



AGENDA
BREVARD CITY COUNCIL - REGULAR MEETING
Monday, April 21, 2025 - 5:30 PM
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Pastor Brian Land, Grace Brevard Church

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

1. April 7, 2025 Regular Meeting

G. Public Comments

H. Certificates / Awards / Recognition

1. Recognition of Retired Fire Chief Bobby Cooper
2. Proclamation No. 2025-09 Older Americans Month, May 2025

I. Special Presentation(s)

J. Public Hearing(s)

1. Proposed Text Amendment to City of Brevard Unified Development Ordinance Chapters 3 and 19 - New Flea Market Retail Land Use

K. Consent and Information

1. Proclamation No. 2025-10 National Day of Prayer, May 1, 2025
2. Tax Settlement Report - March 2025
3. Audit Contract for the Year Ending June 30, 2025
4. Stormwater Master Plan Designer Selection
5. Health Insurance Transition to Carolina Public Entity Cooperative
6. Budget Amendment - \$100,000 - County Vehicle Maintenance

L. Unfinished Business

1. Loan Information for Azalea Avenue Property

M. New Business

1. Proposed Police Department Pay Plan Enhancement
2. Sewer Pump Station Rehabilitation Bid Award
3. Water Treatment Plant Improvements Bid Award
4. Sewer Asset Inventory Assessment Project Change Order - Capital Project Amendment

N. Remarks / Future Agenda Considerations

O. Closed Session(s)

P. Adjourn

Agenda Posted, Website, Sunshine List (April 17, 2025)
D. Hodsdon, City Clerk

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

**MINUTES
BREVARD CITY COUNCIL
Regular Meeting
April 7, 2025 – 5:30 PM**

The Brevard City Council met in regular session on Monday, April 7, 2025, at 5:30 p.m. in the Council Chambers of City Hall with Mayor Copelof presiding.

Present – Mayor Maureen Copelof, Mayor Pro Tem Gary Daniel, and Council Members Mac Morrow, Aaron Baker, Lauren Wise and Pamela Holder

Staff Present – City Attorney Mack McKeller, City Manager Wilson Hooper, City Clerk Denise Hodsdon, Assistant City Manager/Finance Director Dean Luebbe, Assistant City Manager David Todd, Planning Director Paul Ray, Assistant Planning Director Aaron Bland, Planner Stephanie Holland, Communications Coordinator Becky McCann, Police Chief Tom Jordan, Public Works Director Wesley Shook, Wastewater Treatment Plant ORC Aaron Winans, Water Treatment Plan ORC Dennis Richardson, and Community Center Director Tyree Griffin

Guests/Presenters – Nicole Bentley, Maggie Delap and Anna Davis of Heart of Brevard; Sara VanLear of UNC School of Government Development Finance Initiative; and Dylan Gehring of Plusurbia

Press – Dave Bradley, Transylvania Times.

A. Welcome and Call to Order – Mayor Copelof called the meeting to order and welcomed those present.

B. Invocation – City Council Member Rev. Dr. Pamela Holder of Bethel “A” Baptist Church offered an invocation.

C. Pledge of Allegiance – Mayor Copelof led the pledge of allegiance.

D. Certification of Quorum – City Clerk Denise Hodsdon certified that a quorum was present.

E. Approval of Agenda – Ms. Holder moved, seconded by Mr. Wise to approve the agenda as presented. The motion carried unanimously.

F. Approval of Minutes

F-1. March 17, 2025 Regular Meeting – Mr. Baker moved, seconded by Mr. Daniel to approve the minutes of the March 17, 2025 Regular Meeting as presented. The motion carried unanimously.

G. Public Comments

Jimmy Perkins of 251 Park Ave. said my concern tonight is Jordan Street and specifically the striping and loading zone that went away on Jordan Street. (He distributed copies of photos he had taken and a copy is on file in the Clerk’s office.) We own the property where Rocky’s Corner Market and Rocky’s is, as well as Newfound Artisan on Jordan Street. I spend a lot of time on Jordan Street and I see a lot of messes going on with trucks trying to get in and out and get unloaded. In some of those pictures the loading zone is still there and it’s a tough spot. My real request tonight was that while it is unstriped and before it gets restriped, I would very much like for there to be a conversation involving some of the stakeholders on the street. My understanding is that it actually is on the agenda for the next Downtown Master Plan meeting, so it sounds like my fears are alleviated. I appreciate that and would like to be part of that. He said he got a parking ticket the other night while he was at the city’s Jordan Street

parking lot. I got there around 5:00 in the afternoon and I literally had popped in for about 15 minutes to load up some tools and I got the \$50 citation, which I'm not going to appeal. I am going to pay it because I know the rules and I broke them. I would only comment that I feel like \$50 is excessive. I think, particularly with visitors and whatnot...I was president of Heart of Brevard when there was a lot of discussion about the parking and paid parking strategies and I feel like a lot of that needs to be revisited at this point in time. We're giving the best parking away and making people pay to park on the periphery and I think that is a little bit counterintuitive to human nature. I would like to be part of that discussion.

Ashley Hart of 144 Buckberry Lane said I come to you today not only as a concerned citizen, but quite frankly a fed-up one. We have seen protest after protest after protest after protest this year. They have went from 5 or 10 to numbers upwards to 300 and quite frankly we have a mayor who does nothing but encourage this behavior for not only citizens of Transylvania County and Brevard, but of other counties that have come to protest as well. On President's Day we had 130 people protest; on March 1st at Pisgah National Forest we had about 200 people; at the Hands Off protest Saturday there was upwards to 300 people. You guys see the trend here? These protests are getting bigger and bigger from out-of-towners who only show up to get a paycheck. Protests, once a symbol of democracy, are now spiraling out of control. Sidewalks are clogged making it impossible to walk without weaving through obnoxiously loud paid protestors, and don't forget the rudeness. My personal experience with the far-left radicals is they are as rude as they can be. I have a list of names I have been called by the same people who say my party is just so awful. I won't say the names that I've been called, but I will say I am glad that I wear a body cam to protect myself from any falsehoods that may arise. Not to mention how these protestors trample all over common courtesy, leaving litter behind and walking all over the grass at the courthouse property. I am tired of it as you guys can probably tell, and I know I'm not alone. We deserve better than this; we deserve peaceful streets, respectful neighbors and a community that works together, and not against itself. It's time that we demand order and not just hope for it. Maureen, please stop encouraging the protestors. We don't want it and we don't need it. I encourage you all to find a better way to advocate for what you want instead of causing chaos in Brevard. I would like to say hands off Brevard.

Rodney Locks of 187 S. Rice St. said I attended your priority setting retreat and I saw you had a triangle – one side was recruitment, one side was tourism, and the base was affordable housing costs. I want to remind you that you should not only cater to the tourists, you need to help make life better for people who work and live in Brevard. May I remind you of your own chart, and I gave that to Denise to handout. It says people who work in Brevard cannot afford to rent, much less buy homes in Brevard. You have a vision for Brevard, an action plan with goals and objectives and the budget you pass is to help implement that plan and fulfill the vision. I suggest you remind your constituents what Council is trying to do. The goal is to be seen as the solution to problems, not the problem itself. You have hard decisions to make; I only hope you make the right decisions.

H. Certificates/Awards/Recognition

H-1. Oath of Office – Aaron Winans – Wastewater Treatment Plant Supervisor / Operator in Responsible Charge – Aaron Winans was sworn in as Wastewater Treatment Plant Supervisor / Operator in Responsible Charge by City Clerk Denise Hodsdon.

City of Brevard, North Carolina Oath of Office

State of North Carolina
County of Transylvania
City of Brevard

I, Aaron Winans, do solemnly and sincerely swear that I will support the Constitution and laws of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the

constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution and laws of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully discharge the duties of my office as Wastewater Treatment Plant Supervisor / Operator in Responsible Charge, so help me God.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Aaron Winans

H-2. Proclamation No. 2025-05 Sexual Assault Awareness Month, April 2025 – Mayor Copelof read the proclamation aloud and presented it to SAFE representatives Cindy Donaldson and Melissa Smith.

**Proclamation No. 2025-05
Sexual Assault Awareness Month - April 2025**

Whereas, nationally one in three women and one in four men will experience some form of sexual assault in their lifetime; and

Whereas, Sexual Assault Awareness Month draws attention to the fact that sexual violence is widespread and has implications for every community member; and

Whereas, there is compelling evidence that we can be successful in reducing sexual violence through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions; and

Whereas, we must work together to educate our community about what can be done to prevent sexual assault and how to support survivors; and

Whereas, anyone can be a leader in preventing and ending sexual violence. As employers, educators, parents, and friends, we all have an obligation to uphold the basic principle that every individual should be free from violence and fear; and

Whereas, sexual harassment, assault, and abuse can happen anywhere, including in online spaces. For too long harassment, cyberbullying, and sexual abuse and exploitation have come to be expected as typical and unavoidable behaviors online and

Whereas, the theme for Sexual Assault Awareness Month this year “**Together We Act, United We Change**,” highlights the importance of working together to address and prevent sexual abuse, assault, and harassment.

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Brevard, North Carolina, the month of April as **Sexual Assault Awareness Month** and urge the citizens of Brevard to work together to eliminate sexual assault from our community, to keep our community members safe from this crime and to stand with survivors and victims of sexual assault.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Brevard to be affixed on this 7th day of April, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

H-3. Proclamation No. 2025-06 Second Chance Month, April 2025 – Mayor Copelof read the proclamation aloud and presented it to Jim Hardy, Executive Board member of THReCon Re-Entry Council.

**Proclamation No. 2025-06
Designation of April as Second Chance Month**

WHEREAS, every person is endowed with human dignity and value; and

WHEREAS, redemption and second chances are American values; and

WHEREAS, an estimated 70 million American citizens have a criminal record; and

WHEREAS, those individuals who have paid their debt after committing a crime face significant barriers, also known as collateral consequences, to reintegrating into society; and

WHEREAS, gaining meaningful employment is one of the most significant predictors of successful reentry, and ninety percent of those who have been incarcerated struggle to find employment because of societal and legal barriers; and

WHEREAS, while education is also a significant predictor of successful reentry, those with a criminal record have significant difficulty acquiring admission to and funding for educational programs; and

WHEREAS, people with a criminal history also face significant barriers in securing a place to live, and this inability to access housing has been found to increase the number of individuals returning to prison; and

WHEREAS, these and other barriers prevent the 70 million Americans with criminal records from contributing fully to their families and communities, which negatively impacts the well-being of their children and families for generations; and

WHEREAS, the designation of April as Second Chance Month can contribute to increased awareness about the challenges faced by those who have paid their debt and generate opportunities for individuals, employers, congregations, and communities to extend second chances.

NOW, THEREFORE, I, Maureen Copelof, Mayor of Brevard, do hereby proclaim April 2025 as “Second Chance Month.” During this month I call on residents to honor the work of those who strive to remove barriers that prevent individuals with a criminal record from becoming productive members of society and to observe Second Chance Month through actions and programs that promote opportunities to unlock second chances.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Brevard to be affixed on this 7th day of April, 2025.

Attest: s/ Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

I. Special Presentations

I-1. Heart of Brevard Annual Update – Heart of Brevard Executive Director Nicole Bentley presented their 2024 Annual Report. A copy of her presentation is attached.

I-2. Heart of Brevard Downtown Walkability Assessment – Heart of Brevard Vice President Anna Davis and Built Environment Committee Member Maggie Delap presented an overview and summary of the 2025 Heart of Brevard Walkability Study. A copy of their presentation is attached.

J. Public Hearing(s)

J-1. Proposed Amendment to City of Brevard Traffic Schedule to Establish Regulations for Victore Lane – Aaron Bland explained that the City recently accepted the dedication of a new road off Osborne Road serving a new subdivision called Victore Lane. Now that this is a city-owned and maintained street, it must have appropriate traffic regulations codified. The proposed amendment to the Traffic Schedule will establish 1) a speed limit of 15 MPH, 2) that there is no on-street parking allowed on either side, and 3) the requirement to stop before entering Osborne Road.

At 6:43 p.m. Mr. Daniel moved, seconded by Mr. Morrow to open the public hearing. The motion carried unanimously.

Public Participation: None.

At 6:44 p.m. Ms. Daniel moved, seconded by Mr. Holder to close the public hearing. The motion carried unanimously.

Mr. Daniel moved, seconded by Mr. Morrow to approve the ordinance amending the Traffic Schedule to add Victore Lane. The motion carried unanimously.

ORDINANCE NO. 2025-15 AN ORDINANCE AMENDING THE BREVARD TRAFFIC SCHEDULE AND BREVARD CITY CODE CHAPTER 66

WHEREAS, a newly constructed street off of Osborne Road named Victore Lane was dedicated to the City on December 7, 2023 (Plat File 23, Slide 342); and

WHEREAS, following a public hearing held on April 7, 2025, the City of Brevard wishes to add this street and its pertinent regulations to the City of Brevard Traffic Schedule.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT THE TRAFFIC SCHEDULE AND THE BREVARD CITY CODE SHALL BE AMENDED AS FOLLOWS:

Section 1. Chapter 66, Schedule I, Section 66-122 of the Brevard City Code and the City's Traffic Schedule is hereby amended as described below:

a) Add both sides of Victore Lane in its entirety.

Section 2. Chapter 66, Article IV, Schedule XI, Section 66-72 of the Brevard City Code and the City's Traffic Schedule is hereby amended as described below:

a) Add Osborne Road from Victore Lane.

Section 3. Chapter 66, Schedule XVIII A, Section 66-87(6) of the Brevard City Code and the City's Traffic Schedule is hereby amended as described below:

a) Add Victore Lane.

Section 4. The City Clerk of the City of Brevard is hereby authorized and directed to revise and amend the official records and the Brevard Traffic Schedule to reflect the change as set forth herein.

Section 5. The City Manager of the City of Brevard is hereby authorized and directed to cause the appropriate signs to be installed and enforcement of the foregoing provisions to be implemented.

Section 6. This Ordinance shall become effective upon its adoption and approval.

Adopted and approved this 7th day of April 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

Approved as to Form: Mack McKeller, City Attorney

K. Consent and Information - Consent Agenda items are considered routine and are enacted by one motion. Mayor Copelof read aloud the items listed and asked for a motion to approve the consent agenda. Mr. Wise moved, seconded by Mr. Daniel to approve the consent agenda. The motion carried unanimously.

K-1. Property Tax Releases – March, 2025

RESOLUTION 2025-24 A RESOLUTION APPROVING PROPERTY TAX RELEASES

WHEREAS, The City of Brevard has previously determined to collect property taxes for the City of Brevard and the Heart of Brevard, and it is necessary to release the below shown amount from the city tax records.

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

The Tax Collector is hereby authorized to remove March 2025 property values from the tax scroll in the amount of:

2025: \$ 1,795.52

Adopted and approved this the 7th day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

K-2. Proclamation No. 2025-07 Arbor Day, April 25, 2025

Proclamation No. 2025-07 ARBOR DAY Brevard, North Carolina

WHEREAS, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas and beautify our community; and

WHEREAS, this is the 46th year Brevard has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree planting ways.

NOW, THEREFORE, I, Mayor Maureen Copelof and the Brevard City Council, do hereby proclaim **April 25, 2025**, as **Arbor Day in the City of Brevard** and we urge all citizens to support efforts to protect our trees and woodlands, to support our City's urban forestry program, and we urge all citizens to plant trees to promote the well-being of our present and future.

Adopted and approved this the 7th day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

K-3. Proclamation No. 2025-08 Month of the Young Child & Child Abuse Prevention Month, April 2025

Proclamation No. 2025-08 Month of the Young Child & Child Abuse Prevention Month

Whereas, the youth-serving agencies of Transylvania County come together to celebrate The Month of the Young Child during the month of April 2025 to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs; and

Whereas, children's cognitive, physical, social and emotional, and language and literacy development are built on a foundation of children's positive, safe, and nurturing interactions with adults, peers, and their environment; and

Whereas, youth-serving agencies of Transylvania County are collaborating to raise awareness and prevent child abuse in our community; and

Whereas, all children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

Whereas, child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

Whereas, communities that provide parents with the social support, knowledge of parenting and child development, and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

Whereas, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community.

Therefore, I, Mayor Maureen Copelof do hereby proclaim April as The Month of the Young Child and Child Abuse Prevention Month and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders, and businesses to increase their participation in our efforts to support families, thereby supporting early childhood programs and preventing child abuse and strengthening the communities in which we live.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Brevard to be affixed on this 7th day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

K-4. Resolution Fixing a Date of Public Hearing for Non-contiguous Annexation–John Valenti and MTS Properties, LLC, Reservoir Rd. & Hampton Rd.

RESOLUTION NO. 2025-25A RESOLUTION FIXING A DATE OF PUBLIC HEARING ON THE QUESTION OF ANNEXATION PURSUANT TO NCGS 160A-31, AS AMENDED

WHEREAS, a petition was received on February 24, 2025, requesting the annexation of a non-contiguous area described in said Petition as the John Valenti property and the MTS Properties, LLC property, including four parcels located on Reservoir Road and Hampton Road, Brevard, NC 28712, consisting of 1.091 acres, more or less, be annexed into the City of Brevard. (Tax Property Identification Numbers: 8586-24-2193; 8586-24-3036; 8586-24-3061; and 8586-23-3984).

WHEREAS, the Brevard City Council has by Resolution No. 2025-18 directed the City Clerk to investigate the sufficiency thereof; and

WHEREAS, certification by the City Clerk as to the sufficiency of said petition has been made.

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

Section 1. That a public hearing on the question of annexation of the contiguous area described below as requested by John Valenti and MTS Properties, LLC, will be held at Brevard City Hall at 5:30 P.M. on the 5th day of May, 2025.

Section 2. The area proposed for annexation is described as follows:

Metes and Bounds Property Description:

Beginning at a found rebar with a plastic ID cap 0.1’ below grade and having North Carolina NAD 83/2011 grid coordinates of North: 563933.72 East: 882529.34; said rebar standing N 88°15’59” W a distance of 287.74’ from NCGS BURL AZ MK which has North Carolina NAD 83/2011 grid coordinates of North: 563925.02 East: 882816.94;

thence S 53°56’47” W a distance of 82.25’ to a ½” iron pipe;

thence S 53°45’51” W a distance of 74.75’ to a ½” iron pipe;

thence N 41°40’29” W a distance of 103.15’ to a ½” rebar;

thence N 28°27’17” W a distance of 49.43’ to a ¾” iron pipe;

thence N 28°17’47” W a distance of 48.93’ to a 1½” leaning iron pipe;

thence N 22°23’09” W a distance of 98.94’ to an axle;

thence N 67°29’48” E a distance of 157.61’ to a 1½” leaning iron pipe;

thence S 33°41’55” E a distance of 98.10’ to a ¾” iron pipe;

thence S 29°17’29” E a distance of 44.39’ to a ½” iron pipe;

thence S 30°55’47” E a distance of 39.32’ to a rebar with a plastic cap;

thence S 28°49’39” E a distance of 78.46’ to a rebar with a plastic cap; which is the place of beginning.

Section 3. Notice of said public hearing shall be published in the Transylvania Times, a newspaper having general circulation in the City of Brevard, at least ten (10) days prior to the date of said public hearing.

Section 4. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 7th day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk s/ Maureen Copelof, Mayor

K-5. Designation of Mayor Copelof as Voting Delegate for 2025-2026 North Carolina League of Municipalities Board of Directors

K-6. Budget Amendment – Police - \$22,700 Governors Crime Commission Grant

**ORDINANCE NO. 2025-12
AN ORDINANCE AMENDING THE FY2024-2025 BUDGET.
BUDGET AMENDMENT NUMBER 25-06**

SUBJECT: Budget Amendment for Police Governors Crime Commission Grant, \$22,700

AGENDA INFORMATION

Agenda Location	New Business
Department:	Finance
Contact:	Dean Luebbe, Assistant City Manager and Finance Director

BRIEF SUMMARY: The Police Department annually applies and receives a Governors Crime Commission Grant through the North Carolina Department of Public Safety. In March of 2024, the City received notification that the City was approved as a grant recipient. The Police Department ordered and received five Mobile Data Terminals and accompanying in-car mounts and docking stations, which will assist officers with using the State’s digitized citation system as well as the timely receipt of critical information in support of officer safety.

The City received \$22,634.50 in reimbursement on March 10, 2025

MOTION FOR CONSIDERATION: To approve Budget Amendment 25-06, as submitted, increasing the budget in expenditure account:

10-5100-6000 (Department Equipment)	\$22,700
TOTAL	\$22,700

And increasing the budget in revenue account:

10-3910-0775 (Police Grant Revenue)	\$22,700
TOTAL	\$22,700

ATTACHMENTS: None.

MANAGER’S RECOMMENDATION: Adopt as presented.

Approved and adopted this 7th day of April 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

Approved as to Form: Mack McKeller, City Attorney

K.7. Countywide Single Fire District Proposal

RESOLUTION NO. 2025-26
RESOLUTION AFFIRMING PUBLIC SAFETY COMMITTEE RECOMMENDATION REGARDING BREVARD FIRE DEPARTMENT PARTICIPATION IN POTENTIAL COUNTY-WIDE FIRE TAXING DISTRICT

WHEREAS, on March 24, 2025 the Brevard City Council’s Public Safety Committee (PSC) heard a presentation from Transylvania County staff on the possibility of transitioning to a single countywide fire taxing district, with an inquiry as to whether the city would like to participate; and

WHEREAS, after discussion, the PSC voted to recommend to the full City Council that the city not participate in the countywide fire taxing district; and

WHEREAS, on April 7, 2025 the full City Council considered the issue, summarized in the affixed staff report, and makes the following recommendation.

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

Section 1. The City Council adopts the Public Safety Committee’s recommendation to not participate in any potential countywide fire taxing district.

Section 2. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 7th day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

K-8. Council Downtown Master Plan Committee Minutes – February 12, 2025

K-9. Council Public Works & Utilities Committee Minutes – March 5, 2025

K-10. Correspondence *(No Action. Offered as information only.)*

K-10.a. ABC Board Minutes – March 6, 2025

~~ At 6:47 p.m. Mayor Copelof called for a five-minute break ~~

L. Unfinished Business

L-1. Follow-up to Council Priority Setting Retreat – Mr. Hooper asked Council to reaffirm the priorities as expressed in the Retreat Notes prepared by UNC School of Government Facilitators Lydian Altman and Kimalee Dickerson for the City Council Priority Setting Retreat on March 7, 2025. Mr. Morrow moved, seconded by Mr. Wise to reaffirm the priorities as presented. Following discussion, the motion carried unanimously.

L-2. Azalea Avenue Property LMI Housing Presentation and Property Acquisition Discussion – Mr. Hooper explained that Staff was seeking Council input on two related items:

1. Preferred development option of the several presented by DFI this evening
2. Guidance on whether to proceed with financing the purchase of the Azalea Avenue property

Sara VanLear of DFI presented their feasibility findings and development options for the Azalea Avenue site, and community engagement feedback on these development options. A copy of her presentation is attached. She explained that the object was to select a preferred development option in order to begin the competitive solicitation process for a qualified development partner. She explained that Development Options 1 and 2 were the heart of discussion with the public during the last round of community engagement. These designs were informed by the public interests established as a part of the first community engagement effort. A majority of participants preferred Development Option 2 based on overall look and feel. Option 2 includes 48 units and 76 parking spaces, with an estimated development cost of \$16.5M. In response to discussions with Council and staff, that there is a desire to not remove the single-family house on Old Hendersonville Highway, Ms. VanLear introduced a third option for Council's consideration. This Option 2.1 keeps the single-family house and also includes 48 total units and 72 parking spaces, with an estimated development cost of \$16.5M.

Ms. VanLear then reviewed the estimated development timeline for the project, noting that construction would be estimated to take place in 2028/2029. Mr. Hooper noted that the presence of the house is an important factor in whether or not we can afford to do this. The fact that we realistically can't expect to see any construction for four to five years is actually a good thing because we need the house to exist that long. The property's appraised value includes a single-family home and if a bank loans us money contingent on that value, that home needs to be there as collateral. The only way we can make this happen is to finance it. Staff is working on an RFQ for financial institutions to submit proposals for interest rate and terms. Mr. Hooper explained that the loan would have to be for five years or less without the need for approval from the Local Government Commission. The purchase price is \$1.1M and we will have paid \$175,000 toward that purchase price over the 8-month option period. Therefore, the loan amount would be approximately \$925,000, with estimated debt service between \$230,000 and \$250,000 per year. At our current rate of contribution to the Housing Trust Fund, this would be our housing program.

Mr. Morrow moved, seconded by Mr. Daniel to approve Option 2.1 and buy the house. Following discussion, the motion carried unanimously. Mr. Hooper noted that Staff will ask Council to formally approve the purchase and the loan for the property at its April 21st meeting.

L-3. Proposed Amendment to City of Brevard Unified Development Ordinance Chapter 19 – Definitions in Response to Session Law 2024-57 – Aaron Bland recalled that Council held a public hearing on this proposed amendment on March 17th. These text amendments are in response to changes to state law that restrict local government discretion to amend local zoning ordinances, and aim to provide context within the bounds of the new law in which the City can apply the new architectural standards by adding two definitions to the UDO: one for "New

Construction” and another for “Residential Zoning District.” Current definitions and recommendations for proposed definitions are as follows:

New Construction:

Current Definition: Structures for which the "start of construction" commenced on or after the effective date of this ordinance.

Proposed Definition: Any newly constructed building or structure. This definition shall also apply to existing buildings that are altered in the following ways:

- Additions to existing structures that equal or exceed **[50%, two-thirds, 75%, etc.]** of the gross floor area of the existing structure;
- Substantial improvements to existing structure that equal or exceed **[50%, two-thirds, 75%, etc.]** of the value of the existing structure and require the issuance of at least **[two or three]** trade permits from the Transylvania County Building and Inspections Department.

Planning Board and Staff Recommendation: Any newly constructed building or structure. This definition shall also apply to existing buildings that are altered in the following ways:

- Additions to existing structures that equal or exceed **75%** of the gross floor area of the existing structure;
- Substantial improvements to existing structure that equal or exceed **75%** of the value of the existing structure and require the issuance of at least **two** trade permits from the Transylvania County Building and Inspections Department.

Residential Zoning District:

Current Definition: None

Proposed Definition – Option # 1: A zoning district that is entirely reserved for residential land uses. [Note there are none in our jurisdiction]

Proposed Definition – Option # 2 [Staff Recommendation]: A zoning district that is primarily intended for residential land uses. This shall apply to the following zoning districts: General Residential-4 (GR4), General Residential-8 (GR8), and Residential Mixed-Use (RMX).

Proposed Definition – Option # 3 [Planning Board Recommendation]: Any zoning district that permits residential land uses. This shall apply to all zoning districts except General Industrial (GI).

Mr. Bland added that during the public hearing Council discussed the importance of ensuring clarity between the new “new construction” definition and existing non-conformity threshold of “significant improvement.” Adding a definition of “new construction” does not make any changes to the nonconformities chapter (Chapter 14) or the process by which nonconformities are addressed during permitting.

Adding this “new construction” definition will result in three tiers of improvements to existing structures within the UDO:

1. Significant Improvements – 25% investment of the value of the structure
2. Substantial Improvements – 50% threshold
3. New Construction – proposed 75% threshold

Mr. Bland noted that an overhaul of UDO Chapter 14 is forthcoming, which will rely on these three levels of investment as triggers for upgrading nonconformities.

Mr. Wise moved, seconded by Mr. Morrow to adopt the amendment as written. During discussion Mr. Baker asked for clarification of what the motion is in regard to the options presented. Mr. Wise and Mr. Morrow clarified that it was for the staff recommended definition of “Residential Zoning District” and the 75% threshold for “New Construction”. Mr. Baker noted that the Planning Board recommended a different definition for “Residential Zoning District” and asked why Staff preferred Option 2. Mr. Bland said Staff and the City Attorney feel it is more defensible and that it is prudent to be a little more targeted. Mr. Baker said he would prefer to go with Planning Board’s

recommendation for the Residential Zoning District and a lower threshold of 66% for the new construction percentage. Mr. Daniel agreed that 75% was a high bar to achieve and said that he would support 66%.

Mr. Wise amended his motion to change the threshold for “New Construction” from 75% to 66% and to approve Option #3 (Planning Board recommendation) for “Residential Zoning District”. Mr. Morrow agreed to the amendment. Vote on the motion was unanimously in favor.

ORDINANCE NO. 2025-13
AN ORDINANCE AMENDING CITY OF BREVARD UNIFIED DEVELOPMENT
ORDINANCE CHAPTER 19 – DEFINITIONS TO CODIFY NEW DEFINITIONS

WHEREAS, the 2030 Comprehensive Land Use Plan emphasizes new architectural standards with focus areas that aim to preserve high quality design and improve on other areas of the built environment; and

WHEREAS, on December 11, 2024, the North Carolina General Assembly enacted Session Law 2024-57 via a veto override which included a provision that amended the definition of “down-zoning” in a manner that dramatically alters the authority for local governments to amend local zoning ordinances; and,

WHEREAS, the North Carolina General Statutes lack definitions of critical terms necessary for the interpretation and application of SL 2024-57, leaving the process for enactment of zoning ordinance amendments unclear; and,

WHEREAS, in order to implement updated architectural standards, the City must establish these definitions in the Unified Development Ordinance in order to comply with SL 2024-57; and,

WHEREAS, the City Council of the City of Brevard finds that the proposed amendment is consistent with the following elements of the City of Brevard Comprehensive Land Use Plan *Building Brevard 2030*:

- **Goal 2:** Expand housing opportunities for all residents while preserving the character of Brevard and its neighborhoods.
 - **Goal 3:** Encourage a development pattern that respects Brevard’s sense of place and prioritizes livable communities.
 - **LUH-7:** Consider the development of a form-based code for Downtown that supports a human-scaled, pedestrian environment.
 - **LUH-10:** Establish zoning overlay districts for the Asheville Highway Corridor and Pisgah Forest area with form-based elements.
 - **EDIR-3:** Encourage building and site upgrades Downtown and in other key commercial areas;
- and,

WHEREAS, a public hearing was conducted on Monday, March 17, 2025, by the Brevard City Council.

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

SECTION 1. Brevard City Code, Unified Development Ordinance is hereby amended as depicted in Exhibit A, which is attached hereto and incorporated herein by reference.

SECTION 2. As to any conflict between this Ordinance and any parts of existing ordinances, the provisions of this Ordinance shall control.

SECTION 3. If any section, subsection, paragraph, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.

SECTION 4. This Ordinance shall be in full force and in effect from and after the date of its adoption and approval.

Adopted and approved this the 7th day of April 2025.

Attest: Denise Hodsdon, CMC, City Clerk
Approved as to Form: Mack McKeller, City Attorney

s/ Maureen Coeplof, Mayor

L-4. Proposed Amendment to City of Brevard Unified Development Ordinance Chapters 2, 3, 5, 14, 16, 17 and 19 – Architectural Standards – Paul Ray recalled that Council held a public hearing on the proposed amendments on March 17th. This amendment focuses on updating the City’s Architectural Standards. The new Architectural Standards are intended to preserve and enhance the distinct character of Brevard by regulating key aspects of the built environment. The revised Chapter 5 is organized by building types and architectural styles, with tailored requirements for each. There is a particular emphasis placed on character areas where building types and styles are carefully matched by the community’s vision. Due to NC Session Law 2024-57, this update does not include two of the character areas identified (the Railroad Avenue District and the US-64 Highway Corridor) and has different boundaries for the Downtown character area than originally envisioned. However, the standards for those two character areas have been written so if the state law changes, we are ready to move forward on them quickly. Mr. Ray noted that there was an error in the amendment included in Council’s packet and that Section 5.7.7. Live/work Building and Section 5.7.8. Neighborhood Business both have a minimum requirement of two stories.

Mr. Morrow moved, seconded by Mr. Daniel to adopt the amendments as written. The motion carried unanimously.

**ORDINANCE NO. 2025-14
AN ORDINANCE AMENDING MULTIPLE CHAPTERS OF
THE CITY OF BREVARD UNIFIED DEVELOPMENT
ORDINANCE TO ENACT UPDATED ARCHITECTURAL
STANDARDS AND ASSOCIATED REGULATIONS**

WHEREAS, the 2030 Comprehensive Land Use Plan emphasizes new architectural standards with focus areas that aim to preserve high quality design and improve on other areas of the built environment; and

WHEREAS, the historical architectural vernaculars and building typologies found in the city is an essential component of Brevard’s small-town character; and,

WHEREAS, the City Council of the City of Brevard authorized the City to engage the planning and design firm Plusurbia, Incorporated to draft new architectural standards for the City in December of 2023 via Resolution 2023-57; and,

WHEREAS, the City Council of the City of Brevard approved and adopted the Brevard Architectural Visual Guidelines in June of 2024 via Resolution 2024-27; and,

WHEREAS, working in conjunction with these guidelines, this text amendment will help ensure that the desired stylistic character of Brevard’s architecture endures across years of future development; and,

WHEREAS, the City Council of the City of Brevard finds that the proposed amendment is consistent with the following elements of the City of Brevard Comprehensive Land Use Plan *Building Brevard 2030*:

- **Goal 2:** Expand housing opportunities for all residents while preserving the character of Brevard and its neighborhoods.
 - **Goal 3:** Encourage a development pattern that respects Brevard’s sense of place and prioritizes livable communities.
 - **LUH-7:** Consider the development of a form-based code for Downtown that supports a human-scaled, pedestrian environment.
 - **LUH-10:** Establish zoning overlay districts for the Asheville Highway Corridor and Pisgah Forest area with form-based elements.
 - **EDIR-3:** Encourage building and site upgrades Downtown and in other key commercial areas;
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WHEREAS, a public hearing was conducted on Monday, March 17, 2025, by the Brevard City Council.

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SECTION 1. Brevard City Code, Unified Development Ordinance is hereby amended as depicted in Exhibit A, which is attached hereto and incorporated herein by reference.

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SECTION 4. This Ordinance shall be in full force and in effect from and after the date of its adoption and approval.

Adopted and approved this the 7th day of April 2025.

Attest: Denise Hodsdon, CMC, City Clerk
Approved as to Form: Mack McKeller, City Attorney

s/ Maureen Copelof, Mayor

M. New Business

M-1. Approval of Open-Ended Designer Service Agreements – David Todd explained that Staff published Requests for Qualifications (RFQ) for open-ended service agreements in the following disciplines: civil engineering, utility engineering, surveying, environmental services, traffic engineering, architectural, MEP+Fire (includes mechanical, electrical, plumbing and fire protection, and roofing). Staff selected 1-3 firms in each discipline using a qualifications-based criteria. Mr. Daniel moved, seconded by Mr. Baker to approve the resolution approving design firms for annual open-ended service agreements. The motion carried unanimously.

RESOLUTION NO. 2025-27 RESOLUTION APPROVING DESIGN FIRMS FOR ANNUAL OPEN ENDED SERVICE AGREEMENTS

WHEREAS, G.S. 143-64.31 requires the City to announce all requirements for architectural , engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”); and

WHEREAS, the City has advertised for Design Firms interested in holding Annual Service Agreements with the City in the following design disciplines; Architectural, Civil Engineering (Traffic), Civil Engineering (Utilities), Environmental Services, Roofing and Building Envelope Design and Surveying in multiple newspapers, with Greater Diversity News, the North Carolina HUB Office and on the City’s website; and

WHEREAS, G.S. 143-64.31 (often referred to as the “Mini Brooks Act”) requires the solicitation and evaluation of firms to perform architectural , engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee; and

WHEREAS, City Staff including the Assistant City Manager, Director of Planning, Assistant Director of Planning and the Public Works Director, known collectively as the Selection Committee received and reviewed proposals from firms in each of the stated disciplines; and

WHEREAS, the Selection Committee is recommending approval of the three to five firms in each discipline selected on a qualification basis for Annual Service Agreements as shown on Attachment A.

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

Section 1. The designers recommended by the Selection Committee per Attachment A are approved for Annual Service Agreements in the disciplines as specified.

Section 2. The City Manager and/or his designee is authorized to enter into Annual Service Agreements with the recommended design firms as shown on Attachment A.

Section 3. This resolution shall be effective upon adoption.

Adopted and approved this 7th day of April, 2025.

Attest: Denise Hodsdon, CMC, City Clerk

s/ Maureen Copelof, Mayor

N. Remarks/Future Agenda Considerations.

Mr. Morrow said a young lady who was displaced when Creekside closed is interested in putting a food truck at the Depot. She is working out a deal with Keir Manufacturing to use their ghost kitchen. There is an electrical hookup there and whether she needs to use it is yet to be determined, but the issue is the question of whether she would have to pay rent to park there or is it simply an amenity to have a food truck in one of our parks. Her idea is to be there daily Monday through Friday. Mr. Morrow had mentioned this to City Manager Hooper and Mr. Hooper asked him to bring it up tonight. Mr. Hooper said he would like Council's permission to spend time to determine: 1) whether the spot at the Depot conforms with our requirements for food trucks; 2) whether Council is interested in lending out our space in this way; and 3) if so, what are the conditions under which we would permit a food truck to park on one of our properties, such as what would be a fair market rate, whether it's just paying for the electricity, some type of barter exchange, or charge them money. There was consensus to go ahead.

Mr. Daniel said there was a young woman that spoke earlier and called out our mayor by name, and I would like to say that I was very proud to have been there myself. I was very proud of my fellow Transylvania County citizens who were also there exercising our Constitutional right to a peaceful gathering. To suggest that any one person here is somehow responsible for that is misguided and I would say that if you are going to call anyone out, you can call me out too.

Ms. Holder said I had to miss the Hands Off event, but the progression of numbers that we see says that people are interested in standing for the masses and when we stand together in a united way, it speaks volumes. Hopefully the people who really need to hear the volumes that we're speaking across the United States will hear soon how important the message is in taking care of each other and taking care of these United States citizens in a way that we look forward to continuing to live here.

Mr. Baker said I am going to comment on what was said earlier and honestly, I'm surprised to hear that there were any paid protestors there because I didn't seem to get my check in the mail. I do want to harp on that point in particular because it is a lie, and it is a dangerous lie because it means that you don't have to reckon with the facts or accept that your neighbors may have a difference of opinion than you do. And, it is an easy lie to say on cable news, but staring in the face of the people that you are addressing who happened to be there is really beyond the pale. I just want to echo what others have said, that I'm proud to have a Mayor and a Council, and a country that supports the First Amendment, and has a history of protests, particularly a history of protests to win our rights. The people screaming for order in Boston during the Boston Tea Party happen to be the people that we were trying to fight for independence from. Protest is a proud history in this country and peacefully protesting, which is what we saw on Saturday, I think will continue and I hope it will continue as long as there is progress to be made and rights to be won.

Mr. Wise said public speakers who come talk to us are very important and I don't think anyone would want to disenfranchise them. We had two people come to us tonight, and although I think they came from very different sides, had talked a little bit about the locals only versus outsiders, whether it's don't focus on the tourists or paid protestors coming into our community. Spring is here and we are going to see tourists come into our community. They are our lifeblood, and I am personally getting pretty fed up with this locals vs. tourists or locals vs. somebody else rhetoric. We are up here at your pleasure to serve Brevard as a community and look out for the well-being of Brevard. I don't see any benefit to try and separate out who is benefitting our community; locals benefit it, tourists benefit it, and we all are here because we love this community. I would encourage those who come and speak to us or think that one or the other are bad, just to remember that we are all one thing here, and that we need to survive and to do that we need to work together.

Attorney McKeller said I appreciate Mr. Sankey sitting here in the front row and expressing his opinion in a polite, generally appropriate way, and I want to thank you personally for that. We obviously disagree on a wide range of things, but he is always polite, and he is doing it the right way and I hold him up as an example as opposed to some of the things we saw tonight.

Mr. Hooper reminded Council of the Budget Workshop on Friday, April 11th.

Mayor Copelof announced several upcoming events:

- Budget Workshop on April 11th – she encouraged the public to come
- Disaster Preparedness Seminar in partnership with the County on April 23rd from 2:00 to 4:30 pm in the Rogow Room
- Poetry Contest – sponsored by the Mary C. Jenkins Community Center Board of Directors in partnership with our 250th Anniversary Committee. This year's theme is US Revolutionary heroes.
- Arbor Day on April 25th at 3:30 p.m. – We have been a Tree City for 45 years and we are going to be planting trees at the Community Garden in conjunction with school children.
- Meet the Mayor on April 24th from 5-7 pm in the Council Chambers

Mayor Copelof said I was really proud of my city Saturday. It was the largest demonstration that I have ever seen in downtown Brevard, with between 300 and 400 people. It was peaceful, it was well-behaved, there was no name-calling or violence, and it was a positive uplifting expression by people of their concerns. I want to compliment our Police Department, they did a wonderful job, and I don't think we had any incidents. Out of those 300 to 400 people, I probably know 98% of them. They are all residents here; they are not paid outsiders. These are our neighbors, the people that we live with and if you had been there you would have recognized every single person at that event. They were expressing their First Amendment rights and I was proud to be there. As both a military officer and an elected official, I raised my hand and I swore to defend the Constitution of the United States of America and when I think our Constitution is being violated and not being upheld, I will speak out and I don't expect any less from anybody that took an oath of office. Our Constitution is the foundation of everything that we stand for; everything that we as elected officials are here to represent. I expect there probably will be more events, but we certainly do not curtail the ability of people in this community to speak out in an organized permitted fashion.

O. Closed Session

O-1. Pending Litigation: NCGS §143-318.11.(a)(3) – At 8:28 p.m. Mr. Morrow moved, seconded by Mr. Baker to go into closed session to discuss pending litigation matter City of Brevard et al. vs. HCA et al. and to clear Council Chambers. The motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were City Manager Wilson Hooper and City Clerk Denise Hodsdon.

Council Returned to Regular Session – at 8:38 p.m. Council resumed the meeting in regular session. No official action was taken in closed session, and the minutes of the closed session are authorized to be sealed.

O-2. Potential Litigation: NCGS §143-318.11.(a)(3) – At 8:38 p.m. Mr. Wise moved, seconded by Mr. Morrow to go into closed session to discuss a potential litigation matter. The motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were City Manager Wilson Hooper, City Clerk Denise Hodsdon, and Planning Director Paul Ray.

Council Returned to Regular Session – At 8:47 p.m. Council resumed the meeting in regular session. No official action was taken in closed session, and the minutes of the closed session are authorized to be sealed.

P. Adjourn – There being no further business, at 8:47 p.m. Ms. Holder moved, seconded by Mr. Daniel, to adjourn the meeting. The motion carried unanimously.

Maureen Copelof
Mayor

Denise Hodsdon, CMC
City Clerk

Minutes Approved: April 21, 2025

HEART OF BREVARD ANNUAL REPORT



A 2025 NC MAIN STREET COMMUNITY



WHO & WHAT IS HEART OF BREVARD

WHO & WHAT IS
HEART OF BREVARD?



WHO & WHAT IS HEART OF BREVARD?

MISSION + VISION

Heart of Brevard is creating a gathering space for the community, strengthening the economic vitality of the downtown Brevard district and preserving and sustaining our rich heritage.

Historic Downtown Brevard, cradled by the Pisgah National Forest, is the safe, walkable center of our community. Lined with diverse independent businesses, downtown serves as the crossroads to exceptional outdoor recreation and is a thriving hub for the arts.

VOLUNTEERS AT WORK



\$71,791.16
TOTAL FINANCIAL
VOLUNTEER VALUE



COMMITTEE OVERVIEW

- ♥ MARKETING & EVENTS
- ♥ HUB FOR THE ARTS
- ♥ BUILT ENVIRONMENT
- ♥ EXECUTIVE

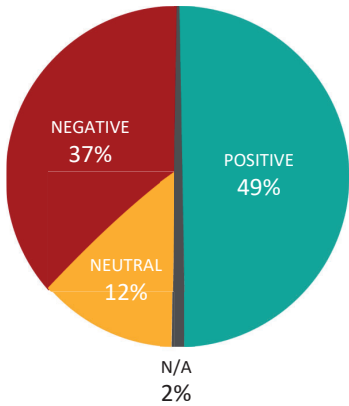


KEY
FOCUS

-  **Champion Downtown Advocacy**
Serve as the voice of downtown businesses, property owners, and residents, advocating for policies and initiatives that strengthen and improve the district.
-  **Cultivate a Strong Sense of Place**
Enhance downtown’s identity through thoughtful design, preservation, and beautification efforts that reflect its unique character.
-  **Drive Economic Vitality**
Support a vibrant, place-based economy by fostering business growth, attracting investment, and promoting historic preservation.
-  **Engage Our Community**
Strengthen downtown’s role as a gathering place through signature events, partnerships, and programming that celebrate local culture.

SURVEY
RESULTS

ECONOMIC IMPACT ON EVENTS
ON DOWNTOWN BUSINESSES



TOP 3 ISSUES IMPACTING THE SUCCESS OF YOUR BUSINESS



FUTURE STAKEHOLDER FOCUS?

EXPANDED ADVOCACY FOR DOWNTOWN BUSINESSES, RESIDENTS, & PROPERTY OWNERS	95%
IMPROVED PARKING SOLUTIONS FOR EMPLOYEES & VISITORS	92%
ENHANCED SECURITY & SURVEILLANCE TO DETER VANDALISM	90%
INCREASED ACCESS TO DOWNTOWN BATHROOMS	80%
ENHANCED MAINTENANCE OF SIDEWALKS & INFRASTRUCTURE	80%
PUBLIC ART INITIATIVES & OTHER PROJECTS TO ATTRACT VISITORS	47%
INCREASED SPECIAL EVENTS	12%
GREATER FOCUS ON RESIDENTIAL COMMUNITY ENGAGEMENT	10%

UNDERSTANDING
MAIN STREET AMERICA
NC Main Street Community

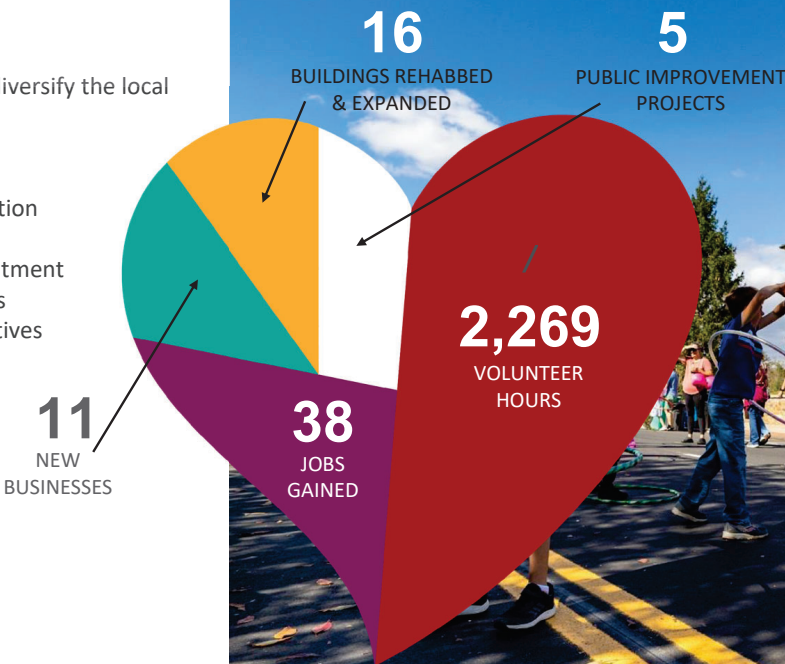
MAIN STREET
4 POINT APPROACH



ECONOMIC VITALITY
Build a diverse economic base, catalyze smart new investment, cultivate a strong entrepreneurship ecosystem

1 ECONOMIC VITALITY

- GOALS
Strengthen and diversify the local economy.
- SERVICES
- Business Retention and Expansion
 - Business Recruitment
 - Market Analysis
 - Financial Incentives



\$6,047,190
TOTAL PUBLIC & PRIVATE INVESTMENT

1 ECONOMIC VITALITY

- GOALS
Strengthen and diversify the local economy.
- SERVICES
- Business Retention and Expansion
 - Business Recruitment
 - Market Analysis
 - Financial Incentives

OVER THE YEARS



\$62,127,712
TOTAL INVESTMENT

MAIN STREET
4 POINT APPROACH



ECONOMIC VITALITY
Build a diverse economic base, catalyze smart new investment, cultivate a strong entrepreneurship ecosystem

DESIGN
Create an inviting, inclusive atmosphere, celebrate historic character, foster accessible, people-centered public spaces

2 DESIGN

GOALS
Enhance the physical appearance of the downtown area.

- SERVICES**
- Vibrancy Grant
 - UNCGA Free Facade Design
 - Annual Walkable Center Assessment
 - Liaison to HOB District During Times Arcade Alley Project



THE PAST YEAR



MAIN STREET
4 POINT APPROACH



ECONOMIC VITALITY
Build a diverse economic base, catalyze smart new investment, cultivate a strong entrepreneurship ecosystem

DESIGN
Create an inviting, inclusive atmosphere, celebrate historic character, foster accessible, people-centered public spaces

ORGANIZATION
Build leadership and strong organizational capacity, ensure broad community engagement, forge partnerships across sectors

3 ORGANIZATION

STAFF & BOARD OF DIRECTORS

EXECUTIVE DIRECTOR

Nicole Bentley

EVENTS & VOLUNTEER MANAGER

Michele Izzarone

EXECUTIVE COMMITTEE

Adam Perkins, President
DD Bullwinkel's Outdoors

Shelia Carland, Vice President
Comporium

Taylor Singer, Secretary
Heart of Brevard Resident

Anna Davis, Treasurer
PLATT



3 ORGANIZATION

STAFF & BOARD OF DIRECTORS

OTHER ELECTED MEMBERS

Victor Gomez-Flores
Quixote Fine Cuisine

Emrie Carlton Jackson
Territory Brevard

Doug Miller
Newfound Artisan

Paul Wilander
Looking Glass Realty

APPOINTED DIRECTORS

Maureen Copelof,
City of Brevard

Nory LeBrun,
*Transylvania County Representative,
TwoBlueRhino*

Tamika Hunter,
*Transylvania Chamber of Commerce
Representative*



MAIN STREET 4 POINT APPROACH



ECONOMIC VITALITY

Build a diverse economic base, catalyze smart new investment, cultivate a strong entrepreneurship ecosystem

DESIGN

Create an inviting, inclusive atmosphere, celebrate historic character, foster accessible, people-centered public spaces

ORGANIZATION

Build leadership and strong organizational capacity, ensure broad community engagement, forge partnerships across sectors

PROMOTION

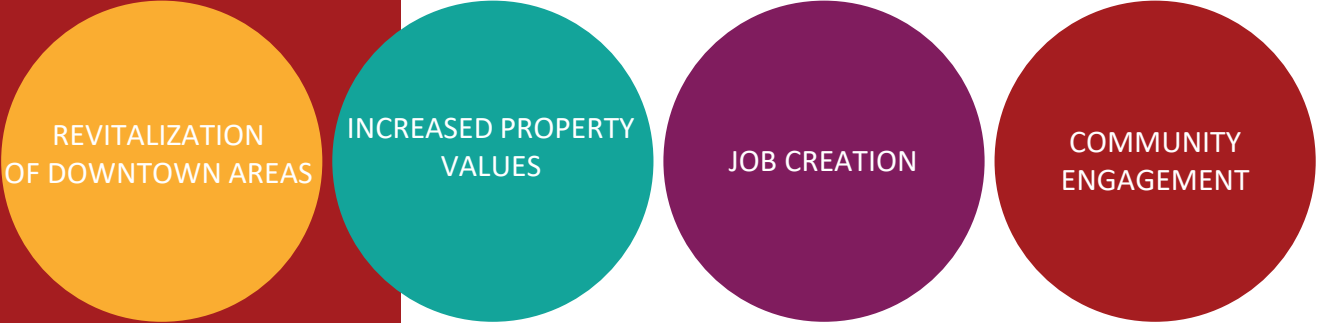
Market districts defining assets, communicate unique features through storytelling, support buy-local experience



ADDITIONAL AREAS OF FOCUS

- PLACEMAKING**
Creating vibrant public spaces that foster community interaction and contribute to the economic health of the area.
- ADVOCACY**
Representing the interests of downtown businesses and residents in local government decisions and policymaking.
- WORKFORCE DEVELOPMENT**
Providing training and resources to enhance the skills of the local workforce, ensuring businesses have access to qualified employees.

EXAMPLES OF IMPACT



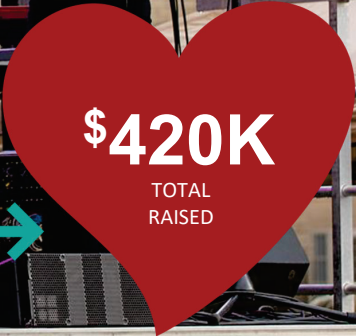
LONG TERM GOALS:

- 1: ATTRACTING NEW BUSINESSES
- 2: IMPROVING INFRASTRUCTURE
- 3: SUSTAINABLE GROWTH & ENVIRONMENTAL STEWARDSHIP

KEY INITIATIVES & PROJECTS

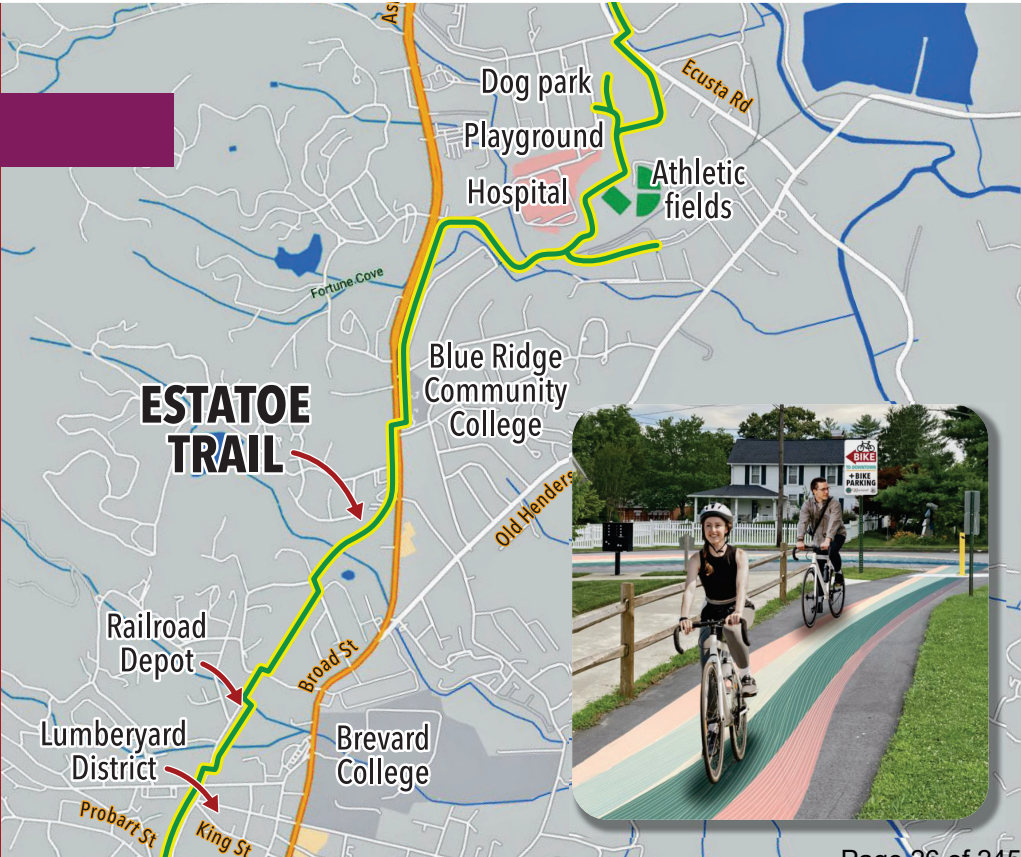
HURRICANE HELENE + RECOVERY

- In response to the catastrophic impacts of Hurricane Helene, Transylvania Business Support Task Force has relaunched the **Transylvania Tomorrow Small Business Emergency Relief Fund** (Transylvania Tomorrow) to support the small business community in Transylvania County, NC.
- Partnered with the Transylvania Tomorrow Task Force to **raise over \$400k**, **supporting 58 businesses** through grants in Transylvania County.
- Organized a **Community Benefit Concert** in conjunction with Halloweenfest to raise funds and unite the community.



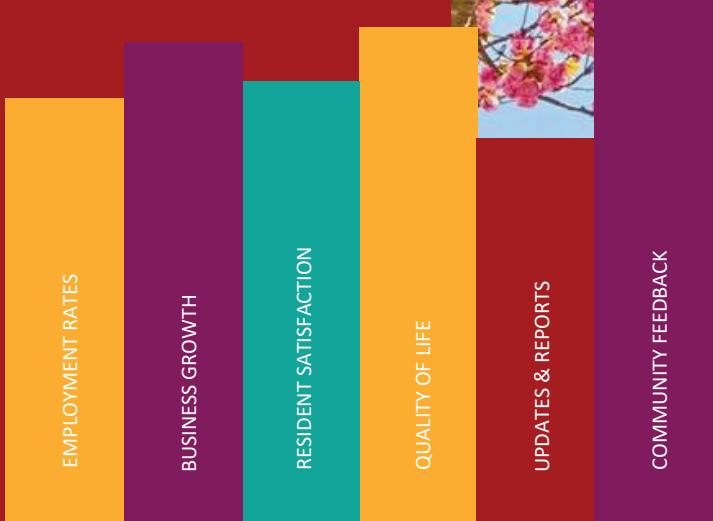
FUTURE PROJECTS

- ECUSTA TRAIL CONNECTION
- ADDITIONAL PUBLIC RESTROOMS
- EXPANDED PARKING SOLUTIONS
- EVENT-DRIVEN ECONOMIC ACTIVITIES

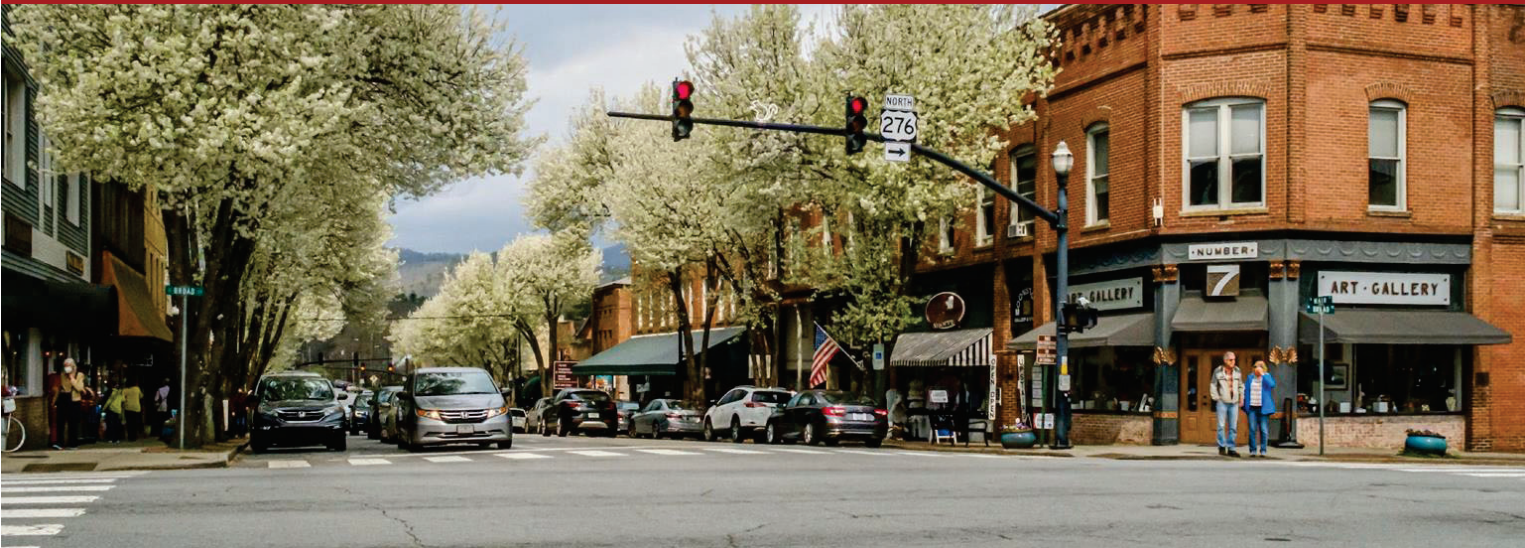


HOW WE WILL MEASURE UP

KEY METRICS
TRACKING PROGRESS



QUESTIONS?



