

# Halifax County Board of Commissioners

Vernon J. Bryant, Chairman  
J. Rives Manning, Jr., Vice-Chairman  
Carolyn C. Johnson  
Linda A. Brewer  
Marcelle O. Smith  
T. Patrick W. Qualls



Tony N. Brown  
County Manager  
Andrea H. Wiggins  
Clerk to the Board  
M. Glynn Rollins, Jr.  
County Attorney

## Monday February 19, 2018 Regular Meeting 5:30 PM

Halifax County Historic Courthouse  
10 North King Street, Post Office Box 38, Halifax, North Carolina 27839  
252-583-1131/Fax: 252-583-9921  
[www.halifaxnc.com](http://www.halifaxnc.com)

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**The mission of the Halifax County Board of Commissioners is to provide leadership and support for an effective county government that seeks to enhance the quality of life for the people of Halifax County.**

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### Call to Order

**Chairman Vernon J. Bryant**

### Invocation and Pledge of Allegiance

### Adoption of the Agenda

### Conflict of Interest

**Chairman Vernon J. Bryant**

*In accordance with the Halifax County Board of Commissioners Rules of Procedures and N. C. G. S. Sec.153A-44, it is the duty of every member present to vote on all matters coming before the Board, unless there is a conflict of interest as determined by the Board or by law. Does any Board member have any known conflict of interest with respect to any matters coming before the Board today? If so, please identify the conflict and the remaining Board members will vote to consider the requested excuse.*

### 1. Agenda Items

- |  |   |
|--|---|
| A. Request for Property to be developed as Firing Range Facility       | <b>Sheriff Wes Tripp</b>  |
| B. Joseph Montfort Amphitheater Design/Engineering Contract            | <b>Ian M. Bungarner, Senior<br/>Management Analyst</b>              |
| C. Land Allocation for New 911 Facility                                | <b>Heather Joyner, Communications<br/>Manager</b>                   |
| D. Budget Amendment for Sheriff Supplemental Pension                   | <b>Mary W. Duncan, Finance Director</b>                             |
| E. Halifax Community College Admin Fee and Special Allocation Requests | <b>Dr. Michael A. Elam, President<br/>Halifax Community College</b> |

### 2. Other Business

**County Commissioners**

### 3. Closed Session

**County Commissioners**

### 4. Adjourn

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*Accommodations for individuals with disabilities may be arranged by contacting the County Manager's office at 252-583-1131 at least 48 hours prior to the meeting.*

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**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Sheriff Wes Tripp

**PRESENTER:** Sheriff Wes Tripp

**SUBJECT:** Request for Property to be developed as a Firing Range facility.

**DATE:** February 19, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

We are requesting for county owned property adjacent to the County Dog Pound at 54 Dog Pound Road, Halifax NC, to be developed as a firing range facility for certifying and the required continued education of officers.

Currently, we have to use the facilities in Northampton County or at Calendonia Prison. Both facilities require advanced planning and booking. The Northampton site is not large enough for rifle certification.

Director Johnson has confirmed that Operations has funding for a building project for the Sheriff's Office in this fiscal year. We would like to build a 30' x 40' building at this site and berms can be constructed from dirt from DOT or the proposed future pond site at the 4H Facility. This building would provide a classroom, restrooms and storage for equipment. The estimated cost of the building is \$16,000.

Secondary possible locations of the requested firing range are as follows:

Old 125 site (see map)

Trestle Road (see map)

**ATTACHMENTS:**

Description

- ▢ Property Maps
- ▢ Old 125 Site (secondary location)
- ▢ Trestle Road Site (secondary location)

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**TOTAL COST:**\$16,000

**COUNTY COST:**\$16,000

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**REQUEST:** Grant the Halifax County Sheriff's Office permission to develop said property as a firing range facility.

# Halifax Co. Sheriff's Office --- Future Firing Range Dog Pound Rd. location

Write a description for your map.

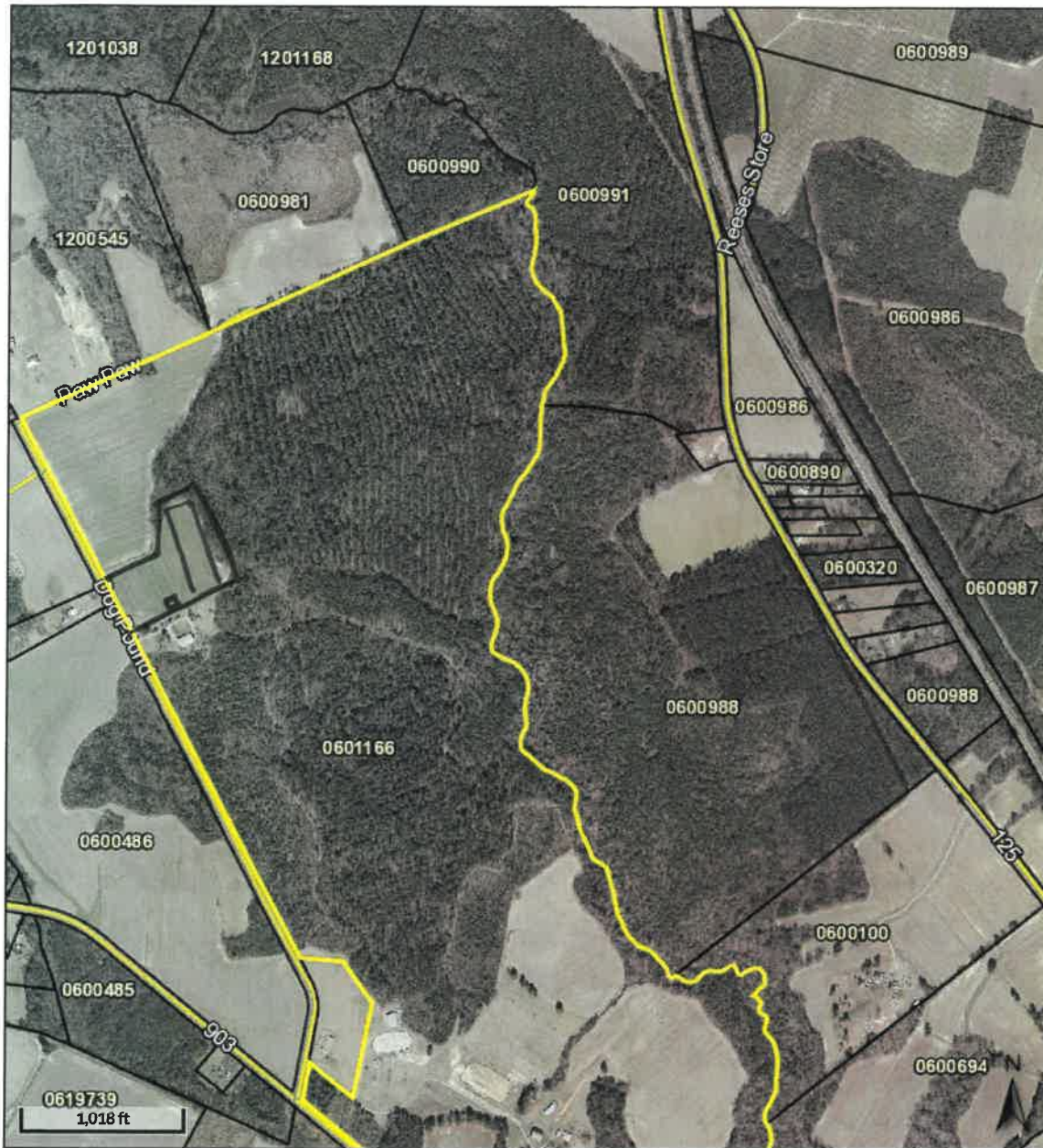
Legend



Google Earth

© 2018 Google





#### Overview



#### Legend

- Parcels
- Roads
- City Limits**
  - Enfield
  - Halifax
  - Hobgood
  - Littleton
  - Roanoke Rapids
  - Scotland Neck
  - Weldon

Please note that parcel data is for the 2017 tax year. In other words, the records reflect tax listing and recorded documents for the period between January 1 and December 31, 2016. Users of this website should understand that changes to official tax records may not be reflected on this website. This website is not a connection to the Halifax County Tax Office's "live" database and is updated each weekend. Numerous changes occur to the assessment database each day and will not be reflected online until the next update. Please call (252) 583-2121 for more information.

Date created: 1/30/2018

Last Data Uploaded: 1/30/2018 12:32:49 AM

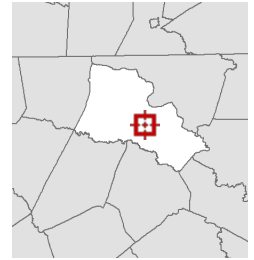


Developed by  
The Schneider Corporation





## Overview



## Legend

- Parcels
- Roads
- City Limits**
  - Enfield
  - Halifax
  - Hobgood
  - Littleton
  - Roanoke Rapids
  - Scotland Neck
  - Weldon

Parcel ID	0601196	Class	E	Owner Address	HALIFAX COUNTY,	Last 2 Sales			
Alternate ID	4920-00-57-4970	Acreage	45		10 N. KING ST.	Date	Price	Qual	Reason
Property Address	1722 OLD 125 RD	Assessed Value	\$130,700		HALIFAX NC 27839	n/a	\$0	n/a	n/a
Deed Book/Page	789 / 540					n/a	\$0	n/a	n/a
Brief	45 AC BOBBITT-READ								
Tax Description									

(Note: Not to be used on legal documents)

Please note that parcel data is for the **2017 tax year**. In other words, the records reflect tax listing and recorded documents for the period between **January 1 and December 31, 2016**. Users of this website should understand that changes to official tax records may not be reflected on this website. This website is not a connection to the Halifax County Tax Office's "live" database and is updated each weekend. Numerous changes occur to the assessment database each day and will not be reflected online until the next update. Please call (252) 583-2121 for more information.

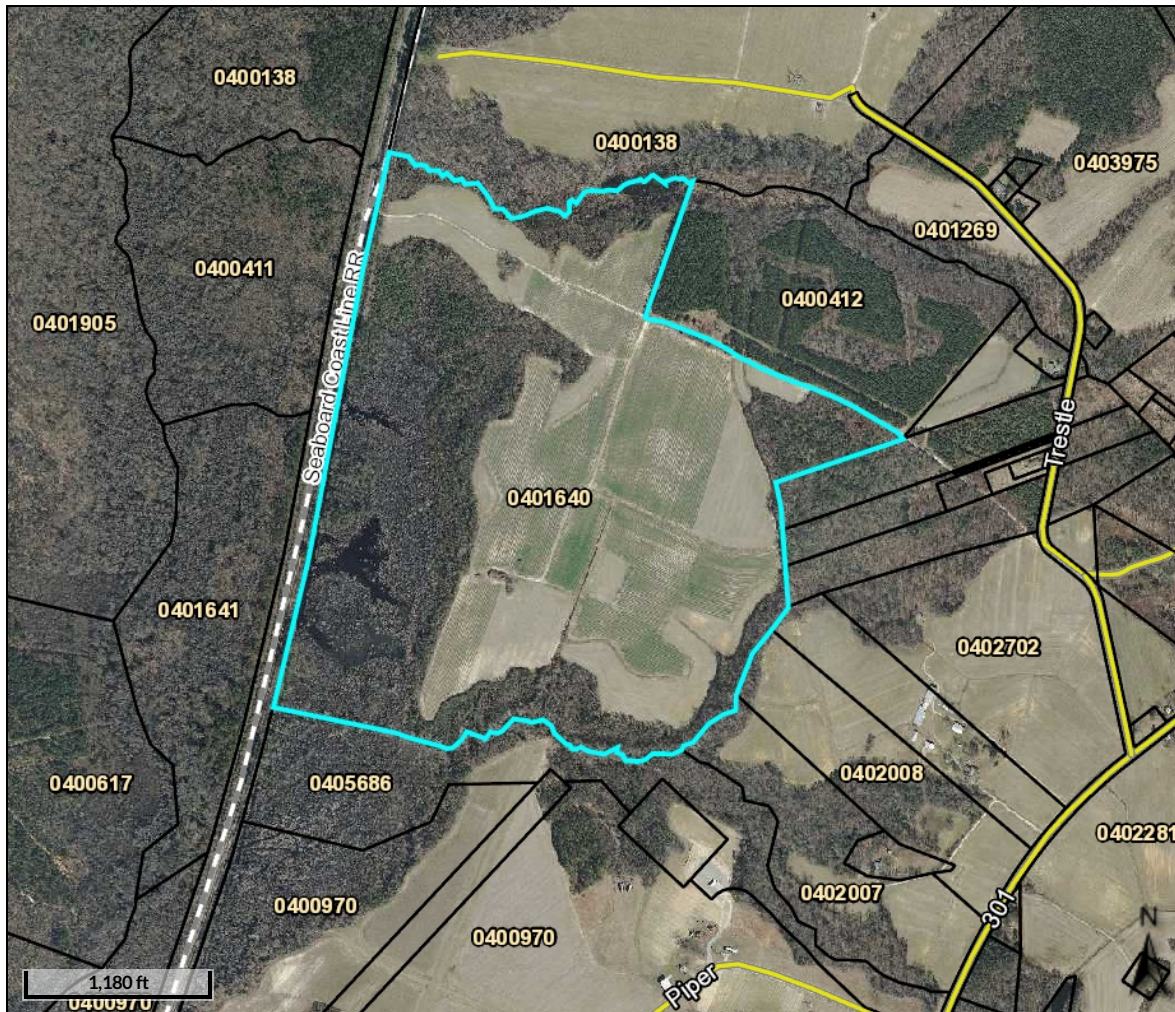
Date created: 2/1/2018

Last Data Uploaded: 2/1/2018 12:11:07 AM

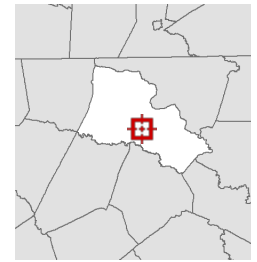


Developed by  
The Schneider Corporation





## Overview



## Legend

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  - Scotland Neck
  - Weldon

Parcel ID	0401640	Class	E	Owner	HALIFAX COUNTY	Last 2 Sales			
Alternate ID	4900-00-24-5249	Acreage	200.2981	Address	UNIT OF LOCAL GOVERNMENT	Date	Price	Qual	Reason
Property Address	TRESTLE RD	Assessed Value	\$372,100		P O BOX 38	3/19/2015	\$1200000	U	NOT VALIDATED
Deed	2464 / 43				HALIFAX NC 27839	n/a	\$0	n/a	n/a
Book/Page									
Brief	TRACT 1/LOCKE CULPEPPER LD/KING LAND								
Tax Description	(Note: Not to be used on legal documents)								

Please note that parcel data is for the **2017 tax year**. In other words, the records reflect tax listing and recorded documents for the period between **January 1 and December 31, 2016**. Users of this website should understand that changes to official tax records may not be reflected on this website. This website is not a connection to the Halifax County Tax Office's "live" database and is updated each weekend. Numerous changes occur to the assessment database each day and will not be reflected online until the next update. Please call (252) 583-2121 for more information.

Date created: 2/1/2018

Last Data Uploaded: 2/1/2018 12:11:07 AM



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The Schneider Corporation





**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Ian M. Bumgarner, Senior Management Analyst

**PRESENTER:** Ian M. Bumgarner, Senior Management Analyst

**SUBJECT:** Joseph Montfort Amphitheater Design/Engineering Contract

**DATE:** February 19, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

- The County Advertised a Request for Qualifications for Design/Engineering Services for the Joseph Montfort Amphitheater which ended Friday January 19, 2018.
- The County received two (2) proposals from qualified firms
- The Amphitheater Advisory Board has reviewed the two (2) firms and would like to make a recommendation to the Board of Commissioners

After careful consideration of the two firms proposals the Joseph Montfort Amphitheater Advisory Board voted unanimously to advise the Halifax Board of Commissioners to select Skinner, Farlow and Kirwan Architecture as the firm to design/engineer the amphitheater. The advisory board felt that Skinner, Farlow and Kirwan proposal had:

- a better understanding of the project
- a shorter timeline
- more experience working with historic sites
- more experience working with NC Department of Natural and Cultural Resources

**ATTACHMENTS:**

Description

- ☐ ColeJenest & Stone Proposal
- ☐ Skinner, Farlow, & Kirwan Proposal

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**TOTAL COST:**TBD

**COUNTY COST:**TBD

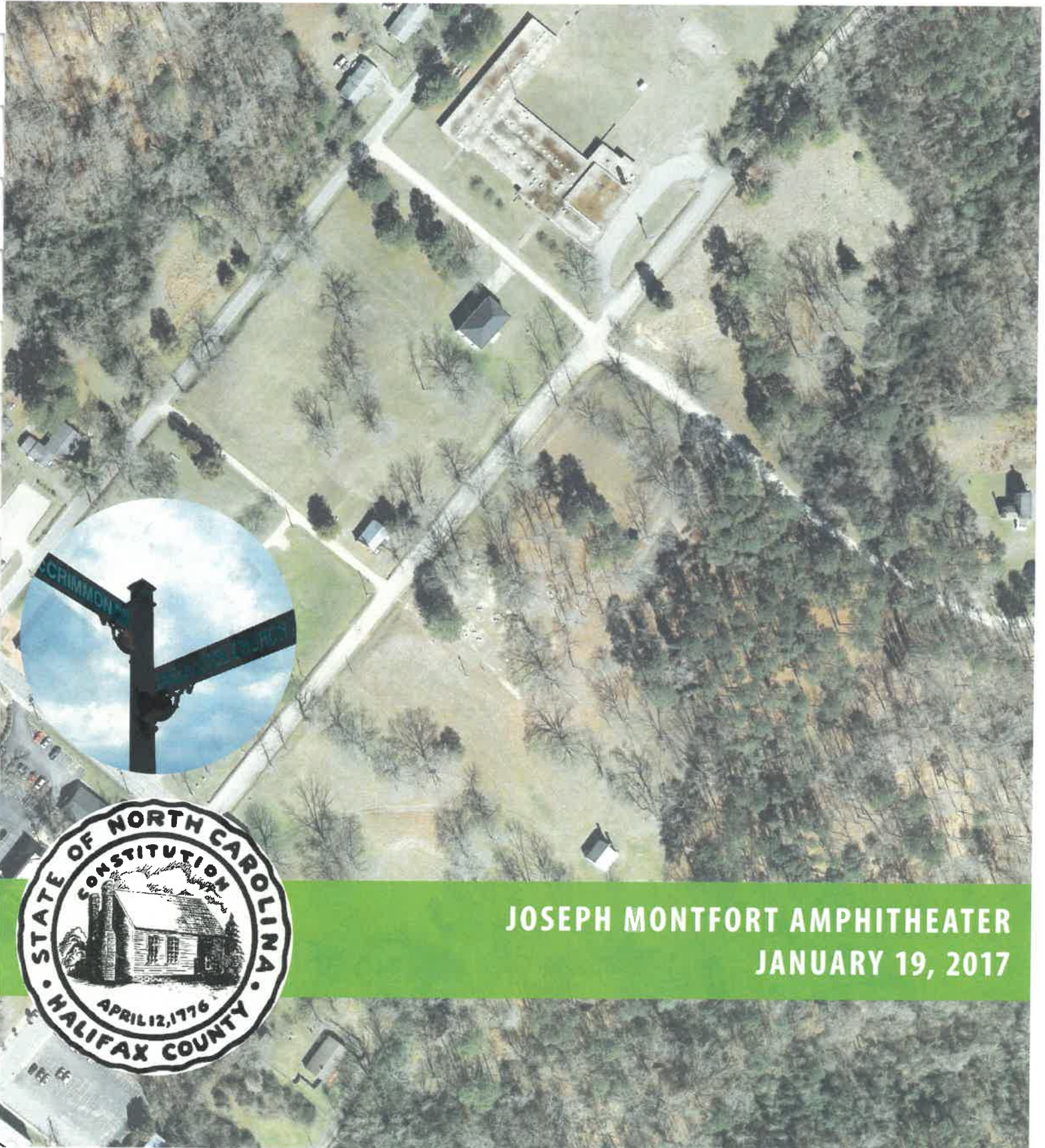
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**REQUEST:** It is requested that the Board allow the necessary County staff to negotiate a contract with the selected firm to provide design/engineering services for the Joseph Montfort Amphitheater.



**ColeJenest  
& Stone**

# **HALIFAX COUNTY RESPONSE TO REQUEST FOR DESIGN/ENGINEERING SERVICES**



**JOSEPH MONTFORT AMPHITHEATER  
JANUARY 19, 2017**





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January 19, 2018

Ian M. Bumgarner  
Senior Management Analyst  
10 North King Street  
Halifax, North Carolina 27839

RE: Request for Design/Engineering Services | Renovation of Joseph Montfort Amphitheater

Dear Mr. Bumgarner,

ColeJenest & Stone, P.A. (CJS) is pleased to submit our qualifications for professional design services for the Halifax County Play Joseph Montfort Amphitheater. We are deeply invested in well crafted and dynamic public spaces and are excited about the possibility of creating a working partnership with Halifax County. We believe that complimenting experience and history with fresh eyes and vision will provide the County with a multifaceted, effective team. If needed, we are prepared to engage additional consultants based on how the project may evolve.

Striking a balance between art and science since 1988, CJS offers a fresh, innovative approach to land planning, landscape architecture, civil engineering, and urban design. ColeJenest & Stone draws upon nearly three decades of expertise in both public and private sectors. The Principals of CJS are personally involved in every project we undertake to ensure design quality, and strict budget and scheduling control. With more than 40 professionals on our staff, we have the capacity and the experience to address our clients' economic goals, program requirements, and the design and engineering opportunities unique to each project.

### Why the ColeJenest & Stone Team?

The expertise of our team is deep. The core of our team -- site planners, landscape architects and civil engineers with CJS -- bring a potent combination of strategic design thinking, management, planning, design and assessment capabilities. Deep expertise in architecture, site lighting design and mechanical/electrical/plumbing engineering, as well as cost estimation round out our dynamic team.

Our approach to this project is grounded in our mission to create public spaces that foster exceptional experiences and empower communities and individuals to flourish. We strive to maximize the synergies of every project site - the interdependence of culture, ecology, health, and well-being - to create places that engage people physically, intellectually, and emotionally. We will bring a rigorous balance of creative vision, thoughtful design, and an award-winning public space track record including:

- Unmatched client-community service and dedication
- Innovative techniques to facilitate and manage community engagement
- Demonstrated leadership to bring projects from conception to timely completion
- Ability to facilitate and process stakeholder and public input and incorporate this information into the design of dynamic and engaging public spaces
- The Mastery of Craft necessary to create beautiful, active, and memorable places
- Unmatched depth of park and public open space site design experience

We certify that each team member is properly licensed/registered to carry out the professional services described in the RFQ. Further, we certify that sufficient resources in personnel, equipment, and time are available and can be committed to this project.

### Licensure

**ColeJenest & Stone:** NC ENG #C-1361, NC LA #103

**Stanford White:** #C-1719

**Lynch Mykins:** #035055



**ColeJenest  
& Stone**

119 East Hargett Street, Suite 300 Raleigh, NC 27601  
p+919 719 1800 f+704 376 8106 uri+www.colejeneststone.com

Charlotte  
Raleigh

We look forward to the chance to meet with you and appreciate your consideration. If you have any questions regarding our qualifications, please contact me by phone at 919.645.5962 or via email at [shazard@colejeneststone.com](mailto:shazard@colejeneststone.com) or Brian C. Jenest, RLA (NC License #437) | Chairman | Principal of Design | 200 South Tryon Street, Suite 1400 | Charlotte, NC 28202 | 704. 971.4501.

Best regards,  
COLEJENEST & STONE, P.A.

