



**Town of Youngsville**  
**Board of Commissioners**  
P. O. Box 190 / 134 US 1A South  
Youngsville, NC 27596  
(919) 925-3401 – Town Hall / (919) 925-3402 – Fax  
[CustomerService@TownofYoungsville.org](mailto:CustomerService@TownofYoungsville.org)  
[www.townofyoungsville.org](http://www.townofyoungsville.org)

**SPECIAL CALLED MEETING  
AGENDA  
BOARD OF COMMISSIONERS  
MARCH 19, 2020  
7:00PM**

**YOUNGVILLE TOWN HALL  
134 US 1A SOUTH**

1. CALL TO ORDER AND INVOCATION
2. APPROVAL OF THE AGENDA
3. FISCAL YEAR 2021 BUDGET PREVIEW PRESENTATION BY TOWN ADMINISTRATOR
4. ORDINANCE AUTHORIZING THE TOWN ADMINISTRATOR TO EXEMPT SPECIFIC PROJECTS FROM THE REQUIREMENTS SET FORTH IN N.C.G.S. 143-64.31

**REQUESTED ACTION: APPROVE ORDINANCE**

5. DIRECT TOWN ADMINISTRATOR TO EXECUTE A CONTRACT WITH THE SITE GROUP FOR ENGINEERING SERVICES RELATED TO THE CONSTRUCTION OF A NEW PUBLIC WORKS FACILITY

**REQUESTED ACTION: DIRECT THE TOWN ADMINISTRATOR TO EXECUTE CONTRACT**

6. DIRECT TOWN ADMINISTRATOR TO EXECUTE A CONTRACT WITH INTEGRATED DESIGN FOR ENGINEERING SERVICES RELATED TO THE CONSTRUCTION OF A NEW PUBLIC WORKS FACILITY

**REQUESTED ACTION: DIRECT THE TOWN ADMINISTRATOR TO EXECUTE CONTRACT**

7. ADJOURN

*This is a public meeting and is subject to North Carolina open meetings and public records law. To preserve the public record and increase transparency, video and audio recordings are performed at all public meetings. Please note these recordings, the clerk's detailed minutes of all meetings, and any documents reviewed during meetings are public domain and may be disclosed to third parties.*





## Town of Youngville

### AN ORDINANCE AUTHORIZING THE TOWN ADMINISTRATOR TO EXEMPT SPECIFIC PROJECTS FROM THE REQUIREMENTS SET FORTH IN G.S. 143-64.31

WHEREAS, G.S. 143-64.31 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, during the normal course of business, the Town must enter into one or more contracts for design services for work on specific projects; and

WHEREAS, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

WHEREAS, this body desires to expedite the procurement of services where the estimated fee is less than \$50,000 by delegating its authority to approve exceptions as authorized by G.S. 143-64.32 to the Town Administrator; and

WHEREAS, exemptions shall only be authorized by the Town Administrator for specific projects, and only when the estimated fee for design services for is less than \$50,000.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF YOUNGVILLE ORDAINS:

Section 1. The Town Administrator shall hereby have the authority to make specific projects whose fees are estimated to be less than \$50,000 exempt from the provisions of G.S. 143-64.31.

This ordinance is effective upon its adoption this 19th day of March 2020.

The motion to adopt this ordinance was made by \_\_\_\_\_,

seconded by \_\_\_\_\_ and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Fonzie Flowers, Mayor

Town of Youngsville ordinance dated March 19, 2020  
AN ORDINANCE AUTHORIZING THE TOWN ADMINISTRATOR TO EXEMPT SPECIFIC PROJECTS  
FROM THE REQUIREMENTS SET FORTH IN G.S. 143-64.31

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ATTEST:

\_\_\_\_\_  
Emily Hurd, Town Clerk

This is to certify that this is a true and accurate copy of Ordinance No. \_\_\_\_\_  
adopted by the Town of Youngsville Board of Commissioners on the 19th day of March 2020.

\_\_\_\_\_  
Emily Hurd, Town Clerk

\_\_\_\_\_  
Date



CIVIL ENGINEERS • LANDSCAPE ARCHITECTS

YPUB

Phillip D. Cordeiro  
Town of Youngsville  
134 US 1A South  
Youngsville, NC 27596

11 March 2020

Attention: Phillip D. Cordeiro  
Town Administrator

RE: South College Street (PIN No 1852-46-3360)  
Youngsville, North Carolina 27596

Dear Mr. Cordeiro:

Thank you for considering including The Site Group on your team for this project. The Site Group is familiar with projects of this type. If you select us to help you we will welcome the opportunity to work with you and will represent your interests on this project to the best of our ability.

#### **I. Project Scope**

The vacant property is located off South College Street in Youngsville, NC. The total parcel size is approximately 3.55 acres and is currently zoned Youngsville R-S. It is our understanding that the Town of Youngsville wishes to develop a 12,600 square foot Public Utility Building with an adjoining 12-space parking lot, 20' wide driving isle, covered storage area, and a fenced-in gravel yard. A stormwater control structure will be developed on the south-west side of the proposed building.

#### **II. Project Design Phases**

##### **A. Concept Sketch, Due Diligence & Town of Youngsville (TOY) Sketch Plan Process (Hourly)**

###### **Description**

We will prepare a Concept Sketch based on the Rough Sketch given to us by the client. The sketch will show the proposed building, building lots, parking, drive isles, fencing, water and sewer services/extensions, stormwater control measures, and setbacks. We will use this concept as a starting point and further refine it based on input from the project stakeholders. This phase of the project will be billed hourly. The initial budget is adequate for refining the existing Concept Plans and modifying the Plans 2-3 times based on stakeholder and TOY comments. Services provided for this phase of the project will be billed at our standard hourly rates for the person providing the service.

###### **Documents**

The Concept Sketch will document and address, on a preliminary basis, lot layout, buffers, stormwater detention and nutrient removal facilities, utilities, landscaping, buffering and other constraints to site development.

## **B. Site Plans, Construction Plans & the Approval Process**

**(Lump Sum)**

### **Description**

The Concept Sketch, as approved by you, will serve as the basis for preparing Site Plans. The Construction phase of the project includes providing a plan showing grading, drainage and erosion control devices such as construction entrances, diversion ditches, silt fences, sediment ponds and skimmer basins. A custom designed construction sequence will be provided with the erosion control plan. A separate sheet is now required to address Federal National Pollution Discharge Elimination Standards (NPDES). Calculations will be provided to support the sizing of diversion ditches, sediment basins and the selection of ground cover for stabilization purposes. Plan and profile drawings are required for water mains, sewer mains and storm drainage.

The Site and Construction Plans will include:

- Cover Sheet
- Existing Conditions & Demolition Plan
- Site Layout Plan
- Site Grading & Storm Drainage Plan
- Erosion Control Plan
- Custom Construction Sequence
- Standard Erosion Control Details
- Utility Plan
- Stormwater and Nutrient Removal Calculations
- Plan & Profile drawings of proposed storm drains, water mains, and sewer mains (if applicable)
- Storm Drainage & Erosion Control Calculations
- Storm Drainage Schedule & Custom Skimmer Basin Details
- Landscape Plan
- Lighting Plan
- Site Details

We anticipate three review cycles by the Town of Youngsville to obtain approval. This phase of the project will take two to four months. Billing for this phase will be on a Lump Sum basis. We include applying for the Site Plan approval and the Water and Sewer Extension Permits in the "Permitting and Client/Consultant Coordination" phase of the project. Our lump sum price includes three review cycles; Town of Youngsville comments beyond the third review will be considered additional services and billed hourly.

