
REDEVELOPMENT



COMMISSION

MEMO

To: Redevelopment Commission Members

From: Tom Wisemiller, Economic Development Project Coordinator

Date: December 29, 2014

SUBJECT: Redevelopment Commission Meeting

The Redevelopment Commission is scheduled to meet for a regular business meeting on Tuesday, January 6th 2015 at the Greenville City Hall. The meeting includes updates on several projects as well as consideration of Small Business Plan Competition grant recommendations.

Updates on the following projects will be included on the Agenda:

- Live United Courtyard
- West 5th Street Commercial Center RFI
- Reade to Cotanche Alley
- Uptown Theatre

The Commission will also be asked to consider the draft contract for the proposed public art installation at Tenth and Evans streets. The project is an important part of the City's larger gateway vision for this key intersection.

At the January meeting, the Commission will discuss and finalize its meeting schedule for the remainder of 2015.

We look forward to seeing you at the January meeting. If you have any questions or need additional information, please feel free to call me at 329-4514, or Betty Moseley at 329-4481.

Redevelopment Commission Meeting
Tuesday, January 6th, 2015 ~ 5:30 PM

City Council Chambers ~ 200 West 5th Street

Agenda

- I. Welcome
- II. Roll Call
- III. Approval of Minutes – November 4, 2014
- IV. Consideration of Small Business Plan Competition Grant Recommendations
- V. Update on the Live United Courtyard Project
- VI. Consideration of Public Art Contract
- VII. Public Comment Period
- VIII. West 5th Street Commercial Center RFP
- IX. Update on the Reade to Cotanche Alley Project
- X. Update on the Uptown Theatre Project
- XI. Discussion of 2015 RDC Meeting Schedule
- XII. Report from Secretary
 - a. Monthly Financial Report
- XIII. Comments from Commission Members
- XIV. Adjournment

DRAFT OF MINUTES PROPOSED FOR ADOPTION
NOT APPROVED BY THE REDEVELOPMENT COMMISSION

Meeting Minutes
Tuesday, November 4, 2014
Greenville, North Carolina

Present:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Angela Marshall | <input checked="" type="checkbox"/> Mark Woodson | <input type="checkbox"/> Sharif Hatoum |
| <input checked="" type="checkbox"/> Jeremy King | <input checked="" type="checkbox"/> Patricia Dunn | |
| <input type="checkbox"/> Judy Siguaw | <input checked="" type="checkbox"/> Richard Patterson | |

Absent:

- | | | |
|---|--|---|
| <input type="checkbox"/> Angela Marshall | <input type="checkbox"/> Mark Woodson | <input checked="" type="checkbox"/> Sharif Hatoum |
| <input type="checkbox"/> Jeremy King | <input type="checkbox"/> Patricia Dunn | |
| <input checked="" type="checkbox"/> Judy Siguaw | <input type="checkbox"/> Richard Patterson | |

Staff:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Merrill Flood | <input checked="" type="checkbox"/> Betty Moseley |
| <input checked="" type="checkbox"/> Carl Rees | <input checked="" type="checkbox"/> Jonathan Edwards |
| <input checked="" type="checkbox"/> Kandie Smith (City Council Liaison) | <input checked="" type="checkbox"/> Tom Wisemiller |
-

I. Welcome

II. Roll Call

III. Approval of Minutes – October 7, 2014

Motion was made by Ms. Dunn and seconded by Ms. Marshall to revise the meeting minutes from October 7, 2014 to include a copy of the financial report handout. Motion opposed by Mr. Patterson. Motion carried.

Motion was made by Mr. King and seconded by Ms. Marshall to amend the meeting agenda to add item V. Consideration of Alley Improvements. Motion carried unanimously.

IV. Public Comment Period

No comments were received.

V. Consideration of Alley Improvements

Mr. Rees stated that a series of alley improvements and plaza improvements have been taking place throughout the uptown district. Around the parking deck are alleyways that are both public and private. Thus far, all work to the area has been on the public areas.

Mr. Rees introduced Kevin Mulligan, Director of the Public Works Department.

Mr. Mulligan stated that the parking deck construction began in May or June and is looking fantastic. He delineated the alleyways on a map. The City is proposing to get a public access easement with the businesses surrounding the parking deck. If approved, the City will seamlessly pave the alleyways up

to the buildings. The Redevelopment Commission is currently funding the public alleyway pavement. The cost estimate is:

Cost estimate:	\$116,000
Design:	\$8,000
Total:	\$124,000

If there is a difference in cost, then the City would talk with the property owners to see if they would share the cost.

Mr. King asked if the RDC was paying to acquire the property or just pave the alleyways up to the buildings.

Mr. Mulligan replied that they were just paving, no acquisition.

Ms. Dunn asked how much property is private and how much is public.

Mr. Mulligan delineated the areas on a map. The private areas are about 2,170 square feet.

Mr. Woodson asked if the walls and back entrances to the buildings across from the parking deck exit were unsightly.

Mr. Mulligan replied that as far as back entrances go, they were attractive enough. However; all of these improvements should spur additional improvements to the buildings if the owners wish to remain competitive.

Ms. Marshall asked at whose cost the additional improvements would take place.

Mr. Mulligan replied unless they get a grant, then the cost would be on the owners.

Ms. Dunn asked if the alleyways would remain their property.

Mr. Mulligan replied yes.

Ms. Dunn asked if this is an added cost to the parking deck.

Mr. Mulligan replied no.

Ms. Dunn asked if the alleyways would be paved if not for the parking deck.

Mr. Rees replied no, not to this extent. The \$110,000 for the Tenth and Evans Street Improvements have been folded into the overall budget for the Tenth Street connector project, therefore, freeing up \$110,000. Staff recommends this project.

Ms. Dunn asked if the proposed budget was the total cost with no over run on budget.

Mr. Rees replied that the \$124,000 estimate is on the high side. The property owners have agreed to pay additional cost.

Motion was made by Ms. Marshall and seconded by Mr. King to approve funding for additional alleyway improvements in aforementioned areas where permanent public access agreement was

granted in an amount not to exceed \$110,500 from designated Tenth Street Connector funds. Motion carried unanimously.

VI. Update on Evans Street Gateway Public Art Project

Mr. Rees stated that a couple of months ago there was a public forum calling for artist issued by the Pitt County Arts Council on our behalf. The Public Arts Committee reviewed a total of eleven submissions. The committee has narrowed down the selection to three finalists. The three finalists are Jim Galuchi, who did the whisper benches at five points, H&G Studios, and Beth Nybeck. They will be at the Emerge gallery on November 14th to answer questions. Two volunteers, Ms. Marshall and Ms. Dunn, will be serving on the selection committee. Finalist will be at the next meeting.

VII. Consideration of Recommendation to Create a Zoning Category for Theatres and Live Performance Venues

Mr. Flood stated that there is a lot of momentum concerning land uses and the uptown theater consideration. In addition, East Carolina University is considering a performing arts center in the future. Currently the zoning ordinance does not have provisions for allowing a theatre. We need to make some accommodations for use. Staff would like to create an amendment allowing special use permit. We are asking the RDC to sponsor and authorize staff to craft a zoning amendment to allow special use permit.

Ms. Dunn asked what area is being discussed.

Mr. Flood replied the uptown area and the Dickinson Avenue, Tenth Street, and Evans Street area.

Ms. Dunn asked if staff was proposing to take the CDF and include as a permitted use the theatre or drama.

Mr. Flood replied that staff would look at creating a separate use category or amend the current category to create a definition or to allow special use permits. We will evaluate what other similar cities are doing for special uses.

Mr. King asked if the performing arts area would be limited to the redevelopment area.

Mr. Flood replied perhaps. Staff would not want to do anything that affects reinvestment.

Motion was made by Mr. King and seconded by Ms. Marshall to request that staff investigate venues to create a zoning category for theatres and live performance. Motion carried unanimously.

VIII. Consideration of Contract for Purchase of Real Property

Mr. Wisemiller stated that staff is requesting authorization to purchase 604 Clark Street from Chris Darden for \$75,000 (twenty percent over the appraised value). The appraisal and review appraisal came in at \$67,500, which allowed staff to meet the owner's price.

Motion was made by Mr. King and seconded by Mr. Patterson to authorize the purchase of 604 Clark Street from Chris Darden for \$75,000. Motion carried unanimously.

Mr. Wisemiller stated that 650 Atlantic Avenue and 431 Bonners Lane are both owned by Charles Platter. This is guardianship property and there is a court approval process that may take a couple of months to get through. Purchase of these properties has already been approved.

IX. Report from Secretary

a. Monthly Financial Report

Mr. Flood gave the monthly financial report.

Redevelopment Commission Budget FY 2014-2015

Center City Bond Funds

Evans Gateway			
Date		Beginning balance:	\$159,000.00
7/10/2014	Rivers & Associates		\$1,480.00
8/5/2014	Rivers & Associates		\$2,020.00
8/28/2014	Rivers & Associates		\$1,900.00
11/12/2014	Rivers & Associates, Inc., Evans Street Gateway		\$3,500.00
11/18/2014	Rivers & Associates, Inc.		\$690.00
		Total Spent in Account:	\$9,590.00
		Total Remaining in Account:	\$149,410.00

Go Science Center			
Date		Beginning balance:	\$0.00
		Total Spent in Account:	\$0.00
		Total Remaining in Account:	\$0.00

Uptown Theatre Repairs			
Date		Beginning balance:	\$254,000.00
		Total Spent in Account:	\$0.00
		Total Remaining in Account:	\$254,000.00

Evans Street Accessway			
Date		Beginning balance:	\$233,000.00
7/28/2014	Walker Parking Consultants, Uptown Parking Deck		\$3,600.00
9/9/2014	Rivers & Associates, Inc. Evans Gateway Project		\$14,000.00
10/7/2014	Rivers & Associates, Inc.		\$12,250.00
10/9/2014	Rivers & Associates, Inc.		\$460.00
10/28/2014	Seegars Fence Company, Inc. Temporary Fence 120 West 5th Street		\$873.00
		Total Spent in Account:	\$31,183.00
		Total Remaining in Account:	\$198,217.00

Cotanche to Reade Alley Improvements			
Date		Beginning balance:	\$252,000.00
9/2/2014	Transfer of funds from Uptown Alley Improvements		-\$5,500.00
11/18/2014	Dunn & Dalton Architects		\$1,008.50
		Total Spent in Account:	-\$5,500.00
		Total Remaining in Account:	\$257,500.00

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sion

Uptown Alley Improvements		
Date		Beginning balance: \$49,000.00
9/2/2014	Transfer of funds to Cotanche to Reade Alley Improvements	\$5,500.00
		Total Spent in Account: \$5,500.00
		Total Remaining in Account: \$43,500.00

Total of all Center City Bond accounts \$902,627.00

West Greenville Bond Funds

West 5 th Streetscape, Phase II design		
Date		Beginning balance: \$58,000.00
7/10/2014	Rivers & Associates	\$7,245.00
8/5/2014	Rivers & Associates	\$5,040.00
9/9/2014	Rivers & Associates, Inc. West 5th Street Streetscape Phase II	\$945.00
11/12/2014	Rivers & Associates, Inc.	\$8,530.00
		Total Spent in Account: \$21,760.00
		Total Remaining in Account: \$36,240.00

Acquisition		
Date		Beginning balance: \$270,000.00
7/17/2014	Moore and Piner LLC: Appraisals	\$1,600.00
9/4/2014	Avery, E. Cordell Title examination 604 Clark Street	\$250.00
9/4/2014	Avery, E. Cordell Title examination 606 Clark Street	\$250.00
9/4/2014	Avery, E. Cordell Title examination 650 Atlantic Avenue	\$550.00
10/1/2014	The Appraisal Group Appraisals 604 Clark Street	\$500.00
11/4/2014	Avery, E. Cordell 650 Atlantic Avenue	\$100.00
11/4/2014	The Appraisal Group 606 Clark Street	\$650.00
11/5/2014	Avery, E. Cordell 604 Clark Street	\$500.00
11/5/2014	Avery, E. Cordell 650 Atlantic Avenue	\$500.00
		Total Spent in Account: \$4,900.00
		Total Remaining in Account: \$265,100.00

Total of all West Greenville Bond accounts \$301,340.00

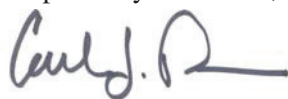
X. Comments from Commission Members

Mr. King stated that while working on this White Theatre project he has come to know the value of theatre in the uptown district and has enjoyed working with all the people.