Scott A. Hazard, RLA  
Project Principal



## A UNIFIED, DYNAMIC, AND COMMITTED TEAM

ColeJenest & Stone has been designing outdoor spaces in North Carolina for over 29 years. As such, we have developed a large cadre of loyal subconsultants and other partners who will help us make this project a success. Our focus is not only on the communities who will enjoy our designs, but the members of our community we include in the design process. We are committed to the betterment and growth of North Carolina, and including HUB and MWBE firms on our projects.

Our vision of 'team' is not limited to the creative and technically skilled consultants we bring to the project, but the larger leadership team composed of people already invested in the appeal and potential of each project. We believe the best projects are those in which the client, community, and designers work as one unified team; each bringing their strengths to the table. ColeJenest & Stone has a culture of cultivating teams where the whole is greater than the parts.

We recognize no two projects awarded for this submittal are alike. As such, we will strategically select a unique team for each project to provide the most qualified experts with the skills required for the development of a successful design that meets project needs and exceeds client expectations.



**ColeJenest  
& Stone**

### COLEJENEST & STONE

Striking a balance between art and science since 1988, ColeJenest & Stone (CJS) offers a

fresh, innovative approach to land planning, landscape architecture and civil engineering. CJS draws upon nearly three decades of expertise in both public and private sectors. Our creativity is rooted in collaboration, with clients and designers working together to create lasting land planning solutions. The principals of CJS are personally involved in every project we undertake to ensure design quality, and strict budget and scheduling control. With more than 40 professionals on our staff, we have the capacity and the experience to address our clients' economic goals, program requirements, and the design and engineering opportunities unique to each site.

We are passionate about design and dedicated to a set of guiding principles developed over 28 years. Our team has considerable depth of master planning experience across the Southeast. Finding solutions to complex design and implementation challenges, we specialize in a diversity of master planning disciplines to ensure successful results that are as cost-effective as they are functionally successful and aesthetically pleasing.

We have a unique niche in the land planning development industry. Clients know us, depend on us, and turn to us again and again. We consider their success our greatest reward. Even more than a team dedicated to the creation of beautiful, high-quality public open spaces, we have a genuine enthusiasm for understanding the culture, historical context and uniqueness of every community. We are also committed to incorporating appropriate, feasible and sustainable design principles into every project.

**OFFICES:** 200 S. Tryon Street, Suite 1400 Charlotte, NC 28202  
119 East Hargett Street, Suite 300 Raleigh, NC 27601

**FIRM:** Corporation | Est. 1988

**SERVICES:** Urban Design + Landscape  
Architecture + Civil Engineering



**HUFFMAN  
ARCHITECTS**

### HUFFMAN ARCHITECTS

We pursue design excellence through research, analysis, a thorough

understanding of site, and listening to our clients' needs. Each design situation presents exciting opportunities, whether it's starting from scratch or enhancing a building that already exists.

Our past experience includes many public projects. Based on this work, we have a comprehensive knowledge about best practices needed to design highly functional, low maintenance and beautiful buildings. We are dedicated to delivering projects that are not only completed on time and within budget, but that also enhance their surroundings and the lives of those who experience them.

**OFFICES:** 632 Pershing Road, Raleigh, NC 27608

**FIRM:** Est. 2010

**SERVICES:** Architectural Services



**Stanford  
White**

### STANFORD WHITE

Stanford White is a multi-discipline consulting engineering firm which specializes in providing engineering services to Municipalities, Government Agencies, School Systems, Colleges, Hospitals and other "sophisticated" clients. Their core service disciplines include mechanical and electrical engineering. Herb Stanford began the firm in 1977 and partnered with Leonard White in 1991. Both remain active with the firm. Stanford White has designed 134 projects for 45 North Carolina Municipalities. At Stanford White, the quality of service is a direct result of the experience of staff combined with management philosophy of continuous improvement. Their staff includes 11 registered professional engineers and eight LEED Accredited Professionals. Stanford White completed a \$19 Million project for the Town of Holly Springs the North Main Athletic Complex with a phased construction of a multi-use athletic complex on 62-acres formerly designated as a fill-dirt mining site. The converted-use site now serves the youth and adult community with soccer fields (2), tennis courts (12), greenways, parking, roadways and an 1,800 seat stadium (collegiate summer baseball, lacrosse, football, festivals, etc) with locker rooms, concessions and pavilion restrooms. Stanford White engineered all facility mechanical and electrical infrastructure including site and sports field lighting..

**OFFICE :** 1620 Midtown Place , Raleigh, NC 27609

**FIRM:** Est. 1991

**SERVICES:** Mechanical & Electrical Engineering

## 1 | COMPANY & PROJECT TEAM INFORMATION



### CUMMING

Established in 1996, as Cumming LLC, the firm consisted mainly of cost estimators and quantity surveyors providing cost consulting services in Southern California. Cumming began as a small practice dedicated to providing construction industry clients with project budgets that were accurately forecasted and reliably managed from start to finish. In 2008, Cumming merged with Southern Management Group, a Southeastern firm based in South Carolina with over 20 years' experience in this market. Today, Cumming's over 500 expert professionals have provided these and other related services to clients in more than 25 countries around the world. In total, Cumming's cost management and estimating group has completed tens of thousands of estimates worth more than \$100 billion in construction value.

Cumming's project experience includes the completion of assignments in support of architects, engineers, owners, and others. Specifically, Cumming has completed more than 1,000 projects for city- and county-operated facilities, which includes approximately 550 projects for planned renovation/remodel and tenant improvement projects. These projects have involved parks, public spaces, city halls, civic centers, police/fire facilities, libraries, offices, community centers, animal shelters, transit centers, operations and maintenance facilities, and public works, among others.

**OFFICE :** 30 offices worldwide -  
<http://www.ccorpUSA.com/offices/>  
4000 Westchase Boulevard, Suite 100  
Raleigh, NC 27607

**FIRM:** Est. 1991

**SERVICES:** Cost Consulting



### LYNCH MYKINS

Established in 1974, Lynch Mykins (LM) offers design and construction administration services in the field of structural engineering. Other services include investigations of structural failures or accidents, feasibility studies, and design of special structures and foundations. LM has been responsible for the design of buildings and other structures at a rate of over \$800 million in construction value per year. LM has a proven track record of successful structural designs for nearly every conceivable building type over the last 40 years. LM is on the leading edge of technology in the area of sustainable design. LM also strives to be at the forefront of computer technology, and maintains the hardware and software tools necessary for state-of-the-art high speed analysis and design. LM has a top to bottom philosophy to approach every project in a spirit of partnership and with a "can-do" attitude. The foundation of our success is our ability to interpret challenging architectural requirements into cost-effective designs, while protecting the safety and welfare of the general public. Lynch Mykins is certified as an Historically Underutilized Business (HUB) with the State of North Carolina.

**OFFICE :** 415 Hillsborough St #101, Raleigh, NC 27603

**FIRM:** Est. 1974

**SERVICES:** Structural Engineering

## LICENSURE

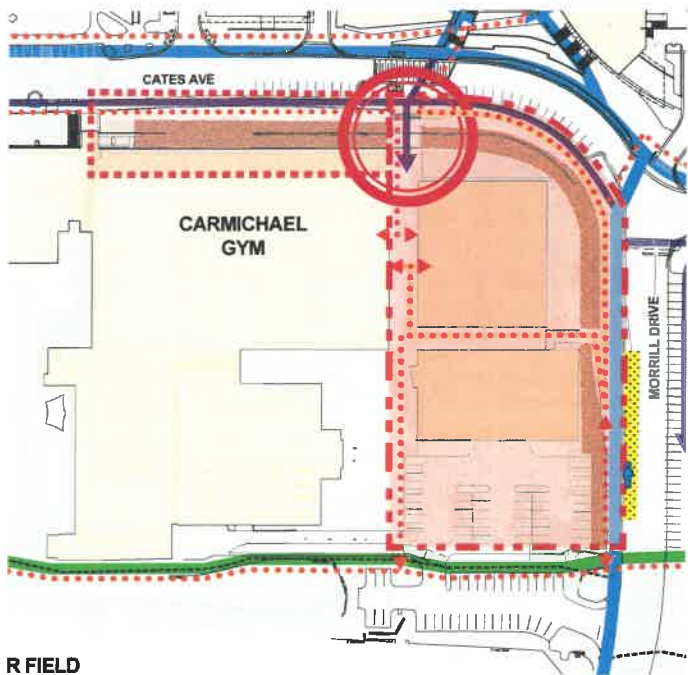
We certify that each team member is properly licensed/registered to carry out the professional services described in the RFQ.

## INSURANCE STATEMENT

ColeJenest & Stone holds the following coverages:

Commercial General Liability: \$1,000,000 each occurrence

Professional Liability: \$2,000,000 per claim | \$2,000,000 aggregate.



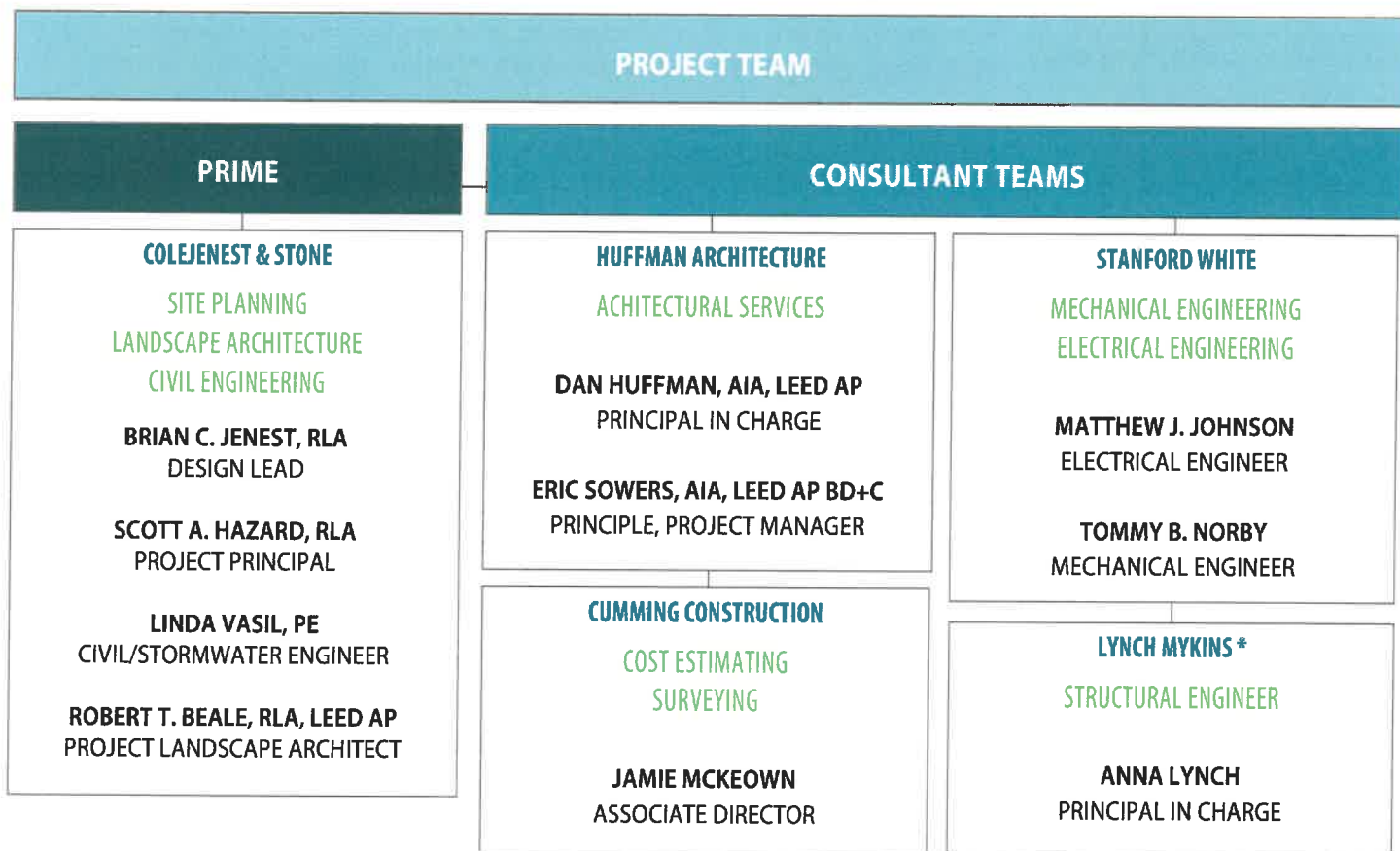
R FIELD



## UNIFY A STRONG, DYNAMIC, AND COMMITTED TEAM

We have strategically selected our team to provide Halifax County with the most qualified team of experts and experience for a successful project completion that will meet and exceed your standards. Our team is dedicated to providing the County with superior service while meeting tight deadlines and schedules.

Our vision of "team" is not limited to the creative and technically skilled consultants we bring to the project, but the larger leadership team composed of people already invested in the current uses and potential of the project site. We believe the best projects are those in which the client, community, and designers work as one unified team; each bringing their strengths to the table. ColeJenest & Stone has a culture of cultivating teams where the whole is greater than its parts.



\*HUB Certified with the State of North Carolina





**ColeJenest  
& Stone**

## ROLE

Chairman | Principal of Design

## OFFICE LOCATION

Charlotte, NC

## YEARS OF EXPERIENCE

CJS: 30 | Total: 39

## BRIAN C. JENEST, RLA

Brian is co-founder and Managing Principal of ColeJenest & Stone and has experience in all aspects of master plan development, property evaluation, public review and input processes and detailed site development. He has participated in several award-winning projects throughout the southeast and has collaborated on numerous national design competitions. He has participated in a variety of large-scale master planning projects, including The Henry C. Chambers Waterfront Park, Gateway Gardens at Gateway Village and The Green at Wells Fargo, The Quarter, a mixed-use development in downtown Charlotte, the West Raleigh Centennial Arena Urban Master Plan, and the mixed-use Davidson Bay Development at Lake Norman. Brian has over 30 years of planning, design, and management skills to produce successful and cost effective projects. His extensive experience with public review agencies provides invaluable leadership in the development of projects.

## REGISTRATIONS

Professional Landscape Architect: NC

## EDUCATION

Bachelor of Environmental Design in Landscape Architecture | North Carolina State University, College of Design

## RELEVANT PROJECT EXPERIENCE

- Peace Street Streetscape | Raleigh, NC
- First Ward Park | Charlotte, NC
- Gadsdenboro Park | Charleston, SC
- Henry C. Chambers Waterfront Park | Beaufort, SC
- North Carolina History Center | New Bern, NC
- Northeast District Park | Chatham County, NC
- Town of Cary Downtown Park | Cary, NC
- Tryon Place History Center
- Pack Square Park | Asheville, NC
- U.S. National Whitewater Center Master Plan | Charlotte, NC



**ColeJenest  
& Stone**

## ROLE

Project Manager

## OFFICE LOCATION

Raleigh, NC

## YEARS OF EXPERIENCE

CJS: 12 | Total: 17

## SCOTT A. HAZARD, RLA

As team manager for ColeJenest & Stone's Raleigh office, Scott is responsible for providing overall technical and general management direction, to include defining the project scope, developing the required tasks associated with completing the project and coordinating and monitoring work to deliver a final product on time and within budget. Scott provides overall direction in all aspects of site development including the preparation of due diligence, site analysis, master planning including conceptual and schematic site plans, pricing, Construction Documents, zoning and permitting processes, and construction administration.

## REGISTRATIONS

Professional Landscape Architect: CA (#4655), NC (#1414)

## EDUCATION

Master of Fine Arts | University of Florida

Bachelor of Science in Landscape Architecture | California Polytechnic State University at San Luis Obispo

## RELEVANT PROJECT EXPERIENCE

- City of Raleigh Central Communications Center | Raleigh, NC
- City of Raleigh Peace Street Streetscape | Raleigh, NC
- Daniel Road Recreational Complex | Rutherford County, NC
- Rocky Mount Downtown Streetscape and Community Facility | Rocky Mount, NC
- Town of Cary Downtown Park | Cary, NC
- UNC Chapel Hill Graham Student Union Feasibility Study | Chapel Hill, NC



## LINDA VASIL, PE

Linda is a Professional Engineer with extensive experience in civil site design and stormwater management, encompassing every aspect of site development including site layout and planning, grading and storm sewer design, BMP design, low impact development, erosion and sediment control, water distribution analysis, sewer layout, pump station design, roadway drainage and roadway design. She is also an experienced watershed modeler, adept in large-scale watershed planning including hydraulic and hydrological analysis.

### REGISTRATIONS

Professional Engineer: NC (# 34355)

### EDUCATION

Master of Science in Civil Engineering | North Carolina State University

Bachelor of Science in Civil Engineering | North Carolina State University

### RELEVANT PROJECT EXPERIENCE

- City of Raleigh Albemarle Building Renovation | Raleigh, NC
- City of Raleigh Peace Street Streetscape | Raleigh, NC
- Duke University LaSalle Street Renovation | Durham, NC
- Peace Street Streetscape | Raleigh, NC
- Residence Inn | Raleigh, NC
- Town of Cary Downtown Park | Cary, NC
- UNC Chapel Hill The Pit Walkway Improvements | Chapel Hill, NC
- Van Alen | Durham, NC



**ColeJenest  
& Stone**

### ROLE

Civil Engineer

### OFFICE LOCATION

Raleigh, NC

### YEARS OF EXPERIENCE

CJS: 3 | Total: 16



## ROBERT T. BEALE, RLA, LEED AP

As a Landscape Architect in the firm, Robert has produced design and detail drawings from the schematic phase through construction administration. He has prepared final construction plans and specifications for permitting and bidding, through coordination with architects, civil engineers, electrical engineers, lighting designers, irrigation designers, and contractors. He has extensive computer skills including Adobe Creative Suite, Arc GIS, LandFX, and AutoCAD.

### REGISTRATIONS

Professional Landscape Architect: NC (# 1902)

US Green Building Council, LEED Accredited Professional

### EDUCATION

Bachelor of Science, Landscape Architecture | Virginia Polytechnic Institute and State University

### RELEVANT PROJECT EXPERIENCE

- City of Raleigh Peace Street Streetscape | Raleigh, NC
- City of Raleigh Central Communications Center | Raleigh, NC
- Town of Cary Downtown Park | Cary, NC
- Cardinal Gibbons High School Tennis Courts | Raleigh, NC
- NC State University Partners I Plaza | Raleigh, NC
- NC State University Talley Student Union | Raleigh, NC
- UNC Chapel Hill The Pit Area Walkway Improvements | Chapel Hill, NC
- UNC Chapel Hill Bell Tower Development | Chapel Hill, NC
- 40 Wade | Raleigh, NC



**ColeJenest  
& Stone**

### ROLE

Project Landscape Architect

### OFFICE LOCATION

Raleigh, NC

### YEARS OF EXPERIENCE

CJS: 6 | Total: 6



## HUFFMAN ARCHITECTS

### ROLE

Principle in Charge

### YEARS OF EXPERIENCE

Huffman: 7 | Total: 43

### DAN HUFFMAN, AIA, LEED AP

Mr. Huffman's 43 years of experience include recreation, municipal, government, and private clients. Throughout his career, he has sought design solutions that foster a close connection with nature. He enjoys working in a team environment to ensure that design solutions are highly functional as well as aesthetically pleasing. Dan founded Huffman Architects in 2010 after being a founding partner of Cherry Huffman Architects and a principal at Hager Smith and Huffman Architects.

### EDUCATION

Bachelor of Architecture, Virginia Polytechnic Institute and State University, 1974

### REGISTRATIONS

North Carolina License 3515

### RELEVANT PROJECT EXPERIENCE

- Morrisville Church Street Park and Cricket Field
- NCSU Method Road Field House
- Knightdale Aquatic Center and Picnic Shelter
- City of Raleigh Sierra Lineberry Park
- Aquatic Propagation Facility at Historic Yates Mill
- County Park for Wake County
- Wake County Leesville Library and Park\*
- City of Raleigh Martin Luther King Jr. Park



## HUFFMAN ARCHITECTS

### ROLE

Principle, Project Manager

### YEARS OF EXPERIENCE

Huffman: 6 | Total: 21

### ERIC SOWERS, AIA LEED AP BD+C

Mr. Sowers, Principal at HA, will be involved in all phases of the project from programming and design to construction administration and closeout. Eric's experience includes recreational, municipal and state government, non-profit, and private clients. With over 20 years of architectural experience on complex renovations, he knows the importance of thorough field investigation during design and collaborating with contractors during construction. This expertise gives our clients confidence that project goals will be achieved within budget and on schedule.

### EDUCATION

Bachelor of Architecture, Ball State University, B.Arch Environmental Design, 1996

### REGISTRATIONS

North Carolina License 9314

### RELEVANT PROJECT EXPERIENCE

- Wake County Middle Creek Community Library, Cary, NC
- City of Raleigh Campbell Lodge in Durant Park
- Wake County Middle Creek Community Library
- YMCA Camp Seafarer Creative Arts Center
- Wake County Leesville Library and Park\*
- Camp Mary Atkinson Leadership Center\*
- Kraft Family YMCA Shelter and Outdoor Pool\*

\*completed with previous firm.





## ROLE

Associate, Electrical Engineer

## MATTHEW J. JOHNSON, PE

Mr. Johnson has worked in the engineering industry since 2004 and joined Stanford White in 2012. He specializes in providing comprehensive electrical engineering project design services. Mr. Johnson's experience includes new construction and renovation of educational, government, aviation, commercial, athletic and military facilities. He is primarily responsible for electrical design, project development, project management, field investigations and construction observation. Responsibilities as an Associate include involvement with corporate decision making, liaison to clients and overall leadership duties within the firm.

## EDUCATION

Bachelor of Science, Electrical Engineering, Oregon State University, 2002

## REGISTRATIONS

Registered Professional Engineer in North Carolina (#39503) and Arizona

## AFFILIATIONS

North Carolina Healthcare Engineers Association (NCHCA)

## RELEVANT PROJECT EXPERIENCE

- Tart Building Theater Lighting, Johnston Community College, Smithfield, NC
- Northwest Park Improvements, Town of Morrisville, NC
- San Lee Park-New Nature Education Center, Lee County, NC
- Exterior Stair Lighting, East Carolina University, Greenville, NC
- Crown Theater Pre-Design Study, Cumberland County
- Downtown Park, Cary, NC



## ROLE

Associate, Mechanical Engineer

## TOMMY B. NORBY, PE

Mr. Norby has worked in the consulting engineering industry since 2006 and has been with Stanford White for 2 years. He specializes in providing competent, cost effective engineering services for new construction and renovation of educational, commercial, public gathering and recreational facilities. Specific areas of interest include HVAC systems, boiler and chiller plants, control systems, energy models, facility condition assessments, steam and condensation systems, laboratory systems, and plumbing systems. He is primarily responsible for project development, field investigations, construction observation and engineering design.

## EDUCATION

Bachelor of Science, Mechanical Engineering, NC State University, 2006

## REGISTRATIONS

Registered Professional Engineer in North Carolina

## AFFILIATIONS

North Carolina Healthcare Engineers Association (NCHCA)

## RELEVANT PROJECT EXPERIENCE

- Children's Museum, Forsyth County, NC
- Carroll Hall Renovations and Additions, UNC Chapel Hill, Chapel Hill, NC
- Museum Park Visitors Center, NC Museum of Art, Raleigh, NC
- Walnut Creek Softball Complex Improvements, City of Raleigh, NC
- School Renovations, New Hanover County Schools, NC
- Tart Building Renovations, Johnston Community College, Smithfield, NC
- Harris Hall Student Service Center, NC State University, Raleigh, NC



## JAMIE MCKEOWN

Mr. McKeown is an Associate Director with over 18 years of cost management and quantity surveying experience, both in the U.S. and abroad. This experience includes work in the commercial, municipal, and education sectors, among others. He has successfully provided cost management services which includes construction cost milestone estimating, settlement of final accounts, negotiating monthly valuations, measuring progress, value engineering, and post contract quantity surveying on contracts ranging from \$500K to more than \$600M.