### **Documents**

- Site Plans
- Stormwater Detention and Nutrient Removal Report
- Stormwater and Nutrient Removal Calculations
- Plan & Profile drawings of proposed storm drains, water mains and sewer mains

## **D. Permitting and City/Client/Consultant Coordination**

**(Hourly)**

### **Description**

Numerous permit approvals will need to be obtained for this project. These include approvals for the Minor Site Plan, Construction Drawing, the Land Disturbing Permit, Water Extension permit, and Sewer Extension permit. This phase of the project also includes meeting with the City, Client, consultants and contractors and work associated with major plan revisions. We have included what we think is an adequate budget ( $\pm 30$  hours) for this phase of the project. However, since this can vary significantly dependent on a number of factors, this phase of the project will be billed on an hourly basis.

**E. Construction Period Services**

**(Hourly)**

**Description**

During the pricing and construction phases of the project we will answer client and contractor questions regarding the intent of the plans and specifications and make any necessary changes and/or issue Bulletin Drawings to clarify the intent of the plans at our standard hourly rates. We have included what we think is an adequate budget (+30 hours) for this phase of the project. However, since the scope of this phase of the project can vary (either more or less), this phase of the project will be billed on an hourly basis.

**F. AS BUILT Plans**

**(Hourly)**

**Description**

When Construction is complete we will be required to provide AS BUILT drawings and Engineer's Certification for the Underground Detention and Nutrient Removal Devices. We will rely primarily on surveys provided by the Contractor to prepare these plans and certifications. We also include attending a final walk thru and preparing a punch list in the Construction Period Services phase of the project (see item E., above). We suggest allowing two months to complete the AS BUILT drawings, obtain certifications and for the contractor to complete the punch list items.

**G. Printing and Reimbursable Expenses**

**(Allowance)**

**Description**

This includes the cost of printing, copying, mileage and other direct expenses directly related to the project. A 10% administrative fee is add to all reimbursable expenses.

**H. Items Not Included in this Proposal**

**Description**

1. This proposal includes coordination with the listed consultants.
2. The Concept Sketch budget includes 1-2 sketches and 2-3 modifications. Changes requested beyond these changes constitute additional services.
3. Value engineering revisions.
4. Services requiring a registered Land Surveyor (except as specifically listed), Structural Engineer, Traffic Impact Analysis, Geotechnical or Environmental engineering work or testing services.
5. Items not specifically listed as Basic Services.
6. Any revisions requested by the client to previously approved design work may be considered additional services and require additional time and or fees to incorporate into the project.
7. Sign Ordinance coordination and graphic design.
8. Construction cost estimates.
9. This proposal does not include any FEMA permitting or modeling associated with Floodplain and Floodway.
10. Fire Flow hydrant testing and water main pressure modeling is not included in our price.
11. Turning lanes and/or road widening.
12. Our proposal prices for submittals include three review cycles. Review cycles greater than three will be considered additional services and billed hourly.
13. Wetland and Stream Delineation are not included in our contract.
14. NCDOT driveway permits or encroachment agreements.
15. Design of septic systems is excluded.
16. Well permitting is excluded.

### III. Project Design Fees

A.	Concept Sketches and Due Diligence (Hourly)	\$ 2,600
B.	Site & Construction Plans Process (Lump Sum)	\$20,750
C.	Permitting and City/Client/Consultant Coordination (Hourly)	\$3,600
D.	Construction Period Services (Hourly)	\$3,600
E.	AS BUILT Plans and Certifications (Hourly)	\$2,600
F.	Printing and Expenses (Allowance)	<u>\$1,500</u>
	<b>TOTAL</b>	<b>\$34,650</b>



#### IV. TERMS AND CONDITIONS

**Town of Youngsville** (Herein after referred to as the Client) agrees to the following Terms and Conditions as set forth by The Site Group, PLLC (herein after referred to as TSG).

**Responsibility of TSG:** Basic services shall be performed in accordance with the Terms and Conditions outlined in the Description of Services.

**Responsibility of the Client:** The Client shall permit TSG and our Consultants access to all available Project records, existing and proposed, and site(s) that pertain to the Project. The Client shall perform all required project reviews and approvals, and will furnish all required information in a timely manner. TSG and our Consultants shall be entitled to rely on information furnished by Client. The Client shall establish an adequate budget for construction including adequate contingencies for design and construction change orders. The Client shall promptly report to TSG any defects or suspected defects in our work or services of which you become aware, so that we may take measures to minimize the consequences of such a defect. The Client warrants that you will impose a similar notification requirement on all Contractor(s) in your Owner/Contractor(s) Contract and shall require all subcontracts at any level to contain a like requirement. Failure by you, and your Contractor(s) or subcontractor(s), to notify us shall relieve us of all costs of remedying the defects above the sum such remedy would have cost had prompt notification been given.

**Insurance:** During the term of this Agreement, TSG agrees to provide a Certificate of Insurance regarding "Errors and Omissions" if requested showing the types and amounts of insurance carried by TSG. Increased coverage at Client's request shall be a reimbursable expense.

**Termination:** Either the Client or TSG may terminate this Agreement at any time, with or without cause, upon giving the other party seven (7) calendar days prior written notice. The Client, shall within fourteen (14) days of receipt of TSG's final invoice, pay TSG and our Consultants for all services rendered and all costs incurred up to the effective date of termination.

**Terms of Payment:** Unless otherwise provided for in this Agreement, TSG will submit monthly invoices for services which have been completed, each of which is due and payable within fifteen (15) calendar days of receipt of invoice. If any invoice is not paid within thirty (30) days after receipt, late payment charges of 1-1/2% per month will be added. TSG may, after giving seven (7) days written notice to Client, suspend services under this Agreement and withhold all work products until TSG has been paid in full all accounts due for services and expenses. Any costs of collections, including attorney's fees will be the responsibility of the Client.

Billing for this project will be Hourly. The Client will be billed by phase as described in the preceding document. The preceding fees listed as allowances are estimates only and should not be construed as guaranteed maximum costs. Actual costs will be itemized and presented to the Client for Payment with each invoice. Reimbursable expenses include, but are not limited to printing and reprographics, mileage and long distance phone calls.

Compensation for TSG and our Consultants shall be based on design services provided and is independent of construction commencement or construction completion. This project proposal may be withdrawn or revised by TSG if not accepted within 30 days.

**Ownership of Instruments of Service:** Documents: All documents including, but not limited to, electronic data, drawings and specifications, are the property of TSG and/or our Consultants. The Client shall indemnify and hold harmless TSG and our consultants from all claims, damages, liabilities, and expenses, including attorney's fees, arising out of or resulting from the reuse of documents. TSG does not warrant or represent our construction documents or other documents to be infallible. TSG shall prepare our documents and perform our services in accordance with the standard of care for professionals performing the same or similar services. In no event shall TSG or our Consultants be liable for any indirect, consequential or special damages of any kind including but not limited to loss of use or loss of profit.

**Opinions of Probable Construction Costs:** In providing opinions of probable construction costs, the Client understands that TSG has no control over costs or the price of labor, equipment or materials, or over any Contractor's methods of pricing. TSG makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

**Project Schedule:** TSG will perform our services with due and reasonable diligence consistent with sound professional practices. Should TSG discern that the schedule will not be met for any reason, we shall so notify the Client as soon as practically possible. TSG is not responsible for delays caused by factors beyond TSG's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of Client to furnish timely information or approve or disapprove TSG's services or work product promptly, or delays caused by faulty performance of the Client or by contractors of any level.

**Revisions:** TSG will attempt to comply with all requested revisions but in the event of a controversy, written and graphic requests will rule. Revisions to drawings and specifications will be hourly as additional services when such revisions are (1) Inconsistent with approvals or instructions previously given by the Client/Tenant including revisions made necessary by adjustments in the Client's/Tenant's program or project budget, (2) The enactment or revision of codes, laws, or regulations subsequent to the preparation of such documents, or, (3) Changes required as a result of the Client's/Tenant's failure to render decisions in a timely manner.