XI. Adjournment

Motion was made by Ms. Dunn and seconded by Mr. King to adjourn the RDC meeting. Motion carried unanimously.

Respectfully submitted,



Carl J. Rees, Economic Development Manager
The City of Greenville Community Development Department

Memo

To: Redevelopment Commission
From: Carl Rees
CC: Merrill Flood
Date: 12/29/2014
Re: Winter Cycle 2014 – Small Business Plan Competition

Agenda Item # 8

The amount of interest in the Small Business Plan Competition has remained consistent from previous cycles. There were a total of six (6) for this round. Before interviews, two of these applicants chose to withdraw to continue to work on their business plans. On December 16th, the selection sub-committee, made up of Mr. Mark Woodson, Ms. Angela Marshall, and Ms. Judy Siguaw, met with all enthused business owners to discuss the scope and plan for success for each business. Remaining submissions are or plan to locate in the Center City Revitalization Area.

APPLICANTS:

1. **MELT, LLC**, Making Effective Lifestyle Transformations, would be a health and fitness gym, geared towards promoting healthier lives in Eastern North Carolina. Business owner has not determined an exact location at this time. The business plan is eligible for \$15,000.
2. **Laced Boutique & Apparel** would provide new and retro shoes through direct sales and consignment. Business owner has not determined an exact location at this time. Through the investment in the purchase of the building the business is eligible for \$15,000.
3. **East Carolina Massage** provides therapeutic massage and reflexology services. The business just opened in Uptown to 210 S. Washington Street, Greenville. The business plan is eligible for \$15,000.
4. **Luna House** would be a retail establishment selling vintage inspired women's clothing and eclectic home decor. Business owner has not determined an exact location at this time. The business plan is eligible for \$15,000.

Following the informal interview process, in which all applicants showed significant potential to thrive in Greenville's Center City, the subcommittee recommended none of the aforementioned businesses be awarded in the winter 2014 grant cycle.



Live United Courtyard Project Uptown Greenville, N.C.

Find yourself in good company

2010:
Land is acquired by
Redevelopment
Commission

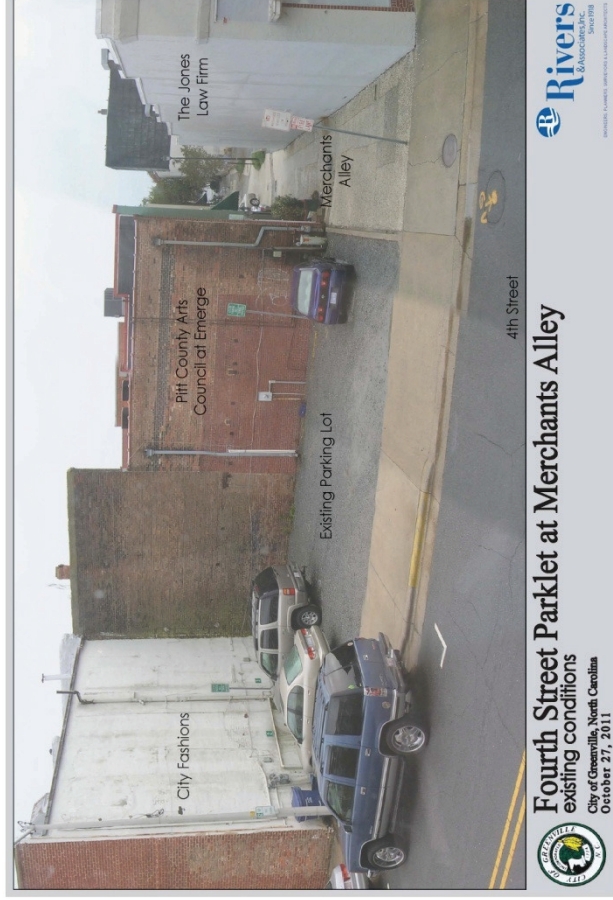


2011:
Design is approved
Uptown Greenville and
City of Greenville



2012:
Uptown Greenville and
City of Greenville
complete phase 1 site
improvements

4th Street Pocket Park



LIVE UNITED Courtyard & Born Learning Trail

GOAL: Uptown Greenville proposes to create an urban recreational area and Uptown “Born Learning Trail” designed to engage youth and adults in a quality urban experience while simultaneously fostering opportunities to build physical, intellectual, emotional and social strength in families.

The United Way of Pitt County actively embraces the nationally acclaimed “Born Learning Trail” as a valuable youth development tool.

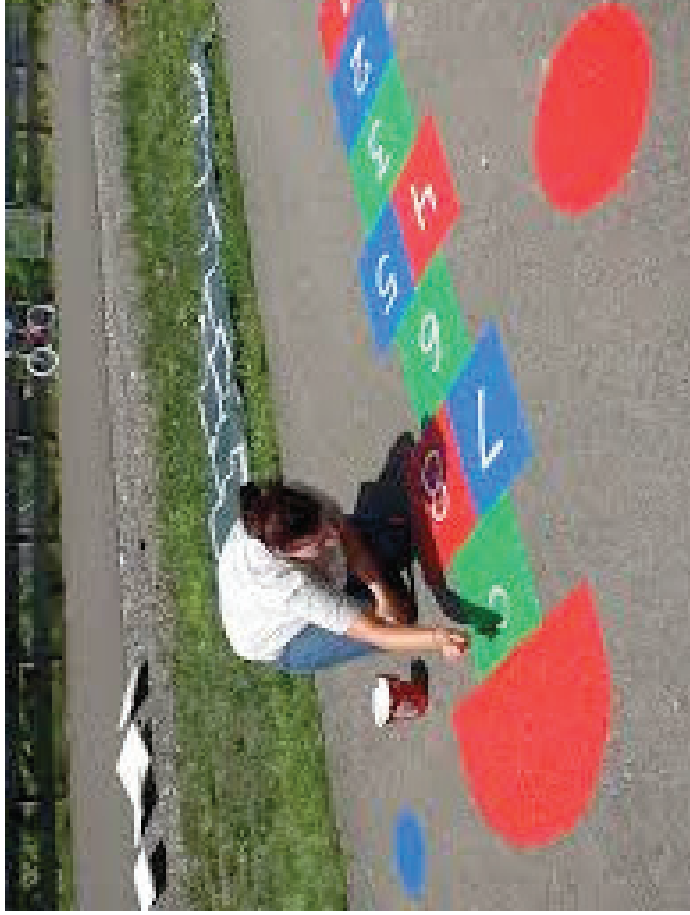
LIVE UNITED Courtyard & Born Learning Trail

A Born Learning Trail provides young children with an opportunity to get active, have fun and boost language and literacy skills. The "trail" features age-appropriate, simple-to-construct activities that can be set up outdoors or in.

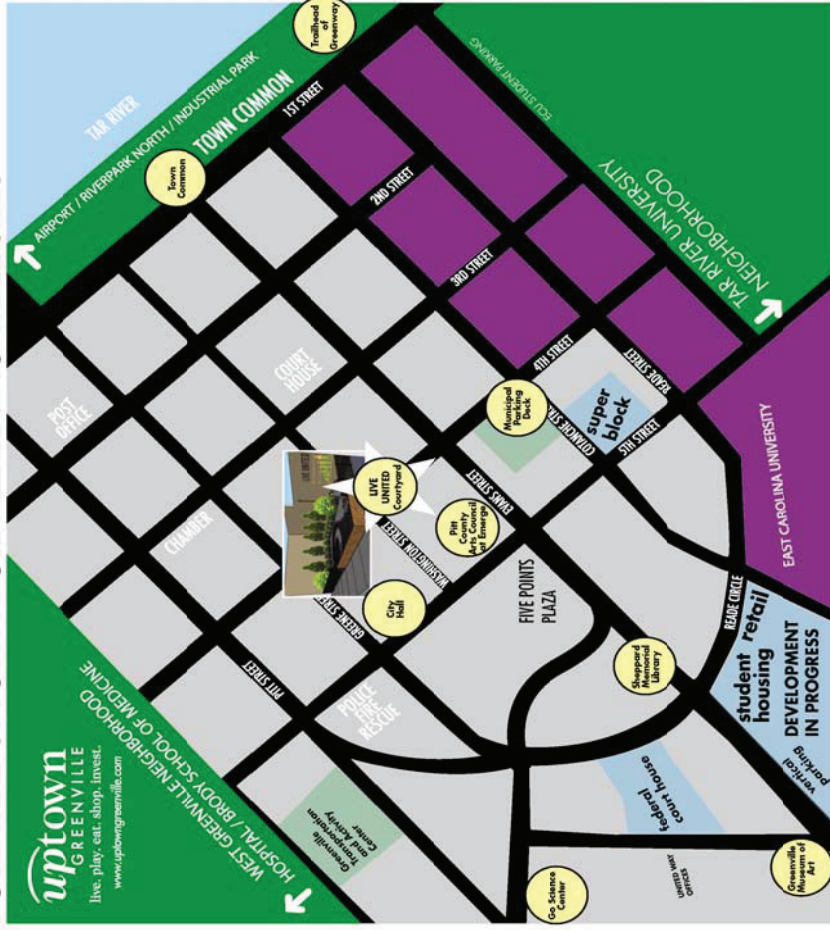


LIVE UNITED Courtyard & Born Learning Trail

The “Uptown Born Learning Trail” (BLT) is proposed to consist of several stations throughout the district to provide parents/caregivers and their children the opportunity to get active and bond. The



POTENTIAL UPTOWN BORN LEARNING TRAIL SITES



Potential “BLT” sites include:

- The Pitt County Arts Council at Emerge
- The Greenville Museum of Art
- Go-Science Center
- The Uptown Parking deck plaza
- Town Common
- Trailhead to the Greenway
- Shepard Memorial Library
- City Hall
- Pitt County Boys an Girls Club

