



**CITY OF SOUTHPORT
BOARD OF ALDERMEN
SPECIAL MEETING AGENDA
223 E. BAY STREET
July 22, 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. Pledge of Allegiance

C. Agenda

Old City Hall/Courthouse Architecture Firm RFQ Review and Building Tour

1. HDR
2. Moseley
3. Creech

D. Adjourn



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

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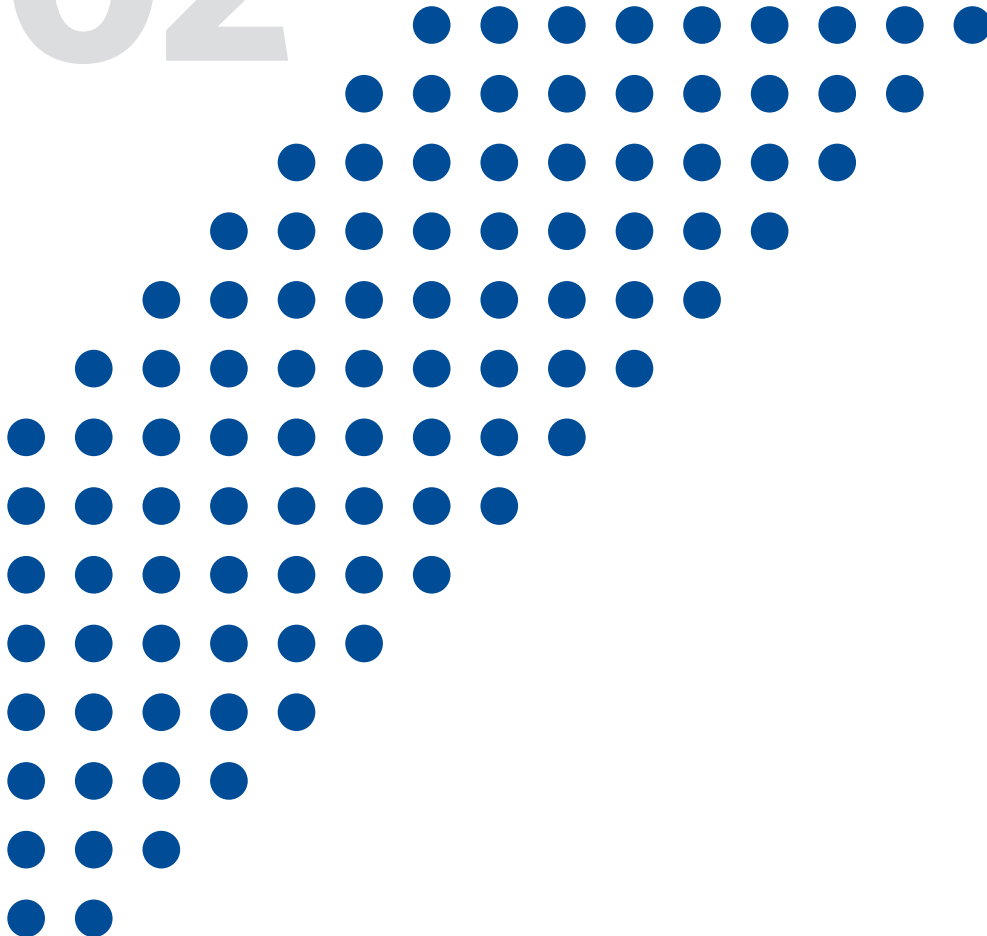
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02

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.