The Client/Tenant shall rely on TSG's professional judgment to the continued adequacy of this agreement in light of occurrences or discoveries that were not originally contemplated by or known to TSG. Should TSG call for contract renegotiation, TSG shall identify the changed conditions necessitating renegotiation.

In the event the Client/Tenant consents to, allows, authorizes or approves of changes to any plans, specifications or other construction documents, and these changes are not issued by or approved in writing by TSG, the Client/Tenant recognizes that such changes and the results thereof are not the responsibility of TSG.

**Betterment:** If, due to our error, any required item or component of the Project is omitted from the construction documents, we shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the Project or otherwise adds value or betterment to the Project. In no event will we be responsible for any cost or expense that provides betterment, upgrade or enhancement of the Project.

**Limitation of Liability:** In recognition of the relative risks and benefits of the project to both the Client and TSG, the risks have been allocated such that the Client agrees to the maximum extent permitted by law, to limit the liability of TSG, his officers, employees, agents, and consultants for the Client's damages of any nature whatsoever including those caused by TSG's own negligence, breach of contract or other actionable conduct to TSG's total fee actually received for services rendered on this project. The parties agree that adequate consideration has been given for this limitation.

**Dispute Resolution:** In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and TSG agree, that disputes between them arising out of, or relating to this Agreement shall be submitted to mediation prior to any litigation. The parties agree to share the cost of the mediator's fee equally and that all such mediations shall be in held in Raleigh, North Carolina.

**Precedence:** If this Agreement or the Proposal it is attached to, made a part of, or referenced in any Client purchase order, the terms and conditions of this Agreement shall control to the extent that the preprinted provisions of the purchase order conflict with this Agreement. In the event of a conflict between this Agreement and the terms the Proposal referencing this agreement, incorporated herein, the terms of the Proposal shall govern.

**Governing Laws:** In the event that any court holds any part of this document invalid, the remainder of the Agreement shall remain in full force and effect. The laws of the State of North Carolina shall govern this document.

**Amendments:** This Agreement and documents incorporated herein constitute the entire agreement of the parties and supersedes all prior negotiations and representations. The Agreement can only be amended in writing, signed by both parties. TSG's services are solely for the Client's benefit and are not intended to benefit any other party.

**Additional Services:** Additional services are defined as those above and beyond the scope of work described in the preceding document and shall be billed based on our hourly fee schedule. Changes to Client supplied information, previously approved documents, design or construction schedule as well as the temporary suspension of design services will create the need for additional services. Consultants' hourly rates will be provided separately.

**Authorization:** Signatures of the Authorized Client representative and TSG constitute agreement to the above terms and conditions and authorizes TSG and our consultants to proceed. The Client agrees to honor consultant's invoices when properly documented and presented for payment by TSG. Upon receipt of payment for a consultant invoice, TSG relieves the client of responsibility for that consultant invoice.

\_\_\_\_\_  
Phillip D. Cordeiro-Town Administrator     Date  
Town of Youngsville

\_\_\_\_\_  
Samuel R. Nye - Principal     Date  
The Site Group, PLLC

The SITE Group  
1111 Oberlin Road  
Raleigh NC 27605

## V. STAFF HOURLY RATES

STAFF MEMBER	TITLE	STANDARD INVOICE RATE/HR
Ed Sconfienza, P.E., LEED AP	Senior Civil Engineer	140
Brandon Moore, LEED ASLA	Principal, Landscape Architect	130
Samuel R. Nye, P.E., LEED AP	Principal, Civil Engineer	130
Susan W. Joplin, P.E.	Civil Engineer	120
Justin Jones	Designer	85
Charles Meeks	Designer	80
Riley Austin	Project Coordinator	55

Note: Rates are subject to change, normally once a year.

## VI. SCHEDULE OF PRINTING RATES

SIZE	TYPE	RATE/EA
48x36	Bond Prints	2.75
42 x 30	Bond Prints	2.20
36 x 24	Bond Prints	1.75
34 x 22	Bond Prints	1.50
24 x 18	Bond Prints	1.10
36 x 24	Mylar Prints	15.00
34 x 22	Mylar Prints	12.00
36 x 24	Color Plots/Prints	6.00
34 x 22	Color Plots/Prints	5.50
18 x247	Color Plots/Prints	3.00
17 x 11	Copy / Black & White	.20
8-1/2 x 11	Copy Black & White	.14
17 x 11	Color Prints	.75
8-1/2 x 11	Color Prints	.50
8-1/2 x 11	Stick-on/Black and White	11.00
Per Each	CD ROM Computer Disk	10.00

NOTE: ALL printing are billed at Cost plus 10%



**Town of Youngsville Public Works Building  
South College Street  
Youngsville, NC 27596**

**CLIENT:**

Name Town of Youngsville  
Address P.O. Box 190  
Youngsville, NC 27596  
Phone: (919) 925-3399 Fax: (919) 925-3402  
Contact: Phillip D. Cordeiro Email: pcordeiro@townofyoungsville.org  
Town Administrator

**DESIGN SERVICES OFFERED BY:**

**Integrated Design, PA**  
1111 Oberlin Road  
Raleigh, NC 27605  
Phone: (919) 832-6658 Fax: (919) 839-2255  
Contact: Michael D. Sutton Email: michael.sutton@id-aep.com

**Design Services Proposal**

Integrated Design, PA is pleased to offer design services for the above referenced project as follows:

- I. Project Scope
- II. Project Design Phases
- III. Project Design Fee
- IV. Terms and Conditions
- V. Project Design Schedule

Please refer to the corresponding sections for the breakdown and description of these items.



**Integrated Design**

1111 Oberlin Road  
Raleigh, NC 27605-1136  
1 919.832.6558 • 1 919.839.2255 • id-aep.com

**Town of Youngsville Public Works Building  
South College Street  
Youngsville, NC 27596**

**I. Project Scope**

- A. A written description of project scope and services follows.

The project is to design and provide construction phase services for a new Public Works Building for the Town of Youngsville, to be located on Town owned property on South College Street.

The building will have a footprint of approximately 40 feet wide and 140 feet long (5,600sf footprint) with 20 foot bays. The first two bays (40x40) will be conditioned space for their office. It will have office, breakroom, toilet/shower, and perhaps some storage. The next 3 bays (40x60) will be maintenance space with 16' or higher doors, the last two bays (40x40) will be a covered exterior space. The client has requested a mezzanine storage space above the offices and opening on the maintenance area.

The Building Design Team will include

- Integrated Design – Architecture and Interior Design
- Stewart Engineering – Structural and Geotechnical Engineering
- Stanford White – Plumbing, Mechanical, and Electrical Engineering
- MBP Carolinas, Inc. – Cost Estimating



**Town of Youngsville Public Works Building  
South College Street  
Youngsville, NC 27596**

## II. Project Design Phases

### A. Basic Services

#### 1. Concept Design

##### a) Description

- (1) We will perform the following Concept Design services: Obtain from the Client, or help Client create a detailed list of building functions, occupancies and spaces including adjacencies, relationships and sizes.
- (2) The Architect will document these applicable requirements and revise this list no more than 2 times for the basic fee. Further revisions constitute additional services. When the program is approved by the Client, the Architect will proceed with a schematic design.

- ##### b) Documents - Program documents and concept site and building drawings showing the alternate concepts for the project.

#### 2. Geotechnical Engineering

##### a) Fieldwork

Prior to beginning our subsurface exploration, Stewart will contact the NC One-Call Center to have public utilities in the area marked. State law requires that we allow 72 hours, starting the day after initiating a locate ticket, before performing borings. Please note that the One-Call locators only locate/mark to their meter and location/markings of all buried utilities after the meter are the responsibility of the property owner(s).

