



AGENDA
BREVARD CITY COUNCIL - SPECIAL MEETING
Monday, March 6, 2023 - 5:30 PM
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Maurice Jones, Council Member

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Unfinished Business

1. Main Street Streetscape Project Contract Award and Funding Strategy

G. Adjourn

Agenda Posted, Website, Sunshine List (March 2, 2023)

D. Hodsdon, City Clerk

To review Agenda materials, go to the City's website www.cityofbrevard.com. Select "Your Government" tab followed by "Council Agenda Packet" tab. Agenda packet materials are posted on Thursday afternoon prior to Council's Monday meeting.

STAFF REPORT

City Council, Monday, March 6, 2023

Title: Main Street Streetscape Project Contract Award and Funding Strategy

Speaker: Wilson Hooper, City Manager
Dean Luebbe, Assistant City Manager

Prepared by: Paul Ray, Planning Director

Approved by: Wilson Hooper, City Manager

Background

On September 19, 2022, City Council approved the design plans for a streetscape improvements project affecting two blocks of Main Street, between S. Caldwell Street and S. Gaston Street. At the time, the project included stormwater improvements for Times Arcade Alley, which has since been removed from this phase in favor of postponing it to a later time.

Discussion

Phase one of the Downtown Master Plan Implementation project was scaled back after bids came in higher than expected on January 10th, 2023. The project was revised to focus exclusively on improving the streetscape on two blocks of Main Street, including three mid-block bump outs and improving the streetcorners at the intersection of Broad Street. The plan also includes 17 new street trees and ornamental shrubs and groundcovers.

The revised project was advertised on February 10, 2023, with a bid opening of February 20, 2023. Only two bids were received so they were not opened, and the project was re-advertised on February 21, 2023, in accordance with state law. On March 1, 2023, Stephanie Livingston, with Arbor Land Design., held the second bid opening at City Hall and received the following bids:

1. Sossamon Construction: \$1,723,466 (plus \$15,000 owner-funded construction bond)
2. First Victory: \$1,996,280.

Arbor Land Design reviewed both bid packages and found them to be complete and the bidders qualified to perform the work, either directly or through specialized subcontractors. They have recommended awarding the contract to Sossamon based on their lower bid (attachment 1).

Fiscal Impact

The low bid of \$1,723,466 (plus \$15,000 construction bond) is approximately \$500,000 higher than the estimated cost that staff used when identifying funding sources. The City

Manager will share an updated funding strategy (attachment 2).

The City has submitted an application to the Tourism Development Authority for financial assistance via their Tourism Infrastructure grant program. Mr. Hooper made a presentation on the request to the TDA's reverent subcommittee on Tuesday, February 28, 2023.

Action:

- 1.) Approve a resolution (attachment 3) awarding Sossamon Construction LLC the contract for Main Street Streetscape Project based on their low bid and qualifications.
- 2.) Approve a series of budget amendments (attachment 4) transferring funds from the identified sources to the Downtown Master Plan Fund (Fund 83).

Attachments:

1. Award Recommendation
2. Streetscape Funding Strategy
3. Resolution Awarding Main St. Streetscape Contract
4. Main Street Streetscape Project budget ordinance
5. FY23 budget amendments



Date: March 2, 2023

To: City of Brevard
Paul Ray
Planning Director
95 W. Main Street
Brevard, NC 28712

Regarding: Main Street Streetscape
Brevard, NC
Arbor Job No. 21502

Mr. Ray,

Arbor Land Design has reviewed the Main Street Streetscape bids received on March 1, 2023, for completeness and the stated award criteria. It is the recommendation of Arbor Land Design to award the contract for Main Street Streetscape to Sossamon Construction Co., Inc. Their bid was the lowest responsible bid received in the amount of \$1,723,466.00, and they meet all award criteria stated in the project manual.

Attached to this recommendation is a bid tabulation sheet that provides information on all bids received.

If you should have any questions, please let me know.

