

Town of Montreat
Board of Commissioners
Town Council – Special Meeting
August 16, 2018
Walkup Building

Board members present: Mayor Tim Helms
Mayor Pro Tem Kent Otto
Commissioner Kitty Fouche
Commissioner Tom Widmer

Board members absent: Commissioner Bill Gilliland
Commissioner Alice Lentz

Town staff present: Alex Carmichael, Town Administrator
Tee Anderson

Three members of the public were also present. Mayor Helms called the meeting to order at 4:00 p.m., and held a moment of silence. Before the agenda approval, Mr. Carmichael introduced Ms. Anderson as a temporary staff member who will fill in for Angie Murphy, Town Clerk during her absence.

Agenda Approval

Mayor Helms explained that the purpose of this meeting is to view the Town Hall Design-Build submissions and assign a grade of "Pass" or "Fail" in regards to the Request for Qualifications (RFQ) submission requirements. Commissioner Widmer moved to adopt that the agenda would exclude the Qualitative Scoring Review, stating that this portion of the agenda would commence at the following meeting August 20, 2018. The motion was seconded by Commissioner Fouche, and carried 3/0.

Public Comment

None.

Old Business

There was no Old Business at this time.

New Business

New business commenced with the opening of the Town Hall Design-Build Project submissions. Mr. Carmichael explained the bidding process and State statute requirements. There must be a minimum of three submittals for the project. Initially, the town did not meet the minimum required number of submissions and had to re-advertise. Following re-advertisement, the Town received an additional two submissions, resulting in a total of four submissions. Mr. Carmichael explained that the submissions would be opened and considered for the pass/fail

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review during this meeting, while the following meetings (August 20 and 27, 2018) will be designated for the scoring process and the interview process respectively.

Mr. Carmichael explained the pass/fail scoring sheets as they pertain to the required documents that were to be included with each submission: Introduction, Legal and Financial, Bonding Capacity, and References. The meeting on this day would only be used to determine if each submission will Pass or Fail depending upon the inclusion of the aforementioned items. The qualitative review will be conducted at the next meeting on August 20, 2018. The qualitative review consists of four sections that will be scored on Personnel Experience, Organizational Structure, Project Understanding, and Portfolio. The scores will be averaged between the Commissioners and following the interview process, the top three submissions will be ranked according to state statutes. The Town will enter into negotiations with the first choice; if no agreement is finalized, the second and third choices will follow in the negotiation process.

Mr. Carmichael opened the first bid proposal package (Sineath Construction, Inc. in partnership with Hurt Architecture) and dispersed copies to each commissioner present. The Commission voted unanimously that Sineath Construction, Inc. has passed the first phase and will continue in the bidding process.

Mr. Carmichael opened the second proposal package (Omega Development, LLC of Aberdeen, NC.) The Commission noted that not all the required documents were present in the proposal package; therefore, Omega Development, LLC did not pass the first round of scoring and would not be eligible to complete the bidding process.

At 4:30, Mayor Helms excused himself for another engagement, and Mayor Pro Tem Kent Otto assumed the duties of officiating the meeting.

Mr. Carmichael opened the third submission (H & M Constructors, Asheville, NC.) The Commission voted unanimously that H & M Constructors passed the first phase and would continue in the bidding process.

Mr. Carmichael opened the fourth submission (Frank L. Blum Construction Company of Asheville, NC.) The Commission voted unanimously that Frank L. Blum Construction Company passed the first phase and would continue in the bidding process.

Commissioner Fouche moved to certify that Sineath Construction, Inc., H & M Constructors, and Frank L. Blum Construction Company had passed the minimum requirement review and would move on to the next phase in the bidding process. Commissioner Widmer seconded the

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motion. The motion carried 3/0.

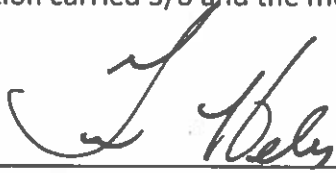
Commissioner Widmer moved that Omega Development, LLC was not responsive to the RFQ, and failed the initial scoring phase. Commissioner Fouche seconded. The motion carried 3/0.

Public Comment

Mrs. Mary Standaert thanked the Commissioners for being present, and also expressed concern over the absence of the remaining Commissioners in regards to being involved with the initial scoring phase of the Town Hall Design-Build Project. Mr. Carmichael assured the Board that the Commissioners who were not present would be given a copy of each proposal package.

Adjournment

Commissioner Fouche motioned to adjourn the meeting. Commissioner Widmer seconded. The motion carried 3/0 and the meeting adjourned at 5:00pm.



Tim Helms, Mayor



Alex Carmichael, Deputy Town Clerk