### EDUCATION

Bachelor of Science (Honors), Quantity Surveying (Building Services), Heriot Watt University, Edinburgh, Scotland

### RELEVANT PROJECT EXPERIENCE

- City of Raleigh, Civic Center Campus Master Plan, Raleigh, NC
- Durham County Library, Main Downtown Renovation, Durham, NC
- Hanover County, Pine Valley Library, Wilmington, NC
- Maxwell Regional Agricultural and Convention Center, Goldsboro, NC
- Colonial Life Arena, Columbia, SC
- Courtyard Marriott San Francisco Exploratory Audit, San Francisco, CA
- UNC-CH, Morehead Planetarium, Chapel Hill, NC
- UNC-CH, The Pitt Landscape Renovation, Chapel Hill, NC



### ROLE

Associate Director



## ANNA LYNCH

Ms. Lynch is an innovative and energetic professional with significant project management, business development, and engineering experience. She places client relationships and their satisfaction as a priority in and out of work. She is continually a strong and reliable manager, with a professional work ethic, even in high stress, fast-paced environments. Clients trust her with emerging and multi-faceted responsibilities in which she has proven to excel. Anna has demonstrated excellent leadership, management, communication and interpersonal skills, which have made her a successful and respected office manager.

### EDUCATION

Master of Engineering / Civil Engineering

Bachelor of Science / Architectural Engineering

### REGISTRATIONS

NC / Professional Engineer

### AFFILIATIONS

Structural Engineers Association of North Carolina (SEA of NC)

Architectural Institute of America (AIA)

Urban Land Institute (ULI)

### RELEVANT PROJECT EXPERIENCE

- Carvers Creek State Park, Fayetteville, NC
- Waccamaw District Park, Waccamaw, NC
- Cedar Street Park, Beaufort, NC
- San Lee Park Nature Center, Lee County, NC
- Raven Rock State Park Shower House, Lillington, NC



### ROLE

Principle in Charge

## HOURLY RATE STRUCTURE

COLEJENEST & STONE TEAM MEMBER	ROLE	HOURLY RATE	% OF INVOLVEMENT ON PROJECT
Brian C. Jenest, RLA	Design Lead	\$185.00	4%
Scott A. Hazard, RLA	Project Principal	\$180.00	7%
Linda J. Vasil, PE	Civil/Stormwater Engineer	\$135.00	10%
Robert T. Beale, RLA, LEED AP	Project Landscape Architect	\$115.00	12%
Staff	Support	\$90.00-\$105.00	6%

HUFFMAN ARCHITECTURE TEAM MEMBER	ROLE	HOURLY RATE	% OF INVOLVEMENT ON PROJECT
Dan Huffman, AIA, LEED AP	Principle in Charge	\$150.00	8%
Eric Sowers, AIA LEED AP BD+C	Principle, Project Manager	\$130.00	9%
Staff	Support	\$100.00-\$110.00	9%

STANFORD WHITE TEAM MEMBER	ROLE	HOURLY RATE	% OF INVOLVEMENT ON PROJECT
Matthew J. Johnson	Associate, Electrical Engineer	\$135.00	7%
Tommy B. Norby	Associate, Mechanical Engineer	\$135.00	6%
Staff	Support	\$95.00-\$115.00	7%

CUMMING CONSTRUCTION TEAM MEMBER	ROLE	HOURLY RATE	% OF INVOLVEMENT ON PROJECT
Jamie McKeown	Associate Director	\$ 185.00	4%

LYNCH MYKINS TEAM MEMBER	ROLE	HOURLY RATE	% OF INVOLVEMENT ON PROJECT
Anna Lynch	Principle in Charge	\$150.00	5%
Support	Staff	\$55.00-\$120.00	5%



## CURRENT WORKLOAD

	ROLE	% COMPLETE	COMPLETION DATE	COLEJENEST & STONE STAFF	Brian Jenest, RLA	Scott Hazard, RLA	Linda Vasil, PE	Robert Beale, RLA, LEED AP
<b>COLEJENEST &amp; STONE PROJECTS 2018-2021</b>								
UNC The Pit, Chapel Hill NC	Prime	70	2018			3	2	
Avent Ferry Corridor Study, Raleigh, NC	Prime	70	2018		2	1		
NCSU Carmichael Gym Expansion, Raleigh, NC	Sub	40	2017			3		6
ECU Dowdy Ficklen Stadium Southside Renovations, Greenville, NC	Sub	70	2019			2	4	
ECU Student Services Building - Downtown Site, Greenville, NC	Sub	65	2019		1	3	4	
ASU College of Health Sciences, Boone NC	Sub	80	2018				2	
NC Museum of History - Expansion, Raleigh, NC	Sub	5	2020		1	1	2	
Duke University Towerview/LaSalle Streetscape, Durham NC	Prime	20	TBD		1	2		
Peace Street Streetscape, Raleigh, NC	Prime	95	2018			2	1	2
Deer Creek Subdivision, Apex NC	Sub	55	2017		2			
Colonnade Parking Expansion, Raleigh, NC	Sub	40	2018					
Van Alen Mixed-Use, Durham NC	Sub	70	2018		2	2	2	
Alamance Community College Master Plan - 47 Acre Site, Burlington, NC	Sub	0	2018		1	2	1	4
UNC CH Media Athletics Media Center, Chapel Hill, NC	Sub	10	2019		1	3		1
UNC Asheville Residence Halls, Asheville, NC	Sub	85	2018			2	4	
Carolina East Cancer Center, New Bern NC	Sub	75	2018		1	1		
Duke Raleigh Hospital - Bed Tower, Raleigh, NC	Sub	70	2019		1	1	5	6
Wake County Site 11, Wendell, NC	Sub	70	2019					2
Charlotte Area Transit System North and West Transit Corridor Planning Study	Sub	15	2018		4			
Winston-Salem Downtown Streetscape Master Plan, Winston-Salem, NC	Sub	5	2019		4			
Brevard Streetscape, Brevard, NC	Prime	5	TBD		2			
Birkdale Village, Huntersville, NC	Sub	55	2021		3			
Hucks Road Park, Charlotte, NC	Prime	70	TBD		1			
Future Awarded Projects (estimated)	TBD	TBD	TBD		20	20	20	20
<b>TOTAL UTILIZATION 01/2018 - 12/2019</b>					<b>41</b>	<b>48</b>	<b>47</b>	<b>41</b>
<b>TOTAL AVAILABILITY FOR JOSEPH MONTFORT AMPHITHEATER</b>					<b>59</b>	<b>52</b>	<b>53</b>	<b>59</b>









## 2 | TEAM EXPERIENCE & QUALIFICATIONS

### TOWN OF CARY DOWNTOWN PARK

CARY, NORTH CAROLINA



#### LANDSCAPE ARCHITECTURE + CIVIL ENGINEERING + URBAN DESIGN

The Town of Cary commissioned ColeJenest & Stone as the local, prime landscape architect and Halvorson Design Partnership as the lead design landscape architect to create a master plan for the 7-acre downtown park. Based on the master plan, the design team has further developed a highly programmed 1.5-acre parcel to activate the park, garner interest, and set the course for future development within the park. ColeJenest & Stone was an active and present face in the public process, including design presentations for both small and large audiences, and conducted Interactive Polling.

When available, local materials were utilized to build a project not only for an environmental benefit but also to support the local economy. We detailed an extensive green roof to top the fountain system building, chose reinforced turf for a service road rather than an impervious surface, and designed to incorporate the site's invaluable mature trees.

The Master Plan's program included a high-use destination park, development for both municipal and private development, large-scale stage, walking trails and central pond. The park site features include a large custom fountain, lawn games including bocce ball, ping pong and fooseball, a performance stage with amphitheater lawn, a space for a farmer's market, overlook vantage points, and specialty gardens. The design team worked extensively to not only design a park with these elements but to incorporate them seamlessly so no destination within the park could exist without the others.

#### CLIENT

Town of Cary

#### PROJECT SIZE

7 acre Master Plan

1.6 acre Phase I Construction

#### DEGREE OF INVOLVEMENT/ROLE

Prime

#### STAFF INVOLVED

Scott Hazard | Project Manager (CJS)

Robert Beale | Landscape Architect (CJS)

Matthew Johnson | MEP Engineer (Stanford White)

#### SCHEDULE

Completion | May 2017

#### BUDGET

Initial Design | \$450,000

Final Design | \$678,000

Bid Amount | \$5.6M

Initial Construction | \$5.6M

Final Construction | \$5.6M

#### ASSOCIATE FIRMS

##### Design Landscape Architect

Halvorson Design Partnership

##### Water Feature Design

DEW, Inc.

##### Lighting Design

Hilbish McGee Lighting Design

##### Structural Engineering

Arp Engineering

##### MEP Engineering

Stanford White

##### Irrigation

Irrigation Innovations

##### Architecture

Inclusion Studio

##### Cost Estimating

Harris & Associates

##### Artists

Carolyn Braaksma + Matt McConnell

#### REFERENCE

Mr. Doug McRainey, Director | 919.469.4066

| [doug.mcrainey@townofcary.org](mailto:doug.mcrainey@townofcary.org)

## 2 | TEAM EXPERIENCE & QUALIFICATIONS

### HUCKS ROAD PARK COMMUNITY PARK CHARLOTTE, NC



#### MASTER PLANNING + SITE ANALYSIS + FEASIBILITY STUDY / CONCEPTUAL DESIGN + DESIGN DEVELOPMENT + CONSTRUCTION DOCUMENTS

The recently awarded Hucks Road Community Park is a 39.6 acre community park in north Charlotte. The park is separated from the existing 96.6 acre Clarks Creek Nature Preserve by Hucks Road. The project scope is to include site analysis, feasibility study/conceptual design, master planning, community meetings, design development, cost estimates and construction documents, which are currently in progress. Park programming is to include sprayground, playground, play meadow, community garden, pickle ball courts, basketball courts, restrooms, park shelters with a picnic area, separate dog park for large and small dogs, and a trail system, which will include both paved and natural surfaces.



#### CLIENT

Mecklenburg County

#### PROJECT SIZE

39.6 acres

#### DEGREE OF INVOLVEMENT/ ROLE

Prime

#### STAFF INVOLVED

R. Todd Fisher | Director of Engineering

Brian Jenest | Design Principal

#### SCHEDULE

Currently in Construction Documents

Anticipated Construction Start: Summer 2017

Anticipated park opening: Spring 2018

#### BUDGET

Initial Design | \$308,550

Final Design | \$308,550

Initial Construction | \$3.67M

Final Construction | TBD

#### ASSOCIATE FIRMS

##### Architect

Citizen Design

##### Irrigation

Irrigation Innovations

##### Wetland Delineation/Endangered

##### Species/Cultural

Carolina Wetland Services

##### Geotechnical Services

ECS Southeast

#### REFERENCE

Mr. C. Brian Bennett, PLA, ASLA

920.314.2539 | [Brian.bennett@mecklenburgcountync.gov](mailto:Brian.bennett@mecklenburgcountync.gov)



## 2 | TEAM EXPERIENCE & QUALIFICATIONS

### NORTHEAST DISTRICT PARK CHATHAM COUNTY, NORTH CAROLINA



#### LANDSCAPE ARCHITECTURE + CIVIL ENGINEERING

ColeJenest & Stone provided landscape architecture and civil engineering for Phase 1 of the park located on Big Woods Road in Chatham County, adjacent to Jordan Lake. We also coordinated surveying, structural, and electrical design services. The \$1.46 million Phase 1 construction, partially funded by a PARTF Grant, includes a baseball field, multi-purpose field, rest rooms, concession building, tennis courts, and other park amenities, along with an entrance road and parking area.

The park includes a combination of programmed space and natural areas, including preservation of an existing farm pond as a central feature. The park borders Jordan Lake and the County permanently set aside 15.3 acres of the park as a conservation easement using a \$200K grant from the Clean Water Management Trust Fund (CWMTF). To address water quality concerns, ColeJenest & Stone coordinated with the Biological & Agricultural Engineering Department at NC State University (NCSU), to design level spreaders/filter strips to treat impervious areas. Additional funding by a 319 Grant allows NCSU to monitor and collect data on the water quality benefits of these stormwater control measures.



#### CLIENT

Chatham County

#### PROJECT SIZE

66 acres

#### DEGREE OF INVOLVEMENT/ ROLE

Prime

#### STAFF INVOLVED

Brian Jenest | Principal-In-Charge

R. Todd Fisher | Director of Engineering

#### SCHEDULE

Initial | July 2009 - November 2010

Final | July 2009 - March 2011

#### BUDGET

Initial Design | \$142,000

Final Design | \$156,820

Initial Construction | \$1.46 M

Final Cost | \$1.46 M (Phase I)

#### ASSOCIATE FIRMS

##### Planner

Susan Hatchell Landscape Architecture

##### Electrical Engineer

RDK Engineers

##### Cost Estimating

Harris & Associates

##### Structural Engineer

Arp Engineering

#### REFERENCE

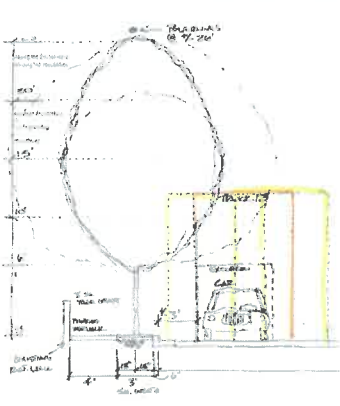
Ms. Tracy M. Burnett

919.545.8555 | [tracy.burnett@chathamnc.org](mailto:tracy.burnett@chathamnc.org)



## 2 | TEAM EXPERIENCE & QUALIFICATIONS

### PEACE STREET STREETSCAPE RALEIGH, NORTH CAROLINA



#### MASTER PLANNING + LANDSCAPE ARCHITECTURE + CIVIL ENGINEERING + URBAN DESIGN

ColeJenest & Stone provided planning, landscape architecture, urban design, and civil engineering services for a seven-block section of Peace Street (from Glenwood Avenue to Saint Mary's Street) in the Power "District", near downtown Raleigh, North Carolina. The project consists of new landscaping, artwork, paving, seating, lighting, and sidewalk improvements with the development of typical street cross-sections to revitalize this emerging area.

ColeJenest & Stone was responsible for organizing public meetings and developing concept designs for community input. Work included coordination with surveyors and allied engineering consultants as well as preparation of site Construction Documents.



Existing Streetscape



Proposed Streetscape

#### CLIENT

City of Raleigh

#### PROJECT SIZE

4 Blocks

#### DEGREE OF INVOLVEMENT

Prime

#### STAFF INVOLVED

Scott Hazard | Project Manager

Robert Beale | Landscape Architect

Linda Vasil | Civil Engineer Lead

#### SCHEDULE

Right-of-Way Acquisition | Summer 2017

Advertise & Bid | Fall 2017

Begin Construction | Early 2018

Complete Construction | Summer/Fall 2019

#### BUDGET

Cost Estimate? N/A not constructed

Bid Amount? N/A not constructed

\$2 million (estimate)

#### ASSOCIATE FIRMS

Surveyor/Subsurface Utility

Exploration: Calyx

#### REFERENCE

Mr. Chris Johnson, PE, LEED AP

919.996.4112 | [chris.johnson@ci.raleigh.nc.us](mailto:chris.johnson@ci.raleigh.nc.us)

## 2 | TEAM EXPERIENCE & QUALIFICATIONS

### URBAN STREETScape PLAN PHASE I AND PHASE II IMPROVEMENTS | ROCKY MOUNT, NORTH CAROLINA



#### MASTER PLANNING + LANDSCAPE ARCHITECTURE + CIVIL ENGINEERING + URBAN DESIGN

For the first phase of this project, ColeJenest & Stone led a team of consultants to provide land planning, urban design, landscape architecture, wayfinding, public art, and transportation consulting services for the revitalization of this area in Downtown Rocky Mount. The conceptual design creates gateways to the Downtown using art and signage monumentation along with incorporating an innovative "Frame-the-Train" program to celebrate the historic contributions of the railroad. The streetscape plan establishes six primary street hierarchies to assure walkability of the downtown. Traffic circulation, parking configuration and conversion of one-way streets to two-way, all enhance multi-modal connectivity. ColeJenest & Stone led a team of consultants to provide urban design, civil engineering, landscape architecture, wayfinding, public art and transportation consulting services for implementation of Phase II of the original Master Plan for revitalization of this area in downtown Rocky Mount. Using the Master Plan as a guide, we developed detailed site Construction Documents. Components included: utility improvements (water/sewer), storm drainage, grading, roadway design, hardscape improvements (pedestrian and vehicular surfaces), planting/irrigation, lighting, transportation (signals, pavement markings, signing) and wayfinding.



#### CLIENT

City of Rocky Mount

#### PROJECT SIZE

17 acres - 13 blocks

#### DEGREE OF INVOLVEMENT/ROLE

Prime

#### STAFF INVOLVED

Scott Hazard | Project Manager

Brian Jenest | Design Principal

#### SCHEDULE

Initial Schedule:

Urban Streetscape Plan: 3/2007 - 1/2008

Phase I Construction:

5/2008 - 12/2010

Final Schedule:

Urban Streetscape Plan: 3/2007 - 3/2008\*

Phase I Construction: 5/2008 - 12/2012\*\*

#### BUDGET

Initial Design | \$552,189

Final Design | \$736,373

Initial Construction Budget | \$5.7M

Final Construction Cost | \$5.7M

#### ASSOCIATE FIRMS

HNTB North Carolina, P.C.

Allison Platt & Associates

MORTAR & ink

Art Everywhere, LLC

Harris & Associates, Inc.

Joyner, Keeny & Associates

Irrigation Consulting, Inc.

Elm Engineering

#### REFERENCE

Mr. Jonathan Boone

252.972.1290 | jonathan.boone@

rockymountnc.gov

*\*Additional two months required for  
extensive coordination with NCDOT*

*\*\*Hold placed by Owner for coordination  
between CSX, NCDOT, City of Rocky Mount.*



## 2 | TEAM EXPERIENCE & QUALIFICATIONS

### ADDITIONAL PARK AND CIVIC SPACE EXPERIENCE

BETH PAGE RECREATION CENTER  
Durham, NC

CARDINAL GIBBONS HIGH SCHOOL  
RECREATION MASTER PLAN  
Raleigh, NC

CARDINAL GIBBONS HIGH SCHOOL  
TENNIS COMPLEX MASTER PLAN  
Raleigh, NC

CHATHAM COUNTY LIBRARY  
Chatham County, NC

CORDELIA PARK  
Charlotte, NC

CULLMAN PARK  
Charlotte, NC

DANIEL ROAD COMPLEX  
AGRICULTURAL ARENA MASTER PLAN  
Rutherford County, NC

FIRST WARD PARK  
Charlotte, NC

FORSYTH COUNTRY DAY SCHOOL  
Lewisville, NC

GADSDENBORO PARK  
Charleston, SC

LIZ HAIR NATURE WALK  
Charlotte, NC

PEACE STREET STREETScape  
Raleigh, NC

ROCKY MOUNT DOWNTOWN STREETScape  
Rocky Mount, NC

STADIUM VILLAGE  
Fort Mill, SC

TRINITY EPISCOPAL SCHOOL  
Charlotte, NC

UNC CHARLOTTE  
ROBERT & MARIAM HAYES STADIUM  
Charlotte, NC

WESTMORELAND ATHLETIC COMPLEX  
Cornelius, NC

WESTON YMCA  
Fort Mill, SC



FIRST WARD PARK | CHARLOTTE, NC (COLEJENEST & STONE)



UNC-CHARLOTTE ROBERT & MARIAM HAYES STADIUM | CHARLOTTE, NC (COLEJENEST & STONE)



NORTHEAST DISTRICT PARK | CHATHAM COUNTY, NC (COLEJENEST & STONE)





## METHOD ROAD FIELD HOUSE RALEIGH, NC

Design of a field maintenance facility that supports two recreational fields on North Carolina State University's main campus. The building houses sports equipment storage, a small office and a garage for field maintenance vehicles. Restrooms are also located in the facility. This project was designed with simple, durable, and low maintenance materials to cut down on life cycle costs while creating a building that would enhance the environment at team practice and intramural events. This building creates a main gateway entry to the Method Field complex and allows for staff to monitor the gates and activities on the field.

SIZE: 1,500 sf  
 COST: \$380,000  
 DATE: 2012  
 CONTACT: Lynn Swank  
 919.513.4637  
 ldswank@ncsu.edu

Architect: Dan Huffman, AIA LEED AP - Principal in Charge  
 PME Engineering: Sigma Engineered Solutions  
 Structural Engineering: Lysaght and Associates

COLEJENEST & STONE

HUFFMAN  
ARCHITECTS





## WHITE DEER PARK NATURE CENTER\* GARNER, NC

The Nature Center at White Deer park is a LEED Gold Certified interpretive educational facility located in Garner, NC. The 2,500 square foot facility is part of a larger park and contains a classroom, park offices, restrooms and an extensive learning deck overlooking wetlands. Sustainability was a major driver in the design process. A single sloped roof shades the classroom and offices from southern sun exposure and collects rainwater in two large cisterns for flushing toilets. Regionally available Atlantic White Cedar and Nor Carla bluestone were used to express the rich natural materials available in our region. Bamboo plywood, recycled glass countertops and Parallam beams used are recycled and rapidly renewable materials. A geo thermal mechanical system offsets heating and cooling costs.

Architect: Eric Sowers, AIA LEED AP BD+C - Project Manager  
 Structural/Civil Engineering: Stewart Engineering  
 MEP Engineering: Isaac Panzerella, PE

\* This project was completed while Eric Sowers, AIA was a project manager at Cherry Huffman Architects.

SIZE: 2,500 sf building  
 COST: \$3.3 million total  
 DATE: Fall 2009  
 CONTACT: Not Available

**HUFFMAN**  
ARCHITECTS





## CHURCH STREET PARK MORRISVILLE, NC

The Church Street Park in Morrisville includes tennis courts, a children's playground, a competition size cricket field a Comfort Station and a Maintenance Building for the town. The 1,028 square foot comfort station includes Men's and Women's toilets, an enclosed snack area and a covered pavilion for picnic tables or musical performances. A band of high windows give the wood decking covered roof the appearance of hovering over the enclosed spaces. This also adds natural light to the enclosed spaces while offering privacy. Durable materials included ground faced concrete block, brightly colored glazed block and a micro-chip epoxy floor, which were utilized to achieve longevity and ease of maintenance.

Architect/Interior Design: Dan Huffman, AIA LEED AP - Principal in Charge  
Heather Kology Assoc. IIDA  
Structural Engineering: Lysaght & Associates  
MEP Engineering: Sigma Engineered Solutions

SIZE: 3,114 sf total  
COST: \$2.78 million  
DATE: 2015  
CONTACT: Jerry Allen  
919.625.4290

**HUFFMAN**  
ARCHITECTS





## AMERICAN TOBACCO TRAIL COMFORT STATION\* RALEIGH, NC

The American Tobacco Trail is a linear park offering biking, running and walking through wooded areas on an unused rail line. Bringing utilities to the sites would have been excessively expensive, so each toilet was designed to be completely off the grid with no power, sewer or water. A concrete vault system provides six to eight month storage with a sewage tanker utilized to pump the vaults when needed.

Proper ventilation is important with this type of facility, and since electricity is not available for fans, natural ventilation is used. Two large vent pipes painted black are directly connected to the vaults and create an eye catching design feature on the front of the comfort station. The vent pipes are located with a southern exposure, and as they heat in the sun, natural ventilation occurs by the warm air moving upward and pulling the air from the restrooms behind it.

