

SECTION: OFFICER'S DUTIES

The Committee Chairman shall preside at all meetings and sign all documents relative to action taken by the Committee. The Chairman shall appoint all subcommittees including a nominating committee composed of two Committee members. A nominating committee shall be appointed at least thirty days prior to the last meeting of the calendar year.

When the Chairman is absent the Vice-Chairman shall perform the duties of the Chairman. When both the Chairman and Vice-Chairman are absent a temporary Chairman shall be selected by those members who are present.

The Secretary shall mail to all members copies of official reports and the official minutes of all regular and special meetings, prior to the next scheduled meeting.

SECTION: COMMITTEES

The Committee Chairman is authorized to appoint such committees as, in the opinion of the Committee are needed. Standing Committee suggestions are (1) program and activities; (2) areas and structures; (3) budget; (4) personnel; (5) policies and procedures. Temporary and project committees shall be appointed as needed.

SECTION: BY-LAWS

Operational policies and procedures may be incorporated into a set of By-Laws as developed and approved by the Committee in line with this ordinance and the policies of the unit.

Motion to adopt the amended Ordinance Creating a Recreation Advisory Committee was made by _____, seconded by _____ and adopted on a vote of ____ to ____ this, the ____ day of _____, 2013.

COUNTY OF HYDE

(SEAL)

BARRY SWINDELL, CHAIRMAN

ATTEST:

CLERK TO THE BOARD

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: July 1, 2013
Presenter: Kris Noble
Attachment: Yes: Creekside Drive Waterline Relocation Project Ordinance

ITEM TITLE: CREEKSIDE DRIVE WATERLINE RELOCATION PROJECT
ORDINANCE

SUMMARY:

Secondary Road Improvement funding to grade, drain, base and pave State Road 1135 Creekside Drive has been approved by the NCDOT. In order to move forward with this paving project the utilities located along the project area must be relocated. Hyde County is responsible for the design, engineering, permitting and construction of the waterline relocation using funding provided by the NCDOT.

RECOMMEND: APPROVE ATTACHED PROJECT ORDINANCE SHOWING REVENUES FROM THE NCDOT AND EXPENDITURES FOR THE ENGINEERING AND CONSTRUCTION OF THE WATERLINE RELOCATION PROJECT.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Creekside Drive Waterline Relocation Project
Project Ordinance 2013-07-01

Be it ordained by the Board of Commissioners of Hyde County, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Project Ordinance is hereby adopted:

Section 1. The project authorized is the Creekside Drive Waterline Relocation Project between Hyde County and through the North Carolina Department of Transportation using Secondary Road Improvement Funding. .

Section 2. Hyde County staff is hereby directed to proceed with the North Carolina Department of Transportation Project within the terms of the document(s), the rules and regulations of the North Carolina Department of Transportation and the budget contained herein.

Section 3. The following revenues and resources are anticipated to be available to complete the project activities:

<u>Creekside Drive Waterline Relocation Project</u>	
Construction Services	\$ 73,130.00
Engineering Services	<u>31,850.00</u>
Total Project Resources	\$104,980.00

Section 4. The following amounts are appropriated for completion of the project activities:

<u>Creekside Drive Waterline Relocation Project</u>	
Construction Services	\$ 73,130.00
Engineering Services	<u>31,850.00</u>
Total Project Resources	\$104,980.00

Section 5. The Finance Officer is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Department of Transportation required by the agreement(s) and federal and state regulations, as they apply.

Section 6. The Finance Officer is directed to report on the financial status of each project element in Section 4 and on the total revenues received or claimed.

Section 7. Copies of this Project Ordinance shall be made available to the Finance Officer for direction in carrying out this project.

Adopted this 1st day of July 2013

ATTEST

Barry Swindell , Chair
Hyde County Board of Commissioners

Clerk to the Board

SEAL

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: July 1, 2013
Presenter: Clint Berry
Attachment: Yes:

- Advertisement for Bids
- Newspaper Affidavit of Publication
- Bid Tab

ITEM TITLE: CONSTRUCTION BID TAB AND CONTRACT APPROVAL FOR CREEKSIDE DRIVE WATERLINE RELOCATION

SUMMARY:

Clint Berry and Kris Noble have issued an Advertisement for bids for the furnishing of labor, material, equipment and entering into the construction of existing waterlines in accordance with a NCDOT driven water line relocation project along Creekside Drive, in Swan Quarter, N.C. The Advertisement for Bids was advertised on May 31, 2013 in the Washington Daily News. Sealed bids were due on June 17, 2013 by 2 P.M. Bids have been evaluated and the Bid Tabs are attached.

Attached please find the proposed contract between Hyde County and Herring-Rivenbark, Inc.

RECOMMEND:

BASED UPON THE LOWEST RESPONSIBLE BID, COUNTY STAFF RECOMMENDS THAT THE BID BE AWARDED TO HERRING RIVENBARK, INC., IN THE AMOUNT OF \$73,130., WHICH IS ALSO THE LOW BID. STAFF REQUESTS THAT THE HYDE COUNTY BOARD OF COMMISSIONERS APPROVE THE CONTRACT AWARD PENDING NCDOT APPROVAL AND COUNTY ATTORNEY APPROVAL.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Advertisement for Bids
Hyde County Waterline Relocation for Creekside Drive
Swan Quarter, North Carolina

Sealed bids will be received by Hyde County in the Public Utility Director's Office located at 1059 Main Street, Swan Quarter, North Carolina until **2 p.m., Monday, June 17, 2013**, and immediately thereafter publicly opened and read for the furnishing of labor, material, equipment and entering into the construction of the relocation of existing waterlines in accordance with a NCDOT paving project of Creekside Drive, Swan Quarter, N.C. Proposals can be delivered to the Hyde County Water Department, 1059 Main Street, Swan Quarter, N.C. during normal office hours or via mail at P.O. Box 66, Swan Quarter, N.C. 27885. All proposals shall be clearly marked "**Utility Relocation Bid Creekside Dr.**" along with the name and address of the Proposer. If the proposal is sent through the mail or by other delivery system, the sealed envelope shall be enclosed in a separate mail envelope marked "**BID DOCUMENT ENCLOSED**" on the face. Late submittals will not be accepted. The County reserves the right to reject any and all proposals received. All correspondence should be directed to the attention of Clint Berry. Late proposals will not be accepted.

The project consists, but is not limited to, the following work:

- Installation of approximately 4,000 LF of 6" SDR 21
- Installation of approximately 260 LF of 8" HDPE Directional Drill with adapters and bell restraints
- (2) Tie-ins to existing 6" water line with new valves
- Testing, Disinfection and Sampling
- (7) New ¾" water service and connection to existing customer plumbing at the meter box. This will include moving services back 5-10 feet as required. This price does not include the cost of the meter. The meter will be provided by Hyde County.

The County will award the contract based on the lowest responsible bid as determined by individual unit prices and by the cumulative total lump sum bid and should be submitted as follows:

Description	Quantity	Cost	Total
Installation of approximately 4,000 LF of 6" SDR 21	4,000	_____/ LF	
Installation of approximately 260 LF of 8" HDPE Directional Drill with adapters and bell restraints	260	_____/ LF	
Tie-ins to existing 6" water line with new valves	2	_____/Each	
Testing, Disinfection and Sampling	1		
New ¾" water service and connection to existing customer plumbing at the meter box	7	_____/Each	
Total	-		

Any firm wishing to submit a bid for the proposed work is encouraged to schedule an individual, on site, pre-bid conference with Clint Berry, Hyde County Public Utilities Director, by telephone at (252)926-4468. At that time the project site can be viewed and any questions answered concerning project scope.

Bid Security: Bids shall be accompanied by a certified check or an acceptable bid bond in the amount of 5 percent of the base bid. Bidders are hereby notified that they must have proper license under the State laws governing their respective trades.

Hyde County is an equal opportunity employer and encourages proposals from minority and women-owned firms.

BEAUFORT COUNTY
NORTH CAROLINA

AFFIDAVIT OF PUBLICATION

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified and authorized by law to administer oaths, personally appeared Amy Whitaker, who being first duly sworn, deposes and says that she works in the Display Advertising Department of the Washington Daily News, a newspaper, published, issued and entered as second class mail in Washington, NC in said county and state; that she is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in the Washington Daily News on the following dates:

May 31, 2013

and that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Section I-597

of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section I-597 of the General Statutes of North Carolina.

This 31 day of May, 2013.

Amy Whitaker
(Signature of person making affidavit)

Sworn to and subscribed before me, a Notary Public,

this 31 day of May, 2013.

Joe E. Firth
(Notary Public)

My commission expires December 9, 2017.

Advertisement for Bids
Hyde County Waterline Relocation for Creekside Drive
Swan Quarter, North Carolina

Sealed bids will be received by Hyde County in the Public Utility Director's Office located at 1059 Main Street, Swan Quarter, North Carolina until 2 p.m., Monday, June 17, 2013, and immediately thereafter publicly opened and read for the furnishing of labor, material, equipment and entering into the construction of the relocation of existing waterlines in accordance with a NCDOT paving project of Creekside Drive, Swan Quarter, N.C.

If your firm is interested in providing public works construction services to Hyde County for this program, please contact Clint Berry, Hyde County Public Utilities Director, by telephone at (252)926-4468. The Public Utilities Director will mail and/or email detailed Instructions to Proposers to any firm contacting the Director prior to June 14, 2013. The deadline for receipt of proposals is 5:00 p.m., June 17, 2013. Hyde County is an equal opportunity employer and encourages proposals from minority and women-owned firms.

Hyde County Creekside Drive, Waterline Relocation

Swan Quarter, NC Bid

Opening Date: 6/17/2013 2:00 P.M.

Rating Sheet for Construction Bids

#	Contractor	Contractor License No.	Bid Bond	Installation of 4,000 LF of 6" SDR21	Installation 260 LF of 8" HDPE w/ adapters and bell restraints	Tie-ins to existing 6" water line	Testing, Disinfection and Sampling	New 3/4" water service and connection to existing customer plumbing	Total Base Bid
1	TALCO		✓	13.25 / LF \$53,000.00	75.00 / LF \$19,500.00	\$8,000 / each 16,000.00	\$3,500.00	\$875. / each \$6,125.00	\$98,125.00
2	Herring Rivenbark		✓	\$11.25 / LF \$45,000	68.00 / LF \$17,680.00	\$1,850 / each \$3,700.00	\$1,500.00	\$750 / each \$5,250.00	\$73,130.00
3	Carolina Marine Structures		✓	\$11.50 / LF \$46,000.00	66.00 / LF \$17,160.00	\$2,300.00 / each \$4,600.00	\$1,000.00	800 / each \$5,600.00	\$74,360.00
4				___ / LF	___ / LF	___ / each		___ / each	
5				___ / LF	___ / LF	___ / each		___ / each	
6				___ / LF	___ / LF	___ / each		___ / each	
7				___ / LF	___ / LF	___ / each		___ / each	

Bids Opened by: Chris Berry 6-17-13

Witnessed by: Josiah Calhoun Noble 6/17/2013

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: July 1, 2013
Presenter: Clint Berry
Attachment: Yes:

- Request for Proposal
- Newspaper Affidavit of Publication
- Ranking Sheet
- Selected Engineering Proposal (Lamm Engineering)
- Proposed Contract for Engineering Services

ITEM TITLE: ENGINEERING SERVICES FOR CREEKSIDE DRIVE
WATERLINE RELOCATION

SUMMARY:

Clint Berry and Kris Noble have issued a Request for Proposals for Engineering Services to assist in utility locating and surveying, engineering design, jurisdictional permitting, and construction administration and inspection for an NCDOT driven water line relocation project along Creekside Drive, in Swan Quarter, N.C. The RFP was advertised on May 31, 2013 in the Washington Daily News. Proposals were due on June 21, 2013. Proposals have been evaluated and the Ranking Sheet is attached along with the selected engineering firm's proposal.

Attached please find the proposed contract between Hyde County and Lamm Engineering Associates, PLLC.

RECOMMEND: Authorize County Manager to execute Contract to Provide Services for Engineering Design and Construction Administration for the Creekside Drive Waterline Relocation Project between the County of Hyde and Lamm Engineering Associates, PLLC pending NC DOT approval and approval of the contract documents by the County Attorney.

Motion Made By: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

Motion Seconded By: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

Vote: ___ Barry Swindell
___ Dick Tunnell
___ Anson Byrd
___ John Fletcher
___ Earl Pugh, Jr.

**HYDE COUNTY REQUEST FOR PROPOSALS
ENGINEERING SERVICES
WATERLINE RELOCATION ON CREEKSIDE DRIVE, SWAN QUARTER, N.C.**

A. PROBLEM STATEMENT

Hyde County has issued a Request for Proposal (RFP) to retain engineering services to assist in utility locating and surveying, engineering design, jurisdictional permitting, and construction administration and inspection for an NCDOT driven water line relocation project along Creekside Drive, in Swan Quarter, N.C.

The Engineer should submit a proposal to Hyde County to provide engineering services in the form of assessment, GPS location, surveying, utility location, engineering design, plan preparation, coordination, permitting, and construction observation and administration for the necessary utility improvements.

Project Summary

The impending improvements to Creekside Drive via paving by NCDOT has created a directive for Hyde County to have the existing 6" PVC water line relocated out from under the new pavement section. This will require the existing 6" line to be abandoned in place and filled with grout and a new 6" PVC water line to be laid parallel outside of the pavement section. The existing service taps will be relocated to the new line. The route is approximately .7 miles in length, and there are two canal crossings along the route which will require directional drilling to span the gap. NCDOT has expressed an urgent need for this work to be expedited, as the paving work is scheduled for the near future.

Proposal

This proposal has been structured in two phases; a design phase for the various aspects necessary to provide plans and specifications to the Owner for contractor use, and a construction phase to facilitate installation of the new waterline by the selected contractor.

Design Phase

The design phase for this project will entail research of existing data, GPS location, surveying of the project area for design, utility location to ensure no conflicts during construction, analysis and engineering design for two directional drills, and engineering design and plan preparation for construction of the 6" PVC waterline in the shoulder of the road.

Construction Phase

The construction phase for this project will require periodic observation and inspection during construction; i.e. proper placement of pipe, tie-ins to the existing system, observation during directional drilling operations, and inspection, review and acceptance of water quality testing prior to placement of new line in service.

**HYDE COUNTY REQUEST FOR PROPOSALS
ENGINEERING SERVICES
WATERLINE RELOCATION ON CREEKSIDE DRIVE, SWAN QUARTER, N.C.**

Scope of Services

GPS Location

GPS location is necessary to determine the actual location and elevation of the project site.

- ◊ Provide GPS location Data to place the project at mean sea level and State Plane Grid.
- ◊ Provide electronic data to the Surveyor for use during design.

Surveying

Surveying will be necessary for this project to accurately locate the new roadway, determine the physical location of existing culverts and crossings, and to identify shoulders, ditches, edge of right of way, intersections, utilities, poles, vaults, meters, driveways, and other impacts to construction.

- ◊ Research existing information to determine right of way, easements, and adjacent owners.
- ◊ Perform surveying along the NCDOT right of way corridor for the length of the project.
- ◊ Provide electronic data to the Engineer to develop the base drawings for design.

Utility Locating and Designating

Utility location and designation is necessary to ensure subsurface utilities have been accurately placed on the plans to avoid conflicts during design and to assist in the design process for the actual location of meters, service lines, manholes, culverts, and cables.

