



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
REGULAR MEETING AGENDA**
223 E. BAY STREET
July 7, 2025
9:00 AM

Agenda

Please turn off all cell phones

Meetings are open to the public. If you are not able to attend the Board of Aldermen meetings in person, the meeting will be available for you to watch via live-stream on the City of Southport website (<https://cityofsouthport.com/board-of-aldermen-meetings/>), Facebook page, and YouTube channel.

ETHICS STATEMENT:

"If any members know of any conflict of interest or the appearance of a conflict of interest concerning matters on the agenda, please so state at this time."

A. Call to Order

B. Invocation

C. Pledge of Allegiance

D. Public Comment

E. Approval of Agenda

F. Special Recognition-National Parks and Recreation Month

G. Agenda

1. Southport Specialty License Plate (Public Information Officer ChyAnn Ketchum, Pgs.3-11)
2. Lowe White Bridge Project (City Engineer Bob Jarvis, Pgs.12-13)
3. Old City Hall/Courthouse Architecture Firm Selection (City Engineer Tom Zilinek, Pgs.14-201)

H. Board and Committee Appointments

1. Airport Commission (Mayor Alt, Pgs.202-207)
2. Beautification Committee (Alderman Mosteller, Pgs.208-223)
3. Board of Adjustment (Alderman Spencer, Pgs.224-243)
4. Cemetery Committee (Alderman Spencer, Pgs.244-250)
5. Forestry Committee (Alderman Mosteller, Pgs.251-256)
6. Historic Preservation Commission (Aldermen Kelley & Carroll, Pgs.257-265)
7. Parks and Recreation Committee (Alderman Davis, Pgs.266-282)
8. Planning Board (Aldermen Kelley & Lai, Pgs.283-306)

I. Committee Reports

J. Manager's Report

J. Mayor's Comments

K. Board Comments

L. Closed Session NCGS 143-318.11

1. Motion to go into closed session pursuant to NCGS 143-318.11 (6)-(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee

M. Adjourn



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: June 6, 2025

DEPARTMENT: Administration/Public Information

PRESENTED BY: ChyAnn Ketchum, Public Information Officer

ITEM SPONSORED BY: n/a

ITEM/TOPIC: Specialty Southport License Plate

COST: n/a

BUDGET LINE ITEM: We will need to add a revenue line item under Admin, which the Finance Department has approved.

JUSTIFICATION: A way to show Southport pride and support while also putting registration fees back into the community through Public Information/Emergency Management initiatives, such as TextMyGov, preparedness kits, etc.

IMPACT IF NOT APPROVED: n/a

DEPARTMENT HEAD COMMENTS: If approved and passed through NC legislation, the Southport Specialty Plate revenue would be split between the City of Southport and the NC Special Plate account. This fee will be collected annually during the driver's tag renewal process. The number of required specialty plate pre-registrations will be 500. Staff will begin the process once approved by the Board of Aldermen and will submit the full application to the NC General Assembly by February 15, 2026.

The community submission contest has closed. We had 26 submissions and have selected the top six to be considered finalists for the Board of Aldermen to vote on.

Submissions were accepted via Eventeny and required a \$10 submission fee. This fee will go towards the winning design's cash prize for the artist.

ATTACHMENTS: Attached, in no particular order, are the top six design finalists.

REQUESTED ACTION: Staff requests that the Board votes on a winning license plate design. Once a design is selected, staff will launch the marketing campaign and begin accepting pre-registrations for the specialty North Carolina license plate. Staff will submit the full application to the NC General Assembly by February 15, 2026.

PROPOSED MOTION: A vote to select a winning specialty design to be used for the Southport specialty North Carolina license plate.

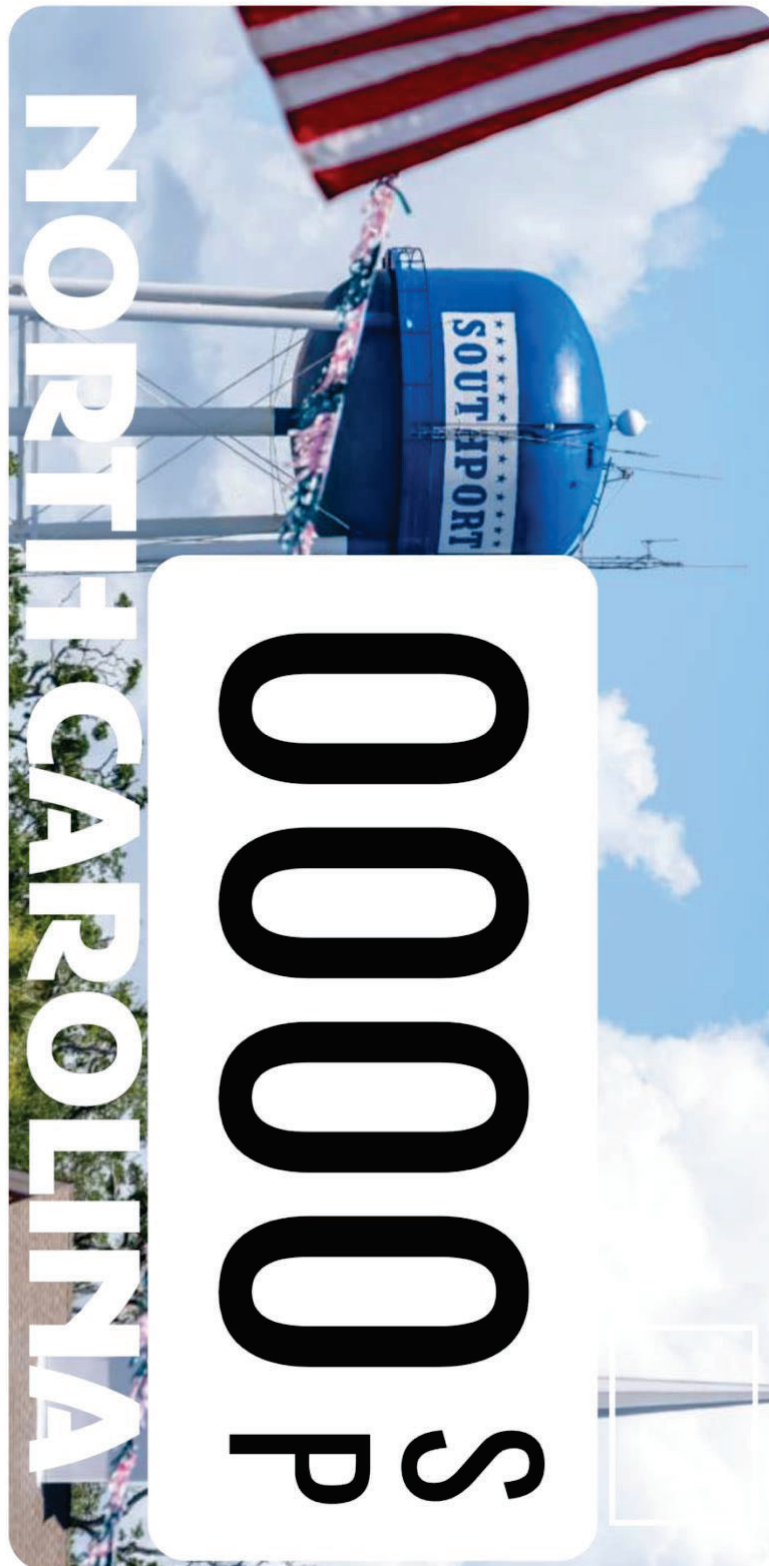
OPTION 1



OPTION 2



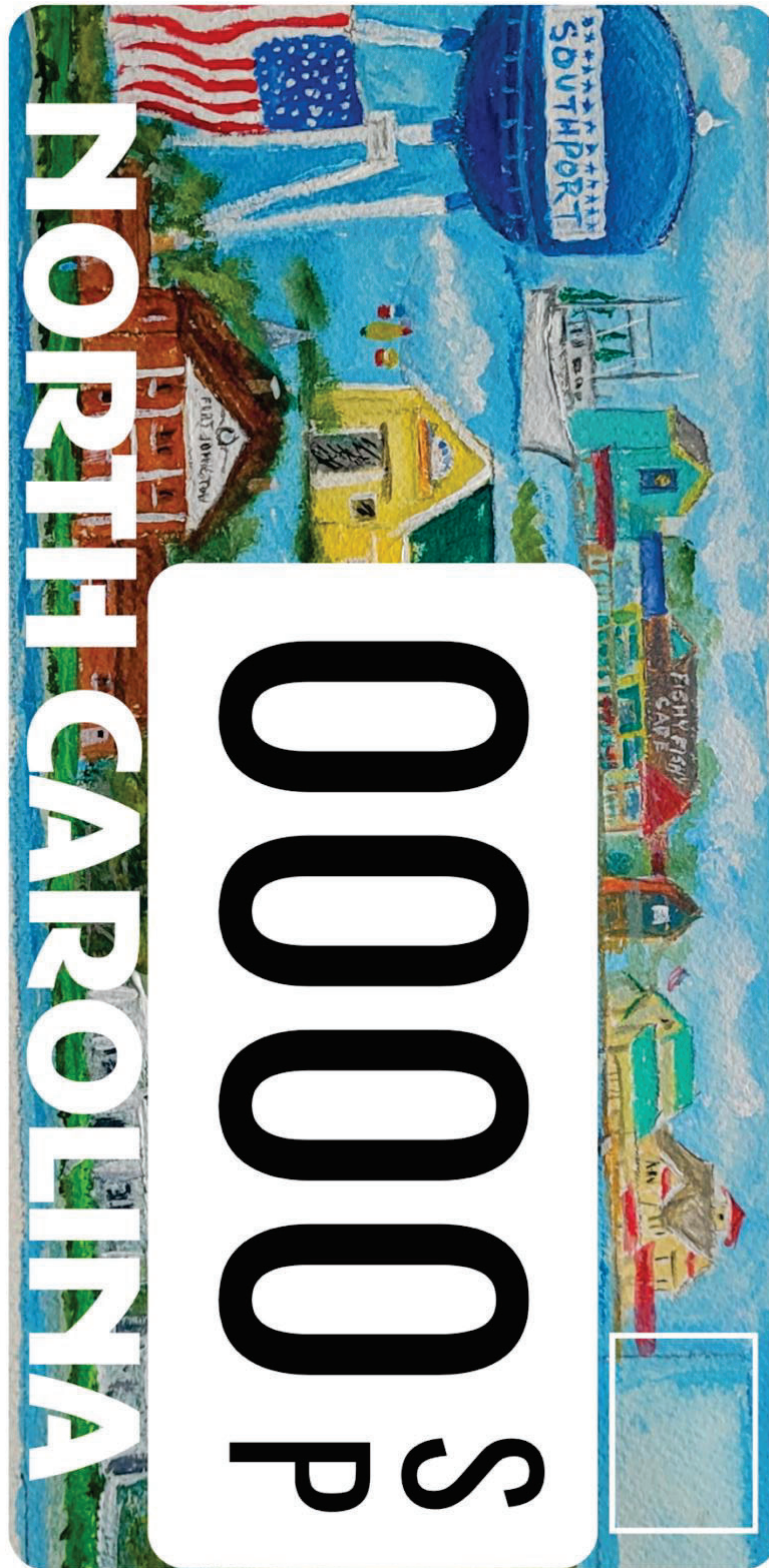
OPTION 3



OPTION 4



OPTION 5



OPTION 6







DATE: July 07, 2025

DEPARTMENT: City Manager

PRESENTED BY: Bob Jarvis – City Engineer, Heather Hemphill – Parks and Recreation Director

ITEM SPONSORED BY: Parks and Recreation

ITEM/TOPIC: Lowe White Park - Footbridge Repair

COST: \$200,000

JUSTIFICATION:

Lowe White Park, located along East Leonard Street, is connected to East Brown Street via a footbridge approximately 215' long. The bridge is constructed of treated wood pilings, pile caps, stringers and wood decking. A wood and cable handrail runs along each side of bridge. The wood pile caps, stringers, decking and handrails are deteriorating and in need of replacement.

Staff sought quotes from qualified contractors and is proposing that the City accept McPherson Marine Services quote of \$185,488. McPherson is proposing demolition and disposal of deteriorated existing walkway components, and replacement with new concrete and timber components. McPherson indicated that the construction could be completed within 4 weeks of commencing construction. McPherson expects to begin construction in mid-August, after preparing necessary permit documentation and securing required permits.

IMPACT IF NOT APPROVED: The access from Lowe White Park to the Brown Street area will be compromised. Direct access to the park from this area will not be provided. This will result in an inconvenience to the residents of this area.

DEPARTMENT HEAD COMMENTS: It is recommended that the City enter into an Agreement with McPherson Marine Services to enable the Lowe White Park bridge rehabilitation to proceed.

CITY MANAGER COMMENTS: These expenses have been included in the budget. To be clear, our public works department is very talented and can complete a lot of the work around the City. However, this work requires a contractor that specializes in this type of work, which is why an outside firm must complete the work instead of public works.

ATTACHMENTS: McPherson Marine Services proposal.

REQUESTED ACTION: Accept the proposed Contract with McPherson Marine Services for the construction of Lowe White Park bridge improvements.

PROPOSED MOTION: Motion to authorize the Contract with McPherson Marine Services for the construction of Lowe White Park bridge improvements and appropriate \$200,000 for the project.

McPherson Marine Services
101 N Atlantic Ave
Southport, NC 28461
9104433112
kara@mcphersonmarine.com
www.mcphersonmarine.com



Estimate

ADDRESS

The City of Southport
1029 North Howe Street
Southport, NC 28461

ESTIMATE # 1891
DATE 05/05/2025

ACTIVITY	QTY	RATE	AMOUNT
Demolition Demolition and disposal of existing walkway including handrails, decking boards, stringer and girders (handrail cables to be reused)	1,290	11.00	14,190.00
Walkway Install 216' x 6' new concrete/timber walkway	1,296	98.00	127,008.00
Handrail Install 430 feet of 42 inch tall ADA approved wire/composite handrails (reusing existing galvanized wire)	430	103.00	44,290.00
Date: _____			SUBTOTAL 185,488.00
Acceptance: _____			TAX 0.00
			TOTAL \$185,488.00

Accepted By

Accepted Date



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 7/7/2025

DEPARTMENT: Public Services

PRESENTED BY: Tom Zilinek, City Engineer

ITEM SPONSORED BY: Public Services Department

ITEM/TOPIC: Award Contract for Architectural Services for the Old City Hall Police Conversion

COST: \$572,276.00

JUSTIFICATION: The Board of Alderman previously approved the use of Old City Hall as a Police Station. The City issued a Request for Qualifications for Architectural Services for the Southport Old City Hall Police Conversion on April 29, 2025. Qualifications from 6 firms were received on May 20, 2025.

IMPACT IF NOT APPROVED: The Old City Hall will not be converted to the Police Department and a permanent home for the Police Department will need to be found.

DEPARTMENT HEAD COMMENTS: A committee consisting of City Manager Noah Saldo, Chief Coring, Public Works Director Tom Stanley, Planning Services Director Maureen Mehan, and I reviewed the qualifications of the six firms submitting. After the review, all agreed Moseley Architects was the most qualified for the project.

CITY MANAGER COMMENTS: The selection of the architectural firm to begin work on the Old City Hall/Courthouse marks a significant step forward in the building's renovation. This allows us to initiate the design phase and move steadily toward the start of construction.

Attached is a budget amendment that transfers fund balance dollars to cover this phase of the project. While we continue to pursue potential state funding for construction, we are also exploring alternative financing options to ensure we're prepared to move forward if needed.

ATTACHMENTS: Proposal from Moseley Architects and AIA Contract from Moseley Architects for Architectural Services for the Old City Hall Police Conversion

REQUESTED ACTION: Approve contract to Moseley Architects in the amount of \$572,276.00 for architectural services for the Old City Hall Police Conversion and budget amendment.

PROPOSED MOTION: Motion to approve contract to Moseley Architects in the amount of \$572,276.00 for architectural services for the Old City Hall Police Conversion and FY26 budget amendment #1.

RE: Architectural and Engineering Design Services
City of Southport Historic Courthouse Renovation
Southport, North Carolina

In accordance with your request, and your Request for Qualifications dated April 29, 2025, we are pleased to offer this proposal for services to convert the Historic Courthouse to accommodate the City of Southport Police Department.

Our proposal is based on the following Project Scope:

Renovation of the existing historic courthouse to accommodate the current and future needs of the Southport Police Department personnel spaces and renovation of the existing courtroom to serve as an assembly space for public meetings including the Board of Alderman.

The Project shall be delivered in a single bid package using a design-bid-build procurement method and constructed under a single, stipulated sum construction contract pursuant to solicited competitive bidding.

1. Withers Ravenel will provide survey, landscape, and site design services as required.
2. Golden Leaf Design Studio will provide historic preservation consulting services.
3. TrueScan will provide a 3d scan and model of the existing building.
4. Moseley Inc. will provide architecture, interior design, plumbing; mechanical; electrical; and structural engineering services.

These services can be summarized as follows:

Schematic Design Services

1. Based on the programmatic elements provided in the RFP, prepare a program for City review and comment.
 - a. Prepare a Conditions Assessment Report documenting the history and historic fabric for the building. This document will be used to guide the prioritized recommendations for renovation.
 - b. Prepare a building scan of the building and its existing conditions.
2. Update program with City comments. Based on the approved program, prepare a conceptual building layout.
3. Based on the approved conceptual plan, develop Schematic Design Drawings to 35%.
4. Conduct one meeting to review the 35% Schematic Design Drawings with the City.
 - a. Prepare a historic integrity analysis identifying and rating the integrity of the existing spaces.
5. Incorporate comments from the design review meeting and develop Schematic Design Drawings to 95%.
6. Conduct one meeting to review the 95% Schematic Design Drawings with the City.
7. Incorporate comments from the design review meeting.
8. Obtain independent estimate of probable construction costs.
9. Prepare a written report of the Schematic Design package.
10. Submit the Schematic Design Package for approval.

Design Development Services

1. Based on the approved Schematic Design package, prepare Design Development Drawings to 35%.
2. Conduct one meeting to review the 35% Design Development Drawings with the City.
3. Incorporate comments from the design review meeting and develop Design Development Drawings to 70%.
4. Conduct one meeting to review the 70% Design Development Drawings with the City.
5. Conduct one meeting to review the project with the building official.
6. Incorporate comments from the design review meeting and develop Design Development Drawings to 95%.
7. Obtain independent estimate of probable construction costs.
8. Prepare a written report of the Design Development package.
9. Submit the Design Development Package for approval.

Construction Documents Services

1. Based on the approved Design Development documents, prepare Construction Documents to 35%.
2. Conduct one meeting to review the 35% Construction Documents with the City.
3. Conduct one meeting to review the Project with the building official.
4. Incorporate comments from the design review meeting and develop Construction Documents to 70%.
 - a. Coordinate documents with North Carolina State Historic Office (SHPO) and local preservation boards as applicable.
5. Prepare an estimate of probable construction cost.

6. Prepare technical Specifications.
7. Prepare Construction Documents to 95%.
8. Submit Construction Documents for review and approval. Assist the City with submission for building permit.
9. Prepare bidding documents for the City's use in obtaining construction bids.

Bidding Services

1. Assist the City in preparation of the Advertisement for Bids.
2. Advertise the bid documents on Moseley's website.
3. Conduct one pre-bid conference.
4. Prepare and issue addenda.
5. Assist the City in receiving construction bids.
6. Assist the City in analysis of construction bids.
7. Assist the City in preparation of the contract for construction.

Construction Phase Services

1. Attend one pre-construction conference.
2. Attend construction progress meetings twice a month to review the progress of construction. Civil Engineers will attend up to two total visits. No more than 24 visits for the Architect.
3. Respond to Contractor's request for information.
4. Review the Contractor's submittals.
5. Prepare and administer contract change orders.
6. Review Contractor's monthly applications for payment.
7. Conduct one review of the Contractor's punchlist.
8. Conduct one backpunch review of the items from the punchlist.
9. Review and approve the Contractor's application for final payment.
10. Assemble the final project closeout documents and specified warranties.

Our proposal does not include the following services

1. Special Inspections and Special Inspections Testing services.
2. Security Design services
3. Furniture design services
4. Site modifications beyond installation of new stairs and ramps at entrances and beautification landscaping.
5. Document printing services for the City's use.
6. Measured drawings of the existing building.
7. Modifications to existing utilities and services.
8. Traffic studies
9. Site lighting
10. Other services not specifically included in this proposal.

Our proposal does not include investigation or testing of concealed or inaccessible building conditions and Moseley shall not be responsible for unanticipated construction costs or other issues resulting from the discovery during construction of concealed conditions that differ from those shown on record drawings of the building provided by the City.

Moseley shall have no responsibility or liability for the discovery, identification, abatement, or removal of asbestos, lead paint, toxic mold, or any other hazardous or regulated substances in relation to the Project, nor does our proposal include any services related to hazardous materials. Separately from this Agreement, the City of Southport shall provide all necessary services related to hazardous materials.

Cost of Services

We propose a lump sum compensation for the services defined above. The lump sum cost of the services for each phase, including our expenses for travel, communication, and reproduction of documents for our own office use, is as follows:

Attached are spreadsheets as Exhibit A indicating the basis of these amounts.

Schematic Design	\$ 108,877.00
Design Development	\$ 138,451.00
Construction Documents	\$ 159,400.00
Bidding	\$ 11,360.00
Construction Phase	<u>\$ 154,188.00</u>
Total	\$ 572,276.00

The cost of the services is not tied to the construction cost. It is based on the level of effort and professional time required to provide the services.

We will invoice monthly in proportion to the progress of our services. The lump sum amounts will not change unless the City of Southport authorizes substantive changes in the Project scope or in the scope or extent of our services, or unless additional construction services are requested by the City. In such cases, adjustments to the cost of services would be negotiated and mutually agreed by the City and Moseley. Should the construction of the Project exceed 365 days Moseley will provide additional construction administration services on a monthly basis at a rate consistent with the average billing for the preceding months as agreed to by the City.

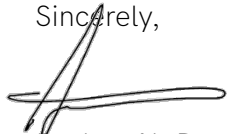
Schedule

We propose the following schedule for the Project

Schematic Design	6 weeks
Design Development	2 months
Construction Documents	2 months
City review and approval	1 month
Bidding and Construction Contract award	1.5 months
Construction to Substantial Completion	12 months
Construction to Final Completion and Project Closeout	1 month
Total	21 months

If this proposal is satisfactory, please advise and we will prepare a contract for architectural services for your review. As always, we appreciate this opportunity to be of service.

Sincerely,



Joshua N. Bennett, AIA
Vice President

Encl: as stated

Cost of Services
Southport Historic Courthouse Renovation
June 13, 2025

DESIGN

	HOURS															TOTAL	
	PRIN	SR PROJ MGR	ARCHT	SR STR ENGR	MECH ENGR	ELEC ENGR	SUST COORD	ARCH TECH	ENGR TECH	INTER DES	SEC/DET SPEC	SPEC WRTR	CONSTR ADMIN	ADMIN			
SCHEMATIC DESIGN																	
Develop program	2	6														8	
Prepare conceptual layout	2	8	16					32						2		60	
Develop Schematic Design drawings to 35%	1	8	16	12	8	8		32	4	8						97	
Meet/review draft Schematic Design	4	4	6											2		16	
Incorporate comments / SD drawings to 95%	2	8	16	12	8	8		32	4	8						98	
Meet to review draft SD	1	4	8							8				2		23	
Incorporate comments	1	2	8		2	2		8	4	2						29	
Prepare cost estimate		2		1	1	1										5	
Prepare written SD report	1	2	4	4	4	4				4						23	
Submit SD for approval	1	2	4											2		9	
TOTAL HOURS	15	46	78	29	23	23	0	104	12	30	0	0	0	8		368	
HOURLY RATE	\$264	\$246	\$185	\$193	\$216	\$216	\$161	\$123	\$123	\$123	\$233	\$185	\$185	\$85			
SUBTOTAL SERVICES COST	\$3,960	\$11,316	\$14,430	\$5,597	\$4,968	\$4,968	\$0	\$12,792	\$1,476	\$3,690	\$0	\$0	\$0	\$680		\$63,877	
Withers																\$12,000	
CCS																\$9,000	
TrueScan																\$13,000	
Golden Leaf																\$11,000	
TOTAL SCHEMATIC DESIGN COST																	\$108,877
DESIGN DEVELOPMENT																	
Prepare Design Development to 35%	1	8	16	24	24	24		40	40	8	8					193	
Meet to review Design Development		6												1		7	
Incorporate comments / DD to 70%	1	8	16	24	24	24		40	40	8	8					193	
Meet to review Design Development		6			4					4	4			1		19	
Meet with Building Official		6	4		4									1		15	
Incorporate comments / DD to 95%	1	4	16	24	24	24		40	40	8	8					189	
Prepare cost estimate		2	2	2	2	2				2						12	
Prepare written DD report		2	4	2	2	2										12	
Submit DD for approval	1	1	1											1		4	
TOTAL HOURS	4	43	59	76	84	76	0	120	120	30	28	0	0	4		644	
HOURLY RATE	\$264	\$246	\$185	\$193	\$216	\$216	\$161	\$123	\$123	\$123	\$233	\$185	\$185	\$85			
SUBTOTAL SERVICES COST	\$1,056	\$10,578	\$10,915	\$14,668	\$18,144	\$16,416	\$0	\$14,760	\$14,760	\$3,690	\$6,524	\$0	\$0	\$340		\$111,851	
Withers																\$8,000	
CCS																\$14,000	
Golden Leaf																\$4,600	
TOTAL DESIGN DEVELOPMENT COST																	\$138,451
CONSTRUCTION DOCUMENTS																	
Prepare working drawings to 35%	1	8	16	24	24	24		40	48	12	8					205	
Meet to review working drawings		6	4			4				4				2		20	
Meeting with Building Official		2			4									2		8	
Prepare working drawings to 70%	1	8	16	24	24	24		40	48	12	8					205	
Prepare cost estimate		2	4	2	2	2				2						14	
Prepare technical specifications			8	4	4	4						40				60	
Prepare working drawings to 95%	1	8	16	24	24	24		40	48	12	8					205	
Assist w/ regulatory submission/appr	1	2	2	2	4	4		12	12					2		41	
Prepare bidding documents	1		4	2	2	2								4		15	
TOTAL HOURS	5	36	70	82	88	88	0	132	156	42	24	40	0	10		773	
HOURLY RATE	\$264	\$246	\$185	\$193	\$216	\$216	\$161	\$123	\$123	\$123	\$233	\$185	\$185	\$85			
SUBTOTAL SERVICES COST	\$1,320	\$8,856	\$12,950	\$15,826	\$19,008	\$19,008	\$0	\$16,236	\$19,188	\$5,166	\$5,592	\$7,400	\$0	\$850		\$131,400	
Withers																\$12,000	
CCS																\$10,000	
Golden Leaf																\$6,000	
TOTAL CONSTRUCTION DOCUMENTS COST																	\$159,400

Cost of Services
Southport Historic Courthouse Renovation
June 13, 2025

BIDDING AND CONSTRUCTION ADMINISTRATION

	HOURS														TOTAL
	PRIN	SR PROJ MGR	ARCHT	SR STR ENGR	MECH ENGR	ELEC ENG	SUST COORD	ARCH TECH	ENGR TECH	INTER DES	SEC/DET SPEC	SPEC WRTR	CONSTR ADMIN	ADMIN	
BIDDING															
Advertise for bids		0.5												1	1.5
Distribute bid documents		0.5												2	2.5
Conduct pre-bid conference		8												1	9
Prepare and issue addenda		2		4	4	4		8	8	4				4	38
Assist in receiving bids		4													4
Assist in bid analysis	1	1												2	4
Assist in preparing constr contract	1	1												4	6
TOTAL HOURS	2	17	0	4	4	4	0	8	8	4	0	0	0	14	65
HOURLY RATE	\$264	\$246	\$185	\$193	\$216	\$216	\$161	\$123	\$123	\$123	\$233	\$185	\$185	\$85	
SUBTOTAL SERVICES COST	\$528	\$4,182	\$0	\$772	\$864	\$864	\$0	\$984	\$984	\$492	\$0	\$0	\$0	\$1,190	\$10,860
Withers															\$500
Golden Leaf															\$150
TOTAL BIDDING COST															\$11,360
CONSTRUCTION ADMINISTRATION															
Conduct pre-construction conference		4											6	2	12
Conduct construction progress mtgs			8	16	16	16							192	24	272
Respond to Contractor's RFIs		8	8	16	16	16				8	12		80	20	184
Review Contractor's submittals		8	16	24	16	24				16	12		24	40	180
Prepare RFPs / administer chg orders		8	8	16	16	16		8	8				40	6	126
Review Contractor's pay requests													12	12	24
Conduct punchlist					8								8	4	20
Backpunch					8								8	4	20
Review Contractor's final pay app													2	2	4
Assemble closeout docs / warranties													8	2	10
TOTAL HOURS	0	28	40	72	80	72	0	8	8	24	24	0	380	116	852
HOURLY RATE	\$264	\$246	\$185	\$193	\$216	\$216	\$161	\$123	\$123	\$123	\$233	\$185	\$185	\$85	
SUBTOTAL SERVICES COST	\$0	\$6,888	\$7,400	\$13,896	\$17,280	\$15,552	\$0	\$984	\$984	\$2,952	\$5,592	\$0	\$70,300	\$9,860	\$151,688
Withers															\$2,500
Golden Leaf															\$3,000
TOTAL CONSTRUCTION ADMINISTRATION COST															\$154,188



AIA® Document B101® – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Nineteenth day of June in the year Two Thousand Twenty-Five

(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:

(Name, legal status, address and other information)

City of Southport

1029 Howe Street

Southport, North Carolina 28416

Telephone Number: 910-457-7949

and the Architect:

(Name, legal status, address and other information)

Moseley Inc.

911 North West Street

Suite 205

Raleigh, North Carolina 27603

Telephone Number: 919-840-0091

for the following Project:

(Name, location and detailed description)

Architectural and Engineering Design Services

City of Southport Historic Courthouse Renovation

Southport, North Carolina

The Owner and Architect agree as follows.

This document has important legal consequences.

Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 SUPPLEMENTAL AND ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

In accordance with Architect's proposal letter dated June 12, 2025.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

The Project site is located at the historic Brunswick County Courthouse located at 201 East Nash Street in Southport, North Carolina.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

To be determined as the Project progresses.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

Schematic Design 6 weeks
Design Development 2 months
Construction Documents 2 months
City review and approval 1 month
Bidding and Construction Contract award 1.5 months
Construction to Substantial Completion 12 months
Construction to Final Completion and Project Closeout 1 month

.2 Construction commencement date:

To be determined as the Project progresses.

.3 Substantial Completion date or dates:

To be determined as the Project progresses.

.4 Final Completion date or dates:

To be determined as the Project progresses.

~~.4~~ **.5** Other milestone dates:

Not Applicable

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

A stipulated sum construction contract with a single Contractor pursuant to competitive bidding.

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

Not Applicable

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™-2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204-2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204-2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Noah Saldo, City Manager
City of Southport
1029 Howe Street
Southport, North Carolina 28416

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

Not Applicable

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

~~.1 Geotechnical Engineer:~~
Not Applicable

~~.2 Civil Engineer:~~

~~.3 Other, if any:~~
~~—(List any other consultants and contractors retained by the Owner.)~~

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Joshua N. Bennett, AIA, Vice President
Moseley Inc.
911 North West Street
Suite 205
Raleigh, North Carolina 27603
Telephone Number: 919-840-0091

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

~~.1 Structural Engineer:~~

Moseley Inc.

~~.2 Mechanical Engineer:~~

Moseley Inc.

~~.2 Mechanical-~~ ~~.3 Electrical Engineer:~~

Moseley Inc.

~~.4 Plumbing Engineer:~~

Moseley Inc.

~~.3 Electrical-~~ ~~.5 Civil Engineer:~~

WithersRavenel
137 S Wilmington Street
Suite 200
Raleigh, North Carolina 27601

§ 1.1.11.2 Consultants retained under Supplemental Services:

~~.1 Historic Preservation:~~

Golden Leaf Design Studio
5106 Laurinda Drive
Greensboro, North Carolina 27410

2 3D Scan and Modeling:

TrueScan
9688 Cincinnati Columbus Road
West Chester, Ohio 45241

§ 1.1.12 Other Initial Information on which the Agreement is based:

Not Applicable

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon ~~written~~ protocols governing the transmission and use ~~of, and reliance on, of~~ Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to ~~written~~ protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2.1 Subject to the standard of care set forth in Section 2.2 for applying professional judgment to the information used or relied upon, Architect and its Consultants may use and rely upon design elements, technical standards, test results, and all other information ordinarily or customarily furnished or published by others, including, but not limited to, specialty contractors, manufacturers, fabricators, and suppliers.

§ 2.2.2 The Owner agrees that estimating and projecting future weather, climate, rainfall, flood, tidal, ocean and on-shore conditions and their impacts upon existing or contemplated developments, infrastructure or resources is difficult, complex and based on variable assumptions that are impacted by factors beyond the Architect's ability to predict or control and understands that the Architect by training and experience does not possess the expertise to assess the effects of climate change or extreme climate events not addressed by current codes and standards on the Project and assumes no responsibility beyond the professional skill and care in designing to current codes and standards. Accordingly, any estimates, forecasts, studies, reviews, conclusions, recommendations or assessments provided as part of the Architect's Services are presented solely on the basis of data currently available and may no longer be valid if that data materially changes. The Owner further agrees and understands that weather, climate, rainfall, flood, tidal, ocean and on-shore events are based on probability, and extreme events can and will occur and may cause damage regardless of mitigation measures. Therefore, the Architect and the Owner have discussed the risks and benefits of resilient design alternatives and the Owner agrees that because disruptive climate events are unforeseeable at the time this

contract for services was negotiated, that it will waive any claim against the Architect related to climate events that exceed those addressed by existing codes and standards.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than one million dollars (\$ 1,000,000.00) for each occurrence and two million dollars (\$ 2,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than a combined single limit one million dollars (\$ 1,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. ~~The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.~~

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than one million dollars (\$ 1,000,000.00) each accident, one million dollars (\$ 1,000,000.00) each employee, and one million dollars (\$ 1,000,000.00) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million dollars (\$ 1,000,000.00) per claim and one million dollars (\$ 1,000,000.00) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella ~~policies~~ policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The ~~usual and customary~~ Architect's Basic Services consist of those ~~described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services indicated in Section 1.1.11.1 and as described in this Article 3. Services not indicated in Section 1.1.11.1 and not set forth in this Article 3 are Supplemental or Additional Services.~~

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3.1 The Owner and Architect are aware that many factors outside the Architect's reasonable control may affect the Architect's ability to complete the services to be provided under this Agreement. The Architect will perform these services with reasonable diligence and expediency consistent with sound professional practices. For purposes of this Agreement, such factors include, but may not be limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war, pandemics, epidemics, quarantines, or other local, state, or national declared emergencies; failure of any government agency to act in timely manner; failure of performance by the Owner or the Owner's representatives, contractors or consultants; or discovery of any hazardous substances or differing site conditions or other similar or reasonably unforeseen events. Notwithstanding the above factors, Architect reserves the right to seek common law defenses as may be applicable if such services are adversely affected.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written ~~approval~~acceptance.

§ 3.1.5 The Architect ~~shall~~shall, at appropriate times, contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.1.7 The Architect shall exercise usual and customary professional care in its efforts to comply with applicable laws, codes and regulations in effect as of the date of the submission to building authorities. Design changes made necessary by newly enacted laws, codes and regulations after this date, may, if agreeable to both parties, require a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement. In the event of a conflict between the applicable laws, codes and regulations of various governmental entities having jurisdiction over this Project, the Architect shall notify the Owner of the nature and impact of such conflict. The Owner agrees to cooperate and work with the Architect in an effort to resolve this conflict.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review ~~the program and~~ other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's written approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. ~~The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.~~

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's written approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining ~~either competitive bids or negotiated proposals; competitive bids;~~ (2) confirming responsiveness of ~~bids or proposals; bids;~~ (3) determining the successful ~~bid or proposal, if any; bid;~~ and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- ~~.1 facilitating the distribution of Bidding Documents to~~ distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to, prospective bidders;
- .2** organizing and conducting a pre-bid conference for prospective bidders;
- .3** preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4** organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 ~~If the Bidding Documents permit substitutions, upon~~ Upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 ~~Proposal Documents shall consist of proposal requirements and proposed Contract Documents.~~

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- ~~.1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;~~
- ~~.2 organizing and participating in selection interviews with prospective contractors;~~
- ~~.3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,~~
- ~~.4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.~~

§ 3.5.3.3 ~~If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.~~

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site ~~at intervals appropriate to the stage of construction, or as otherwise~~ required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of ~~either the Owner or Contractor.~~ the Owner. The Architect’s response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect’s decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect’s certification for payment shall constitute a representation to the Owner, based on the

Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and ~~approve~~, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for general conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Contractor's design professional shall verify the accuracy, adequacy, and suitability of the performance and design criteria. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to

Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility (Architect, Owner, or not provided)
§ 4.1.1.1 Programming	<u>Owner</u>
§ 4.1.1.2 Multiple preliminary designs	<u>Not Provided</u>
§ 4.1.1.3 Measured drawings	<u>Not Provided</u>
§ 4.1.1.4 Existing facilities surveys	<u>Owner</u>
§ 4.1.1.5 Site evaluation and planning	<u>Not Provided</u>
§ 4.1.1.6 Building Information Model management responsibilities	<u>Not Provided</u>
§ 4.1.1.7 Development of Building Information Models for post construction use	<u>Not Provided</u>

Init.

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User Notes:

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§ 4.1.1.8	Civil engineering	<u>Architect</u>
§ 4.1.1.9	Landscape design	<u>Not Provided</u>
§ 4.1.1.10	Architectural interior design	<u>Architect</u>
§ 4.1.1.11	Value analysis	<u>Not Provided</u>
§ 4.1.1.12	Detailed cost estimating beyond that required in Section 6.3	<u>Not Provided</u>
§ 4.1.1.13	On-site project representation	<u>Owner</u>
§ 4.1.1.14	Conformed documents for construction	<u>Not Provided</u>
§ 4.1.1.15	As-designed record drawings	<u>Not Provided</u>
§ 4.1.1.16	As-constructed record drawings	<u>Not Provided</u>
§ 4.1.1.17	Post-occupancy evaluation	<u>Not Provided</u>
§ 4.1.1.18	Facility support services	<u>Owner</u>
§ 4.1.1.19	Tenant-related services	<u>Owner</u>
§ 4.1.1.20	Architect's coordination of the Owner's consultants	<u>Architect</u>
§ 4.1.1.21	Telecommunications/data design	<u>Not Provided</u>
§ 4.1.1.22	Security evaluation and planning	<u>Not Provided</u>
§ 4.1.1.23	Commissioning	<u>Not Provided</u>
§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3 <u>Exhibit A</u>	<u>Not Provided</u>
§ 4.1.1.25	Fast-track design services	<u>Not Provided</u>
§ 4.1.1.26	Multiple bid packages	<u>Not Provided</u>
§ 4.1.1.27	Historic preservation	<u>Architect</u>
§ 4.1.1.28	Furniture, furnishings, and equipment <u>Furniture design</u>	<u>Not Provided</u>
§ 4.1.1.29	Other services provided by specialty Consultants <u>Energy Modeling</u>	<u>Not Provided</u>
§ 4.1.1.30	Other Supplemental Services <u>Life Cycle Cost Analysis and Energy Modeling as Design Tool</u>	<u>Not Provided</u>

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is ~~provided below.~~ provided.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is ~~provided below.~~ Refer to Exhibit A

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

§ 4.1.3 ~~If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™ 2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2. of the Architect~~

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in

accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Twenty-four (24) visits to the site by the Architect during construction
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two (2) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion

of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within twenty-four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.1.1 The Architect may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Architect shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Owner and/or the Owner's consultants and contractors.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect-defect(s) or suspected defect(s) in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service, Service or in the Architect's professional services, so that the Architect may be afforded the opportunity to address such alleged fault or defect(s). Failure by the Owner to promptly notify the Architect in writing of the discovery or suspicion of such fault or defect(s) shall relieve the Architect of liability for any damages caused by the fault or defect(s) in excess of the damages that would have been incurred if the Owner had given prompt notification to the Architect when such fault or defect(s) were first discovered or suspected by the Owner, and the Architect had promptly corrected such fault or defect(s).

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

§ 5.16 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit for the Owner, but also carries with it associated risks. Such risks include, but are not limited to, the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Contractor to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.17 The Architect shall be entitled to rely upon the proper performance by the Owner's Representative (OR) of the items on the DR&A list (a list of duties, responsibilities and authority) and shall bear no responsibility to the Owner or its representative(s) for any opinions, directions, or decisions given by the Owner and OR.

§ 5.18 If the Owner retains the services of a Value Engineer (VE), or similar entity, to review the plans prepared by the Architect, these services shall be at the Owner's sole expense and shall be performed in a timely manner so as not to delay the orderly progress of the Architect's services. All recommendations of the VE shall be given to the Architect for review, and adequate time shall be provided for the Architect to respond to these recommendations. If the Architect objects to any recommendations made by the VE, it shall so state in writing to the Owner, along with the reasons for objecting. If the Owner, despite the Architect's objections, requires the incorporation of changes in the Construction Documents, the Owner agrees, to the fullest extent permitted by law, to waive all claims against the Architect which arise in connection with or as a result of the incorporation of such design changes required by the Owner.

§ 5.19 The 179D tax deduction incentivizes building owners and designers for designing energy-efficient building systems, including lighting, HVAC, and building envelope components. Since government entities do not pay taxes, this deduction is not available to you, the Owner. Current tax code allows for this deduction to be allocated to the Architect on eligible projects to help incentivize energy-efficient building design. Per the Department of Treasury,

the Architect shall not have to pay a fee or allocate any portion of the potential deductions to the Owner to receive an allocation letter. The Owner further recognizes that the Architect, unless they opt-out, is the only entity eligible to pursue such allocations in accordance with 26 U.S. Code §179D, which reads in part, *“The allocation of the deduction [is] to the person primarily responsible for designing the property in lieu of the owner of such property.”* To ensure compliance with the U.S. Code, the Owner agrees to sign such an allocation letter after receiving a request from the Architect to do so. The Architect shall be responsible for obtaining and procuring a letter of certification from a third-party entity who will perform the required energy modeling and conduct a physical site visit of the Project, and the Architect shall also be responsible for any certification fees and distribution of deductions ultimately approved by the IRS.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors’ general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner’s budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner’s budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect’s judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor’s methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner’s budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner’s budget. The Architect’s estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect’s responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 ~~If, through no fault of the Architect,~~ If the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner’s budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect’s estimate of the Cost of the Work exceeds the Owner’s budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project’s size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner’s budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner’s budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to

modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

§ 6.8 For existing facilities inasmuch as the renovation of an existing building requires that certain assumptions be made regarding existing conditions, the Architect shall not be responsible for additional construction cost or other damages due to hidden conditions in an existing facility which are uncovered during the progress of the construction, and which could not have been reasonably anticipated or known.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner ~~warrant~~ agree that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. Under no circumstances shall the transfer of ownership of the Drawings, Specifications, electronic data or other Instruments of Service be deemed to be a sale by the Architect, and the Architect makes no warranties, express or implied, of merchantability or of fitness for a particular purpose.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 ~~The~~ Upon full payment of all sums due or anticipated to be due Architect under this Agreement and upon performance of all the Owner's obligations under this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

§ 7.6 The Owner is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed and sealed construction documents prepared by the Architect and the electronic files, the signed and sealed hard-copy construction documents shall govern.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action-action, including indemnity and any statutes of limitations and repose, against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10-six (6) years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, ~~except as specifically provided in Section 9.7-Agreement.~~

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, ~~which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement.~~ mediation. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. ~~If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.~~

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box.)

☐ Arbitration pursuant to Section 8.3 of this Agreement

☒ Litigation in a court of competent jurisdiction

☐ Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the

interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements. termination including Reimbursable Expenses then due.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1—Termination Fee:

.2—Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and ~~Section 9.7.~~

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, ~~excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.~~ located.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction. No headings or numbering of Sections or Paragraphs in This Agreement shall be interpreted or construed to change or modify the duties and obligations of Owner or Architect.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, ~~except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.~~ other.

§ 10.4 ~~If Pursuant to 10.11, if the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to~~

execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual ~~relationship with,~~ relationship, third-party rights or benefits, with or a cause of action in favor of, ~~a third party of a third party person or entity~~ against either the Owner or the Architect. The Architect's services, Instruments of Service, and work product required under this Agreement are being performed and are intended solely for the Owner's use and benefit.

§ 10.6 ~~Unless otherwise required in this Agreement, the~~ The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information, or (4) as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 – COMPENSATION

§ 11.1 ~~For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:~~ **10.10** If, due to the Architect's negligence, a required item or component of the Project is omitted from the Architect's construction documents, the Architect shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the Architect be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

11 — Stipulated Sum

§ 10.11 The Architect shall not be required to sign any documents that would result in the Architect having to certify, guarantee or warrant the existence of conditions whose existence the Architect cannot ascertain, or that in any way might increase the Architect's risk or the availability or cost of its

—insurance. *(Insert amount)*

~~.2—Percentage Basis~~

~~—(Insert percentage value)~~

~~— () % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.~~
§ 10.12 The Architect agrees to maintain all documents, including electronic documents, related to the Project for a period of not less than seven (7) years, in a reasonably accessible manner consistent with the Architect's internal document retention policy.

~~.3—Other~~

~~—(Describe the method of compensation.)~~ **§ 10.13** The section headings used in this Agreement are intended principally for convenience and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

ARTICLE 11 COMPENSATION

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, **§ 11.1** For the Architect's Services described herein, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.) Compensation shall be the lump sum of Five Hundred Seventy-Two Thousand, Two Hundred Seventy-Six and 00/100 Dollars (\$572,276.00), as follows:

Schematic Design	\$108,877.00
Design Development	\$138,451.00
Construction Documents	\$159,400.00
Bidding	\$ 11,360.00
Construction Phase	\$154,188.00
Total	\$572,276.00

§ 11.2 Not Used

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

As mutually agreed as Additional Services are required OR In accordance with Exhibit hereto.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus twenty percent (20 %), or as follows:

(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	percent (	%)
Design Development Phase	percent (	%)
Construction Documents Phase	percent (	%)
Procurement Phase	percent (	%)
Construction Phase	percent (	%)
Total Basic Compensation	one hundred percent (	100 %)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most

recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Schedule of Hourly Billing Rates Calendar Year 2025

<u>Principals</u>	<u>\$264</u>
<u>Architects</u>	
<u>Senior Project Manager</u>	<u>\$246</u>
<u>Project Manager</u>	<u>\$193</u>
<u>Architect</u>	<u>\$185</u>
<u>Project Designer</u>	<u>\$123</u>
<u>Security and Detention Design</u>	
<u>Security Design Specialist</u>	<u>\$233</u>
<u>Moseley Engineering Director</u>	<u>\$264</u>
<u>Moseley Mechanical/Electrical/Plumbing/Engineering</u>	
<u>Senior Engineer</u>	<u>\$216</u>
<u>Engineer/Designer</u>	<u>\$177</u>
<u>Intern Technician</u>	<u>\$123</u>
<u>Moseley Structural Engineering</u>	
<u>Senior Engineer</u>	<u>\$193</u>
<u>Engineer/Designer</u>	<u>\$161</u>
<u>Intern Technician</u>	<u>\$123</u>
<u>Moseley Interior Design</u>	
<u>Interior Design Director</u>	<u>\$216</u>
<u>Senior Interior Designer</u>	<u>\$145</u>
<u>Project Interior Designer</u>	<u>\$123</u>
<u>Corrections Planner</u>	<u>\$264</u>
<u>Criminal Justice Consultant</u>	<u>\$210</u>
<u>Construction Administration</u>	
<u>Construction Administrator</u>	<u>\$185</u>
<u>Specification Writer</u>	<u>\$185</u>
<u>Sustainability Planning</u>	
<u>Sustainability Planning Director</u>	<u>\$216</u>
<u>Energy Analyst</u>	<u>\$181</u>
<u>Sustainability Coordinator</u>	<u>\$161</u>
<u>Administrative</u>	<u>\$85</u>

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User Notes:

(3B9ADA4C)

Rates are subject to change on January 1 of each year

Employee or Category	Rate (\$0.00)
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§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 ~~Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;~~
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the ~~Project~~Project (unless specifically included in the Basic or Supplemental Services);
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 ~~All taxes levied on professional services and on reimbursable expenses;~~
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

§ 11.9 Architect's Insurance. If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of ~~(\$)~~ shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 ~~If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.~~

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

12 % twelve percent per annum

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding and final dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

12.1 Neither the Architect nor the Architect's consultants have offered, intends to offer, or shall be required to offer, any fiduciary service to the Owner and no fiduciary responsibility shall be owed to the Owner by either the Architect or the Architect's consultants as a result of the Owner and Architect entering into this Agreement.

12.2 NON-DISCRIMINATION. During the performance of this Agreement, the Architect agrees as follows:

12.2.1 The Architect will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Architect. The Architect agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

12.2.2 Architect shall state in all solicitations or advertisements for employees placed by or on behalf of the Architect that the Architect is an equal opportunity employer.

12.2.3 Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient compliance with this provision.

12.2.4 The Architect agrees to include the provisions of 12.2.1, 12.2.2, and 12.2.3 above in every subcontract over \$10,000 so that the provisions will be binding upon each subcontractor.

12.3 During the performance of this Agreement, the Architect agrees to (i) provide a drug-free workplace for its employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in its workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on its behalf that it maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with this Agreement in which the employees of the Architect are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Agreement.

12.4 The requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state and local accessibility laws, rules, codes, ordinances and regulations will be subject to various and possibly contradictory interpretations. Federal accessibility laws and regulations are not part of, or necessarily compatible with, state or local laws, codes and regulations governing construction. The Architect, therefore, will use its reasonable professional efforts and judgment to interpret applicable accessibility requirements in effect as of the date of submission to building authorities, and as they apply to the Project. Therefore, the Architect recommends the Owner obtain appropriate legal counsel with respect to compliance with the appropriate disability access laws.

12.5 The Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Owner, its officers, directors and employees (collectively, Owner) against all damages, liabilities or costs, including reasonable attorneys' fees, to the extent caused by the Architect's negligent performance of professional services under this Agreement and that of its consultants or anyone for whom the Architect is legally liable. Neither the Owner nor the Architect shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others that they are not legally liable.

12.6 Architect's Services shall be limited to those expressly set forth in this Agreement. Architect shall have no other obligations or responsibilities for the Project except as agreed to in writing.

12.7 The Contractor and Subcontractors will be solely in control of the Project site and exclusively responsible for construction means, methods, scheduling, sequencing, jobsite safety and compliance with all Construction Documents and directions from Owner or building officials.

12.8 Only upon the written request or direction of Owner, any value engineering, substitutions, or other cost-reduction effort or analysis that results in similar evaluations, is performed on this Project, the Architect shall provide its opinion to the Owner with respect to proposed or requested changes in materials, products, systems, or equipment. The Architect shall be entitled to rely on the accuracy and completeness of the information provided in conjunction with the requested change(s). The Owner acknowledges that such changes may result in a reduction in the quality and performance of the materials, components, or project. Accordingly, the Architect shall not be responsible for such reduction in performance by incorporating such value engineered, substituted, or otherwise incorporated materials, products, systems, or equipment into the Project.

12.9 If the Owner directs the Architect to specify any product or material after the Architect has informed the Owner that such product or material may not be suitable or may embody characteristics that are suspected of causing or may cause the product or material to be considered a hazardous substance in the future, the Owner waives all claims as a result thereof against the Architect.

12.10 The Architect and/or its consultant will prepare a plan indicating the locations for known existing subsurface infrastructure with respect to assumed locations of existing underground improvements. Such services by the Architect and/or its consultant will be performed in a manner consistent with the Architect's professional standard of care. However, such plans may not identify all existing underground infrastructure and that the information upon which the Architect reasonably relies may contain errors or may be incomplete. Therefore, the Owner agrees, to the fullest extent permitted by law, to waive all claims and causes of action against the Architect for damages to existing underground infrastructure and improvements resulting from subsurface penetrations in locations established by the Architect that are based on properly filed and available records of said existing underground infrastructure.

12.11 This Agreement may be executed in one or more counterparts and shall be effective when all the Parties have signed a counterpart hereof. Electronic transmission of original signatures in .pdf or similar format are as final and binding as pen and ink originals executed and exchanged in the presence of all Parties.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- .2 Building Information Modeling Exhibit, if completed:
-
- .3 Exhibits:
(Check the appropriate box for any exhibits incorporated into this Agreement.)

[] AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this agreement.)