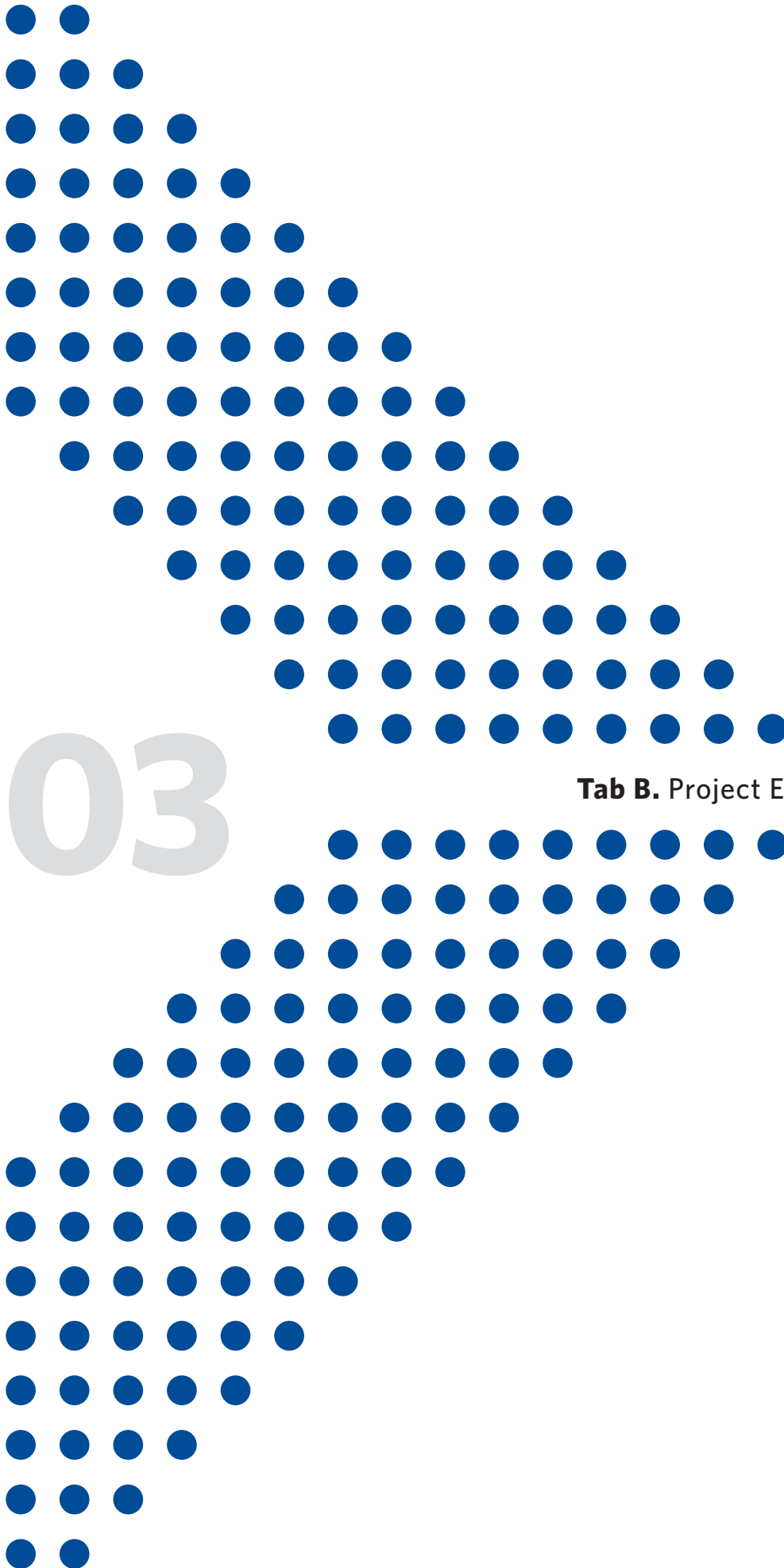
APPROACH TO CONSTRUCTION

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.

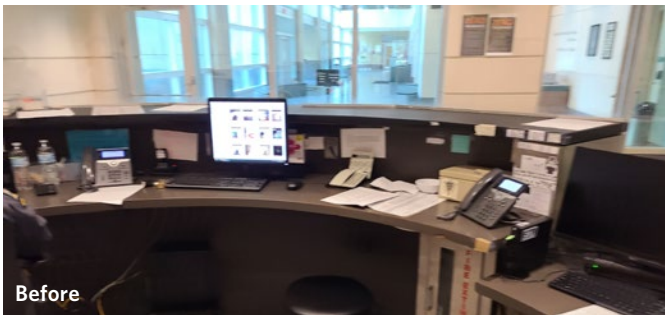
Originally the Thomas Grocery Building, the building was a part of Wilmington's famed "Furniture Row" district from the 1930s thru the 1990s. It is listed in the Wilmington National Register Historic District and also located in the Wilmington Historic District Boundary Expansion and Addition. Since 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