THANK YOU



BREVARDNC.ORG

NICOLE BENTLEY
Nicole@brevardnc.org
828-884-3278

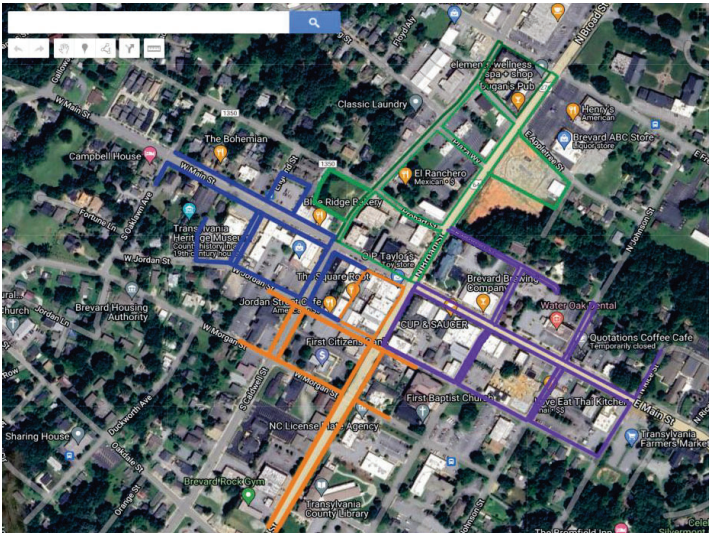


2025 Walkability Study

Walkability Assessment

The goal of the assessment is to evaluate the full Heart of Brevard district, including key gateways and entry points, to make recommendations for improving accessibility, safety, walkability, and vibrancy across the area.

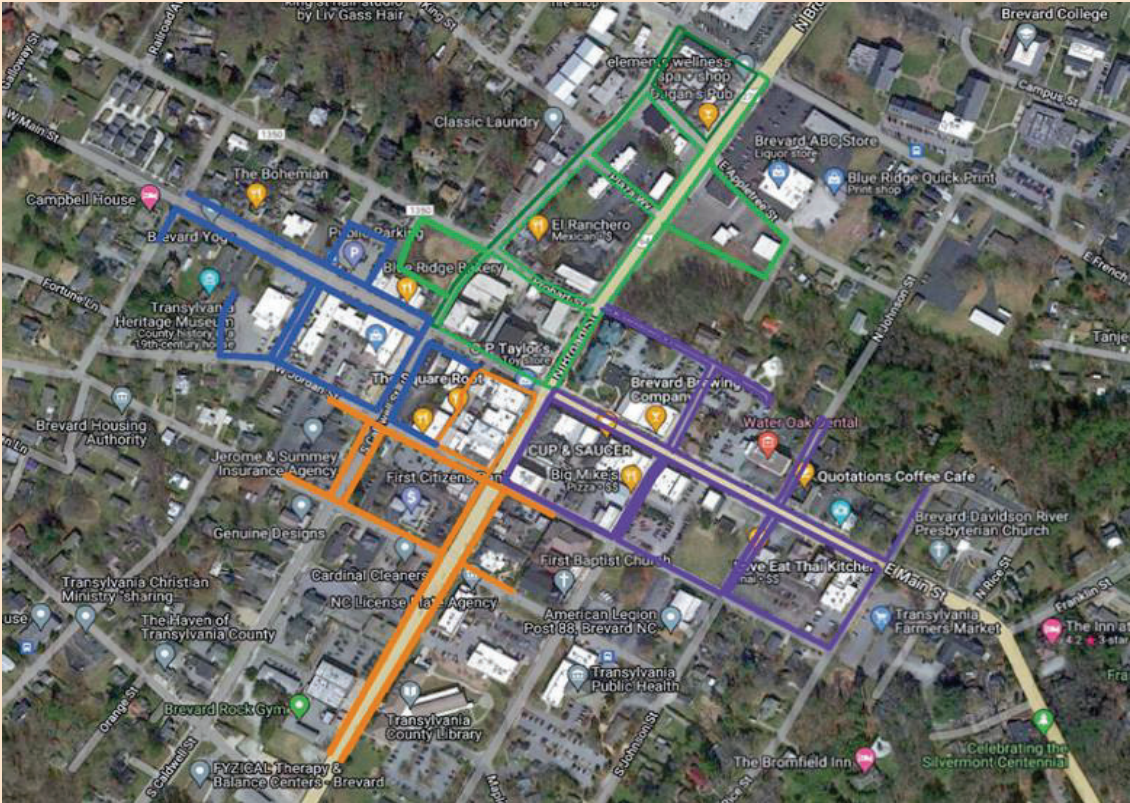
HOB Built Environment Committee



Participating Members:

- Maureen Copelof
- Pamela Holder
- Anna Davis
- Nicole Bentley
- Paul Wilander
- Gary Daniel
- Leroy Walters
- Lauren Wise
- Aaron Baker
- Maggie Delap
- Mac Morrow
- Kevin McDonald
- Billy Parrish

STUDY AREA



2025 Walkability Assessment- Data Collection

Team Name *

Purple Team: Maggie DeLap, Mac Morrow, Kevin MacDonald
Blue Team: Maureen Copelof, Anna Davis, Pamela Holder
Green Team: Billy Parrish, Lauren Wise, Aaron Baker
Orange Team: Nicole Bentley, Paul Wilander, Gary Daniel

☐ Blue Team ☐ Green Team ☐ Orange Team ☐ Purple Team

Description *

Location

Use this box to collect GPS data

Location Description

Use this box to write out an address or description of the location (example: in front of First Citizen's Bank Building on Broad Street)

Public *

☐ Public ☐ Private ☐ Unknown ☐ County

Is This a Safety Issue?

Select

Notes

Any other relevant information

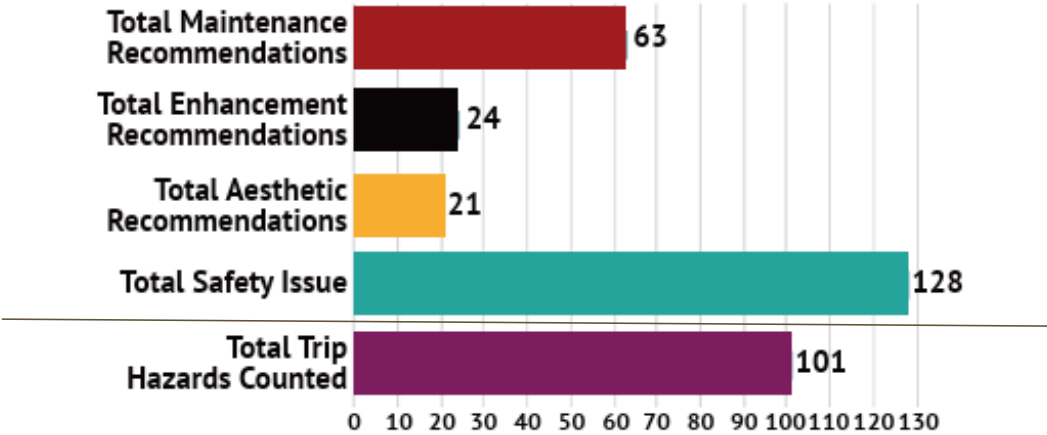
File Upload

Take a photo

Drag and drop files here or [browse files](#)

Findings

2025 Recommendations by Category



Digging Deeper

These findings were reviewed by City of Brevard Public Works leadership, including Wesley Shook and T.J. Aldridge, along with HOB representatives Nicole Bentley and Billy Parrish. The most urgent issues were categorized using the following priority matrix:

- Red – Level 1:** Immediate safety, liability, or accessibility issues requiring urgent action
- Red – Level 2:** High-priority issues in high-traffic areas needing expedited attention
- Red – Level 3:** Significant concerns in medium- to low-traffic areas with moderate urgency
- Red – Level 4:** Lower-priority issues in less-trafficked areas
- Yellow: (Moderate Priority):** Includes some less urgent safety issues, focusing on areas with lower traffic and non-critical needs.
- Green: (Lowest Priority/Enhancements):** Improvements that enhance aesthetics or efficiency, when future resources allow.

RED

Photo	Description	Location	Location Description	Public	Is This a Safety Issue?	Classification	Trip Hazard	Priority	Priority Numbering
	The broken concrete presents a trip hazard and an aesthetic and maintenance issue.	35.234604 -82.736228	City parking lot across from City Hall.	Public	Yes	Safety	☒		1

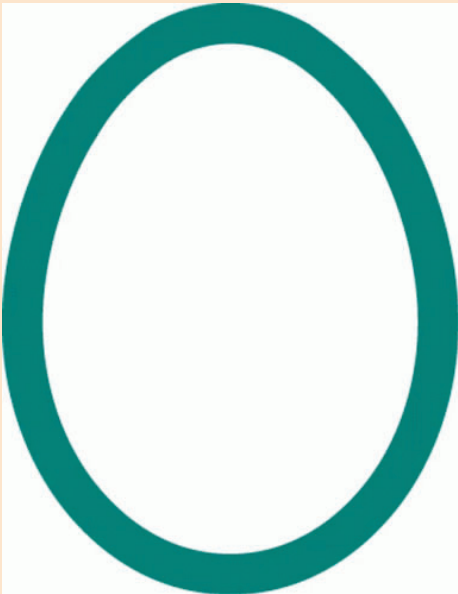
YELLOW

Photo	Description	Location	Location Description	Public	Is This a Safety Issue?	Classification	Trip Hazard	Priority	Priority Numbering
	Repaint crosswalk to ensure pedestrian safety.	35.233881 -82.736374	England and Jordan	Public	Yes	Maintenance	☐		Yellow

GREEN

Photo	Description	Location	Location Description	Public	Is This a Safety Issue?	Classification	Trip Hazard	Priority	Priority Numbering
	Building needs maintenance.	35.233921-82.735890	Rear of Coed Theater building.	Public	No	Maintenance	☐		Green

THE BOOK



Serial # 25-5

Significant multiple trip hazards at pedestrian crossing.

Location: Caldwell and French Broad Streets

GPS: 35.236968 -82.733045

Safety Issue: Yes Trip Hazard: Yes

Documented by: Green Team Public or Private: Public

Notes:

PRIORITY & RANKING

RED-1

CLASSIFICATION

SAFETY

STATUS

Date work started:

Date work completed:



Serial # 25-10

Tree well is uneven and loose. Bricks and cinder-blocks are creating a trip hazard.

Location: Directly in front of Bracken Mountain Bakery

GPS: 35.233255 -82.734537

Safety Issue: Yes Trip Hazard: Yes

Documented by: Orange Team Public or Private: Public

Notes:

PRIORITY & RANKING

RED-1

CLASSIFICATION

SAFETY

STATUS

Date work started:

Date work completed:



Conclusions

Six critical areas requiring public infrastructure investment:

- 1. Brick Paved Areas
- 2. Concrete Sidewalks
- 3. Street Trees
- 4. Tree Wells
- 5. Mulched Areas
- 6. Light Poles & Street Standards



Role of Heart of Brevard

Private Sector Focus:

- 1. Landscaping & Outdoor Areas: Overgrown landscaping, deteriorating retaining walls, and poor trash management
- 2. General Cleanliness & Building Maintenance: Attention needed for cleanliness, building condition, and poorly maintained downspouts



Please consider the full report as a tool for prioritizing resources during upcoming budget allocations



Azalea Avenue Site

Affordable Housing Development Feasibility Findings

UNC SCHOOL OF GOVERNMENT
Development Finance Initiative



Objectives

- Review:
 - development options
 - community engagement feedback
- **Goal today: select preferred development option**
- Next step: begin developer solicitation process



Affordable Housing Development Options

Development Option 1 (58 units)



Development Option 2 (48 units)



Note: rental units will be affordable to households earning between 40% - 80% area median income.

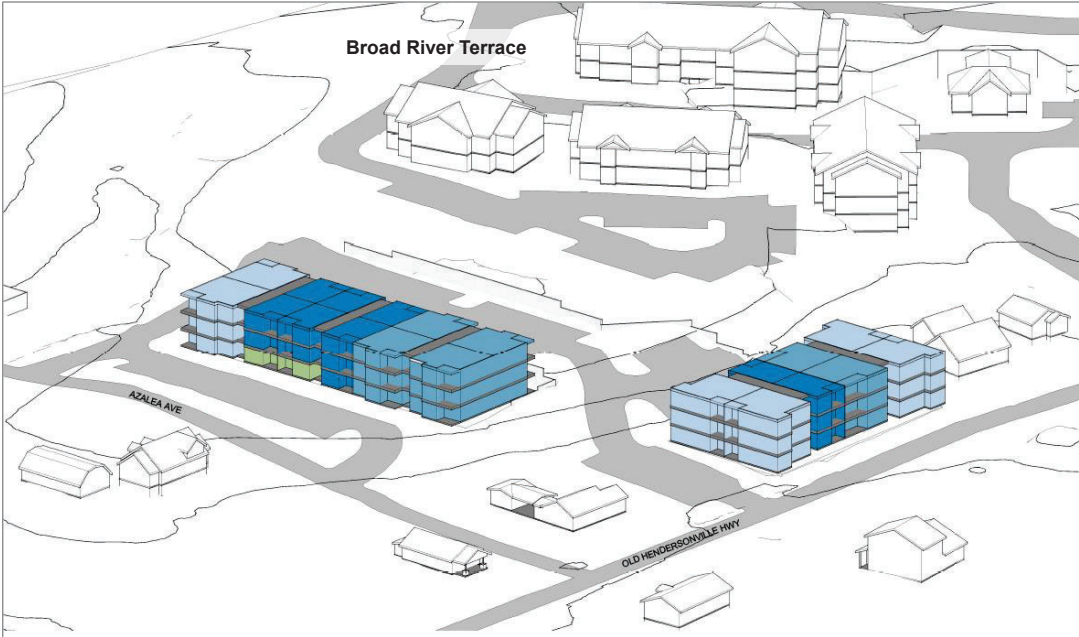
Development Option 1

Building Design: Two 3-story buildings
Development Area: 2.25 acres
58 Units: 22 one-bedroom (38%) 18 two-bedroom (31%) 18 three-bedroom (31%)
87 Parking Spaces
Estimated Development Cost: \$17.2 M \$297,000 per unit

Note: images are conceptual designs. Not final designs.



Development Option 1



Note: images are conceptual designs. Not final designs.

Development Option 1: Funding Overview

Project Funding Source	Est. Total (\$)	% of Total
LIHTC Equity	\$11,300,000	66%
Primary Loan	\$3,600,000	21%
RPP Loan	\$1,200,000	7%
Deferred Developer Fee	\$300,000	2%
Estimated Funding Gap	\$800,000	5%
Total	\$17,200,000	100%

Land conveyance assumed at nominal rate and valued at approx. \$1.1M.
All numbers are rounded estimates.



Development Option 2

Building Design:

- One 3-story building
- Three 2-story buildings
- Two 1-story buildings

Development Area: 2.50 acres

48 Units:

- 10 one-bedroom (21%)
- 20 two-bedroom (42%)
- 18 three-bedroom (38%)

76 Parking Spaces

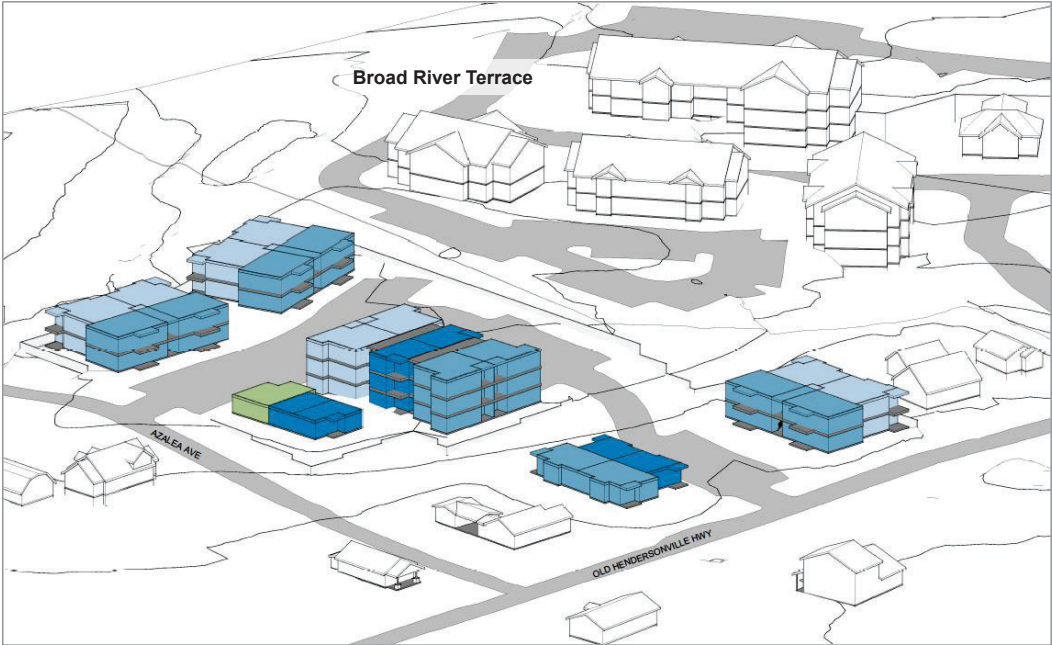
Estimated Development Cost: \$16.5 M

- \$344,000 per unit

Note: images are conceptual designs. Not final designs.



Development Option 2



Note: images are conceptual designs. Not final designs.

Option 2: Funding Overview

Project Funding Source	Est. Total (\$)	% of Total
LIHTC Equity	\$11,300,000	68%
Primary Loan	\$3,200,000	19%
RPP Loan	\$1,000,000	6%
Deferred Developer Fee	\$300,000	2%
Estimated Funding Gap	\$700,000	4%
Total	\$16,500,000	100%

Land conveyance assumed at nominal rate and valued at approx. \$1.1M.
All numbers are rounded estimates.



Azalea Avenue Site Public Interests

Affordable housing development on the Azalea Avenue site should...

1. optimize the number of new, quality rental units affordable to Brevard’s low-to-moderate income households and the local workforce.
2. include access to green space and community amenities for residents.
3. attract as much private investment as possible to maximize the impact of public investment in affordable housing.
4. accommodate the City’s sewer infrastructure extension into the Azalea/Rhododendron neighborhood.

Community engagement participation

Engagement Opportunity	Date/Time/Location	# of Attendees or Respondents
Online survey	Open to the public March 12-26, 2025	29
In-person session	March 12, 2025 at 2:00pm at Calvary Baptist Church	2
In-person session	March 12, 2025 at 5:30pm at Calvary Baptist Church	7
Virtual Session	March 13, 2025 at 5:30pm via Zoom	2

Community engagement findings

1. Participants confirmed that both Development Options 1 and 2 meet the guiding public interests.
2. A majority of participants preferred Development Option 2 based on overall look and feel.
 - minimal difference in overall unit count alongside a design that “looks more like a community”
3. Participants who preferred Development Option 1 noted how this design allows for the greatest number of new units and an efficient use of the site.
 - growing housing needs in Brevard, the limited land options to meet the need, and the lower cost per unit for this option
4. Participants agreed that the green space needs to be “programmed” and well maintained to encourage regular use and resident interactions.
5. Additional comments: traffic, bike/pedestrian safety, stormwater management

Development Option 2.1

Building Design:

- Two 3-story buildings
- Two 2-story buildings
- One 1-story building

Development Area: 2.20 acres

48 Units:

- 8 one-bedroom (17%)
- 20 two-bedroom (42%)
- 20 three-bedroom (42%)

72 Parking Spaces

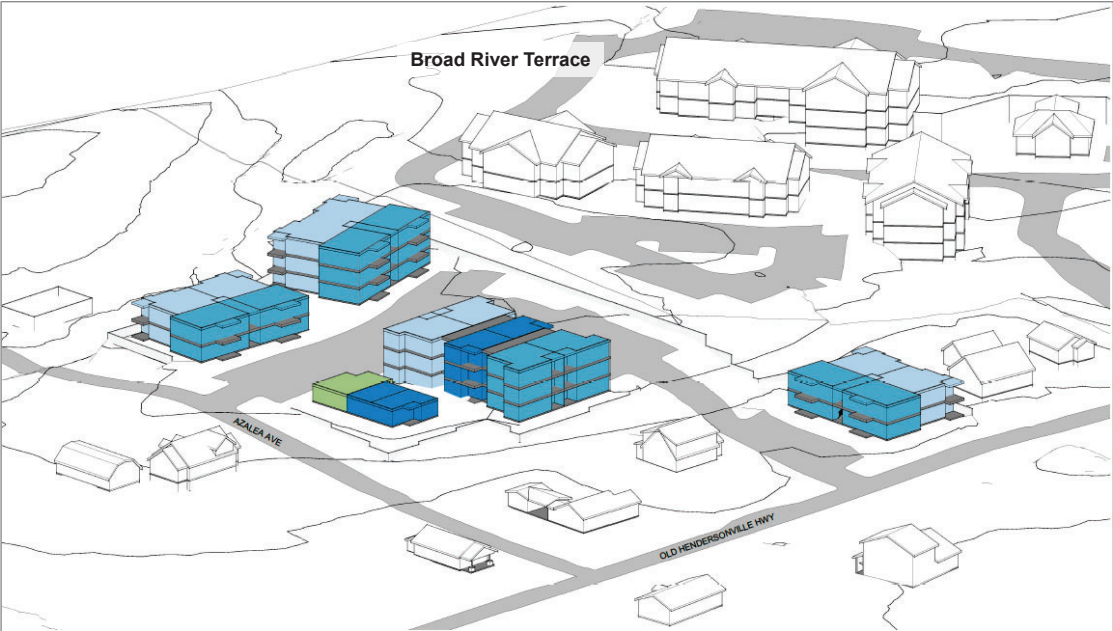
Estimated Development Cost: \$16.5 M

- \$344,000 per unit

Note: images are conceptual designs. Not final designs.



Development Option 2.1



Note: images are conceptual designs. Not final designs.

- Amenity Space
- 3-Bedroom
- 2-Bedroom
- 1-Bedroom

Option 2.1: Funding Overview

Project Funding Source	Est. Total (\$)	% of Total
LIHTC Equity	\$11,300,000	68%
Primary Loan	\$3,200,000	19%
RPP Loan	\$1,000,000	6%
Deferred Developer Fee	\$300,000	2%
Estimated Funding Gap	\$700,000	4%
Total	\$16,500,000	100%

Land conveyance assumed at nominal rate and valued at approx. \$1.1M.
All numbers are rounded estimates.



Preferred option and next steps

April 7

Select preferred development option

Summer 2025

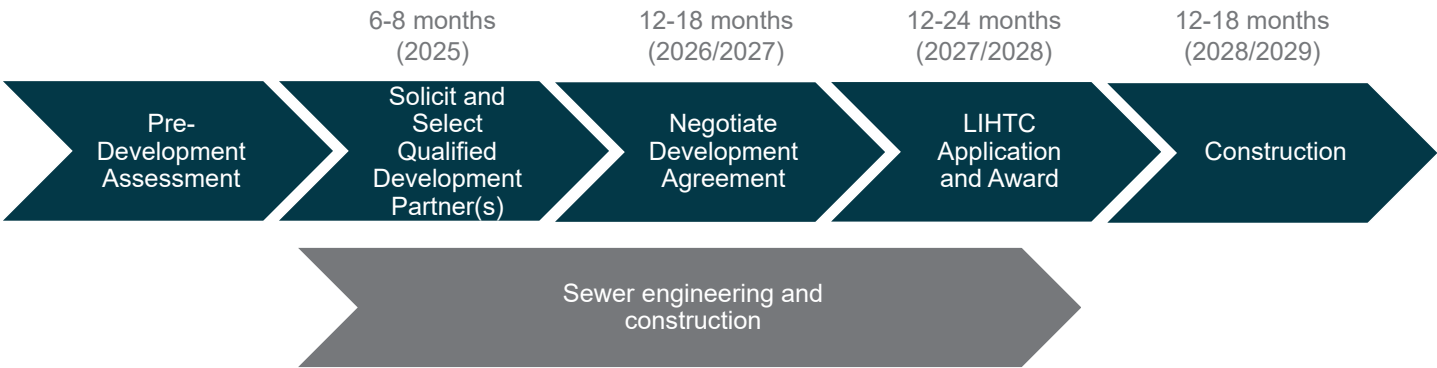
Competitive Solicitation

Fall / Winter 2025

Select Qualified Development Partner(s)

Note: Timeframes are approximated.

Estimated Development Timeline



Development Option Summary

Development Option 1 (58 units)



Development Option 2 (48 units)



Development Option 2.1 (48 units)



Development Option Summary



Dev Option 1



Dev Option 2



Dev Option 2.1

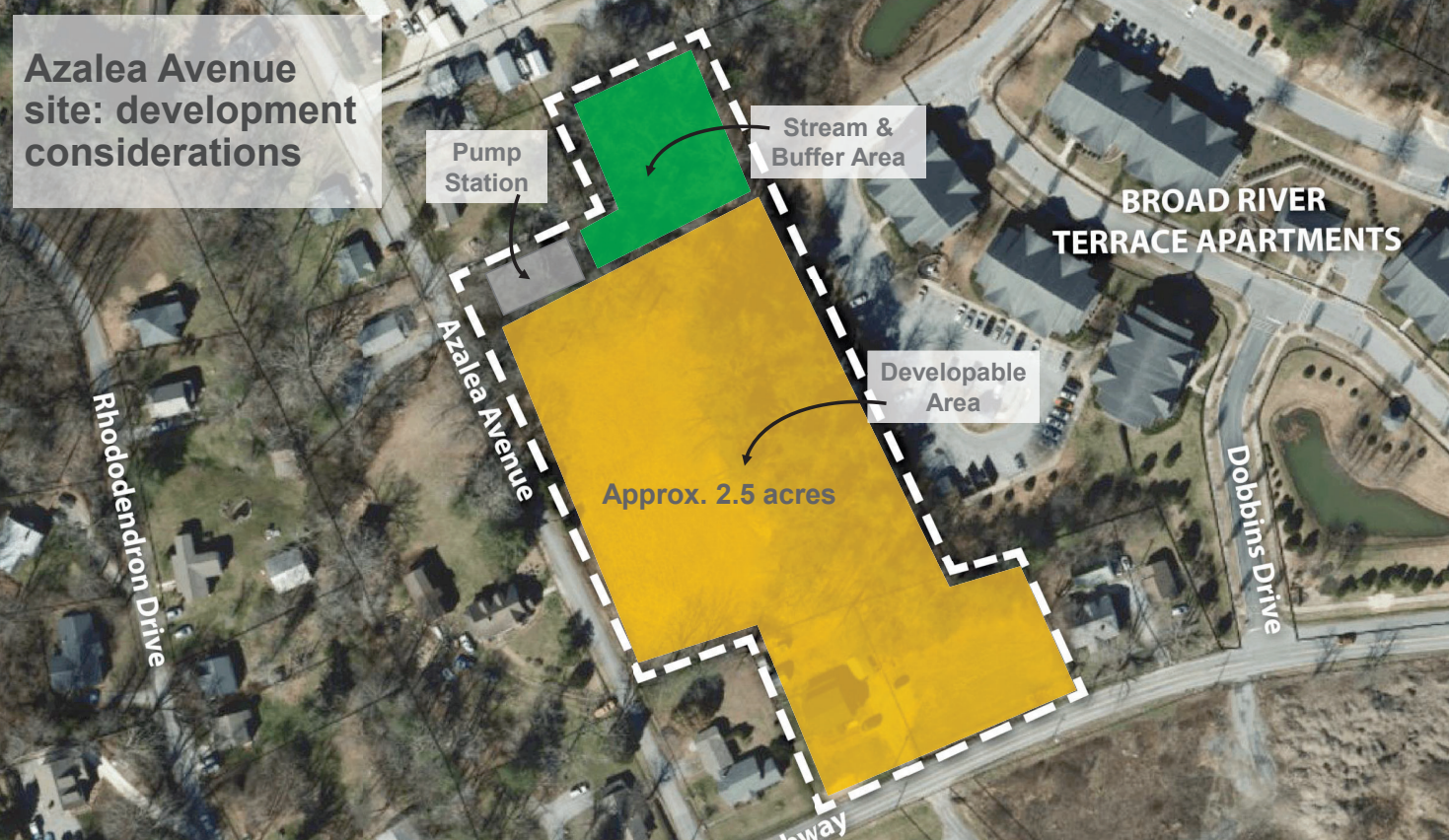
Total Units	58	48	48
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Estimated public investment			
Land Ground Lease or Conveyance	\$1.1 M	\$1.1 M	\$1.1 M
Estimated Funding Gap	\$0.8 M	\$0.7 M	\$0.7 M
Est. Total Public Investment	\$1.9 M	\$1.8 M	\$1.8 M
Est. Total Public Investment per unit	\$33,000	\$38,000	\$38,000

Appendix

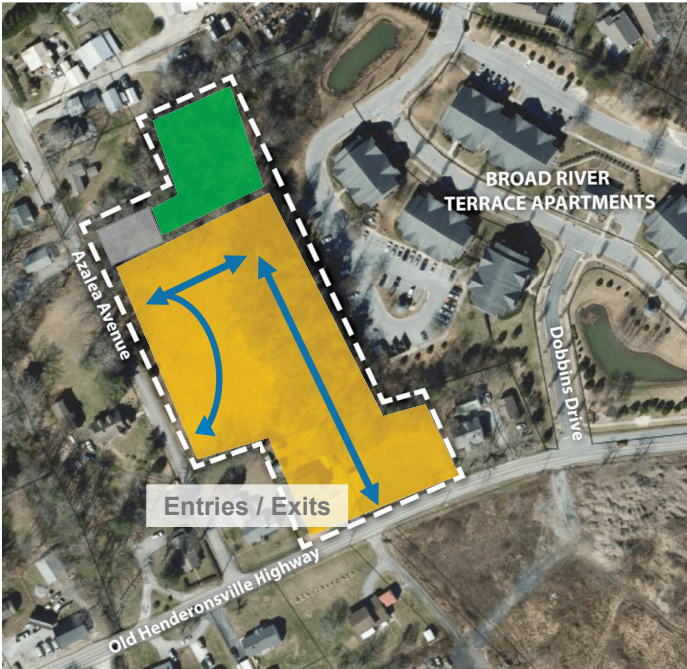
Subtitle Goes Here





Azalea Avenue development considerations

- Road capacity of Azalea Avenue requires entry/exit on Old Hendersonville Highway
- Parking requirement limits the number of units (1.5 spaces/unit)
- Topography and soil makeup add to the development cost
- Re-zoning is required for future development
- Likely 9% LIHTC competitive, however, sewer extension is required upon application



Project affordability

	40% AMI	50% AMI	60% AMI	80% AMI
Annual Income for 1 – 4 Person Households	\$21k – \$30k	\$27k – \$39k	\$32k – \$46k	\$43k – \$62k
Monthly Affordable Rent for 1 – 3 Bedroom Units	\$580 – \$800	\$720 – \$1,000	\$870 – \$1,200	\$1,155 – \$1,600



Senior Resident
(Social Security Income)



Restaurant
Server



Firefighter



Elementary
School Teacher

Note: all income and rent numbers are rounded from original data source.

Project affordability

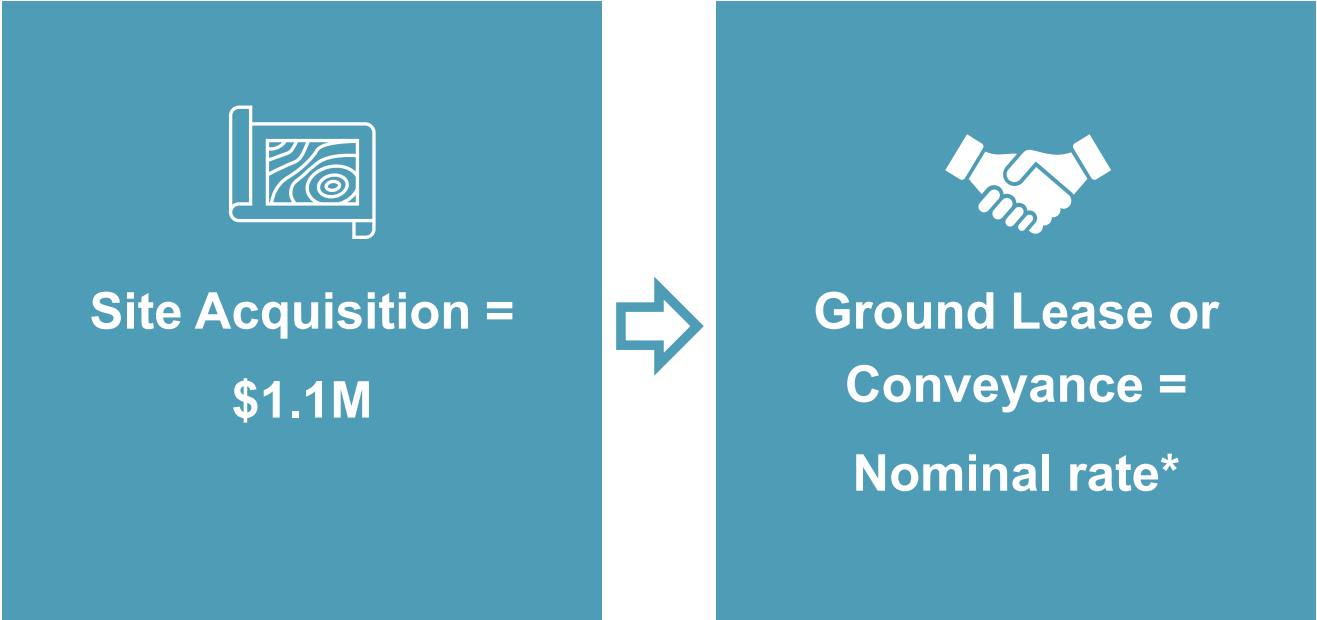
	40% AMI	50% AMI	60% AMI	80% AMI
Annual Income for 1 – 4 Person Households	\$21k – \$30k	\$27k – \$39k	\$32k – \$46k	\$43k – \$62k
Monthly Affordable Rent for 1 – 3 Bedroom Units	\$580 - \$800	\$720 - \$1,000	\$870 - \$1,200	\$1,155 - \$1,600
% of Units*	22%	22%	25%	31%

*Percentages represent approximates. Actual percentages vary for each site scenario.

Note: all income and rent numbers are rounded from original data source.

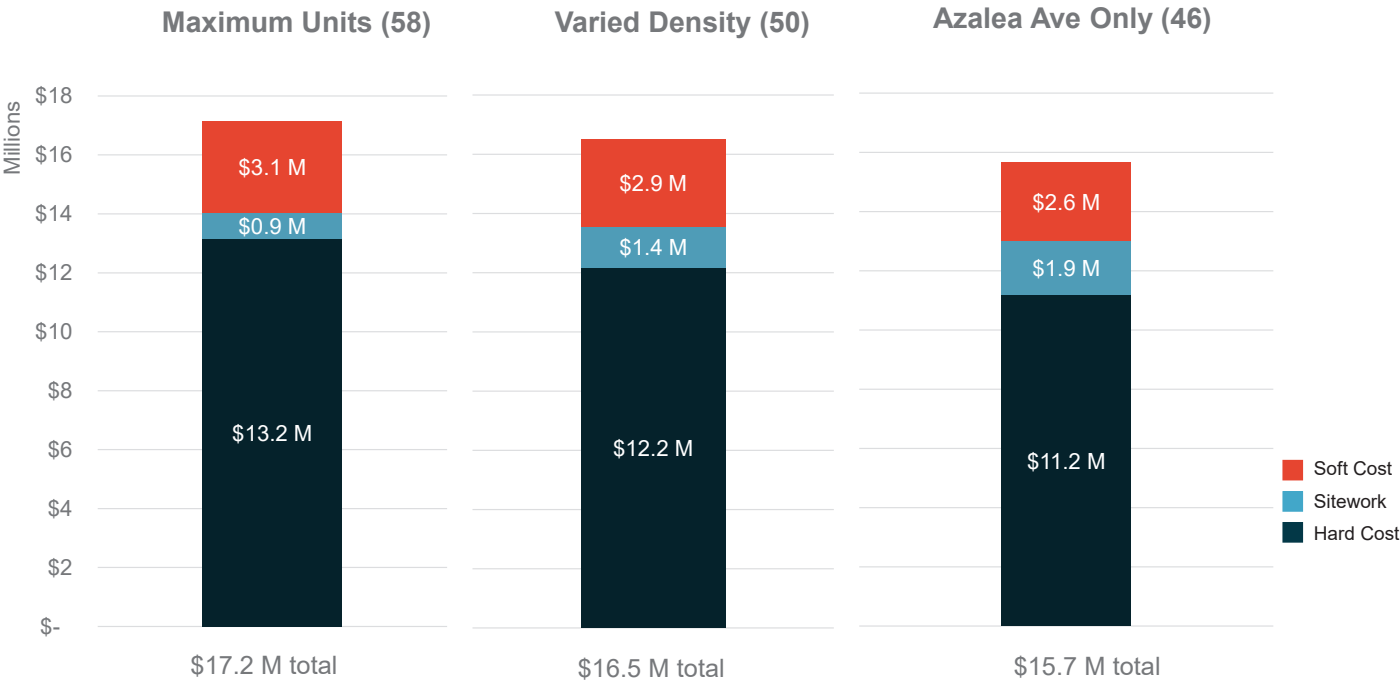
Source: HUD 2024

Key Assumption



*See Tyler Mulligan, "Local Government Support for Privately Owned Affordable Housing," Coates Canons Law Blog (May 16, 2022).

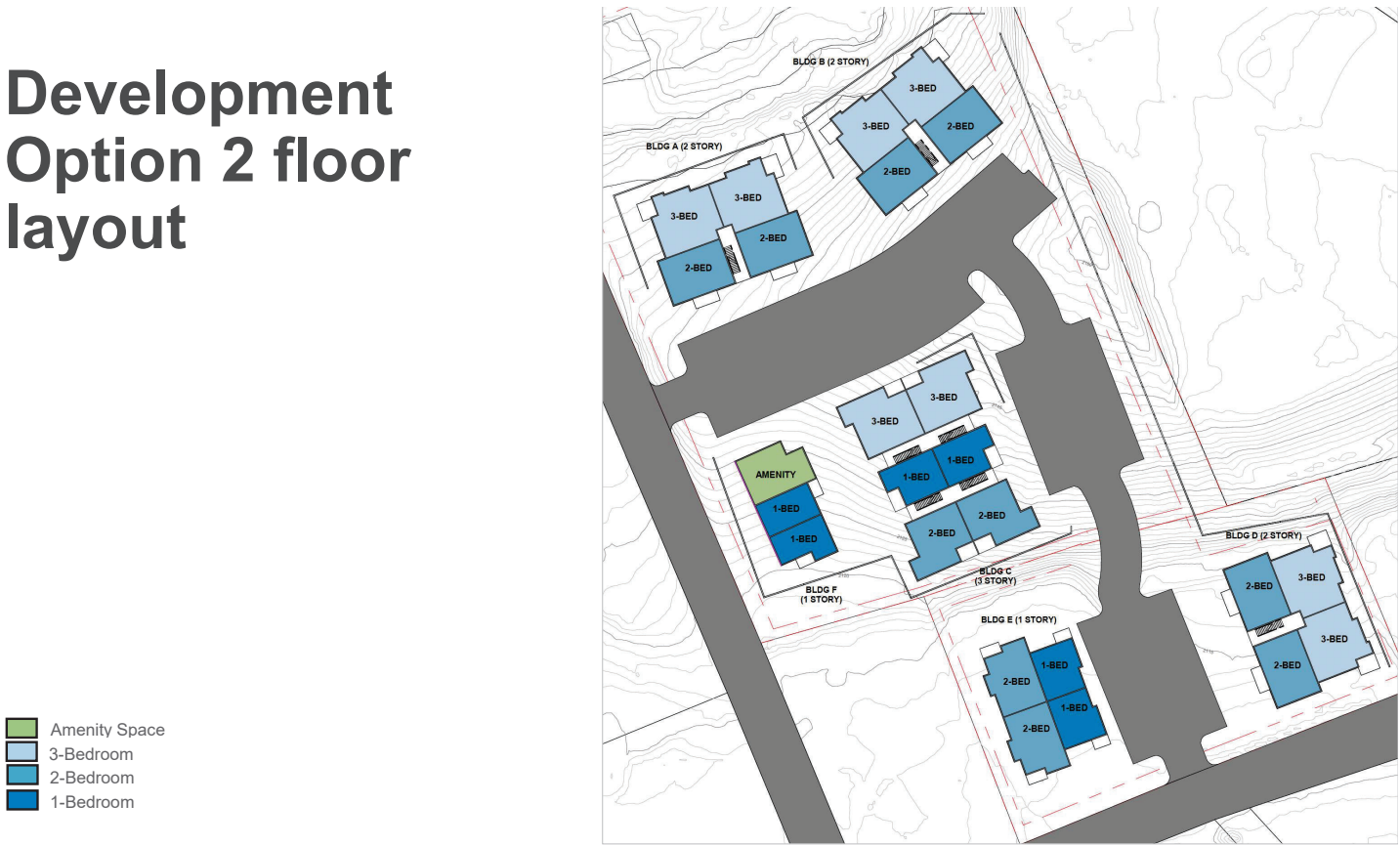
Scenario Development Cost Comparison



Development Option 1 floor layout



Development Option 2 floor layout



Development Option 3 floor layout





PROCLAMATION NO. 2025-11

A PROCLAMATION HONORING CHIEF BOBBY COOPER AND DESIGNATING APRIL 28, 2025 AS "BOBBY COOPER DAY" IN THE CITY OF BREVARD

WHEREAS, Bobby had been a familiar face across the Transylvania County emergency services community for over thirty years, serving several agencies concurrently; and

WHEREAS, in November 2018 Robert "Bobby" Cooper was named the Brevard Fire Department's first full-time Fire Chief; and

WHEREAS, upon his appointment Bobby had ten years of experience as a part-time firefighter for BFD, twenty-six years of experience across multiple positions with Lake Toxaway Fire Rescue, and more than twenty years of experience as a paramedic with Transylvania County Emergency Medical Services, the last few as its Director; and

WHEREAS, Bobby is trained in most of the discrete disciplines within the emergency response field, and he has completed the University of North Carolina Charlotte's EMS Management Institute; and

WHEREAS, Bobby holds a Bachelor of Science degree in Management from Clemson University, and a Masters of Public Affairs degree from Western Carolina University; and

WHEREAS, in his time as Brevard Fire Department's Chief, Bobby led the department's transition from a part-time department staffed exclusively by part-time and volunteer firefighters to a hybrid department with a roster that now includes four full-time engineers; and

WHEREAS, Bobby also oversaw the department's transition into the agency responsible for all medical first responder calls within the City, which resulted in the doubling of the number of calls Brevard Fire Department was responsible for but also enhanced services to the residents of Brevard; and

WHEREAS, Bobby's abilities across disciplines helped create a department that could respond quickly, efficiently, and professionally to all types of calls for service, giving Brevard's residents peace of mind; and

WHEREAS, Bobby resurrected the tradition of having a firehouse dog, bringing his chocolate lab Birdie with him to work. Birdie's presence brought joy to all those who worked at the Brevard Fire Department and Brevard City Hall; and

WHEREAS, Bobby's professional accomplishments, his exemplary leadership, and his character as a friend and colleague at the Brevard Fire Department/City of Brevard are all worthy of recognition.

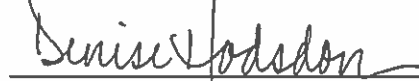
NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BREVARD THAT:

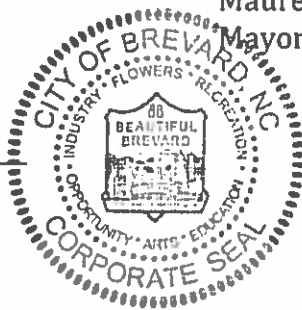
1. This body expresses to you, Robert Cooper, on behalf of its citizens and officials, our thanks and appreciation for your service to the Brevard Fire Department and the City of Brevard.
2. April 28, 2025 shall be recognized as "Bobby Cooper Day" in the City of Brevard, and its observance commended to all Brevard's residents and visitors.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 21st day of April, 2025.


Maureen Copelof
Mayor

ATTEST:


Denise Hodsdon, CMC
City Clerk





Proclamation No. 2025-09 Older Americans Month

WHEREAS, May is Older Americans Month, a time for us to recognize and honor older adults and their immense influence on every facet of American society; and

WHEREAS, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

WHEREAS, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

WHEREAS, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

WHEREAS, we must ensure that older Americans have the resources and support needed to stay involved in our community – reflecting our commitment to inclusivity and connectedness.

NOW, THEREFORE, I, Maureen Copelof, Mayor of Brevard, do hereby proclaim May 2025 as Older Americans Month in the City of Brevard. This year's theme, "Flip the Script on Aging," focuses on transforming how society perceives, talks about, and approaches aging. It encourages individuals and communities to challenge stereotypes and dispel misconceptions.

We call upon all residents to join us in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Brevard to be affixed on this 21st day of April, 2025.


Maureen Copelof
Mayor

ATTEST:


Denise Hodsdon, CMC
City Clerk



STAFF REPORT

City Council, Monday, April 21, 2025

Title: Proposed Text Amendment to City of Brevard Unified Development Ordinance Chapters 3 and 19 - New Flea Market Retail Land Use

Speaker: Aaron Bland, Asst Planning Director

Prepared by: Aaron Bland, Asst Planning Director

Approved by: Wilson Hooper, City Manager

Background

This is a staff-initiated text amendment intended to clarify the Unified Development Ordinance (UDO) to help property owners, business owners, and city staff understand the intent and interpretation of the City's zoning regulations. This amendment focuses on several key definitions that pertain to: 1) the abandonment of a land use, and 2) retail land uses.

Discussion

Abandonment

This is a critical definition that is currently not included in the definitions chapter of the UDO. The importance of defining the word "abandoned" is due to its use as a trigger for compliance with nonconforming land uses. Section 14.2 of the UDO is the section that discusses nonconforming land uses, stating: "If a nonconforming use is abandoned for 180 consecutive calendar days or more, the use shall not be allowed to be re-established. All new uses subsequently established shall be conforming." Simply put, if a land use that is grandfathered due to being in operation before the use was disallowed ceases for 180 days, it loses its grandfathered status.

It is common for zoning ordinances to provide that a nonconforming use status is lost if that use is inactive for a specified period, often six months or a year, after which whatever use is resumed must comply with the zoning ordinance in effect at the time. The courts have upheld this limit on nonconformities, noting there is a legitimate governmental interest in eventually phasing out nonconformities.

Because the continuance of a nonconforming land use hinges on whether it was "abandoned for 180 consecutive calendar days," the definition of what it means to "abandon" a use is important. Staff believes such a definition needs to be added to the UDO to help ensure consistent interpretation of the UDO by the City and expectations by citizens and landowners. The recommended definition was created after reviewing other cities' ordinances and guidance from the UNC School of Government (see attachments).

Retail Land Uses

Currently, the UDO groups most retail land uses into one "catchall" use and definition. This definition is open to including temporary outdoor-based retail uses that are markedly

different from typical brick-and-mortar retail uses. In fielding questions about potential retail uses, the need to add a definition for outdoor or "pop-up" retail uses became clear. To this end, the "Flea Market" land use has been added to the use matrix. The Board should consider what zoning districts this new use would be appropriate.

Policy Analysis

How an ordinance deals with nonconformities poses an important policy choice for local governments. The ordinance has to balance several legitimate interests. One interest is that of the landowner or business owner who did something legal at the time but now is a nonconformity due to no action of their own. The interest of the neighbors expecting the protections offered by the ordinance's current restrictions. The community as a whole in having everyone abide by the same rules. A zoning ordinance should give careful thought to how to balance these interests; the benefits to the neighbors and community from uniform compliance with current regulations have to be considered in conjunction with the burden on the owner of the nonconformity.

While these specific amendments are not contemplated by the Comprehensive Land Use Plan, it is always a best practice to ensure that the zoning regulations are as clear and unambiguous as possible. This is another in a long line of staff-initiated text amendments aimed at doing just that.

Recommendation

The Planning Board discussed these amendments at their March 25th meeting, unanimously recommending the retail use amendments as presented and a slightly modified abandon definition:

Abandon: To intentionally ~~or unintentionally~~ discontinue from actively using land, structures, or any premises for the intended or previous use for a specified period of time, but excluding temporary periods of inactivity due to remodeling, maintaining, restoring, or otherwise improving a facility.

Fiscal Impact

None.

Action

This staff report is for public hearing purposes and no action is requested at this time.

Attachments:

1. Recommended Amendment: Abandoned
2. Recommended Amendment: Retail
3. Coates' Canons NC Local Government Law
4. Research from Other Municipalities
5. Consistency Statement

CHAPTER 14. NONCONFORMITIES

14.2. Nonconforming uses.

- A. Nonconforming uses of land or structures, and nonconforming structures that contain nonconforming uses may continue only in accordance with the provisions of this section, but this section shall only apply to the extent these or such nonconformities fully and clearly meet the definition of "non-conforming use" in CHAPTER 19 of this ordinance.
- B. A nonconforming *non-residential* use shall not be expanded, changed to another nonconforming use, or enlarged, nor shall such a nonconforming use be enlarged by additions to the structure in which the nonconforming use is located (either attached or detached). However, if a nonconforming non-residential use can expand within the existing structure, it may do so as long as the administrator determines that the interior expansion will not have a negative impact upon surrounding conforming uses. Any occupation of additional lands beyond the boundaries of the lot on which the nonconforming use is located is prohibited.
- C. An existing nonconforming residential use may be enlarged or altered. Any such enlargement or alteration shall be in compliance with all yard requirements and other regulations of such structures as required in the specific district.
- D. Once a nonconforming use has been changed to a conforming use, it shall not revert or be used for any nonconforming use.
- E. If a nonconforming use is abandoned for 180 consecutive calendar days or more, the use shall not be allowed to be re-established. All new uses subsequently established shall be conforming.

CHAPTER 19. DEFINITIONS

19.3. Definitions.

The following words, terms and phrases, when used in this UDO, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandon: To intentionally discontinue from actively using land, structures, or any premises for the intended or previous use for a specified period of time, but excluding temporary periods of inactivity due to remodeling, maintaining, restoring, or otherwise improving a facility.

2.2. Use categories and tables of permitted uses.

TABLE 2.2.A: LAND USE MATRIX											
Commercial											
			GR	RMX	NMX	PGX	DMX	CMX	IC	GI	
Retail	3.7.4	All retail and sales establishments except as listed below	—	—	P	P	P	P	P	—	
		Alcoholic Beverage Sales Store	—	—	SUP	P	P	P	—	—	
		Auto/Mechanical Parts Sales	—	—	—	P	P	P	—	P	
		Gas Station	—	—	SUP	PS	SUP	PS	—	PS	
		Gunsmiths and Weapon Sales	—	—	SUP	SUP	PS	PS	—	PS	
		Flea market	—	—	—	—	—	SUP	—	—	

3.7. Commercial uses.

3.7.4. Retail use category.

A. Retail.

1. Definition: Facilities involved in the sale, lease, or rental of new or used products, merchandise and prepared foods to the general public. Retail uses are conducted primarily indoors within an enclosed building. Retail sales include, but are not limited to, the following:
 - a. alcoholic beverages for off-premises consumption;
 - b. auto/mechanical parts;
 - c. art supplies, crafts and fabric;
 - d. bicycles and recreational goods;
 - e. clothing and secondhand goods;
 - f. computers, electronic equipment;
 - g. convenience and pharmaceuticals;
 - h. flowers, plants, and garden supplies;
 - i. gifts and novelties;
 - j. groceries, produce, dry goods; and baked goods;
 - k. home improvement items, hardware, and appliances;
 - l. household products;
 - m. medical supplies;
 - n. music and musical instruments; and
 - o. office supplies and package shipping.

F. Flea market.

1. Definition: An occasional or periodic sales activity held in an open area, semi-open facility, or temporary structure, where individual merchants offer goods, new and used, for sale to the general public. This definition shall not include private yard sales or garage sales that are conducted on a residentially developed lot by members of the household.

DRAFT

Coates' Canons NC Local Government Law

What Do You Mean I Can't Start Up My Business Again?

Published: 04/19/13

Author: David Owens



Rick Grimes is a sheriff's deputy residing in a crossroads community out in the county. For a number of years he has supplemented his income with a small business repairing RVs. He usually has three or four old RVs parked in his back yard where he fixes them on nights and weekends. A few years ago the county extended zoning to Rick's community. His home was placed in a single-family residential zoning district that does not allow commercial uses such as his RV repair operation. But the county zoning staff told him when zoning was adopted that he could continue his backyard business since he had all required permits and was in operation prior to adoption of the ordinance.

About eight months ago Rick was seriously injured in the line of duty. He spent two months in the hospital. After an additional few months of rehab he was able to return to work. Given his lack of stamina, however, he put his moonlighting RV repair work aside.

Rick is now feeling much better and recently decided to restart his RV repair business. He mentioned this in passing to the county planner in the courthouse parking lot yesterday as they were leaving work. She told Rick there might be space to open his business in an abandoned state prison the county had recently acquired and was converting to a small business incubator and start-up industrial park.

Rick, his meager savings already depleted by his hospitalization and recovery expenses, thanked her for the tip, but quickly said he preferred to pick up the work in his backyard. She reminded him that while his neighbors had been very supportive during his recovery, there had been

complaints before he got hurt about all the “junk” piled up in his yard. Some of the neighbors might well not welcome the reappearance of a half-dozen broken-down RVs in his backyard. She told Rick that re-starting the work at his home might not be allowed under the county zoning.

Could it possibly be true that Rick cannot resume his backyard business? Well, it depends.

Nonconformities

The first question is whether Rick’s business qualifies as a lawful “nonconformity” under the county zoning. Nonconformities are those land uses, structures, or lots that were legal when established but that do not conform to the requirements of subsequently adopted regulations.

How an ordinance deals with nonconformities poses an important policy choice for local governments. The ordinance has to balance several legitimate interests. One interest is that of the landowner who did nothing wrong in creating what is now a nonconformity. There is the interest of the neighbors in receiving the benefits of the protections offered by the ordinance’s current restrictions. Another interest is that of the community in having everyone abide by the same rules. Those crafting the ordinance should give careful thought as to how these interests should be balanced. The benefits to the neighbors and community from uniform compliance with current regulations have to be considered in conjunction with the burden on the owner of the nonconformity.

While not required by state statute in North Carolina, virtually all zoning ordinances allow for the continuance of nonconformities. In this instance, the county ordinance does allow for continuation of nonconformities. Since Rick’s repair business pre-dates the application of county zoning restrictions to his property it was at the time of his injury a lawful nonconformity.

Virtually all ordinances, however, strictly limit nonconformities. An earlier **blog post** explored how these limits apply to proposed repair or replacement of a nonconformity. Rick’s situation raises a second common limit on nonconformities. Zoning ordinances typically provide that nonconforming use status is lost if that use is inactive for a specified period, often six months or a year. After that, whatever use is resumed must comply with the zoning ordinance in effect at the time of resumption. The courts have upheld such limits on nonconformities, noting there is a legitimate governmental interest in eventually phasing out nonconformities. Williams v. Town of Spencer, 129 N.C. App. 828, 500 S.E.2d 473 (1998).

Limits Based on Inactivity

Assume the county ordinance provides that nonconforming use status is lost if there is a six month period of inactivity. Did Rick's RV repair business lose its lawful nonconforming status because it has been closed for the last eight months?

Whether this limit applies to Rick depends on the precise wording of the county ordinance.

Different results may obtain depending upon whether the term used is abandonment, cessation of use, or discontinuance. Unless more specific definitions are provided in the ordinance, the courts have interpreted *abandonment* to mean that the use has stopped and that there is no intent to restart it in the future and *discontinuance* to simply mean that the use is not active, regardless of any intent to resume. The cases also explore just what is a *cessation of use*. This can involve an examination of situations where the work stops for repairs, securing new tenants, or there is inactivity but an ability to restart it on short notice is retained. Of course in all of the cases the courts are examining a specific ordinance and attempting to discern the underlying intent of the board that adopted it, as well as applying it to a particular set of facts.

The choice of which term to use is to some degree based on how the local government chooses to strike the balance noted above. Using "abandon" is most protective of the interests of the owner as it provides the nonconforming protection is not lost unless the owner intends to give it up. By contrast, using "discontinued" may speed removal of incompatible uses that harm the neighbors and community.

Abandonment

In many respects use of the term "abandonment" is the easiest of these terms to apply. When an ordinance uses the term "abandonment," this introduces an element of intent on the part of the owner. In Forsyth County v. Shelton, 74 N.C. App. 674, 329 S.E.2d 730, *review denied*, 314 N.C. 328, 333 S.E.2d 484 (1985), the ordinance provided that nonconforming status was lost if the use was abandoned, abandonment being defined as "the voluntary discontinuance of a use, when accompanied by an intent not to reestablish such use." The case involved a nonconforming commercial recreation facility in a residential zoning district. After the owner became ill, there was an extended period during which the facility was not open to the public. For a time the property was leased to others who ran the facility. It was then used for several years only by family and friends of the owner. The defendant contended that there had been no abandonment of the use,

citing several grounds—among them, the physical facilities had remained in place even if they were not actually in commercial use, illness had made the cessation of use involuntary, some recreational use had always been made of the property, and there had always been an intent to reopen. The court however found sufficient evidence to conclude that there was an intent to forgo use of the property as a commercial recreation business, thus losing its nonconforming status.

So in our case, if the county ordinance says nonconforming use status is lost if the use is abandoned, Rick would have a good case for being allowed to resume operations in his backyard. He would need to meet with the planner and show her evidence that he was out of operation due to his injuries, but that he had no intent to permanently close his business. This could include indicators such as retention of his tools, keeping the repair materials he had on hand, and the like.

Discontinuance or Cessation of Use

If on the other hand the county ordinance uses ‘discontinued’ or ‘cessation of use’ rather than ‘abandonment,’ Rick may have a problem if he really wants to resume work in his backyard rather than relocating.

A typical case upholding a limit on resumption of a discontinued nonconformity is Dockside Discotheque, Inc. v. Board of Adjustment, 115 N.C. App. 303, 444 S.E.2d 451, *review denied*, 338 N.C. 309, 451 S.E.2d 635 (1994). Under the town’s zoning ordinance, nonconforming status was lost if the nonconforming activity was discontinued for a consecutive period of 180 days or was discontinued for any period of time without a present intention of resuming that activity. The landowner had offered topless dancing on the site on an occasional basis from 1983 through 1989, the frequency ranging from once a week at times to once every two to three months. In 1990 the zoning ordinance was amended to remove adult entertainment from the zoning district involved.

The court held that because adult entertainment had not been offered on site for a period of eleven months at the time the restriction was enacted, no valid nonconforming use was present. Likewise, in CG & T Corp. v. Board of Adjustment of Wilmington, 105 N.C. App. 32, 411 S.E.2d 655 (1992), a case involving an inactive oil refinery where oil storage continued while the refinery was inactive, the court ruled that as defined in the ordinance, the term “discontinue” was not synonymous with the term “abandon” because intent was not a factor to be considered in the discontinuance of a use. The court upheld a determination that the facility’s use as an oil refinery had been discontinued, whereas its use as an oil storage terminal had been maintained.

In Rick's case, RV repair work was discontinued in the backyard for eight months. His intentions to resume do not matter, as this is just a factual question of whether or not any of the repair work continued at his home during the time in question. So if the ordinance used this terminology, it is probably time for Rick to take a close look at the old prison site or some other appropriately zoned location for his business.

The issue gets a bit more complicated if the term used in the county ordinance is "cessation of use." Flowerree v. City of Concord, 93 N.C. App. 483, 378 S.E.2d 188 (1989), illustrates the complexities this creates. The plaintiff owned a nonconforming duplex in a single-family zoning district. After tenants moved out and the units could not be leased, the owner took them off the market and renovated both units. Since the units were vacant for more than the time period allowed in the ordinance, the city contended there has been a cessation of use as a duplex. The court however held that occupancy alone could not be used to determine the use. As long as the owner was making an attempt to use the property as a duplex (as evidenced by advertisements and renovations), there was no cessation of use as a matter of law. In Diggs v. City of Wilson, 25 N.C. App. 464, 213 S.E.2d 443 (1975), the court similarly held a restaurant closed for renovations over a thirteen-month period had not been discontinued. Rick could also point to Southern Equipment Co. v. Winstead, 80 N.C. App., 342 S.E.2d 524 (1986), a case involving a nonconforming concrete-mixing facility. Because of a business slump the plant was out of operation for more than six months, but it was maintained throughout the period and could have resumed operation very quickly if any business materialized. The court held that even though no work was done on site, the use had not ceased. But here Rick had not stopped for renovations or repair. While he was incapacitated to a degree he could not have resumed RV repair work at any point during the six months limit for cessation of use. So it is not clear these cases will help his cause.

Conclusion

Whether Rick can resume this work at his home or must relocate his business depends on the exact wording of the ordinance and the details of his situation. In our case it is clear that Rick's RV repair business was not abandoned as he had no intent to permanently close it. But the use may well have been discontinued or even ceased to be used. So before he resumes his business, he needs to carefully review the exact language in the ordinance and go by the planner's office for a detailed review of his circumstances.

If he is fortunate, the ordinance will clearly spell out the intent of the local government on just what type of inactivity will result in loss of nonconforming use status. For example, does the inactivity require an intent not to resume? What about inactivity due to illness, bankruptcy or other financial difficulty? It is helpful if the intent of the limit is spelled out in the ordinance rather than leaving this to guess-work by the zoning administrator, the land owner, and the courts. While the courts can sort this out, there is no substitute for clarity in the ordinance itself.