\* This project was completed while Dan Huffman, AIA was a principal at Cherry Huffman Architects.

SIZE: 2 locations  
COST: \$250,000  
DATE: 2005  
CONTACT: Eric Staehle  
919.856.6369

**HUFFMAN**  
ARCHITECTS

### HUFFMAN ARCHITECTS

### PARKS AND RECREATION WORK

Huffman Architects has experience in providing architectural services for parks and recreation facilities in Wake County, the City of Raleigh, the Town of Garner, and the Town of Morrisville. Our design considerations include long lasting and graffiti resistant materials, natural light, ease of maintenance, safety and passive technologies. These buildings enhance the natural environment of the surrounding site while providing the needed amenities.



#### NORTH WAKE LANDFILL PARK COMFORT STATION\*

RALEIGH, NC | WAKE COUNTY

The restroom amenities at North Wake Landfill Park are located in proximity to the playground and have a large overhanging canopy to provide a protected entrance as well as shade. Huffman Architects believes that even the simplest park shelter type buildings should be well designed and positively impact the people who visit them.



#### AMERICAN TOBACCO TRAIL COMFORT STATION\*

RALEIGH, NC | WAKE COUNTY

The restroom amenities for the Tobacco Trail are simple, but provide an elegant solution to the typical park comfort station. The entire facility is off the grid with no electricity, water or sewer connections. Rain water is collected from the roof and used in routine cleaning. The black chimneys warm in the sun, and as the hot air rises and cooler air enters, the restrooms are ventilated.



#### CHURCH STREET PARK

MORRISVILLE, NC | TOWN OF MORRISVILLE

Church Street Park is a public park with tennis courts, a playground and a competition size cricket field. The architectural work was two separate buildings totaling about 5,500sf. One building is a comfort station with attached shelter, and the other is a maintenance facility with an office, restroom, 3 vehicle bays, fenced storage yard, and dumpster enclosure.



#### LEESVILLE LIBRARY\*

RALEIGH, NC | WAKE COUNTY

The form of Leesville Library was conceptualized as a reading room in the trees. The main library space is elevated in the forest while the heavier brick form enveloping the staff spaces anchors the building to the site. This library is situated in a park.

\* projects completed by team members while working at Cherry Huffman Architects



## 2 | TEAM EXPERIENCE & QUALIFICATIONS



### METHOD ROAD FIELD HOUSE

RALEIGH, NC | NORTH CAROLINA STATE UNIVERSITY

The Method Road Field House is a maintenance and restroom facility supporting two recreational fields on NCSU's campus. The building houses sports equipment storage, a small office, restrooms, and a garage for field maintenance vehicles. The design is simple, durable, and uses low maintenance materials while enhancing the team practice environment.



### WHITE DEER NATURE PARK\*

GARNER, NC | TOWN OF GARNER

The visitor center at White Deer Park is a perfect example of using materials and form to invoke a feeling of the site. The building extends from the earth into the trees and provides visitors with an elevated, visual connection to nature. Stone retaining walls ground the form into the site and the wood timber structure and siding relate to the wooded surroundings.



### SIERRA LINEBERRY PARK

RALEIGH, NC | CITY OF RALEIGH

After careful study of the City's masterplan for Sierra Lineberry Park, the design team determined the community was asking for a functional and safe focal point for the park. The structure contains restrooms and a large covered picnic shelter. The roof is slightly butterflyed to provide for rainwater collection and views to a large playing field.



### OBSERVATION PARK\*

MORRISVILLE, NC | RALEIGH-DURHAM AIRPORT

Observation Park at RDU provides a venue for visitors to learn about and experience airplane traffic. The entrance to the restrooms is located under the ramp to the observation deck, with the walls of the restrooms providing support to the plaza above.



### CAMP MARY ATKINSON\*

JOHNSON COUNTY, NC | GIRL SCOUTS NC COASTAL PINES

The Leadership Center at Camp Mary Atkinson is a dining hall, conference and classroom facility that fosters core values of the Girl Scout experience. One of the predominate concepts was developing a strong connection with nature. Locating the facility on a wooded hill offered the advantage of using the topography to have entrances on both levels.

\* projects completed by team members while working at Cherry Huffman Architects



## 2 | TEAM EXPERIENCE & QUALIFICATIONS

### DOWNTOWN THEATER & STREETSCAPE CARY, NORTH CAROLINA



#### OWNER

Town of Cary

#### PROJECT SIZE

15,800 SF

#### BUDGET

\$2.7 Million

#### REFERENCE

Mr. Eric Simpson, Project Manager  
919.380.4204

### CONSULTANT + MECHANICAL ENGINEERING + ELECTRICAL ENGINEERING

This downtown project consists of renovations and additions to an abandoned 3,600 SF building, as well as streetscape improvements. Originally constructed in 1946 as a movie theater, the building has served various purposes since 1970, most recently as an automobile parts store. The new design creates a multi-use cultural events space with a focus on performance, film, theater and music. Additions create a total multi-use space of 15,800 SF which includes a 181 seat tiered theater, balcony, lobby/pre-function space, food service area, offices, toilets, dressing rooms, elevator, storage and leasable space as part of the second and third floor addition. Public art is also incorporated in to the design. To improve the downtown experience this project includes improved parking and streetscape upgrades such as pedestrian walkways, lighting and outdoor seating. Mechanical and electrical infrastructure design for this project supports the compact nature of a downtown storefront building with the needs for a flexible and accessible performance facility.



BEFORE



AFTER

## 2 | TEAM EXPERIENCE & QUALIFICATIONS



### BRENTWOOD PARK MASTER PLAN | RALEIGH, NC

Master Plan study for Brentwood Park in Raleigh, NC. Site visit to visually observe the existing buildings and pedestrian bridges, concessions/restroom building and picnic shelter.

### PARRISH WOMBLE FIELD HOUSE | HOLLY SPRINGS, NC

The Parrish Womble field house provides concessions, restrooms, and a park shelter for the newly restored Womble Park in Holly Springs, North Carolina. The Parrish Womble field house will provide sanctuary to park visitors by offering hot and cold nourishment at its concession window, along with restrooms and a covered area for picnic tables. The field house incorporates sustainable and durable materials and takes into account the surrounding context by being deferential to its site. The design of the field house allows the emphasis to remain on the recreational opportunities surrounding it, while providing the necessary functionality determined through working closely with the Town of Holly Springs throughout the design process.



### FINLAY PARK MASTER PLAN | COLUMBIA, SC

Finlay Park is the largest urban park in South Carolina's Capital City, Columbia. Master Plan options include build-out of roughly three-fourths of the park consisting of the event space, waterfalls, pond, playground, band pavilion, terraces and great lawn refurbishment, as well as a new entryway plaza and entrances around the park. CUMMING provided estimates for this Master Plan, and is now providing estimates for additional phases. *Approximate Value: \$19.5 (dependent upon options)*

### COLIGNY DISTRICT MASTER PLAN | HILTON HEAD, SC

CUMMING provided cost management support for the master plan of the Coligny District, including a new public park, playground, Children's Museum, open-air concert pavilion, restroom facilities, information/visitors center/shuttle building, and green space. Also included are improvements to existing parking and traffic flows. *Approximate Value: \$19 Million*

### UNC-ASHEVILLE HIGHSMITH STUDENT UNION SITE MASTER PLAN | ASHEVILLE, NC

CUMMING provided estimates for site work as part of the Highsmith Student Union Master Plan. Scope included 105,000 SF split into 4 zones: Theater, Plaza, Hill, and Road. The Theater comprised a viewing screen, climbing structure, hardscaping, landscaping, site furnishings, retaining walls, lighting. The Plaza comprised hardscaping, landscaping, a new stage for performances, furnishings, lighting, power, fire pits. The Hill included landscaping, hardscaping, site lighting, power, furnishings. The Road included 2 new roundabouts, new parking area, paving, road lighting, site lighting, and utilities. *Approximate Construction Value: \$4,300,000*

## 2 | TEAM EXPERIENCE & QUALIFICATIONS

### TOWN OF CARY DOWNTOWN PARK

CARY, NORTH CAROLINA

Mr. Doug McRaine, Director | 919.469.4066 | [doug.mcraine@townofcary.org](mailto:doug.mcraine@townofcary.org)

### URBAN STREETSCAPE PLAN PHASE I AND PHASE II IMPROVEMENTS

ROCKY MOUNT, NORTH CAROLINA

Mr. Jonathan Boone | 252.972.1290 | [jonathan.boone@rockymountnc.gov](mailto:jonathan.boone@rockymountnc.gov)

### HUCKS ROAD PARK COMMUNITY PARK

CHARLOTTE, NC

Mr. C. Brian Bennett, PLA, ASLA 920.314.2539 | [Brian.bennett@mecklenburgcountync.gov](mailto:Brian.bennett@mecklenburgcountync.gov)

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## QUALIFICATIONS SUMMARY

The team we have pulled together for the Halifax County Joseph Montfort Amphitheater has extensive experience and expertise in all aspects of planning, design, construction documentation, permitting, bidding and construction administration related to the development of highly successful public spaces. Our work in the public and private sectors has a significant emphasis on demanding projects located on complicated sites, whether a new streetscape in Downtown Rocky Mount, a mixed used development on a downtown site, or university projects which often must balance extensively programmed spaces and buildings on sites crammed with several utilities. We recently completed the first phase of a signature park project for the Town of Cary - this project had to incorporate a tall order of spaces and functions desired by the Town into a site that required our team to navigate existing utilities, adjacent streetscape improvements taking place concurrent to the park development, significant topography and a highly involved community and civic leadership group. The result is a highly successful and engaging park that has been highly active and utilized since opening day earlier this year. The scope of work includes the design and permitting of the facility in accordance with current Americans with Disabilities Act (ADA) and State of North Carolina Building codes. The design must also be approved by the North Carolina Natural and Cultural Resources and the North Carolina State Construction Office.

**Regulatory Agencies:** Our team is highly experienced and adept at navigating, coordinating with and obtaining approvals from all manner of local, state and federal agencies. Whether NCDOT, Utility providers, NCDEQ, USACE or other applicable agencies, we employ a team-oriented approach with reviewers to deliver the best possible outcome for our client's projects. Below are some highlights pulled from our permitting/approvals experience:

**State Construction Office Approval Process:** State Construction Office Approval Process: Our team has extensive experience in successfully navigating the State Construction Office review and approval process. ColeJenest & Stone has completed dozens of both large and small projects on 15 North Carolina University System campuses - all of which are approved through SCO. All members of our team have completed numerous projects that have received approval from SCO. The CJS Raleigh office where the core team for this project is based, is fortunate to be located three blocks from SCO.

**NCDEQ Approvals:** We work with NCDEQ Reviewers throughout the state on Stormwater and Erosion Control permitting. Our civil engineers understand the intricacies of the state's stormwater requirements and deliver approvals for stormwater systems and erosion control that meets applicable regulations and is cost effective. Our Raleigh office is located three blocks from NCDEQ also which is helpful to maintain a high level of responsiveness to NCDEQ reviewers.

**Utility Coordination:** One of ColeJenest & Stone's most important strengths is utility coordination. Through years of developing excellent working relationships with Duke Energy, Piedmont Natural Gas, Spectrum, AT&T and many others, we believe our knowledge of their fundamental processes and systems give us a significant advantage in planning and executing site plans which impact existing utilities.



## 2 | TEAM EXPERIENCE & QUALIFICATIONS

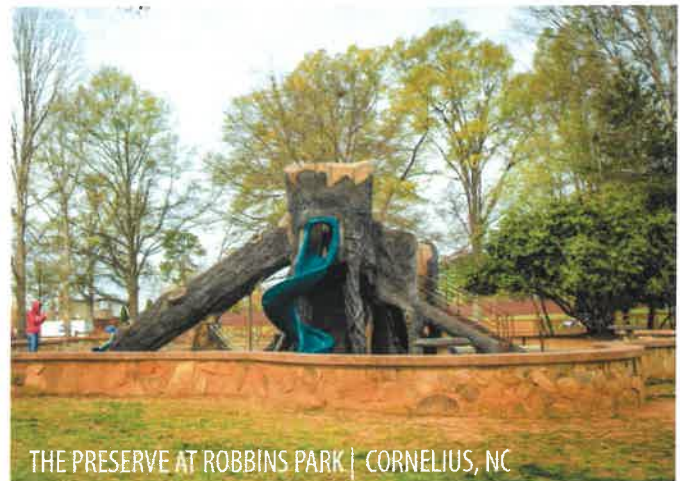
**Public Involvement Process/Citizen Advisory Groups:** ColeJenest & Stone has a long history of successful public involvement where we include stakeholders and the community at large from the beginning of a project. We involve the community through social media, mailed notifications and hand delivery of flyers in order to reach a broad and culturally diverse community. Through roundtable participant focused discussions and workshops we establish a process where the community members respond to and share information identifying shared ideas/consensus and assigning them relative priority.

We met with and incorporated input from a Citizen Advisory Group while developing the Peace Street Streetscape Plan for the City of Raleigh, and multiple citizen groups while developing the Rocky Mount Downtown Streetscape Master Plan. Members of our team are, or recently have been, members of various citizen groups and boards in the Raleigh and Charlotte areas, including the Raleigh Parks, Recreation and Greenway Advisory Board, Raleigh Public Art and Design Board, and the Davidson Town Council.

**Similar Project Experience:** Stanford White (Site Lighting/MEP) and Lynch Mykins are frequent collaborators included for their collaborative approach and extensive experience working in the public sector as well as with the State Construction Office. We recently completed the Cary Downtown Park with Stanford White and are excited to carry the collaboration and energy forward. We have worked with Stanford White on numerous public and higher education projects as co-sub-consultants and have excellent working relationships with their engineers.

We selected Huffman Architects as the Architect on our team as we share a similar interest and expertise in the design of public spaces, and we enjoyed working with them on exciting projects, such as the Chatham County Library, Mt. Olive Library Renovation and the Sustainable Technologies Classroom Building at the Central Carolina Community College campus in Pittsboro, NC. They bring extensive experience in public sector projects and as a small firm have a hands on, focused and client oriented approach.

Cumming was the cost estimator on some of the Higher Education projects we have completed recently, such as the UNC Chapel Hill Graham Student Union project. We also included them on our team for the renovation of the Pit at UNC Chapel Hill due to their collaborative approach and extensive database of current construction pricing. In this construction pricing market, a highly vetted database and team-mates who can expertly navigate bidding climate is essential.











## **Exceptional Experience**

We believe in the creation of public spaces that foster exceptional experiences and empower individuals, families, and communities to flourish. We strive to maximize the synergies of every project site -- the interdependence of culture, ecology, health and well-being -- to create places that engage people physically, intellectually, and emotionally.

## **Enhancing Health and Community**

We firmly believe that a project is successful when those who use the facility feel personal pride and ownership of the space. The planning, design, and renovation of the Joseph Montfort Amphitheater is a fantastic opportunity to improve and update a unique, versatile, and highly functional public space that is an important landmark in Halifax County. This facility will become a premier outdoor venue in the state and along with the exciting return of First for Freedom, the Joseph Montfort Amphitheater will be able to host additional performances through the expanded and improved facilities that will be available following the renovation and expansion. As a team well versed in the breadth of inclusive and universal design of outdoor spaces, we are very excited also at the prospect of designing a public facility that places a priority on the accessibility of all experiences in the space regardless of ability.

## **Design Approach & Philosophy**

Our team's top priorities during the site assessment and engagement portions of the project are to assimilate knowledge through our due diligence process and to listen to Halifax Community Staff, the Montfort Amphitheater Committee and the community. The County's best design team partner for the renovation and expansion of the Joseph Montfort Amphitheater is the one that carefully absorbs community and staff input in order to craft highly responsive and thoughtful solutions that elevate the possibilities and opportunities for the project. We use each milestone of the design and construction documentation process as a juncture to step back and assess the project progress relative to the design intent established during the concept plan phase. A page turning session with the County's project manager and potentially members of the Montfort Amphitheater Committee will be very helpful also to ensure the project is on track with the Committee's and County's vision. We find this approach is very helpful on the public park and university projects we work on. Our team is eager to be your partner and we are poised to help realize these opportunities through a rigorous design approach that ensures the resulting plans are achievable and reflect the County's and the community's visions for these spaces.

The County's expectation to design an inclusive and highly functional and cost effective amphitheater facility dovetails perfectly with our team's expertise and strong background in creating highly efficient, flexible, and resilient environments that minimize impacts to the site. Following are some of the design goals, opportunities, and possibilities that may play a role in the planning and design of the Joseph Montfort Amphitheater that we are very excited about:

#### ***Design Goals, Opportunities, and Possibilities***

- **Connectivity** – Safe access to the amphitheater from surrounding neighborhoods and the main roads that serve the site is critical to the synergy of the space. Designating and highlighting a clear entrance to the facility, making parking easy to find, and providing a clear and accessible path of travel from the parking area to the amphitheater will be critical to the success of the facility.
- **Historic Sites** – The proximity of the project site to Historic Sites such as the William R Davie House, Historic Halifax Clerk's Office and the Historic Halifax Tap Room adds an exciting dimension to the project. A site's context can have an important impact on its sense of place - the James Montfort Amphitheater is fortunate to be in such a unique location!
- **Accessibility** – In the Request for Qualifications Halifax County indicated creating an accessible environment would be an important component of the project. Whether meeting federal and state accessibility requirements on public or private projects, or meeting enhanced requirements on many state university projects, we have extensive experience in seamlessly integrating universally accessible experiences for all users of a project site. With the significant topography of the site there may be some challenges - we are excited to apply our creative problem solving approach to your project site.
- **Design for All Ages** – We understand the need to be mindful of all age demographics. Infants and small children are often accompanied by grandparents and older aunts and uncles. Older youth will seek different spaces and demand a different set of experiences.
- **Innovative Stormwater** – We are passionate about and experienced in high-value/low-impact stormwater treatment and storage approaches. We strive to maximize the value of each BMP by integrating it into the landscape and user experience.
- **Natural Site Features** – The site has unique and interesting natural features which the design should preserve and highlight the topography and the woods where the current amphitheater is located.
- **Donor Opportunities** – We understand there is a significant fundraising effort underway to help fund this project. We have extensive experience integrating donor opportunities into the design of a public space and enjoy helping to strategize for additional donor opportunities if appropriate.
- **Sustainability** – Our team has completed dozens of LEED Certified projects and is enthusiastic about incorporating a sustainable approach into the park designs whether related to efficient site lighting, minimized impervious surfaces, recycled materials, increased shading, solar reflectivity indexes at paving areas, and other cost effective approaches.

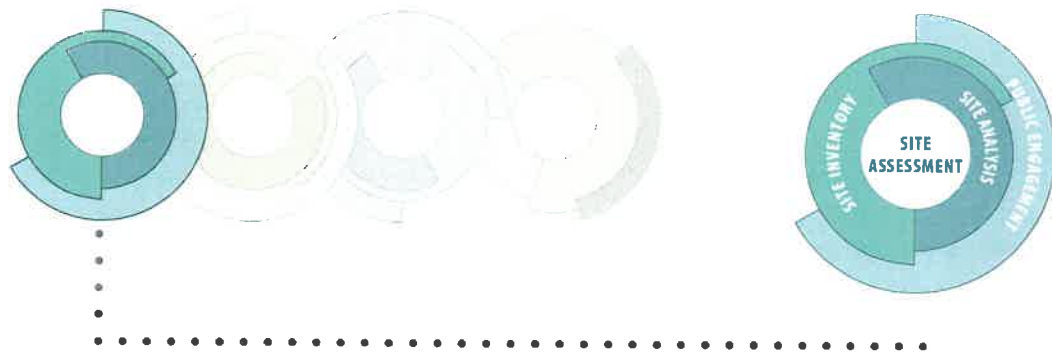
**Technical Approach** – Our team incorporates a highly detailed approach to the execution of each project. The best ideas and forms in a park plan can evaporate without proper execution - we focus on the site details that add to the park users experiences; BMP's that double as site amenities, presence of manholes minimized in important spaces, detailing of site features such as walls and paving details, effective drainage, etc. A detailed approach begins with an excellent survey and due diligence to point out any potential conflicts, ROW limitations, sight triangles, flood zone boundaries and other relevant information early on in the design process. We use an extensive survey list to document all natural and built conditions on the site.

**Quality Program** – The ColeJenest & Stone Quality Program incorporates a rigorous quality control process during the design and construction documentation process. In addition to regular design review sessions with senior staff during the design and construction documentation process, we perform a quality control review after each milestone of the Design Development and Construction Document processes: 30%, 50% and 90% Documents.

We define quality control as the systematic examination of services provided and design documentation produced relative to defined standards to assure that the design and documentation process has been performed to meet client, contractual, code and regulatory requirements as well as Company standards. Quality Control utilizes ColeJenest & Stone's senior design and technical staff to thoroughly review drawings and specifications prior to release of the documents for bidding purposes.

The following pages detail the design process and project management approach we employ for public and institutional projects. Whether the client is a municipality, county or state agency, or a community college or university, the following approach enables our team to successfully integrate analysis of a project site, input from the client and multiple project stakeholders and coordination with reviewing agencies with our creative problem solving abilities and technical expertise. We have honed the process over the years and have successfully employed it on hundreds of projects for government and institutional clients. Examples of the successful implementation of this process and approach include the Downtown Park for the Town of Cary, Northeast District Park in Chatham County, and the Urban Streetscape Plan Improvements for the City of Rocky Mount.

## Site Assessment



### Site Inventory and Assessment

We will assemble and review existing documentation to prepare for a kickoff meeting with the Committee and County Project Manager to introduce project team members and determine specific goals for the project. We will then begin to gather and evaluate the comprehensive package of information and data required, including:

- All applicable Halifax County Plans (As-built drawings, etc.)
- GIS data, full topographic survey, and tree survey.
- Historical and current data (economic, demographic, cultural, environmental) of adjacent neighborhoods and districts.
- An evaluation of available site utilities and stormwater infrastructure.
- Coordination with the County-obtained environmental consultant regarding hazardous materials testing, if required.
- Permit Inventory list, including a detailed breakdown of municipal, state, and federal requirements.

**Deliverables:** Inventory and Assessment Reports.

### Site Analysis

We will transform “information into knowledge” by evaluating the inventory and assessment information to begin to graphically articulate the site’s opportunities and constraints. The elements to be articulated in the site analysis phase may include:

- Analysis to predict the anticipated volume/use of the site.
- Boundaries, buffers, sensitive slopes, infrastructure, and other environmental limitations to development.
- Prominent view sheds into/out of the site at targeted areas.
- Microclimatic conditions.
- Observational, sensory, and experiential observations.

**Deliverables:** Site Analysis Diagrams and Reports.

**Timeline:** 1-2 months\*



## Master Planning



### Conceptual Design

Upon review and evaluation of the site assessment and preliminary public input, the core design team will work with the Halifax County and the Montfort Amphitheater Committee to develop a series of conceptual design options for the amphitheater site. These options, consisting of a collection of plans, sections, renderings, and precedent studies, will further articulate the vision and galvanize excitement for the project (as well as assisting with fundraising). We will indicate essential components relating to programming areas, natural areas, parking, site circulation, and other site improvements.

**Deliverables:** Process Diagrams, Conceptual Plans, and Sections.

**Timeline:** 6 weeks to 2 months\*

### Preliminary Public Meeting

If appropriate, the design team proposes one public meeting at the conclusion of the Site Assessment phase to solicit input from the local community on the planned improvements. We will prepare presentation documents, implement various digital and analog strategies to solicit broad citizen input, and prepare meeting summary reports, as directed by County Staff.