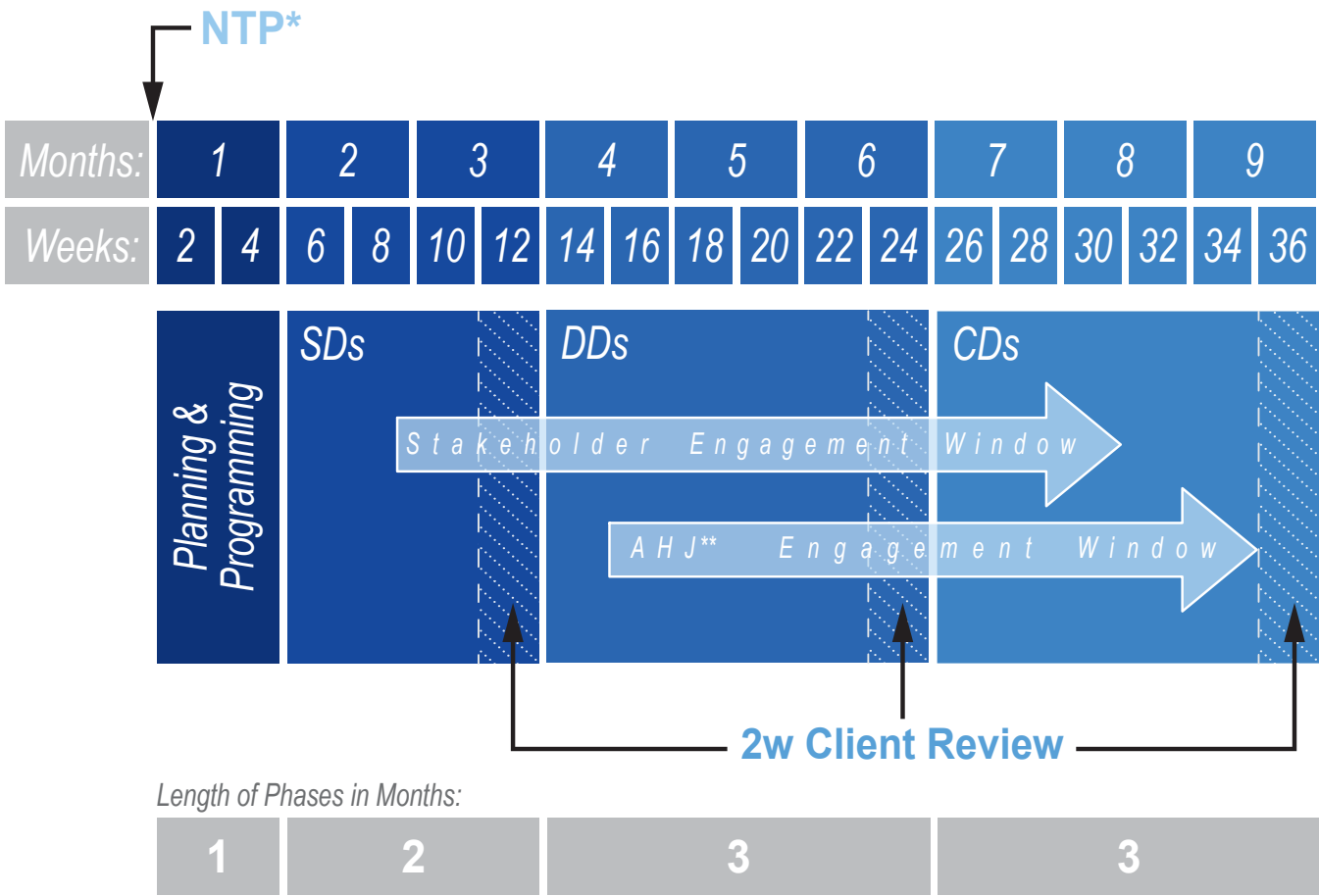
Scheduling is an important element in successful project delivery, and identifying key milestones is essential when working with groups of stakeholders; it is critical in supporting organizational planning, such as municipal services calendar alignment and move management. In developing our project schedules, 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 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.

