

Minutes of the 2 November 2017
Special Meeting of the Yancey County Board of Commissioners
Held at 3:00 o'clock p.m. in the Commissioners Meeting Room
Yancey County Courthouse, Burnsville, North Carolina

Present at the 2 November 2017 meeting of the Yancey County Board of Commissioners were Chairman Johnny Riddle, Commissioner Jill Austin, Commissioner Mark Ledford, Commissioner John Stallings, Commissioner Jeff Whitson, Clerk to the Board Jason Robinson, County Attorney Donny Laws, Planning and Economic Development Director Jamie McMahan, members of the Yancey County Economic Development Commission, and members of the general public.

Call to Order and Approval of the Agenda

Chairman Riddle called the meeting to order and welcomed everyone to the meeting. He then asked for a motion to approve the agenda. Commissioner Whitson made a motion to approve the agenda and it was seconded by Commissioner Stallings. The vote to approve was unanimous (Attachment A).

Presentation and proposal from Magellan Strategies

The Board first heard from Planning and Economic Development Director Jamie McMahan. Mr. McMahan stated that Chris Cavanaugh with Magellan Strategies had been hired to do a market analysis concerning getting a limited service hotel in Burnsville. Mr. Cavanaugh explained the method he used to determine the viability of a hotel in Burnsville. Mr. Cavanaugh explained that the Yancey/Mitchell County area in his opinion could support a limited service hotel with about 60 rooms. Discussion then followed with Mr. Cavanaugh concerning the possibility of a hotel developer actually putting a hotel in Burnsville. The Board then heard from Mr. McMahan who stated that Mr. Cavanaugh's firm would be interested in doing a targeted marketing project with hotel developers to attract them to Burnsville. Mr. McMahan stated that this would be considered phase 2 and would be \$5900 to be split between the County, the Town of Burnsville, the Economic Development Commission, and the Chamber of Commerce. Upon hearing from Mr. McMahan, Commissioner Austin made a motion to move forward with phase 2 and commit \$1,475 to the target marketing program. Commissioner Ledford seconded the motion and the vote to approve was unanimous.

Update on Community Development Block Grant (CDBG) and design and permitting for Blue Ridge Elementary and Cane River Middle School

The Board next heard from Mr. McMahan and Clerk to the Board Jason Robinson concerning the CDBG funds that the county had intended to apply for to extend the sewer line from Altec Industries to Blue Ridge Elementary School and Cane River Middle School. According to Mr. McMahan, this particular funding required the targeted area to be 51% as low or moderate income (LMI) as defined by Housing and Urban Development (HUD). Based on the return of the income surveys to the school system the area was only at 42% of the respondents were considered to be LMI as defined by HUD. According to Mr. McMahan 100% of the remaining respondents would have to be below the low to moderate income threshold for the County to be eligible to apply. Mr. McMahan stated that there were still other pots of money that the County could look at.

Mr. McMahan next moved to the design and permitting phase of the extension of the sewer line. According to Mr. McMahan that design and permitting are not items that grant normally pay for anyway so even if grant funding could be secured the permitting and design could already be completed.

Mr. McMahan explained the way that solicitation for services works. According to Mr. McMahan, a solicitation was published in the paper and six firms were asked to provide qualifications to do the work as well as all firms were asked for their hourly rate for professionals. Four companies responded and were given the criteria for scoring. From there a fee for services can be negotiated. Two firms tied in the scoring, Civil Design Concepts of Asheville and Withers/Ravenel of Asheville. Civil Design Concepts was also the lowest hourly rate of the two. Mr. McMahan asked the Board to approve staff and the county attorney to negotiate a contract with Civil Design Concepts. Upon hearing from Mr. McMahan, Commissioner Stallings made a motion to authorize appropriate county staff and county attorney to negotiate a contract with Civil Design Concepts for design and permitting of the extension of sewer to Blue Ridge Elementary and Cane River Middle School. The motion was seconded by Commissioner Austin and the vote to approve was unanimous (Attachment B).

Updates

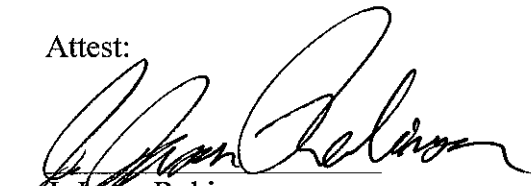
The Board next heard from Clerk to the Board Jason Robinson concerning a number of issues that included medical costs of a county inmate, a response from the North Carolina Department of Transportation concerning Angel Branch Road, a letter from Finance Officer Brandi Burleson to Yancey County Schools concerning their fund balance.

Adjournment

Having no further business Commissioner Whitson made a motion to adjourn and it was seconded by Commissioner Ledford. The vote to adjourn was unanimous.

Approved and authenticated on this the _____ 13th _____ day of November 2017.

