

# BOARD OF ALDERMEN

ITEM NO. B(3)

## AGENDA ITEM ABSTRACT

MEETING DATE: May 18, 2004

**SUBJECT: Award of Contract Engineering Services Side Walk Bond Project to Sungate Design Group, PA. and Request to Approve a Budget Amendment**

<b>DEPARTMENT: PUBLIC WORKS DEPT.</b>	<b>PUBLIC HEARING: NO</b>
<b>ATTACHMENTS:</b> A: Resolution B: Budget Amendment	<b>FOR INFORMATION CONTACT:</b> George Seiz 918-7427 L. Bingham Roenigk 918-7300

### Purpose

The purpose of this item is to receive a proposal by Sungate Design Group PA, and award contract to Sungate Design Group for the Engineering Services Sidewalk Bond Project. The Board is also requested to approve a budget amendment transferring funds from the General Fund to the Capital Projects Fund to cover the engineering costs associated with this project for the current year and to establish the capital project ordinance for the sidewalk and greenway bond projects.

### Information

The Town has received a proposal from the Town engineer, Henry Wells of Sungate Design Group, PA for sidewalk and drainage improvements for streets under the Sidewalk Bond Project. The estimate includes work for plan preparation and specifications for the installation of curb and gutter, sidewalk, and associated storm drainage along the streets listed below:

The project is grouped as follows and the total estimated cost reflected:

Group 1 – Ashe, Elm, Lindsay, Shelton -	\$29,360
Group 2 – Bim, Davie -	\$22,320
Group 3 – N. Greensboro, Hanna -	\$49,910
Group 4 – Estes, Pleasant -	\$26,200
Group 5 – Oak, Pine, Cheek -	\$33,710
Group 6 - Fowler, Lloyd -	\$11,620
Group 7 - James, Quail Roost -	\$32,710
Group 8 – S. Greensboro, Jones Ferry, Williams, Bolin Forest Drive -	\$19,670
Total estimated cost for proposed improvements:	<b><u>\$225,500</u></b>

The work included in the Scope of Work in this proposal will be billed to the Town hourly based on Sungate Design Group's existing contract with the Town with maximum fee not to exceed the estimates herein.

The cost for construction inspection will be billed to the Town hourly based on Sungate Design Group's existing contract with the Town and is not included in the Scope of Work outlined above.

The estimates for each group include the following:

- one meeting with Town staff

- one meeting with the affected property owners along the streets
- preliminary design based on comments from the meeting. No field surveying is included in the preliminary design phase
- a second meeting with affected property owners to review preliminary design
- surveying necessary to prepare construction plans
- design of stormwater quality and quantity facilities within the project area where adequate space is available within the existing right of way
- preparation of construction plans and specifications
- preparation of bid documents

This is the First of Three expected Phases for the award of contract for the Sidewalk Bond Project. The proposed implementation schedule for Phase 1 is as follows:

<u>Task</u>	<u>Date</u>	<u>Department</u>
Engineering design contract award	May 18, 2004	Pub. Wks.
Preliminary design start	May 25, 2004	Consultant
Program Brochure completed	June 15, 2004	Planning/Pub. Wks
Web Page completed	June 15, 2004	Planning/Pub. Wks
Sidewalk Review Committee Formed	June 15, 2004	Pub. Wks/Planning
Initial meetings start	June 15, 2004	PubWks/Plan/Consul.
Initial meetings complete	August 15, 2004	
Second meeting start	September 15, 2004	PubWks/Plan/Consul.
Second meeting complete	November 15, 2004	
Determination of locations to be included in Phase I construction.	December 1, 2004	Pub Wks/Planning
Final design completed	March 15, 2005	Consultant
Bid opening	April 15, 2005	Pub Wks/Admin. Ser.
Bond sale	After bid letting	Admin. Ser.
Construction contract award	May 15, 2005	Pub Wks/Admin. Ser.
Construction begins	June 1, 2005	Pub Wks/Consultant
Phase I - Construction completed	September 1, 2005	

As the Board is aware, the Town is planning to pursue a bond issue in FY04-05 once the costs for sidewalk construction are known. Per the implementation schedule above, the construction bid for sidewalks is anticipated in April 2005. A budget amendment is required to transfer funds from the general fund to the capital projects fund to support engineering costs and to establish the project ordinance for the first phase of sidewalks and greenway bond projects. The portion of this amendment transferring funds for engineering fees serves as an "advance" from the General Fund to the Capital Projects Fund and will be reimbursed upon receipts of bond proceeds. The Board has already approved a reimbursement resolution (dated December 9, 2003) allowing the Town to make capital expenditures prior to closing on the bond financing.

The North Carolina General Statutes require that local governments, when establishing project ordinances, shall adopt a balanced project ordinance for the life of the project (GS 15-13c). Thus, a project ordinance must be established for the estimated costs of sidewalks and greenways including all sources of revenue. The total project costs are estimated at \$2,358,262 of which \$1,747,262 represents bond proceeds.