Retail Definitions

- **BREVARD'S CURRENT DEFINITION:**
 - Retail uses: Facilities involved in the sale, lease, or rental of new or used products, merchandise and prepared foods. Retail sales include, but are not limited to, those listed in Section 3.7.D.
- **Atlantic Beach**
 - The Retail Sales Use Category includes use types involved in the sale, lease, or rent of new or used products to the general public.
- **Black Mountain**
 - Mobile retail vendor: A motor vehicle, or trailer towed by another vehicle, designed and equipped to sell goods directly to consumers, excluding firearms, ammunition, tobacco and vaping products.
 - Mobile retail vendor, artisan: Artists or craftspersons who produce originally designed unique hand-crafted products and of high-quality, including crafts, inedible products, beauty and body products, excluding firearms, ammunition, tobacco and vaping products, and sell using a motor vehicle, or trailer towed by another vehicle.
 - Retail sales: Establishments engaged in selling goods or merchandise to the general public and rendering services incidental to the sale of such goods including tailoring or repair. This includes, but is not limited to, specialty shops and stores as well as:
 - Flea market: An occasional or periodic market held in an open area or structure where groups of individual sellers offer goods for sale to the public.
- **Carolina Beach**
 - Outdoor display means the displaying of goods, merchandise, or products outdoors such that the items are readily available for sale at retail on the same lot and in conjunction within a permanent fully-enclosed building. Under no circumstance shall displayed items be available for purchase at any location other than the designation point of transaction inside the permanent fully-enclosed building.
 - Retail sales means use types involved in the sale or lease of new or used products to the general public. Accessory uses may include offices, display of goods, limited assembly, processing, or repackaging of goods for on-site sale.
- **Chapel Hill**
 - Retail sales: Establishments engaged in selling of goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods.
- **Fayetteville**

- Outdoor Display and Sales: The placement of products or materials (other than vehicles) for sale outside the entrance of a retail or wholesale sales establishment.
- Retail Sales Establishment: Commercial enterprises that provide goods and/or services directly to the consumer, where such goods are available for immediate purchase and removal from the premises by the purchaser. Examples include stores selling, leasing, or renting consumer, home, and business goods such as art, art supplies, bicycles, cameras, clothing, dry goods, electronic equipment, fabric, furniture, garden supplies, gifts, groceries and food sales, hardware, home improvements, household products, jewelry, pets, pet food, pharmaceuticals, plants, printed material, stationary, and videos.
- Flea Market: A market held in an open area or structure where individual sellers offer goods for sale to the public. Such sellers may set up temporary stalls or tables for the sale of their products. Such sales may involve new and/or used items and may include the sale of fruits, vegetables, and other edible items. A farmer's market, where food items predominate, is different than a flea market. This also differs from a garage sale or yard sale that is conducted on a residentially developed lot by members of a household, or civic groups selling primarily donated items.
- Garner
 - Sales. The wholesale or retail sale, lease, or rental of new or used products. Sale or rental of items with customary service of rented items is allowed but excludes those services and sales classified more specifically by another category.
 - Temporary outdoor retail sales refers to the sale of goods or merchandise that are not generally sold as part of the principal use's inventory. Sales for the temporary outdoor retail operation shall be separate and apart from sales for the principal use.
- Gastonia
 - Retail: A building, property, or activity the principal use or purpose of which is the retail sale of goods, products, or merchandise directly to the consumer. Such a retail establishment shall not be classified as a "Retail" use, if listed elsewhere in the Table of Uses of this Ordinance. Examples of excluded uses include: restaurants, convenience store - fuel marts and convenience stores.
- Hendersonville
 - Retail sales, outdoor: The use of an area not in an enclosed building or under a permanent roof structure for the display of inventory.
 - Retail sales, seasonal outdoor: Temporary outdoor use of an area for the display of inventory related to a holiday, season of the year or otherwise not offered on a regular basis.
 - Retail storage, outdoor: Outdoor storage of goods for retail sale.

- Retail store: An establishment engaged in selling goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods. Such use may process some of the products which it sells so long as such processing is incidental to such retail sales. The term shall not be deemed to include establishments in which the sale of goods or merchandise is incidental to another use, such as junk yards and wrecking yards as defined by G.S. 136-143.
- Lake Lure
 - Retail business means establishments selling commodities directly to the consumer.
- Morehead City
 - Flea market. An occasional or periodic sales activity held within a building, structure, or open area where groups of individual sellers offer goods, new and used, for sale to the public, not to include private yard sales.
 - Retail and wholesaling, indoor. An establishment which sells items at retail or wholesale wholly within an enclosed building.
- Mount Airy
 - Flea Market. An open-air market for new and/or second-hand articles and goods sold by one or more merchants, which is conducted on an open non-residential lot. Permanent flea markets can only be located in the M-1 zoning district. A detailed site plan must be presented to the Planning Director or his designee prior to a Zoning Permit being issued. Occasional yard sales conducted by individuals or non-profit organizations shall not be deemed flea markets, provided such yard sales are not conducted on more than six (6) days per year or, in the case of non-profit organizations, not more than fourteen (14) days per year.
- New Bern
 - Flea market: An occasional or periodic sales activity held within a building, structure, or open area where groups of individual sellers offer goods, new and used, for sale to the public, not to include private yard sales.
- Oak Island
 - Flea market: An occasional or periodic market held in an open area or structure where goods are offered for sale to the general public by individual sellers from open or semi-open facilities or temporary structures.
- Statesville
 - Retail - the use of land, buildings or structures for the sale of merchandise to the consumer of the merchandise which may include, but not be limited to, convenience goods, shoppers' goods, bicycle sales, gas stations, liquor stores,

lumber and other building material sales, mail order pickup facilities, mobile home sales, motor vehicle sales, service stations, and sales of used merchandise.

- Topsail Beach
 - Retail sales. Use types involved in the sale or lease of new or used products to the general public. Accessory uses may include offices, display of goods, limited assembly, processing, or repackaging of goods for on-site sale, concessions, and ATM machines. Retail sales does not include the following:
- Washington
 - Retail sales means establishments engaged in selling merchandise for personal or household consumption, and rendering services incidental to the sale of goods. Retail sales establishments are classified by kind of business according to the principal lines of commodities sold (apparel), or the usual trade designation (shoe store). Characteristics of retail trade is engaged in activities to attract the general public to buy; the establishment buys or receives merchandise as well as sells; the establishment may process its products but such processing is incidental or subordinate to selling; the establishment is considered as retail in the trade; and the establishment sells to customers for personal or household use.
- Waynesville
 - Outside Sales. The sale of goods and products outside of a permanent structure such as landscape materials, lawn and garden supplies, and produce. This definition includes farmer's markets and flea markets.
- Wilmington
 - Retail, general: Establishments engaged in the sale with incidental service of commonly used goods and merchandise for personal or household use but excludes those uses specifically listed in this article.
- Winston-Salem
 - Retail store: An establishment primarily engaged in general retail sales, where the majority of display and/or storage of merchandise being sold occurs within an enclosed structure.

Abandoned Definitions

- Charlotte
 - Where a nonconforming use is visibly discontinued for 12 consecutive months, the use shall not be reestablished or resumed, and any subsequent use of the land or structure shall conform to the requirements of this Ordinance
- Fayetteville
 - Discontinuance or Abandonment: A nonconforming use shall not be re-established after discontinuance for a period of 365 consecutive calendar days or more. Efforts to renovate or repair the use are not considered a vacancy, abandonment, or discontinuance, provided all appropriate development approvals are obtained, and provided the renovation or repair is completed within 365 days from commencement or repair or renovation, and the use is re-established within 30 days from the time the renovation or repairs are completed. Failure to complete the repairs or renovation within 365 days or re-establish the use within 30 days following repairs or renovation shall constitute discontinuance, and a nonconforming use shall not be re-established.
- Garner
 - Abandon. To cease, either intentionally or unintentionally, from actively using land, structures, or any premises for the intended or previous use, but excluding temporary periods of inactivity due to remodeling, maintaining, or otherwise improving a facility. Abandonment is often referenced to a specified time period. This definition includes “abandon”, “abandonment”, and any other tense or version of the word “abandoned.”
- Gastonia
 - A use becomes an abandoned use when it is discontinued for a continuous period of one year or more or when the premise on which it is located is devoted to another use.
- Greensboro
 - Discontinuance
 - A nonconforming use that ceases operations for any reason for a continuous period of more than one year may not be reestablished. Any subsequent use of such land must be a use permitted in the district.
 - The resumption of a nonconforming use is not permitted if the nonconforming use is replaced by an allowed use for any period of time.
- High Point

- Cessation 1.General (a)If a nonconforming use of land ceases operation for a continuous period of more than 180 days, any subsequent use of the land shall be a use permitted in the district by right.
- CESSATION: Ending of the use of land, structure, operation, or activity, permanently or for a period of time, as defined by this Ordinance.
- Morehead City
 - Abandonment. To visibly cease or discontinue a use or activity, but excluding temporary or short-term interruptions to a use or activity during periods of remodeling, maintaining, or otherwise improving or rearranging a facility, or during normal period of vacation or seasonal closure.
- Rutherfordton
 - Abandonment means to cease or discontinue a use or activity without intent to resume, but excluding temporary or short-term interruptions to a use or activity during periods of remodeling, maintaining, or otherwise improving or rearranging a facility, or during normal periods of vacation or seasonal closure. (See section 30-406.)

**COMMENT OF CONSISTENCY WITH COMPREHENSIVE PLAN
AND ANY OTHER OFFICIALLY ADOPTED APPLICABLE PLANS
TXT-25-004**

NCGS 160D-605 requires that the Planning Board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan prior to consideration by the Governing Board. The Planning Board shall provide a written recommendation to the Governing Board that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the Comprehensive Plan shall not preclude consideration or approval of the proposed amendment by the Governing Board.

The Brevard Planning Board forwards this recommendation to City Council with a finding that the proposed zoning map amendment is **neither consistent nor inconsistent** with the City's adopted plans and policies.



Proclamation No. 2025-10 National Day of Prayer

WHEREAS, a National Day of Prayer has been part of our heritage since it was declared by the First Continental Congress in 1775, and the United States Congress in 1952 approved a Joint Resolution setting aside a day each year to pray in our nation; and

WHEREAS, the United States Congress, by Public Law 100-307, in 1988, as amended, affirms that it is essential for us as a nation to pray and directs the President of the United States to set aside and proclaim the first Thursday of May, annually, as a National Day of Prayer to be celebrated by all faiths and religions; and

WHEREAS, a National Day of Prayer is an occasion for each of us to pause in our normal daily routine and come together as one community giving thanks for all that we enjoy as Americans and as residents of Brevard, including our treasured freedom to practice religion as we choose; and

WHEREAS, regardless of one's faith tradition, prayer helps remind us of our humanity and helps connect all of us to the greater community, nation and world in which we all share; and

WHEREAS, on this National Day of Prayer I encourage all members of our community to pray, reflect or meditate in a manner most appropriate to their own religious or spiritual beliefs.

NOW, THEREFORE, I, Maureen Copelof, Mayor of The City of Brevard, North Carolina do hereby proclaim May 1, 2025, as a Day of Prayer throughout the City of Brevard, NC and encourage all members of our Brevard community to join in thankfulness, prayer and reflection for:

Our nation and other nations especially for all those who battle for freedom throughout the world including our brave men and women in uniform;

For those who help keep us safe here at home – our Law Enforcement, Fire Department and EMS personnel;

For those entrusted with the care and education of our children – our parents, our teachers and child care workers;

For those who are still recovering from the impact of Hurricane Helene and the recent fires;

For our most vulnerable neighbors and for all who are struggling and need compassion and assistance;

For our leaders, so that they have the strength to meet the challenges we face today and tomorrow and the wisdom to know what to do and the commitment to do what is right; and

For our nation and the diversity that makes us strong; may we treat everyone with respect and come together in unity as Americans.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brevard to be affixed this 21st day of April, 2025.

Attest:


Denise Hodsdon, OMC
City Clerk




Maureen Copelof
Mayor



CITY *of* BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture

TAX SETTLEMENT REPORT FOR MONTH ENDED MARCH 31, 2025

Tina Tanner
Certified Tax Collector

HEART OF BREVARD TAX SETTLEMENT REPORT
MONTH ENDING MARCH 31, 2025

UPDATED: 04.07.2025

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
2024		\$ 64,583.54	\$ 12,538.17	\$ 45.99	\$ 8,318.48	\$ 28,612.21	
2023-2011	\$ 28.47	\$ 137.22			\$ 625.39		
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL:	\$ 28.47	\$ 64,720.76	\$ 12,538.17	\$ 45.99	\$ 8,943.87	\$ 28,612.21	

CITY OF BREVARD TAX SETTLEMENT REPORT
MONTH ENDING MARCH 31, 2025

UPDATED: 04.07.2025

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
2024		\$ 4,145,519.25	\$ 355,192.81	\$ 150,837.61	\$ 169,949.16	\$ 660,227.95	
2023-2011	\$ 3,514.80	\$ 4,462.58	\$ 2,327.19	\$ 4,626.24	\$ 2,855.63	\$ 1,778.13	
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL:	\$ 3,514.80	\$ 4,149,981.83	\$ 357,520.00	\$ 155,463.85	\$ 172,804.79	\$ 662,006.08	
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2024	\$ 395,194.02	\$ 42,533.66	\$ 67,943.21				\$ 5,987,397.67
2023-2011	\$ 3,258.13	\$ 743.42	\$ 3,740.29				\$ 27,306.41
2010 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 398,452.15	\$ 43,277.08	\$ 71,683.50	\$ -	\$ -	\$ -	\$ 6,014,704.08

STAFF REPORT

City Council, Monday, April 21, 2025

Title: Audit Contract for the Year Ending June 30, 2025

Speaker: Dean Luebbe

Prepared by: Dean Luebbe, Assistant City Manager/Finance Director

Approved by: Wilson Hooper, City Manager

Background

NCGS 159.34 requires that each local government entity annually compile its financial statements for the prior fiscal year, and have them audited according to GAAP (Generally Accepted Accounting Principals). By requiring this review, the statute helps keep NC local governments financially healthy, and ensures transparency in public spending.

Staff recommends that the City continue to contract with Gould Killian CPA Group, P.A. for audit services. The FY25 proposed audit contract is \$58,000. This reflects an increase of \$5,300 over the prior fiscal year. The LGC now requires audit firms to estimate the number of major programs requiring a single audit. Gould Killian has estimated three major programs for us, at a cost of \$4,200 per program. In fiscal year 2024, the City required two major program audits. If the City only has two major program audits in FY25, the cost increase would be \$1,100. A copy of the audit contract and the agreement to provide services are attached.

Action

Staff requests Council approve the Audit Contract with Gould Killian CPA Group, P.A. for Year Ending June 30, 2025 in the amount of \$58,000.

Attachments:

1. Contract to Audit Accounts
2. Agreement to Provide Services

The	Governing Board
of	City Council
and	Primary Government Unit
	City of Brevard
	Discretely Presented Component Unit (DPCU) (if applicable)

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name
	Gould Killian CPA Group, P.A.
	Auditor Address
	100 Coxe Avenue, Asheville, NC 28801

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Date Audit Will Be Submitted to LGC
	06/30/25	12/31/25

Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$750,000 for a federal single audit and \$500,000 for a State Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within six months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Dean Luebke

Finance Director

dean.luebke@cityofbrevard.com

OR Not Applicable ☐ (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

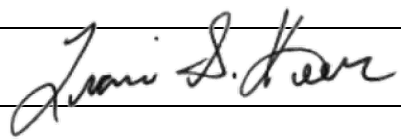
4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	City of Brevard
Audit Fee (financial and compliance if applicable)	\$ 37,900
Fee per Major Program (if not included above)	\$ 4,200 (not to exceed amount includes 3 major programs)
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 7,500
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 58,000

Discretely Presented Component Unit	
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Gould Killian CPA Group, P.A.	
Authorized Firm Representative (typed or printed)* Travis S. Keever	Signature* 
Date* 04/08/25	Email Address* tkeever@gk-cpa.com

GOVERNMENTAL UNIT

Governmental Unit* City of Brevard	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by This Transaction:	\$ 58,000
Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT



G. Edward Towson, II., CPA
Harvey Jenkins, CPA
Shon Norris, CPA, CFP®
Eric Michael, CPA
Daniel R. Mullinix, CPA
Terry Andersen, CPA
Travis Keever, CPA
Cheryl McCormick, CPA

April 7, 2025

To the City Council and
Members of Management
City of Brevard
95 West Main St.
Brevard, NC 28712

Agreement to Provide Services

This agreement to provide services (the “Agreement”) is intended to describe the nature and scope of our services.

Objectives and Scope of the Audit

As agreed, Gould Killian CPA Group, P.A. (“GK” or “we”) will audit the financial statements of the governmental activities, business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of City of Brevard as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement City of Brevard’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Brevard’s RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management’s Discussion and Analysis
2. Required schedules for Law Enforcement Officers’ Special Separation Allowance

3. Required schedules for the Local Government Employees' Retirement System
4. Required schedules for Other Postemployment Benefits

We have also been engaged to report on supplementary information other than RSI that accompanies City of Brevard's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. We will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements:

1. Combining and individual fund statements, budgetary schedules, other schedules
2. Schedule of expenditures of federal and state awards (when applicable)

The introductory and statistical sections will not be subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we will not express an opinion or provide any assurance on them.

Audit Objectives

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually-or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on —

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- (Only if a single audit is determined to be required) – internal control over compliance related to major programs and an opinion on compliance with federal statutes, regulations, and the terms and conditions of federal and state awards that could have a direct and material effect on each major program in accordance with Single Audit Act Amendments of 1996 and *Title 2 U.S. Code of Federal Regulations (CFR) part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

Auditor's Responsibilities for the Audit of Financial Statements and Single Audit (if applicable)

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we will exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will bring these misstatements to your attention as proposed adjustments. At the conclusion of our audit we will communicate to those charged with governance (as defined below) all uncorrected misstatements. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit, if applicable. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risk of material misstatement as part of our audit planning:

1. Management's override of internal controls

Audit Procedures—Internal Control

We will obtain an understanding of the City and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and to obtain evidence sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by Uniform Guidance (if a Single Audit is required), we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program, as required by the Uniform Guidance. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Brevard's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

If a Single Audit is required, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City of Brevard's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to an audit. The purpose of these procedures will be to express an opinion on the City of Brevard's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Management Responsibilities for the Financial Statements and Single Audit (if applicable)

Our audit will be conducted on the basis that you (management) acknowledge and understand that you are responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that City programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under *Government Audit Standards* and under Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

Management's responsibilities also include identifying and informing us of significant contractor relationships in which the contractor is responsible for program compliance and for the accuracy and completeness of that information.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

If a Single Audit is required, you are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received, and COVID-19

related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal and state awards no later than the date the schedule of expenditures of federal and state awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Reproduction of Audit Report

If the City plans any reproduction or publication of a document that includes our report, or any portion of it, and that is assembled differently from any paper or electronic version that we have previously reviewed (e.g., by the addition of financial statements and/or accompanying information that you have produced), a copy of the entire document in its final form should be submitted to us in sufficient time for our review and written approval before printing. You also agree to provide us with a copy of the final reproduced material for our written approval before it is distributed. If, in our professional judgment, the circumstances require, we may withhold our written approval.

Posting of Audit Report and Financial Statements on Your Website

You agree that, if you plan to post an electronic version of the financial statements and audit report on your website, you will ensure that there are no differences in content between the electronic version of the financial statements and audit report on your website and the signed version of the financial statements and audit report provided to management by GK. You also agree to indemnify the GK from any and all claims that may arise from any differences between the electronic and signed versions.

Review of Documents In Connection With Offering of Sale of Debt

The audited financial statements and our report thereon should not be provided or otherwise made available to lenders, other financial institutions or sources of financing, or others (including advisors to such parties) in connection with any document to be used in the process of obtaining capital, including, without limitation, by means of the sale of securities (including securities offerings on the Internet) without first submitting copies of the document to us in sufficient time for our review and written approval. If, in our professional judgment, the circumstances require, we may withhold or condition our written approval.

Availability of Records and Personnel

You agree that all records, documentation, and information we request in connection with our audit will be made available to us (including those pertaining to related parties), that all material information will be disclosed to us, and that we will have the full cooperation of, and unrestricted access to, your personnel during the course of the engagement.

You also agree to ensure that any third-party valuation reports that you provide to us to support amounts or disclosures in the financial statements (a) indicate the purpose for which they were intended, which is consistent with your actual use of such reports; and (b) do not contain any restrictive language that would preclude us from using such reports as audit evidence.

Assistance by Your Personnel

We also ask that your personnel prepare various schedules and analyses for our staff. However, except as otherwise noted by us, no personal information other than names related to City employees and/or customers should be provided to us. In addition, we ask that you provide high-speed Internet access to our engagement team, if practicable, while working on the City's premises. This assistance will serve to facilitate the progress of our work.

Peer Review Reports

Government Auditing Standards requires that we provide you with a copy of our most recent quality control review report. Our latest peer review report accompanies this letter.

Other Services

We are always available to meet with you and members of City Council at various times throughout the year to discuss current business, operational, accounting, and auditing matters affecting the City. Whenever you feel such meetings are desirable, please let us know. We are also prepared to provide services to assist you in any of these areas. We will also be pleased, at your request, to attend governing board meetings.

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards (if applicable), and related notes of City of Brevard in conformity with U.S. generally accepted accounting principles based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings (if applicable). It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

Independence

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to the City in the performance of our services. Any discussions that you have with personnel of GK regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

In order for us to remain independent, professional standards require us to maintain certain respective roles and relationships with you with respect to the non-attest services described above. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

We will not perform management functions or make management decisions on behalf of the City. However, we will provide advice and recommendations to assist management of the City in performing its functions and fulfilling its responsibilities.

The City agrees to perform the following functions in connection with our performance of the financial statement services:

- a. Make all management decisions and perform all management functions with respect to the financial statement services provided by us.
- b. Assign Dean Luebbe to oversee the financial statement services and evaluate the adequacy and results of the services.
- c. Accept responsibility for the results of the financial statement services.

The services are limited to those outlined above. We, in our professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as making management decisions or performing management functions. The City must make all decisions with regard to our recommendations. By signing this Agreement, you acknowledge your acceptance of these responsibilities.

Engagement Administration, Fees, and Other

We will provide copies of our reports to the members of City Council of the City of Brevard; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Many banks have engaged a third party to electronically process cash or debt audit confirmation requests, and certain of those banks have mandated the use of this service. Further, such third party confirmation processors also provide for the electronic (and manual) processing of other confirmation types (e.g., legal, accounts receivable, and accounts payable). To the extent applicable, the City hereby authorizes GK to participate in such confirmation processes, including through the third party's website (e.g., by entering the City's bank account information to initiate the process and then accessing the bank's confirmation response), and agrees that GK shall have no liability in connection therewith.

The audit documentation for this engagement is the property of Gould Killian CPA Group, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the North Carolina Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gould Killian CPA Group, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal or state oversight agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June 2025 and to issue our reports no later than December 31, 2025. Travis S. Keever is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fixed charges to the City for the services described above of \$45,400 are expected to be \$37,900 for the financial statement audit and \$7,500 for financial statement preparation. An additional variable fee of \$4,200 per major program will be charged should a federal and/or state single audit be necessary.

The fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. We anticipate the time necessary to complete your audit will approximately 375 hours in total. If significant additional time is necessary (over 375 hours), we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

This fee structure does not take into consideration effects that any future standards promulgated by the Governmental Accounting Standards Board and/or other professional bodies will have on our audit procedures. As we become aware of additional audit procedures resulting from these circumstances, we will notify you of the situation and the estimated additional cost.

As a result of future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

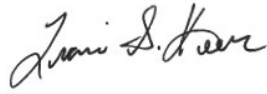
Reporting

We will issue written reports upon our completion of the audit. Our reports will be address to the members of the City Council for the City of Brevard, North Carolina. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. If applicable, the Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We believe the foregoing letter accurately summarized the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please acknowledge this by signing and returning to us a copy of this Agreement and retaining a copy for your files. We will forward the signed engagement letter and LGC contract to the Local Government Commission.

Very truly yours,



Travis S. Kever
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of City of Brevard.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

STAFF REPORT

City Council, Monday, April 21, 2025

Title: Stormwater Master Plan Designer Selection

Speaker: David Todd, Assistant City Manager

Prepared by: David Todd, Assistant City Manager

Approved by: Wilson Hooper, City Manager

Background

On July 1, 2024 the City launched its first formal Stormwater Fund. The fund would collect revenue from a new stormwater fee, and be used exclusively to perform maintenance and enhancements to the city's stormwater conveyance system. The intent for the first year of the fund was to update the city's fifteen year old Stormwater Master Plan. This work was postponed by Hurricane Helene and the need to divert funds to an existing stormwater project, Times Arcade Alley.

The last Stormwater Master Plan conducted by the City was performed in 2007 by McGill Associates. The 2007 plan, which is now 18 years old, focused largely on 3 water sheds, Norton Creek, Jumping Branch, and Lamb Creek. Recently the City completed a 2024 Asset Inventory and Assessment "Phase 1" of a majority of all City owned/maintained stormwater infrastructure.

The City is now interested in developing a comprehensive Stormwater Master Plan (SWMP). The development of the SWMP will include, but is not limited to the following; evaluate areas where stormwater systems, both manmade and natural, are deficient, identify and prioritize system improvements, develop a standard priority rating system for stormwater capital projects, conduct watershed assessments and stormwater modeling, identify opportunities for system retrofits using traditional and green infrastructure, evaluate stream and wetland restoration opportunities, and identify hazard mitigation projects. Identified projects will be developed and ranked in order of highest priority based on factors including condition, criticality of failure, likelihood of failure, potential to help alleviate flooding, possible water quality improvements, and benefit to the community (including priority for underserved communities). The SWMP will include cost estimates for each identified project. The SWMP will compare the cost of these projects to the City's stormwater budget and define an implementation schedule for the defined projects.

The SWMP will provide the City with a 10-year Stormwater Capital Improvement Plan to implement high priority stormwater projects in a systematic and cost-effective manner. The SWMP will also be used as a tool to find and secure available State, Federal and private funds to help implement identified stormwater projects. All grants require a planning document that identifies the needs and costs of the proposed improvements. In addition to these planning efforts, qualified applicants will be expected to assist the City in applying for grant funding through various entities such as the American Recovery Plan Act (ARPA), Building Resilient Infrastructure and Communities Grant Program (BRIC), NC Land and

Water Fund (NCLWF), NC-319 Nonpoint Source, Water Resource Development Grant (WRDG), and other available federal, state, and local funding programs.

In order to select a designer to assist the City with the development of a new stormwater master plan, the City developed a Request for Qualifications to select an experienced professional consulting firm best qualified to compile a comprehensive stormwater master plan and advise and support the securing of funding for future implementation of identified system deficiencies.

Two members of the Public Works and Utilities Committee Chair Mac Morrow, and Vice Chair Lauren Wise along city staff including Paul Ray, Aaron Bland, Wesley Shook, and David Todd reviewed the submittals and worked to short list the firms. Owen Carson recused himself to avoid a conflict of interest, as the firm he works for is partnering with two of the firms that submitted qualification packages.

Four firms submitted qualification packages:

Civil Design Concepts of Asheville, NC

McAdams of Asheville/Charlotte, NC

TRC of Charlotte/Cary, NC

WSB of Charlotte, NC

Discussion

In keeping with the North Carolina's General Statute G.S. 143-64.31 also known as the "Mini Brooks Law", an RFQ for this project was advertised and 4 firms submitted.

Two members of the Public Works and Utilities Committee Chair Mac Morrow, and Vice Chair Lauren Wise along city staff including Paul Ray, Aaron Bland, Wesley Shook, and David Todd reviewed the submittals and worked to short list the firms. Owen Carson, Citizen Member of the Committee, recused himself to avoid a conflict of interest, as the firm he works for is partnering with two of the firms that submitted qualification packages.

The four firms that submitted qualification packages are as follows:

Civil Design Concepts of Asheville, NC

McAdams of Asheville/Charlotte, NC

TRC of Charlotte/Cary, NC

WSB of Charlotte, NC

After reviewing the proposals the Committee decided to interview two of the firms. Based on several elements such as qualifications, past experience performing stormwater master plans, prior experience with the City of Brevard, whether the design or engineering firm represents a historically underutilized business, whether the design or engineering firm represents a local business entity, and other relevant factors, the firms were both determined as qualified and then ranked in priority order. Based on the interviews and qualification packages, the recommended firms in priority order are McAdams of

Asheville/Charlotte, NC and TRC of Charlotte/Cary, NC.

Fiscal Impact

The study will be paid for with dedicated Stormwater Fees, collections of which are estimated to be greater than \$200k for FY26. Staff will negotiate the scope so as to fit within that budget. Staff do not anticipate using revenue from any other fund on this effort.

Action

Council is asked to approve the attached resolution approving the recommended designers and authorizing staff to negotiate and execute a contract for an updated Stormwater Master Plan

Attachments:

1. Res_2025-XX_Approving 2025 Stormwater Master Plan Designer Selection
2. McAdams_Engineering Services for Development of a Citywide 2025 Stormwater Master Plan_
3. TRC Brevard NC - 2025 Stormwater Master Plan - SOQ COMBINED

RESOLUTION NO. 2025-XX

**RESOLUTION TO APPROVE 2025 STORMWATER MASTER PLAN DESIGNER
RECOMMENDATION AS PER NORTH CAROLINA GENERAL STATUE G.S. 143-64.31**

WHEREAS, the City Council of Brevard, NC has determined that it is in the best interests of the City to develop an updated Stormwater Master Plan; and

WHEREAS, the development of the 2025 Stormwater Master Plan will be supervised by City staff; and

WHEREAS, G.S. 143-64.31 (referred to as the “Mini Brooks Act”) requires the initial solicitation and evaluation of firms to perform architectural , engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee; and,

WHEREAS, the City Staff has issued Request for Qualifications (“RFQs”) to obtain the services of qualified designers and engineering firms for the project; and

WHEREAS, the Public Works and Utilities Committee in conjunction with City staff has carefully evaluated each response to those RFQs utilizing a number of criteria as specified by the North Carolina State Construction Office rules and guidelines including such elements as qualifications, prior experience with the City of Brevard, whether the design or engineering firm represents a historically underutilized business, whether the design or engineering firm represents a local business entity, and other relevant factors; and

WHEREAS, the Public Works and Utilities Committee in conjunction with City staff and the City Manager has selected and interviewed two qualified designers or engineering firms and recommends them in priority order: McAdams of Asheville/Charlotte, NC, and TRC of Charlotte/Cary, NC (“Recommended Designers”); and

WHEREAS, the City Council is charged by the State of North Carolina with the authority and responsibility to approve the selection of designers and engineers for projects in the City of Brevard, NC; and

WHEREAS, the Public Works and Utilities Committee recommends approval by City Council of the Recommended Designers for the 2025 Stormwater Master Plan.

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

Section 1. City Council hereby approves the Recommended Designers.

Section 2. The City Manager, or his designee, is authorized to select one of the Recommended Designers in priority order, and to execute a contract dependent on successful negotiations, for the 2025 Stormwater Master Plan.

Adopted and approved this 21st day of April 2025.

Maureen Copelof
Mayor

Attest:

Denise Hodsdon, CMC
City Clerk

March 14, 2025
David Todd
City of Brevard
david.todd@cityofbrevard.com

RE: Engineering Services for Development of a Citywide 2025 Stormwater Master Plan

Dear Mr. Todd,

McAdams is pleased to submit our qualifications for the City of Brevard's Development of a Citywide 2025 Stormwater Master Plan project. For nearly 46 years, McAdams has grown to offer a wide variety of stormwater services that can be applied to any capital project need for our municipal clients, and we have assembled an experienced and talented team for this important stormwater master plan effort for the City.

Why McAdams?

Founded and headquartered in North Carolina, McAdams serves a wide range of municipal clients throughout North and South Carolina, Florida, and Texas with a commitment to protecting public infrastructure and improving our environment and natural systems. With the recent acquisition of TPD Inc. operations in North and South Carolina, McAdams has a stronger presence in the Asheville region, providing us the opportunity to offer even greater service to our Western North Carolina clientele.

We care deeply about the success of each project and the communities in which we work. Our ambition extends beyond design and engineering to enhance our clients' experiences and the City's assets throughout the life cycle of a project. At McAdams, we have a penchant for selecting distinguished individuals who, together, deliver excellence in leadership, innovation, recent technical expertise, stakeholder engagement, and client experience. Our team's experience working with the City of Brevard on various transportation and planning projects, along with our expertise in stormwater management, planning, and design, positions us to deliver best-in-class service for the City.

If selected, we are committed to proactively building upon and further developing a reliable inventory of the City's existing stormwater infrastructure by investigating current system connectivity and ensuring accurate collection of infrastructure data points. This will provide the foundation for a more accurate assessment of high-level system performance. Our team recognizes the importance of a fully integrated, high-quality project ranking system that allows our clients to achieve successful projects and manage their capital outlay. Our priority is to

provide the city with a comprehensive solution that results in an employable tool for Brevard to utilize and prioritize future project implementation with minimal disruption to the surrounding community.

Lastly, our submittal will highlight several stormwater master planning projects and capital improvement projects (CIP) efforts that our team has completed in recent years. These will serve as benchmarks for this project and provide guidance in the decision-making process for the development and refinement of Brevard's own Stormwater CIP. By leveraging our team's practical knowledge of the storm drainage inventory and assessment process, along with our technical expertise in hydrologic and hydraulic modeling, we will integrate urban planning and design, public funding expertise, and environmentally focused improvements to create a meaningful and strategic CIP plan for years to come.

We truly value our firm's relationship with the City of Brevard and are committed to continuing our partnership. We look forward to the opportunity to contribute to your projects and to further strengthen our collaboration. For any additional information or questions, please contact us at the contact information below.

Sincerely,

McAdams



Chris Stanley, PE, CFM, CPESC
Practice Lead, Capital Improvements Projects
919. 801. 5806 | cstanley@mcadamsco.com



Christy Staudt, PE
Practice Lead, Active Transportation
828. 329. 5625 | cstaudt@mcadamsco.com

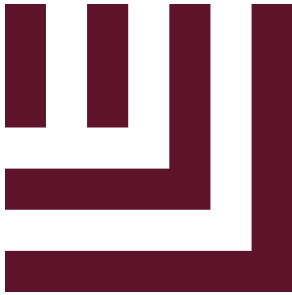


▮ Pedestrian Bridge over Kings Creek, Railroad Avenue | Brevard, NC



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Meaningful Experiences Through Inspired Design.

About Us

OUR LOCATIONS

Asheville, NC
80 Charlotte Street
Suite 40
Asheville, NC 28801
919. 361. 5000

Lake Mary, FL
Palm Harbor, FL
Charlotte, NC
Durham, NC
Raleigh, NC (HQ)
Winston-Salem, NC
Greenville, SC
Lewisville, TX

FOUNDED

April 2, 1979

OUR LICENSURE

North Carolina:
NCBELS: #C-0293
NCBOLA: #C-187

TYPE OF OWNERSHIP

C-Corporation

Cultivating planning, design, and engineering expertise since 1979.

McAdams is a full-service civil engineering, land planning, landscape architecture, transportation, and geomatics firm headquartered in Raleigh, North Carolina with offices across Florida, North Carolina, South Carolina, and Texas.

Our People

Comprised of over 500 professionals, the firm includes nearly 200 professional engineers and engineering designers, 30 registered landscape architects, 13 certified planners, 20 professional land surveyors, 10 LEED® certified professionals, eight certified floodplain managers, two certified floodplain surveyors, one certified arborist, one certified professional in erosion and sediment control, and eight FAA sUAS remote pilots.

About Our Water Resources Team

Our designs and solutions encourage a more livable, healthy, and inspired community.

Our Water Resources team is uniquely structured to provide full-service stormwater consulting services. Developing sustainable solutions to the problems we face requires a deep attentiveness to the long-term contexts of our current challenges, as well as the will to balance environmental, economic, and social elements in the design process. We work collaboratively to ensure that our solutions comprehensively meet, and often exceed, our clients' stated goals. Specifically, our services include:

- Watershed + Master Planning
- Stormwater System Inventory + Assessment
- Capital Infrastructure Planning
- Storm Drainage System Design
- Stormwater Program Management
- Dam Design
- Riverine Flooding Analysis
- Stormwater Control Measure Design + Retrofits
- Stream Restoration + Stabilization
- Mitigation Bank Planning + Design
- Green Stormwater Infrastructure
- Grant Application Support



Record of Successfully Completed Projects Without Major Legal or Technical Problems

Our commitment to excellence extends beyond the completion of successful construction projects; it encompasses the entire journey, including navigating challenges that may arise along the way. We understand that construction projects can be complex endeavors, often involving numerous stakeholders, intricate timelines, and unforeseen circumstances. As such, we are deeply committed to fostering open communication and collaboration with our clients to address any issues or disputes that may arise, including potential claims. Our approach prioritizes proactive problem-solving, seeking to identify and resolve issues swiftly and effectively to minimize disruptions and ensure project success. By embracing challenges as opportunities for growth and innovation, we demonstrate our unwavering dedication to delivering high-quality outcomes while maintaining trust and transparency with our clients every step of the way. Over the past five years, our firm has worked on over 6,000 projects. The table below represents disputes or claims filed during that time.

Client Type	CLAIM AMOUNT	ISSUE	STATUS
Community College	\$30k	Contractor installation dispute	Closed Dispute
Residential Developer	\$225k	Retaining and screening wall relocation	Closed Dispute
University	\$200k	Sub-consultant performance standard dispute for athletic field foundation support	Closed Dispute
Commercial	\$61k	Gas line utility conflict with building pad	Closed Dispute
Municipality	\$50k	Existing utility damaged impacting adjacent residence	Closed Dispute

Schedule + Budgets

The McAdams team has the capacity to perform services responsively. McAdams is committed to having the staff, equipment, and resources available for the duration of this master planning effort. When McAdams undertakes a project, our goal is to meet project milestones and deadlines within the defined budgets. Frequent updates will be made by our project manager Max Grogan, PE, to City staff to ensure milestones are being completed on time or if adjustments are needed. McAdams has the resource capacity to handle both short- and long-term work. McAdams has a strong emphasis on meeting project budget and time requirements, evidenced by past projects referenced in the attached SF330 form.

Management + Team Location

This project will be led by project manager Max Grogan, PE and assistant project manager Brie Saur, PE. Max is located in our Charlotte office, approximately two hours from the City of Brevard. Brie is soon to be relocating to our Asheville office early this summer, located approximately 30 minutes from the City. Principal-in-charge Christy Staudt, PE, also leads our Asheville office and will be available throughout the duration of the project to help ensure quality and responsiveness are always met. The proposed project team members are available to begin work immediately upon notice-to-proceed. Remaining team members are located in either our Asheville, Charlotte, or Raleigh offices:

- | Asheville, NC: 4
- | Charlotte, NC: 6*
- | Raleigh, NC: 8*
- | Lewisville, TX: 1

*Additional surveying and utility design staff are available to support our Water Resources team.

Firm Experience + Qualifications | Section 4

Firm Experience + Qualifications

McAdams and our Water Resources Capital Projects team is a leader in stormwater master planning, and stormwater asset inventory and analysis (AIA) conditions assessment work. Over the past decade, our team has conducted a number of master planning projects, including stormwater AIAs, hydrologic and hydraulic (H+H) studies, and capital planning efforts for communities all across the State, ranging from the mountains to the coast. Detailed information is included in the SF330 form portion of this submission.

McAdams AIA + Stormwater Master Planning Experience



Project Team + Resources

Max Grogan, PE, will manage the stormwater master plan effort for the City. With over 12 years of progressive stormwater management experience, including a significant focus on municipal stormwater planning and design, Max brings a wealth of knowledge to the City of Brevard to help identify, prioritize, and assess the City's stormwater system. Under Max's guidance, McAdams has completed a number of stormwater CIP master plans, as well as those for the communities of Lillington, Apex, and Wilson, North Carolina, and has led projects in the Asheville area since joining our firm. Max provides the technical and design expertise required to solve the City's complex stormwater problems, while also understanding the constructability and efficiency needed to implement these projects in neighborhood, residential, and urban settings.

Supporting Max from the McAdams Water Resources team is a staff of highly qualified and experienced stormwater practice leaders, project managers, engineers, and designers, each capable of assisting in the analysis and assessment of the City's drainage system. Assistant project manager Brie Saur, PE, also possesses significant stormwater master planning experience, having supported Max on the projects listed above. She is highly skilled in H+H modeling, pipeline assessment, and project prioritization, having recently helped complete CIP development for the City of Greensboro's South Buffalo Creek Watershed, covering over 34 square miles of highly urbanized area.

Our team will also be supported by special advisor Chris Stanley, PE, CFM, CPESC. Chris leads our CIP Practice at McAdams which includes Max, Brie, and a team of 13 other individuals who focus on stormwater AIA work, CIP development, and drainage infrastructure projects daily. With over 20 years of experience in the municipal stormwater industry, Chris has led both public and private sector stormwater teams through numerous capital projects, including master plan studies, neighborhood retrofit projects, and floodplain analyses.

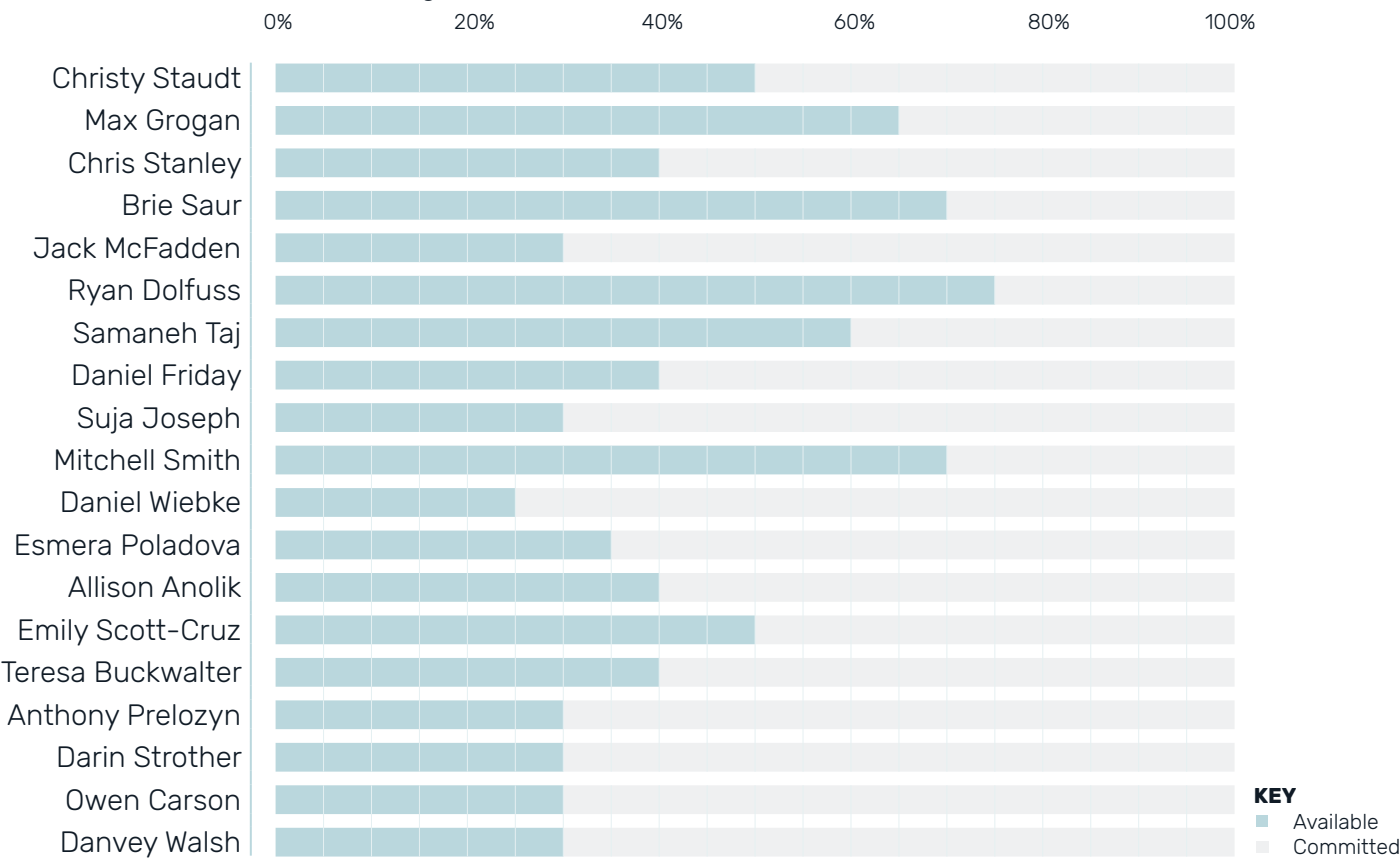
The McAdams CIP team possesses several National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP®)-certified engineers, with expertise in pipeline assessments, closed circuit television (CCTV) review and coding, and problem identification. Our team is also trained and certified for confined space entry, should the need arise during field inspections.

Lastly, McAdams owns and maintains the proper and necessary equipment required for field inspections and data collection associated with this project. We utilize a Trimble DA2 GNSS receiver with a tablet data collector. Tablets on hand include either iPads or a ruggedized Archer 4 unit. The Trimble DA2 antenna is connected to an RTK Catalyst on Demand subscription with 10 cm accuracy in optimal conditions. The tablets are loaded with the ArcGIS Field Maps App and are connected to preconfigured data collection maps loaded into our McAdams ArcGIS Online platform.



CIP AIA Field Collection

Workload Chart (Key Team Members)



“The Town of Lillington has been working with McAdams for a little over two years. They have been an asset to the Town while evaluating our aged stormwater infrastructure, most recently completing an H+H Study. McAdams studied our priority areas and provided Lillington with a full assessment. The final report was organized, informational, timely, and provided the Town with a Capital Improvements Plan for the Town’s Stormwater Infrastructure. Their team did an remarkable job and kept the Town informed the duration of the project. The Town looks forward to working with McAdams in the future.”

Alicia Adams
Town of Lillington

Project Understanding + Background

McAdams and our project team provide a wide variety of capital stormwater project experience and resources to this Stormwater Master Plan development for the City of Brevard. Presented herein is a brief understanding and general approach for this work, as well as a range of municipal stormwater asset inventory and assessment and master plan project examples that show our depth, technical ability, and service to our clients that are very similar to the challenges and vision associated with this important City project.

Through our Asheville office's previous and on-going work with the City of Brevard, McAdams has gained an understanding of the broader trends and potential challenges faced by the City. We understand that the stormwater assessment fits within the context of a City that is quickly becoming a leader in outdoor recreation. Combined with Brevard's arts and cultural attractions, the City is poised for further growth. To do so in a way that maintains a high quality of life for residents, the City must have in place a stormwater system that is both resilient and responsive to unpredictable stormwater events. The McAdams CIP team is fully prepared to assist the City in this endeavor. Supported by leadership that has spent years developing project prioritization models and a support team fully qualified to assess stormwater infrastructure both structurally and hydraulically, McAdams provides the City of Brevard an adaptable and organized approach to help expedite this process and generate a proactive and objective Stormwater CIP plan for years to come.

Finally, our team offers a wide-range of experience in pipeline assessment, featuring staff that are NASSCO certified and trained specifically in the PACP®. We consistently perform work assessing video and photographic footage to diagnose and identify structural deficiencies, followed by ranking, prioritizing, and preparing cost-estimation for future project needs and CIP program planning. Combining this with our technical expertise for H+H modeling, capital planning, and project funding identification, our team can provide immediate depth and support to fuel this master plan effort.

Pipe Inventory, Assessment + GIS Approach

This project will first entail a significant amount of data collection, processing, organization, and assessment capability to help prepare, prioritize, and advise the City for the future of its downtown drainage infrastructure improvements. At McAdams, we have worked with a number of clients in North Carolina performing this exact type of work. Our approach to this involves a combination of field work, geographic information system (GIS) application and geodatabase creation, NASSCO pipe assessment methodology, and strategic CIP plan

development. GIS data will give the City the data and information that you can build upon for future use. We will first build upon and leverage the inventory collected as part of the City's 2024 Asset Inventory and Assessment Phase 1 provided by Brevard and assess against the needs of this project. For the field data inventory collection, we will set up collection standards and protocols in ArcGIS field maps for the creation of new (or modified) geodatabases, depending on how data was collected for Phase 1. We will also work with City staff to create meaningful attribute data for features. For condition assessments, we



Pipe Structural Failure

will take detailed pipeline ratings and defect codes to build related tables that can be viewed via a GIS geodatabase. We will also catalogue CCTV inspection video and attach to the pipeline condition rating and records for the applicable features via a video link from an online library. Based on our inspections, we will incorporate findings to help with identification of urgent needs. Our team, including CIP practice leader Chris Stanley, project manager, Max Grogan, assistant project manager, Brie Saur, and Ryan Dolfuss, PE, are all NASSCO PACP® certified. Our team will apply our knowledge of this system to help develop a detailed CIP listing of needs for the City's future usage. Combined with our experience and knowledge of stormwater master planning needs and stormwater pipe conditions assessments, we will help the City to develop a scalable and sustainable plan that will serve your storm water program and drainage infrastructure needs for years to come.

PIPE + STRUCTURAL INSPECTIONS

S&ME will support the McAdams team by conducting pipe and structural inspections, performing CCTV operations, and carrying out general pipe assessments. A consistent partner with McAdams on many projects throughout the state over the years, S&ME will provide local support and boots on the ground for this initial phase of work. This includes:

- I Cleaning / CCTV:** Cleaning and video inspection will be accomplished using traditional equipment. A vacuum / jet truck will be used to clean the storm piping and/or supply water to an off-road, tracked easement machine that will be needed to clean anything located deep in the easement and off-road. Pipes will be video inspected using a self-propelled CCTV system, including a color, pan, and tilt camera; a laptop computer equipped with a digital video recorder; and inspection reporting software. Observations and defects will be logged according to the NASSCO PACP® standards. S&ME has off-road CCTV equipment to access pipes in easements and behind houses. In addition, S&ME has multiple-size camera tractors to navigate small and large-diameter pipes.



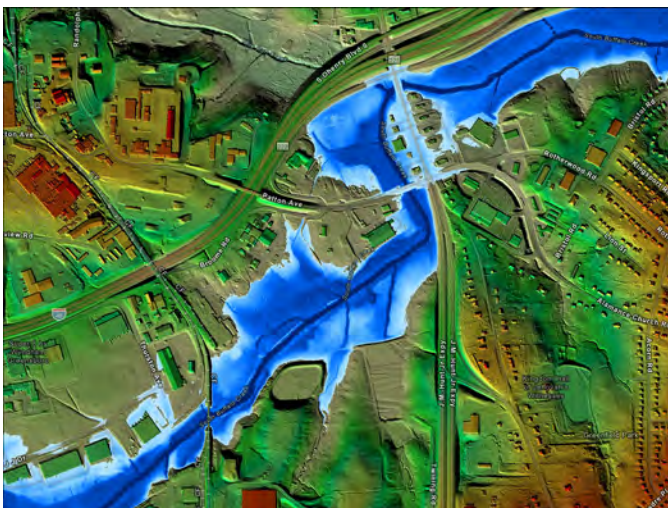
CCTV Storm Pipe Inspections

- I Structure Inspections:** Structure inspections provide a cost-effective way to inventory the stormwater system and identify pipes for additional CCTV inspection. Crews will perform a hybrid NASSCO Manhole Assessment and Certification Program (MACP) Level I storm manhole / structure inspections. S&ME's Level I inspections include pertinent details on the structure components and a scanned image of the interior of all storm structures. This approach provides adequate data for a thorough inventory and condition assessment. Structures will be scanned to inspect the interior. Structure depths and pipe invert depths will also be captured during the field inspection. This inspection system can access both on-road and off-road structures with little disturbance. A certified technician will perform a detailed inspection in the office using the scan data according to the NASSCO MACP methodology.

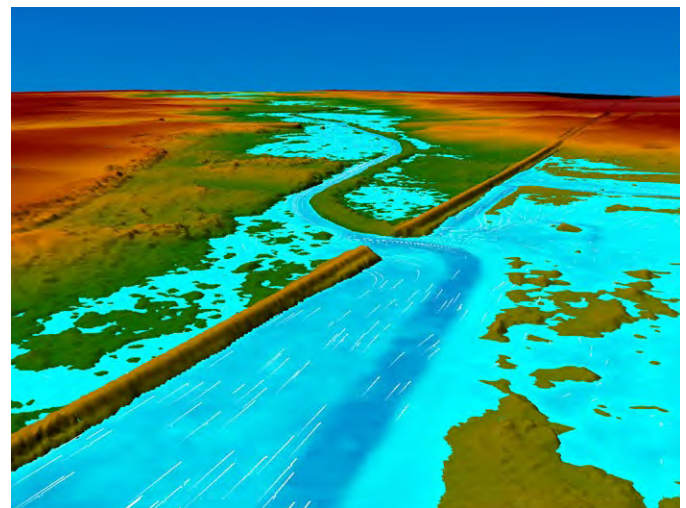
I Zoom Camera Inspections: Adding zoom camera inspections to the structure inspections will provide additional data on the pipes. Zoom camera inspections range in distance based upon conditions as inspections are limited by obstructions, poor pipe alignment, diameter, and other variables. However, zoom inspections are usually very effective in larger diameter storm pipes. This information can typically be used to identify immediate issues / defects in the pipes, make condition assumptions, and identify pipes for additional CCTV. This information can also eliminate pipes found in good condition from the CCTV list. This initial zoom camera screening is an efficient way to quickly look at a system and pinpoint areas requiring CCTV, thus maximizing the City's CCTV / cleaning budget. These inspections also allow us to confirm pipe diameters and materials for more accurate mapping and GIS.

H+H Modeling

McAdams' Water Resources staff utilizes a wide-array of hydrologic and hydraulic modeling software to assess complex stormwater issues and perform watershed and floodplain modeling each day. These tools are used daily to aid in better understanding the risks and impacts of potential flooding, as well as to identify future capital stormwater projects for communities to plan and budget for. Our team has expertise in all relevant Hydrologic Education Center (HEC) models, such as HEC-RAS (1D + 2D), HEC-GeoRAS and HEC-HMS. We are also working daily with software, such as PCSWMM, to analyze more complex drainage systems and basins, and provide our clients and customers with the highest level of detail to validate and confirm flooding conditions. Our expertise and skill in this area aids in providing dependable and high-quality information so that our clients can make well-informed decisions that impact their citizens and future infrastructure. We will work with the City of Brevard's staff to identify known flooding areas and hot spots, as well as utilize two-dimensional (2D) rain-on-grid assessments to identify other areas of potential concern. Combining this information with known structural issues and poor asset conditions will help generate a more comprehensive and meaningful CIP plan for future improvements.



1D Unsteady HEC-RAS Modeling Along South Buffalo Creek | Greensboro, NC



2D HEC-RAS Modeling Experience | Bladenboro, NC

Retrofit Opportunities + Green Stormwater Design

As a vibrant and growing community drawing in people from all walks of life, we understand the City is also committed to improving its drainage systems and waterways through more innovative and environmentally sensitive solutions. McAdams has a dedicated green stormwater infrastructure (GSI) practice specializing in designing nature-based and neighborhood sensitive solutions. Daniel Wiebke, PE, CFM, will lead our team, bringing regionally renowned green infrastructure experience and innovative thought leadership. Our collaboration with over 30 in-house planners and landscape architects, in addition to the comprehensive skills on the rest of our team, enables us to deliver high performing nature-based stormwater strategies, predictive models, visualizations, and planning documents that will set the City up to increase resiliency to all ranges of storm events; reduce flooding; plan for sustainability measures that integrate seamlessly into their surroundings; and provide planning guidance to minimize climate related risks to county infrastructure, private property, and key transportation links. Our resilient, nature-based designs also address water quality impairments; reduce long-term maintenance burdens; and will provide the City of Brevard with effective, equitable, and environmentally conscious improvements. Such practices may include rain gardens, permeable pavement systems, infiltration systems, habitat creation, constructed wetlands, and other nature-based features integrated into open space, pocket parks, and transportation systems.



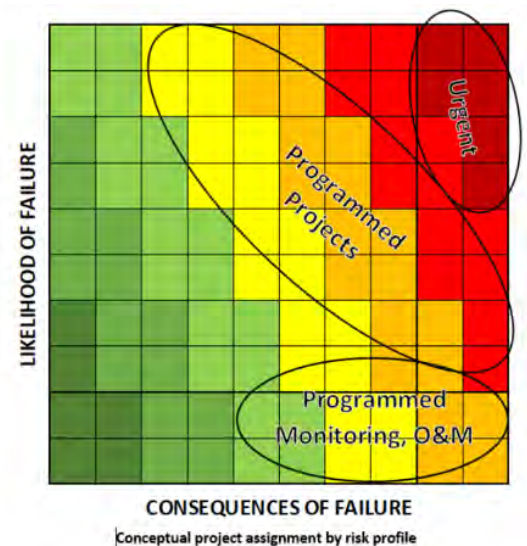
Cedar Street Green Infrastructure
| Beaufort, NC

Stormwater CIP Development

RANK + PRIORITIZE PROJECTS

Upon evaluating critical stormwater systems, the next critical phase of this project is to identify and prioritize all future capital projects. Prioritization of projects should be based on an objective, unique scoring matrix of weighted criteria (actual criteria and relative weight should be fully vetted and agreed upon by multiple stakeholders, including general public and citizen advisory committees, as well as City leadership committees). Our scoring and assessment will be mostly focused on physical characteristics of all infrastructure, and will weigh heavily based on risk and consequence of failure by each asset. Other criteria may include:

- | Public health and safety;
- | Flood hazard reduction benefits;
- | Regulatory mandates and compliance;
- | Infrastructure asset management benefits;
- | Watershed management benefits; and
- | Resource leveraging opportunities.



Likelihood versus Consequence
Failure

DEVELOP PLANNING LEVEL COSTS

Based on the highest priority projects identified, the McAdams team will develop planning / conceptual level projects, which are aimed at addressing the City's priority needs as identified above.

For each conceptual level project identified, our team will provide probable construction costs to aid in the prioritization and programming of projects, as well as the future planning of the Stormwater CIP. We have implemented a number of projects across North Carolina and will leverage our knowledge of construction costs and unit price items to provide as accurate as possible budgetary estimates for CIP programming. Highest priority projects identified are aimed at being practical and constructible solutions that make the best use of stormwater funding.

Lastly, McAdams will provide the needed support to help advise and recommended updates to the City's Stormwater Enterprise Fund and Utility. Having worked with other communities to develop fee and rate structures, our team will examine the needs of the City from the Stormwater CIP developed and help guide Brevard on the best solutions to transition to a more equitable rate structure based on equivalent residential unit (ERU) for all properties. A recent example of this work includes the Town of Lillington, North Carolina, where we are working with a financial partner to help structure a new stormwater utility for the Town, which will generate more capital to maintain and repair the community's highest priority stormwater needs.

DEVELOPMENT OF STORMWATER INFRASTRUCTURE OPERATION + MAINTENANCE PLAN

An important part of this master plan and CIP development effort will be the development of an operation and maintenance (O+M) plan for the existing stormwater system within the City and immediate adjacent areas. This plan will consider future development and that impact on the existing drainage system, and will consist of the following:

- I For components of the system that have significant trash and/or sediment accumulation, determine the likely sources of that within the watershed, and develop a plan to minimize those impacts to the drainage system;
- I Development of a routine inspection and maintenance schedule to assure the system operates at peak efficiency;
- I Identification of any sources of illicit discharge into the drainage system and potential corrective action required;
- I Assessment of the existing city drainage system to determine areas of the existing system require significant maintenance, repair or replacement; and
- I For areas requiring repair and/or replacement, consideration will be given to future conditions flowrates within that system during design and whether drainage from adjacent overtaxed existing systems can be diverted to the replacement system to extend the existing systems useful life and level of service.

Opportunities for Funding

The McAdams team has experience successfully obtaining competitive stormwater and stream restoration funding from a variety of sources, including North Carolina Land and Water Fund; Water Resources Development Grants; Golden Long-term Economic Advancement Foundation (Golden LEAF) and North Carolina Department of Environmental Quality (NCDEQ) Clean Water Act Section 219. Integral to our approach when developing infrastructure projects is an assessment of funding needs and available funding mechanisms, including competitive grant programs, to meet those needs. A prime example

of our success in obtaining funding for GSI is the Cedar Street project in the Town of Beaufort, North Carolina. To complete this award-winning project, McAdams brought together a partnership between North Carolina Department of Transportation (NCDOT), NCDEQ, the North Carolina Coastal Federation, and the Town to obtain grants that funded 50% of the total project cost to install permeable pavement parking stalls, proposing GSI beyond the standard design guidelines, to better meet project and community goals for sustainability and resilience.

We have established ourselves as a valuable and reliable provider of grant application and administration assistance for our clients. We are familiar with, and regularly track, available Federal, State, and private funding sources, and have a proven track record of aiding our clients in securing these funds by developing grant narratives and other application materials, including maps and infographics; project scopes, schedules, and budgets; and conceptual design activities to support these elements. Once awarded, we support clients to administer funds, including financial tracking and progress reporting. We routinely prepare high-quality grant application packages and have structured our team to ensure that adequate resources are available to assess funding needs and opportunities, prepare grant application packages, and provide additional technical resources and subject matter expertise to ensure applications reflect state and national best practices for project delivery and design.