- ◊ Provide utility location of water, sewer, power, and telephone within the design area.
- ◊ Designate located utilities within the project corridor.
- ◊ Provide a plan to the Engineer for use during design and construction.

Engineering

Engineering Services will require the development of plans and specifications to replace the existing 6" PVC waterline with a new 6" PVC line located in the shoulder of the road. The design will require adequate location of edge of pavement, shoulder and ditches, and culverts or crossings. At least two crossings have been identified which will require directional drilling. Some roadway cut will be required to remove and/or relocate the existing pipe as well as make a connection to the existing system.

- ◊ Receive information from the Surveyor and SUE.
- ◊ Perform design calculations for two directional drills within the design corridor.
- ◊ Perform a comparative cost analysis of design.
- ◊ Prepare a set of plan and specification documents for construction.
- ◊ Provide the Owner with periodic progress updates.
- ◊ Coordinate with NCDOT for any regulations, requirements or restrictions of design.
- ◊ Coordinate with Hyde County for any regulations, requirements or restrictions of design.
- ◊ Obtain necessary permits for construction through Public Water Supply, Corp of Engineers and NCDOT.
- ◊ Provide the Hyde County with plans for distribution to the contractor.

Construction Administration and Inspection

Construction Administration for this project will be performed on a periodic basis throughout the life of the project, supplementing the owner's involvement. At a minimum, LEA inspectors will be available during the construction of both tie ins, the performance of directional drills and testing. Construction administration is available to the owner for any invoice submittals, shop drawing review, or other requested services.

- ◊ Provide periodic construction observation and reporting during construction.
- ◊ Assist with construction operations to ensure the project is completed on time.
- ◊ Assist with Contractor invoice submittals and other associated costs during project lifetime.
- ◊ Provide as-built plans at the close of project.
- ◊ Provide engineering certification for PWS permit requirements

HYDE COUNTY REQUEST FOR PROPOSALS
ENGINEERING SERVICES
WATERLINE RELOCATION ON CREEKSIDE DRIVE, SWAN QUARTER, N.C.

B. Project Fees:

Fee Schedule:

Not for the purpose of proposal evaluation, Hyde County requests the firm to provide an hourly fee schedule for all personnel to be involved in the project. The hourly rates should include fringe benefits, indirect costs, and profit. The Consultant's charge for reimbursable expenses should also be included. Hyde County will negotiate a fee with the most qualified firm, based upon qualifications.

C. PROPOSAL CONTENTS

The Consultant's proposal must contain five parts:

1. **Technical Approach/Project Schedule.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in each project activity. Include a project schedule showing estimated start and completion dates for all major tasks, assuming a start date of July 8, 2013.
2. **Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, and the like. A brief resume of the individuals involved in the project will be required. Specifically identify the individual(s) responsible for housing inspection/lead hazard abatement activities, and provide their credentials.
3. **Prior Related Experience.** Summarize engineering projects including previous public works design and engineering. Include only projects currently underway or completed within the past five years. Include a contact person and phone number for each referenced project.
4. **Responsiveness to Client Needs.** Describe factors such as familiarity with the geographic area of the project, knowledge of local contractors, etc., which will help your firm implement project activities.
5. **Fee Schedule.** (See Section B, above.)

D. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating Consultants' proposals and awarding of contract:

- | | |
|--|-------------|
| 1. Technical Approach/Project Schedule | (25 points) |
| 2. Experience of Proposed Personnel | (25 points) |
| 3. Prior Related Experience | (25 points) |
| 4. Responsiveness to Client Needs | (25 points) |

HYDE COUNTY REQUEST FOR PROPOSALS
ENGINEERING SERVICES
WATERLINE RELOCATION ON CREEKSIDE DRIVE, SWAN QUARTER, N.C.

E. STATE TERMS AND CONDITIONS

The selected Firm must comply with all requirements of the North Carolina Department of Transportation Policies and Procedures for Major Professional or Specialized Services Contracts. This policy conforms to N.C.G.S 143-64, Parts 31 and 32.

F. PROPOSAL SUBMITTAL

Please submit all project proposals to Clint Berry, Hyde County Utilities Director. All proposals shall be clearly marked "Utility Relocation Engineering RFP Creekside Drive" along with the name and address of the proposer. The deadline for receipt of proposals is 2:00 p.m., June 21, 2013. Proposals can be delivered to the Hyde County Water Department, 1059 Main Street, Swan Quarter, N.C. during normal office hours or via mail at P.O. Box 66, Swan Quarter, N.C. 27885. All correspondence should be directed in attention to Clint Berry. Late proposals will not be accepted. The County reserves the right to reject any and all proposals received.

Hyde County is an equal opportunity employer and encourages proposals from minority and women-owned firms.

BEAUFORT COUNTY
NORTH CAROLINA

AFFIDAVIT OF PUBLICATION

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified and authorized by law to administer oaths, personally appeared Amy Whitaker, who being first duly sworn, deposes and says that she works in the Display Advertising Department of the Washington Daily News, a newspaper, published, issued and entered as second class mail in Washington, NC in said county and state; that she is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in the Washington Daily News on the following dates:

May 31, 2013

and that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Section I-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section I-597 of the General Statutes of North Carolina.

This 31 day of May, 2013.

Amy Whitaker
(Signature of person making affidavit)

Sworn to and subscribed before me, a Notary Public,

this 31 day of May, 2013.

Jan E. Firth
(Notary Public)

My commission expires December 9, 2017.

RFP for Engineering Services

Hyde County has issued a Request for Proposal (RFP) to retain engineering services to assist in utility locating and surveying, engineering design, jurisdictional permitting, and construction administration and inspection for an NCDOT driven water line relocation project along Creekside Drive, in Swan Quarter, N.C.

If your firm is interested in providing services to Hyde County for this program, please contact Clint Berry, Hyde County Public Utilities Director, by telephone at (252)926-4468. The Public Utilities Director will mail and/or email detailed Instructions to Proposers to any firm contacting the Director prior to June 14, 2013. The deadline for receipt of proposals is 5:00 p.m., June 17, 2013. Hyde County is an equal opportunity employer and encourages proposals from minority and women-owned firms.

Hyde County Creekside Drive, Waterline Relocation

Swan Quarter, NC Bid Opening Date: 6/17/2013 2:00 P.M.

Individual Rating Sheet for Engineering Proposals

Engineering Firm Name	Technical Approach/ Project Schedule (25 Potential Points)	Experience of Proposed Personnel (25 Potential Points)	Prior Related Experience (25 Potential Points)	Responsiveness to Client Needs (25 Potential Points)	Total Points
Rivers & Associates	20	25	25	20	90
Quibble	20	20	20	20	80
Lamm & Associates	25	25	25	25	100

Proposal Ranked by: Kris Cahoon/Noble

Name & Title: Kris Cahoon Noble, Planning + Econ. Dev. Director

Date: 6/24/2013

Ranker One:	Ranker Two:	Average:
CBerry	K Noble	
Rivers 90	90	90
Quibble 85	80	82.5
Lamm 95	100	97.5*

Hyde County Creekside Drive, Waterline Relocation

Swan Quarter, NC Bid Opening Date: 6/17/2013 2:00 P.M.

Individual Rating Sheet for Engineering Proposals

Engineering Firm Name	Technical Approach/ Project Schedule (25 Potential Points)	Experience of Proposed Personnel (25 Potential Points)	Prior Related Experience (25 Potential Points)	Responsiveness to Client Needs (25 Potential Points)	Total Points
Rivers & Associates	20	25	25	20	90
Quibble	20	25	20	20	85
Lamm & Associates	25	25	20	25	95

Proposal Ranked by: Carl In
 Name & Title: Clint Berry Utilities Director
 Date: 6-24-13



LAMM ENGINEERING ASSOCIATES, PLLC

Engineering and Design

NCBELS P-0748

Civil Engineering • Site Development • Municipal Utilities • Sports

4705 Lord Nelson Court
Raleigh, NC 27610
(919) 740-9766
www.lamm-eng.com

Proposal to Provide Engineering Services for Engineering Design and Construction Administration for the Creekside Dr Waterline Relocation Project

June 18, 2012

Introduction

Lamm Engineering Associates, PLLC is pleased to submit our qualifications in response to the Request for Proposal to provide engineering design services for **The Creekside Drive 6" Waterline Relocation** project. Lamm Engineering Associates, PLLC (hereafter known simply as "LEA") utilizes over 100 years of staff experience in municipal engineering and civil design, including water, sewer, streets, parking, and site development. As an engineering firm with projects over the last four years, as well as individual staff members of the company, have successfully undertaken projects for Hyde County in recent years, and bring our wealth of knowledge of the local community, the specific design requirements of the local area, and a commitment to provide quality service delivered *on time* and *within budget*.

Lamm Engineering Associates, PLLC is a civil engineering firm providing professional consulting services to clients across the state of North Carolina with our team member's decades of experience. A sampling of our current clientele include on-call services for several jurisdictions including the City of Raleigh, Hyde County Utilities, Orange Water And Sewer Authority (OWASA), along with general engineering services for the Department of Homeland Security, Dixie Pipeline, Inc., Chowan University in Murfreesboro, and private developers in Wake, Johnston and Franklin Counties. Our firm has extensive experience working on water infrastructure projects, including design, providing plans and specifications, permitting, bidding, construction administration and project closeout. Important considerations for selection of LEA as the Engineer of choice:

- LEA staff members have a large background of successfully completed projects for Hyde County.
- LEA is fully versed in the specific needs and requirements of working in Hyde County.
- LEA maintains a local presence through regular visits, able to respond to client needs the same day.
- LEA has a strong beneficial relationship with Hyde County through years of satisfied service.
- LEA is fully aware of the permitting requirements and expectations of this project.

Lamm Engineering is committed to serve the public in a professional and ethical manner, to serve our clients with innovation and honest values and to serve the community through public service. We will always strive to deliver the best quality of work, within the project schedule and budget.

In summary, we present a project team that will more than meet your expectations to provide quality design, permitting, and construction experience, with an intimate understanding of the challenges faced by the Hyde County when it comes to selecting the right engineers for this project. Lamm Engineering Associates, PLLC (LEA), can offer unparalleled municipal utilities expertise, drive to excellence and an attention to detail which Hyde County Public Utilities will simply not find anywhere else.

Experience, Commitment and Value - these are the reasons to choose the LEA team.

- Our **Experience** is unparalleled when it comes to expediting a project with tight financial constraints.
- Our **Commitment** is second to none when it comes to client satisfaction
- Our **Value** to the client and the project – A "hands on" approach means more of your dollars are spent on the project, and less on management who have no involvement with you, the client.

100% of any project design executed under this contract will be performed by a Small Business Enterprise (SBE) company, which far exceeds SPSF participation goals for municipalities.

General Company Information

Company Name: Lamm Engineering Associates, PLLC
Company Address: 1201 Aversboro Rd Bldg H Suite 200 Garner, NC 27529
Phone Number: (919) 803-4314 (919) 606-5901
Fax Number: (919) 772-9126
Type of Business: Professional Limited Liability Company (PLLC)
State of Incorporation: North Carolina
NCBELS Company No.: P-0748
Federal Employer Identification Number: 27-0488919
Name and Title of person authorized to enter into an Agreement: T. Andy Lamm, PE, President

Financials: Debt-free company with over \$200,000 in contracts last year, projected over \$300,000 in 2013. We currently have 8 staff at the disposal of Hyde County Public Utilities to address any needs.

Our firm is *more than capable* of performing all the tasks associated with this work. Our backlog is such that we can begin *immediately* upon award of the contract. Our staff knows what needs to be designed.

We appreciate the opportunity to be of service to you and the citizens of Hyde County. If you should have any questions concerning our proposal, please contact us.

Our Project Manager for this important project will be Robin Jensen. He has over 28 years of engineering design and the plan production experience, and is well versed in the topography, design needs, and special considerations of the local area. Robin can be reached at (919) 606-5901. T. Andy Lamm, PE has more than 35 years of municipal engineering experience and will advise and oversee many aspects of the design process, ensure the quality of the project exceeds all expectations and ensure all engineering design meets the necessary standards for approval. Andy is available at (919) 740-9766. Please feel free to contact either with any questions or concerns.

Thank you for your consideration of **Lamm Engineering Associates, PLLC** in this important selection process. We are prepared to begin work immediately upon successful negotiation of a contract.

Respectfully submitted,

Lamm Engineering Associates, PLLC



T. Andy Lamm, PE

Project Summary

The impending improvements to Creekside Drive via paving by NCDOT has created a directive for Hyde County to have the existing 6" PVC water line relocated out from under the new pavement section. This will require the existing 6" line to be abandoned in place and filled with grout and a new 6" PVC water line to be laid parallel outside of the pavement section. The existing service taps will be relocated to the new line. The route is approximately .7 miles in length, and there are two canal crossings along the route which will require directional drilling to span the gap. NCDOT has expressed an urgent need for this work to be expedited, as the paving work is scheduled for the near future.

Lamm Engineering Associates, PLLC, hereafter referred to simply as the '*Engineer*', is pleased to submit this proposal to Hyde County Public Utilities, hereafter referred to interchangeably as the '*Owner*' and '*client*' to offer our qualifications to provide engineering in the form of assessment, GPS location, surveying, utility location, engineering design, plan preparation, coordination, permitting, and construction observation and administration for the necessary utility improvements.

In addition to our varied experience with the county, we are pre-qualified with NCDOT in the following applicable disciplines – public water distribution systems, utility construction engineering and inspection, public water transmission systems.

Technical Approach

The project consists of the relocation of an existing 6" PVC waterline running under the pavement of Hwy 45 with a branch line running through approximately the center of a gravel road which serves residents for nearly seven tenths of a mile. The existing line must be relocated to the shoulder of the road, three feet from the planned edge of pavement (thus allowing a three foot depth of cover at 1:1 for NCDOT requirements) and reconnection of existing residents to the new line. The branch connection will take place within the pavement of Hwy 45, and necessitate a pavement cut. The line will terminate where Creekside Drive once again joins to Hwy 45, requiring a second section of pavement cut to tie in to the existing line. The line can be cut in, or a new tee installed, though the second option will necessitate a temporary shutdown of water service for this line to accommodate the new installation (recommended to prevent issues with a cut in type saddle on the live line). A valve at each end of the line will be required. New service lines will be required to reconnect existing meter boxes at each residence. There are only minor conflicts in this design, with only one real culvert crossing identified for a directional drill (Hyde County Public Utilities has indicated there are two crossings, and the second crossing will need to be located in the field for design purposes).

In the performance of this contract, the Engineer will evaluate the project site to identify any potential design impacts prior to meeting with the County to present their assessment and fees in an effort to give the client the most cost effective solution to this project's needs.

Upon approval of a contract, the Engineer will perform the following services:

Plan Preparation Services – GPS, Surveying and Utility Location

Provide GPS location data to place the project at mean sea level and on State Plane Grid.
Provide this electronic data to the surveyor for use during data acquisition.

GPS location is necessary to determine the actual location and elevation of the project site.

- A. Perform research of existing information to determine right of way, easements, and adjacent owners.
- B. Perform surveying along the NCDOT right of way corridor for the length of the project.
- C. Verify all data acquired with Hyde County Utilities to ensure completeness.
- D. Provide electronic data to the Engineer to develop the base drawings for design.

Surveying will be necessary for this project to accurately locate the new roadway, determine the physical location of existing culverts and crossings, and to identify shoulders, ditches, edge of right of way, intersections, utilities, poles, vaults, meters, driveways, and other impacts to construction.

