematic Design (30% completion level)

Using Town provided field survey and the previously prepared master plan, we will prepare a preliminary site plan for phase one improvements. The Bogle firm will prepare a preliminary building floorplan and elevation. Using the approved floor plan and field survey, Benesch will prepare site drawings for the preliminary program identified in this proposal.

We anticipate the following deliverables and meetings during this phase:

- Existing Conditions and Demolition Plan
- Preliminary Site Plan
- Preliminary Rough Grading and Storm Sewer Plan
- Preliminary Utility Plan
- Preliminary Landscape and Irrigation Plan
- Preliminary Site Electrical Plan
- Preliminary Floorplan
- Preliminary Building Elevation
- Budget Estimate
- One Design Review Meeting

Once preliminary plans have been completed Benesch will submit to the Town for design review with a budget estimate to confirm the scope and budget are in alignment. Benesch will make any needed design revisions during the next phase of design.

Once the preliminary plans have been designed to the Town's satisfaction Benesch will provide conceptual color renderings for the park to help visualize proposed improvements. An allowance has been included in the fee for this work.

Subsurface Exploration

This proposal excludes any geotechnical exploration with the anticipation the site has already been developed and soil appear firm and stable.

Design Development-60% completion

After schematic design approval, Benesch will prepare design development documents based on the project budget of \$1.5 million dollars. We anticipate the following deliverables and meetings during this phase:

- Interim Existing Conditions and Demolition Plan
- Interim Site Plan
- Interim Grading and Storm Sewer Plan
- Interim Sedimentation and Erosion Control Plan
- Interim Water and Sanitary Sewer Plan
- Interim Landscape and Irrigation Plan
- Interim Site Electrical Plan
- Interim Floorplan
- Interim Building Elevations
- One Design Review Meeting
- Budget Estimate

Once documents have been completed Benesch will submit plans electronically to the Town with a budget estimate for design review. Benesch will address any design revisions in the next phase of design.

Final Construction Documents (100% completion submittal)

Benesch will prepare construction documents for the site and building based on a budget of +/- \$1.5 million. The specific project elements that will be incorporated into this phase will be dependent upon the preliminary design plans, final budget estimate and direction from the Town regarding scope and budget. We anticipate the deliverables to include the following items:

- Schedule of Drawings
- Existing Conditions and Demolition Plan
- Site Plan
- Building Plans (Plan/Elevation, Details, Notes)
- Grading Plans
- Pre-Developed Erosion Control Plan
- Post-Developed Erosion Control Plan
- Sedimentation and Erosion Control Calculations and Report
- Stormwater Plan (limited design-roof drainage or flumes)
- Utility Plan (domestic water, sanitary sewer laterals including one dump station and electrical)
- Landscape and Irrigation Plan
- Construction Details
- Site lighting Plans
- Technical Specifications
- Division one and front end

Design Assumptions: We are anticipating improvements will reduce impervious areas and therefore no stormwater control measures will be needed for the park. The design fee excludes any design for stormwater control basins, bio swales, or underground detention facilities since there are no stormwater drainage structures near the site to tie into.

Permitting/Approvals

Once the plans have been completed to the Town's satisfaction, Benesch will submit plans for any site or building related permit.

Following the initial plan submittal, we will monitor the review process and respond to review agency questions. Two cycles of review comments are included in this proposal for permits. This proposal excludes any permit fees.

Formal Bidding

Following final approval of the plans by the review agencies, Benesch will assist the Town with the formal bid process for the project based on a budget of +/- \$1.5 million. Working with the Town's staff Benesch will provide these services:

- Prepare a single lump sum contract bid package for general construction.
- Coordinate advertising the project for bids
- Contact potential bidders.
- Distribute bid documents to bidders.
- Facilitate a pre-bid meeting on site.
- Respond to bidders' questions and issue addenda as required to clarify bid questions for site and building design.
- Attend/Facilitate the bid opening.
- Prepare a bid tab, award letter, and construction contracts.

The fee excludes the cost of the bid advertisement.

Construction Administration

After the bid award, Benesch will assist the Town during the construction administration phase. We assume a single-prime contract type with an overall construction period of nine (9) months with four to five months for building construction.