Once utilities are marked, we will mobilize a drill crew to perform a total of eight soil test borings to evaluate the subsurface conditions. The planned borings are as follows:

Building ..... 4 borings to 20 feet deep  
Parking lot/Driveway ..... 3 borings to 10 feet deep  
Stormwater pond..... 1 boring to 10 feet deep

Standard Penetration Testing (SPT) will be performed at four depths within the upper 10 feet of each boring and then at 5± feet on centers thereafter. If a boring encounters auger refusal above its planned exploration depth, it will be terminated at the refusal elevation – no rock coring is included. Borings may be left open for 24 to 48 hours to allow the groundwater to stabilize, if necessary. After the necessary groundwater measurements are recorded, each of the borings will be backfilled with soil and topped with a material similar to the surrounding conditions (e.g. asphalt cold patch, soil, etc.).



Please note that hand clearing with chainsaws will be necessary to provide access to several boring locations.

b) Laboratory

The soil samples will be returned to our laboratory where visual-manual classification in general accordance with ASTM D2488 and logging of the soil samples will be performed by an experienced geotechnical professional. The soils will be stratified and classified based on apparent origin, color, consistency/density, USCS soil type, and relative moisture/water condition.

No specific lab testing is planned at this time. If lab testing is deemed necessary through the course of our services, we will obtain authorization from you prior to conducting lab testing.

c) Engineering & Reporting

The information collected in the field will be examined and organized by our geotechnical staff to formulate opinions and engineering recommendations for the planned development. Our geotechnical evaluation and report will include the following:

- General geologic overview of the subject site
- Soil conditions encountered and pertinent engineering properties
- Groundwater depth, if encountered
- Suitable foundation system(s)
- Minimum bearing depth
- Design bearing capacity
- Settlement estimates (total and differential)
- Passive earth pressure coefficient, soil unit weight, and base friction value
- Seismic site characterization
- Slab-on-grade design recommendations, including k-value
- Pavement design
- Site grading/earthwork recommendations, including suitability of onsite soils for reuse and compaction guidelines
- Comments relating to adverse geotechnical conditions that could impact development, such as shallow refusal material, old fill, buried debris, groundwater, potentially expansive clays and/or any other conditions that are encountered.

d) Documents - The deliverable will be a geotechnical engineering report discussing the bulleted topics above and will include boring logs, vicinity map, boring location diagram, and other readily available historical data utilized in our evaluation. The report will be provided digitally in Adobe Acrobat PDF-format unless hard copies are specifically requested.

e) Schedule - Based upon our current schedule, Stewart proposes to initiate drilling on this project within seven to ten business days, weather permitting. Assuming favorable weather conditions, field activities should be completed in one day. We





expect that the engineering analysis and reporting can be completed in about 20 business days of receiving authorization to proceed.

- f) Exclusions - The following items are excluded from the Scope of Services:
- Clearing with heavy equipment.
  - Location of private utilities.
  - Rock coring.
  - Identification of contaminated soil, hazardous/toxic material, or otherwise environmentally impacted soils.
  - Screening of soils for environmental contaminants.
  - Grouting of test holes, which is required of contaminated sites.
  - Environmental site assessment(s) and/or determining the presence or absence of wetlands.
  - Ground/pavement/vegetation restoration services/fees.

### 3. Schematic Design

#### a) Description

- (1) Prepare floor plan layout and elevations describing the basic materials of the project for Client approval.
- (2) The Client shall comment on the original schematics and the Architect will revise the schematic plans 2 times based on these comments. If a plan is not accepted after these said revisions, the Architect can continue to revise the plan but will bill hourly as additional services.
- (3) Our PME Engineering Consultant will prepare schematic design documents for review and comment. The schematic design documents will include a general description of systems and project components, and will form the basis for further design work during the subsequent design phase.

#### b) Documents

- (1) Schematic floor plan defining the approximate gross and usable areas.
- (2) Schematic building elevations defining materials and proportions
- (3) Refined program definition plus a written description of proposed systems, criteria and materials for the project.

### 4. Design Development/

- a) Description - Establish the project's final scope prior to the development of actual construction documents. Carry out a final check assuring that the basic design meets all program requirements. Materials are identified and special requirements for structural, mechanical and electrical systems are defined. We will work closely with the (Tenant) (Developer) (Owner) to define the criteria to which the building systems are to be (connected) (designed).

- (1) Our Structural Engineering consultant will provide the following services:
  - Development of selected structural systems.
  - Produce further detailed foundation and framing plans, including lateral system, framing member sizes, and plan dimensions.
  - Develop typical structural details.



- Develop critical details, required for advancement of design and coordination with design team.
  - Participate in local meetings as requested.
  - Review estimates of probable construction cost prepared by Contractor and/or Cost Consultant.
  - Respond to Owner comments.
- (2) Our PME Engineering consultant will prepare design development documents for review and comment by Architect and required regulatory agencies. The design development documents will consist of basic one-line drawings and an outline technical specification. These documents shall fix and describe the size and character of the Project as to systems, materials, and other such elements as may be appropriate and will form the basis for further design work during the subsequent design phase.
- b) Documents - Design Development Documents showing layouts, basic dimensions and materials for the following:
- (1) Floor Plans
  - (2) Roof Plan
  - (3) Enlarged Toilet Plan
  - (4) Finish Schedule
  - (5) Door Schedule
  - (6) Exterior Building Elevations
  - (7) Building Section
  - (8) Two or Three Wall Sections
  - (9) Structural System Diagrams or Description
  - (10) Mechanical & Electrical Systems Diagrams or Descriptions

5. Construction Documents

- a) Descriptions - Prepare working drawings, technical specifications and contractual documents for the basic shell, core and superstructure of the building as well as site work for the project.

(1) Architecture

Prepare documents, including floor plans, elevations, roof plans, schedules, sections, details, finish schedule and other necessary drawings. These drawings will convey the project design and its construction. Building materials and finishes shall be described by these documents.

(2) Structural Engineering

Our Consultant will prepare final documents that show the building foundations, superstructure and miscellaneous associated supporting elements. The structural elements are to be coordinated and integrated with the architectural, mechanical and electrical systems.

Our Consultant's Services will include:

- Develop structural construction drawings including foundation plans, framing plans, details, and schedules.



- Provide structural specifications in CSI MasterFormat.
  - Provide Statement of Special Inspections if required by the North Carolina State Building Code.
  - Participate in local meetings as requested.
  - Review estimates of probable construction cost prepared by Contractor and/or Cost Consultant.
  - Respond to Owner comments.
- 
- Structural Assumptions in determining fees are as follows:
  - Design of permanent or temporary soil shoring system will be by others. Underpinning details will be shown schematically on the construction documents, with the final design required to be performed by the Contractor.
  - All existing structures on the property will be demolished prior to work for this project. No engineering services will be provided for any existing structure.
  - Foundation system will be developed based on recommendations by and in coordination with the Geotechnical Engineer (hired by Owner).
  - Foundations are assumed to be conventionally-reinforced spread foundations. Should deep foundations
  - (piles, caissons, etc.) be recommended by the Geotechnical Engineer, an additional service fee will be required.
  - The ground floor will be a soil-supported slab on grade. Should the floor require a framed design to span to foundation elements, an additional service fee will be required.
  - Early construction document packages will not be required for project delivery. Should early foundation, steel, or concrete packages be required by the Contractor, an additional service fee will be required.
  - Means and methods of construction shall be the responsibility of the Contractor, including design of construction-related elements (shoring, crane foundations, etc.).
  - Special Inspections are not included in this fee, but Stewart can provide these services under a separate contract.
  - Structural steel simple beam connections, braced frame connections, and designated moment connections will be a delegated design and performed by the supplier's engineer.
  - Non-load bearing metal stud framing design will be a delegated design and performed by the supplier's engineer.
  - Design and detail of connections of proprietary exterior wall systems, including curtain wall and store front, will be performed by the supplier's engineer.
  - Roof fall protection will be a delegated design and performed by the supplier's engineer.
  - Segmental block site retaining wall design is the responsibility of the wall manufacturer. Concrete site retaining wall designs will be scheduled on the structural drawings but may not be shown in plans and sections. These walls must be shown on the site drawings, denoting height, location, and extent of the site walls.
  - Design of non-building structural elements will be by others, including but not limited to drainage structures, underground vaults, flagpoles, and supports for PME equipment.