- A. Perform research of existing records to determine actual location and size of utilities within corridor.
- B. Provide subsurface utility location of water, sewer, fiber optic, and telephone within the design area.
- C. Designate located utilities within the project corridor.
- D. Photograph the design corridor to document utilities for the county and the engineer.
- E. Provide a plan to the Engineer for use during design and construction.

Utility location and designation is necessary to ensure subsurface utilities have been accurately placed on the plans to avoid conflicts during design and to assist in the design process for the actual location of meters, service lines, manholes, culverts, and cables

Engineering Design Services

- A. Receive information from the surveyor and the results of subsurface utility investigation.
- B. Perform design calculations for one (possibly two) directional drills within the design corridor.
- C. Perform a comparative cost analysis of design.
- D. Prepare a set of plan and specification documents for construction.
- E. Provide the client with periodic progress updates.
- F. Coordinate with NCDOT for any regulations, requirements or restrictions of design.
- G. Coordinate with Hyde County for any regulations, requirements or restrictions of design.
- H. Obtain any necessary permits through Public Water Supply, Corp of Engineers and NCDOT.
- I. Provide the client with sufficient quantities of plans for distribution to the contractor.
- J. Provide the client with PDF copies of the plans and specification on CD for archiving and use.

Engineering Services will require the development of plans and specifications to replace the existing 6" PVC waterline with a new 6" PVC line located in the shoulder of the road. The design will require adequate location of edge of pavement, shoulder and ditches, and culverts or crossings. At least one crossing and possibly a second have been identified which will require directional drilling. Some roadway cut will be required to remove and/or relocate the existing pipe as well as make a connection to the existing system.

Construction Administration Services

- A. Provide general construction observation and reporting during the project construction lifetime.
- B. Manage construction operations to ensure the project is completed according to the schedule.
- C. Coordinate with Hyde County Public Utilities for any construction issues which may arise and direct the contractor as required.
- D. Manage Contractor invoice submittals and other associated costs during the project lifetime.
- E. Meet with the Owner periodically during construction for progress updates.
- F. Provide as-built plans at the close of project.
- G. Provide engineering certification for PWS permit requirements

Construction Administration for this project will be performed on a periodic basis throughout the life of the project, supplementing the owner's involvement. At a minimum, LEA inspectors will be available during the construction of both tie-ins, the performance of directional drills and testing. Construction administration is available to the owner for any invoice submittals, shop drawing review, or other requested services.

Big Picture Approach

The staff of **Lamm Engineering** brings to the client years of understanding that every project entails certain unknown quantities in its successful design and execution. A 'big picture' approach, coupled with attention to detail in design of a project is vital to ensuring accurate estimation of materials and construction costs, and the necessary requisite time to complete a project to the client's satisfaction.

One of the most recent projects of note that Mr. Lamm and Mr. Jensen controlled was a complicated sewer outfall design involving wetlands, riparian buffers, NCDOT highway crossing, NC railroad permitting, as well as forestry concerns on city-owned property. This complicated design required innovative solutions in both the riparian buffer, such as watertight manholes below flood level, and open trenching beneath a double-bridge highway overpass. The project schedule was maintained throughout design, accommodating wetlands permitting and several rounds of meetings with NCDOT personnel. Construction bids came in under budget, and construction was completed with no issues.

Schedule

The anticipated project schedule completion date for design is **Late October 2013**. It is possible to construct a schedule with start and end dates for each major task, anticipating a 'Start Date' of July 8, the schedule shown below reflects approximately the tasks required and the duration necessary to complete each task. We have summarized the tasks in the table provided, and highlighted the task durations in bold, in a narrative fashion.

Projected Project Schedule:

Task	Begin	Complete	Duration
Initiate Contract and Approvals	July 2, 2013	July 8, 2013	5 Days
Utility Location and Survey	July 8, 2013	July 12, 2013	5 Days
Engineering Design	July 15, 2013	August 26, 2013	35 Days
Permitting (Overlap)	August 12, 2013	October 31, 2013	75 Days
Bidding Process (Overlap)	Oct 15, 2013	October 31, 2013	15 Days
	Total Anticipated Duration for Construction (Approx.)		60 Days

It is our expectation that as the selected Engineering consultant, LEA will design and bid the project within 120 days following award of a professional services contract. We have presented a rate structure that will ensure our capability of expediting this project within the budget.

Existing utility marking performed by the SUE field crews under Bob Davis will take approximately **1 day**. Surveying for this length of utilities will require no more than **four additional days** to perform since the work will be in existing road right-of-way. Reducing the points to a usable data format will require no more than **two to three additional days**. Importing the points and creating a set of basic drawings for design would be no more than an additional day, requiring approximately **one week** for data manipulation.

Finishing the design documents will require no more than **one month**, most of which will be the actual design, the remainder engineering coordination, review, printing, plotting and preparation of plans for use during construction, as well as occasional coordination meetings with the client and any regulatory agencies for compliance. Concurrently, time will be spent preparing and submitting the requisite permits for construction and preparing for bidding. The overall time from beginning to end of this project design will be approximately **two and a half months** (approximately 75 calendar days) exclusive of the time required for permit review / acquisition. Permitting review should run concurrently with the latter days of the design time.

The scheduled bidding process would begin on October 15, 2013. We anticipate the schedule, based upon a signed engineering Contract **July 12, 2013** would allow bidding to take place on or about **Oct 31, 2013**.

The overall project can be designed and built within an anticipated **180 days**.

Experience of Proposed Personnel

Ownership

The company is wholly owned by the two main principals, **T Andy Lamm, PE** and **Robin Jensen**, as well as vested interests by division heads for the SUE (subsurface utility engineering) division, and the stormwater management division.

We have already successfully completed several projects for Hyde County, both as a company and individuals working together at another firm, which showcases our commitment to provide superior client service, meet any and all project objectives, and produce a quality set of plans for construction.

- **Robin Jensen** (Principal) – As your primary contact, will serve as the *Project Manager* for this contract and will be responsible for the overall project administration and completion of project objectives. With his extensive municipal project experience, he will assume many of the responsibilities of day to day project duties, directing the staff in efficient, productive endeavor to produce a superior product. He brings to this important contract 28+ years of experience in engineering design, project management and inspection.
- **T. Andy Lamm, PE** (Principal) - As your secondary contact, will serve as the *Project Engineer* for this contract and will assist the project manager with design issues and verify compliance with engineering standards and practices, as well as provide quality control/quality assurance review and final approval. Andy brings more than 34+ years of public service to this contract as a municipal consultant. His extensive experience has been in all aspects of municipal utilities engineering and design, covering the entire spectrum of project management, from preliminary project planning, supervising field surveys, storm water utilities design, plan/profile preparation, technical specs, material takeoffs and cost estimates.
- **Bob Davis** (Associate) – will perform *Surveying and Subsurface Utilities Coordination*, with over 35 years engineering experience that includes: Designating and mapping over 3 million miles of underground utilities and excavation of 20,000 test holes; 8 years CAD experience, 10 years highway design, 10 years utility experience, 6 years survey experience, 6 years marketing experience, 10 years management experience, 4 years construction supervision.
- **Howard McLaurin** (Associate) - will serve as *Construction Administrator* with over 30+ years in the construction industry, having successfully completed the Unlimited Contractors exam in 1994. Served as field superintendant for commercial projects for more than (5) years, served as a district manager of environmental services for (3) years, managed field crews and projects of all scope and sizes for more than (8) years, and more than 15 years of project management – scheduling, estimating, permitting, budgeting and inspection.
- **James M Connor II, PE** (Associate) – will serve this contract as a *Staff Engineer* with over 8 years in the civil and structural industry, possessing a very diverse engineering background with experience in structural, civil and environmental engineering. James has over 200 hours modeling various water and sewer projects in WaterCad and WaterGems.
- **Marcie Jordan** (CAD Manager) - will Senior Cad Technician for this contract handling any requirements of production, drawing revisions, and as-builts. She has extensive experience working in a production environment on many projects locally over the years. Her knowledge of guidelines and procedures will streamline the process to ensure a quality product delivered within budget.
- **Christie Wright** (Administration) - A recent college graduate, she will be responsible for management of documents and project administration files. She was an athlete with a 3.62 GPA, and brings vibrant youth and enthusiasm to the organization.

T Andy Lamm, PE

Partner / Engineer

Summary

Mr. T. Andy Lamm, PE has been in project management since 1980. His projects have varied in both complexity and cost, from less than \$10,000 to more than a million dollars in construction cost. Mr. Lamm has over thirty-five (35) years of experience in all aspects of civil design, construction and certification, including sidewalks and roadway design, street design and storm drainage including both public and private projects, sanitary sewer collection, sewage lift stations and force mains, package wastewater treatment plants, water distribution system design, Reverse Osmosis (R/O) water treatment plant design, gas lines, steam lines, chilled water lines, and electric/communication duct bank projects along with street design and storm drainage including both public and private projects.

Technical Overview

During his professional career Mr. Lamm has developed experience as a multi-disciplined project engineer with over thirty four years of design experience. His extensive experience has been in all aspects of municipal utilities engineering, including sanitary sewer collection, sewage lift stations and force mains, water distribution system design, street design and storm drainage including both public and private projects. This scope ranges from preliminary project planning, supervising field surveys, property investigation and acquisition, water and sewer utilities design, plan/profile preparation, technical specifications, material takeoffs and cost estimates, obtaining all permits, bidding document preparation, advertising and administering bid openings, checking all shop drawings, field inspections, to preparing as-built drawings. He is also experienced in the acquisition of various permits required by various State and Federal Agencies including NCDENR, Land Quality, CAMA, Corps of Engineers, EPA, NCDOT, Rural Development (formerly FmHA), and CDBG Programs. He has extensive experience with University infrastructure work, including steam lines, chilled water lines, and electric/communication duct bank projects involving the NC State Construction Office. He also has experience with Civil / Site work in both residential and commercial development projects.

Company Responsibilities

Contract Administrator and Project Manager responsible for the administration and successful completion of contract objectives. Additional duties entail engineering design, development of project budgets, project administration, client relations, marketing and project development, daily operations and staff management.

Expertise

Mr. Lamm has been actively involved in Site Design, Utility, and Municipal projects for more than 34 years. His expertise is summarized in this resume and more fully exemplified in the project experience elsewhere.

- Municipal Utilities, Water and Wastewater Treatment and Conveyance, Stormwater Management
- Streets and Roads, Parking, Residential Development, Pedestrian Accessibility
- Loans and Grants, Federal, State and Local Agency Permitting
- Construction Inspection and Oversight
- Project Management

Years Experience

35

Qualifications

Engineer
Contract Administrator
Project manager
Project Engineer
CE Inspector

Employment Record

Hobbs Upchurch Assoc	1999-2002
ESI	2002-2004
Taylor Wiseman Taylor	2004-2005
KCI	2005-2006
Rivers & Associates, Inc	2005-2009
Lamm Engineering Assoc	2009-

Education

NC STATE University	1973-1977
Raleigh, NC	
BS Civil Engineering	

Professional Registration

Professional Engineer	
North Carolina PE 011293	(1983)
Virginia PE 0402049675	(2011)
Certified BMP Inspector	(#1347)

Professional Organizations

Member-Nat Soc Prof Engineers
Member- NC Rural Water Assoc
Member-AWWA-WEA

Expertise

Engineering Management
Site Development
Master Planning
Project Management
Permitting and Bidding
Utility Design
Technical Specifications
Stormwater Management
Construction Administration

Robin Jensen

Partner / Senior Designer

Summary

Mr. Robin Jensen is an engineering designer with over 28 years experience in the field, plan production, management and administration. He has had extensive opportunities to develop projects ranging in scope from single family dwellings to commercial shopping centers, high rise hotels and condominiums, university facilities and infrastructure, roads and streets, subdivisions, water and wastewater treatment facilities, elevated water storage tanks, stormwater facilities, both small and large diameter sewer force mains, aerial and underwater utility crossings, directional bores, jacked bores, utility tunnels, parking lots, and parking decks. When he was not managing projects himself, he has assisted project managers and engineers with every aspect of engineering, and provided a range of services on projects from technical design, production, and plan development to inspection and construction observation, site evaluation, surveying, client relations, billings, and administration.

Technical Overview

Over twenty-eight years in an engineering environment, primarily in civil and environmental disciplines from the southwestern United States to the east coast. Extensive experience Autocad / Civil 3d / Land Desktop, DCA/AdCadd/Softdesk, AutoTurn, Microstation,, KY Pipe, HEC-2, Hydraflow, Surfer terrain modeling, spreadsheet modeling and Landplan software, formal and informal project development / project management opportunities, comprehensive experience in management of material and employee assets, including staffing, production, performance evaluation, scheduling, management, and training.

Company Responsibilities

Lead Engineering Designer responsible for the development of plans in association with the Project Manager / Project Engineer. Additional duties entail the oversight of all production, CAD related services and Technical Services for the company. Management of technical staff, standards, organization and production, engineering design, production of documents and specifications, cost analysis, budgets, milestones and deliverables.

Expertise

Mr. Jensen has been actively involved in Site Development, University, Commercial, Residential, and private development for more than 25 years. His expertise is summarized herein and further exemplified elsewhere.

- ❖ Site Development, Commercial / Residential, University, Institutional, Public and Private Design
- ❖ Roads and Parking, Pedestrian Accessibility, Greenways and Trails, Sports Venues
- ❖ Water and Wastewater Treatment and Conveyance, Water Plant Design, Sewage Disposal
- ❖ Water System Modeling, Storm Water Management
- ❖ Construction Management, Construction Oversight
- ❖ Project Management, Production, Administration, Staffing

Years Experience

28

Qualifications

Engineering Designer
Cad Manager
Watercad Specialist
Engineering Assistant
Engineering Technical Staff
CE Inspector

Employment Record

Va Dept Transportation	1994
Dawberry and Davis	1994-1996
JK Timmons Inc	1996-1997
Stewart Engineering	1997-2006
Rivers & Associates, Inc	2007-2010
Lamm Engineering Assoc	2010-

Education

East Central University	1983-1985
Ada Oklahoma	
Computer Design	

Gordon Cooper Vo-Tech	1987
Shawnee Oklahoma	
Computer Assisted Drafting	

John Tyler Comm College	1995
Richmond Virginia	
Computer Assisted Drafting	

Expertise

Site Development
Master Planning
Pedestrian Accessibility
Subsurface Utility Design
Water Modeling
Stormwater Management
Grading and Drainage
Project Management
Team Coordination

James M Connor, III PE
Senior Staff Engineer

Summary

Mr. Connor, during his career has worked with various counties and municipalities as well as many private sector firms and utility companies across the United States. His experience includes over (8) years in Communication Tower and foundation design, analysis and modification. Mr. Connor has designed and planned multiple residential and commercial projects from a technical, financial, business and administrative point of view.

In addition, Mr. Connor has over (5) years experience in many aspects of utilities engineering, including sanitary sewer collection, sewage lift stations and force mains, reverse osmosis water treatment plants, water distribution system design, water booster pump stations, elevated and ground water storage tanks, SCADA, chloramines injection systems, street design, storm drainage and erosion control for both public and private projects. Mr. Connor has been responsible for over three million dollars of projects in the last eight (8) years and during that time has not missed a project deadline.

Technical Overview

Analysis and review of tower structures and foundations for existing proposed and reserved tenant configurations in order to determine engineering feasibility.

Successful design of residential and commercial structural projects from a technical, financial, business and administrative point of view.