Find yourself in good company

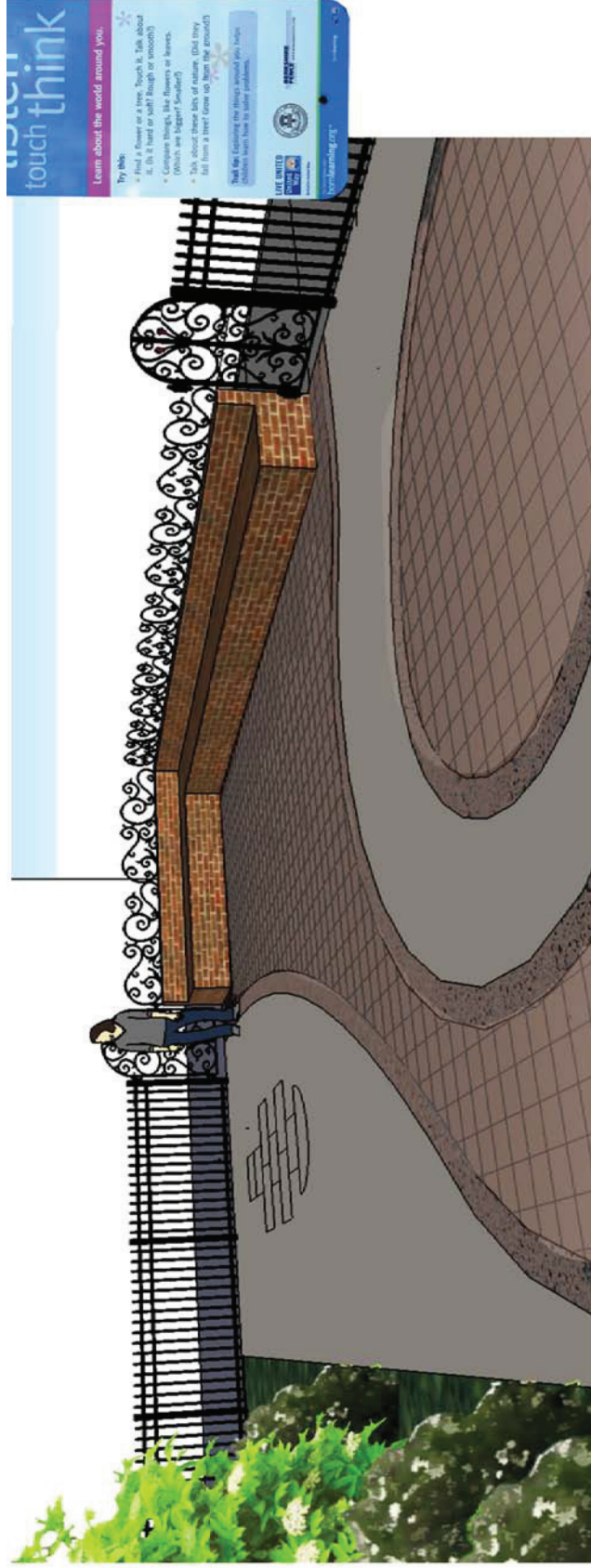
LIVE UNITED COURTYARD and Born Learning Trail

IS A JOINT EFFORT BETWEEN THE FOLLOWING PARTNERS:

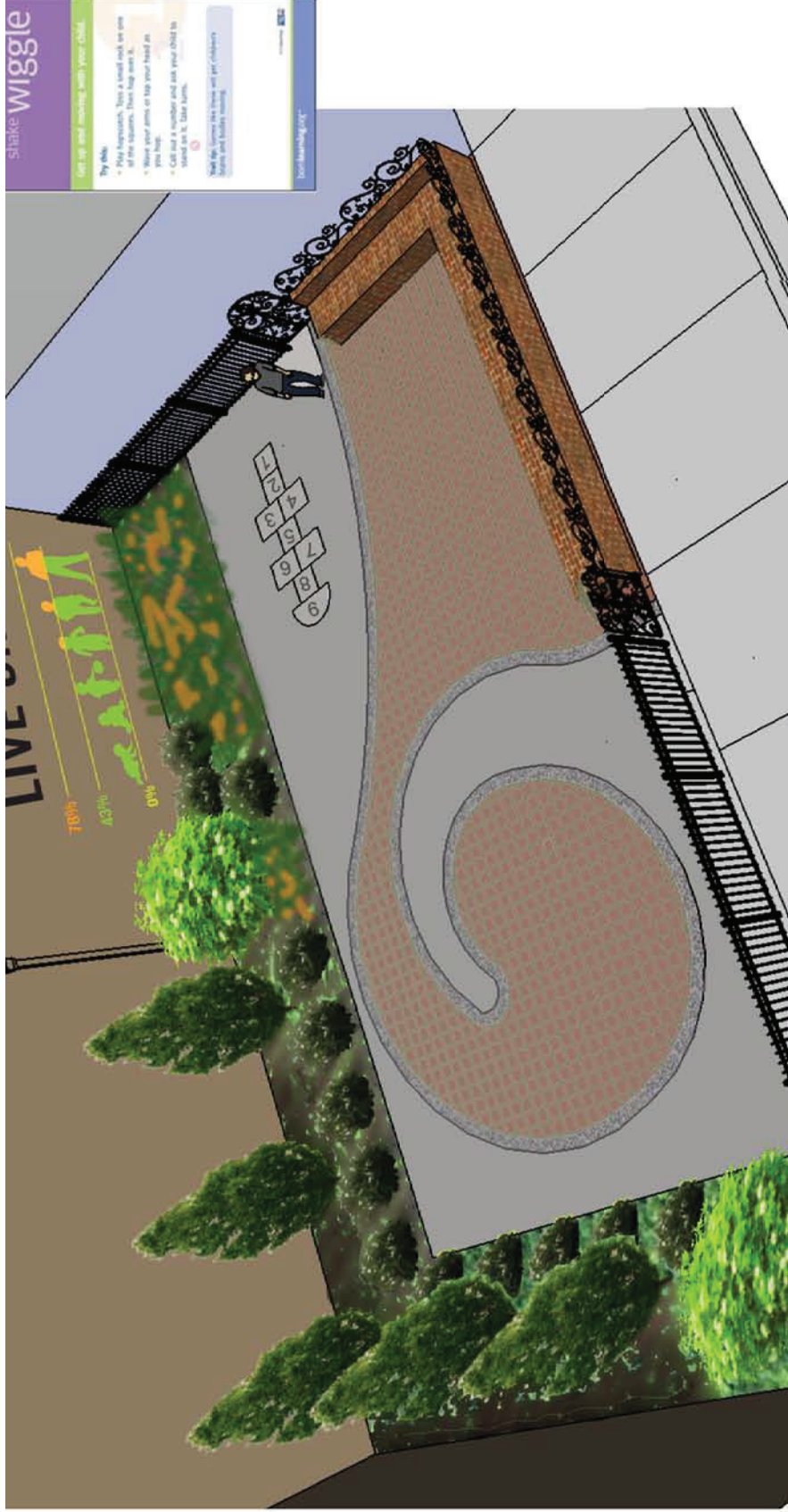
- United Way
- Uptown Greenville
- Redevelopment Commission
- Public Works
- Pitt County Arts Council at Emerge
- Rivers and Associates



ARTIST DESIGNED GATES AND FENCE PANELS TO TOP SEAT WALL. MAY BE COLORFUL AND WHIMSICAL, OR IN SOME WAY INTERACTIVE.



LOOK, LISTEN, TOUCH, THINK SIGNAGE IN PLANTING BED. PLANTS CHOSEN FOR INTERESTING QUALITIES SUCH AS SHAPE, COLOR, SMELL, TEXTURE

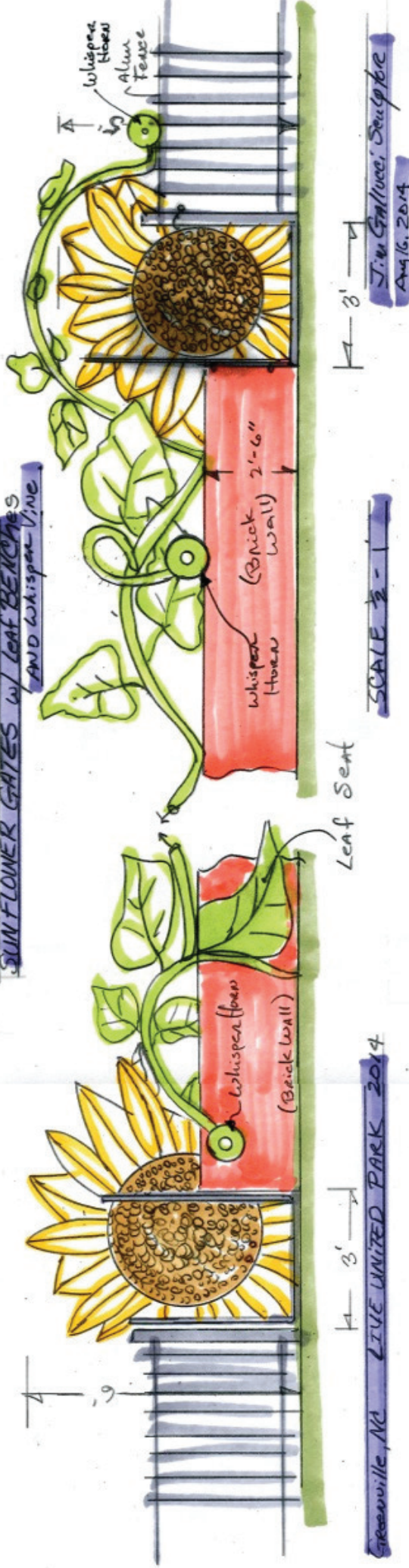


Budget Overview			
Entity	Cash	In-Kind	Use
United Way	\$30,000		Construction, courtyard
Redevelopment Commission	\$15,000		Construction, courtyard
Uptown Greenville	\$ 2,000	\$8,000	Phase 1 sight development, project management
Rivers and Associates		\$7,000	Design services
Total project	\$47,000	\$15,000	\$62,000

To embrace the domain of healthy youth development, programming at the LIVE UNITED Courtyard may include activities organized by Uptown organization's focused on youth development such as the Pitt County Arts Council at Emerge, GO-Science, The Boys and Girls Club, the Greenville Museum of Art, the Wright School of Music, Sheppard Memorial Library and the Third Street Community Center. Once fully constructed, Uptown Greenville will assist with coordinating meaningful programming to equip young people for a fulfilling life



SUNFLOWER GATES w/ LEAF BENCHES AND WHISPER VINE



J. W. Gallucci, Designer
Aug 16, 2014

SCALE 1/2" = 1'

Greenville, NC LIVE UNITED PARK 2014



Trail tip: Physical activity exercises a child's body and mind.



- * Pretend to move like an animal. Walk like a duck or jump like a frog.
- * Walk backwards or skip. Can your child do the same?
- * Ask your child to do what you do. Clap or wave your hands. Point. Smile.