(3) Plumbing, Mechanical and Electrical Engineering



Our Consultants will provide mechanical engineering (heating, ventilating, and air-conditioning, plumbing, and fire protection) and electrical engineering (power, lighting, and special electrical systems) design.

Plumbing design shall include water and waste systems within and beneath the extents of the building structure. The Civil Engineer shall be responsible for design of all other plumbing site utilities, including but not limited to storm drainage. Fire Protection design will consist of establishing the criteria and performance requirements for final design by the Contractor. Heating, Ventilating, and Air Conditioning design shall include air handling and heat transfer systems in and around the building structure. Natural gas piping design shall be limited to piping beyond the load side of the meter. Electrical design shall include power, lighting and fire alarm systems for the building structure. Design for special systems (voice reinforcement, security, telephone, data, etc.) shall include an empty raceway system for future inclusion of cabling and equipment by the Client. Design of electrical utilities shall be limited to the secondary distribution beyond the service transformer.

- b) Documents - Documents will be assembled for the construction of the project including contract documents, technical specifications and working drawings. A registered professional as required to practice in North Carolina shall seal all documents.
- c) The Architect shall assist the Client in applying for the building permit. This assistance consists of completing and submitting forms for the work included in the scope of services. Usual and customary plan review comments by Municipal Agencies will be incorporated into the documents as part of the Basic Fee.
- d) We will prepare a specification booklet using the CSI Division format.

#### 6. Bidding

- a) Description - We will assist the Owner by issuing the Construction Documents to a selected list of Contractors in order to receive bids as well as conduct 1 pre-bid conference and 1 bid opening. After the bid opening, we will review the bids and recommend to the Owner which Contractor or Contractors best satisfy the requirements for the project.
- b) Documents - We will prepare an invitation to bid, instructions to bidders and bid tabulation to help evaluate the cost.

#### 7. Construction Phase

- a) Description - We will observe the quality of construction and monitor the schedule of work. The project manager will visit the site while critical items are being constructed. Site visits will be conducted to observe compliance with the documents. We will review the work of all trades for compliance with contract documents, make interpretations of drawings, attend project meetings and approve payment requests. Shop drawings and submittals for all Contracted trades will be reviewed and approved as required. A final punch list will be written and a certificate of substantial completion will be provided.
- b) We anticipate a construction time of 7 to 8 months. A representative of Integrated Design, PA will visit the site 2 times per month for a total of 16 site visits. If the



construction phase lasts longer than the estimated 8 months, additional site visits will be considered additional services.

- c) Our Structural Engineer will make two (2) site visits for the duration of the construction of the structural components. Additional visits as requested will be billed at hourly rates. Site visits shall verify quality of work, assist in resolving construction issues, and verify construction is in general conformance with the plans and specifications.
- d) Our plumbing, mechanical and electrical, engineers will make up to 16 site visits for the duration of the construction. Additional visits as requested will be billed at hourly rates. Site visits shall verify quality of work, assist in resolving construction issues, and verify construction is in general conformance with the plans and specifications.

B. Project Design Activities - Additional Services & Allowance Work

1. Printing and Expenses (Allowance)

- a) Description - This will include cost of printing, copying and photographs as applicable, throughout the design process. Miscellaneous items such as mileage and travel, when directly related to the project will be included as well. These costs will be invoiced at our cost each month with a 10% administrative fee.
- b) Documents - Appropriate print and expense documentation.

2. Cost Estimation

- a) Our independent cost estimator will provide the design team and owner with a cost estimate and written report, including assumptions and clarifications for each of the design phases.

3. Additional Services - Items Not Included in this Proposal

a) Description

- (1) Significant increases (10%) in gross project or building square footage over the area listed in the scope of services will constitute additional services. Any revisions requested by the Client to previously approved design work may be considered additional services and require additional time and or fees to incorporate into the project.
- (2) Design of any space or structure outside of the above defined up-fit or scope of work is not included.
- (3) Hazardous materials evaluation or abatement including but not limited to asbestos, lead paint and/or hazardous waste in any of its various forms as defined by the US Environmental Protection Agency.
- (4) Construction contract negotiation.
- (5) Contractor bid negotiation or value engineering revisions.
- (6) Color or black and white renderings of interior or exterior spaces.
- (7) Color or Materials finish board preparation.
- (8) Land surveying services.
- (9) Extensive roof detailing.



- (10) Municipality site plan approval process documents or coordination.
- (11) Post construction services or as-built documents.
- (12) Furniture selections and all related coordination.
- (13) Sign Ordinance coordination and graphic design.
- (14) Financial Feasibility and other specialty studies.
- (15) Services relative to future facilities, systems, furniture, fixtures and equipment.
- (16) Verification of accuracy of information furnished by Client/Tenant.
- (17) Planning and specifying security wiring and equipment.
- (18) Fixed medical equipment such as film processors, x-rays, etc.
- (19) Medical gas systems.
- (20) Vacuum and compressed air systems.
- (21) Excessive equipment coordination.
- (22) Sound, intercom and paging systems.
- (23) Special computer or file server systems.
- (24) Health Department, NRC or North Carolina Department of Facility Services approvals.
- (25) Radiation containment, protection or monitoring system design.
- (26) Items not specifically listed as Basic Services.
- (27) Additional project document submittals not specifically mentioned as basic services.

- b) Documents - The Architect can provide documents for additional services on an hourly basis. Also, additional consultants can be contracted to solve the design problems of the Client.



**Town of Youngsville Public Works Building  
 South College Street  
 Youngsville, NC 27596**

**III. Project Design Fee**

<u>A. Basic Services</u>	<u>Budget</u>
1. Concept Design	
a. Architecture	2,000.00
2. Geotechnical Engineering	6,000.00
2. Schematic Design	
a. Architecture	6,000.00
d. Cost Estimation	8,500.00
3. Design Development	
a. Architecture	12,000.00
b. Structural Engineering	3,200.00
c. PME Engineering	13,860.00
d. Cost Estimation	12,000.00
4. Construction Documents	
a. Architecture	14,000.00
b. Structural Engineering	3,200.00
c. PME Engineering	13,860.00
d. Cost Estimation	13,500.00
5. Construction Phase	
a. Architecture	14,000.00
b. Structural Engineering	1,500.00
c. PME Engineering	11,880.00
5. Consultant Invoice markup (10%)	8,750.00
<hr/>	
<b>Sub Totals</b>	<b>\$144,250.00</b>
<hr/>	
<b>B. Additional Services and Allowances</b>	
<hr/>	
1. Printing/Expenses (Allowance)	
a. Architecture	2,000.00
2. Additional Services	Hourly
<hr/>	
<b>Sub totals:</b>	<b>\$2,000.00</b>
<hr/>	
<b>Total</b>	<b>\$146,250.00</b>



**Town of Youngsville Public Works Building  
South College Street  
Youngsville, NC 27596**

#### **IV. Terms & Conditions**

**Town of Youngsville, North Carolina** (Herein after referred to as the Client) agrees to the following terms and conditions as set forth by Integrated Design, PA (herein after referred to as ID).