**Deliverables:** Public Meeting Minutes and Summary Reports.

### Cost Estimation and Cost Control

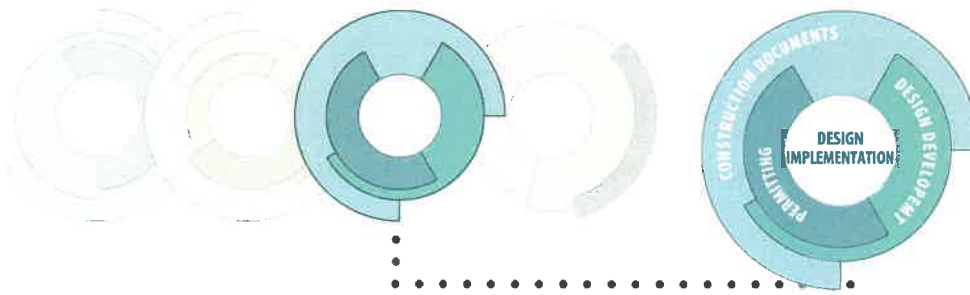
Our team will provide cost estimating services from Concept Design through final construction documents. We understand the importance of accurate, traceable, and audit-proof cost estimates and we provide a structured and timely approach to develop, review, and implement approved estimates into the design process. Cumming utilizes an extensive and constantly updated construction pricing database to provide pricing that is as accurate as possible. Our cost estimates have consistently proven to be within a few percentage points of final contractor bids. We will adhere to the following guidelines of good cost management:

- Thorough understanding of the project goals, deadlines, and scope.
- Detailed early design estimates.
- Proactive participation through the life of the project.
- Value management/cost trade-offs during the life of the project.
- Continued assistance through the bid phase and construction.
- Utilization of an extensive data base of construction pricing for similar projects and locations.

**Deliverables:** Detailed early design estimates for Concept plan, 50% and 90% CD's.



## Design Implementation



### **Schematic Design (25% Construction Drawings)**

This phase will focus on refining the concept design to actualize the facility's identity, design, and construction. Key components of this phase include: the refinement of the concept plan, preliminary building and site construction drawings, recommendations to phase the vision of the project if necessary, and the preparation for transition into Design Development.

**Deliverables:** A refinement of the preferred concept, a specification outline, preliminary floor plans, preliminary site plans, grading concepts, storm drainage concepts, building elevations, preliminary finish schedule, an estimate of probable cost, a project narrative for use by the County and Montford Amphitheater Committee.

**Timeline:** 2 months\* + Halifax County + State Construction Office Review

### **Design Development (50% Drawings)**

This phase will focus on refining the site design beyond the schematic level to ensure construction feasibility, budget realism, and the development of design details that actualize the master plan vision and park identity. We will also begin to initiate the permitting processes such as site plan approval, building permit approval, and erosion control. To ensure the design meets the overall vision, the team will continue to engage County staff and the Montford Amphitheater Committee in this phase. During this time, we will also provide an updated estimate of probable cost to the County.

**Deliverables:** 50% Level Drawings: cover sheet with building/site data, site plan, site staking and materials plan, utility plans, grading plans, clearing limits, erosion control plans, storm drainage plans, fire suppression plans, floor plans, wall sections, building elevations, MEP plans, structural plans, building/site details, phasing plans (if necessary), preliminary technical specifications, a preliminary bid form, and an updated estimate of probable cost.

**Timeline:** 2 months + Halifax County + State Construction Office Review

### **Permitting**

Our team has extensive permitting experience with the State Construction Office and the North Carolina Natural and Cultural Resources office. Through our work on dozens of University of North Carolina system and community college projects throughout the state, we have years of experience successfully navigating projects through the State Construction Office approval process. One of our key strengths is a commitment to establishing strong working relationships with the permitting agencies responsible for approving design and construction plans. We employ a one-on-one philosophy to work with each reviewer prior to and during review cycles to ensure their interests are explicitly met. The project team and consultants will track every permit including submittal, review, fees, and issuance, to ensure that the overall project schedule is met.

We will complete the following during the Permitting Phase:

- Prepare and submit Pre-Construction Notification(s).
- Submit sedimentation and erosion control and grading plans to NCDEQ.
- Submit building plans to the Halifax County Central Permitting and Inspections Department.
- Submit any permits relating to stream bank, buffer, and/or wetland impacts, if necessary.
- Prepare complete building and site development plans in compliance with State Construction Office and County requirements for construction and submit for building permits and site plan submittal.
- Prepare all other required documentation for permitting including, but not limited to, loading capacity, storm drainage calculations, pre and post development nitrogen loading, flood plain compliance and development locations.

**Deliverables:** All required permit packages (documents, certifications, and drawings).

**Timeline:** 5-7 months (Concurrent to Design Development and Construction Documents)

### 3 | PROJECT MANAGEMENT APPROACH

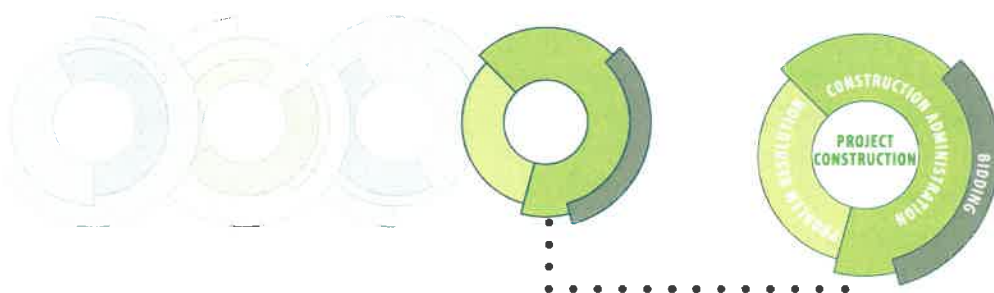
#### Construction Documents

Construction documents are the directions for putting together the kit of the parts that will become the final project. Our broad project range has given us the experience and technical knowledge to strategically coordinate with the County, regulatory agencies, and consultants, in order to assemble this kit of parts into a legible package that leads to timely and efficient construction process.

**Deliverables:** 90% and 100% Level Drawings: Updates to the following from design development - cover sheet with building/site data, site plan, site staking and materials plan, utility plans, grading plans, clearing limits, erosion control plans, storm drainage plans, fire suppression plans, floor plans, wall sections, building elevations, MEP plans, structural plans, building/site details, phasing plans (if necessary), complete technical specifications, a final estimate of probable cost, and all required drawings for permitting (see above).

**Timeline:** 2 months

## PROJECT CONSTRUCTION



#### Bidding

Along with our consultant team, we will provide reliable and consistent facilitation of the bid process. Prior to bidding, we will work closely with County staff to prepare bidding instructions, advertisements, and pricing information needed to make an informed contractor selection. We will help facilitate a pre-bid meeting, bid opening, prepare a certified bid tabulation, and assist in the recommendation of a construction award when bids are received. Our regimented coordination process will ensure that the bidding process is ordered and timely.

**Deliverables:** Bidding instructions, advertisements, pricing information, and bid tabulations.

#### Construction Administration

Our diverse project history has provided us the opportunity to work with many local and national contractors. The County can be assured that we provide our contractors with the same level of service that we provide our clients. Our responsiveness to their questions and concerns ensures that field delays are avoided, materials arrive on time, and daily construction stays on schedule. We will conduct a pre-construction meeting, site inspections and attend site inspections/construction meetings (one per week, unless otherwise directed), field reports, material and shop drawing submittal reviews, and close-out documentation.

Through our experience on parks and other public projects, we have learned that a thorough, detailed and documented pre-construction meeting is critical to a successful construction process. This sets expectations and protocol for the group as construction moves forward.

**Deliverables:** Field reports, material submittal reviews, Request For Information (RFI) responses, preliminary and final punch lists, close-out documentation, and as-built drawings.

**Timeline:** 10 to 16 months

#### Problem Resolution

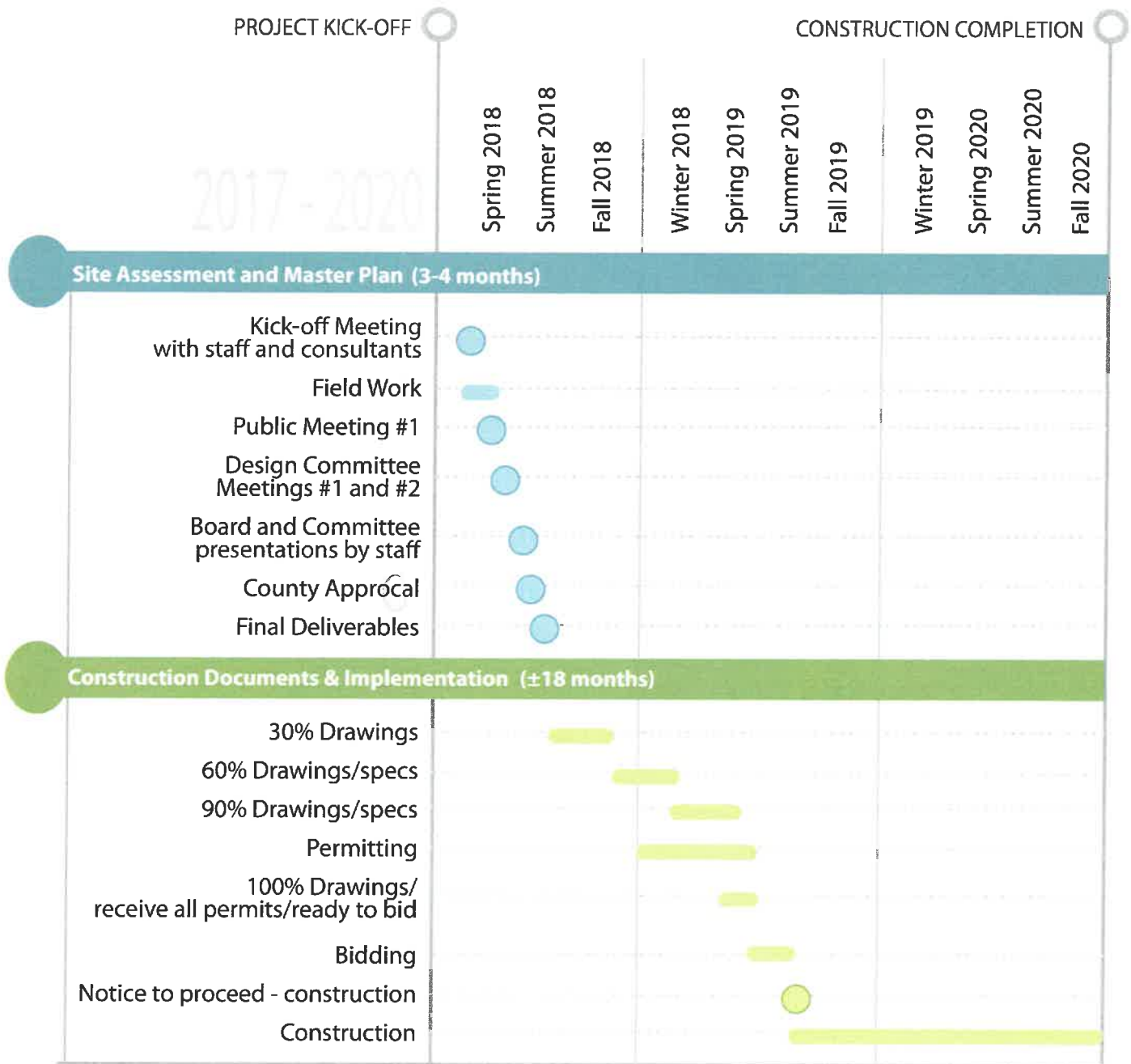
The design process does not end at project close-out. Responsible design requires ongoing monitoring and evaluation of built work to address unanticipated issues and inform future decision making. This is a value embedded in our corporate culture. As an optional service, we will continue to provide problem resolution for 11 months after final inspection and begin a post-occupancy evaluation (POE) 11 months after final completion.

**Deliverables:** Recorded data and final reports/analyses.

**Timeline:** 11 months



### 3 | PROJECT MANAGEMENT APPROACH



**\*\*Note:** Depending on the proposed budget for the project and coordination with the State Construction Office this phase can potentially be consolidated with the Design Development Phase to eliminate one State Construction Office review and expedite the project.



# Skinner | Farlow | Kirwan architecture

## Proposal for **HALIFAX COUNTY JOSEPH MONTFORT AMPHITHEATER RENOVATIONS**

January 19, 2018



### **Skinner Farlow Kirwan Architecture**

301 Glenwood Avenue, Suite 270

Raleigh, NC 27603

Primary Contact: Alicia Kirwan,

Principal, Vice-President

(office) 984-222-0572

[akirwan@sfkarchitecture.com](mailto:akirwan@sfkarchitecture.com)



January 19, 2018

Mr. Ian Bumgarner  
Senior Management Analyst  
10 North King Street  
Halifax, NC 27839

Dear Mr. Bumgarner,

Skinner Farlow Kirwan is pleased to present this proposal for the Joseph Montfort Amphitheater in Halifax, North Carolina. The firm has repeated experience with the State Construction Office, the Department of Cultural Resources Historic Site Section and the State Historic Preservation Office.

We are currently working with the State Historic Preservation Office on a study for Bennett Place Visitor Center to expand the visitor center. The addition will provide accessible restrooms and additional program space for a variety of programming. In addition to this work, we have also worked at Somerset Plantation and at Fort Fisher State Historic Site.

The firm is very familiar with working on historic sites and National Register properties. Alicia has worked closely with the State Historic Preservation Office and the State Construction Office to create two new accessible 60' ramps inside Dorton Arena, a national landmark for its structure. The new ramps were designed to connect the seating area to the arena floor to provide access not only to events, but also to the restrooms. We worked closely with Lynch Mykins to design curved ramps that respond to the original plan design without any changes to the structural system of Dorton Arena.

We are also working with the City of Raleigh on a new neighborhood center for Kiwanis Park. The new building will contain amenities for education, community gatherings and recreational programming. The building is designed with two sets of restrooms, one accessible only from the exterior to serve the public when the building is closed. Other parks work includes a new campground for Goose Creek State Park. A new shower house facility is designed to be in keeping with the vernacular architecture of coastal North Carolina.

We are pleased to present the same team that is working with us on Kiwanis Park. Stanford White will be providing plumbing, mechanical and electrical engineering. They have extensive experience with the State Construction Office. They have worked on eleven State Historic Sites. Lynch Mykins will be providing structural engineering. They are working with us on both Kiwanis Park and on the new structures at Goose Creek. Site Collaborative will be providing landscape architectural services and Grounded Engineering will be providing civil engineering. Both these firms have worked with the State Construction Office. Graham Smith with Site Collaborative has worked on National Parks and is comfortable working within a historic context.

Each of these firms commits firm leadership to design leadership. We are excited to be teaming with a strong group of consultants who bring experience with the State Construction Office, The Department of Cultural Resources and State Historic Sites to your project. Skinner Farlow Kirwan Architecture is committed to providing responsive service coupled with beautiful design solutions. We look forward to working with you on this project.

Sincerely,



Alicia Kirwan, AIA

Principal, Vice- President

akirwan@sfkarchitecture.com

# Skinner | Farlow | Kirwan architecture

## Firm Profile

### Contact

Alicia Kirwan, AIA, LEED AP  
Principal, Vice- President  
301 Glenwood Avenue, Suite 270  
Raleigh, NC 28603  
Telephone: 984-222-0572

Founded in 1957 by B. Atwood Skinner, Skinner Farlow Kirwan Architecture is an award winning firm with a portfolio of sixty years of thoughtful design that meets our clients' needs and exceeds their expectations. We offer innovative design solutions and a steady hand that you can trust from contract through dedication.

Our firm is founded on the principles of quality and balance between budget and artful conception. We discern the unique challenges of your project, and prepare for contingencies before you ever break ground. By engaging in frank, open conversations with various interest holders in your project, we are able to create flexible designs that can grow with you. Skinner Farlow Kirwan serves both public and private clients with a focus on engaging spaces for Learning, Healing, Working, Worship and Recreation.

Experience, thoughtfulness, heart and care define our approach to fulfilling our clients' mission. The firm moves forward building on the shared strengths of the partners. Brad Farlow is known by clients to be a resource for consensus building. He is a collaborator who helps groups find a common vision through the design and construction process delivering buildings that live into the vision of their clients. Alicia Kirwan's tenacity for research and thoughtful approach to each project leads to the creation of simple beautiful design solutions for even the most complex, unique and intricate projects. Ben Skinner is known by owners to be a great steward of their resources ensuring the vision so artfully designed is expertly crafted and delivered.

Skinner Farlow Kirwan Architecture has built a legacy of solid, innovative design and unmatched customer service. Our team of energetic, trustworthy architects, designers, and construction administrators works to fulfill our client's vision and guides the entire team towards the most impactful use of resources. Our success is built upon the satisfaction of our clients. We are pleased to have developed and sustained many long term relationships with clients and professional associates. We look forward to the opportunity to grow new relationships through design



# Skinner | Farlow | Kirwan architecture

## Responsibilities of Team Members

Discipline	Responsibility	Total Percentage
<b>Skinner Farlow Kirwan Architecture</b>		
<b>Architecture</b>	<b>Project Lead, Architectural Design</b>	<b>55%</b>
Alicia Kirwan, AIA NC license # 10025	Principal- in- charge. Architect. 23 years experience. 5 Years with current firm. Lead all project meetings, provide main point of contact between design team and owner, provide primary design direction for the project and ensure coordination between all disciplines, work with the owner and design team to evaluate priorities in relationship to projected costs. Lead the firm and the design team during Construction Administration.	17%
Brad Farlow, AIA NC license # 6306	Principal. Architect. 33 years experience. 10 years with current firm. Support the project team providing QC and QA throughout the design and production of the project and support the firm in all aspects of the work. Lead the firm and the design team during Construction Administration.	7%
Ben Skinner, CSI	Principal. 38 years experience. 38 years with current firm. Support the project team by providing specification writing and providing Construction Administration services to support the firm and the owner in the delivery of a well executed project.	9%
Anna Quinn	Architectural Designer. 10 years experience. 2 years with current firm. Support the firm in all project meetings and in all aspects of site verification, design, execution of the documents and construction administration.	19%
Mary Kathryn Washington	Interior Designer. 13 years experience. 12 years with current firm. Support the firm by providing expertise on interior finishes.	3%
<b>Stanford White</b>		
<b>PME</b>	<b>Plumbing, Mechanical, Electrical Engineering Design</b>	<b>12%</b>
Matt Johnson, PE	NC license # 039503. Associate. Project Engineer. Electrical Engineer, provide QC and QA	6%
Tommy Norby, PE	NC license # 023462. Associate. Mechanical Engineer	6%
<b>Lynch Mykins</b>		
<b>Structural</b>	<b>Structural Engineering Design</b>	<b>4%</b>
Anna Lynch, PE	NC license # 035055 Principal-in-Charge, provide QC and QA	.5%
Jeff Morrison, PE	NC license # 27813 Project Engineer, main point of contact for the design team and owner, provide CA for the project.	3.5%
<b>Site Collaborative</b>		
<b>Landscape Architecture</b>	<b>Landscape Design, Hardscape, Grading</b>	<b>25%</b>
Graham Smith, PLA NC license # 1365	Principal-in-Charge, Landscape Architect. Provide QC and QA, provide main coordination with the architect and owner regarding site and landscape coordination. Support the design team in the evaluation of priorities in relationship to projected costs.	8.75%
Jeremy Arnett	Senior Designer, Project Manager, support the team in all aspects of the work including site verification, design and execution of the documents.	16.25%
<b>Grounded Engineering</b>		
<b>Civil Engineering</b>	<b>Storm Water, Utilities and Erosion Control</b>	<b>4%</b>
Sean Dolle, PE NC license # 026963	Principal-in-Charge, Civil Engineer, provide all documents and perform CA for aspects of the work provided by the firm.	4%



## Billing Rates

Discipline	Billing Rate	Percentage	Total Percentage
<b>Skinner Farlow Kirwan Architecture</b>			
<b>Architecture</b>			<b>55%</b>
Alicia Kirwan	\$150.00 / hr	17%	
Brad Farlow	\$150.00 /hr	7%	
Ben Skinner	\$150.00 / hr	10%	
Anna Quinn	\$80.00 / hr	19%	
Mary Katherine Washington	\$80.00 / hr	3%	
<b>Stanford White</b>			
<b>PME</b>			<b>12%</b>
Matt Johnson, PE	\$175.00 / hr	6%	
Tommy Norby, PE	\$135.00 / hr	6%	
<b>Lynch Mykins</b>			
<b>Structural</b>			<b>4%</b>
Anna Lynch, PE	\$205.00 / hr	.5%	
Jeff Morrison, PE	\$150.00 / hr	3.5%	
<b>Site Collaborative</b>			
<b>Landscape Architecture</b>			<b>25%</b>
Graham Smith, PLA	\$125.00 / hr	8.75%	
Jeremy Arnett	\$80.00 / hr	16.25%	
<b>Grounded Engineering</b>			
<b>Civil Engineering</b>			<b>4%</b>
Sean Dolle, PE	\$105.00 / hr	4%	

**Skinner | Farlow | Kirwan**  
architecture

**SECTION 2**





## **ALICIA LYNN KIRWAN, AIA, LEED AP**

### **PRINCIPAL**

Alicia maintains a focus on thoughtful solutions and client responsiveness. Alicia finds her strength is two fold, at once practical, logical and process based all the while possessing an intuitive ability to grasp clients' key desires. Combined she is able to deliver thoughtful beautiful design solutions while meeting the challenges each project presents.

### **Education**

Master of Architecture,  
*North Carolina State University, 1995*

Bachelor of Arts, Cum Laude with Honors in Art  
*Skidmore College, 1991*

### **Registered Architect**

North Carolina License #10025

### **References**

Mr. Kent Yelverton  
Director, Property and Construction Division  
NC Dept. of Agriculture & Consumer Services  
2 West Edenton Street  
Raleigh, NC 27601  
(919) 807-4368

Mr. Robert Brown  
Assistant Director  
Facilities Engineering & Architectural Services  
East Carolina University  
1001 East Fourth Street  
Greenville, NC 27858-4353  
Office: (252) 328-6858

Mr. Stephen Bentley  
Superintendent, City of Raleigh Parks, Recreation  
and Cultural Resources  
222 W. Hargett Street, Room 601  
Raleigh, NC 27602  
(919) 996-4784

### **Professional Associations**

AIA Triangle  
Preservation NC  
USGBC

### **Publications**

Floor Plan Diagrams for *The Architecture of William Lawrence Bottomley* by Susan Hume Frazier, Acanthus Press, New York 2007.

### **Selected Project Experience**

Kiwanis Park Improvements and New Community Center  
City Cemetery and Mount Hope Cemetery Mausoleums and Archway  
Restoration  
Plummer Hall House Foundation Plan and Repairs  
Annie Louise Wilkerson, MD Nature Preserve Park, Park Office Phase I\* and  
Comfort Station Phase I\*

### **City of Raleigh Parks, Recreation and Cultural Resources**

Goose Creek New Campground, Shower House and Cabins  
Bennett Place Visitor Center Addition Study  
Fort Fisher Visitor Center - Roof Replacement  
Somerset Place Exterior Painting

### **North Carolina Department of Natural and Cultural Resources**

NCSF, Graham Building - Meeting Room and Exhibit Room Renovations  
NCSF, Dorton Arena- Addition of Interior Accessible Ramps  
Eaddy Building Interior Repairs and Renovation  
Old Health Building Interior and HVAC Renovation\*

### **NC Department of Agriculture and Consumer Services**

Museum Restroom Improvements-NCMA, NCMoH, NCMoS  
Exterior Repairs & Painting for Andrews-London and Tucker-Bailey, Jenkins  
and Wilson Houses

### **North Carolina Department of Administration**

FY15 Exterior Painting and Repairs  
Phillips Hall Entry Renovation  
*University of North Carolina at Chapel Hill*

Brody School of Medicine, Physicians Clinic Administrative Suite Renovation  
Brody School of Medicine, Executive Conference Room Renovation  
*East Carolina University*

Human Resources Renovation  
842 Gate City Blvd Renovation  
School of Music, New Restroom and Office Improvements  
McIver Building Courtyard Exiting Study  
Curry Building Interior Renovation\*  
*University of North Carolina Greensboro*

Meyer Register Residence Addition and Renovation  
*Raleigh, NC*

Davie Street New Fellowship Hall and Education Building Addition  
*Davie Street Presbyterian Church, Raleigh, NC*

\*Projects led by Alicia Kirwan at previous firm





## BRADLEY W. FARLOW, AIA, NCARB, LEED AP

### PRINCIPAL

Brad has over 30 years experience in the programming, design and execution of projects for education, worship and healthcare. As a firm principal, his responsibilities include providing design options for client review and design input during project development. Brad works closely with members of the project team to ensure client design expectations and goals are met.