Try this:

Get your child up and active.

jump clap skip move

THIS AGREEMENT made and entered into this the ____ day of January, 2015, by and between the City of Greenville, Party of the First Part and hereinafter sometimes referred to as the CITY, and Evergreen of Greenville, Inc. doing business as Uptown Greenville, Party of the Second Party and hereinafter sometimes referred to as UPTOWN;

W I T N E S S E T H

WHEREAS, the CITY and UPTOWN have determined to cooperate with each other to construct and maintain a Live United Courtyard (Conceptual Drawing attached) located on Tax Parcel 18141, said property being on the south side of West 4th Street between Evans Street and Washington Street and being owned by the CITY;

NOW, THEREFORE, for and in consideration of the covenants and agreements herein contained, the CITY and UPTOWN agree as follows:

- 1) The CITY and UPTOWN will cooperate in the design, construction of a landscape enhancement and courtyard construction project to be located on tax parcel number 18141, said property being on the south side of West 4th Street between Evans Street and Washington Street and being owned by the CITY. The landscape enhancement and courtyard project to be known as the Live United Courtyard, to consist of a landscape bed, improved surface courtyard, fencing, benches, art work, and signage, and being hereinafter referred to as the Project.
- 2) The CITY shall perform the following responsibilities in connection with the Project:
 - (a) Management and coordination of installation of the Project;
 - (b) Procurement of the services of a contractor necessary for the installation of the Project with funds provided by UPTOWN;
 - (c) Procurement of landscape and other materials for the Project with funds provided by UPTOWN;
 - (d) Determination of future replacement or repair needs for the Project and coordination with UPTOWN to determine how needs will be funded;
 - (e) Provision of and application of landscape materials associated with normal landscape maintenance activities (fertilizer, lime, herbicides, and pesticides); and
 - (f) Provision of future replacement or repair of the Project to the extent funds are provided by UPTOWN or allocated by the CITY.
 - (g) Maintenance of property and liability insurance coverage on the project on the same basis as coverage is maintained on other property owned by the City; and
 - (h) Installation of a plaque that recognizes United Way, UPTOWN, and the CITY

3) UPTOWN shall perform the following responsibilities in connection with the Project:

- (a) Promotion of the Project;
- (b) Provision of funding for all material and installation costs associated with construction of the Project and for design of the Project;
- (c) Provision of funding for installation by a private contractor of landscape mulch once per calendar year for the Project;
- (d) Preparation of design, and technical specifications of the Project for the purpose of bidding and contracting for the installation of the Project;
- (e) Reception of requests and scheduling of the use of the Live United Courtyard by persons. This will include managing the approval process through a committee established for this purpose. The committee is to be composed of representatives from the Public Works Department, Community Development Department, and UPTOWN;
- (f) Coordination of and payment for any and all artwork associated with the Project. UPTOWN must coordinate and obtain approval from the CITY for installation of any and all artwork associated with the Project; and
- (g) Coordination with the CITY to determine how future replacement or repair needs will be funded.

4) It is understood and agreed that approval of the design of the Project shall be in the sole discretion of the CITY, however, input of UPTOWN on the design will be sought and considered. The design provided by UPTOWN of the Project shall include, but not be limited to courtyard, fencing, benches, art work, and gates associated with the Project. UPTOWN will design any signage associated with the Project but must receive approval from the CITY of the design. UPTOWN shall be responsible for the expense of the design, and technical specifications of the Project.

5) It is understood and agreed that UPTOWN shall be responsible for providing the funds not to exceed \$ 30,000 in total installed costs for the materials utilized in installing the Project, and for the expense for installation by a private contractor of the Project. UPTOWN shall provide these funds and pay these funds to the CITY prior to the CITY entering into the contract for the materials and installation of the Project. In the event adequate funding, as determined solely by the CITY, is not provided by UPTOWN for the installation of the Project, then the CITY may terminate the Project.

6) It is understood and agreed that the CITY shall be responsible for managing the installation of the Project after UPTOWN has completed the raising of the necessary funds for the Project and provided to the CITY the design, specifications and rendering of the Project.

7) It is understood and agreed that the CITY may utilize the Live United Courtyard, at no charge, for events conducted or sponsored by the CITY. The scheduling of the use for events conducted or sponsored by the CITY shall be through the committee established in accordance with section 3(e) of this Agreement, provided that the use for events conducted or sponsored by

the CITY shall be scheduled and permitted unless an event was previously scheduled for the requested date.

8) Any claim, dispute, or other matter in question arising out of this Agreement shall be submitted first to mediation as a condition precedent to litigation. The CITY and UPTOWN will endeavor to resolve claims, disputes, or other matters in question between them by mediation. The request for mediation shall be given in writing to the other party to the Agreement.

9) Except as otherwise provided by this Agreement, the term of this Agreement shall be for three (3) years commencing on [January 1, 2015](#) and terminating on [December 31, 2017](#). The term of this Agreement may be extended for subsequent [one \(1\)](#) year terms thereafter upon agreement, in writing, by both parties. [Upon the expiration of the term of this Agreement, the City may remove and dispose of all materials and components which comprise the Project.](#)

10) All notices required to be given under this Agreement shall be in writing and shall be deemed sufficiently given either upon delivery, when delivered personally to the notice address of the party, or when deposited in the mail, first-class postage prepaid, and addressed to the respective parties as follows:

CITY:
Public Works Operations Manager, Public Works Department
City of Greenville
1500 Beatty Street
Greenville, NC 27834

UPTOWN:
Executive Director
Uptown Greenville
301 S. Evans Street, Suite 101
P.O. Box 92
Greenville N.C. 27835

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate originals as of the day and year first above written.

EVERGREEN OF GREENVILLE INC. dba
UPTOWN GREENVILLE

Tony Khoury, President

ATTEST:

Wayne Conner, Secretary

DRAFT

CITY OF GREENVILLE

Barbara Lipscomb, City Manager

APPROVED AS TO FORM:

David A. Holec, City Attorney


PRE-AUDIT CERTIFICATION

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

Bernita W. Demery, Director of Financial Services

LIVE UNITED COURTYARD
Preliminary Opinion of Probable Cost
PRELIMINARY 04/29/14

DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	ITEM COST	SUBTOTALS	TOTALS
DEMOLITION & REMOVALS						
Remove existing site furnishings	1	ea	\$100.00	\$100.00		
Erosion control and tree protection measures	1	ls	\$1,000.00	\$1,000.00		
Removal of existing shrubs for relocation	6	ea	\$50.00	\$300.00		
Remove existing gravel parking (1100 SF)	150	sy	\$12.00	\$1,800.00		
Remove existing concrete curb & gutter	40	lf	\$12.00	\$480.00		
					\$3,680.00	
SITE IMPROVEMENTS						
Concrete Seat Wall with Back	35	lf	\$325.00	\$11,375.00		
Concrete Paver Band (spiral)	100	sf	\$15.00	\$1,500.00		
Concrete Paving	420	sf	\$3.50	\$1,470.00		
Concrete Paving with Integral color	500	sf	\$10.00	\$5,000.00		
Powder Coated Aluminum Fence	50	lf	\$50.00	\$2,500.00		
					\$21,845.00	
SITE FURNISHINGS						
Bollard Lights	3	ea	\$750.00	\$2,250.00		
Up Lights (Mounted in planting bed)	2	ea	\$400.00	\$800.00		
Wall Art	1	ls	\$3,500.00	\$3,500.00		
Water Fountain with Sink	1	ea	\$2,500.00	\$2,500.00		
					\$9,050.00	
LANDSCAPING						
Trees						
Shrubs-Large	5	ea	\$60.00	\$300.00		
Shrubs-Small	25	ea	\$30.00	\$750.00		
Topsoil- planting beds- Avg. 6" deep	6	cy	\$40.00	\$240.00		
Mulch @ 4" Depth	8	sy	\$20.00	\$160.00		
					\$1,450.00	
					Construction TOTAL	\$36,025.00
					Design fees	\$5,000.00
					Contingency @ 10%	\$4,000.00
					GRAND TOTAL	\$45,025.00

	<h1>Jim Gallucci Sculptor, Ltd.</h1>	
	<p>499 Industrial Avenue Greensboro, NC 27406 USA</p>	<p>Phone: 336.370.9001 Fax: 336.379.9522 email: jgall63051@aol.com www.jimgalluccisculptor.com</p>

August 15, 2014

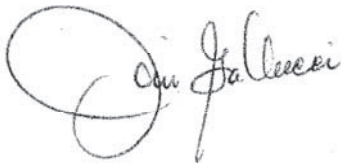
Holly Garriott
Executive Director
Pitt County Arts Council at Emerge
404 S. Evans St.
Greenville, North Carolina 27858

Letter of Agreement:

- Design Fabricate & Install
- 2 Sunflower Gates – 3’ wide x 6’ tall
- 41’ of Whisper Vine with Leaves
- 1 Vine Bench
- All powder coated – edge sanded smooth
- Design fee \$500
- Fabrication Budget:

Material	\$1500
Labor	\$10,000
Powder Coat	\$1,800
Install	\$1,200
Total	<u>\$15,000</u>
Donation Discount	-\$3,000
Final Total	\$12,000

Sincerely,



Jim Gallucci, Sculptor Ltd.

NORTH CAROLINA
PITT COUNTY

AGREEMENT
FOR SERVICES

THIS AGREEMENT made and entered into the ___ day of January 2015, by and between the Redevelopment Commission of Greenville, a body corporate and politic, Party of the First Part and hereinafter referred to as the Redevelopment Commission, and J & H Studio, Inc., Party of the Second Part and hereinafter referred to as the Artist;

WITNESSETH

WHEREAS, the Artist has been selected to fabricate, deliver and install a works of art titled “Into the Future”, hereinafter referred to as the “Work”, such Work to be integrated into public infrastructure improvements being made at or near the intersection of Tenth and Evans Streets hereinafter referred to as the “Site,” and depicted in Exhibit “A”, attached; and

WHEREAS, both parties wish to reasonably promote and maintain the integrity and clarity of the Artist’s ideas and statements as represented by the Work; and

WHEREAS, the Redevelopment Commission desires to enter into an Agreement with the Artist to complete the Work at the Site and the Artist is willing and able to provide such services and such Work under the Agreement as may be required by the Redevelopment Commission as an independent contractor;

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants and considerations herein contained, and subject to the terms and conditions hereinafter stated, it is agreed by and between the Redevelopment Commission and the Artist as follows:

SECTION I - SERVICES OF THE ARTIST

A. General

1. As used in this Agreement, unless the context otherwise requires: “Work” means the work of art as ultimately conceived, designed, fabricated, transported, delivered and installed by the Artist, after consultation with the Redevelopment Commission or an authorized representative, with designated citizen groups and others. The Work includes all physical components of the complete artwork including but not limited to design, sculpting and cost of materials that are visually and structurally part of the sculptures necessary to complete the fabrication and installation of the Work.
2. The Artist shall perform all services and furnish all supplies, material and equipment as necessary for the execution and fabrication of the Work, including but not limited to, payment for all necessary permits, taxes, insurance, supplies, materials, small tools, equipment, artist consultants, and all other items incidental to producing a complete and acceptable Work, and shall, either directly or through qualified sub-consultants, complete the transportation and installation of the Work at the Site. Notwithstanding the previous sentence, the Artist shall not be responsible for costs associated with the lighting or landscaping at the site which are not a component of the Work.
3. The Artist shall determine the artistic expression, scope, design, color, size, material, and texture, subject to review and acceptance by the Redevelopment Commission as set forth in this Agreement. Notwithstanding any of the above, or anything to the contrary contained in this Agreement, it is understood and agreed upon by the Artist that the Work shall be constructed primarily of stainless steel or comparable all-weather material.
4. The Artist shall be solely responsible for designing, fabricating, constructing, delivering and installing the Work in compliance with all applicable City, State and/or Federal laws, ordinances, statutes, codes, regulations, and/or requirements which affect construction or installation of the Work.

5. The Artist shall comply with all applicable laws, statutes, ordinances, regulations, and administrative requirements including but not limited to safety and engineering regulations and requirements of the City of Greenville.
6. The Artist and all agents and employees shall observe and comply with all prevailing Federal, State and County laws, ordinances, regulations and requirements which in any way affect conduct or work required under this Agreement.