~~[]~~ ~~Other Exhibits incorporated into this Agreement:~~ Exhibits:

(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

~~4~~ ~~Other documents:~~

(List other documents, if any, forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Noah Saldo, City Manager
City of Southport-

(Printed name and title)

ARCHITECT (Signature)

Joshua N. Bennett, AIA, Vice President
Moseley Inc.-

(Printed name, title, and license number, if required)

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification 09:36:23 ET on 06/19/2025 under Order No. 4104248195 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ - 2017, Standard Form of Agreement Between Owner and Architect, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

(Signed)

(Title)

(Dated)



**Budget Amendment
Fiscal Year 2025-2026
Budget Amendment 1**

WHEREAS on March 3rd, 2025, the Board of Aldermen (“Board”) voted to designate the Old City Hall Building for use by the police department and to serve as the Board chambers and asked the Planning Board for recommendation; and

WHEREAS on April 10th, 2025, the Board made the final vote to move forward with plans to use Old City Hall for Police use and Board Chambers determined RFQ’s would be due no later than May 20th, 2025; and

WHEREAS Moseley Architects was selected for the work after staff committee recommendation on May 28th, 2025, and per their contract funds to begin design work were needed in the amount of \$575,000; and

WHEREAS these funds were not originally budgeted in Fiscal Year 2025-2026 and the Board desires to transfer funds from the General Fund to initiate the renovation project:

NOW THEREFORE BE IT ORDAINED, by the Board of Aldermen of the City of Southport, North Carolina that the annual budget ordinance for fiscal year 2025-2026 shall be amended as follows:

Revenue	Increase
Appropriated Fund Balance	\$575,000
10-00-3991-0000	

Expenditure	Increase
Transfer to Capital Fund	\$575,000
10-99-3970-9600	

Revenue	Increase
Transfer in General Fund	\$575,000
23-23-3970-0000	

Expenditures	Increase
Capital Outlay-Old City Hall	\$575,000
23-23-7300-9800	

Adopted by the Southport Board of Aldermen in regular session, July 7th, 2025

Rich Alt
Mayor, City of Southport

Tori Deviney
Deputy City Clerk



BECKER
MORGAN
GROUP

ARCHITECTURE
ENGINEERING



Professional Architectural and Engineering Services

SOUTHPORT OLD CITY HALL POLICE CONVERSION

Southport, NC | 5.20.2025



CONTENT

COVER LETTER

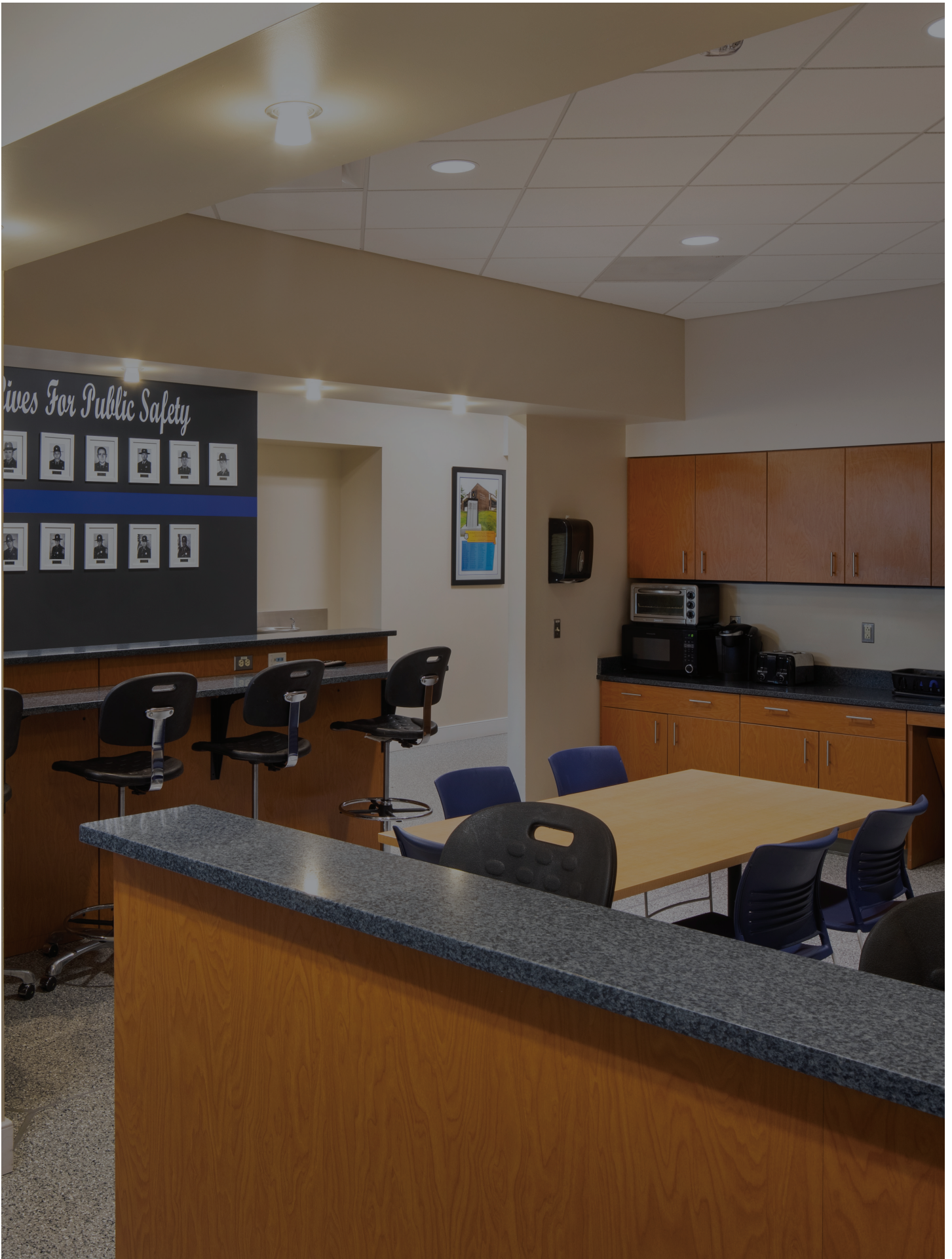
PROPOSED SCOPE OF SERVICES/APPROACH - TAB A

PROJECT EXPERIENCE - TAB B

PROJECT SCHEDULE - TAB C

APPENDIX A: KEY PERSONNEL RESUMES - TAB D

APPENDIX B: PROFESSIONAL REFERENCES - TAB E





ARCHITECTURE
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CLIENTS' SUCCESS

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

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980.270.9100

314 EAST MAIN STREET
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SALISBURY, MARYLAND 21801
410.546.9100

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

THE TOWER AT STAR CAMPUS
100 DISCOVERY BOULEVARD, SUITE 102
NEWARK, DELAWARE 19713
302.369.3700

www.beckermorgan.com

May 20, 2025

City of Southport Deputy City Clerk
1029 N. Howe Street
Southport, NC 28461

Re: **Request For Qualifications For: Southport Old City Hall Police Conversion**

Dear Mr. Zilinek and Selection Committee:

Becker Morgan Group is pleased to submit this qualifications package for architectural and engineering design services for the Southport Old City Hall Police Conversion project. We recognize the historical and cultural significance of this facility and the critical role it will continue to play in serving the Southport community. With extensive experience in both governmental and institutional projects, particularly those with public safety and civic focus, the Becker Morgan Group team brings the following strengths to your project:

- **SAFETY & SOLUTION-DRIVEN DESIGN:** Our experience with mission-critical projects ranges from tens of thousands to tens of millions of dollars. Regardless of project scale, our goal is to deliver the highest quality design with the greatest value. Safety, accessibility, and functionality are always fundamental aspects of our approach, ensuring that our design solutions translate the client's vision into practical, affordable, and enduring results.
- **TRUSTED, EXPERIENCED, & LOCAL:** With a team of 129 professionals and a local office just 45 minutes away in Wilmington, Becker Morgan Group is well-positioned to provide responsive, collaborative service throughout the life of the project. We value long-term relationships and have built a strong portfolio of successful civic and public safety projects, including the UNCP Campus Safety & Emergency Response Center and the Raleigh Police Department Evidence Facility. Our experience in adaptive reuse and preservation ensures we can honor the historical significance of the Old City Hall while delivering a functional and future-ready space for the community.

Brice Reid, AIA, NCARB will serve as the Project Manager and primary point of contact. He may be reached at breid@beckermorgan.com or 910.341.7600.

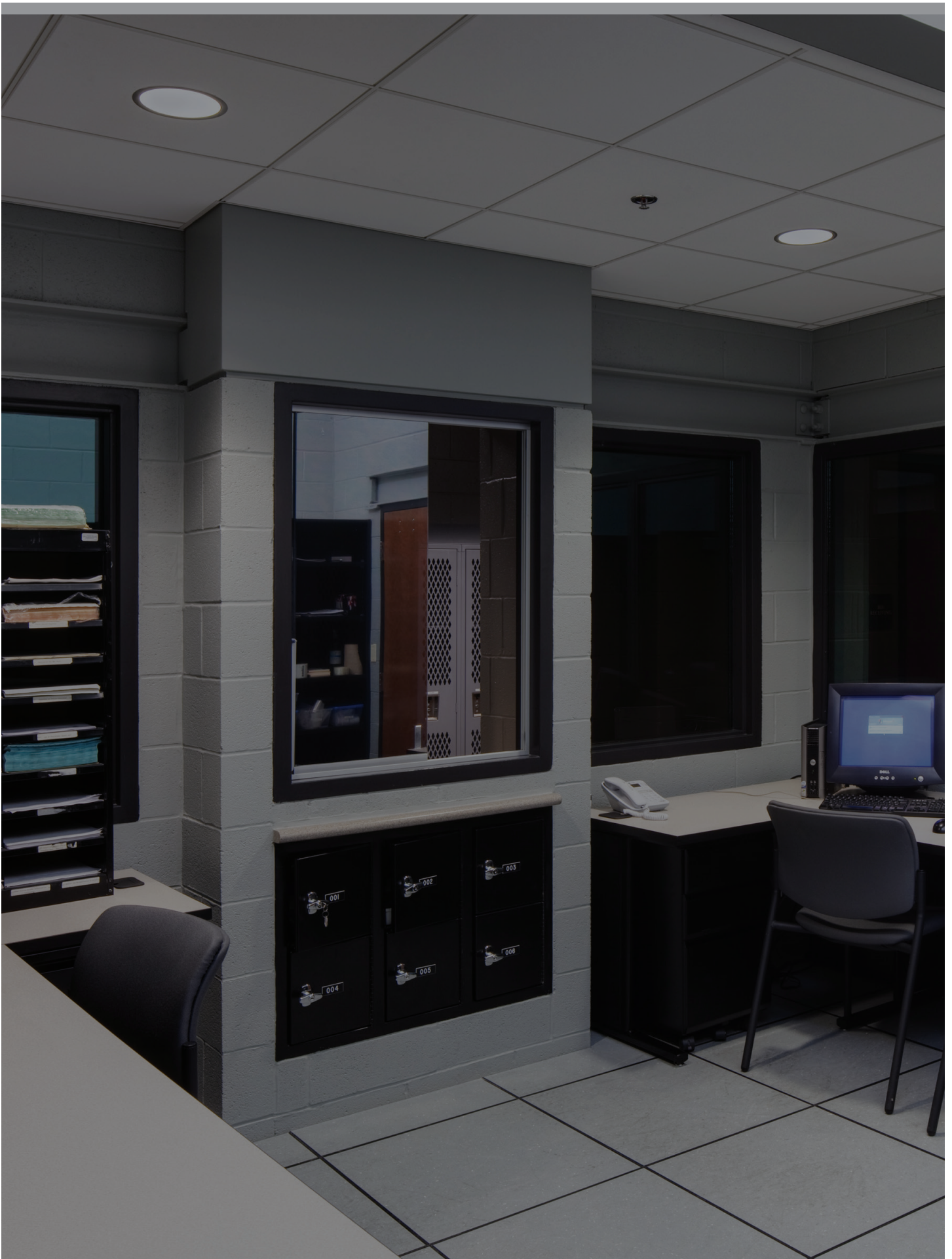
We are pleased to partner with the following subconsultants for this project:

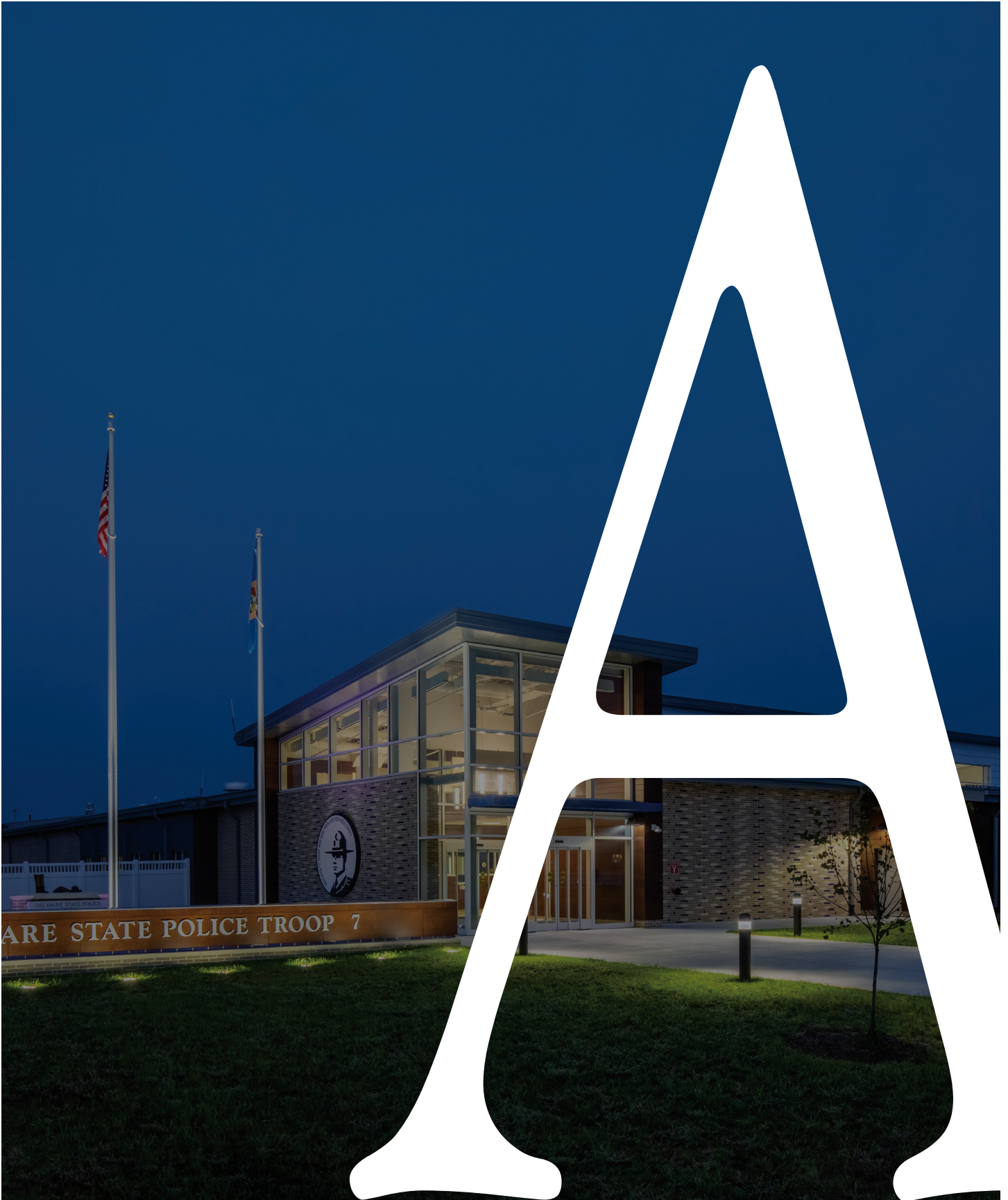
- **MEP Engineering:** CBHF Engineers
2246 Yaupon Drive, Wilmington, NC 28401
910.791.4000 | acribb@cbhfengineers.com | dhahn@cbhfengineers.com
- **Structural Engineering:** Andrew Consulting Engineers
3811 Peachtree Avenue, Suite 300, Wilmington, NC 28403
910.202.5555 | neal@andrewengineers.com
- **Architectural Historian:** Fearnbach History Services, Inc.
3334 Nottingham Road, Winston-Salem, NC 27104
336.765.2661 | heatherfearnbach@bellsouth.net

Becker Morgan Group is confident in our ability to deliver thoughtful, community-focused design and would welcome the opportunity to discuss how we can help revitalize this important civic asset.

Sincerely,
BECKER MORGAN GROUP, INC.

Ernest Olds, AIA, NCARB
Vice President | Principal-In-Charge







IN-HOUSE EXPERTISE

Becker Morgan Group includes in-house expertise in the design of Municipal Buildings as well as a lengthy history of performance across the Atlantic coastal region. Furthermore, our firm provides several engineering disciplines, including civil engineering design. This comprehensive and integrated team provides substantial benefit to the project in that our team has extensive project experience working together for many years. Our ability to communicate with one another and problem solve in a familiar collaborative environment ensures completeness, constructability, coordination, and limits conflict. This integrated approach results in more competitive project pricing, fewer changes during construction and faster delivery of the complete facility.

Our team is vertically integrated; that is, the design team is also the construction team and the closeout team. We stress the importance of continuity and commitment of our design partners with that of the City of Southport and the selected general contractor.

MUNICIPAL AND POLICE EXPERTISE

Becker Morgan Group has been committed to serving municipal and public safety clients for over 28 years. During that time, we have become experts at understanding the operational challenges of both administrative services as well as public safety expectations in a rapidly evolving culture of technology and public demands for instant access. We have significant experience in performing feasibility studies leading to facilities designed to accommodate growth and change in both new and existing buildings.

FIRST, we have assisted many municipalities in analyzing their needs to determine whether to construct a new facility or renovate or add to an existing facility. Town managers are often very organized people but not usually accustomed to leading the development of new facilities. We look carefully at the existing operations from both a spatial and organizational aspect. We examine technology, human factors, call volumes, community growth patterns, availability of services, security, and accessibility. We provide budgets, schedules, building and site plans. Our work product is then used for grant application, or capital planning and funding. During these studies we rely on mapping data from geographic information systems (GIS), aerial photography, space needs surveys, and site hazard analysis using FEMA and internally developed guidelines. Examples of recent studies performed include Scotland County 911 – consolidation of 5 agencies and regional backup; Hertford County 911 – consolidation of 3 agencies; Wilmington Fire Station #6 – site evaluation and space study; North Topsail Beach Fire Station 2; North Topsail Beach- Public Safety Building, feasibility study.

SECOND, once we have helped determine the feasibility and viability of a project, we impart that project with the capacity to grow and change. To prepare you for the future we perform demographic analysis; study regional patterns of development; and consider improvements in utilities and technology to provide extended value to your local investment in facilities and equipment. We understand the practicality of operating 24-7 and designing systems that can be maintained without impacting operations while providing the latest in energy performance. Our experience working in secure military, intelligence, law enforcement and data centers gives us current capability for state-of-the-art design in data and physical security. Using existing buildings provides the opportunity to breathe new life in them; re-establishing their character and contribution to the community. Projects are often viewed by taxpayers as smart uses of resources.

THIRD, and last, we are active participants in the educational seminars and publications of the primary organizations who support the local governance community. Ernie Olds, AIA, Principal and leader of our dedicated government/public safety studio, has participated for several years as a panelist and speaker, providing insights to local government agencies regarding the design and construction of new facilities. Our historic resource partner, Heather Fernbach, is highly regarded and will ensure design compliance with SHPO guidelines.







LUMBERTON POLICE DEPARTMENT

NEW CONSTRUCTION | ADDITION/EXPANSION

PROJECT SUMMARY

Lumberton Police Department believed they could renovate their existing 11,000 sf facility, a former bakery. Our team performed a comprehensive space needs analysis, tested schematic planning against the City's budget and determined demolition and new construction were more cost effective than renovation. Choosing new construction of this facility allowed for improved operational flows, improved public and staff separation, and heightened security and segregation of detainees for processing. The existing building was demolished and replaced with a new 18,000 sf building and site improvements to accommodate the expanding needs of the Police Department. Features include ballistic rated exterior windows, a secure internal public lobby, public meeting space, administrative office, victim's area, detectives, special operations, patrol sally port, holding/processing and secure evidence processing and storage. Comprehensive security (audio/visual, hardware) was included for protection of police and the public.

PROJECT DATA

Cost.....**\$2,513,857**
Size.....**18,000 SF**
Completion Date.....**2014**
Location.....**Lumberton, NC**

CLIENT

City of Lumberton
500 North Cedar Street
Lumberton, NC 28358
Brandon Love, Deputy City Manager
blove@ci.lumberton.nc.us
910.671.3806



PROJECT SUMMARY

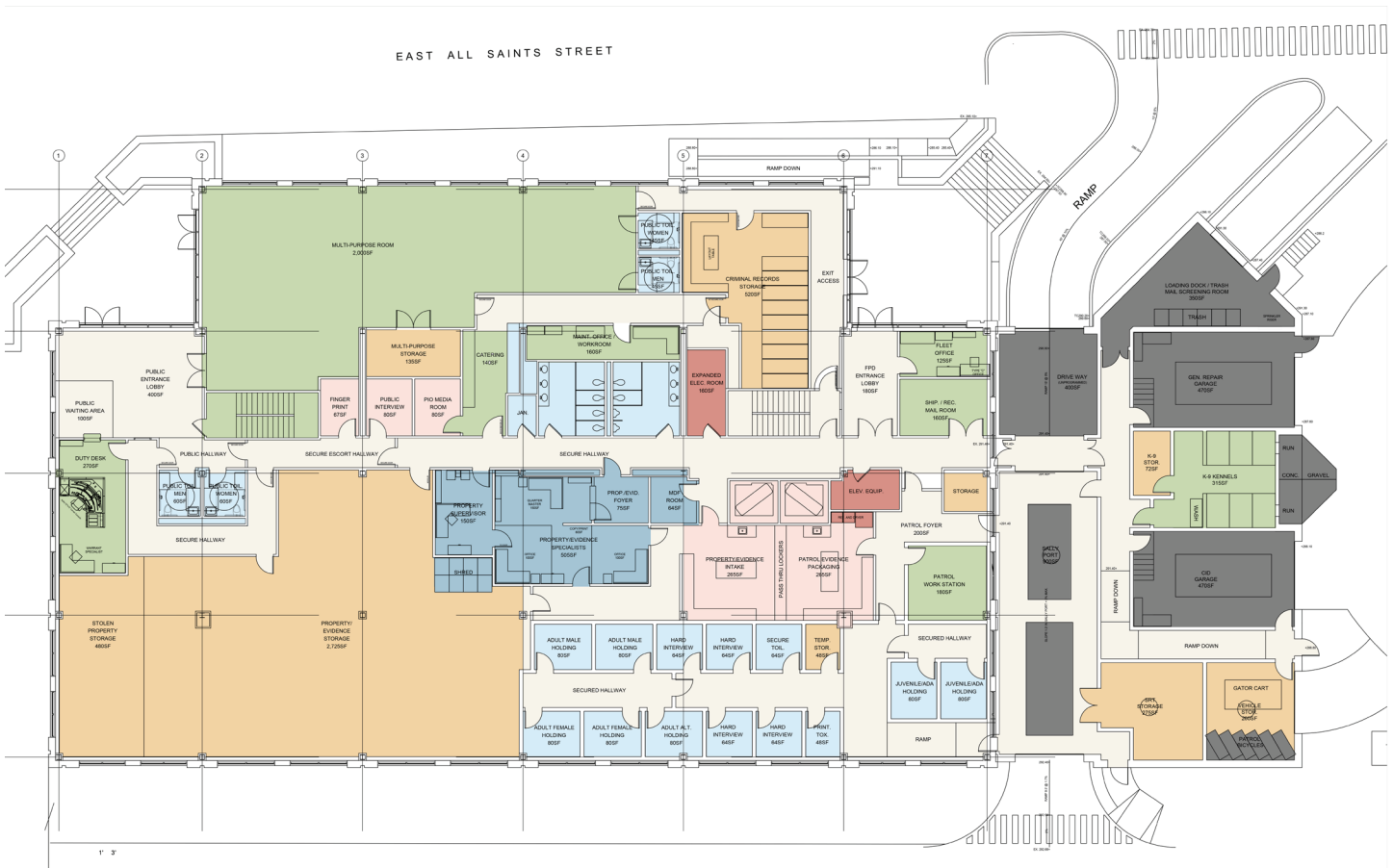
The City of Frederick, Maryland is fully renovating and expanding a former state office building and its site, to provide a consolidated and effective headquarters for the Frederick Police Department. The existing building was built in 1994, is 4-stories and 65,304 square feet, sitting on a 24,093 square foot lot. Becker Morgan Group was engaged as the public safety consultant, providing expertise and significant experience in the planning and design of public safety buildings, including police, fire, EMS, 911 and emergency operations. As part of a design/build team, Becker Morgan Group provided evidence processing, forensics, and storage and utilized Construction Manager at Risk (CMr).

PROJECT DATA

Cost.....	\$16,000,000 (est.)
Size.....	65,304 SF
Completion Date.....	2025 (est.)
Location.....	Frederick, MD

CLIENT

Proffitt & Associates Architects, PC
49 South Carroll Street
Frederick, MD 21701
Kevin Kneer, Senior Project Architect
kkneer@proffittandassociates.com
301.662.8532



TOPSAIL BEACH PUBLIC SAFETY & TOWN HALL BUILDING

NEW CONSTRUCTION

PROJECT SUMMARY

Becker Morgan Group, in conjunction with our design/builder, Thomas Construction has been working with the Town to plan a new police, fire and town hall project. The Town's current facilities are three separate buildings, all of 50 years old or greater, and all in the flood plain. The design team has prepared a concept that elevates the critical facilities to allow under-story parking while keeping separate and secure police and fire functions. All building components, utilities and infrastructure are designed to withstand 157 mph wind loads, seismic impacts and FEMA AE zone flood standards. Thomas is providing budget / schedule alignment and guiding the planning of site preparation, construction, and occupancy.

PROJECT DATA

Cost.....**\$9,000,000 (est.)**
Size.....**20,000 SF**
Completion Date.....**2027 (est.)**
Location.....**Topsail Beach, NC**

CLIENT

Town of Topsail Beach
820 S Anderson Blvd.
Topsail Beach, NC 28445
Doug Shipley, Town Manager
dshipley@topsailbeachnc.gov
910.328.5841 ext. 226









Becker Morgan Group offers the following proposed schedule:

PRELIMINARY DESIGN/CONSTRUCTION SCHEDULE

SCHEMATIC DESIGN

JULY 2025 - AUGUST 2025

Kick-Off Meeting	07.10.2025
SD Review Meetings	07.24.2025 07.31.2025
100% SD	08.12.2025
Southport Review	08.13.2025 - 08.16.2025
Meeting with Southport SD Review Comments	08.16.2025

DESIGN DEVELOPMENT

AUGUST 2025 - OCTOBER 2025

Biweekly Design Team Meetings	08.19.2025 - 10.21.2025
50% DD	09.20.2025
50% DD QA/QC	09.21.2025 - 09.22.2025
100% DD **	10.22.2025
Southport Review	10.23.2025 - 10.26.2025
Meeting with Southport DD Review Comments	10.26.2025

CONSTRUCTION DOCUMENTS

OCTOBER 2025 - JANUARY 2026

Monthly Design Team Meetings	10.29.2025 - 12.19.2025
50% CD **	11.21.2025
50% CD QA/QC	11.21.2025 - 11.25.2025
100% CD	12.19.2025
Southport Review	12.22.2025 - 01.02.2026
Permit Submission Est. 4-6 Week Review	01.05.2026
Final Bid Documents	01.05.2026

BID

JANUARY 2026

Start Date	01.05.2026
End Date	01.27.2026

CONSTRUCTION

FEBRUARY 2026 - APRIL 2027

Start Date	02.06.2026
Substantial Completion 1	02.07.2027
Technology & Equipment Upfit	02.09.2027
Substantial Completion 2	02.23.2027
Training Cut Over	03.23.2027
Final Completion	04.01.2027

**COST ESTIMATE

Becker Morgan Group has built its reputation on prompt delivery and response designing projects on-time and on-budget. We have worked successfully over the past 40 years to meet strict deadlines and look forward to working with Southport to successfully complete this project. Our firm has management procedures in place to ensure we adhere to your project schedule. With a staff of 129, our experienced design team can begin work immediately upon your authorization and see it through to a positive conclusion.



APPENDIX A: KEY PERSONNEL RESUMES





ERNEST W. OLDS, AIA, NCARB

PRINCIPAL-IN-CHARGE



PROJECT EXPERIENCE

WEST LUMBERTON RESOURCE CENTER & POLICE
Lumberton, NC

LUMBERTON POLICE DEPARTMENT
Lumberton, NC

UNCW | UNIVERSITY POLICE | ADDITION
Wilmington, NC

TOPSAIL BEACH PUBLIC SAFETY & TOWN HALL BUILDING
Topsail Beach, NC

DELAWARE STATE POLICE | TROOP 7
Camden, DE

MILFORD POLICE STATION
Milford, DE

FREDERICK POLICE STATION
Frederick, MD

EASTON POLICE DEPARTMENT
Easton, MD

DOVER CITY POLICE STATION
Dover, DE

HERTFORD COUNTY E911 COMMUNICATIONS CENTER
Winton, NC

TALBOT COUNTY COURTHOUSE
Easton, MD

QUEEN ANNE'S COURTHOUSE | RENOVATIONS
Centreville, MD

QUALIFICATIONS

EDUCATION

Bachelor of Architecture,
Virginia Polytechnic Institute & State University, 1980

REGISTRATIONS & CERTIFICATIONS

North Carolina: No. 10595, 2007
South Carolina: No. 10151, 2019
Virginia: No. 14750, 2009
Delaware: No. 5723, 1993
Maryland: No. 6589-A, 1984
NCARB: No. 32128, 1984

CAREER

Becker Morgan Group, Inc.: 37 years
Years in Industry: 45 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Director, AIA Wilmington, Board of Directors, 2012 - Present
Member, New Hanover County Planning Board, 2015 - 2021
Member, Association of Public Safety Communication Officials
Member, Association for Learning Environments
Member, National Emergency Number Association
Member, National Fire Protection Association
Member, Wilmington Rotary, 2009 - Present
Director, Marymount Townhomes, Board of Directors, 2012 - 2015
Member, AIA Wilmington, 2009 - Present
Member, Wesley Memorial United Methodist Church, Board of Trustees, 2017 - 2019
Member, Wilmington NC - Chamber of Commerce, 2009 - Present
President, Marymount Townhomes, Board of Directors, 2015
Director, Wilmington Rotary, Board of Directors, 2015 - 2018
Member, Rotary Club of Downtown Wilmington Foundation, 2016 - Present
Chair, New Hanover County Planning Board, 2019
Member, Wesley Memorial United Methodist Church, Finance Committee, 2022 - Present

BRICE M. REID, AIA, NCARB

PROJECT MANAGER



PROJECT EXPERIENCE

SWANSBORO PUBLIC SAFETY BUILDING

Swansboro, NC

WORCESTER COUNTY COURTHOUSE BUILDING

Snow Hill, MD

UNCP CAMPUS SAFETY & EMERGENCY RESPONSE CENTER

Pembroke, NC

RALEIGH POLICE DEPARTMENT EVIDENCE FACILITY

Raleigh, NC

TOPSAIL BEACH PUBLIC SAFETY & TOWN HALL BUILDING

Topsail Beach, NC

FREDERICK POLICE STATION

Frederick, MD

LUMBERTON FIRE DEPARTMENT ANNEX

Lumberton, NC

NORTH TOPSAIL BEACH FIRE STATION NO. 2

North Topsail Beach, NC

TALBOT COUNTY 911 CENTER | RENOVATIONS

Easton, MD

WILMINGTON RIVERLIGHTS FIRE STATION #6

Wilmington, NC

CAPE FEAR PUBLIC UTILITY AUTHORITY

OFFICE RENOVATION

Winnabow, NC

HABITAT FOR HUMANITY

Leland, NC

QUALIFICATIONS

EDUCATION

Bachelor of Architecture
Marywood University, 2014

REGISTRATIONS & CERTIFICATIONS

North Carolina: No. 16295, 2022
Maryland: No. 20603, 2021
NCARB: No. 100869, 2014

CAREER

Becker Morgan Group, Inc.: 10 years
Years in Industry: 11 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Member, AIA Maryland
Member, AIA Chesapeake Bay
Member, SACC Young Professionals

MOLLY M. MARINO, AIA, WELL AP, LEED AP BD+C

ARCHITECT



PROJECT EXPERIENCE

NEW HANOVER COUNTY ENDOWMENT | RENOVATIONS
Wilmington, NC

RALEIGH POLICE DEPARTMENT EVIDENCE FACILITY
Raleigh, NC

TOPSAIL BEACH PUBLIC SAFETY & TOWN HALL BUILDING
Topsail Beach, NC

RIVERLIGHTS INFORMATION CENTER | OFFICE
Wilmington, NC

SOCASTEE FIRE STATION #1 | ADDITION
Myrtle Beach, SC

TOWN CREEK ELEMENTARY SCHOOL | ADDITION
Winnabow, NC

**BRUNSWICK WASTEWATER TREATMENT PLANT
ADMINISTRATION BUILDING**
Leland, NC

NORTH TOPSAIL BEACH FIRE STATION # 2
North Topsail Beach, NC

BRADIE K-9 TRAINING CENTER
Wilmington, NC

CAPE FEAR COMMUNITY COLLEGE | RENOVATIONS
Wilmington, NC

FOOD BANK OF DELAWARE | INTERIOR RENOVATIONS
Newark, DE

NORTH BRUNSWICK HIGH SCHOOL | ADDITIONS
Leland, NC

QUALIFICATIONS

EDUCATION

Bachelor of Architecture
Louisiana State University, 2020

REGISTRATIONS & CERTIFICATIONS

North Carolina: No. 16335, 2022
WELL Accredited Professional, US Green Building Council: No. 0000149316, 2023
LEED Accredited Professional BD+C, US Green Building Council:
No. 11578511-AP-BD+C, 2024

CAREER

Becker Morgan Group, Inc.: 3 years
Years in Industry: 5 years



PROJECT EXPERIENCE

RALEIGH POLICE DEPARTMENT EVIDENCE FACILITY
Raleigh, NC

NORTH TOPSAIL BEACH FIRE STATION # 2
North Topsail Beach, NC

NEW HANOVER COUNTY ENDOWMENT | RENOVATIONS
Wilmington, NC

SOCASTEE FIRE STATION #1 | ADDITION
Myrtle Beach, SC

TOWN CREEK ELEMENTARY SCHOOL | ADDITION
Winnabow, NC

**SENIOR SERVICES OF CHESTER COUNTY
ADMINISTRATION BUILDING**
Chester, SC

NORTH BRUNSWICK HIGH SCHOOL | ADDITIONS
Leland, NC

BRADIE K-9 TRAINING CENTER
Wilmington, NC

CAPE FEAR COMMUNITY COLLEGE | RENOVATIONS
Wilmington, NC

CARVEL STATE OFFICE BUILDING
Wilmington, DE

QUALIFICATIONS

EDUCATION

Master of Architecture,
Boston Architectural College, 2023

Bachelor of Fine Arts in Interior Design,
Endicott College, 2020

REGISTRATIONS & CERTIFICATIONS

North Carolina: No. ID-525, 2025
NCIDQ Certificate: No. 501642, 2024

CAREER

Becker Morgan Group, Inc.: 1 year
Years in Industry: 5 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Associate AIA
Solemate For Girls On The Run, 2018 - Present
We care Millerknoll, 2023
Youth Build Boston, 2023-2024



PROJECT EXPERIENCE

101 N. 3RD ST. CORDELL | 5TH FLOOR OFFICE UPFIT
Wilmington, NC

**COASTAL CAROLINA COMMUNITY COLLEGE
C. LOUIS SHIELDS LEARNING
RESOURCE CENTER | RENOVATIONS**
Jacksonville, NC

**HORRY-GEORGETOWN TECHNICAL COLLEGE
BUILDINGS 100, 200 & 300 | RENOVATIONS**
Myrtle Beach, SC

**UNIVERSITY OF NORTH CAROLINA WILMINGTON
SOCIAL & BEHAVIORAL SCIENCES BUILDING | RENOVATION**
Wilmington, NC

QUALIFICATIONS

EDUCATION

Bachelor of Science in Mechanical Engineering
Georgia Institute of Technology

REGISTRATIONS & CERTIFICATIONS

North Carolina: No. 23551
South Carolina: No. 21389

CAREER

Years in Industry: 37 years
CBHF: 18 years



PROJECT EXPERIENCE

101 N. 3RD ST. CORDELL | 5TH FLOOR OFFICE UPFIT
Wilmington, NC

**COASTAL CAROLINA COMMUNITY COLLEGE
C. LOUIS SHIELDS LEARNING
RESOURCE CENTER | RENOVATIONS**
Jacksonville, NC

**HORRY-GEORGETOWN TECHNICAL COLLEGE
BUILDINGS 100, 200 & 300 | RENOVATIONS**
Myrtle Beach, SC

**UNIVERSITY OF NORTH CAROLINA WILMINGTON
SOCIAL & BEHAVIORAL SCIENCES BUILDING | RENOVATION**
Wilmington, NC

QUALIFICATIONS

EDUCATION

Master of Business
University of North Carolina at Wilmington

Bachelor of Science in Electrical Engineering Technology
University of North Carolina at Charlotte

REGISTRATIONS & CERTIFICATIONS

North Carolina: No. 23311
South Carolina: No. 31092
Virginia: No. 29795
Maryland: No. 28501

CAREER

Years in Industry: 35 years
CBHF: 12 years



NEAL ANDREW, PE, NABIE

PRESIDENT | STRUCTURAL ENGINEER



PROJECT EXPERIENCE

**CAPE FEAR COMMUNITY COLLEGE
WILSON PERFORMING ARTS CENTER**
Wilmington, NC

**CAPE FEAR COMMUNITY COLLEGE
UNION STATION BUILDING**
Wilmington, NC

**HAMMOCKS BEACH STATE PARK
OBSERVATION AND GUEST PAVILION**
Onslow County, NC

ST. MARK'S CATHOLIC CHURCH | EDUCATION CENTER
Wilmington, NC

PROGRESS POINT | CVS OFFICES
Wilmington, NC

GE FACILITY | VARIOUS PROJECT
Wilmington, NC

QUALIFICATIONS

EDUCATION

Master of Science in Civil Engineering, Concentration in Structural Engineering
Georgia Institute of Technology, 1995

Bachelors of Science, Civil Engineering
North Carolina State University, 1993

CAREER

Years in Industry: 31 years
Andrew Consulting Engineers: 11 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Member, American Society of Civil Engineers
Member, National Society of Professional Engineers
Member, American Concrete Institute
Wind Load Ad Hoc Committee for Residences
International Building Code Structural Committee
Vice-Chair of the Coastal Resources Commission
Vice Chair of the New Hanover County Ports, Waterway, and Beach Commission



HEATHER FEARNBACH

ARCHITECTURAL HISTORIAN



PROJECT EXPERIENCE

U. S. POST OFFICE
LOCAL HISTORIC LANDMARK DESIGNATION REPORT
Shelby, NC

FORSYTH COUNTY | PHASES I, II, III, IV
ARCHITECTURAL SURVEY
Forsyth County, NC

NORCOTT COTTON MILL
LOCAL HISTORIC LANDMARK DESIGNATION REPORT
Concord, NC

HAYWOOD COUNTY HOSPITAL
LOCAL HISTORIC LANDMARK DESIGNATION REPORT
Waynesville, NC

FLORENCE MILL
LOCAL HISTORIC LANDMARK DESIGNATION REPORT
Forest City, NC

CLEMMONS SCHOOL
LOCAL HISTORIC LANDMARK DESIGNATION REPORT
Clemmons, NC

CITY OF THOMASVILLE | ARCHITECTURAL SURVEY
Davidson County, NC

CITY OF LEXINGTON | ARCHITECTURAL SURVEY
Davidson County, NC

CITY OF CONCORD DOWNTOWN
COMMERCIAL DISTRICTS | SURVEY UPDATE
Cabarrus County, NC

CITY OF CONCORD
RESIDENTIAL HISTORIC DISTRICTS | SURVEY UPDATE
Cabarrus County, NC

QUALIFICATIONS

EDUCATION

Master of Arts in History, Emphasis in Public History
Middle Tennessee State University, 1997

Bachelor of Arts in English Literature,
University of North Carolina at Greensboro, 1993

CAREER

Years in Industry: 28 years
Fearnbach History Services: 17 years

COMMUNITY & PROFESSIONAL AFFILIATIONS

Board Member, Moravian Archives, Southern Province, 2018-2022, 2022-2026
Board Member, Wachovia Historical Society, 2014-2018
Board Member, North Carolina Preservation Consortium, 2013-2016
Advisory Council, North Carolina Modernist Houses, 2014
Board Member, State Capitol Foundation, , 2010-2012
Commission Member, Raleigh Historic Districts Commission, 2002-2003
American Association for State and Local History
Friends of MESDA and the Collections
National Trust for Historic Preservation
National Council on Public History
North Carolina Museums Council
Preservation North Carolina
Southeastern Chapter of the Society of Architectural Historians
Southern Garden History Society
Vernacular Architecture Forum
Victorian Society of America



ERNIE OLDS,
AIA, NCARB
Principal-In-Charge



BRICE REID,
AIA
Project Manager



MOLLY MARINO,
AIA, WELL AP,
LEED AP BD+C
Architect



CAITLYN FITZSIMMONS,
NCIDQ
Interior Designer

ARCHITECTURE, INTERIOR DESIGN & CIVIL ENGINEERING*



DAVID HAHN,
PE, LEED AP
Principal | Mechanical Engineer



ALLEN CRIBB,
PE
Principal | Electrical Engineer

MEP ENGINEERING



NEAL ANDREW,
PE, NABIE
President | Structural Engineer

STRUCTURAL ENGINEERING



Fearnbach
History Services



HEATHER FEARNBACH
President
Architectural Historian

ARCHITECTURAL HISTORIAN

**Becker Morgan Group will also be providing civil engineering services for this project, as needed, to ensure a fully integrated design approach.*



BRICE REID,
AIA

Project Manager
Main Point of Contact



DAVID HAHN,
PE, LEED AP

Mechanical Engineer



ALLEN CRIBB,
PE

Electrical Engineer



NEAL ANDREW,
PE, NABIE

Structural Engineer



Fearnbach
History Services



HEATHER FEARNBACH,
PE, NABIE

Architectural Historian

ROLES & RESPONSIBILITIES



ERNIE OLDS, AIA, NCARB, PRINCIPAL-IN-CHARGE

Ernie will plan, coordinate, and oversee your project through all phases and ensure the project has the resources and staffing required to succeed. He remains actively involved with all aspects of the project from inception to completion and leads the firm's design efforts, bringing over 45 years of experience to the process.



BRICE REID, AIA, PROJECT MANAGER

Brice will serve as Horry County's Main Point of Contact. With 11 years of experience in the industry, Brice will be responsible for project management, with an emphasis on schedule adherence and consultant coordination, while directing the overall project team's efforts from initial concepts through construction administration.



MOLLY MARINO, AIA, WELL AP, LEED AP BD+C, PROJECT ARCHITECT

Molly's responsibilities will include the technical aspects of your project's architectural design. Her responsibilities include oversight of other architectural production staff, coordination of consultants, material selection, and construction administration.



CAITLYN FITZSIMMONS, NCIDQ, INTERIOR DESIGNER

Caitlyn's responsibilities will include managing the design and technical aspects of your project's interior spaces. Her role encompasses overseeing interior design production staff, coordinating with consultants, selecting finishes and furnishings, and supporting construction administration.



DAVID HAHN, PE, LEED AP, MECHANICAL ENGINEER

David's responsibilities will include the design and coordination of the mechanical system for the police station. He will apply sustainable design principles, oversee system integration, collaborate with project teams and consultants, and support your project through all phases from concept to construction.



ALLEN CRIBB, PE, ELECTRICAL ENGINEER

Allen's responsibilities will include the design and coordination of electrical systems to support building functionality and performance. He will work closely with project teams and consultants to develop lighting, power, and low-voltage system solutions, ensuring code compliance and supporting your project through all phases of design and construction.



NEAL ANDREW, PE, NABIE, STRUCTURAL ENGINEER

Neal's responsibilities will include the design and analysis of structural systems for the police station. He will collaborate closely with architects and consultants to develop efficient, code-compliant solutions, prepare detailed construction documents, and provide support through construction to ensure design integrity.



HEATHER FEARNBACH, ARCHITECTURAL HISTORIAN

Heather is responsible for researching and documenting the historical significance of the existing City Hall building to help ensure that its character-defining features are preserved and respected throughout the conversion into a police station, as well as during the second-floor renovations to accommodate various City Boards.







DOUG SHIPLEY | TOWN MANAGER

TOWN OF TOPSAIL BEACH

820 S Anderson Blvd.
Topsail Beach, NC 28445
910.328.5841 ext. 226
dshipley@topsailbeachnc.gov

BRANDON LOVE | DEPUTY CITY MANAGER

CITY OF LUMBERTON

500 North Cedar Street
Lumberton, NC 28358
910.671.3806
blove@ci.lumberton.nc.us

KEVIN KNEER | SENIOR PROJECT ARCHITECT

PROFFITT & ASSOCIATES ARCHITECTS, PC

49 South Carroll Street
Frederick, MD 21701
301.662.8532
kkneer@proffittandassociates.com





BECKER
MORGAN
GROUP

ARCHITECTURE
ENGINEERING

NORTH CAROLINA

DELAWARE

MARYLAND

www.beckermorgan.com



REQUEST FOR QUALIFICATION

**Southport Old City Hall
Police Conversion**
City of Southport

Southport, North Carolina
May 20, 2025

F O R W A R D

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hdrinc.com

We practice increased use of sustainable materials and reduction of material use.

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May 20, 2025
City of Southport Deputy City Clerk
1029 N. Howe Street
Southport, NC 28461

RE: **RFQ Response for Southport Old City Hall Police Conversion**

Dear Selection Committee,

The Southport Old City Hall Police Conversion is a transformative project that allows the City of Southport to honor the past while looking forward to creating functional, safe, inspiring, and salubrious spaces for the future. HDR would love the opportunity to help you achieve your vision for this project while also contributing to the calm and welcoming ambiance that is the City of Southport. We offer an experienced partner that understands your goals and brings together people with the diverse local, regional, and national expertise required to deliver architectural and building engineering services within a renovation sensitive to historical context and the modern accommodations of its occupants.

We deliver successful partnerships because we provide local commitments with the right people. HDR has offices throughout the Carolinas, including Wilmington, and we are fully invested in the coastal communities of North Carolina. We have the capacity and expertise to scale up or down to accommodate any modifications to the project scope, and we have the ability to start on the project as soon as needed. HDR and our sub-consultants—**Andrew Consulting Engineers, PC; Engineered Designs, Inc.; and Palacio Collaborative**—have a history of collaborating successfully together. Our full team provides not only the diverse and specialized skills necessary to support your project, but also the lessons learned from numerous projects locally, regionally, and nationally; we'll bring our combined experience to meet your challenges.

Our project team includes professionals with extensive experience navigating renovation projects and collaborating with law enforcement users, historical preservation offices, community groups, and local building permitting authorities. HDR's Project Manager, Betsy Petrusic, has overseen the successful design and construction of several justice and law enforcement focused projects, ranging from historic restorations and renovations to additions and new construction. A steadfast advocate for clients and the partnership that will ultimately deliver this project, she will serve as your day-to-day point of contact. Our team includes Larry Hlavacek, a national subject matter expert in law enforcement who uniquely understands the challenges and best practices associated with renovations for these types of facilities. HDR is joined by our trusted sub-consultants—small businesses in our communities led by Neal Andrew, Brad Wynne, and Kaye Smith who act as local leaders with their professionalism and approach to project delivery. Additionally, HDR's Principal in Charge, Robert Bittel, brings over 20 years of architecture experience and a passion for the adaptive reuse of historical properties that began early in his career. He and his colleagues are focused on civic projects that enhance the fabric, safety, and well-being of our communities; the places we are all proud to call home.

Sincerely,
HDR

Bill Kincannon
East Region Program Manager
101 N 3rd Street, Suite 201
Wilmington, NC 28401-4034
910.232.5874
bill.kincannon@hdrinc.com

Bob Bittel
Principal in Charge
440 S Church Street, Suite 1200
Charlotte, NC 28202-2075
704.338.6805
robert.bittel@hdrinc.com

Betsy Petrusic
Project Manager
440 S Church Street, Suite 1200
Charlotte, NC 28202-2075
980.337.5073
betsy.petrusic@hdrinc.com

hdrinc.com

101 N 3rd Street, Suite 201, Wilmington, NC 28401-4034
T 910.398.9020 F 910.398.9021

Andrew Consulting Engineers, P.C.

Neal W. Andrew, President
3811 Peachtree Avenue, Ste 300, Wilmington, NC 28403
910.202.5555; neal@andrewengineers.com

Engineered Designs, Inc.

Brad Wynne, Principal
1151 SE Cary Parkway, Ste 200, Cary, NC 27518
919.581.9703; bwyne@engineereddesigns.com

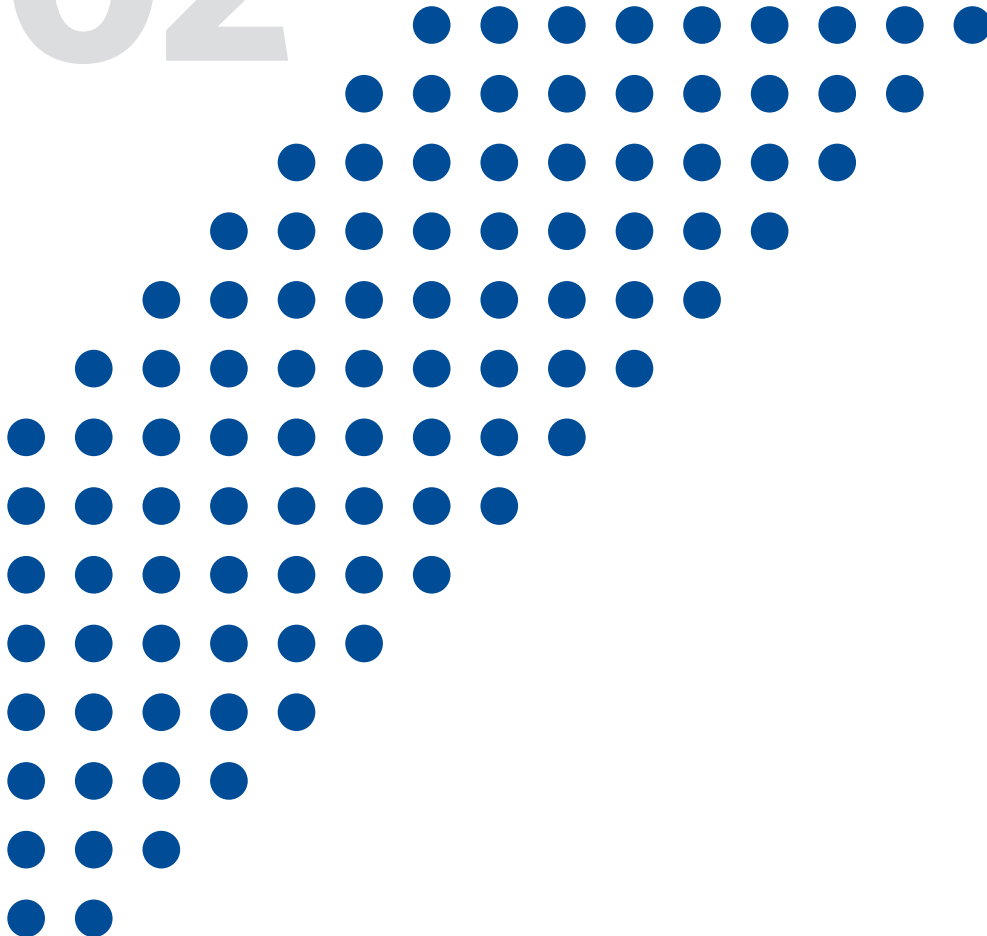
Palacio Collaborative

Kaye A. Smith, Vice President
128 Millport Cir, Ste 200, Greenville, SC 29607
864.940.2590; ksmith@palaciocollaborative.com



02

Tab A. Proposed Scope of Services / Approach



A. Proposed Scope of Services / Approach

Renovations like the Southport Old City Hall Police Conversion offer a unique opportunity to blend legacy preservation with modern innovation. By repurposing existing structures, projects can honor the past while creating safe, secure, welcoming, functional, and inspiring spaces for the future that are favorable to promoting well-being. These projects offer incredible opportunities to not only serve as symbols of civic pride, but also as models of environmentally friendly and cost-effective solutions for municipalities. By transforming underutilized assets into fresh, dynamic spaces that serve the public, a sense of community and civic engagement is fostered.

PROJECT MANAGEMENT

In order for HDR to successfully deliver this project and achieve the transformation that you desire, our approach starts with project planning and management. We combine the technical knowledge of multiple disciplines with an understanding of the city's policies and procedures. Our strategy for managing architectural, engineering, and construction oversight services expected by the city relies on a single point of contact for project management, who then communicates with design discipline leads and sub-consultants for coordination to execute individual assignments. Design discipline leads, as well as the project manager, will be responsible for managing all aspects of work, including quality, resources, deliverables, schedule, and budget. HDR believes that effective project management is essential to successfully performing the required services identified by the city in the Anticipated Scope of Work.

Betsy Petrusic, HDR's Project Manager, will:

- Be the primary point of contact for the city.
- Be responsible for the quality of all deliverables.
- Leverage HDR's resource capabilities, including subject matter experts (SMEs) and quality assurance/quality control (QA/QC) procedures to benefit the project.
- Be responsible for coordinating and scheduling meetings with city staff and stakeholders.
- Lead presentations to city staff and stakeholders.
- Assist the city with grant finding and applications by leveraging HDR's extensive network of grant writers.
- Support design discipline leads in the preparation of documents needed to secure funding and grants.
- Support design discipline leads to deliver project excellence.
- Coordinate directly with all Authorities Having Jurisdiction (AHJs) to ensure successful permitting and approvals.

PROJECT TEAM & RESOURCES

We have included a strong, "people first" project manager, supported by a nimble group of experienced leaders within HDR, representing local knowledge with **Bill Kincannon**, market sector and adaptive reuse knowledge with **Robert Bittel**, and law enforcement and security knowledge with **Larry Hlavacek**. We have identified dedicated leads and support staff within each discipline, many of whom have worked together previously and developed a rapport with project delivery workflows that will ultimately translate towards sharper focus on the design opportunities and increased attention to detail to ensure proper documentation.

