

GREENVILLE REDEVELOPMENT COMMISSION MINUTES

January 4, 2011
Greenville, NC

The Greenville Redevelopment Commission met on the above date for a meeting at 5:30 p.m. in the City Council Chambers of the City Hall Building located at 200 West Fifth Street.

COMMISSION MEMBERS PRESENT:

Evan Lewis	Robert Thompson, Chair
Chris Mansfield	Terri Williams, Vice-Chair
Don Mills	Mark Woodson

COMMISSION MEMBERS ABSENT:

Melissa Hill

STAFF MEMBERS PRESENT: Sandy Gale Edmundson, Secretary; Jonathan Edwards, Audio; Niki Jones, Planner; Thom Moton, Assistant City Manager; and Carl Rees, Urban Development Planner

OTHERS PRESENT: Michele Clements of East Group

APPROVAL OF MINUTES OF DECEMBER 7, 2010

Motion was made by Mr. Evan Lewis and seconded by Mr. Don Mills to approve the December 7, 2010 minutes. Motion carried unanimously.

CONSIDERATION OF CONTRACT FOR MULTI-SPACE METER STENCILING: CONTINUED

The Commission agreed to continue consideration of contract for multi-space meter stenciling, because Staff has not received the necessary materials.

PUBLIC COMMENT PERIOD

There was no public comment.

CONSIDERATION OF DESIGN FEES WITH THE EAST GROUP FOR ALLEY IMPROVEMENTS

Mr. Rees: Consideration of a design fee with the East Group to improve the alleyway running between 4th and 5th Streets adjacent to the former State theatre and Starlight Café. This improvement is in item nine in the Commission's Annual Work Plan. The

alley is unsightly and in a constant state of disrepair due to frequent construction projects that require utility cuts to various portions of the alley. The improvement project would seek to add a system of pavers that could be removed during projects and subsequently replaced once the project was complete. Other improvements include safety related lighting upgrades, storm water improvements and a bit of ornamental vegetation. The East Group is on retainer as a result of a previous procurement process through the Public Works Department to complete small scale engineering work for the City of Greenville. Michelle Clements of the East Group would serve as project manager. The design documents to be completed by early Spring.

Ms. Clements: Scope of Engineering Work:

Prepare a preliminary cost estimate and present to the Redevelopment Commission;
Perform an as-built/topographic and boundary survey of the alley area and adjacent properties to establish a benchmark for design and to determine existing and necessary easements;
Perform research of the areas along the alley to verify property lines and existing easements;
Prepare a survey map for use during design;
Meet with Greenville Utilities Commission (GUC) to develop an existing conditions plan and to verify any requirements that should be incorporated;
Develop a preliminary layout of the alley with proposed paver layout and relocated outdoor fixtures. Meet with the Owner to review the proposed layout;
Meet City of Greenville and GUC standards for lighting;
Develop a demolition plan for the alley showing phases and limits of construction;
Develop construction documents including a site plan, grading plan and typical details for the proposed repairs/improvements based on preliminary scope definition;
Meet with the City of Greenville to develop and finalize lighting layout;
Meet with GUC to develop and finalize lighting layout;
Meet with the City of Greenville and GUC to specify pole and lighting fixtures;
Perform alley foot candle calculations;
Provide drawing to show locations of lighting fixtures and fixture part numbers;
Develop a landscape plan for the alley incorporating existing vegetative areas and using low maintenance vegetation;
Review proposed improvements/repairs with the Owner for concurrence and approval;
Prepare technical specifications and construction documents to be used for bidding of the proposed work;
Assist the City of Greenville in soliciting and receiving bids for the proposed work;
Provide periodic inspection during the construction of the project; and
Prepare an as-built survey of the project when completed to verify that the intent of the design was achieved and for Engineer Certification.

The East Group proposes the lump sum fee of \$19,600.00 to complete the design and engineering work.

Mr. Woodson: Is the alley part of the public right-of-way.

Mr. Rees: Yes, for the most part...

Mr. Woodson: Is there disturbance in the alleyway to get to the utilities?

Mr. Rees: It is not as safe as the City of Greenville would like. This will allow solving the problems of being aesthetically more please and safety.

Mr. Woodson: Will there be a public meeting?

Mr. Rees: Yes, public input will be considered.

Mr. Mansfield: Improvements will be attractive to the businesses and the theatre. Alleys can be attractive thoroughfares and utilitarian. Will façade improvement grants apply to these businesses?

Mr. Rees: Yes, as long as the businesses can be viewed by the public.