B. Work

1. The Work shall consist of the following:
 - a. Two sculptural works fabricated out of stainless steel or comparable all-weather material. One sculptural work to be installed on the East side of Evans Street and the other on the West side of Evans Street. (see Exhibit “B” for artist’s rendering)
 - b. Each sculptural work shall be approximately sixteen (16) feet in height and shall have a base area not larger than six (6) feet by six (6) feet.
 - c. Each of the two (2) sculptural artworks shall be internally illuminated and may with approval of the City of Greenville, the North Carolina Department of Transportation and other approving authorities include external lighting that crosses Tenth Street between the two sculptural artworks. All electrical parts and assemblies associated with the Work shall be UL listed and permitted under the North Carolina building and electrical codes. It shall be the responsibility of the City of Greenville to provide electrical service for the Artist to connect the Work.
2. The basic design of the Work was approved by an appointed committee made up of members of the Pitt County Arts Council, Civic Art Committee with final approval by the Redevelopment Commission at their November 4, 2014 meeting.
3. Prior to creating the final Work, the Artist will produce and present to the Redevelopment Commission or its authorized representative a series of shop drawings that reasonably depict the final concept for the Work. Such drawings should be accompanied by structural requirements for the “vertical sculptures”

along with foundation requirements for same. Artist is also responsible for providing the Redevelopment Commission with specifications regarding the types of metal as well as electrical installations to be used for the Work. These final concept drawings and specifications shall be approved in writing by the Redevelopment Commission or its authorized representative.

C. Fabrication

1. The Redevelopment Commission or an authorized representative shall have access to review the Artist's Work in progress, to be scheduled at a mutually agreeable time.
2. The Artist shall complete the design, fabrication, transportation and installation of the Work in accordance with the terms and conditions of this Agreement.
3. The Artist will commence fabrication of the Work based on a written notice to proceed issued by an authorized representative of the Redevelopment Commission. Issuance of such notice will be based on the schedule for completion by the contractor selected by the North Carolina Department of Transportation for the Tenth Street Connector Project, U-3315.

D. Delivery and Installation

1. The Artist is responsible for the cost of delivery and supervision of the installation of the Work.
2. The Work shall not be delivered to the Site or installed until the Artist has received approval from the Redevelopment Commission or an authorized representative that the Work has been completed according to the approved design and that specific installation plans submitted by the Artist have been approved by the Redevelopment Commission or authorized representative.

F. Post-Installation

1. Title to the Work passes to the Redevelopment Commission upon final acceptance of the installed Work by the Redevelopment Commission. All risk of destruction or damage to the Work or any part thereof from any cause whatsoever

shall be borne by the Artist until final acceptance of the Work. The Artist shall, at the Artist's sole expense, rebuild, repair, restore and make good all such damage to any portion of the Work until title to the Work has passed to the Redevelopment Commission. However, the Artist shall not be responsible for repairing any damage caused by job-site contractors or subcontractors not under the Artist's contractual control or supervision.

2. The Artist shall be available at such time or times as may be agreed between the Redevelopment Commission and the Artist to attend inauguration or presentation ceremonies relating to the unveiling. The Redevelopment Commission shall use its best efforts to arrange for publicity for the completed Work in such art publications and otherwise as may be determined between the Redevelopment Commission and the Artist as soon as practicable following installation.

SECTION II - PERIOD OF SERVICE

The Redevelopment Commission shall grant a reasonable extension of time to the Artist in the event that there is a delay on the part of the Redevelopment Commission in performing its obligations under this Agreement or in completing required phases of the Tenth Street Connector Project, or if conditions beyond the Artist's control or Acts of God render timely performance of the Artist's services impossible or unexpectedly burdensome.

SECTION III – PAYMENTS TO THE ARTIST

For services described under Section I of this Agreement, the Redevelopment Commission shall pay the Artist as follows:

- A. Total payments shall not exceed \$50,000.00, said amount being hereafter referred to as the Contract Amount.

B. Payment to the Artist shall vary in amount with payment scheduled in four installments. For each payment, the Artist will submit an invoice and photographs of the Work in progress.

1. 25% of Contract Amount payable within 30 days of execution of the contract.
2. 25% of Contract Amount upon completion of 50% of the Work.
3. 40% of Contract Amount upon completion of 90% of the Work.
4. 10% of Contract Amount upon final acceptance of installed artwork.

D. The Redevelopment Commission shall make payment to the Artist within thirty (30) days of receipt of the invoice and photographs provided that it determines that the preconditions for payment of the amount stated in the invoice has been met.

SECTION I V- GENERAL CONSIDERATIONS

A. Termination

1. The Redevelopment Commission may terminate this Agreement at any time. In the event that the Redevelopment Commission determines to terminate this Agreement, the Redevelopment Commission shall notify the Artist in writing, and immediately after receiving such notice, the Artist shall discontinue advancing the work under this Agreement.
2. The Artist shall estimate the percentage of work completed and submit such estimate to the Redevelopment Commission. The Redevelopment Commission shall have the right to inspect the Artist's work to determine the percentage of the Work that is completed.
3. The Artist shall receive a fee for the percentage of the Work actually completed as determined by the Redevelopment Commission. This fee shall be reduced by any payments previously made to the Artist so that the Artist receives in aggregate an amount equal to the percentage of the Work actually completed as determined by the Redevelopment Commission.

4. The Artist may terminate this Agreement only if the Redevelopment Commission should substantially fail to perform its responsibilities as provided herein.
5. In the event of termination, all finished or unfinished work relating to the preparation of the Work paid for by the Redevelopment Commission shall become the property of the Redevelopment Commission and no further payments to the Artist shall be made by the Redevelopment Commission except as otherwise provided in Section.
6. The death or incapacity of the Artist shall automatically terminate this Agreement. Neither the Artist nor the Artist's estate shall have any further right to perform hereunder. The Redevelopment Commission shall pay the Artist's estate or the Artist the compensation payable for any services completed prior to such termination. In such case where completion or installation of the Work by another artist is deemed to be possible by the Redevelopment Commission, the Redevelopment Commission shall have the right to pursue such option at its own expense.

B. Communications

All notices, requests, demands and other communications which are required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon the delivery or receipt thereof, as the case may be, if delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, as follows:

If the Artist, to: J & H Studio
 c/o Hanna & Jodi Jubran
 5828 NC Highway 33 East
 Grimesland, NC 27837
 Phone: (252) 752-4455

If the City, to: Redevelopment Commission of Greenville
 Attn. Mr. Carl Rees
 P.O. Box 7207

201 W. 5th Street
Greenville, NC 27834

C. Additional Work

Additional work, when authorized by the Redevelopment Commission shall be compensated for by a fee mutually agreed upon between the Redevelopment Commission and the Artist.

D. Ownership of Work

The Redevelopment Commission shall have the right to graphically reproduce the Work produced by the Artist solely for the purposes of publicity or exhibition, provided that such reproduction is credited to the Artist.

E. Ownership and Reproduction Rights

1. Title to the Work shall pass to the Redevelopment Commission upon written notice to the Artist of final acceptance.
2. The Artist retains: (1) all rights to the Work under the Copyright Act of 1976, 17 U.S.C. & 101, et seq., as amended by the Visual Artists Rights Act of 1990, and any successor act; and (2) all rights expressly granted in this Agreement.
3. The Artist hereby grants the Redevelopment Commission the exclusive right to display the Work, and two-dimensional reproductions of the Work, and to loan the Work and such reproductions to others with authority to display it publicly.
4. The Artist hereby authorizes the Redevelopment Commission to make, and to authorize the making of, photographs and other two-dimensional reproductions of the Work for educational, public relations, arts promotional and other non-commercial purposes. For the purposes of this Agreement, the following are among those deemed to be reproductions for non-commercial purposes: brochures and pamphlets pertaining to the Redevelopment Commission reproduction in exhibition catalogues, books, slides, photographs, postcards, posters, and calendars; in art magazines, art books and art and news sections of newspapers; in

general books and magazines not primarily devoted to art but of an educational, historical or critical nature; slides and film strips not intended for a mass audience; electronic media and television from stations operated for educational purposes or on programs for educational purposes from all stations. On any and all such reproductions, the Redevelopment Commission shall place a copyright notice in the form and manner required to protect the copyright in the Work under the United States copyright law.

5. The Redevelopment Commission agrees that unless the Artist requests to the contrary in writing, all references to the Work and all reproductions of the Work shall credit the Work to the Artist.

F. Repair and Restoration

Maintenance of the Work shall be the responsibility of the Redevelopment Commission. The Redevelopment Commission shall maintain the Work and/or make minor or emergency repairs without the Artist's approval or consultation. It is the policy of the Redevelopment Commission to consult with the Artist regarding repairs and restoration which are undertaken during the Artist's lifetime when that is practicable only when such repair or restoration does not comply with the maintenance guidelines provided by the Artist. To facilitate consultation, the Artist will notify the Redevelopment Commission of any change in the Artist's permanent address. The Redevelopment Commission will cause to have such work performed at the Redevelopment Commission's own expense.

G. Independent Contractor

The Artist is and shall be an independent contractor and is not an agent or employee of the Redevelopment Commission. Any provisions in this Agreement that appear to give the Redevelopment Commission the right to direct the Artist as to the details of doing the Work or to exercise a measure of control over the Work means that the Artist shall follow the wishes of the Redevelopment Commission as to the results of the Work only, which shall comply with all applicable laws and ordinances.

H. Force Majeure

If either party shall be delayed or prevented from the performance of any act required under this Agreement by reason of acts of God or other cause beyond the control and without fault of the party (financial inability excepted), performance of that act shall be excused, but only for the period of the delay. The time for performance of the act shall be extended for a period equivalent to the period of delay.

F. Amendments to the Agreement

The terms of this Agreement constitute the entire understanding between the parties hereto and no statement, promise, condition, understanding, inducement or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid. This Agreement may only be amended or modified by mutual consent of the parties hereto in writing signed by both parties.

This Agreement shall be in full force and effect only when it has been approved by the duly authorized officials.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate originals as of the day and year first above written.