Project Schedule

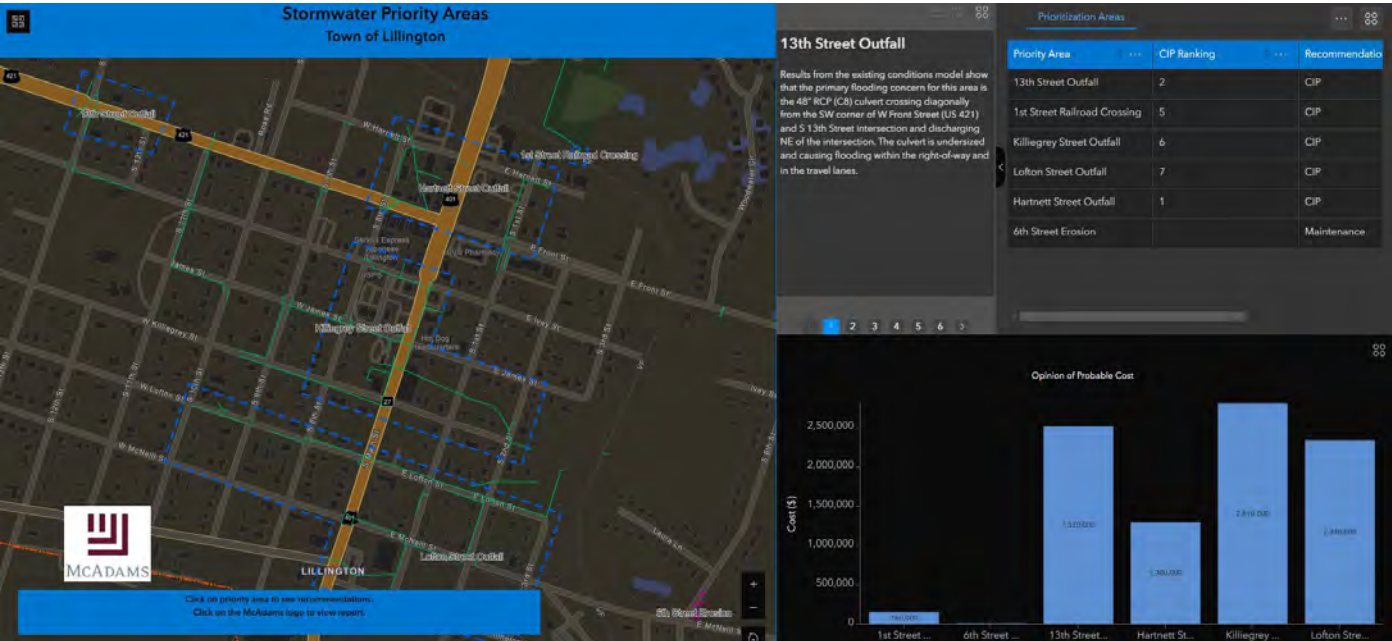
McAdams is prepared to begin work on this stormwater master plan immediately upon notice to proceed. We understand with all City projects, time is of the essence, and the City of Brevard has indicated that this work must be complete by the end of 2025. This schedule also assumes an notice-to-proceed by or before May 2025.

01	02	03	04
Listen + Plan	Data Collection	Evaluate + Assess	Identify + Prioritize
SCOPE / MILESTONES			
■ Kick-off Meeting ■ Project Work Plan ■ Scheduling ■ Prioritize Locations	■ Assess Current Inventory ■ Data Assembly ■ Field Data Collection ■ Update GIS Mapping ■ Develop Geodatabase	■ CCTV Inspection ■ Structural Assessment ■ Camera Inspections ■ Outfall Inspections ■ Review with City ■ H+H Modeling	■ ID Project Needs ■ Score + Rank Projects ■ Opinion of Probable Construction Costs ■ Downtown Plan Review + Coordination ■ Develop CIP Listing
May '25 - June '25	June '25 - Aug '25	Aug '25 - Nov '25	Nov '25 - Dec '25

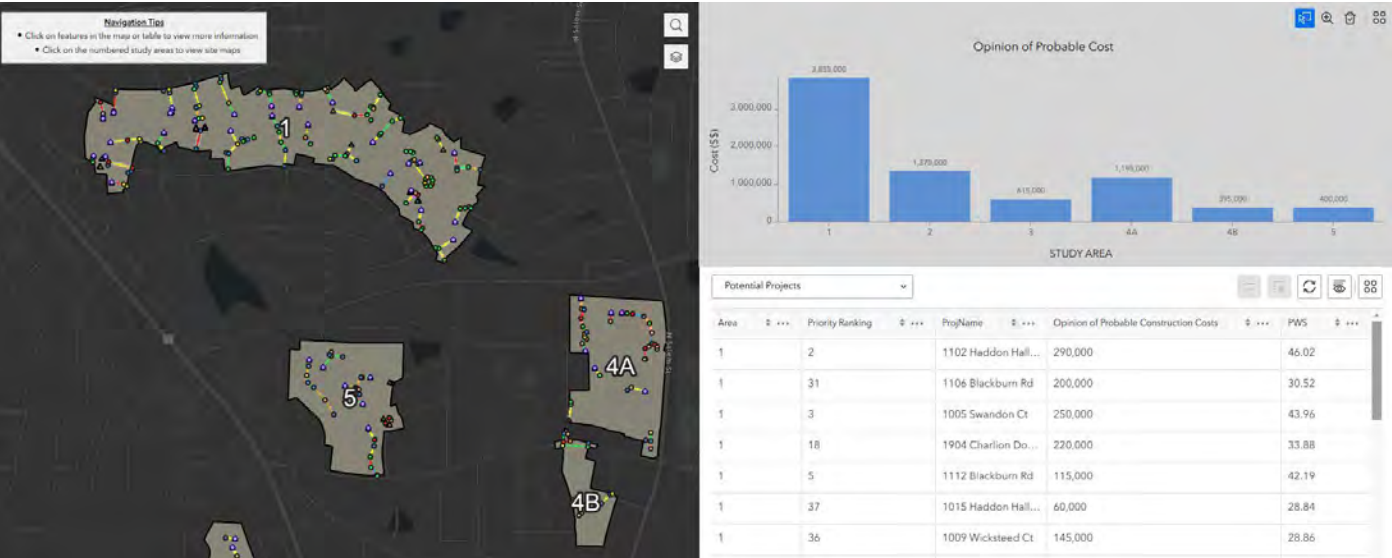
Deliverables

Our final deliverables will extend beyond just a simple report. Based upon our inventory collection and identified CIP projects, McAdams will generate a stormwater AIA and CIP dashboard, accessible

through an ArcGIS webmap, which will house both the City’s stormwater asset inventory (complete with conditions assessment, pictures, and reports stored within the geodatabase), as well as an organized listing of recommended stormwater CIP projects, including locations, costs, and priority ranking as determined during the master planning process. Recent examples of stormwater CIP dashboards created for our clients are shown below, including the Towns of Lillington and Apex, North Carolina. In both instances, McAdams prepared detailed pipe and structure inspections, H+H and hot spot analysis flood modeling, project identification and prioritization, cost estimates, and delivery of a full stormwater CIP. As with all of our work and deliverables, this dashboard can be fully customized to meet the needs and desires of the City of Brevard, making it a powerful resource for ongoing and internal communication to both staff and City leadership.



Stormwater CIP Dashboard | Lillington, NC



Stormwater AIA + CIP Dashboard | Apex, NC

Previous Work with the City

TPD staff, now part of McAdams, have been working with the City of Brevard for the past five years on various transportation related projects, including the following:

- I NCDOT Landscape Betterments:** Teresa Buckwalter, RLA, has led the design, construction documents, approval, and coordination with the NCDOT and its contractors to provide landscape betterments on planned and constructed roundabouts.
- I Traffic Calming On-call Services:** Christy Staudt, PE, has led this process and assisted the City of Brevard with coordination, planning, and design of projects in the City identified to alleviate speeding in neighborhoods and on City streets.
- I Review of NCDOT Statewide Transportation Improvement Program (STIP) Project R-5800 for Bicycle + Pedestrian Treatments:** Christy Staudt collaborated with Division 14 and the City of Brevard to review 60% roadway plans for R-5800 bicycle and pedestrian treatments. Christy made implementation recommendations that will better serve trail users along the City of Brevard's greenway system and will facilitate bicycle and pedestrian movement from the future Ecusta Trail to downtown Brevard.

Project Name	Date Awarded	Date Completed	Project Value
NCDOT Landscape Betterments (for roundabouts, including the following):			
STIP Project R-5799 Asheville Hwy. / Pisgah Forest Hwy.	08/2019	06/2020	-
STIP Project R-5605 Ecusta Rd. Connector / Asheville Hwy.	08/2019	06/2020	-
STIP Project R-5605 Landscape Installation Inspection	07/2021	08/2022	-
STIP Project R-5763 Wilson Rd. Roundabout	11/2021	12/2022	-
STIP Project R-5800 Asheville Hwy. (3 roundabouts)	04/2024	On-going	-
Ecusta Rd. Roundabout	04/2024	On-going	-
Total Value for Landscape Betterments			\$68,775
Traffic Calming On-call Services	05/2023	On-going	\$13,000
Review of R-5800 for Bicycle + Pedestrian Treatments	04/2024	08/2024	\$10,500



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/6/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Foundation Risk Partners Corp. 8936 N Pointe Executive Park Dr, Suite 180 Huntersville NC 28078-4809		CONTACT NAME: Carmen Canady PHONE (A/C, No, Ext): 704-799-1600 FAX (A/C, No): E-MAIL ADDRESS: CertsProRisk@FoundationRP.com	
INSURED The John R. McAdams Company, Inc. 621 Hillsborough St. Suite 500 Raleigh NC 27603		INSURER(S) AFFORDING COVERAGE INSURER A : RLI Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
		NAIC # 13056	

COVERAGES

CERTIFICATE NUMBER: 1456046090

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			RDP0057201	2/5/2025	2/5/2026	Each Claim Aggregate \$5,000,000 \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Specimen Copy

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Chad H. Lybick

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ACORD 25 (2016/03)

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Cost Experience

At McAdams, we understand the importance of appropriate cost control measures and believe their successful implementation depends heavily on a high level of project management. With this in mind, McAdams has developed specific measures for cost / budget control procedures as described below. McAdams, in coordination with the City of Brevard, will prepare and review the scope of services at the outset of a project. Once the scope of work and associated fees are agreed upon, McAdams will not request an increase in fees if the negotiated scope of work does not change. Any changes in the scope of work required due to unforeseen circumstances will be discussed with the City and any increase in budget will be approved in writing prior to beginning work on the additional tasks. Any change in scope, and corresponding approval of additional fees, will be treated as an addendum to the original contract. Using addenda to modify the scope and fee for the work allows flexibility within the process and expedites the flow of work, which is especially important when unforeseen obstacles emerge during critical work periods.

Project and task costs will be reviewed on a monthly basis, and more frequently as needed, to ensure that the project is being completed within the approved budget. All staff time is entered electronically by project number and task code. Our accounting and project management software (Vantagepoint) gives the project manager a clear picture of the amount of time it is taking for staff to complete project tasks. Vantagepoint also provides a summary for each project task showing hours expended against the available budget. This feature allows our project managers to quickly review the status of a project. Any cost overruns not associated with a change in scope of work will be the responsibility of McAdams. This approach protects the City from cost overruns.

Schedule Experience

The McAdams team employs several mechanisms to ensure that a project remains on schedule, including:

- I Developing and maintaining a project schedule, providing the City with up-to-date expectations, including durations and milestones for tasks;
- I Holding regularly scheduled internal meetings, where all projects and associated deliverables are reviewed and staff resources are directed accordingly. We also utilize our internal project management software during these meetings to schedule resources and manage individual engineers' current and anticipated workloads;
- I Communicating any scheduling changes, should they occur, in a timely manner. In the event of a delay, the remaining tasks within the project will be accelerated as required to ensure the overall schedule is not compromised;
- I Conducting a minimum of one peer review and one administrative review for typographical errors and formatting for all documents produced by McAdams;
- I Providing thoughtful design and clear construction documents based on past experience to minimize project delays during construction; and
- I Implementing a rigorous quality assurance and quality control (QA/QC) process, where construction drawings are reviewed internally by our construction administration team and senior staff to catch issues before breaking ground.

Construction Administration Capabilities

Through our proactive Construction Administration department, if requested, the team can be involved as the City of Brevard's representative to ensure that all warranties related to site construction are fulfilled. With years of on-the-job contracting experience in our Construction Administration department, each of our plan sets is scrutinized from a contractor's perspective before going out to bid. As a member of the team, our Construction Administration department strives to add valuable engineering ideas throughout the process to create a finished product that meets or exceeds our client's expectations.

Proximity + Familiarity

Our team possesses a deep familiarity with the City of Brevard and a thorough understanding of the traffic and transportation needs that a city of this size may have. The McAdams team understands municipal processes, the importance of engaging citizens, and how downtown activities, such as festivals, seasonal tourism, and community events, can affect transportation and construction schedules. This familiarity has been garnered through past work with the City of Brevard, as well as through our local presence, which has afforded us a view from the position of a user of the transportation network.

Required Form

In compliance with solicitation, and subject to all conditions, thereof, the undersigned offers and agrees to, if this response is accepted.

Below listed Addenda (if applicable) is hereby acknowledged:

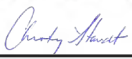
- | | |
|---------------|----------|
| 1. <u>N/A</u> | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Company Name: The John R. McAdams Company, Inc. (dba McAdams)

Phone: 919. 361. 5000 Fax: N/A

Address: 80 Charlotte Street, Suite 40, Asheville, NC 28801

Response signed in writing by:

Signature: 

Printed Name: Christy Staudt, PE

Title: Practice Lead, Transportation

Response Date: 03/14/2025

ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (CITY AND STATE)

Engineering Services for Development of a Citywide 2025 Stormwater Master Plan

2. PUBLIC NOTICE DATE

February 14, 2025

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Chrisy Staudt, PE
Practice Lead, Transportation

5. NAME OF FIRM

MCADAMS

6. TELEPHONE NUMBER

828. 329. 5625

7. FAX NUMBER

919. 361. 2269

8. E-MAIL ADDRESS

cstaudt@mcadamsco.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J.V. PARTNER	SUB CONSULTANT			
a.	☒	☐	☐	 ☒ CHECK IF BRANCH OFFICE	80 Charlotte Street, Suite 40 Asheville, NC 28801 919. 361. 5000	Prime Consultant: Stormwater Transportation Funding Advisory Services Urban Planning
b.	☐	☐	☒	S&ME, Inc. ☐ CHECK IF BRANCH OFFICE	3201 Spring Forest Road, Suite 120 Raleigh, NC 27616 919. 872. 2660	Sub Consultant: CCTV Services
c.	☐	☐	☒	Equinox Environmental Consultation & Design, Inc. ☒ CHECK IF BRANCH OFFICE	14 O'Henry Ave, Suite 206 Asheville, NC 28801 828. 253. 6856 x202	Sub Consultant: Environmental Assessment + GSI Support

City of Brevard

PROJECT LEADERSHIP

Principal-in-Charge



Christy Staudt
PE (Asheville, NC)

Project Manager



Max Grogan*
PE (Charlotte, NC)

Special Advisor



Chris Stanley*
PE, CFM, CPESC (Raleigh, NC)

PRIME CONSULTANT

Assistant Project Manager



Brie Saur*
PE (Raleigh, NC)

H+H Modeling



Samaneh Taj
(Charlotte, NC)

┆ Daniel Friday
(Raleigh, NC)

GIS Mapping + Support



Suja Joseph
(Lewisville, TX)

┆ Mitchell Smith
(Raleigh, NC)

Asset Inventory + Inspection Team



Jack McFadden
PE (Charlotte, NC)

┆ Ryan Dolfuss PE*
(Charlotte, NC)
┆ Brie Saur PE*
(Raleigh, NC)

Retrofit + GSI Support



Daniel Wiebke
PE, CFM (Raleigh, NC)

┆ Esmera Poladova
(Charlotte, NC)

CIP Prioritization + Cost Estimating



Ryan Dolfuss
PE* (Charlotte, NC)

Transportation Planning Support



Christy Staudt
PE (Asheville, NC)

Funding Advisory Services



Allison Anolik
(Raleigh, NC)

┆ Emily Scott-Cruz AICP
(Charlotte, NC)

Urban Planning Support



Teresa Buckwalter
RLA (Asheville, NC)

SUB-CONSULTANTS

CCTV Services (S&ME)



Anthony Prelozny
(Raleigh, NC)

┆ Darin Strother
(Raleigh, NC)

Environmental Assessment + GSI Support (Equinox)



Owen Carson
(Asheville, NC)

┆ Danvey Walsh
(Asheville, NC)

*NASSCO PACP® CERTIFIED

┆ Chris Stanley ┆ Brie Saur
┆ Max Grogan ┆ Ryan Dolfuss

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE CHRISTY STAUDT PE Practice Lead, Transportation	13. ROLE IN THIS CONTRACT Principal-in-Charge	14. YEARS EXPERIENCE	
		a. TOTAL 26	b. WITH CURRENT FIRM <1
15. FIRM NAME AND LOCATION (City and State) McAdams: Asheville, NC			
16. EDUCATION (Degree and Specialization) B.S. in Civil Engineering Systems, University of Pennsylvania		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer (PE): NC #045387; SC #35566	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) ITE; Association of Pedestrian and Bicycle Professionals; Women's Transportation Seminar (WTS)			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) 1st St. E. + W. Corridor Study + Design Project (C-5624) Conover, NC		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES 2023	CONSTRUCTION (if applicable) 2023		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Project Manager	Size	6 miles	Cost	\$2.654 M
	As the prime consultant project manager, Christy assisted the City of Conover with a Locally Administered Projects Program (LAPP) project to design roadway modifications for improved safety and reduced congestion in the downtown corridor.					
b.	(1) TITLE AND LOCATION (City and State) Ecusta Rail-to-Trail, Phase 1 (BL-0007) Henderson County, NC		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES 2023	CONSTRUCTION (if applicable) 2025		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Traffic Lead	Size	6 miles	Cost	\$175,000
	Christy led the traffic design for a six-mile segment of the Ecusta Rail-to-Trail project, overseeing tasks from planning to final PS+E, including roadway assessments, signal designs, and community engagement.					
c.	(1) TITLE AND LOCATION (City and State) Patton Avenue, Corridor Study Asheville, NC		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) N/A		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
	Role	Deputy Project Manager	Size	1.2 miles	Cost	\$220,000
	Christy led the land use and transportation study as deputy project manager and TPD lead, focusing on corridor analysis, intersection improvements, and multimodal recommendations.					
d.	(1) TITLE AND LOCATION (City and State) Charlotte Street, Road Diet + Spot Safety Improvements Asheville, NC		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES 2019	CONSTRUCTION (if applicable) 2020		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Project Manager	Size	3,000 feet	Cost	\$168,000
	Christy led the design to convert a four-lane road to three lanes with bike lanes and improved pedestrian access, focusing on safety and traffic analysis, signage, and pedestrian upgrades along a 3,000-foot corridor.					
e.	(1) TITLE AND LOCATION (City and State) South Main Street, Protected Bike Lane Hendersonville, NC		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) N/A		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Project Manager	Size	1,500 feet	Cost	\$44,500
	Completed plans for South Main Street's resurfacing, adding a road diet and two-way cycle track to link downtown with the future Ecusta Trail, including bicycle facilities, parking, Americans with Disabilities Act (ADA), and signal modifications.					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE MAX GROGAN PE Project Manager, Water Resources	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 12	b. WITH CURRENT FIRM 2
15. FIRM NAME AND LOCATION (City and State) McAdams: Charlotte, NC			
16. EDUCATION (Degree and Specialization) B.S. in Civil Engineering, University of South Carolina, Columbia		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE: NC #047333; SC #35802 NASSCO Cert. P0041950-032023	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Townwide Hydrologic + Hydraulic Analysis Lillington, NC		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES 2023	CONSTRUCTION (if applicable) N/A		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Project Manager	Size	2 square miles	Cost	\$225,000
	McAdams conducted a comprehensive H+H analysis for the Town of Lillington, funded by the Golden LEAF Foundation, to evaluate and prioritize stormwater issues and develop a capital improvement program in collaboration with Town staff and stakeholders.					
b.	(1) TITLE AND LOCATION (City and State) Municipal Golf Course, Stormwater Assessment Asheville, NC		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES 2023	CONSTRUCTION (if applicable) 2024		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm			
	Role	Project Engineer	Size	18-hole course	Cost	\$27,300
	The Asheville Parks and Recreation department engaged McAdams to assess and prioritize repairs for the failing storm drainage infrastructure at the historic 18-hole Donald Ross course, which included drainage inventory, video assessment, and NAASCO PACP® scoring.					
c.	(1) TITLE AND LOCATION (City and State) Magnolia-Winthrop, Storm Drainage Improvements Charlotte, NC		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES 2020	CONSTRUCTION (if applicable) 2025 (est.)		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm			
	Role	Project Manager	Size	50-acre watershed	Cost	\$499,000
	McAdams collaborated with the City of Charlotte to conduct a basin analysis addressing flooding and roadway drainage issues along Winthrop Avenue, just south of its intersection with Magnolia Avenue.					
d.	(1) TITLE AND LOCATION (City and State) Stormwater AIA Wilson, NC		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm			
	Role	Project Manager	Size	0.7 square mile	Cost	\$400,000
	McAdams has partnered with the City of Wilson to conduct a stormwater asset and condition assessment within the Downtown Management Area, focusing on approximately 780 structures and 66,000 linear feet of pipe whose conditions and specifications are largely unknown.					
e.	(1) TITLE AND LOCATION (City and State) Carter-Ann-Patton Street, Storm Drainage Improvements Asheville, NC		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES 2019	CONSTRUCTION (if applicable) 2025 (est.)		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Project Engineer	Size	1,200 linear feet	Cost	\$270,000
	Localized flooding at Carter Street, Patton Avenue, and North Ann Street was due to a failed storm drainage outfall, which McAdams addressed by enhancing the system and collaborating with the City on construction solutions.					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE CHRIS STANLEY PE, CFM, CPESC Practice Lead, CIP	13. ROLE IN THIS CONTRACT Special Advisor	14. YEARS EXPERIENCE	
		a. TOTAL 21	b. WITH CURRENT FIRM 8
15. FIRM NAME AND LOCATION (City and State) McAdams: Raleigh, NC			
16. EDUCATION (Degree and Specialization) B.S. in Civil Engineering, NC State University M.C.E., NC State University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE: NC #033735 CFM: NC #09-0340 CPESC: #00006453 NASSCO Cert.: U-0420-70309323	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) NC APWA, Stormwater Division, Past-President; North Carolina Association of Floodplain Managers			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
					PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Townwide Hydrologic + Hydraulic Analysis Lillington, NC		2023	N/A		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Principal-in-Charge	Size	2 square miles	Cost	\$225,000
	McAdams conducted a comprehensive hydrologic and hydraulic analysis for the Town of Lillington, funded by the Golden LEAF Foundation, to evaluate and prioritize stormwater issues and develop a capital improvement program in collaboration with Town staff and stakeholders.					
b.	Bladen County Storm Drainage Analysis Bladen County, NC		2023	N/A		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Project Manager	Size	Varies by Municipality	Cost	\$524,000
	McAdams conducted a watershed study and storm drainage analysis for several municipalities in Bladen County, including Bladenboro, Elizabethtown, Dublin, Clarkton, and White Lake, to assess drainage systems, identify deficiencies, and develop stormwater CIP by leading the H+H modeling process.					
c.	South Buffalo Creek, Watershed Master Plan Study Greensboro, NC		2025	N/A		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Project Manager	Size	33 square miles	Cost	\$1,621,191
	McAdams is finalizing a watershed master plan for South Buffalo Creek's basin, analyzing tributaries and FEMA-regulated streams with updated models to assess conditions and climate-change scenarios, resulting in a planning document for Greensboro's stormwater infrastructure.					
d.	Stormwater AIA Wilson, NC		On-going	N/A		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Principal-in-Charge	Size	0.7 square mile	Cost	\$400,000
	McAdams has partnered with the City of Wilson to conduct a stormwater asset and condition assessment within the Downtown Management Area, focusing on approximately 780 structures and 66,000 linear feet of pipe whose conditions and specifications are largely unknown.					
e.	13th Street Culvert Replacement Lillington, NC		2024	2026 (est.)		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm			
	Role	Project Manager	Size	1-square mile basin	Cost	\$124,400
	In September 2023, McAdams completed an H+H assessment for Lillington, leading to a 10-year CIP plan that includes replacing a failing 60-inch CMP culvert at a private reservoir, with construction expected in second 2025.					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE BRIE SAUR PE Project Engineer		13. ROLE IN THIS CONTRACT Assistant Project Manager		14. YEARS EXPERIENCE	
				a. TOTAL 6	b. WITH CURRENT FIRM 6
15. FIRM NAME AND LOCATION (City and State) McAdams: Raleigh, NC					
16. EDUCATION (Degree and Specialization) B.S. in Biological + Agricultural Engineering, NC State University			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE: NC #058343 NASSCO PACP® Cert.: #P0041951-032023		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) APWA Young Professionals					

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED			
			PROFESSIONAL SERVICES		CONSTRUCTION (if applicable)	
a.	13th Street Culvert Replacement Lillington, NC		2024		2026 (est.)	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm			
	Role	Project Engineer	Size	1-square mile basin	Cost	\$124,400
	In September 2023, McAdams completed an H+H assessment for Lillington, leading to a 10-year CIP plan that includes replacing a failing 60-inch CMP culvert at a private reservoir, with construction expected in second 2025.					
b.	Townwide Hydrologic + Hydraulic Analysis Lillington, NC		2023		N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm			
	Role	Project Engineer	Size	2 square miles	Cost	\$225,000
	McAdams conducted a comprehensive H+H analysis for the Town of Lillington, funded by the Golden LEAF Foundation, to evaluate and prioritize stormwater issues and develop a capital improvement program in collaboration with Town staff and stakeholders.					
c.	Bladen County Storm Drainage Analysis Bladen County, NC		2023		N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm			
	Role	Project Engineer	Size	Varies by Municipality	Cost	\$524,000
	McAdams conducted a watershed study and storm drainage analysis for several municipalities in Bladen County, including Bladenboro, Elizabethtown, Dublin, Clarkton, and White Lake, to assess drainage systems, identify deficiencies, and develop stormwater CIP by leading the H+H modeling process.					
d.	South Buffalo Creek, Watershed Master Plan Study Greensboro, NC		2025		N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm			
	Role	Project Engineer	Size	33 square miles	Cost	\$1,621,191
	McAdams is finalizing a watershed master plan for South Buffalo Creek's basin, analyzing tributaries and FEMA-regulated streams with updated models to assess conditions and climate-change scenarios, resulting in a planning document for Greensboro's stormwater infrastructure.					
e.	Magnolia-Winthrop, Storm Drainage Improvements Charlotte, NC		2020		2025 (est.)	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm			
	Role	Designer	Size	50-acre watershed	Cost	\$499,000
	McAdams collaborated with the City of Charlotte to conduct a basin analysis addressing flooding and roadway drainage issues along Winthrop Avenue, just south of its intersection with Magnolia Avenue.					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE JACK MCFADDEN PE Project Manager	13. ROLE IN THIS CONTRACT Asset Inventory + Insepction TeamLead	14. YEARS EXPERIENCE <table border="1"> <tr> <td>a. TOTAL</td> <td>b. WITH CURRENT FIRM</td> </tr> <tr> <td align="center">12</td> <td align="center">1</td> </tr> </table>		a. TOTAL	b. WITH CURRENT FIRM	12	1
a. TOTAL	b. WITH CURRENT FIRM						
12	1						
15. FIRM NAME AND LOCATION (City and State) McAdams: Charlotte, NC							
16. EDUCATION (Degree and Specialization) M.S. in Environmental Science in Hydrology + Water Security, University of Oklahoma (in- progress)		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE: NC #49941					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)							

19. RELEVANT PROJECTS

a. (1) TITLE AND LOCATION (City and State) Townwide Hydrologic + Hydraulic Analysis Lillington, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	(2) YEAR COMPLETED										
	PROFESSIONAL SERVICES 2023		CONSTRUCTION (if applicable) N/A								
	☒ Check if project performed with current firm										
<table border="1"> <tr> <td>Role</td> <td>Project Engineer</td> <td>Size</td> <td>2 square miles</td> <td>Cost</td> <td>\$225,000</td> </tr> </table> McAdams conducted a comprehensive hydrologic and hydraulic analysis for the Town of Lillington, funded by the Golden LEAF Foundation, to evaluate and prioritize stormwater issues and develop a capital improvement program in collaboration with Town staff and stakeholders.	Role	Project Engineer	Size	2 square miles	Cost	\$225,000					
Role	Project Engineer	Size	2 square miles	Cost	\$225,000						
b. (1) TITLE AND LOCATION (City and State) Stormwater AIA Hamlett, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	(2) YEAR COMPLETED										
	PROFESSIONAL SERVICES On-going		CONSTRUCTION (if applicable) N/A								
	☒ Check if project performed with current firm										
<table border="1"> <tr> <td>Role</td> <td>Project Manager</td> <td>Size</td> <td>+/- 5 square miles</td> <td>Cost</td> <td>\$270,000</td> </tr> </table> McAdams and LKC Engineering are gathering data for the City of Hamlet's downtown storm drainage network, funded by the LASII Program. The project includes H+H evaluations, NASCCO PACP® pipe assessments, public outreach, and infrastructure planning.	Role	Project Manager	Size	+/- 5 square miles	Cost	\$270,000					
Role	Project Manager	Size	+/- 5 square miles	Cost	\$270,000						
c. (1) TITLE AND LOCATION (City and State) Stormwater AIA Mount Gilead, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	(2) YEAR COMPLETED										
	PROFESSIONAL SERVICES On-going		CONSTRUCTION (if applicable) N/A								
	☒ Check if project performed with current firm										
<table border="1"> <tr> <td>Role</td> <td>Project Manager</td> <td>Size</td> <td>Citywide</td> <td>Cost</td> <td>\$238,000</td> </tr> </table> McAdams collaborated on locating and collecting data for the Town's downtown storm drainage network, funded by the North Carolina LASII Program. We will assess the network's condition and capacity and assist the Town in developing a CIP program for future infrastructure upgrades.	Role	Project Manager	Size	Citywide	Cost	\$238,000					
Role	Project Manager	Size	Citywide	Cost	\$238,000						
d. (1) TITLE AND LOCATION (City and State) AIA + Utility Study Lillington, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	(2) YEAR COMPLETED										
	PROFESSIONAL SERVICES On-going		CONSTRUCTION (if applicable) N/A								
	☒ Check if project performed with current firm										
<table border="1"> <tr> <td>Role</td> <td>Project Manager</td> <td>Size</td> <td>4 square miles</td> <td>Cost</td> <td>\$500,000</td> </tr> </table> McAdams has been chosen by the Town of Lillington to conduct a stormwater inventory and condition assessment, and implement a utility fee. Funded by a Division of Water Infrastructure grant, the project includes asset inventory, updating capital projects, a feasibility study, and implementation assistance.	Role	Project Manager	Size	4 square miles	Cost	\$500,000					
Role	Project Manager	Size	4 square miles	Cost	\$500,000						
e. (1) TITLE AND LOCATION (City and State) Stormwater Master Plan Huntersville, NC (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	(2) YEAR COMPLETED										
	PROFESSIONAL SERVICES On-going		CONSTRUCTION (if applicable) N/A								
	☒ Check if project performed with current firm										
<table border="1"> <tr> <td>Role</td> <td>Project Manager</td> <td>Size</td> <td>0.5 square mile</td> <td>Cost</td> <td>\$225,000</td> </tr> </table> McAdams is preparing a stormwater asset inventory, conditions assessment, and master plan for a portion of downtown Huntersville, including regional SCM planning.	Role	Project Manager	Size	0.5 square mile	Cost	\$225,000					
Role	Project Manager	Size	0.5 square mile	Cost	\$225,000						

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE RYAN DOLFUSS PE Project Engineer		13. ROLE IN THIS CONTRACT Asset Inventory + Inspection Team Support		14. YEARS EXPERIENCE	
				a. TOTAL 5	b. WITH CURRENT FIRM 3
15. FIRM NAME AND LOCATION (City and State) McAdams: Charlotte, NC					
16. EDUCATION (Degree and Specialization) B.S. in Civil Engineering, Purdue University			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE: NC #059050 NASSCO Certification: P0041952-032023		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Stormwater AIA Hamlett, NC				(2) YEAR COMPLETED	
					PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE				Check if project performed with current firm	
	Role	Project Engineer	Size	+/- 5 square miles	Cost	\$270,000
McAdams and LKC Engineering are gathering data for the City of Hamlet's downtown storm drainage network, funded by the LASII Program. The project includes hydrologic and hydraulic evaluations, NASCCO PACP® pipe assessments, public outreach, and infrastructure planning.						
b.	(1) TITLE AND LOCATION (City and State) Municipal Golf Course, Stormwater Assessment Asheville, NC				(2) YEAR COMPLETED	
					PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) 2024
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE				✓ Check if project performed with current firm	
	Role	Designer	Size	18-hole course	Cost	\$27,300
The Asheville Parks and Recreation department engaged McAdams to assess and prioritize repairs for the failing storm drainage infrastructure at the historic 18-hole Donald Ross course, which included drainage inventory, video assessment, and NAASCO PACP® scoring.						
c.	(1) TITLE AND LOCATION (City and State) Carter-Ann-Patton Street, Storm Drainage Improvements Asheville, NC				(2) YEAR COMPLETED	
					PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) 2025 (est.)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE				Check if project performed with current firm	
	Role	Designer	Size	1,200 linear feet	Cost	\$270,000
Localized flooding at Carter Street, Patton Avenue, and North Ann Street was due to a failed storm drainage outfall, which McAdams addressed by enhancing the system and collaborating with the City on construction solutions.						
d.	(1) TITLE AND LOCATION (City and State) Stormwater Systems Condition Apex, NC				(2) YEAR COMPLETED	
					PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE				Check if project performed with current firm	
	Role	Designer	Size	4.4 square miles	Cost	\$461,300
McAdams is leading this effort for the Town by providing a detailed asset inventory and inspection of the Town's stormwater system, as well as creating an O+M plan for public works staff and generating a prioritized ranking system to identify the Town's most critical capital stormwater needs.						
e.	(1) TITLE AND LOCATION (City and State) Magnolia-Winthrop, Storm Drainage Improvements Charlotte, NC				(2) YEAR COMPLETED	
					PROFESSIONAL SERVICES 2020	CONSTRUCTION (if applicable) 2025 (est.)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE				✓ Check if project performed with current firm	
	Role	Designer	Size	50-acre watershed	Cost	\$499,000
McAdams collaborated with the City of Charlotte to conduct a basin analysis addressing flooding and roadway drainage issues along Winthrop Avenue, just south of its intersection with Magnolia Avenue.						

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE SAMANEH TAJ Designer III	13. ROLE IN THIS CONTRACT H+H Modeling Lead	14. YEARS EXPERIENCE	
		a. TOTAL 10	b. WITH CURRENT FIRM <1
15. FIRM NAME AND LOCATION (City and State) McAdams: Charlotte, NC			
16. EDUCATION (Degree and Specialization) M.S. in Civil + Environmental Engineering, UNC Charlotte		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Stormwater AIA Hamlett, NC			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
	Role	Designer	Size	+/- 5 square miles	Cost
McAdams and LKC Engineering are gathering data for the City of Hamlet's downtown storm drainage network, funded by the LASII Program. The project includes H+H evaluations, NASCCO PACP® pipe assessments, public outreach, and infrastructure planning.					
b.	(1) TITLE AND LOCATION (City and State) AIA + Utility Study Lillington, NC			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			✓ Check if project performed with current firm	
	Role	Designer	Size	4 square miles	Cost
McAdams has been chosen by the Town of Lillington to conduct a stormwater inventory and condition assessment, and implement a utility fee. Funded by a Division of Water Infrastructure grant, the project includes asset inventory, updating capital projects, a feasibility study, and implementation assistance.					
c.	(1) TITLE AND LOCATION (City and State) GIS Stormwater Update + On-going Database Hope Mills, NC			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES 2025 (est.)	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			✓ Check if project performed with current firm	
	Role	Project Engineer	Size	Varies	Cost
McAdams is providing on-going GIS support services to the Town of Hope Mills for stormwater inventory updates, based on recent as-built submittals, as well as online mapping maintenance.					
d.	(1) TITLE AND LOCATION (City and State) Stormwater Master Plan Huntersville, NC			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			✓ Check if project performed with current firm	
	Role	Project Engineer	Size	0.5 square mile	Cost
McAdams is preparing a stormwater asset inventory, conditions assessment, and master plan for a portion of downtown Huntersville, including regional SCM planning.					
e.	(1) TITLE AND LOCATION (City and State) Stormwater AIA Mount Gilead, NC			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			✓ Check if project performed with current firm	
	Role	Project Manager	Size	Citywide	Cost
McAdams collaborated on locating and collecting data for the Town's downtown storm drainage network, funded by the North Carolina LASII Program. We will assess the network's condition and capacity and assist the Town in developing a CIP program for future infrastructure upgrades.					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE DANIEL WIEBKE PE, CFM GSI, Practice Lead	13. ROLE IN THIS CONTRACT Retrofit + GSI Support	14. YEARS EXPERIENCE	
		a. TOTAL 13	b. WITH CURRENT FIRM 6
15. FIRM NAME AND LOCATION (City and State) McAdams: Raleigh, NC			
16. EDUCATION (Degree and Specialization) Master of Biological + Agricultural Engineering, NC State University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) PE: NC #043300 CFM: #14-0542 Stormwater SCM Inspection + Maintenance Cert.: #2507	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) ACEC 2024 Water + Environment Project Grand Award			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) NCDOT, Hydraulics Unit Strategic Plan Raleigh, NC		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2023	CONSTRUCTION (if applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Role	Project Manager	Size	N/A	Cost
McAdams developed a Strategic Plan for NCDOT's Hydraulics Unit to enhance efficiency, recruit talent, modernize workflows, and maintain a strong workplace culture by analyzing their current structure and gathering team feedback.					
b.	(1) TITLE AND LOCATION (City and State) Bladen County Storm Drainage Analysis Bladen County, NC		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2023	CONSTRUCTION (if applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Role	Project Manager	Size	Varies by Municipality	Cost
McAdams conducted a watershed study and storm drainage analysis for several municipalities in Bladen County, including Bladenboro, Elizabethtown, Dublin, Clarkton, and White Lake, to assess drainage systems, identify deficiencies, and develop stormwater CIP by leading the H+H modeling process.					
c.	(1) TITLE AND LOCATION (City and State) South Buffalo Creek, Watershed Master Plan Study Greensboro, NC		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2025	CONSTRUCTION (if applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Role	Technical Advisor	Size	33 square miles	Cost
McAdams is finalizing a watershed master plan for South Buffalo Creek's basin, analyzing tributaries and FEMA-regulated streams with updated models to assess conditions and climate-change scenarios, resulting in a planning document for Greensboro's stormwater infrastructure.					
d.	(1) TITLE AND LOCATION (City and State) Cedar Street, GSI Beaufort, NC		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2023	CONSTRUCTION (if applicable) 2023	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Role	Project Manager	Size	4 Intersections	Cost
The new bridge linking Morehead City and Beaufort has revitalized Cedar Street's eastern section. NCDOT upgraded utilities and added GSI to improve water quality and reduce flooding. McAdams designed features like bioretention areas and permeable pavement to minimize surface runoff.					
e.	(1) TITLE AND LOCATION (City and State) Winthrop Drive + Windberry Street Raleigh, NC		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2020	CONSTRUCTION (if applicable) 2020	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Role	Project Engineer	Size	Varies	Cost
McAdams is conducting flood mitigation analyses and recommendations for the City of Raleigh, focusing on an undersized culvert on Winthrop Drive and a drainage system on Windberry Street, both causing property flooding issues.					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE ALLISON ANOLIK Funding Advisory Services Lead	13. ROLE IN THIS CONTRACT Funding Advisory Services Lead	14. YEARS EXPERIENCE	
		a. TOTAL 19	b. WITH CURRENT FIRM 2
15. FIRM NAME AND LOCATION (City and State) McAdams: Raleigh, NC			
16. EDUCATION (Degree and Specialization) B.A. in Geography, University of Mary Washington		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) ULI Triangle Transportation; Land Use Action Committee Co-chair; ACEC NC Multimodal Committee			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED				
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)			
a.	Cedar Street, GSI Beaufort, NC	2023	2023			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
	Role	Funding Specialist	Size	4 Intersections	Cost	\$145,000
	The new bridge linking Morehead City and Beaufort has revitalized Cedar Street's eastern section. NCDOT upgraded utilities and added GSI to improve water quality and reduce flooding. McAdams designed features like bioretention areas and permeable pavement to minimize surface runoff.					
b.	SAND: PROTECT Grant Dare County, NC	2023	N/A			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
	Role	Project Manager	Size	11 miles	Cost	\$75,500
	The PROTECT grant application seeks funding for a planning and environmental linkages (PEL) study to enhance resiliency and streamline future project development on NC 12 in Dare County, with McAdams providing comprehensive support.					
c.	Equitable + Green Infrastructure Retrofit Project Durham, NC	On-going	N/A			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
	Role	Funding Specialist	Size	Citywide	Cost	\$1 M
	This project involves conducting a basin study to design stormwater retrofits and restorations in designated neighborhoods, including planning, public outreach, assessing drainage networks, and identifying opportunities for SCMs and stream restorations.					
d.	Engineered Wetland Mount Holly, NC	2024	N/A			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
	Role	Funding Specialist	Size	1.6 acres	Cost	\$200 k
	The project involves creating an engineered wetland near Ida Ranking Elementary to mitigate flooding, enhance water quality, offer educational opportunities, and includes a funding scan for grants and loans.					
e.	Mahaley Branch Stream Restoration Salisbury, NC	On-going	N/A			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm			
	Role	Funding Specialist	Size	39,000 linear feet	Cost	\$36 k
	McAdams conducted a Feasibility Study and provided grant writing services to help the City secure funding for the Mahaley Branch corridor from the North Carolina Land and Water Fund and FEMA.					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE SUJA JOSEPH GIS Manager	13. ROLE IN THIS CONTRACT GIS Mapping + Support	14. YEARS EXPERIENCE	
		a. TOTAL 28	b. WITH CURRENT FIRM 4
15. FIRM NAME AND LOCATION (City and State) McAdams: Lewisville, TX			
16. EDUCATION (Degree and Specialization) B. Envir. Des., Texas A&M University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Stormwater AIA Hamlett, NC		(2) YEAR COMPLETED	
			PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
	Role	GIS Specialist	Size	+/- 5 square miles
			Cost	\$270,000
McAdams and LKC Engineering are gathering data for the City of Hamlet's downtown storm drainage network, funded by the LASII Program. The project includes H+H evaluations, NASCCO PACP® pipe assessments, public outreach, and infrastructure planning.				
b.	(1) TITLE AND LOCATION (City and State) Townwide Hydrologic + Hydraulic Analysis Lillington, NC		(2) YEAR COMPLETED	
			PROFESSIONAL SERVICES 2023	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm	
	Role	GIS Specialist	Size	2 square miles
			Cost	\$225,000
McAdams conducted a comprehensive H+H analysis for the Town of Lillington, funded by the Golden LEAF Foundation, to evaluate and prioritize stormwater issues and develop a capital improvement program in collaboration with Town staff and stakeholders.				
c.	(1) TITLE AND LOCATION (City and State) South Buffalo Creek, Watershed Master Plan Study Greensboro, NC		(2) YEAR COMPLETED	
			PROFESSIONAL SERVICES 2025	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm	
	Role	GIS Specialist	Size	33 square miles
			Cost	\$1,621,191
McAdams is finalizing a watershed master plan for South Buffalo Creek's basin, analyzing tributaries and FEMA-regulated streams with updated models to assess conditions and climate-change scenarios, resulting in a planning document for Greensboro's stormwater infrastructure.				
d.	(1) TITLE AND LOCATION (City and State) Stormwater Systems Condition Apex, NC		(2) YEAR COMPLETED	
			PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
	Role	GIS Specialist	Size	4.4 square miles
			Cost	\$461,300
McAdams is leading this effort for the Town by providing a detailed asset inventory and inspection of the Town's stormwater system, as well as creating an O+M plan for public works staff and generating a prioritized ranking system to identify the Town's most critical capital stormwater needs.				
e.	(1) TITLE AND LOCATION (City and State) Stormwater AIA Wilson, NC		(2) YEAR COMPLETED	
			PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		✓ Check if project performed with current firm	
	Role	GIS Specialist	Size	0.7 square mile
			Cost	\$400,000
McAdams has partnered with the City of Wilson to conduct a stormwater asset and condition assessment within the Downtown Management Area, focusing on approximately 780 structures and 66,000 linear feet of pipe whose conditions and specifications are largely unknown.				

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE TERESA BUCKWALTER RLA Senior Landscape Architect	13. ROLE IN THIS CONTRACT Urban Planning Support	14. YEARS EXPERIENCE	
		a. TOTAL 21	b. WITH CURRENT FIRM <1
15. FIRM NAME AND LOCATION (City and State) McAdams: Asheville, NC			
16. EDUCATION (Degree and Specialization) Masters in Landscape Architecture, The University of Michigan		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Registered Landscape Architect (RLA): NC #1702; SC #1709; VA #001969	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Brevard Highway 64 Roundabout Landscape Betterment Brevard, NC			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) On-going
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☒ Check if project performed with current firm	
	Role	Landscape Architect	Size	2 miles	Cost
Teresa is leading the ongoing landscape betterments and gateway design for US 64 to Brevard, NC, incorporating themes from Pisgah National Forest and Davidson River, with construction anticipated to begin in summer 2025.					
b.	(1) TITLE AND LOCATION (City and State) Ecusta Rail-to-Trail, Phase 3 (BF-0002) Transylvania County, NC			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☒ Check if project performed with current firm	
	Role	Landscape Architect	Size	6 miles	Cost
Teresa provided landscape architecture and community engagement services for the Ecusta Trail's 30% design phase under the NCDOT Western Division LSC, covering trail development, modeling, analysis, inspections, safety, and public involvement.					
c.	(1) TITLE AND LOCATION (City and State) Saluda Grade Trail, Feasibility Study Various Locations, NC + SC			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☐ Check if project performed with current firm	
	Role	Project Manager	Size	31 miles	Cost
As project manager for the 31-mile Saluda Grade Rail Trail feasibility study, Teresa led a team to analyze conditions and develop recommendations, cost estimates, and funding strategies.					
d.	(1) TITLE AND LOCATION (City and State) Integrated Mobility Division LSC (2018 + 2020) Statewide NC			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☒ Check if project performed with current firm	
	Role	Multimodal Planner	Size	Statewide	Cost
Since 2018, McAdams, including TPD staff (now part of McAdams), completed 36 NCDOT IMD projects, led content standards creation, conducted nine feasibility studies, assisted with five federal grants, performed two compliance reviews, and developed a mobility hub study, all with positive feedback.					
e.	(1) TITLE AND LOCATION (City and State) Connect Catawba Bicycle + Pedestrian Plan Catawba, NC			(2) YEAR COMPLETED	
				PROFESSIONAL SERVICES 2022	CONSTRUCTION (if applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			☐ Check if project performed with current firm	
	Role	Multimodal Planner	Size	Townwide	Cost
Teresa led the Town of Catawba's Bicycle and Pedestrian Plan, managing community engagement, mapping, and project development, and directed staff in creating visual renderings and a summary of the plan.					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE OWEN CARSON Senior Ecologist, Environ. Prof.	13. ROLE IN THIS CONTRACT Environmental Assessment + GSI Support	14. YEARS EXPERIENCE <table border="1"> <tr> <td>a. TOTAL</td> <td>b. WITH CURRENT FIRM</td> </tr> <tr> <td align="center">14</td> <td align="center">14</td> </tr> </table>		a. TOTAL	b. WITH CURRENT FIRM	14	14
a. TOTAL	b. WITH CURRENT FIRM						
14	14						
15. FIRM NAME AND LOCATION (City and State) Equinox: Raleigh, NC							
16. EDUCATION (Degree and Specialization) B.S. in Environmental Sciences, Minor in Geology, Brevard College		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Certified Associate Ecologist, Ecological Society of America; North Carolina Association of Environmental Professionals					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)							

19. RELEVANT PROJECTS

a. (1) TITLE AND LOCATION (City and State) Silverline Park Woodfin, NC	(2) YEAR COMPLETED				
	PROFESSIONAL SERVICES 2022		CONSTRUCTION (if applicable) 2022		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm					
Role	Ecological Assessment	Size	5.4 acres	Cost	\$310,575
Equinox designed a community park along the French Broad River for resiliency utilizing green infrastructure and innovative SCMs. The project features constructed wetlands, restoration of an existing wetland, and grading to allow natural flood cycles of the river to minimize impacts.					
b. (1) TITLE AND LOCATION (City and State) Willow Pond at the North Carolina Arboretum Buncombe County, NC	(2) YEAR COMPLETED				
	PROFESSIONAL SERVICES 2020		CONSTRUCTION (if applicable) 2020		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm					
Role	Ecological Assessment	Size	12 acres	Cost	\$78,800
This project located at the North Carolina Arboretum received an award for integrating stormwater design into an experiential outdoor classroom and habitat creation for the rare mole salamander.					
c. (1) TITLE AND LOCATION (City and State) Riverside Park + Whitewater Woodfin, NC	(2) YEAR COMPLETED				
	PROFESSIONAL SERVICES 2024		CONSTRUCTION (if applicable) N/A		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm					
Role	Ecological Assessment	Size	6.7 acres	Cost	\$543,509
Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River.					
d. (1) TITLE AND LOCATION (City and State) New Belgium Brewing, Green Infrastructure Projects Asheville, NC	(2) YEAR COMPLETED				
	PROFESSIONAL SERVICES N/A		CONSTRUCTION (if applicable) N/A		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm					
Role	Environmental Assessment	Size	20 acres	Cost	\$67,450
Equinox led the stream restoration and green infrastructure design for New Belgium Brewing's East Coast Brewery, implementing a model stormwater treatment system with stream restoration, wetlands, and green infrastructure, setting a precedent for Asheville, North Carolina.					
e. (1) TITLE AND LOCATION (City and State) Jones Ridge Conv. Center + Cranberry Bog Nature Park Burke County, NC	(2) YEAR COMPLETED				
	PROFESSIONAL SERVICES 2023		CONSTRUCTION (if applicable) N/A		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm					
Role	Ecological Design	Size	9.5 acres	Cost	\$127,630
Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River.					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each person)

12. NAME AND TITLE DANVEY WALSH Environmental Scientist	13. ROLE IN THIS CONTRACT Environmental Assessment + GSI Support	14. YEARS EXPERIENCE	
		a. TOTAL 15	b. WITH CURRENT FIRM 9
15. FIRM NAME AND LOCATION (City and State) Equinox: Raleigh, NC			
16. EDUCATION (Degree and Specialization) M.S. in Environmental Chemistry, Western Carolina University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) N/A	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Scotts Creek Watershed Plan Sylva, NC		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2019	CONSTRUCTION (if applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Role	Project Manager	Size	53 square miles	Cost
Equinox devised a plan to manage stormwater runoff in the Scotts Creek Watershed, targeting improved water quality, and the removal of Scotts Creek from North Carolina's 303(d) list. A major project was the bioretention area at Bridge Park in Sylva, completed in 2024.					
b.	(1) TITLE AND LOCATION (City and State) Greenius Way In-fill, LID Green Infrastructure Asheville, NC		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Role	GIS	Size	4.3 acres	Cost
Equinox planned, designed and permitted a 17 lot, 4.3 acres LID and net-zero carbon in-fill development off of Emma Road in Asheville. The plan utilizes a low profile and curbless road cross-section and diverts all road water and roof water into bioswales and drop pools running along the road.					
c.	(1) TITLE AND LOCATION (City and State) Riverside Park + Whitewater Woodfin, NC		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm		
	Role	GIS + Hydrologic Modeling	Size	6.7 acres	Cost
Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River.					
d.	(1) TITLE AND LOCATION (City and State) Jones Ridge Conv. Center + Cranberry Bog Nature Park Burke County, NC		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2023	CONSTRUCTION (if applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☐ Check if project performed with current firm		
	Role	GIS + Hydrologic Modeling	Size	9.5 acres	Cost
Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River.					
e.	(1) TITLE AND LOCATION (City and State) Buncombe County Schools, Stormwater Inspections Buncombe County, NC		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☐ Check if project performed with current firm		
	Role	Inspections	Size	Countywide	Cost
Equinox provides yearly monitoring of stormwater measures throughout the Buncombe County Schools properties. A report includes recommended actions to improve the function of the stormwater systems.					

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 1	
21. TITLE AND LOCATION (City and State) Helene Recovery Assistance Black Mountain, NC		22. YEAR COMPLETED	
		PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER Town of Black Mountain	b. POINT OF CONTACT NAME Jessica Trotman	c. POINT OF CONTACT TELEPHONE NUMBER 828. 419. 9300 x 370	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost.)			



PROJECT DATES
11/2024 (awarded)
03/2025 (completed)

REFERENCE
Jessica Trotman
828. 419. 9300 x 370
jessica.trotman@
tobm.org

PROJECT COSTS
Construction
\$2,260,000
McAdams' Fee:
\$22,000

PROJECT SIZE
Townwide

McAdams is performing field review and analysis of 19 Town owned / maintained roadways to determine the level of damage from Hurricane Storm Helene, developing planning level repair recommendations, and providing costs estimates. The team observed and categorized three types of storm-related roadway damage. First is Repair Inspection, where the team inspected areas where the Town made repairs to determine if the repairs were sufficient. Second is Field Managed Construction, which captures repairs made by Town staff yet are still in need of additional repairs to return the roadway to operational service. Lastly, Roadway Design where the severity of damage will require fully engineered design plans to return to full function. The team used NCDOT unit bid price historical data to develop repair cost estimates for each roadway segment to assist the Town in submitting required information to Federal Emergency Management Agency (FEMA) for funding and reimbursement. The project was completed and submitted on time and within budget to the Town.

PROJECT TEAM
Chris Stanley, PE, CFM, CPESC (senior project manager); Max Grogan, PE (project engineer); Ryan Dolfuss, PE (designer); Brie Saur, PE (project engineer)

25. FIRMS FROM SECTION C INVOLVED IN THIS PROJECT			
a.	(1) FIRM NAME McAdams	(2) FIRM LOCATION (City and State) Asheville, NC	(3) ROLE Stormwater Asset Inspection; Emergency Repair Needs Assess.; Const. Cost Est.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 2
21. TITLE AND LOCATION (City and State) Townwide H+H Analysis Lillington, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Town of Lillington	b. POINT OF CONTACT NAME Alicia Adams	c. POINT OF CONTACT TELEPHONE NUMBER 910. 893. 2654
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost.)		



PROJECT DATES
07/2022 (awarded)
10/2023 (completed)

REFERENCE
Alicia Adams
910. 893. 2654
aladams@lillingtonnc.org

PROJECT COSTS
Construction: N/A
McAdams' Fee: \$225,000

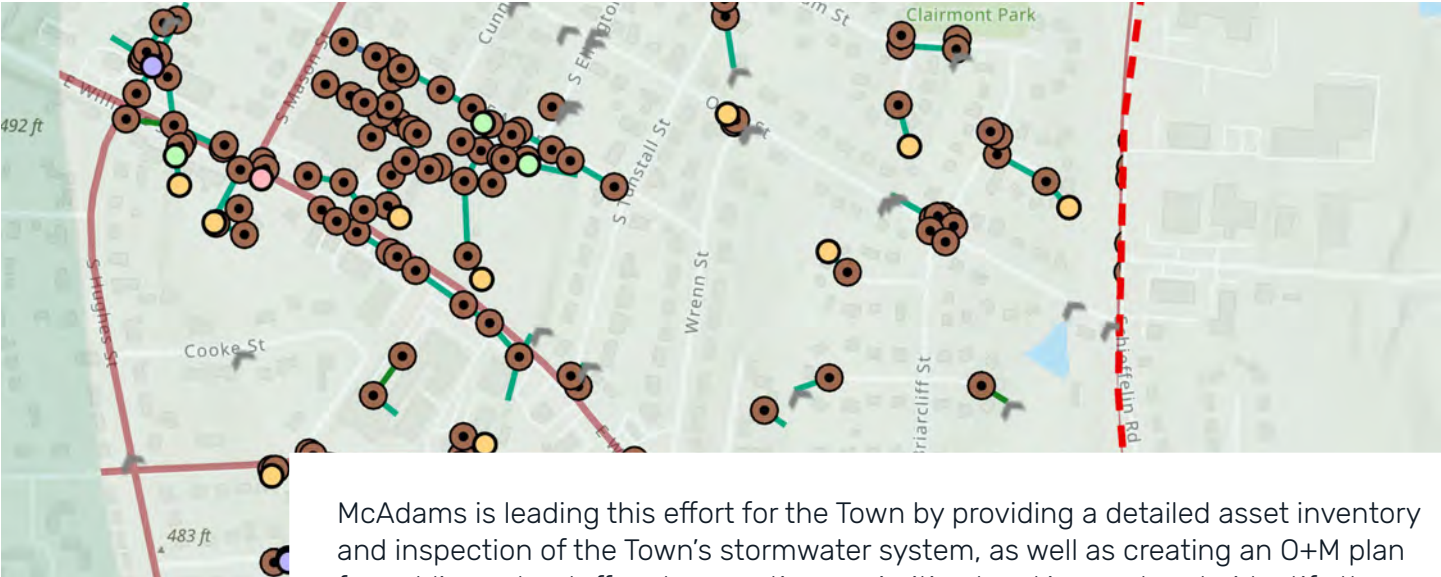
PROJECT SIZE
2 square miles

Since Hurricane Matthew in 2016, the Town of Lillington has faced significant storm-related damages, including flooding of drainage systems and natural waterways, leading to debris accumulation and erosion. In response, the Town has secured funding to address these issues, focusing on street and structural flooding, infrastructure upgrades, stream erosion, water quality, and innovative stormwater solutions. McAdams has been contracted to conduct a comprehensive H+H analysis to evaluate the drainage system and identify critical problem areas. With funding from the Golden LEAF, McAdams helped develop a stormwater CIP that includes cost estimates, concept improvement plans, and a prioritized project list. Implementation of several high-priority projects is already underway. McAdams completed the project three months ahead of the original schedule of January 2024.

PROJECT TEAM
Chris Stanley, PE, CFM, CPESC (principal-in-charge); Max Grogan, PE (project manager); Brie Saur, PE (project engineer); Jack McFadden, PE (project engineer); Ryan Dolfuss, PE (designer)

25. FIRMS FROM SECTION C INVOLVED IN THIS PROJECT		
a.	(1) FIRM NAME McAdams	(2) FIRM LOCATION (City and State) Raleigh, NC
	(3) ROLE H+H Modeling; GIS; Inventory + Analysis; Stormwater AIA; CIP Dev.; O+M Plan Dev.	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 3
21. TITLE AND LOCATION (City and State) Stormwater Systems Condition Apex, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Town of Apex	b. POINT OF CONTACT NAME Jessica Bolin	c. POINT OF CONTACT TELEPHONE NUMBER 919. 249. 3537
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost.)		



PROJECT DATES
04/2023 (awarded)
02/2026 est. (end)

REFERENCE
Jessica Bolin
919. 249. 3537
jessica.bolin@
apexnc.org

PROJECT COSTS
Construction: N/A
McAdams' Fee:
\$461,300

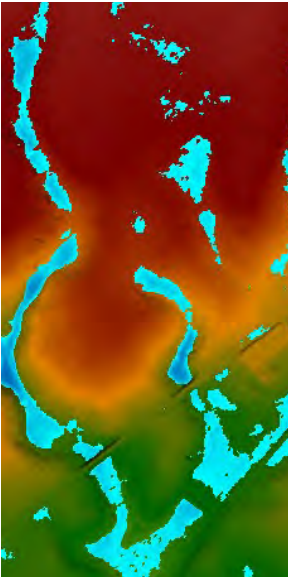
PROJECT SIZE
4.4 square miles

McAdams is leading this effort for the Town by providing a detailed asset inventory and inspection of the Town's stormwater system, as well as creating an O+M plan for public works staff and generating a prioritized ranking system to identify the Town's most critical capital stormwater needs. The end result of this project will be a more robust database of the Town's stormwater infrastructure conditions, as well as a thorough CIP plan for the next five to 10 years for Apex to begin working through to improve their drainage assets. McAdams has completed the first two phases, with over four miles of storm pipe inspected and nearly 300 stormwater assets and assessed, a third phase slated to begin later this summer.

