



## Introduction of Planner Sean Taylor

*Attachment(s): no*

MEETING DATE: MAY 9, 2017

### STAFF COMMENTS / RECOMMENDATION:

Sean Taylor comes to Summerfield from the Town of Abingdon, Virginia, where he served as Interim Director of Planning. Before working in that capacity, he had been the Assistant Town Planner since 2008. Sean lived in Kingsport, Tennessee, and started May 1.

Prior to working in Abingdon, Sean was the Access Services Manager for the library at King University in Bristol Tennessee and the D.H. Hill Library at North Carolina State University. He has a bachelor's degree from Emory and Henry College, received Virginia certification as a Planning Commissioner, and is a Virginia Certified Zoning Administrator. He is currently in the application process to receive certification as an American Institute Certified Planner (AICP). In addition to his planning expertise, Sean brings historical preservation experience that should be valuable as the town renovates its historical assets.

Sean's wife is Christi, a North Carolina native from Charlotte. She is newly-appointed to serve as the Associate Pastor at Oak Ridge United Methodist Church. They have two children, Emily Cait (age 8) and Lillian Claire (age 6).

The town's departmental goal centers around planning expertise, great customer service, and stability. Staff is excited to have Sean's experience, temperament, and enthusiasm as the town continues to manage growth.

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### NOTES:

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### TOWN COUNCIL COMMENTS / ACTION:

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**Gravel drive and parking lot near SCP amphitheater**

*Attachment(s): no*

MEETING DATE: MAY 9, 2017

**STAFF COMMENTS / RECOMMENDATION:**

A project originally slated for inclusion in the FY17-18 budget involves constructing a gravel drive and parking lot on the former Vandergrift property accessed by Medearis Street. When Council purchased the property, future access was negotiated and the town planned to potentially add a future road and parking. The project recently became an action item agreed upon at the March Council retreat.

The drive and parking area is on the east side of that town-owned lot, which is north of the adjoining Summerfield Community Park and just beyond the amphitheater. The parking area would include approximately 26 parking stalls and serve as additional and closer parking for amphitheater events and make a sensible terminus for the A&Y Greenway (South) project. (An additional greenway segment that would extend the greenway to Medearis Street was approved last month.) Adding this parking lot would allow closer access to park restrooms and provide a better staging area for components of the annual Founders' Day parade (horse staging is planned there this year).

The project has two components: a 1300-foot road, initially quoted at \$24,315, and a connected parking area quoted at \$13,057. The combined costs are \$37,372. Current-year funding is available and the manager's recommendation is to complete these two components prior to June 30. The timing would coincide well with the completion of the new amphitheater cover and start of related park events. **The request is for a motion allowing the manager to proceed within the FY16-17 budget year and complete the driveway project at a cost not to exceed \$24,500 to be followed by the parking lot project at a cost not to exceed \$13,100.**

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**



**Master planning of intersection area at Summerfield Rd. and Oak Ridge Rd.**

*Attachment(s): yes*

MEETING DATE: MAY 9, 2017

**STAFF COMMENTS / RECOMMENDATION:**

The attached RFQ describes the project background, process, services needed, and evaluation criteria to select a qualified firm to handle master planning related to the described intersection area.

Four firms responded by the deadline with their qualifications for these services. A Council-approved committee narrowed that field to three candidates for interviews: J.M. Teague Engineering & Planning, Stimmel Associates, PA, and WithersRavenel.

The RFQ process requires the town to first identify the best qualified candidate prior to negotiating a contract. The general practice is to have a second choice in case negotiations fail with the selected firm. After careful consideration, **the committee recommends WithersRavenel with Stimmel Associates, PA as a second choice. The request is for a motion to direct the manager to negotiate with WithersRavenel for the master planning services described in RFQ-2017-002 and to present a contract for Council consideration at the earliest available opportunity.** WithersRavenel's original RFQ submittal is attached and a representative is likely to attend the meeting.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**

## Architectural services for Gordon Hardware Building and Martin House

*Attachment(s): yes*

MEETING DATE: MAY 9, 2017

### STAFF COMMENTS / RECOMMENDATION:

The attached RFQ describes the project background, process, services needed, and evaluation criteria to select an architectural firm to handle renovations for the Gordon Hardware Building and a bathroom addition for the Martin House.

Ten firms responded by the deadline with their qualifications for these services. A Council-approved committee narrowed that field to five candidates for initial interviews and further selected two firms for a second interview: McKissick Associates Architects and Cube Design + Research, PLLC.

The RFQ process requires the town to first identify the best qualified candidate prior to negotiating a contract. The general practice is to have a second choice in case negotiations fail with the selected firm. After careful consideration, **the committee unanimously recommends Cube Design + Research, PLLC with McKissick Associates Architects as a second choice. The request is for a motion to direct the manager to negotiate with Cube Design + Research for the architectural services described in RFQ-2017-001 and to present a contract for Council consideration at the earliest available opportunity. Cube's original RFQ submittal is attached and a representative is expected to attend the meeting.**

### NOTES:

### TOWN COUNCIL COMMENTS / ACTION:

**Bid award for SAP northern parking lot***Attachment(s): yes*MEETING DATE: MAY 9, 2017**STAFF COMMENTS / RECOMMENDATION:**

The planned northern SAP parking lot is a major capital project and the town contracted with WithersRavenel to provide services for permitting, bidding and preconstruction, and construction administration and oversight. The RFP utilized a formal bid process. The project timeline involved bidding the job during budget development with a planned start date shortly after July 1.

The bid opening yielded five bidders with bids from \$524,999 to \$659,712 and WithersRavenel certified the bid tabulation. The engineer recommends (see the attached cover letter and documentation) awarding the contract to Greensboro's P&S Grading at a low-bid price of \$524,999. The town attorney will review the Notice of Award and Agreement. Also, the town is still solidifying the needed construction access details.

WithersRavenel checked three project references with positive reviews. P&S Grading is very familiar with SAP as the town has contracted with the company on two occasions over the last four years for improvements involving grading, drainage, and concrete. The manager and P&R manager have been pleased with the company's work and P&S's general manager has a good understanding of the town's expectations of professional results.

Based on the bid price, references, direct experience with P&S, and the engineer's recommendation, the manager agrees that the lowest bidder is a "responsible bidder" as required. The request is a motion to award the SAP northern parking lot project (WR Project No. 06170042.00) to P&S Grading, LLC for \$524,999 upon a satisfactory review of the prepared documents by the town attorney and upon finalization of the construction access.

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**NOTES:**

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**TOWN COUNCIL COMMENTS / ACTION:**  


**Committee to review UDO**

*Attachment(s): no*

MEETING DATE: MAY 9, 2017

**STAFF COMMENTS / RECOMMENDATION:**

Council requested that a plan be brought forth to recommend details about the formation of this important committee. This plan is being reviewed and will be made available as soon as review can be completed. It will be discussed in detail at the Council meeting.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**



**Council budget amendment #1 (FY16-17)**

*Attachment(s): yes*

MEETING DATE: MAY 9, 2017

**STAFF COMMENTS / RECOMMENDATION:**

The attached budget amendment memo should be self-explanatory. The finance officer and manager will be on hand to answer any questions.

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**NOTES:**

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**TOWN COUNCIL COMMENTS / ACTION:**

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