Municipal Civil Engineering projects have included water distribution systems, sanitary sewer collection systems, sewage lift stations and force mains, booster pump stations, elevated water tanks, public water supply systems, erosion control and storm drainage projects.

Design of reverse osmosis water treatment plants.

Project specification writing and coordination.

Company Responsibilities

Staff Engineer responsible for oversight of production and coordination with field personnel to ensure projects stay on budget and within their designated timeline. Secondary responsibilities include analysis of stormwater design, water and wastewater engineering, and structural analysis for walls, footings and slabs.

Expertise

Mr. Connor has been actively involved in Civil Engineering Design, Water Treatment and Structural Analysis for more than 8 years. His expertise is summarized herein and further exemplified elsewhere.

- Structural Analysis
- Water and Wastewater Treatment and Conveyance, Water Plant Design, Sewage Disposal
- Water System Modeling
- Site Development, Stormwater Design

Years Experience
8

Qualifications
Staff Engineer
Structural Engineer
Water Modeling Specialist
Stormwater Engineer
CE Inspector

Employment Record

American Tower	2005-2006
Rivers & Associates, Inc	2006-2008
Tyndall Engineering	2008-2009
TowerCo	2009-2011
Lamm Engineering Assoc	2011-

Education

NC STATE University	2000-2002
Raleigh, NC	
BS Civil Engineering	

UNC Asheville 1994-1999
Asheville, NC

Professional Registration
Professional Engineer
North Carolina PE 033150 (2009)

Professional Organizations
Member- NC Rural Water Assoc
Member-ASCE
Member-AISC
Member-PCIA

Expertise
Structural Analysis
Stormwater Management
Grading and Drainage
Field Superintendant

Robert Davis
Director of SUE Services

Summary

Mr. Bob Davis has over 34 years engineering experience that includes; Designating and mapping over 3 million miles of underground utilities and excavation of 20,000 test holes; 8 years CAD experience, 10 years highway design, 10 years utility experience, 6 years survey experience, 6 years marketing experience, 10 years management experience, 4 years construction supervision. Mr. Davis has worked with several state highway departments as well as many municipalities during design stages to help projects fast track to completion. He has been involved with SUE since 1993 and with North Carolina SUE since February of 1997. Mr. Davis has worked on varied utility projects in locations such as Shelby, Statesville, Lexington, City of Charlotte, **Fayetteville PWC**, and several designating and locating projects throughout the City of Raleigh. He is in charge of our projects in Columbia, SC and Memphis, TN. He is experienced in management of field survey, aerial data survey, field editing and construction inspection of various state, and county and municipal projects. His comprehensive understanding of the field to office interface and being able to visualize a final product has in turn lead to the successful completion of many large scale projects.

Technical Overview

Mr. Davis has experience in field survey, aerial data survey, field editing and construction inspection of various state, and county and municipal projects. Combining this with his other skills has given Mr. Davis the ability to work on SUE projects through all phases of their completion.

Company Responsibilities

Responsible for oversight of CAD related services and associated Technical Services for the company. Responsibilities include management of technical staff, standards, organization and workflow of production, engineering design, production of documents and specifications, cost analysis, budget milestones and deliverables.

Mr. Davis is a hands-on manager who believes that to insure QA/QC needs to be involved daily on projects.

Additional duties include IT Support, Assistance and Maintenance computer related technologies.

Expertise

Subsurface Utility Surveys Open-End Contracts (NCDOT). Mr. Davis has worked on over 100 SUE projects for Locations and Surveys from Wilmington to Asheville. Many of these Subsurface Utility Engineering (SUE) projects have exceeded seven miles in length. He has performed and supervised all aspects of the SUE process including research, planning, designating, locating, survey data management, reporting and utility base plan preparation. He is experienced in the use of all manners of utility locating equipment and vacuum excavation procedures. He has worked on over One Thousand (1,000) projects for the North Carolina, South Carolina, New Jersey and Pennsylvania Departments of Transportation and many utility design and relocation projects for municipal and private clients. Mr. Davis has been responsible for over thirteen million dollars of projects in the last eleven (14) years.

Years Experience
36

Qualifications
Engineering Designer
Engineering Assistant
Engineering Technical Staff
CE Inspector

Employment Record

US Army	1974 - 1975
Taylor Wiseman & Taylor	1976 - 2003
KCI Technologies, Inc	2003 - 2008
Mulkey Engineering, Inc	2008 - 2009
BLD Associates, LLC	2009 - 2011
Lamm Engineering Assoc	2011 -

Education

College
Penn State University 1975 - 1976
Architectural Engineering

Burlington County College 1988 - 1991
Civil Engineering

Burlington County College 1992 - 1993
AutoCAD

Continuing Education
Civil Engineering, AutoCAD
and MicroStation

Certifications
OSHA 40 hr CFR 1910.120
ATTSA Traffic Control Supervisor
AMTRAK Contractor Employee Safety

Expertise
Project Management
Utility Location and Investigation
Surveying and CAD
Subsurface Utility Design

Prior Related Experience

Over the last four years, Lamm Engineering has performed many varied projects for numerous clients. As requested, the projects and contacts listed below are just a few examples of our most current work. All of the team members identified within this proposal were involved in some capacity in these projects.

OWASA - Arboretum Drive 8" Water Line Replacement Project, Chapel Hill, NC - This project recently completed was the Arboretum Drive 8" Water Line Replacement Project for OWASA. We executed the contract in early April, and completed the design plans and contract documents in July, NCDOT reviewed and permitted, and OWASA advertised and received bids on October 9th. Construction will begin soon. We have received extremely high marks for evaluation of our services.

OWASA - Barclay Road 6" Water Line Replacement Project, Carrboro, NC - This project completed ahead of schedule was the Barclay Road 6" Water Line Replacement Project for OWASA. We executed the contract in early January, which was 75% complete by the first of February, completed the design plans and contract documents in March, reviewed and permitted, advertised and received bids on April 30. Construction is almost complete. We have received extremely high marks for evaluation of our services for this contract.

Contact: Jeremy Fireline, P.E., Project Engineer, OWASA - (919) 968-4421

Reverse Osmosis Water Treatment Plant, Hyde County, NC - Project Manager / Engineer responsible for the design of the Town of Engelhard's new 200 GPM R/O Water Treatment Plant, which includes two new production wells, the R/O plant (which included a single R/O skid, internal pumps and piping, chemical feed, a 200,000 gallon ground storage tank, a free-standing aerator, high service pumps), finished water main out to the existing system, and approximately 2 miles of concentrate force main to the approved discharge point in the nearby sound with a diffuser. Worked with Rural Development for funding and other agencies for permits.

Reverse Osmosis Water Treatment Plant Expansion, Ocracoke, NC - Project Manager / Engineer responsible for the design of the Town of Ocracoke's new 200 GPM R/O Water Treatment Plant expansion, which includes upgrading pumps in two production wells, the R/O plant expansion (which included the building expansion - constructed entirely while the existing part of the plant remained in operation, a single additional R/O skid, internal pumps and piping, chemical feed enhancements, new high service pumps), new finished water main out to the existing system, re-routing existing supply piping to maintain plant operation during construction and approximately 800' of new concentrate force main to the approved discharge point in the nearby sound with a diffuser. Worked with Rural Development for funding and other agencies for permits.

Contact: Clint Berry, Director of Public Services, Hyde County Utilities, (252) 926-4468 (Direct Line)

City of Raleigh Public Utilities Department (CORPUD), Raleigh, NC - LEA was chosen to assist the City with sewer extension projects over the last two years on the existing on-call contract.

N. Allen Road New 8" PVC Sewer Extension, Wake Forest, NC - The design of approximately 300' of new sewer to resolve the issue of multiple residences served by a single 6" PVC sewer line, one section of which actually ran beneath one of the residences. This project entailed the creation of a new easement through the residences, new manholes and 8" PVC tied into an existing outfall. Additional objectives required the design and construction of a new storm drainage structure, as the old service line bisected the storm drainage at an open 'pit'. This project is currently under construction.

S. Allen Road New 8" Gravity Sewer Extension, Wake Forest, NC - The design and construction of approximately 330' of new sewer within the right of way of S Allen Rd, to provide new gravity service to multiple residences which were formerly all tied to a single 4" lateral. This project entailed a new manhole at an appropriate depth to serve the residences without being deep enough to hit the rock outcropping which affected all the other utilities in the area. Additional objectives of this contract included coring the existing manhole downstream, re-routing residences to the new gravity line, and pavement restoration. This project is currently under construction.

W Juniper Street 8" Gravity Sewer Extension, Wake Forest, NC - The design of a new 8" gravity sewer to serve multiple residences sharing a common 4" service lateral, adjacent to and within a riparian stream buffer. The residences could not be served by the sewer in the street, as the floor elevations were 12 to 16' below the existing roadway grade. This project entailed multiple manholes, riparian impacts, easements, tree survey to determine the least impacted route, and ongoing meetings and negotiations with the residences to meet their needs within the scope of the CORPUD contract. Permitting and approval by DENR was required for this project. Environmental Services, Inc, and environmental engineering firm, was listed as our sub-consultant for this contract, and performed the services needed to complete this permitting.

N. Main Street 8" Gravity Sewer Extension, Wendell, NC - The design of 100' of new sewer to correct a deficiency in the existing services on N Main St in Wendell, NC. One new manhole was set, and 8" PVC sewer was run to tie into the existing infrastructure in this area. It was necessary to relocate an existing force main to provide a route for the sewer, as well as accommodate the existing utilities in Main St to ensure the path of the sewer.

While these selected projects have been small in scope, they have been necessary to resolve deficiencies within the service areas of Wake Forest and Wendell. Each project was surveyed, designed, and submitted within approximately 90 days of receipt of contract. It was essential to provide this information to CORPUD in a timely manner to facilitate decision making and keep the projects moving forward in anticipation of adding each project to a contract already under construction. Accounting for four projects under one contract has been challenging to prevent budget overruns or contract change orders, and LEA has provided consolidated invoice breakdowns to ensure even small projects remain fiscally viable. We believe we have shown our commitment to any size project, and feel we are capable of continuing on in this manner (managing small projects) and completing larger projects, such as the Lower Crabtree Creek Outfall.

Contacts: John Sorrell, PE and Aaron Brower, PE (919) 831-6062 (Direct Line)

Winston Ridge Utilities, Franklin County, NC - Project Engineer for the Winston Ridge project that addressed an aggravating water pressure issue in a certain area of the County where the County supplied adequate fire flow but inadequate residential pressures. We performed a complete WaterCAD analysis on the area and presented the County a report with multiple scenarios and alternatives to determine the most cost effective solution, which was to install a booster pump station at one end of the area and a pressure control valve at the other to create a separate pressure zone.

Following this report, Lamm Engineering has been engaged in the project to fully design the water system for phase 3, design alternative routing for phase 2, and design a booster pump station to supply the necessary water to the future residents of the subdivision. Approximately 9000 linear feet of 12" and 8" PVC, as well as fire hydrants, isolation and control valving, interconnection to the existing system and the metering of nearly 350 additional residents is currently under design.

Contact: Bobby Sumner, Owner with Sumner Construction – (919) 422-5713

Non-Municipal Projects of Relevance

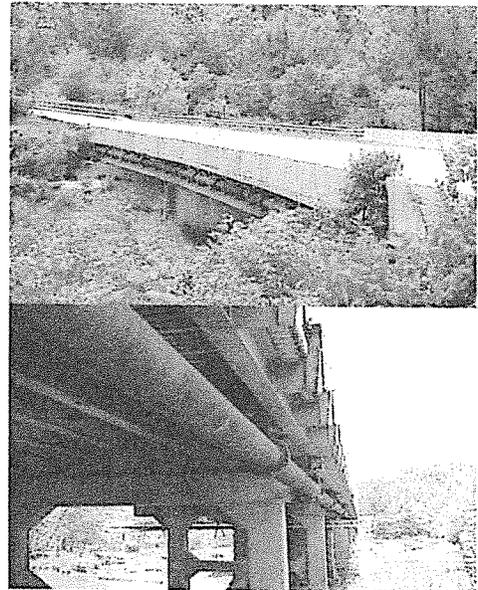
Hyde County Solid Waste Convenience Site, Ocracoke, NC – While not a municipal utility project, this project was performed for Hyde County Public Utilities on a short schedule and for a modest budget. Lamm Engineering developed plans and specifications for the renovation of the Ocracoke Solid Waste Convenience Site to accommodate additional compactors, collection bins, and other improvements. This project had a very short timetable for completion. We began our contract the first of May, and the site was to be complete by June 30. Allowing a month for construction, we expedited our survey and design within two weeks, with the electrical following the third week. We delivered completed documents by hand to the Public Works Director on May 26, so he could get contractors on the job.

Contact: Clint Berry, Director of Public Services, Hyde County Utilities, (252) 926-4468 (Direct Line)

Sampling of Municipal Projects Performed while employed at other Firms (over 5 years)

Falls of Neuse Road 12" Water Line Extension, Raleigh, NC -

This project was for the City of Raleigh, which included the design of the 12" Water Main Extension northward along Falls of Neuse Road from the Woodbridge Subdivision, across the Neuse River and up to serve Wakefield Subdivision. This project involved an interesting challenge of crossing the Neuse River either on piers or attaching to a 60-plus year old bridge. Attachment to the bridge was the preferred alternative from the Engineer's, City's, U. S. Army Corps of Engineers and NCDOT's perspective, which is what was done. This did involve special bridge attachment design and permitting from NCDOT Design Services Division. The project also included approximately 9,300 linear feet of 12" DIP water main, attachment to a second bridge over Falls Lake Dam emergency spillway (both bridges totaling almost 700 feet) and approximately 2300 linear feet of 8" water line, including all appurtenances such as valves and hydrants.



County Water System, Brunswick County, NC - Project Engineer of a complete county-wide trunk-line water distribution system, including approximately 45,000 linear feet of 42" water line, 33,000 linear feet of 36" water line, 57,000 linear feet of 30" water line, 54,000 linear feet of 24" water line, 20,000 linear feet of 16" water line, 112,000 linear feet of 12" water line, and 18,500 linear feet of 8" water line, along with five booster pump stations and five 300,000 gallon elevated water storage tanks.

Signal Drive 24" Water Line, Statesville, NC - Project Engineer for the Signal Drive 24" water main, which was a main trunk water supply line to serve an annexed area of the city.

Water and Sewer Annexation Utilities, Albemarle, NC - Project Engineer for the East Side Annexation Area water and sewer lines which included 6", 8" and 12" water lines and appurtenances with 16" dry-bore-and-jack steel casing, along with the installation of a 12" water line along the underside of a NCDOT bridge. The project also included 8", 12", 15", 18" and 24" sewer collection and trunk lines, sewer services and dry-bore-and jacking of some highway crossings.

Community Water System Extensions, Broadway Water Association, Wilkes County, NC - Design Engineer responsible for the design, engineering plans, specifications and permits for the installation of community trunk-line water distribution system extensions that included 7 miles of 6" water lines.

Township 7 Water Extension, New Bern, NC - Project Manager responsible for the development of plans and specifications for water service improvements to serve Township 7 east of the city. This project entailed the construction of three new booster pump stations, a 500,000 gallon elevated storage tank, and a quarter mile of new waterline, fire hydrants, and appurtenances.