BY: _____
Authorized Representative, Date
J & H Studio

BY: _____
Mark Woodson, Chair Date
Redevelopment Commission of Greenville

EXHIBIT "A"

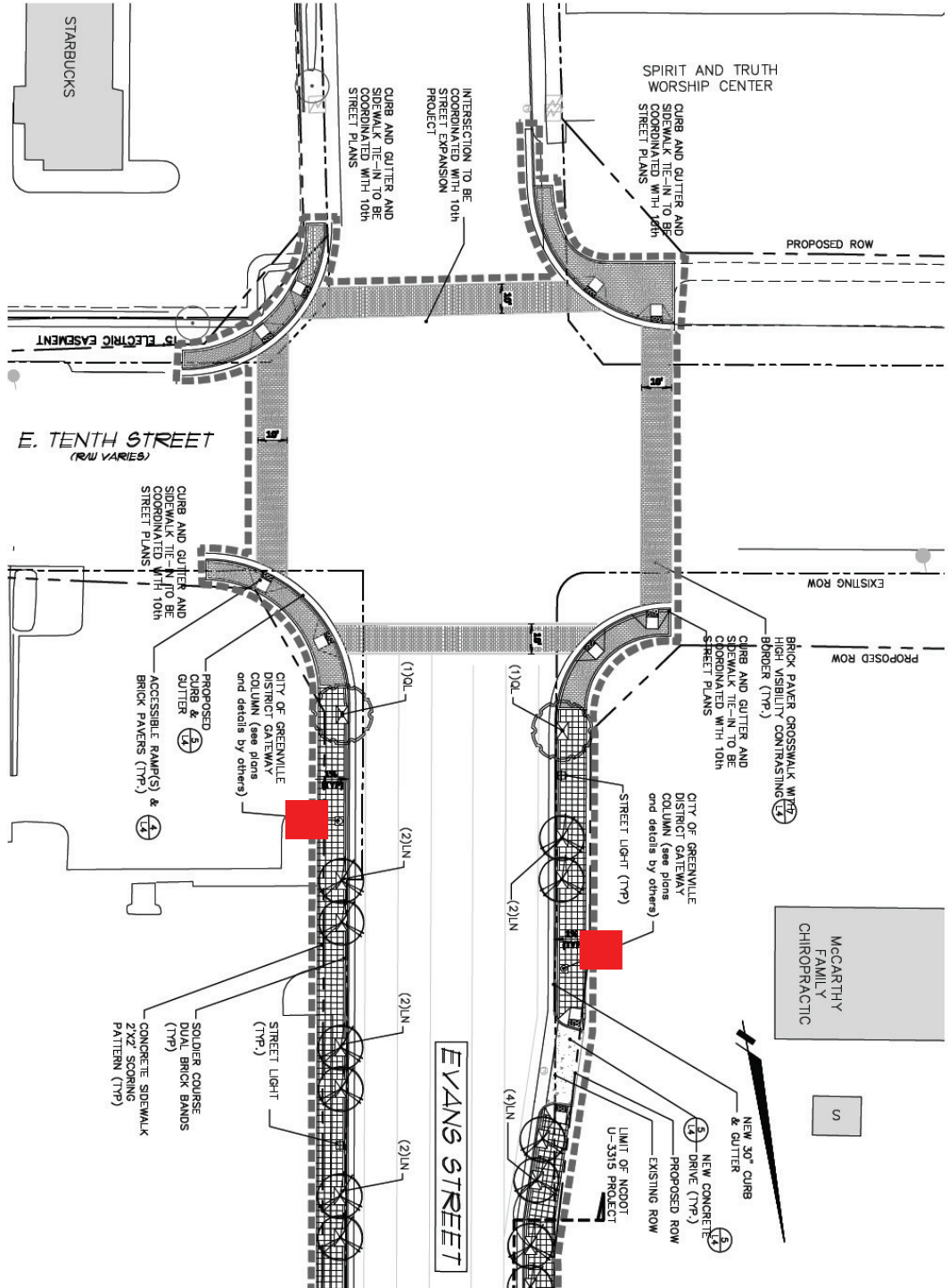


EXHIBIT "B"

J&H Studio Inc.

5828 NC 33E.
Grimesland, NC 27837
Hanna Jubran
Jodi Hollnagel-Jubran
(252) 413-8202
jodijubran@yahoo.com

We are submitting a model for the Evans Street Gateway entitled, "**Into The Future**". The Gateway is a symbol of entry into the future of Greenville. The globe forms represent economy, industry, technology and celestial motion. The kinetic centers of the spheres gives the work a dynamic and continuous motion representing the city growth and movement. Lighting enhancements will make the work more visible at night and expose the constellation of stars on the base of the work. Sanding techniques will give the surface an ever-changing play of light during the day and night. The extended arms of the sculpture create the Gateway. The idea of this sculpture is to carry on the concept of time, the elements of the universe from the micro to the macro. It is a continuation on the theme of life and rebirth of the stars from the basic elements and gases that formed the planets. The colors and forms represent these elements and express our concept.

Over the past twenty years, we have been creating large-scale sculpture throughout North Carolina and the United States. Our interest in this commission being part of the environment and landscape, so that the public can enjoy the work and see the changes throughout the season. Greenville is our home and we would like to make a contribution to the future.

We understand the complexity of working with a Committee and have the ability to complete our proposals according to contract. All of our commissions have resulted in satisfied and well-executed works. We have the capability to work with any media. This is determined by location and funding. With each commission we strive to work well with the committee to find a suitable artistic solution.

Monumental sculptures in other countries include: Cayo Largo Cuba, Chaco Argentina, Mallot Israel, Jish Israel, Europas Parkas - Vilnius Lithuania, Pedvale Sculpture Park - Latvia, Pirrkala Finland, Kemijarvi Finland, Tultepec Mexico and Mexico City, Granby Canada, St. Blasien Germany, and Hojer Denmark.

Budget Estimate

Foundation/Base/concrete \$3,000.
Backhoe rental/crane rental \$1,000.
Stainless Steel \$12,500.
Stainless Steel Pipe \$2,000.
Glass block \$1,200.
Lighting/electrical \$3,000.
Misc. Tools and supplies \$2,000.
Help \$4,000.
J&H Labor \$3,000.
Engineering Fee \$1,000.
Insurance \$1,300.
Tax \$16,000.
Total = \$50,000.





Greenville
NORTH CAROLINA

Find yourself in good company

West Fifth Street Commercial Center

Request for Proposals

For more information about this RFP, contact Niki Jones, AICP - Project Manager:
252.329.4518 or nsjones@greenvillenc.gov

West Fifth Street Commercial Center

City of Greenville

1.0 INVITATION TO PROVIDE PROPOSALS

1.1 Introduction

The City of Greenville is a thriving economic hub in the heart of eastern North Carolina that serves as the center of commerce, healthcare and education for the region. The City has enjoyed a sustained period of population growth and economic investment in recent years, leading to a current municipal population of just over 85,000 persons.

As with many cities across the nation, Greenville is seeking to capitalize on recent trends pointing to renewed interest in the “traditional urban core” of the city. Toward this end, the Greenville City Council established a Redevelopment Commission in the fall of 2002, charging the group with developing and implementing a plan to revitalize Greenville’s traditional central business district and surrounding neighborhoods. The Center City – West Greenville Revitalization Plan, a strategic revitalization planning document, was adopted in March of 2006. The Revitalization Plan may be viewed at www.greenvillenc.gov. As stated in the Revitalization Plan and the annual goals of both City Council and the Redevelopment Commission – creating a vibrant commercial node in West Greenville is a top priority.



With a diverse mix of housing, commercial, industrial, and institutional uses, Greenville’s urban core is rapidly regaining its historic standing as a hub for citizens to live, do business and recreate. It is the intent of this neighborhood improvement project to provide a commercial center/grocery store to serve the surrounding neighborhoods. West Fifth Street is quickly becoming one of Greenville’s great streets. It provides direct vehicular and pedestrian access back and forth from the Center City to the Medical District. In addition, the City has also designated this area an Economic Development Zone.

The West Greenville Commercial Center is an opportunity for developers who have the vision to make a significant impact within a community that has long been underserved. The West Greenville Area lies directly in between the city’s medical district and the Center City or downtown. Moreover, East Carolina University is within walking distance of this area.

West Fifth Street Commercial Center

City of Greenville

2.0 The Project

In 2006, the City created the West Greenville Redevelopment Area. This designation was pursued for multiple reasons. First, the City wanted to show the public that we were aware of the neighborhood conditions at the time; and moreover, understood the importance of the West Greenville Area. The designation also gives the City broad authority within the boundaries. This authority allows the City to operate in a more flexible manner. In addition to those reasons, the designation also provides a basis for concentrating federal dollars within this target area.

In the past, West Greenville was a thriving neighborhood with schools, businesses, family networks, and walkable safe streets. Over the past eight (8) years, the neighborhood has begun to return to its once celebrated character. New housing stock that replicates the historic nature of the neighborhood has now been constructed, or is in the process of being constructed. There are multiple pieces of civic infrastructure that have been developed. For example, there is a public library, an elementary school, and an up and coming park system. The City is partnering with multiple non-profits to provide services such as: workforce development, economic development, and education. However, there is one missing piece of the neighborhood plan – commercial development.

The City of Greenville is dedicated to recruiting a commercial developer to provide a well built and designed commercial center. It is imperative that this center have a grocery store as an anchor tenant.

2.1 Project Description

The City of Greenville seeks a qualified firm or team to develop, design, and provide construction documents for two (2) city-blocks within the West Greenville Redevelopment Area. The selected firm/team will be required to complete the necessary research, site investigations, market analysis, and assist in the planning process. Furthermore, the firm/team will then subsequently produce construction drawings and documents, cost estimates, and schedule for future development.

The City of Greenville has worked diligently on the acquisition of enough property for the commercial development site. The City has been successful in purchasing five (5) of the eight (8) parcels necessary for the development. Two (2) of the three (3) remaining parcels belong to the same owner. The City continues to have off and on negotiations with this property owner. It would be the selected developer's responsibility to acquire the remaining three (3) parcels necessary for the development.

West Fifth Street Commercial Center

City of Greenville

FIGURE "A"

PROJECT LIMITS

Project limits as depicted in figure "A" begins at the northwest corner of parcel number 00700 and tracks east approximately +/- 500 feet along the southern right-of-way of West Fifth Street; thence +/- 145 feet south along the western right-of-way of Contentnea Street; and tracking back west along the northern right-of-way of Cherry Street, and back to the point of beginning.



West Fifth Street Commercial Center

City of Greenville

FIGURE "B"

The Commercial Site lies between the Medical District (depicted in light blue) and the Uptown District/East Carolina University (depicted in Green and Purple).

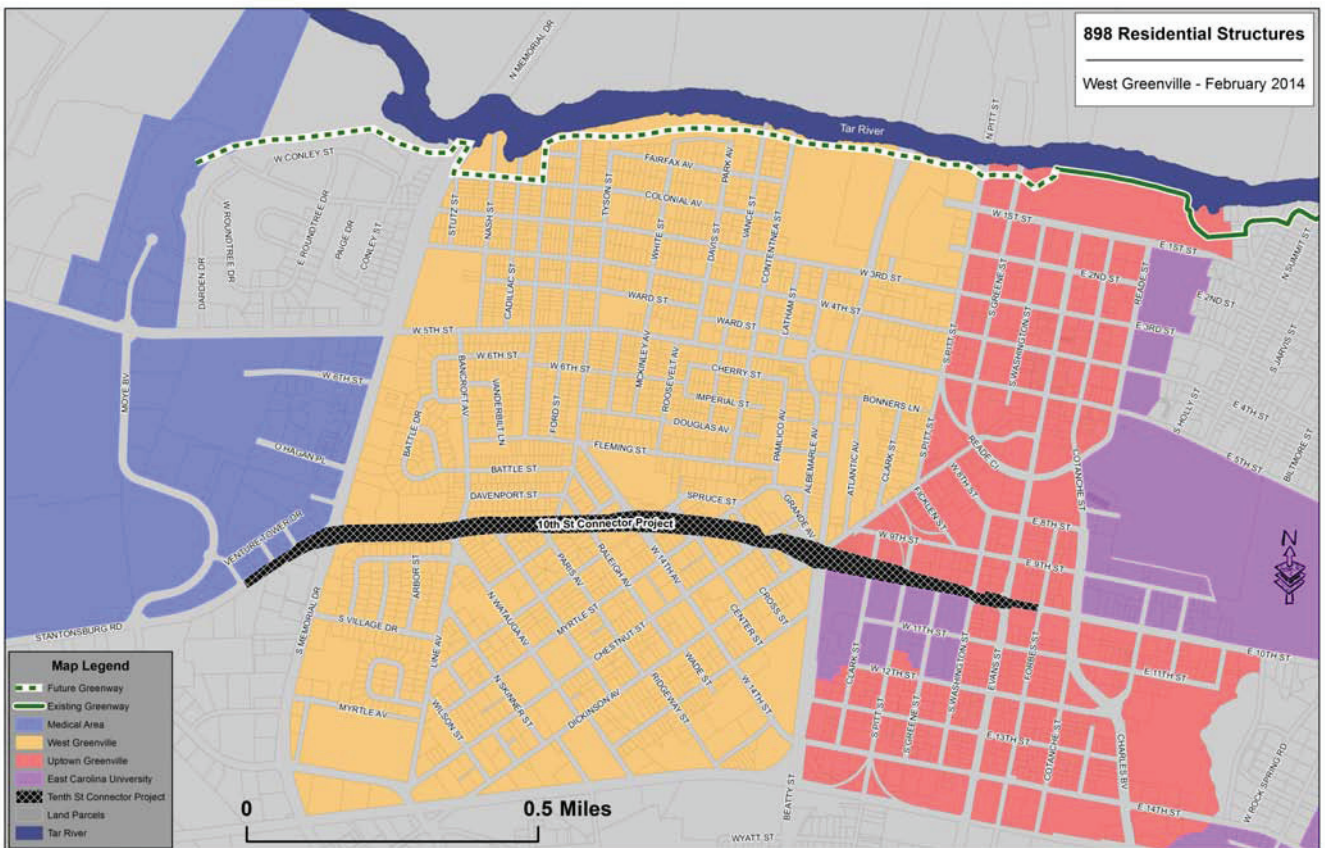


West Fifth Street Commercial Center

City of Greenville

FIGURE "C"