#### Education

Master of Architecture  
North Carolina State University, 1990  
BA Environmental Design in Architecture  
North Carolina State University, 1985

#### Registered Architect

North Carolina, Virginia, South Carolina

#### Professional Associations

AIA Triangle  
Association for Learning Environments (A4LE)  
US Green Building Council (USGBC)  
Preservation NC  
Vice Chair, Hillsborough Historic District  
Commission, 2015-2021

*"...we were in good hands with Brad Farlow. He was always there. He worked well with the other contractors. He was attentive to questions, even suggestions. He was good at explaining our options, and why things must be done in a certain way. All in all, Brad was competent, professional, and easy to work with....It is a pleasure to recommend his work to others."*

*- Florence B. Winston, Chair, Christ Episcopal Church Restoration Committee*

#### Selected Project Experience

Preschool & Family Life Center Addition  
Worship Space Renovation  
Hayes Barton United Methodist Church, Raleigh, NC  
Sanctuary Building Exterior Renovation & Restoration  
St. Timothy's Episcopal Church, Wilson, NC  
Masterplan for Fellowship Hall  
First Baptist Church, Dunn, NC  
Addition & Renovation  
St. Mark's United Methodist Church, Raleigh, NC  
Masonry Restoration, Window Replacement, & Roof Repairs  
Planning for Addition & Renovation  
First Baptist Church, Sanford, NC  
Historic Restoration of Richard Upjohn's, 1852 gothic revival church on Capitol Square, NC's only National Historic Landmark Church Building \*  
Christ Church, Raleigh, NC  
Renovation & Restoration of Chancel, Choir, Sacristy, Chapel, & Nave \*  
Saint Philip's Episcopal Church, Brevard, NC  
Master Plan\*  
Wake Forest Baptist Church, Winston-Salem, NC  
Whitley Auditorium Renovation\*  
Elon University  
St. Paul's Episcopal Church Addition\*  
Greenville, NC  
Renovation and Restoration  
West Market Street United Methodist Church, Greensboro, NC  
Department of Social Services Interior Renovation  
Wilson County, NC  
M16 Middle School Prototype  
M12 Bryan Road Middle School  
Lacy Elementary School  
East Wake Middle School  
Rolesville Middle School  
East Wake Middle School Addition and Renovation  
Wake County Public School System

\*Projects led by Brad Farlow while principal at another firm

# Skinner | Farlow | Kirwan architecture



## BENJAMIN A. SKINNER, III, CSI

### CONSTRUCTION ADMINISTRATOR

Ben is the primary construction administrator for the firm. His extensive knowledge of construction industry practices, market trends, pricing, and materials provides a key element for effective and timely communication between the Owner and Contractor and the successful completion of the project. Ben authors project specifications, performs regularly scheduled site visits, attends construction progress meetings and certifies the contractor's pay applications.

#### Affiliations

Member, Construction Specifications Institute

#### Selected Project Experience

Preschool & Family Life Center Addition  
Worship Space Renovation  
*Hayes Barton United Methodist Church, Raleigh, NC*

Sanctuary Building Exterior Renovation & Restoration  
*St. Timothy's Episcopal Church, Wilson, NC*

Addition & Renovation  
*St. Mark's United Methodist Church, Raleigh, NC*

Alston Ridge Middle School  
East Wake Middle School  
Holly Grove Middle School, Holly Springs, NC  
Mills Park Middle School, Cary, NC  
Rolesville Middle School, Rolesville, NC  
Lacy Elementary School Additions  
Lynn Road Elementary School Renovations  
North Garner Middle School Additions  
East Garner Middle School Additions  
Joyner Middle School Additions  
Combs Elementary School Additions  
*Wake County, NC*

Harnett County Courthouse  
Harnett County Tax & Deeds Office  
Commissioner's Meeting Room  
Administration Building Renovation  
Agriculture Center  
Animal Shelter  
Health & Social Services Building  
Board of Election Offices  
Emergency Services Renovation  
Public Utilities Complex  
*Harnett County, NC*

Administration Building Re-Roofing  
Social Services Storage Facility  
Addition to Social Services Building  
Agriculture Center  
*Wilson County, NC*



## MARY KATHRYN WASHINGTON, ASID, EDAC

### INTERIOR DESIGNER

Mary Kathryn has over ten years experience with the firm crafting interiors for public clients. She is involved throughout the design process, from meeting with the owner's representatives in the beginning of the project, to understanding and communicating the users' needs and desires to the design team, and assisting the owner with the selection of finishes.

#### Education

BS Interior Design  
*Meredith College, 2004*

#### Affiliations

Member, National Council for Interior Design  
Qualification (NCIDQ)

Evidence Based Design Accreditation and  
Certification (EDAC)

#### Selected Project Experience

Department of Social Services Interior Renovation  
Greenfield Academy Cafeteria  
John W. Jones Elementary School  
*Wilson County, NC*

North Johnston High School Addition  
South Johnston High School Addition  
Meadow School Addition  
*Johnston County, NC*

Northampton Board of Education Building  
Central Elementary  
*Northampton County, NC*

East Wake Middle School  
Alston Ridge Middle School  
Holly Grove Middle School  
Mills Park Middle School  
Rolesville Middle School  
Lacy Elementary School Additions  
Lynn Road Elementary School Renovations  
*Wake County, NC*





## **ANNA DYER QUINN**

### **ARCHITECTURAL DESIGNER**

Anna brings to the firm a broad range of experience from archaeology to architecture. She is engaged in projects from site verification through construction, and works closely with Alicia in developing plans, working with consultants and ensuring the coordination of disciplines. Anna's background in archaeology and historic preservation reinforces the firm's commitment to and care taken when working on historic and culturally significant sites.

#### **Education**

GIS Certification

*North Carolina State University, 2015*

Master of Architecture,  
*North Carolina State University, 1995*

Bachelor of Arts Anthropology, Cum Laude  
*Wake Forest University, 1988*

#### **Past Work Experience**

HH Architecture, PA  
*Architectural Designer*

Lithic Designs  
*Owner and Designer*

Davis Kane Architects, PA  
North Carolina Historic Sites  
*Intern Architect*

Garrow & Associates (now TRC)  
*Archeologist, Cartographer, Illustrator*

#### **Areas of Specialization**

North Carolina Architecture and Archeology  
Historic Preservation and Adaptive Re-use  
Cultural Resources Management

#### **Professional Associations**

Preservation NC  
Triangle GIS

#### **Selected Project Experience**

Kiwanis Park Renovations

City Cemetery and Mount Hope Cemetery Mausoleums and Archway  
Restoration

Plummer T. Hall House Foundation Plan and Renovations  
*City of Raleigh*

Goose Creek New Campground, Shower House and Cabins

Bennett Place Visitor Center Addition Study

Fort Fisher Visitor Center - Roof Replacement

Somerset Place Exterior Painting

*North Carolina Department of Natural and Cultural Resources*

FY15 Exterior Painting Projects

Phillips Hall Entry Renovation

*University of North Carolina at Chapel Hill*

NCSF, Graham Building - Exhibit Room Renovations

NCSF, Graham Building - Meeting Room Renovations

*NC Department of Agriculture and Consumer Services*

North Carolina Museums Restroom Renovations

Administration Building Budget Office Conference Room

Administration Building Office and Training Room Renovation

*North Carolina Department of Administration*

Brody School of Medicine Administration Suite 1H10 Renovation

Brody School of Medicine, Executive Conference Room Renovation

*East Carolina University*

DH Hill Accessibility and Elevator Improvements

Holladay Hall HVAC / Renovation Study\*

*North Carolina State University*

Human Resources Renovation

842 Gate City Blvd Renovation

School of Music, New Restroom and Office Improvements

*University of North Carolina Greensboro*

727 West Hargett Street, Suite 101  
Raleigh, North Carolina 27603



**Graham H. Smith**  
**PLA | ASLA | LEED® AP | CLARB**

**President + Landscape Architect**  
[graham@sitecollaborative.com](mailto:graham@sitecollaborative.com)

#### EDUCATION

Bachelors of Landscape Architecture; Virginia Tech; 1995

#### REGISTRATION

Landscape Architect: #857 (VA) + #1179 (SC) + #954 (TN) + #1365 (NC) + #2566 (NY) + #21AS00121900 (NJ)  
Council of Landscape Registration Boards (CLARB): #3930

#### BIOGRAPHY

Mr. Smith has more than 22 years of professional experience working directly with municipalities across the country on a multitude of public projects. As President and Founder of Site Collaborative in Raleigh, North Carolina, Graham is responsible for design direction, project management and technical oversight of projects. Graham has worked for municipal government clients throughout North Carolina, Virginia, Arizona, and Colorado as his career has been focused on the creation of spaces that intermingle aesthetics, constructability, ecological processes, and the unique human experience – specifically parks, greenways, trails, public lands, and suburban site retrofits.

#### SELECTED APPOINTMENTS and AWARDS

2008 – Current: American Society of Landscape Architects National Leadership Development Committee  
2009 – 2013: Sassafras All-Children's Playground Planning and Construction Committee Chair  
2010 – 2011: ULI Triangle/Research Triangle Regional Partnership Reality Check Green Spaces Summit Committee  
2010 – Current: ULI Triangle Technical Review Team Member  
2013: Volunteer Award of Excellence – City of Raleigh Fletcher Volunteer Awards for Sassafras Playground  
2014 - Current: Raleigh Urban Design Conference Steering Committee Member  
2016: Greater Triangle Stewardship Award: Robertson's Millpond Preserve  
2016-2017: Co-Chair Raleigh Urban Design Conference Steering Committee

#### RECENT SELECTED PARKS AND RECREATION EXPERIENCE (as Project Manager or Principal in Charge)

2008 Marsh Creek Skate Park: Raleigh Parks and Recreation Department; Raleigh, NC  
2009 Durham Skateboard Park: Durham Parks and Recreation Department; Durham, NC  
2010 Evans Park Bridge Replacement/Stream Renovation: Greenville Recreation and Parks Department; Greenville, NC  
2010 Highway 55 Greenway: Town of Cary Parks and Recreation Department; Cary, NC  
2011 Capital Boulevard Corridor Study – Greenways and Open Spaces: Raleigh Planning Department; Raleigh, NC  
2011 Anglers Park Riverwalk Trail Overlook: Danville Parks, Recreation, and Tourism Department; Danville, VA  
2011 Union Street Bridge Overlook: Danville Parks, Recreation, and Tourism Department; Danville, VA  
2013 Cary Athletic Fields Template Designs/Specifications: Cary Parks, Recreation and Cultural Resources Department; Cary, NC  
2014 Lake Crabtree County Park – Accessible Kayak Launch Facility: Wake County Parks, Recreation, and Open Space Department; Cary, NC  
2014 Wake Forest Parks and Recreation System Master Plan: Wake Forest Parks, Recreation, and Cultural Resources Department; Wake Forest, NC  
2015 Wooten Meadow Park Master Plan: Raleigh Parks, Recreation, and Cultural Resources Department; Raleigh, NC  
2016 Carpenter Park: Cary Parks, Recreation and Cultural Resources Department; Cary, NC  
2016 Robertson's Mill Pond: Wake County Parks, Recreation, and Open Space Department; Wake County, NC  
2016 Sassafras All Children's Playground: Raleigh Parks, Recreation, and Cultural Resources Department; Raleigh, NC  
2017 Pullen Arts Center Renovation: Raleigh Parks, Recreation, and Cultural Resources Department; Raleigh, NC  
2017 Kiwanis Park Renovation: Raleigh Parks, Recreation, and Cultural Resources Department; Raleigh, NC



## TEAM EXPERIENCE AND QUALIFICATIONS

727 West Hargett Street, Suite 101  
Raleigh, North Carolina 27603

### **Firm Profile**

#### **FIRM DESCRIPTION**

SITE COLLABORATIVE is a landscape architecture firm cultivated from a strong desire to create memorable places while providing exceptional client service. From their office in Raleigh, North Carolina, SITE COLLABORATIVE specializes in the analysis, planning, and design of outdoor places across the region. Our team is built to function in a collaborative manner with other like-minded professionals in order to provide a full range of site solutions. The firm readily completes task such as site analysis, due diligence, conceptualization, master planning, 3d visualization, final design, construction documentation, site permitting, bid administration, construction observation, and post-occupancy analysis. SITE COLLABORATIVE'S client base is most often municipal governments, architects, and site developers throughout North Carolina and Virginia. SITE COLLABORATIVE seeks to create spaces that intermingle aesthetics, constructability, ecological processes, and the unique human experience – specifically parks, greenways, public lands, campuses, and suburban site retrofits.

#### **FIRM LICENSURE**

North Carolina – Landscape Architecture Firm: #C-505

Virginia – Landscape Architecture Firm: (Licensure Pending)

#### **FIRM INSURANCE**

SITE COLLABORATIVE carries general liability (including auto), worker's compensation, professional liability, and cyber insurance for its professional services and operations.

#### **FIRM AWARDS**

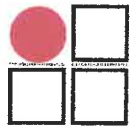
2016: Greater Triangle Stewardship Award: Robertson's Millpond Preserve (prime consultant)

2017: Greater Triangle Stewardship Award: Wooten Meadow Park Master Plan (prime consultant)

2017: Triangle CREW Community Enhancement Award: Sassafras All-Childrens Playground (prime consultant)







**Stanford  
White**

**QUALITY ENGINEERING | EXCEPTIONAL CLIENTS**

**Stanford White** is a multi-discipline consulting engineering firm which specializes in providing engineering services to Hospitals, Universities, Colleges, Government Agencies, School Systems, Municipalities and other "sophisticated" clients. Our core service disciplines include mechanical and electrical engineering. Herb Stanford began the firm in 1977 and partnered with Leonard White in 1991. Currently there are 3 partners with the firm. We are based in Raleigh, NC.

Our reputation is built on providing the highest quality engineering service to our clients. We focus on work within a 4 hour radius of our office. This allows us to offer a more personal commitment to our customers; and therefore maintain lasting relationships. By concentrating on the development of a long-term relationship of loyalty and trust, and by emphasizing on-going communication, we have a track record of producing designs that work and are cost-effective. Our clients define the horizons on which we function. If we are successful in meeting our client's goals, then the project and our relationship is successful

**Stanford White** has provided engineering services for many recreation, performance and lecture spaces. Typical elements of these facilities include restrooms, nature trails, parks, outdoor playing fields, concessions, locker / shower rooms, ticketing booths, pressbox area and spectator seating. Where an audience is engaged through focus on a presentation, engineering infrastructure, such as lighting, sound, technology and low-noise HVAC, must support this mission.



#### **KIWANIS PARK IMPROVEMENTS AND NEW COMMUNITY CENTER** Raleigh, NC

With most of the existing park now in a flood plain, the most efficient solution to update the facilities is the demolition of the existing community center and comfort station / shelter, and construction of a new, combined community center and comfort station. Project also includes a new shelter and new site lighting.



#### **FAYETTEVILLE FESTIVAL PARK** Fayetteville, NC

This new 14 acre park revitalized a vacant area in downtown Fayetteville bordered by a creek and a series of railroad tracks. The park includes a covered performance pavilion, seating terrace, back-of-house facility (dressing rooms, staging area, etc.), sculpture garden, festival lawn, vendor pavilion, concession / toilet building and parking lots.



#### **COOMBS FIELD RENOVATIONS** Durham, NC

This project expanded and improved the dugout facilities with new player toilets, lighting, etc. New field infrastructure included site water / waste improvements, sewage lift station, field irrigation infrastructure and

**Kiwanis Park Improvements and New Community Center**  
Raleigh, NC

**Kennedy Family Theater / Barton College**  
Wilson, NC

**Croatian Auditorium / Carteret County Schools**  
Newport, NC

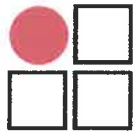
**Riverfront Convention Center**  
New Bern, NC

**Rivers Building / East Carolina University**  
Greenville, NC

**Center for the Arts / Elon University**  
Elon, NC

**Seabrook Auditorium / Fayetteville State University**  
Fayetteville, NC

**Walnut Creek Softball Complex Improvements**  
City of Raleigh, NC



**Stanford  
White**

QUALITY ENGINEERING | EXCEPTIONAL CLIENTS

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## Matthew J. Johnson, PE

Associate  
Electrical Engineer  
Raleigh, NC



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### RESPONSIBILITY

Engineer primarily responsible for electrical design, project development, project management, field investigations and construction observation. Responsibilities as an Associate include involvement with corporate decision making, liaison to clients and overall leadership duties within the firm.

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### EXPERIENCE

Mr. Johnson has worked in the engineering industry since 2004 and joined Stanford White in 2012. He specializes in providing comprehensive electrical engineering project design services. Mr. Johnson's experience includes new construction and renovation of educational, government, aviation, commercial,

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### REGISTRATION

Registered Professional Engineer in North Carolina (#39503) and Arizona

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### PROFESSIONAL AFFILIATIONS

North Carolina Healthcare Engineers Association (NCHCA)

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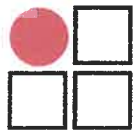
### EDUCATION

Bachelor of Science, Electrical Engineering, Oregon State University, 2002

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### PROJECTS

- Tart Building Theater Lighting, Johnston Community College, Smithfield, NC
- Northwest Park Improvements, Town of Morrisville, NC
- North Main Athletic Complex, Holly Springs, NC
- San Lee Park-New Nature Education Center, Lee County, NC
- Walnut Creek Softball Complex Improvements, City of Raleigh, NC
- New Athletic Field, William Peace University, Raleigh, NC
- Exterior Stair Lighting, East Carolina University, Greenville, NC
- Parking Lot Lighting, Johnston Community College, Smithfield, NC
- Downtown Park, Town of Cary, NC
- Mills School Park Ph II, Town of Cary, NC
- Crown Theater Pre-Design Study, Cumberland County



**Stanford  
White**

QUALITY ENGINEERING | EXCEPTIONAL CLIENTS

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## Tommy B. Norby, PE

Associate  
Mechanical Engineer



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### RESPONSIBILITY

Mechanical engineer primarily responsible for project development, field investigations, construction observation and engineering design

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### EXPERIENCE

Mr. Norby has worked in the consulting engineering industry since 2006 and has been with Stanford White for 2 years. He specializes in providing competent, cost effective engineering services for new construction and renovation of educational, commercial, public gathering and recreational facilities. Specific areas of interest include HVAC Systems, boiler and chiller plants, control systems, energy modeling, facilities condition assessment, steam and condensate systems, laboratory systems and plumbing systems.

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### REGISTRATION

Registered Professional Engineer in North Carolina

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### PROFESSIONAL AFFILIATIONS

North Carolina Healthcare Engineers Association (NCHEA)

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### EDUCATION

Bachelor of Science, Mechanical Engineering, North Carolina State University, 2006

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### PROJECTS

- Children's Museum, Forsyth County, NC
- Carroll Hall Renovations and Additions, UNC Chapel Hill, Chapel Hill, NC
- Museum Park Visitors Center, NC Museum of Art, Raleigh, NC
- Walnut Creek Softball Complex Improvements, City of Raleigh, NC
- New Senior Center, Person County NC
- School Renovations, New Hanover County Schools, NC
- Tart Building Renovations, Johnston Community College, Smithfield, NC
- Harris Hall Student Service Center, NC State University, Raleigh, NC



## TEAM EXPERIENCE AND QUALIFICATIONS



### GENERAL

- Founded in 1974
- 31 Current Total Staff
- 17 Structural Engineers
- S Corporation
- SWaM Small Business - 725989
- SAM – WOSB
- HUB Certified – Woman Owned

### SERVICES

- Structural Engineering
- Forensic Engineering
- Special Inspections
- Sustainable Design
- Historic Preservation
- Adaptive Reuse
- Structural Investigation

### RELEVANT PROJECT EXPERIENCE

**The Lost Colony Waterside Theater / Manteo, NC**

**Goose Creek State Park Campground Development / Washington, NC**

**Kiwanis Park Improvements and New Community Center / Raleigh, NC**

**Dorton Arena—Addition of Interior Accessible Ramps / Raleigh, NC**

**Meymandi Hall—Acoustical Canopy, Duke Energy Center for Performing Arts / Raleigh, NC**

**Amphitheater Rehabilitation, University of Mary Washington / Fredericksburg, VA**

**Verizon Wireless Virginia Beach**

**Amphitheater / Virginia Beach, VA**

**Blue Jay Point Park / Raleigh, NC**

**Surry County Visitor Center / Surry County, VA**

**San Lee Park Nature Center / Lee County, NC**

**4H Learning and History Center, North Carolina State University / Ellerbe, NC**

**Hibernia Area 1 Shower House, Kerr Lake State Recreation Area / Raleigh, NC**

**Hill Street Park Center / Raleigh, NC**

**Elevated Wood Deck and Water Wall at Poyner Place / Raleigh, NC**

**Crosswinds at Jordan Lake - Picnic Shelter / Apex, NC**

**LYNCH MYKINS (LM)** offers design and construction administration services in the field of structural engineering. Other services include investigations of structural failures or accidents, feasibility studies, and design of special structures and foundations. **LM** has been responsible for the design of buildings and other structures at a rate of over \$800 million in construction value per year. **LM** has a proven track record of successful structural designs for nearly every conceivable building type over the last 40 years.



**LM** has extensive experience in antiterrorism/force protection (ATFP) and Progressive Collapse analysis and design, as well as Seismic and Wind Analysis and Design, Hardened Structures, Flood Resistant Design, and design of Hurricane Shelters.



**LM** is on the leading edge of technology in the area of sustainable design. **LM** also strives to be at the forefront of computer technology and maintains the hardware and software tools necessary for state-of-the-art high speed analysis and design.

**LM** has a top to bottom philosophy to approach every project in a spirit of partnership and with a “can-do” attitude. The foundation of our success is our ability to interpret challenging architectural requirements into cost-effective designs, while protecting the safety and welfare of the general public.

415 Hillsborough St., Suite 101, Raleigh, NC 27603 919.782.1833

CALCULATE. COLLABORATE. CREATE.

## TEAM EXPERIENCE AND QUALIFICATIONS



### ANNA LYNCH, PE—CEO

#### PROJECT ROLE: MANAGING PRINCIPAL

Anna is an innovative and energetic professional with significant project management, business development and engineering experience. She places client relationships and their satisfaction as a priority in and out of work. She is continually a strong and reliable manager with a professional work ethic, even in high stress, fast-paced environments. Clients trust her with emerging and multi-faceted responsibilities, in which she has proven to excel. Anna has demonstrated excellent leadership, management, communication and interpersonal skills, which have made her a successful and respected office manager.

Since 2003, Anna has served as a successful project manager and engineer in practically all public and private market sectors. She is a proven team leader, having successfully managed projects up to \$140 million from design through construction.