Lower Crabtree Creek North Sewer Outfall for the City of Raleigh, NC (CORPUD) - While not a water project, this complicated design included an 18" gravity sanitary sewer from an existing regional sewage lift station, north along Crabtree Creek, crossing under bridges for the US 64 / 264 Bypass, crossing a railroad, turning west and paralleling the railroad until reaching a lift station that the City wished to take out of service. Approximately 700 linear feet of the 18" line was aerial on concrete piers. This line also had a 12" branch line that ran along an existing lake to another lift station to be taken out of service. Part of this line included bypass pumping and taking up an existing 8" line and re-laying the 12" flowing in the opposite direction to minimize the impact and utilize the City's existing easement along the lake.

Responsiveness

Lamm Engineering has been performing engineering design on small projects and provided engineering consultation to the Public Utilities Department and the Board of Commissioners for as long as they have been in business (more than 4 years). Previous to the inception of this company, Andy, Robin, and James were involved in large water treatment facility projects for the County while employed at another firm. Thus, the staff of LEA is intimately familiar with the county - their needs, their fiscal limitations, and specific requirements for working in this beautiful coastal community. We have performed engineering design for projects in both Swan Quarter, and on the island of Ocracoke.

The distance from the office to Swan Quarter is approximately 165 miles and can be traversed in approximately 2.5 hours. We make regular visits to the local area (often weekly), and are available whenever Hyde County has a need; be it to drop off plans, provide engineering assessment of a potential issue, or attend the monthly meeting of the Board of Commissioners. While we are not physically within 'shouting' distance, we will respond to any need in a timely fashion.

It is our commitment to a valued client to provide superior service at every opportunity.

Fee Schedule

Engineering Design Services at NCDOT Standard Rates

Principal	\$100.00 per hour
Project Manager	\$ 95.00 per hour
Project Lead Engineer	\$ 85.00 per hour
Staff Engineer	\$ 75.00 per hour
Intern Engineer	\$ 65.00 per hour
Staff Designer (Non-Registered)	\$ 70.00 per hour
Production Lead (CAD Technical Services)	\$ 75.00 per hour
Production (CAD Technical Services)	\$ 60.00 per hour
Construction Administrator (On Site)	\$ 55.00 per hour
Engineering Inspector	\$ 40.00 per hour
Administrative Assistant	\$ 35.00 per hour
Surveyor / Crew	\$ 90.00 per hour
Senior Field Tech	\$ 45.00 per hour
Field Tech	\$ 35.00 per hour

Field SUE

2 Person Designating Crew	\$ 90.00 per hour
Air/Vacuum Test Holes - (4 per day average)	\$ 400.00 each (pavement)
Air/Vacuum Test Holes - (5 per day average)	\$ 355.00 each (earth)
3 Person & Vacuum Truck for Locating (Hourly)	\$ 150.00
3 Person & Vacuum Truck for Locating (Daily)	\$ 1,500.00 - (10 hour day)

Utility Designating (Costs are Estimated on a Project Scope of Services)

Records Research - (Hourly)	\$ 60.00/hr
Average Cost per Foot of Utility (Designating Only)	\$ 0.42/ft
Average Cost per Foot of Utility (Designating, Survey)	\$ 0.75/ft
Average Cost per Foot of Utility (Designating, Survey & CAD)	\$ 1.10/ft

Other Fees

Photographic Reproduction \$ 1.00 per 8 ½" x 11" Color print
 Printing and documents are at cost plus five percent.
 Travel is based upon the current IRS reimbursement rates.

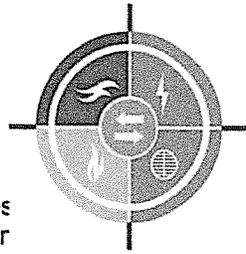
Company Growth

In early 2013, Lamm Engineering Associates, PLLC acquired BLD Associates, LLC, a firm providing Subsurface Utility Engineering and Investigation services (SUE). This key addition added a vital service line we can provide to our clientele.

Every engineering design requires knowledge of what and where impacts may exist within the design envelope of a project. Now we can provide this valuable service.

With this addition, we introduce **Robert (Bob) Davis**, Division Head for SUE Services. Bob brings with him a wealth of knowledge – more than 35 years of utility inspector Department of Transportation methods and procedures, and a keen eye for utilities hidden from the eye. His resume holds over 800 projects from Maryland to Virginia, North Carolina, Florida, New Jersey, and surrounding states. He has located and designated over a million feet of subsurface utilities.

During his tenure with other firms, Bob has performed Sue for hundreds of projects; he adds expertise to our project team which is unsurpassed from a standpoint of experience and commitment to excellence.



Insurance

Lamm Engineering Associates PLLC maintains a professional liability insurance policy in the amount of \$2,000,000.00. This policy covers any errors and omissions in our services. In addition, we have general liability providing \$1,000,000 for each occurrence and \$2,000,000 general aggregate coverage. We maintain a \$4,000,000 umbrella or excess liability coverage for our general liability policy. A certificate of insurance is available for review.

Closing Statements

Our philosophy is "All the Experience, Without the Expense" for good reasons.

We have showcased in this Request for Qualifications:

- o LEA's continued dedication to Hyde County to successfully expedite this project.
- o LEA's extensive experience in municipal utility design to ensure this project is completed successfully.
- o LEA's staff members have a strong and vibrant relationship with Hyde County.
- o LEA's commitment to Hyde County to continue to provide superior service.

There is clearly NO engineering firm with a greater interest in Hyde County than Lamm Engineering Associates, PLLC. We are not a 'one project' engineering firm; we build our reputation, our success, and our future on lasting client relationships.

In conclusion, LEA members have an 'owner mentality' and a vested interest in the success of each project, both from a financial standpoint and our professional reputation. We maintain a commitment to meet any required schedule and all timeline benchmarks to complete each project **On Time and On Budget**.

Thank you for your consideration of our firm in this important selection process.

We will provide you a superior product, delivered on time, for a reasonable fee.



LAMM ENGINEERING ASSOCIATES, PLLC

Engineering and Design

NCBELS P-0748

1201 Aversboro Rd Bldg H Suite 200

Garner, NC 27529

(919) 803-4314

www.lamm-eng.com

Civil Engineering • Site Development • Municipal Utilities • Sports

Proposal to Provide Services for Engineering Design and Construction Administration for the Creekside Dr Waterline Relocation Project

June 24, 2013

Introduction

Lamm Engineering Associates, PLLC appreciates this opportunity to present to Hyde County Public Utilities, hereafter referred to simply as the 'Owner' a proposal for Engineering Services to provide GPS, utility locating and surveying, engineering design, jurisdictional permitting, and construction administration and inspection for an NCDOT driven water line relocation project along Creekside Drive.

Project Summary

The impending improvements to Creekside Drive via paving by NCDOT has created a directive for Hyde County to have the existing 6" PVC water line relocated out from under the new pavement section. This will require the existing 6" line to be abandoned in place and filled with grout and a new 6" PVC water line to be laid parallel outside of the pavement section. The existing service taps will be relocated to the new line. The route is approximately .7 miles in length, and there are two canal crossings along the route which will require directional drilling to span the gap. NCDOT has expressed an urgent need for this work to be expedited, as the paving work is scheduled for the near future.

Lamm Engineering Associates, PLLC, hereafter referred to simply as the 'Engineer', is pleased to submit this proposal to the Owner to provide a fee for engineering services in the form of assessment, GPS location, surveying, utility location, engineering design, plan preparation, coordination, permitting, and construction observation and administration for the necessary utility improvements. It is expected that NCDOT will make a determination of acceptability for these fees, and we have attempted to convey all necessary costs and expenses in our explanation.

Proposal

This proposal has been structured in two phases; a design phase for the various aspects necessary to provide plans and specifications to the Owner for contractor use, and a construction phase to facilitate installation of the new waterline by the selected contractor.

Design Phase

The design phase for this project will entail research of existing data, GPS location, surveying of the project area for design, utility location to ensure no conflicts during construction, analysis and engineering design for two directional drills, and engineering design and plan preparation for construction of the 6" PVC waterline in the shoulder of the road.

Construction Phase

The construction phase for this project will require periodic observation and inspection during construction; i.e. proper placement of pipe, tie ins to the existing system, observation during directional drilling operations, and inspection, review and acceptance of water quality testing prior to placement of new line in service.

Additional Services

LEA is pleased to provide any additional services desired by the owner or NCDOT.

Scope of Services

GPS Location

GPS location is necessary to determine the actual location and elevation of the project site.

- Provide GPS location Data to place the project at mean sea level and State Plane Grid.
- Provide electronic data to the Surveyor for use during design.

Surveying

Surveying will be necessary for this project to accurately locate the new roadway, determine the physical location of existing culverts and crossings, and to identify shoulders, ditches, edge of right of way, intersections, utilities, poles, vaults, meters, driveways, and other impacts to construction.

- Research existing information to determine right of way, easements, and adjacent owners.
- Perform surveying along the NCDOT right of way corridor for the length of the project.
- Provide electronic data to the Engineer to develop the base drawings for design.

Utility Locating and Designating

Utility location and designation is necessary to ensure subsurface utilities have been accurately placed on the plans to avoid conflicts during design and to assist in the design process for the actual location of meters, service lines, manholes, culverts, and cables.

- Provide utility location of water, sewer, power, and telephone within the design area.
- Designate located utilities within the project corridor.
- Provide a plan to the Engineer for use during design and construction.

Engineering

Engineering Services will require the development of plans and specifications to replace the existing 6" PVC waterline with a new 6" PVC line located in the shoulder of the road. The design will require adequate location of edge of pavement, shoulder and ditches, and culverts or crossings. At least two crossings have been identified which will require directional drilling. Some roadway cut will be required to remove and/or relocate the existing pipe as well as make a connection to the existing system.

- Receive information from the Surveyor and SUE.
- Perform design calculations for two directional drills within the design corridor.
- Perform a comparative cost analysis of design.
- Prepare a set of plan and specification documents for construction.
- Provide the Owner with periodic progress updates.
- Coordinate with NCDOT for any regulations, requirements or restrictions of design.
- Coordinate with Hyde County for any regulations, requirements or restrictions of design.
- Obtain necessary permits for construction through Public Water Supply, Corp of Engineers and NCDOT.
- Provide the Hyde County with plans for distribution to the contractor.

Construction Administration and Inspection

Construction Administration for this project will be performed on a periodic basis throughout the life of the project, supplementing the owner's involvement. At a minimum, LEA inspectors will be available during the construction of both tie ins, the performance of directional drills and testing. Construction administration is available to the owner for any invoice submittals, shop drawing review, or other requested services.

- Provide general construction observation and reporting during construction.
- Manage construction operations to ensure the project is completed on time.
- Manage Contractor invoice submittals and other associated costs during project lifetime.
- Provide as-built plans at the close of project.
- Provide engineering certification for PWS permit requirements

Project Fees

Design Services

The fee to provide design services as outlined in this proposal shall be a Lump Sum of **\$27,500.00**

GPS Services	\$ 600.00
Surveying services as outlined in this scope ¹	\$ 2,750.00
Utility Location and Designation ²	\$ 1,250.00
Engineering Services as outlined in this scope ³	\$ 22,900.00

Construction Administration and Inspection Services

Construction Administration Services as outlined in this scope⁴ **\$ 4,350.00**

Total Fee for Engineering Design Services and Construction Administration **\$31,850.00**

- 1-Surveying Services are shown at a Rate of \$90.00 per hour plus administrative costs and Mobilization.
- 2-Utility Location Services are shown at a rate of \$90.00 per hour plus administrative costs and Mobilization.
- 3-Engineering Services are provided at the rates shown in Attachment A.
- 4-Construction inspection and administration is shown for an expected 10 visits plus administrative costs.

Additional Services

We are pleased to offer additional services for any requested needs beyond the scope of services outlined within this proposal. We have provided a small selection of potential additional services which may be required in conjunction with this project.

- Any required permitting not otherwise provided in the scope of services (CAMA, NCDENR, etc)
- Any additional NCDOT roadway design, repair, or alteration.
- Any stormwater / groundwater management needs.

Assumptions

The following assumptions are made in the preparation of this scope of services:

The existing 6" PVC waterline will be abandoned in place beneath the new roadway surface. This pipe will be filled with grout after new pipe has been tested and put into service.

NCDOT will provide markers indicating the extent of right of way and new edge of pavement for construction.

Hyde County will 'pass-through' the costs of Engineering Design and Construction Administration to NCDOT in conjunction with costs for construction provided by the owner selected local contractor.

Special Design Considerations

Directional drilling will be required at one location, and potentially a second one along this project route. Design of the drilling path is critical to prevent drill failure and to provide contractor with the proper specifications for machinery to be used on this job. The water table just below the surface in Hyde County presents some challenging construction issues and will need to be addressed periodically during the lifetime of the project. Minor traffic control will be required at each intersection and along the route during the construction process when the roadway surface is open for trenching.

Compensation

Compensation for this project shall be made on a lump sum basis as determined by the current scope of work. All services within this scope are provided at labor rates in accordance with Engineer's current standard billing rate schedule at the time the work is performed. Current hourly rates for all personnel, associated with this Agreement, are included in Attachment A.

When requested by Hyde County, the Engineer shall provide appropriate services for tasks requiring open-ended assignment for site items not included in the Proposal. The Engineer shall charge for the time required on an hourly basis according to the current hourly labor rate schedule in effect. The Hourly Rate schedule is shown as Attachment A to cover additional items outside the given scope.

Additional reimbursable expenses shall include the following:

- a. Special reproduction other than for normal plans, specifications, and reports.
- b. Specialized consultants such as geotechnical services, laboratory testing and soil analysis. Such consultants shall be charged at cost plus 10% to cover administrative fees and taxes.

Periodic status reports shall be provided by the Engineer to Hyde County, as requested, and on a monthly basis.

Invoices and Payments

Invoices will be generated on a monthly basis for percentage of project completed. Owner shall retain 10% of project fees until project close out.

Invoices shall be generated on a monthly basis around the 25th of the month.

Invoices for sub-consultant services will be submitted as they are received by the Engineer.

Payment for any invoice is due and payable upon receipt. If Owner fails to make payment due Engineer within 30 days of invoicing, then Engineer shall be entitled to interest in accordance with state law.

Ownership of Materials

Original documents, survey notes, digital files, tracings, and the like, except those furnished to the Engineer by the Owner, are and shall remain the property of the Engineer as instruments of service. The Owner shall be furnished reproducible copies of all plans prepared under this agreement. The Owner shall be furnished duplicate copies of other materials upon request.

Force Majeure

Except as otherwise provided in any environmental laws, rules, regulations, or ordinances applicable to the parties and services performed under this contract, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign action, nuclear explosion, earthquake, hurricane tornado or other catastrophic natural event or act of god. Either party to this contract must take reasonable measure and implement reasonable protections when a weather even otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this contract by this provision.

Termination

The obligation to provide further services under this Agreement may be terminated by either party upon thirty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, through no fault of the terminating party.

Incorporation of Documents

This contract and any documents incorporated below represent the entire contract between the parties and suspend all prior oral or written statements agreements or contract specific to this scope of services. Specifically incorporated into this contract are the following attachments or if not physically attached, are incorporated fully herein by reference:

Attachment 'A' – Standard Hourly Rates

In case of conflict between this contract and any of the above incorporated attachments or references, the terms of this contract shall prevail.

Acceptance of Proposal

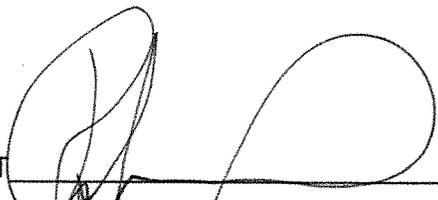
Upon acceptance of this proposal, a contract will be generated between the Owner and the Engineer to provide Engineering Design Services during the design phase as outlined within the Scope of Services. The Engineer will serve the Owner as outlined and as needed during the Construction Phase of this project, providing project oversight, project administration, and construction observation as necessary to meet permitting requirements and the Owner's needs.