PROJECT TEAM
Chris Stanley, PE, CFM, CPESC (principal-in-charge); Max Grogan, PE (project manager); Brie Saur, PE (project engineer); Suja Joseph (GIS specialist); Daniel Friday (designer); Ryan Dolfuss, PE (designer)

25. FIRMS FROM SECTION C INVOLVED IN THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. McAdams	Raleigh, NC	Stormwater Asset + Inventory; GIS; CIP Dev. + Prioritization; O+M Plan Dev.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 4	
21. TITLE AND LOCATION (City and State) Stormwater AIA Hamlet, NC		22. YEAR COMPLETED	
		PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER City of Hamlet	b. POINT OF CONTACT NAME Lane Bailey	c. POINT OF CONTACT TELEPHONE NUMBER 910. 582. 2651	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost.)			



McAdams has teamed with LKC Engineering to locate and collect data for the City of Hamlet's storm drainage network in the downtown area. This project was funded by the North Carolina Local Assistance for Stormwater Infrastructure Investments (LASII) Program. Work on this project includes H+H evaluation, NASCCO PACP® pipe review, public outreach, and capital infrastructure planning.

PROJECT DATES
04/2024 (awarded)
05/2026 est. (end)

REFERENCE
Lane Bailey
910. 582. 2651
lbailey@hamletnc.us

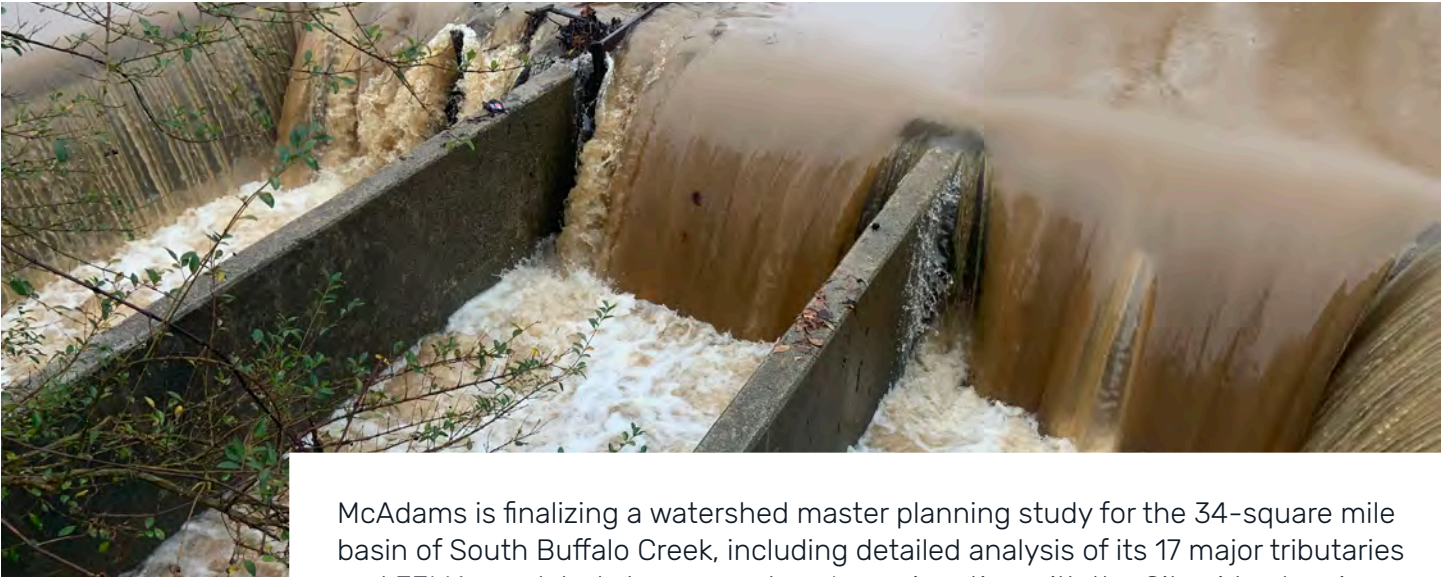
PROJECT COSTS
Construction: N/A
McAdams' Fee:
\$270,000

PROJECT SIZE
Townwide

PROJECT TEAM
Chris Stanley, PE, CFM, CPESC (principal-in-charge); Jack McFadden, PE (project manager); Suja Joseph (GIS specialist); Ryan Dolfuss, PE (project engineer); Samaneh Taj, EI (project engineer)

25. FIRMS FROM SECTION C INVOLVED IN THIS PROJECT		
a.	(1) FIRM NAME McAdams	(2) FIRM LOCATION (City and State) Charlotte, NC
		(3) ROLE H+H Modeling; Stormwater Design

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 5
21. TITLE AND LOCATION (City and State) South Buffalo Creek, Watershed Master Plan Study Greensboro, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2025	CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Greensboro	b. POINT OF CONTACT NAME David Phlegar	c. POINT OF CONTACT TELEPHONE NUMBER 336. 375. 2055
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost.)		



PROJECT DATES
01/2022 (awarded)
03/2025 est. (end)

REFERENCE
David Phlegar
336. 375. 2055
david.phlegar@
greensboro-nc.gov

PROJECT COSTS
Construction: N/A
McAdams' Fee:
\$1.6 M

McAdams is finalizing a watershed master planning study for the 34-square mile basin of South Buffalo Creek, including detailed analysis of its 17 major tributaries and FEMA regulated stream reaches. In conjunction with the Citywide planning analyses, McAdams has performed updated H+H analyses, including HEC-HMS, unsteady 1-D HEC-RAS analysis, and PCSWMM models, to analyze existing and future conditions, as well as climate-change scenarios for its major stormwater systems. The final deliverable will be master planning document that the City of Greensboro can use for the next decade (or more) for on-going stormwater infrastructure capital planning and implementation.

PROJECT TEAM
Chris Stanley, PE, CFM, CPESC (project manager); Brie Saur, PE (project engineer); Suja Joseph (GIS); Daniel Friday (H+H modeling); Ryan Dolfuss, PE (designer); Allison Anolik (grant support); Daniel Wiebke, PE, CFM (GSI)

PROJECT SIZE
34 square miles

25. FIRMS FROM SECTION C INVOLVED IN THIS PROJECT		
a.	(1) FIRM NAME McAdams	(2) FIRM LOCATION (City and State) Raleigh, NC
		(3) ROLE Watershed Master Planning; Field Surveying; GIS; Construction Cost Estimation

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 6
21. TITLE AND LOCATION (City and State) Stormwater AIA Wilson, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Wilson	b. POINT OF CONTACT NAME Noah Parsons	c. POINT OF CONTACT TELEPHONE NUMBER 252. 296. 3305
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost.)		



PROJECT DATES
01/2024 (awarded)
09/2025 est. (end)

REFERENCE
Noah Parsons
252. 296. 3305
nparsons@wilsonnc.org

PROJECT COSTS
Construction: N/A
McAdams' Fee:
\$400,000

PROJECT SIZE
0.7 square mile

McAdams has contracted with the City of Wilson to conduct this effort. The primary focus of the Stormwater AIA and Condition Assessment Grant will go towards an asset and condition assessment of the stormwater structures in and around downtown Wilson in the area identified as the City's Downtown Management Area (DMA). There are approximately 780 known stormwater structures and 66,000 linear feet of stormwater pipe located within the DMA. The condition, size, and inverts of each of the structures and pipes is not well known. McAdams will prepare an updated, prioritized stormwater CIP plan and a new stormwater O+M plan for the City moving forward.

PROJECT TEAM
Chris Stanley, PE, CFM, CPESC (principal-in-charge); Max Grogan, PE (project manager); Brie Saur, PE (project engineer); Ryan Dolfuss, PE (project engineer); Suja Joseph (GIS specialist)

25. FIRMS FROM SECTION C INVOLVED IN THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. McAdams	Raleigh, NC	Stormwater AIA; Pipe Cleaning + Inspections; CIP Dev. + Prioritization; O+M Plan Dev.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 7
21. TITLE AND LOCATION (City and State) Carter-Ann-Patton Street, Storm Drainage Improvements Asheville, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) 2025 (est.)
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Asheville	b. POINT OF CONTACT NAME Nicole Peterson	c. POINT OF CONTACT TELEPHONE NUMBER 828. 367. 8751
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost.)		



PROJECT DATES
12/2019 (awarded)
05/2025 est. (end)

REFERENCE
Nicole Peterson
828. 367. 8751
npeterson@
ashevillenc.gov

PROJECT COSTS
Construction: \$3.1 M
McAdams' Fee:
\$270,000

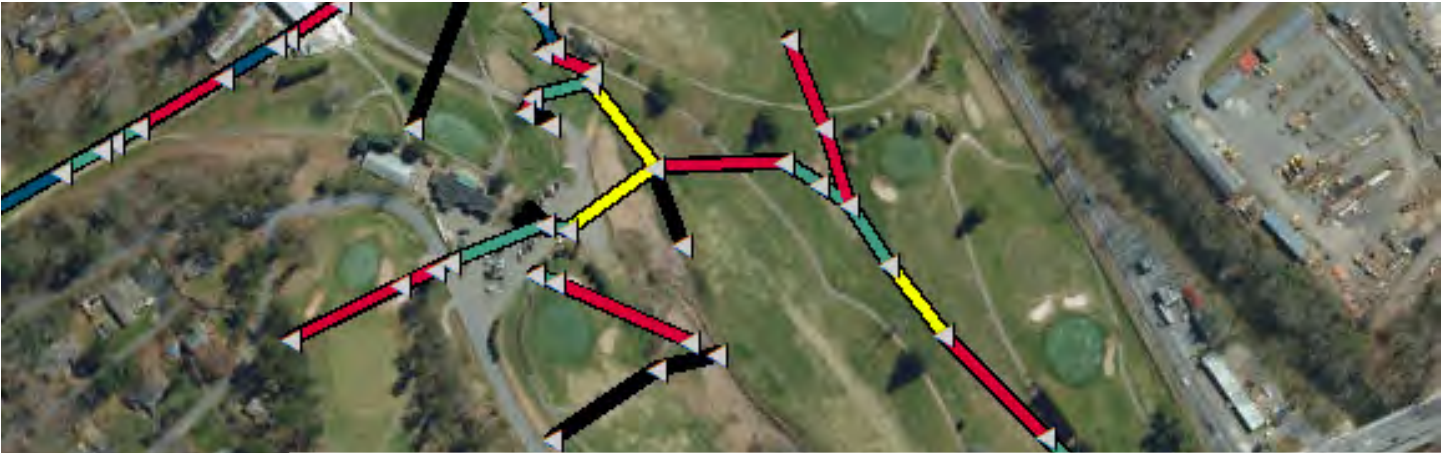
PROJECT SIZE
1,200 linear feet

Localized flooding has historically occurred due to the existing storm drainage system at the intersections of Carter Street, Patton Avenue, and North Ann Street. The existing outfall that conveys runoff from Patton Avenue to South Ann Street failed, contributing to flooding at each intersection. The failure also contributed to structural flooding in an upstream private parking lot. McAdams analyzed the existing system, developed alternatives to enhance performance of the storm drainage network, and worked with the City to finalize construction drawings for remedial measures. Improvements included sanitary sewer and water line relocation, as well as a bore-and-jack of a portion of the storm drainage system to avoid existing utilities at the intersection of French Broad and Patton Avenue.

PROJECT TEAM
Christy Staudt, PE (traffic control design); Chris Stanley, PE, CFM, CPESC (technical advisor); Max Grogan, PE (project engineer); Ryan Dolfuss, PE (designer)

25. FIRMS FROM SECTION C INVOLVED IN THIS PROJECT		
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
	McAdams	Charlotte, NC
		(3) ROLE
		H+H Modeling; Storm Drainage Design; Environmental; Civil Eng.; Surveying; SUE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 8
21. TITLE AND LOCATION (City and State) Municipal Golf Course, Stormwater Assessment Asheville, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2024	CONSTRUCTION (if applicable) 2024
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Asheville	b. POINT OF CONTACT NAME Susannah Horton	c. POINT OF CONTACT TELEPHONE NUMBER 828. 259. 5744
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost.)		



PROJECT DATES
01/2023 (awarded)
08/2024 (completed)

REFERENCE
Susannah Horton
828. 259. 5744
shorton@
ashevillenc.gov

PROJECT COSTS
Construction: \$8 M
McAdams' Fee:
\$628,186

PROJECT SIZE
18-hole course

Throughout the historic 18-hole Donald Ross course, there were a number of sinkholes and areas of standing water due to the failing storm drainage infrastructure. The Asheville Parks and Recreation department selected McAdams to provide a drainage and capacity assessment of the existing storm drainage system throughout the Municipal Golf Course to better prioritize and budget necessary repairs. This work included drainage inventory, video assessment, and NAASCO PACP® scoring.

PROJECT TEAM
Chris Stanley, PE, CFM, CPESC (technical advisor); Max Grogan, PE (project engineer)

25. FIRMS FROM SECTION C INVOLVED IN THIS PROJECT		
a.	(1) FIRM NAME McAdams	(2) FIRM LOCATION (City and State) Charlotte, NC
		(3) ROLE Stormwater Management; Pipe Assessment; Cost Estimating; Design Surveys

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 9
21. TITLE AND LOCATION (City and State) AIA + Utility Implementation Lillington, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES On-going	CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Town of Lillington	b. POINT OF CONTACT NAME Alicia Adams	c. POINT OF CONTACT TELEPHONE NUMBER 910. 893. 2654
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost.)		



PROJECT DATES
08/2024 (awarded)
09/2026 est. (end)

REFERENCE
Alicia Adams
910. 893. 2654
aladams@
lillingtonnc.org

PROJECT COSTS
Construction: N/A
McAdams' Fee:
\$500,000

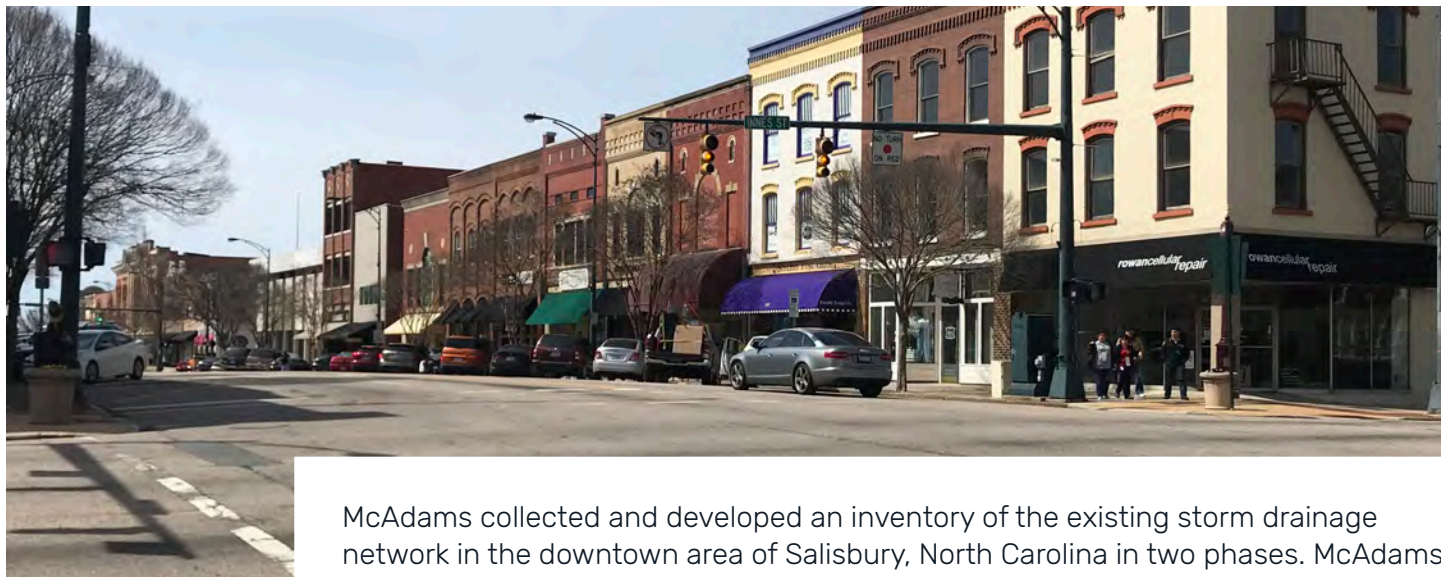
PROJECT SIZE
4 square miles

McAdams has been selected by the Town of Lillington to conduct a town-wide stormwater inventory with condition assessment, as well as a stormwater utility fee implementation project. The project is funded by a Division of Water Infrastructure (DWI) stormwater planning grant to be used for the following activities: The completion of a stormwater system, asset inventory, and condition assessment within key priority areas of the Town; development and updating of the Town's stormwater CIP and O+M activities; development of a stormwater utility fee feasibility study; and implementation plan assistance with public engagement, stakeholder coordination, and Town board presentations.

PROJECT TEAM
Chris Stanley, PE, CFM, CPESC (principal-in-charge); Jack McFadden, PE (project manager); Daniel Friday (designer)

25. FIRMS FROM SECTION C INVOLVED IN THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. McAdams	Raleigh, NC	Stormwater AIA; Pipe Cleaning + Inspections; CIP Dev. + Prioritization; O+M Plan Dev.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 10
21. TITLE AND LOCATION (City and State) Storm Drainage Inventory Salisbury, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION (if applicable) N/A
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Salisbury	b. POINT OF CONTACT NAME Chris Tester	c. POINT OF CONTACT TELEPHONE NUMBER 704. 638. 5260
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (include scope, size, and cost.)		



McAdams collected and developed an inventory of the existing storm drainage network in the downtown area of Salisbury, North Carolina in two phases. McAdams prepared the inventory for easy integration into the City's GIS. The inventory includes the entirety of the storm drainage network in the downtown area. Collection of this data allows for improved planning for downtown improvements.

PROJECT DATES
07/2019 (awarded)
12/2019 (completed)

PROJECT TEAM
Chris Stanley, PE, CFM, CPESC (technical advisor)

REFERENCE
Chris Tester
704. 638. 5260
ctest@salisburync.gov

PROJECT COSTS
Construction: N/A
McAdams' Fee:
\$71,300

PROJECT SIZE
200 acres
(approximately)

25. FIRMS FROM SECTION C INVOLVED IN THIS PROJECT		
a.	(1) FIRM NAME McAdams	(2) FIRM LOCATION (City and State) Charlotte, NC
		(3) ROLE Stormwater; GSI; Surveying

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "x" under project key number for participation in same or similar role)									
		1	2	3	4	5	6	7	8	9	10
Christy Staudt PE	Principal-in-Charge										
Max Grogan PE	Project Manager										
Chris Stanley PE, CFM, CPESC	Special Advisor										
Brie Saur PE	Assistant Project Manager										
Jack McFadden PE	Asset Inv. + Insp. Lead										
Ryan Dolfuss PE	Asset Inv. + Insp. Support										
Samaneh Taj	H+H Modeling Lead										
Daniel Friday	H+H Modeling Support										
Suja Joseph	GSI Mapping + Support Lead										
Mitchell Smith	GSI Mapping + Support										
Daniel Wiebke PE, CFM	Retrofit + GSI Support Lead										
Esmera Poladova	Retrofit + GSI Support Lead										
Allison Anolik	Funding Advisory Services Lead										
Emily Scott-Cruz AICP	Funding Advisory Services Support										
Teresa Buckwalter RLA	Urban Planning Support										
Anthony Prelozny	CCTV Services Lead										
Darin Strother	CCTV Services Lead										
Owen Carson	Environ. Assess. + GSI Support										
Danvey Walsh	Environ. Assess. + GSI Support										

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1.	Helene Recovery Assistance Black Mountain, NC	6.	Stormwater AIA Wilson, NC
2.	Townwide Hydrologic + Hydraulic Analysis Lillington, NC	7.	Carter-Ann-Patton Street, Storm Drainage Improvements Asheville, NC
3.	Stormwater Systems Condition Apex, NC	8.	Municipal Golf Course, Stormwater Assessment Asheville, NC
4.	Stormwater AIA Hamlet, NC	9.	AIA + Utility Implementation Lillington, NC
5.	South Buffalo Creek, Watershed Master Plan Study Greensboro, NC	10.	Storm Drainage Inventory Salisbury, NC

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

McAdams Office Locations

- | Lake Mary, FL
- | Palm Harbor, FL
- | Asheville, NC
- | Charlotte, NC
- | Durham, NC
- | Raleigh, NC (HQ)
- | Winston-Salem, NC
- | Greenville, SC
- | Lewisville, TX



"Apex has contracted with McAdams to provide a comprehensive assessment of our stormwater system in order to determine and prioritize Capital Improvement needs. We are only one phase in on a multi-phase and multi-year project, but so far McAdams has been top notch providing excellent customer service, solid communication, and timely and effective deliverables. I would highly recommend them for this type of work!"

Jessica Bolin
Town of Apex

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

March 14, 2025

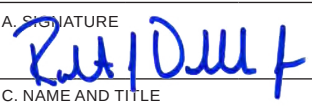
33. NAME AND TITLE

Christy Staudt, PE Practice Lead, Transportation

ARCHITECT - ENGINEER QUALIFICATIONS					1. SOLICITATION NUMBER (If any) N/A	
PART II – GENERAL QUALIFICATIONS (If a firm has branch offices, complete for each specific branch office seeking work.)						
2A. FIRM (OR BRANCH OFFICE) NAME MCADAMS				3. YEAR ESTABLISHED 1979		4. DUNS NUMBER 09-511-9061
2B. STREET 621 Hillsborough Street, Suite 500				5. OWNERSHIP		
2C. CITY Raleigh			2D. STATE NC	2E. ZIP CODE 27603		A. TYPE C Corporation
6A. POINT OF CONTACT NAME AND TITLE Jon G. Moore, PE / Chief Operating Officer				B. SMALL BUSINESS STATUS N/A		
6B. TELEPHONE NUMBER 919. 624. 0160		6C. E-MAIL ADDRESS moore@mcadamsco.com		7. NAME OF FIRM (IF BLOCK 2A IS A BRANCH OFFICE)		
8A. FORMER FIRM NAME(S) (IF ANY) N/A						
8B. YR. ESTABLISHED N/A				8C. DUNS NUMBER N/A		
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administration	63	37	L03	Landscape Architecture	6
08	CADD Technician	28	9	P05	Planning (Commy, Reg, Areawide + State)	4
12	Civil Engineer	88	43	P06	Planning (Site, Installation, and Project)	5
16	Construction Manager	10	5	R04	Recreation Facilities (Parks, Marinas, etc.)	5
38	Land Surveyor	17	2	Z01	Zoning; Land Use Studies	4
39	Landscape Architect	29	10	C16	Construction Surveying	7
47	Planner	14	6	D05	Digital Elevation + Terrain Model Development	3
48	Project Manager	2	0	G03	Geodetic Surveying: Ground + Air-borne	2
				G05	Geospatial Data conversion	3
				L02	Land Surveying	5
				M01	Mapping Location/Addressing Systems	4
				S10	Surveying; Platting; Mapping	5
				T04	Topographic Surveying + Mapping	4
				C10	Commercial Building (low rise)	5
				E02	Educational Facilities; Classrooms	5
				H09	Hospital & Medical Facilities	6
				H10	Hotels; Motels	4
				H11	Housing	8
				O01	Office Buildings; Industrial Parks	5
				H07	Highways; Streets; Paving; Parking Lots	5
	Other Employees	262	72	T03	Traffic + Transportation Engineering	5
	Total	513	184	E11	Environmental Planning	5
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER				
a. Federal Work	1	1. Less than \$100,000 2. \$100,000 to less than \$250,000 3. \$250,000 to less than \$500,000 4. \$500,000 to less than \$1 million 5. \$1 million to less than \$2 million 6. \$2 million to less than \$5 million 7. \$5 million to less than \$10 million 8. \$10 million to less than \$25 million 9. \$25 million to less than \$50 million 10. \$50 million or greater				
b. Non-Federal Work	10					
c. Total Work	10					
12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.						
A. SIGNATURE 					B. DATE 01/27/2025	
C. NAME AND TITLE Jon G. Moore, PE / Chief Operating Officer						

ARCHITECT - ENGINEER QUALIFICATIONS					1. SOLICITATION NUMBER (If any) N/A	
PART II – GENERAL QUALIFICATIONS (If a firm has branch offices, complete for each specific branch office seeking work.)						
2A. FIRM (OR BRANCH OFFICE) NAME MCADAMS				3. YEAR ESTABLISHED 1979		4. DUNS NUMBER 09-511-9061
2B. STREET 2100 South Tryon Street, Suite 400				5. OWNERSHIP		
2C. CITY Charlotte		2D. STATE NC		2E. ZIP CODE 28203		A. TYPE C Corporation
6A. POINT OF CONTACT NAME AND TITLE Rob Reddick, PE / Vice President, Civil / Site Design				B. SMALL BUSINESS STATUS N/A		
6B. TELEPHONE NUMBER 704. 527. 0800		6C. E-MAIL ADDRESS reddick@mcadamsco.com		7. NAME OF FIRM (IF BLOCK 2A IS A BRANCH OFFICE)		
8A. FORMER FIRM NAME(S) (IF ANY) N/A				8B. YR. ESTABLISHED N/A		8C. DUNS NUMBER N/A
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administration	63	10	L03	Landscape Architecture	6
08	CADD Technician	28	2	P05	Planning (Commy, Reg, Areawide + State)	4
12	Civil Engineer	88	16	P06	Planning (Site, Installation, and Project)	5
16	Construction Manager	10	2	R04	Recreation Facilities (Parks, Marinas, etc.)	5
38	Land Surveyor	17	4	Z01	Zoning; Land Use Studies	4
39	Landscape Architect	29	9	C16	Construction Surveying	7
47	Planner	14	2	D05	Digital Elevation + Terrain Model Development	3
48	Project Manager	2	0	G03	Geodetic Surveying: Ground + Air-borne	2
				G05	Geospatial Data conversion	3
				L02	Land Surveying	5
				M01	Mapping Location/Addressing Systems	4
				S10	Surveying; Platting; Mapping	5
				T04	Topographic Surveying + Mapping	4
				C10	Commercial Building (low rise)	5
				E02	Educational Facilities; Classrooms	5
				H09	Hospital & Medical Facilities	6
				H10	Hotels; Motels	4
				H11	Housing	8
				O01	Office Buildings; Industrial Parks	5
				H07	Highways; Streets; Paving; Parking Lots	5
	Other Employees	262	61	T03	Traffic + Transportation Engineering	5
	Total	513	106	E11	Environmental Planning	5
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER				
a. Federal Work	1	1. Less than \$100,000 2. \$100,000 to less than \$250,000 3. \$250,000 to less than \$500,000 4. \$500,000 to less than \$1 million 5. \$1 million to less than \$2 million 6. \$2 million to less than \$5 million 7. \$5 million to less than \$10 million 8. \$10 million to less than \$25 million 9. \$25 million to less than \$50 million 10. \$50 million or greater				
b. Non-Federal Work	10					
c. Total Work	10					
12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.						
A. SIGNATURE 					B. DATE 01/27/2025	
C. NAME AND TITLE Rob Reddick, PE / Vice President, Civil / Site Design						

ARCHITECT - ENGINEER QUALIFICATIONS					1. SOLICITATION NUMBER (If any) N/A	
PART II – GENERAL QUALIFICATIONS (If a firm has branch offices, complete for each specific branch office seeking work.)						
2A. FIRM (OR BRANCH OFFICE) NAME MCADAMS				3. YEAR ESTABLISHED 1979		4. DUNS NUMBER 09-511-9061
2B. STREET 80 Charlotte Street, Suite 40				5. OWNERSHIP		
2C. CITY Asheville			2D. STATE NC	2E. ZIP CODE 28801		A. TYPE C Corporation
6A. POINT OF CONTACT NAME AND TITLE Jon G. Moore, PE / Chief Operating Officer				B. SMALL BUSINESS STATUS N/A		
6B. TELEPHONE NUMBER 919. 624. 0160		6C. E-MAIL ADDRESS moore@mcadamsco.com		7. NAME OF FIRM (IF BLOCK 2A IS A BRANCH OFFICE)		
8A. FORMER FIRM NAME(S) (IF ANY) N/A						
8B. YR. ESTABLISHED N/A				8C. DUNS NUMBER N/A		
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administration	63	0	L03	Landscape Architecture	6
08	CADD Technician	28	0	P05	Planning (Commy, Reg, Areawide + State)	4
12	Civil Engineer	88	0	P06	Planning (Site, Installation, and Project)	5
16	Construction Manager	10	0	R04	Recreation Facilities (Parks, Marinas, etc.)	5
38	Land Surveyor	17	0	Z01	Zoning; Land Use Studies	4
39	Landscape Architect	29	0	C16	Construction Surveying	7
47	Planner	14	3	D05	Digital Elevation + Terrain Model Development	3
48	Project Manager	2	0	G03	Geodetic Surveying: Ground + Air-borne	2
				G05	Geospatial Data conversion	3
				L02	Land Surveying	5
				M01	Mapping Location/Addressing Systems	4
				S10	Surveying; Platting; Mapping	5
				T04	Topographic Surveying + Mapping	4
				C10	Commercial Building (low rise)	5
				E02	Educational Facilities; Classrooms	5
				H09	Hospital & Medical Facilities	6
				H10	Hotels; Motels	4
				H11	Housing	8
				O01	Office Buildings; Industrial Parks	5
				H07	Highways; Streets; Paving; Parking Lots	5
	Other Employees	262	3	T03	Traffic + Transportation Engineering	5
	Total	513	6	E11	Environmental Planning	5
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER				
a. Federal Work	1	1. Less than \$100,000 2. \$100,000 to less than \$250,000 3. \$250,000 to less than \$500,000 4. \$500,000 to less than \$1 million 5. \$1 million to less than \$2 million 6. \$2 million to less than \$5 million 7. \$5 million to less than \$10 million 8. \$10 million to less than \$25 million 9. \$25 million to less than \$50 million 10. \$50 million or greater				
b. Non-Federal Work	10					
c. Total Work	10					
12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.						
A. SIGNATURE 					B. DATE 01/27/2025	
C. NAME AND TITLE Jon G. Moore, PE / Chief Operating Officer						

ARCHITECT - ENGINEER QUALIFICATIONS					1. SOLICITATION NUMBER (If any) N/A	
PART II – GENERAL QUALIFICATIONS (If a firm has branch offices, complete for each specific branch office seeking work.)						
2A. FIRM (OR BRANCH OFFICE) NAME MCADAMS				3. YEAR ESTABLISHED 1979		4. DUNS NUMBER 09-511-9061
2B. STREET 4400 State Highway 121, Suite 800				5. OWNERSHIP		
2C. CITY Lewisville		2D. STATE TX	2E. ZIP CODE 75056	A. TYPE C Corporation		
6A. POINT OF CONTACT NAME AND TITLE Robert Dollak, Jr., PE / Vice President, DFW Metro				B. SMALL BUSINESS STATUS N/A		
6B. TELEPHONE NUMBER 972. 436. 9712		6C. E-MAIL ADDRESS bdollak@mcadamsco.com		7. NAME OF FIRM (IF BLOCK 2A IS A BRANCH OFFICE)		
8A. FORMER FIRM NAME(S) (IF ANY) N/A				8B. YR. ESTABLISHED N/A		8C. DUNS NUMBER N/A
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administration	63	8	L03	Landscape Architecture	6
08	CADD Technician	28	4	P05	Planning (Commy, Reg, Areawide + State)	4
12	Civil Engineer	88	11	P06	Planning (Site, Installation, and Project)	5
16	Construction Manager	10	2	R04	Recreation Facilities (Parks, Marinas, etc.)	5
38	Land Surveyor	17	2	Z01	Zoning; Land Use Studies	4
39	Landscape Architect	29	4	C16	Construction Surveying	7
47	Planner	14	2	D05	Digital Elevation + Terrain Model Development	3
48	Project Manager	2	1	G03	Geodetic Surveying: Ground + Air-borne	2
				G05	Geospatial Data conversion	3
				L02	Land Surveying	5
				M01	Mapping Location/Addressing Systems	4
				S10	Surveying; Platting; Mapping	5
				T04	Topographic Surveying + Mapping	4
				C10	Commercial Building (low rise)	5
				E02	Educational Facilities; Classrooms	5
				H09	Hospital & Medical Facilities	6
				H10	Hotels; Motels	4
				H11	Housing	8
				O01	Office Buildings; Industrial Parks	5
				H07	Highways; Streets; Paving; Parking Lots	5
	Other Employees	262	35	T03	Traffic + Transportation Engineering	5
	Total	513	69	E11	Environmental Planning	5
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER				
a. Federal Work	1	1. Less than \$100,000 2. \$100,000 to less than \$250,000 3. \$250,000 to less than \$500,000 4. \$500,000 to less than \$1 million 5. \$1 million to less than \$2 million 6. \$2 million to less than \$5 million 7. \$5 million to less than \$10 million 8. \$10 million to less than \$25 million 9. \$25 million to less than \$50 million 10. \$50 million or greater				
b. Non-Federal Work	10					
c. Total Work	10					
12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.						
A. SIGNATURE 					B. DATE 01/27/2025	
C. NAME AND TITLE Robert Dollak, Jr., PE / Vice President, DFW Metro						

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)

N/A

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME			3. YEAR ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER
S&ME, Inc. Raleigh Branch			1973	027854566 790062392
2b. STREET			5. OWNERSHIP	
3201 Spring Forest Road 2724 Discovery Drive, Suite 120			a. TYPE Corporation	
2c. CITY	2d. STATE	2e. ZIP CODE	b. SMALL BUSINESS STATUS	
Raleigh	NC	27616		
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM (if block 2a is branch office)	
Keith C. Brown, PE Office Principal			S&ME, Inc.	
6b. TELEPHONE NUMBER	6c. E-MAIL ADDRESS			
919-872-2660	kbrown@smeinc.com			
8a. FORMER FIRM NAME(S) (If any)			8b. YR. ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) Firm	(2) Branch			
02	Administrative	143	6	A06	Airports; Terminals and Hangers; Freight Handling	3
05	Archeologist	5		B01	Barracks, Dormitories	2
08	CADD Technician	4		B02	Bridges	2
12	Civil Engineer	10		C10	Commercial Building; Shopping Centers	5
15	Construction Inspector	184	19	C15	Construction Management	4
23	Environmental Engineer	6		E02	Educational Facilities; Classrooms	5
24	Environmental Scientist	19	3	H03	Hazardous, Toxic, Radioactive Waste Remediation	2
27	Foundation/Geotechnical Engineer	21	1	H07	Highways; Streets; Airfield Paving; Parking Lots	5
30	Geologist	23	4	H09	Hospital & Medical Facilities	3
36	Industrial Hygienist	7	2	H11	Housing (Residential, Multi-Family; Apartments; Condominiums)	5
40	Materials Engineer	2		I01	Industrial Buildings; Manufacturing Plants	5
48	Project Manager	211	21	L01	Laboratories: medical research facilities	5
51	Safety/Occupational Health Engineer	5		O01	Office Buildings; Industrial Parks	3
58	Technician/Analyst	226	32	P02	Petroleum and Fuel (Storage and Distribution)	2
62	Water Resources Engineer	1		P12	Power Generation, Transmission, Distribution	3
	Driller	43		R04	Recreation Facilities; Parks, Marinas, etc.	1
	Staff Professionals	124	14	R08	Research Facilities	1
	Other Employees	37	7	S04	Sewage Collection, Treatment, and Disposal	1
				S07	Solid Wastes; Incineration; Landfill	4
				T03	Traffic & Transportation Engineering	6
				W02	Water resources; Hydrology; Ground Water	2
				W03	Water Supply; Treatment and Distribution	1
TOTAL		1,071	109			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

a. Federal Work	1	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	8	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	8	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

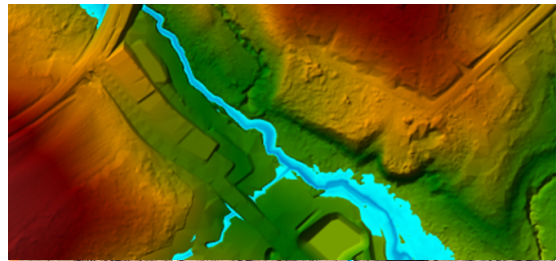
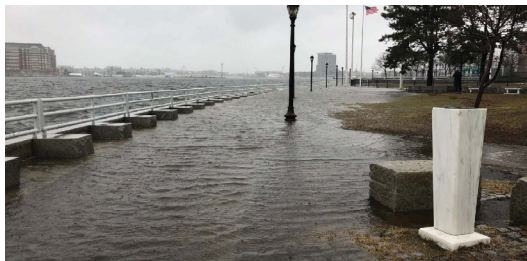
12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
	September 10, 2024
c. NAME AND TITLE	
Keith C. Brown, PE Office Principal	



Qualifications For
Engineering Services For Development of
a Citywide 2025 Stormwater Master Plan



Prepared for:

City of Brevard

*Attn: Mr. David Todd, Assistant City Manager
95 West Main Street, Brevard, North Carolina 28712*

Prepared by:

TRC Engineers, Inc.

705 Dogwood Rd, Asheville, NC 28806

March 14, 2025



EQUINOX
balance through proper planning



March 14, 2025

City of Brevard
Attn: Mr. David Todd, Assistant City Manager
95 West Main Street
Brevard, NC 28712

Subject: Statement of Qualifications for Stormwater Master Plan

Dear Mr. Todd,

With increasing development, storm intensity, and aging infrastructure, it is more critical now than ever to understand our community's drainage systems condition and plan for its maintenance, improvement, and resiliency.

For over fifty years, TRC Engineers, Inc. (TRC) has provided various professional engineering services for municipalities across North Carolina, from the Appalachians to the Outer Banks. Our municipal-focused team takes pride in assisting the places we call home. Understanding stormwater systems differs greatly based on location within the state. Our recent experiences working in the Town of Boone and assisting with recovery efforts from Tropical Storm Fred gives us a unique understanding of stormwater systems in our mountain areas. We look forward to the opportunity to assist the City of Brevard (City), while enhancing its infrastructure with innovative and resilient solutions.

TRC is committed to supporting the City of Brevard in this important endeavor by offering the following:

- **Your Local Community Experts.** With nearby offices in Asheville, Greenville, SC and Cary, our team includes professionals who bring a hands-on approach to meeting the day-to-day needs of stormwater, water, and wastewater utilities. TRC is dedicated to providing technical support with responsiveness and service.
- **All-inclusive Services.** Our dedicated team of professionals stands ready to collaborate with the Town with all services requested. Our local staff includes surveyors, water resource engineers, geologists, civil and structural engineers, community specialists, and more. To augment our team and provide the best, local expertise, we have partnered with **Equinox Environmental** and **Weston & Sampson** for watershed analyses, flood modeling, and green infrastructure planning. Our team has the local expertise and bench strength to meet your needs, schedule, and budgets.
- **A Municipal-Focused Experience.** Our team includes professionals who have brought a hands-on approach to meeting the day-to-day needs of local governments for decades. TRC has worked with over 50 towns, cities, and counties in North Carolina in recent years, to assist with a diverse array of projects, from disaster recovery to wastewater treatment parks, and more. We possess a wealth of experience in assisting you and your peers to solve the unique needs you confront daily in a variety of ways.

We look forward to this opportunity to serve the City of Brevard and working with you to protect and enhance our community for years to come. Should you have any questions, please feel free to contact us directly.

Sincerely,

TRC Engineers, Inc.

A handwritten signature in blue ink, appearing to read "Luke Baker".

Luke Baker, PG
Project Manager
919.582.7288
LBaker@trccompanies.com

A handwritten signature in blue ink, appearing to read "C. Tyrus Clayton".

C. Tyrus Clayton, PE
Principal in Charge
919.827.0909
TClayton@trccompanies.com



2025 Stormwater Master Plan

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1. Section 1 | Introduction: Team Profile

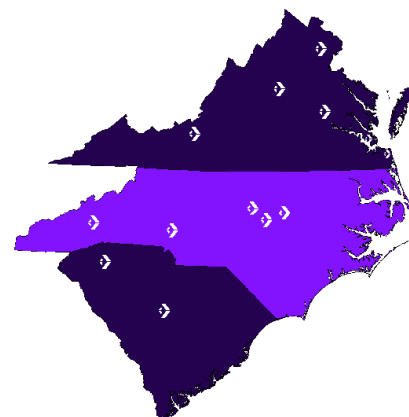
Legal Entity Name:	TRC Engineers, Inc. (TRC)	
Website:	https://www.TRCCompanies.com/	
Founded:	1923	
Key Management:	David S. Glass	President/CEO
	Jason S. Greenlaw	Chief Financial Officer and Sr. Vice President
	Catherine M. Bragg	Secretary and Sr. Vice President
	Marc S. Faecher	Chief Risk Officer and Sr. Vice President
NC License Number:	F-0591	
Office Locations Performing Work:	705 Dogwood Road, Asheville, NC 28806 (26 miles from City) 114 Edinburgh S. Drive, Suite 200, Cary, NC 27511 (271 miles from City) 50 International Drive, Suite 150 Greenville, SC 29615 (51 miles from City)	
Point of Contact:	Luke Baker, PG – Project Manager 919.582.7288 LBaker@trccompanies.com C. Tyrus Clayton, Jr., PE – Director – North Carolina Civil Engineering 919.827.0909 TClayton@trccompanies.com	
Total Staff:	Approximately 7,500	

TRC is a full-service engineering firm delivering environmentally focused, technology-driven solutions throughout our communities. For over 50 years, we have provided expert engineering, planning, disaster recovery, construction, and management services, combining science and technology to deliver lasting results. TRC supports public and private clients in guiding complex projects from start to finish.

TRC is recognized by Engineering News-Record year after year for excellence in design services and performance in the markets we serve. TRC is ranked #9 of the Top 100 Pure Designers and #16 in the Top 500 Design Firms across the country.

Our team includes professionals who have brought a hands-on approach to meeting the day-to-day needs of local governments for decades. TRC has worked with over 50 North Carolina towns, cities, and counties. From stormwater, water and wastewater, community centers, roads, sidewalks, and more, we possess a wealth of experience in assisting you and your peers in solving the unique needs you confront daily.

In North Carolina and the Mid-Atlantic, TRC has built a strong reputation over five decades as a leader in engineering, surveying, and environmental services for public entities. With five offices across North Carolina, and 13 across the region, we drive local projects that support disaster recovery, resilient infrastructure, environmental sustainability, renewable energy, and more. TRC is proud to provide the following in-house services:



TRC In-House Services		
- Civil Engineering - Structural Engineering - Public Infrastructure - Surveying/SUE - Water Resources - Utilities Engineering	- Traffic Planning / Roadway Design - Environmental Services - Construction Management / Inspections - Material Testing - Solid Waste Engineering	- Geotechnical Engineering - Disaster Recovery Support - GIS / Geomatics - Funding and Grant Administration - Resiliency



For this project, TRC has teamed with the following partners to augment our staff and provide the City with the best local knowledge, hands-on approach, and responsiveness necessary during a master planning effort:

Green Infrastructure Design and Landscape Architecture:

Equinox is an award-winning firm that provides sustainable solutions for a full range of planning and services. The principles of environmental stewardship, ecology, and resource conservation are deeply embedded into all aspects of our work. Equinox provides the tools and expertise to help clients protect land and water resources, implement sustainable strategies, create healthy living opportunities and develop land in an environmentally responsible way. What sets them apart is that they integrate environmental science and ecology into their planning and design solutions. Equinox can produce tangible benefits for the environment, for the communities in which they work, and for their clients.



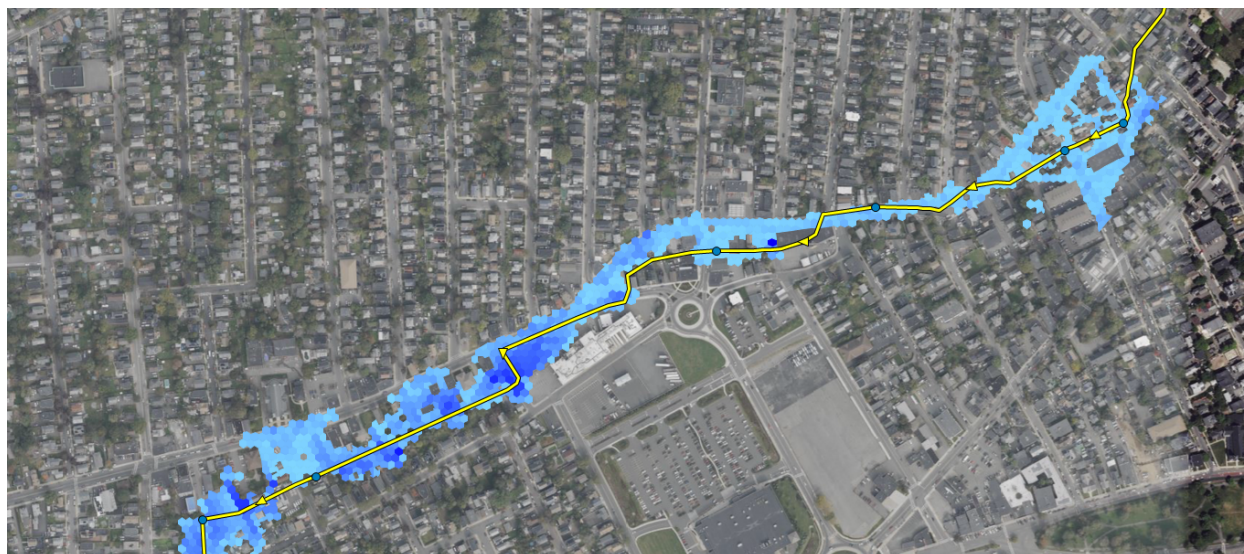
Like many regions throughout the country, the southern Appalachian Mountains and the southeast region – where Equinox is located, is home to extraordinary environmental and cultural treasures. These treasures are assets that often face serious challenges and environmental pressures from poorly planned development patterns, air and water pollution, and impacts from climate change. Equinox collaborates with our public, private, and non-profit clients to turn environmental pressures into opportunities. Employing a 'balance through proper planning' approach, we operate from a vision that there are sustainable solutions to these challenges that are beneficial for the environment, economy, and quality of life all at the same time. Together, they foster and develop these solutions and to put them to work for the benefit of our clients and the community.

Watershed Analysis and Hydraulic Modeling:

Since 1899, Weston & Sampson has been providing municipalities, public agencies, and private sector clients with cost-effective and innovative solutions to their infrastructure and environmental challenges. With over 900 professionals along the East Coast, Weston & Sampson offers capabilities ranging from project development and planning through design, construction, and long-term operation and maintenance.



TRC and Weston & Sampson have partnered on numerous watershed analysis, hydraulic studies, and drainage projects across North Carolina. Weston & Sampson's water resources team in North Carolina is led by Matt Burnette, PG, PH, CFM. His team will be assisting with hydraulic modeling and watershed master planning.





2. Section 2 | Experience

TRC, and our assembled Team, have the capacity, expertise, and knowledge to execute the scope of work anticipated with this project. Our Water Resources Team has completed hundreds of projects across North Carolina. From asset management and capital planning to flood mitigation and disaster recovery, our team is uniquely experienced with stormwater management across our state.

In fact, as a testament to our services, TRC has served as the water resources engineer for the City of New Bern (City) for over 20 years! TRC has assisted the City with numerous projects, including administering their Municipal Separate Storm Sewer (MS4) program, master planning for stormwater projects, flood studies and design, disaster recovery, and green infrastructure. As well, TRC has been successful in helping the City obtain over \$35 million in funding alone!

Our firm has decades of experience providing engineering for a diverse selection of municipal projects across North Carolina and Virginia. We have supported cities and towns similar in size, near, and around the City with projects similar in scope to this. ***These experiences mean we understand the unique economic challenges that face municipalities, and understand the importance of capital planning, resiliency, and community engagement necessary to establish a sustainable, stormwater program.*** From project conception through construction, our goal is to implement realistic budgets and timelines, coupled with sound designs that provide a lasting, positive impact for you and your community.

Water Resources and Drainage Engineering

TRC and Weston & Sampson's staff of civil and environmental engineers are well experienced with water resources and stormwater management projects to protect infrastructure and life, improve water quality, and mitigate flooding. From large scale watershed planning and modeling to localized flood mitigation, TRC's staff has experience with a range of project scales and are committed to bringing our expertise to this project.



Duffyfield Stormwater Enhancement Project Master Plan - City of New Bern, NC



TRC Staff performing assessments along the Pigeon River following Tropical Storm Fred – Cruso, NC
Drainage Engineering and Watershed Analyses

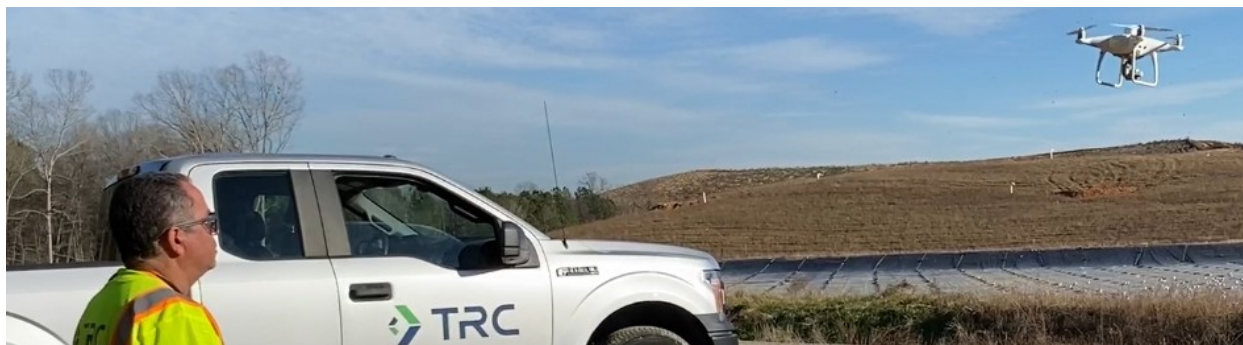
Our Team has performed diagnostic analyses, feasibility studies, and flooding mitigation for numerous watersheds and their associated streams, creeks, lakes, ponds, and river systems. We recognize that drainage and the unique management challenges for western North Carolina are not the same as they are in other parts of our state. To that end, our North Carolina-based water resources professionals are well versed with watershed planning and flood mitigation across North Carolina.

With years of experience navigating the region's diverse topography, from steep mountain slopes to rolling valleys, we have developed innovative solutions tailored to the area's challenging landscape. Our deep understanding of local hydrology, combined with cutting-edge techniques, allows us to design drainage systems that not only mitigate erosion and flooding risks but also enhance long-term environmental sustainability. Our Team's commitment to collaboration with local communities and regulatory agencies ensures that each project meets both functional and ecological needs.

Surveying and Subsurface Utility Designation

TRC provides a full range of right-of-way and survey solutions to support our design projects, as well as our clients. *From topographic and boundary surveys, easement acquisition support, to subsurface utility designation, TRC's in-house survey team has the capabilities to support a wide variety of capital projects.* TRC's North Carolina survey team consists of professional surveyors, crew chiefs, project managers and drafters that have supported drainage improvements projects across North Carolina.

TRC offers all Quality Levels (QL) of subsurface utility engineering (SUE) (QL-A — QL-D), each of which can be an effective way to determine the location of underground utilities in certain situations. *As well, our SUE team includes in-house vacuum trucks and closed-circuit television equipment capable of locating and inspecting your infrastructure in complex or inaccessible areas.*





Capital Planning Expertise

TRC's civil engineering team is unique from other engineering firms. While most firms keep teams siloed within their own disciplines, we find that a true collaborative effort between our civil engineering, water resources, and planning professionals to provide a more comprehensive and valuable capital plan. To that end, the team that will be preparing flood models, infrastructure assessments, and watershed analyses will be the same team helping to prioritize your capital improvements and plan how to get them done. Understanding your benefiting population, level of protection that can be obtained, and any sensitive issues or communities help us guide our prioritization process. Throughout this process, we also regularly meet and discuss potential projects with Town staff. This allows us to guide our planning approach and ensure we hit our mark.



TRC uses RS Means Cost Estimating software, which provides regionally accurate pricing for a diverse range of construction services and infrastructure. As well, TRC can draw on a wealth of previously bid projects through our internal bid database. We also confirm rates with publicly available data, such as NCDOT tabulations. Lastly, we utilize local contractors to review plans and cost estimates as another means to verify our cost estimates and identify gaps. All this comes together to provide an accurate cost that you can bank on!

Funding and Municipal Support

Common with most smaller municipalities, finding a way to fund capital projects is often a large hurdle. The cost for large or complex capital projects can be difficult to fund internally with a smaller tax base. While understanding your communities' needs is vital, finding a way to fund them is equally important.

TRC maintains close-working-relationships with public-sector funding agencies to be well-positioned to help our local government clients secure funding and successfully complete infrastructure projects.



Our familiarity with local and federal funding programs, and our relationships with these funding agencies, have enhanced our ability to prepare successful funding applications and to meet the program requirements for loan and grant funds.

We have prepared successful funding applications through NCDEQ, FEMA, NC Department of Water Infrastructure, NC Dept of Agriculture, NC Department of Commerce, Golden Leaf Foundation, and more. Our staff has experience managing the requirements of these programs including monitoring American Iron and Steel requirements and Davis Bacon wage rates. We can also coordinate the funding and compliance requirements throughout project construction.



TRC and Weston & Sampson have an outstanding track record securing over \$90 million dollars in funding for municipal and public sector clients in the last 5 years!

The following table represents a selection of our recent funding and grant wins, from flood mitigation and stormwater management planning to wastewater treatment plants, across North Carolina:



FUNDING SOURCE	PROJECTS	
Resilient Coastal Communities	Town of Vandemere Waterfront Park Living Shoreline – Design (2024) City of New Bern East Rose Basin Restoration - Construction (2023) Town of Vandemere Drainage Improvements - Construction (2023)	
NC Land and Water Fund Flood Mitigation Program	Town of Maysville Maple Avenue Green Stormwater (2024)	
NCDEQ Division of Water Infrastructure Local Assistance for Stormwater Infrastructure Investments (LASII)	Town of Princeton Stormwater Management Plan (2023) Town of Walstonburg Stormwater Management Plan (2023) Town of Selma Stormwater Asset Inventory and Assessment (2022)	
NC Dept of Agriculture Stream Rehabilitation Assistance Program (STRAP)	Town of Vandemere Phase 2 Drainage Improvements (2024) Town of Louisburg Streamflow Rehabilitation Project (2022) Town of Princeton Beaverdam Creek Phase 2 Improvements (2022)	
FEMA Public Assistance	Town of Maysville WWTP Outfall Road Culvert Repairs (2020) City of New Bern Hurricane Florence FEMA Project (2020)	
Golden LEAF Foundation Grant	City of New Bern Elizabeth Avenue Drainage Improvements (2024) Town of Princeton Beaverdam Creek Drainage Improvements (2021) Town of Princeton Downtown Drainage Improvements (2021) Town of Erwin East Drainage Improvements (2019)	
NC Collaboratory Highly Treated Wastewater Pilot Program	Town of Ansonville WWTP Improvements (2023) Town of Boonville WWTP Improvements (2023) Town of Maysville WWTP Improvements (2023)	
USDA Rural Development	Town of Princeton WWTP Expansion and Improvements (2024) Town of Princeton WWTP PER Assessment (2021) Town of Maysville WTP Improvements and Distribution System Repairs (2021) Town of Princeton Water System and WWTP Improvements (2018) Town of Princeton Water System and WWTP Improvements PER (2017) Town of Maysville Wastewater Treatment Plant Improvements (2017)	
NCDEQ Division of Water Infrastructure State Reserve Project (SRP) Loan/Grant	Town of Boonville Water System AIA (2024) Town of Boonville Sewer System AIA (2024) Town of Princeton Water System AIA (2024) Town of Princeton Sewer System AIA (2024) Town of Walstonburg Water System AIA (2024) Town of Oriental Water System Improvements (2023) Town of Pine Level WTP Improvements & Sewer Capacity (2023) Town of Princeton WWTP Expansion (2023) Town of Walstonburg I/I Inspection (2020) Town of Maysville Radio Read Water Meters (2018)	
NCDEQ Division of Water Infrastructure State Reserve Project ARPA (SRP-ARPA)	Town of Boonville Water System Improvements (2022) Town of Boonville Collection System Improvements (2022) Town of Pine Level New Well and WTP Improvements (2022) Town of Pine Level I&I Remediation (2022) Town of Pine Level I&I Remediation Phase II (2023) Town of Princeton Martin Livestock Rd Sewer Extension (2022)	
NCDEQ Division of Water Infrastructure Viable Utility Reserve ARPA (VUR-ARPA)	Town of Maysville Water System Improvements (2022) Town of Maysville I&I Remediation (2022) Town of Maysville Water & Sewer SCADA (2022) Town of Newton Grove Water AIA (2022) Town of Newton Grove Sewer AIA (2022)	
NCDEQ Division of Water Infrastructure Clean Water State Revolving Fund (CWSRF) Grant	Town of Princeton Holts Pond Road Lift Station (2023) Town of Maysville Water Model and GPS Locating System (2022) Town of Walstonburg Asset Inventory Assessment and Water Model (2022) Town of Walstonburg Phase 2 I/I Improvements (2021) Town of Maysville PFAS Water Treatment System (2021)	
NCDEQ Division of Water Infrastructure Lead Service Line Inventory Funding	Town of Newton Grove (2024) Orange Alamance Water (2024) Town of Ansonville (2023) Town of Boonville (2023)	Town of Maysville (2023) Town of Pine Level (2023) Town of Princeton (2023) Town of Walstonburg (2023)

TRC is also experienced with helping municipalities plan and analyze existing utility rate structures. This can be done to fund capital projects and maintenance internally or help with responding in emergencies. TRC has developed rate studies, helped with the sale of public infrastructure systems, and supported the implementation of utility fees for numerous municipalities across the Mid-Atlantic.

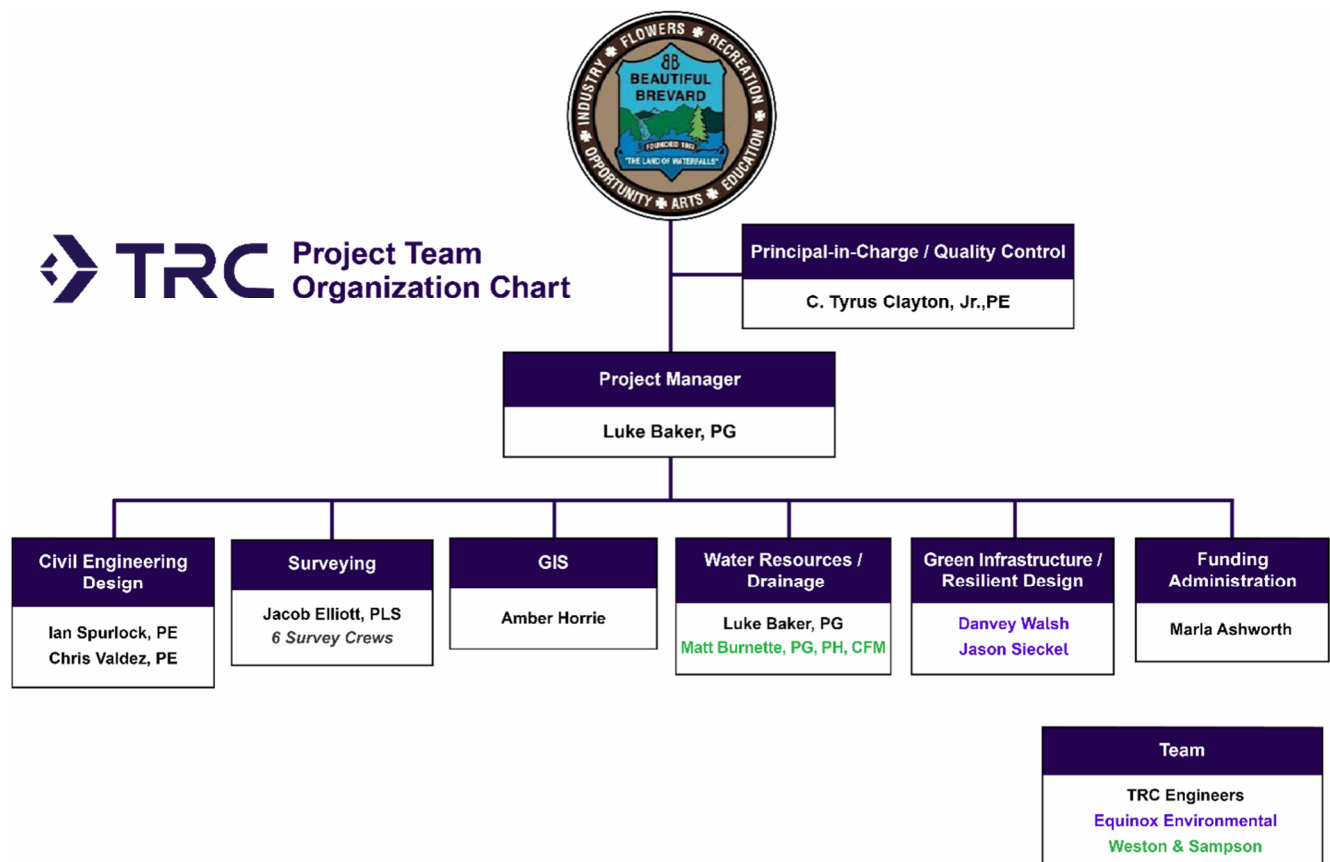


2.1. Management & Team Location

Your project team will be led by TRC's Principal-in-Charge **Tyrus Clayton, PE**, and Project Manager **Luke Baker, PG**, with a combined 35 years of experience in water resources engineering, including asset inventory assessments, planning, and municipal engineering projects. They will lead a specialized local team of local engineers, surveyors, and municipal funding experts. We can also draw upon the bench strength of our nationwide staff of 7,500 employees, including civil, geotechnical, and utilities engineers; surveyors; grant/funding specialists; environmental scientists, construction administrators, and more.