**LM** utilizes the most experienced and senior personnel throughout the project to ensure that we are consistently providing the highest quality professional services. Anna Lynch, PE will serve as the managing

#### EDUCATION

Bachelor of Science, Architectural Engineering  
University of Wyoming  
Laramie, Wyoming, 2003

Master of Engineering, Civil Engineering  
North Carolina State University  
Raleigh, North Carolina, 2009

#### PROFESSIONAL AFFILIATIONS

Structural Engineers Association of North  
Carolina

Architectural Institute of America  
Urban Land Institute

North Carolina Hospital Engineers Association

American Society of Civil Engineers

American Institute of Steel Construction

Triangle Commercial Real Estate Women

Society of Marketing Professionals

Downtown Raleigh Alliance

Downtown Living Advocates

Construction Specifications Institute

#### PROFESSIONAL ENGINEERING

##### REGISTRATION

North Carolina - #035055

#### PROJECT EXPERIENCE

- Maymandi Hall—Acoustical Canopy, Duke Energy Center for the Performing Arts  
Raleigh, NC
- Performance Place Renovation, University of North Carolina School of the Arts  
Winston-Salem, NC
- Goose Creek New Campground, Shower House and Cabins  
Washington, NC
- Kiwanis Park Improvements and New Community Center  
Raleigh, NC
- Dorton Arena Addition of Interior Accessible Ramps  
Raleigh, NC
- North Carolina Museum of Natural Sciences  
Raleigh, NC
- Carolina Friends School for the Performing Arts  
Durham, NC
- Carrboro High School Arts Wing Addition  
Carrboro, NC
- Governor Morehead School for the Blind Accessible Ramp  
Raleigh, NC
- Elevated Wood Deck and Water Wall at Poyner Place  
Raleigh, NC





## TEAM EXPERIENCE AND QUALIFICATIONS



### JEFF MORRISON, VICE PRESIDENT

#### PROJECT ROLE: SENIOR PROJECT MANAGER

Jeff is dedicated to providing exceptional service to our clients on all projects. He works closely with all team members to verify that the client's needs are being met in the most cost-effective and efficient ways possible.

Since 1999, Jeff has successfully managed the construction documentation and construction administration of a broad range of projects including successfully managing the firm's work for the City of Raleigh and specifically public safety projects for the Raleigh Fire Department. Jeff works tirelessly to verify that public safety buildings are designed to be functional, durable and easy to maintain.

LM utilizes the most experienced and senior personnel throughout the project to ensure that we are consistently providing the highest quality professional services. As the project lead and contact person, Jeff would oversee and serve as the contact, and would assure that the appropriate staff are assigned to each task, that all project deadlines are met, and that all deliverables are fully checked and coordinated.

#### EDUCATION

Bachelor of Science, Civil Engineering  
Old Dominion University  
Norfolk, Virginia, 1996

Master of Science, Civil Engineering  
North Carolina State University  
Raleigh, North Carolina, 2000

#### PROFESSIONAL AFFILIATIONS

Structural Engineers Association of North  
Carolina

American Institute of Steel Construction  
American Concrete Institute

Construction Specifications Institute –  
Raleigh Durham Chapter FY 15 and FY16  
President

2018 NC Building Code Structural Ad Hoc  
Committee

#### PROFESSIONAL ENGINEERING REGISTRATION

North Carolina - #27813

South Carolina - #26250

Virginia - #051719

Florida ; #78881

New Jersey - #24GE05210500

#### PROJECT EXPERIENCE

- Goose Creek New Campground, Shower House and Cabins  
Washington, NC
- Kiwanis Park Improvements and New Community Center  
Raleigh, NC
- Dorton Arena Addition of Interior Accessible Ramps  
Raleigh, NC
- Hauser Hall for Music Renovation, Winston-Salem State University  
Winston-Salem, NC
- Carrboro High School Arts Wing Addition  
Carrboro, NC
- Deep Dish Theater  
Chapel Hill, NC
- Randolph County Animal Control Building and ADA Ramp  
Randleman, NC
- Leroy Martin Middle School Addition and Auditorium Renovation  
Raleigh, NC
- Brentwood Park Master Plan  
Raleigh, NC, NC
- Raven Rock State Park Shower House  
Lillington, NC
- 4H Learning and History Center, North Carolina State University  
Ellerbe, NC NC

## TEAM EXPERIENCE AND QUALIFICATIONS



**Sean A. Dolle**, PE, LEED AP-BD+C

**Owner/President**

With more than twenty years of experience in engineering, design, and construction administration, Sean has developed a reputation for **responsible design** and **outstanding service**. Sean brings a **well-balanced** resume to the project having managed projects through both the design and construction phases on a variety of **public space projects** including community parks, playgrounds, greenway trails, and outdoor learning spaces. Sean takes great pride delivering **quality projects** on or ahead of schedule while also meeting the owner's project and budget goals. While Sean is well known for his **commitment to low impact design**, his professional experience also includes public engagement, feasibility studies, and infrastructure design. Sean's experience combined with his **creativity** enable him to consistently accomplish his primary goal to **always leave things better than we found them**.

### EDUCATION

**North Carolina State University**  
Civil Engineering Bachelor of Science 1996

### LICENSURE & CERTIFICATION

North Carolina Professional Engineer  
(#026963)  
Virginia Professional Engineer  
(#0402049588)  
Leadership in Energy and Environmental  
Design (LEED AP – BD+C)

### COMMUNITY LEADERSHIP

**Boy Scouts of America:**  
Eagle Scout

**Leadership North Carolina:**  
Participant (2010-2011)  
Program Chair (2011-2012) Board of  
Directors (2011-2015)  
Executive Committee (2011-2013)  
Alumni Class Ambassador (2013 – 2016)  
Development Committee (2013 – Present)  
Recruitment Committee (2013 – Present)

**Student Environmental Education  
Development:**  
SEED Committee Co-Chair (2011-Present)

**NCSU Urban Design Forum:**  
Advisory Committee Member (2009-2016)

**US Green Building Council:**  
Development Committee (2010-2011)

**ESUMC Church Child Development  
Center:**  
Board of Directors (2009)

### SELECTED RECENT EXPERIENCE

- Manning Elementary School (Roanoke Rapids, NC)
- Leesville Community Park – Phase 2 (Raleigh, NC)
- Sassafras Playground Park (Raleigh, NC)
- Kiwanis Park Renovations (Raleigh, NC)
- Kerr Scott Building Plaza Renovation (Raleigh, NC)
- Eno Mill Parking Lot (Hillsborough, NC)
- Athens Drive HS New Stadium (Raleigh, NC)
- Athens Drive HS Existing Stadium (Raleigh, NC)
- A.B. Combs Elementary Outdoor Education Master Plan (Raleigh, NC)
- A.B. Combs Elementary Playground (Raleigh, NC)
- Parrish Manor Community Park (Raleigh, NC)
- Camp Mary Atkinson Rain Garden (Clayton, NC)
- Forest Sciences & Assessment Center (Durham, NC)
- William Peace University Belk Hall Renovations (Raleigh, NC)
- William Peace University Training Facility (Raleigh, NC)
- Camp Butner Range Control Building (Stem, NC)
- Camp Butner Kitchen A (Stem, NC)
- Randolph Community College Cosmetology Center (Asheboro, NC)

## TEAM EXPERIENCE AND QUALIFICATIONS

### KIWANIS PARK IMPROVEMENTS AND COMMUNITY CENTER RENOVATION

*CITY OF RALEIGH DEPARTMENT OF PARKS, RECREATION AND CULTURAL RESOURCES*

Kirwan Architecture is leading the design for this existing park. The firm is designing a new community center and restroom building to support a staffed facility. With more families moving into the surrounding neighborhoods, the design is responding to the needs expressed by the community for an engaging, welcoming play friendly site for all ages and abilities. A new shelter is planned to complement the uses of the site. Site improvements include new playgrounds, new courts and better drainage throughout the site.

Role: Alicia Kirwan, principal, is designing, leading and managing this project.



**SIZE:** 3,000 sf / 29.5 acres  
**COST:** \$700,000 (building est.)/ \$1,500,000 (total park est.)  
**COMPLETED:** 2018 construction complete  
**CONTACT:** Luke Wallenbeck / 919-996-4796 /  
luke.wallenbeck@raleighnc.gov



### GOOSE CREEK STATE PARK NEW CAMPGROUND DEVELOPMENT

*NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES*

A new 28 site campground is being created in this state park situated on the Pamlico River in eastern North Carolina. The project includes a multi-user shower house, six prototype camping cabins and 22 RV sites. The RV sites will have full utility hook-ups, while the cabins will be electric only. The surrounding flood plain requires careful planning and close coordination between disciplines.

Role: Alicia Kirwan, principal, is designing, leading and managing this project.

**SIZE:** 2880 sf (all buildings)  
**PROJECT BUDGET:** \$1,743,000  
**COMPLETED:** 2018 - anticipated  
**CONTACT:** Erin Lawrence / 919-707-9322 /  
erin.lawrence@ncparks.gov





## TEAM EXPERIENCE AND QUALIFICATIONS

### BENNETT PLACE VISITOR CENTER ADDITION STUDY

*NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES*

The site of the largest troop surrender of the Civil War, Bennett Place has seen increasing attendance in recent years, with far more visitors than its Visitor Center can comfortably accommodate. Kirwan Architecture is currently engaged in a cost and feasibility study to enlarge the functional space, improve restrooms and upgrade the existing building systems.

Role: Alicia Kirwan, principal, led, managed and designed this project.

**SIZE:** 3,660 sf  
**COST:** study only  
**COMPLETED:** 2015  
**CONTACT:** Tony Romaine / 919-807-7474 / [tony.romaine@ncdcr.gov](mailto:tony.romaine@ncdcr.gov)



### FORT FISHER VISITOR CENTER ROOF REPAIR / KURE BEACH, NC

*NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES*

The Fort Fisher Historic Site re-roofing project needed to provide a long lasting roof that would withstand a marine environment within a tight budget with detailing that does not distract from the clean lines and forms of the existing architecture. The original double sloped hipped roof form recalls the mounds of the Civil War era fort nearby. The new roof is a metal standing seam installed on top of the existing single ply membrane and insulation. This removed the necessity for demolition costs associated with both the membrane and replacement of the insulation. The detailing of the new roof takes into consideration all of the unique hips, valleys and hipped valley intersections. The color of the new roof takes into consideration the considerable heat gain possible in this location as well as maintaining a neutral presence so that the nearby mounds become the distinct and prominent figure in the landscape.

Role: Alicia Kirwan, principal, led, managed and designed this project.

**SIZE:** 10,600 sf  
**COST:** \$233,000  
**COMPLETED:** 2017  
**CONTACT:** Mark Cooney / 919-807-7473 / [mark.cooney@ncdcr.gov](mailto:mark.cooney@ncdcr.gov)



## TEAM EXPERIENCE AND QUALIFICATIONS

### SOMERSET PLACE HISTORIC SITE PAINTING AND REPAIRS

*NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES*

Listed in the National Register of Historic Places, this former plantation contains original structures and reconstructed buildings. Funding allowed eight buildings to receive new painting and repairs: the Colony House, c.1830; the reconstructed Plantation Hospital and Suckey-Davis House; and five accessory buildings. The firm researched effective means of painting as well as traditional lime wash techniques. The documents were careful in their instruction for the use of caulk and any mechanical tools. The result was an approach that maintains the historic fabric of the original structure while using newer materials in order to preserve and protect the building as it has been over the past century. For the rebuilt structures, no caulk and only hand scraping are employed. This allows the reconstructed buildings to illustrate how buildings from this era actually looked and how they were maintained. As such, the project continues to tell the story that is important to this site which is 19<sup>th</sup> century life on a large plantation.

**SIZE:** Exterior Only  
**COST:** \$26,000  
**COMPLETED:** 2015  
**CONTACT:** Tony Romaine / 919-807-7474 / [tony.romaine@ncdr.gov](mailto:tony.romaine@ncdr.gov)



### EXTERIOR REPAIRS AND PAINTING FOR THE ANDREWS-LONDON AND TUCKER BAILEY HOUSES

### EXTERIOR REPAIRS AND PAINTING FOR THE JENKINS AND WILSON HOUSES

*NORTH CAROLINA DEPARTMENT OF ADMINISTRATION*

The Andrews-London House is a City of Raleigh Landmark Building with richly detailed exterior millwork. Used for decades as the visitor center for the City and State Capitol area, the structure is awaiting new tenants. The Tucker-Bailey House, often used as the Governor's guest house is also a prominent historic house along the Blount Street corridor. The Jenkins House and Wilson Houses are also historic homes within this same block. With Ms. Kirwan's experience in historic buildings, Kirwan Architecture was engaged to ensure that the exterior repairs, re-pointing, masonry cleaning, painting, and new exterior millwork maintained their historic accuracy and preserved these important historic structures to ensure they will serve the state for another century.  
Role: Alicia Kirwan, principal, led, managed and designed this project.

**SIZE:** Exterior Only  
**COST:** \$385,000  
**COMPLETED:** 2014  
**CONTACT:** Alan Eaton / 919-807-4129 / [alan.eaton@doa.nc.gov](mailto:alan.eaton@doa.nc.gov)





## TEAM EXPERIENCE AND QUALIFICATIONS

### ANNIE LOUISE WILKERSON, MD, NATURE PRESERVE PARK, PARK OFFICE PHASE I\*

CITY OF RALEIGH DEPARTMENT OF PARKS AND RECREATION

Gifted to the City of Raleigh, this 148 acre parcel was deeded to be a nature preserve park. In keeping with the themes of sustainability and minimal footprint, an existing ranch style home is completely transformed to become the Park Office. By removing the rambling low roof and implementing a new open truss structure, the building is filled with natural light and allows occupants to observe wildlife in the surrounding fields and woods. The day lit structure provides reception and office space for staff. The straightforward design allows for interior education and display areas as well as a variety of opportunities for covered outdoor teaching areas and gathering spaces for groups large and small. The project is a beautiful demonstration of what sustainable, responsible building means.

**SIZE:** 1,600 sf  
**COST:** \$1,400,000 total  
**COMPLETED:** 2011  
**CONTACT:** Stephen Bentley / 919-996-4784 /  
Stephen.Bentley@raleighnc.gov



### ANNIE LOUISE WILKERSON, MD, NATURE PRESERVE PARK, COMFORT STATION PHASE I\*

CITY OF RALEIGH PARKS AND RECREATION

As part of the nature preserve complex, the comfort station complements the park's dedication to the natural environment and sustainable solutions with a water reuse system further reinforcing the idea of the nature preserve and minimal impact on the environment. The structure sits naturally in the side of the hill, the simple form relating to the park office while the lap siding makes reference to the rural structures and the farmland that surrounds it. The naturally ventilated space with durable interior finishes provides ample room to queue and monitor large groups of children, while maintaining a mature setting for older youth and adults. Large expanses of wall are created for educational opportunities and exhibits. The front porch provides respite from the sun and an opportunity to gather before your next adventure.

**SIZE:** 1,000 sf  
**COST:** \$1,400,000 total  
**COMPLETED:** 2011  
**CONTACT:** Stephen Bentley / 919-996-4784 /  
Stephen.Bentley@raleighnc.gov



\* Alicia Kirwan designed and managed the project from design through close out while Senior Architect at HH Architecture.



## TEAM EXPERIENCE AND QUALIFICATIONS

### DORTON ARENA - ADDITION OF INTERIOR ACCESSIBLE RAMPS

*NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, RALEIGH, NC*

A landmark building in Raleigh, the Dorton Arena was designed as a livestock exhibition hall. Since its original construction the interior of the arena has seen little significant modification. The addition of the interior accessible ramps allows patrons with accessibility issues access to the arena floor from the main entrance. Likewise, patrons on the floor now have access to facilities without having to exit and re-enter the building. The design approach to the project required that no changes were made the structure of the building. As such the ramps carefully descend over existing stepped seating following the curve of the arena floor wall. Contracted for design in the winter of 2015, the construction was completed by October in time for the 2015 NC State Fair.

Role: Alicia Kirwan, principal, led, managed and designed this project.

**SIZE:** 1,000 sf renovated  
**COST:** \$169,000  
**COMPLETED:** 2015  
**CONTACT:** Wesley Wyatt / 919-821-7400 / wesley.wyatt@ncagr.gov



### DAVIE STREET PRESBYTERIAN CHURCH NEW FELLOWSHIP HALL AND EDUCATION BUILDING ADDITION

*DAVIE STREET PRESBYTERIAN CHURCH, RALEIGH, NC*

An historically black church in downtown Raleigh, portions of the original structure date from the late 19<sup>th</sup> century and Sanborn map research suggests that elements may remain from pre-civil war church on this site. Prior to the new building design, the team worked with the client on overall long term planning and development of this urban site to incorporate a new education building, parking and a future sanctuary on a neighboring parcel.

The new addition to the Davie Street Presbyterian Church is purposefully designed to let the original structure stand as a beacon on the corner. With a bay window that complements the original church and materials that lend themselves to the original palette, the new building stands as its own element while clearly supporting the important historic architecture it joins.

Role: Ms. Kirwan / Kirwan Architecture is the Design Architect for the project.

**SIZE:** 6,000 sf  
**COST:** \$1,500,000 (est.)  
**COMPLETED:** 2018 - Construction (est)  
**CONTACT:** Dr. James Hardy / 919-264-8951 / jamecia333@aol.com



\* Alicia Kirwan designed and managed the project from design through close out while Senior Architect at HH Architecture

## TEAM EXPERIENCE AND QUALIFICATIONS

### PLUMMER HALL HOUSE FOUNDATION PLAN AND REPAIRS / RALEIGH, NC *CITY OF RALEIGH*

Individually listed in the National Register of Historic Places and a City of Raleigh Landmark, this Queen Anne style house is threatened by both development and neglect. A much needed right-of-way expansion would cut through the front porch, so the house is being moved back from the street. Termite and water damage necessitate structural repairs before the building can be lifted and moved back on its site. Great care is being taken to maintain the house's historic features and relationship to its site while minimally disturbing archeological remains on the property.

Role: Alicia Kirwan, principal, led, managed and designed this project.

**SIZE:** 1145 sf  
**COST:** \$50,000 (est.)  
**COMPLETED:** 2018 anticipated  
**CONTACT:** Tania Tully / 919-996-2674 / ttully@rhdc.org



### MEYER REGISTER RESIDENCE / RALEIGH, NC *PAUL MEYER AND CARON REGISTER*

A 1917 one story bungalow located in the Boylan Heights Local Historic District, the house has been expanded and renovated as an income producing property. The renovations include a new second story tucked into the roof, and two apartments on the rear of the house, accessible from the back of the sloping site. Using cues from other houses in the neighborhood, a new gabled dormer is created on the back of the house. This new dormer provides interest both on the interior and the exterior of the residence. It allows for access to the previous attic space, creation of a master bath, bedroom, closets and makes the previous attic usable for two bedrooms and a bath. The addition remains in keeping with the detailing found throughout the neighborhood and yet does not alter the front elevation of the house.

Role: Alicia Kirwan, principal, led, managed and designed this project.

**SIZE:** 3,200 sf  
**COST:** \$150,000  
**COMPLETED:** 2006  
**CONTACT:** Paul Meyer / pmeyer@nclm.org  
Caron Register / cregister@wcpss.net





## TEAM EXPERIENCE AND QUALIFICATIONS

### SANCTUARY RENOVATION AND FAMILY LIFE CENTER / RALEIGH, NC

*HAYES BARTON UNITED METHODIST CHURCH*

The Sanctuary Renovation included a more flexible chancel with expanded choir, new liturgical furnishings, pipe organ, slate floor, lighting and dimming system, and acoustical improvements to the room and the HVAC system. After completion, the congregation had the firm provide a masterplan study that looked at various ways to grow their facilities on their very limited site. SLH provided support during the fundraising phase by making congregational presentations and providing written and graphic materials to help build enthusiasm. The largest space in the addition houses a multi-purpose room (including a basketball court with a traditional wooden floor) that also serves as an auditorium and meeting place for special events. Spoken word acoustics are enhanced by an acoustical deck as well as carpet tiles are deployed for worship services. Also provided is a small chapel, a pre-school, classrooms, meeting rooms, and offices for the entire staff.

Brad Farlow, principal, led and designed this project.

**SIZE:** 56,400 sf  
**COST:** \$12,230,000  
**COMPLETED:** 2008 (Sanctuary), 2016 (Family Life Center)  
**CONTACT:** Henry W. Jones, Jr., Building Committee Chair / 919.628.2501  
hjones@jordanprice.com



### SANCTUARY RENOVATION AND ADDITION/ RALEIGH, NC

*ST. MARKS UNITED METHODIST CHURCH*

The addition to St. Mark's United Methodist Church ties the church's many levels together so it is hospitable to everyone, provides a larger, integrated gathering space with accessible restrooms, and connects offices and reception area with the narthex and worship space. The new monumental entrance with a large brick wall cross improves the visual presence from the main road and welcomes both new visitors and long time members. A complete renovation of the long and narrow worship space improves functional flexibility, aesthetics, and acoustics. Liturgical focal points are visually strengthened through lighting, color and a new screen behind the choir.

Brad Farlow, principal, led and designed this project.

**SIZE:** 11,460 sf  
**COST:** \$2,500,000  
**COMPLETED:** 2011  
**CONTACT:** Rev. Ben Williams, Pastor / 919.787.0544 /  
ben@stmarksraleigh.org





**Skinner | Farlow | Kirwan**  
architecture

**SECTION 3**



## STATEMENT OF PROPOSED APPROACH

### Narrative

Skinner Farlow Kirwan Architecture will lead the design team and the owner in a dialog throughout the process to ensure that criteria are established, goals are set and decisions made based on these criteria and goals. We would recommend that the design team begin with a schematic study of the site and proposed buildings relative to the owner's proposed scope and goals to ensure appropriate placement. This study will facilitate a dialog between all stakeholders to ensure that the vision of the County, local stakeholders and the state agencies are in agreement regarding the proposed approach. A cost estimate will be provided at this stage to make any necessary decisions regarding the budget.

Once the schematic study is complete, we will work with the owner to define the extent of the project based on the budget and any other political factors. At this stage in the project, we will recommend to the owner how to craft the bid documents so that they can be successfully bid. This would include how the project is packaged and what types of alternates would be appropriate to ensure that the critical items are included in the base bid. We will then work as a team to design the project. The team will work closely with the owner to ensure that the systems and design approaches are types that are serviceable by the owner and have a history of success. We will review the documents with the owner and any other stakeholders defined by the owner including the State Construction Office, State Historic Sites and the State Historic Preservation Office. A cost estimate will be provided at this stage to evaluate assumptions made during the schematic study and to make any necessary decisions regarding the budget.

The design team will then work together to create documents for permit and bidding. We will work closely with the owner in this phase to ensure that any owner interface such as security or IT is defined clearly in the bid documents. We will work with the owner on defining final finishes for the interiors and exteriors and we will present a cohesive approach to the finishes package.

Having assisted with an organized and informative bid process, the design team will provide construction administration services to assist the owner in seeing the completion of a successful project.

We have utilized this approach successfully in the past and believe that it is especially useful when multiple agencies or multiple stakeholders are involved. Representative projects that have been successful in working with multiple agencies, review processes and stakeholders include:

Kiwanis Park, City of Raleigh Parks and Recreation	1.5 million
Goose Creek State Park, NCDNCR	1.7 million
New Family Life Center, Hayes Barton United Methodist Church	12 million
Sanctuary Renovation, St. Marks United Methodist Church	2.5 million



## STATEMENT OF PROPOSED APPROACH

### Timeline

Schematic Study / Obtain Site Survey	8-12 weeks
(The owner may choose to provide site survey work)	
Owner review (Halifax County, SCO, Historic Sites, SHPO)*	4 weeks
Design Development	8 weeks
Owner review( Halifax County, SCO, Historic Sites, SHPO)*	4 weeks
Construction Documents for Review	8 weeks
Owner review( Halifax County, SCO, Historic Sites, SHPO)*	8 weeks
Construction Documents for Approval	2 weeks
Owner review( Halifax County, SCO, Historic Sites, SHPO)*	2 weeks
Construction Document for Bidding	2 weeks
Bidding Process	5 weeks
Contract Process	6 weeks
Construction	8 months

\*the designer does not have control over review times, times provided are consistent with SCO review process.