Sincerely,


Stephanie Livingston
ARBOR LAND DESIGN

ARBOR LAND DESIGN

49 greenland drive greenville sc 29615 – 864 235 3589 – fax 864 233 6274 – arborengineering.com

BID TABULATION SHEET

Date: March 1, 2023, 2:00 pm
 Location: Brevard City Hall at 95 W. Main St. Brevard, NC 28712
 Project: Main Street Streetscape
 Project #: 21502

CERTIFIED TRUE & CORRECT BY:

Engineer Representative: Stephanie Livingston
 City Representative: Lowery

Contractor: <u>SOSAMON CONSTRUCTION</u>	Base Bid: <u>1,234,166.00</u>	
Addendum Acknowledgement: <u>N/A</u>	Add Alternate #1: <u>3,500</u>	
Bid Security: <u>✓</u>		
Contractor: <u>FIRST VICTORY</u>	Base Bid: <u>1,994,280.00</u>	
Addendum Acknowledgement: <u>N/A</u>	Add Alternate #1: <u>-</u>	
Bid Security: <u>✓</u>		
Contractor: _____	Base Bid: _____	
Addendum Acknowledgement: _____	Add Alternate #1: _____	
Bid Security: _____		
Contractor: _____	Base Bid: _____	
Addendum Acknowledgement: _____	Add Alternate #1: _____	
Bid Security: _____		

POSSIBLE MAIN ST. STREETScape FUNDING OPTIONS

Target: \$1,738,466

Downtown Master Plan Fund (Fund 83)			
Current Balance ¹	Encumbrances/Expenses ²	Available Balance	Note
\$857,399.78	(\$36,872.05)	\$820,527.73	This fund was endowed by several sources, most notably Council's earmark of \$.02 of the property tax to downtown projects.

1 – Balance as of 2/28/23. With the second half of the city's annual \$0.02 contribution.

2 – Architectural, design, and engineering work.

Other Available Funding Sources				
Source	Amount Available	Pros	Cons	Notes
GF Capital Reserve Fund (sidewalk project dollars)	\$91,126	Earmarked for sidewalk projects	Unavailable for other sidewalk needs	
ABC one-time surplus payment	\$20,000	Undesignated surplus one-time money	Won't be available for other purposes	
Projected surplus sales tax revenue ³	\$200,481	Extra revenue collection above and beyond what was budgeted. Not needed by any other department.	May be needed to mitigate rising operational costs due to inflation. Not all of these dollars are in pocket. We would be committing projected revenues.	
Projected surplus investment income	\$294,170.05	Extra revenue collection above and beyond what was budgeted. Not needed by any other department.	May be needed to mitigate rising operational costs due to inflation. Not all of these dollars are in pocket. We would be committing projected revenues.	\$52,000 commitment to Bracken Preserve acquisition already factored into Amount Available
Exec/Admin. salary savings ⁴	\$47,223	Money budgeted, so money collects as each position remains vacant	Using this would make offering a higher amount to an extremely qualified candidate more challenging	\$18,000 commitment to Bracken Preserve acquisition already factored into Amount Available
Parking meter revenue	\$140,000 ⁵	Revenue is not currently designated for any specific purpose	Less money available for parking-related projects	Conceptually, this money is dedicated to making parking-related improvements
Tourism Development Authority Grant (tent.)	\$125,000			Requested 2/28/23.
Total	\$1,738,466			

3 – Revenue originally budgeted at \$2,108,717. Based on collection trends through February, EOY projection set at \$2,370,000

4 – Communications coordinator salary savings with offered salary and hire date of 2/13/23 (\$12,975), PW director with assumed hire date of April 1 (\$50,489), City Manager salary savings (\$1,759), for a total of \$65,223 in salary savings.

5 – FY22 (\$70,000) and FY23 (\$70,000) collections combined.