WITNESSETH

That for, and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed:

(SEAL)
ATTEST _____
Type Name _____
Title _____

OWNER:
Organization _____
Signature _____
Type-Name _____
Title _____
Date _____

(SEAL)
ATTEST  _____
Type Name Robin Jensen
Title Vice-President

ENGINEER:
Signature  _____
Type Name T. Andy Lamm, PE
Title President
Date 6/24/13

ATTACHMENT A

**Lamm Engineering Associates, PLLC
NCDOT STANDARD RATES**

Engineering Design Services

Principal	\$100.00 per hour
Project Manager	\$ 95.00 per hour
Project Lead Engineer	\$ 85.00 per hour
Staff Engineer	\$ 75.00 per hour
Intern Engineer	\$ 65.00 per hour
Staff Designer (Non-Registered)	\$ 70.00 per hour
Production Lead (CAD Technical Services)	\$ 75.00 per hour
Production (CAD Technical Services)	\$ 60.00 per hour
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Field SUE

2 Person Designating Crew	\$ 90.00 per hour
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3 Person & Vacuum Truck for Locating (Daily)	\$ 1,500.00 - (10 hour day)

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Records Research - (Hourly)	\$ 60.00/hr
Average Cost per Foot of Utility (Designating Only)	\$ 0.42/ft
Average Cost per Foot of Utility (Designating, Survey)	\$ 0.75/ft
Average Cost per Foot of Utility (Designating, Survey & CAD)	\$ 1.10/ft

Other Fees

Photographic Reproduction	\$ 1.00 per 8 ½" x 11" Color print
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Printing and documents are at cost plus five percent.
Travel is based upon the current IRS reimbursement rates.

Current Rates as of 01/13. This information is provided for comparative analysis only.

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: July 1, 2013
Presenter: Kris Noble, Planning Director
Attachment: No

ITEM TITLE: OCRACOKE SANITATION MEETING – PUBLIC WATER

SUMMARY: The County Planner and County Manager were able to meet with members of the Ocracoke Sanitary Board to discuss water system improvement needs. Hyde County is committed to assisting the Ocracoke Sanitary Board as they move forward with reaching their goals and objectives towards water system improvements. The Planner will give an overview of some of those needs.

RECOMMEND: Discussion.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: July 1, 2013
Presenter: Kris Noble
Attachment: Yes. Community Transformation Grant Application.

ITEM TITLE: COMMUNITY TRANSFORMATION GRANT REGION 9
APPLICATION FOR UPDATE TO HYDE COUNTY PARKS AND
RECREATION MASTER PLAN

SUMMARY:

The goal of the Region 9 Community Transformation Grant Project is to support public health efforts in local communities to reduce chronic diseases, promote healthier lifestyles, reduce health disparities, and control health care spending. The intent of the Region 9 CTG Project funding proposal is to provide start-up funds for projects that will attain self-sufficiency in no more than one year and to provide funds to enhance existing projects that relate to CTG Project Strategic Directions.

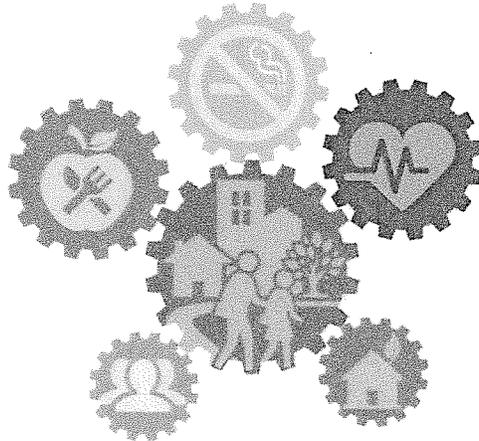
Attached please find an application for Community Transformation Grant funds. The Hyde County Office of Economic Development and Planning is requesting \$12,000 in grant funds which will be matched with \$10,000 from in kind services from staff. The funding will be used to complete an asset inventory with needs analysis that will be compiled in order to update the Hyde County Parks and Recreation Master Plan last completed in 2002.

RECOMMEND: Authorize submittal of application, acceptance of grant funds and authorization for staff to complete in kind services.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.



Communities Transforming

To make healthy living easier

Community Transformation Grant Project Region 9 NCALHD Collaborative

Bertie-Camden-Chowan-Currituck-Dare-Edgecombe-Gates-Hertford-Hyde
Martin-Northampton-Pasquotank-Perquimans-Tyrrell-Washington

Guidelines and Proposal Application Cycle III

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Guidelines

Goal

The goal of the Region 9 Community Transformation Grant Project (CTG Project) is to support public health efforts in local communities to reduce chronic diseases, promote healthier lifestyles, reduce health disparities, and control health care spending. The Region 9 CTG Project encompasses 15 counties: Bertie, Camden, Chowan, Currituck, Dare, Edgecombe, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell, and Washington.

The intent of the Region 9 CTG Project funding proposal is to provide start-up funds for projects that will attain self-sufficiency in no more than one year and provide funds to enhance existing projects that relate to the CTG Project Strategic Directions.

Priorities

The proposed projects or programs must be related to the CTG Project Strategic Directions:

Active Living - Increase the number of joint use agreements that increase access to physical activity opportunities.
- Increase the number of new or revised comprehensive plans that include health considerations.

Healthy Eating - Increase the number of new or enhanced farmers markets, mobile markets, farm stands, and community supported agriculture (CSA) programs.

Tobacco-Free Living - Increase smoke-free and tobacco-free regulations in local government buildings and indoor public places.

Eligible Organizations

Non-profit organizations and government entities qualified for tax exemptions under the Internal Revenue Code in the 15 county Region are eligible for funding.

Funding Information and Restrictions

Funding is restricted to those projects or programs that relate to the CTG Project Strategic Directions and have allowable expenses. The guidelines for funding are listed below.

- Multiple years of funding are not approved.
- Construction, equipment, community gardens, fences, food, promotional items, staff time, tobacco cessation aids, trail guides/signage, computers, IPADs, and Wii Fit games are some of the unapproved items. Please see the attached State CTG Project allowable/non-allowable expenses sheet.
- When awarding grants, the Region 9 CTG Project does not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, or disability.

Application Process

The application process consists of two steps - a Letter of Intent and a full application.

Letter of Intent

All applicants must submit a signed Letter of Intent, which briefly describes the project or program and how it aligns with the selected

CTG Project Strategic Direction. Components of the Letter of Intent should include:

- Description of applicant/organization background
- Description of the proposed project/program
- How this project/program aligns with the selected CTG Strategic Direction
- Briefly identify community need

The letter is to be mailed or hand-delivered with original signatures by **April 26th, 2013, at 5:00 pm.** (Electronic Copies or Faxed Copies will not be accepted.) If there are any questions, please contact Jill Jordan at 252-338-4483 or jjordan@arhs-nc.org.

Completing the Application

If your Letter of Intent meets the objectives and priorities set by the Region 9 CTG Project, you may be invited to submit a full application. You should not complete the application unless you have been requested to do so.

Submitting a Full Application

Please read these instructions carefully before completing the application form. All grant proposals must be submitted according to the following guidelines. For your proposal to be considered, please complete the application in its entirety and supply the information exactly as requested.

Application Guidelines

In order for your application to be accepted by the Region 9 CTG Project, you must follow these guidelines:

- You may type directly on the application form.
- The application should be *typed or printed* with a computer printer or word processor.
- The font or type style should be easy to read and the font size should be no smaller than 10 point.

- The application must have the *original signatures* of the chief executive officer of your organization and the president or chair of your board of directors. Mechanical, copied or stamped signatures will not be accepted.
- Mail the original signed copy by **June 3rd, 2013, at 5:00 pm** addressed to:

**Albemarle Regional Health Services
711 Roanoke Ave.
P.O. Box 189
Elizabeth City, NC 27909-0189
Attn: Jill Jordan**

Audits

1. Applicant organizations may be required to provide their most recent certified public accounting audits.
2. A Mid-Year and Final Progress and Expenditure/Budget report will be required.
3. Applicant organizations are subject to random audits to validate the appropriate use of grant funds to include, but not limited to, copies of receipts, timesheets, and data for reporting purposes.

SEE CHECKLIST OF FINANCIAL AND AGENCY ITEMS TO SUBMIT ALONG WITH YOUR GRANT APPLICATION. THE CHECKLIST IS THE LAST PAGE OF THE GRANT APPLICATION. PLEASE REVIEW THE LIST PRIOR TO COMPLETING THE APPLICATION TO ENSURE YOU HAVE THESE ITEMS AVAILABLE TO SUBMIT WITH THE APPLICATION BY THE DEADLINE. ALL ITEMS ARE TO BE SUBMITTED AT ONE TIME.

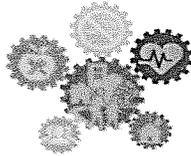
Allowable / Non-Allowable Expenses

ALLOWABLE EXPENSES	DESCRIPTION / NOTES
Advertising	Newspaper ad announcing and congratulating parks for adopting tobacco free policy, and promotion of joint use agreements, farmer's markets, CSAs, mobile farm markets, and the QuitlineNC. Advertising must be linked to specific CTP strategies and not just the strategic focus areas.
Books, journals, and subscriptions	Books, journals, and subscriptions to professional and technical publications are allowable if specifically related to the project.
Cigarette butt receptacles	Cigarette butt receptacles to support smoke-free space at government buildings and grounds, indoor public places, community college campuses, state and private university/college campuses, and parks.
Contracts	Contracting with a company for the compilation and production of asset maps for the counties is allowed. Other contracts will be considered but must be linked to CTP strategies and approved by the state before work begins.
Eat Smart, Move More Weigh Less instructor	Participants must be referred to this program by a physician.
Educational material	Educational material is allowed if related to the CTP strategies. This could include books and DVDs focused on health disparities and cultural diversity.
IT items	Includes: Computers (desktops and laptops) for CTG staff; smartboards; printers; aircards; jump drives; GPS for assessment use, and laptop and projector to be used at the farmer's market to highlight cooking demonstrations, nutrition education, etc. Not to exceed \$5,000 for each item. These are considered supplies and not equipment. Back-up computers for use when the computers are being repaired are not allowed. Items should not exceed \$5,000 each and any item over \$1,000 must have state approval before purchased.
Printing	Printing costs for surveys and focus groups regarding usage and access to farmer's markets, potential for joint-use agreements, and the receptivity of community members for tobacco free policies; and marketing materials to promote joint-use agreements, CSAs, and farmer's markets are approved. Other printing requests will be considered, but must be linked to CTP strategies.
Recruitment costs	Cost associated with hiring staff such as immunizations and background checks.
Signage	Signage to support farmer's markets; CSAs; farm stands; walking trails at schools sites (joint-use); and smoke-free signs for government buildings and grounds, indoor public places, community college campuses, state and private university/college campuses, and parks. Information kiosks are considered signage, but must be premade (no construction). Signage must be linked to the CTP strategies.
Staff time	Staff time to conduct assessments of existing joint-use agreements and/or opportunities for potential joint-use agreements; and to conduct surveys and focus groups regarding usage and access to farmer's markets and the receptivity of community members for

	tobacco free policies.
Supplies - general	Supplies are approved and could include items such as office supplies, file cabinets, toner cartridges, etc.
Supplies - to support farmer's markets	Ex. - Small coolers (portable, not electric); tents; microphone for cooking demonstrations; portable sinks; stainless steel tables (would help to meet GAP certification); collection bins for markets to collect unsold produce to be donated to soup kitchens; small items for cooking demonstrations at farmer's markets such as hot plates, utensils, extension cords, folding tables, blenders, recipe cards, etc.; benches; folding table and chairs; and wireless credit card machines for farmer's market. These items are considered supplies and not equipment. Please ensure that NO FOOD is purchased with CTP funds for the cooking demonstrations. Items should not exceed \$5,000 each and any item over \$1,000 must have state approval before purchased.
Supplies - to support joint-use agreements	Ex. - Pedestrian counters to collect data on the usage of trails that are part of a joint-use agreement; pet waste stations for outdoor areas that are part of JUAs; and soccer balls, tennis balls, basketballs, etc. for use in facilities working to create/expand joint use agreements. Supplies are not approved for use at sites such as parks and greenways that are not part of a joint-use agreement. Items should not exceed \$5,000 each and any item over \$1,000 must have state approval before purchased.
Survey Monkey	Survey Monkey for assessment/survey. This must be linked to CTP activities.
Training for staff	Staff training is allowed. Topics including cultural diversity and health equity are approved. Other topics will be considered but must be included in your detailed budget and approved before staff is able to attend the training.
Travel	In-state travel: Not to exceed the state rate. In-state conferences that exceed the state rate will be considered, but must be approved prior to attending the conference (some conference centers do not honor the state rate). Out-of-state travel to conferences or training opportunities that exceed the state rate will be considered. Please forward requests that exceed the state rate to the fiscal lead who will forward to the state for consideration.
Unemployment	Unemployment insurance tax can be included as part of the fees that are factored into fringe benefits such as FICA, retirement, health insurance, etc.
Video conferencing	Video conferencing services, such as Go to Meeting, are approved.
Website	Website development or enhancement to promote CTP efforts.
Youth Empowered Solutions	Contracts with Youth Empowered Solutions are approved, but the training provided by the contractor must be linked to CTG strategies.

NON-ALLOWABLE EXPENSES	DESCRIPTION / NOTES
Cell phones	Cell phones are not allowed, but land lines are approved.
Community gardens	Community gardens are not allowed.

Construction	Construction is not allowed.
Daycare	Daycare is not allowed.
EFNEP training	This is not linked to the CTP strategies and is not approved.
Equipment	Equipment is not allowed. Unallowable equipment includes items such as electric coolers for convenience stores, commercial stoves for cooking demonstrations to promote farmer's markets, and trailers to use as mobile markets. Please submit items for approval by the state if you are unsure if they would be considered equipment. Computer/IT items are considered supplies instead of equipment. Please reference the IT Item category.
Faithful Family curriculum	Faithful Families curriculum for faith community partners (because the curriculum focuses on policy and environmental changes to improve health, it was the intention that the churches could establish gymnasiums, walking trails, etc. that would be open to the public as well church members. Similar to a joint-use agreement.) This is not approved.
Fences	Fences are considered construction and not allowed.
Food	No food items are allowed. This includes, but is not limited to, food for cooking demonstrations and food provided at trainings/meetings/events. Per diem is approved for travel; please reference the Travel category.
Housekeeping expenses	Housekeeping expenses are not approved.
Promotional Items	Promotional items are not approved. This may include items such as bicycle helmets, bicycle locks, water bottles, mugs, etc.
Rewiring of phones	Rewiring of phones lines from analog to digital is not approved.
Space cost	Space/rent cost for joint-use agreements.
Staff time	Staff time of employees hired by the JUA facilities and farmer's markets to assist with daily operations is not approved. This could include staff time to conduct yoga classes, conduct cooking demonstrations, sell produce, supervise staff, etc.
Tobacco cessation aids	Tobacco cessation aids are not approved and may include items such as nicotine replacement patches and lozenges.
Trail guides/signage	Trail guides used to identify locations within the county including parks, bike trails, nature trails, and walking paths. Trail signage: trailhead signage, directional, and distance signage will help identify beginning/entrance of the walking trail and also inform park patrons of the distance. While these activities support physical activity, they are not linked directly to the CTP strategies and are not included with joint-use agreements and so are not allowed.
Wii Fit game	This is not approved.



