
DESIGN REVIEW MEETING MINUTES



68 Shipwash Drive

Garner, North Carolina 27529

919.772.5393 tel.

919.772.1176 fax

PROJECT: TOWN OF MICRO–COMMUNITY BUILDING

DATE: JANUARY 31, 2023

TIME: 10:00 AM

LOCATION: MICRO BUSINESS CENTER

**ENGINEER: MUNICIPAL ENGINEERING Inc.
Michael McAllister, M-ASCE Principal Project Manager**

1. Attendees

Marty Parnell	Mayor, Micro
Katy Garcia	Micro, Commissioner
Lee Worsley	Triangle J COG
Michael McAllister	Municipal Engineering, Inc.

2. Project Design

The Engineer shared the preliminary design with the group, and the following comments were mentioned:

- a. Mayor Parnell requested that a project sign be installed, possibly in the place of the existing sign, which will be removed. Mr. McAllister recommended that a sign could be provided as part of the construction contract, similar to the signs required by USDA. The information included would be the Town Seal, the project's name, and the Contractor and Engineer. The project sign would be a bid item to be provided and installed by the selected Contractor.
- b. Commissioner Garcia proposed installing an interior-lighted marquee sign with interchangeable letters to advertise events. Mr. McAllister indicated this could be included with the bid to be furnished by the Contractor. He will inform Municipal's Electrical Engineer to provide the 110 VAC power connection at the location shown on the site plan.
- c. Mr. McAllister reviewed the various plan pages with the group, which included the following discussions:
 - i. The existing lights will be removed, and ½-inch thick drywall will be installed over the existing ceiling. The current finish is a popcorn ceiling which may contain asbestos based on the age of the building. New lighting fixtures will be installed as shown in the electrical drawings. The overlay of the wallboard will also address the water the existing water damage to the ceiling.

- ii. Commissioner Garcia asked what provisions were to be made for A/V equipment. Mr. McAllister indicated that most computer and A/V equipment was either “Bluetooth” or WiFi. He further suggested the placement of 110 VAC duplex outlets evenly spaced down the center of the ceiling. The outlets could be used for a projector or power for various events. A pull-down screen could be installed at either end of the building or potentially an LCD screen. It was suggested that a duplex outlet be installed in the closet proposed in the kitchen for equipment such as routers or modems.
- iii. The ceiling and walls would include the installation of blow-in insulation to improve the heating/cooling efficiency.
- iv. The windows will be replaced with the same style double hung sash windows, except they will be energy-efficient double glass.
- v. The holes created within the interior walls where existing outlets are removed or to provide access for the insulation installation will be patched and painted. Colors to be chosen by the Town.
- vi. The Town desires to retain and refinish the existing hardwood flooring where possible. Flooring from the proposed restrooms or kitchen can be salvaged to repair the existing wood floor where openings were created for the existing HVAC system or other deformities. The floors can be sanded, stained, and polyurethane installed; the Town will choose the stain color. The proposed kitchen and restroom areas will be covered with commercial-grade vinyl sheet goods (color and pattern as selected by the Owner)
- vii. The Engineer noted multiple exterior doors and suggested replacing them with energy-efficient ones. The Engineer suggests that the doors on the rear of the building be solid (without windows) for security reasons. The door hardware will be ADA-compliant.
- viii. The Engineer intends to specify stock cabinets and countertops to control costs. The appliances will include an LP or propane gas range and a gas water heater.
- ix. The HVAC was discussed, and the proposed unit currently specified is a 7.5 Ton air conditioning unit with gas heat. It was noted that the existing available power is single-phase; however, the HVAC unit requires a three-phase power source due to its size. The installation of two smaller units could overcome the power issue; however, it was suggested to keep the configuration as a single unit, and the Town will coordinate with Duke Energy to provide 3-phase power, which appears to be available at the intersection of Main Street and US Hwy. 301, approximately 300 feet from the site.
- x. The Engineer noted the addition of lighted exits and emergency lighting as required by the building code. He also noted the new electrical service location and the installation of a new 200-amp panel.