**Responsibility of ID:** Basic services shall be performed in accordance with the terms and conditions outlined in the proposal and/or as set forth in the Design Services Agreement, which are incorporated herein by reference.

**Responsibility of the Client:** The Client shall permit ID and our Consultants access to all available Project records, existing and proposed, and site(s) that pertain to the Project. The Client shall perform all required project reviews and approvals, and will furnish all required information in a timely manner. ID and our Consultants shall be entitled to rely on information furnished by Client. The Client shall establish an adequate budget for construction including adequate contingencies for design and construction changes. The Client shall promptly report to ID any defects or suspected defects in our work or services of which you become aware, so that we may take measures to minimize the consequences of such a defect. The Client warrants that you will impose a similar notification requirement on all Contractor(s) in your Owner/Contractor(s) Agreement, and shall require all subcontracts at any level to contain a like requirement. Failure by you, and your Contractor(s) or subcontractor(s), to notify us shall relieve us of all costs of remedying the defects above the sum such remedy would have cost had prompt notification been given.

**Indemnity for Mold Claims:** It is understood by the parties that existing or constructed buildings may contain mold substances that can present health hazards and result in bodily injury, property damage and/or necessary remedial measures. If, during performance of the SERVICES, ID knowingly encounters any such substances, ID shall notify the CLIENT and, without liability for consequential or any other damages, suspend performance of services until the CLIENT retains a qualified specialist to abate and/or remove the mold substances. The CLIENT agrees to release and waive all claims, including consequential damages, against ID, its consultants and their officers, directors and employees arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of the SERVICES. The CLIENT further agrees to indemnify and hold ID harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site whether during or after completion of the SERVICES, except for those claims, liabilities, costs or damages caused by the sole gross negligence and/or knowing or willful misconduct of ID. ID and the CLIENT waive all rights against each other for mold damages to the extent that such damages sustained by either party are covered by insurance

**Insurance:** During the term of this Agreement, ID agrees to provide a Certificate of Insurance regarding "Errors and Omissions" if requested showing the types and amounts of insurance carried by ID. Increased coverage at Client's request shall be a reimbursable expense.

**Termination:** Either the Client or ID may terminate this Agreement at any time, with or without cause, upon giving the other party seven (7) calendar days prior written notice. The Client, shall within fourteen (14) days of receipt of ID's final invoice, pay ID and our Consultants for all services rendered and all costs incurred up to the effective date of termination.

**Terms of Payment:** Unless otherwise provided for in this Agreement, ID will submit monthly invoices for services which have been completed, each of which is due and payable within fifteen (15) calendar days of receipt of invoice. If any invoice is not paid within thirty (30) days after receipt, late payment charges of 1-1/2% per month will be added. ID may, after giving seven (7) days written notice to Client, suspend services under this Agreement and withhold all work products until ID has been paid in full all accounts due for services and expenses. Any costs of collections, including attorney's fees will be the responsibility of the Client.



**Integrated Design**

1111 Oberlin Road  
Raleigh, NC 27605-1136  
t 919.832.6358 • f 919.839.2255 • id-aep.com



Billing for this project will be a combination of Flat Fee and Hourly. The Client will be billed by phase as described in the preceding document. The preceding fees listed as allowances are estimates only and should not be construed as guaranteed maximum costs. Actual costs will be itemized and presented to the Client for Payment with each invoice. Reimbursable expenses include, but are not limited to printing and reprographics, mileage and long distance phone calls.

Compensation for ID and our Consultants shall be based on design services provided and is independent of construction commencement or construction completion. This project proposal may be withdrawn or revised by ID if not accepted within 30 days.

**Ownership of Instruments of Service:** Documents: All documents including, but not limited to, electronic data, drawings and specifications, are the property of ID and/or our Consultants. The Client shall indemnify and hold harmless ID and our consultants from all claims, damages, liabilities, and expenses, including attorney's fees, arising out of or resulting from the reuse of documents. ID does not warrant or represent our construction documents or other documents to be infallible. ID shall prepare our documents and perform our services in accordance with the standard of care for professionals performing the same or similar services. In no event shall ID or our Consultants be liable for any indirect, consequential or special damages of any kind including but not limited to loss of use or loss of profit.

**Opinions of Probable Construction Costs:** In providing opinions of probable construction costs, the Client understands that ID has no control over costs or the price of labor, equipment or materials, or over any Contractor's methods of pricing. ID makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

**Project Schedule:** ID will perform our services with due and reasonable diligence consistent with sound professional practices. Should ID discern that the schedule will not be met for any reason, we shall so notify the Client as soon as practically possible. ID is not responsible for delays caused by factors beyond ID's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of Client/Tenant to furnish timely information or approve or disapprove ID's services or work product promptly, or delays caused by faulty performance of the Client/Tenant or by contractors of any level.

**Revisions:** ID will attempt to comply with all requested revisions but in the event of a controversy, written and graphic requests will rule. Revisions to drawings and specifications will be hourly as additional services when such revisions are (1) Inconsistent with approvals or instructions previously given by the Client/Tenant including revisions made necessary by adjustments in the Tenant's program or project budget, (2) The enactment or revision of codes, laws, or regulations subsequent to the preparation of such documents, or, (3) Changes required as a result of the Client's failure to render decisions in a timely manner.

The Client shall rely on ID's professional judgment to the continued adequacy of this agreement in light of occurrences or discoveries that were not originally contemplated by or known to ID. Should ID call for contract renegotiation, ID shall identify the changed conditions necessitating renegotiation.

In the event the Client consents to, allows, authorizes or approves of changes to any plans, specifications or other construction documents, and these changes are not issued by or approved in writing by ID, the Client/Tenant recognizes that such changes and the results thereof are not the responsibility of ID.

**Job Site Safety:** ID, our employees and Consultants are not responsible in any way for the means, methods, sequence, procedures, techniques of construction, or for job site safety. The Client agrees that the construction contractor is solely responsible for these items and warrants that this intent shall be made evident in the Client's agreement with the Contractor.

**Construction Phase Services Omitted:** ID and the Client agree that if the Client chooses not to have ID and our consultants provide construction phase services, the Client shall be solely responsible for the interpretation of the Contract Documents and observing the Work of the Contractor to discover, correct or mitigate errors, inconsistencies or omissions. If the Client authorizes deviations, recorded or unrecorded, from the documents prepared by the ID or their consultants, the Client shall not bring any claim against ID and shall indemnify and hold ID, its agents and employees harmless from and against claims, losses, damages and expenses, including but not limited to defense costs and the time of the design professionals, to the extent that such claim, loss, damage or expense arises out of or results in whole or in part from such



deviations, regardless of whether or not such claim, loss, damage or expense is caused in part by a party indemnified under this provision.

**Submittal Review:** We will review Contractor submittals, such as shop drawings, product data, samples and other data, as required by us, but only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. Our review shall be conducted with reasonable promptness while allowing sufficient time, in our judgment, to permit adequate review. Review of a specific item shall not indicate that we have reviewed the entire assembly of which the item is a component. We shall not be responsible for any deviations from the contract documents not brought to our attention in writing by the Contractor. We shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

**Contractor's Requests for Payment:** Based on site visits and observations, and evaluations of the Contractor(s)'s Applications for Payment, we will review and certify the amounts due the Contractor(s). However, the issuance of a Certificate for Payment shall not be a representation that we (1) Made exhaustive or continuous on-site inspection to check the quality or quantity of the Work, (2) Reviewed construction means, methods, techniques, sequences or procedures, (3) Reviewed copies of requisitions received from subcontractor(s) and material suppliers and other data requested by you to substantiate the Contractor(s)'s right to payment, or (4) Ascertained how or for what purpose the Contractor(s) has used money previously paid.