In addition, the resources available to the HDR team extend well beyond the organizational chart and resumes included in our proposal. With multi-disciplined staff in offices throughout the country, HDR offers the breadth of specialized knowledge and understanding for renovations of historic buildings, including municipal and law enforcement projects such as the Hood County Courthouse in Texas and the State of Wyoming Capitol & Herschler Building. We are familiar with navigating historic registries and have experts to provide grant writing application assistance in a number of grant submission formats. Throughout the state, we have a dependable network of professionals available to assist our team, which allows us to dynamically respond to any challenges that may arise and better support the City of Southport.



PROJECT MWSBE/HUB INCLUSION

As a part of that network, HDR has a corporate commitment to invest in the health and stability of our communities. We started a national internal program to promote and encourage competitive subcontracting opportunities by embracing partnering relationships with the diverse socioeconomic small business community through outreach, training, education, and utilization. We diligently pursue the achievement of our goals of participation by the small and diverse business community in the dollars available for subcontract on all qualifying contracts as part of our corporate culture.

To meet this commitment, HDR's professionals have formed strong working relationships with various members of their communities. We have included some of those members as the following trusted sub-consultants to complement our extensive HDR team in this proposal: **Andrew Consulting Engineers, PC; Engineered Designs, Inc.; and Palacio Collaborative.** For HDR, the work we do and the experiences we have with our local small business team members are a source of great pride.

APPROACH TO THE PROJECT

Our team will work as an extension of the city's staff, operating as one team through open communication, trust, and respect. Upon receiving notice to proceed, we will create a project plan that describes scope of work, budget, schedule, contacts, organizational chart, standards, and project responsibilities. Project team members and city staff, along with other stakeholders as directed by the city, will participate in the plan's development, creating buy in and support for the project.

We are a proactive group. When we encounter an issue, we will approach the city as soon as it is discovered and bring alternatives and recommend cost-effective solutions. Our open communication philosophy provides team members with the confidence to discuss project issues together to develop a cohesive plan to resolve issues.

In order to best plan for potential issues, but also identify opportunities, two critical areas of analysis will be undertaken: an Americans with Disabilities (ADA) assessment and a historic conditions assessment. Our team has experience with

the renovation of historic buildings that are required to meet ADA standards and accessibility as defined by current building codes. Early in the project, we will conduct an analysis of the existing conditions and provide recommendations through formal assessment. We will then initiate preliminary meetings with AHJs in order to present our assessment and to establish buy in on our approach towards satisfying ADA standards while balancing the historic characteristics of the building itself. We know the value of providing an analysis of the existing historic conditions and a visual matrix of recommendations that align with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The preparation of a document such as this, and reflection back as we navigate through the various stages of design, will be useful as a foundational resource documenting intent and understanding for the entire course of the project. Decisions regarding treatment of the building's historic elements will be discussed with the State Historic Preservation Office (SHPO) and City of Southport Historic Preservation Commission (HPC) to ensure the project meets all applicable design standards.

We develop and execute projects with the budget in mind. HDR understands municipal clients' fiscal responsibility to plan, prioritize, and manage capital improvement projects according to an established budget and rate structure. HDR's integrated management reporting systems allow our project manager to have real-time cost information on every active project. The budget is checked by a systematic "cost-to-complete" analysis that HDR project managers are required to prepare on a routine basis. During the process of design and construction, cost growth can typically be attributed to changes in the requirements for the building systems and criteria, as much as to increases in program scope. Managing expectations is key to successful cost control, requiring early definition of the criteria related to scope against their parametric cost equivalent.

As the home of the salubrious breezes, the City of Southport is known for having the natural ability to promote health and well-being for its residents and visitors. HDR is deeply committed to designing for wellness, inclusivity, and accessibility as our corporate legacy has become synonymous with supporting human and environmental health. We utilize a scalable and holistic outcomes-focused design approach to encompass promoting the health and wellness of all individuals within a community. We actively work with our in-house researchers and public health experts to understand how our design interventions impact the outcomes that our clients and communities care about. We are also evolving our practices to promote positive outcomes in our own office spaces, using our own sustainability standards alongside healthy building rating systems, accessibility standards, and building codes.

APPROACH TO ANTICIPATED SCOPE OF WORK

Renovating a historic building into a modern police department presents a unique set of challenges that requires careful planning and execution. We've studied your Anticipated Scope of Work and Property Condition Assessment Report and have noted many similarities with previous projects we've executed. We see opportunities. Our knowledge from successes and lessons learned will provide you with confidence that our team is prepared to navigate all challenges with you.

One of the primary challenges in renovating a historic building is ensuring the structural system meets current building code requirements for essential facilities. Police departments, classified as essential facilities, must be designed to remain operational during and after a disaster. This involves reinforcing the existing structure to withstand seismic events, which can be particularly challenging if the building's original materials and construction methods are not up to modern standards. Additionally, preserving the architectural integrity of the historic building while making these necessary upgrades requires a delicate balance between restoration and modernization. The Property Condition Assessment Report notes that the historic classification and existing structural systems do not support substantial compliance with this current essential facility code requirements and are "not likely feasible or cost effective." Our team would explore additional structural analysis and investigation to allow us to make a more accurate and focused determination to suggest limited areas of the structure that may be more easily upgraded allowing for operational elements of the police department to be strategically located within those areas.

The mechanical systems in a historic building—including heating, ventilation, and air conditioning (HVAC)—often need substantial upgrades to meet the requirements of a modern police department. Limited space can pose a significant challenge when installing new exhaust and ventilation systems, which are crucial for maintaining air quality and ensuring the safety of occupants. Historic buildings normally have small, confined areas that make it difficult to add or modify ductwork and other mechanical components. Inadequate vertical chases can make it difficult to install new ductwork between floors and larger openings may require additional structural framing for support. However, our architects and engineers have encountered this challenge before. We've explored creative solutions in plenum and attic spaces to accommodate mechanical systems, while coordinating tightly on details to maintain the historic elements and hide the system components from view. We will work closely together to develop and design solutions that fit within the existing structure, while providing the necessary functionality and maintenance access required.

Updating the electrical infrastructure of a historic building to support the demands of a modern police department is another significant challenge. Police departments require robust electrical systems to power various technologies, equipment recharging stations (body worn camera systems, radio equipment, tasers, etc.), modern communication equipment, computers/servers, and security systems. Furthermore, essential facilities must have reliable emergency backup power systems to ensure continuous operation during power outages. Integrating these systems into a historic building often involves navigating limited space and outdated wiring, necessitating creative solutions by our team to install new conduits and panels without compromising the building's historical features.

Modern police departments require advanced security and technology systems to ensure the safety of staff and the public. Implementing these improvements in a historic building involves several challenges we've encountered before and will explore further with you:

- **Raised Floor Technology:** Installing raised floors to accommodate data and power cables can be difficult in a building with limited ceiling height and structural constraints. Raised floors are essential for organizing and protecting the extensive wiring needed for modern communication and computer systems and are often utilized in areas of concentrated technology. Raised floors in these spaces allow for convenient access to cable infrastructure for maintenance and upgrades along with flexibility of layout without having vertical drops from the ceiling.
- **Data and Wireless Connections:** Ensuring reliable data and wireless connections throughout the building is critical for police operations. Historic buildings often have thick walls and other architectural features that can interfere with signal transmission. Solutions may include strategically placed wireless access points and upgraded cabling systems. It may be necessary to conduct a wireless site study of the existing building to determine where there are dead zones that need additional infrastructure to maintain communications throughout the building.
- **Security Access Control:** Modern police departments require sophisticated access control systems to manage entry and exit points. Integrating these systems into a historic building involves installing card readers, biometric scanners, and other security devices in a way that does not detract from the building's historical character.
- **Ballistic-rated Security Walls and Glazing:** Protecting staff and public areas with ballistic-rated security walls and glazing is essential for a police department. Retrofitting these features into a historic building requires careful planning to ensure they provide the necessary protection while blending seamlessly with the existing architecture.

To effectively design for the new functions within your existing historic building, our team understands the challenges and knows how to leverage thoughtful design methods to optimize the layout while preserving the building's character:

- **Adaptive Reuse:** Our design team identifies opportunities to renovate existing spaces for new police functions while preserving historical elements. By identifying spaces that can easily convert into new program spaces, our team optimizes the use of the existing building while reducing the extent of the renovation, reducing cost, gaining efficiency, and protecting the historical detailing of the existing building.
- **Selective Demolition and Reconstruction:** Our design solutions focus on minimizing the extent of demolition by carefully removing non-essential parts of the building and reconstructing them to meet modern standards that optimize layouts and operational efficiency. This method allows for the integration of new building design elements and systems without altering the building's historical character.
- **Flexible Partitioning:** Using movable partitions and modular furniture creates adaptable spaces that can be reconfigured as needed within the constraints of the existing building footprint and layout. This is particularly useful in buildings with limited space, allowing for multifunctional areas. It also provides for the flexibility and adaptability of spaces required to account for future policing operational changes or expansion of services and personnel
- **Use of Glass and Light:** Introducing glass partitions and skylights can enhance natural light and provide additional daylight opportunities to spaces within the existing building that don't align with the historic openings of the façade. Our team develops creative layouts that account for security between public and staff areas, as well as internal privacy between departments, to find opportunities to create a sense of openness in confined spaces. This method can also highlight historical features by providing unobstructed views from areas within the building.
- **Digital Modeling and Simulation:** Our team utilizes advanced digital tools to create detailed smart models of your existing building that allow us to visualize and plan renovations more effectively to achieve operationally efficient design solutions that protect the historic nature of your building. These tools simulate various design scenarios to find the optimal layout and allow for quick and in-depth analysis of additional design considerations, including sunlight studies for glare control and natural daylighting and thermal performance of the spaces allowing for efficient design of mechanical systems.

Renovating a historic building into a new police department is a complex undertaking that involves addressing numerous challenges related to structural integrity, mechanical systems, electrical infrastructure, and security technology. By carefully balancing the preservation of historical features with the demands of modern police operations, it is possible to create a facility that honors the past while serving the needs of the present and future.

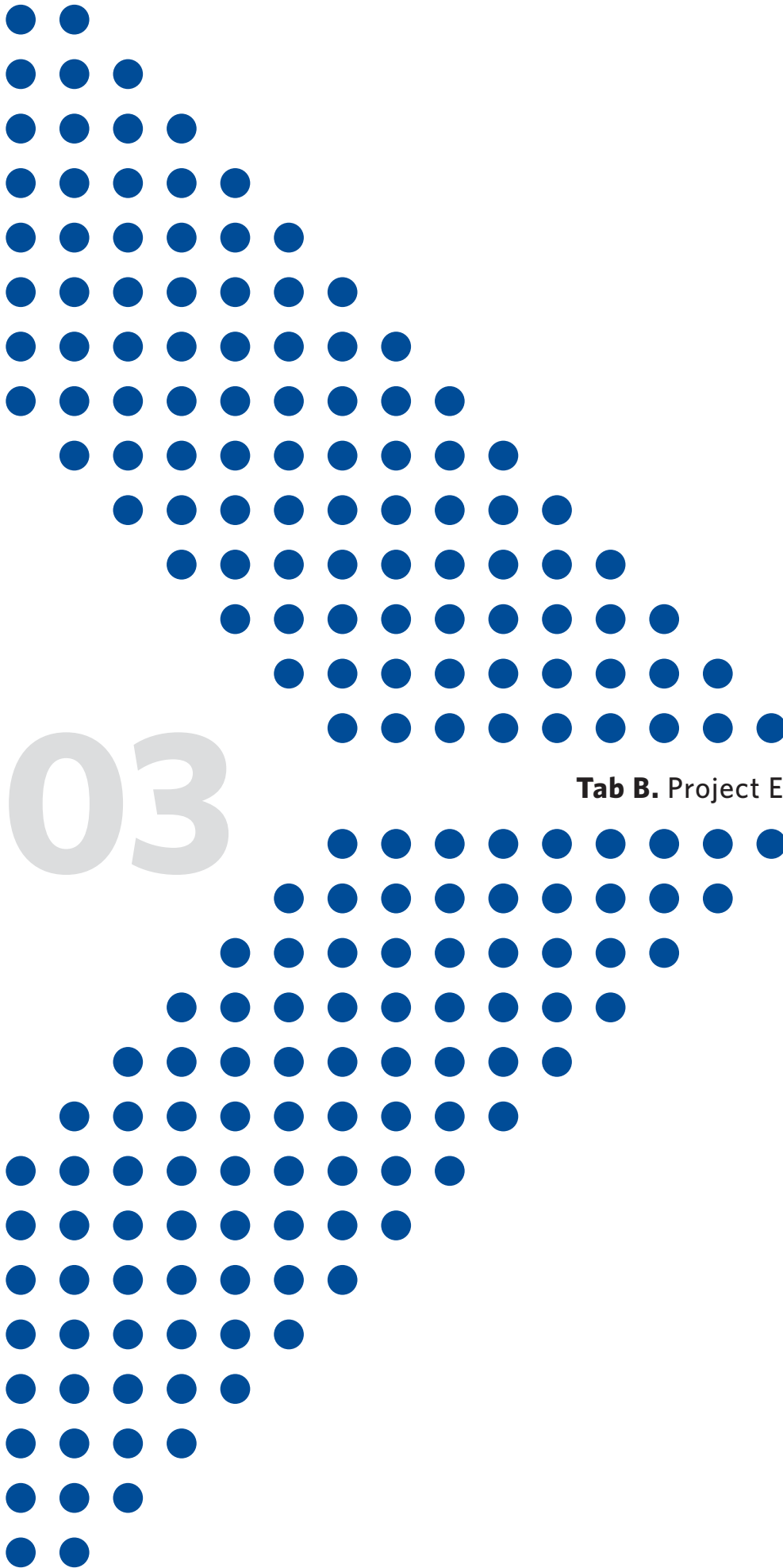
APPROACH TO CONSTRUCTION

The purpose of construction administration and management is to be sure the design intent of the construction documents is carried out by the contractor and also to act in the best interest of the city to ensure the city's needs are carried out through to project completion. We follow this approach in full collaboration with the contractor and the city.

We perform these services through activities such as: manufacturer and contractor prequalification, constructability reviews, factory reviews, permit meetings and facilitation, responding to requests for information, fabrication submittal (shop drawing) reviews, construction observation visits, startup assistance, facility operation training, and on-site representation (where requested).

Typically, we provide these services by members of the team who also designed and documented the project, supplemented by construction administration specialists both on and off site. We feel this brings continuity from the design phases right into construction.





Tab B. Project Experience

WILMINGTON METROPOLITAN PLANNING ORGANIZATION (WMPO) NORTH FOURTH STREET OFFICE RENOVATION



COMPLETION DATE
2024

COST
\$4.75 million

SIZE
7,120 SF

SERVICES
Architecture; interiors;
acoustics; MEP/FP,
structural, & civil
engineering; landscape;
telecommunications/AV;
site survey; hazardous
materials survey; wayfinding

FIRMS INVOLVED
HDR
Andrew Consulting Engineers
Engineered Designs
Palacio Collaborative

AWARD
Preservation Award for
Adaptive Reuse,
Historic Wilmington
Foundation INC, 2025

RELEVANCY
[Historic Facility](#)
[Adaptive Reuse](#)
[ADA Compliance](#)
[Administrative Spaces](#)
[Community/Gathering Spaces](#)
[Two Levels](#)
[Security Systems](#)
[Building Systems Replacement](#)
[Exterior Repair](#)

WILMINGTON, NC—The WMPO serves seven municipalities, including all New Hanover County and parts of both Brunswick and Pender counties. Having outgrown its current home, the WMPO desired to relocate its offices to a historic, 130-year-old, two-story brick building to provide an adequate number of dedicated offices, a mix of conference and gathering spaces, modern amenities, and technological accommodation.

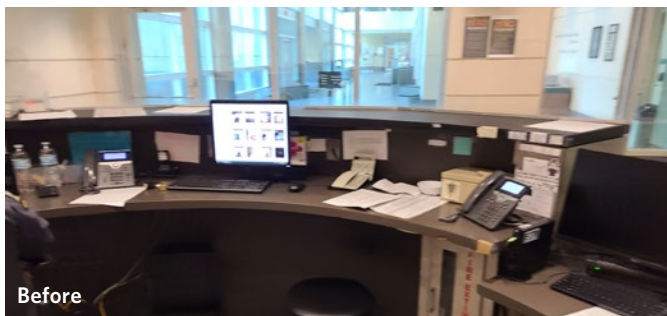
Originally the Thomas Grocery Building, the building was a part of Wilmington's famed "Furniture Row" district from the 1930s thru the 1990s. It is listed in the Wilmington National Register Historic District and also located in the Wilmington Historic District Boundary Expansion and Addition. Since the 1990s, the building had fallen into disrepair and was heavily damaged during Hurricane Florence, putting its future in jeopardy. The City of Wilmington recognized the historical value of the building to the local community and decided to intervene. HDR was hired to provide full architecture and engineering services to stabilize, preserve, renovate, and ultimately breathe new life into this facility as an adaptive reuse project for both the city and local community use.

This adaptive reuse and renovation project involves transforming the 7,120-square-foot building into modern offices and community spaces. Improvements include roof repairs; new exterior windows; upgrades to mechanical, electrical, and plumbing systems; structural stabilization and upgrades; and interior office upfits and finishes. In addition to dedicated offices for WMPO employees, the building

features a large community space able to serve as a conference room for regular board meetings.

Taking cues from the historical district's streets where various shops and businesses are densely arranged in older buildings with prominent window frontage while having narrow, interesting alleys for pedestrians to meander about, HDR took an approach to the program we called "a series of storefronts." Offices have at least one side of full glass partition and are laid out as part of a "box within a box" concept to provide unimpeded views and showcase the historical character of the existing masonry, details, and roof structure. Through acoustic studies and coordination with sight lines, privacy was maintained to allow staff to be productive, while detailing and orientation of elements also made the offices inviting for fellow employees. Historical qualities of the building are displayed and subtle variations are highlighted to show the complementary blend of the modern interventions required. The circulation patterns are well lit through a combination of prominent natural sunlight and streamlined lighting fixtures.

A large community space on the first floor serves both the local neighborhood as an amenity and the city as a place for board meetings, public hearings, and staff functions. A multi-purpose space at its core, this community space accommodates a range of functions through layout, furniture, technology, accessibility, egress, acoustics, HVAC control, lighting, and storage. HDR worked with the city to seamlessly integrate the needs of this space with the historical aspects and overall design of the building.

MECKLENBURG COUNTY**DETENTION CENTER MODERNIZATION |
PUBLIC INTERFACE & ADMINISTRATIVE AREAS**

COMPLETION DATE
2026 (est.)

COST
\$2.65 million (est.)

SIZE
9,750 SF

SERVICES
Architecture; interiors;
acoustics; fire protection;
low voltage/electronic
security; physical security/
hardware consulting

FIRMS INVOLVED
HDR
Palacio Collaborative

RELEVANCY
[Existing Building](#)
[Administrative Spaces](#)
[Security Systems](#)
[Physical Security](#)
[ADA Compliance](#)
[Secure Circulation](#)
[Public Space](#)

CHARLOTTE, NC—Through close collaboration with Mecklenburg County Asset & Facility Management (AFM) and Mecklenburg County Sheriff's Office (MCSO), the HDR team coordinated efforts related to modernization of the Mecklenburg County Detention Center Central location. Due to the age of the facility, modernization involved repairing the building exterior, upgrading building systems and equipment, adding security cameras to better suit the surveillance needs, and the renovation of select areas within the public lobbies and administrative areas.

Within select spaces in the Arrest Processing area, security cameras were added to allow for more precise and thorough monitoring. This upgrade enhances the daily operation and needs of the officers within those spaces. Administrative areas within the project scope were analyzed with a keen eye to decipher adjusted paths of circulation through the existing footprint of space that could improve daily operation and function of space.

This renovation effort also takes into consideration updates to each of the four

public-facing lobby desks. The design team met with officers stationed at the Public Lobby Desk, Visitor's Lobby Desk, Bonding Desk, and Arrest Processing Desk to understand the desired circulation paths, public interface sequencing, and security measures. The existing curved precast concrete desks presented some areas of decreased visibility due to their height in relationship to officer sight-lines.

A creative approach was decided upon—to remove the top non-structural portion of the precast, while keeping the structural integrity of the desk base. The remaining portion of precast, along with strategic structural reinforcing, was able to support the addition of Level 3 frameless ballistic glazing at each of the desks. The frameless ballistic glazing, without the presence of vertical mullions, improves the ability of officers stationed at the desks to survey the surroundings without visual encumbrance. During every meeting with the Sheriff's Office, safety and security of officers was earmarked as a priority, but also the need to visually appear to be welcoming and accessible to the public.

AUDEMARS PIGUET

NORTH AMERICAN SERVICE CENTER | RALEIGH IRON WORKS FIT OUT



COMPLETION DATE

2025 (est.)

COST

Confidential

SIZE

63,000 SF

SERVICES

Architecture; interior design; acoustics; structural engineering for tenant improvement-fit-out

FIRMS INVOLVED

HDR

RELEVANCY

[Historic Facility](#)
[Adaptive Reuse](#)
[Administrative Spaces](#)
[Gathering Spaces](#)
[Two Levels](#)
[Security Systems](#)
[Building Systems](#)
[Replacement](#)
[Physical Security](#)
[Secure Circulation](#)

RALEIGH, NC—Audemars Piguet (AP), a Swiss manufacturer of ultra-luxury watches, is relocating their North American Service Center to Raleigh Iron Works, located in the historic industrial district in Raleigh, NC.

The program for the facility includes secure service vehicle access with two levels for the service center and administrative space. The entire facility requires additional security along the perimeter and internally. The service center requires a number of highly technical spaces for the repair of watches—the watchmaker workshops require a clean air environment to avoid dust particles while the watches are under repair. In support of the watch repair activities, support spaces include equipment specifically designed to clean watch components.

AP wanted a design consistent with many of their architecturally notable facilities located in Switzerland. The ideal environment for the watchmakers is one that is filled with natural light, supplemented by color correcting light

fixtures. The head height of the exterior windows is set at 10', which is also the bottom of the steel frame supporting the floor above.

The design solution required an integrated mechanical, plumbing, and electrical solution to meet the technical requirements of the space while maximizing daylight into the workshops. A horizontal utility spine along the exterior wall delivers the required power, data, compressed air, and vacuum to the workbenches. Half round ducts mounted to the ceiling allow for slow dispersion of the air, while low returns along the interior corridor allowing for the maximum ceiling height around the perimeter.

The bowtrusses at the historic roof structure also presented some technical challenges. The design utilizes a "box within a box" to create office spaces along the perimeter with acoustic ceilings that buffer the noise created by the open metal structure. Additional noise reduction components were added between the purlins to further improve the acoustics while preserving the character of the space.



Tab C. Project Schedule

C. Project Schedule

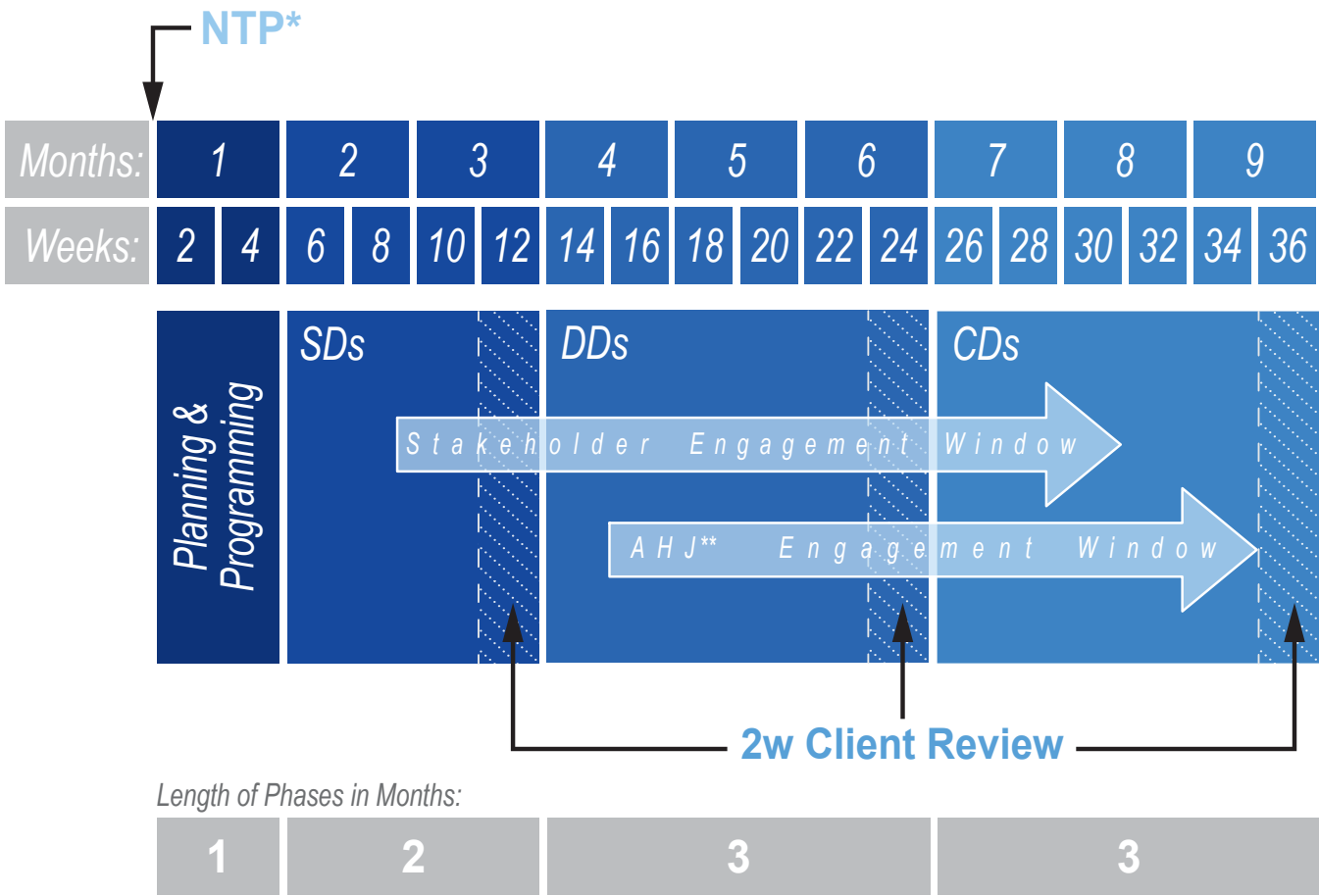
Scheduling is an important element in successful project delivery, and identifying key milestones is essential when working with groups of stakeholders; it is critical in supporting organizational planning, such as municipal services calendar alignment and move management. In developing our project schedules, we rely on our experience collected from previous relevant projects and lessons learned, along with knowledge of local building permitting authorities and current trends in construction.

We will work closely with the City of Southport staff to review project timelines in tandem with activities that will impact project delivery, such as phasing opportunities, long lead times, and cost estimates. This ensures your stakeholders and the design team are engaged in, and in agreement with, the development and outcome of these critical components of successful project scheduling.

Navigating the permit process and necessary approvals, including a certificate of appropriateness from the City of

Southport Historic Preservation Commission (HPC), are important elements of the project schedule to consider. Early communication about the project scope and intent with Authorities Having Jurisdiction (AHJs) assists in keeping the project on schedule—our project team will establish a regular cadence of interaction with permitting agencies, City Building Inspector, City Planning Board and Staff, Board of Alderman, HPC, SHPO, etc. throughout the life of the project.

The **schematic design phase** will kick off with an in-person meeting for overall discussion of the project and to establish an action-oriented plan to move through the schedule efficiently and methodically. It's important to encourage regular communication and collaboration with the entire project team early in the process so those habits carry through the course of the project design and construction. Schematic design will also include site visits as required to document the existing building, as well as review the existing historic elements and accessibility challenges and their related recommendations. At the end of the schematic design phase, conceptual layouts



*NTP = Notice to Proceed
**AHJ = Authorities Having Jurisdiction

will be presented and discussed to establish one concept that is carried forward into design development. A two-week review period will be incorporated into the schedule at each design delivery milestone, giving the opportunity for additional owner review and comment outside of the regular cadence of design meetings.

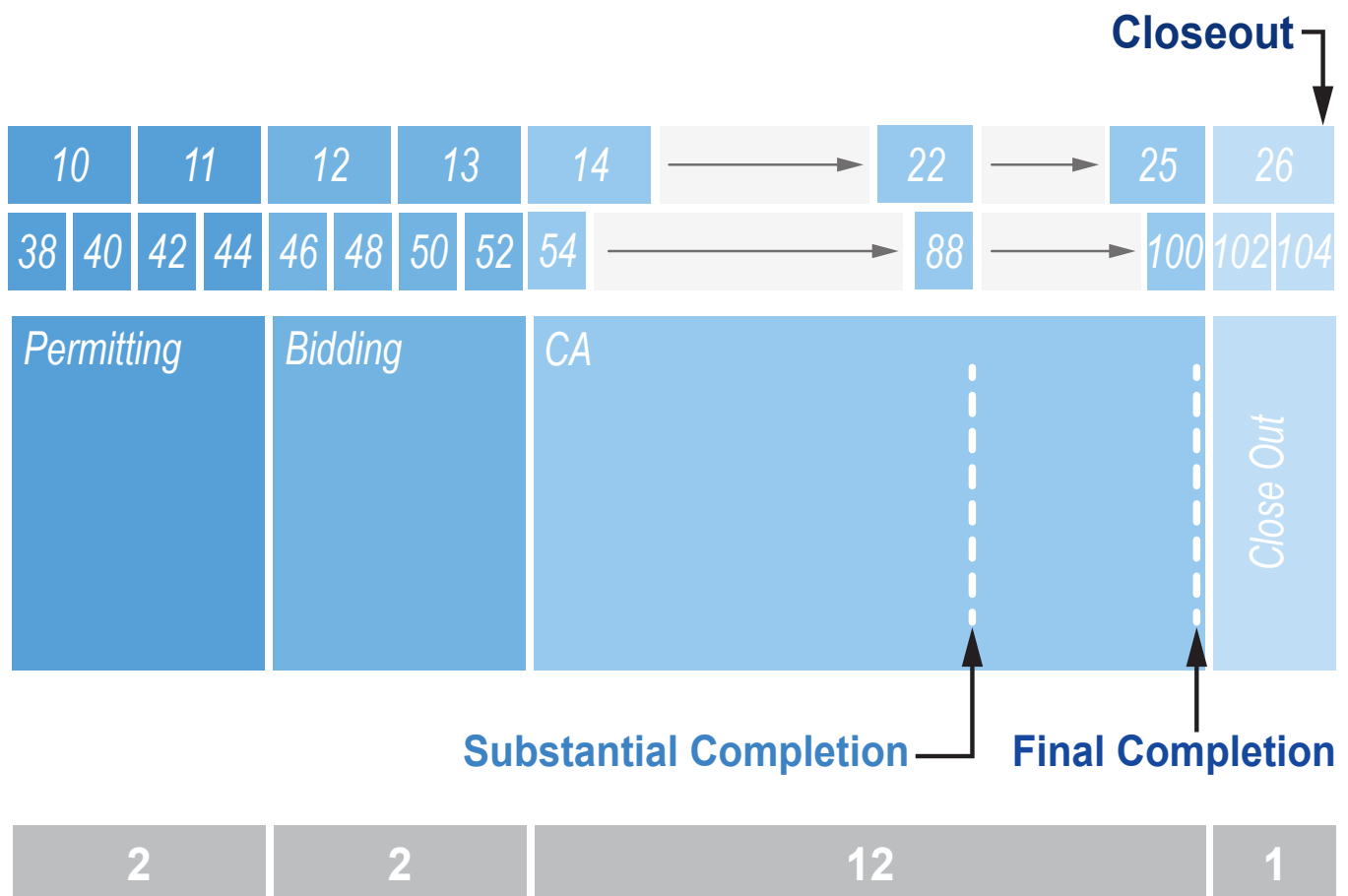
Design development will include the refinement of the selected concept while coordinating steps towards the various historic approvals and permits that are required. A preliminary cost estimate will be produced during design development and refined as the documents evolve during the construction documents phase.

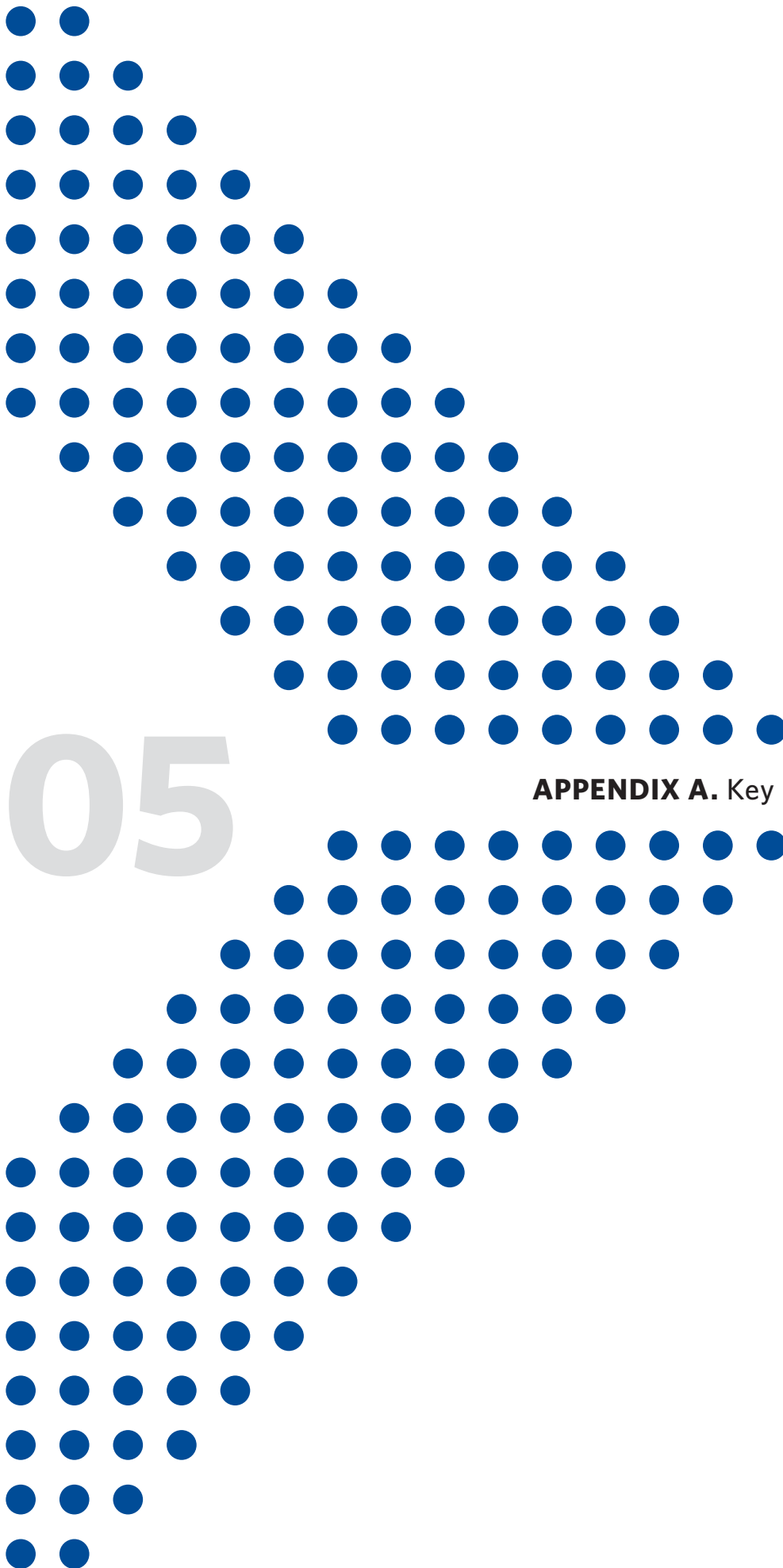
As the **construction documents** are developed, the project team will continue to navigate through the required approvals needed. Engagement and discussion with stakeholders and local AHJs will come to completion before the end of the construction documents phase to allow the project team to focus on finalizing the drawings for permit submission.

With known volatility in the construction industry, we will advance **permitting** ahead of **bidding** to ensure the documents going to bid have been approved by all AHJs. The fully approved set will be priced by all bidders to give a more accurate picture of construction cost. This schedule arrangement also protects the project from the possibility of long permitting and review periods and gives us flexibility to navigate the process.

Our team has experience monitoring long lead times and knowledge of current construction trends, which will allow us to be creative with early packages and early procurement of equipment. During **construction**, the City of Southport will be provided updates on construction progress in a regular manner to ensure construction documents are being followed.

Above all, responsiveness and good communication are key to maintaining the project schedule and adapting to changes as they occur. In order to stay on track with the proposed schedule, our team will use strategies such as maintaining an action-item log to ensure project coordination is progressing the right way.





APPENDIX A. Key Personnel

**BILL KINCANNON**

PE

East Region Program Manager | HDR

Bill has successfully led project teams and programs and supervised significant construction projects, asset management, and emergency operations. His recent focus is improving construction and project delivery methods and processes. While both in the Reserves and Active Duty Navy, he served in the U.S. Navy with Naval Special Warfare, as well as a number of other commands, retiring as a Master Chief Intelligence Specialist.

EDUCATION

Bachelors, Civil Engineering,
Transportation and Geotechnical
Engineering, Florida State University

REGISTRATIONS & MEMBERSHIPS

Professional Engineer-Civil, NC,
#033793

FIRM TENURE	INDUSTRY TENURE
3 years	49 years

RELEVANT EXPERIENCE

**Wilmington Metropolitan Planning
Organization, North Fourth Street
Office Renovation, Wilmington, NC.**
[Project Executive](#)

**NCDOT, Express Design Development
for Multiple Feasibility Studies,
Statewide, NC.** [Project Executive](#)

**NCDOT, Hurricane Helene Structural
Hydraulic Investigations, Statewide, NC.**
[Project Executive](#)

**Town of Holden Beach, Town Pier
Structural Investigation, Holden Beach,
NC.** [Project Executive](#)

**BOB BITTEL**

RA, NCARB, LEED AP, WELL AP

Principal in Charge | HDR

Bob has a proven track record of successfully delivering projects across multiple typologies and design disciplines. His work on numerous diverse projects has led him to passionately focus on design solutions for our communities and neighborhoods. Whether the project is large or small, new construction or renovation, his approach is contextual, often focused locally, to offer collaborative solutions.

EDUCATION

Masters of Urban Design,
University of North Carolina, Charlotte

Bachelor of Architecture,
Kent State University

REGISTRATIONS & MEMBERSHIPS

Architect, NC, #15045; National Council
of Architectural Registration Board;
LEED Accredited Professional; WELL
Accredited Professional

FIRM TENURE	INDUSTRY TENURE
8 years	20 years

RELEVANT EXPERIENCE

**Wilmington Metropolitan Planning
Organization, North Fourth Street
Office Renovation, Wilmington, NC.**
[Project Manager](#)

**Mecklenburg County, Detention
Centers Modernization, Charlotte, NC.**
[Principal in Charge](#)

**Howard University, The Parks at Walter
Reed Historic Building Renovation,
Washington, D.C.** [Adaptive Reuse Expert](#)

**NAVFAC Mid-Atlantic, Marine Raider
Regiment Headquarters, Camp Lejeune,
NC.** [Project Manager](#)

**BETSY PETRUSIC**

AIA, NCARB

Project Manager | HDR

Betsy takes a "human first" and action-oriented approach to every project she undertakes. Organized and methodical, she is always seeking the best ways to accomplish project goals. She thrives on finding unique solutions to problems and leverages her extensive experience to enhance each new project. Betsy's dedication to understanding and prioritizing the human element ensures her projects not only succeed, but foster positive and collaborative environments.

EDUCATION

Master of Architecture,
University of Maryland College Park

Bachelor of Architecture,
University of Maryland College Park

REGISTRATIONS & MEMBERSHIPS

Architect, DC, #200815; National Council
of Architectural Registration Board

FIRM TENURE	INDUSTRY TENURE
1 year	10 years

RELEVANT EXPERIENCE

**Mecklenburg County, Detention
Centers Modernization, Charlotte, NC.**
[Project Manager](#)

**Albermarle County, Albermarle County
Courthouse Complex - Circuit Court,
Charlottesville, VA.** [Project Manager,
Architect*](#)

**Albermarle County, Albermarle County
Courthouse Complex - District Court,
Charlottesville, VA.** [Project Manager,
Architect*](#)

*Prior firm experience



LARRY HLAVACEK

AIA, NCARB

Law Enforcement Director | HDR

Larry brings proven leadership and expertise in the planning and design of sheriff, police, emergency operations, 911 communications, and training facilities, gained throughout his more than 30-year career. He helps lead planning and design of the client's vision to deliver innovative, operationally efficient, flexible, and future-ready solutions. His collaborative approach focuses on developing professional work and training environments that support mission critical operations and promote health, wellness, safety, career development, and staff retention.

EDUCATION

Master of Architecture, University of Illinois at Urbana-Champaign
Bachelor of Science, Architecture, University of Illinois at Urbana-Champaign

REGISTRATIONS & MEMBERSHIPS

Architect, IL, #001016146

FIRM TENURE	INDUSTRY TENURE
1 years	32 years

RELEVANT EXPERIENCE

Ocean County, Law Enforcement Services Building, Toms River, NJ.
[Law Enforcement Lead](#)
State of New Jersey, State Police Training Academy Study, West Trenton, NJ.
[Law Enforcement Lead](#)
State of Nebraska, Law Enforcement Training Center, Grand Island, NE.
[Law Enforcement Lead](#)
Romeoville Police Headquarters and Village Hall, Village of Romeoville, IL.
[Public Safety Lead](#)



NEAL ANDREW

PE, SECB, CBIE

Structural Engineer | ACE

Andrew's projects included analyses of existing industrial structures for revised loading conditions, analysis and design of an existing concrete building for an additional floor, investigation and repair design for an existing masonry retaining wall, and floodproofing of existing buildings. He has also served as the project manager on projects involving the use of structural steel, reinforced concrete, masonry, pre-engineered metal, light gage steel, heavy timber and wood, fiberglass, and stainless steel for both new construction and repairs to existing buildings.

EDUCATION

Masters, Civil Engineering, Georgia Institute of Technology
Masters, Civil Engineering, Georgia Institute of Technology

REGISTRATIONS & MEMBERSHIPS

Professional Engineer, NC, #023591

FIRM TENURE	INDUSTRY TENURE
21 years	32 years

RELEVANT EXPERIENCE

City of Southport, Old City Hall Building Investigation, Southport, NC.
[Structural Engineer](#)
Wilmington Metropolitan Planning Organization, North Fourth Street Office Renovation, Wilmington, NC.
[Structural Engineer](#)
New Hanover County, Historic Courthouse & Clock Tower Investigation & Repairs, Wilmington, NC.
[Structural Engineer](#)



BRAD WYNNE

PE, RCDD

Electrical Engineer | EDI

Brad has over 20 years of experience in the design of electrical systems for the construction industry. He is experienced in all phases of electrical design for various facilities and parks, including standby generator sizing, exterior lighting, interior lighting design, power distribution systems, telecommunications design, and secondary systems infrastructure design. His current responsibilities include design of complex electrical systems, fire alarm systems, site lighting, project scheduling, and construction administration.

EDUCATION

Bachelors, Electrical Engineering, North Carolina State University

REGISTRATIONS & MEMBERSHIPS

Professional Engineer, NC, #035026;
RCDD Certification #344295; NCEES Records Program

FIRM TENURE	INDUSTRY TENURE
14 years	21 years

RELEVANT EXPERIENCE

Wilmington Metropolitan Planning Organization, North Fourth Street Office Renovation, Wilmington, NC.
[Electrical Engineer](#)
City of Wilmington, Fire Station Headquarters Generator Replacement, Wilmington, NC.
[Electrical Engineer](#)
City of Wilmington, Fire Station No. 7 Generator Replacement, Wilmington, NC.
[Electrical Engineer](#)
City of Raleigh, Transit Operations Center, Raleigh, NC.
[Electrical Engineer](#)

**JOHN QUIOCHO**

PE, LEED AP, CXA

Mechanical Engineer | EDI

John over 27 years of experience in HVAC and plumbing system design and project management. His past design experience includes a wide variety of HVAC and plumbing systems. He manages a team of engineers through design and construction phases, continuously developing and maintaining relations with owners, developers, architects, engineers and contractors.

EDUCATION

Bachelors, Construction Engineering and Management, North Carolina State University

REGISTRATIONS & MEMBERSHIPS

Professional Engineer, NC, #029455; LEED Accredited Professional; Certified Commissioning Authority #723-2141; Mechanical Contractor, NC #23981

FIRM TENURE	INDUSTRY TENURE
17 years	28 years

RELEVANT EXPERIENCE

City of Wilmington, Police Station Headquarters Generator Replacement, Wilmington, NC. [Mechanical Engineer](#)

City of Wilmington, Police Headquarters HVAC Replacement, Wilmington, NC. [Mechanical Engineer](#)

Durham County, Board of Elections Renovation, Durham, NC. [Mechanical Engineer](#)

Durham County, Sheriff's Office Training Facility, Durham, NC. [Mechanical Engineer](#)

**ROHAN HERWADKAR**

AIA, LEED AP BD+C

Senior Architectural QC Lead | HDR

Rohan is a senior project architect and has over 25 years of experience working on a wide variety of projects for academic, state and federal government clients. Using his strong technical knowledge of architectural and engineering systems, Rohan is able to lead multi-disciplinary design teams through all phases of project design and on-site construction administration to help clients realize productive, safe, reliable, and adaptive facilities.

EDUCATION

Masters of Architecture, Georgia Institute of Technology

Bachelor of Architecture, University of Mumbai

REGISTRATIONS & MEMBERSHIPS

Architect, GA, #013101; LEED Accredited Professional

FIRM TENURE	INDUSTRY TENURE
23 years	27 years

RELEVANT EXPERIENCE

Wilmington Metropolitan Planning Organization, North Fourth Street Office Renovation, Wilmington, NC. [Senior Architect](#)

City of Wilmington, Multi-Modal Transportation Center Phase 1B, Wilmington, NC. [Senior Architect](#)

Mecklenburg County, Detention Centers Modernization, Charlotte, NC. [Senior Architect](#)

Audemars Piguet Service Center, Raleigh, NC. [Senior Architect](#)

Vidant Health, Eddie and Jo Allison Smith Tower, Greenville, NC. [Senior Architect](#)

**EMILY HILL BROWN****Design Coordinator | HDR**

Emily has a proven track record in project and system coordination. She excels at ensuring complex systems are accurately represented and that all team members are well-informed about project developments. With a keen eye for detail and understanding of the diverse systems encountered in our projects, Emily is passionate about preservation and loves to see buildings come to life. She finds fulfillment in the belief that architecture provides a unique opportunity to foster stronger communities and relationships.

EDUCATION

Bachelor of Environmental Design, Texas A&M University

FIRM TENURE	INDUSTRY TENURE
2 years	5 years

RELEVANT EXPERIENCE

Audemars Piguet Service Center, Raleigh, NC. [Design Coordinator](#)

City of Raleigh, Chavis Park Aquatics Center, Raleigh, NC. [Design Coordinator](#)

Duke University, Bioscience Building Renovation Feasibility Study, Durham, NC. [Design Coordinator](#)

Confidential Client, Master Plan, Abbott Park, NC. [Design Coordinator](#)

Confidential Client, Warehouse Expansion, Greensboro, NC. [Design Coordinator](#)

MUSC Indian Land Medical Center, Indian Land, SC. [Design Coordinator](#)



VICKIE MILLER

PWS, AICP

Environmental Permitting | HDR

Vickie has over 25 years of experience leading and preparing NEPA/SEPA documentation for complex transportation water/wastewater and other utility projects. She has prepared Environmental Assessments, Environmental Impact Statements, Categorical Exclusions, Natural Resources Technical Reports, CWA Permits and riparian/wetland restoration plans for numerous state, federal, municipal, and private clients.

EDUCATION

Masters of Natural Resources,
North Carolina State University

Bachelor of Environmental Science,
University of North Carolina

REGISTRATIONS & MEMBERSHIPS

Professional Wetland Scientist, NC,
#1962

FIRM TENURE	INDUSTRY TENURE
20 years	27 years

RELEVANT EXPERIENCE

Wilmington Metropolitan Planning Organization, North Fourth Street Office Renovation, Wilmington, NC. [Environmental Permitting](#)

Union County YRWSP Pump House Facility, Union County, NC. [Environmental Permitting](#)

USACE - Wilmington Division, Wetland Deliniation Camp Lejeune, Camp Lejeune, NC. [Environmental Permitting](#)

Town of Cary Water Treatment Facility Jordan Lake Aeration System, Cary, NC. [Environmental Permitting](#)



WENDY WALLACE BROWN

EDAC

Wayfinding & Signage | HDR

Wendy manages all aspects of signage and wayfinding projects in order to keep both the creative and schedule tracking in accord with the project. She has experience with facility analysis and auditing, interviewing and observation for a variety of clients and end users with an emphasis on wayfinding, planning and programming. Her knowledge of branding is key to her well rounded approach. Wendy has national experience in identity graphics, branding and themed environments.

EDUCATION

Bachelor of Business Administration and Management, University of North Carolina, Charlotte

REGISTRATIONS & MEMBERSHIPS

Evidence-based Design Accreditation and Certification; Society of Environmental Graphic Design

FIRM TENURE	INDUSTRY TENURE
18 years	36 years

RELEVANT EXPERIENCE

Wilmington Metropolitan Planning Organization, North Fourth Street Office Renovation, Wilmington, NC. . [Wayfinding & Signage](#)

New Hanover Regional Medical Center, Surgical Pavilion Women and Children's Pavilion and Patient Tower Renovation, Wilmington, NC. [Wayfinding & Signage](#)

Vidant Health, Eddie and Jo Allison Smith Tower, Greenville, NC. [Wayfinding & Signage](#)



KAYE A. SMITH

VP & Lead Cost Manager | Palacio

Kaye has over 35 years of experience in the design and construction industry, with certifications in MCACES and On-Screen software technologies. She is a Senior Cost Manager and co-leads the Carolinas', spearheading projects ranging from \$100,000 to over \$100 million, providing timely and accurate cost estimates. Kaye will work with the project team in ongoing budget planning and cost control efforts throughout the design process to provide cost estimates in conformance with local requirements.

EDUCATION

Bachelor of Business Administration,
Greenville Technical College

FIRM TENURE	INDUSTRY TENURE
6 years	35 years

RELEVANT EXPERIENCE

Durham County, Police Headquarters, Durham, NC. [Lead Cost Manager](#)

Hanover County, 911 & Emergency Operations Center, Wilmington, NC. [Lead Cost Manager](#)

Monroe Police Department Renovation, Monroe, NC. [Lead Cost Manager](#)

City of Rolesville, Town Hall & Police Station Facilities Sitework, Rolesville, NC. [Lead Cost Manager](#)

NCDOT, Office Building Conversion, Wilmington, NC. [Lead Cost Manager](#)

Bryan Park Pickleball Court Conversion & Restroom Building, Greensboro, NC. [Lead Cost Manager](#)



KAYLI MARRANO

NCIDQ, LEED GREEN ASSOC.

Interior Designer | HDR

Kayli brings a collaborative approach and diverse project experience to the team. She excels in integrating design elements to create spaces that are both visually appealing and highly functional. Her well-rounded understanding of client needs allows her to translate goals into enjoyable user experiences. With a blend of creativity and technical precision, Kayli ensures every project is a harmonious balance of aesthetics and practicality.

EDUCATION

Bachelors, Fine Arts, Interior Design,
University of Georgia

REGISTRATIONS & MEMBERSHIPS

Interior Designer, NC, #297;
National Council for Interior Design
Qualification#00055887; LEED Green
Associate

FIRM TENURE	INDUSTRY TENURE
2 years	10 years

RELEVANT EXPERIENCE

NAVFAC Mid-Atlantic, Sustainment
Facility Design, MCAS Cherry Point, NC.
[Interior Designer](#)

USACE - Savannah District, USACE 18th
Airborn Headquarters, Fort Liberty, NC.
[Interior Designer](#)

UNC Medical Center, Seventh Floor Bed
Tower Conversion, Raleigh, NC.
[Interior Designer](#)

City of Raleigh, Chavis Park Aquatics
Center, Raleigh, NC. [Interior Designer](#)

UNC Healthcare, Hillsborough OR
Renovation, Hillsborough, NC.
[Interior Designer](#)



ADAM SENK

PE

Fire Protection Engineer | HDR

Adam is a registered Fire Protection Engineer with nearly 20 years of experience. His expertise includes, but is not limited to, the following codes and standards: International Building Code, International Fire Code, NFPA Standards, and FM Standards. His role includes building code and life safety analysis, automatic detection and suppression system design, water supply analysis, and life safety and building code compliance.

EDUCATION

Masters, Fire Protection,
University of Maryland

Bachelors, Architectural Engineering,
Mechanical Systems/HVAC,
Penn State University Park

REGISTRATIONS & MEMBERSHIPS

Professional Engineer - Fire Protection,
NC, #036937

FIRM TENURE	INDUSTRY TENURE
6 years	18 years

RELEVANT EXPERIENCE

Mecklenburg County, Detention
Centers Modernization, Charlotte, NC.
[Fire Protection Engineer](#)

National Park Service, Selma Interpretive
Center Historic Redevelopment,
Selma, AL. [Fire Protection Engineer](#)

NAVFAC Mid-Atlantic, MARSOC,
Marine Raider Regiment Headquarters
Facility, Marine Corps Base Camp Lejeune,
NC. [Fire Protection Engineer](#)

NAVFAC Mid-Atlantic, Sustainment
Facility Design, MCAS Cherry Point, NC.
[Fire Protection Engineer](#)



GINA JARTA

LEED AP BD+C

Acoustician | HDR

With a thorough technical understanding of room acoustics, systems noise control, sound isolation systems, and auralization techniques, Gina has served clients throughout the world. Gina builds strong relationships with team members and communicates well with project design staff, building owners, and users to develop acoustical solutions that meet project needs and budgets.