3. Exterior finishes and appurtenances.
 - a. The Engineer noted that the existing brick facia façade would remain red-brick, and exterior doors would remain in the same locations. Motion sensor flood lights would be installed to provide security and site lighting. The fenestration (doors, windows, facia, soffit, etc.) will be as follows:
 - b. Exterior walls: Shall remain red-brick.
 - c. Exterior Doors: Replace with energy-efficient doors (solid on the rear and window on the side and front elevation as chosen by the Owner.
 - d. Facia, soffit, and other exposed wooden exterior fenestration shall be covered with either Vinyl or pre-painted aluminum to eliminate recurring paint coatings.
 - e. Concrete porches and existing walks: Powerwash as needed.
 - f. Roof: The base bid will be 30-year architectural asphalt shingles over 15# building felt and ½” CD exterior grade plywood. The documents will provide an alternate bid to install a standing seam metal roof instead of the asphalt shingles.
4. The Town is looking at the potential of purchasing the lot directly behind the building abutting Davis Street. The Mayor indicated that the purchase may still occur but is not finalized as of this date.
5. Site work: The Engineer indicated the site work would include the removal of the large tree and stump in front of the building. The site work will include grading, CABC stone base, asphalt paving, concrete sidewalks, seeding, and mulching. Additional landscaping (shrubs, mulch, etc.) is not included, and Ms. Garcia mentioned it might be a good community project.
6. The topic of funding was discussed as follows:
 - a. The Engineer noted that \$350,000 was awarded to the Town of Micro to provide a Community Center. The funds were transferred to the Town via the North Carolina Office of State Management and Budget (OSMB), and those funds currently reside in the Town’s account.
 - b. The Engineer noted Johnston County had budgeted an additional \$150,000 for the Town for the Community Center. Those funds have not been transferred, and the Engineer suggested the Town contact Commissioner Ted Godwin (Johnston County Board of Commissioners). The Engineer noted that it was imperative to ensure the funds were available sufficiently to cover the contract amount before awarding a construction contract.

Mr. Worsley indicated that it might be prudent to reach out to the Local Government Commission earlier rather than later to inform them of the plans since the Town is currently on its “watchlist.” He further informed the Town of the need for a capital budget ordinance to be adopted by the Commissioners. Mr. Worsley indicated he would assist the Town with the preparation with assistance from the Engineer.
7. The Mayor inquired about the bidding process, and the Engineer explained the process as follows:
 - a. The Engineer will prepare the bidding documents, including the final drawings, specifications, and front-end documents. Mr. McAllister noted that Municipal Engineering uses the standard

EJCDC Construction Documents that contain the various bid form, payment and performance bond forms, general and supplemental conditions, and other forms used during the bidding and construction process.

- b. The Engineer will provide the Town with a written advertisement for bids for publication in the local paper (Town's expense). The Engineer will provide the contract documents described herein to the various plan rooms, such as Construct Connect, used by Contractors to find bidding opportunities.
 - c. Copies of the bidding documents are provided to the Town and Plan Rooms gratis. The Engineer will distribute the Contract Documents to the Contractors and Suppliers. I anticipate the fees for plans distributed to the Contractors to be \$50.00 for electronic copies and \$100.00 for electronic and printed copies. The fee is non-refundable. We typically require the Contractors to obtain the bidding documents from us. The purpose is primarily to ensure any addendums issued are distributed to all plan holders. Mayor Parnell indicated he knew of Contractors interested in the project. He will provide the contact information to the Engineer so they can receive a copy of the advertisement. We recommend that a pre-bid conference be held to allow prospective bidders to view the interior of the existing building.
 - d. The Engineer will conduct the bid opening at the time and date specified in the advertisement. Following the bid, the Engineer will provide the Town with a bid tabulation and recommendation letter to be presented to the Town Board to award the contract officially.
 - e. Once the contract is awarded, the Engineer will prepare the contracts for execution, and the Contractor will provide the executed payment, performance bonds, and certificate of insurance.
 - f. The Engineer and Town will conduct a pre-construction conference upon receipt of the executed contracts. The Notice to Proceed will indicate the commencement and substantial and final completion dates. Liquidated damages will be specified in the Owner/Contractor Agreement within the contract documents.
 - g. We anticipate the active construction to take approximately four months; however, due to supply chain issues, we recommend that a nine-month window be given to the Contractor to account for shop drawing review and material acquisition.
 - h. The Engineer will review and approve shop drawings and periodic payment requests in accordance with our Engineering Services Agreement (ESA) with the Town.
8. The Engineer will conduct monthly progress meetings, review and recommend payments to the Contractor, prepare change orders for review and execution by the Town, and do part-time observation during critical construction activities.
 9. The Engineer anticipates advertising the project for bid in approximately two to three weeks.
 10. With no further business to discuss, the meeting was adjourned.