**Betterment:** If, due to our error, any required item or component of the Project is omitted from the construction documents, we shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the Project or otherwise adds value or betterment to the Project. In no event will we be responsible for any cost or expense that provides betterment, upgrade or enhancement of the Project.

**Limitation of Liability:** In recognition of the relative risks and benefits of the project to both the Client and ID, the risks have been allocated such that the Client agrees to the maximum extent permitted by law, to limit the liability of ID, his officers, employees, agents, and consultants for the Client's or contractor's damages to ID's total fee actually received for services rendered on this project. The Client also agrees to indemnify and hold harmless ID, its employees and consultants for risks which are beyond the control of ID, its employees or consultants and to make this provision a part of the owner contractor agreement. This item includes but is not limited to contractor and subcontractor scheduling and/or performance, and/or internal contractor or subcontractor communication.

**Dispute Resolution:** In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and ID agree, that disputes between them arising out of, or relating to this Agreement shall be submitted to mediation prior to any litigation. The parties agree to share the cost of the mediator's fee equally and that all such mediations shall be in held in Raleigh, North Carolina.

**Precedence:** If this Agreement or the Proposal it is attached to, made a part of, or referenced in any Client purchase order, the terms and conditions of this Agreement shall control to the extent that the preprinted provisions of the purchase order conflict with this Agreement. In the event of a conflict between this Agreement and the terms the Proposal referencing this agreement, incorporated herein, the terms of the Proposal shall govern.

**Governing Laws:** In the event that any court holds any part of this document invalid, the remainder of the Agreement shall remain in full force and effect. The laws of the State of North Carolina shall govern this document.

**Amendments:** This Agreement and documents incorporated herein constitute the entire agreement of the parties and supersedes all prior negotiations and representations. The Agreement can only be amended in writing, signed by both parties. ID's services are solely for the Client's benefit and are not intended to benefit any other party.

**Additional Services:** Additional services are defined as those above and beyond the scope of work described in the preceding document and shall be billed based on our hourly fee schedule. Changes to Client supplied information, previously approved documents, design or construction schedule as well as the temporary suspension of design services will create the need for additional services. Consultants' hourly rates will be provided separately.



**Authorization:** Signatures of the Authorized Client representative and ID constitute agreement to the above terms and conditions and authorizes ID and our consultants to proceed. Billing for consulting services will be Through ID. The Client agrees to honor consultant's invoices when properly documented and presented for payment by ID. Upon receipt of payment for a consultant invoice, ID relieves the Client of responsibility for that consultant invoice.

_____ Signature of Authorized Client Representative	_____ Date	_____ Michael D. Sutton, Principal Integrated Design, PA	_____ 17 MAR 20 Date
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\_\_\_\_\_  
Printed Name of Authorized  
Client Representative







FY2020  
Budget  
Preview



# Revenue



**Tax Rate**



**Community House Rental Fee**

*In-Town: \$100 to \$200*

*Out-of-Town: \$125 to \$300*



**Vehicle Fee**



**Permit to Dig in Streets**

\$25 to \$100



**Solid Waste Fee**



**Special Event or Amp. Sound Permit**

\$0 to \$50





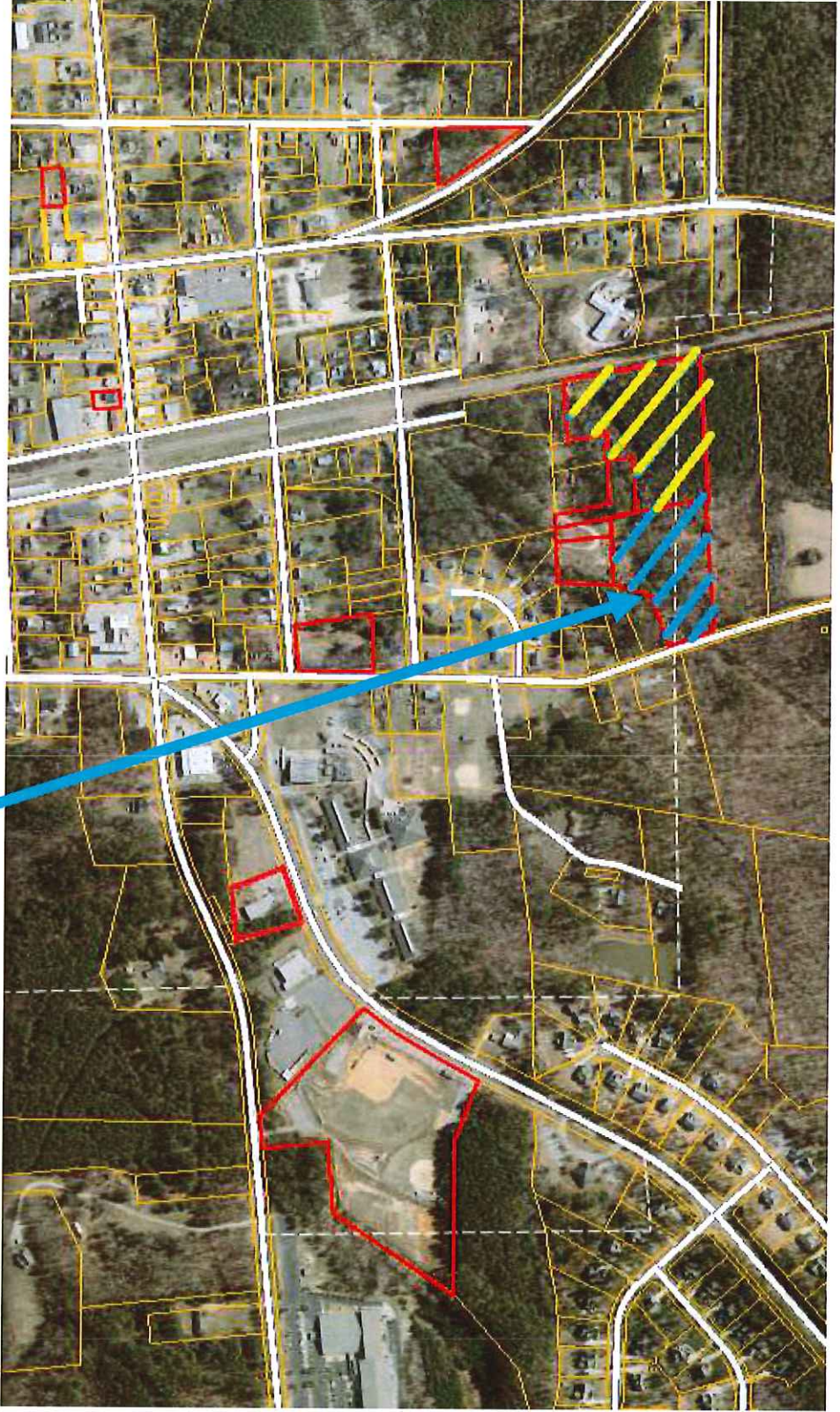
## Expenses – Funded

- Pay & Classification Study
  - Fully funded for second year (DI + COLA)
  - Re-aligned Police Department structure
- Police equipment + training
- Convert half-time Public Works position to full-time (advertisement to be published soon)
- CIP
  - Community house kitchen remodel
  - Luddy Park basketball court lights, pedestrian improvements (e.g. stairs), and gate repair
  - Town Hall Completion
  - New Public Works Facility