EDUCATION

Masters, Aerospace Engineering,
Penn State University

Bachelors, Acoustics,
Columbia College, Chicago

REGISTRATIONS & MEMBERSHIPS

LEED AP Building Design + Construction;
ISI Envision Sustainability Professional

FIRM TENURE	INDUSTRY TENURE
16 years	16 years

RELEVANT EXPERIENCE

Wilmington Metropolitan Planning
Organization, North Fourth Street
Office Renovation, Wilmington, NC.
[Acoustician](#)

Mecklenburg County, Detention
Centers Modernization, Charlotte, NC.
[Acoustician](#)

City of Raleigh, Chavis Park Aquatics
Center, Raleigh, NC. [Acoustician](#)

Vidant Health, Eddie and Jo Allison
Smith Tower, Greenville, NC. [Acoustician](#)

USACE Savannah District, USACE
18th Airborne HQ, Fort Liberty, NC.
[Acoustician](#)



JIM GABEL

SPA

Low Voltage / Electronic Security | HDR

Jim has over 40 years of experience in project design engineering and management for justice, healthcare, and commercial facilities. He has managed projects totaling over \$10 billion. Jim's expertise covers all aspects of project/design engineering and management, including solicitation, labor hour budgets, schematic design, construction documents, administration, and closeout. He also has experience from a contractor's perspective.

EDUCATION

Collin County Community College

REGISTRATIONS & MEMBERSHIPS

American Correctional Association

FIRM TENURE	INDUSTRY TENURE
25 years	44 years

RELEVANT EXPERIENCE

Mecklenburg County, Detention Centers Modernization, Charlotte, NC. [Low Voltage/Electronic Security](#)

Wake County, Hammon Road Jail Phase 2 Expansion, Raleigh, NC. [Low Voltage/Electronic Security](#)

Rowan County, Courthouse Security Upgrade, Salisbury, NC. [Low Voltage/Electronic Security](#)

Vidant Health, Eddie and Jo Allison Smith Tower, Greenville, NC. [Low Voltage/Electronic Security](#)

Vidant Health, James and Connie Maynard Children's Hospital, Greenville, NC. [Low Voltage/Electronic Security](#)



ISAAC MCCULLOUGH

PE

Civil Engineer | HDR

Isaac has more than 25 years of civil engineering experience in the federal and transportation markets. His experience includes site planning, grading and drainage, erosion and sediment control, roadway and pavement design, site utility layout and coordination and construction phasing. His design experience allows him to develop ideal engineering solutions to site civil challenges while providing strong communication with clients and stakeholders.

EDUCATION

Bachelors, Civil Engineering, Arizona State University

Associates, Surveying Technology, Phoenix College

REGISTRATIONS & MEMBERSHIPS

Professional Engineer - Civil, AZ, #50946

FIRM TENURE	INDUSTRY TENURE
1 year	26 years

RELEVANT EXPERIENCE

North Carolina State Ports Authority, North Gate Relocation & Access Optimization, Wilmington, NC. [Civil Engineer](#)

NAVFAC Mid-Atlantic, Sustainment Facility Design, MCAS Cherry Point, NC. [Civil Engineer](#)

NAVFAC Mid-Atlantic, Fleet Replacement Squadron, MCAS Cherry Point, NC. [Civil Engineer](#)

Piedmont Triad Regional Water Authority, Upgrade and Expansion, Statewide, NC. [Civil Engineer](#)



KYLE STOFFER

Site Survey | HDR

Kyle has extensive experience in stormwater drainage design, bridge/culvert survey reports, FEMA coordination, permit drawing development, and is a Level III certified NCDOT Erosion Control Designer. He has experience with projects across the state of North Carolina including Wilmington, Raleigh, and Greensboro.

EDUCATION

Bachelors, Civil Engineering, North Carolina State University

FIRM TENURE	INDUSTRY TENURE
9 years	10 years

RELEVANT EXPERIENCE

North Carolina State Ports Authority, North Gate Relocation & Access Optimization, Wilmington, NC. [Site Survey](#)

USACE Savannah District, USACE 18th Airborne HQ, Fort Liberty, NC. [Site Survey](#)

State of North Carolina Department of Transportation, MM Division Bridges, Cedar Grove, NC. [Site Survey](#)

State of North Carolina Department of Transportation, US 64 Asheboro Bypass Design Build, Asheboro, NC. [Site Survey](#)

State of North Carolina Department of Transportation, U-4734 Macy Grove Road Extension, Kemerston, NC. [Site Survey](#)

State of North Carolina Department of Transportation, B-4848 Replacement of Bridge 3, New Bern, NC. [Site Survey](#)



ROBBY BRYANT

ASLA, LEED AP

Landscape Designer | HDR

Robby is a landscape architect and certified planner specializing in site design. He has a profound depth of knowledge and experience in design and sustainability principles and often leads public meetings and community workshops. Robby excels at coordinating multi-disciplinary teams on complex projects.

EDUCATION

Bachelors, Landscape Architecture,
Mississippi State University

REGISTRATIONS & MEMBERSHIPS

Professional Landscape Architect,
FL, GA, MO; American Society of
Landscape Architects; LEED Accredited
Professional; American Institute of
Certified Planners

FIRM TENURE

22 years

INDUSTRY TENURE

30 years

RELEVANT EXPERIENCE

**Mecklenburg County, Detention
Centers Modernization, Charlotte, NC.**
[Landscape Architect](#)

**Atlanta BeltLine, Historic Fourth Ward
Park, Atlanta, GA.** [Landscape Architect](#)

**Berkeley/Charleston/Dorchester
Council of Governments, Lowcountry
Bus Rapid Transit, Charleston, SC.**
[Landscape Architect](#)

**NAVFAC Mid-Atlantic, Hurricane
Florence Recovery, Marine Corps Base
Camp Lejeune, NC.** [Landscape Architect](#)



ANN KEEN

Senior Architectural Historian | HDR

Ann brings experience in historical studies with a particular emphasis on the built environment. She meets the Secretary of the Interior's Professional Qualification Standards for history and architectural history. Her experience includes architectural and historic sites surveys, National Register of Historic Places (NRHP) eligibility evaluations and nominations, Historic American Buildings Survey (HABS) documentation, Historic American Engineering Record (HAER) documentation, preservation plans, historic structure reports, conditions assessments, and archival research.

EDUCATION

Masters, Art History & Archaeology,
Rutgers University

Bachelors, Art History & Archaeology,
Kendall College of Art & Design

REGISTRATIONS & MEMBERSHIPS

Society of Architectural Historians

FIRM TENURE

11 years

INDUSTRY TENURE

24 years

RELEVANT EXPERIENCE

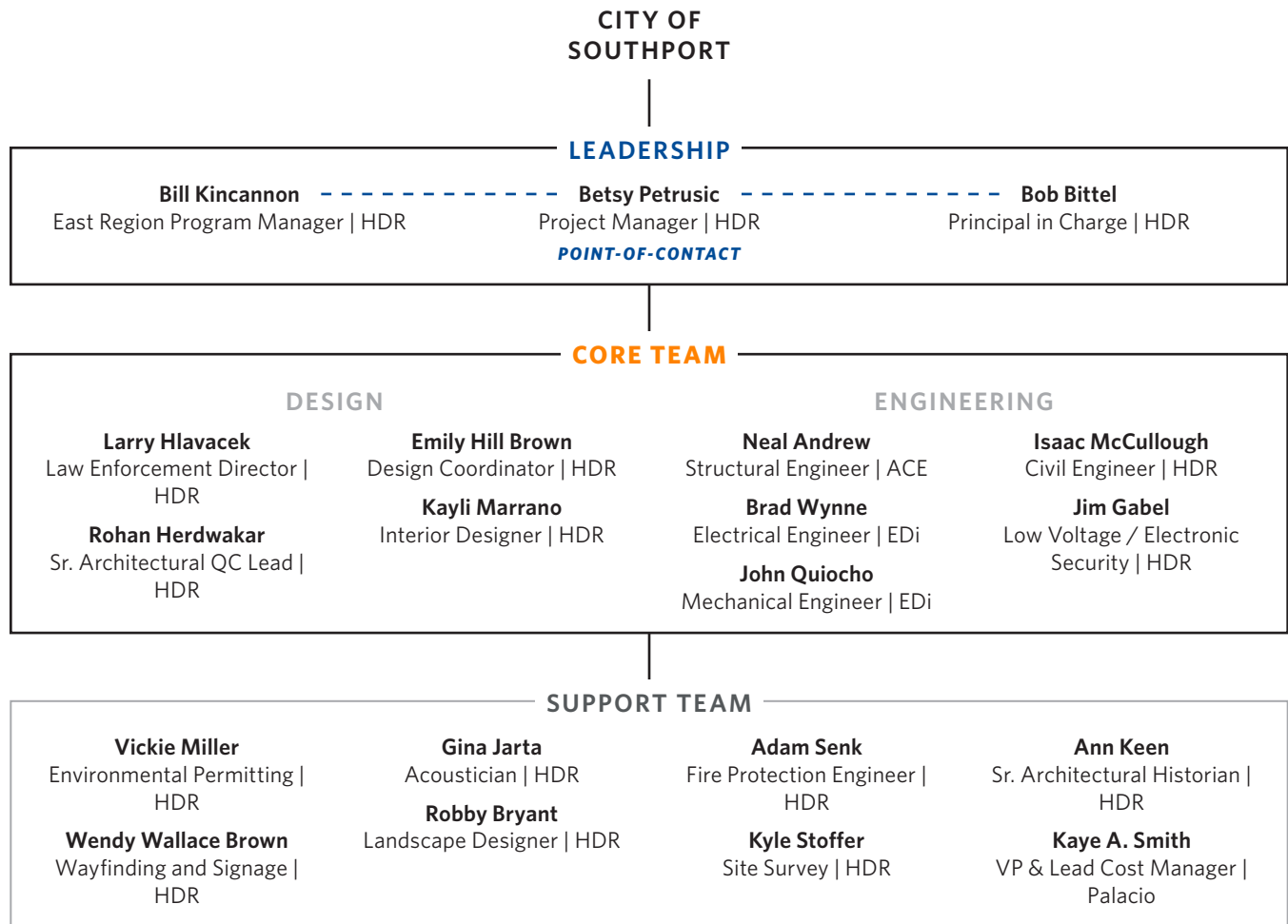
**Duke Energy, Moutain Island ESSI,
Charlotte, NC.** [Architectural Historian](#)

**USACE - Mobile District, Sustainability
Plan, MCAS Cherry Point, NC.**
[Architectural Historian](#)

**Berkeley/Charleston/Dorchester
Council of Governments, Lowcountry
Bus Rapid Transit, Charleston, SC.**
[Architectural Historian](#)



Organizational Chart





APPENDIX B. Professional References

Professional References



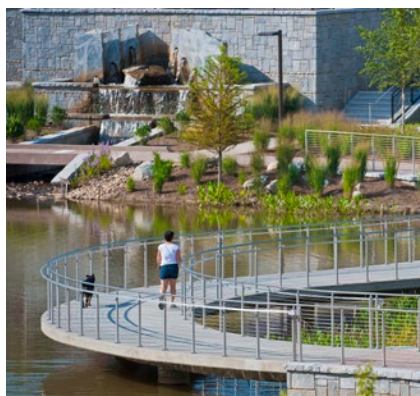
MECKLENBURG COUNTY

DETENTION CENTER MODERNIZATION | PUBLIC INTERFACE & ADMINISTRATIVE AREAS

CHARLOTTE, NC—Through close collaboration with Mecklenburg County Asset & Facility Management and Mecklenburg County Sheriff's Office, the HDR team coordinated efforts related to modernization of the Mecklenburg County Detention Center Central location. Due to the age of the facility, modernization involved repairing the building exterior, upgrading building systems and equipment, adding security cameras to better suit the surveillance needs, and the renovation of select areas within the public lobbies and administrative areas.

REFERENCE

Mecklenburg County,
Asset and Facility
Management
David Murdock
Senior Project Manager
980.314.2506
david.murdock@
mecklenburgcountync.gov



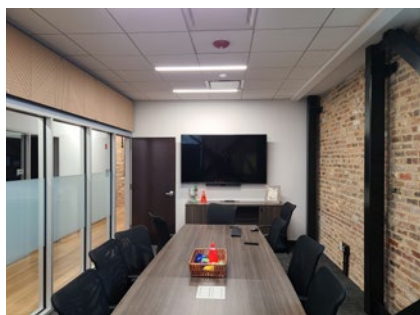
ATLANTA BELTLINE, INC.

HISTORIC FOURTH WARD PARK

ATLANTA, GA—This stunning new park in one of the city's oldest neighborhoods grew out of a need to address the very unglamorous urban problem of combined sewer overflows. The idea came from the people—rather than adding more costly, traditional sewer tunnels to address the problem, the blighted industrial lowland area has been transformed into a park surrounding a functional stormwater retention pond.

REFERENCE

Atlanta BeltLine, Inc.
Kevin W. Burke
Director of Design FASLA
404.477.3637
kburke@altbeltline.org



WILMINGTON METROPOLITAN PLANNING ORGANIZATION

NORTH FOURTH STREET OFFICE RENOVATION

WILMINGTON, NC—This adaptive reuse and renovation project involves transforming a 7,120-square-foot historic building into modern offices and community spaces.

REFERENCE

City of Wilmington 910.342.2781
Mike Kozlosky mike.kozlosky@
Wilmington wilmingtonnc.gov
Urban Area MPO,
Executive Director

“The Thomas Grocery Building was originally constructed in 1894 as a two-story brick building. HDR completed the architectural design for an award-winning building renovation that reflects the building's historic significance, while yet state-of-the-art and purpose-built to support the mission and function of the Wilmington Urban Area Metropolitan Planning Organization. The building received a 2025 Historic Preservation award in the category of Adaptive Reuse from the Historic Wilmington Foundation.”

MIKE KOZLOSKY

Wilmington Urban Area MPO, Executive Director | City of Wilmington



UNION COUNTY AND THE TOWN OF NORWOOD YADKIN REGIONAL WATER SUPPLY PROJECT

UNION COUNTY, NC—This program includes new infrastructure and provides the county a new water intake and pump station on Lake Tillery, a new water treatment plant in Union County, and an approximately 28-mile pipeline to bring water to Union County residents. For HDR, a unique challenge was developing a design aesthetic, scale, and program that allows the two-story, 6,100 SF pump station to fit seamlessly and respectfully into the small-scale neighborhood context. The program includes municipal administrative and gathering spaces, along with staff amenities. Our comprehensive approach included several in-person and online workshops to coordinate with and engage members of the community.

REFERENCE

Union County
John Shutak
Engineering Division
Director
704.283.3651
john.shutak@
unioncountync.gov

NOTABLE AWARDS

2024, ENR Southeast,
Award of Merit, Water/
Environment

2024 DBIA, Award of Merit,
Water/Wastewater



In over a decade of involvement in the YRWSP, HDR has provided continuity in senior management engagement, exceptional technical personnel appropriate for each stage of the project, and an unwavering commitment to the best interests of Union County. HDR has consistently demonstrated their ability to be flexible in their approach to the project. HDR manages personnel to ensure milestones and desired outcomes are met within established budgets while navigating complex challenges throughout the project.”

JOHN SHUTAK

Engineering Division Director | Union County

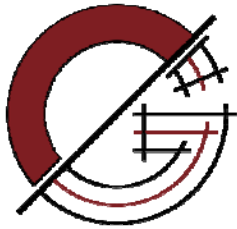


hdrinc.com

We practice increased use of sustainable materials and reduction of material use.

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GOODRICH OAKS
ARCHITECTURE, P.A.

RFQ RESPONSE:

SOUTHPORT OLD CITY HALL POLICE CONVERSION



To whom it may concern,

We are excited for the opportunity to submit a qualification proposal to provide professional architectural design services for Southport Old City Hall Police Conversion.

Goodrich Oaks Architecture, P.A. is a full-service Architectural Firm that works with local engineering consultants to deliver architectural, structural, plumbing, mechanical, electrical, and fire alarm design services. We are licensed in several states including North Carolina, South Carolina, Virginia, and Georgia. Our portfolio of commercial projects includes, but are not limited to, office buildings, emergency response centers, restaurants, churches and activity centers, industrial warehouses and fabrication.

H. Blair Goodrich, AIA, who serves as President, will be the project architect. He has been a part of the architectural community in North Carolina for over 30 years. Prior to this, he worked in Florida and his home state of Virginia. Melissa Sexton, design professional and senior CAD specialist, will serve as the project manager, has been with the firm since March of 2014 and has a combined architectural work history of over 17 years. Adam J. Oaks, AIA, who serves as Vice President, is a native to Wilmington, NC. He has been with the firm since its inception over 20 years ago. Blair, Adam, and Melissa all share the same contact information which can be found at the bottom of this page.

Also included within our team are the following sub-consultants:

- Structural Engineering: W.D. Jones Engineering, PLLC; Primary Contact is W. Doug Jones, P.E.; 100B Old Eastwood Road, Unit 23, Wilmington, NC 28403; 910.523.5381; doug@wdjonesengineering.com
- Electrical Engineering & Fire Alarm Design: Topsail Engineering Inc.; Primary Contact is Greg McDowell, P.E.; PO Box 367 Hampstead, NC 28443; 910.270.3747; office@topsailengineering.com
- Plumbing & Mechanical Engineering: Topsail Engineering Inc.; Primary Contact is Steven Everhart, Jr, P.E.; PO Box 367 Hampstead, NC 28443; 910.270.3747; office@topsailengineering.com

As a team, our firm strives to provide a service clients want and deserve while understanding that communication is key. We have the ability to provide our clients with architectural drawings, physical models, presentation packages, and quality 3D perspective renderings of projects.

With a vast array of diversity in commercial projects, historic preservation, and work history in the city of Southport, we feel that we are able to provide a quality service to this and any type of project the city of Southport may require. The small size of our firm allows us to provide individual attention to all aspects of each project while lending an expertise that ranges in scope from small renovations to large commercial buildings.

Thank you for reviewing our qualifications and we look forward to serving the City of Southport.

Respectfully,

A handwritten signature in black ink, appearing to read "H. Blair Goodrich", with a stylized flourish at the end.

H. Blair Goodrich
Principal
Goodrich Oaks Architecture. P.A.

TAB A: PROPOSED SCOPE OF SERVICES / DESIGN APPROACH



PROPOSED SCOPE OF SERVICES / DESIGN APPROACH

Goodrich Oaks Architecture values communication and relationships. Our process is very simple, yet effective, and follows the traditional five phases of architecture.

A typical project begins with a pre-design meeting to establish the scope of the project and to outline the "client's wish list". For this project, we would conduct a preliminary kickoff meeting with the City of Southport to discuss needs, expectations, and the project schedule.

Our next step is to gather information regarding the site and any existing conditions. We will measure the existing building and enter the data into our CAD program to create base drawings for use during design.

We will conduct research of code and local regulation in relationship to the project while creating defined schematic floor plans. We pride ourselves on being efficient space planners and search for ways to maximize flow and eliminate wasted space. We will work to create a prioritized list of recommendations for the appropriate treatment of deteriorated historic elements that are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties while considering the potential impact and avoiding significantly altering the property's historic character and context. Once complete, we'll meet with city staff to present schematic / draft floor plans.

Once the schematic floor plans have been approved, we begin the Design Development process by working to create in-depth designs to capture the overall vision and scope of the project. We develop the design of the elevations with respect to materials, construction, detailing, etc., and work with the appointed State Historical Preservation Officer to finalize plans and receive design approval. Engineering Consultants are introduced in this phase to assist with the final design and ensure that the project is on budget. We'll also consult with our project estimator to prepare a preliminary cost estimate. Then again meet with city staff to present final plans and elevations developed during the design development phase. Next, we will conduct a presentation of the final plans and elevations to the Southport Board of Aldermen. After receiving all necessary approvals for the design development drawings, we move forward into the final Construction Document phase.

The construction documents will be developed in accordance with local building codes, ordinances, SHPO requirements, and ADA requirements and shall include the following: Architectural Site Plan, Demolition Plans, Floor Plans, Sections, Interior and Exterior Elevations, Reflected Ceiling Plans, Door and Window Details, Materials and Fixtures Lists, Construction Details, General Notes, and Cost Estimate based on final construction drawings and documents. Once all construction documents have been completed, we'll present them to city staff to ensure all aspects of the project requirements have been met.

During the Bid Phase, we will prepare bid and construction documents to serve as a basis for the City's selection of a contractor, answer queries from potential bidders, assist the City in reviewing all submitted bids, and make an informed recommendation for award.

We will provide construction management of the project to ensure that construction fully adheres to the agreed upon construction documents. We will assist the general contractor as needed to ensure all actions required by permits associated with this project are completed in a timely manner, and we will work with the general contractor to provide the city with reports on construction progress.



Goodrich Oaks Architecture is purely an architectural firm; therefore, we hire engineering consultants to perform basic services for the project. Those consultants typically consist of structural, plumbing, mechanical, electrical and fire alarm. Civil engineering, along with any site-related consultants such as geotechnical, traffic, hazardous materials, etc., would typically be provided by the owner. However, we are happy to assist with the procurement of any site-related entities if needed. We have strong relationships with several local engineering consultants which lends us the opportunity to expedite the process if needed.

Quality is of utmost importance to our team. We maintain and regularly evaluate the overall project design schedule. We also work closely with the owner and the contractor to ensure that deadlines are met in order to keep the project moving in a forward direction. We also value the importance of pre-design, Owner/Architect/Contractor, and pre-construction meetings. We believe this process results in a cohesive set of Construction Documents that captures the owner's vision and provides the contractor with a clear picture of the design intent.

We are also happy to assist the city with their grant finding and applications process with help in the preparation of any documents required to secure funding for this project.

TAB B: PROJECT EXPERIENCE

PROJECT REFERENCE #1:

Project: Brunswick Energy & Education Center
Location: 8520 River Road SE, Southport, NC 28461
Year: 2020
Contractor: TMC-Taylor Construction
Square Footage: 21,160
Description: This center includes a display area for public education of BNP, a 500-seat auditorium, 2 large meeting rooms, a fitness gym with locker rooms, yoga room, and warming kitchen.
Reference Contact: Greg Taylor, TMC-Taylor Construction, 910.251.1181



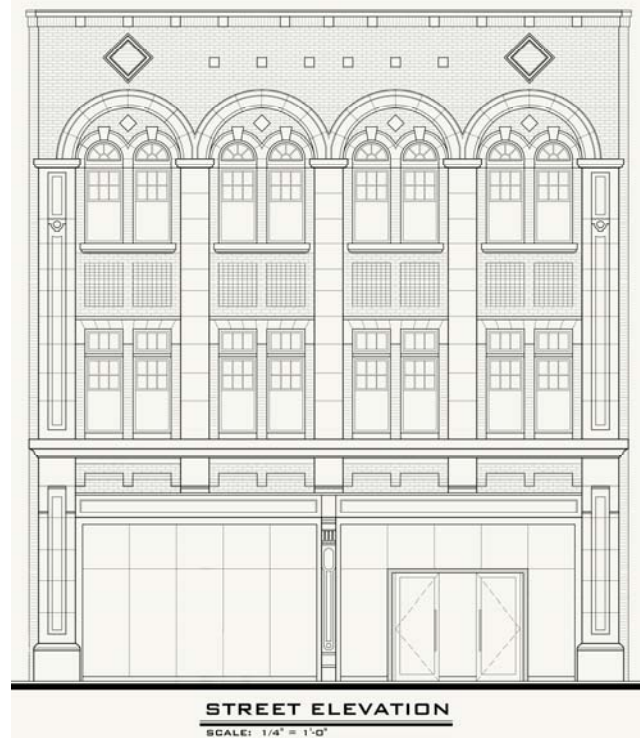
PROJECT REFERENCE #2:

Project: Leland Fire and Rescue Station 51
Location: 1984 Popular St. NE, Leland, NC 28451
Year: 2023
Contractor: Environments Unlimited
Square Footage: 14,108
Description: Serves as Leland's main fire station and includes a conference/training room for Municipal Operations Center. This station is a 4 bay fire station with sleeping quarters, fitness room and decon area.
Reference Contact: Will Lear, T.O. Leland Project Manager, 910.408.9425, wlear@townofleland.com



PROJECT REFERENCE #3:

Project: 208 Princess Street
Location: 206/208 Princess Street, Wilmington, NC 28401
Year: 2018
Contractor: Monteith Construction Corporation
Square Footage: 7,110
Description: Renovated a 3 story office building and modernized it with an elevator and fire sprinkler system. We worked with the State of NC and Wilmington Historic Preservation to preserve exterior features.
Reference Contact: Bryan Thomas, Monteith, 910.791.8101, bthomas@monteithco.com



TAB C: PROJECT SCHEDULE

PROJECT SCHEDULE

We pride ourselves on working diligently to achieve client goals, whether they are budget or timeline driven. If awarded, Goodrich Oaks Architecture understands that any project contracted by the City of Southport would be of upmost importance and take priority over current projects. Although a small firm, our size allows us to provide individual attention to each project. We have developed close relationships with our consultants and are able to produce design documents in a timely manner.

Please refer to the TAB A: PROPOSED SCOPE OF SERVICES / DESIGN APPROACH section for a further breakdown of the services to be provided in each of the following phases.

- Schematic Design Phase 4 Weeks

Includes preliminary kickoff meeting, measuring of existing structure, CAD entry/base drawing creation, schematic floor plans, creation of deteriorated historic elements list, and schematic floor plan presentation meeting with city staff.

- Design Development Phase 5 Weeks

Includes development of floor plans and elevations, coordination with State Historic Preservation Officer, initiation of engineering consultant involvement, preparation of preliminary cost estimate, final plans & elevations presentation meeting with city staff, and presentation to the Southport Board of Alderman.

- Construction Documents Phase 5 Weeks

Includes development of the following: Architectural Site Plan, Demolition Plans, Floor Plans, Sections, Interior and Exterior Elevations, Reflected Ceiling Plans, Door and Window Details, Materials and Fixtures Lists, Construction Details, General Notes, and Cost Estimate based on final drawings & documents. Also includes a meeting with city staff to present construction documents.

- Bid Services Phase 3 Weeks

Includes bid document preparation and responses to bidder's queries.

Please note, while we will be readily available to assistance the city with the review of the submitted bids, this proposed timeline does not include the time needed by the city to conduct an appropriate submitted bids review as this can vary in each case.

- Construction Management Phase Dependent upon the awarded contractor's construction schedule

Please note, while we have done our best to account for revision requests and meetings for each phase, the proposed timelines are subject to change dependent upon the city staff and Southport Board of Alderman's availability for meetings as well as the unforeseen requirements of multiple rounds of revisions.

APPENDIX A: EXPERIENCE OF KEY PERSONNEL



EXPERIENCE OF KEY PERSONNEL

PRIMARY CONSULTANT: GOODRICH OAKS ARCHITECTURE, P.A.

H. Blair Goodrich President / Principal Architect

- Professional Experience
 - Received his Architectural Registration in 1995. In 1992, he was employed with John Stirewalt in Wrightsville Beach, NC designing high-end beach homes. In 1996, he cofounded Pearce Goodrich Architecture which specialized in residential and medium-sized commercial projects. In 2002, he formed Goodrich Architecture, P.A. In 2022 he partnered with Adam Oaks to form Goodrich Oaks Architecture. He has been involved in residential, medium to large commercial, and industrial architecture.
- Education
 - Virginia Polytechnic Institute and State University
Bachelor of Architecture, 1986
- Professional Registrations
 - Virginia R.A. #9497
 - North Carolina R.A. #7434
 - South Carolina R.A. #7396
- Professional Organizations
 - American Institute of Architects (AIA)
 - National Council of Architectural Registration Boards (NCARB)
- Service Organizations
 - Kiwanis Club of Wilmington - past President & Lt. Governor of Div. 26
 - The Brigade Boys & Girls Club – former Board of Directors, Board Chair
 - Wilmington Kiwanis Foundation – former Board of Directors
 - Historic Wilmington Foundation – former Member
- Comparable Projects in which a Primary Role was Held
 - 208 Princess Street
206/208 Princess Street, Wilmington, NC 28401
 - Moore Street Oyster Bar
110 East Moore Street, Southport, NC 28461

Adam J. Oaks Vice President / Principal Architect

- Professional Experience
 - Hired by Pearce Goodrich Architecture in 2001 as an apprentice. In 2002, he began working with the newly formed Goodrich Architecture as a draftsman/designer. While at the firm, he completed college and his architectural licensure. In 2022 he partnered with Blair Goodrich to



form Goodrich Oaks Architecture. He has been involved in residential, medium to large commercial, and industrial architecture

- Education
 - o University of North Carolina at Wilmington
Bachelor of Arts in Studio Art, 2006
 - o University of North Carolina at Charlotte
Masters of Architecture, 2011
- Professional Registrations
 - o North Carolina R.A. #15595
 - o Georgia R.A. #017627
- Service Organization
 - o Town of Leland Architect on Record
- Professional Organizations
 - o American Institute of Architects (AIA)
 - o National Council of Architectural Registration Boards (NCARB)
- Awards & Community Involvement
 - o North Carolina AIA Book Award for Outstanding Services, 2011
 - o Outstanding Graduate Student Organization – Masters of Architecture Student Society, 2009
 - o Boy Scouts of America – obtained Eagle Scout, 2002
 - o Cub Scout Pack 275 - Founder and Former Cubmaster, 2012
- Comparable Projects in which a Primary Role was Held
 - o Leland Fire and Rescue Station 51
1984 Popular St. NE, Leland, NC 28451
 - o Leland Fire and Rescue Station 53
187 Old Lanvale Rd. NE, Leland NC 28451

Melissa Sexton

Design Professional and Senior CAD specialist

- Professional Experience
 - o Hired by Warren Wilson Architect, P.C. in 2007 as a summer intern and after graduating in 2008, she started working with the firm full-time until 2010. In 2011, she began working with Lisle Architecture & Design, Inc. as an intern architect for 18 months and then went to Smith2 Architecture & Design, PLLC in 2013 as a project manager and draftsman. She was there until she started working with Goodrich Oaks Architecture, P.A., formerly Goodrich Architecture, P.A, in March of 2014 and has been there since. She has been involved in residential and small to large commercial projects.
- Education
 - o Art Instruction School of Minneapolis, MN
Correspondence Course
Attended 1997-2003
 - o University of North Carolina at Charlotte
Bachelors of Arts in Architecture, 2008
- Service Organizations
 - o Girl Scouts North Carolina Coastal Pines Troop 368 - Current Volunteer
- Comparable Projects in which a Primary Role was Held



- o 116 N. Howe St. Renovation
116 N. Howe St., Southport, NC 28461
 - o Brunswick Energy & Education Center
8520 River Road SE, Southport, NC 28461
-

SUB-CONSULTANT:

W.D. JONES ENGINEERING, PLLC

Structural Engineering Consultant

W. Doug Jones, P.E.

President / Registered Professional Engineer

- Contact Information
 - o Address: 100B Old Eastwood Road, Unit 23, Wilmington, NC 28403
 - o Phone: 910.523.5381
 - o Email: doug@wdjonesengineering.com
 - Education
 - o Old Dominion University
 - o B.S. degree in Civil Engineering, (Year TBD)
 - Professional Experience
 - o Doug worked for a facility maintenance engineering firm in Virginia and a structural engineering firm in Wilmington for a total of 1-1/2 years, and another Wilmington structural engineering firm from March 1997 until December 2012.
 - o He started his own firm in January 2013.
 - Professional Registrations
 - o North Carolina P.E. #25852
 - o South Carolina P.E. #31558
 - o Virginia P.E. #046127
 - Comparable Projects in which Primary Role was Held
 - o Boiling Spring Lake Police Department Renovation & Addition
3020 George II Highway SE, Southport, NC 28461
 - o Leland Fire and Rescue Station 51
1984 Popular St. NE, Leland, NC 28451
-

SUB-CONSULTANT:

TOPSAIL ENGINEERING, INC.

Plumbing and Mechanical Engineering Consultant

Steven Everhart, Jr, P.E

Vice President / Registered Professional Engineer

- Contact Information
 - o Address: PO Box 367, Hampstead, NC 28443
 - o Phone: 910.270.3747
 - o Email: office@topsailengineering.com
- Education



GOODRICH OAKS **ARCHITECTURE, P.A.**

- o NC State University
 - o B.S. Mechanical Engineering, 1994
 - Professional Experience
 - o Steve has been a licensed professional engineer since 1998.
 - o Vice President at Topsail Engineering, formerly McDowell Consulting Engineers, 2006 to present.
 - Professional Registrations
 - o North Carolina P.E. #23933
 - Service Organizations
 - o Boys & Girls Club Sponsor
 - o Scouts of America Sponsor
 - Comparable Projects in which Primary Role was Held
 - o Boiling Spring Lake Police Department Renovation & Addition
3020 George II Highway SE, Southport, NC 28461
 - o Surf City Town Hall
314 W. Florence Wy, Hampstead, NC 28443
 - o Kure Beach Maintenance Facility
401 Avenue H., Kure Beach, NC 28449
-

Electrical Engineering and Fire Alarm Design Consultant

Greg McDowell, P.E

President / Registered Professional Engineer

- Contact Information
 - o Address: PO Box 367, Hampstead, NC 28443
 - o Phone: 910.270.3747
 - o Email: office@topsailengineering.com
 - Education
 - o NC State University
 - o B.S. Electrical Engineering, 1985
 - Professional Experience
 - o Greg has been a licensed professional engineer since 1992.
 - o President at Topsail Engineering, formerly McDowell Consulting Engineers, 2004 to present.
 - Professional Registrations
 - o North Carolina P.E. #018518
 - Service Organizations
 - o Boys & Girls Club Sponsor
 - o Scouts of America Sponsor
 - Comparable Projects in which Primary Role was Held
 - o Boiling Spring Lake Police Department Renovation & Addition
3020 George II Highway SE, Southport, NC 28461
 - o Surf City Town Hall
314 W. Florence Wy, Hampstead, NC 28443
 - o Kure Beach Maintenance Facility
401 Avenue H., Kure Beach, NC 28449
-

APPENDIX B: PROFESSIONAL REFERENCES



PROFESSIONAL REFERENCES

REFERENCE #1

Will Lear - Project Manager for the Town of Leland

Address: 102 Town Hall Drive | Leland, NC 28451

Phone: 910.408.9425

Email: wlear@townofleland.com

We worked with Mr. Lear and were the lead design professional for the following projects:

Town of Leland Police / Animal Control – Leland, NC

Leland Fire & Rescue Station 51 – Leland, NC

Leland Fire & Rescue Station 53 – Leland, NC

Founders Park Amphitheater – Leland, NC

REFERENCE #2

David A. Hollis – Town Manager for Leland

Address: 102 Town Hall Drive | Leland, NC 28451

Phone: 910.371.1249

Email: dhollis@townofleland.com

We worked with Mr. Hollis and were the lead design professional for the following projects:

Town of Leland Police / Animal Control – Leland, NC

Leland Fire & Rescue Station 51 – Leland, NC

Leland Fire & Rescue Station 53 – Leland, NC

Founders Park Amphitheater – Leland, NC

REFERENCE #3

Bob Campbell – Mayor Pro Tem for Leland

Address: 102 Town Hall Drive | Leland, NC 28451

Phone: 910.332.5017

Email: bcampbell@townofleland.com

We have worked with Mr. Campbell in reference to the various Leland projects as listed on the two references above. Additionally, we worked with him directly and were the lead design professional for the Falcone Self-Storage building which is due to be built in Southport, located along NC Hwy 211 Southport-Supply Road.



REFERENCE #4

James R. Carroll – Managing Principal for First Flight Financial Advisors

Address: 3110 Edwards Mill Rd, Suite 205 | Raleigh, NC 27612

Phone: 919.615.1492

Email & Website: James.Carroll@FirstFlightFA.com | www.FirstFlightFA.com

We had the pleasure to work with Mr. Carroll on his building located at 116 N. Howe St., Southport, NC 28461 where the Ports of Call Restaurant is located. We have helped him with several different phases of renovations for his building, but more notably recently worked with him to create an updated front façade that not only fits into the character of Downtown Southport, but also satisfied the preferences of the owner. Mr. Carroll's recommendation letter is included under Appendix C.

APPENDIX C:

ADDITIONAL PROJECT EXPERIENCE

NOTABLE INFORMATION

TEAM ORGANIZATION CHART



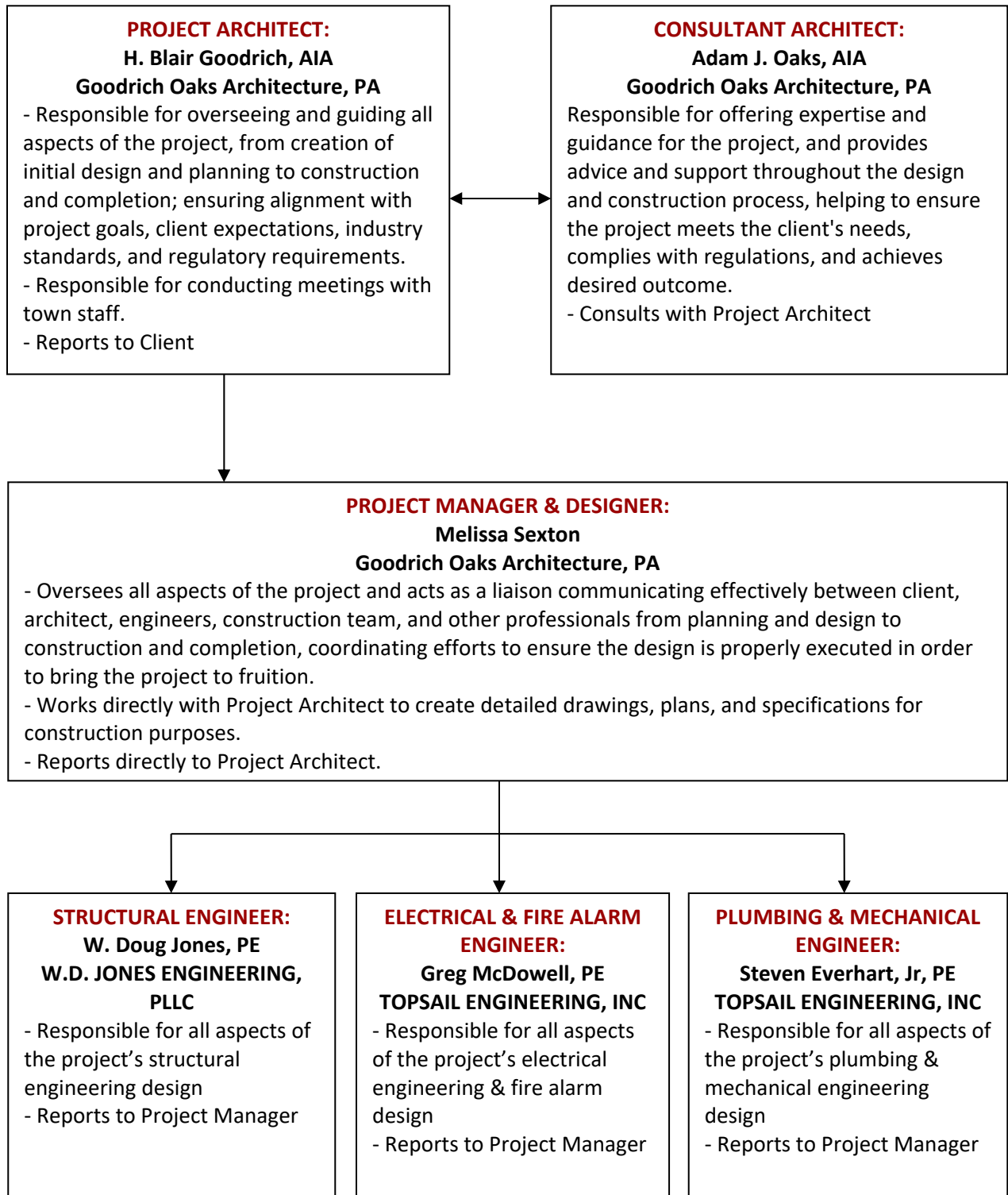
ADDITIONAL PROJECT EXPERIENCE

- ❖ The following is a brief list of past commercial projects which are comparable in historic preservation, similar project service, location, and/or were performed in small to medium sized municipalities, and where Goodrich Oaks Architecture, PA served as the lead design professional. Please feel free to contact us for a more extensive list or more information about any of our past projects.
- Town of Leland Police / Animal Control – Leland, NC
- Leland Fire Station 51 & Fire Station 53 – Leland, NC
- Duke Energy BNP Fire House – Southport, NC
- Burnt Mill Business Park – Multiple shell buildings and upfits - Wilmington, NC
- Coastal Christian High School – Wilmington, NC
- Founders Park Amphitheater – Leland, NC
- Duke Energy BNP Media & Information Center – Southport, NC
- Duke Energy BNP JIC/AEF – Village Road – Leland, NC
- Duke Energy Operations Building – Morehead City, NC
- Westgate Chrysler, Dodge, Ram + Jeep Dealership – Burgaw, NC
- Atlantic Marine Showroom – Military Cutoff Road, Wilmington, NC
- Wrightsville Beach Brewery – Wilmington, NC
- South Brunswick High School Hitting Facility – Southport, NC
- Moore Street Oyster Bar – Southport, NC
- 116 N. Howe Street Renovation – Southport, NC

NOTABLE INFORMATION

- ❖ W.D. Jones Engineering, one of our consultants for this project, was hired in 2020 to conducted a structural assessment of the Southport Old City Hall building and is therefore already familiar with the existing building in its current state.
- ❖ We will be working with Scott Moore of Blue Ocean Construction, Inc. to develop both the preliminary and final cost estimates. Scott is particularly familiar with the Southport area and its historic aesthetic as he's the owner of the Royal James Rummery located at 109 E. Moore St. and The Pub of Southport located at the Southport Village Shops. He just completed a full renovation of the Royal James Rummery building, and though it's not classified as a historical building, he still had to meet some of the historic criteria for the renovation.

TEAM ORGANIZATION CHART



May 15, 2025

To Whom It May Concern,

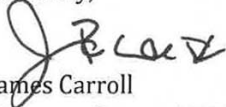
I am pleased to offer my recommendation for Blair Goodrich of Goodrich Oaks Architecture in support of their proposal to repurpose the Old City Hall in Southport into the Police Department.

I have worked with Blair on multiple renovation projects at my property at 116 N. Howe Street, a high-visibility historic building located at a prominent entry point into downtown Southport. Blair led a series of thoughtful renovations, including the reconfiguration of upstairs office space and a complete exterior restoration. One of the greatest challenges was addressing the building's layered history of additions and patchwork repairs. Blair's approach—starting with detailed as-built drawings and a flexible, phased renovation plan—demonstrated both technical skill and a deep understanding of how to work with older structures.

Throughout our work together, Blair consistently showed creativity, reliability, and clear communication. We had a specific vision: we wanted the building to look as though it has been standing for 100 years—fitting seamlessly into the historic context—while still having a unique identity. Blair delivered on that vision exceptionally well. Since completing the renovation, we've received unanimously positive feedback from the community, with many people commenting on how well the building complements its surroundings while still standing out in the best way.

I have full confidence in Blair's ability to take on complex public projects, particularly those involving historic buildings. Their thoughtful design work and practical experience make them well-suited to lead the transformation of Old City Hall into a functional and fitting new home for Southport's police department.

Sincerely,



James Carroll
Property Owner, 116 N. Howe Street
Southport, NC



DAVIS KANE
ARCHITECTS, PA

SOUTHPORT OLD CITY HALL POLICE CONVERSION

CITY OF SOUTHPORT



PREPARED FOR :
City of Southport
May 20, 2025

DAVIS KANE ARCHITECTS, PA
503 Oberlin Rd, Suite 300
Raleigh, NC 27605

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POINT OF CONTACT
Jimmy Edwards, AIA
Vice President | Architect
jedwards@daviskane.com
direct: 919-719-2802
cell: 919-345-4304

503 Oberlin Road, Suite 300
Raleigh, NC 27605
phone: 919-833-3737
www.daviskane.com

Cover Letter

May 20, 2025

City of Southport
1029 N. Howe Street,
Southport, NC 28461



Re: City of Southport - Southport Old City Hall Police Conversion

City of Southport,

Public safety strategic planning is an important part of the ongoing process of maintaining a high level of emergency services for each community. A critical element of this planning is providing a modern facility designed for response, to meet the needs of today's Public Safety Personnel and the challenges they experience daily. The City of Southport is making a great investment for the community by renovating and reconfiguring the Southport Old City Hall to become the Southport Police Department. Leveraging the past 35+ years we have designed public safety facilities. We understand the right questions to ask, the latest in public safety design strategies, and the sequence of steps necessary for these projects to be successful.

Experienced with Public Safety Facilities. Davis Kane Architects is a recognized public safety expert. Designing our first fire station project in 1988, we have provided design services on over 70+ public safety facilities. Our portfolio includes consulting as the "fire station design expert" with other architecture firms, designing new public safety stations with integrated training elements, multiple station renovations, and nearly 30 assessments of existing facilities in use for modernization or replacement. Our current projects include the Town of Knightdale Law Enforcement Center, Town of Angier Police Station, City of Raleigh Fire Station No. 1 Replacement, Town of Farmville Fire Station and Department Headquarters.

Strong Project Management and Design Team. We offer a high level of familiarity and collaboration over multiple projects with our consultants who share local relationships through past work. We have strategically selected our team for the success of your facility based on their experience in working with Davis Kane on multiple public safety projects, understanding the unique challenges for public safety and Police projects. Our promise is to give you excellent responsive service, strong project management, an industry leader in Public Safety Station design, and skillful engineers committed to providing great stewardship for the citizens of Southport. We will provide continuity within the project team from the kickoff meeting through project closeout.

Our proposed team:

Davis Kane Architects

Project Lead | Architect | Space Planner | Interiors

Jimmy Edwards | Principal | Public Safety Architect

503 Oberlin Road, Suite 300
Raleigh, NC 27605
919-833-3737

jedwards@daviskane.com

Established: April 1, 1977

Type of Firm: S - Corp

Federal ID: 56-1432198

NC BOA Registration: 50304

NC State ID: 10-92-453

SOS ID NC: 0051730

Timmons Group

Site Design | Landscape Architecture |
Civil Engineer

Blake Hall, PE, PLA | Civil Engineering & Landscape Architecture

5410 Trinity Rd, Suite 102
Raleigh, NC 27607
919-866-4933

blake.hall@timmons.com

Optima Engineering

Plumbing | Mechanical | Electrical |
Fire Protection Engineer

John Mathews, PE | Mechanical Engineer

434 Fayetteville St. Suite 2450
Raleigh, NC 27601
919-926-2229

jmathews@optimaengineering.com

Lynch Mykins

Structural Engineer (HUB/WBE)

Dan Donecker, PE, SE | Design Director

301 N. West Street, Suite 105
Raleigh, NC 27603
860-966-9776

ddonecker@lynchmykins.com

Palacio Collaborative

Cost Estimator (HUB/MBE)

Kaye A. Smith | Lead Cost Manager

128 Millport Circle, Suite 200
Greenville, SC 29607
864-940-2590

ksmith@palaciocollaborative.com

Our mission – first and foremost – is to listen to you, understand your goals, and turn your vision into reality. We understand the importance of this facility, not only as an experienced public safety design team, but also as vested citizens in the success of this vital community project for the City of Southport. We appreciate your consideration regarding the opportunity to collaborate with your team.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jimmy Edwards'.

Jimmy Edwards, AIA | Vice President

919-833-3737 (o) | 919-345-4304 (m) | 919-719-2802 (d) | jedwards@daviskane.com

CRAFTING SOLUTIONS

ARCHITECTURE, PLANNING & INTERIORS 503 Oberlin Road | Suite 300 | Raleigh, NC 27605 | 919.833.3737 | www.daviskane.com

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TAB A

PROPOSED SCOPE OF SERVICES/APPROACH

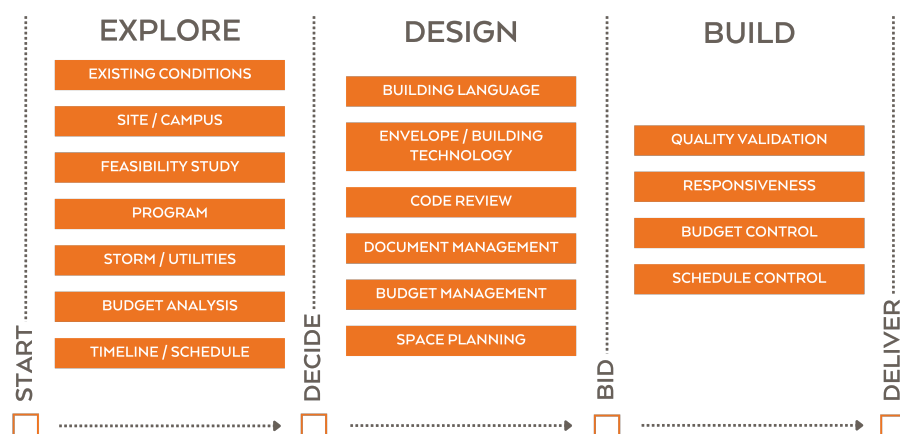


Tab A: Proposed Scope of Services / Approach

We have already started the process of ensuring success for the City of Southport's Old City Hall Police Conversion by selecting our proposed consultants based on both experience in working together on similar projects and providing expertise in Public Safety and Police facilities. We bring to you a team culture that is built around a model of providing comprehensive, well-balanced services. Our approach will start with **"First Listening to Your Needs"**, then developing a strategic game plan that aligns with your vision and objectives. Once we have a clear understanding of your goals, we can help lead through a proven sequence of steps during the entire process. We want to underscore that we do not approach any community or client with preconceived notions. We only build on our experience and adjust our approach to provide enhanced service. We strive to draw out and discover, with you, the best approach for the users and community our designs will serve.

Our project approach is centered on creating long-lasting design solutions. We believe great design responds to your project needs and budget, incorporates our design experience, and reflects the site conditions. We endeavor to create a functional and resilient built environment. Our design process is to explore, design, and build. We begin by establishing goals and collecting knowledge through meetings with you and investigation of your site. During the design phase, we will develop the aesthetics and building systems for your project. When construction begins, we will provide guidance, excellent responsiveness, and thorough record-keeping. At each part of the process, we evaluate the schedule, project cost, and program, communicating and collaborating with you to ensure a successful project.

OUR PROCESS:



WE CREATE LONG-LASTING DESIGNS BY:

- + Effective use of space with opportunities for flexibility and expansion.
- + Smart material choices that balance durability in high-traffic and maintenance-heavy areas with specialty materials for accents and aesthetics.
- + Connecting the building through site specific design practices, providing aesthetics connections to the facility's surroundings.
- + Implementing the best design, mechanical, electrical, and plumbing systems possible within the project budget.

WE CREATE COMMUNITY-BASED DESIGN BY:

- + Creating inclusive spaces that are accessible to everyone, providing equity for a diverse workforce.
- + Encouraging user interaction or user privacy, where appropriate, through spatial elements.
- + Responding to all stakeholders involved in the project, including staff, maintenance personnel, and governing bodies.
- + Referencing the history, aesthetics, and character of the place.
- + Designing spaces that enrich the users' experience and enhance a feeling of belonging and wellness.

OUR DESIGN APPROACH – "DESIGN WITH THE END IN MIND"

PRE-DESIGN / PROGRAMMING VERIFICATION PHASE: As the very first step, the Design Team recommends scheduling a kick-off meeting with the City of Southport's project advisory board and other key stakeholders. We feel it is important to get started on the right path by everyone having a chance to introduce themselves and identifying their roles in the project. The next step would be identifying key leadership and decision-makers on the project team, along with establishing a communication plan and confirmation of the City's anticipated project budget to ensure the design phase will be a highly successful process. We recommend using a Design Charrette format, which starts with us listening to your vision and ideas, and then leading you through a highly collaborative review process. We will develop a comprehensive facility needs program, which will become our "basis of design" document, then start to map out a clearly defined project path – "designing with the end in mind."

We understand the City invested a great deal of time and effort into developing this project to date. We believe re-visiting that process and debriefing on what aspects you felt were beneficial and what parts of your existing facility may need improvement will be greatly beneficial. Starting the process off by gathering information about your project, the current existing site conditions and constraints would provide a valuable fact-based planning tool for future facility-related layout decision making that is consistent with and supportive of the City's vision and goals. It sets a logical course for then proceeding into conducting staff interviews and group programming and facility needs assessment sessions, helping to identify facility concept on your site, which we will develop into a Program Site Plan Document.

35% DOCUMENT DEVELOPMENT PHASE: During design development, the design team will continue to work closely with the City's project advisory board and all other key stakeholders to finalize the site design concepts and any interior design options or changes you would like to make. We will also discuss technical considerations, such as reviewing final civil, structural, architectural, mechanical, electrical, plumbing systems, along with fire alerting, radio communication, security/access control, and other specialty systems. We can schedule a presentation session to share our progress and ensure all we are moving in the right direction while remaining on budget for the new facility. Key design elements we would like to verify with your team will include hot zone and cold zone separation of facility in addition to finding any integrated training opportunities you would like to add during this phase, if desired by the fire department.



CONSTRUCTION ADMINISTRATION CAPABILITIES: Construction administration is one of our greatest strengths. We have a well-established process that facilitates compliance with construction documents and client requirements. The Project Manager, **Jeff Ford**, during the design phase, is responsible for the construction administration of the project, implementing valuable continuity from design through construction. Our efforts are based on systematic, thorough documentation, communication, and responsiveness. We endeavor to balance the contractors' needs while safeguarding the owner's interests.

This balance results in positive relationships between the design team, the construction team, and the owner. Davis Kane Architects utilizes pre-construction conferences, regular site meetings, field reports, pre-installation meetings, construction mock-ups, and a documented submittal process to engage with contractors and sub-contractors during the construction process. We can also add to the project delivery requirements the required use of project management software such as Procore, PlanGrid, or BIM 360 to communicate project updates to the entire team.