This map depicts several notable points about the West Greenville area. It provides an overview of two (2) upcoming capital transportation projects. Both of which will provide greater access in and out of the area. The Tenth Street Connector is projected to provide a much greater amount of trip counts through the area on a daily basis. The connector will also provide direct access from Hwy 264 to the Center City and East Carolina University.

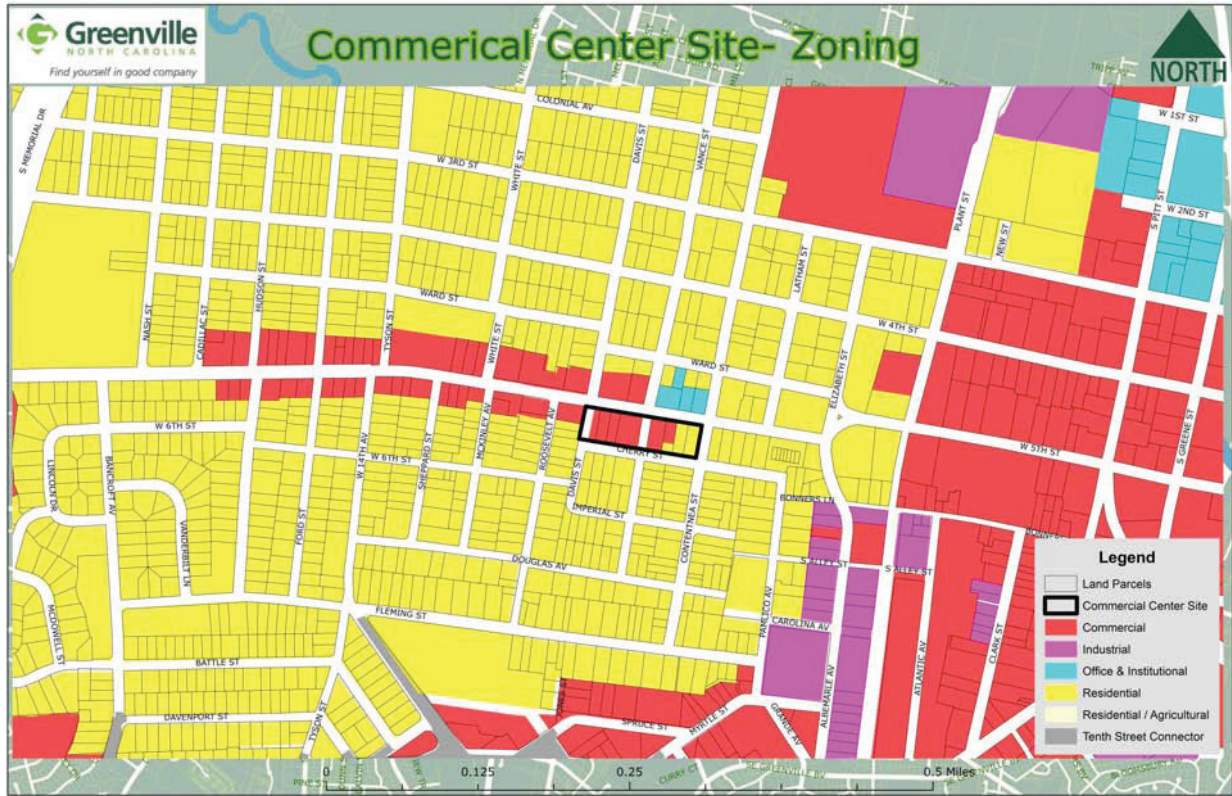


West Fifth Street Commercial Center

City of Greenville

FIGURE “D”

This map depicts the zoning patterns in the area. The majority of the Commercial Site is zoned Commercial Downtown Fringe (CDF). This zoning district provides flexibility in both design and use.

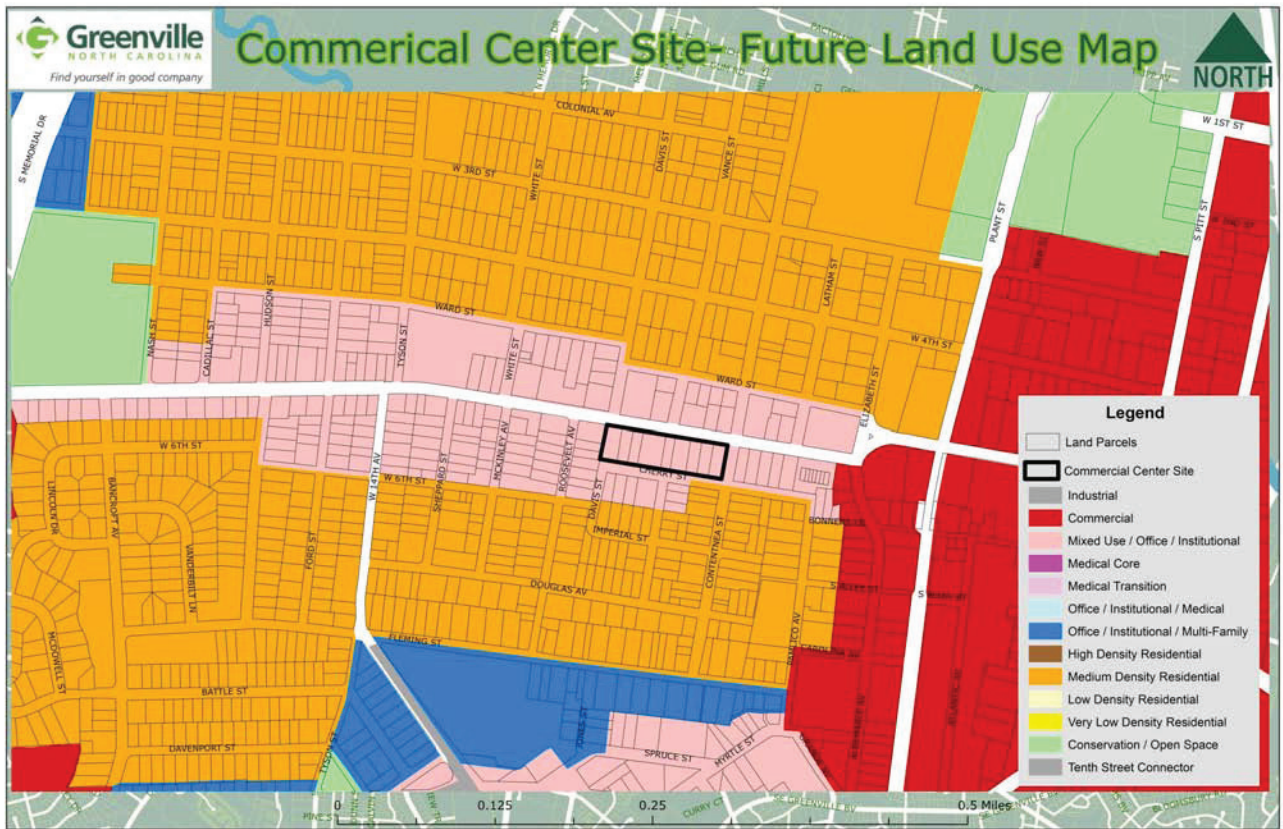


West Fifth Street Commercial Center

City of Greenville

FIGURE "E"

This map depicts the adopted Future Land Use patterns in the area. The recommended land use for the Commercial Site is Mixed Use/ Office/ Institutional. This also provides flexibility in the type of use that will be placed here.



West Fifth Street Commercial Center

City of Greenville

FIGURE "F"

This picture depicts the 900 Block of West Fifth Street.



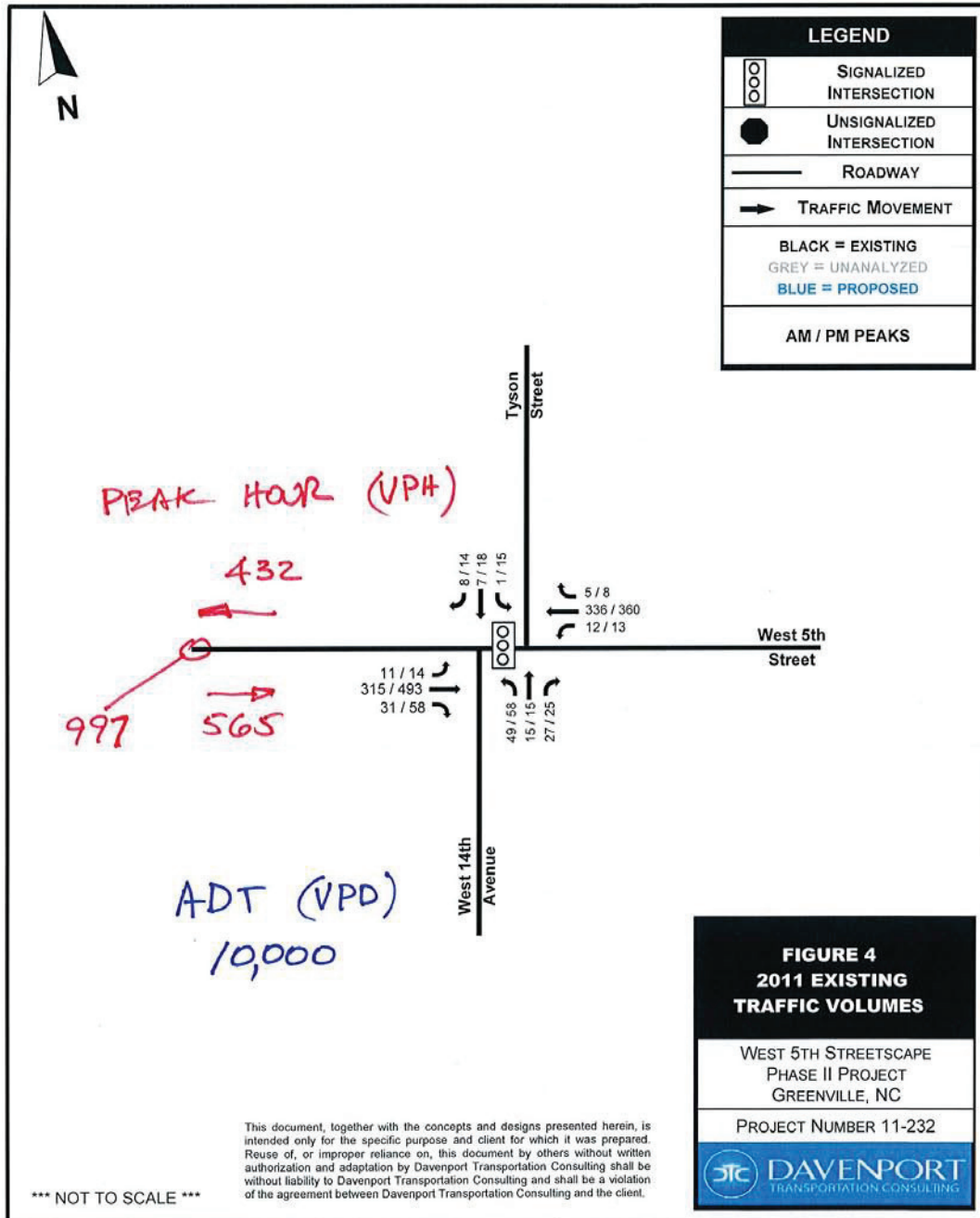
FIGURE "G"

This picture depicts the 800 Block of West Fifth Street.