RESOLUTION NO. 2023-XX

RESOLUTION AWARDING CONTRACT TO SOSSAMON CONSTRUCTION FOR MAIN STREET STREETScape PROJECT

WHEREAS, the City of Brevard Downtown Master Plan calls for streetscape improvement to beautify and enhance safety along Main St. between Caldwell and Gaston streets;

WHEREAS, the City seeks to have the project completed prior to NCDOT's scheduled milling and repaving of this section of Main St.;

WHEREAS, the City has a separate project underway maintaining and upgrading the underground utilities along Main St.;

WHEREAS, the City's consulting engineering firm, Arbor Land Design, conducted a competitive bidding process for the Main St. Streetscape Project improvements and Sossamon Construction LLC submitted the apparent low bid;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BREVARD, NORTH CAROLINA THAT:

A contract for \$1,723,466 for Main St. Streetscape Project is hereby awarded to Sossamon Construction LLC, which the City Manager (or his designee) is hereby authorized to execute.

Approved and adopted this ___ day of _____, 2023.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

ORDINANCE NO. 2022-XX
AN ORDINANCE AMENDING THE FY2022-2023
BUDGET AMENDMENT NUMBER XX

SUBJECT: Budget Amendment to increase funding in the Downtown Masterplan Fund in order to complete the Downtown Masterplan Implementation.

AGENDA INFORMATION

Agenda Location: New Business/
Department: Finance
Contact: Dean Luebbe, Finance Director

BRIEF SUMMARY: As of February 28, 2023 the fund balance in the Downtown Masterplan Fund was \$732,399.78. The City will be transferring an additional \$125,000 from the General Fund, as a part of the two cent of tax rate committed to the fund in the FY23 budget. Additionally, there are outstanding commitments the City has with Arbor Engineering on this project for \$36,872.05. After adding and subtracting these amounts, the fund will have a balance of \$820,527.73.

The low bid on the project was \$1,738,466, meaning the City needs to transfer in \$918,000 to have the project funded. The City will obtain this funding from the following sources

\$91,200 from the Capital Projects Fund

\$140,000 from parking kiosk revenue

\$125,000 from the Tourism Development Authority

A total of \$562,000 to be transferred from the General Fund. This transfer does not affect fund balance, and comes from the following sources

- \$20,000 additional ABC distributions
- \$200,500 sales tax revenues are higher than projections.
- \$294,000 investment earnings are higher than projections.
- \$47,300 salary savings in the Administration Department.

MOTION FOR CONSIDERATION: To approve Budget Amendment Twelve as submitted, increasing the budget in expenditure accounts

35-5000-0630 (Transfer to Downtown Masterplan)	\$91,200
89-5000-0630 (Transfer to Downtown Masterplan)	\$140,000
10-6600-9251 (Transfer to Downtown Masterplan)	\$562,000

And increasing the budget in the revenue account

83-3950-0500 (Contribution from TDA)	\$125,000
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ATTACHMENTS: None

MANAGER’S RECOMMENDATION: Adopt as presented

Approved and adopted this 6th day of March, 2023.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

Budget Amendment Number XX
Fiscal Year 2022-2023

	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DEBIT	CREDIT
	35-5000-0630	Transfer to Downtown Masterplan	91,200.00	
	35-3990-0000	Fund Balance Approp		91,200.00
	89-5000-0630	Transfer to Downtown Masterplan	140,000.00	
	89-3990-0000	Fund Balance Approp		140,000.00
	10-6600-9251	Transfer to Downtown Masterplan	562,000.00	
	10-3470-0000	ABC Distributions		20,000.00
	10-3450-0000	Article 39		101,500.00
	10-3450-0100	Article 40		33,000.00
	10-3450-0150	Article 42		33,000.00
	10-3450-0200	Hold Harmless		33,000.00
	10-3290-0000	Investment Earnings		294,200.00
	10-4200-0200	Full Time Salaries		47,300.00
	83-3990-0000	Increase in Fund Balance	125,000.00	
	83-3950-0500	Contribution from TDA		125,000.00
		TOTAL DEBITS/CREDITS	918,200.00	918,200.00

EXPLANATION:

Budget Amendment for Downtown Masterplan

JE# _____ **SYSTEM #** _____ **Date Posted** _____ **BY:** _____

Fiscal Year _____ **Month** _____ **Finance Director Signature** _____ **Date** _____