This fee excludes full-time inspection during construction. Benesch will provide the following services in the basic design fee:

- Benesch will visit the site 18 times during construction to review work in progress, provide notes, and photographs for the site visit.
- The Bogle Firm will visit the site 10 times to review building work.
- Administrative time 70 hours of time is included to review Contractor's Request for Information, Shop Drawings, and miscellaneous coordination.
- Conduct Substantial Completion Inspection and Final Inspection and provide a written report (included in the 18 site visits noted above).

Assumptions: Construction Material Testing (CMT) and special inspection for the building will be performed by a third party CMT engineer. This proposal excludes a fee for any CMT.

Closeout/Post-Construction Services

The post construction phase begins upon substantial completion of the project. Based on a Contractor provided as-built survey or red lined drawings, Benesch will update the original digital copy of the working drawings showing any changes in the work made during construction. These updated drawings form the record drawings. A certified field surveyed record drawing has not been included in this proposal.

DESIGN FEES

Based on our current knowledge of work, as well as discussions with the Town regarding the project, Benesch will be responsible for the work as described herein and will work on a lump sum fee basis for an anticipated fee itemized as follows:

Design Fees

Preliminary/Schematic Design	\$29,000
Design Development	\$ 39,000
Construction Documents	\$53,000
Permitting/Approvals	\$4,200
Bidding	\$5,900
Construction Administration	\$24,300
Closeout/Post Construction Services	\$4,600
Total Fee Amount:	\$160,000

The above design fees include:

- All printing, mailing, and mileage cost
- \$15,000 for site electrical engineering design
- \$36,800 for architecture including mechanical, electrical, plumbing, and structural design for the pavilion
- \$2,200 for irrigation design

ADDITIONAL SERVICES

Work not included in Design Fee:

- Signage Plans
- Gas, cable, telephone, communications
- Any unusual site work associated with conditions discovered during construction, including but not limited to, underground storage tanks/hazardous materials, unusually large quantities of rock or unsuitable material, on site disposal area/landfills, or unusually high ground water table requiring permanent site de-watering.
- Rezoning or Conditional Use plans
- Special inspections for foundations, masonry, etc. (for retaining walls, or restroom)
- Express plan review
- Community/neighborhood meetings
- Bid advertisements.
- Retaining wall design
- Security systems
- Septic Systems
- Domestic Water Booster Pump Design
- Utility design, survey, or encroachment permits inside a D.O.T. right of way.
- Topographical Surveying
- Encroachment or Driveway permits for NCDOT or local municipal government.
- Temporary or Permanent Easements through adjacent properties
- Preparation of an Individual Permit (IP)
- Preparation of mitigation design plans for impacts to jurisdictional areas
- Payment of mitigation fees
- Cultural resource/archaeological survey
- Traffic study or impact analysis

- CMT

The design fee and any future scope of work adjustments are based on the following hourly rates:

<u>CLASSIFICATION</u>	<u>RATE</u>
Project Principal / DM	\$225.00
Group Manger/Principal	\$185.00
Senior Project Manager I	\$175.00
Project Manager II	\$160.00
Project Manager I	\$155.00
Landscape Architect I	\$120.00
Senior LA Designer	\$130.00
Project Engineer II	\$140.00
Project Engineer I	\$130.00
Designer II	\$110.00
Designer I	\$105.00
Technical Specialist II	\$120.00
Administrative Assistant	\$85.00

DIRECT REIMBURSABLE EXPENSES

Travel	IRS Approved Rate
Overnight/Special Delivery Postage	At Cost
Special Equipment Rental	At Cost
Tolls/Parking	At Cost
Printing/Copies	At Cost

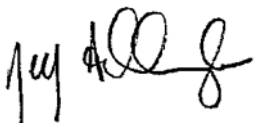
- The above rates are all inclusive; there are no extra charges or fees.

Schedule

We will start work within two weeks after a Notice to Proceed from the Town.

If this agreement meets your understanding and approval, please sign below, and return a copy for our files. A signed copy of this agreement signifies acceptance of the above scope and terms. Once we have signed an agreement, we will start work upon the Town's authorization to proceed.

Sincerely,



Jeff Ashbaugh, PLA
NC LA Group Manager



Brian Cannella
Vice President, North Carolina Division Manager

AGREEMENT AND AUTHORIZATION TO PROCEED WITH THE SCOPE OF WORK INDICATED ABOVE.

Town of Spencer

Date