APPROACH TO CONSTRUCTION DOCUMENTATION: We maintain a project database that includes project identification data, cost data including change proposals, tracks percentage errors and omissions, RFIs, RFPs, ASIs, and Drawing Changes. Our field report process includes an open items list which we discuss at each site meeting. We target 5 business day turnarounds for RFI Responses and 10 business days for shop drawing reviews.

During construction, if field changes are required, we will review the associated cost and schedule impacts with you and develop options to minimize those impacts while evaluating proposed change orders for accuracy and fairness. If inspections are failed, we review the project schedule, impact to the critical path, and require the contractor to provide updated schedules to mitigate the delay.

The best ways to safeguard against defects and deficiencies during the construction phase is accurate and complete construction documents, a relationship of trust and cooperation with the construction team, and clear and open lines of communication. At the beginning of construction, we communicate your expectations for the completed project to the contractor and establish the most important design elements. We ensure our specifications and documents are coordinated, accurate, and buildable.

PROJECT COMPLETION & CLOSE-OUT: We believe the key to effective project completion and close-out is to avoid leaving it all for the end. We are diligent about making changes to our drawing files simultaneously with the change direction communicated to the contractor, and we provide regular monitoring of the contractor's as-built documentation during the construction process. Our organization and record-keeping skills during the construction administration phase make the transition to close-out documentation smooth and efficient.

We want to build long-term client relationships. We always follow up with any ongoing issues, including warranty matters. We remain involved in the decision-making process as long as it takes to ensure the facility is built and operates as it was intended.

PERFORMANCE BASED DESIGN TECHNIQUES & PRACTICES

Our design team recognizes that to achieve optimum desired response times to emergency calls, today's public safety facilities must be designed to be highly functional and consider important adjacency relationships of all occupied spaces. The final design layout needs to provide critical direct access to all related support areas to ensure the first responders are well positioned to consistently meet their critical response time objectives. This includes CALEA standards and all other applicable local, state, and federal guidelines.

Many years of public safety design experience has provided us with numerous “lessons learned.” For example, we have assessed facilities built in the past that may appear to have an “ideal” layout, and yet, only after construction is completed does it become apparent to the department that the floor plan falls short.

While there are several issues common to all building design projects, public safety facilities have their own unique set of critical needs and special requirements that must be considered early in the design process. Having designed a number of facilities together, our team is expressly familiar with these requirements. Some characteristics to consider early in the planning and design process include:



THE HOLTON CAREER AND RESOURCE CENTER

HISTORICAL COMMITMENT: Davis Kane Architects will work with key stakeholders to preserve the historic Southport Old City Hall building while also adapting it to meet the modern needs of the police department. We will implement design techniques to prevent deterioration. Our goal is to balance the preservation of the building’s historical significance with the necessity of keeping it functional and safe. Two historical renovation projects that showcase our firm’s expertise is highlighted below.

In collaboration with Durham Public Schools, the City of Durham, and Duke University, Davis Kane evaluated the condition of the existing building structure, its systems, and the site of the former Holton Middle School to determine its suitability for new programs. The comprehensive renovation of this historic building has transformed it into a resource center that serves both high school students and the general public. The Holton Career and Resource Center, covering 100,000 SF, features various classrooms for education and fitness, a health clinic, an auditorium, a gymnasium, and a full-sized regulation playfield.

We are currently collaborating with North Carolina Central University to revitalize the historic Lee Biology Building. This building requires extensive renovations due to significant code deficiencies, both in terms of current regulations and the codes that were in place when it was originally constructed. Given the building’s age, numerous maintenance and repair tasks must be addressed. Additionally, several life safety components do not meet current codes. The renovation plans will include replacing plumbing, mechanical, and electrical systems, as well as fire protection and alarm systems. Improvements will also involve modernizing the elevator, enhancing interior spaces, and ensuring compliance with ADA standards.

HUMAN SCALE: The building should respond to the environmental needs of the emergency operations staff as well as the state and federal criteria. It should reflect the positive character of the City and all the surrounding facilities. Entrance features, sizes of rooms, color selection, window heights, ceiling heights, handrails, and the like should be based on the needs and perceptions of all who use the facility, whether daily as Police personnel or as a visitor. We understand the special environmental needs of each specific building’s occupants and can review the design of your facility accordingly.

FUNCTIONAL EFFICIENCY: We build efficiency into each design in several ways. We are always cognizant not only of project costs, but also the functional relationship of all occupied spaces within the facility to the support areas. We look for ways to get multiple uses out of single spaces and strive to provide the shortest and least congested path to the emergency services areas from all areas of the facility.

FLEXIBILITY: Public safety buildings should be designed to allow for future reconfigurations to support additional renovations as dictated by need and site constraints. Therefore, the configuration and infrastructure of your facilities should be designed to accommodate those additions at minimal cost and minimize disruption to the emergency operations of the occupants where possible.

EXPERIENCE WITH PUBLIC SAFETY TECHNOLOGY, MATERIALS, & SECURITY

TECHNOLOGY AND COMMUNICATIONS: Public Safety communications requirements are unique and can often be quite complex. There are many issues specific to the design of these types of facilities based on their type of operation and their unusually high requirements for security, reliability, and the technology associated with their mission. These systems need to perform without fail. We will work with you to ensure all systems meet the City’s standards for infrastructure and equipment.

MATERIALS, SYSTEMS, AND EQUIPMENT SELECTION: Exterior and interior materials should be simple, durable, and readily available. Typically, metal stud/drywall, vinyl floor tile, carpet, and acoustical ceilings can be provided in the majority of office and living spaces as the finish materials. However, more durable materials must be provided in corridors and other high-use areas that are in operation 24 hours a day. Our team will work with City personnel to ensure the finished spaces are functional, durable, professional, and comfortable, including working closely with the City’s advisory team’s furniture and equipment vendors to ensure complete coordination with all other building systems and components.

Material, equipment, and building system selections should be made through our review with your staff, life cycle cost analysis, and value engineering. Energy efficient, low-maintenance systems and equipment that do not require exceptional expertise should be used wherever possible. However, the provision of certain systems that must provide assurance to the City's advisory team of a durable, high-quality product may necessitate application for procurement exemptions.

SITE SAFETY AND ACCESS: Separation of emergency vehicles from staff and visitor parking is important, due to concerns of prompt emergency response times and the elimination of vehicular conflicts. The security of personal vehicles is also important, as the building will be in service 24 hours a day. Employee and visitor safety are also a key concern; therefore, care must be taken with exterior lighting, CCTV monitoring, and other active and passive security systems such as enclosed parking areas and Crime Prevention Through Environmental Design (CPTED) principles.

BUILDING SAFETY AND SECURITY: Issues of safety and security have become paramount in recent years; with any emergency services facility, access control has become a higher priority to preclude not only incidents of terrorism, but also to ensure the security of essential information systems and safety of personnel. We plan all aspects of the facility for a level of external intrusion protection to ensure the safest environment possible for first responders, dispatch personnel, and visitors to the building, recognizing that hazards can be man-made, geotechnical, and/or weather-related. FEMA 361 Hazard Resistance Guidelines should be followed where possible, as they are designed for "ultimate survivability." A review of the City's required access control system will be conducted and implemented to prevent theft, intrusion, and information interception/disruption.

REDUNDANCY: The facility must remain open and operational 24 hours a day, 365 days a year, regardless of weather or other events. Electrical service must be backed up by redundant emergency generators with uninterruptable fuel supplies, providing full capacity to the station systems and occupants. In addition to the alternate power source, our team can review opportunities for making network connections fully redundant, including switches, network devices, and equipment.

Classified as an essential facility, elevated structural design and seismic bracing is required for all large conduit and service piping. Special consideration will need to be made regarding requirements for wind born debris at station openings.

TRAINING OPPORTUNITIES: Our Architects recognize that today's public safety facilities must also be designed to be more flexible and self-sustaining, providing the emergency service personnel with numerous on-site training opportunities, varying from fitness room conditional training, tactical simulation scenarios to outdoor opportunities for rehab spaces, along with many other types of rescue operations. We continuously explore cost effective opportunities to integrate training opportunities into the building and site design as much as possible. Our team will work closely with the City's project advisory team to further discuss and assess your original feasibility study and confirm what specific training programs you feel will further enhance the staff's preparation and readiness in your facility.

EXPERIENCE WITH CALEA ACCREDITED PROJECTS

With experience in the planning and design of numerous law enforcement facilities, our team is familiar with and has experience in designing to the requirements set forth by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

MODERN POLICE FACILITIES: Contemporary police facilities are developed with a substantial front-of-house to back-of-house separation. Concern for the safety of law enforcement officers is critical, and yet the need for a high degree of public interaction is important to modern policing functions. Because law enforcement and public safety facilities must provide building hardening around police operations, buildings and sites must be carefully designed to create the separation that will appropriately protect the daily activities of the team.

The separation must also provide for the appropriate transfer and booking of prisoners from the vehicle to the processing area to appropriate holding areas. Careful design of holding facilities that are separated from processing areas must provide for acoustical and visual separation between adult males and females, and from juveniles.

84.1.3 (LE1)

(M M M M) (LE1) Temporary Security

Secure facilities are provided for storage of in-custody or evidentiary property during periods when the property room is closed.

Commentary

Provisions should be made for securing items of property when the property room is closed. Several methods can be followed to achieve this objective, such as installation and use of one-way drop boxes, lockers, and specially designed containers. (M M M M) (LE1) Compliance may be OBSERVED.

Evidence processing areas require careful design to satisfy chain of custody processes. Contemporary evidence lockers connected electronically to the police database provide precise tracking of how the evidence was transferred, by whom and when. Today, small crime labs can service many of the needs of local municipal and campus police departments that previously were handled through delivery of evidence to the state and county level. Since so much evidence is being held on site these days, specific evidence storage spaces will need to be designed to handle the various categories of evidence including guns and ammo, drugs, and other bulk evidence. The policing function is increasingly a technology intensive application. State-of-the-art police facilities rely on a constant stream of data delivery and use. Facilities may be developed to accommodate everything from technological delivery of briefings, to high-speed research of NCIC databases (and other), to the connectivity of mobile data terminals in police and fire vehicles. Appropriate network rooms with redundant power supplies and data have become an important part of the design of these facilities.

84.1.1 (LE1)

(M M M M) (LE1) Evidence/Property Control System

A written directive establishes procedures for receiving all in-custody and evidentiary property obtained by employees into agency control, to include:

- a. *requiring all property to be logged into agency records before personnel end their tour of duty or under exceptional circumstances as defined by policy.*
- b. *requiring all property to be placed under the control of the property and evidence control function before personnel end their tour of duty or under exceptional circumstances as defined by policy.*
- c. *requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained.*
- d. *providing guidelines for package and labeling property prior to storage;*
- e. *establishing extra security measures for handling exceptional, valuable, or sensitive items of property;*
- f. *requiring an effort to identify and notify the owner or custodian of property in the agency's custody;*
- g. *establishing procedures for the temporary and final release of property items from the control of the property and evidence function; and*
- h. *establishing procedures for internal control.*

Perhaps most importantly, state-of-the-art facilities incorporate ergonomic design to accommodate a profession that supports the needs of the public on a continuous basis. Recruiting and retaining talented professionals has recently gained increased visibility and designing facilities that are reasonably attractive from a user perspective helps to stimulate interest in service. Locker facilities, break areas, fitness rooms, and other support structures help attract people to the law enforcement profession and ease current staff's often strenuous jobs.

The facility should be easy to use and to access for staff and officers at any time. Lighting should be designed to be welcoming as well as to provide security. Good security system design simplifies access for officers while providing a robust deterrent to non-credentialed users. A careful and creatively designed law enforcement facility will reflect a conservative approach to the use of taxpayer funds while meeting the needs of the everyday users. The building and site must be designed to reduce maintenance costs and to have longevity and flexibility.

TEMPORARY FACILITY EXPERIENCE: Understanding the need for uninterrupted first responder services, we have provided multiple temporary or modular facilities to accommodate this need during the construction or renovation of the permanent facility. We have leveraged multiple strategies to ensure these facilities meet the needs of each department and how they function, whether it is office space, storage, or living quarters and apparatus bays for a mobile fire station. Key coordination includes phasing, security, access logistics, site utilities, and response when developing the road map for accommodating your staff during the design process.





TOWN OF KNIGHTDALE LAW ENFORCEMENT CENTER

RENOVATION AND ADDITION KNIGHTDALE, NC

The Town of Knightdale's Public Safety Facility once served as the Police Headquarters, Fire Station #1, and an EMS Station. Recognizing exponential community growth and the need to provide improved response time and adequate Public Safety space, the Town began three separate projects. These projects include the construction of a new Fire Station #1, renovation of an EMS facility, and modernizing and adding on to the existing Public Safety Facility to provide the Police Department adequate space that allows for future growth.

Designed by Davis Kane Architects and Schrader Group, the renovated facility will feature strategically organized Police Department spaces, Fire Administration, and Shared Spaces to enhance service continuity and support staff recruitment and retention. It will also provide secure public parking and improved stormwater management. Other key elements include:

- + Large Conference Rooms
- + Briefing Room
- + Evidence Rooms Featuring Pass-Through Lockers and High-Capacity Storage
- + Large Training and Emergency Operations Room
- + Shared Kitchen/Break Room
- + Shared Indoor/Outdoor Physical Training Space
- + Intoxilyzer Room
- + Weapons Armory

REFERENCE CONTACT

Town of Knightdale
Dustin Tripp
919-217-2201

Dustin.tripp@knightdalenc.gov

SIZE

11,030 SF New

20,395 SF Renovation

2,800 SF Covered Storage

COST

\$11,755,866

COMPLETION DATE

2026 (est.)



TOWN OF ANGIER POLICE STATION

NEW FACILITY

ANGIER, NC

The Town of Angier is rapidly growing, prompting the Angier Police Department to construct a new two-story headquarters. The Design-Build team of Bobbitt Construction and Davis Kane Architects intentionally designed a facility that provides a civic presence while representing the neighborhood vernacular. Security of Police and Town staff operating within the walls of this facility are paramount to the design. Interior areas designed for Town functions are being designed with flexibility in mind so the Police Department can expand with minimal demolition and renovations.

Key features include:

- + Secure Parking / Public Parking
- + Resilient Landscaping to Prevent Vehicular Damage to Building
- + Ballistic-Rated Walls for Enhanced Security
- + Lobby with Reception Desk
- + Evidence Room and Processing Areas
- + Police Command and Investigation Suites
- + Town Administrative Offices
- + Weapons Armory
- + Coffee Bar

REFERENCE CONTACT

Town of Angier
Jimmy Cook
919-331-6708
jcook@angier.org

SIZE

7,400 SF New

COST

\$6,000,000

COMPLETION DATE

2026 (est.)

CITY OF KINSTON PUBLIC SAFETY

RENOVATION KINSTON, NC

Once the fire personnel were relocating to the new Fire Station No. 1, the existing Central Fire Station space was demolished into a shell of the old building interior space, including partitions, systems, and infrastructure. The renovation provided new space for the City of Kinston Public Safety Department, included offices for high-ranking staff and a new Police Station within the area footprint.

This renovation work improved the overall building's vertical circulation and accessibility while redesigning the old Central Fire Station building interior to efficiently house the needs of the Department of Public Safety. These needs included offices for SBI & FBI Agents, Detectives, Ranking Officers, a Sally Port, Arrest and Booking spaces, Evidence Storage, and Training Spaces.

The City Hall renovation was limited in area with phased construction and scope to allow the remaining spaces of City Hall to remain occupied and functioning throughout construction. The scope of the construction included abatement of hazardous materials, new plumbing, mechanical and electrical systems, and new interior finishes. New vertical circulation was also added to connect the three levels of the building. New stairs, ramp, and elevated walkway were added to make building approach entirely accessible. The project included 14,500 SF of renovation and 800 SF of addition.



REFERENCE INFORMATION	SIZE	COST	YEAR
Owner Contacts related to this project are no longer with the City of Kinston.	14,500 SF Renovation 800 SF Vertical Circulation Addition	\$1,612,200	2008

TEAMING EXPERIENCE LIST

PROJECTS	 DAVIS KANE ARCHITECTS, PA	 TIMMONS GROUP	 optima engineering	 lynchmykins	PALACIO
Town of Knightdale Law Enforcement Center Renovation and Addition	✓			✓	✓
Town of Cary Fire Station No. 4 Renovation	✓		✓	✓	✓
Town of Clayton Fire Station No. 1 Addition and Renovation	✓		✓	✓	✓
Town of Farmville Fire Station and Headquarters Building	✓			✓	✓
Onslow County Bear Creek Fire Station	✓			✓	✓
Town of Angier Police Department Headquarters	✓			✓	
Chatham County EMS Station (Timmons Lead)	✓	✓			
NCSU Centennial Campus Facilities Services (Timmons Lead)	✓	✓			



Tab C: Project Timeline

PROPOSED PROJECT SCHEDULE

We offer the following Project Schedule for a project for review. The dates below are generally conservative and can be accelerated to meet your deadlines accordingly.

SCHEDULE/ PHASE/ MILESTONE/ TASKS	DURATION	
PROJECT KICK-OFF: JULY 2025	1	day
+ Meet with all and identify stakeholders + Establish Project Schedule		
PROJECT FACILITY PROGRAMING & SITE INVESTIGATION	4-6	weeks
+ Collection of Project Data and Review + Program Investigation based on Needs Assessment + Code and Zoning Research – Site Review + Schedule Survey, Geotech Report, Environmental Phase 1 as needed		
SCHEMATIC DESIGN	6-10	weeks
+ Refine programmatic plan options and site orientation based on Site Investigation and Owner feedback + Include site plans for each option; incorporate pedestrian & Vehicular circulation + Review proposed parking, site amenities; Include pros and cons to each option + Provide cost estimated for options + Conduct Owner review meetings to discuss the preliminary design options		
DESIGN DEVELOPMENT	8-11	weeks
+ Develop selected floor plan into a facility design; develop signature look of facility + Identify and develop any major components of training to be included + Conduct public meetings with stakeholders to present design as needed + Include a coordinated cost estimate + Finalize design direction with interior finish selections and exterior materials + Submit for Site Plan Approval, NCDOT and NCDEQ initial reviews		
CONSTRUCTION DOCUMENTS (CD)	12-14	weeks
+ Create a set of coordinated documents for a successful project + Public presentation of general final project direction to stakeholders as needed + Update Rendering to Reflect Final Drawings + Submit 60% Documents for Review and Comments + Submit CD Set for Cost Estimate + Incorporate any Review Comments + Submit 90% Documents for Review and Comments + Submit for Site Permits, continue with NCDENR & NCDOT Approvals as Required + Finalize Bid Documents		
PERMIT & BIDDING	8-12	weeks
+ Final Design Changes and Cost Estimate Complete + Drawings Out for Permitting + Advertise for Bids + Bid Opening + Construction Contract Negotiation + Construction Notice to Proceed		
CONSTRUCTION	48-60	weeks
+ Facility Under Construction + Owner receives Substantial Completion		
PROJECT CLOSEOUT	8	weeks
+ Owner receives Certificate of Occupancy + Owner receives Record Drawings, O & M Manuals, and Final Submittals		

APPENDIX A

EXPERIENCE OF KEY PERSONNEL



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★
SIGNIFIES
HUB/WBE/MBE
CERTIFIED FIRMS

PROJECT LEADERSHIP & DESIGN TEAM



JIMMY EDWARDS, AIA
PRINCIPAL | PUBLIC SAFETY ARCHITECT
RALEIGH, NC



JEFF FORD, AIA, NCARB
ARCHITECT | PUBLIC SAFETY PROJECT MANAGER
RALEIGH, NC

SUB-CONSULTANT TEAM



BLAKE HALL, PE, PLA
CIVIL ENGINEER
RALEIGH, NC



KEVIN BARNES, PLA
SR. PROJECT MANAGER | LANDSCAPE
ARCHITECT
RALEIGH, NC



DAN DONECKER, PE, SE
SR. PROJECT MANAGER
RALEIGH, NC



JOHN MATHEWS, PE
MECHANICAL ENGINEER
RALEIGH, NC



MORGAN GUNTER, PE
ELECTRICAL ENGINEER
RALEIGH, NC



GEORGE FOWLER, PE
PLUMBING AND FIRE
PROTECTION ENGINEER
CHARLOTTE, NC



KAYE A. SMITH
LEAD COST MANAGER
GREENVILLE, SC

JIMMY EDWARDS, AIA

Principal | Public Safety Expert



EDUCATION

Bachelor of Architecture,
Bachelor of Environmental
Design in Architecture,
Bachelor of Industrial Design,
NC State University

REGISTRATION

Professional Architect:
North Carolina: #13823

YEAR'S OF EXPERIENCE

22 Years

YEAR'S WITH FIRM

16 Years

FIRM LOCATION

Raleigh, NC

Jimmy provides valuable building design and system insight for your team, the consultant team, and the construction team. His roles include attending meetings, assisting with coordination between each consultant, and providing great design insights for each project type. He will work closely with the owner's representatives, consultants, and governing bodies to ensure the best solution for the project is achieved. With over 20 years' experience, he has worked professionally on projects with great variation in scale and end-user types. He is a self-motivated, creative, detail-oriented, and organized design professional who practices with a strong focus on Public Safety projects. He has worked on the majority of the 20+ Public Safety projects completed by Davis Kane. His excellent interpersonal skills and strengths in programming, project design, building detailing, and visual representation help clients realize their vision.

RELEVANT EXPERIENCE

Town of Angier, Police Department Headquarters, Angier, NC

The Town of Angier is rapidly growing, prompting the Angier Police Department to construct a new two-story headquarters. The Design-Build team of Bobbitt Construction and Davis Kane Architects intentionally designed a facility that provides a civic presence while representing the neighborhood vernacular. Security of Police and Town staff operating within the walls of this facility are paramount to the design. Interior areas designed for Town functions are being designed with flexibility in mind so the Police Department can expand with minimal demolition and renovations.

Town of Knightdale, Law Enforcement Center, Knightdale, NC

The Town of Knightdale's Public Safety Facility once served as the Police Headquarters, Fire Station #1, and an EMS Station. Recognizing exponential community growth and the need to provide improved response time and adequate Public Safety space, the Town began three separate projects. These projects include the construction of a new Fire Station #1, renovation of an EMS facility, and modernizing and adding on to the existing Public Safety Facility to provide the Police Department adequate space that allows for future growth.

Town of Farmville, Fire Station & Fire Department Headquarters, Farmville, NC

Davis Kane is working with the Town of Farmville and Fire Department to develop a 20,000 SF fire station and headquarters to replace their existing station that can meet modern first responder requirements. The Farmville Fire Department is the heart of the community and hosts many get-together events and cook-outs. The station will not only serve as the town's only fire station, but a hub for community events, training, fitness, and an anchor point for the future growth of the town.

City of Goldsboro, Public Safety Needs Assessment, Goldsboro, NC

Davis Kane Architects and Bobbitt were selected to rehabilitate the Public Safety Complex. The scope of work includes design, structural construction, and repair of footers, floors, interior and exterior walls, including finishes, ceiling, mechanical, electrical, and plumbing systems throughout the building. Using the best commercial practices to accomplish the goals of this project, with Bobbitt to proactively address risks and challenges, and participate in improvement activities to achieve project success.

JEFF FORD, AIA, NCARB

Project Architect | Public Safety Project Manager



EDUCATION

Master of Architecture,
Clemson University

Bachelor of Science, Art and Design,
Massachusetts Institute of Technology

REGISTRATION

Professional Architect:
North Carolina: #9273

YEAR'S OF EXPERIENCE

32 Years

YEAR'S WITH FIRM

<1 Years

FIRM LOCATION

Raleigh, NC

Jeff brings 30+ years of architectural experience focused on achieving client goals. With a portfolio spanning over 100 commercial, medical, community, and industrial projects across the Carolinas, he brings a variety of expertise to his role. Specialties include office/industrial spaces, advanced manufacturing facilities, K-12 schools, public safety, and community projects. Jeff is known for his ability to coordinate complex, multi-phase projects, ensuring flexible and adaptable solutions that meet client needs and generate repeat customers. Communication skills include presenting to stakeholders, planning boards, and community committees, and effective coordination of project progress and the design team.

RELEVANT EXPERIENCE

Town of Angier, Police Department Headquarters, Angier, NC

The Town of Angier is rapidly growing, prompting the Angier Police Department to construct a new two-story headquarters. The Design-Build team of Bobbitt Construction and Davis Kane Architects intentionally designed a facility that provides a civic presence while representing the neighborhood vernacular. Security of Police and Town staff operating within the walls of this facility are paramount to the design. Interior areas designed for Town functions are being designed with flexibility in mind so the Police Department can expand with minimal demolition and renovations.

Onslow County, Bear Creek Fire Station, Hubert, NC

Onslow County's existing Bear Creek Fire Station is a, dated pre-engineered metal building that does not have adequate space to house Volunteer Firefighters overnight or serve modern training needs. Davis Kane, working with the town, developed a 14,118 SF fire station that will be relocated to a nearby parcel that is being carved out of Sand Ridge Elementary School's property.

North Carolina State Highway Patrol, Cadet Dormitory, Raleigh, NC

In 1975, North Carolina repurposed the former School for the Deaf and Blind campus for law enforcement use. In 2021, a six-phase redevelopment plan was created. Davis Kane Architects was chosen to design the first Cadet Dormitory, featuring 25 quad Cadet rooms, 7 Instructor rooms, training spaces, classrooms, lounges, and support areas—laying the groundwork for budget validation and future design.

City of Raleigh, Fire Station No. 1 and Fire Department Headquarters Programming, Raleigh, NC

Teaming with SchraderGroup, the proposed project will consist of 30,000 SF of new office space, consolidating the Fire Department Administration in one dedicated facility. The new 24,000 SF Fire Station No. 1 will connect to the office building, sharing a common lobby while providing separate, distinguishable points of entry for each facility. Site features will include a parking garage, public parking, apparatus wash-down, and security measures, including Crime Prevention Through Environmental Design (CPTED) principles.

BLAKE HALL, PE, PLA

Civil Engineer



TIMMONS GROUP



EDUCATION

Bachelor of Science, Virginia
Polytechnic Institute
and State University

REGISTRATION

Professional Engineer:
North Carolina: #038616

Professional Landscape Architect;
North Carolina: #01489

YEAR'S OF EXPERIENCE

22 Years

YEAR'S WITH FIRM

22 Years

FIRM LOCATION

Raleigh, NC

Blake is an experienced Civil Engineer and Landscape Architect in our Raleigh office. He has a strong record of meeting / exceeding aggressive schedules and standards of quality through successful teamwork. Under his leadership, he and his team have completed hundreds of site development and infrastructure improvement projects for public and private clients across the southeast. From greenfield and brownfield sites to very complex renovation projects, he has the experience to work through almost any project type. He has permitted projects in dozens of different localities throughout North Carolina.

RELEVANT EXPERIENCE

City of Raleigh, Public Safety Training Facility Master Plan, Raleigh, NC

Timmons Group provided civil engineering and site selection services for the development of a new Public Safety Training Facility for the City of Raleigh. The project included completing a comprehensive training needs assessment for the City's Police and Fire Departments and the development of conceptual site plans including cost estimates for a facility or facilities to meet the current and future training needs.

Johnston County, Smithfield Police Expansion, Johnston County, NC

Timmons Group provided civil engineering, permitting, landscape architecture, and survey services for the Smithfield Police Building expansion at 110 South Fifth Street. The project included a topographic survey, underground utility location, recombination mapping, construction documents, and permitting. The expansion plans included coordination with the Town of Smithfield for driveway connection, zoning permits, and site and stormwater plan reviews.

NC Forest Service, Region-1 Headquarters, Duplin County, NC

The North Carolina Forest Service's Region-1 Headquarters serves as the central operational and support center for the Forest Service's four Eastern North Carolina Districts which serves 27 counties. This facility provides management of personnel, equipment, dispatching, repair, training, and technical support to Eastern North Carolina as incident command during fires, natural disasters and other emergencies. This project looked at transitioning the owner's 8-acre Kinston Operations to a sophisticated 14-acre Administrative and Maintenance Complex Located in Duplin County, NC. Timmons Group was tasked with reviewing the owner's current and proposed operations and facilities and to develop a site design that adapted to site constraints, meet local zoning code and exceeded spatial and functional requirements of the owner's administrative and maintenance needs.

NC Dept of Health & Human Services, Office Consolidation, Town of Garner, NC

Timmons Group provided civil engineering and site selection services the NCDHHS for the consolidation of over 1 million SF in a single location near Garner, North Carolina. Two separate sites were analyzed with the requirement of 4,700 parking spaces. GIS data was pulled to develop base mapping and preliminary stormwater and utility assessments were completed for each site. Conceptual plans for outdoor amenity areas were also developed.

KEVIN BARNES, PLA

Sr. Project Manager | Landscape Architect



TIMMONS GROUP



EDUCATION

Bachelor of Landscape Architecture,
Virginia Polytechnic Institute and State
University

REGISTRATION

Professional Landscape Architect:
North Carolina: #1251

YEAR'S OF EXPERIENCE

33 Years

YEAR'S WITH FIRM

4 Years

FIRM LOCATION

Raleigh, NC

Kevin has over three decades of experience providing commercial, institutional, municipal, and residential clients with the confidence that their design and development interests are being analyzed, designed, and implemented with creativity, sound judgment, and care. Specialties include site development plans, master planning, rezoning and special use permits, environmental analysis, site selection analysis, site feasibility/planning studies, wetland delineations, planting and hardscape design, cost estimating, bidding/pricing, construction administration, and the preparation of construction development plans.

RELEVANT EXPERIENCE

New Hanover County, Northern Regional Park Expansion, New Hanover County, NC

Timmons Group is providing design, permitting, and construction administration services for a 14-acre park expansion and improvement project in Castle Hayne, NC. The primary goal of the Northern Regional Park improvements is to expand the park area and add a dog park, additional multi-purpose fields, fitness stations, rest rooms, parking lot, and other associated infrastructure. The project also includes the addition of a 1.7-mile paved walking trail.

Wayne County, Health Department & Department of Social Services Facility Wayne County, NC

A new Wayne County combined Health Department and Department of Social Services Facility. Programming and full Architectural and Engineering Services will be provided. There are two potential sites for this facility and the Architect will assist the County with site selection based upon the approved program developed. The project will be procured by the Construction Manager at Risk (CMAR) method.

City of Raleigh, Fire Station No. 3, Raleigh, NC

Timmons Group served as a subconsultant to the architect for this project and completed construction documents and is providing construction administration services, project management, and QA/QC for the City of Raleigh Fire Station No. 3 on 1.7-acre site located on Rock Quarry Road south of the city. The design team prepared the site layout and landscape plan, utility plan including details, profiles and calculations, detailed grading plan, detailed draining plan and calculations, SWM plan and calculations, storm drainage calculations, and erosion control plan and details.

Wake County, Town of Apex EMS Station, Apex, NC

Timmons Group is currently providing civil design, landscape design, and permitting for this new EMS Station, located in the Town of Apex. The project consists of a one story emergency services station with three ambulance vehicle bays as well as a staffing kitchen and common area. The facility will allow Wake County to service this particular area of Apex with 24 hour emergency on-call ambulatory services. The facility site components include the EMS building, a staff and visitor parking lot, ADA accessible sidewalk from the building to the public roadway, a separate entrance for emergency vehicle ingress and egress, flag pole area with a bench amenity, a stormwater detention device, and associated water and sewer utilities to service the station.

JOHN MATHEWS, PE

Mechanical Engineer



EDUCATION

Bachelor of Science, Mechanical Engineering, University of Tennessee

REGISTRATION

Professional Engineer:
North Carolina: #034468

YEARS OF EXPERIENCE

27 Years

YEARS WITH FIRM

8 Years

FIRM LOCATION

Raleigh, NC

John Mathews, P.E., LEED AP, is a mechanical engineer with a breadth of experience across many sectors including government, healthcare, mission critical, and life science—with a focus on pharma and laboratory—facilities. In addition to his technical expertise, he has strong project management skills and is a trusted resource for interdisciplinary coordination during both project development and design.

RELEVANT EXPERIENCE

Wake County Government, Wendell Falls Public Safety Station, Wendell, NC

The project scope included a new 16,500 SF, single-story, stand-alone public safety station (combined fire station & EMS station) in Wendell, North Carolina. The project did not pursue official LEED certification, however Wake County energy and sustainability goals include “LEED compliant” design elements for all trades with energy efficient, green building practices to the maximum extent possible.

Town of Atlantic Beach, Atlantic Beach Municipal Complex, Atlantic Beach, NC

The project scope included a new 19,000 SF, two-story, stand-alone, combined town hall, police and fire station in Atlantic Beach, North Carolina. The facility included an EOC (emergency operations center) component of the facility requiring redundant HVAC systems and standby power systems. The facility houses the fire and police departments, plus the town offices for parks and recreation, planning and inspections, finance, and administration.

Orange County Emergency Services, Waterstone Fire & EMS Station, Hillsborough, NC

The project scope included a new 12,000 SF, single-story, stand-alone public safety station (combined Fire Station & EMS facility) in Hillsborough, North Carolina. Approximately 8,500 SF included the fire station (including apparatus bays), and the remaining portion of the facility, approximately 2,700 SF, will include the EMS station. Optima designed HVAC, domestic water service, and electrical service for the fire department and EMS. One full sprinkler system served the entire building.

Robeson County Government, Robeson County Administration Building, Lumberton, NC

The project scope included a full building renovation of a four-story, professional office building in Lumberton for use as the new Robeson County Administration Center. The facility included open offices, private office and conference rooms.

MORGAN GUNTER, PE

Electrical Engineer



EDUCATION

Bachelor of Science, Electrical Engineering, University of North Carolina at Charlotte

REGISTRATION

Professional Engineer:
North Carolina: #048210

YEARS OF EXPERIENCE

11 Years

YEARS WITH FIRM

11 Years

FIRM LOCATION

Raleigh, NC

Morgan is an electrical engineer with experience in lighting, control systems, and power distribution using REVIT, AutoCAD, and BIM planning. He is able to design high performance systems without detouring from a budget. He has an understanding of many project types including, but not limited to, commercial, mission critical, and government, while continuing to add to his wide range of design abilities. His troubleshooting expertise, with knowledge of arc-flash analysis, field surveys, and communications, makes him a well-versed engineer.

RELEVANT EXPERIENCE

Wake County Government, Wendell Falls Public Safety Station, Wendell, NC

The project scope included a new 16,500 SF, single-story, stand-alone public safety station (combined fire station & EMS station) in Wendell, North Carolina. The project did not pursue official LEED certification, however Wake County energy and sustainability goals include "LEED compliant" design elements for all trades with energy efficient, green building practices to the maximum extent possible.

Town of Atlantic Beach, Atlantic Beach Municipal Complex, Atlantic Beach, NC

The project scope included a new 19,000 SF, two-story, stand-alone, combined town hall, police and fire station in Atlantic Beach, North Carolina. The facility included an EOC (emergency operations center) component of the facility requiring redundant HVAC systems and standby power systems. The facility houses the fire and police departments, plus the town offices for parks and recreation, planning and inspections, finance, and administration.

City of Sumter, Sumter Police Headquarters, Sumter, SC

The scope included providing MEP services for a new facility for the City of Sumter. The building was a 35,000 SF space used as a Law Enforcement, Emergency Management, Response and Dispatch Facility. It includes a 911 Call Center, administrative offices, as well as space for the Criminal Investigations, OC-VC Investigations, juvenile and Patrol areas.

Robeson County Government, Robeson County Administration Building, Lumberton, NC

The project scope included a full building renovation of a four-story, professional office building in Lumberton for use as the new Robeson County Administration Center. The facility included open offices, private office and conference rooms.

GEORGE FOWLER, PE

Plumbing and Fire Protection Engineer



EDUCATION

Bachelor of Science, Mechanical Engineering, University of North Carolina at Charlotte

REGISTRATION

Professional Engineer:
North Carolina: #026023

YEARS OF EXPERIENCE

30 Years

YEARS WITH FIRM

21 Years

FIRM LOCATION

Charlotte, NC

George Fowler, III, P.E., LEED AP, is a Senior Plumbing & Fire Protection Engineer who leads the Plumbing and Fire Protection Engineering Department. He has extensive design experience with large solar thermal projects, compressed air, medical gas distribution, natural gas, many other systems. George's responsibilities include project coordination, client relations, construction administration, and quality control.

RELEVANT EXPERIENCE

Town of Wingate, Wingate Fire & Town Hall, Wingate, NC

The project included Town Hall office space, shared training/board room, full fire station with living quarters, day room, kitchen and office space.

Town of Atlantic Beach, Atlantic Beach Municipal Complex, Atlantic Beach, NC

The project scope included a new 19,000 SF, two-story, stand-alone, combined town hall, police and fire station in Atlantic Beach, North Carolina. The facility included an EOC (emergency operations center) component of the facility requiring redundant HVAC systems and standby power systems. The facility houses the fire and police departments, plus the town offices for parks and recreation, planning and inspections, finance, and administration.

City of Sumter, Sumter Police Headquarters, Sumter, SC

The scope included providing MEP services for a new facility for the City of Sumter. The building was a 35,000 SF space used as a Law Enforcement, Emergency Management, Response and Dispatch Facility. It includes a 911 Call Center, administrative offices, as well as space for the Criminal Investigations, OC-VC Investigations, juvenile and Patrol areas.

City of High Point, High Point Police Department Renovations & Addition, High Point, NC

The concept for the new 76,500 SF facility was rooted in the desire to provide a welcoming and secure public interface, coupled with an open and collaborative work environment for staff including ample office space. The addition creates a new identity and offers an example of functional, efficient, and purposeful design.

DAN DONECKER, PE, SE

Sr. Project Manager



Dan has over 16 years of structural engineering experience, with 10 of those years at LM. His projects span from world-class public safety facilities to corporate offices. He's the expert communicator and director of the talented resources within Lynch Mykins that move large projects forward, ensuring the client's creative vision and goals are realized.

His experience designing and maintaining public safety structures is stellar with countless projects under his belt. Based in our Raleigh headquarters, Dan's commitment to technical expertise is only matched by his ability to see the big picture AND the creative details necessary to ensure the process of building world-class projects hits all performance markers every step of the way.

RELEVANT EXPERIENCE

ODU Inn Conversion to Police Station, Norfolk, VA

LM provided structural engineering services for the adaptive reuse of the former Old Dominion University Inn into the new ODU Police Station. Scope included structural modifications for secure detention areas, reinforced entry points, and integration of upgraded mechanical and security systems. Addressed unique challenges of converting a hospitality facility into a high-security law enforcement building while maintaining code compliance and structural integrity.

Knightdale Public Safety Center Renovations & Addition, Knightdale, NC

Structural engineering services were provided for renovations and a new addition to the existing public safety facility. Scope included evaluation of existing structural systems, design of new framing and foundations for expanded space, and upgrades to meet current code and operational needs. Coordinated closely with design teams to ensure seamless integration between the existing structure and new construction, supporting both police and fire department functions.

Angier Police Department Headquarters, Angier, NC

LM provided engineering services for a new ground-up police headquarters facility. Scope included design of the primary structural systems, foundation engineering, and detailing for secure areas such as holding cells and evidence storage. Coordinated with MEP and architectural teams to meet stringent security and performance requirements while delivering a durable, long-lasting structure for essential public safety operations.

Currituck County Historic Courthouse Repairs, Currituck, NC

Structural engineering services for the assessment and repair of the historic Currituck County Courthouse were provided by LM. The scope included evaluating existing structural conditions, designing repairs for deteriorated framing, masonry stabilization, and foundation improvements. Worked closely with preservation teams to maintain the building's historic integrity while ensuring long-term structural stability.

EDUCATION

Bachelor of Architectural Engineering,
Penn State University

Master of Architectural Engineering,
Penn State University

REGISTRATION

Professional Engineer:
North Carolina: #040415

YEAR'S OF EXPERIENCE

16 Years

YEAR'S WITH FIRM

10 Years

FIRM LOCATION

Raleigh, NC

KAYE A. SMITH

Lead Cost Manager

PALACIO



EDUCATION

Bachelor of Business Administration,
Greenville Technical College

REGISTRATION

N/A

YEAR'S OF EXPERIENCE

35 Years

YEAR'S WITH FIRM

6 Years

FIRM LOCATION

Greenville, SC

Kaye has over 35 years of experience in the Design and Construction industry with certifications in MCACES and On-Screen software technologies. She is a Senior Cost Manager and co-leads the Carolinas' spearheading projects ranging from \$100,000 to over \$100 Million providing timely and accurate cost estimates.

Kaye will work with the Project Team in ongoing budget planning and cost control efforts throughout the design process to provide cost estimates in conformance with local requirements.

RELEVANT EXPERIENCE

Hanover County 911 & Emergency Operations Center, Wilmington, NC*

Provided Cost Management for a new 911 and emergency operations center.

City of Monroe Police Department Renovation, Monroe, GA

Provided Cost Management for the 31,956 SF renovation of a police department headquarters including offices, courtroom, holding cells, interview rooms, conference room, evidence rooms, record rooms, and a 24-hour lobby.

City of Rolesville Town Hall & Police Station Facilities Sitework, Rolesville, NC

Provided Cost Management for 35,000 SF of site work for a new City Hall and police station.

Thomas Grocery Building Office Conversion to NCDOT Office, Wilmington, NC

Provided Cost Management for the 4,695 SF adaptive reuse of a former grocery to be converted into an office building for the department of transportation including offices, board room, huddle room, and library.

Bryan Park Pickleball Court Conversion & Restroom Building, Greensboro, NC

Provided Cost Modeling for tennis to pickleball courts conversion and new restroom building.

*Denotes work completed at another firm



Appendix B: Professional References

CLIENT	POINT OF CONTACT	PHONE NUMBER	EMAIL ADDRESS
Town of Knightdale	Dustin Tripp	919-217-2201	Dustin.tripp@knightdalenc.gov
Town of Angier	Jimmy Cook	919-331-6708	jcook@angier.org
City of Goldsboro	Jamie Stanley	919-739-7443	jstanley@goldsboronc.gov



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THANK YOU
WE LOOK FORWARD
TO WORKING WITH YOU





REQUEST FOR QUALIFICATIONS SOUTHPORT OLD CITY HALL POLICE CONVERSION

Michael Supino, AIA, NCARB
Principal | Project Manager
1000 W Morehead Street, Suite 120
Charlotte, NC 28208
msupino@creechassociates.com
704.376.6000

May 20, 2025



Charlotte Studio
1000 W. Morehead St.
Suite 120
Charlotte, NC 28208
(P) 704.376.6000

Charleston Studio
201 Sigma Drive
Suite 300
Summerville, SC 29486
(P) 843.789.4542



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2	A: Scope & Approach.....	03
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4	C: Project Schedule.....	12
5	Appendix A.....	
6	Appendix B.....	

Cover Letter



May 20, 2025
Attn: Tom Zilinek
City Engineer
City of Southport
1029 N. Howe Street
Southport, NC 28461

RE: City of Southport, North Carolina | Old City Hall Police Conversion

Dear Selection Committee Members,

Creech & Associates, PLLC is pleased to submit our qualifications for the City of Southport's Old City Hall Police Conversion project. With a deep portfolio of civic and public safety work throughout North Carolina, we are uniquely positioned to lead the thoughtful restoration and adaptive reuse of this historically significant facility.

Our team has designed over 20 city halls, more than 15 police departments, and completed numerous renovations of aging and historic structures across the state. This experience gives us a strong understanding of how to balance modern functionality with preservation goals, ensuring compliance with current codes and accessibility standards while honoring the character of historically significant buildings.

We are well-versed in the Secretary of the Interior's Standards for the Treatment of Historic Properties, and our approach always considers the long-term integrity of buildings entrusted to public stewardship. Our previous work with municipalities has included coordination with SHPO, conducting ADA assessments and upgrades, designing courtroom and council chambers, and integrating sustainable MEP systems within existing building frameworks.

The scope outlined in the City's RFQ aligns closely with our core strengths. From programing , conceptual design, construction documents for historic systems through bid phase support and construction oversight, we bring a collaborative, responsive team prepared to deliver a project that reflects both the operational needs of the Southport Police Department and the architectural legacy of the Old City Hall.

We appreciate your consideration and look forward to the opportunity to partner with the City of Southport on this meaningful project.

Very truly yours:
Creech & Associates, PLLC



Michael Supino, AIA, NCARB
Principal | Project Manger

.....		
Stewart Engineering Roy Lorenzen 434 Fayetteville Street, Suite 1400 Raleigh, NC 27601 919.380.8750 rlorenzen@stewartinc.com	Optima Engineering John Mathews 434 Fayetteville Street, Suite 2450 Raleigh, NC 27601 919.926.2200 jmathews@optimaengineering.com	Harris Cost John Mathews PO Box 14979 Surfside Beach, SC 29587 864.307.0021 rocky@harriscost.com



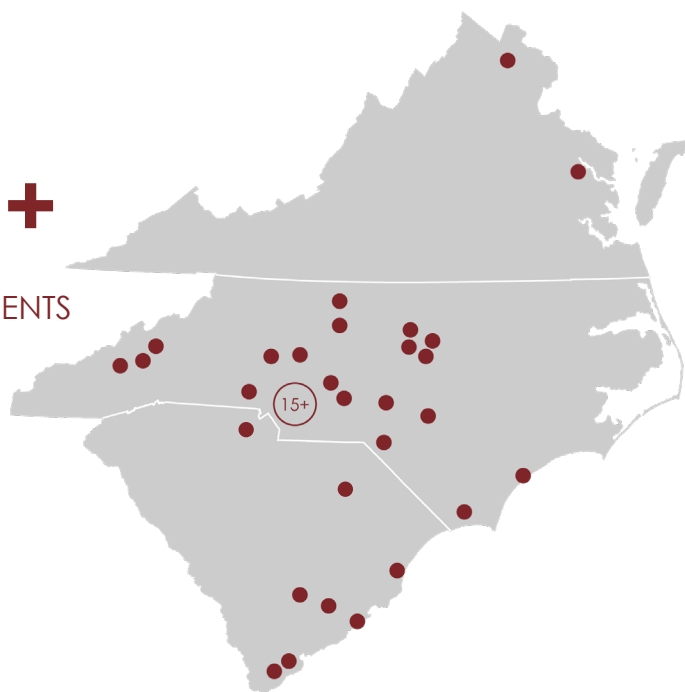
HISTORY OF FIRM

Creech & Associates, PLLC is a mid-sized architectural design firm with studios in Charlotte, North Carolina and Charleston, South Carolina. The firm provides planning, programming, architectural and interior design services throughout the Carolinas for a variety of market sectors including mainly civic, but also including, higher education, commercial, research and development, and adaptive reuse. Our individual project sizes range from a few hundred square feet to over half a million square feet. Regardless of the size and type, every project is given thoughtful and creative attention.

While strategically focusing our expertise within the civic market, our firm has worked with over 50 municipalities in the Carolinas and has made working with counties, cities, and towns our passion. Due to this experience, we have developed a tested and refined programming, planning and design process that engages staff and leadership to ensure a successful project completion.

Primary Point of Contact & Person with Binding Authority:	Michael Supino, AIA, NCARB 704.376.6000 msupino@creechassociates.com
Company Headquarters:	Creech & Associates, PLLC. 1000 W. Morehead St., Suite 120, Charlotte, NC 28208
Charleston Studio:	201 Sigma Drive, Suite 300 Summerville, SC 29486
North Carolina Architectural License Number:	#52304
Firm Created:	2009
Number of Employees:	15+
Sub-Consultants	Stewart Engineering, Optima Engineering, Harris Cost

50+
MUNICIPAL CLIENTS



Tab A
*Proposed Scope of Services &
Approach*



APPROACH

Creech & Associates proposes a comprehensive and phased approach to the rehabilitation of the Southport Old City Hall—formerly the historic Brunswick County Courthouse—into the new Southport Police Department headquarters and second-floor Council Chambers. Our approach integrates functional space planning, historic preservation, SHPO coordination, ADA compliance, and cost control throughout every stage of the project.

1

STEP ONE | LISTEN

The first phase, Listen, focuses on understanding the City's goals and operational needs through a collaborative space needs analysis. We will engage with City staff and stakeholders to define the spatial requirements for both the police department and public meeting spaces, informed by our experience designing over 15 police facilities and more than 20 city halls. We will also review the building's current conditions and identify historically significant elements that must be preserved or treated appropriately. A preliminary project cost estimate will be developed based on programmatic needs and existing conditions, helping to frame budget expectations and identify potential phasing strategies.

2

STEP TWO | DESCRIBE

In the Describe phase, our team will translate the findings from programming into schematic design concepts. We will lay out interdepartmental relationships for the police facility and develop a clear plan for public access and functionality of the Council Chambers on the second floor. Our early coordination with SHPO will ensure alignment with the Secretary of the Interior's Standards, and accessibility will be addressed comprehensively. This phase will culminate in a complete schematic design package that includes conceptual plans, elevations, narratives from each discipline, and an updated cost estimate.

3

STEP THREE | DESIGN

During the Design phase, we will refine the selected schematic concept into a detailed and buildable solution. Our architects and engineers will coordinate the integration of building systems, accessibility upgrades, and preservation requirements while finalizing layouts for each department and public space. Particular attention will be given to designing a secure and efficient police department and a well-functioning Council Chamber with A/V infrastructure and appropriate public accommodations. Design documentation will include plans, sections, elevations, system schematics, and a revised cost estimate that aligns the scope with the City's budget.

4

STEP FOUR | DOCUMENT

The Document phase will involve producing a complete and coordinated set of construction documents using Revit for real-time conflict resolution across disciplines. These documents will include all necessary architectural, structural, mechanical, electrical, and plumbing plans, as well as detailed specifications and supporting materials for permitting and bidding. The document sets will be reviewed at 50% and 90% completion stages to incorporate City feedback, and all final documents will be fully compliant with SHPO and ADA requirements.

5

STEP FIVE | BID

In the Bid phase, our team will guide the City through the solicitation and selection of a qualified contractor. We will assist with preparing and posting bid documents, answering contractor questions, issuing addenda, and conducting the bid opening. We will also assist in evaluating the submitted bids, verifying the low bidder, and supporting the contract award process.

6

STEP SIX | BUILD

Finally, in the Build phase, we will represent the City's interests throughout construction. Our team will attend regular progress meetings, review submittals and pay applications, evaluate proposed changes, and ensure that the project is executed in full compliance with the construction documents and applicable preservation standards. We will also assist in final inspections and project close-out to ensure that the restored and adapted courthouse serves its new roles effectively as a civic cornerstone for Southport.



Town of Middleburg | Town Hall & Police Department

CONSULTANTS

To support the successful delivery of this project, Creech & Associates has assembled a highly experienced team of consultants whose expertise is well aligned with the scope and complexity of the Old City Hall Police Conversion. Stewart will lead civil engineering, landscape architecture, and structural engineering efforts, ensuring that all site, grading, drainage, and building reinforcement solutions are responsive to both the historic context and long-term municipal needs. Their structural team is well-versed in evaluating and reinforcing historic framing systems, and will be instrumental in addressing any load-bearing upgrades or seismic considerations. Optima Engineering will provide mechanical, electrical, and plumbing design services, bringing deep experience in retrofitting historic structures to support modern systems while prioritizing energy efficiency, occupant comfort, and code compliance. HarrisCost will provide independent cost estimating throughout each phase of design, helping the team and the City maintain budget alignment through accurate, data-driven projections. Together, this consultant group has a long history of collaboration with Creech & Associates and shares our commitment to delivering well-coordinated, cost-conscious, and context-sensitive design solutions.

Tab B
Project Experience





TOWN OF CANTON | HISTORIC POLICE DEPARTMENT RENOVATION

CANTON, NC

In 2024, our team advanced the design phase for relocating the Canton Police Department to the historic Champion Credit Union building at 401 Main Street in Canton, NC. This 7,737-square-foot facility will undergo a comprehensive refurbishment while preserving its historic significance as part of the Canton Historic District. The updated design will provide a functional and accessible space, featuring a public entrance on Main Street with dedicated accessible parking. The lower level will be designated for evidence processing and storage, while the main level will house roll call and public visitation areas, accessible via a separate entrance from the secured staff parking lot. Administrative offices will be located on the second level, with all floors redesigned to meet modern building standards. On-site secured staff parking will enhance safety and accessibility. The renovation will comply with the Secretary of the Interior's Standards and receive approval from the State Historic Preservation Office (SHPO) to maintain the building's architectural and historical integrity.

SIZE
7,737 Sf

PROJECT COST
Budget: \$4,500,000
Final: TBD

PROJECT SCHEDULE
Complete: Fall 2026 (est.)

OWNER
Nick Scheuer
Town Manager
Town of Canton
85 Summer Street
Canton, NC 28716

PROJECT TEAM
Michael Supino
Peter Wasmer
Charles Pierce
Rachel Corona



CREECH & ASSOCIATES



CITY OF MOUNT HOLLY | CITIZEN'S CENTER + POLICE STATION

MOUNT HOLLY, NC

The Mount Holly Citizens' Center was a historic adaptive reuse project of an abandoned textile mill which was constructed in various phases dating from the 1850s until the 1970s. The building includes a 10,000 square foot Police Department, City Administration, a Grand Hall for public functions, and leasable space for retail. Much of the original finishes, windows, etc., were preserved to give the building a warm patina inside and out.

The Police Station occupies a one story addition from the 1950s behind the oldest parts of the mill. The facility contains work spaces for administration, patrol, investigation, and records in addition to a large training room.

SIZE
57,400 SF

PROJECT COST
Budget: \$7,500,000
Final: \$7,125,000

PROJECT SCHEDULE
1/2007-11/2008

OWNER
Miles Braswell
City Manager
City of Mount Holly
400 East Central Avenue
Mount Holly, NC 28120
704.951.3018
miles.braswell@mtholly.us

PROJECT TEAM
Michael Supino
Brent Green
Optima Engineering



CREECH & ASSOCIATES



TOWN OF DAVIDSON | TOWN HALL & COMMUNITY CENTER

DAVIDSON, NC

In March of 2018, Creech & Associates was selected by the Town of Davidson to perform a Preservation Management Assessment of the historical Davidson School, recognized by the Charlotte-Mecklenburg Historic Landmarks Commission. This assessment identified features of the building that were character defining as well as strategies to reuse the building effectively while respecting these elements.