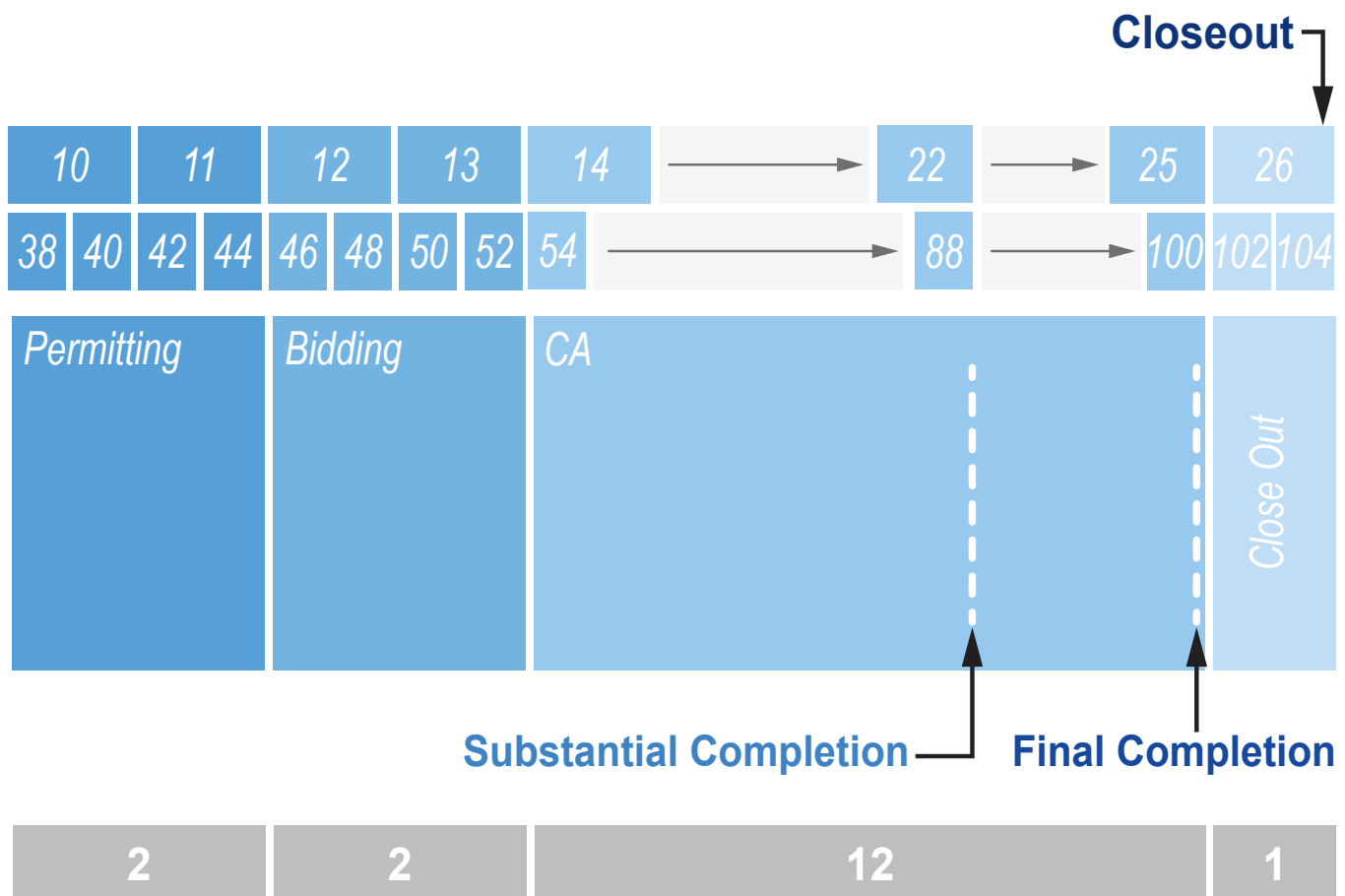
Design development will include the refinement of the selected concept while coordinating steps towards the various historic approvals and permits that are required. A preliminary cost estimate will be produced during design development and refined as the documents evolve during the construction documents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