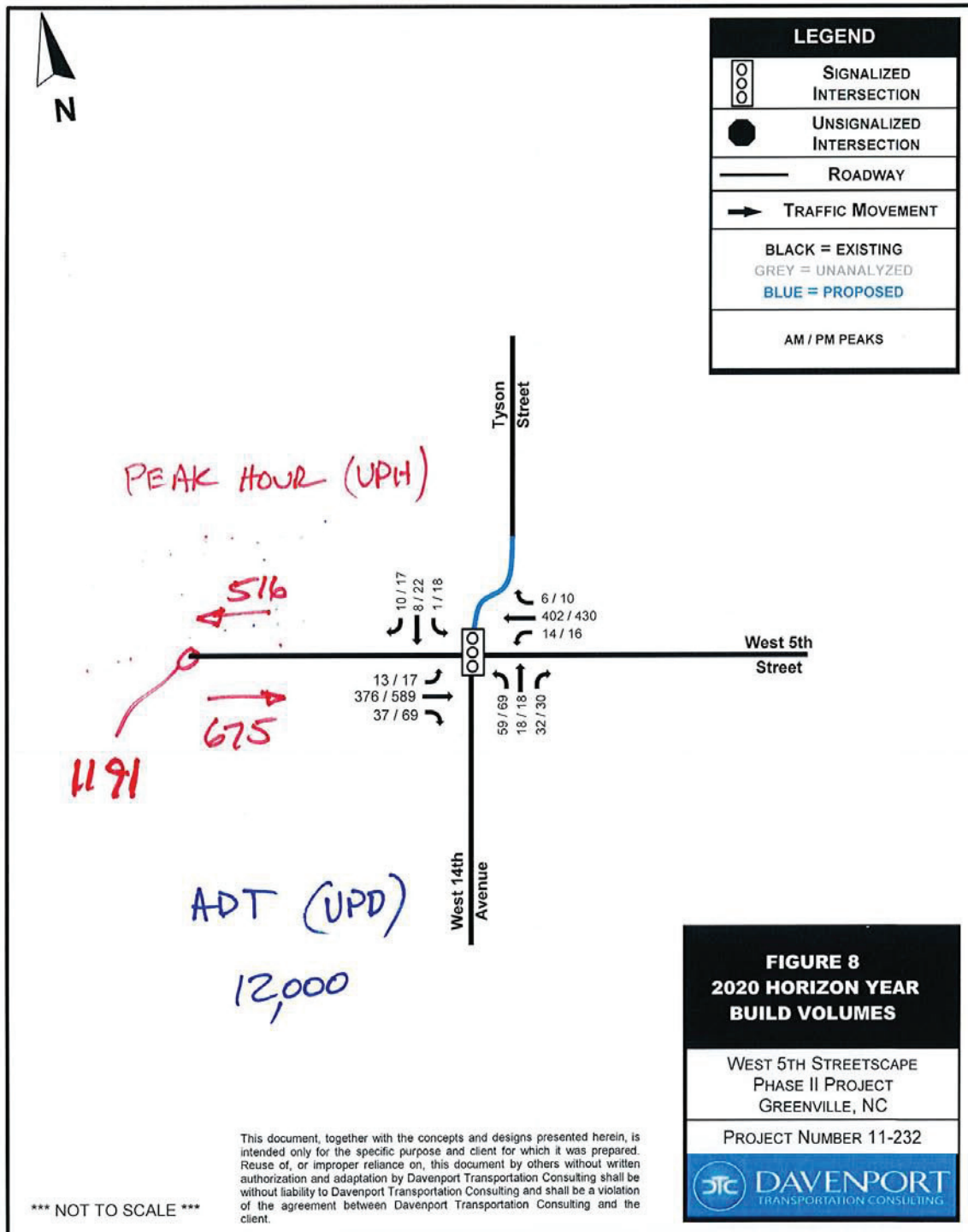
West Fifth Street Commercial Center

City of Greenville



West Fifth Street Commercial Center

City of Greenville



West Fifth Street Commercial Center

City of Greenville

A detailed project scope will be developed following the negotiation/bid process with the selected design-build firm or team. A final construction budget for this project has not been developed at this time.

2.2 City and Public Participation

It has been several years since the Streetscape master plan and the Redevelopment Plan was adopted; thus, some limited public comment opportunities will be included in the design process. It will also be essential for the selected firm/team to coordinate design efforts with NC DOT, Greenville Utilities Commission, citizens, and neighborhood associations. The selected consultant will develop the product such that periodic feedback from city staff and other key stakeholders is possible. The consultant will be expected to make presentations and/or provide periodic updates to the Redevelopment Commission and the Greenville City Council as well.

The approach suggested by the consultant should include steps designed to ensure that the final product will be developed in close consultation with city staff as well as the stakeholder groups described above and should allow for the consultant to make revisions based upon those consultations, as well as comments received from appointed or elected bodies as described above. The selected consultant should be aware that the project manager will work in close consultation with city staff from the City's Engineering Division and the Community Development Department. All plans will be reviewed by said engineers and staff members, and must be in compliance with all local and state development regulations and policies.

2.3 City of Greenville Responsibilities

The City of Greenville will be responsible for:

- Arranging, scheduling, and providing facility space for meetings;
- Providing the consultant with comprehensive geographic information for the project area as required, either in hard copy maps at scale, or, as GIS digital data based on aerial photography and tax data (Preferred) Note: Survey work may be provided by City (negotiated);
- Providing the consultant with copies of relevant City of Greenville plans, ordinances, design guidelines and special plans including but not limited to the Horizons Comprehensive Plan, the Center City – West Greenville Revitalization Plan, the Recreation Master Plan, the Greenville Thoroughfare Plan, and the Center City – West Greenville Streetscape Master Plan;
- Reviewing of consultant work-product according to deliverable schedule;
- All construction administration; and
- The City of Greenville through its project manager will work closely with the consultant to answer questions, make decisions, provide guidance and assist with coordination where needed. The City's responsibilities do not include doing research and design tasks for the consultant.

West Fifth Street Commercial Center

City of Greenville

2.4 Schedule

01/07/2015 RFP Advertised and mailed to consultants
02/06/2015 Proposal due date
02/09 – 02/23/2015 Proposal review
03/09 – 03/13/2015 Interviews with shortlist firms
03/27/2015 Consideration of finalist by City Staff
04/07/2015 Redevelopment Commission Presentation

2.5 Other Project Notes

The City is willing to entertain providing incentives for a project that will have the following qualities:

1. Strong pro forma;
2. Complete and up-to-date market analysis;
3. Construction design that meets contemporary urban design principles;
4. Site design the meets all State and local codes;
5. A project that has a grocery store as the anchor tenant.

3.0 Proposal Requirements

3.1 Submittal

In order to be considered, five (5) copies of the proposal must be received by the City of Greenville on or before July 29, 2011, by 4:00 p.m. EST. All proposals must be delivered in a sealed envelope marked: Request for Proposal – West Fifth Streetscape Project (Phase II). All materials submitted in response to this request for proposals shall become the property of the City of Greenville and may be returned at the option of the City. Any proposals received after the deadline will not be considered.

Proposals may be mailed or delivered to:

City of Greenville
Housing Division
Att. Mr. Niki Jones, AICP
P.O. Box 7207
201 West 5th Street
Greenville, NC 27835

West Fifth Street Commercial Center

City of Greenville

3.2 Proposal Format

Cover Letter:

Briefly describe why your firm is interested and should be considered for this project. Also, provide contact information for any questions or additional requests for information that may arise during the review of your proposal.

Consultant Background:

Provide the following information for the lead consultant and any proposed subconsultants: Firm names, background, history, number of years in business, size of firm, number of employees dedicated to this project and their proposed responsibilities to this project. Please include applicable professional registrations of team members as well as any specialized experience in applicable areas.

Experience:

List a minimum of three (3) recent projects similar to this one completed by your firm or team. The list should include project name, a brief description of the project, total design and construction budget, client name and client contact information.

Project Approach:

Briefly outline your technical and procedural approach for the design project. Also, describe key issues and potential problems facing this project and how your firm or team would address these issues. **Please provide a description of the degree or level of involvement in the planning and design process for the team members identified above.**

Equal Employment Opportunity Statement:

The City of Greenville does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work on this project is required to insure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin or handicap. (Please include a copy of any EEO policy or statement adopted by your firm.)

West Fifth Street Commercial Center

City of Greenville

4.0 Selection Process

4.1 Proposal Review Team

The proposal review team will consist of several City of Greenville staff members, as well as members of the Redevelopment Commission.

4.2 Selection Criteria

Criteria for the selection of the consultant will include but not be limited to:

- Ability to undertake and complete the project in a timely manner
- Previous performance with similar projects
- Proven ability to facilitate a comparable design process
- Qualifications of key personnel
- Technical approach to the project

4.3 Process

The proposal review team will evaluate all proposals submitted on time to determine those firms that will be granted an interview. Costs for developing the proposal and costs attributed to any interviews are at the consultant's expense and will not be reimbursed. Following the interviews, City of Greenville staff will attempt to negotiate an agreement with the top ranked firm. If no agreement can be reached with the top ranked firm, that firm will be dismissed and staff will proceed to the second ranked firm and so on, until an agreement can be negotiated that is satisfactory to both parties.

5.0 Questions

In an effort to ensure that all potential respondents to this proposal have access to the same information, all questions should be posed via email to Mr. Niki Jones, Project Manager at the following email address: nsjones@greenvillenc.gov

Questions along with appropriate responses will be posted on the project's web site at www.greenvillenc.gov/urbandevelopment Questions will be accepted until **January 7, 2015** and will typically be responded to within one business day.

END OF REQUEST FOR PROPOSALS

2015 Redevelopment Commission Meeting Schedule

January 6, 2015

February 3, 2014

March 3, 2015

April 7, 2015

May 5, 2015

June 2, 2015

August 4, 2015

September 1, 2015

October 6, 2015

November 3, 2015

December 1, 2015

* All meetings in Council Chambers

**All meetings on Tuesday