After the assessment was completed, town officials made the decision to preserve the building and reuse the space as a new town hall. The two-story building will provide appropriate spaces for community functions, the Board of Commissioners, and town administration, including growth for the next 20 years. Additionally, the building will provide an inspiring office environment with tall ceilings and spaces filled with daylight.

SIZE

32,184 SF

PROJECT COST

Final: \$9,000,000 (est.)

PROJECT SCHEDULE

Design Start: 11/2019

Completed: 3/2023

OWNER

Jamie Justice
Town Manager
Town of Davidson
216 S. Main Street
Davidson, NC 28036
704.940.9618
jjjustice@townofdavidson.org

PROJECT TEAM

Michael Supino
Brent Green
Rusty Miller
Stewart Engineering
Optima Engineering



CREECH & ASSOCIATES



Town of High Point | Police Department Adaptive Reuse

CITY HALL & POLICE PROJECTS

Below is a list of some of our Town/City Hall projects that our team has completed:

Town of Fort Mill | Town Hall Renovation

Town of Davidson | Town Hall & Community Center

Town of Huntersville | Town Hall

Town of Pineville | Town Hall & Library

City of Albemarle | City Hall

City of Kannapolis | Municipal Center (Town Hall, Police Headquarters, Fire Administration)

City of Laurinburg | Town Hall & Police Department

City of Mount Holly | Citizens Center (Town Hall & Police Department)

Town of Indian Trail | Town Hall

Town of Sullivan's Island | Town Hall & Police Department

Town of Mint Hill | Town Hall

Town of Shallotte | Town Hall & Police Department

Town of Surfside Beach | Town Hall

Town of Mooresville | Town Hall Renovations

Town of Moncks Corner | Town Hall & Fire Station Renovation

City of Kings Mountain | City Hall Renovation

Town of Harrisburg | Town Hall Renovation

Town of Middleburg | Town Hall & Police Department

Town of Canton | Mid-Century Town Hall Renovation

Town of Canton | Historic Police Department Adaptive Reuse

Town of Waxhaw | Police Department Renovation

Charlotte-Mecklenburg Police Department | Providence Division

Union County | Sheriff's Office

Town of Summerville | New Police Department & Courts

Town of Davidson | Police Department & Fire Station Renovation

HISTORIC RENOVATIONS

PALMER FIRE SCHOOL | CHARLOTTE, NC



Palmer Fire School is a 5,000 sf former fire fighter training facility built in the late 1930's, and listed on the **National Register of Historic Places**. Renovated to restore it to its natural form, the fire school is now home to the Charlotte Fire Fighter's Association. The ground floor features a main hall for association meetings and is also rented to the public for various events throughout the year. It received the coveted 2004 Historic Charlotte Preservation Award, given annually to outstanding restoration projects involving historically significant properties.

STANDARD HARDWARE | GASTONIA, NC



South Street Arcade, located in downtown Gastonia, NC, was originally designed in the 1920's by Hugh White, a famous North Carolina Architect. Sited across from the historic courthouse, this former hardware store was renovated to accommodate retail space on the first floor, office space on the second floor, and residential on the third floor. This project was a 2008 Preservation Award Winner.

MID - CENTURY TOWN HALL | CANTON, NC



In 2024, Creech & Associates continued designing Canton Town Hall's move to the mid-century Champion Credit Union building at 138 Academy Street. The 10,547-square-foot space will be refurbished, with major updates to the main level, including customer service, council chambers, and public access. The lower level will add office space and enclose the training room, while the second level gets cosmetic updates.

EXPERIENCE WITH HISTORIC PRESERVATION + ADAPTIVE REUSE

Our firm has a rich history of award-winning preservation, renovation, and adaptive reuse projects that, when layered with our municipal experience, provides a clear and unique set of qualifications to deliver this exciting project. We are aficionados for old buildings as they are most often major contributors to the context of the places they reside. Thomas Jefferson said that civic buildings should set the high standard for the level of quality expected in a city center. Our focus on traditional architecture and subsequent understanding of those elements that create and define a style gives Creech & Associates a distinct advantage.

Through our experience working with Historic Preservation Boards, we have learned to identify and protect character defining features on the site, exterior, and interior of a building on the register. The initial step is to prepare a historic integrity assessment to analyze the nature of renovations made over time. Different values for historic integrity (low, medium, or high) are assigned based on areas that are undisturbed. The integrity assessment must also combine both level of intact elements and level of repair necessary to return the facility to beneficial occupancy. This process was successfully implemented by our firm on the Town of Davidson IB School as well as the historic Palmer Fire School in Charlotte which received the Historic Charlotte Preservation Award. The local historic board still meets in that facility to this day. Our adaptive reuse portfolio includes projects like Albemarle City Hall, where we preserved the entire character of an original municipal building constructed with WPA funds and held the addition back in a supportive role. Our preservation work under construction includes the adaptive reuse of the Davidson School, a building on the Charlotte-Mecklenburg Historic Landmarks Commission designed in 1948 by Louis Asbury, who was the first native NC architect to be elected to the AIA.



Palmer Fire School
Charlotte, NC

Palmer Fire School is a 5,000 SF former fire fighter training facility built in the late 1930's. Renovated to restore it to its natural form, the fire school is now home to the Charlotte Fire Fighter's Association. The ground floor features a main hall for association meetings and is also rented to the public for various events throughout the year. It received the coveted **2004 Historic Charlotte Preservation Award**, given annually to outstanding restoration projects involving historically significant properties.

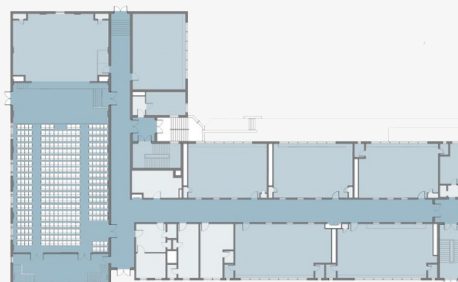


Standard Hardware | Adaptive Reuse
Gastonia, NC

South Street Arcade, located in downtown Gastonia, NC, was originally designed in the 1920's by Hugh White, a famous North Carolina Architect. Sited across from the historic courthouse, this former hardware store was renovated to accommodate retail space on the first floor, office space on the second floor, and residential on the third floor. This project was a **2008 Preservation Award Winner**.

HISTORIC INTEGRITY DIAGRAM EXAMPLES

Town of Davidson | IB School Preservation Management
Davidson, NC



FIRST FLOOR

SECOND FLOOR

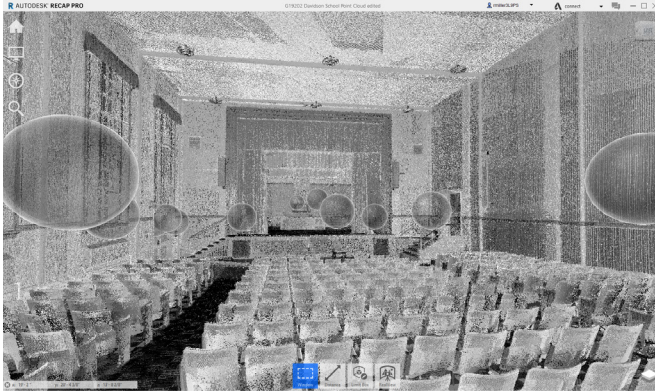
LOW HISTORIC INTEGRITY

MEDIUM HISTORIC INTEGRITY

HIGH HISTORIC INTEGRITY

EXISTING BUILDING SCANNING TECHNOLOGY

Having a thorough and detailed understanding of existing buildings is one of the most critical aspects of any renovation project. Our firm owns a LEICA BLK360 point cloud scanner that can generate a three-dimensional Building Information Model (BIM) that captures all surfaces and elements within wall cavities. Our particular model is small enough to be placed above ceilings to identify building infrastructure and pathways including mechanical and electrical systems. This same process generates a complete photographic analysis of the exterior and interior in a point-cloud system with 360 degree panoramic view capabilities. All of this information resides on a cloud platform that layers with BIM 360 used by our consultant team.



Point Cloud Image



Scaled Photographic Archive



Existing Building

Tab C
Project Schedule





Town of Sullivan's Island | Town Hall & Police Department

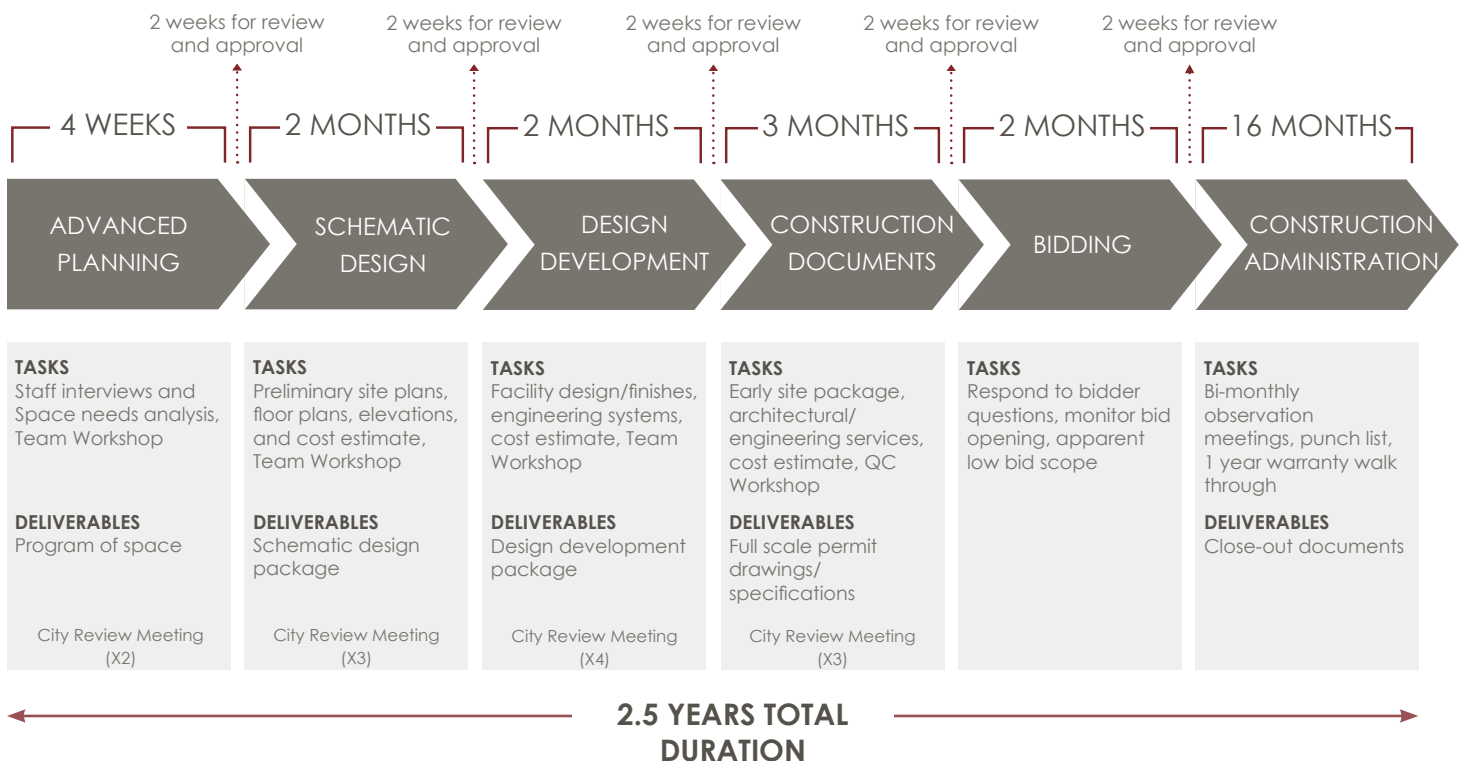
PROJECT SCHEDULE

Creech & Associates brings extensive civic experience that informs our understanding of the time and coordination required to successfully complete a project of this scope. We will work closely with the City of Southport to develop a detailed project schedule that outlines the full timeline from initial kickoff through construction completion and occupancy. This schedule will be structured around key milestones—including programming validation, SHPO coordination, schematic design approval, design development, construction documents, bidding, and construction administration—and will be tailored to the City's review and approval process.

Each phase of the project will be supported by a task-specific work plan that identifies target deliverables, stakeholder meetings, and presentation dates to leadership, Council, and regulatory bodies. These detailed schedules will be coordinated with our engineering consultants to ensure timely integration of civil, structural, MEP, and landscape design inputs. During construction, we will serve as the City's representative in overseeing schedule adherence. We will review and validate the contractor's construction schedule during pre-construction and monitor progress at regular construction meetings, updating the City as needed to address any impacts or adjustments.

Additionally, we will incorporate pressure points such as permitting timelines, SHPO submittals, long-lead procurement, and the possibility of early bid packages to accelerate delivery where feasible. All planning will reflect current market conditions, realistic review durations, and any unique logistical considerations tied to the historic nature of the building. Our team is prepared to adjust and customize the schedule as needed to align with the City's goals and any evolving project priorities.

OLD CITY HALL POLICE CONVERSION



Appendix A

Experience of Key Personnel





NC# 13014

YEARS OF EXPERIENCE

Creech & Associates | 14
Total | 14

EDUCATION

Bachelor of Architecture
UNC Charlotte

OFFICE LOCATION

Charlotte, NC

MICHAEL SUPINO, AIA, NCARB

PRINCIPAL | PROJECT MANAGER

Michael has experience drawing, managing, and coordinating architectural projects in various sectors of the market. His previous experience in the construction industry has given him practical field knowledge that allows him to coordinate and solve problems for a variety of project types. This translates architectural design principles while incorporating programmatic elements into 3-D representations to share with clients and other project team members. Michael's architectural training, coupled with his construction background, make him an integral piece to our team from the project's conception to completion. His attention to detail and process make him extremely efficient in schedule adherence and budget management.

PROJECT EXAMPLES

- Town Hall Renovation | Town of Canton, NC
- Police Department Historic Renovation | Town of Canton, NC
- Town Hall & Community Center Historic Renovation | Town of Davidson, NC
- Adaptive Reuse Police Station + Citizens Center | Town of Mount Holly, NC
- Town Hall, Police, Council Chambers | Town of Surfside Beach, SC
- Town Hall & Police Headquarters | Town of Sullivan's Island, SC
- Police HQ + 911 Communications Center | City of High Point, NC
- Municipal Building, Town Hall, Council Chambers, Police | Town of Shallotte, NC
- City Hall + Police Department | City of Laurinburg, NC

**YEARS OF EXPERIENCE**

Creech & Associates | 18
Total | 29

EDUCATION

Bachelors in Architecture, UNC
Charlotte

OFFICE LOCATION

Charlotte, NC

BRENT GREEN, LEED AP

PRINCIPAL-IN-CHARGE | LEAD DESIGNER

Brent has more than 25 years of professional experience. He has participated in all phases of the design process with an emphasis on space needs assessments, programming, interactive design charrettes, and conceptual development for civic, higher education, commercial, research, and mixed use projects. Brent has extensive experience in creating building programs and developing cost effective design solutions. Brent's comprehensive understanding of programming and planning of civic buildings uses proven metrics to develop realistic short term and long term options that will be invaluable to the success of this project.

PROJECT EXAMPLES

- Town Hall & Community Center Historic Renovation | Town of Davidson, NC
- Adaptive Reuse Police Station + Citizens Center | Town of Mount Holly, NC
- Town Hall | Town of Huntersville, NC
- Town Hall Renovation | Town of Fort Mill, SC
- Historic Administration Buildings Renovation | Gaston County, NC
- Town Hall + Library | Town of Pineville, NC
- City Hall Renovation | City of Kings Mountain, NC
- Town Hall Renovation | Town of Harrisburg, NC
- Town Hall Renovation | Town of Moncks Corner, SC



NC# 9855

YEARS OF EXPERIENCE

Creech & Associates | 7
Total | 32

EDUCATION

Masters of Architecture,
Clemson University

OFFICE LOCATION

Charlotte, NC

PETER WASMER, AIA

PROJECT ARCHITECT | HISTORIC PRESERVATIONIST

Peter has a masters degree in architecture and has practiced in the region for over 30 years. This has allowed him to work on various types of projects assuming multiple roles including, programmer, master planner, project designer, and project manager. He has provided service in the planning and implantation on both new construction and renovation projects. Peter's latest experience as a project manager for Mecklenburg County includes work in construction projects, including budget development, architect/consultant selection, personnel management, contractor selection, procurement, construction management, and project operations. Having been on both sides of this process Peter is well suited to be a key individual for this project.

PROJECT EXAMPLES

- Town Hall Renovation | Town of Canton, NC
- Police Department Historic Renovation | Town of Canton, NC
- Historic Administration Buildings Renovation | Gaston County, NC
- Town Hall Renovation | Town of Fort Mill, SC
- Historic Gym Renovation | Town of Davidson, NC
- City Hall Renovation | City of Kings Mountain, NC
- Town Hall Renovation | Town of Harrisburg, NC
- Town Hall Renovation | Town of Moncks Corner, SC



NC# 4898

CHARLES PIERCE, AIA, CDT

CONSTRUCTION ADMINISTRATION

Charles Pierce has been involved with various architectural project types for over forty years, including healthcare, commercial, educational, hospitality, residential, religious, civic and senior living facilities. Projects ranged in size from one-room renovations to large new facilities. Charles has been responsible for all phases of a project, including programming, schematic design, design development, construction document production, specifications, construction administration and project closeout. Charles' experience has helped in developing relationships with both clients and contractors to insure as successful a project as possible.

YEARS OF EXPERIENCE

Creech & Associates | 2
Total | 45

EDUCATION

Bachelors in Architecture,
Virginia Tech University

OFFICE LOCATION

Charlotte, NC

PROJECT EXAMPLES

- Town Hall Renovation | Town of Canton, NC
- Police Department Historic Renovation | Town of Canton, NC
- Town Hall | Town of Huntersville, NC
- Town Hall Renovation | Town of Fort Mill, SC
- Historic Administration Buildings Renovation | Gaston County, NC
- City Hall Renovation | City of Kings Mountain, NC
- Town Hall Renovation | Town of Harrisburg, NC
- Town Hall Renovation | Town of Moncks Corner, SC
- Town Hall & Police Department | Town of Shallotte, NC
- Historic Administration Buildings Renovation | Gaston County, NC



CHELSEA GIROUX

LEAD PROGRAMMER | PROJECT DESIGNER

As a Project Designer and Programmer at Creech & Associates, Chelsea is passionate about architecture and believes that is our responsibility to create a sense of community and address "Architecture of Place". She has experienced the architecture of place and learning how to extract architectural patterns in specific communities. Chelsea has worked on a wide variety of municipal projects across the Carolinas that highlight her skills in program analysis, facility assessments, and project design. Her technical skill in Adobe Suite, SketchUp, Revit, and rendering softwares are critical in developing and accurately presenting the project's design vision to our clients.

YEARS OF EXPERIENCE

Creech & Associates | 4
Total | 4

EDUCATION

Masters of Architecture, UNC
Charlotte

OFFICE LOCATION

Charlotte, NC

PROJECT EXAMPLES

- Town Hall | Town of Huntersville, NC
- Town Hall Renovation | Town of Fort Mill, SC
- Historic Administration Buildings Renovation | Gaston County, NC
- City Hall Renovation | City of Kings Mountain, NC
- Town Hall Renovation | Town of Harrisburg, NC
- Town Hall Renovation | Town of Moncks Corner, SC
- Town Hall & Police Department | Town of Shallotte, NC



RACHEL CORONA, ASID

INTERIOR DESIGNER

Rachel joined Creech & Associates as an Interior Designer in 2022, with an educational background in this field and professional experience in residential interiors. Rachel has knowledge in schematic design, design development and construction documents. In California, Rachel worked with clients throughout the design process, assisting on selections in materials, furniture and interior detailing. Other responsibilities of her work included material sourcing, specification writing, 3D rendering, overseeing site installs and staging completed projects. As a collaborative designer, Rachel brings fresh ideas and solutions to every new project.

YEARS OF EXPERIENCE

Creech & Associates | 2
Total | 5

EDUCATION

Bachelors of Fine Arts, Interior
Design, Design Institute of San
Diego

OFFICE LOCATION

Charlotte, NC

PROJECT EXAMPLES

- Town Hall Renovation | Town of Canton, NC
- Police Department Historic Renovation | Town of Canton, NC
- New Town Hall | Town of Huntersville, NC
- Town Hall Renovation | Town of Fort Mill, SC
- Town Hall & Police Department | Town of Shallotte, NC
- Historic Administration Buildings Renovation | Gaston County, NC
- Historic Gym Renovation | Town of Davidson, NC
- Community Center Renovation | Town of Mint Hill, NC



NC# 13328

YEARS OF EXPERIENCE

Stewart | 28
Total | 39

EDUCATION

Clemson University, Bachelor
of Science, Civil Engineering

OFFICE LOCATION

Raleigh, NC

ROY LORENZEN, PE

ASSOC. VP, SENIOR PROJECT MANAGER | CIVIL ENGINEERING

Roy brings over 39 years of civil engineering experience, including 28+ at Stewart. He specializes in site/civil design for universities, schools, healthcare, and institutional projects—often on complex, high-density sites. His work includes sustainable design and navigating regulatory approvals at all levels. At Stewart, he is a Senior Project Manager and also serves as a senior technical advisor and mentor.

PROJECT EXAMPLES

- Doshier Memorial Hospital Renovation & Addition | Southport, NC
- NCDOT Division 3 Maintenance Facility | Wilmington, NC
- UNC Wilmington, Cultural Arts Center | Wilmington, NC
- Morrisville Public Safety Facility | Morrisville, NC
- North Carolina State Highway Patrol/SBI Campus | Garner, NC
- Fire Station #7 | Cary, NC
- Nash County Administration Building | Nashville, NC
- North East Raleigh Operations Facility | Raleigh, NC
- Chapel Hill Downtown Master Plan | Chapel Hill, NC



NC# 041315

YEARS OF EXPERIENCE

Stewart | 11
Total | 26

EDUCATION

Villanova University, Bachelor
of Science, Civil Engineering

OFFICE LOCATION

Charlotte, NC

TRINA AGNELLO, PE

MANAGER | STRUCTURAL ENGINEERING

Trina has over 26 years of structural engineering experience, including 10+ at Stewart, working on healthcare, multifamily, higher education, and commercial projects in NC and FL. She specializes in deep foundation design for hurricane-prone areas and has expertise in both new construction and renovations. Known for her strong project management and client-focused approach, Trina has earned lasting relationships and repeat clients.

PROJECT EXAMPLES

- Police Department Renovation & Additions | Albemarle, NC
With Creech & Associates
- City Hall | Laurinburg, NC
With Creech & Associates
- Town Hall | Indian Trail, NC
With Creech & Associates
- Cary Main EMS Station | Cary, NC
- Public Safety Complex | Statesville, NC
- MEDIC 911 | Charlotte, NC



NC# 2054

YEARS OF EXPERIENCE

Stewart | 8
Total | 16

EDUCATION

University of Arkansas,
Bachelor of Landscape
Architecture

OFFICE LOCATION

Raleigh, NC

STEPHEN FABER, PLA, ASLA

SENIOR PROJECT MANAGER | LANDSCAPE ARCHITECTURE

Stephen brings over 16 years of experience spanning residential design to large-scale master planning. He blends design, research, and real estate strategy to deliver impactful outcomes for clients, communities, and the environment. His work includes mixed-use developments, education and urban infill design, resort planning, brownfield reclamation, parks, greenways, roadways, campus planning, and ecological restoration.

PROJECT EXAMPLES

- Knightdale Fire Station Test Fit | Knightdale, NC
- Robeson County Administration Complex | Lumberton, NC
- Wendell Town Hall | Wendell, NC
- WakeMed Administrative Office Building | Raleigh, NC
- William Peace University Master Plan | Raleigh, NC
- American Tobacco Historic District Expansion | Durham, NC

JOHN MATHEWS, PE, LEED AP

PRINCIPAL | MECHANICAL ENGINEER

John Mathews, P.E., LEED AP, is a mechanical engineer with a breadth of experience across many sectors including government, healthcare, mission critical, and life science —with a focus on pharma and laboratory — facilities. In addition to his technical expertise, he has strong project management skills and is a trusted resource for interdisciplinary coordination during both project development and design.

PROJECT EXAMPLES

- Atlantic Beach Municipal Complex
- NC Treasury Office Renovation
- Pender County Health & Human Services
- Robeson County Admin Center
- Robeson County Health Department
- Waterstone Fire & EMS Station
- Wendell Falls Public Safety Station



NC # 034468

YEARS OF EXPERIENCE

Optima | 8
Total | 27

EDUCATION

Bachelor of Science,
Mechanical Engineering,
University of Tennessee

OFFICE LOCATION

Raleigh, NC

ZANE KUSEYBI, PE

PRINCIPAL | ELECTRICAL ENGINEER

Morgan is an electrical engineer with experience in lighting, control systems, and power distribution using REVIT, AutoCAD, and BIM planning. He is able to design high performance systems without detouring from a budget. He has an understanding of many project types including, but not limited to, commercial, mission critical, and government, while continuing to add to his wide range of design abilities. His troubleshooting expertise, with knowledge of arc-flash analysis, field surveys, and communications, makes him a well-versed engineer.

PROJECT EXAMPLES

- Atlantic Beach Municipal Complex
- Concord City Hall
- Fayetteville City Hall Lobby Renovation
- Fuqay Varina Police Storage Building
- Holly Springs Police Headquarters
- NC DOT Control Room Renovation
- NC Treasury Office Renovation
- Robeson County Admin Center
- Robeson County Health Department
- Sumter Police Headquarters
- Wendell Falls Public Safety Station



NC # 048210

YEARS OF EXPERIENCE

Optima | 11
Total | 11

EDUCATION

Bachelor of Science, Electrical
Engineering, University of
Delaware

OFFICE LOCATION

Raleigh, NC

GEORGE FOWLER, PE

SENIOR PLUMBING & FIRE PROTECTION ENGINEER

George Fowler, III, P.E., LEED AP, is a Senior Plumbing & Fire Protection Engineer who also leads the Plumbing and Fire Protection Engineering Department in the Greenville, SC office. He has extensive design experience with large solar thermal projects, compressed air, medical gas distribution, natural gas, many other systems. George's responsibilities include project coordination, client relations, construction administration, and quality control.

PROJECT EXAMPLES

- Police Department & 911 Communications Reno | High Point, NC
With Creech & Associates
- Town Hall Renovations | Kannapolis, NC
With Creech & Associates
- Mint Hill Public Service Buildings (Fire Station, Police Evidence, & Public Works)
With Creech & Associates
- Concord City Hall
- Town Hall | Davidson, NC
- Monroe Police Department
- Holly Springs Police Headquarters
- Sumter Police Headquarters
- York County Courthouse Renovation
- Iredell County Public Safety Complex



NC # 026023

YEARS OF EXPERIENCE

Optima | 21
Total | 30

EDUCATION

Bachelor of Science,
Mechanical Engineering,
University of North Carolina at
Charlotte

OFFICE LOCATION

Raleigh, NC

ORGANIZATIONAL CHART



Michael Supino
Project Manager



Brent Green
Lead Designer

Peter Wasmer
Project Architect | Historic Presv.

Chelsea Giroux
Lead Programmer

Charles Pierce
Construction Administration

Rachel Corona
Interior Design

LOCATED IN CHARLOTTE, NC

Roy Lorenzen
Civil Engineer



Trina Agnello
Structural Engineer

Stephen Faber
Landscape Architect

LOCATED IN RALEIGH, NC

John Mathews
Mechanical Engineer



Morgan Gunter
Electrical Engineer

George Fowler
Plumbing & Fire Protection

LOCATED IN RALEIGH, NC

Rocky Harris
Senior Cost Estimator



LOCATED IN SURFSIDE BEACH, SC



Project Manager

Appendix B

Professional References





NATIONAL REGISTER OF HISTORIC PLACES

Charlotte, NC
Palmer Fire School

REFERENCES

1

TOWN OF DAVIDSON

CONTACT

Jamie Justice, Town Manager
704.940.9618 | jjjustice@townofdavidson.org

PROJECT DESCRIPTION

Town Hall & Community Center (IB School Adaptive Reuse)
Davidson Gymnasium (Adaptive Reuse)
Public Safety Building (Adaptive Reuse)



2

GASTON COUNTY

CONTACT

Rebecca Edison, Public Works Project Coordinator
704.862.7503 | rebecca.edison@gastongov.com

PROJECT DESCRIPTION

Historic Public Works Administration Annex Upfits
100 & 110 Main Street Renovations



3

TOWN OF MOORESVILLE

CONTACT

Chris Wycoff, Facilities Director
704.799.4298 | Cwtcoff@moorevillenc.gov

PROJECT DESCRIPTION

One Mooresville Center
(Town Hall Annex Renovation)
Public Operations Center





We provide our clients with buildings and spaces that respond to the aesthetic and cultural values of the surrounding community. We create places of order gracefully expressed in collaboration with the tradition of the past. We serve our clients with superior designs that are the result of a dialogue with the client and community that allows us to meet and enhance their needs and vision. We would enjoy the opportunity to provide these services to the City of Southport.

Creech & Associates would like to thank the city for this opportunity to submit our qualifications on this project. We hope you find this document informative and that it speaks to our tremendous capabilities. Creech & Associates takes pride in creating "architecture of place" that contributes to the intrinsic qualities that make communities special and unique.

CREECH & ASSOCIATES



City of Southport Recommendation Summary for Boards and Committees

Board/Committee Name: Airport

Interview Date: June 6, 2025

Interviewed By: Mayor Rich Alt, Committee Member W L Gore

Seats Available:

One (1) Full Member Seat

Term Length(s):

Three (3) years that expire on June 30 in the third year (2028)

Membership:

Seven (7) full members- One (1) Member appointed by the City of Southport

Applicant(s):

- Maria Horton
- Francis Connor
- Frederick Guerrina

(See attached applications for full details)



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Maria C. Horton

Appointment(s) for which you are applying:

- ☒ ABC Board ☐ Beautification Committee ☒ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ Parks and Recreation Committee ☒ Planning Board ☒ Airport Commission

Do you have a preference? No, not really, glad to help

Physical Address: 414 N. Burrington Ave, Southport, NC 208461

Mailing Address: Same

Resident of Southport ☐ Yes ☐ No For How Many Years? 5 years 2 months

State and County of Legal Residence: Southport, NC

Main Phone Number 703.969.2382 Secondary Number _____

Email Address: mhorton@yahoo.com

You may submit a resume along with your application detailing the following section if you choose.

Education MSN, East Carolina University, Credentialed CISSP, ISSMP #37655

Current/Present Employer Semi-retired, consultant Security Officer Advisor

Past/Most Recent Employer DecisionPoint Corporation

Current Civic/community Participation Attendee at City Meetings, Member of Historic Society

Reasons you are qualified for this appointment (optional) 5 year resident with observation of city workings, interested in participating more. I have 20 years as active duty military (Retired USN CDR)

Owned my own cyber business, manager of multi-million \$ contracts.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Maria C. Horton Date May 7, 2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised April 2025

Maria Horton is an experienced Project Manager and Visionary leader with two C-suite experiences. She is also a retired US Navy Commander and service-disabled veteran. Her last active-duty role was as the Chief Information Officer (CIO) of National Naval Medical Center during 9/11 and the Pentagon attack, now the Walter Reed National Military Medical Center. Ms. Horton is the former CEO/Founder of EmeSec Incorporated, a cloud security, compliance and engineering company working with government agencies and commercial corporations. During the 17 years of business, Ms. Horton spearheaded the company's growth through the implementation of four (4) International Organization for Standardization (ISO) accreditations in processes/procedures related to quality, service management, information security management, and consistency in inspection. These credentials leant her company, and her as a Certified Information Services Security Professional (CISSP) to conduct cloud security audits and consultations wherein Ms. Horton was the lead inspector.

Ms. Horton is an experienced speaker, with multiple publications, and presentations to her credit related to risk management, due diligence, cloud, and enterprise security. She has a master's degree in nursing from East Carolina University. Her thesis work was published as the first nationwide research on the roles and responsibilities of telemedicine and telehealth winning the Healthcare Information Management Systems Society (HIMSS) Best Technical Journal Article of the Year in 1998. Other presentations and publications have also earned national awards. In 2022, she coauthored an article on Continuity of Operations using Shelter In Place as well as a coauthored article on Supply Chain Cybersecurity.

The application of these experiences is based in leadership, personnel management, financial and technical operations. Her vision, marketing, and overall expertise demonstrates the ability to deal with stakeholders, customers, interested parties, and public and private entities.



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Francis Connor

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☒ Airport Commission

Do you have a preference? Airport Commission

Physical Address: 2113 Maple Leaf Drive, Southport, NC 28461

Mailing Address: 2113 Maple Leaf Drive, Southport, NC 28461

Resident of Southport ☒ Yes ☐ No For How Many Years? 5

State and County of Legal Residence: NC Brunswick

Main Phone Number 2607056785

Secondary Number _____

Email Address: ceadmilefailte00@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education BSEd and MSEd

Current/Present Employer Retired

Past/Most Recent Employer Univ Saint Francis, Fort Wayne, IN, Univ Wisconsin, Arcadia Univ

Current Civic/community Participation Festivals, parades

Reasons you are qualified for this appointment (optional) Aviation enthusiast

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Francis Connor

Date April 30, 2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised April 2025



RECEIVED
BY Tori Deviney DATE 4/15/2025

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name FREDERICK B. GUERRINA

Appointment(s) for which you are applying: CAPE FEAR JET PORT BOARD COMMISSIONER
☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board

Do you have a preference? _____

Physical Address: 710 DALE AVE, SOUTHPORT, NC 28461

Mailing Address: 710 DALE AVE, SOUTHPORT, NC 28461

Resident of Southport ☒ Yes ☐ No For How Many Years? 21

State and County of Legal Residence: NORTH CAROLINA, BRUNSWICK

Main Phone Number 910 6121590 Secondary Number _____

Email Address: FGUERRINA@YAHOO.COM

You may submit a resume along with your application detailing the following section if you choose.

Education B.S. CIVIL ENGINEERING, COMMERCIAL PILOT

Current/Present Employer CAPE FEAR JET PORT

Past/Most Recent Employer _____

Current Civic/community Participation COMMISSIONER, CAPE FEAR JET PORT

Reasons you are qualified for this appointment (optional) HAVE SERVED AS COMMISSIONER FOR YEARS. AM CURRENTLY ELECTED BY COMMISSION TO BE COMMISSION CHAIRMAN

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Frederick B. Guerrina

Date 4/15/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Qualifications to serve as Commissioner, Cape Fear Jet Port:

I have served for 6 years as a commissioner for the Cape Fear Jet Port;

I have a Civil Engineering Degree from the USAF Academy;

I was Base Operations Officer for 10 years at Buckley ANG Base.

I served as Base Engineer for 2 years;

I served for one year as a runway construction inspector and airport engineer at Stapleton IAP in Denver, CO.

I was the Base engineer overseeing the reconstruction of both runways at Buckley Air National Guard Base.

I served in Vietnam flying the A-1E Sky Raider over Laos, the U-10D Helio Courier over Laos and the O-1E Bird Dog over South Vietnam;

I attended the USAF Airfield design and construction course, the airbase after attack recovery course and supervised the construction of five Saudi Arabian warehouses on their F-5 fighter bases.

I served as Air National Guard adviser to the US Pacific Air Force Deputy for Construction and Engineering.

I served on the Southport Planning Board.

I have been qualified as an instructor pilot in the T-38A Jet trainer as a Flight Commander for US and Luftwaffe students and instructors;

I was also Instructor qualified in the T-43 (Boeing 737) and was an Aircraft Commander in the F-111E.

I also flew a Cessna 182 as a salesman for steel buildings in Colorado, Nebraska, Texas, Oregon, Washington and Idaho, landing on roads, fields and pastures.

I have broad and deep knowledge and management experience in Aviation and airfields.

Frederick (Flick) Guerrina



City of Southport Recommendation Summary for Boards and Committees

Board/Committee Name: Beautification

Interview Date: June 3, 2025

Interviewed By: Alderman Karen Mosteller, Committee Member Larry Ashley

Seats Available:

Five (5) Full Member Seats

Term Length(s):

Three (3) years that expire on June 30 in the third year (2028)

Membership:

All members shall be residents of the greater Southport area, as designated by the zip code 28461.

A minimum of six (6) members shall live within the legal city limits.

Applicant(s):

- Scott C Bushman
- Annabelle Pivarnik
- Karen Pasquale
- Roberta Doshier
- Lynne Geiman
- Rick Mitchell
- Rob Thatcher
- Ashley Roberson

(See attached applications for full details)



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Scott C Bushman

6/3 @ 9am

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Beautification

Physical Address: 194 Gentle Breeze Court, Southport, NC 28461

Mailing Address: 194 Gentle Breeze Court, Southport, NC 28461

Resident of Southport ☒ Yes ☐ No For How Many Years? 5

State and County of Legal Residence: North Carolina, Brunswick County

Main Phone Number 540-538-2008 Secondary Number N/A

Email Address: scbvmd@verizon.net

You may submit a resume along with your application detailing the following section if you choose.

Education College graduate

Current/Present Employer Retired

Past/Most Recent Employer Federal Government

Current Civic/community Participation Beautification Committee

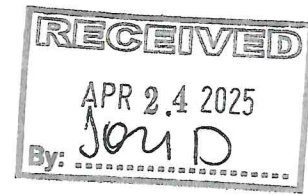
Reasons you are qualified for this appointment (optional) I am currently serving on the board and enjoy giving back to the area I live. We have accomplished a great deal in the past few years and there is always room to do more to improve and keep our city beautiful.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Scott C. Bushman Date 4/17/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

 COPY



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Annabelle Pivarnik

6/3@ 9:30am

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Parks and Recreation Committee

Physical Address: 415 W West St, Southport, NC 28461

Mailing Address: 415 W West St, Southport, NC 28461

Resident of Southport ☒ Yes ☐ No For How Many Years? 10 years

State and County of Legal Residence: NC Brunswick

Main Phone Number 5408781569 Secondary Number 9109461242

Email Address: annabelle@southport-realty.com

You may submit a resume along with your application detailing the following section if you choose.

Education Ferrum College, Bachelor's of Science granted in 2015

Current/Present Employer Southport Realty, Inc

Past/Most Recent Employer SeaCoast Homes

Current Civic/community Participation Beautification

Reasons you are qualified for this appointment (optional) _____

Degree in Recreation Leadership and Ecotourism

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Annabelle Pivarnik Date 4/24/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised April 2025



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Karen Pasquale

6/3@10am

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Being on the board but giving up the secretarial position

Physical Address: 3924 Fairhaven Drive, Southport, NC 28461

Mailing Address: same

Resident of Southport ☐ Yes ☐ No For How Many Years? 10

State and County of Legal Residence: currently here in NC

Main Phone Number 914-907-4546

Secondary Number _____

Email Address: karenpasquale56@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education Boston College 1978

Current/Present Employer retired

Past/Most Recent Employer Ridgefield Pediatric Associates in Ridgefield, CT

Current Civic/community Participation I have been on SBC for just over 6 years

Reasons you are qualified for this appointment (optional) I have been with this organization for many years.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Karen Pasquale Date April 26th 2025

**Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461**

 **COPY**



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Roberta M. Doshier

Appointment(s) for which you are applying:

- | | | |
|--|--|---|
| ☐ ABC Board | ☒ Beautification Committee | ☐ Board of Adjustment |
| ☐ Cemetery Committee | ☐ Forestry Committee | ☒ Historical Preservation Committee |
| ☒ Parks and Recreation Committee | ☐ Planning Board | ☐ Airport Commission |

Do you have a preference? Parks and Recreation Committee

Physical Address: 210 W.Moore Street, Southport, NC 28461

Mailing Address: 210 W.Moore Street, Southport, NC 28461

Resident of Southport ☐ Yes ☐ No For How Many Years? 60 years

State and County of Legal Residence: Brunswick County, North carolina

Main Phone Number home 910.457.6812 Secondary Number cell 910.448.2002

Email Address: robertadosher@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education Resume attached

Current/Present Employer Retired

Past/Most Recent Employer Resume attached

Current Civic/community Participation Resume attached

Reasons you are qualified for this appointment (optional) Resume attached

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Roberta M. Doshier Digitally signed by Roberta M. Doshier
Date: 2025.04.28 22:56:03 -04'00' Date 4/28/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



Roberta Doshier

210 W. Moore Street, Southport, NC 28461
home 910.457.6812 • mobile 910.448.2002
robertadosher@gmail.com



About Me

Dedicated community leader with deep ties to Southport and a strong background in civic service, retail management, banking and recreation development. Over 20 years of experience on the Parks and Recreation Advisory Board, with proven leadership in driving key city projects. Skilled in customer relations and strong communication skills, financial operations, and community engagement. Passionate about maintaining and enhancing the beauty and vitality of Southport.

Qualifications & Experience

City of Southport – Parks and Recreation Advisory Board Member since January 2001

- Appointed by the Board of Aldermen in January 2001 to represent citizens in Parks & Recreation Development
- Helped bring major community projects to life, including Lowe-White Park, Kingsley Park, Potts Park, Caviness Park, and new tennis courts
- Played a vital role in the city's acquisition of the Garrison property from federal ownership for public use
- Regularly attend all Parks & Recreation Meetings, Board of Aldermen meetings, special sessions and contribute to long-term city planning
- Advocate for youth and adult recreation programs and city beautification efforts
- Southport Steering Committee Parks & Recreation Representative

Skills & Civic Involvement

Community Leadership and Advocacy
 Excellent Communication Skills
 Parks and Recreation Development
 Customer Service and Financial Operations
 Project Management and Event Coordination
 Public Speaking and Civic Engagement
 Volunteer Organization and Support
 Brings Fresh Ideas and Make Things Happen
 Strategic Planning
 Citizens Firemen Academy - upcoming participant
 Southport Garden Club (officer, committees, member)
 Southport Women's Club
 Sea Notes Choral Society - past president
 SOS active participant
 Southport Wooden Boat Show volunteer

Past Work Experience & Education

- Trinity United Methodist Church – Board Trustee (4 year term) Appointed trustee during a pivotal time, leading facilities management, property oversight, and strategic planning to support the congregation.
- UCB Bank / BB&T – Banking Associate
Supported daily financial operations and client services, applying banking expertise and ensuring seamless service through the UCB-BB&T merger.
- North Carolina Department of Transportation (NC-DOT) Ferry Operations – Seasonal Staff
- Magnolias – Florist and Gift Shop Manager
- Local Restaurant – Manager

Banking Certification and Coursework-BCC

J.E.B. Stuart High School (now Justice High School)
Falls Church, VA - High School Graduate



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Lynne Geiman

u/3 @ 11am

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Beautification

Physical Address: 4430 S. Wax Myrtle Drive, Southport, NC 28461

Mailing Address: Same

Resident of Southport ☒ Yes ☐ No For How Many Years? 8

State and County of Legal Residence: Brunswick County, NC

Main Phone Number 973-356-7081

Secondary Number _____

Email Address: scarlet517@hotmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education Queens College, NY. BA

Current/Present Employer Retired

Past/Most Recent Employer Financial Personal Banking Consultant -Lakeland Bank, NJ

Current Civic/community Participation Beautification 8 yrs, Cemetery 1 1/2 yrs, Historical Society

Reasons you are qualified for this appointment (optional) Actively involved for 8 years on volunteer projects and committees for the city. Please see attached.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature

Lynne Geiman

Date 4/26/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Lynne Geiman

Beautification

Volunteer for 8 years, Board member 5 years

Current Board Chairperson

- Moved to Southport in 2017 and attended almost every board meeting as a guest, as well as participated in all the workdays.
- 5 years ago I was appointed to the Beautification Committee board, and continue in that capacity to this day
- I have been instrumental in expanding the scope of our committee goals and projects.
- I maintain all of the financial records and budget items for our committee

Winterfest Tea

- Beautification's first year co-sponsoring the tea with Community Relations was 2024
- As Beautification chair, I took the lead role in planning and carrying out all facets of the event that Beautification was responsible for. We successfully were able to donate \$3000 to each of three charities.

Cemetery Committee

- Board member for 1 ½ years
- Currently the Board Secretary

Southport Historical Society

- Organized a joint fundraising auction with Historical Society
- Laying of commemorative bricks each year for their annual event



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Kenneth Geiman

4/3 @ 11:30

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Beautification Committee

Physical Address: 4430 S. Wax Myrtle Dr., Southport, NC 28461

Mailing Address: Same

Resident of Southport ☒ Yes ☐ No For How Many Years? 8

State and County of Legal Residence: Brunswick County, NC

Main Phone Number 973-572-8433 Secondary Number _____

Email Address: kennyg533@hotmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education MBA Adelphi University, NY

Current/Present Employer Retired

Past/Most Recent Employer Deer Lake Club, NJ Superintendent of private lake club

Current Civic/community Participation Beautification Committee volunteer 8 yrs, Board 5 yrs.

Reasons you are qualified for this appointment (optional) Numerous volunteer projects with different city committees - see attached

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature *Kenneth Geiman* Date 4/26/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Kenneth Geiman

- Construction

Proposed and supervised the construction of numerous Adirondack chairs, rockers, picnic tables, benches and swings for the city of Southport.

- Southport Historical Society

Assisted the Historical Society in the construction of the George Walker wooden tombstone in Old Smithville Burying Ground.

Led teams in the construction of frames for old historic markers which were auctioned off for the benefit of Beautification and the Historic Society.

Worked on display boards for Historical Society in the visitors' center, put up UV shields on glass windows, and fabricated the new door in one of the history rooms.

- Up Your Arts

Constructed all of the stands that were needed when Up Your Arts did their "Door Project"

I have also done many other smaller projects within the city when called upon by staff –heart shaped charcuterie boards for Doshier Hospital heart month event, runners on rockers at the Community Building, plastic shields in the visitor center during Covid, etc.



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name RICHARD (RICK) A MITCHELL, JR 6/3 @ 12pm

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? _____

Physical Address: 314 WILLIS DR, SOUTHPORT NC 28461

Mailing Address: SAME

Resident of Southport ☒ Yes ☐ No For How Many Years? 10

State and County of Legal Residence: NC BRUNSWICK

Main Phone Number 919-810-4535 Secondary Number NONE

Email Address: RICK.MITCHELL49@GMAIL.COM

You may submit a resume along with your application detailing the following section if you choose.

Education B.S. BUSINESS ADMINISTRATION, UNC-CH

Current/Present Employer US ARMY / FEDERAL GOVERNMENT (RETIRED)

Past/Most Recent Employer ↙

Current Civic/community Participation WORKED WITH BEAUTIFICATION 75 YEARS, DULANT OLD MAN

Reasons you are qualified for this appointment (optional) _____

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature [Signature] Date 4-30-2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Robert Thatcher

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Yes

Physical Address: 198 Gentle Breeze Ct Southport NC 28461

Mailing Address: Same

Resident of Southport ☐ Yes ☐ No For How Many Years? 6

State and County of Legal Residence: Brunswick

Main Phone Number 917-710-1345

Secondary Number _____

Email Address: rob@thatchers.com

You may submit a resume along with your application detailing the following section if you choose.

Education BA

Current/Present Employer 0

Past/Most Recent Employer Iron Orchard

Current Civic/community Participation Beautification Committee

Reasons you are qualified for this appointment (optional) _____

I believe I can contribute positively to the current board and would like to continue in this role.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature _____

Date 4/30/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

 **COPY**



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Ashley Roberson

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? No

Physical Address: 110C W 14th Street Southport, NC 28461

Mailing Address: same as above

Resident of Southport ☐ Yes ☐ No

For How Many Years? 2 years. Coastal NC however has been in my territory for work for 20 years.

State and County of Legal Residence: North Carolina, Brunswick County

Main Phone Number 803-463-6441

Secondary Number n/a

Email Address: ashleyrobersonsc@yahoo.com or ameliatallulahs@gmail.com

You may submit a resume along with your application detailing the following section if you choose.
Education BA Mass Communications (Resume attached).

Current/Present Employer Cumulus Media also own Amelia Tallulah's

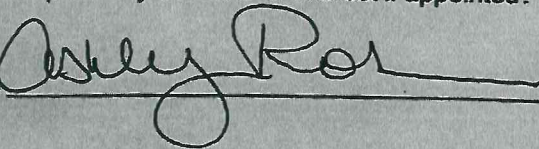
Past/Most Recent Employer CBS

Current Civic/community Participation Please see attached

Reasons you are qualified for this appointment (optional) Please see attached

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature



Date

4.24.25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised April 2025

Ashley Roberson

www.ashleyrobersonsc.com | 803-463-6441 | ashleyrobersonnc@gmail.com

LinkedIn: [linkedin.com/in/ashleyrobersonsc](https://www.linkedin.com/in/ashleyrobersonsc)

Professional Summary

Accomplished and versatile professional with a proven track record in sales, marketing, and leadership across multiple industries. Adept at driving revenue growth, developing innovative strategies, and optimizing business performance. Skilled in building high-performing teams, fostering client relationships, and utilizing data-driven insights to inform decision-making. Passionate about delivering impactful solutions, whether in sales leadership, marketing strategy, or team development. Open to opportunities where I can leverage my expertise to drive success and contribute to organizational growth.

Core Competencies

Strategic Sales Leadership
Digital & Traditional Media
Business Development
Client Relationship Management
Team Training & Mentorship
Data-Driven Decision Making
Market Analysis & Trend Forecasting
Revenue Optimization

Professional Experience

Cumulus Media | Media & Digital Account Executive | June 2024 - Present

- Develop and execute high-performing radio and digital advertising campaigns to meet client objectives.
- Negotiate budgets and deal structures for maximum ROI.
- Utilize analytics to optimize campaign performance and report insights to clients.
- Stay ahead of digital media trends to craft innovative strategies.
- Maintain and grow client relationships, ensuring satisfaction and repeat business.

Spectrum Reach | Advanced Digital Sales Manager | March 2020 - December 2023

- Led high-performing teams across the Southeast, surpassing revenue targets.
- Spearheaded strategic sales initiatives, driving new business growth.
- Managed a portfolio of 50+ key clients, fostering long-term partnerships.
- Recognized as the top-performing Advanced Manager in the Carolinas for healthcare vertical sales.

Entercom Communications / RADIO.com | Regional Director of Digital Sales & Content | 2012 - 2020

- Directed multi-market sales teams, increasing profitability by 42%.
- Implemented digital sales strategies, enhancing team performance.
- Launched high-impact digital campaigns and content strategies.

YP Holdings (formerly AT&T Advertising Solutions) | Various Roles | 2001 - 2012

- Held leadership roles in digital marketing, sales management, and business development.
- Drove revenue growth across SEO, SEM, and OTT advertising channels.
- Created innovative training programs, boosting team sales performance.

Education & Certifications

- BA, Mass Communications | Francis Marion University
- Google Ad Words Certified | Yahoo Certified | RAB Certified

Additional Leadership & Community Involvement

- Small Business Owner | Demonstrating entrepreneurship and strategic business acumen.
- Active Member, Chamber of Commerce | Engaged in local business networking and advocacy.
- Leadership Brunswick County (Graduating May 2025) | Developing leadership skills for community impact.

Learn More

Visit www.shleyrobersonsc.com for more details on my experience, portfolio, and achievements.

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES
Ashley Roberson

Website/Resume: ashleyrobersonsc.com

Website for my art business: ameliatallulahs.com

Linked In Profile: www.linkedin.com/in/ashleyrobersonsc

Civic/Community Information:

Active member of the Southport Oak Island, Chamber of Commerce

I volunteer for the King Mackerel tournament and Fashion and Friends.

Leadership Brunswick scholarship recipient for 2024 – 2025 class.

I graduate from the program in May 2025.

I participated and will be participating in Springfest, Winterfest, and the Fourth of July Festival as a vendor.

Exhibiting 2D artist at Franklin Square.

Trinity United Methodist

Volunteered with Allayna and her Community Relations team Springfest

Reasons I am qualified:

My background in marketing and advertising, particularly in digital marketing, equips me with valuable insights. I have experience in planning and executing events, having managed teams of over 150 people as well as being a member of smaller teams with just five members. Additionally, I have overseen a multimillion-dollar budget, which has honed my ability to effectively allocate resources and drive impactful initiatives.

I bring a unique perspective as both a local business owner and a corporate employee. Having grown up on the beaches of North Carolina and South Carolina, I have a deep appreciation for our community and all it has to offer.

I think it's essential for our city to embrace new ideas instead of sticking to the same approaches.

I'm excited about the opportunity to contribute to the committee and help drive positive changes in our community.



City of Southport Recommendation Summary for Boards and Committees

Board/Committee Name: Board of Adjustment

Interview Date: June 5, 2025

Interviewed By: Alderman Marc Spencer, Chair Pete Haislip, Board Member Tuck Masker

Seats Available:

One (1) Full Member Seat

Term Length(s):

Three (3) years that expire on June 30 in the third year (2028)

Membership:

Seven (7) members and one (1) alternate member shall be citizens and residents of the city

Applicant(s):

- Maria Horton
- Jason Robbins
- Ed Eckert
- Marie LD Hervey
- Heather Kos

(See attached applications for full details)



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Maria C. Horton

u/s @ 1:30

Appointment(s) for which you are applying:

- ☒ ABC Board
 ☐ Beautification Committee
 ☒ Board of Adjustment
☐ Cemetery Committee
 ☐ Forestry Committee
 ☐ Historical Preservation Committee
☒ Parks and Recreation Committee
 ☒ Planning Board
 ☒ Airport Commission

Do you have a preference? No, not really, glad to help

Physical Address: 414 N. Burrington Ave, Southport, NC 28461

Mailing Address: Same

Resident of Southport ☐ Yes ☐ No For How Many Years? 5 years 2 months

State and County of Legal Residence: Southport, NC

Main Phone Number 703.969.2382 Secondary Number _____

Email Address: mchorton@yahoo.com

You may submit a resume along with your application detailing the following section if you choose.