Recommendation

The Board is requested to approve the following: 1.) Adopt the attached resolution accepting the proposal to award the contract for engineering services to Sungate Design Group, PA and authorizing the Town staff to modify groupings if necessary; and 2.) Adopt a budget amendment approving the transfer of funds from the General Fund to the Capital Projects Fund.

A RESOLUTION REQUESTING THE BOARD OF ALDERMEN TO ENTER INTO AN AGREEMENT  
WITH SUNGATE DESIGN GROUP, PA TO PERFORM SIDEWALK AND DRAINAGE  
IMPROVEMENTS FOR STREETS UNDER THE SIDEWALK BOND PROJECT.

WHEREAS, The Town of Carrboro proposes to enter into an agreement with Sungate Design Group, PA to perform necessary work pertaining to preparation of plans and specifications for the installation of curb and gutter, sidewalk and associated storm drainage as stated in the engineer's estimate; and

WHEREAS, the Town staff needs some flexibility to modify the groupings to improve meeting schedules and better accommodate the workload;

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO  
RESOLVES:

Section 1. That the agreement for the above referenced sidewalk and drainage improvements for streets under the Sidewalk Bond Project is formally approved by the Town of Carrboro,

Section 2. That Town staff is authorized to modify groupings, as needed, to improve the meeting schedule and better accommodate the workload; with the understanding that all the residents on these streets are ultimately invited to a meeting,

Section 3. This resolution shall become effective upon adoption this 18<sup>th</sup> day of May, 2004.

The following ordinance was introduced by Alderman \_\_\_\_\_ and duly seconded by Alderman \_\_\_\_\_.

AN ORDINANCE AMENDING FY'2003-04 BUDGET ORDINANCE

WHEREAS, the Town Board of the Town of Carrboro on June 24, 2003 adopted the annual budget for the fiscal year beginning July 1, 2003 and ending June 30, 2004 and

WHEREAS, it is appropriate to amend the expense accounts in the funds listed to provide for increased expenses for the reasons stated.

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15, the following expense and revenue accounts are amended as shown and that the total amount for the funds are herewith appropriated for the purposes shown:

ACCOUNT TITLE	INCREASE (DECREASE)	AMOUNT	FROM	TO
<b>General Fund</b>				
Fund Balance Appropriated	INCREASE	\$ 35,000	\$ 892,001	\$927,001
Nondepartmental	INCREASE	\$ 35,000	\$ 187,535	\$222,535
<b>Capital Projects Fund</b>				
<b>Bond Sidewalk Projects</b>				
Transfer From General Fund – Bond Referendum	INCREASE	\$ 35,000	\$0	\$ 35,000
Bond Proceeds	INCREASE	\$ 1,603,262	\$0	\$1,603,262
<b>Total Revenues -Sidewalks</b>	<b>INCREASE</b>	<b>\$1,638,262</b>	<b>\$0</b>	<b>\$1,638,262</b>
Design	INCREASE	\$ 225,500	\$0	\$ 225,500
Construction	INCREASE	\$1,347,762	\$0	\$1,347,762
Professional Services	INCREASE	\$ 30,000	\$0	\$ 30,000
Transfer to General Fund, FY04-05	INCREASE	\$ 35,000	\$0	\$ 35,000
<b>Total Expenditures – Sidewalks</b>	<b>INCREASE</b>	<b>\$1,638,262</b>	<b>\$0</b>	<b>\$1,638,262</b>
<b>Morgan Creek Greenway</b>				
Bond Proceeds	INCREASE	\$130,000	\$0	\$130,000
STP-DA Funds	INCREASE	\$520,000	\$0	\$520,000
<b>Total Revenues – Morgan Creek Greenway</b>	<b>INCREASE</b>	<b>\$650,000</b>	<b>\$0</b>	<b>\$650,000</b>
Design	INCREASE	\$50,000	\$0	\$50,000
Construction	INCREASE	\$600,000	\$0	\$600,000
<b>Total Expenditures – Morgan Creek Greenway</b>	<b>INCREASE</b>	<b>\$650,000</b>	<b>\$0</b>	<b>\$650,000</b>
<b>Bolin Creek Greenway</b>				
Bond Proceeds	INCREASE	\$14,000	\$0	\$14,000
STP-DA Funds	INCREASE	\$56,000	\$0	\$56,000
<b>Total Revenues – Bolin Creek Greenway</b>	<b>INCREASE</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$70,000</b>
Design	INCREASE	\$70,000	\$0	\$70,000
<b>Total Expenditures - Bolin Creek Greenway</b>	<b>INCREASE</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$70,000</b>

REASON: Lend money from general fund to capital projects fund for engineering and design costs for sidewalks approved in the bond referendum. These funds shall be reimbursed to the general fund upon receipt on bond proceeds in FY04-05. Also, establish project budgets for sidewalk and greenway projects funded with GO bonds and other revenues.

The foregoing ordinance having been submitted to a vote received the following vote and was duly adopted this 18<sup>th</sup> day of May, 2004.

05-18-2004#2