### Interaction with County Manager for Quality Assurance

Skinner Farlow Kirwan Architecture will lead the design team and the owner in a dialog throughout the process to ensure that criteria are established, goals are set and decisions made based on these criteria and goals. As a stakeholder in the process we would meet with the County Manager or their representative at each stage of the project or when critical decisions or discussions are held. We would also recommend presenting progress to the county manager at each stage of the project in order to inform both the manager and the commissioners regarding the progress and direction of the project.

### Process for Cost Control

Skinner Farlow Kirwan Architecture utilizes cost estimates from the beginning of the project. We will generate cost estimates at every phase of the design process to help the owner understand the project costs and decisions to be made based on cost. We work with the owner to identify alternates early in the process to that we ensure that critical goals are met and that items that are desired but not critical can be bid as alternates. This helps the owner deliver a successful project on bid day.

### Process for Maintaining Quality During Design

Skinner Farlow Kirwan Architecture works closely with the design team and the owner to define the goals of the project at the outset. All decisions made will be balanced against these goals. Our firm is one routed in projects for repeat or referral clients. Our success and the quality of our work can be reflected in 60 years of producing quality work for the citizens of North Carolina and the state agencies and local governments that utilize these spaces on a daily basis.





**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Heather Joyner, Communications Manager

**PRESENTER:** Heather Joyner, Communications Manager

**SUBJECT:** Land Allocation for New 911 Facility

**DATE:** February 19, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

Attached, please find a copy of a GIS parcel layout showing the area of land for building the new 911 public safety communications and regional backup facility. This facility is the result of the 2017 grant allocation of 2-million dollars as well as anticipated 2018 grant funds.

**ATTACHMENTS:**

Description

- ▢ Land Allocation for New 911 Center

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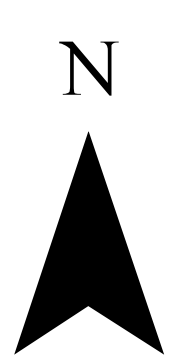
**TOTAL COST:**0.00

**COUNTY COST:**0.00

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**REQUEST:** Approve county owned land for building of this new facility, which will be located beside the Agriculture Complex Building, off of Ferrell Lane in Halifax, NC.





1 inch = 50 feet

## ***Proposed Location - Halifax County E-911 Central***





**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Mary W. Duncan, Finance Director

**PRESENTER:** Mary W. Duncan, Finance Director

**SUBJECT:** Sheriff Supplemental Pension expense

**DATE:** February 19, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

The NC legislature enacted changes to the Sheriff's Supplemental Pension Fund to be effective January 1, 2018. In January, the Office of State Budget & Management will bill each county for their pro-rata share of the needed funds to cover the pension benefits. Funds are to be remitted to the Department of Justice by March 1st.

This expense is not budgeted in the FY 18 expenses and will need to be funded by a transfer from Contingency.

**ATTACHMENTS:**

Description

- ▢ Sheriff Supplemental Pension Memo
- ▢ BA from Contingency

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**TOTAL COST:**\$5,409.76

**COUNTY COST:**\$5,409.76

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**REQUEST:** We request the approval of the budget amendment transferring funds from Contingency to a new expense line in the Sheriff's budget for the Supplemental Pension .





**NORTH CAROLINA DEPARTMENT OF JUSTICE  
SHERIFFS' STANDARDS DIVISION**

**JOSH STEIN  
ATTORNEY GENERAL**

**PO DRAWER 629  
RALEIGH, NC  
27602-0629  
PHONE: (919) 779-8213 • FAX: (919) 662-4515**

**DIANE N. KONOPKA  
DIRECTOR**

**TO:** All North Carolina County Finance Offices

**FROM:** Diane Konopka  
Director

**DATE:** 1/29/2018

In the 2017 session, the North Carolina Legislature enacted changes to the Sheriffs' Supplemental Pension Fund Act (Session Law 2017-176). These changes are effective January 1, 2018, and require that the North Carolina Department of Justice bill each county in North Carolina, on a pro rata basis, the amount necessary to fully fund this pension for retired Sheriffs in North Carolina. The relevant portion of North Carolina General Statute 143-166.80 reads as follows:

**§ 143-166.82. Assets**

(a) On and after July 1, 1985, each Clerk of Superior Court shall remit to the Department of Justice the monthly receipts collected pursuant to G.S. 7A-304 (a)(3a) to be deposited to the credit of the Sheriffs' Supplemental Pension Fund, hereinafter referred to as the Fund, to be used in making monthly pension payments to eligible retired sheriffs under the provisions of this Article and to pay the cost of administering the provisions of this Article.

**(a1) The Department of Justice shall, at the beginning of each calendar year, calculate the amount of funds, in addition to those funds from subsection (a) of this section and from G.S. 143-166.83(f), needed for that year to pay the pension benefits under this Article and shall bill each county for that amount on a pro rata basis based on the most recent population estimates by the Office of State Budget and Management for each county. The amount so billed shall be paid by each county no later than March 1st of that year to the Department of Justice and shall be deposited into the Fund. For funding this contribution to the Fund, counties may use the portion of the civil process service fee per G.S. 7A-311(a)(1) that is not required by statute to be used to ensure the timely service of process within the county, may use other funds, or both.**

(b) The State Treasurer shall be the custodian of the Sheriffs' Supplemental Pension Fund and shall invest its assets in accordance with the provisions of G.S. 147-69.2 and G.S. 147-69.3.

Pursuant to this law you will find attached your invoice, payable on or before March 1, 2018.

Thank you for your prompt attention to this matter. Please feel free to contact me with any questions.

INVOICE # 1042

by 3-1-18  
DOJ OFFICE USE ONLY :

436110 6320 1192 R#2

JOSH STEIN  
ATTORNEY GENERALSTATE OF NORTH CAROLINA  
DEPARTMENT OF JUSTICE  
PO Box 629  
RALEIGH, NORTH CAROLINA 27602MATTHEW LONGOBARDI  
INTERIM CHIEF FINANCIAL OFFICERTO: MARY DUNCAN  
HALIFAX COUNTY

PO BOX 38

HALIFAX

NC

27839

REMIT TO: NC DEPARTMENT OF JUSTICE

JANICE BOYCE

ACCOUNTS RECEIVABLE FINANCIAL SERVICES

P O BOX 629

RALEIGH

NC

27602

FEDERAL ID#: 56-1161525 10

INVOICE # 1042

INVOICE DATE: 1/31/2018

PAYMENT TERMS: Due Upon Receipt

EXPLANATION OF BILL: REIMBURSEMENT

DESCRIPTION	VENDOR/ATTORNEY	INV/DOC #	CASE/REFERENCE	AMOUNT
SHERIFF SUPPLEMENTAL P	NCDOJ - SHERIFF STANDARD	JANUARY 2018		\$5,409.76
TOTAL AMOUNT DUE:				\$5,409.76

Invoice Comments:

Pursuant to GS 25-3-506, a \$25.00 processing fee may be charged for checks on which payment has been refused due to insufficient funds or the bank account has been closed.

Pursuant to NCGS 147-86.11(e)(4), "Unpaid billings due to a state agency other than amounts owed by patients to the University of North Carolina Health Care System shall be turned over to the Attorney General for collection no more than 90 days after the due date of the billing, except that a State agency need not turn over to the Attorney General unpaid billings of less than five hundred dollars (\$500.00), or (for institutions where applicable) amounts owed by all patients which are less than the federally established deductible applicable to Part A of the Medicare program, and instead may handle these unpaid bills pursuant to agency debt collection procedures."

Matthew Longobardi

Interim Chief Financial Officer

CONTACT KATHERINE KIKENDALL WITH BILLING QUESTIONS BY PHONE (919) 716-6424 OR BY EMAIL: KIKENDALL@NCDOJ.GOV



## BUDGET AMENDMENT

Account Number / Name	Debit	Credit	Explanation
110-5310-5134-00 Supplemental Pension	5,409.76		<b>Sheriff</b>
110-5128-5991-00 Contingency		5,409.76	Transfer funds from Contingency to the Sheriff's Supplemental Pension Fund expense line
<b>TOTALS</b>	5,409.76	5,409.76	

\* To **increase** a **revenue** line item, you credit - to decrease, you debit

\* To **increase** an **expense** line item, you debit - to decrease, you credit

Approval for Performance Compensation

\_\_\_\_\_  
Human Resources Director                      Date

\_\_\_\_\_  
Program Director    Date

\_\_\_\_\_  
Department / Agency Head    Date

\_\_\_\_\_  
County Manager or  
Deputy County Manager or  
County Commissioner Chairman    Date



**AGENDA**  
**Halifax County Board of Commissioners**  
**Regular Meeting**

**TO:** Halifax County Board of Commissioners

**FROM:** Dr. Michael A. Elam, President Halifax Community College

**PRESENTER:** Dr. Michael A. Elam, President Halifax Community College

**SUBJECT:** Halifax Community College Admin Fee and Special Allocation Requests

**DATE:** February 19, 2018 Regular Meeting

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**SUPPORTING INFORMATION:**

Attached, please find the Halifax Community College request letters.

**ATTACHMENTS:**

Description

▢ HCC Request Letters

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**TOTAL COST:**

**COUNTY COST:**

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**REQUEST:** Approve the Halifax Community College request for an administrative fee and approve the Halifax Community College special allocation request.





February 1, 2018

Halifax County Board of Commissioners  
10 N. King Street  
P.O. Box 38  
Halifax, NC 27839

Dear Halifax County Board of Commissioners:

Halifax Community College is requesting a \$63 administrative fee per early college student per semester enrolled to support financially the College. Currently, the College receives no fees from the enrollment of early college students. The fees for traditional students include technology fees, parking/security fees, and student activity fees each semester traditional students are enrolled. The early college students receive the same benefits as other traditional students do on our campus through the use of campus technology, parking lot use, security protection, and in their involvement in Student Government Activities, but the fund balances supporting those areas are not adequate to provide continued support. The College is having great difficulty in providing services to all of our students at the level of quality that we desire.

Halifax Community College understands that it can't charge early college students directly any fees due to legislation which prohibits such an action, but we raised this issue with all of the public school systems in Halifax and Northampton Counties to make this information known at a meeting on November 3, 2017. At that meeting the Superintendents of the early colleges we serve, including Halifax County Public Schools, stated that they do not have funds in their 2017-2018 budgets allowing them to provide funds to HCC for this administrative fee request directly from their budgets. Their recommendation was for Halifax Community College to request the funds from Halifax and Northampton Counties from the sales tax redistribution funds for this administrative fee.

Currently, we have 159 students from Halifax County enrolled in our early college program this Spring 2018 semester. Therefore, our request is for a total of \$10,017 (\$63 X 159 students) from Halifax County. We met with all of the school districts to share this information on Nov 3, 2017. We value the opportunity Halifax Community College has to serve early college students from Halifax County as they graduate with both high school and community college degrees. We are very grateful for your consideration of this request for this 2017-2018 fiscal year.

Sincerely,

Dr. Michael A. Elam



February 14, 2018

Halifax County Board of Commissioners  
10 N. King Street  
P.O. Box 38  
Halifax, NC 27839

Halifax County Board of Commissioners:

We appreciate you meeting with us to discuss our financial needs in our current 2017-2018 fiscal year. Halifax Community College has received county appropriations this year of \$1,082,851. The estimated operating expenses we expect to incur this fiscal year are \$1,339,004.98. This leaves Halifax Community College in an estimated deficit of \$256,153.98 for the 2017-2018 fiscal year in paying our current operating expenses. I am requesting a special allocation of \$187,993.71 described in this letter in detail from the sales tax leakage funds provided in North Carolina General Statute 105-524 (Distribution of additional sales tax for economic development, public education, and community colleges).

The Halifax County Commissioners appropriated to Halifax Community College \$240,527 this fiscal year for capital outlay. Due to the estimated deficit of current operation expenses of \$256,153.98, Halifax Community College plans to expend all of the capital outlay of \$240,527 to pay for our current operational expenses. After using all of the capital outlay funds to pay current operating expenses, I expect that the College would still be in a deficit for the fiscal year of \$15,626.98 as of June 30, 2018 due to operating expenses that exceed all appropriations (operating and capital outlay).

As of December 31, 2017 the College has a negative cash balance in the county checking account of \$20,947.73. This is due to borrowing funds from an institutional account to pay bills in December 2017. Additionally, as of December 31, 2017 the College has \$76,419 of debts which are due to vendors. These debts are in existence because the College was unable to pay those bills in December 2017 due to the negative cash balance. This situation of not having enough funds to pay the bills is occurring each quarter of the fiscal year. The lack of funds has not allowed four HVAC projects for a total of \$16,000 to begin. The College entered 2017-2018 with \$113,144.21 of bills that remained unpaid due to having no funding to do so as of June 30, 2017. This inability to pay debts has caused Halifax Community College to have strained relationships with our local vendors as some of them who we have done business with in the past are no longer interested in providing services to the College due to the inability to pay them on a timely basis.

I have prioritized the list of the six capital outlay projects which were approved by the Halifax County Commissioners for this fiscal year. I desire to make use of \$59,000 of the approved capital outlay funding



of \$240,527 for this 2017-2018 fiscal year for parking lot lighting upgrades, gas piping replacement, and tree removal which are imperative to providing safety and comfort to HCC students. In that way Halifax Community College is foregoing the use of the other \$181,527 of capital outlay this fiscal year to pay for current operations.

Currently, Halifax Community College is making a request for a special allocation of the following:

Current operations estimated annual deficit	\$15,626.98
Negative checking	\$20,947.73
Current accounts payables	\$76,419.00
Quotes for current HVAC repairs	\$16,000.00
Approved Capital Outlay: Parking Lot Lighting Upgrades	\$20,000.00
Approved Capital Outlay: Gas Piping Replacement	\$34,000.00
Approved Capital Outlay: Tree Removal	\$5,000.00
Total	\$187,993.71

Halifax Community College is under an austerity plan related to controlling our state related expenses. The reduction of expenses this year compared to last year's state budget is \$843,000. This reduction was needed to reduce planned expenses to the overall state budget allocation for 2017-2018 of \$9,430,510. I have attached the Board of Trustee Resolution for this 2017-2018 fiscal year. That has allowed us to reflect on each expense that we incur not just those in the state budget. We have been taking a similar approach to try to control all of the expenses we have on the county side of our budget. This has lead us to examine all options to reduce expenses.

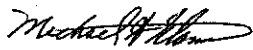
This includes evaluating the contract set to expire in June 2018 for contracted services of campus maintenance, campus housekeeping, and yard maintenance to determine if it is best for us to continue to outsource those areas or bring any of those services back inside the College while considering goals of reducing cost and improving quality. We have tried to place a strong limit on contacting our College attorney for legal assistance due to budgetary concerns. We are planning to implement cost savings to our electrical bills across campus while updating campus boilers and chillers using Connect NC Bond funds along with retrofitting doors to save on energy bills. Additionally, we have plans to upgrade our campus to efficient lighting to provide greater savings using Connect NC Bonds. We are searching for options to reduce rentals that we are paying for instructional sites not on the main campus in Halifax County.

Halifax Community College received approval to use \$2,776,165.00 of the Connect NC Bond funds on projects for repairs and renovations on the campus. The College focused our attention on the repair and renovation needs the campus has in our selection of projects. In that way it allowed us to bring a reduced amount of appropriation requests to the Halifax County Commissioners in the spring of 2017 for this fiscal year compared to the actual needs the campus has currently. The College's goals include looking to reduce energy consumption by implementing a performance contract with an energy service company to provide

guaranteed energy savings to the campus with new equipment and energy control systems. This will allow the College to gain efficiencies of the building envelope, lighting, HVAC, and water. Therefore, we hope you can see that we are progressing forward in trying to control expenses, but currently we have a challenge paying for our planned expenditures this fiscal year and that is why we are asking for a special allocation. I want to emphasize that Halifax Community College has a history of trying to find alternative funding for campus projects instead of asking the Commissioners of Halifax County for funding on all occasions. I have attached a listing of the examples where the College used grant funds for projects which otherwise would have been funded from county funds. Those include \$26,436.00 of campus safety projects and \$100,383.00 of campus upgrades for a total of \$126,819.00 during the years of 2010-2016 which were funded through grants. We hope you can appreciate that we have attempted to try to be good stewards of the funds which we have received in the past.

We appreciate all of the support we receive from the Halifax County Commissioners for providing a quality learning environment for our students to enjoy while on campus at Halifax Community College. Thank you for your consideration of this special allocation request.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael A. Elam", with a stylized flourish at the end.

Dr. Michael A. Elam



**Halifax Community College**  
**Actual County Appropriations and Expenses**  
**July 2016- June 2017**

**OPERATING APPROPRIATIONS**

County of Halifax	1,052,851.00
County of Northampton	20,000.00
	<u>1,072,851.00</u>

**OPERATING EXPENSES**

Personnel	149,719.32
Piedmont Services Group	518,168.96
Electricity	278,262.52
Gas (Heating)	65,523.87
Waste Disposal	14,951.72
Water and Sewage	8,185.33
Telephone	23,058.09
Internet	5,443.81
Legal Fees	8,796.00
Insurance	48,379.97
Service Agreements (Alarm, Elevator, Boiler)	7,269.15
Supplies	37,420.76
Repairs	2,156.83
Rent	16,799.03
Other Operating Expenses	7,007.64
Total Expenses	<u>1,191,143.00</u>

**OPERATING VARIANCE**

(118,292.00)

**CAPITAL OUTLAY**

County of Halifax - Appropriation 273,127.00

**Capital Projects**

Roof Recoating and Restoration	154,835.00
Used for Operating Expenses	118,292.00
	<u>273,127.00</u>

6/30/17 Cash Balance	\$ 0.00
6/30/17 Accounts Payable Balance	\$ 113,144.21

**Halifax Community College**  
**Actual County Appropriations and Estimated Expenses**  
**July 2017- June 2018**

**ACTUAL OPERATING APPROPRIATIONS**

County of Halifax	1,052,851.00
County of Northampton	30,000.00
Total Appropriations	<u>1,082,851.00</u>

**ESTIMATED OPERATING EXPENSES**

Personnel	152,530.98
Piedmont Services Group	521,256.00
Electricity	355,250.00
Gas (Heating)	75,000.00
Waste Disposal	17,338.00
Water and Sewage	7,881.00
Telephone	25,610.00
Internet	7,150.00
Legal Fees	6,000.00
Insurance	41,000.00
Service Agreements (Alarm, Elevator, Boiler)	20,000.00
Supplies	44,490.00
Repairs	40,000.00
Rent	15,712.00
Other Operating Expenses	9,787.00
Total Expenses	<u>1,339,004.98</u>

<b>ESTIMATED OPERATING VARIANCE</b>	<b><u>(256,153.98)</u></b>
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**CAPITAL OUTLAY**

<b>Actual County of Halifax - Appropriation</b>	<b>240,527.00</b>
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**Approved Capital Projects**

Parking Lot Lighting	20,000.00
Gas Piping Replacement	34,000.00
Tree Removal	5,000.00
Replace Chillers	98,500.00
Commerical Lawnmowers	14,000.00
Minor Projects	69,027.00
	<u>240,527.00</u>

12/31/17 Cash Balance	\$ (20,947.73)
12/31/17 Accounts Payable Balance	\$ 76,419.00





***Resolution to Implement State Budget Austerity Measures  
For  
Fiscal Year 2017-18***

**WHEREAS**, State Funds for instruction, student support and management of Halifax Community College (HCC) are allocated to the College on the basis of full-time equivalent students (FTE); and,

**WHEREAS**, HCC has experienced six consecutive fiscal years of enrollment decline, during which period of time FTE has declined from 1,857 in 2012-13 to 1,369, a decline of 488 FTE; and,

**WHEREAS**, the Board of Trustees and President have determined that there is an estimated State Funds budget allocation for Fiscal Year 2017-18 to HCC that is insufficient to meet the instructional, support and management functions of the College; and,

**WHEREAS**, the Board and President have a fiduciary responsibility to balance the availability of State Funds to the estimated expenditure requirements of the College, and that based upon State Funds allocations there is a predicted budget shortfall of approximately \$676,000 for FY 2017-18 ;

**THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES, THAT** the President of HCC is directed to implement the following austerity measures and take the following actions to balance the State Funds budget:

***Austerity Measures***

1. Eliminate equipment purchases for FY 2017-18
2. Reduce non-essential expenditures: Travel & Purchasing Reductions
3. Implement a hiring freeze and eliminate vacant positions
4. Delay the implementation of full salary increases for FY 2017-18

5. Merge low-enrollment course sections; increase teaching loads, eliminate low enrollment programs

***Action Plan***

1. Eliminate vacant positions effective July 15.
2. Replace Vacant Full-time Faculty with Adjunct Faculty, where possible, effective July 15.
3. Implement a hiring freeze on Staff positions effective September 1.
4. Freeze all equipment purchases effective September 1.
5. Delay salary increases until an effective date of October 1.
6. Establish HCC budgets in September; move all reductions (position cuts, travel, purchasing, equipment, including the 1.5% hold back) to a restricted account.
7. Assess all state expenditures through December 31 (50% point) in early January, 2018. Determine if a state funds reversion is required by the System Office.
8. Encumber required expenses (payroll, contracts, etc.), and assess enrollments after the Spring 2018 census date. Analyze employment contracts for 2018-19. Predict 2018-19 budget availability, and adjust accordingly.

It is anticipated by the President that these measures will generate savings of approximately \$843,000 for FY 2017-18, or approximately 125 percent of the estimated state funds budget shortfall.

**BE IT FURTHER RESOLVED THAT** The President and Chief Financial Officer shall provide to the Finance Committee and Board of Trustees monthly updates as to the status of the implementation of these austerity measures and action plan.

**RESLOVED THIS 29th Day of August, 2017.**

  
Michael Felt, Chair, Board of Trustees

  
Dr. Michael A. Elam., President



**Halifax Community College**  
**Grant Funds Used for Campus Safety & Campus Upgrades**  
**July 2010- June 2016**

<b>Campus Safety</b>		Year
Emergency Alert System	4,500.00	2010-2011
Student/Classroom/Campus Safety	9,436.00	2012-2103
Student/Classroom/Campus Safety	500.00	2013-2014
Student/Classroom/Campus Safety	12,000.00	2014-2015
Subtotal	<u>26,436.00</u>	
 <b>Campus Upgrades</b>		
Waling Trail	15,000.00	2012-2013
Campus Signs	4,369.00	2012-2013
Room 504 Flooring	1,014.00	2011-2012
Early College Building Repair	10,000.00	2015-2016
Upgrade Energy Management System	70,000.00	2015-2016
Subtotal	<u>100,383.00</u>	
Total Grant Funds Used for Campus Safety & Campus Upgrades	<u><u>126,819.00</u></u>	

**Halifax Community College**  
**Connect NC Bond Approved Projects**

Student Access Door Retrofit	200,000.00
Roof Renovations	396,165.00
HVAC Renovations	170,000.00
Boiler & Chiller Replacements	260,000.00
Restroom Renovations	250,000.00
Air Handler Replacements	250,000.00
Flooring & Wall Renovations	600,000.00
Plumbing Renovations	400,000.00
Upgrade Campus to Energy Efficient Lighting	250,000.00
	<u>2,776,165.00</u>