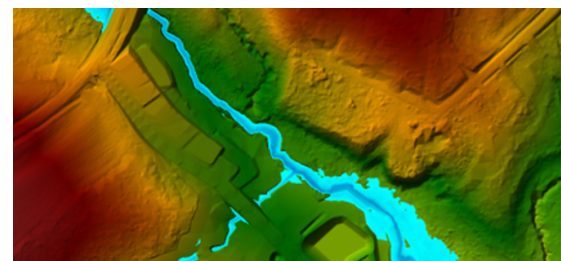
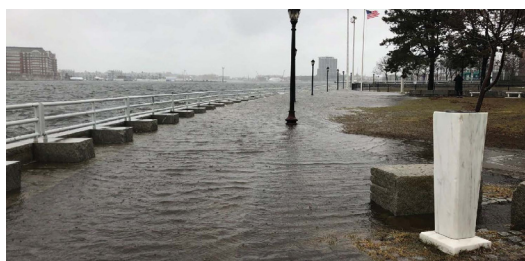
Our team includes **Equinox Environmental** and **Weston & Sampson**. Equinox, an award winning, Asheville-based environmental planning firm, offers sustainable solutions for a full range of planning, green infrastructure and ecological needs. Weston & Sampson is an East Coast, multidisciplined engineering firm with experiencing providing complex watershed analyses and hydraulic modeling services. TRC has successfully teamed with Weston & Sampson in the past and are proud to continue our strong relationship assisting the City of Brevard!

The below table, and resumes, outline our proposed key personnel that will assist with this project. Additional support professionals, such as surveyors, engineers, draftsmen, and administrative specialists not explicitly named will support the discipline leads identified in the execution of your project.





Qualifications For Engineering Services For Development of a Citywide 2025 Stormwater Master Plan



Prepared for:

City of Brevard

*Attn: Mr. David Todd, Assistant City Manager
95 West Main Street, Brevard, North Carolina 28712*

Prepared by:

TRC Engineers, Inc.

705 Dogwood Rd, Asheville, NC 28806

March 14, 2025



Weston & SampsonSM



ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

2025 Citywide Stormwater Master Plan (Brevard, NC)

2. PUBLIC NOTICE DATE

February 18, 2025

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE C. Tyrus Clayton, PE, Managing Principal

5. NAME OF FIRM TRC Engineers, Inc.

6. TELEPHONE NUMBER
919.827.0864

7. FAX NUMBER
910.897.6767

8. E-MAIL ADDRESS
tclayton@trccompanies.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
PRIME	J-V	SUBCONTRACTOR	TRACOR			
a.	☒			TRC Engineers, Inc. ☒ CHECK IF BRANCH OFFICE	Asheville Branch: 705 Dogwood Road, Asheville, NC 28806 Cary Branch: 114 Edinburgh South Drive Suite 200 Cary, NC 27511	Prime Civil Engineer, Survey, SUE, GIS Mapping, CCTV, Capital Planning and Funding Support, Cost Estimating
b.		☒		Equinox Environmental ☐ CHECK IF BRANCH OFFICE	14 O'Henry Avenue Suite 206 Asheville, NC 28801	Green stormwater design, conceptual planning, landscape architecture
c.		☒		Weston & Sampson of NC, P.C. ☒ CHECK IF BRANCH OFFICE	2052 Energy Drive Apex, NC 27502	Hydraulic and hydrologic modeling, stormwater system design
d.				☐ CHECK IF BRANCH OFFICE		
e.				☐ CHECK IF BRANCH OFFICE		
f.				☐ CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)

STANDARD FORM 330 (REV. 7/2021)



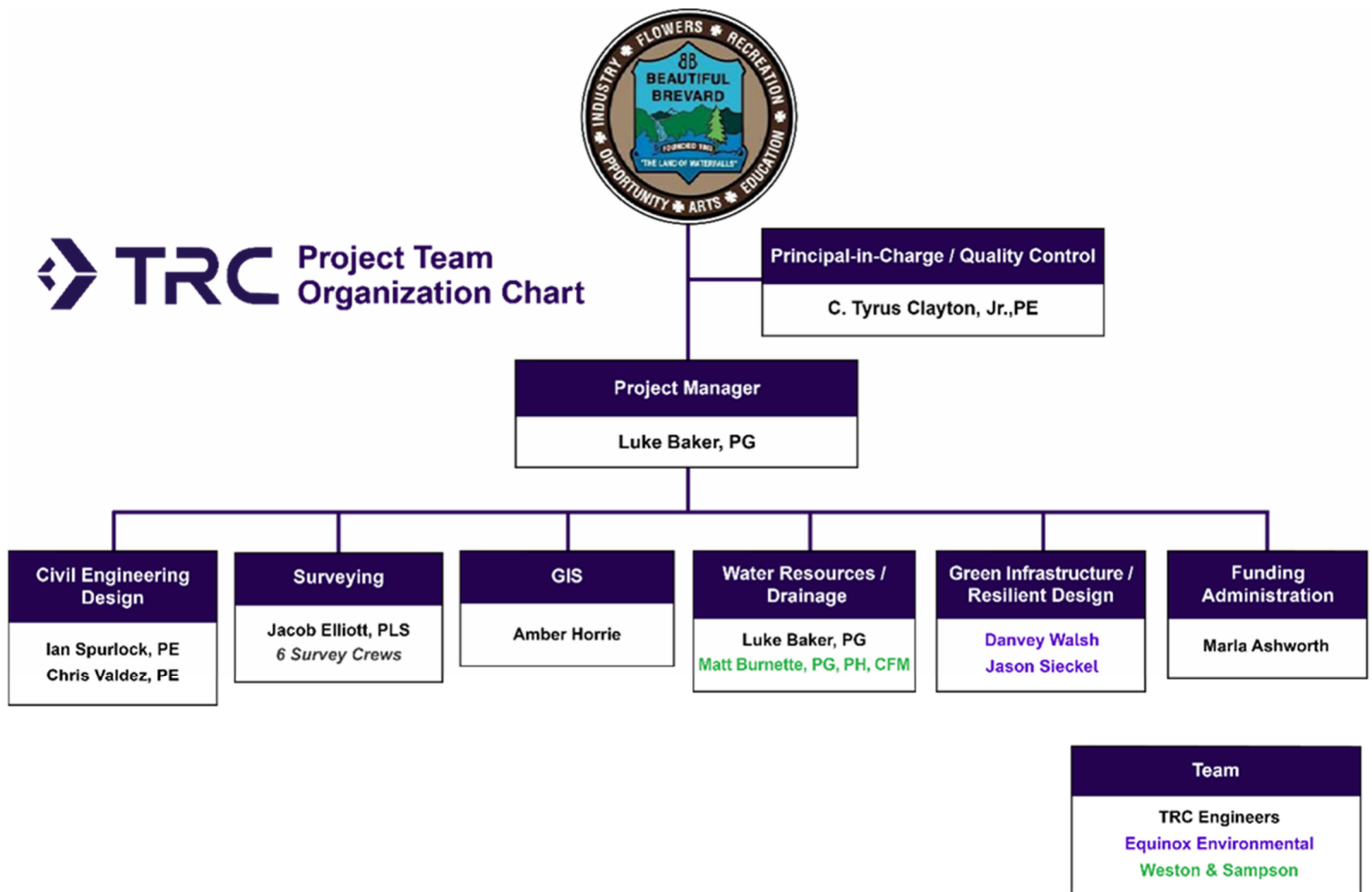
ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

TRC

Proposed Project Team Organization Chart



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
C. Tyrus Clayton, Jr., PE	Managing Principal	24	10

15. FIRM NAME AND LOCATION (City and State)

TRC, Cary, North Carolina

16. EDUCATION (DEGREE AND SPECIALIZATION)

B.S./1998/Civil Engineering

M.S./2000/Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

NC/Professional Engineer 028909

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Certified Stormwater BMP Reviewer by NC State/NCDENR-DEQ

Stormwater SCM Inspection and Maintenance Certification NC State/NCDEQ #4648

Certified Manager of Landfill Operations (MOLO)-Technical Associate by Solid Waste Association of North America

Qualifier- NC General Contractor License

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Stormwater Asset Inventory and Stormwater Master Planning Town of Boone, NC	Feb. 2024 – Ongoing (June 2024)	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Managing Principal. TRC provided survey, asset inventory and assessment, and stormwater master planning services for the Town's stormwater drainage system. TRC is currently working with the Town to identify areas of concern for stormwater modeling, green stormwater infrastructure planning, stakeholder engagement, and resiliency planning, as well as framework for the Town to develop a stormwater utility, with a draft plan anticipated to be submitted the summer of 2025.		
b.	Stormwater Asset Inventory and Assessment. Town of Selma, NC	Jan. 2024 – July 2024	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Managing Principal. TRC provided survey, asset inventory and assessment services for the Town's stormwater drainage system. Just north of Smithfield, NC, the Town of Selma experiences flooding from various size storms. TRC surveyed approximately 987 stormwater structures, such as pipe ends, culverts, inlets, and manholes throughout the Town. TRC provided our completed geodatabase to the Town on time and on budget.		
c.	Beaverdam Creek Master Planning, Phases 1, 2, and 3 Improvements Town of Princeton, NC	2017 - Ongoing	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Managing Principal. Developed masterplan for the Beaverdam Creek, identifying multiple areas for improvements within the Town limits. Oversaw construction implementation of Phase 1 and 2 improvements.		
d.	Duffyfield Stormwater Enhancements Master Plan City of New Bern, NC	Aug. 2019 – Sept. 2019	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Managing Principal. TRC, then Draper Aden Associates, provided professional engineering and landscape architecture services for the preliminary evaluation and assessment of stormwater improvement measures within the Duffyfield Community in the City of New Bern. Engineering services included performing the overall drainage area delineation, estimating peak flow and runoff volumes for various storms from the drainage area, and quantifying the amount of water quality benefits so the City could understand potential stormwater improvement measures within the Duffyfield Community.		
e.	Tropical Storm Fred Damage Inventory, Assessments, & Repairs Counties of Buncombe, Haywood, and Transylvania	Oct. 2021 – Jan. 2022	March 2022 – March 2023
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Managing Principal. TRC completed inspections and assessments of private residential property accesses that were damaged or affected by the significant flooding. After approximately four weeks of assessments, a total of 604 sites were surveyed and data forms completed. After completion of assessments, projects of critical and emergency need entered the design and construction phase immediately. TRC completed several task orders related to the recovery. These task orders included culvert replacements, bridge repairs, and land slide repairs. TRC services included survey, geotechnical, civil and water resources engineering, as well as construction administration.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Luke Baker, PG	13. ROLE IN THIS PROJECT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 9	b. WITH CURRENT FIRM 8

15. FIRM NAME AND LOCATION (City and State)

TRC, Cary, North Carolina

16. EDUCATION (DEGREE AND SPECIALIZATION)

B.S./2016/Geology and Environmental Science

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

NC/Professional Geologist

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Qualifier/General Contractor License

Stormwater SCM Inspection and Maintenance Certification/NC State/NCDEQ/#4625

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. Stormwater Asset Inventory and Stormwater Master Planning Town of Boone, NC	Feb. 2024 – Ongoing (June 2024)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager. TRC provided survey, asset inventory and assessment, and stormwater master planning services for the Town's stormwater drainage system. TRC is currently working with the Town to identify areas of concern for stormwater modeling, green stormwater infrastructure planning, stakeholder engagement, and resiliency planning, as well as framework for the Town to develop a stormwater utility, with a draft plan anticipated to be submitted the summer of 2025.		
b. Beaverdam Creek Master Planning, Phases 1, 2, and 3 Improvements Town of Princeton, NC	PROFESSIONAL SERVICES 2021 - Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager. Developed masterplan for the Beaverdam Creek, identifying multiple areas for improvements within the Town limits. Oversaw construction implementation of Phase 1 and 2 improvements.		
c. Stormwater Asset Inventory and Assessment. Town of Selma, NC	PROFESSIONAL SERVICES Jan. 2024 – July 2024	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager. TRC provided survey, asset inventory and assessment services for the Town's stormwater drainage system. Just north of Smithfield, NC, the Town of Selma experiences flooding from various size storms. TRC surveyed approximately 987 stormwater structures, such as pipe ends, culverts, inlets, and manholes throughout the Town. TRC provided our completed geodatabase to the Town on time and on budget.		
d. Duffyfield Stormwater Enhancements Master Plan City of New Bern, NC	PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Engineer. TRC, then Draper Aden Associates, provided professional engineering and landscape architecture services for the preliminary evaluation and assessment of stormwater improvement measures within the Duffyfield Community in the City of New Bern. Engineering services included performing the overall drainage area delineation, estimating peak flow and runoff volumes for various storms from the drainage area, and quantifying the amount of water quality benefits so the City could understand potential stormwater improvement measures within the Duffyfield Community.		
e. Tropical Storm Fred Damage Inventory, Assessments, & Repairs Counties of Buncombe, Haywood, and Transylvania	PROFESSIONAL SERVICES Oct. 2021 – Jan. 2022	CONSTRUCTION (If applicable) March 2022 – March 2023
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Project Manager. TRC completed inspections and assessments of private residential property accesses that were damaged or affected by the significant flooding. After approximately four weeks of assessments, a total of 604 sites were surveyed and data forms completed. After completion of assessments, projects of critical and emergency need entered the design and construction phase immediately. TRC completed several task orders related to the recovery. These task orders included culvert replacements, bridge repairs, and land slide repairs. TRC services included survey, geotechnical, civil and water resources engineering, as well as construction administration.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Ian Spurlock, PE	Civil Engineering Lead	11	1

15. FIRM NAME AND LOCATION (City and State)

TRC, Cary, North Carolina

16. EDUCATION (DEGREE AND SPECIALIZATION)

B.S./2011/Civil Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

NC/Professional Engineer

FL/Professional Engineer

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Stormwater Asset Inventory and Stormwater Master Planning Town of Boone, NC	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">PROFESSIONAL SERVICES</th> <th style="width: 50%;">CONSTRUCTION (If applicable)</th> </tr> <tr> <td>Feb. 2024 – Ongoing (May 2025)</td> <td></td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Feb. 2024 – Ongoing (May 2025)			
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)							
Feb. 2024 – Ongoing (May 2025)								
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Civil Lead. TRC provided survey, asset inventory and assessment, and stormwater master planning services for the Town's stormwater drainage system. TRC is currently working with the Town to identify areas of concern for stormwater modeling, green stormwater infrastructure planning, stakeholder engagement, and resiliency planning, as well as framework for the Town to develop a stormwater utility, with a draft plan anticipated to be submitted the summer of 2025.							
b.	(1) TITLE AND LOCATION (City and State) Beaverdam Creek Phase 2 Improvements Town of Princeton, NC	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">PROFESSIONAL SERVICES</th> <th style="width: 50%;">CONSTRUCTION (If applicable)</th> </tr> <tr> <td>Dec. 2023 – July 2024</td> <td>Oct. 2024 – Jan. 2025</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Dec. 2023 – July 2024	Oct. 2024 – Jan. 2025		
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)							
Dec. 2023 – July 2024	Oct. 2024 – Jan. 2025							
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Civil Lead. TRC provided surveying, civil engineering, environmental permitting, and construction administration services for debris removal and bank stabilization activities along approximately 1 mile of the lower Beaverdam Creek.							
c.	(1) TITLE AND LOCATION (City and State) Stormwater Asset Inventory and Assessment. Town of Selma, NC	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">PROFESSIONAL SERVICES</th> <th style="width: 50%;">CONSTRUCTION (If applicable)</th> </tr> <tr> <td>Jan. 2024 – July 2024</td> <td></td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Jan. 2024 – July 2024			
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)							
Jan. 2024 – July 2024								
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Civil Lead. TRC provided survey, asset inventory and assessment services for the Town's stormwater drainage system. Just north of Smithfield, NC, the Town of Selma experiences flooding from various size storms. TRC surveyed approximately 987 stormwater structures, such as pipe ends, culverts, inlets, and manholes throughout the Town. TRC provided our completed geodatabase to the Town on time and on budget.							
d.	(1) TITLE AND LOCATION (City and State) Vandemere Drainage Improvement Plan and Phase 1 Improvements Town of Vandemere, NC	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">PROFESSIONAL SERVICES</th> <th style="width: 50%;">CONSTRUCTION (If applicable)</th> </tr> <tr> <td>Jan. 2024 – July 2025</td> <td>Ongoing (July 2025)</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Jan. 2024 – July 2025	Ongoing (July 2025)		
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)							
Jan. 2024 – July 2025	Ongoing (July 2025)							
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Civil Lead. TRC provided survey, civil engineering, environmental permitting, bidding, and construction administration for debris removal and bank stabilization activities throughout the Town's drainage network.							
e.	(1) TITLE AND LOCATION (City and State) NC Department of Justice Salemburg Campus Drainage Improvements	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">(2) YEAR COMPLETED</th> </tr> <tr> <th style="width: 50%;">PROFESSIONAL SERVICES</th> <th style="width: 50%;">CONSTRUCTION (If applicable)</th> </tr> <tr> <td>July 2023 - Ongoing</td> <td>November 2024 – Ongoing (August 2025)</td> </tr> </table>	(2) YEAR COMPLETED		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	July 2023 - Ongoing	November 2024 – Ongoing (August 2025)
(2) YEAR COMPLETED								
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)							
July 2023 - Ongoing	November 2024 – Ongoing (August 2025)							
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Civil Lead. TRC provided survey, civil engineering, stormwater control measure retrofit design, bidding, and construction administration for the improvement of the NC DOJ's Salemburg campus drainage improvements. Design included new subsurface drainage infrastructure, stormwater detention basin design, SCM retrofit design, and utility coordination.							

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

Chris Valdez, PE

Civil Engineer

7.5

3.5

15. FIRM NAME AND LOCATION (City and State)

TRC, Asheville, North Carolina

16. EDUCATION (DEGREE AND SPECIALIZATION)

B.S./2017/Biological Engineering, Minor in Environmental Engineering

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

NC/Professional Engineer

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Forty-Hour HAZWOPER Training

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Stormwater Asset Inventory and Stormwater Master Planning Town of Boone, NC	PROFESSIONAL SERVICES Feb. 2024 – Ongoing (June 2024)	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Staff Engineer. Provided civil engineering and quality review of collected stormwater assets. TRC provided survey, asset inventory and assessment, and stormwater master planning services for the Town's stormwater drainage system. TRC is currently working with the Town to identify areas of concern for stormwater modeling, green stormwater infrastructure planning, stakeholder engagement, and resiliency planning, as well as framework for the Town to develop a stormwater utility, with a draft plan anticipated to be submitted the summer of 2025.		
	Reynolds School Road Pre-Regulatory Landfill Rehabilitation Canton, NC	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable) 2023
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Staff Engineer. Provided civil engineering and construction observation/inspections associated with the rehabilitation of a pre-regulatory landfill in Canton, NC. Work involved excavating and consolidating waste onto one parcel, installing a geotextile demarcation layer, stormwater management, and utility coordination.		
	AAF Washington Stormwater Control Measure Smithfield, NC	PROFESSIONAL SERVICES May 2022 – August 2022	CONSTRUCTION (If applicable) October 2024
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Staff Engineer. Provided civil engineering, stormwater design, and construction observation/inspections associated with the retrofit of an existing, failing stormwater wet detention basin in Smithfield, NC.		
	Confidential Site Remediation Site Design and Stormwater Management Huntersville, NC	PROFESSIONAL SERVICES 2022 - Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Project Engineer. TRC prepared civil site development and stormwater management portion of the remediation site management at the petroleum product release site. The site is one of the work areas for remediation activities. Chris is responsible for erosion and sediment control design, stormwater management planning and calculation, site layout coordination, site grading, site development plan production, and technical reporting.		
	Renewable Natural Gas Pipeline Civil Design and Permitting Multiple Counties, Eastern NC	PROFESSIONAL SERVICES 2021 - 2024	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Project Engineer. TRC provided civil engineering and permitting for the 2-phase, ~75-mile renewable natural gas pipeline connecting ~20 hog farm spanning four North Carolina counties. Mr. Valdez is responsible for pipeline erosion and sediment control design, construction permitting, stormwater management planning, and land clearing mitigation.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Jacob Elliot, PLS	Survey Lead	17	2

15. FIRM NAME AND LOCATION (City and State)

TRC, Cary, North Carolina

16. EDUCATION (DEGREE AND SPECIALIZATION)

B.S./2020/Surveying Engineering Technologies
B.A./2008/Biology

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

NC/Professional Land Surveyor/2003/#L-5510

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

FAA Part 107 UAS Remote Pilot Certification
NCDOT Division of Aviation Commercial UAS

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	Stormwater Asset Inventory and Stormwater Master Planning Town of Boone, NC	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Feb. 2024 – Ongoing (June 2024)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Survey Lead. TRC provided survey, asset inventory and assessment, and stormwater master planning services for the Town's stormwater drainage system. TRC is currently working with the Town to identify areas of concern for stormwater modeling, green stormwater infrastructure planning, stakeholder engagement, and resiliency planning, as well as framework for the Town to develop a stormwater utility, with a draft plan anticipated to be submitted the summer of 2025.			
b.	Stormwater Asset Inventory and Assessment. Town of Selma, NC	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Jan. 2024 – July 2024	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Survey Lead. TRC provided survey, asset inventory and assessment services for the Town's stormwater drainage system. Just north of Smithfield, NC, the Town of Selma experiences flooding from various size storms. TRC surveyed approximately 987 stormwater structures, such as pipe ends, culverts, inlets, and manholes throughout the Town. TRC provided our completed geodatabase to the Town on time and on budget.			
c.	Sparta Earthquake Retaining Wall Repair Town of Sparta, NC	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		August 2023 – April 2024	January 2024 – April 2024
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Survey Lead. TRC provided survey, geotechnical engineering, structural and civil engineering services for the repair of a 130-foot retaining wall damaged by the Sparta Earthquake. TRC also provided bid assistance and construction administration as a turn-key project for the Alleghany County school system.			
d.	Robeson Community College Drainage Improvements Lumberton, North Carolina	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		July 2023 – July 2024	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Survey and SUE Lead. TRC provided survey, CCTV, and civil engineering associated with the repair and retrofit of the Robeson Community College's drainage system. CCTV identified several blind connections, collapsed structures, and pipe blockages critical in understanding the subsurface condition of the drainage network and prioritize repairs with a limited repair budget.			
e.	Princeton Stormwater Asset Inventory and Management Plan Town of Princeton, NC	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		March 2024 – Ongoing (July 2025)	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Survey Lead. TRC provided survey, asset inventory and assessment, and stormwater management planning services for the Town's stormwater drainage system. TRC is currently preparing a town-wide drainage model and capital improvement plan. Services also include development of a stormwater utility implementation plan.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Amber Horrie	13. ROLE IN THIS PROJECT GIS Lead	14. YEARS EXPERIENCE	
		a. TOTAL 17	b. WITH CURRENT FIRM 5

15. FIRM NAME AND LOCATION (City and State)
 TRC, Madison, Wisconsin

16. EDUCATION (DEGREE AND SPECIALIZATION)
 M.S./2011/Geography and Environmental Resources
 B.S./2006/Geography; Minor in Environmental Studies

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	Stormwater Asset Inventory and Stormwater Master Planning Town of Boone, NC	PROFESSIONAL SERVICES Feb. 2024 – Ongoing (June 2024)	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm GIS Lead. TRC provided survey, asset inventory and assessment, and stormwater master planning services for the Town's stormwater drainage system. TRC is currently working with the Town to identify areas of concern for stormwater modeling, green stormwater infrastructure planning, stakeholder engagement, and resiliency planning, as well as framework for the Town to develop a stormwater utility, with a draft plan anticipated to be submitted the summer of 2025.		
b.	Stormwater Asset Inventory and Assessment. Town of Selma, NC	PROFESSIONAL SERVICES Jan. 2024 – July 2024	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm GIS Lead. TRC provided survey, asset inventory and assessment services for the Town's stormwater drainage system. Just north of Smithfield, NC, the Town of Selma experiences flooding from various size storms. TRC surveyed approximately 987 stormwater structures, such as pipe ends, culverts, inlets, and manholes throughout the Town. TRC provided our completed geodatabase to the Town on time and on budget.		
c.	Princeton Stormwater Asset Inventory and Management Plan Town of Princeton, NC	PROFESSIONAL SERVICES March 2024 – Ongoing (July 2025)	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm GIS Lead. TRC provided survey, asset inventory and assessment, and stormwater management planning services for the Town's stormwater drainage system. TRC is currently preparing a town-wide drainage model and capital improvement plan. Services also include development of a stormwater utility implementation plan.		
d.	Stormwater Asset Inventory and Management Plan Town of Walstonburg, NC	PROFESSIONAL SERVICES March 2024 – Ongoing (July 2025)	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm GIS Lead. TRC provided survey, asset inventory and assessment, and stormwater management planning services for the Town's stormwater drainage system. TRC is currently preparing a town-wide drainage model and capital improvement plan. Services also include development of a stormwater utility implementation plan.		
e.		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Danvey Walsh	Green Stormwater Design	15	9

15. FIRM NAME AND LOCATION (City and State) Equinox Environmental Consultation & Design, Inc.	
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16. EDUCATION (Degree and Specialization) M.S Environmental Chemistry, Western Carolina University; B.S. Geology, Western Carolina University	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Miller, J.R.; Walsh, D.; Villarroel, L.F. Use of Paleoflood Deposits to Determine the Contribution of Anthropogenic Trace Metals to Alluvial Sediments in the Hyperarid Rio Loa Basin, Chile. *Geosciences* 2019, 9, 244

Miller, J.R.; Sinclair, J.T.; Walsh, D. Controls on Suspended Sediment Concentrations and Turbidity within a Reforested , Southern Appalachian Headwater Basin. *Water* 2015, 7, 3123-3148

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. Scotts Creek Watershed Plan	2019	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Equinox developed a plan describing watershed management actions to address stormwater runoff within the Scotts Creek Watershed. Implementation of the plan is expected to lead to improved water quality and conditions that will allow Scotts Creek to be removed from North Carolina's 303(d) impaired waters list. Equinox recommended numerous stormwater management projects at specific locations, one of which (a large scale bioretention area) was design by Equinox and installed in 2024 at Bridge Park in Sylva. Project Size = 53 sq. miles; Cost \$73,358; Role: Project Manager		
☒ Check if project performed with current firm		
b. Greenius Way In-fill, LID, Green Infrastructure, Asheville, NC	2024	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Equinox planned, designed and permitted a 17 lot, 4.3AC LID and net-zero carbon infill development off of Emma Road in Asheville. The plan utilizes a low profile and curbless road cross-section and diverts all road water and roof water into bioswales and drop pools running along the road. Project Size = 4.3 acres; Cost \$71,587.00; Role: GIS		
☒ Check if project performed with current firm		
c. Riverside Park and Whitewater Wave, Woodfin, NC	2024	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River. Project Size = 6.7 acres; Cost \$543,509.00; Role: GIS & Hydrologic Modeling		
☒ Check if project performed with current firm		
d. Jonas Ridge Convenience Center & Cranberry Bog Nature Park, Burke Co. NC	2023	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River. Project Size = 9.5 acres; Cost \$127,630.00; Role: GIS & Hydrologic Modeling		
☒ Check if project performed with current firm		
e. Buncombe County Schools Stormwater Inspections	2024	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Equinox provides yearly monitoring of stormwater measures throughout the Buncombe County Schools properties. A report includes recommended actions to improve the function of the stormwater systems. Project size = county wide; Cost \$11,086.00 Annually; Role: Inspections		
☒ Check if project performed with current firm		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Jason Seickel	13. ROLE IN THIS CONTRACT Landscape Architecture	14. YEARS EXPERIENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">a. TOTAL 7</td> <td style="width: 50%;">b. WITH CURRENT FIRM 7</td> </tr> </table>		a. TOTAL 7	b. WITH CURRENT FIRM 7
a. TOTAL 7	b. WITH CURRENT FIRM 7				
15. FIRM NAME AND LOCATION (City and State) Equinox Environmental Consultation & Design, Inc.					
16. EDUCATION (Degree and Specialization) Master of Landscape Architecture, University of Florida; B.S. Secondary Education - Physics, University of Central Florida		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Landscape Architect, North Carolina			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					



19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Silverline Park, Woodfin, NC	PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) 2022
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Equinox designed a community park along the French Broad River for resiliency utilizing green infrastructure and innovative stormwater control measures. The project features constructed wetlands, restoration of an existing wetland and grading to allow natural flood cycles of the river to minimize impacts. Project Size = 5.4 acres; Cost \$310,575.00; Role: Project Manager		
Willow Pond at the NC Arboretum, Buncombe County, NC	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2020
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm This project located at the North Carolina Arboretum received an award for integrating stormwater design into an experiential outdoor classroom and habitat creation for the rare mole salamander. Project Size = 12 acres, Cost \$78,800.00; Role: Grading		
Riverside Park and Whitewater Wave, Woodfin, NC	PROFESSIONAL SERVICES 2024	CONSTRUCTION (If applicable)
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River. Project Size = 6.7 acres; Cost \$543,509.00; Role: Project Manager		
Jonas Ridge Convenience Center & Cranberry Bog Nature Park, Burke Co. NC	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Equinox designed this park project to include nature based and green infrastructure design. Equinox also provided interpretive educational signage and environmental permitting for a whitewater wave that is being constructed in the French Broad River. Project Size = 9.5 acres; Cost \$127,630.00; Role: Project Manager		
Black Bear Campground LID Regenerative Stormwater Conveyance, Marion, NC	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) 2023
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☒ Check if project performed with current firm Equinox designed a day use area and campground utilizing Low Impact Development techniques which included numerous stormwater control measures. One innovative application for the mountainous terrain of the site included a regenerative stormwater conveyance system with drop pools. Project Size = 80 acres; Cost \$84,075.00; Role: Project Manager		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
Matt Burnette, PG, PH, CFM	Water Resources Lead	a. TOTAL 11	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION (City and State) Weston & Sampson of NC, P.C. , Apex, North Carolina			
16. EDUCATION (DEGREE AND SPECIALIZATION) M.S., Hydrology, North Carolina State University B.S., Hydrology, Western Carolina University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Geologist, North Carolina (#2599) Professional Hydrologist (#100-SW-728) Certified Floodplain Manager, North Carolina No. NC-20-0799	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Surface Water Training and Identification Certification, North Carolina (#977T-1117)			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Beaverdam Creek Master Planning, Phase 1 Improvements Town of Princeton, NC	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES October 2021	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Project Manager. Developed masterplan for the Beaverdam Creek, identifying multiple areas for improvements within the Town limits. A key culvert crossing at Pearl Street and Center Street was identified as being undersized and in-need of replacement. As well, multiple other crossings were undersized or had been replaced with smaller culverts when the roads were lost from Hurricane Matthew. The Beaverdam Creek had also become incised, causing slope erosion and introducing debris, further restricted the drainage system. One of the worst areas was adjacent to the Town's wastewater treatment plant (WWTP), where a bank failure had undermined the power source for the plant which served the entire Town.			
b.	(1) TITLE AND LOCATION (City and State) Duffyfield Stormwater Enhancements Master Planning City of New Bern, NC	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES October 2019	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Project Manager. TRC, then Draper Aden Associates, provided professional engineering and landscape architecture services for the preliminary evaluation and assessment of stormwater improvement measures within the Duffyfield Community in the City of New Bern. Engineering services included performing the overall drainage area delineation, estimating peak flow and runoff volumes for various storms from the drainage area, and quantifying the amount of water quality benefits so the City could understand potential stormwater improvement measures within the Duffyfield Community.			
c.	(1) TITLE AND LOCATION (City and State) Vandemere Drainage Improvement Plan Town of Vandemere, NC	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES October 2019	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Project Manager. In 2019, TRC, then Draper Aden Associates, was retained to analyze the stormwater infrastructure throughout the Town. Our services included a field survey of Town and private stormwater infrastructure, hydraulic and hydrologic analysis of existing infrastructure, and preliminary recommendations to improve drainage and mitigate sunny day flooding. TRC's deliverable consisted of an inventory of driveway culverts and drainage piping along Town streets, as well as grading recommendations for roadside drainage.			
e.	(1) TITLE AND LOCATION (City and State) Neuse River and Lumber River Flood Study and Dam Assessment Support Various Counties, NC	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES March 2020	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE ☐ Check if project performed with current firm Project Manager. As part of the North Carolina's recovery and resiliency effort, the North Carolina Department of Environmental Quality solicited support for flooding and dam assessments for numerous dams throughout Wake, Johnston, Durham, Wayne, Wilson, Moore and Montgomery counties. TRC Engineers (then Draper Aden Associates) was selected to provide surveying and engineering services related to the assessment of fifty dams (25 in each river basin) as part of this effort. Utilizing the Army Corp of Engineer's Hydrologic Modeling System (HEC-HMS), TRC determined approximate peak flow discharges for the 25-, 50-, 100-, 200-, 500-, and 1,000-year storm event.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
Marla Ashworth	Funding Administration	a. TOTAL 25	b. WITH CURRENT FIRM 3
15. FIRM NAME AND LOCATION (City and State) TRC, Cary, North Carolina			
16. EDUCATION (DEGREE AND SPECIALIZATION) B.S./2006/Science		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) a. Stormwater Asset Inventory and Stormwater Master Planning Town of Boone, NC		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Feb. 2024 – Ongoing (June 2024)	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
Funding Administration. TRC provided survey, asset inventory and assessment, and stormwater master planning services for the Town's stormwater drainage system. TRC is currently working with the Town to identify areas of concern for stormwater modeling, green stormwater infrastructure planning, stakeholder engagement, and resiliency planning, as well as framework for the Town to develop a stormwater utility, with a draft plan anticipated to be submitted the summer of 2025.			
(1) TITLE AND LOCATION (City and State) b. Beaverdam Creek Master Planning, Phases 1, 2, and 3 Improvements Town of Princeton, NC		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021 - Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
Funding Administration. Developed masterplan for the Beaverdam Creek, identifying multiple areas for improvements within the Town limits. Oversaw construction implementation of Phase 1 and 2 improvements.			
(1) TITLE AND LOCATION (City and State) c. Stormwater Asset Inventory and Assessment. Town of Selma, NC		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Jan. 2024 – July 2024	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
Funding Administration. TRC provided survey, asset inventory and assessment services for the Town's stormwater drainage system. Just north of Smithfield, NC, the Town of Selma experiences flooding from various size storms. TRC surveyed approximately 987 stormwater structures, such as pipe ends, culverts, inlets, and manholes throughout the Town. TRC provided our completed geodatabase to the Town on time and on budget.			
(1) TITLE AND LOCATION (City and State) d. Princeton Stormwater Asset Inventory and Management Plan Town of Princeton, NC		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES March 2024 – Ongoing (July 2025)	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
Funding Administration. TRC provided survey, asset inventory and assessment, and stormwater management planning services for the Town's stormwater drainage system. TRC is currently preparing a town-wide drainage model and capital improvement plan. Services also include development of a stormwater utility implementation plan.			
(1) TITLE AND LOCATION (City and State) e. Stormwater Asset Inventory and Management Plan Town of Walstonburg, NC		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES March 2024 – Ongoing (July 2025)	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		☒ Check if project performed with current firm	
Funding Administration. TRC provided survey, asset inventory and assessment, and stormwater management planning services for the Town's stormwater drainage system. TRC is currently preparing a town-wide drainage model and capital improvement plan. Services also include development of a stormwater utility implementation plan.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 1
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21. TITLE AND LOCATION <i>(City and State)</i> Stormwater Asset Inventory and Stormwater Master Planning Town of Boone, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES February 2024 to May 2025 (Ongoing)	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Town of Boone	b. POINT OF CONTACT NAME George Santucci	c. POINT OF CONTACT TELEPHONE NUMBER 828.268.6200
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*



TRC was selected by the Town of Boone to provide survey, asset inventory and assessment, and stormwater master planning services for the Town's stormwater drainage system. Spread across six square miles of the Blue Ridge Mountains, the Town of Boone's drainage system consists of a complex mixture of pipes, inlets, and channels that includes Appalachian State University. The Town maintained two individual GIS-data sets for their stormwater infrastructure. This is existing data was a mixture of survey and mapping grade, from multiple inspections, and had multiple data gaps.

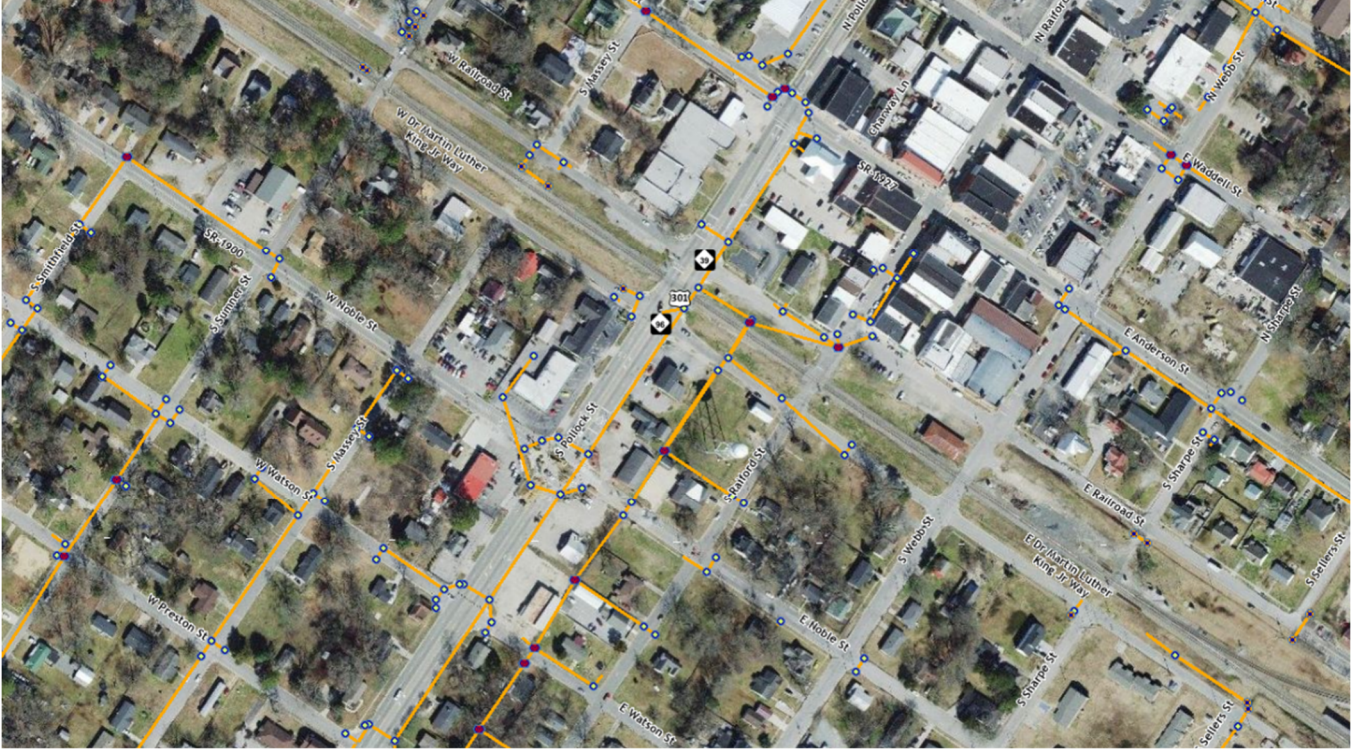
TRC utilized ESRI's UtilityNetwork geodatabase schema as the basis for the Town's new stormwater inventory. Once acceptable to the Town, TRC developed an ESRI Field Maps application that would populate the UtilityNetwork-ready database with information on the spatial location, material, size, and structure conditions at each location.

TRC deployed a team of experienced surveyors to collect information on stormwater infrastructure, including pipe size, material, and elevations, structure type, multiple condition inspection points, and photographs. Each structure was collected utilizing a Trimble R12i GPS, which provided survey grade accuracies in both the vertical and horizontal datums. Due to efficiencies in TRC's field collection, we were able to provide additional structure assessments and surveys above the guaranteed total within the proposal as a value-added service. TRC collected information on over 2,000 stormwater structures, approximately 30% more than originally anticipated at no additional cost to the Town!

TRC is currently working with the Town to identify areas of concern for stormwater modeling, green stormwater infrastructure planning, stakeholder engagement, and resiliency planning, as well as framework for the Town to develop a stormwater utility, with a draft plan anticipated to be submitted the summer of 2025.

Design Contract Value - \$385,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME TRC Engineers, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Cary, NC
		(3) ROLE Civil Engineering, Surveying, SUE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 2
21. TITLE AND LOCATION (City and State) Stormwater Asset Inventory Town of Selma, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES January 2024 to July 2024	CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Town of Selma	b. POINT OF CONTACT NAME Chief Phillip McDaniel	c. POINT OF CONTACT TELEPHONE NUMBER 919.524.6579
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)		
		
In 2022, TRC assisted the Town of Selma with applying for a Department of Water Infrastructure Local Assistance for Stormwater Infrastructure Investments (LASII) program. Utilized to provide planning funding to municipalities who have demonstrated water quality and quantity problems, TRC's application was successful in helping the Town obtain \$345,000! TRC, as part of a team, was selected by the Town of Selma to provide survey, asset inventory and assessment services for the Town's stormwater drainage system. Just north of Smithfield, NC, the Town of Selma experiences flooding from various size storms. These storms impact roads and homes, with the Town having multiple flood rescues during unnamed storms. Utilizing a geodatabase schema acceptable to the Town, TRC developed an ESRI Field Maps application that would populate the geodatabase with information. TRC deployed a team of experienced surveyors to collect information on stormwater infrastructure, including pipe size, material, and elevations, structure type, multiple condition inspection points, and photographs. Each structure was collected utilizing a Trimble R12i GPS, which provided survey grade accuracies in both the vertical and horizontal datums. TRC surveyed approximately 987 stormwater structures, such as pipe ends, culverts, inlets, and manholes throughout the Town. TRC provided our completed geodatabase to the Town on time and on budget. Design Contract Value - \$105,000		
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME TRC Engineers, Inc.	(2) FIRM LOCATION (City and State) Cary, NC
		(3) ROLE Civil Engineering, Surveying, SUE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 3				
21. TITLE AND LOCATION (City and State) Bridge Park Conceptual Plan Town of Sylva, NC		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (If applicable)</td> </tr> <tr> <td>2021</td> <td></td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	2021	
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
2021						
23. PROJECT OWNER'S INFORMATION						
a. PROJECT OWNER Town of Sylva	b. POINT OF CONTACT NAME Paige Dowling, Town Manager	c. POINT OF CONTACT TELEPHONE NUMBER 828.586.2719				
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)						



As a part of the Scott's Creek Watershed Action Plan that Equinox developed in 2018, Bridge Park was listed as an important location to implement stormwater control measures to help improve water quality in Scott's Creek. In 2021, the Town of Sylva hired Equinox to develop a plan for creating a stormwater control measure within the parking area for the existing community park. This plan includes a system of interconnected bioretention cells, a more functional parking arrangement, a variety of native plantings, and an accessible sidewalk connection to the park. The project involved data collection, a topographical survey, conceptual design, and construction documents.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME Equinox Environmental	(2) FIRM LOCATION (City and State) Asheville, NC	(3) ROLE Stormwater Design, Planning, Landscape Architecture

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 4
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21. TITLE AND LOCATION <i>(City and State)</i> New Belgium Brewery Stream and Stormwater Project Asheville, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT EMAIL
New Belgium Brewery	Sarah Fraser, Sustainability Specialist	sfraser@newbelgium.com

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

This award winning project included stream restoration, wetland creation, and green infrastructure design to create a park-like setting while addressing water quality enhancements.

The project included site analysis, environmental permitting, design, plan preparation, construction oversight, construction for the innovative stormwater BMPs, and restoration of Penland Creek. Penland Creek was a degraded urban ditch that flowed through the center of the site. The restoration of the creek that serves as a central feature of the New Belgium Brewery landscape, involved re-constructing Penland Creek as a rapid-cascade and step-pool stream through the urban setting of the brewery. Site constraints, client needs, and environmental concerns provided numerous challenges for this project. These concerns resulted in requiring the stream channel bed to be undercut to remove contaminated soil and installation of underlining to prevent potential future groundwater contamination seepage. The stream restoration incorporated the surrounding infrastructure, reestablished a natural channel and riparian corridor within a confined valley, and provided public connection to naturalized areas.

The interconnected stormwater BMPs were designed for water quality benefit while being located within a Brownfields site. The BMPs were designed with native plants to increase the infiltration of water and clean it through the microbial activity of plant roots and soils, while also providing habitat.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
Equinox Environmental	Asheville, NC	Stormwater Design, Planning, Landscape Architecture

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 5
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21. TITLE AND LOCATION <i>(City and State)</i> Climate Ready Resilient Stormwater Plan Towns of Richmond & West Stockbridge, MA	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES June 2023	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Municipal Vulnerability Preparedness Program	b. POINT OF CONTACT NAME Carrieanne Petrik, Regional Coordinator	c. POINT OF CONTACT PHONE 617.875.0911
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*





How have you been affected by flooding, if you have been?

[More Details](#)

- Waters damaged home/property 19
- Vehicle could not pass 9
- Could not walk or bike safely 6
- Basement flooded 9
- Other 26




The Towns of Richmond and West Stockbridge are facing increasingly extreme riverine and stormwater flooding events on roads, floodplains, and adjacent properties, which already experience flood and erosion impacts. Using grant funds from the Massachusetts Municipal Vulnerability Preparedness (MVP) Program, the towns retained Weston & Sampson to prepare a Resilient Stormwater Action & Implementation Plan for the region. The goal of the plan was to determine the climate factors driving flooding and stormwater runoff that impact the towns today and could in the future; identify opportunities for nature-based and green infrastructure (GI) solutions within three watersheds; and provide a prioritized list of evaluated and implementable projects to help minimize future flooding and stormwater impacts.

Weston & Sampson implemented a field data collection program to minimize current data gaps and validate existing information. They also performed climate projection modeling to help predict future climate rainfall over multiple design storm events, using the stormwater model to identify potential flood-prone areas and evaluate the potential benefit of various green and gray stormwater management practices under existing and future climate conditions. Based on this data, they identified 56 potential projects that utilize bioretention, stream restoration, green infrastructure, dam removal, culvert redesign, and more. Input on stormwater problem areas and priority solutions was gathered through community survey, tabling events, and public meetings. A demonstration rain garden was installed at West Stockbridge’s Town Hall, and a web-based story map was created to help residents learn about existing green infrastructure projects in the county. Engagement activities associated with the project, including webinars targeting waterfront landowners, interviews with agricultural operators, and community education, also helped inform and mobilize members of the community to address stormwater on their own properties.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Weston & Sampson	(2) FIRM LOCATION <i>(City and State)</i> Lowell, MA
		(3) ROLE Community EngagementStormwater Master Planning

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6	
21. TITLE AND LOCATION <i>(City and State)</i> Beaverdam Creek Master Planning, Phase 1 and 2 Improvements Town of Princeton, NC	22. YEAR COMPLETED		
	PROFESSIONAL SERVICES November 2017 to November 2019	CONSTRUCTION <i>(If applicable)</i> November 2019 to July 2024	
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER Town of Princeton	b. POINT OF CONTACT NAME Michael King, Town Administrator	c. POINT OF CONTACT TELEPHONE NUMBER 919.936.8171	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>			
 When multiple culvert crossings were lost due to floodwaters from Hurricane Matthew, the Town of Princeton selected TRC to develop a master plan for improvements of the Town's northern drainage system, identifying possible upfits and rehabilitation projects to assist with flood resiliency. This masterplan for the Beaverdam Creek identified multiple areas for improvements within the Town limits. A key culvert crossing at Pearl Street and Center Street was identified as being undersized and in-need of replacement. As well, multiple other crossings were undersized or had been replaced with smaller culverts when the roads were lost from Hurricane Matthew. The Beaverdam Creek had also become incised, causing slope erosion and introducing debris, further restricted the drainage system. One of the worst areas was adjacent to the Town's wastewater treatment plant (WWTP), where a bank failure had undermined the power source for the plant which served the entire Town. Following our planning efforts, TRC assisted the Town with multiple grant applications to help fund the project. Due to the scale of the project, the improvements were split into multiple phases, based upon the funding sources identified. In 2018, TRC prepared a GoldenLEAF Foundation grant application, resulting in approximately \$500,000 in grant funding for the project for Phase 1 improvements. In 2022, TRC assisted the Town with obtaining a grant from Johnston County and the NC Department of Agriculture's StRAP program, totaling in an additional \$702,288 of funding for a second phase of improvements, focusing on reinforcing the Beaverdam Creek bank at the WWTP and removing debris throughout the downstream portion of the creek to the Town's limits. TRC provided surveying, design, environmental and road permitting, bidding assistance, grant assistance, easement acquisition support, and construction administration throughout Phase 1 and 2 of the rehabilitation project. Phase 1 consisted of stabilizing approximately 510 feet of the Beaverdam Creek, the main drainage system for much of the Town. The existing dual culvert system, as well, was replaced with a large aluminum box culvert and headwall system. Phase 2 included removal of vegetative debris and sediment from approximately one mile of the lower Beaverdam Creek. As well, the slope adjacent to the Town's WWTP grit chamber was reinforced with concrete, riprap, and the power pole relocated. In 2024, TRC assisted the Town with applying for a FEMA Building Resilient Infrastructure and Communities (BRIC) grant through a competitive process led by the NC Department of Public Safety. Totalling in over \$2.1 million dollars, the Town's application moved into the more detailed round of review in August 2024. TRC is proud to have assisted the Town with applying for and obtaining millions of dollars to help fund their resiliency and flood mitigation goals! Design Contract Value (Combined) - \$210,260			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME TRC Engineers, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Cary, NC	(3) ROLE Civil Engineering, Surveying, SUE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 7
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21. TITLE AND LOCATION (City and State) Duffyfield Community Stormwater Enhancements Master Planning City of New Bern, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES August 2019 to September 2019	CONSTRUCTION (If applicable)

23. PROJECT OWNER'S INFORMATION		
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a. PROJECT OWNER City of New Bern, NC	b. POINT OF CONTACT NAME George Chiles, Public Works Director	c. POINT OF CONTACT TELEPHONE NUMBER 252.636.4000
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)
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TRC provided professional engineering and landscape architecture services for the preliminary evaluation and assessment of stormwater improvement measures within the Duffyfield Community in the City of New Bern.

The preliminary evaluation and assessment were conducted to support the City's Development Services Department in various grant applications to fund overall project development and construction. Our engineering services included performing the overall drainage area delineation, estimating peak flow and runoff volumes for various storms from the drainage area, and quantifying the amount of water quality benefits so the City could understand potential stormwater improvement measures within the Duffyfield Community.

After performing the preliminary engineering analyses, we developed a preliminary conceptual design for proposed stormwater enhancements. The conceptual design considered the many site constraints within the area, including the railroad, public utilities, roadways, and location of properties already purchased by the City.

Additionally, we worked with both the City's Development Services and Public Works Departments to develop a conceptual design that would not only improve the overall quality of the Duffyfield Community but could be easily maintained by City staff.

Finally, TRC developed planning level cost estimations and construction sequencing for the overall transformation of the Duffyfield Community. This would allow for the City to complete phases of the project based on the availability of funding.

Design Contract Value (Combined) - \$15,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME TRC Engineers, Inc.	(2) FIRM LOCATION (City and State) Cary, NC	(3) ROLE Civil Engineering

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 8
---	--

21. TITLE AND LOCATION (City and State) Tropical Storm Fred Damage Inventory, Assessments, & Repairs Buncombe, Haywood, & Transylvania Counties, NC	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES October 2021 to January 2022	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION		
--	--	--

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
NC Office of State Budget Management	John Donachie, Operations Manager	984.236.0734

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>



In August 2021, Tropical Storm Fred swept through the western region of North Carolina dropping a historical amount of rainfall in a very short period. This caused significant and damaging flooding in Haywood, Transylvania, and Buncombe Counties. Tremendous damage occurred to private property, roadways, and critical infrastructure throughout the region.

Through a partnership with the North Carolina Office of State Budget Management – Disaster Recovery Unit, TRC was selected to complete inspections and assessments of private residential property accesses that were damaged or affected by the significant flooding. These assessments were focused on private bridges and culverts within ditches, creeks, and streams not considered to be maintained by NCDOT.

TRC quickly mobilized a dedicated group of skilled survey crews and managers to attack this emergency work. Within 10 days of notice- to-proceed, a mobile GIS data acquisition survey was developed, tailored specifically to this project, allowing six survey crews to mobilize into the area in October 2021 and begin field assessments. Data collection included a description of the damage, severity, the number of impacted homes, site address, GPS location, preliminary construction cost estimates, and photographs. Data was collected and available for review by the stakeholders in real time, with a final printed report and GIS geodatabase to be provided upon completion of the assessments at the end of 2021.

After approximately four weeks of assessments, a total of 604 sites were surveyed and data forms completed. After completion of assessments, projects of critical and emergency need entered the design and construction phase immediately. TRC completed several task orders related to the recovery. These task orders included culvert replacements, bridge repairs, and land slide repairs. TRC services included survey, geotechnical, civil and water resources engineering, as well as construction administration.

Design Contract Value - \$125,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME TRC Engineers, Inc.	(2) FIRM LOCATION (City and State) Cary, NC	(3) ROLE Civil Engineering

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

n/a

PART G – Key Personnel Participate in Example Projects

Names of Key Personnel	Role in This Contract	Example Projects Listed in Section 3.									
		1	2	3	4	5	6	7	8	9	10
Tyrus Clayton, Jr., PE	Principal-in-Charge	X	X				X	X	X		
Luke Baker, PG	Project Manager	X	X				X	X	X		
Ian Spurlock, PE	Civil Engineering Lead	X	X				X				
Chris Valdez, PE	Civil Engineer	X									
Jacob Elliot, PLS	Survey Lead	X	X				X				
Amber Horrie	GIS Lead	X	X								
Danvey Walsh	Green Infrastructure Design			X	X						
Jason Sieckel	Green Infrastructure Design			X	X						
Matt Burnette, PG, PH, CFM	Water Resources					X	X	X			
Marla Ashworth	Funding Administration		X				X				

Example Projects Key

No.	Title of Example Project from Section 3	No.	Title of Example Project from Section 3
1	Boone, NC – Stormwater Asset Inventory & Master Planning	6	Beaverdam Creek Master Plan, Phase 1 and 2 Improvements
2	Selma, NC – Stormwater Asset Inventory	7	Duffyfield Stormwater Enhancements Master Plan
3	Sylva, NC – Bridge Park Conceptual Plan	8	Tropical Storm Fred Inventory, Assessments, and Repairs
4	New Belgium Brewery Stream & Stormwater Project	9	
5	Climate Ready Resilient Stormwater Plan	10	

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

b. DATE

March 14, 2025

c. NAME AND TITLE

C. Tyrus Clayton, Jr., PE
Director – NC Site Development and Civil

PART H – ADDITIONAL INFORMATION

Project Approach**Begin With the End in Mind**

As with all our successful projects, the TRC team crafts our methodology from the beginning with the client's end goals in mind. With this focus, TRC will meet with the City and any local stakeholders prior to beginning the project to identify problem areas and known data gaps. This will enable the TRC team to focus our scope of work, as well as minimize the risk of change orders, and plan our approach in the most efficient and comprehensive manner.

TRC will review any existing information — such as existing inventories, as-builts, drainage studies, or plans — to identify gaps and areas of focus. If digital information does not exist, TRC will perform a desktop review to identify the approximate location of infrastructure. This allows our field effort to be more targeted during the later inventory and assessment phase. The field assessment is often the most labor intensive and costly portion of any asset inventory and assessment project. By identifying these gaps and understanding critical areas, we can focus on our goals of reducing timelines and providing better value to the City. We are committed to assisting the Town in procuring the maximum amount of data with the available funding.

Prior to engaging our field personnel, TRC's water resources professionals will utilize publicly available data, such as LiDAR or USGS Topographic Maps, to develop a preliminary subbasin map of the City's corporate limits. This allows us to more easily identify where contributing drainage infrastructure may be, eliminate overlap of field services, and provide a more detailed assessment in our known problem areas.

In-House Geomatics, Surveying, and SUE

Following initial engagement and data review, TRC's in-house geomatics team will assemble a field data collection application utilizing ESRI's Field Maps, Survey123, or similar application, which will include a web application to allow the Town to track progress throughout the field efforts. TRC can also provide this application to the Town's organizational account upon project completion to allow future collection of stormwater assets by Town staff.

TRC will deploy members from our geomatics and surveying team to collect information within our project areas. TRC will utilize a GNSS Trimble R12i GPS receiver for this work, capable of achieving survey-grade (less than 0.1') accuracies in both the vertical and horizontal datums. This receiver will be paired with the ESRI inspection application generated, operated through an iPad or similar device, to collect infrastructure condition comments, pipe size, material, asset photos, and other notes, in addition to spatial information. In areas with poor GPS connectivity, TRC can provide traditional survey methods in order to accurately locate your stormwater infrastructure.

All of our collected data is uploaded instantly to the web map for review and tracking, with access provided both to Town staff as well as TRC's and Weston & Sampson's water resources team.

In addition to survey information, TRC's subsurface utility team are available to perform closed circuit TV inspection of drainage infrastructure. This can help identify blockages, failures, or blind connections to help fill in areas missing information.

Finger on the Pulse

Concurrent with field data collection, TRC's community resource specialists will begin a community engagement phase. Shortly after kickoff, a community survey will be assembled and published for City residents to provide input on concerns, problem areas, and desired outcomes and other information to help guide our planning process. Responses will be compiled and prioritized based on repeated entries or sensitive communities. Throughout the planning process, community meetings will be held. These meetings, held in-person in the community, will be open to residents to come and review prepared concepts, offer additional feedback, and participate in the design process.

Condition Assessment Expertise

TRC's staff includes professionals with experience assisting municipalities across North Carolina and Virginia with assessing public infrastructure. Our field assessment allows our inspectors to step through every element of the asset, with key questions in mind. Is the inlet damaged or offset? Are there signs of infiltration through the structure walls? Has debris or sediment accumulated in the pipes, restricting flow?

TRC's tailor-made stormwater infrastructure inspection tool allows our inspectors to be laser-focused in their assessment. Following the assessment, we will photograph each asset, including the structure approach (with identifiable background features), the inlet, the bench, and each invert. This data will be stored within the project geodatabase, which will be a final deliverable we will provide to the City.

Increasing Resiliency

While the knowledge of the location and condition of an asset on a sunny day is worthwhile, a comprehensive condition assessment requires an understanding of that asset on a rainy day. TRC and Weston & Sampson's water resources professionals will develop hydraulic and hydrologic models of the study area to assess stormwater infrastructure capacity and flooding extents.

Our Team is prepared to provide as detailed of analysis as desired for each area. Using the field information collected, our Team can provide flood models for urban drainage systems to streams, creeks, and rivers.

With increasing development, storm intensity, and aging infrastructure, it is vital that a capital improvement plan understand the Town's problem

areas, while identifying where those may be in 5, 10, or 20 years. TRC's water resources professionals have experience with HEC-RAS, CivilStorm, PCSWMM, and other stormwater modeling software that can be used to model the existing drainage system and identify improvements that provide the Town more resiliency.

While the knowledge of the location and condition of an asset on a sunny day is worthwhile, a comprehensive condition assessment requires an understanding of that asset on a rainy day. TRC and Weston & Sampson's water resources professionals will develop hydraulic and hydrologic models of the study area to assess stormwater infrastructure capacity and flooding extents.

Nature-Based Solutions & Green Infrastructure

As we have seen from recent storms, the need to plan for nature's integration into our resiliency strategies has never been more critical. The key is to design and implement solutions that mimic the natural water cycle, enhancing a community's ability to adapt to climate change and extreme weather events. This can include strategies like permeable pavements, green roofs, rain gardens, and bioswales, all of which help manage stormwater onsite, increase groundwater recharge, and reduce peak discharge rates. Green infrastructure also provides an opportunity to improve water quality by filtering pollutants before they reach waterways, mitigating flood risks, and reducing pressure on traditional drainage systems. Integrating green stormwater into urban landscapes can make cities more resilient to flooding, droughts, and rising temperatures, while also offering long-term cost savings compared to conventional stormwater infrastructure. This holistic approach not only addresses immediate water management challenges but also supports a sustainable, adaptive future. Our team of landscape architects, planners, and engineers are experienced with identifying, planning, and enacting nature-based solutions from the conceptual level through construction and restoration monitoring.

Master Planning Expertise

A successful stormwater management project does not end with the collected data and analysis. Following completion of our field inventory and analyses, TRC will prepare a report, discussing the state of the drainage system and any deficiencies identified.