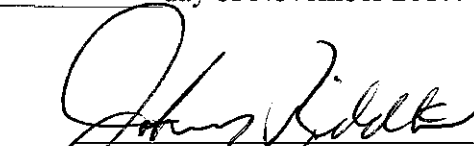
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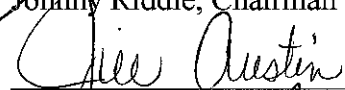
J. Jason Robinson
Clerk to the Board

(county seal)






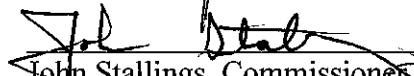
Johnny Riddle, Chairman



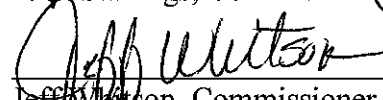
Jill Austin, Commissioner



Mark Ledford, Commissioner

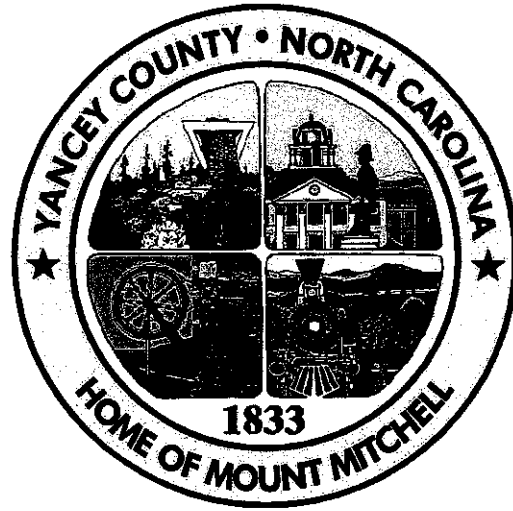


John Stallings, Commissioner



Jeff Whitson, Commissioner

Attachment A



**AGENDA
YANCEY COUNTY COMMISSIONERS
SPECIAL MEETING
November 2, 2017**

- I. Call to Order - Chairman Riddle
- II. Approval of Agenda
- III. Presentation and Proposal from Magellan Strategies
- IV. Update on CDBG program
- V. Discussion of design and permitting for sewer extension to Blue Ridge Elementary and Cane River Middle Schools
- VI. Adjourn

Attachment B

Scoring Matrix - BRES Construction Project - Sewer Line Extension - RFQ for Engineering Design & Permitting									
Engineering Firm Name	Professional Qualifications Max 10 pts.	Specialized Experience Max 10 pts.	Capacity to Complete in Time Max 10 pts.	Past Performance Max 10 pts.	Knowledge of Locality of Project Max 10 pts.	Total Points			
Civil Design Concepts	10	10	6	10	6	42			
WithersRavenel	10	10	6	10	6	42			
West Consultants	10	10	3	10	3	36			
Anchor QEA of NC	10	3	2	10	5	30			

BRES Construction Project Sewer Line Extension – RFQ for Engineering Design & Permitting

Executive Summary submitted to the Yancey County Board of County Commissioners

As part of the construction project for the new Blue Ridge Elementary School a new sewer line extension has been planned for construction and budgeted as part of the project. The sewer line extension includes approximately 7,000 linear feet of force main sewer line and gravity sewer line and the installation of a pump station at the Cane River Middle School campus. The construction of this system will put both the new Blue Ridge Elementary School and Cane River Middle School on public sewer service.

In accordance with NC Gen. Stat. 143-64.31 (referred to generally as the “Mini-Brooks Act”) Yancey County prepared and published a Request for Qualifications to search for an engineering firm to design the system and to obtain permitting for its construction. In addition to publication in the newspaper as required by the statute, we directly solicited statements of qualification from six engineering firms as follows:

- 1) Civil Design Concepts
- 2) Anchor QEA of North Carolina
- 3) West Consultants
- 4) WithersRavenel
- 5) McGill & Associates
- 6) Bunnell Lammons Engineering

Of the six firms solicited four provided statements of qualification by the 31 October 2017 deadline given in the RFQ. Those four proposals were scored according to the matrix provided in the RFQ with a maximum of 10 points awarded in each of the following five categories.

- 1) Professional Qualifications
- 2) Specialized Experience
- 3) Capacity to Complete Project on Time
- 4) Past Performance
- 5) Knowledge of Locality of Project

It is important to note that according to the Mini-Brooks Act proposals are not made based on total price, but rather on qualification of the firms responding. The statute provides that the most qualified firm is to be chosen based on the scoring matrix and then a contract price is to be negotiated with that firm. If satisfactory terms cannot be reached with the most qualified firm, then the local government may proceed to attempt to negotiate a contract with the next most qualified firm, etc. Though it is not one of the named scoring criteria, we did request an approximate hourly cost for each qualified professional who would be working on the project.

Jason and I met yesterday to review and score the statements of qualification in consultation with Nathan on the phone as well. The results of the scoring matrix are attached along with this summary. Based upon the scoring matrix, Civil Design Concepts and WithersRavenel are tied by score based upon qualifications. Given that there is a tie, we proceeded to determine our recommendation to you based upon the quoted prices for professional services.

As Civil Design Concepts estimates their fee to be less than that quoted by WithersRavenel, we would respectfully request that you authorize us to proceed to attempt to negotiate a contract

with Civil Design Concepts to proceed with the design and permitting of the new sewer system. We will negotiate the contract in conjunction with the County Attorney and will advise you of the results of the negotiation so that you can give your final approval to any negotiated contract before it is executed. It is my hope that terms can be reached and a contract can be put in place no later than December 2017 so that we can proceed with design and permitting as soon as possible.

Respectfully submitted 2 November 2017,
Jamie L. McMahan,
Planning & Economic Development Director
BRES Construction Project Administrator