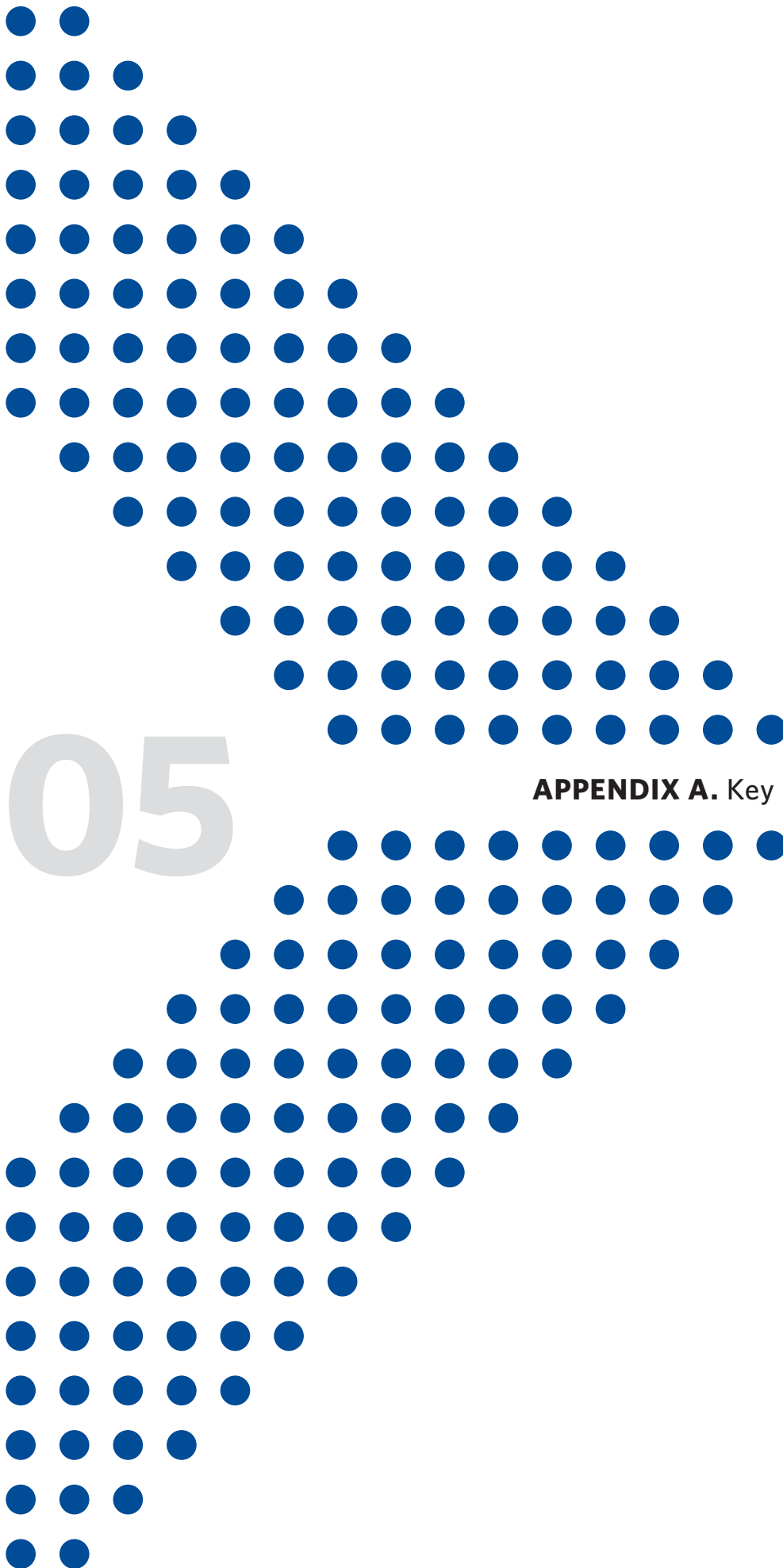
As the **construction documents** are developed, the project team will continue to navigate through the required approvals needed. Engagement and discussion with stakeholders and local AHJs will come to completion before the end of the construction documents phase to allow the project team to focus on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