# Expenses – Funded

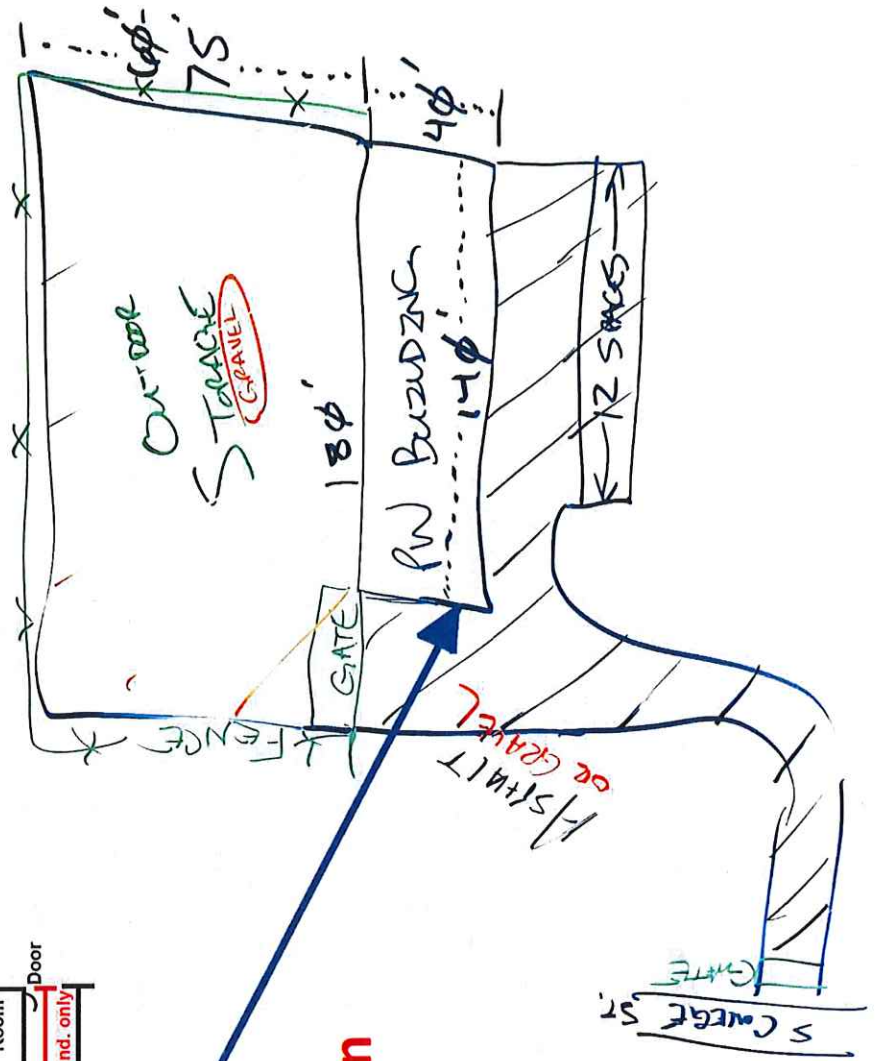
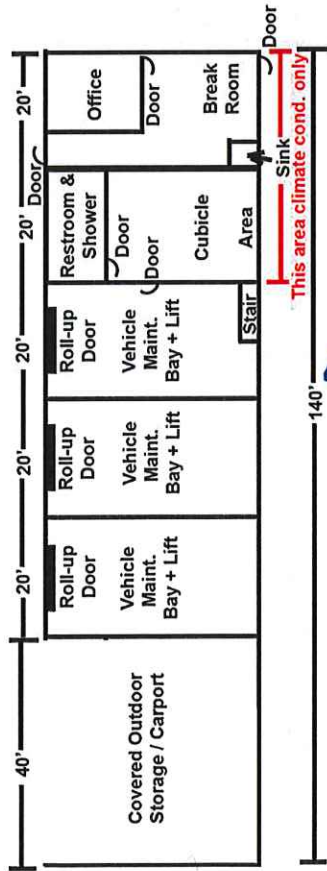
## Public Works Facility Site Plan







# Expenses – Funded



## Public Works Facility Design



# Expenses – Funded

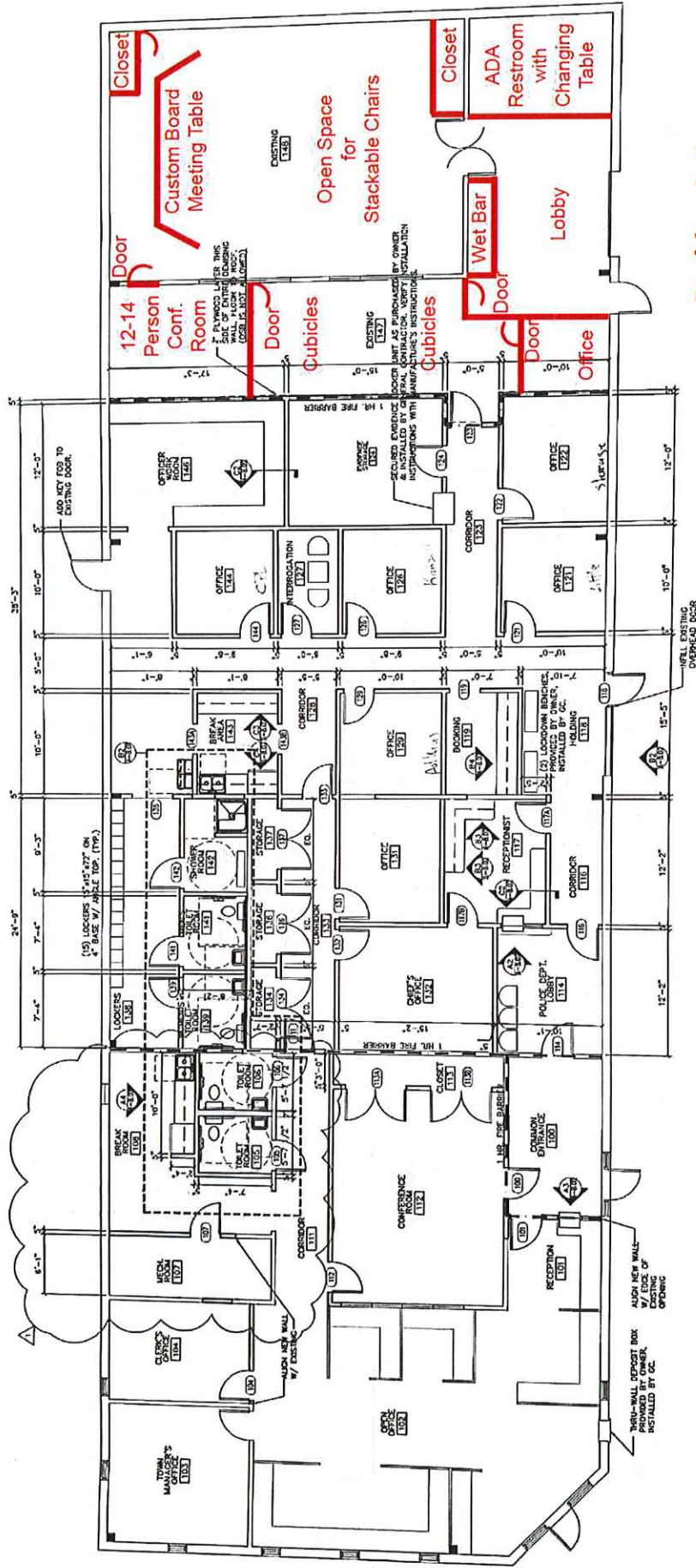


**Public Works  
Facility  
Site Plan**



# Expenses — Funded

## New Town Hall Completion



**Parking Lot  
Modifications**



## Expenses – Unfunded



- CIP
- Leaf truck
- Street sweeper
- Recreation center
- Police department vehicles
  - 2 Ford Explorers
  - 1 truck for investigator and special events
- School Resource Officer (→ Franklin County Sheriff)