Education MSN, East Carolina University, Credentialed CISSP, ISSMP #37655

Current/Present Employer semi-retired. consultant Security Officer Advisor

Past/Most Recent Employer DecisionPoint Corporation

Current Civic/community Participation Attendee at City Meetings, Member of Historic Society

Reasons you are qualified for this appointment (optional) 5 year resident with observation of city workings, interested in participating more. I have 20 years as active duty military (Retired USN CDR)

Owned my own cyber business, manager of multi-million \$ contracts.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Maria C. Horton

Date May 7, 2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised April 2025

Maria Horton is an experienced Project Manager and Visionary leader with two C-suite experiences. She is also a retired US Navy Commander and service-disabled veteran. Her last active-duty role was as the Chief Information Officer (CIO) of National Naval Medical Center during 9/11 and the Pentagon attack, now the Walter Reed National Military Medical Center. Ms. Horton is the former CEO/Founder of EmeSec Incorporated, a cloud security, compliance and engineering company working with government agencies and commercial corporations. During the 17 years of business, Ms. Horton spearheaded the company's growth through the implementation of four (4) International Organization for Standardization (ISO) accreditations in processes/procedures related to quality, service management, information security management, and consistency in inspection. These credentials lent her company, and her as a Certified Information Services Security Professional (CISSP) to conduct cloud security audits and consultations wherein Ms. Horton was the lead inspector.

Ms. Horton is an experienced speaker, with multiple publications, and presentations to her credit related to risk management, due diligence, cloud, and enterprise security. She has a master's degree in nursing from East Carolina University. Her thesis work was published as the first nationwide research on the roles and responsibilities of telemedicine and telehealth winning the Healthcare Information Management Systems Society (HIMSS) Best Technical Journal Article of the Year in 1998. Other presentations and publications have also earned national awards. In 2022, she coauthored an article on Continuity of Operations using Shelter In Place as well as a coauthored article on Supply Chain Cybersecurity.

The application of these experiences is based in leadership, personnel management, financial and technical operations. Her vision, marketing, and overall expertise demonstrates the ability to deal with stakeholders, customers, interested parties, and public and private entities.



RECEIVED
BY JRM DATE 4/17/25

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name JASON ROBBINS

6/5@2pm

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☒ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board

Do you have a preference? Board of Adjustment

Physical Address: 504-B West Brunswick Street

Mailing Address: 504-B West Brunswick Street

Resident of Southport ☐ Yes ☐ No For How Many Years? 9 years full-time

State and County of Legal Residence: Brunswick County, North Carolina

Main Phone Number 910-808-9723 Secondary Number 910-477-6118

Email Address: jrobbinsllc@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education Bachelor of Arts in Political Science and English, Texas A&M University

Current/Present Employer real estate broker affiliated with Coldwell Banker Sea Coast Advantage

Past/Most Recent Employer ChangeWork Solutions and JRobbins LLC

Current Civic/community Participation vice chair, Board of Adjustment; treasurer, Cemetery Cmte

Reasons you are qualified for this appointment (optional) Please see attached.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature [Signature] Date April 17, 2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

JASON ROBBINS

jrobbinsllc@gmail.com
910-808-9723

2

Southport Board of Adjustment application

QUALIFICATIONS FOR THIS APPOINTMENT

I bring analytical talent, political awareness, communication expertise, reliable judgment, leadership expertise, and level-headed pragmatism to any project, and I have the advantage of learning from 30 years working in challenging industries. My management expertise, formal education and experience in organization development have honed my skills for leading, executing and supporting complex crucial projects such as the work of the Southport Board of Adjustment. Those abilities would enable me to help with:

- Ensuring the scope of the board's approach to its mission and goals remains clear, practical, and measurable.
- Identifying and marshalling resources of board members, City staff, applicants, and others to fully and objectively assess the matters before the board.
- Identify all important factors in community objections or concerns to an application, and find common ground and reasonable solutions that also bear in mind the property owner's rights
- Identify shortcomings or vagaries in the Unified Development Ordinance that need improvement to ensure clear standards and enable fair and consistent applications of the city's rules and regulations.
- Translate the feedback and decisions on applications into specific action items, points of required information or benchmarks, and areas for further clarification so that the applicants are not confused about what's expected of them.
- Establishing clear and reliable chains of communication and delegation.

In my tenure with the Board of Adjustment, I have demonstrated these abilities and joined with City Staff and other Board members to make a thorough and energetic effort to conform with best practices, ensure we're meeting the standard of excellence that our community deserves, and fulfilling the responsibilities of our office thoughtfully and fairly.

That insight further supports my capacity to "drill down" into the issues when necessary and ensure that we are making fully informed, well-reasoned decisions and explaining those to the public. I am absolutely committed to transparency of all City committee and board proceedings and the rights of the people of our community to hear and be heard. I deal with dozens of people every day in my real estate practice, and I have become familiar with the history, people, and places of Southport. My livelihood depends on a genuine approach to everyone based on open-mindedness and fair-dealing, and I would be dedicated to those same principles as a member of the Board of Adjustment.

On a personal level, throughout my professional career I have been charged with bringing organizations through turbulent change. I have managed my way through hurricanes, market crashes, unsettling elections, and employee turnover. I've been able to capitalize on "boom times" and "bubbles" without over-extending or losing sight of the basic operating needs. I've negotiated

JASON ROBBINS

jrobbinsllc@gmail.com
910-808-9723

3

Southport Board of Adjustment application

with government regulators, plaintiff's attorneys, and dozens of service providers and suppliers — including nearly 500 hours of “table time” working on union contracts and labor disputes.

All that took careful planning and organization, identifying the right priorities at the right times, and establishing the systems necessary for resilience and robust recovery. Perhaps most relevant, I have years-long tenures on executive committees for a nationwide corporation and two large non-profit boards, and that has honed my appreciation of a community governing board's powers — and limitations — so that I can effectively steward useful results based on careful, thorough reasoning.

I look forward to helping any way I can. Thank you for your consideration.

CIVIC INVOLVEMENT / COMMUNITY PARTICIPATION

- **Southport Zoning Board of Adjustment** (2021-Present); vice chairman
- **Southport Cemetery Committee** (2023-Present); treasurer
- **Friends of Southport** (2019-Present)
- **Friends of Southport Ferals** (2017-Present)
- **Southport Beautification Committee**, cleanup volunteer (2016-Present)
- **St. Philip's Episcopal Church, Southport** (2015-Present)
- **V.I. Lucky Paws Foundation**, Treasurer and Board Member (2009-2016)
- **Beacon Schools of the Virgin Islands**, Board Member (2008-2014)
- **United Way of the Virgin Islands**, Pacesetter Campaign (1999-2012)

CURRENT EMPLOYMENT

Coldwell Banker Sea Coast Advantage

Downtown Southport Office, 108 S. Davis St.; 910-477-6118

- **Broker-in-Charge, Downtown Southport Office**
 - Act as lead broker for the office, advise agents, coordinate basic day-to-day operations, and oversee ethical and legal standards compliance
- **Team Manager, Ginger Harper Real Estate Group**
 - Coordinate four licensed brokers working with Buyers, Sellers and Investors throughout Brunswick, Columbus, and Bladen counties.
- **Licensed Broker-REALTOR**
 - **Brokerage practice**
 - N.C. Real Estate Commission License No. 296841
 - Residential Listings and Sales
 - Consulting and Market Analysis for Real Estate Investors
 - New Construction and Development
 - Commercial Property Sales and Investment

JASON ROBBINS

jrobbinsllc@gmail.com

910-808-9723

4

Southport Board of Adjustment application

- **Professional Memberships**
 - Brunswick County Association of Realtors
 - North Carolina Realtors
 - National Association of Realtors
- **Professional Designations and Certifications**
 - National Association of Realtors
Commitment to Excellence Endorsement (C2EX)
 - Graduate, Realtor Institute (GRI)
 - Accredited Buyer Representative (ABR)
 - Seller Representative Specialist (SRS)
 - Pricing Strategy Advisor certification (PSA)
 - Real Estate Negotiation Expert (RENE & MCNE)
 - Certified Luxury Home Marketing Specialist (CLHMS)
 - Coldwell Banker Global Luxury Certification
 - Resort & Second-Home Property Specialist (RSPS)
 - Short Sales & Foreclosure Resource certification (SFR)
 - At Home with Diversity certification (AHWD)
 - e-PRO certification (e-PRO)
 - Certified Real Estate Team Specialist (C-RETS)
 - Certified Real Estate Brokerage Manager (CRB)

CAREER HIGHLIGHTS

▪ **Overview**

I get people and organizations from where they are to where they want to be. Whether the sticking point is processes and operations, communication, negotiation, or just coming to terms with hard facts, for 30 years I've been the person who untangles the problems — or cuts through the knots. For the past seven years, I have applied those skills as a Broker-Realtor working in the Cape Fear region, and before that I spent 18 years as a top executive for a Caribbean business conglomerate based in the U.S. and British Virgin Islands. As a consultant, I've specialized in “start-ups and clean-ups” to work with the organization development and on change management projects ranging from multi-state private companies to national corporations to small “mom and pop” non-profits.

▪ **Executive Management**

- **Corporate Transitions:** Led one company through three changes of corporate control in eight years; implemented each new buyer's strategic plan and business agenda; improved cash flow and increased gross revenue; kept management team intact and staff retention stable. Subsequently, I've consulted numerous companies and coached managers on meeting those same goals in situations ranging from family succession plans to corporate acquisitions to divestments and dissolutions.

JASON ROBBINS

jrobbinsllc@gmail.com
910-808-9723

5

Southport Board of Adjustment application

- **Corporate Governance:** 20 years' service on corporate and non-profit boards, strategy and business development committees, and compliance review panels.
- **Technology:** Directed selection, installation, calibration and training for more than 30 projects to expand, evolve or restore operations in Accounting, Distribution, Sales, Production/Manufacturing, and other industrial workflows.
- **Labor Relations:** Over 700 hours "at the table" in union negotiations including contract talks, disciplinary hearings, mediation and arbitration.
- **Hiring and Employee Management:** Successfully recruited dozens of personnel for management and professional roles and bridged divides within a staff of nearly 150 employees and contractors with 18 different national origins, five first languages, three races and six religions — not to mention educations ranging from semi-literacy to advanced college degrees and a diverse scope of self-identifications and family pressures.
- **Staffing and Personnel Structuring:** Designed and implemented strategies for hiring, training, streamlining and reallocating workforces made up of salaried professionals, hourly workers, unionized workforces, contractors and outsourced providers.
- **Facilities Logistics:** Redesigned and relocated headquarters offices, plants and warehouse workspaces to improve efficiency, communication and service; relocated offices to sites to improve operations and lower costs.
- **Journalism & Communication:**
 - **Mass Media:** 25 years in the news media industry as a reporter, editor, publisher, and corporate executive working with newspapers, websites, radio, magazines, television, and social media.
 - **Investigative Journalism:** Focus on holding government leaders and agencies accountable for their spending, policymaking, and performance.
 - **Awards:** Honors including the American Bar Association Silver Gavel for Journalism, the Tom Curley First Amendment Award and seven national Associated Press Media Editors Public Service Awards.
 - **Product Development:** Designed, created and produced news and entertainment content, advertising and marketing platforms to target audiences ranging from less than 10,000 to 2 million in geolocations throughout North America.

PAST EMPLOYERS

ChangeWork Solutions & J. Robbins LLC

Principal Consultant

Southport, N.C. (2014-Present)

- Planning and strategy for ownership transitions, crisis recovery, labor relations

JASON ROBBINS

jrobbsllc@gmail.com
910-808-9723

6

Southport Board of Adjustment application

The Virgin Islands Daily News & Daily News Publishing Co.

U.S. Virgin Islands and British Virgin Islands

- Publisher (chief executive officer), President & Chairman, and Editor (1999-2016)

Prior Employers

The Gannett Co., Hearst Corp., State of Texas, Texas A&M University, and Veale Land & Cattle Co.

EDUCATION

Georgetown University School of Continuing Studies (Washington, D.C.), 2014

- Graduate Certificate: Organization Development & Change Leadership

Texas A&M University (College Station, Texas), 1995

- Bachelor of Arts: Political Science & English; study focus on environmental science
- Highlights: National Merit Scholar; Study Abroad; Outstanding Student Journalist Award

 COPY



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Ed Ekert

6/5 @
2:30pm

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☒ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☒ Planning Board ☐ Airport Commission

Do you have a preference? Planning Board

Physical Address: 313 East Brown Street, Unit G, Southport, NC 28461

Mailing Address: 313 East Brown Street, Unit G, Southport, NC 28461

Resident of Southport ☒ Yes ☐ No For How Many Years? 3

State and County of Legal Residence: _____

Main Phone Number 704.762.4910 Secondary Number _____

Email Address: Ekert.Ed@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education SEE ATTACHED RESUME.

Current/Present Employer _____

Past/Most Recent Employer _____

Current Civic/community Participation _____

Reasons you are qualified for this appointment (optional) SEE ATTACHED NOTE.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature _____

Date 28-April-2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

Reasons you are qualified for this appointment...

I am a caring community leader with a long-standing connection to Southport—our family has made memories here for over 15 years, and for the past three years, my wife and I have been proud to call downtown Southport our home. I've served in disaster relief efforts, local and global charities, volunteered with Habitat for Humanity, been a lay pastor and church elder, and currently serve on our HOA board. Professionally, I bring over 20 years of experience in thoughtful, data-driven decision-making, systems thinking, and continuous improvement across complex industries, including Fortune Top 10 global companies. With a strong commitment to fairness, integrity, and community well-being, I'm eager to contribute meaningfully to balanced and compassionate decisions and/or innovative, value-creating ideas as a member of the Board of Adjustment or the Zoning and Planning Board. In the future, I hope to serve the community of Southport in local government.

Sincerely,

Ed Ekert

704.762.4910

Ed Ekert

Greater Wilmington, NC Area | 704-762-4910 | Ekert.Ed@gmail.com | LinkedIn

Engineering Transformation Leader | Continuous Improvement Expert | Operations & Program Executive

Strategic engineering leader with 20+ years driving large-scale transformation and operational excellence across manufacturing, automotive, retail, and defense sectors. Proven track record of modernizing engineering practices, implementing enterprise-wide Lean initiatives, and integrating digital systems to enhance efficiency and quality. Adept at fostering a culture of safety, performance, and continuous improvement in regulated and technically complex environments.

Core Competencies

- Engineering Process Transformation | Systems Thinking | Data-Driven Optimization
- Lean Six Sigma Black Belt | Organizational Change Management (Kotter & Conner)
- Product Lifecycle & Configuration Management (PLM, MES, ERP, PDM)
- Strategic Roadmapping | Critical Path & Project Delivery Management
- Cross-Functional Leadership | Stakeholder Communication | Regulated Environments
- Engineering Metrics | KPI Development | Operational Sustainability

Professional Experience

Pratt Miller, an Oshkosh Corporation Company – Huntersville, NC

Corporate Initiatives Program Manager and Continuous Improvement Leader | 2019-2025

- Reduced rework by 90%+ and project delivery time by 15% by developing and deploying an enterprise-wide Engineering Design Release Process.
- Spearheaded a company-wide Project Delivery Framework that improved project execution and increased margins by 10%+.
- Integrated MES/ERP and MES/PDM systems to improve data accuracy and operational coordination across engineering, manufacturing, and product teams.
- Developed new KPI tracking methods to assist senior leadership in managing financial backlog, improving long-term sustainability.
- Led facility acquisition, securing \$1M+ in grants and increasing operational capacity.

Wheelabrator (Norican Group) – LaGrange, Georgia

Vice President, Engineering and Operational Excellence | 2018-2019

- Drove a 15% increase in engineering output across global teams by reengineering workflows and standardizing processes.
- Applied Lean tools across engineering and supply chain, achieving a 20% improvement in customer delivery timelines.
- Expanded IIoT applications for customer use and internal manufacturing diagnostics.

MTS Systems – Lexington, North Carolina

Plant General Manager & Engineering Manager | 2015 – 2018

- Introduced critical path planning techniques to improve on-time delivery from 50% to 94%.
- Achieved 22% annual sales growth by fostering alignment across sales, engineering, and customer support teams.
- Led development of automated, IIoT-enabled test equipment, improving traceability and quality monitoring.

Lowe's Home Improvement (Corporate Headquarters) – Mooresville, North Carolina*Director, IT Operational Excellence | 2014 – 2015**Lean Six Sigma Enterprise Program Manager | 2012 – 2014*

- Established the IT governance function, setting operational excellence standards for the \$1B IT organization.
- Reduced IT project portfolio financial variance by 75%, delivering \$4M+ in documented savings.
- Introduced standardized performance measures across departments; led continuous improvement initiatives supporting IT and supply chain.
- Built and led the company-wide Lean Six Sigma certification program, driving \$15M+ in initial cost savings.

Caldwell Manufacturing Company – Rochester, New York*Director of Engineering | 2010-2011*

- Re-engineered processes to improve responsiveness and productivity, boosting engineering output by 30%.
- Pioneered Lean methodologies to foster a Kaizen-driven continuous improvement culture.

Delphi Corporation – Rochester, New York*Site Manager, Chief Engineer – Rochester | 2002 – 2009*

- Managed 200+ personnel across engineering, testing, and operations across three sites with full budget and P&L responsibility.
- Developed and implemented a global lean engineering operating system across sites in the U.S., China, Mexico, and Europe.
- Drove a culture of safety — 7M man-hours with zero lost workday injuries.
- Successfully applied the Kotter Change Management Model to build a culture of innovation and continuous improvement in engineering organization.

Early Career with General Motors and Delphi

- Held engineering and leadership roles in design, analysis, and testing for various automotive systems, with key focus on product engineering and dynamic analysis.
- Received two patents for hydraulic damper valves.
- Wrote two SAE papers on the use of simulation and analytics for improving automotive suspension component system designs reducing development lead-times.
- Received three highest technical awards in Delphi Corporation.

Education

- M.S., Mechanical Engineering – Stanford University
- B.S., Mechanical Engineering – University of Rochester

Professional Development

- Lean Six Sigma Black Belt
- Delphi MBA-based business leadership program
- Kotter and Conner change management methodologies

Patents & Publications

- 2 Patents – Hydraulic Damper Valves
- 2 SAE Technical Papers – Process Optimization through Simulation & Design

 **COPY**



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Marie L.D. Hervey

6/5 @ 3pm

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☒ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☒ Historical Preservation Committee
☐ Parks and Recreation Committee ☒ Planning Board

Do you have a preference? No

Physical Address: 1212 N Caswell Ave, Southport, NC 28461

Mailing Address: Same

Resident of Southport ☒ Yes ☐ No For How Many Years? 1 (OKI and Ocean Isle prior)

State and County of Legal Residence: Brunswick, North Carolina

Main Phone Number 309-631-8330

Secondary Number _____

Email Address: mldhervey@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education JD, Regent University School of Law

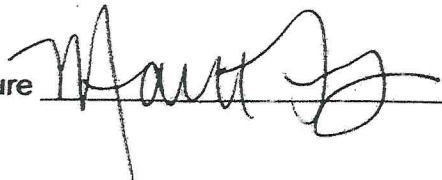
Current/Present Employer Senior Corporate Counsel, Medallia

Past/Most Recent Employer Associate Attorney, Ragsdale Liggett PLLC

Current Civic/community Participation See attached.

Reasons you are qualified for this appointment (optional) See attached.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature 

Date 5/1/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised April 2025

Civic/Community Participation

As a vocalist for Louise Gilbert Duo (a Brunswick County band), I donate gigs to Up Your Arts and other non-profits and charitable causes regularly. I also volunteer at Coastal Carolina Outreach, a nonprofit that seeks to improve the well-being and mental health of teens through nature, connection, art, and education.

Reasons You Are Qualified

Government law and public policy have been my passions since high school and led me to complete a Master of Arts in Government along with my J.D. at Regent University in Virginia Beach, Virginia. As an attorney for the past nine years, I have worked in a variety of practice areas and for a variety of private and public clients, including the United States Department of Justice, two law firms, and two private companies. Each of these roles has taught me a great deal about not only the law, but also problem solving, creative thinking, leadership, and the importance of establishing and respecting process and procedure.

The role I have served in that is most analogous to serving on the Zoning Board of Adjustments, the Planning & Zoning Board, or the Historical Preservation Commission for the City of Southport was as Associate Attorney at Ragsdale Liggett, PLLC, a Raleigh law firm. While there, I represented HOAs, COAs, and construction companies in a variety of property-related disputes. I repeatedly counseled HOAs and related governing bodies regarding how to properly render and document their decisions or how to interpret their governing documents. I also represented construction companies in a variety of disputes, including zoning disputes and lawsuits brought by purchasers. Finally, I have also handled a number of title disputes, each of which required a detailed review of all documents in the chain of title, including master development plans, declarations of covenants and restrictions, surveys, and related documents. Along with my educational background, these experiences would make me an asset to Southport's boards, commissions, and committees.

I would be honored and thrilled to serve the City of Southport on the Zoning Board of Adjustments, the Planning & Zoning Board, or the Historical Preservation Commission. I have a personal interest in real estate and real property, and a love of historic properties. If chosen, my focus would be on respecting process and procedure, thoroughly analyzing the facts and rules that govern, facilitating robust discussion, and ultimately doing my best to contribute to well-reasoned decisions that are in the best interest of Southport residents.



Marie L.D. Hervey

CORPORATE COUNSEL

Details

309.631.8330
mldhervey@gmail.com

Skills

Trusted Business & Risk
Management Advisor

Creative Problem Solving

Management, Leadership &
Organization

Collaboration & Cooperation

Overview

Dynamic and accomplished attorney with broad practice experience, unrivaled problem-solving skills, and a passion for smart and efficient corporate risk management. Seeking a corporate counsel position with the opportunity to solve complex problems and provide meaningful contributions to business goals.

Experience

Senior Corporate Counsel at Medallia (Pleasanton, CA (Remote))

AUGUST 2023–PRESENT

- Lead the global corporate legal function of this \$5 billion SaaS company, with a focus on strategic entity management, smart corporate risk management, and maximizing cross-functional and intradepartmental efficiencies.
- Serve as primary point of contact for all corporate matters, including entity creation/dissolution and changes, M&A matters, company board and committee matters, equity and share matters, and UBO/UPC questions/filings.
- Advise C-suite and senior executives regarding the legal implications of proposed business decisions and potential business risks.
- Negotiate a variety of contracts, including finance and legal engagement letters, real estate leases, and contingent workforce agreements.
- Successfully spearhead and manage a variety of projects, including the development of a global compliance calendar, reorganization of corporate books, various directorship and POA updates, and various complicated corporate entity matters.
- Plan, manage, and execute a global entity wind-up project resulting in the successful wind-up of 25 global entities.

Corporate Counsel at Medallia (Pleasanton, CA (Remote))

MAY 2022–AUGUST 2023

- Manage 75 global entities across NORAM, EMEA, LATAM, and APAC.
- Serve as the primary point of contact for Medallians and the broader legal team with respect to corporate information and documentation, ultimate beneficial owner/ultimate parent company designations, as well as signatory and corporate policy questions.
- Project manage to completion and with limited oversight diverse projects as requested, including directorship changes, power of attorney grants and revocations, share transfers, address changes, AML/KYC requests, and other corporate updates, changes, and requests as they arise.
- Negotiate a variety of contracts, including finance and legal engagement letters, real estate leases, contingent workforce agreements, and HR benefits contracts.

Adjunct Professor at Regent University School of Law (Virginia Beach, VA (Remote))

MAY 2020–PRESENT

- Currently teaching Constitutional Law & Policy I to students in the Master of Arts in Law program.

Associate Attorney at Ragsdale Liggett PLLC (Raleigh, NC)

APRIL 2021–MAY 2022

- Represented various entities in real estate, personal injury, business, professional liability, and insurance defense lawsuits.
- Successfully defended a municipality and multiple government employees against six civil lawsuits filed by a former inmate.

Legal Counsel at Global Knowledge Training LLC (Cary, NC)

FEBRUARY 2020–APRIL 2021

- Drafted and negotiated various commercial, financial, employment, data privacy, and real estate contracts.
- Provided risk management and legal advice to executives and senior management.
- Managed over 20 international subsidiaries.
- Managed outside counsel support regarding commercial loans, intellectual property, and various litigation matters.

Financial Services Litigation Attorney at Troutman Pepper LLP (Raleigh, NC)

JUNE 2018–FEBRUARY 2020

- Represented financial institutions and other entities in debt collection actions, contract disputes, contested foreclosures, title disputes, and other claims arising under the common law and various federal and state statutes.
- Managed a high-volume litigation caseload by preparing pleadings, discovery, and settlement agreements; attending hearings; negotiating settlements; evaluating legal exposure and developing litigation strategies; and communicating with clients.

Essay Grader at Themis Bar Review (Chicago, IL (Remote))

MAY 2017–JULY 2020

- Graded practice bar exam essays for students taking the Alabama, Georgia, North Carolina, and South Carolina bar exams.

Attorney Advisor at United States Department of Justice, Executive Office for Immigration Review (Atlanta, GA)

SEPTEMBER 2016–MAY 2018

- Drafted written opinions regarding bond petitions; motions to reopen, reconsider, and terminate; and applications for various forms of relief from removal under the Immigration & Nationality Act and the United Nations Convention Against Torture.
- Selected from over 200 judicial law clerks to compose training materials for new immigration judges, including practical exercises, comprehensive outlines, and PowerPoint presentations on various topics.

Law Clerk at Chapman Law Firm (Portsmouth, VA)

OCTOBER 2014–SEPTEMBER 2016

- Drafted pleadings, composed research memoranda, and reviewed discovery in various civil and criminal cases.
- Successfully argued a case in Virginia Beach Circuit Court advocating for the appointment of a court-appointed special advocate (CASA) in a case involving a minor.

Judicial Intern for The Honorable Chief Judge Glen A. Huff of the Court of Appeals of Virginia (Virginia Beach, VA)

SEPTEMBER 2015–MARCH 2016

- Drafted memoranda on multiple criminal cases before the Court.

Judicial Intern for The Honorable Judge Robert T. Numbers, II of the U.S. District Court for the Eastern District of North Carolina (Raleigh, NC)

JULY–AUGUST 2015

- Drafted memoranda and recommendations in response to two habeas corpus petitions.

Law Clerk at The Office of the Attorney General for the State of Alabama (Montgomery, AL)

JUNE–JULY 2015

- Contributed to a direct appeal in a capital case by drafting portions of a reply brief and reviewing/revising the work of two other interns.

Judicial Intern for The Honorable Justice Tom Parker of the Supreme Court of Alabama (Montgomery, AL)

MAY–JUNE 2015

- Composed draft opinions for two direct civil appeals.

Legal Intern at The Office of the Federal Public Defender for the Eastern District of Virginia (Norfolk, VA)

AUGUST–OCTOBER 2014

- Drafted motions in limine, composed research memorandums, and reviewed discovery files in preparation for upcoming trials.

Legal Intern at North Carolina School Boards Association (Raleigh, NC)

MAY–AUGUST 2014

- Assisted with legal research, document review, and drafting affidavits in *Hart v. State*, a case that challenged the constitutionality of North Carolina's private school voucher system and was heard by the North Carolina Supreme Court in February of 2015.

- Updated school board policies and a North Carolina education law treatise based on recent case law, federal regulations, and OCR memos.
- Researched and briefed regulations under the 2010 Healthy, Hunger-Free Kids Act and helped craft and edit a presentation for school board members on recent changes in school nutrition policies.

Assistant Editor at Goodheart-Willcox Publisher (Tinley Park, IL)

JANUARY 2012–MAY 2012

Editorial Assistant at Goodheart-Willcox Publisher (Tinley Park, IL)

NOVEMBER 2010–MAY 2022

- Wrote, copyedited, and monitored production of support materials for all textbooks published by the Business, Marketing, and Career Education Department.
- Facilitated continuity and efficiency by tracking production on all textbook products and coordinating with other departments on production timelines and deliverables.
- As the first person in this role, created standard operating procedures for production tracking and style guide for copyediting throughout the department.

Policy Intern at ED-RED: Education. Research. Development. (Park Ridge, IL)

JULY 2009–NOVEMBER 2010

- Researched and wrote policy briefs on teacher tenure, bilingual education funding, and the Common Core curriculum.
- Managed a project investigating the bilingual education funding strategies of all 50 states to support the proposal of education funding changes in the State of Illinois.

Book Division Intern at Allured Publishing (Carol Stream, IL)

MAY 2008–AUGUST 2008

- Copyedited 15 cosmetic science books for grammar, sentence structure, and content.

Education

Juris Doctor with Honors, Cum Laude, Regent University

2016

GPA & Rank: 3.63 | 9/88

Honors: Book Awards for the Highest Grade in Legal Research & Writing; Foundations of Law; Immigration Law & Procedure; and Human Rights, Civil Liberties & National Security | 2d Place in the 2017 Scribes Brief Writing Competition | Best Brief and Finalist in the 2016 Andrews Kurth Moot Court National Championship | 5th Place Best Brief and Octofinalist in the 2015 ABA National Appellate Advocacy Competition | 3d Place Best Brief in the 1L Moot Court Competition | 2d Place in the Intramural Alternative Dispute Resolution Competition

Activities: 2015–2016 Executive Editor of the *Regent University Law Review* | 2014–2015 Moot Court Board Associate | Member, James Kent American Inns of Court

Employment: Head Coach, Regent Undergraduate Debate Association

Master of Arts (Government), Regent University

2016

GPA: 3.83

Bachelor of Arts (English & Political Science), Augustana College

2010

Honors: Finn Bullers Outstanding Journalism Award | Richard Whitt Memorial Truth in Investigative Journalism Award

Activities: News & Features Editor for *The Augustana Observer* | STAND Vice President & Co-Founder

Bar Admissions

Illinois

JUNE 2020–PRESENT

North Carolina

JULY 2019–PRESENT

South Carolina (inactive)

SEPTEMBER 2022–PRESENT

Georgia (inactive)

JANUARY 2017–PRESENT

West Virginia (inactive)

OCTOBER 2019–PRESENT

District of Columbia (inactive)

DECEMBER 2018–PRESENT

 COPY



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Heather L Kos

6/5@
3:30

Appointment(s) for which you are applying:

- ☒ ABC Board ☐ Beautification Committee ☒ Board of Adjustment
☒ Cemetery Committee ☒ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☒ Planning Board ☐ Airport Commission

Do you have a preference? Forestry, Planning, Board of Adjustment

Physical Address: 105 Park Ave

Mailing Address: 105 Park Ave

Resident of Southport ☐ Yes ☐ No For How Many Years? 5 years

State and County of Legal Residence: North Carolina, Brunswick

Main Phone Number 704-277-1155 Secondary Number n/a

Email Address: heatherkos99@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education High School Graduate, some college course work with 26 yrs plus in corporate workforce

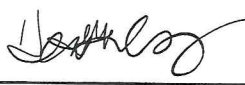
Current/Present Employer T-Mobile

Past/Most Recent Employer T-Mobile

Current Civic/community Participation Forestry Committee

Reasons you are qualified for this appointment (optional) _____

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature  Date 4-30-2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



City of Southport Recommendation Summary for Boards and Committees

Board/Committee Name: Cemetery

Interview Date: June 9, 2025

Interviewed By: Alderman Marc Spencer, Chair Larry Ashley

Seats Available:

Two (2) Full At Large Member Seats

Term Length(s):

Three (3) years that expire on June 30 in the third year (2028)

Membership:

Seven (7) full members. All at large members shall be residents of the city limits however, the representatives serving on behalf of the Southport Historical Society, the Southport Beautification Committee, and the John N. Smith Cemetery Restoration and Preservation, Inc. are exempted from this residency requirement. Membership of the committee shall include:

- (1) Representative from the Southport Historical Society.
- (1) Representative from the beautification committee.
- (1) Representative from the John N. Smith Cemetery Restoration and Preservation, Inc.
- (4) Appointed at large members

Applicant(s):

- Tish Hatem

- Heather Kos
- William Ben Smith

(See attached applications for full details)



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Tish Hatem

6/9 @
qam

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☒ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board

Do you have a preference? Cemetery Committee - Re appointment - Current Vice Chair

Physical Address: 610 West Brown Street

Mailing Address: 610 West Brown Street

Resident of Southport ☒ Yes ☐ No For How Many Years? 20 years, First 100 families 1792

State and County of Legal Residence: North Carolina, Brunswick Co.

Main Phone Number 910-367-8839 Secondary Number none

Email Address: tishhatem@yahoo.com

You may submit a resume along with your application detailing the following section if you choose.

Education Meredith College, UNC Chapel Hill, Dallas Art Institute School of Design, ASID

Current/Present Employer Self

Past/Most Recent Employer Self

Current Civic/community Participation Executive Boards- GCNC, NCMH, DSI, DHFB,

Reasons you are qualified for this appointment (optional) Current Vice Chair of Committee, I have the institutional knowledge of the history of the Southport Cemeteries.

15 years Southport Planning Board (Chair) Family members in Old Smithville and Northwood.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature

Tish Hatem

Date

4/29/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Heather L Kos

6/9 @
9:30

Appointment(s) for which you are applying:

- ☒ ABC Board ☐ Beautification Committee ☒ Board of Adjustment
☒ Cemetery Committee ☒ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☒ Planning Board ☐ Airport Commission

Do you have a preference? Forestry, Planning, Board of Adjustment

Physical Address: 105 Park Ave

Mailing Address: 105 Park Ave

Resident of Southport ☐ Yes ☐ No For How Many Years? 5 years

State and County of Legal Residence: North Carolina, Brunswick

Main Phone Number 704-277-1155 Secondary Number n/a

Email Address: heatherkos99@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education High School Graduate, some college course work with 26 yrs plus in corporate workforce

Current/Present Employer T-Mobile

Past/Most Recent Employer T-Mobile

Current Civic/community Participation Forestry Committee

Reasons you are qualified for this appointment (optional) _____

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature _____

Date 4-30-2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

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APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name William Ben Smith

4/9 @ 10am

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☒ Board of Adjustment
☒ Cemetery Committee ☒ Forestry Committee ☒ Historical Preservation Committee
☒ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Happy to help and protect SP in anyway that I may be needed and add value

Physical Address: 513 West Owens Street, Southport 28461

Mailing Address: Same

Resident of Southport ☒ Yes ☐ No For How Many Years? 2 years

State and County of Legal Residence: NC, Brunswick

Main Phone Number 610 241 4384

Secondary Number _____

Email Address: Smith28461@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education BS, Operations Management, Philadelphia University

Current/Present Employer Farmers Insurance, high exposure claims adjuster commerical auto, PNC, GL.

Past/Most Recent Employer _____

Current Civic/community Participation Employer Sponsored \$10,000 donation to Southport Cares, Yacht Club M.

Reasons you are qualified for this appointment (optional) Experience in operations management

financial risk assesment, policy contracts, complex multi state litigation and large loss negotiation are assets that can be applied to almost any field. I have virtually attended all planning/alderman virtually for 2+ years.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature William Ben Smith

Date 4/30/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

William Ben Smith

Tier 4 Claim Owner II

610 241 4384 | Smith28461@gmail.com | 513 West Owens Street, Southport, NC 28461
www.linkedin.com/in/williambenjaminsmith

Summary

Responsible for the adjustment and administration of complex and litigated commercial auto liability claims.

Credentials

Pennsylvania Automobile Physical Damage Licensed Appraiser	2003-Current
Licensed in CT, DE, FL, GA, KY, LA, NC, NH, PA, SC, TX, WY	2017-Current
NLC Large Loss Certified	

Experience

Tier 4 Claim Owner II, TNC Remote	Nov 2021-Current
Farmers Insurance, Claim Owner who proactively manages Commercial Auto High Exposure claims while maintaining customer relations with Uber and legal representatives . Communicates and collaborates with other claim specialists and defense counsel to facilitate claim resolution for our customer. Acting as a formal and informal mentor for Tier 3 and Tier 4 representatives on the identification and transfer of high exposure claims with goal to reach earliest settlement. Managing \$20 million in reserves with \$500,000 settlement authority.	
Tier 4 Claim Owner I, NLC East Remote	Nov 2017-Nov 2021
Farmers Insurance, Claim Owner who proactively manages Tier 4 auto physical damage and bodily injury claims, which include Auto, Homeowners liability, and Umbrella losses with complex and catastrophic exposures in excess of \$150,000. Communicates and collaborates with other claim specialists and defense counsel to facilitate claim resolution for customers. Part of the NLC East TNC roll out for Pennsylvania and active NLC mentor for Tier 3 claims Representatives.	
Liability Claims Supervisor, Farmers Insurance, King of Prussia, PA	Aug 2011-Nov 2017
Conducts case reviews and evaluates Claims Representative performance by continuous review of claims statistics, open and closed file evaluations and observation of activities in the field and office. Responsible for talent recruitment, interviewing and staffing.	

Technical Specialist, Travelers Insurance, Wyomissing, PA Jan 2009 -Aug 2011
Directly evaluated severe Automobile, Homeowner, GL and Commercial claims while providing quality customer service and ensuring file quality, proper coverage, and liability analysis.

Claims Specialist/Team Leader, Progressive Insurance, Plymouth Meeting, PA Dec 2002 -Dec 2008
Managed claim inventory of large loss, litigation and pre-litigation claims. Duties included the investigation of coverage, liability analysis, proper reserving, identification of exposures and collateral offsets or sources of recovery. Managed a team of Claims Representatives to ensure accurate and timely resolution of Automotive Collision and Bodily Injury claims.

Education

Philadelphia University, Bachelor of Science, Organizational Leadership 2002- 2007
Summa Cum Laude

Community Service

Volunteer, Cradles to Crayons, West Conshohocken, PA 2011- 2023



City of Southport Recommendation Summary for Boards and Committees

Board/Committee Name: Forestry

Interview Date: June 4, 2025

Interviewed By: Alderman Karen Mosteller, Chair Scott Len

Seats Available:

Five (5) Full Member Seats

Term Length(s):

Three (3) years that expire on June 30 in the third year (2028)

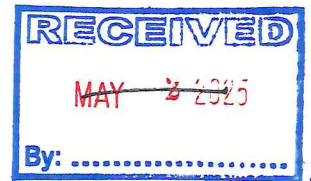
Membership:

Seven (7) full members

Applicant(s):

- Fred Fiss
- Heather Kos
- Marianne Huntley
- William Ben Smith
- William Bream

(See attached applications for full details)



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Fred Fiss

6/4 @
1pm

Appointment(s) for which you are applying:

- ☐ BC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☒ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Yes. I would like to continue to serve on the forestry committee.

Physical Address: 216 N Atlantic Ave, Southport

Mailing Address: 216 N Atlantic Ave, Southport

Resident of Southport ☒ Yes ☐ No For How Many Years? 20

State and County of Legal Residence: NC, Brunswick

Main Phone Number 910-269-6901 Secondary Number _____

Email Address: ffiss@bellsouth.net

You may submit a resume along with your application detailing the following section if you choose.

Education BFA Ohio University

Current/Present Employer Greenharmony Inc

Past/Most Recent Employer _____

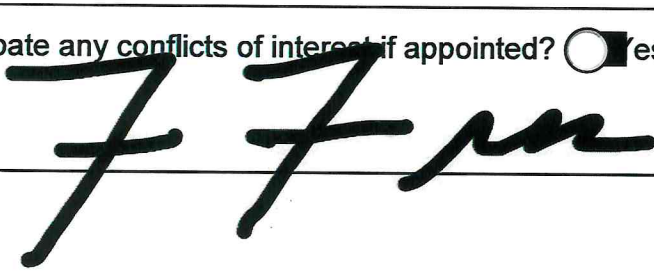
Current Civic/community Participation Forestry committee, and Planning Board

Reasons you are qualified for this appointment (optional) I enjoy giving back to my community.

I have a good knowledge about trees. I am a residential builder and understand the necessary

Protection for trees on job sites.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature  Date 5-5-25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

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APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Heather L Kos

Appointment(s) for which you are applying:

☒ ~~ABC Board~~

☐ Beautification Committee

☒ Board of Adjustment

☒ Cemetery Committee

☒ Forestry Committee

☐ Historical Preservation Committee

☐ Parks and Recreation Committee

☒ ~~Planning Board~~

☐ Airport Commission

Do you have a preference? Forestry, Planning, Board of Adjustment

Physical Address: 105 Park Ave

Mailing Address: 105 Park Ave

Resident of Southport ☐ Yes ☐ No

For How Many Years? 5 years

State and County of Legal Residence: North Carolina, Brunswick

Main Phone Number 704-277-1155

Secondary Number n/a

Email Address: heatherkos99@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education High School Graduate, some college course work with 26 yrs plus in corporate workforce

Current/Present Employer T-Mobile

Past/Most Recent Employer T-Mobile

Current Civic/community Participation Forestry Committee

Reasons you are qualified for this appointment (optional) _____

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature 

Date 4-30-2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Marianne Huntley 4/4 @ 1:30

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☒ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board

Do you have a preference? Forestry Committee

Physical Address: 311 E Nash St, Southport, NC 28461

Mailing Address: 311 E Nash St, Southport, NC 28461

Resident of Southport ☒ Yes ☐ No For How Many Years? 14

State and County of Legal Residence: North Carolina, Brunswick County

Main Phone Number (201) 247-2927 Secondary Number —

Email Address: mhuntley48@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education Ph D Biology, University of Virginia

Current/Present Employer retired

Past/Most Recent Employer Wiley / Blackwell

Current Civic/community Participation Forestry Committee, Beautification Committee, St Philip's

Reasons you are qualified for this appointment (optional) I have contributed to the

Forestry Committee activities (Tree Tour, Arbor Day, Call Before You Cut, Tree Champion Program) for 2 terms. I have some academic expertise and writing and teaching experience.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Marianne Huntley Date April 17, 2021

Please Return to: Deputy City Clerk Tanya Shannon
tshannon@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

 **COPY**



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name William Ben Smith

Appointment(s) for which you are applying:

4/14 @ 1:45
4/14 @ 1:45
☐ ABC Board ☐ Beautification Committee ☒ ~~Board of Adjustment~~
☒ Cemetery Committee ☒ Forestry Committee ☒ ~~Historical Preservation Committee~~
☒ ~~Parks and Recreation Committee~~ ☐ Planning Board ☐ Airport Commission

Do you have a preference? Happy to help and protect SP in anyway that I may be needed and add value

Physical Address: 513 West Owens Street, Southport 28461

Mailing Address: Same

Resident of Southport ☒ Yes ☐ No For How Many Years? 2 years

State and County of Legal Residence: NC, Brunswick

Main Phone Number 610 241 4384

Secondary Number _____

Email Address: Smith28461@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education BS, Operations Management, Philadelphia University

Current/Present Employer Farmers Insurance, high exposure claims adjuster commerical auto, PNC, GL.

Past/Most Recent Employer _____

Current Civic/community Participation Employer Sponsored \$10,000 donation to Southport Cares, Yacht Club M.

Reasons you are qualified for this appointment (optional) Experience in operations management

financial risk assesment, policy contracts, complex multi state litigation and large loss negotiation are assets that can be applied to almost any field. I have virtually attended all planning/alderman virtually for 2+ years.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature William Ben Smith

Date 4/30/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name William A. Bream 6/4 @
NO ANSWER

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☒ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board

Do you have a preference? Yes

Physical Address: 607 N. Coswell Ave 28461

Mailing Address: Same

Resident of Southport ☒ Yes ☐ No For How Many Years? 10 yr

State and County of Legal Residence: Brunswick Co, NC

Main Phone Number 919 608 6325 Secondary Number 9911

Email Address: bifbream@icloud

You may submit a resume along with your application detailing the following section if you choose.

Education BFA

Current/Present Employer Self employed

Past/Most Recent Employer _____

Current Civic/community Participation Forestry Committee

Reasons you are qualified for this appointment (optional) _____

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature William A. Bream Date 5/6/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



City of Southport Recommendation Summary for Boards and Committees

Board/Committee Name: Historic Preservation

Interview Date: June 3, 2025, June 19, 2025

Interviewed By: Alderman Rebecca Kelley, Alderman Robert Carroll

Seats Available:

Three (3) Full Member Seats, One (1) Alternate Member Seat

Term Length(s):

Three (3) years that expire on June 30 in the third year (2028)

Membership:

Seven (7) full members and two (2) alternate members

Applicant(s):

- Alexis Gore-Graves
- Dennis Sweeney
- Roberta Doshier
- Charles A Drew
- Katherine Hufham
- Bonita Bray

(See attached applications for full details)



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Alexis Gore Graves 6/3 @ 10 am

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☒ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? see above

Physical Address: 510 N. Lord Street

Mailing Address: same as above

Resident of Southport ☒ Yes ☐ No For How Many Years? 11

State and County of Legal Residence: NC Brunswick

Main Phone Number 256.653.1854 Secondary Number NA

Email Address: alexis gore graves @ gmail . com

You may submit a resume along with your application detailing the following section if you choose.

Education Post Graduate

Current/Present Employer Retired

Past/Most Recent Employer Madison Co. School System

Current Civic/community Participation Historical Pres. Committee

Reasons you are qualified for this appointment (optional) Currently on H.P.C. and would like to continue to serve.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Alexis Gore Graves Date 5.5.2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

 COPY



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Dennis B. Sweeney

4/3 @
10:30am

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☒ Historical Preservation Committee
☐ Parks and Recreation Committee ☒ Planning Board ☐ Airport Commission

Do you have a preference? Planning Board

Physical Address: 421 Cades Trail, Southport

Mailing Address: Same

Resident of Southport ☒ Yes ☐ No

For How Many Years? 2

State and County of Legal Residence: Brunswick County, North Carolina

Main Phone Number 312-810-8515

Secondary Number _____

Email Address: tomden1300@sbcglobal.net

You may submit a resume along with your application detailing the following section if you choose.

Education BA from University of Illinois

Current/Present Employer Retired

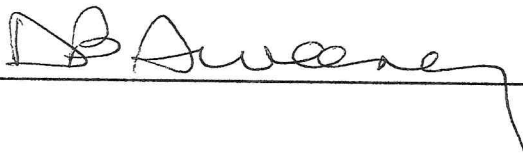
Past/Most Recent Employer AT&T, 34 years in various managerial positions

Current Civic/community Participation _____

Reasons you are qualified for this appointment (optional) I studied art and architecture history in college and have continued architecture study as an avocation throughout my adult life. I have visited multiple cities and places of interest on six continents.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature



Date 5/1/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

 COPY



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Roberta M. Doshier

4/3@
11am

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☒ Historical Preservation Committee
☒ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Parks and Recreation Committee

Physical Address: 210 W.Moore Street, Southport, NC 28461

Mailing Address: 210 W.Moore Street, Southport, NC 28461

Resident of Southport ☐ Yes ☐ No For How Many Years? 60 years

State and County of Legal Residence: Brunswick County, North carolina

Main Phone Number home 910.457.6812 Secondary Number cell 910.448.2002

Email Address: robertadosher@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education Resume attached

Current/Present Employer Retired

Past/Most Recent Employer Resume attached

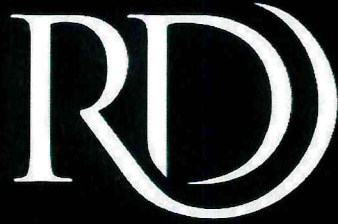
Current Civic/community Participation Resume attached

Reasons you are qualified for this appointment (optional) Resume attached

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Roberta M. Doshier Digitally signed by Roberta M. Doshier
Date: 2025.04.28 22:56:03 -04'00' Date 4/28/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



Roberta Doshier

210 W. Moore Street, Southport, NC 28461
home 910.457.6812 • mobile 910.448.2002
robertadosher@gmail.com



About Me

Dedicated community leader with deep ties to Southport and a strong background in civic service, retail management, banking and recreation development. Over 20 years of experience on the Parks and Recreation Advisory Board, with proven leadership in driving key city projects. Skilled in customer relations and strong communication skills, financial operations, and community engagement. Passionate about maintaining and enhancing the beauty and vitality of Southport.

Qualifications & Experience

City of Southport – Parks and Recreation Advisory Board Member since January 2001

- Appointed by the Board of Aldermen in January 2001 to represent citizens in Parks & Recreation Development
- Helped bring major community projects to life, including Lowe-White Park, Kingsley Park, Potts Park, Caviness Park, and new tennis courts
- Played a vital role in the city's acquisition of the Garrison property from federal ownership for public use
- Regularly attend all Parks & Recreation Meetings, Board of Aldermen meetings, special sessions and contribute to long-term city planning
- Advocate for youth and adult recreation programs and city beautification efforts
- Southport Steering Committee Parks & Recreation Representative

Skills & Civic Involvement

Community Leadership and Advocacy
Excellent Communication Skills
Parks and Recreation Development
Customer Service and Financial Operations
Project Management and Event Coordination
Public Speaking and Civic Engagement
Volunteer Organization and Support
Brings Fresh Ideas and Make Things Happen
Strategic Planning
Citizens Firemen Academy - upcoming participant
Southport Garden Club (officer, committees, member)
Southport Women's Club
Sea Notes Choral Society - past president
SOS active participant
Southport Wooden Boat Show volunteer

Past Work Experience & Education

- Trinity United Methodist Church – Board Trustee (4 year term) Appointed trustee during a pivotal time, leading facilities management, property oversight, and strategic planning to support the congregation.
- UCB Bank / BB&T – Banking Associate
Supported daily financial operations and client services, applying banking expertise and ensuring seamless service through the UCB-BB&T merger.
- North Carolina Department of Transportation (NC-DOT) Ferry Operations – Seasonal Staff
- Magnolias – Florist and Gift Shop Manager
- Local Restaurant – Manager

Banking Certification and Coursework-BCC

J.E.B. Stuart High School (now Justice High School)
Falls Church, VA - High School Graduate



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Charles A. Drew

6/3@
11:30

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☒ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Historical Preservation Commission

Physical Address: 112 Park Avenue Southport, NC 28461

Mailing Address: PO Box 10512 Southport, NC 28461

Resident of Southport ☐ Yes ☐ No For How Many Years? Native- 51 years

State and County of Legal Residence: North Carolina, Brunswick

Main Phone Number 910-477-2365 Secondary Number _____

Email Address: cdrew@cityofsouthport.com

You may submit a resume along with your application detailing the following section if you choose.

Education High School Graduate/College Certification/Fire Inspector Lev 3, Building Inspector 1

Current/Present Employer City of Southport

Past/Most Recent Employer _____

Current Civic/community Participation SFD 34 years, Spt Lion's Club, Pastor Lighthouse Pentecos

Reasons you are qualified for this appointment (optional) I am applying for reappointment.

I am an original member of the commission and have served as chairman since its inception.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Charles A. Drew Date 04/25/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised April 2025



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Katherine Gause Hufham

6/3 @
2PM

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☒ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? _____

Physical Address: 40 Forest Oaks Drive

Mailing Address: 40 Forest Oaks Drive

Resident of Southport ☒ Yes ☐ No

For How Many Years? 68.5 years

State and County of Legal Residence: North Carolina, Brunswick

Main Phone Number 910-470-4045 Secondary Number _____

Email Address: Kghufham@bellsouth.net

You may submit a resume along with your application detailing the following section if you choose.

Education B.S. in Business Admin.-Management and Organizational Development

Current/Present Employer Realtor, Southport Realty 20 years

Past/Most Recent Employer Carolina Power & Light - Human Resources 16 years

Current Civic/community Participation Life-time Member & former Board Member -

Reasons you are qualified for this appointment (optional) Southport Historical Society - Member, BRUNSWICK TOWN Chapter - DAR (Daughters of the American Revolution)

I am a 9th generation Southport native and well versed in Southport history - from family information and my own Research. Charles Gause, 1 of the 5 town founders, is my 7th great grandfather.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Katherine G. Hufham

Date May 1, 2025

Please Return to: Deputy City Clerk Tori Deviney

tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Bonita Bray

TBD

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☒ Historical Preservation Committee
☐ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Historic Preservation Commission

Physical Address: 515 Quarter Master Drive, Southport, NC 28461

Mailing Address: Same

Resident of Southport ☒ Yes ☐ No

For How Many Years? 15 years

State and County of Legal Residence: Brunswick County, NC

Main Phone Number 301.741.6698

Secondary Number n/a

Email Address: blbray@mac.com

You may submit a resume along with your application detailing the following section if you choose.

Education BA Liberal Studies, Vermont College; MS Accounting & Financial Management, UMD

Current/Present Employer Retired

Past/Most Recent Employer Sunset Beach, NC

Current Civic/community Participation See attached

Reasons you are qualified for this appointment (optional) See attached

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature 

Date 4.25.25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Historic Preservation Commission Application
Page 1 Extensions
Bonita Bray
April 25, 2025

Current Civic/Community Participation: Southport Historic Preservation Commission (HPC) alternate member, Cape Fear Radio volunteer presenter, The Center for the Arts board member, and Up Your Arts volunteer.

Reasons I am qualified for this appointment: As an Historic Preservation Commission alternate since 2022, I have participated fully in the organization's startup discussions, development, and recent submission of Southport's design guidelines to elected officials. I'm well versed in the organization's mission to preserve, promote, and protect Southport's historic treasures and continue to have an abiding interest in the success of that effort.