Region 9 Community Transformation Grant Project Application	
Project Title:	Hyde County Recreation & Parks Master Plan
Dollar Amount Requested:	\$ 12,000.00
Agency Name:	Hyde County, Office of Planning & Economic Development
Physical Address:	30 Oyster Creek Road
City, State, Zip:	Swan Quarter, NC 27885
Mailing Address: (If different from above):	PO Box 188
City, State, Zip:	Swan Quarter, NC 27885
Phone:	252-926-4400
Fax:	252-926-3701
Website:	www.hydecountync.gov
Contact Information for Proposed Project	
Executive Director:	Bill Rich, County Manager
Phone:	252-926-4178
E-Mail Address:	brich@hydecountync.gov
Contact Person for Grant:	Kris Noble, Planning & Economic Development Director
Phone:	252-926-4180
E-Mail Address:	knoble@hydecountync.gov
Summarize the intent and work of your program/project AND how it aligns with the chosen CTG Project Strategy in one paragraph:	
<p>The Hyde County Office of Planning & Economic Development in conjunction with the Hyde County Recreation Committee plans to use The Community Transformation Grant, if awarded, to update the Hyde County 2002 Recreation and Parks Master Plan, identifying current opportunities through asset mapping and then setting goals where opportunities are deficient creating healthy and safe physical environments that promote active living. The group plans to focus on Joint Use Agreements for existing physical resources and collaboration with existing entities offering programs identified through the asset mapping process. It is hoped that the Community Transformation Grant could be a seed that helps organize Hyde County's efforts to create opportunities for recreation and active living by revising our 2002 Master Plan in a comprehensive manner that includes health considerations and ultimately transforms our communities into healthier environments.</p>	

Organization & Program Information

Check below to indicate which Community Transformation Grant Project focus area(s) your proposed project addresses:

- Tobacco-Free Living
- Active Living
- Healthy Eating

1. State your organization's Mission, and how the proposed project fits your mission.

The Hyde County Land Use Plan (adopted January 2008) addresses general health and human service needs. The plan specifically states: (1) The county generally supports efforts, initiatives, and programs – both public and private – that provide new buildings and facilities, or serve to make existing buildings and facilities accessible and available to physically challenged persons and (2) The county supports improved pedestrian and vehicular access to Lake Mattamuskeet and its shoreline. Further, the county states as an implementing action that it will seek grant monies and/or technical assistance to study the development of a recreational facilities plan.

In addition through the County's 2011 Community Health Assessment, five top issues were ranked as highest priority and the Number One priority was Physical activity, nutrition and obesity. The creation of a planning document that could lead to better recreational facilities and opportunities will directly support finding an avenue for increased physical activity and decreased obesity to address this top need in the County. Also, the creation of recreational opportunities for youth will address tobacco, substance and alcohol abuse which was ranked as the fourth top priority of need in the 2011 Community Health Assessment. The Community Health Assessment further supports this application for funding by concluding that lack of recreational facilities is an important community social issue; and points out that of the top unhealthy behaviors identified included a lack of physical inactivity and drug and alcohol treatment and prevention.

2. *Briefly* summarize the organization's background.

Hyde County is one of the oldest counties in North Carolina, originally formed in 1705 as Wickham Precinct. Hyde County is governed by a five member Board of Commissioners who bear the responsibility of serving the people and improving the quality of life in the county. The county is divided into five unincorporated townships (Currituck, Fairfield, Lake Landing, Ocracoke and Swan Quarter) with one commissioner elected from each township. The Board serves four year staggered terms with elections held every two years. A County Manager, hired by the Commissioners, acts on their behalf.

Hyde County is an economically distressed, Tier 1 county in eastern North Carolina with no incorporated towns. This is a geographically large county with a small population which is widely dispersed with limited public transportation. Hyde County is comprised of the mainland area and Ocracoke Island, with a total land mass of 640 square miles. As of the 2010 Census, Hyde County's total population was 5,810. All of these factors contribute to

isolation of residents without the resources to participate in physical activity safely. Stark differences exist in the composition of the Hyde County mainland population and that of Ocracoke Island. Hyde County is rural in nature with a minimal tourism base. On Ocracoke, however, there is a large seasonal population as a result of tourism.

The Hyde County Health Department has been proactive in the last several years in gathering data including but not limited to the 2011 Community Health Assessment. In addition the Hyde Health Department has created and implemented many active living and healthy eating programs including creating numerous walking/biking trails in various communities throughout Hyde County.

The Hyde County Recreation Committee consists of two representatives from each of the five townships/villages located in Hyde County. The Recreation Committee was formed in 2000. The group worked with East Carolina University to create a Recreation and Parks Master Plan for Hyde County in 2002 and worked to build the Ponzer Community Building and Engelhard Community Park. Both community areas are still in use and have created opportunity for physical activity in both communities. The Recreation Committee is continuing to work diligently to create more physical activity opportunities across the county. One of the Hyde County Recreation Committee's primary goals is to increase access to physical activity and recreational opportunities for community members throughout Hyde County.

3. Define the problem or *identified community need* that your project or program will address.

According to the Hyde Partners for Health 2012 State of the County Report, the leading causes of death in Hyde County are heart disease, cancer, cerebrovascular disease, and diabetes mellitus. The 2011 Hyde County Community Health Assessment identifies physical activity and obesity to be among the top issues of priority, with physical inactivity a top unhealthy behavior. Also, the Community Health Assessment identifies the lack of recreational facilities as an important community social issue. One of the main goals of Hyde County's Recreation Committee is to increase access to physical and recreational opportunities for all residents. Our resources are present yet inadequate and **unorganized**.

Based on the 2012 North Carolina County Health Rankings, Hyde County ranked 41 out of 100 counties in health factors (what influences the health of the county) and 31 out of 100 counties in health outcomes (how healthy is a county). Hyde County cannot improve health conditions without an improved active recreation program and community facilities for the specific purpose of recreation.

Data from the Centers for Disease Control and Prevention shows that an alarming number of adults (30.8%) in Hyde County are considered obese. The North Carolina Nutrition and Physical Activity Surveillance System's data reports that approximately 15% of children ages two to four in Hyde County are currently overweight, and another 18% are classified as obese. Providing and promoting facilities and programs can provide opportunities to fight childhood obesity across the entire county with existing facilities and programs identified through asset mapping and with new facilities constructed after the identification of needs through the planning process.

The Hyde County Board of Commissioners and Hyde County Board of Education have recently received an abundance of requests from citizenry concerning a lack of recreational opportunities. Hyde County's Recreation Committee was revitalized in 2012, with members of the public appointed by the Board of Commissioners to serve and pursue much sought after community recreation programs. Providing the County with a revised Parks and Recreation Master Plan will identify opportunities for increased active recreation and identify the existing recreational facilities and needs for new recreational facilities while also fulfilling a need clearly stated by citizenry through outcry and the 2011 Community Health Assessment.

It is hoped that the Community Transformation Grant could be a seed that helps organize Hyde County's efforts to create opportunities for recreation and active living by revising our 2002 Master Plan in a comprehensive manner that includes health considerations and ultimately transforms our communities into healthier environments.

4. List the objectives of your project or program and indicate what *measurable* changes and benefits will result.

The project's overall objective is to improve Hyde County's opportunities for a healthier population by attempting to analyze and increase the number of community organizations that promote joint use/community use of facilities, analyzing existing facilities and proposing new recreational facilities. The focus will be on establishing linkages among departments, agencies, and the private sector through development of the Parks and Recreation Master Plan, which will support public health initiatives including active living and increased physical activity. Specifically, the following will be addressed:

- By 2014, a Recreational Asset Inventory will be utilized to demonstrate all opportunities for recreation and physical activities including facilities and programs within Hyde County.
- By 2014, a Needs Assessment will have been conducted that identifies the specific needs for recreational and physical activities across Hyde County.
- By 2014, the Asset Inventory and Needs Assessment will be utilized to identify goals and objectives and stated through a comprehensive Parks & Recreation Master Plan that incorporates healthy living components. Successful achievements of those goals and objectives will be evaluated on an annual basis by the Recreation Committee.
- By 2014, the Hyde County Recreation Committee will have a comprehensive planning document to utilize in their efforts to achieve the goals and objectives laid out within the plan to create recreational opportunities and promote existing opportunities. This plan will be evaluated for progress of implementation on an annual basis.
- By 2014, promotion of agency/organization involvement in support of joint use/community use of facilities will be utilized to realize more recreational opportunities. It is expected that at least two existing facilities will be utilized during 2014 through joint use agreements.
- By 2014, non-motorized and public transportation options for connections to facilities will be identified and promoted.
- By 2014, a unified vision for Hyde County Parks and Recreation will be created that incorporates healthy living and physical activity within recreational opportunities which will be demonstrated by adoption of the Hyde Board of Commissioners.

5. Describe the activities you will use to accomplish these objectives. Include timeline information with estimated completion dates.

Activity	Completion Date
Issue a request for proposals and secure a contract for consultant services.	September 2013
Complete a recreational asset inventory by gathering existing data, public input from public meetings and work generated through meetings of the Recreation Committee, LPAN(Local Physical Activity and Nutrition) Task Force and their liaisons including but not limited to the Hyde County School System, Mattamuskeet and Swan Quarter National Wildlife Refuges, Hyde County Transit, Hyde County 4-H and Cooperative Extension, Hyde Juvenile Crime Prevention Council, Hyde County Babe Ruth, Engelhard Development Corp., and other local stakeholders. During the asset inventory, potential assets that can be utilized through joint-use agreements will be identified.	December 2013
Conduct a needs assessment through surveys, public meetings and work generated through the Recreation Committee and LPAN Task Force and all liaisons as named above.	February 2014
Compile information gathered through the asset inventory including potential areas for joint use, along with the needs assessment to identify deficiencies. Establish an action plan using identified goals and objectives to be accomplished to meet those deficiencies. The compilation will result in a 5 year Parks & Recreation Master Plan.	March 2014
Review and receive approval pending any requested amendments with the Hyde County Recreation Committee.	April 2014
Review and receive approval pending any requested amendments with the Hyde County Board of Commissioners. After approval, a digital version will be made available on the Hyde County Government website.	May 2014
Begin implementation of the plan of action to increase recreational opportunities and physical activities in Hyde County.	July 2014
Report evaluation of program implementation including goals and objectives that have been reached.	June 2014 and continuing throughout the life of the plan on an annual basis (2019)

6. How you will measure the success of these activities?

Baseline data will be obtained within the initial asset inventory and needs assessment. As additional assets are improved and/or created they will be added to the asset inventory. By comparing previous assets to newly created, better defined or more utilized assets, a clear measure of success will be seen through increased opportunities for physical activity. Similarly, as identified needs are met those met needs will be inventoried as well to show progress towards meeting Hyde County's recreational needs. The goals and objectives identified in the final Parks & Recreation Master Plan will be the focus of work for the Hyde County Recreation Committee over the next five years and meeting individual goals and objectives will also be considered successful. The plan will be reviewed by the Committee on an annual basis and achievements noted.

Project or Program Financial Information

7. Develop a project or program budget, including income and expenses for the period you are requesting funds. ****Please reference the attached State CTG Project allowable/non-allowable expense sheet****

8.

Expenses: If you need to summarize on this page because of space limitations, please enclose a budget detail with your application to support the summary.

Income: List all funding sources contributing to this project, including in-kind contributions from all agencies collaborating on this project.

Please Note: Totals for Income and Expense columns must balance.

Program Expenses (by category/line item)	Program Revenue (by sources)
<p>Asset Inventory will be completed over a 4 month period with the assistance of a consultant selected through a proposal ranking process. This portion of the consultant services contract will be a total value of \$3,000. Together, the Planner and Planning Assistant will devote 5 hours per week during the four months at an estimated in kind contribution of \$2,500.</p> <p>The Needs Assessment will be completed over a 2 month period with the assistance of a consultant. This portion of the consultant services contract will be a total value of \$3,000. Together, the Planner and Planning Assistant will devote 5 hours per week during the two month period at an estimated in kind contribution of \$1,250.</p> <p>The compilation of all data into a final</p>	<p>Region 9 Community Transformation Grant</p>

<p>Parks & Recreation Master Plan will be completed over a 2 month period. This portion of the consultant services contract will be a total value of \$3,000.</p> <p>The Planner and Planning Assistant will work with the consultant to present the plan to the Hyde County Recreation Committee for review and approval making any requested amendments until approval. This portion of the consultant services contract will be a total value of \$1,500. Both staff members will together devote 5 hours per week during the one month period at an estimated in kind contribution of \$625.</p> <p>The Planner and Planning Assistant will work with the consultant to present the plan to the Hyde County Board of Commissioners for review and approval making any requested amendments until approval. This portion of the consultant services contract will be a total value of \$1,500. Both staff members will together devote 5 hours per week during the one month period at an estimated in kind contribution of \$625.</p> <p>After approval, a digital version will be made available on the Hyde County Government website.</p>	
<p>Total Expenses \$ 12,000.00</p>	<p>Total Revenue \$ 12,000.00</p>

- *Staff time has been computed by adding salary, benefits and administrative overhead and calculating on an hourly basis. The Planner currently receives a rate of \$33.32 per hour while the Planning Assistant receives a rate of \$18.12 per hour.*
9. Total dollar amount (from above) being requested from the Region 9 CTG Project Program: **\$ 12,000.00** to carry out the work of your project/program.

10. List the names of other organizations, both public and private, to which you have also applied for support of **this specific program**. Include the amount you requested and the status of your request (pending, approved, not approved) and date.

Organization(s)	Dollar Amount	Status (Pending or Approved, if approved include date)
1) Hyde County Office of Planning & Economic Development	\$5,000.00 (In-Kind Staff Time)	Pending Hyde Board of Commissioners Meeting July 1, 2013
2)		
3)		
4)		

11. Organization's fiscal year: From 07-01-13 to 06-30-14
(mm-dd-yy) (mm-dd-yy)

12. Project or program budget: From 07-01-13 to 06-30-14
(mm-dd-yy) (mm-dd-yy)

**Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Meeting Date: July 1, 2013
Presenter: County Manager Bill Rich
Attachment: Yes

ITEM TITLE: BOARD OF EDUCATION

SUMMARY: Information from Dr. Latimore, Superintendent, will be presented to the Board of Commissioners for review concerning budget issues with Hyde County Board of Education (Mainland and Ocracoke).

RECOMMEND: Discussion and approval.

Motion Made By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Motion Seconded By: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Vote: Barry Swindell
 Dick Tunnell
 Anson Byrd
 John Fletcher
 Earl Pugh, Jr.

Lois Stotesberry

From: Bill Rich <brich@hydecourtync.gov>
Sent: Tuesday, June 25, 2013 1:52 PM
To: 'Lois Stotesberry'
Subject: FW: Updates

-----Original Message-----

From: Bill Rich [mailto:billrich3@mindspring.com]
Sent: Thursday, June 20, 2013 11:51 PM
To: 'Randolph Latimore'; brich@hydecourtync.gov
Cc: 'Ken Chilcoat'
Subject: RE: Updates

Dr Latimore,

Thanks for your update and the information regarding low wealth funding. I will forward all to the Board of Commissioners. I hope you had a successful retreat.