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

20 years

INDUSTRY TENURE

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

18 years

INDUSTRY TENURE

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

6 years

INDUSTRY TENURE

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

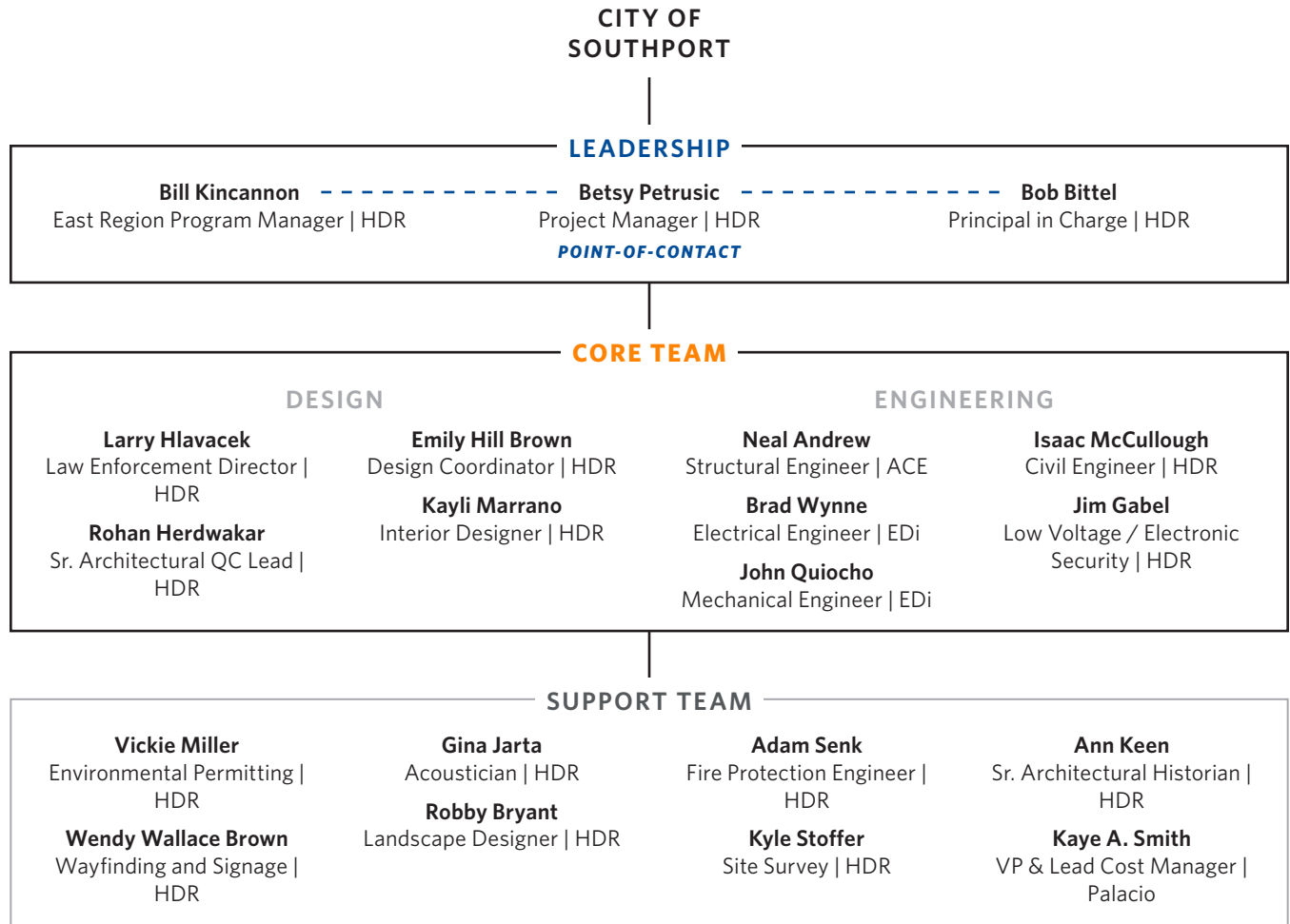
**Duke Energy, Moutain Island ESSI,
Charlotte, NC.** [Architectural Historian](#)