We will provide a printout of each inspection report, identifying pipe size, materials, any damage, debris, or other elements for consideration. In addition to physical damages, TRC will utilize the results of our analyses to include improvements to help mitigate or eliminate flooding. The provided capital improvement plan will discuss our assessment procedures, modeling results, ranking methodology and priority ranking. Conceptual improvements or layouts can also be prepared to support the plan. Each improvement will include a preliminary construction cost estimate.

A comprehensive capital improvement and system master plan is vital in understanding current and future needs, as well as planning to fund those expenditures. In addition, a capital improvement plan can be critical in obtaining future grant or loan funding. TRC maintains a local staff of municipal and funding specialists who can provide expertise in applying, obtaining, and administering grants or other funding opportunities.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

b. DATE



March 14, 2025

c. NAME AND TITLE

C. Tyrus Clayton, Jr., PE
Director – NC Site Development and Civil

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME TRC Engineers, Inc.			3. YEAR ESTABLISHED 1923		4. UNIQUE ENTITY IDENTIFIER GA9NC9RFYU35	
2b. STREET 705 Dogwood Road			5. OWNERSHIP			
2c. CITY Asheville			a. TYPE C-Corporation			
2d. STATE NC		2e. ZIP CODE 28806		b. SMALL BUSINESS STATUS N/A		
6a. POINT OF CONTACT NAME AND TITLE C. Tyrus Clayton Jr., PE – Director, NC Site Development and Civil			7. NAME OF FIRM (If Block 2a is a Branch Office)			
6b. TELEPHONE NUMBER 919.795.6302		6c. EMAIL ADDRESS TClayton@trccompanies.com				
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	1576		C11	Community Facilities	5
05	Archeologist	182		C14	Conservation and Resource Management	3
06	Architect	18		C15	Construction Management	8
07	Biologist	29		C16	Construction Surveying	1
08	CADD Technician	59		E09	Environmental Impact Studies, Assessments	8
12	Civil Engineer	320	1	E10	Environmental and Natural Resource Mapping	1
13	Communications Engineer	7		E11	Environmental Planning	2
14	Computer Programmer	227		E12	Environmental Remediation	6
21	Electrical Engineer	715	7	E13	Environmental Testing and Analysis	7
23	Environmental Engineer	204	1	G04	Geographic Information System Services: Development, Analysis, and Data Collection	6
24	Environmental Scientist	454		H03	Hazardous, Toxic, Radioactive Waste Remediation	5
29	GIS Specialist	195		H07	Highways; Streets; Airfield Paving; Parking Lots	7
30	Geologist	94		H13	Hydrographic Surveying	1
15	Construction Inspector	353		L02	Land Surveying	1
38	Land Surveyor	27		S10	Surveying; Platting; Mapping; Flood Plain Studies	8
48	Project Manager	833		S13	Stormwater Handling & Facilities	5
57	Structural Engineer	31		T03	Traffic & Transportation Engineering	10
58	Technician/Analyst	1848		W02	Water Resources; Hydrology; Ground Water	8
	Others	303	9	Z01	Zoning; Land Use Studies	1
Total		7475	18			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	10	Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	\$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	\$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		\$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		\$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
	March 14, 2025
c. NAME AND TITLE	
C. Tyrus Clayton, Jr., PE Director – NC Site Development and Civil	

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

n/a

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME TRC Engineers, Inc.			3. YEAR ESTABLISHED 1969		4. UNIQUE ENTITY IDENTIFIER 05-418-3884	
2b. STREET 114 Edinburgh South Drive, Suite 200			5. OWNERSHIP			
2c. CITY Cary			a. TYPE C-Corporation			
2d. STATE NC			b. SMALL BUSINESS STATUS N/A			
2e. ZIP CODE 27511			7. NAME OF FIRM (If Block 2a is a Branch Office)			
6a. POINT OF CONTACT NAME AND TITLE C. Tyrus Clayton Jr., PE – Director, NC Site Development and Civil						
6b. TELEPHONE NUMBER 919.827.0864			6c. EMAIL ADDRESS TClayton@trccompanies.com			
8a. FORMER FIRM NAME(S) (If any) Draper, Marks, Aden and Associates			8b. YEAR ESTABLISHED 1972		8c. UNIQUE ENTITY IDENTIFIER 06-235-5177	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	1576	2			
08	CADD Technician	59	2			
12	Civil Engineer	320	6			
23	Environmental Engineer	204	3	E01, E09, E10, E11, E12, E13, S07, W02	Environmental Services	9
24	Environmental Scientist	454	6	C15, C16, S05, T02	Geotechnical Engineering and Construction Testing, Inspections	10
29	GIS Specialist	195	1	P09	Site Development and Infrastructure	6
30	Geologist	94	2	S09	Structural Engineering	5
15	Construction Inspector	353	3	A02, H13, L02, P03, S10, T04	Surveying, Scanning, Aerial	6
38	Land Surveyor	27	4	S04, W03	Utilities Engineering	8
48	Project Manager	833	1			
57	Structural Engineer	31	1			
58	Technician/Analyst	1848	7			
	Others	1,481	3			
Total		7475	41			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	10	Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	\$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	\$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		\$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		\$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

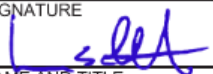
a. SIGNATURE 	b. DATE March 14, 2025
c. NAME AND TITLE C. Tyrus Clayton, Jr., PE Director – NC Site Development and Civil	

ARCHITECT-ENGINEER QUALIFICATIONS				1. SOLICITATION NUMBER (If any)		
PART II - GENERAL QUALIFICATIONS <i>(If a firm has branch offices, complete for each specific branch office seeking work.)</i>						
2a. FIRM (or Branch Office) NAME				3. YEAR ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER	
WSE of North Carolina, PC				2019	UERUKNFQN3D5	
2b. STREET				5. OWNERSHIP		
2052 Energy Drive				a. TYPE		
2c. CITY		2d. STATE	2e. ZIP CODE	Privately Held Corporation		
Apex		NC	27502	b. SMALL BUSINESS STATUS		
6a. POINT OF CONTACT NAME AND TITLE				7. NAME OF FIRM (If Block 2a is a Branch Office)		
Kevin Hutchens, PE, Regional Manager				Weston & Sampson		
6b. TELEPHONE NUMBER		6c. EMAIL ADDRESS				
919-297-0220		hutchens.kevin@wseinc.com				
8a. FORMER FIRM NAME(S) (If any)				8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER	
Robert Spurr Weston				1899	Not Applicable	
Weston & Sampson (partnership)				1916	Not Applicable	
Weston & Sampson Engineers, Inc.				1976	UERUKNFQN3D5	
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	120	5	B02	Bridges	7
06	Architect	28	1	C14	Conservation & Resource Management	6
08	CADD Technician	7		C15	Construction Management	4
10	Chemical Engineer	3		C18	Cost Estimating; Cost Engineering & Analysis; Parametric Costing; Forecasting	3
11	Chemist	1		D02	Dams (Earth; Rock); Dikes; Levees	7
12	Civil Engineer	128	3	E09	Environmental Impact Studies; Assessments or Statements	7
14	Computer Programmer	5	1	E12	Environmental Remediation	7
15	Construction Inspector	27		H07	Highways; Streets; Airfield Paving	6
16	Construction Manager	12		H12	Hydraulics	6
18	Cost Engineer/Estimator	1		G04	Geographic Information System Services	5
21	Electrical Engineer	12		I06	Irrigation; Drainage	6
23	Environmental Engineer	67	1	L03	Landscape Architecture	10
24	Environmental Scientist	28		P02	Petroleum & Fuel (Storage & Distribution	7
27	Foundation/Geotechnical Engineer	10		P04	Pipelines (Cross-Country- Liquid & Gas)	6
29	Geographic Information System Specialist	6		P06	Planning (Site, Installation, & Project)	7
30	Geologist	24	1	R04	Recreation Facilities (Parks, Marinas, Etc.)	8
32	Hydraulic Engineer	2		R11	Rivers; Canals; Waterways; Flood Control	8
34	Hydrologist	10		S04	Sewage Collection, Treatment, & Disposal	10
38	Land Surveyor	1		S05	Soils & Geologic Studies; Foundations	1
39	Landscape Architect	42		S07	Solid Wastes; Incineration; Landfill	7
42	Mechanical Engineer	12		S09	Structural Design; Special Structures	7

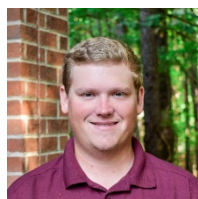
46	Photogrammetrist	1		S12	Swimming Pools	10
47	Planner: Urban/Regional	21		S13	Storm Water Handling & Facilities	8
48	Project Manager	35		T02	Testing and Inspection Services	6
50	Risk Assessor	1		T03	Traffic & Transportation Engineering	10
51	Safety/Occupational Health Engineer	3		U03	Utilities (Water and Sewer)	10
52	Sanitary Engineer	78		W02	Water Resources; Hydrology; Ground Water	10
53	Scheduler	1		W03	Water Supply; Treatment & Distribution	10
55	Soils Engineer	1				
56	Specifications Writer	1				
57	Structural Engineer	11				
58	Technician/Analyst	33				
60	Transportation Engineer	34	4			
62	Water Resources Engineer	43				
63	Electrician	9				
64	Mechanic	28				
65	Foreman	7				
67	Laborer	13				
68	General Manager	12				
69	Waterworks Operator	7				
70	Wastewater Operator	25				
71	UAS Specialist	3				
72	Visualization	1	1			
73	Aquatics Engineer	4				
76	Driller	2				
77	Well & Pumps	20				
Total		940	17			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	6	1. Less Than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE November 1, 2024
c. NAME AND TITLE Kevin Hutchens, PE, Regional Manager	

STANDARD FORM 330 (REV. 7/2021)



Luke Baker, PG – Project Manager

TRC Office: Cary, NC

Mr. Baker oversees the technical performance and construction management of various water resources and disaster recovery projects. He is responsible for stormwater design, hydrologic and hydraulic analyses, flood mitigation benefit-cost analysis, and GIS data collection. Mr. Baker has led the assessment of damages from Tropical Storm Fred and Hurricane Florence for municipalities across the State. Luke is also experienced with cost estimating, including FEMA's Benefit-Cost Analysis toolkit and Cost Estimating Format for FEMA Public Assistance programs.

Education: North Carolina State University/BS/Geology and Earth Science/2016

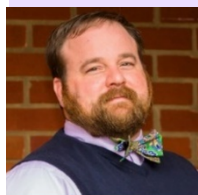
Licenses / Professional Geologist/NC/2020/#2698

Certifications: Qualifier/General Contractor License

Stormwater SCM Inspection and Maintenance Certification/NC State/NCDEQ/#4625

- **Section 3 Example Project:** Beaverdam Creek Master Planning and Phase 1, 2, and 3 Improvements, Town of Princeton, NC
- **Section 3 Example Project:** Town of Boone Stormwater Asset Inventory and Stormwater Master Planning, Town of Boone, NC
- **Section 3 Example Project:** Duffyfield Stormwater Enhancements Master Planning, City of New Bern, NC
- **Section 3 Example Project:** TS Fred Damage Inventory, Assessments, and Repairs – Buncombe, Haywood, Transylvania Counties
- **Section 3 Example Project:** Town of Selma Stormwater Asset Inventory and Assessment, Town of Selma, NC
- Vandemere Drainage Master Planning, Assessment, and Improvements, Town of Vandemere, NC

**Relevant
Project
Experience:**



Tyrus Clayton, PE – Principal / Quality Control

TRC Office: Cary, NC

Mr. Clayton has utilized his engineering experience on a broad range of projects, including municipal infrastructure, stormwater management, site design, geotechnical investigations, construction administration, solid waste design, and solid waste construction quality assurance. He is responsible for directing numerous environmental, geotechnical, and civil engineering projects for municipalities, counties, private enterprises, general contractors, and state agencies.

Education: North Carolina State University/ MS/Civil Engineering/2000

North Carolina State University/BS/Civil Engineering/1998

Professional Engineer/NC/2003/#28909

Licenses / Certified Stormwater BMP Reviewer, NC State/NCDEQ

Certifications: Stormwater SCM Inspection and Maintenance Certification NC State/NCDEQ/#4648

Qualifier/NC General Contractor License

- **Section 3 Example Project:** Town of Boone Stormwater Asset Inventory and Stormwater Master Planning, Town of Boone, NC
- **Section 3 Example Project:** Town of Selma Stormwater Asset Inventory and Assessment, Town of Selma, NC
- **Section 3 Example Project:** Beaverdam Creek Master Planning and Phase 1, 2, and 3 Improvements, Town of Princeton, NC
- **Section 3 Example Project:** Duffyfield Stormwater Enhancements Master Planning, City of New Bern, NC
- **Section 3 Example Project:** TS Fred Damage Inventory, Assessments, and Repairs – Buncombe, Haywood, Transylvania Counties
- Sparta Earthquake Retaining Wall Repair, Town of Sparta, NC

**Relevant
Project
Experience:**



Ian Spurlock, PE – Civil Engineering and Design

TRC Office: Cary, NC

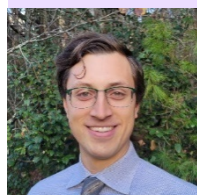
Mr. Spurlock has over 10 years of experience performing and overseeing the design, permitting, and construction of land development and public infrastructure projects across North Carolina. Ian serves as the Team Leader for the Cary, North Carolina Infrastructure Group and leads a staff of engineers, designers, and other support staff.

Education: University of Central Florida/BS/2011/Civil Engineering

Licenses /
Certifications: Professional Engineer/NC/047275
Professional Engineer/FL/84257/2017

Relevant
Project
Experience:

- **Section 3 Example Project:** Town of Boone Stormwater Asset Inventory and Stormwater Master Planning, Town of Boone, NC
- **Section 3 Example Project:** Beaverdam Creek Phase 2 Rehabilitation and Debris Removal, Town of Princeton, NC
- **Section 3 Example Project:** Town of Selma Stormwater Asset Inventory and Assessment, Town of Selma, NC



Chris Valdez, PE – Civil Engineering and Design

TRC Office: Asheville, NC

Mr. Valdez has 6 years of experience and progressive responsibility in civil and environmental engineering consulting. His qualifications include engineering design for civil and environmental projects consisting of environmental remediation, civil site design, civil grading, and stormwater management design, permitting, and inspection.

Education: Penn State University/ B.S., Biological Engineering, Minor in Environmental Engineering /2017

Licenses /
Certifications: Professional Engineer/NC/055229
Forty-Hour HAZWOPER Training

Relevant
Project
Experience:

- Reynolds School Road Pre-Regulatory Landfill Rehabilitation – Canton, NC
- AAF Washington Stormwater Control Measure – Washington, NC
- **Section 3 Example Project:** Town of Boone Stormwater Asset Inventory and Stormwater Master Planning, Town of Boone, NC



Jacob Elliott, PLS – Surveying

TRC Office: Cary, NC

Mr. Elliott has over 15 years of experience and progressive responsibility in land surveying. Mr. Elliott's background includes extensive service to public and private-sector clients. He currently serves as survey team leader for the Cary, NC TRC office.

Education: New Jersey Institute of Technology/BS/2020/Surveying Engineering Technologies
University of North Carolina at Chapel Hill/ BA/2008/Biology

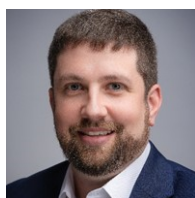
Licenses /
Certifications: Professional Land Surveyor/NC/2003/#L-5510
FAA Part 107 UAS Remote Pilot Certification
NCDOT Division of Aviation Commercial UAS

Relevant
Project
Experience:

- **Section 3 Example Project:** Town of Boone Stormwater Asset Inventory and Stormwater Master Planning, Town of Boone, NC
- **Section 3 Example Project:** Town of Selma Stormwater Asset Inventory and Assessment, Town of Selma, NC
- McCrimmon Parkway and Carpenter Fire Station Parks – Town of Cary, NC
- Sparta Earthquake Retaining Wall Repair, Town of Sparta, NC



	Amber Horrie - GIS TRC Office: Madison, WI
Education: Relevant Project Experience:	Ms. Horrie is an expert in GIS and data management systems and is the Technical Director of GIS Services at TRC, leading a group of geospatial and visualization experts. Amber and her team bring diverse experience in the development of data visualization tools to inform planning and decision making. Her experience includes project management, geospatial analysis, database management, technical training for staff at all levels, and building community and stakeholder collaboration around geospatial technologies. M.S., Geography and Environmental Resources, Southern Illinois University, Carbondale, Illinois, 2011 B.S., Geography; Minor in Environmental Studies, Illinois State University, Normal, Illinois, 2006 ▪ Section 3 Example Project: Town of Boone Stormwater Asset Inventory and Stormwater Master Planning, Town of Boone, NC ▪ Section 3 Example Project: Town of Selma Stormwater Asset Inventory and Assessment, Town of Selma, NC ▪ Princeton Stormwater Inventory and Management Plan, Town of Princeton, NC ▪ Walstonburg Stormwater Inventory and Management Plan, Town of Walstonburg, NC
	Danvey Walsh – Green Infrastructure 
Education: Licenses / Certifications: Relevant Project Experience:	Mr. Walsh's expertise includes process geomorphology, surface and groundwater hydrology, and environmental geochemistry. At Equinox, Danvey often works on land use planning projects applying his multidisciplinary background in science to provide environmental assessments, resilience planning, flood hazard risk and mitigation, and watershed planning. M.S., Environmental Chemistry, Western Carolina University B.S., Geology (Hydrology), Western Carolina University Rosgen Stream Restoration Certification Levels 1-3 NC DWQ Stream Identification Certification NC DWQ Wetland Assessment Methodology Certification ▪ Section 3 Example Project: Bridge Park Conceptual Plan and Design – Sylva, NC ▪ Scotts Creek Watershed Action Plan – Sylva, NC ▪ NC DMS Fletcher Stream & Wetland Restoration – Fletcher, NC ▪ NC DMS Harrell Stream & Wetland Restoration – Cullowhee, NC ▪ Section 3 Example Project: New Belgium Brewery Stream & Stormwater Project – Asheville, NC
	Jason Seickel, RLA, CEPSCI – Green Infrastructure / Planning 
Education: Licenses / Certifications: Relevant Project Experience:	Mr. Seickel is a landscape architect with 7 years of professional landscape architecture experience. He has expertise in planning, site design, and site engineering for parks, greenways, outdoor recreation, and land development projects from conceptual design through construction documents, and construction administration. Jason focuses on the design of innovative stormwater control measures and integrating these into private and public projects. Jason is a Certified Erosion Prevention and Sediment Control Inspector, a stormwater control measure inspector, and is a member of the City of Asheville Stormwater Task Force and Planning and Zoning Board. MLA, Landscape Architecture, University of Florida B.S., Physics Education, University of Central Florida Professional Landscape Architect, North Carolina (2270) Certified Erosion Prevention and Sediment Control Inspector ▪ Riverside Park Expansion & Wave Master Plan and Natural Play - Woodfin, NC ▪ Section 3 Example Project: Bridge Park Conceptual Plan and Design – Sylva, NC ▪ Section 3 Example Project: New Belgium Brewery Stream & Stormwater Project – Asheville, NC



Matthew Burnette, PG, PH, CFM – Water Resources



Mr. Burnette serves as the Southeast Water Resource Leader for Weston & Sampson and has 12 years of experience helping state, municipal, and private clients address water resources-related concerns. His experience includes the development and application of advanced hydrologic, hydraulic, and water quality computer models to support dam breach and downstream consequences analyses, reservoir operations, spillway design, and stormwater and watershed master planning efforts. Matthew has assisted clients as a program manager, project manager, and technical director for projects ranging from river basin-scale assimilative capacity studies to the rehabilitation of aging or failing neighborhood drainage infrastructure.

Education:

M.S., Hydrology, North Carolina State University
B.S., Hydrology, Western Carolina University

Licenses / Certifications:

Professional Geologist, North Carolina (#2599)
Professional Hydrologist (#100-SW-728)
Certified Floodplain Manager, North Carolina No. NC-20-0799
Surface Water Training and Identification Certification, North Carolina (#977T-1117)

Relevant Project Experience:

- **Section 3 Example Project:** Beaverdam Creek Master Planning and Phase 1 Improvements, Town of Princeton, NC
- **Section 3 Example Project:** Duffyfield Stormwater Enhancements Master Planning, City of New Bern, NC
- South Princeton Stormwater Plan and Improvements, Town of Princeton, NC
- Drainage Planning, Inventory, and Improvements, Town of Vandemere, NC
- Lumber River Basin Flood Study, NCDEQ, Montgomery & Moore Counties, NC
- Neuse River Basin Flood Study, Wake, Wayne, and Wilson Counties, NC
- South Ellerbe Restoration Project, Durham, NC



Marla Ashworth – Municipal and Grant Support

TRC Office: Cary, NC

Ms. Ashworth has 25 years of experience as Town Administrator before joining TRC as a Municipal Community Resource Specialist. Ms. Ashworth has successfully administered over \$15 million in federal, state, and private funding for various projects. She has expertise in the technical, administrative, and financial requirements of grant administration. Her goal is to use her experience to assist smaller municipalities with finance-related matters including planning, applying, obtaining, and administering grant funds to improve infrastructure and promote economic development.

Education:

Mount Olive College/BS/2006/Science

Training:

Effective Supervisory Management, UNC-Chapel Hill School of Government

Relevant Project Experience:

- **Section 3 Example Project:** Town of Selma Stormwater Asset Inventory and Assessment, Town of Selma, NC
- Town of Walstonburg Stormwater Management Plan and Inventory, Town of Walstonburg, NC
- Town of Princeton Stormwater Management Plan and Inventory, Town of Princeton, NC
- **Section 3 Example Project:** Beaverdam Creek Master Planning and Phase 1 Improvements, Town of Princeton, NC
- South Princeton Stormwater Plan and Improvements, Town of Princeton, NC



2.2. Project Team & Resources

TRC is committed to maintaining a maximum of 75% workload capacity for our local project managers and technical leaders. This allows us to be more responsive and accessible, despite the firmwide workload. To promote this focus and responsiveness, TRC provides multiple points of contact that are familiar with the project status, so you can be kept always informed.

In addition to local team members, TRC has a bench of nearly 7,500 employees nationwide and frequently collaborates with other offices to meet project timelines. If selected, TRC and our assembled team will be able to dedicate sufficient staff to meet the Town's timelines, based upon an agreed project schedule.

The below table identifies our key project members and their current workload percentages:

Key Project Members	Current Workload
C. Tyrus Clayton, Jr., PE	50%
Luke Baker, PG	60%
Ian Spurlock, PE	75%
Chris Valdez, PE	55%
Danvey Walsh	60%
Jason Seickel	60%
Matt Burnette, PG, PH, CFM	60%
Jacob Elliot, PLS	50%
Amber Horrie	50%
Marla Ashworth	50%

CAPACITY

Project Managers and key project personnel meet regularly to review planned milestones and progress, make schedule adjustments, and align commitments to accommodate the completion of project deliverables in a timely manner.

Team member organization: TRC Engineers

Team member organization: Equinox Environmental

Team member organization: Weston & Sampson





3. Section 3 | Team Experience & Qualifications

Stormwater Asset Inventory and Stormwater Master Planning

Town of Boone, NC



TRC was selected by the Town of Boone to provide survey, asset inventory and assessment, and stormwater master planning services for the Town's stormwater drainage system. Spread across six square miles of the Blue Ridge Mountains, the Town of Boone's drainage system consists of a complex mixture of pipes, inlets, and channels that includes Appalachian State University. The Town maintained two individual GIS-data sets for their stormwater infrastructure. This existing data was a mixture of survey and mapping grade, from multiple inspections, and had multiple data gaps.

TRC utilized ESRI's UtilityNetwork geodatabase schema as the basis for the Town's new stormwater inventory. Once acceptable to the Town, TRC developed an ESRI Field Maps application that would populate the UtilityNetwork-ready database with information on the spatial location, material, size, and structure conditions at each location.

TRC deployed a team of experienced surveyors to collect information on stormwater infrastructure, including pipe size, material, and elevations, structure type, multiple condition inspection points, and photographs. Each structure was collected utilizing a Trimble R12i GPS, which provided survey grade accuracies in both the vertical and horizontal datums. Due to efficiencies in TRC's field collection, we were able to provide additional structure assessments and surveys above the guaranteed total within the proposal as a value-added service. **TRC collected information on over 2,000 stormwater structures, approximately 30% more than originally anticipated at no additional cost to the Town!**

TRC is currently working with the Town to identify areas of concern for stormwater modeling, green stormwater infrastructure planning, stakeholder engagement, and resiliency planning, as well as framework for the Town to develop a stormwater utility, with a draft plan anticipated to be submitted the summer of 2025.

Dates

Start: February 2024

Complete: Ongoing (June 2025)

Completed on Time

Ongoing

Original Proposed Cost

\$385,000

Final Cost

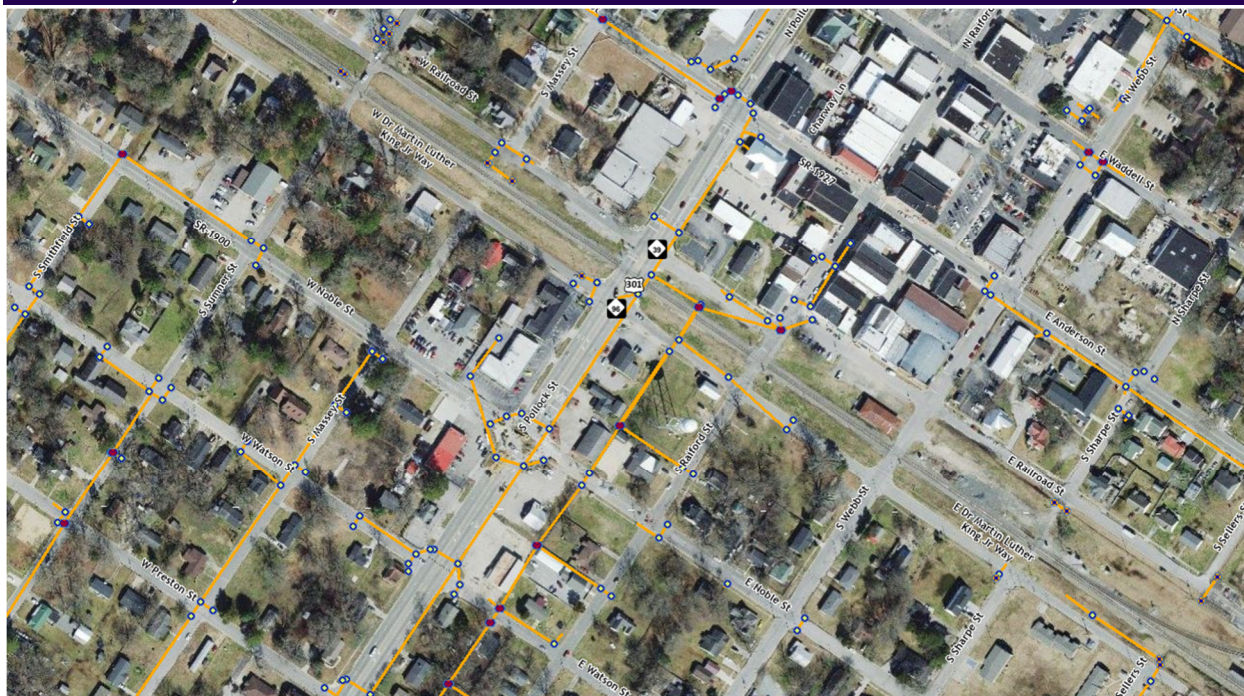
Ongoing (anticipated under budget)

Reference Contact Information

Town of Boone
George Santucci – Sustainability and
Special Projects Manager
567 King St.
Boone Town Hall,
Boone, NC 28607
828.268.6200



Stormwater Asset Inventory and Assessment Town of Selma, NC



In 2022, TRC assisted the Town of Selma with applying for a Department of Water Infrastructure Local Assistance for Stormwater Infrastructure Investments (LASII) program. Utilized to provide planning funding to municipalities who have demonstrated water quality and quantity problems, TRC's application was successful in helping the Town obtain \$345,000!

TRC, as part of a team, was selected by the Town of Selma to provide survey, asset inventory and assessment services for the Town's stormwater drainage system. Just north of Smithfield, NC, the Town of Selma experiences flooding from various size storms. These storms impact roads and homes, with the Town having multiple flood rescues during unnamed storms.

Utilizing a geodatabase schema acceptable to the Town, TRC developed an ESRI Field Maps application that would populate the geodatabase with information.

TRC deployed a team of experienced surveyors to collect information on stormwater infrastructure, including pipe size, material, and elevations, structure type, multiple condition inspection points, and photographs. Each structure was collected utilizing a Trimble R12i GPS, which provided survey grade accuracies in both the vertical and horizontal datums.

TRC surveyed approximately 987 stormwater structures, such as pipe ends, culverts, inlets, and manholes throughout the Town. TRC provided our completed geodatabase to the Town on time and on budget.

Dates

Start: January 2024

Complete: July 2024

Completed on Time

Yes

Original Proposed Cost

\$105,000

Final Cost

\$105,000

Reference Contact Information

Town of Selma
Chief Phillip McDaniel
Deputy Town Manager / Fire Chief
212 North Raiford Street
Selma, NC 27576
919-524-6579
PMcDaniel@selma-nc.com

Bridge Park Conceptual Plan and Design Sylva, NC



As a part of the Scott's Creek Watershed Action Plan that Equinox developed in 2018, Bridge Park was listed as an important location to implement stormwater control measures to help improve water quality in Scott's Creek.

In 2021, the Town of Sylva hired Equinox to develop a plan for creating a stormwater control measure within the parking area for the existing community park. This plan includes a system of interconnected bioretention cells, a more functional parking arrangement, a variety of native plantings, and an accessible sidewalk connection to the park. The project involved data collection, a topographical survey, conceptual design, and construction documents.

Dates

Completed: 2021

Reference Contact Information

Town of Sylva, NC
Paige Dowling, Town Manager
828-586-2719

New Belgium Brewery Stream and Stormwater Project Asheville, NC



This award winning project included stream restoration, wetland creation, and green infrastructure design to create a park-like setting while addressing water quality enhancements.

The project included site analysis, environmental permitting, design, plan preparation, construction oversight, construction for the innovative stormwater BMPs, and restoration of Penland Creek. Penland Creek was a degraded urban ditch that flowed through the center of the site. The restoration of the creek that serves as a central feature of the New Belgium Brewery landscape, involved re-constructing Penland Creek as a rapid-cascade and step-pool stream through the urban setting of the brewery. Site constraints, client needs, and environmental concerns provided numerous challenges for this project. These concerns resulted in requiring the stream channel bed to be undercut to remove contaminated soil and installation of underlining to prevent potential future groundwater contamination seepage. The stream restoration incorporated the surrounding infrastructure, reestablished a natural channel and riparian corridor within a confined valley, and provided public connection to naturalized areas.

The interconnected stormwater BMPs were designed for water quality benefit while being located within a Brownfields site. The BMPs were designed with native plants to increase the infiltration of water and clean it through the microbial activity of plant roots and soils, while also providing habitat., conceptual design, and construction documents.



Dates

Completed: 2016

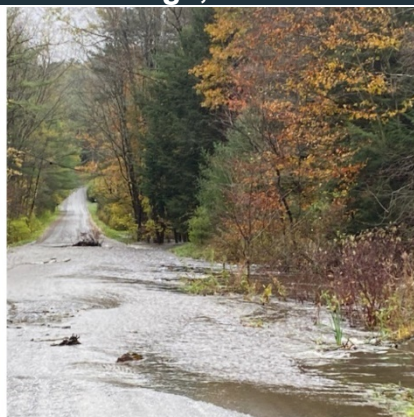
Reference Contact Information

New Belgium Brewery
Sarah Fraser, Sustainability Specialist
sfraser@newbelgium.com



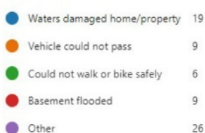
Climate Ready Resilient Stormwater Plan Towns of Richmond & West Stockbridge, MA

Weston & Sampson™



How have you been affected by flooding, if you have been?

[More Details](#)



The Towns of Richmond and West Stockbridge are facing increasingly extreme riverine and stormwater flooding events on roads, floodplains, and adjacent properties, which already experience flood and erosion impacts. Using grant funds from the Massachusetts Municipal Vulnerability Preparedness (MVP) Program, the towns retained Weston & Sampson to prepare a Resilient Stormwater Action & Implementation Plan for the region. The goal of the plan was to determine the climate factors driving flooding and stormwater runoff that impact the towns today and could in the future; identify opportunities for nature-based and green infrastructure (GI) solutions within three watersheds; and provide a prioritized list of evaluated and implementable projects to help minimize future flooding and stormwater impacts.

Weston & Sampson implemented a field data collection program to minimize current data gaps and validate existing information. They also performed climate projection modeling to help predict future climate rainfall over multiple design storm events, using the stormwater model to identify potential flood-prone areas and evaluate the potential benefit of various green and gray stormwater management practices under existing and future climate conditions. Based on this data, they identified 56 potential projects that utilize bioretention, stream restoration, green infrastructure, dam removal, culvert redesign, and more.

Input on stormwater problem areas and priority solutions was gathered through community survey, tabling events, and public meetings. A demonstration rain garden was installed at West Stockbridge's Town Hall, and a web-based storymap was created to help residents learn about existing green infrastructure projects in the county. Engagement activities associated with the project, including webinars targeting waterfront landowners, interviews with agricultural operators, and community education, also helped inform and mobilize members of the community to address stormwater on their own properties.

Dates

Complete: June 2023

Reference Contact Information

Regional Coordinator Municipal
Vulnerability Preparedness (MVP)
Program: Berkshires & Hilltowns Region
Carrieanne Petrik
617-875-0911
carrieanne.petrik@mass.gov



Beaverdam Creek Master Planning, Phase 1 and Phase 2 Improvements Town of Princeton, NC



When multiple culvert crossings were lost due to floodwaters from Hurricane Matthew, the Town of Princeton selected TRC to develop a master plan for improvements of the Town's northern drainage system, identifying possible upfits and rehabilitation projects to assist with flood resiliency.

This masterplan for the Beaverdam Creek identified multiple areas for improvements within the Town limits. A key culvert crossing at Pearl Street and Center Street was identified as being undersized and in-need of replacement. As well, multiple other crossings were undersized or had been replaced with smaller culverts when the roads were lost from Hurricane Matthew. The Beaverdam Creek had also become incised, causing slope erosion and introducing debris, further restricted the drainage system. One of the worst areas was adjacent to the Town's wastewater treatment plant (WWTP), where a bank failure had undermined the power source for the plant which served the entire Town.

Following our planning efforts, TRC assisted the Town with multiple grant applications to help fund the project. Due to the scale of the project, the improvements were split into multiple phases, based upon the funding sources identified. In 2018, TRC prepared a GoldenLEAF Foundation grant application, resulting in approximately \$500,000 in grant funding for the project for Phase 1 improvements.

In 2022, TRC assisted the Town with obtaining a grant from Johnston County and the NC Department of Agriculture's StRAP program, totaling in an additional \$702,288 of funding for a second phase of improvements, focusing on reinforcing the Beaverdam Creek bank at the WWTP and removing debris throughout the downstream portion of the creek to the Town's limits.

TRC provided surveying, design, environmental and road permitting, bidding assistance, grant assistance, easement acquisition support, and construction administration throughout Phase 1 and 2 of the rehabilitation project. Phase 1 consisted of stabilizing approximately 510 feet of the Beaverdam Creek, the main drainage system for much of the Town. The existing dual culvert system, as well, was replaced with a large aluminum box culvert and headwall system. Phase 2 included removal of vegetative debris and sediment from approximately one mile of the lower Beaverdam Creek. As well, the slope adjacent to the Town's WWTP grit chamber was reinforced with concrete, riprap, and the power pole relocated.

In 2024, TRC assisted the Town with applying for a FEMA Building Resilient Infrastructure and Communities (BRIC) grant through a competitive process led by the NC Department of Public Safety. Totalling in over \$2.1 million dollars, the Town's application moved into the more detailed round of review in August 2024. TRC is proud to have assisted the Town with applying for and obtaining millions of dollars to help fund their resiliency and flood mitigation goals!

Dates

Start: November 2017

Complete:

Phase 1 – September 2022

Phase 2 – July 2024

Phase 3 – Ongoing

Completed on Time

Yes

Original Proposed Cost

\$198,860 (Design – Combined)

Final Cost

\$210,260 (Design Combined –additional
Mussel Survey Required by USACE)

Reference Contact Information

Town of Princeton
Michael King
Town Administrator
PO Box 67
Princeton, NC 27569
919.936.8171



Duffyfield Community Stormwater Enhancements Master Planning New Bern, NC



TRC provided professional engineering and landscape architecture services for the preliminary evaluation and assessment of stormwater improvement measures within the Duffyfield Community in the City of New Bern.

The preliminary evaluation and assessment were conducted to support the City's Development Services Department in various grant applications to fund overall project development and construction. Our engineering services included performing the overall drainage area delineation, estimating peak flow and runoff volumes for various storms from the drainage area, and quantifying the amount of water quality benefits so the City could understand potential stormwater improvement measures within the Duffyfield Community.

After performing the preliminary engineering analyses, we developed a preliminary conceptual design for proposed stormwater enhancements. The conceptual design considered the many site constraints within the area, including the railroad, public utilities, roadways, and location of properties already purchased by the City.

Additionally, we worked with both the City's Development Services and Public Works Departments to develop a conceptual design that would not only improve the overall quality of the Duffyfield Community but could be easily maintained by City staff.

Finally, TRC developed planning level cost estimations and construction sequencing for the overall transformation of the Duffyfield Community. This would allow for the City to complete phases of the project based on the availability of funding.

Dates

Start: August 2019
Complete: September 2019

Completed on Time

Yes

Original Proposed Cost

\$15,000

Final Cost

\$15,000

Reference Contact Information

City of New Bern
George Chiles, Public Works Director
300 Pollock St.
New Bern, NC 28560
252.636.4000



Tropical Storm Fred Damage Inventory, Assessments, and Repairs Buncombe, Haywood, and Transylvania Counties, NC



In August 2021, Tropical Storm Fred swept through the western region of North Carolina dropping a historical amount of rainfall in a very short period. This caused significant and damaging flooding in Haywood, Transylvania, and Buncombe Counties. Tremendous damage occurred to private property, roadways, and critical infrastructure throughout the region.

Through a partnership with the North Carolina Office of State Budget Management – Disaster Recovery Unit, TRC was selected to complete inspections and assessments of private residential property accesses that were damaged or affected by the significant flooding. These assessments were focused on private bridges and culverts within ditches, creeks, and streams not considered to be maintained by NCDOT.

TRC quickly mobilized a dedicated group of skilled survey crews and managers to attack this emergency work. Within 10 days of notice-to-proceed, a mobile GIS data acquisition survey was developed, tailored specifically to this project, allowing six survey crews to mobilize into the area in October 2021 and begin field assessments. Data collection included a description of the damage, severity, the number of impacted homes, site address, GPS location, preliminary construction cost estimates, and photographs. Data was collected and available for review by the stakeholders in real time, with a final printed report and GIS geodatabase to be provided upon completion of the assessments at the end of 2021.

After approximately four weeks of assessments, a total of 604 sites were surveyed and data forms completed. After completion of assessments, projects of critical and emergency need entered the design and construction phase immediately.

TRC completed several task orders related to the recovery. These task orders included culvert replacements, bridge repairs, and land slide repairs. TRC services included survey, geotechnical, civil and water resources engineering, as well as construction administration.

Dates

Start: October 2021

Complete: January 2022

Original Proposed Cost

\$100,000 (Assessments Only)

Final Cost

\$125,000 (Additional Inspections Added)

Reference Contact Information

NC Office of State Budget Management
Disaster Recovery Section
John Donachie, Operations Manager
430 N Salisbury Street – Room 4002
MSC20320 – Raleigh NC 27699-0320
(984) 236-0734
john.donachie@osbm.nc.gov



4. Section 4 | Project Approach

Begin With the End in Mind

As with all our successful projects, the TRC team crafts our methodology from the beginning with the client's end goals in mind. With this focus, TRC will meet with the City and any local stakeholders prior to beginning the project to identify problem areas and known data gaps. This will enable the TRC team to focus our scope of work, as well as minimize the risk of change orders, and plan our approach in the most efficient and comprehensive manner.

TRC will review any existing information — such as existing inventories, as-builts, drainage studies, or plans — to identify gaps and areas of focus. If digital information does not exist, TRC will perform a desktop review to identify the approximate location of infrastructure. This allows our field effort to be more targeted during the later inventory and assessment phase. The field assessment is often the most labor intensive and costly portion of any asset inventory and assessment project. By identifying these gaps and understanding critical areas, we can focus on our goals of reducing timelines and providing better value to the City. We are committed to assisting the Town in procuring the maximum amount of data with the available funding.

Prior to engaging our field personnel, TRC's water resources professionals will utilize publicly available data, such as LiDAR or USGS Topographic Maps, to develop a preliminary subbasin map of the City's corporate limits. This allows us to more easily identify where contributing drainage infrastructure may be, eliminate overlap of field services, and provide a more detailed assessment in our known problem areas.

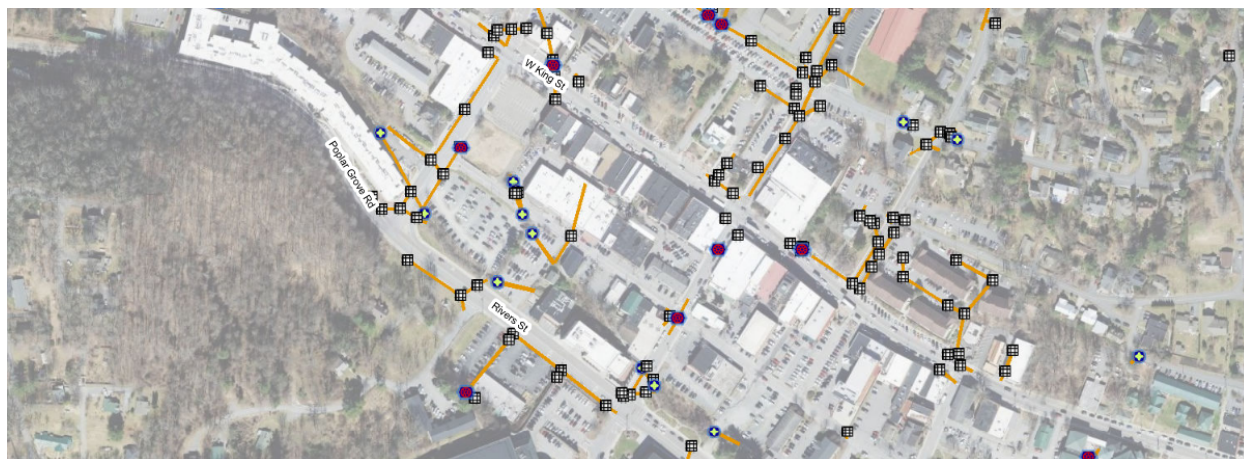
In-House Geomatics, Surveying, and SUE

Following initial engagement and data review, TRC's in-house geomatics team will assemble a field data collection application utilizing ESRI's Field Maps, Survey123, or similar application, which will include a web application to allow the Town to track progress throughout the field efforts. TRC can also provide this application to the Town's organizational account upon project completion to allow future collection of stormwater assets by Town staff.

TRC will deploy members from our geomatics and surveying team to collect information within our project areas. TRC will utilize a GNSS Trimble R12i GPS receiver for this work, capable of achieving survey-grade (less than 0.1') accuracies in both the vertical and horizontal datums. This receiver will be paired with the ESRI inspection application generated, operated through an iPad or similar device, to collect infrastructure condition comments, pipe size, material, asset photos, and other notes, in addition to spatial information. In areas with poor GPS connectivity, TRC can provide traditional survey methods in order to accurately locate your stormwater infrastructure.

All of our collected data is uploaded instantly to the web map for review and tracking, with access provided both to Town staff as well as TRC's and Weston & Sampson's water resources team.

In addition to survey information, TRC's subsurface utility team are available to perform closed circuit TV inspection of drainage infrastructure. This can help identify blockages, failures, or blind connections to help fill in areas missing information.



Stormwater Asset Inventory and Assessment Data – Town of Boone, NC



North Hills Neighborhood Flood Mitigation Study Results – City of New Bern, NC

Finger on the Pulse

Concurrent with field data collection, TRC's community resource specialists will begin a community engagement phase. Shortly after kickoff, a community survey will be assembled and published for City residents to provide input on concerns, problem areas, and desired outcomes and other information to help guide our planning process. Responses will be compiled and prioritized based on repeated entries or sensitive communities. Throughout the planning process, community meetings will be held. These meetings, held in-person in the community, will be open to residents to come and review prepared concepts, offer additional feedback, and participate in the design process.

Condition Assessment Expertise

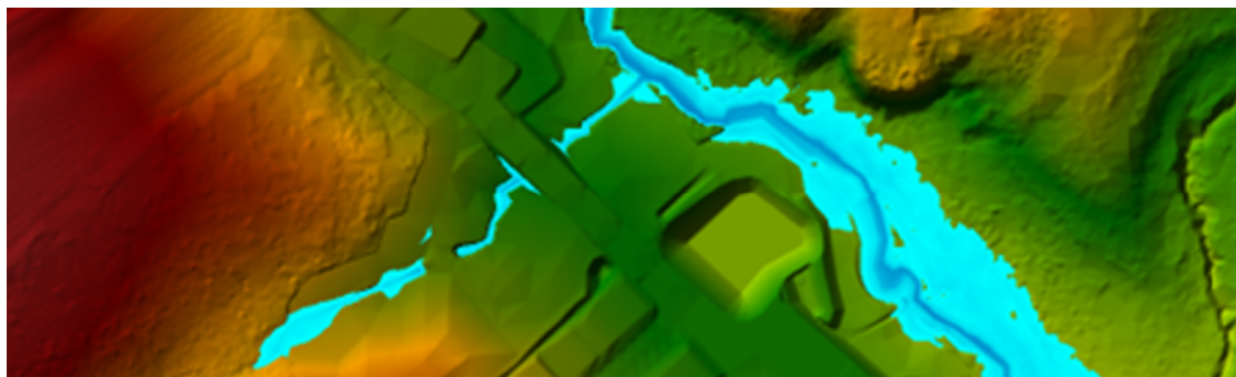
TRC's staff includes professionals with experience assisting municipalities across North Carolina and Virginia with assessing public infrastructure. Our field assessment allows our inspectors to step through every element of the asset, with key questions in mind. Is the inlet damaged or offset? Are there signs of infiltration through the structure walls? Has debris or sediment accumulated in the pipes, restricting flow?

TRC's tailor-made stormwater infrastructure inspection tool allows our inspectors to be laser-focused in their assessment. Following the assessment, we will photograph each asset, including the structure approach (with identifiable background features), the inlet, the bench, and each invert. This data will be stored within the project geodatabase, which will be a final deliverable we will provide to the City.

Increasing Resiliency

While the knowledge of the location and condition of an asset on a sunny day is worthwhile, a comprehensive condition assessment requires an understanding of that asset on a rainy day. TRC and Weston & Sampson's water resources professionals will develop hydraulic and hydrologic models of the study area to assess stormwater infrastructure capacity and flooding extents.

Our Team is prepared to provide as detailed of analysis as desired for each area. Using the field information collected, our Team can provide flood models for urban drainage systems to streams, creeks, and rivers.





Nature-Based Solutions & Green Infrastructure

As we have seen from recent storms, the need to plan for nature's integration into our resiliency strategies has never been more critical. The key is to design and implement solutions that mimic the natural water cycle, enhancing a community's ability to adapt to climate change and extreme weather events. This can include strategies like permeable pavements, green roofs, rain gardens, and bioswales, all of which help manage stormwater onsite, increase groundwater recharge, and reduce peak discharge rates. Green infrastructure also provides an opportunity to improve water quality by filtering pollutants before they reach waterways, mitigating flood risks, and reducing pressure on traditional drainage systems. Integrating green stormwater into urban landscapes can make cities more resilient to flooding, droughts, and rising temperatures, while also offering long-term cost savings compared to conventional stormwater infrastructure. This holistic approach not only addresses immediate water management challenges but also supports a sustainable, adaptive future. Our team of landscape architects, planners, and engineers are experienced with identifying, planning, and enacting nature-based solutions from the conceptual level through construction and restoration monitoring.

Master Planning Expertise

A successful stormwater management project does not end with the collected data and analysis. Following completion of our field inventory and analyses, TRC will prepare a report, discussing the state of the drainage system and any deficiencies identified.

We will provide a printout of each inspection report, identifying pipe size, materials, any damage, debris, or other elements for consideration. In addition to physical damages, TRC will utilize the results of our analyses to include improvements to help mitigate or eliminate flooding. The provided capital improvement plan will discuss our assessment procedures, modeling results, ranking methodology and priority ranking. Conceptual improvements or layouts can also be prepared to support the plan. Each improvement will include a preliminary construction cost estimate.

A comprehensive capital improvement and system master plan is vital in understanding current and future needs, as well as planning to fund those expenditures. In addition, a capital improvement plan can be critical in obtaining future grant or loan funding. TRC maintains a local staff of municipal and funding specialists who can provide expertise in applying, obtaining, and administering grants or other funding opportunities.



5. Section 5 | Schedule, Deliverables, Insurance

5.1. Schedule

Based upon the potential scope of work included in the request for qualifications, TRC anticipates performing those services within the below schedule. Should this not meet your expectations or scope items change, we are happy to discuss a revised schedule that meets your expectations.

Brevard Stormwater Master Plan - Project Schedule																								
	2025												2026											
Task	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Project Start																								
Community Engagement																								
Community Survey																								
Community Meeting #1																								
Community Meeting #2																								
Community Meeting #3																								
Community Meeting #4																								
Field Data Collection																								
Review Available Data (GIS, Survey, Public)																								
Supplemental GIS Asset Inventory																								
Subsurface Utility Survey																								
Connectivity and Quality Control																								
Hydrologic and Hydraulic Analysis																								
Set up Hydrologic Model																								
Set up Hydraulic Model																								
Resiliency Planning																								
Conceptual Planning																								
Final Reporting																								
Present Project to the Board																								
Grant and Project Management																								

5.2. Deliverables

As part of the project, TRC will establish a project-specific SharePoint site. TRC anticipates that final deliverables may include:

- GIS Geodatabases
- CCTV Video Recordings
- Stormwater Models (EPA SWMM or HEC-RAS)
- Community Survey, Results, Presentations, and Summaries
- Conceptual Plans for Gray and Green Infrastructure Improvements
- Stormwater Master Plan, including summary of above deliverables, cost estimates, and considerations.

5.3. Insurance Requirements

TRC makes no exceptions to the requested insurance requirements and will provide the City with documentation of the necessary insurance requirements issuance of an executed contract.

5.4. Past Work with the City of Brevard

While TRC has not yet had the opportunity to work with the City of Brevard, we trust that any of the below references, with projects similar in scope and location to the City, would be happy to provide a reference to the quality and responsiveness of our assembled Team:



TRC Engineers Reference

NC Office of State Budget Management
Disaster Recovery Section
John Donachie, Operations Manager
430 N Salisbury Street – Room 4002
MSC20320 – Raleigh NC 27699-0320

Phone: 984.236.0734

Email: john.donachie@osbm.nc.gov

Projects: Tropical Storm Fred Damage Inventory, Assessments, and Repairs, Sparta Earthquake Repairs, Guilford County Floodplain Demolitions

TRC Engineers Reference

City of New Bern
George Chiles, Public Works Director
300 Pollock St., New Bern, NC 28560

Phone: 252.636.4000

Email: ChilesG@newbernnc.gov

Projects: Hurricane Florence Recovery, Multiple Water Resources Engineering and Feasibility Studies, Stormwater Control Measure Asset Management

TRC Engineers Reference

Town of Boone
George Santucci, Sustainability and Special Projects
Boone Town Hall
567 King St., Boone, NC 28607

Phone: 828.268.6200

Email: george.santucci@townofboone.net

Projects: Stormwater Asset Inventory and Master Planning

Equinox Environmental Reference

Town of Sylva
Paige Dowling, Town Manager

Phone: 828.586.2719

Email: townmanager@townofsylva.org

Projects: Bridge Park

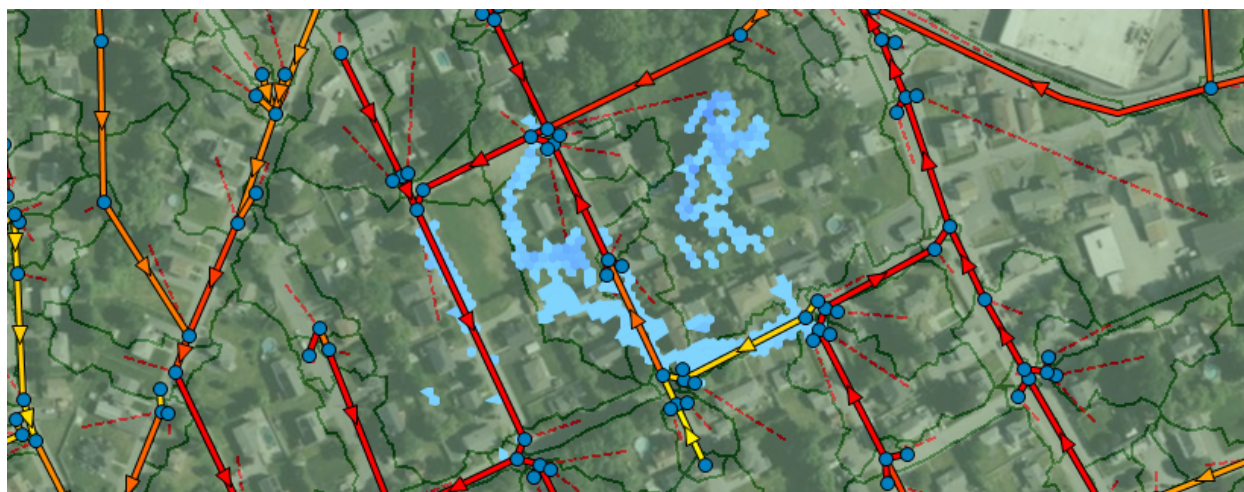
Weston & Sampson Reference

Regional Coordinator Municipal Vulnerability
Preparedness (MVP) Program: Berkshires & Hilltowns
Region
Carrieanne Petrik

Phone: 617-875-0911

Email: carrieanne.petrik@mass.gov

Projects: Climate Ready Resilient Stormwater Plan





ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

n/a

PART G – Key Personnel Participate in Example Projects

Names of Key Personnel	Role in This Contract	Example Projects Listed in Section 3.									
		1	2	3	4	5	6	7	8	9	10
Tyrus Clayton, Jr., PE	Principal-in-Charge	X	X				X	X	X		
Luke Baker, PG	Project Manager	X	X				X	X	X		
Ian Spurlock, PE	Civil Engineering Lead	X	X				X				
Chris Valdez, PE	Civil Engineer	X									
Jacob Elliot, PLS	Survey Lead	X	X				X				
Amber Horrie	GIS Lead	X	X								
Danvey Walsh	Green Infrastructure Design			X	X						
Jason Sieckel	Green Infrastructure Design			X	X						
Matt Burnette, PG, PH, CFM	Water Resources					X	X	X			
Marla Ashworth	Funding Administration		X				X				

Example Projects Key

No.	Title of Example Project from Section 3	No.	Title of Example Project from Section 3
1	Boone, NC – Stormwater Asset Inventory & Master Planning	6	Beaverdam Creek Master Plan, Phase 1 and 2 Improvements
2	Selma, NC – Stormwater Asset Inventory	7	Duffyfield Stormwater Enhancements Master Plan
3	Sylva, NC – Bridge Park Conceptual Plan	8	Tropical Storm Fred Inventory, Assessments, and Repairs
4	New Belgium Brewery Stream & Stormwater Project	9	
5	Climate Ready Resilient Stormwater Plan	10	

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

b. DATE

C. Tyrus Clayton, Jr.

March 14, 2025

c. NAME AND TITLE

C. Tyrus Clayton, Jr., PE
Director – NC Site Development and Civil



ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

n/a

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME TRC Engineers, Inc.			3. YEAR ESTABLISHED 1923		4. UNIQUE ENTITY IDENTIFIER GA9NC9RFYU35	
2b. STREET 705 Dogwood Road			5. OWNERSHIP			
2c. CITY Asheville			a. TYPE C-Corporation			
2d. STATE NC		2e. ZIP CODE 28806		b. SMALL BUSINESS STATUS N/A		
6a. POINT OF CONTACT NAME AND TITLE C. Tyrus Clayton Jr., PE – Director, NC Site Development and Civil			7. NAME OF FIRM (If Block 2a is a Branch Office)			
6b. TELEPHONE NUMBER 919.795.6302		6c. EMAIL ADDRESS TClayton@trccompanies.com				
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	1576		C11	Community Facilities	5
05	Archeologist	182		C14	Conservation and Resource Management	3
06	Architect	18		C15	Construction Management	8
07	Biologist	29		C16	Construction Surveying	1
08	CADD Technician	59		E09	Environmental Impact Studies, Assessments	8
12	Civil Engineer	320	1	E10	Environmental and Natural Resource Mapping	1
13	Communications Engineer	7		E11	Environmental Planning	2
14	Computer Programmer	227		E12	Environmental Remediation	6
21	Electrical Engineer	715	7	E13	Environmental Testing and Analysis	7
23	Environmental Engineer	204	1	G04	Geographic Information System Services: Development, Analysis, and Data Collection	6
24	Environmental Scientist	454		H03	Hazardous, Toxic, Radioactive Waste Remediation	5
29	GIS Specialist	195		H07	Highways; Streets; Airfield Paving; Parking Lots	7
30	Geologist	94		H13	Hydrographic Surveying	1
15	Construction Inspector	353		L02	Land Surveying	1
38	Land Surveyor	27		S10	Surveying; Platting; Mapping; Flood Plain Studies	8
48	Project Manager	833		S13	Stormwater Handling & Facilities	5
57	Structural Engineer	31		T03	Traffic & Transportation Engineering	10
58	Technician/Analyst	1848		W02	Water Resources; Hydrology; Ground Water	8
	Others	303	9	Z01	Zoning; Land Use Studies	1
Total		7475	18			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	10	Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	\$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	\$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		\$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		\$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE March 14, 2025
c. NAME AND TITLE C. Tyrus Clayton, Jr., PE Director – NC Site Development and Civil	



ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

n/a

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME TRC Engineers, Inc.			3. YEAR ESTABLISHED 1969		4. UNIQUE ENTITY IDENTIFIER 05-418-3884	
2b. STREET 114 Edinburgh South Drive, Suite 200			5. OWNERSHIP			
2c. CITY Cary			a. TYPE C-Corporation			
2d. STATE NC			b. SMALL BUSINESS STATUS N/A			
2e. ZIP CODE 27511			7. NAME OF FIRM (If Block 2a is a Branch Office)			
6a. POINT OF CONTACT NAME AND TITLE C. Tyrus Clayton Jr., PE – Director, NC Site Development and Civil			8b. YEAR ESTABLISHED 1972			
6b. TELEPHONE NUMBER 919.827.0864			8c. UNIQUE ENTITY IDENTIFIER 06-235-5177			
6c. EMAIL ADDRESS TClayton@trccompanies.com			8a. FORMER FIRM NAME(S) (If any) Draper, Marks, Aden and Associates			

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	1576	2			
08	CADD Technician	59	2			
12	Civil Engineer	320	6			
23	Environmental Engineer	204	3	E01, E09, E10, E11, E12, E13, S07, W02	Environmental Services	9
24	Environmental Scientist	454	6	C15, C16, S05, T02	Geotechnical Engineering and Construction Testing, Inspections	10
29	GIS Specialist	195	1	P09	Site Development and Infrastructure	6
30	Geologist	94	2	S09	Structural Engineering	5
15	Construction Inspector	353	3	A02, H13, L02, P03, S10, T04	Surveying, Scanning, Aerial	6
38	Land Surveyor	27	4	S04, W03	Utilities Engineering	8
48	Project Manager	833	1			
57	Structural Engineer	31	1			
58	Technician/Analyst	1848	7			
	Others	1,481	3			
Total		7475	41			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	10	Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	\$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	\$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		\$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		\$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE March 14, 2025
c. NAME AND TITLE C. Tyrus Clayton, Jr., PE Director – NC Site Development and Civil	

STANDARD FORM 330 (Rev.8/2016)) PAGE 6



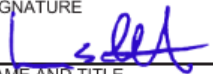
ARCHITECT-ENGINEER QUALIFICATIONS				1. SOLICITATION NUMBER (If any)		
PART II - GENERAL QUALIFICATIONS <i>(If a firm has branch offices, complete for each specific branch office seeking work.)</i>						
2a. FIRM (or Branch Office) NAME WSE of North Carolina, PC				3. YEAR ESTABLISHED 2019	4. UNIQUE ENTITY IDENTIFIER UERUKNFQN3D5	
2b. STREET 2052 Energy Drive				5. OWNERSHIP		
2c. CITY Apex		2d. STATE NC	2e. ZIP CODE 27502	a. TYPE Privately Held Corporation		
3a. POINT OF CONTACT NAME AND TITLE Kevin Hutchens, PE, Regional Manager				b. SMALL BUSINESS STATUS Not Applicable		
6b. TELEPHONE NUMBER 919-297-0220		6c. EMAIL ADDRESS hutchens.kevin@wseinc.com		7. NAME OF FIRM (If Block 2a is a Branch Office) Weston & Sampson		
8a. FORMER FIRM NAME(S) (If any) Robert Spurr Weston Weston & Sampson (partnership) Weston & Sampson Engineers, Inc.				8b. YEAR ESTABLISHED 1899 1916 1976	8c. UNIQUE ENTITY IDENTIFIER Not Applicable Not Applicable UERUKNFQN3D5	
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	120	5	B02	Bridges	7
06	Architect	28	1	C14	Conservation & Resource Management	6
08	CADD Technician	7		C15	Construction Management	4
10	Chemical Engineer	3		C18	Cost Estimating; Cost Engineering & Analysis; Parametric Costing; Forecasting	3
11	Chemist	1		D02	Dams (Earth; Rock); Dikes; Levees	7
12	Civil Engineer	128	3	E09	Environmental Impact Studies; Assessments or Statements	7
14	Computer Programmer	5	1	E12	Environmental Remediation	7
15	Construction Inspector	27		H07	Highways; Streets; Airfield Paving	6
16	Construction Manager	12		H12	Hydraulics	6
18	Cost Engineer/Estimator	1		G04	Geographic Information System Services	5
21	Electrical Engineer	12		I06	Irrigation; Drainage	6
23	Environmental Engineer	67	1	L03	Landscape Architecture	10
24	Environmental Scientist	28		P02	Petroleum & Fuel (Storage & Distribution)	7
27	Foundation/Geotechnical Engineer	10		P04	Pipelines (Cross-Country- Liquid & Gas)	6
29	Geographic Information System Specialist	6		P06	Planning (Site, Installation, & Project)	7
30	Geologist	24	1	R04	Recreation Facilities (Parks, Marinas, Etc.)	8
32	Hydraulic Engineer	2		R11	Rivers; Canals; Waterways; Flood Control	8
34	Hydrologist	10		S04	Sewage Collection, Treatment, & Disposal	10
38	Land Surveyor	1		S05	Soils & Geologic Studies; Foundations	1
39	Landscape Architect	42		S07	Solid Wastes; Incineration; Landfill	7
42	Mechanical Engineer	12		S09	Structural Design; Special Structures	7



46	Photogrammetrist	1		S12	Swimming Pools	10
47	Planner: Urban/Regional	21		S13	Storm Water Handling & Facilities	8
48	Project Manager	35		T02	Testing and Inspection Services	6
50	Risk Assessor	1		T03	Traffic & Transportation Engineering	10
51	Safety/Occupational Health Engineer	3		U03	Utilities (Water and Sewer)	10
52	Sanitary Engineer	78		W02	Water Resources; Hydrology; Ground Water	10
53	Scheduler	1		W03	Water Supply; Treatment & Distribution	10
55	Soils Engineer	1				
56	Specifications Writer	1				
57	Structural Engineer	11				
58	Technician/Analyst	33				
60	Transportation Engineer	34	4			
62	Water Resources Engineer	43				
63	Electrician	9				
64	Mechanic	28				
65	Foreman	7				
67	Laborer	13				
68	General Manager	12				
69	Waterworks Operator	7				
70	Wastewater Operator	25				
71	UAS Specialist	3				
72	Visualization	1	1			
73	Aquatics Engineer	4				
76	Driller	2				
77	Well & Pumps	20				
Total		940	17			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	6	1. Less Than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE November 1, 2024
c. NAME AND TITLE Kevin Hutchens, PE, Regional Manager	

STANDARD FORM 330 (REV. 7/2021)

STAFF REPORT

City Council, Monday, April 21, 2025

Title: Health Insurance Transition to Carolina Public Entity Cooperative

Speaker: Kelley Craig, Human Resources Director
Wilson Hooper, City Manager

Prepared by: Kelley Craig, Human Resources Director

Approved by: Wilson Hooper, City Manager

Background

Though the city benefits from being a member of a group called the Intergovernmental Healthcare Alliance (which helps the city and its partners achieve volume discounts for certain healthcare services, pharmaceuticals, and stop-loss coverage), for the purposes of employee/dependent health insurance coverage, the City of Brevard is self-insured. This means that the cost of the insurance the city purchases for its employees/dependents each year is based on its profile alone. If the city has a year of high claims, its renewal cost will be higher.