Bill

-----Original Message-----

From: Randolph Latimore [mailto:rlatimore@hyde.k12.nc.us]
Sent: Tuesday, June 18, 2013 10:09 AM
To: Randolph Latimore; brich@hydecourtync.gov; Bill Rich
Cc: Ken Chilcoat
Subject: Updates

Good morning Mr. Rich,

I trust that this correspondence will find you well as you successfully continue to navigate Hyde County through the challenges that local governments are facing. To that end, I need to update you on a few items.

1. The meeting with the parents at Ocracoke who had concerns relevant to the PreK challenges will not be held as planned this summer. There will be a meeting, not yet publicized, near the beginning of the upcoming school year with all parents and appropriate DPI staff to discuss equity as it relates to the education of all children. Additionally, appropriate support personnel will be in place and will have received the appropriate training on working with special needs students. While these measures may not satisfy all parents, the school system has to provide educational opportunities for all students in a safe and orderly environment. The summer program started on yesterday. I have received a report that all went well for the students that attended. Appropriate staff are in place to work with all students.

Please let me know if you become aware of additional concerns. Thank you for your support as we continue to look at available options.

2. I had sent you information about low wealth funding. I was unsure if you had received that email so I forwarded to you, just in case it was received.

3. Due to the special needs of two children at the Ocracoke Campus, two additional instructional assistants will be required. Another instructional assistant will be needed in the kindergarten classroom. Another instructional assistant will also be required for a special needs student entering the PreK program in August. The anticipated cost for these two positions will be approximately \$54,000.00. These two positions are not funded by the state and will more than likely have to be funded locally. We are looking into any available federal dollars that can be used to fund these two positions.

4. The NC PreK program is under funded and is mandated to serve eligible four year old children. Additionally, the school system has to serve eligible 3 year old children who have an IEP. The cost of providing services to eligible students will be approximately \$224,918,000.00 for the upcoming school year. We anticipate receiving from the state \$171,500.00. Last year the LEA had to use \$28,809 from local revenue and used the administrative money of \$20, 200.00 to help support the program.

There will be 16 students in the program at the Ocracoke Campus. Six of the families are over income or otherwise not eligible and will therefore be paying to send their children to the program. The cost per child is anticipated to be \$300.00 per month. These funds will be used to help support the program. There will be one teacher and two teacher assistants in this classroom. (Note: as special needs students requires a 1:1 assistant.)

There will be 18 four year old students on the Mattamuskeet Campus and 5 three year old students. This configuration requires two classrooms. One classroom will have a teacher and a teacher assistant and the second classroom will have a teacher without a teacher assistant.

Program requirements call for a 1:9 ratio (adult to student).

A request will be sent to you requesting an additional appropriation in the amount of \$53,418.00. An additional advantage to this is that the additional appropriation will be used to bring the county up to the minimal required per pupil funding that will make the LEA/county eligible for low wealth funding. (Please refer to prior email).

Finally, for the past two years, the county has reduced funding for the school by approximately \$210,000.00. With DSS relocating to its new offices in the fall/early winter of 2013, that will mean an additional reduction in revenue. The LEA has reduced its workforce by 20 plus employees over the last two years due to decreases in funding from all revenue streams.

I look forward to discussing the above with you as needed.

Thanking you in advance for your thoughtful consideration to the above items.

Randolph

Dr. Randolph H. Latimore, Sr.
Superintendent
Hyde County Schools
252 926 3281 Ext. 3502
rlatimore@hyde.k12.nc.us

"Think like a wise man but communicate in the language of the people."

-William Butler Yeats

Dr. Randolph H. Latimore, Sr.
Superintendent
Hyde County Schools
252 926 3281 Ext. 3502
rlatimore@hyde.k12.nc.us

"Think like a wise man but communicate in the language of the people."

-William Butler Yeats

Corrine Gibbs

From: Bill Rich <brich@hydecountync.gov>
Sent: Monday, June 03, 2013 5:13 PM
To: Corrine Gibbs
Subject: FW: Low Wealth Supplemental Funding
Attachments: 2013.06.03 low wealth funding.pdf

-----Original Message-----

From: Randolph Latimore [<mailto:rlatimore@hyde.k12.nc.us>]
Sent: Monday, June 03, 2013 4:31 PM
To: brich@hydecountync.gov
Cc: Ken Chilcoat; Randolph Latimore
Subject: Fwd: Low Wealth Supplemental Funding

Dear Mr. Rich,

The information contained in this correspondence relates to Low Wealth Supplemental Funding. The information was received last week and reviewed by the finance dept for the school system. After careful review and discussion , we are forwarding the information for your review and consideration.

The information is fairly self-explanatory. Currently the school system does not receive any of the state funding for low wealth. The increase in tax rate has made the county eligible as long as it increases funding by the per child amount indicated below. The excel sheet attached to the PDF document reflects the cost to the county. Tyrrell just last year received and additional \$129,000.00 in revenue from low wealth funding. Hyde County did not receive any funding from this category. Again, now that the tax rate has increased we are eligible if the County contributes another \$83.65 per student for the current school year.

Local governing boards can make adjustments to the prior year budget during their July meeting. Mr. Chilcoat and I are available to this request with you. This is a win win means of increasing funding for the schools without significantly increasing local revenue contribution to the school system.

Thank you,
Randolph

Dr. Randolph H. Latimore, Sr.
Superintendent
Hyde County Schools
252 926 3281 Ext. 3502
rlatimore@hyde.k12.nc.us

"Think like a wise man but communicate in the language of the people."

-William Butler Yeats

>>> Ken Chilcoat 6/3/2013 4:09 pm >>>

See attached Low Wealth Supplemental Funding information.
FY 2014-15 will be the first year Hyde County Schools has been eligible.

Property tax rate must be above state average with three year look back for non-supplant.
We are \$83.65 short from County for this year (per student) to meet the Non-supplant.
If County could contribute another 83.65 per student for this year (see attached spreadsheet), that would be the most effective method for County to help School System receive dollars.

Effort and Non-Supplant are the two largest items to overcome for this source of funding.

Ken Chilcoat
Finance Officer
Hyde County Schools
(252) 926-3281 ext 3506
(252) 926-7280 fax
kchilcoat@hyde.k12.nc.us

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PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION William W. Cobey Jr., Chairman

DEPARTMENT OF PUBLIC INSTRUCTION June St. Clair Atkinson, Ed.D., State Superintendent

WWW.NCPUBLICSCHOOLS.ORG

May 24, 2013

TO: LEA Superintendents
LEA Finance Officers
LEA Personnel Directors
County Managers

FROM: Philip W. Price 

Low-Wealth Supplemental Funding Information

The enclosed documents are provided to assist you in planning for fiscal year 2014-15. It is important to note that data used to determine eligibility for Low-Wealth Supplemental funding is volatile and the county rankings change from year to year. The level of funding can vary-- particularly due to changes in factors (1) and (2) described below. Many of these factors are not controllable at the LEA level and relate to events occurring across the state.

Eligibility for Low-Wealth Supplemental funding is determined by a number of factors that are collected from other state agencies and the federal government. They are as follows:

1. County revenue per student which is computed from data provided by the NC Department of Revenue (<http://www.dor.state.nc.us/publications/property.html> and select "County Taxable Real Property, Personal Property, and Public Service Company Valuations").
2. The county per capita income which is taken from the US Bureau of Economic Statistics (<http://www.bea.gov/regional/docs/income/> step 1: select "Local Area Annual Personal Income"; step 2: select "North Carolina"; step 3: Click on Display).
3. The county's percentage of the state's area in square miles which is calculated using information provided by the State Demographics branch of the North Carolina OSBM (http://www.osbm.state.nc.us/ncosbm/facts_and_figures/socioeconomic_data/population_estimates/demog/densa00.html).

A county is determined eligible if its composite weighted average of these three factors is less than the statewide composite average.

OFFICE OF FINANCIAL, BUSINESS, AND TECHNOLOGY SERVICES

Philip W. Price, *Chief Financial/Chief Information Officer* | Philip.price@dpi.nc.gov
6326 Mail Service Center, Raleigh, North Carolina 27699-6326 | (919) 807-3600 | Fax (919) 807-3604

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Worksheet 1--Effort is a measure of your county's effort to support the school system through local taxation and other general revenue. In order to receive one hundred percent of the Low-Wealth distribution (prorated based on funds available), either the eligible county's effective tax rate must equal or exceed the state average effective tax rate or the "actual" local appropriation per student must equal or exceed the "anticipated" local appropriation per student. The effective tax rate is the product of the county 2012 tax rate and the weighted average sales assessment ratio. The anticipated local appropriation per student is the sum of all anticipated county revenue divided by the allotted average daily membership. If a county is eligible for funding and neither of these criteria is met, the LEA's allotment is prorated based on the ratio of the county's "actual" local appropriation per student to the "anticipated" local appropriation per student.

Worksheet 2--Non-Supplant identifies the minimum funds that your county must appropriate locally for the school system in order to comply with the "Non-Supplant" provision of the legislation. The minimum amount is ninety-five percent of the average of the previous three year's per-student appropriations.

Worksheet 3--Minimum Appropriation allows you to enter actual or estimated appropriations and ADMs for Fiscal Years after 2010-11 to calculate the minimum required local appropriation.

This information is provided based on the current funding formula. Please remember that the current funding formula is subject to change based on action by the General Assembly.

Please direct any questions you may have to Gloria Waters in the School Allotments Section at (919) 807-3732 or via email at gloria.waters@dpi.nc.gov.

PWP/LP/GW/dkm

Enclosures/Attachments



Public Schools of North Carolina
North Carolina Department of Public Instruction

Low Wealth Supplemental Funding
Calculation of Minimum Required Local Appropriation

LEA #
480
Hyde County

(Enter Actual Local Appropriation and ADM in the green boxes)
(to calculate minimum required local appropriation)

Low Wealth Supplemental Funding	Actual Local Appropriation				Minimum Required			Difference between Actual and Minimum		
	Local Appropriation	Actual Local Appropriation	ADM	Local Appropriation Per ADM	Prior Three-Year Average	Appropriation Per ADM	Total Appropriation	Appropriation Per ADM	Total Appropriation	Supplanting ?
FY 1999-00		\$992,554	802	\$ 1,237.60						
FY 2000-01		\$992,554	783	\$ 1,267.63						
FY 2001-02		\$1,062,664	781	\$ 1,360.65						
FY 2002-03		\$1,062,664	731	\$ 1,453.71	\$ 1,288.63	\$ 1,224.20	\$ 894,890	\$ 229.51	\$ 167,774	Non-Supplant
FY 2003-04		\$1,062,664	686	\$ 1,549.07	\$ 1,360.66	\$ 1,292.63	\$ 886,744	\$ 256.44	\$ 175,920	Non-Supplant
FY 2004-05		\$945,264	684	\$ 1,381.96	\$ 1,454.48	\$ 1,381.76	\$ 945,124	\$ 0.20	\$ 140	Non-Supplant
FY 2005-06		\$1,003,971	681	\$ 1,474.26	\$ 1,461.58	\$ 1,388.50	\$ 945,569	\$ 85.76	\$ 58,402	Non-Supplant
FY 2006-07		\$1,003,971	670	\$ 1,498.46	\$ 1,468.43	\$ 1,395.01	\$ 934,657	\$ 103.45	\$ 69,314	Non-Supplant
FY 2007-09*		\$1,003,971	651	\$ 1,542.20	\$ 1,451.56	\$ 1,378.98	\$ 897,716	\$ 163.22	\$ 106,255	Non-Supplant
FY 2009-10		\$1,051,496	639	\$ 1,645.53	\$ 1,504.97	\$ 1,429.72	\$ 913,591	\$ 215.81	\$ 137,905	Non-Supplant
FY 2010-11		\$1,326,333	650	\$ 2,040.51	\$ 1,562.06	\$ 1,483.96	\$ 964,574	\$ 556.55	\$ 361,759	Non-Supplant
FY 2011-12		\$1,442,848	641	\$ 2,250.93	\$ 1,742.75	\$ 1,655.61	\$ 1,061,246	\$ 595.32	\$ 381,602	Non-Supplant
FY 2012-13		\$1,470,295	626	\$ 2,348.71	\$ 1,978.99	\$ 1,880.04	\$ 1,176,905	\$ 468.67	\$ 293,390	Non-Supplant
FY 2013-14		\$1,340,468	604	\$ 2,219.32	\$ 2,213.38	\$ 2,102.71	\$ 1,270,037	\$ 116.61	\$ 70,431	Non-Supplant
FY 2014-15		\$1,324,568	577	\$ 2,295.61	\$ 2,272.99	\$ 2,159.34	\$ 1,245,939	\$ 136.27	\$ 78,629	Non-Supplant
FY 2015-16		\$1,199,568	574	\$ 2,089.84	\$ 2,287.88	\$ 2,173.49	\$ 1,247,583	\$ (83.65)	\$ (48,015)	Supplant
FY 2016-17		\$1,199,568	566	\$ 2,119.38	\$ 2,201.59	\$ 2,091.51	\$ 1,183,795	\$ 27.87	\$ 15,773	Non-Supplant
FY 2017-18		\$1,199,568	566	\$ 2,119.38	\$ 2,287.88	\$ 2,173.49	\$ 1,230,195	\$ (54.11)	\$ (30,627)	Supplant

Notes

- (1) Actual Local Appropriation includes supplemental taxes and timber receipts.
- (2) ADM includes cities and charter schools' ADM.
- (3) Minimum required appropriation is 95% of prior three-year average of actual local appropriations.



Public Schools of North Carolina
North Carolina Department of Public Instruction

**Low Wealth Supplemental Funding
Calculation of Effort Required
Fiscal Year 2014-15**

LEA #
480 Hyde County

Hyde County was not eligible for funding in fiscal year 2013-14

County's 2012-13 Tax Rate:	0.6400
County's Weighted Sales Assessment Ratio:	1.0431
County's Effective Tax Rate:	0.668
State Average Effective Tax Rate:	0.632
Percent of State Average Effective Tax Rate:	105.70%

Your County's Effective Tax Rate is above the State Average Effective Tax Rate.

In FY 2014-15, your county will receive 100% of your calculated allotment if you are eligible for funding (prorated based on funds available).



Public Schools of North Carolina
North Carolina Department of Public Instruction

Low Wealth Supplemental Funding
Calculation of Non-Supplant Requirement
Fiscal Year 2014-15

LEA #
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<u>Fiscal Year</u>	<u>Local Appropriation</u>	<u>ADM</u>	<u>Local Appropriation Per Student</u>
2008-09	\$1,442,848	641	\$2,250.93
2009-10	\$1,470,295	626	\$2,348.71
2010-11	\$1,340,468	604	\$2,219.32
	Three-Year Average of Appropriations per ADM:		\$2,272.99
	95% of the Average of Appropriations per ADM:		\$2,159.34

Current legislation requires that the State Board of Education make a finding that a county has used Low Wealth funds to supplant local current expense funds in the prior year or the year for which the most recent data are available if: (1) The current expense appropriation per student of the county for the current year is less than ninety-five percent (95%) of the average of the local current expense appropriations per student for the three prior fiscal years; and (2) The county cannot show (i) that it has remedied the deficiency in funding or (ii) that extraordinary circumstances caused the county to supplant local current expense funds with Low Wealth funds. In order to comply with this legislation, your county must have contributed to school's local current expense funds as outlined below.

<u>Fiscal Year</u>	<u>Minimum Local Appropriation</u>	<u>ADM</u>	<u>Local Appropriation Per Student</u>
2011-12	\$1,245,939	577	\$2,159.34