**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



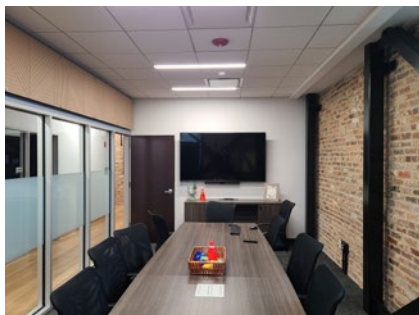
ATLANTA BELTLINE, INC.

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 wilmingtontnc.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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CITY OF SOUTHPORT

Old City Hall Police Conversion

May 20, 2025

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Cover Letter

May 20, 2025

Re: Old City Hall Police Conversion

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

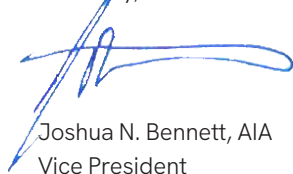
Dear Mr. Zilinek and Members of the Selection Committee:

As the City of Southport continues to grow and prosper, the demand for a modern police department has increased. Moseley is eager to join forces with the city and your police department to convert your old city hall into a police facility that provides cost-effective, secure, sustainable, and operationally efficient spaces. We look forward to serving your police department's mission of safeguarding lives and property and respecting the people's constitutional rights through the shared values of integrity, professionalism, and service. Having completed the initial study for this project, we bring a unique depth of understanding to its goals. We have thorough knowledge of the City of Southport's design standards and construction requirements, and are eager to apply our insight to this opportunity. Among other benefits, we offer you:

- experience planning and designing nearly 100 police and law enforcement center projects in the past 10 years, including the neighboring Pender County Law Enforcement Center;
- our status as active contributing members of the North Carolina Association of Chiefs of Police and the International Association for Property and Evidence which broadens our perspective on issues facing modern police facilities;
- seasoned architects and engineers who have repeatedly worked in the region, equipping our firm with valuable knowledge of local codes and regulations;
- experience designing more than 40 restoration and assessment projects listed on the National Register of Historic Places;
- the addition of WithersRavenel, Palacio Collaborative, and Golden Leaf Design Studio to our team, the latter of which specializes in historic preservation and will provide guidance for working with this nationally recognized building. Please find requested subconsultant contact information below.
 - WithersRavenel; Chad Simmons; 167 East Chatham Street, Suite 210, Cary, NC 27511; (919) 678-3822; csimmons@withersravenel.com
 - Golden Leaf Design Studios; Lisa Bricker, AIA, NCARB; 5106 Laurinda Drive, Greensboro, NC 27410; (336) 613-3040; lbricker@goldenleafdesignstudio.com
 - Palacio Collaborative; Kaye Smith; 128 Millport Circle, Suite 200, Greenville, SC 29607; (404) 609-9006; ksmith@palaciocollaborative.com

We welcome an opportunity to meet with you to discuss your project in more detail. If we may provide further information, I can be reached at (919) 840-0091 or at jbennett@moseleydesigns.com.

Sincerely,



Joshua N. Bennett, AIA
Vice President

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Tab A: Proposed Scope of Services/Approach



General Information

Moseley is one of the Southeast's most trusted architecture and engineering firms, with a reputation for quality, reliability, and responsiveness among clients in the public sector.

Founded in 1969, we have grown to over 340 employees across 12 offices in North Carolina, South Carolina, Virginia, and Maryland. This includes our Raleigh office, which will provide professional services for the City of Southport's old city hall to police conversion.