And the city's claims were up significantly in the current year. As such, the cost of renewing under the same terms was up \$547,182 from the prior year. The city's insurance broker, Mark III, suggested the city consider joining a new insurance arrangement that would carry a different risk profile, but cost only \$97,000 more than the prior year. Staff brought this proposal to the Finance, Human Resources, and Citizen Appointment Committee in April and they referred it to full Council. Full Council discussed it briefly at the April 7 Budget Workshop, but staff seek official approval this evening.

Discussion

The new arrangement -called the Carolina Public Entity Cooperative (CPEC)- allows participating entities to collaborate, govern, and manage insurance collectively. CPEC is a more traditional insurance scheme, where participants pool their risk. Under the arrangement, Brevard's yearly renewal rates will be based not on its individual claims, but on the claims of the entire pool. This spreads the risk and lessens the possibility that a few large claims may skew the renewal cost. At present, seven other local governments with a subscriber count totaling around 1,600 have committed.

Another area where the risk profile is different is in the plan's triggers. Currently, the city pays out of pocket for all claims up to \$45,000, after which insurance is triggered and pays the remainder. Under the new plan, that amount would change to \$50,000. The other area of risk is if the pool's claims exceed the administrator's actuarial projections. If this happens the administrator would make a "call" to each of the plan's participants asking them to contribute to their share of the overage. The first change is actuarially projected to have little impact on the city's liabilities, and the second is deemed to be very unlikely. In both cases, the staff deem the risks to be worth the upfront savings that the new plan

offers.

The change will be indistinguishable to Brevard's employees and their dependents. The plan will consist of all the same elements as the current plan. Employees who subscribe to employee/dependent coverage will likely see a small increase to their monthly premium, but that change is independent of this change, and will likely be higher if the city chooses to stick with the current arrangement.

Fiscal Impact

As discussed above, switching to the new plan will result in a renewal rate nearly \$450,000 less than if the city stayed with the current plan.

Action

Council is asked to approve the attached resolution authorizing the switch to the Carolina Public Entity Cooperative.

Attachments:

1. Res_2025-XX_CPEC Health Insurance Membership

RESOLUTION NO. 2025-XX

**RESOLUTION APPROVING MEMBERSHIP IN THE CAROLINA PUBLIC ENTITY
COOPERATIVE FOR THE PURPOSES OF EMPLOYER-PROVIDED HEALTH INSURANCE**

WHEREAS, on April 21, 2025 the Brevard City Council heard a presentation from staff, summarized in the affixed staff report, on the proposed switch from the Intergovernmental Healthcare Alliance to the Carolina Public Entity Cooperative

WHEREAS, the Council's Finance, Human Resources, and Citizen Appointment Committee discussed the proposed switch at its March 24, 2025 meeting and recommended the change to full City Council.

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

Section 1. Membership in the Carolina Public Entity Cooperative beginning July 1, 2025 is hereby approved.

Section 2. The City Manager or his designee is hereby authorized to execute the switch from the current plan to CPEC.

Adopted and approved this the 21st day of April, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, April 21, 2025

Title: Budget Amendment - \$100,000 - County Vehicle Maintenance

Speaker: Dean Luebbe, Assistant City Manager

Prepared by: Dean Luebbe, Assistant City Manager/Finance Director

Approved by: Wilson Hooper, City Manager

Background

The City Garage is expending more funds than anticipated on County vehicles, and a budget amendment is needed to account for the higher expenditures. The City passes these costs on to the County, and the corresponding revenue account will be adjusted by the same \$100,000 amount.

Recommendation

Council is asked to approve budget amendment 25-07 as presented.

Attachments:

1. Budget Amendment \$100,000 County Vehicle Maint

ORDINANCE NO. 2025-XX
AN ORDINANCE AMENDING THE FY2024-2025 BUDGET.
BUDGET AMENDMENT NUMBER 25-07

SUBJECT: Budget Amendment for County Vehicle Maintenance, \$100,000

AGENDA INFORMATION

Agenda Location	New Business
Department:	Finance
Contact:	Dean Luebbe, Assistant City Manager and Finance Director

BRIEF SUMMARY: The City of Brevard Public Works Garage division is expending significantly more funds on County vehicles than anticipated in the FY24-25 original budget, and a budget amendment is needed to account for the higher expenditures. The City passes these costs on to the County on a monthly basis, and the corresponding revenue account will be adjusted at the same amount.

MOTION FOR CONSIDERATION: To approve Budget Amendment 25-07, as submitted, increasing the budget in expenditure account:

10-5550-3120 (Maint and Repair - County)	\$120,000
10-5550-3120 (Maint and Repair - County)	\$100,000
TOTAL	\$220,000

And increasing the budget in revenue account:

10-3970-1100 (County Veh Maint Revenue)	\$200,000
10-3970-1100 (County Veh Maint Revenue)	\$100,000
TOTAL	\$300,000

ATTACHMENTS: None.

MANAGER’S RECOMMENDATION: Adopt as presented.

Approved and adopted this 21st day of April 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

STAFF REPORT

City Council, Monday, April 21, 2025

Title: Loan Information for Azalea Avenue Property

Speaker: Dean Luebbe, Asst. City Manager/Finance Director
Wilson Hooper, City Manager

Prepared by: Dean Luebbe, Assistant City Manager/Finance Director,
Wilson Hooper, City Manager

Approved by: Wilson Hooper, City Manager

Background

At the April 7, 2025 meeting, City Council received a briefing on the possibility of building a low-to-moderate income housing development on three contiguous parcels off Azalea Ave. For the project to proceed, the city would need to purchase the three parcels for a total price of \$1.1M. The city already holds an option to purchase the parcels; the option began in October and expires in June. The option required monthly payments that will, at expiration, total \$175,000; thus the remaining purchase price for the property is \$925,000. Discussion at the time, and later at the April 11 Budget Workshop, concluded that the city cannot afford to buy the property outright and, instead, must borrow money to complete the purchase.

Per Local Government Commission guidance, staff solicited loan proposals from banking institutions. The deadline for proposals had not yet expired as of the publication of this agenda. Staff will compile the proposals and offer its recommendation as to which proposal to accept at the meeting.

Discussion

As of the publication of this agenda, staff have not yet received all proposals. An updated staff report and recommendation will be produced and distributed at Monday's meeting.

Fiscal Impact

The fiscal impact of this action was discussed at the April 7 meeting.

The Purchase Option was funded via the city's Housing Trust Fund (HTF), as was \$525,000 of the city's \$1.169M loan to the Fairhaven Meadows LIHTC-funded multifamily project. The remaining available balance of that fund sits at less than \$20,000. At the Council's recent priority setting retreat and budget workshop, a strong message was sent to continue on with funding housing related projects, so staff anticipates that the FY26 budget will include a contribution of at least \$200,000 (the FY25 contribution) to the fund.

Even with an infusion in July, the fund's cash balance is insufficient to purchase the property outright. And the decision whether to purchase the property will need to be made in the current fiscal year. However, the fund's current balance and the anticipated yearly contributions are enough to pay debt service if the purchase was financed. Hence, staff is

recommending that if Council wishes to proceed, the city borrow the money to purchase the property.

This approach comes with several conditions, however:

1. A loan term of 60 months (five years) or more must be approved by the Local Government Commission. Staff have consulted with the LGC staff and know the steps forward. To have LGC approval by the time the purchase option expires, staff must apply soon. No LGC approval is required for loans of 59 months or less, but a shorter term means larger annual debt service payments, which has implications for the city's budget. If Council wishes to move forward with financing, staff recommend the full 59 month loan, meaning the debt service payment will be around \$240k for the next five years.
2. Since the presence of the house was factored into the appraised value of the property, lenders are likely to make their loan contingent on its continued presence as collateral. If this is the case, the house would need to remain standing until the debt is retired. This aligns reasonably well with the expected timeline of the LMI housing project, and in the interim the city can rent the existing house at a monthly rate anticipated to bring in \$19k-\$25k/year.

Action

Council is asked to take one of the following actions:

1. Approve the attached resolution authorizing the City Manager to accept the loan terms offered by _____, and execute the purchase of the three parcels.
2. Reject the loan proposals and direct staff to re-solicit.
3. Direct staff to allow the purchase option to expire and do not proceed with the purchase of the properties.

Attachments:

1. Res_2025-XX_Accept Loan and Purchase Azalea Ave.

RESOLUTION NO. 2025-XX

RESOLUTION APPROVING THE TERMS AND CONDITIONS OF A LOAN OFFER FROM _____ FOR THE PURCHASE OF REAL PROPERTY OFF AZALEA AVENUE FOR LOW-TO-MODERATE INCOME HOUSING AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE LOAN AND PROPERTY PURCHASE

WHEREAS, the City of Brevard wishes to acquire developable property for the construction of low-to-moderate income housing; and

WHEREAS, in late 2024 the City, after consultation with Development Finance Initiative (DFI) on the developability of three adjacent parcels off Azalea Ave, entered into a Purchase Option agreement with the properties' owners so as to have some control over the property in order to conduct further due diligence; and

WHEREAS, in the interim geotechnical analysis, architectural renderings, community engagement, and preliminary financial proforma have been conducted, each affirming that the property is a good candidate for low-to-moderate income housing development; and

WHEREAS, the balance of the City's Housing Trust Fund is not adequate enough to purchase the property outright, so the purchase must be financed; and

WHEREAS, this information was shared with City Council at its April 7, 2025 meeting, and the Council informally agreed to proceed with the purchase.

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

Section 1. The City Council accepts the terms and conditions of the \$925,000 loan offered by _____ that are summarized in the affixed staff report.

Section 2. The City Manager or his designee is hereby authorized to accept the loan offer and execute the loan on the city's behalf.

Section 3. The City Manager or his designee is likewise authorized to purchase the three parcels identified in the staff report according to the terms memorialized in the _____ Purchase Option.

Adopted and approved this the 21th day of April, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

STAFF REPORT

City Council, Monday, April 21, 2025

Title: Proposed Police Department Pay Plan Enhancement

Speaker: Kelley Craig, Human Resources Director
Wilson Hooper, City Manager

Prepared by: Kelley Craig, Human Resources Director

Approved by: Wilson Hooper, City Manager

Background/Discussion

City staff recently completed a compensation study focused on sworn law enforcement positions. The purpose of this study was to evaluate the city's current pay structure in comparison to regional market standards and ensure its base compensation remains competitive for recruitment and retention purposes.

Based on the findings of this study, staff is recommending adjustments to the pay scales for all sworn law enforcement positions to bring the city's compensation levels to the top of the market for comparable positions in our region. These positions will be removed from the standard city pay schedule to ensure Brevard can align the pay structure in a way that is effective and competitive. This recommendation includes pay increases for all current sworn personnel. A table depicting the new pay grades and corresponding pay levels is attached.

The proposed changes were reviewed by the Finance/HR Committee on March 24, 2025 and received a recommendation to proceed with a review by the full City Council. Full Council had an informal discussion of the changes at its April 21, 2025 Budget Workshop.

Staff is recommending implementation of these adjustments effective April 28, 2025. Funding for the current fiscal year will be covered through savings generated by lapsed salary dollars already available in the existing budget.

Fiscal Impact

Looking ahead to the next fiscal year, the proposed budget will include additional pay adjustments; pay incentives for education, certification, and special skills like foreign language, as well as the proposed cost-of-living adjustment (COLA). These will further enhance Brevard's ability to be competitive as the majority of other law enforcement agencies are offering incentive packages.

To fund the additional costs in FY26, the City Manager in consultation with the Police Chief and HR Director recommends freezing two vacant investigations positions. The BPD Investigations Division is performing well with current staffing and keeping up with

workload. These positions are therefore unneeded at the moment, and their funding can be repurposed.

Attachments:

1. LEO Pay Plan Proposal April 2025
2. LEO Compensation Comparison Sheet

Current FY25 Pay Plan								
Grade		Scheduled				Min + 5%	Annual @ 1 yr	Max of Pay Range
		Hours	Hourly Min	Annual Min				
15	Police Trainee	2080	\$ 20.19	\$ 41,996.19			\$ -	
16	Police Officer	2229.5	\$ 21.20	\$ 47,265.40		\$ 22.26	\$ 49,628.67	\$ 70,886.40
17	Police Detective	2080	\$ 23.86	\$ 49,628.80		\$ 25.05	\$ 52,110.24	\$ 74,443.20
18	Police Sergeant	2229.5	\$ 23.38	\$ 52,125.71		\$ 24.55	\$ 54,732.00	\$ 78,156.00
18	Police Sergeant	2080	\$ 25.05	\$ 52,104.00		\$ 26.30	\$ 54,709.20	\$ 78,156.00
21	Police Lieutenant	2229.5	\$ 27.06	\$ 60,330.27		\$ 28.41	\$ 63,346.78	\$ 90,708.00
24	Police Captain	2080	\$ 33.57	\$ 69,826.60		\$ 35.25	\$ 73,317.93	\$ 104,738.40

* Employees currently get a 5% increase at the end of a 1 year probationary period (Min + 5%)

Proposed Plan									
Grade		Scheduled			Min +2.5%	Annual @ 6 months	+ 2.5% (1yr)	Annual @ 1 yr	Max of Pay Range
		Hours	Hourly Min	Annual Min					
P1	Police Trainee	2080	\$ 22.24	\$ 46,255.24					
P2	Police Officer	2229.5	\$ 23.35	\$ 52,058.83					\$ 78,088.24
P3	Police Detective	2080	\$ 25.76	\$ 53,578.09					\$ 80,367.14
P4	Police Sergeant	2229.5	\$ 26.99	\$ 60,163.73					\$ 90,245.60
P4	Police Sergeant	2080	\$ 26.99	\$ 56,129.43					\$ 84,194.15
P5	Police Lieutenant	2229.5	\$ 29.68	\$ 66,180.11					\$ 99,270.16
P6	Police Captain	2080	\$ 34.14	\$ 71,003.73					\$ 106,505.59

* Proposed provides 2.5% increase to new officers at the end of 6 months and then an additional 2.5% increase at end of one year probationary period.

Police Officer	Min	Max	Compared Classifications	Sign-on / Referral Programs	Education	Incentives Language	Certificates
Henderson County	\$50,943	\$76,398	Deputy Sheriff				
Woodfin	\$50,797	\$68,797	Police Officer	\$3k sign on bonus			
Asheville	\$50,309		Police Officer	\$5k sign on for laterals (\$3.5k for Cadet)	w/ 3 yrs experience salary at a min of \$53,938.04	1.5% AA;3% BA;5% MA	3% 3% Interim: 5% Adv
Hendersonville	\$49,867	\$75,884	Police Officer		52360.35 @ 6 months		
Black Mountain	\$49,281	\$73,922	Police Officer				
Transylvania County	\$48,228	\$74,746	Deputy Sheriff				
Buncombe County	\$47,742	\$66,830	Deputy Sheriff				
Fletcher	\$47,268	\$67,526	Police Officer				
Brevard	\$47,257	\$70,886	Police Officer				
Waynesville	\$47,000		Police Officer I no pay plan				
Marion	\$46,963	\$72,793	Police Officer				
Weaverville	\$46,862	\$70,294	Police Officer				
Haywood County	\$45,187	\$63,898	Deputy Sheriff				
Average	\$48,285	\$71,089					
Brevard (Current)	\$47,258	\$70,886	Police Officer				
Proposed	\$52,059	\$78,088					

Charlotte	\$58,635	\$95,285	\$7.5k	
Hickory	\$57,565	\$72,500		
Boone	\$54,028	\$81,042	\$15k for officers with 2 years of experience	
Gastonia	\$53,664	\$84,556	up to \$7.5 for lateral	\$6940 annual incentive for living in town limits
Davidson	\$52,247	\$78,371		
Morganton	\$48,332	\$72,483	Sup to 5k relocation benefit	advertise the amount of pay for paid holidays to get to \$60k

Sign on Bonuses with some organizations

Woodfin	3k
Asheville	5k
Gastonia	up to 7.5k
Charlotte	7.5k
Boone	up to 15k for laterals with 2 years experience
Morganton	up to 5k relocation benefit

STAFF REPORT

City Council, Monday, April 21, 2025

Title: Sewer Pump Station Rehabilitation Bid Award

Speaker: David Todd, Assistant City Manager

Prepared by: David Todd, Assistant City Manager, Dean Luebbe, Assistant City Manager/Finance Director

Approved by: Wilson Hooper, City Manager

Background

In October of 2022 City Council approved the Capital Project Ordinance 2022-64 for the Sewer Pump Station Rehabilitation Project authorizing the City to proceed with rehabilitation of 3 sewer pump stations including adding and emergency generator to the Wilson Road Sewer Pump Station, rehabilitating and adding and emergency generator to the Fish Camp Sewer Pump Station, and replacing the Gallimore Road Sewer Pump Station including adding a new emergency generator. The project was intended to be entirely funded at \$2,873,00 through the American Rescue Plan funding from the State Recovery Fund. The project was designed and put out for bid following North Carolina Statutes and the City of Brevard Purchasing Policy for bids of this nature and amount. However, the bid opening revealed a significant funding shortfall of approximately \$3,000,000. The shortfall is attributed largely to 3 primary factors, escalation from time between the initial estimate development and bid date, a more comprehensive scope including additional controls and variable speed drives than what was not initially accounted for, and a difficult project with many construction challenges primary related to installation of the new wet well at the Gallimore Road Sewer Pump Station that is deeper and larger than initially conceived.

Discussion

Separate sealed bids for the above referenced project were received by the City of Brevard on April 8, 2025. CDM Smith has reviewed these bids and has prepared the enclosed certified detailed bid tabulation for your reference. The Bidders are presented in the bid tabulation in numerical order with the low bidder being listed first.

Bidder	Total Base Bid
T.P. Howard's Plumbing Co, Inc	\$4,444,000.00
Chandler Construction Services, Inc.	\$4,446,424.00
JS Haren Company	\$5,794,910.00

All bidders acknowledged the receipt of the three (3) addenda. Included in each Bid were bid bonds and identification of minority business participation. All other required documentation was provided with each bid. One clerical error was found in the bid by JS Haren Company in the Total Schedule A value. The itemized total price was \$5,099,000, where the written total was \$5,099,090. This discrepancy did not impact the recommendation of award. Based on our review of the three bids, our recommendation of award is to the lowest responsible bidder which is TP Howard's Plumbing Co., Inc., pending

of identification of additional needing funding by the City.

Fiscal Impact

Bids have revealed that the project costs will far exceed the initial budget of \$2,873,000 by \$3,000,000 but City Staff has identified two potential funding sources:

NCDEQ has indicated the project is suitable for a 0% interest rate loan for 20 years but this will ultimately result in debt service to the City of \$150,000/annually.

The other option, which NCDEQ has verbally indicated is a likely possibility, is to use a portion of the \$12.8M the City has currently been appropriated from NCDEQ DWI which was initially intended for upgrades or replacement of the City's Wastewater Treatment Plant (WWTP).

City Staff are recommending to proceed with the project utilizing \$3M of the \$12.8M current authorization to supplement the shortfall. This will still allow for a phased approach to the WWTP upgrades, if the phased approach is ultimately endorsed by City Council. The City's WWTP designers are currently determining the best WWTP phase approach based on a \$9M budget.

Action

By motion, award the contract for the Water Treatment Plant Improvements Project to Carolina Specialties Construction LLC in the amount of \$3,177,628.00 as recommended by both City Staff and the Designer of Record, CDM Smith. Bid Certification and Bid Award Recommendation from CD Smith attached.

Concurrently, identify a preferred funding source (earmark or loan) and authorize staff to take necessary steps to secure funding from the identified source.

Attachments:

1. Brevard Pump Station Rehabilitation and Replacement Project_Recommendation of Award-1
2. RES_2025-XX Sewer Pump Station Rehabilitation Project Bid Award



4600 Park Road, Suite 240
Charlotte, NC 28209
tel: 704.342.4546

4/16/25

Wilson Hooper - Brevard City Manager
95 West Main Street
Brevard, NC 28712

Subject: Bid Certification for City of Brevard, Pump Station Rehabilitation and Replacement

Dear Mr. Hooper:

Separate sealed bids for the above referenced project were received by the City of Brevard on April 8, 2025. CDM Smith has reviewed these bids and has prepared the enclosed certified detailed bid tabulation for your reference. The Bidders are presented in the bid tabulation in numerical order with the low bidder being listed first.

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If you have any questions or need additional information, please contact me at 919-325-3548 or rudinrj@cdmsmith.com.

Sincerely,

Rick Rudin, PE
Project Engineer
CDM Smith Inc.

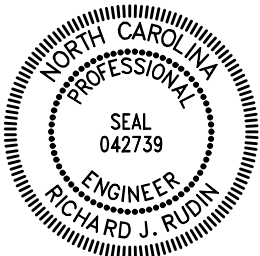


Bid Results for Brevard Pump Station and Replacement Project
Project No. SRP-W-ARP-0236

Bid Date: April 8, 2025
Bid Time: 1:00 PM

				T.P. Howard's Plumbing Co. Inc.		Chandler Construction Services, Inc.		JS Haren Company	
Description		Unit of Measure	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Schedule A - Lump Sum									
A1	Rehabilitation of Fish Camp Pump Station	LS	1	\$1,092,000.00	\$1,092,000.00	\$892,343.00	\$892,343.00	\$1,100,000.00	\$1,100,000.00
A2	Replacement of Gallimore Road Pump Station	LS	1	\$2,126,000.00	\$2,126,000.00	\$2,347,804.00	\$2,347,804.00	\$3,769,000.00	\$3,769,000.00
A3	New Generator at Wilson Road Pump Station	LS	1	\$247,000.00	\$247,000.00	\$173,943.00	\$173,943.00	\$80,000.00	\$80,000.00
A4	Mobilization/Demobilization	LS	1	\$100,000.00	\$100,000.00	\$145,903.00	\$145,903.00	\$150,000.00	\$150,000.00
Schedule B - Unit Price Items									
B1.1	12" PVC Gravity Sewer Line (ASTM D3034-SDR35)								
	a. Depth 0-8'	LF	20	\$300.00	\$6,000.00	\$243.00	\$4,860.00	\$500.00	\$10,000.00
B1.2	15" PVC Gravity Sewer Line (ASTM D3034-SDR35)								
	a. Depth 0-8'	LF	33	\$315.00	\$10,395.00	\$243.00	\$8,019.00	\$500.00	\$16,500.00
B2	24" PVC Gravity Sewer Line (ASTM F679-SDR35)								
	a. Depth 0-8'	LF	291	\$325.00	\$94,575.00	\$243.00	\$70,713.00	\$550.00	\$160,050.00
	b. Depth 8.01'-10'	LF	126	\$350.00	\$44,100.00	\$243.00	\$30,618.00	\$600.00	\$75,600.00
	c. Depth 10.01'-12'	LF	7	\$400.00	\$2,800.00	\$310.00	\$2,170.00	\$680.00	\$4,760.00
	b. Depth 12'+	LF	180	\$425.00	\$76,500.00	\$243.00	\$43,740.00	\$700.00	\$126,000.00
B3	36" PVC Gravity Sewer Line (ASTM F679-SDR35)								
	a. Depth 12'+	LF	31	\$650.00	\$20,150.00	\$430.00	\$13,330.00	\$800.00	\$24,800.00
B4	5' ID Manhole								
	a. Depth 8.01-10'	EA	1	\$20,000.00	\$20,000.00	\$9,532.00	\$9,532.00	\$6,000.00	\$6,000.00
	b. Depth 10.01'-12'	EA	1	\$22,000.00	\$22,000.00	\$13,460.00	\$13,460.00	\$8,000.00	\$8,000.00
	c. Depth 12.01-16'	EA	1	\$24,000.00	\$24,000.00	\$18,295.00	\$18,295.00	\$10,000.00	\$10,000.00
B5	5' ID Manhole (With Vent)								
	a. Depth 10.01'-12'	EA	1	\$27,000.00	\$27,000.00	\$19,719.00	\$19,719.00	\$10,500.00	\$10,500.00
B6	6' ID Manhole								
	a. Depth 18.01-20'	EA	1	\$30,000.00	\$30,000.00	\$42,676.00	\$42,676.00	\$16,000.00	\$16,000.00
B7	6' ID Manhole (With Vent)								
	a. Depth 18.01-20'	EA	1	\$35,000.00	\$35,000.00	\$34,652.00	\$34,652.00	\$18,500.00	\$18,500.00
B8	10" PVC RI Force Main	LF	400	\$225.00	\$90,000.00	\$142.00	\$56,800.00	\$120.00	\$48,000.00
B9	Rock Excavation	CY	400	\$200.00	\$80,000.00	\$250.00	\$100,000.00	\$100.00	\$40,000.00
B10	Temporary Sewage Bypass Pumping								
	a. Gallimore Pump Station	LS	1	\$90,915.00	\$90,915.00	\$145,839.00	\$145,839.00	\$20,000.00	\$20,000.00
	b. Fish Camp Pump Station	LS	1	\$90,915.00	\$90,915.00	\$163,413.00	\$163,413.00	\$45,000.00	\$45,000.00
B11	Abandon Existing Manhole	EA	4	\$3,000.00	\$12,000.00	\$3,693.00	\$14,772.00	\$2,000.00	\$8,000.00
B12	Furnish and Install Pumpable Flowable Fill for Sewer Line Abandonment								
	a. 12" Gravity Sewer	LF	55	\$100.00	\$5,500.00	\$78.00	\$4,290.00	\$70.00	\$3,850.00
	b. 15" Gravity Sewer	LF	11	\$100.00	\$1,100.00	\$80.00	\$880.00	\$100.00	\$1,100.00
	c. 24" Gravity Sewer	LF	453	\$100.00	\$45,300.00	\$81.00	\$36,693.00	\$50.00	\$22,650.00
	d. 10" Force Main	LF	70	\$100.00	\$7,000.00	\$72.00	\$5,040.00	\$30.00	\$2,100.00
B13	Furnish and Install Cast-in-Place Concrete Encasement	LF	60	\$500.00	\$30,000.00	\$532.00	\$31,920.00	\$100.00	\$6,000.00
B14	Over-Excavation and Backfill with Structural Fill	CY	50	\$75.00	\$3,750.00	\$100.00	\$5,000.00	\$50.00	\$2,500.00
Schedule C - Bid Alternate									
C1	Fish Camp Pump Station – Utilize Existing Valve Vault ADD/DEDUCT (Circle One)				-\$10,000.00		-\$9,000.00		-\$5,000.00
C2	Gallimore Pump Station – Remove Flow Meter Vault and Associated Appurtenances (Subtract from Item A2)				\$40,000.00		\$26,029.00		\$15,000.00
C3	Fish Camp Pump Station – Remove project in its entirety (Subtract from Item A1)				\$1,000,000.00		\$892,343.00		\$1,100,000.00
C4	Wilson Road Pump Station - Remove project in its entirety (Subtract from Item A3)				\$225,000.00		\$173,943.00		\$80,000.00
Schedule D - Allowances									
D	Testing Allowance		\$10,000		\$10,000.00		\$10,000.00		\$10,000.00
Total Schedule A - Lump Sum Items					\$3,565,000.00		\$3,559,993.00		\$5,099,000.00
Total Schedule B - Unit Price Items					\$869,000.00		\$876,431.00		\$685,910.00
Total Schedule D - Allowances					\$10,000.00		\$10,000.00		\$10,000.00
TOTAL BASE BID					\$4,444,000.00		\$4,446,424.00		\$5,794,910.00

Bid Irregularity



I certify that this is a true and correct record of bids received.



Richard J Rudin
NC PE 042739
2025.04.10 14:47:19-04'00'

CDM Smith, Inc.
NC License No. F-1255

RESOLUTION NO. 2025-XX

**A RESOLUTION AWARDING THE CONSTRUCTION WORK FOR THE
CITY OF BREVARD SEWER PUMP STATIONS REHABILITATION PROJECT**

WHEREAS, The City of Brevard has previously approved the Sewer Pump Station Rehabilitation Project (The Project) on October 3rd, 2022 in Ordinance Number 2022-64

WHEREAS, The Project has received approval and permits from the North Carolina Division of Water Infrastructure (NCDWI) state regulating agency; and

WHEREAS, The City of Brevard has secured \$2,873,000 of funding of the total needed \$5,873,000 Budget for The Project through the American Rescue Plan funding from the State Recovery Fund; and

WHEREAS, The City of Brevard has identified two funding sources for the remaining \$3,000,000 of needed projects funds from NCDWI via either a 0.0% interest rate 20 year loan or via using a portion of the \$12,805,000 of already approved appropriation initially identified as funding for the Wastewater Treatment Plant Upgrade or Replacement; and

WHEREAS, The City of Brevard has placed The Project to public bid under state requirements, and has received bids that are within the established budget for The Project; and

WHEREAS, The City of Brevard, upon recommendation of the City's Consulting Engineers, CDM Smith, desires to accept the low bid, award and construct The Project; and

WHEREAS, in accordance with G.S. 143-129, the City of Brevard received formal bids for the Sewer Pump Stations Rehabilitation Project at 1:00 P.M. on Tuesday, April 8, 2025 at Brevard City Hall; and,

WHEREAS, after receiving the Bid Tabulation from this bid opening for the proposed project, the Brevard City Council now desires to approve an award of contract.

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

1. The City Manager or his designee is authorized to award a construction contract for the Sewer Pump Station Rehabilitation Project, Ordinance No. 2022-64 to T.P. Howard's Plumbing Co., Inc., of Asheville ,NC for the bid price of **\$4, 444,000** as received at 1:00 P.M., on Tuesday, April 8, 2025, 2022, in accordance with the City's bid documents, produced by the designer of record CDM Smith for this Project.
2. The City Council elects to dedicate a portion of its \$12,805,000 earmark from the State of North Carolina to fund the difference between the bid cost and the portion of the grant funded via American Rescue Plan funding, and the City Manager or his designess is authorized to take necessary steps to secure that funding and, upon award approval from the NCDEQ, is authorized and directed to sign a contract with T.P. Howard's Plumbing Co., Inc.
3. Shall the project not be eligible for funding from the earmark, the City Council also authorizes the City Manager or his designee to pursue and execute above referenced loan funding from the State of North Carolina.
4. The City Manager is authorized and directed to take all necessary actions required by the NCDEQ to complete The Project, including all close out documents.
5. The City Manager is authorized and directed to process and approve any required change orders up to The Project's budget limit that may be needed to complete The Project.
6. The City Manager shall advise the Council periodically on the status of The Project.
7. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this 20th day of April, 2025.

Maureen Copelof
Mayor

ATTEST:

STAFF REPORT

City Council, Monday, April 21, 2025

Title: Water Treatment Plant Improvements Bid Award

Speaker: David Todd, Assistant City Manager

Prepared by: David Todd, Assistant City Manager

Approved by: Wilson Hooper, City Manager

Background

In January of 2023 City Council approved the Capital Project Ordinance 2023-01 for Water Treatment Plant Improvements authorizing the City to proceed with Water Treatment Plant improvements that will upgrade major pumps used in the treatment process, replace the 43 year old emergency generator, construct a new clearwell (storage tank) and upgrade several controls components. The project is entirely funded at \$4,929,000 through the American Rescue Plan funding from the State Recovery Fund.

Discussion

An advertisement for bids was placed in The Asheville Citizen Times, The Transylvania Time and The Charlotte Observer. A certified copy of the advertisements is attached. Eight contractors purchased plans for this project, but only two (2) bids were received at the bid opening held on March 25, 2025, from Carolina Specialties Construction LLC and T.P Howard's Plumbing CO. Inc. A copy of the sign-in register of all persons in attendance of the public bid opening is attached.

In accordance with NC-GS143-132, three bids are required to be submitted on an initial project bid in order to open bids. The two (2) bids were returned un-opened to the two contractors submitting the bids.

The bidding process followed NC Public Contracting Statues, and a re-advertisement for re-bidding was placed in The Transylvania Times. A certified copy of the advertisement is attached. There were no changes made to the original issued bid documents, plans, nor addendums issued.

Eight (8) contractors purchased plans for this project; rebids were taken on April 15, 2025 @ 11:00 AM, Brevard City Hall Council Chambers, publicly opened and read aloud.

A copy of the sign-in register of all persons in attendance of the public bid opening is attached. Three (3) bids were submitted as follows; listed from lowest to highest: A detailed bid tabulation sheet is attached.

- | | |
|--|----------------|
| 1. Carolina Specialties Construction LLC | \$3,177,628.00 |
| 2. T.P. Howard's Plumbing CO. Inc. | \$4,569,125.00 |

3. Haren Construction Company, Inc.

\$5,482,000.00

All bidders are licensed and qualified to perform the work.

Carolina Specialties Construction, LLC is a licensed NC Unlimited, Unclassified, NC license 41451 and is qualified to perform the work under the laws of North Carolina. Proof of contracting licensure is attached.

Qualifications submitted with the bid show that Carolina Specialties Construction LLC has successfully completed many projects similar to this project. There were no references that would lead to a conclusion that Carolina Specialties Construction LLC is not a responsible contractor.

An Affidavit submitted with the bid for Minority Business Participation exceeded the minimum of 50 points based upon State of North Carolina scoring requirements.

Analysis of the bids received, and of the qualifications required, Brown Consultants, PA, recommends award of the project to Carolina Specialties Construction LLC in the amount of \$3,177,628.00. This amount is within the scope of the overall project budget for construction which is \$3,994,000.00.

Fiscal Impact

This bid falls within the allotted project budget and leaves room for sufficient construction contingency.

Action

By motion, award the contract for the Water Treatment Plant Improvements Project to Carolina Specialties Construction LLC in the amount of \$3,177,628.00 as recommended by both City Staff and the Designer of Record, Brown Consultants PA. Memorandum of Bid Award Recommendation from Brown Consultants PA attached.

Attachments:

1. Water Treatment Plant Water Improvements Recommendation
2. RES_2025-XX Water Treatment Plant Improvements Project Bid Award (1)



April 16, 2005

Memorandum of Bid Award Recommendation

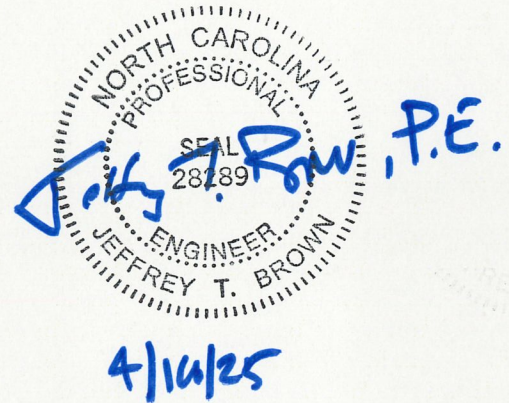
To: Wilson Hooper, Manager
City of Brevard

From: Jeffrey T. Brown, PE
President

Cc: David Todd, Assistant City Manager
City of Brevard

Dennis Richardson, ORC
City of Brevard

Re: **Bid Award Recommendation**
City of Brevard, Transylvania County, NC
Water Treatment Plant Improvements
Project No. SRP-D-ARP-0222



An advertisement for bids was placed in The Asheville Citizen Times, The Transylvania Time and The Charlotte Observer. A certified copy of the advertisements is attached.

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Analysis of the bids received, and of the qualifications required, Brown Consultants, PA, recommends award of the project to Carolina Specialties Construction LLC in the amount of \$3,177,628.00. This amount is within the scope of the overall project budget for construction which is \$3,994,000.00.

Brown Consultants will be available for a personal presentation of this bid and award process at the Council Meeting when the formal award will be considered.

Carolina Specialties Construction LLC complete original bid is on file with Brown Consultants.

Carolina Specialties T.P. Howard's Plumbing Co., Inc. Haren Construction Company, Inc.

Item	Description	Measure	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization	LS	1	\$82,244.39	\$82,244.39	\$217,600.00	\$217,600.00	\$250,000.00	\$250,000.00
2	Clearwell Rehabilitation	EA	1	\$367,743.48	\$367,743.48	\$533,600.00	\$533,600.00	\$1,638,000.00	\$1,638,000.00
3	Finish Water Pump	EA	2	\$295,814.86	\$591,629.72	\$283,300.00	\$566,600.00	\$480,000.00	\$960,000.00
4	Transfer Water Pump	EA	2	\$159,265.65	\$318,531.30	\$179,000.00	\$358,000.00	\$290,000.00	\$580,000.00
5	Backwash Water Pump	EA	1	\$235,310.97	\$235,310.97	\$267,000.00	\$267,000.00	\$390,000.00	\$390,000.00
6	Chemical Transfer Pump	EA	2	\$47,147.34	\$94,294.68	\$70,000.00	\$140,000.00	\$36,000.00	\$72,000.00
7	Sludge Pump	EA	1	\$114,296.65	\$114,296.65	\$147,700.00	\$147,700.00	\$180,000.00	\$180,000.00
8	Generator	EA	1	\$467,075.02	\$467,075.02	\$582,000.00	\$582,000.00	\$250,000.00	\$250,000.00
9	Sodium Bicarbonate pumps	EA	2	\$39,804.54	\$79,609.08	\$57,500.00	\$115,000.00	\$52,000.00	\$104,000.00
10	Rehab Flocculators (new baffle walls)	EA	1	\$82,810.43	\$82,810.43	\$211,500.00	\$211,500.00	\$80,000.00	\$80,000.00
11	Actuator for Valve	EA	20	\$17,677.44	\$353,548.80	\$22,500.00	\$450,000.00	\$26,000.00	\$520,000.00
12	Concrete Floor in Drying Beds	EA	4	\$26,908.45	\$107,633.80	\$64,500.00	\$258,000.00	\$15,000.00	\$60,000.00
13	Sump and piping in Drying Beds	EA	5	\$3,253.83	\$16,269.15	\$19,600.00	\$98,000.00	\$6,000.00	\$30,000.00
14	Metal Roof for Drying Beds	SQFT	7800	\$8.01	\$62,478.00	\$23.00	\$179,400.00	\$15.00	\$117,000.00
15	Metal siding for Drying Beds	SQFT	1200	\$15.11	\$18,132.00	\$52.00	\$62,400.00	\$20.00	\$24,000.00
16	Recoating existing Clearwell Top	SQFT	3125	\$10.50	\$32,812.50	\$21.00	\$65,625.00	\$16.00	\$50,000.00
17	Fence relocation	LF	100	\$54.45	\$5,445.00	\$423.00	\$42,300.00	\$80.00	\$8,000.00
18	Raw Water Turbidity Meter	EA	1	\$41,222.95	\$41,222.95	\$78,000.00	\$78,000.00	\$44,000.00	\$44,000.00
19	CL2 Monitor	EA	4	\$25,243.52	\$100,974.08	\$38,100.00	\$152,400.00	\$30,000.00	\$120,000.00
20	Grass and Clean-up	LS	1	\$5,566.00	\$5,566.00	\$44,000.00	\$44,000.00	\$5,000.00	\$5,000.00
	Total Bid				\$3,177,628.00		\$4,569,125.00		\$5,482,000.00



RESOLUTION NO. 2025-XX

**A RESOLUTION AWARDING THE CONSTRUCTION WORK FOR THE
CITY OF BREVARD WATER TREATMENT PLANT IMPROVEMENTS PROJECT**

WHEREAS, The City of Brevard has previously approved the Water Treatment Plant Improvements Project (The Project) on January 3rd, 2023 in Ordinance Number 2023-01; and

WHEREAS, The Project has received approval and permits from the North Carolina Division of Water Infrastructure (NCDWI) state regulating agency; and

WHEREAS, The City of Brevard has secured \$4,929,000 of funding, the total needed budget for The Project through the American Rescue Plan funding from the State Recovery Fund; and

WHEREAS, The City of Brevard has placed The Project to public bid under state requirements, and has received bids that are within the established budget for The Project; and

WHEREAS, The City of Brevard, upon recommendation of the City’s Consulting Engineers, Brown Consultants, desires to accept the low bid, award and construct The Project; and

WHEREAS, in accordance with G.S. 143-129, the City of Brevard received formal bids for the Sewer Pump Stations Rehabilitation Project at 11:00 AM on Tuesday, April 15, 2025 at Brevard City Hall; and,

WHEREAS, after receiving the Bid Tabulation from this bid opening for the proposed project, the Brevard City Council now desires to approve an award of contract.

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

1. A construction contract for the Water Treatment Plant Improvements Project, Ordinance No. 2023-01 is hereby awarded to Carolina Specialties Construction LLC, Inc. of Asheville, NC for the bid price of **\$3,177,628** as received at 1:00 P.M., on Tuesday, April 8, 2025, 2022, in accordance with the City’s bid documents, produced by the designer of record Brown Consultants for this Project.
2. The City Manager upon award approval from the NCDEQ, is authorized and directed to sign a construction contract with Carolina Specialties Construction LLC, Inc.
3. The City Manager is authorized and directed to take all necessary actions required by the NCDEQ to complete The Project, including all close out documents.
4. The City Manager is authorized and directed to process and approve any required change orders up to The Project’s budget limit that may be needed to complete The Project.
5. The City Manager shall advise the Council periodically on the status of The Project.
6. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this 21st day of April, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon
City Clerk

STAFF REPORT

City Council, Monday, April 21, 2025

Title: Sewer Asset Inventory Assessment Project Change Order -
Capital Project Amendment

Speaker: David Todd, Assistant City Manager
Dean Luebbe, Assistant City Manager

Prepared by: Dean Luebbe, Assistant City Manager/Finance Director

Approved by: Wilson Hooper, City Manager

Background

In December of 2022, the City was the recipient of a \$387,500 grant from NCDEQ for the purpose of completing Water and Sewer Inventory and Assessments. Summit Engineering was selected to perform the work at a cost of \$431,500, with the Water and Sewer Fund transferring an additional \$44,000 to completely fund the project. As the Sewer portion of the Project has progressed, it has become apparent that there were more manholes in need of assessment than initially anticipated, and Summit has submitted a change order for \$68,500.

Fiscal Impact

The Water/Sewer Fund (fund 30) has adequate

Recommendation

Approve Capital Project Amendment as presented.

Attachments:

1. CPO Amendment \$75,000 AIA
2. Budget Amendment \$75,000 transfer to AIA
3. Brevard AIA - Professional Services Contract Extension
4. AIA financial summary

ORDINANCE NO. 2025-XX

CAPITAL PROJECT ORDINANCE TO AMEND ORDINANCE
NO. 2022-77 WATER AND SEWER ASSET INVENTORY AND ASSESSMENT PROJECT

BE IT ORDAINED by the City Council of the City of Brevard, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1: The budgeted expenditures and revenues listed under the ordinance 2022-77 will be increased by \$75,000.

Section 2: Summit Engineering has notified City staff that a change order will be necessary to complete the Sewer Asset Inventory and Assessment Project. The Project was established in December of 2022, mainly funded through a grant of \$387,500 from NCDEQ, and included both a Water and Sewer Assessment. The original agreement of the Sewer Assessment included the location and assessment of 1,500 manholes, but staff has now concluded there are actually closer to 2,000 manholes.

Section 3: The following amounts are appropriated for the project:

Account Number	Account Name	Budget Amount
31-8540-4900	Asset Inventory...	\$431,500
31-8540-4900	Asset Inventory...	\$75,000
TOTAL PROJECT APPROPRIATION		\$406,500

Section 4: The following revenues are anticipated to be available for the project:

Account Number	Account Name	Budget Amount
31-3760-0140	AIA Grant – ARP 0124-0106	\$387,500
31-3760-1907	Transfer from 30 – AIA	\$44,000
31-3760-1907	Transfer from 30 – AIA	\$75,000
TOTAL PROJECT REVENUE		\$406,500

Section 5: The Finance Director is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the disclosure requirements of all the contractual agreements, if applicable.

Section 6: Funds may be advanced from the General Fund or from any Enterprise Fund as necessary for the purpose of making payments as due. Reimbursement requests shall be made in an orderly and timely manner.

Section 7: The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and Section 4.

Section 8: The Finance Director is further instructed to include a detailed analysis of past and future revenues and expenses during each annual budget submission made to the Governing Board.

Section 9: Copies of this capital project shall be furnished to the City Clerk, Finance Director and City Manager for direction in carrying out this project.

ADOPTED by the City Council of the City of Brevard, North Carolina, on this 21th day of April, 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

ORDINANCE NO. 2025-XX
AN ORDINANCE AMENDING THE FY2024-2025 BUDGET.
BUDGET AMENDMENT NUMBER 25-08

SUBJECT: Budget Amendment for additional Sewer Asset Inventory and Assessment, \$75,000

AGENDA INFORMATION

Agenda Location	New Business
Department:	Finance
Contact:	Dean Luebbe, Assistant City Manager and Finance Director

BRIEF SUMMARY: In the FY25 budget, the City originally intended to transfer \$357,000 from the Water and Sewer Fund to fund preliminary engineering at the Wastewater Treatment Plant. Shortly after the budget was passed, the City received notification from NCDEQ, that we would be allowed to use a portion of our 13M earmark for this purpose, so this transfer was not made.

To fund the additional work needed for the Sewer Asset Inventory and Assessment the City is requesting to use \$75,000 of this amount to complete the project.

MOTION FOR CONSIDERATION: To approve Budget Amendment 25-08, as submitted, increasing the budget in expenditure account:

30-6600-9407 (Transfer to Fund 31 - AIA)	\$75,000
TOTAL	\$75,000

And decreasing the budget in expense account:

30-6600-9408 (Transfer to WWTP Upgrade)	(\$75,000)
TOTAL	(\$75,000)

ATTACHMENTS: None.

MANAGER’S RECOMMENDATION: Adopt as presented.

Approved and adopted this 21st day of April 2025.

Maureen Copelof
Mayor

ATTEST:

Denise Hodsdon, CMC
City Clerk

APPROVED AS TO FORM:

Mack McKeller
City Attorney

February 25, 2025

Mr. David Todd
Assistant City Manager
City of Brevard
95 W. Main Street
Brevard, NC 28712

Re: City of Brevard
Sewer System Inventory & Assessment
Contract Extension

Dear Mr. Todd,

Summit Engineering Group of NC, Inc. appreciates the opportunity to provide engineering services to the Town of Brevard for the above-referenced project. Based on our conversation with City staff, we have prepared the following proposal for our services.

The purpose of this agreement is to extend the ARPA funded "Sewer System Asset Inventory and Assessment" project executed by the City of Brevard and Summit Engineering Group, February 13, 2023. Funds have been expended on the original agreement; however, there is still work to be done. The original agreement included the location and assessment of 1,500 manholes; however, staff has indicated that there are actually 2,000 manholes.

I. Project Description

- A. The purpose of this project is to:
- Provide the Owner with an updated GIS system of its sewer system (including location, size, age, and status of assets, depth of manholes, etc.), compatible with current asset management software
 - Assess the condition of the existing assets and their ability to accommodate future demands
 - Prepare a 20-year capital improvements plan
 - Prepare an asset replacement plan
 - Prepare an Operation and Maintenance program
- B. Deliverables generally include:
- 2 thumb drives of the updated GIS Geo-database
 - 2 hardcopies (8-1/2"x11") and 1 electronic copy (pdf format) of the capital improvements program
 - 2 hardcopies (8-1/2"x11") and 1 electronic copy (pdf format) of the operation and maintenance program
 - 2 hardcopies (8-1/2"x11") and 1 electronic copy (pdf format) of the asset replacement program

II. General

A. During the life of the project the Engineer shall provide the following basic general services:

1. Serve as the OWNER's professional engineering representative for this project.
2. Perform professional services as hereinafter stated, which are normal, civil, and sanitary engineering services incident thereto.
3. Consult with the OWNER and other parties as necessary to ascertain requirements relative to the project.
4. Advise the OWNER as to the need for additional services or data that might be required for the Project.
5. Attend meetings as required to satisfy local and public concerns.
6. Comply with all state and federal requirements associated with this project.
7. Coordinate all project activities with the OWNER's staff.

III. Services to be Provided by the ENGINEER (Scope of Services)

A. GIS UPDATE/IMPROVEMENTS

Field work to locate and assess the remaining manholes and verify line sizes

Work with the Owner's staff to locate system assets

Locate and GPS missing features

Coordinate with asset management software provider to ensure compatibility

Prepare updated GIS map/database to include:

- accurate line sizes
- accurate materials (where known)
- pump station (pump rates, TDH, age of pumps, etc.)
- year of installation of appurtenances
- record drawings (where available) (attached to GIS features)
- manhole numbers
- location of cleanouts, where known
- GIS map shall be configured to be compatible with most management software

B. CONDITION ASSESSMENT

Field inspect the remaining +/-500 manholes

Meeting with City staff to review system assumptions, connectivity, and age of infrastructure

Perform smoke testing where required (up to 40% of system)

Perform CCTV where applicable (to be performed by City of Brevard and reviewed by Summit)

Assess the condition of the sewer system, including scoring (consequence of failure vs. likelihood of failure)

Project demands for 5-yr, 10-yr, 20-yr projections using NCDOT TAZ, known future demands, and CDM-Smith report where applicable

Assess the capacity of the collection system with regard to future demands

Assess the capacity of the wastewater treatment plant regarding future demands

C. ASSET INVENTORY AND ASSESSMENT REPORT W/ ASSET REPLACEMENT SCHEDULE

Prepare a draft report of the findings of the condition assessment

Review draft report with City Staff

Make appropriate revisions after meeting with City Staff

(Price does not include actual installation of flow monitors, equipment, nor labor)

Prepare an Asset Inventory (pumps, flow meters, plant equipment, etc.)

Prepare an asset replacement schedule and associated costs to be incorporated in the CIP, after completing high priority repairs/replacements

D. CAPITAL IMPROVEMENTS PROGRAM

Prepare a prioritized list of proposed sewer system improvements

Prepare associated cost estimates

Prepare a proposed schedule for implementing said improvements over the next 10 years

E. PRESENTATION TO CITY STAFF

Demonstration of updated GIS system to staff

Present new CIP, Asset Replacement Program, and Operation & Maintenance Program to Staff

VII. Responsibilities of the Owner:

- A. Prompt payment of invoices
- B. Prompt response to information request
- C. CCTV of existing gravity sewer mains
- D. Staff members to assist the Engineer regarding locations of assets, as required
- E. Assist the engineer in performance of pump station inspections and particularly draw down tests

XI. Compensation and Schedule of Payments

- A. The OWNER shall compensate the ENGINEER for his services under this Agreement in accordance with the following:

No.	Service Description	Fee
2.	Condition Assessment & GeoDatabase	\$50,000.00
3.	AIA Report and Replacement Schedule	\$10,000.00
5.	Capital Improvements Program	\$5,000.00
9.	Presentation to Staff	\$3,500.00
TOTAL PROFESSIONAL SERVICES FEE		\$68,500.00

- B. Payment of services as listed in Paragraph A above shall be based on the following schedule:

All services will be billed monthly, based on manhours and expenses, not to exceed the total above referenced fee, without written approval. Fees will be determined by the hourly rates shown in Attachment "A" of this agreement.

Fees for each work task is an estimate based on manhours. Actual cost of each task may vary, but the total cost of the project shall not be exceeded. Reimbursable expenses are not included in the total professional services fee.

- C. The OWNER agrees to make payment, in full, to the ENGINEER within thirty days of the date of the ENGINEER's invoice.
- D. If payment, in full, is not received by the ENGINEER within forty-five days of the date of the invoice, the ENGINEER may cease to provide services on the Project until such time as payment, in full, is received. The OWNER agrees to hold the ENGINEER harmless for any claims due to such interruption of services.
- E. Special or additional services shall be based on the ENGINEER's published hourly rate schedule at the time of the service. Attachment "A" to this agreement is a copy of the current hourly rate schedule.

XII. Termination of Agreement for Cause

- A. If, through any cause, the ENGINEER shall fail to fulfill in a timely and proper manner his obligations under this Agreement, or if the ENGINEER shall violate any of the covenants, agreements or stipulations of this Agreement, the OWNER shall thereupon have the right to terminate this Agreement by giving written notice to the ENGINEER of such termination and specifying the date of such termination. In such event, all finished or unfinished documents, data, studies and reports prepared by the ENGINEER under this Agreement shall, at the option

of the OWNER, become its property and the ENGINEER shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

XIII. Termination for Convenience of OWNER

- A. The OWNER may terminate this Agreement at any time by a notice in writing from the OWNER to the ENGINEER. If the Agreement is terminated by the OWNER as provided herein, the ENGINEER will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the ENGINEER covered by this Agreement, less payment of compensation previously made. If this Agreement is terminated due to the fault of the ENGINEER, Section I hereof relative to termination shall apply.

XIV. Limitation of Liability

- A. The OWNER agrees that the ENGINEER's liability for damages on account of errors, omissions, or other professional negligence will be limited to a sum not to exceed a maximum of One Million Dollars (\$1,000,000) or current limit of Professional Liability Insurance.
- B. The OWNER and the ENGINEER waive all rights for damages each against the other and against the contractors, consultants, agents and employees of the other, but only to the extent covered by property insurance during or after construction except such rights as they may have to the proceeds of such insurance. The OWNER and the ENGINEER each shall require similar waivers from their contractors, consultants and agents.

XV. Ownership of Documents

- A. All documents, including, but not limited to, drawings, specifications, reports, boring logs, field notes, laboratory test data, calculations and estimates, prepared by the ENGINEER as instruments of service pursuant to this Agreement, shall be the sole property of the ENGINEER.
- B. The OWNER agrees that all documents of any nature furnished to the OWNER or the OWNER's agents or designees, if not paid for, will be returned upon demand and will not be used by the OWNER for any purpose whatsoever.
- C. The OWNER further agrees that under no circumstances shall any documents produced by the ENGINEER, pursuant to this Agreement, be used at any location or for any project not expressly provided for in this Agreement without the written permission of the ENGINEER.
- D. At the request and expense of the OWNER, the ENGINEER will provide the OWNER with copies of documents created in the performance of the ENGINEER's services for a period not exceeding five years following submission of the services contemplated by this Agreement.

XVI. Successors and Assigns

- A. The OWNER and the ENGINEER each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants to this Agreement; except as above, neither the OWNER nor the ENGINEER shall assign, sublet or transfer his interest in this Agreement without the written consent of the other.
- B. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the OWNER and the ENGINEER. Provided, however, that claims for money due or to become due the ENGINEER from the OWNER under this Agreement may be assigned to a bank, trust company or other financial institution or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the OWNER.

XVII. Agreement Execution

This Agreement formally entered into and agreed upon on this the 18th day of MARCH, 2025.

SUMMIT ENGINEERING GROUP of NC, INC.

ATTEST:

Gabe B. Juel

By:

Alvin Fuller, Jr.

Alvin Fuller, Jr.

Senior Vice President

CITY OF BREVARD

ATTEST:

By:

David Todd

Assistant City Manager

ATTACHMENT "A"
HOURLY RATE SCHEDULE
SUMMIT ENGINEERING GROUP, INC.

Schedule 22B

Hourly Rate Schedule and Chargeable Expenses for Engineering Services Provided

Employee Classification	Rate per Hour
Principal	\$185.00
Senior Project Manager	\$180.00
Project Manager	\$160.00
Electrical Designer	\$165.00
Senior Project Engineer	\$155.00
Project Engineer II	\$140.00
Project Engineer I	\$125.00
Design Technician	\$115.00
Engineering Associate II	\$125.00
Engineering Associate I	\$100.00
Project Representative III	\$110.00
Project Representative II	\$100.00
Project Representative I	\$90.00
CADD III	\$95.00
CADD II	\$85.00
CADD I	\$75.00
Administrative Services	\$75.00

Survey and GIS Services

Surveying Manager	\$130.00
Instrument Operator	\$90.00
GIS Analyst/Programmer	\$130.00
GIS Specialist	\$125.00
GIS Technician	\$85.00
Rodman	\$75.00

Equipment & Materials

GIS Survey Station	\$100.00 per calendar day
Topcon Robotic Total Station	\$100.00 per calendar day
Digital Hydrant Mounted Pressure Recorder	\$10.00 per calendar day
Four-Wheeler	\$50.00 per calendar day
Smoke Machine	\$225.00 per calendar day
Smoke Bombs	\$225 per case (minimum 1 case)

Other

Chargeable expenses	Actual cost-plus ten percent
Overtime	Hourly rate plus fifty percent
Courtroom appearances (to include preparation)	Hourly rate plus fifty percent

Effective Dates: July 1, 2022 to December 31, 2022

Note: Any revision or update in this hourly rate schedule shall be included in Agreements of which this page is part.

Issued: 7-1-2022

Original Ordinance	2022-77	431,500	12/5/2022
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TOTAL	431,500
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As of	4/4/2025	Budget	Prior Year	Current Year	Total prior plus current
Expenditures					
31-8540-4900	W/S Asset Inventory and Assessment	431,500	199,030	33,465	232,495
Revenues					
31-3760-0140	AIA Grant	387,500	199,030	23,468	222,498
31-3760-1907	Transfer from 30	44,000	44,000	-	44,000
	TOTAL	431,500	243,030	23,468	266,498

[illegible]