Mr. Mills: Will Starlight Café keep the outdoor dining?

Mr. Rees: The Redevelopment Commission will be going over the outdoor dining guidelines in 2011.

Mr. Mills: Will the bench be relocated?

Ms. Clements: The bench will be near the landscaped areas.

Mr. Rees: Staff recommends authorization of \$19,600.00 in design fees to be paid to the East Group for completion of design and construction documents for the Merchant's Alley project.

Motion was made by Mr. Don Mills and seconded by Ms. Terri Williams to approve the authorization of \$19,600 in design fees to be paid to the East Group for completion of design and construction documents for the Merchant's Alley project. Motion carried unanimously.

CONSIDERATION OF GREENVILLE UTILITIES FEES FOR FIVE POINTS PLAZA

Mr. Rees: The Commission is being asked to consider fees proposed by Greenville Utilities Commission (GUC) for the installation of lighting upgrades to Five Points Plaza parking lot. These lights will provide for late night security, but will be adjustable such that lesser levels of lighting may be utilized during scheduled evening events. These are reasonable and moderate fees from GUC.

Three 24' decorative poles with one Salem Fixture = \$1,800.00.
Six Salem Lights Fixtures added to poles = \$1,200.00.
Four Floods & Arms with 400 watt MH Floods MED on 3 point arms = \$2,600.00
Setting and relocating four poles = \$300.00
Three hundred feet of UG wire being added = \$150.00

The subtotal equals \$6,050.00 with the addition of \$172.50 in taxes for a total of \$6,222.50.

Mr. Rees: Staff recommends authorization of \$6,222.50 in construction fees to be paid to Greenville Utilities for installation of electrical improvements to Five Points Plaza parking lot.

Mr. Mansfield: This is a necessary part of the work.

Motion was made by Mr. Chris Mansfield and seconded by Mr. Mark Woodson to approve \$6,222.50 in construction fees to be paid to Greenville Utilities for installation of electrical improvements to Five Points Plaza parking lot. Motion carried unanimously.

Mr. Mills: Will lights be similar to the lights in the alley?

Mr. Rees: Yes.

UPDATE ON COMPREHENSIVE WAYFINDING PROJECT

Mr. Rees: Bid advertisement was on November 15, 2010 with a pre-bid meeting of November 30, 2010. Bids were due on December 16, 2010 with a delayed bid opening until December 21, 2010 due to inclement weather. Tonight the Commission is being asked to consider a bid award. There will be a 150 day fabrication and construction following contract execution (approximately 6/30/2011). Of the bids received, Architectural Graphics is licensed and is a qualified bidder. Thus, the Redevelopment Commission may award the bid at \$690,577.63 to Architectural Graphics. The project estimate was \$640,000.00. Signs ETC was the lowest bidder with a total bid price of \$411,388.55. However, Signs ETC does not have a NC General Contractor License, so the City cannot move forward with accepting the bid of Signs ETC.

Bid Tabulations

Colorad has a total bid price of \$669,729 with acknowledged addendums and M/WBE.

Architectural Signing has a total bid price of \$746,830.57 with acknowledged addendums and M/WBE.

Nordquist has a total bid price of \$509,185.00 without acknowledged addendums and M/WBE.

Architectural Graphics has a total bid price of \$690,577.63 with acknowledged addendums and M/WBE.

Signs ETC has a total bid price of \$411,388.55 with acknowledged addendums and M/WBE.

Rite Lite Signs has a total bid price of \$521,477.00 with acknowledged addendums and M/WBE.

Geograph Industries has a total bid price of \$595,856.00 with acknowledged addendums and M/WBE.

The Commission's Options:

Option #1: Architectural Graphics is a qualified bidder that may be awarded the bid at \$690,577.63 by the Redevelopment Commission.

Option #2: Under North Carolina law and in accordance with the bid advertisement for this project, the Redevelopment Commission may reject all bids and rebid the project.

Mr. Rees: Staff recommends that the Redevelopment Commission reject all bids and rebid the project with a bid award date of March 1, 2011.

Ms. Williams: There is a lot of differences in the bids.

Mr. Rees: There are several clustered in the \$500,000.00 range. The consultants expressed concerned with the \$411,388.55 bid because the bidder might not have been able to meet some of the North Carolina Department of Transportation's requirements.

Mr. Woodson: What does MWBE stand for?

Mr. Rees: Minority Women Business Enterprise

Mr. Mansfield: Why are there so few North Carolina bidders?