City of Southport Recommendation Summary for Boards and Committees

Board/Committee Name: Parks and Recreation

Interview Date: June 6, 2025, June 9, 2025

Interviewed By: Alderman Lowe Davis, Chair Emma Thomas, Vice Chair Stephanie Jackson

Seats Available:

Four Seats. Three (3) Members from Ward 2, One (1) At Large Member

Term Length(s):

Three (3) years that expire on June 30 in the third year (2028)

Membership:

Seven (7) residents from within the city limits, six (6) city members shall be composed of three (3) members from Ward 1, three (3) members from Ward 2, and one (1) at large member from within the city limits

Applicant(s): *(See attached applications for full details)*

- Ashley Roberson
- Christine Wright
- Warren Whitley
- Rich Beil
- Jean Potter
- Robert Doshier
- Annabelle Pivarnik
- Andy Brosche
- Lisa Hoke



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Ashley Roberson

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? No

Physical Address: 110C W 14th Street Southport, NC 28461

Mailing Address: same as above

Resident of Southport ☐ Yes ☐ No

For How Many Years? 2 years Coastal NC however has been in my territory for work for 20 years.

State and County of Legal Residence: North Carolina, Brunswick County

Main Phone Number 803-463-6441

Secondary Number n/a

Email Address: ashleyrobersonsc@yahoo.com or ameliatallulahs@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education BA Mass Communications (Resume attached).

Current/Present Employer Cumulus Media also own Amelia Tallulah's

Past/Most Recent Employer CBS

Current Civic/community Participation Please see attached

Reasons you are qualified for this appointment (optional) Please see attached

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature

Date

4.24.25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised April 2025

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

Ashley Roberson

Website/Resume: ashleyrobersonsc.com

Website for my art business: ameliatallulahs.com

Linked In Profile: www.linkedin.com/in/ashleyrobersonsc

Civic/Community Information:

Active member of the Southport Oak Island, Chamber of Commerce

I volunteer for the King Mackerel tournament and Fashion and Friends.

Leadership Brunswick scholarship recipient for 2024 – 2025 class.

I graduate from the program in May 2025.

I participated and will be participating in Springfest, Winterfest, and the Fourth of July Festival as a vendor.

Exhibiting 2D artist at Franklin Square.

Trinity United Methodist

Volunteered with Allayna and her Community Relations team Springfest

Reasons I am qualified:

My background in marketing and advertising, particularly in digital marketing, equips me with valuable insights. I have experience in planning and executing events, having managed teams of over 150 people as well as being a member of smaller teams with just five members. Additionally, I have overseen a multimillion-dollar budget, which has honed my ability to effectively allocate resources and drive impactful initiatives.

I bring a unique perspective as both a local business owner and a corporate employee. Having grown up on the beaches of North Carolina and South Carolina, I have a deep appreciation for our community and all it has to offer.

I think it's essential for our city to embrace new ideas instead of sticking to the same approaches.

I'm excited about the opportunity to contribute to the committee and help drive positive changes in our community.

Ashley Roberson

www.ashleyrobersonsc.com | 803-463-6441 | ashleyrobersonnc@gmail.com

LinkedIn: [linkedin.com/in/ashleyrobersonsc](https://www.linkedin.com/in/ashleyrobersonsc)

Professional Summary

Accomplished and versatile professional with a proven track record in sales, marketing, and leadership across multiple industries. Adept at driving revenue growth, developing innovative strategies, and optimizing business performance. Skilled in building high-performing teams, fostering client relationships, and utilizing data-driven insights to inform decision-making. Passionate about delivering impactful solutions, whether in sales leadership, marketing strategy, or team development. Open to opportunities where I can leverage my expertise to drive success and contribute to organizational growth.

Core Competencies

Strategic Sales Leadership

Digital & Traditional Media

Business Development

Client Relationship Management

Team Training & Mentorship

Data-Driven Decision Making

Market Analysis & Trend Forecasting

Revenue Optimization

Professional Experience

Cumulus Media | Media & Digital Account Executive | June 2024 – Present

- Develop and execute high-performing radio and digital advertising campaigns to meet client objectives.
- Negotiate budgets and deal structures for maximum ROI.
- Utilize analytics to optimize campaign performance and report insights to clients.
- Stay ahead of digital media trends to craft innovative strategies.
- Maintain and grow client relationships, ensuring satisfaction and repeat business.

Spectrum Reach | Advanced Digital Sales Manager | March 2020 – December 2023

- Led high-performing teams across the Southeast, surpassing revenue targets.
- Spearheaded strategic sales initiatives, driving new business growth.
- Managed a portfolio of 50+ key clients, fostering long-term partnerships.
- Recognized as the top-performing Advanced Manager in the Carolinas for healthcare vertical sales.

Entercom Communications / RADIO.com | Regional Director of Digital Sales & Content | 2012 – 2020

- Directed multi-market sales teams, increasing profitability by 42%.
- Implemented digital sales strategies, enhancing team performance.
- Launched high-impact digital campaigns and content strategies.

YP Holdings (formerly AT&T Advertising Solutions) | Various Roles | 2001 - 2012

- Held leadership roles in digital marketing, sales management, and business development.
- Drove revenue growth across SEO, SEM, and OTT advertising channels.
- Created innovative training programs, boosting team sales performance.

Education & Certifications

- BA, Mass Communications | Francis Marion University
- Google Ad Words Certified | Yahoo Certified | RAB Certified

Additional Leadership & Community Involvement

- Small Business Owner | Demonstrating entrepreneurship and strategic business acumen.
- Active Member, Chamber of Commerce | Engaged in local business networking and advocacy.
- Leadership Brunswick County (Graduating May 2025) | Developing leadership skills for community impact.

Learn More

Visit www.washleyrobersonsc.com for more details on my experience, portfolio, and achievements.



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Christine R. Wright

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? _____

Physical Address: 211 North Lord Street Southport

Mailing Address: 211 North Lord Street Southport

Resident of Southport ☒ Yes ☐ No For How Many Years? Full time x 5

State and County of Legal Residence: Bruswick Co, NC

Main Phone Number 336 312-8617 Secondary Number _____

Email Address: crwdpm64@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education BS chemistry, DPM, Surgical Residency

Current/Present Employer ~~Past~~ Part time 360 Healthcare & Advarra

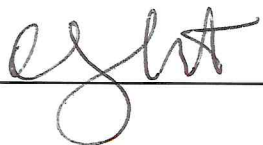
Past/Most Recent Employer Wake Forest School of Medicine

Current Civic/community Participation Volunteer New Hope Clinic, CACG

Reasons you are qualified for this appointment (optional) _____

Will discuss if granted interview

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature  Date 4/29/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Warren Whitley

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ Parks and Recreation Committee ☐ Planning Board

Do you have a preference? _____

Physical Address: 432 Cades Trl, Southport, NC 28461

Mailing Address: same

Resident of Southport ☐ Yes ☐ No For How Many Years? 11

State and County of Legal Residence: NC, Brunswick

Main Phone Number 540.220.2121 Secondary Number _____

Email Address: wwhitley58@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education MPA, MA

Current/Present Employer Bald Head Island Transportation

Past/Most Recent Employer Prince William County (VA) Department of Fire & Rescue

Current Civic/community Participation Parks & Rec Advisory Committee, Southport FD

Reasons you are qualified for this appointment (optional) _____

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

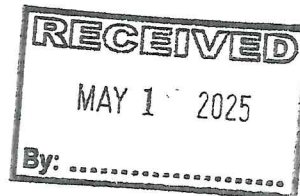
Signature W Whitley

Date 30 APR 25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised April 2025

COPY



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name RICH BEIL

6/5 @ 11am

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ Parks and Recreation Committee ☒ Planning Board ☐ Airport Commission

Do you have a preference? NO

Physical Address: 6089 Turtlewood Dr Southport, NC 2846

Mailing Address: SAME

Resident of Southport ☒ Yes ☐ No For How Many Years? 1 year

State and County of Legal Residence: North Carolina, Brunswick County

Main Phone Number 443-739-5199 Secondary Number 410-569-4591

Email Address: RICH@THEBEILS.COM

You may submit a resume along with your application detailing the following section if you choose.

Education B.S. IN ACCOUNTING + ECONOMICS

Current/Present Employer SA UNLIMITED INC - Accounting Consultant

Past/Most Recent Employer "

Current Civic/community Participation NONE

Reasons you are qualified for this appointment (optional) 16 years at Emmorton

Rot Council in varying roles supporting our youth
programs in Harford County, Maryland

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature [Signature] Date 5/2/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



RECEIVED
BY Jm DATE 4/17/25

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Jeanne B. Potter

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ Parks and Recreation Committee ☐ Planning Board

Do you have a preference? Parks & Rec

Physical Address: 315 Burrington Ave. Southport

Mailing Address: same

Resident of Southport ☒ Yes ☐ No For How Many Years? since age 3

State and County of Legal Residence: NC - Brunswick

Main Phone Number 352-250-3149 Secondary Number SAME

Email Address: jeanne0126@gmail

You may submit a resume along with your application detailing the following section if you choose.

Education post grad - Duke University

Current/Present Employer retired

Past/Most Recent Employer Duke Univ. Medical Ctr.

Current Civic/community Participation Member of Friends of Franklin since its inception (2023) ^{over}

Reasons you are qualified for this appointment (optional) I have a history of involvement with many activities in SPT & a deep appreciation for all of the historical aspects of our small town. I keep up, as best as possible, with governmental actions of our City & participate in most all activities offered. I deeply care about our town's character & take pride in being

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No Involved in its activities.

Signature J Potter Date 4-16-25

Please Return to: City Clerk Noah Saldo
nsaldo@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

member SPT Woman's Club
former member DSI
Co-founder SPT Wooden Boat Show

Member DAR
Member SPT Hist. Society

Reasons you are qualified for this appointment:

I have a history of involvement with many activities in SPT & a deep appreciation for all of the historical aspects of our small town. I care deeply about preserving our town's character & take pride in being involved in it's activities. The Dept. of Parks & Rec is responsible for a large portion of SPT & covers many aspects. I feel I could contribute to all activities & responsibilities in a productive way. I have attended most all of the Parks & Rec. Committee meetings in the last 2 years, so I could "hit the ground running " if elected, as I am up to date with the committee's agenda items.

The City has, since the inception of Friends of Franklin, spent time & money on having the beautiful & historic trees in Franklin Square Park cared for & allowed for the Park to begin to recover from the lack of care & overuse it has sustained for many years. Having appointed Mike McGhee as FSP supervisor, he has done a wonderful job attending to the historic trees & shrubs & azaleas, which is evidenced by the recent designation as "Yard of the Month" by the Southport Garden Club.

Franklin Square & the Park proper is the OLDEST thing in Southport! We should respect & preserve that. While I have a strong connection to F of F, I also would professionally & responsibly participate in all other aspects of the P & R Committee's activities & duties.



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Roberta M. Doshier

Appointment(s) for which you are applying:

- ☐ ABC Board ☒ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☒ Historical Preservation Committee
☒ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? Parks and Recreation Committee

Physical Address: 210 W.Moore Street, Southport, NC 28461

Mailing Address: 210 W.Moore Street, Southport, NC 28461

Resident of Southport ☐ Yes ☐ No For How Many Years? 60 years

State and County of Legal Residence: Brunswick County, North carolina

Main Phone Number home 910.457.6812 Secondary Number cell 910.448.2002

Email Address: robertadosher@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education Resume attached

Current/Present Employer Retired

Past/Most Recent Employer Resume attached

Current Civic/community Participation Resume attached

Reasons you are qualified for this appointment (optional) Resume attached

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Roberta M. Doshier Digitally signed by Roberta M. Doshier
Date: 2025.04.28 22:56:03 -04'00' Date 4/28/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



Roberta Doshier

210 W. Moore Street, Southport, NC 28461
home 910.457.6812 • mobile 910.448.2002
robertadosher@gmail.com



About Me

Dedicated community leader with deep ties to Southport and a strong background in civic service, retail management, banking and recreation development. Over 20 years of experience on the Parks and Recreation Advisory Board, with proven leadership in driving key city projects. Skilled in customer relations and strong communication skills, financial operations, and community engagement. Passionate about maintaining and enhancing the beauty and vitality of Southport.

Qualifications & Experience

City of Southport – Parks and Recreation Advisory Board Member since January 2001

- Appointed by the Board of Aldermen in January 2001 to represent citizens in Parks & Recreation Development
- Helped bring major community projects to life, including Lowe-White Park, Kingsley Park, Potts Park, Caviness Park, and new tennis courts
- Played a vital role in the city's acquisition of the Garrison property from federal ownership for public use
- Regularly attend all Parks & Recreation Meetings, Board of Aldermen meetings, special sessions and contribute to long-term city planning
- Advocate for youth and adult recreation programs and city beautification efforts
- Southport Steering Committee Parks & Recreation Representative

Skills & Civic Involvement

Community Leadership and Advocacy
 Excellent Communication Skills
 Parks and Recreation Development
 Customer Service and Financial Operations
 Project Management and Event Coordination
 Public Speaking and Civic Engagement
 Volunteer Organization and Support
 Brings Fresh Ideas and Make Things Happen
 Strategic Planning
 Citizens Firemen Academy - upcoming participant
 Southport Garden Club (officer, committees, member)
 Southport Women's Club
 Sea Notes Choral Society - past president
 SOS active participant
 Southport Wooden Boat Show volunteer

Past Work Experience & Education

- Trinity United Methodist Church – Board Trustee (4 year term) Appointed trustee during a pivotal time, leading facilities management, property oversight, and strategic planning to support the congregation.

- UCB Bank / BB&T – Banking Associate
 Supported daily financial operations and client services, applying banking expertise and ensuring seamless service through the UCB-BB&T merger.

- North Carolina Department of Transportation (NC-DOT) Ferry Operations – Seasonal Staff
- Magnolias – Florist and Gift Shop Manager
- Local Restaurant – Manager

Banking Certification and Coursework-BCC

J.E.B. Stuart High School (now Justice High School)
Falls Church, VA - High School Graduate



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Andrew Brosche

6/10@4PM

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ Parks and Recreation Committee ☐ Planning Board ☐ Airport Commission

Do you have a preference? _____

Physical Address: 826 N. Lord St.

Mailing Address: _____

Resident of Southport ☒ Yes ☐ No For How Many Years? 1.5 Years

State and County of Legal Residence: Brunswick

Main Phone Number 949-429-9921 Secondary Number _____

Email Address: andrew@madenewinteriors.com

You may submit a resume along with your application detailing the following section if you choose.

Education _____

Current/Present Employer Made New Interiors and Decor

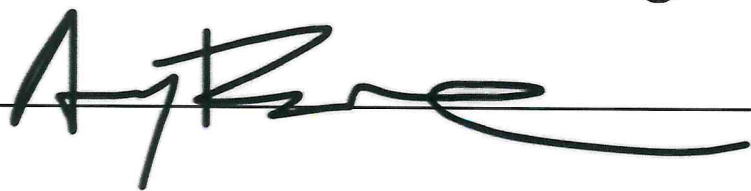
Past/Most Recent Employer Boys & Girls Clubs of America

Current Civic/community Participation 4th of July Committee, SPT Parks and Recreation, Church

Reasons you are qualified for this appointment (optional) _____

I am currently serving on the Southport Parks and Recreation Committee and I am enjoying being a part of such an impactful committee to our city. I am excited at the opportunity to continue.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature  Date 4/30/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

ANDREW BROSCHE

SUMMARY

Community-Minded Leader with Deep Experience in Events, Strategy, and Public Engagement A seasoned nonprofit executive and event strategist, I bring over 15 years of experience leading community-centered programs, large-scale public events, and youth initiatives across nonprofit, faith-based, and private sectors. As the General Manager of Made New Interiors and Decor and founder of Facing West Philanthropy, I've built a career around enriching communities—through strategic planning, hands-on leadership, and a strong belief in the power of public spaces to bring people together. From managing multimillion-dollar operations with the Boys & Girls Clubs to organizing vibrant community events in Southport, I have a proven track record of fostering connection, inclusion, and engagement. I'm excited to offer my skills in service of Southport's Parks and Recreation vision, supporting efforts that enhance our parks, strengthen recreation programs, and create spaces where all generations thrive.

EXPERIENCE

Made New Interiors and Decor, Southport, NC — General Manager

October 2023 - PRESENT

As the General Manager of a leading home decor and interior design showroom, I spearhead the overall operation, setting strategic directions and ensuring the delivery of exceptional customer service. My role encompasses driving sales growth and profitability, utilizing innovative marketing and business development strategies. I excel in managing vendor relations and curating a high-quality product selection, aligning with our mission to create spaces that epitomize elegance and sustainability.

- **Strategic Leadership:** Developed and implemented comprehensive business strategies to enhance operational efficiency, increase sales, and improve customer satisfaction.
- **Team Development:** Led and motivated a team of professionals, fostering a culture of excellence and innovation in service delivery and project management.
- **Sales and Marketing:** Drove business growth through effective marketing campaigns and strategies, enhancing brand visibility and attracting a broader client base.
- **Collaboration and Design:** Worked closely with in-house designers, providing integrated home renovation solutions that cater to our clients' diverse needs and preferences.
- **Operational Excellence:** Oversaw inventory control, product selection, and vendor management, ensuring a seamless supply chain and the availability of premier products.

Facing West Philanthropy, Southport, NC — Owner

August 2021 - PRESENT

Work with local non-profits staff and leadership in various aspects of fundraising and philanthropy. Helping non-profits achieve their goals and advance the projects that define their organization's future.

- Build fundraising programs
- Launch campaigns

while monitoring and reporting on variances in revenues and expenditures. Supervisor to the Clubs Maintenance and Facilities team that was responsible for all repairs and capital improvements. Directly supervised all Directors of the following departments with their individual budget size:

- 7 separate traditional Boys & Girls Club Clubhouses - (\$1,032,3000)
- Carmel Valley Montessori School (ages 18 mo - 6 yrs) - (\$757,616)
- Youth Arts Academy (music and theater) - (\$212,000)
- Aquatics Department / RSD Competitive Swim Team (\$1.2M)
- Center For Healthy Lifestyles (3 large gardens and program kitchens) - (\$136,325)
- Athletic Department - (\$700,300)
- I.T. Department - (\$65,000)
- Maintenance Department - (\$400,000)
- Transportation Department
- Summer Camps - (\$519,000)

OTHER EXPERIENCE

Boys & Girls Clubs of America— *CEO, COO, Director of Operations*

Since 2008

Restaurant Manager & Executive Chef

1996-2008

Tori Deviney

From: Lisa Hoke <lisahoke512@gmail.com>
Sent: Monday, April 28, 2025 9:58 PM
To: Tori Deviney
Subject: [EXTERNAL] Southport Committee seat

You don't often get email from lisahoke512@gmail.com. [Learn why this is important](#)

Hi Tori,

I am having some difficulty with the online application form and was hoping that I could simply record my answers to all questions in the application in below email:

Name: Lisa Hoke
Appointment(s): Parks and Recreation Committee, ~~Beautification Committee~~
Preference: Parks and Recreation Committee
Physical Address: 6098 Harbor Oaks Drive, Southport
Mailing Address: 6098 Harbor Oaks Drive, Southport
Resident of Southport - Yes. For 6 Years
State and County of Residence: NC and Brunswick
Phone Number: 919.413.8807
Email Address: lisahoke512@gmail.com
Education: B.S. from Indiana University
Current Employer: N/A-recently retired
Past/Most Recent Employer: Enact Ins.
Current community Participation: Southport Wooden Boat Show Committee 3 yrs
I do NOT anticipate any conflicts of interest if appointed

Lisa Hoke 4/28/25

Please let me know if this will suffice..otherwise I will see if I can complete online.

Thank you!

WARNING: This email originated from outside of the City of Southport. Please DO NOT click on links or attachments unless you are familiar with the sender and know the content to be safe.



City of Southport Recommendation Summary for Boards and Committees

Board/Committee Name: Planning

Interview Date: June 5, 2025, June 9, 2025

Interviewed By: Alderman Rebecca Kelley, Alderman Frank Lai, Vice Chair Kevin Locklin

Seats Available:

Two (2) Full Member Seats, One (1) Alternate

Term Length(s):

Three (3) years that expire on June 30 in the third year (2028)

Membership:

Seven (7) full members, one (1) alternate member

Applicant(s):

- Doug Luehe
- Dennis B Sweeney
- Rich Beil
- Sue Hodgins
- Maria Horton
- Ed Ekert
- Marie LD Hervey
- Heather Kos

(See attached applications for full details)



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Doug Luehe

4/5 @
10am

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☒ Planning Board

Do you have a preference? Planning Board

Physical Address: 244 E 11th Street, Southport NC

Mailing Address: (same)

Resident of Southport ☐ Yes ☐ No For How Many Years? 1

State and County of Legal Residence: North Carolina, Brunswick County

Main Phone Number 240-210-3432

Secondary Number _____

Email Address: dluehe@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education MS (National Security Strategy), Cert. of Systems Analysis; MBA; BS (Mech. Systems)

Current/Present Employer retired

Past/Most Recent Employer Department of Defense

Current Civic/community Participation none

Reasons you are qualified for this appointment (optional) Keen interest in the long-term coherence and sustainable development of Southport's people and resources; experience with global-scale planning and strategy;

educated & experienced: engineering, infrastructure development, civic planning/bureaucracy

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Doug Luehe

Digitally signed by Doug Luehe

Date: 2025.05.06 09:31:47 -04'00'

Date 6 May 2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Doug Luehe

Experience as mechanical and general engineer, systems analyst, and general administration
Colonel (Retired), U.S. Army Corps of Engineers (five years Active, 25 years Reserve)

Civilian Federal Service (retired), 31 years

- Deputy Division Chief, Joint Staff J-5 Directorate for Strategy, Plans, and Policy, The Pentagon, Washington DC. GS-15. Three separate divisions: Strategy Integration & Analysis Division, Strategic Alignment Division, Strategy Development Division); intermittent acting Asst. Deputy Director
- Chief of Staff, Region 9 Environmental Protection Agency, San Francisco, California. Senior Executive Service development detail, providing Federal oversight for California, Arizona, Nevada, Hawaii, Pacific Territories
- Reserve Forces Advisor to the Director, Joint Staff J-5, The Pentagon. Army O-6/Colonel
- Political-Military Planner, Joint Staff J-5, The Pentagon. Army O-5/Lieutenant Colonel
- Adjunct Instructor for Workforce Development. College of Southern Maryland (La Plata, Waldorf, Leonardtown, and Prince Frederick campuses)
- Lead Analyst, Strategist, Joint Warfare Analysis Center, Dahlgren, VA. GS-13;
- Construction Supervisor, National Park Service, National Capital Region, Washington DC. GS-12
- Project Engineer, GATX Terminals Corporation, Port of Tampa; Taft (Orlando); Southwest Florida Pipeline

Education

- OPM Federal Executive Institute's Leadership for a Democratic Society, 2019
- SES Candidate Development Program (EPA sponsored), 2018
- DISCS Security Cooperation Orientation Course (Online), 2012
- Master of National Security Strategy, National War College, National Defense University, 2010
- Certificate of Systems Analysis, Naval Postgraduate School, 2008
- Master of Business Administration, Regent University, 1996
- Bachelor of Science (Mechanical Systems), United States Military Academy, West Point, 1986

Planning ; Business & Industry Development

- Keen interest in the long-term coherence and sustainable development of the county's people and resources
- experience with global-scale planning and strategy
- educated/experience: engineering, infrastructure development, civic planning/bureaucracy
- fulfill civic duty

recently retired from civilian federal service (Department of Defense)

nearing completion (April 2025) of certification for North Carolina Superior Court mediator



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Dennis B. Sweeney

4/5@
10:30

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☒ Historical Preservation Committee
☐ Parks and Recreation Committee ☒ Planning Board ☐ Airport Commission

Do you have a preference? Planning Board

Physical Address: 421 Cades Trail, Southport

Mailing Address: Same

Resident of Southport ☒ Yes ☐ No For How Many Years? 2

State and County of Legal Residence: Brunswick County, North Carolina

Main Phone Number 312-810-8515 Secondary Number _____

Email Address: tomden1300@sbcglobal.net

You may submit a resume along with your application detailing the following section if you choose.

Education BA from University of Illinois

Current/Present Employer Retired

Past/Most Recent Employer AT&T, 34 years in various managerial positions

Current Civic/community Participation _____

Reasons you are qualified for this appointment (optional) I studied art and architecture history in college and have continued architecture study as an avocation throughout my adult life. I have visited multiple cities and places of interest on six continents.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature D B Sweeney Date 5/1/2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name RICH BEIL

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ Parks and Recreation Committee ☒ Planning Board ☐ Airport Commission

Do you have a preference? NO

Physical Address: 6089 Turtlewood Dr Southport, NC 28461

Mailing Address: SAME

Resident of Southport ☒ Yes ☐ No

For How Many Years? 1 year

State and County of Legal Residence: North Carolina, Brunswick County

Main Phone Number 443-739-5199 Secondary Number 410-569-4596

Email Address: RICH@THEBEILS.COM

You may submit a resume along with your application detailing the following section if you choose.

Education BSBA IN ACCOUNTING + ECONOMICS

Current/Present Employer SA UNLIMITED INC - Accounting consultant

Past/Most Recent Employer "

Current Civic/community Participation NONE

Reasons you are qualified for this appointment (optional) 16 years at Emmorton REC council in varying roles supporting our youth programs in Harford County, Maryland

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature R Beil Date 5/2/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Tori Deviney

From: rich thebeils.com <rich@thebeils.com>
Sent: Thursday, May 1, 2025 10:20 PM
To: Tori Deviney
Subject: [EXTERNAL] Board and Committee Application
Attachments: SP Application for Beil.pdf

You don't often get email from rich@thebeils.com. [Learn why this is important](#)

Dear Tori,

I hope this message finds you well. I am writing to express my interest in serving on the City of Southport Parks and Recreation Committee. With over 16 years of experience working with the Emmorton Recreation Council, in Harford County, Maryland I am passionate about creating inclusive, engaging, and well-managed recreational programs for our community.

During my time with the Emmorton Recreation Council, I was actively involved in planning, coordinating, and improving recreational activities that served thousands of local youth each year. I worked closely with volunteers, city staff, and community partners to ensure programs were accessible, safe, and responsive to community needs.

I would welcome the opportunity to bring this experience to the Parks and Recreation Committee and contribute to the continued growth and improvement of our city's recreational offerings. Please let me know if there are any next steps required.

Thank you for your consideration. I look forward to the opportunity to serve.

Warm regards,

Rich Beil, 443-739-5199

rich@thebeils.com

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APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Sue M Hodgin

6/5 @
11:30

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☐ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☒ Planning Board ☐ Airport Commission

Do you have a preference? _____

Physical Address: 608 Cottage Point Way

Mailing Address: Same

Resident of Southport ☐ Yes ☐ No For How Many Years? 12

State and County of Legal Residence: NC, Brunswick

Main Phone Number 910-477-1808 Secondary Number _____

Email Address: beachnsue@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education Garner Sr High, various State & Local Planning/Leadership courses - see Resume

Current/Present Employer NC State Board of Opticians - 23 years

Past/Most Recent Employer _____

Current Civic/community Participation Numerous - see Resume

Reasons you are qualified for this appointment (optional) Addendum attached

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature *Sue M Hodgin* Date 4-29-2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

ADDENDUM to Planning Board Application -- Sue M Hodgins

sh

Reasons you are qualified for this appointment

My experience in administration of State Statute, Admin Rule and now, City Ordinance and the City's UDO gives me an expanded perspective on administrative oversight and has had an effect on how the Board views its role in City planning for long-term, strategic results. Having a history with interpretation of and being involved with communication of legislative action is also a plus for this Board.

SUE M HODGIN

OBJECTIVE

Provide well-rounded administrative and management services; promotion of services for public or community entities

SKILLS & ABILITIES

Extensive history of progressively responsible positions in State Government administrative offices

Analysis, development & management of administrative processes

Negotiation for & coordination of legislative activities

EXPERIENCE

EXECUTIVE DIRECTOR, NC STATE BOARD OF OPTICIANS

September 2002 – June 2013 (full-time); February 2014 – Present (part-time)

Manage Board finances according to Office of State Budget/Management & State Controller's regulations. Identify cost-saving measures, including negotiation of management & personnel contracts

Administer applications and annual renewal process for 1100+ licensees & 600+ trainees & businesses, interpreting & maintaining compliance with NC General Statutes and administrative rules

Present Board compliance-, regulatory- and legislative-information- at state education and administrative seminars

Interact with licensees, consumers & other interested parties via telephone, email & personal visits; compose correspondence, & revise Board forms & notices

Coordinate committee and Board events – plan & manage logistics with outside vendors, compile agenda & compose meeting minutes

Update website – upload database/search info, compose & post news items & site subject information

Oversee database systems for reporting of licensee, trainee & business information

Review submissions, recommend Board's approval or rejection of continuing education opportunities

Provide regular updates to Board members, legal counsel, Governor's Office & various agencies/entities regarding all aspects of Board business

Serve as liaison between Board & NC General Assembly

Manage semiannual licensure exam – review applications, working with Applications Committee; review of exam content, with Exam Committee; compiles exams & preparation of exam results for participants & interested entities

Conduct investigations relating to disciplinary matters before the Board, including working with the Disciplinary Committee & legal counsel; draft disciplinary decisions & correspondence

MANAGEMENT SERVICES CONSULTANT, ALLEN PINNIX & NICHOLS

July 2013 – January 2014

Provided administrative guidance and services including financial processes, correspondence composition, statistical reporting & legislative monitoring to nine licensing boards represented by law firm

OPERATIONS OFFICER, FIRST FLIGHT CENTENNIAL COMMISSION

August 2000 – September 2002

Financial management (QuickBooks) for celebration to commemorate 100-year anniversary of Wright Brothers' powered flight on NC's Outer Banks

Coordinated funding & manpower resources of Federal, State, County & municipal entities

Interacted with area businesses & governmental agencies for optimum business exposure during nationally & internationally-recognized event

Solicited & negotiated contributions from agencies & businesses

HUMAN RESOURCES ASSISTANT, NC DEPT OF THE SECRETARY OF STATE

January 2000 – August 2000

Reviewed/verified information on submitted employment applications

Primary contact for employee benefit programs

Assisted HR Director in position description composition and Manager best-practice info

Conducted new-employee orientation sessions, composed employee packet materials

EDUCATION

NC SCHOOL OF GOVERNMENT SEMINARS ON PLANNING AND ZONING

CFO UPDATES BY STATE BUDGET & TREASURER'S OFFICES

OPTICIANS' ASSOCIATION OF AMERICA (OAA) 'STATE OF THE PROFESSION' SEMINARS, AND ANNUAL LEADERSHIP CONFERENCES

VARIOUS BUSINESS MANAGEMENT AND INTERNATIONAL BUSINESS COURSES

Attended/audited courses while residing in areas with prestigious universities and nationally-recognized schools of business

GARNER SENIOR HIGH SCHOOL – JUNE 1974

Leadership positions in Student Council, school publications & dramatic activities

COMMUNICATION

2002 – Present

Create initial PowerPoint presentation, & continued revisions to *NC Opticianry Law* course, personally presented at continuing education seminars. Participates in full audience conversations, Q&As during presentations

Provide annual presentation to opticianry degree graduates at Durham Technical Community College, giving state-of-the-profession & instructions for graduates' next steps to licensure

Attend legislative committee meetings responding to questions regarding Board initiatives, interacting with legislators re: profession's needs and concerns

Networks with national opticianry board directors at semiannual meetings, for discussions of profession's path and regulatory advances/deterrents

2010 Co-presented education course at (national) Contact Lens Society of America annual education conference (costumed presentation – a 'chicken suit')

LEADERSHIP

2024 Completed *Leadership Brunswick Course*, and received the National Academy of Opticianry's National Recognition for leadership in the optical profession

2023 - Present Volunteer weekly at Southport's Ft Johnson Visitor Center, giving suggestions, directions and 'impromptu history lessons' to visitors. 2023 House Captain for Southport Historical Society's Christmas Homes Tour

2022 - Present Appointed to 3-yr term on Southport Planning Board; elected Chair in 2022, reelected to Chair's seat in January 2025. Background research on applications for UDO applicability. Facilitate Board meetings, communicating with Members 'at the table' and with the public during application presentations and Public Comment. Provide media comment

2019-Present Southport Civic Functions: Member of Southport Garden Club, assuming leadership roles in Club committees: chaired Candy Cane Garden Party 2024, Yard of the Month chair 2022 to present; and member of Garrison, Planter Box and Triangle Garden committees; Club Vice-Chair 2025-2027. Other civic memberships include Friends of the Maritime Museum, and Southport Woman's Club

2014-2018 Served as Vice-President, then President of the Cottage Point community HOA

2011 Nominated for Public Member on Commission on Opticianry Accreditation (COA) – body that oversees accreditation of nationwide schools of opticianry

2000 Recipient of *Governor's Award for Excellence*, for work on committee to establish State Employees' Appreciation Week & celebratory activities

1993 Officer in Beaufort Woman's Club, active in BWC coordination with Beaufort Historical Society for Homes and Gardens Tours, and Town celebrations

1986 Served on planning committee and inaugural Board of Directors for Graveyard of the Atlantic Museum in Hatteras

REFERENCES

NOEL ALLEN

Legal Counsel, NC State Board of Opticians
919-349-5300

LAUREN HAWLEY, CPA

Independent CPA/Auditor for NC State Board of Opticians
919-639-4825

WILLIAM R. "BILL" PITTMAN

NC Superior Court Judge
Friend, Former Legal Counsel - NC State Board of Opticians
919-271-7861

JENNIFER HAWKINS

Friend, Independent Business Owner
919-612-9030

ROY PENDER

Friend, Former Southport Planning Board Member,
and Former Board Member of Friends of OKI Lighthouse
910-477-6057

COPY



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Maria C. Horton

6/5 @ 1pm

Appointment(s) for which you are applying:

- ☒ ~~ABC Board~~ ☐ Beautification Committee ☒ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☒ ~~Parks and Recreation Committee~~ ☒ Planning Board ☒ Airport Commission

Do you have a preference? No, not really, glad to help

Physical Address: 414 N. Burrington Ave, Southport, NC 208461

Mailing Address: Same

Resident of Southport ☐ Yes ☐ No For How Many Years? 5 years 2 months

State and County of Legal Residence: Southport, NC

Main Phone Number 703.969.2382 Secondary Number _____

Email Address: mhorton@yahoo.com

You may submit a resume along with your application detailing the following section if you choose.

Education MSN, East Carolina University, Credentialed CISSP, ISSMP #37655

Current/Present Employer semi-retired. consultant Security Officer Advisor

Past/Most Recent Employer DecisionPoint Corporation

Current Civic/community Participation Attendee at City Meetings, Member of Historic Society

Reasons you are qualified for this appointment (optional) 5 year resident with observation of city workings, interested in participating more. I have 20 years as active duty military (Retired USN CDR)

Owned my own cyber business, manager of multi-million \$ contracts.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Maria C. Horton Date May 7, 2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised April 2025

Maria Horton is an experienced Project Manager and Visionary leader with two C-suite experiences. She is also a retired US Navy Commander and service-disabled veteran. Her last active-duty role was as the Chief Information Officer (CIO) of National Naval Medical Center during 9/11 and the Pentagon attack, now the Walter Reed National Military Medical Center. Ms. Horton is the former CEO/Founder of EmeSec Incorporated, a cloud security, compliance and engineering company working with government agencies and commercial corporations. During the 17 years of business, Ms. Horton spearheaded the company's growth through the implementation of four (4) International Organization for Standardization (ISO) accreditations in processes/procedures related to quality, service management, information security management, and consistency in inspection. These credentials lent her company, and her as a Certified Information Services Security Professional (CISSP) to conduct cloud security audits and consultations wherein Ms. Horton was the lead inspector.

Ms. Horton is an experienced speaker, with multiple publications, and presentations to her credit related to risk management, due diligence, cloud, and enterprise security. She has a master's degree in nursing from East Carolina University. Her thesis work was published as the first nationwide research on the roles and responsibilities of telemedicine and telehealth winning the Healthcare Information Management Systems Society (HIMSS) Best Technical Journal Article of the Year in 1998. Other presentations and publications have also earned national awards. In 2022, she coauthored an article on Continuity of Operations using Shelter In Place as well as a coauthored article on Supply Chain Cybersecurity.

The application of these experiences is based in leadership, personnel management, financial and technical operations. Her vision, marketing, and overall expertise demonstrates the ability to deal with stakeholders, customers, interested parties, and public and private entities.



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Ed Ekert

6/5 @ 2pm

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☒ Board of Adjustment
☐ Cemetery Committee ☐ Forestry Committee ☐ Historical Preservation Committee
☐ Parks and Recreation Committee ☒ Planning Board ☐ Airport Commission

Do you have a preference? Planning Board

Physical Address: 313 East Brown Street, Unit G, Southport, NC 28461

Mailing Address: 313 East Brown Street, Unit G, Southport, NC 28461

Resident of Southport ☒ Yes ☐ No

For How Many Years? 3

State and County of Legal Residence: _____

Main Phone Number 704.762.4910

Secondary Number _____

Email Address: Ekert.Ed@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education SEE ATTACHED RESUME.

Current/Present Employer _____

Past/Most Recent Employer _____

Current Civic/community Participation _____

Reasons you are qualified for this appointment (optional) SEE ATTACHED NOTE.

Do you anticipate any conflicts of interest if appointed? ☐ Yes

☒ No

Signature _____

Date 28-April-2025

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

Reasons you are qualified for this appointment...

I am a caring community leader with a long-standing connection to Southport—our family has made memories here for over 15 years, and for the past three years, my wife and I have been proud to call downtown Southport our home. I've served in disaster relief efforts, local and global charities, volunteered with Habitat for Humanity, been a lay pastor and church elder, and currently serve on our HOA board. Professionally, I bring over 20 years of experience in thoughtful, data-driven decision-making, systems thinking, and continuous improvement across complex industries, including Fortune Top 10 global companies. With a strong commitment to fairness, integrity, and community well-being, I'm eager to contribute meaningfully to balanced and compassionate decisions and/or innovative, value-creating ideas as a member of the Board of Adjustment or the Zoning and Planning Board. In the future, I hope to serve the community of Southport in local government.

Sincerely,

Ed Ekert

704.762.4910

Ed Ekert

Greater Wilmington, NC Area | 704-762-4910 | Ekert.Ed@gmail.com | LinkedIn

Engineering Transformation Leader | Continuous Improvement Expert | Operations & Program Executive

Strategic engineering leader with 20+ years driving large-scale transformation and operational excellence across manufacturing, automotive, retail, and defense sectors. Proven track record of modernizing engineering practices, implementing enterprise-wide Lean initiatives, and integrating digital systems to enhance efficiency and quality. Adept at fostering a culture of safety, performance, and continuous improvement in regulated and technically complex environments.

Core Competencies

- Engineering Process Transformation | Systems Thinking | Data-Driven Optimization
- Lean Six Sigma Black Belt | Organizational Change Management (Kotter & Conner)
- Product Lifecycle & Configuration Management (PLM, MES, ERP, PDM)
- Strategic Roadmapping | Critical Path & Project Delivery Management
- Cross-Functional Leadership | Stakeholder Communication | Regulated Environments
- Engineering Metrics | KPI Development | Operational Sustainability

Professional Experience

Pratt Miller, an Oshkosh Corporation Company – Huntersville, NC

Corporate Initiatives Program Manager and Continuous Improvement Leader | 2019-2025

- Reduced rework by 90%+ and project delivery time by 15% by developing and deploying an enterprise-wide Engineering Design Release Process.
- Spearheaded a company-wide Project Delivery Framework that improved project execution and increased margins by 10%+.
- Integrated MES/ERP and MES/PDM systems to improve data accuracy and operational coordination across engineering, manufacturing, and product teams.
- Developed new KPI tracking methods to assist senior leadership in managing financial backlog, improving long-term sustainability.
- Led facility acquisition, securing \$1M+ in grants and increasing operational capacity.

Wheelabrator (Norican Group) – LaGrange, Georgia

Vice President, Engineering and Operational Excellence | 2018-2019

- Drove a 15% increase in engineering output across global teams by reengineering workflows and standardizing processes.
- Applied Lean tools across engineering and supply chain, achieving a 20% improvement in customer delivery timelines.
- Expanded IIoT applications for customer use and internal manufacturing diagnostics.

MTS Systems – Lexington, North Carolina

Plant General Manager & Engineering Manager | 2015 – 2018

- Introduced critical path planning techniques to improve on-time delivery from 50% to 94%.
- Achieved 22% annual sales growth by fostering alignment across sales, engineering, and customer support teams.
- Led development of automated, IIoT-enabled test equipment, improving traceability and quality monitoring.

Lowe's Home Improvement (Corporate Headquarters) – Mooresville, North Carolina

Director, IT Operational Excellence | 2014 – 2015

Lean Six Sigma Enterprise Program Manager | 2012 – 2014

- Established the IT governance function, setting operational excellence standards for the \$1B IT organization.
- Reduced IT project portfolio financial variance by 75%, delivering \$4M+ in documented savings.
- Introduced standardized performance measures across departments; led continuous improvement initiatives supporting IT and supply chain.
- Built and led the company-wide Lean Six Sigma certification program, driving \$15M+ in initial cost savings.

Caldwell Manufacturing Company – Rochester, New York

Director of Engineering | 2010-2011

- Re-engineered processes to improve responsiveness and productivity, boosting engineering output by 30%.
- Pioneered Lean methodologies to foster a Kaizen-driven continuous improvement culture.

Delphi Corporation – Rochester, New York

Site Manager, Chief Engineer – Rochester | 2002 – 2009

- Managed 200+ personnel across engineering, testing, and operations across three sites with full budget and P&L responsibility.
- Developed and implemented a global lean engineering operating system across sites in the U.S., China, Mexico, and Europe.
- Drove a culture of safety — 7M man-hours with zero lost workday injuries.
- Successfully applied the Kotter Change Management Model to build a culture of innovation and continuous improvement in engineering organization.

Early Career with General Motors and Delphi

- Held engineering and leadership roles in design, analysis, and testing for various automotive systems, with key focus on product engineering and dynamic analysis.
- Received two patents for hydraulic damper valves.
- Wrote two SAE papers on the use of simulation and analytics for improving automotive suspension component system designs reducing development lead-times.
- Received three highest technical awards in Delphi Corporation.

Education

- M.S., Mechanical Engineering – Stanford University
- B.S., Mechanical Engineering – University of Rochester

Professional Development

- Lean Six Sigma Black Belt
- Delphi MBA-based business leadership program
- Kotter and Conner change management methodologies

Patents & Publications

- 2 Patents – Hydraulic Damper Valves
- 2 SAE Technical Papers – Process Optimization through Simulation & Design



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Marie L.D. Hervey

Appointment(s) for which you are applying:

- ☐ ABC Board ☐ Beautification Committee ☒ Board of Adjustment *6/5@3pm*
☐ Cemetery Committee ☐ Forestry Committee ☒ Historical Preservation Committee *6/3@2:30*
☐ Parks and Recreation Committee ☒ Planning Board *6/5@2:30*

Do you have a preference? No

Physical Address: 1212 N Caswell Ave, Southport, NC 28461

Mailing Address: Same

Resident of Southport ☒ Yes ☐ No For How Many Years? 1 (OKI and Ocean Isle prior)

State and County of Legal Residence: Brunswick, North Carolina

Main Phone Number 309-631-8330

Secondary Number _____

Email Address: mldhervey@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education JD, Regent University School of Law

Current/Present Employer Senior Corporate Counsel, Medallia

Past/Most Recent Employer Associate Attorney, Ragsdale Liggett PLLC

Current Civic/community Participation See attached.

Reasons you are qualified for this appointment (optional) See attached.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature

Date

5/1/25

Please Return to: Deputy City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Civic/Community Participation

As a vocalist for Louise Gilbert Duo (a Brunswick County band), I donate gigs to Up Your Arts and other non-profits and charitable causes regularly. I also volunteer at Coastal Carolina Outreach, a nonprofit that seeks to improve the well-being and mental health of teens through nature, connection, art, and education.

Reasons You Are Qualified

Government law and public policy have been my passions since high school and led me to complete a Master of Arts in Government along with my J.D. at Regent University in Virginia Beach, Virginia. As an attorney for the past nine years, I have worked in a variety of practice areas and for a variety of private and public clients, including the United States Department of Justice, two law firms, and two private companies. Each of these roles has taught me a great deal about not only the law, but also problem solving, creative thinking, leadership, and the importance of establishing and respecting process and procedure.

The role I have served in that is most analogous to serving on the Zoning Board of Adjustments, the Planning & Zoning Board, or the Historical Preservation Commission for the City of Southport was as Associate Attorney at Ragsdale Liggett, PLLC, a Raleigh law firm. While there, I represented HOAs, COAs, and construction companies in a variety of property-related disputes. I repeatedly counseled HOAs and related governing bodies regarding how to properly render and document their decisions or how to interpret their governing documents. I also represented construction companies in a variety of disputes, including zoning disputes and lawsuits brought by purchasers. Finally, I have also handled a number of title disputes, each of which required a detailed review of all documents in the chain of title, including master development plans, declarations of covenants and restrictions, surveys, and related documents. Along with my educational background, these experiences would make me an asset to Southport's boards, commissions, and committees.

I would be honored and thrilled to serve the City of Southport on the Zoning Board of Adjustments, the Planning & Zoning Board, or the Historical Preservation Commission. I have a personal interest in real estate and real property, and a love of historic properties. If chosen, my focus would be on respecting process and procedure, thoroughly analyzing the facts and rules that govern, facilitating robust discussion, and ultimately doing my best to contribute to well-reasoned decisions that are in the best interest of Southport residents.



Marie L.D. Hervey

CORPORATE COUNSEL

Details

309.631.8330
mldhervey@gmail.com

Skills

Trusted Business & Risk
Management Advisor

Creative Problem Solving

Management, Leadership &
Organization

Collaboration & Cooperation

Overview

Dynamic and accomplished attorney with broad practice experience, unrivaled problem-solving skills, and a passion for smart and efficient corporate risk management. Seeking a corporate counsel position with the opportunity to solve complex problems and provide meaningful contributions to business goals.

Experience

Senior Corporate Counsel at Medallia (Pleasanton, CA (Remote))

AUGUST 2023–PRESENT

- Lead the global corporate legal function of this \$5 billion SaaS company, with a focus on strategic entity management, smart corporate risk management, and maximizing cross-functional and intradepartmental efficiencies.
- Serve as primary point of contact for all corporate matters, including entity creation/dissolution and changes, M&A matters, company board and committee matters, equity and share matters, and UBO/UPC questions/filings.
- Advise C-suite and senior executives regarding the legal implications of proposed business decisions and potential business risks.
- Negotiate a variety of contracts, including finance and legal engagement letters, real estate leases, and contingent workforce agreements.
- Successfully spearhead and manage a variety of projects, including the development of a global compliance calendar, reorganization of corporate books, various directorship and POA updates, and various complicated corporate entity matters.
- Plan, manage, and execute a global entity wind-up project resulting in the successful wind-up of 25 global entities.

Corporate Counsel at Medallia (Pleasanton, CA (Remote))

MAY 2022–AUGUST 2023

- Manage 75 global entities across NORAM, EMEA, LATAM, and APAC.
- Serve as the primary point of contact for Medallians and the broader legal team with respect to corporate information and documentation, ultimate beneficial owner/ultimate parent company designations, as well as signatory and corporate policy questions.
- Project manage to completion and with limited oversight diverse projects as requested, including directorship changes, power of attorney grants and revocations, share transfers, address changes, AML/KYC requests, and other corporate updates, changes, and requests as they arise.
- Negotiate a variety of contracts, including finance and legal engagement letters, real estate leases, contingent workforce agreements, and HR benefits contracts.

Adjunct Professor at Regent University School of Law (Virginia Beach, VA (Remote))

MAY 2020–PRESENT

- Currently teaching Constitutional Law & Policy I to students in the Master of Arts in Law program.

Associate Attorney at Ragsdale Liggett PLLC (Raleigh, NC)

APRIL 2021–MAY 2022

- Represented various entities in real estate, personal injury, business, professional liability, and insurance defense lawsuits.
- Successfully defended a municipality and multiple government employees against six civil lawsuits filed by a former inmate.

Legal Counsel at Global Knowledge Training LLC (Cary, NC)

FEBRUARY 2020–APRIL 2021

- Drafted and negotiated various commercial, financial, employment, data privacy, and real estate contracts.
- Provided risk management and legal advice to executives and senior management.
- Managed over 20 international subsidiaries.
- Managed outside counsel support regarding commercial loans, intellectual property, and various litigation matters.

Financial Services Litigation Attorney at Troutman Pepper LLP (Raleigh, NC)

JUNE 2018–FEBRUARY 2020

- Represented financial institutions and other entities in debt collection actions, contract disputes, contested foreclosures, title disputes, and other claims arising under the common law and various federal and state statutes.
- Managed a high-volume litigation caseload by preparing pleadings, discovery, and settlement agreements; attending hearings; negotiating settlements; evaluating legal exposure and developing litigation strategies; and communicating with clients.

Essay Grader at Themis Bar Review (Chicago, IL (Remote))

MAY 2017–JULY 2020

- Graded practice bar exam essays for students taking the Alabama, Georgia, North Carolina, and South Carolina bar exams.

Attorney Advisor at United States Department of Justice, Executive Office for Immigration Review (Atlanta, GA)

SEPTEMBER 2016–MAY 2018

- Drafted written opinions regarding bond petitions; motions to reopen, reconsider, and terminate; and applications for various forms of relief from removal under the Immigration & Nationality Act and the United Nations Convention Against Torture.
- Selected from over 200 judicial law clerks to compose training materials for new immigration judges, including practical exercises, comprehensive outlines, and PowerPoint presentations on various topics.

Law Clerk at Chapman Law Firm (Portsmouth, VA)

OCTOBER 2014–SEPTEMBER 2016

- Drafted pleadings, composed research memoranda, and reviewed discovery in various civil and criminal cases.
- Successfully argued a case in Virginia Beach Circuit Court advocating for the appointment of a court-appointed special advocate (CASA) in a case involving a minor.

Judicial Intern for The Honorable Chief Judge Glen A. Huff of the Court of Appeals of Virginia (Virginia Beach, VA)

SEPTEMBER 2015–MARCH 2016

- Drafted memoranda on multiple criminal cases before the Court.

Judicial Intern for The Honorable Judge Robert T. Numbers, II of the U.S. District Court for the Eastern District of North Carolina (Raleigh, NC)

JULY–AUGUST 2015

- Drafted memoranda and recommendations in response to two habeas corpus petitions.

Law Clerk at The Office of the Attorney General for the State of Alabama (Montgomery, AL)

JUNE–JULY 2015

- Contributed to a direct appeal in a capital case by drafting portions of a reply brief and reviewing/revising the work of two other interns.

Judicial Intern for The Honorable Justice Tom Parker of the Supreme Court of Alabama (Montgomery, AL)

MAY–JUNE 2015

- Composed draft opinions for two direct civil appeals.

Legal Intern at The Office of the Federal Public Defender for the Eastern District of Virginia (Norfolk, VA)

AUGUST–OCTOBER 2014

- Drafted motions in limine, composed research memorandums, and reviewed discovery files in preparation for upcoming trials.

Legal Intern at North Carolina School Boards Association (Raleigh, NC)

MAY–AUGUST 2014

- Assisted with legal research, document review, and drafting affidavits in *Hart v. State*, a case that challenged the constitutionality of North Carolina's private school voucher system and was heard by the North Carolina Supreme Court in February of 2015.

- Updated school board policies and a North Carolina education law treatise based on recent case law, federal regulations, and OCR memos.
- Researched and briefed regulations under the 2010 Healthy, Hunger-Free Kids Act and helped craft and edit a presentation for school board members on recent changes in school nutrition policies.

Assistant Editor at Goodheart-Willcox Publisher (Tinley Park, IL)

JANUARY 2012–MAY 2012

Editorial Assistant at Goodheart-Willcox Publisher (Tinley Park, IL)

NOVEMBER 2010–MAY 2022

- Wrote, copyedited, and monitored production of support materials for all textbooks published by the Business, Marketing, and Career Education Department.
- Facilitated continuity and efficiency by tracking production on all textbook products and coordinating with other departments on production timelines and deliverables.
- As the first person in this role, created standard operating procedures for production tracking and style guide for copyediting throughout the department.

Policy Intern at ED-RED: Education. Research. Development. (Park Ridge, IL)

JULY 2009–NOVEMBER 2010

- Researched and wrote policy briefs on teacher tenure, bilingual education funding, and the Common Core curriculum.
- Managed a project investigating the bilingual education funding strategies of all 50 states to support the proposal of education funding changes in the State of Illinois.

Book Division Intern at Allured Publishing (Carol Stream, IL)

MAY 2008–AUGUST 2008

- Copyedited 15 cosmetic science books for grammar, sentence structure, and content.

Education

Juris Doctor with Honors, Cum Laude, Regent University

2016

GPA & Rank: 3.63 | 9/88

Honors: Book Awards for the Highest Grade in Legal Research & Writing; Foundations of Law; Immigration Law & Procedure; and Human Rights, Civil Liberties & National Security | 2d Place in the 2017 Scribes Brief Writing Competition | Best Brief and Finalist in the 2016 Andrews Kurth Moot Court National Championship | 5th Place Best Brief and Octofinalist in the 2015 ABA National Appellate Advocacy Competition | 3d Place Best Brief in the 1L Moot Court Competition | 2d Place in the Intramural Alternative Dispute Resolution Competition

Activities: 2015–2016 Executive Editor of the *Regent University Law Review* | 2014–2015 Moot Court Board Associate | Member, James Kent American Inns of Court

Employment: Head Coach, Regent Undergraduate Debate Association

Master of Arts (Government), Regent University

2016

GPA: 3.83

Bachelor of Arts (English & Political Science), Augustana College

2010

Honors: Finn Bullers Outstanding Journalism Award | Richard Whitt Memorial Truth in Investigative Journalism Award

Activities: News & Features Editor for *The Augustana Observer* | STAND Vice President & Co-Founder

Bar Admissions

Illinois

JUNE 2020–PRESENT

North Carolina

JULY 2019–PRESENT

South Carolina (inactive)

SEPTEMBER 2022–PRESENT

Georgia (inactive)

JANUARY 2017–PRESENT

West Virginia (inactive)

OCTOBER 2019–PRESENT

District of Columbia (inactive)

DECEMBER 2018–PRESENT