Mr. Rees: This is not work that small sign shops do. Consultants said that mostly out of town firms did work of this magnitude except for Rite Lite signs which is located in Concord, North Carolina.

Motion was made by Mr. Evan Lewis and seconded by Ms. Terri Williams to reject all bids and rebid the project. Motion carried unanimously.

Mr. Thompson asked that the next round of bids have a different presentation format on the bid tabulation sheet, so that bids were displayed from lowest to highest.

UPDATE ON SCHEDULE AND REQUEST FOR PROPOSAL PROCESS FOR EVANS STREET GATEWAY PROJECT

Mr. Rees: The Evans Street Gateway is the next priority in the Streetscape Master Plan and part of the current year's work plan. Project timing is important to tie in with the East Carolina University (ECU) Master Plan and the design of the Tenth Street Connector. The Redevelopment Commission needs to hire a consultant through a competitive procurement process in order to complete design work similar to other streetscape projects. The draft procurement schedule is as follows:

- 1/24/11 Advertise and Request for Proposals (RFPs) mailed;
- 2/18/11 Proposal due date;
- 2/21 – 3/4/11 Proposal review;
- 3/14 and 3/15/11 Interviews with shortlisted firms; and
- 4/5/11 Finalist approved by the Redevelopment Commission.

Mr. Rees: Staff recommends that the Redevelopment Commission initiate a procurement process to select a firm/team to complete the Evans Street Gateway project design. Staff suggests that two Commission members be part of the selection committee.

Mr. Thompson: Is three weeks an adequate amount of time to advertise and mail RFPs to meet the proposal due date?

Mr. Rees: Time is sufficient.

Ms. Williams: I attended the East Carolina University Master Plan meeting. ECU has not made a decision, but the City of Greenville has.

Mr. Rees: Coordination with the University will be required. Gateways can mean different things. Evans Street is one of the great streets according to the streetscape plan. Individual components will allow it to grow up to the environment.

Mr. Thompson: The state budget situation means there is no money for acquisition. The fiscal year 2015-2016 may be when something could happen.

Motion was made by Mr. Evan Lewis and seconded by Mr. Don Mills to initiate a procurement process to selection a firm/team to complete the Evans Street Gateway project design. Motion carried unanimously.

Mr. Evan Lewis and Mr. Robert Thompson volunteered to serve on the selection committee.

UPDATE ON GO-SCIENCE LOCATION

Mr. Rees: The former Pugh's Tire property at 729 Dickinson Avenue was purchased late December for \$378,000.00. Some environmental work remains to be completed. The City and Go-Science staff will develop terms for a lease/purchase agreement as early as February. There are five lifts with some leakage in at least one. The environmental work will be paid for through the City of Greenville's Brownfield Grant. The Environmental Protection Agency (EPA) gave the go ahead to purchase the property. In early 2011, a full report will be submitted from the EPA. Go-Science will eventually take ownership.

Mr. Woodson: Is there liability of cleanup?

Mr. Rees: Yes, negotiate cleanup with the State and limit liability on owner or future owner. There is no action required.

ELECTION OF OFFICERS

Mr. Rees: The Commission needs to elect officers.

Motion was made by Mr. Chris Mansfield and seconded by Mr. Evan Lewis to nominate Mr. Robert Thompson as Chair of the Redevelopment Commission. Motion carried unanimously.

Motion was made by Mr. Chris Mansfield and seconded by Mr. Evan Lewis to nominate Ms. Terri Williams as Vice-Chair of the Redevelopment Commission. Motion carried unanimously.

REPORT FROM SECRETARY

Monthly Financial Report

Mr. Rees: The expenditure reports for West Greenville and the Center City have been submitted for review by the Commission. The West Fifth Street Gateway project should be ready for an opening ceremony in February.

CLOSED SESSION

Mr. Rees: The purpose of the closed session is to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, said law rendering the information as privileged or confidential being the Open Meetings Law; and

to establish or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease for purpose of redevelopment.

Motion was made by Mr. Evan Lewis and seconded by Mr. Don Mills to go into closed session. Motion carried unanimously.

COMMENTS FROM COMMISSION MEMBERS

Mr. Mills congratulated Mr. Thompson and Ms. Williams on their reappointments as officers to the Commission.

Mr. Mansfield: West Greenville is coming along well with a changed perception. Thanks to Mr. Thompson and Ms. Williams for serving.

ADJOURNMENT

Motion was made by Mr. Mark Woodson and seconded by Mr. Don Mills to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Carl Rees, Urban Development Planner
The City of Greenville Community Development Department