Our growth has been achieved through sound management practices and a tenacious commitment to providing our clients with high quality designs and services. *Building Design & Construction* recently ranked our firm fifth among justice facility architectural and engineering firms in the nation, based in part on our experience with police stations.

Proposed Scope of Services/Project Understanding

Moseley understands that the City of Southport requires the selected firm to become familiar with the city's old city hall building and prepare construction documents as required to renovate your historic city hall into an ADA, SHPO, and

Secretary of the Interior's Standards for the Treatment of Historic Properties-compliant police department facility with public meeting space for the Southport Board of Alderman, Planning Board, Board of Adjustment, and other city boards and committees. The scope will include schematic design, design development, contract documents, bid phase services, construction management, and the other requirements listed in the RFQ including attending various meetings with city staff and assisting the city with grant finding and applications and preparing documents to secure project funding.

Relevant Firm Experience

In the last 10 years, Moseley has provided planning and design services for nearly 100 police and law enforcement facilities.

Our experience includes the following projects:

- 24 new facilities
- 26 facility renovations and expansions
- 47 master plans, studies, and consultancies

ABOVE The City of Williamsburg's new police station is intended to integrate seamlessly into the downtown architecture of the city while showcasing a distinctive and exclusive look for the police department.



“We wanted the building to be welcoming and inviting while also being functional for its intended purpose. We feel like this has been achieved with this new facility.”

JONATHAN RUSSELL
WASHINGTON CITY MANAGER

We will apply this knowledge to benefit the city in achieving your goal of a secure, cost-effective, and highly efficient police department facility.

Based on our extensive experience with programming and design of police headquarters, we understand that they are not simply office buildings. Police headquarters have unique and demanding functional requirements that must be successfully addressed in design so the building will facilitate safe, effective, and efficient police operations. Some of these issues are as follows:

Security

- Passive and active security
- Construction materials (e.g., bullet resistant glazing and wall construction)
- Crime Prevention Through Environmental Design (CPTED)
- Controlled access points
- Secured parking for police vehicles and staff personal vehicles
- Separation of staff and police vehicle parking from visitor parking
- A place of refuge for citizens in distress
- Secure storage for sensitive items

Community Relationships

- Welcoming public entry
- Community meeting place
- Space for volunteers
- Adequate visitor parking

Adaptability

- Accommodation of emerging technology
- Flexibility for changing operational methods and needs
- Durability
- Finishes, materials, and design durable enough for 24/7 building use
- Specialty Areas and Facilities
- Evidence processing
- Weapon storage
- Ammunition storage
- Tactical unit storage
- Hard and soft interview rooms

Historic Buildings Experience

Moseley has a proven history of over 56 years serving our clients on restoration and assessment projects that are both National Historic Landmarks and on the National Register of Historic Places. We are approved project professionals at the State Historic Preservation Office. As a result, we are well acquainted with the technical requirements, preservation guidelines, and building codes that are essential for renovating these national treasures.

Historic renovations in North Carolina include:

- Caldwell County Courthouse Space Needs Assessment (1905)
 - National Register of Historic Places
- Davie County Courthouse Renovation Study (1905)



- National Register of Historic Places
- Kanuga Conference Center Chapel Renovation, Kanuga Conference Center (1942)
 - Contributing building within the Kanuga Lake Historic District
- Johnston County Courthouse Study (1921)
 - National Historic Places Register
- Lee County Courthouse Renovation (1908)
 - National Register of Historic Places
- Lincoln County Courthouse Study (1921)
 - National Register of Historic Places
- Nash County Courthouse Renovation and Expansion (1921)
 - National Register of Historic Places
- Northampton County Courthouse Study (1858)
 - National Register of Historic Places
- Transylvania County Courthouse Expansion Study (1879)
 - National Register of Historic Places
- State House (1796) and Legislative Campus Security Systems Design
 - National Historic Landmark
 - National Register of Historic Places
- Transylvania County Courthouse Expansion Study (1881)

Project Approach

Our management approach emphasizes client service, design quality, effective scheduling, and strict cost control. We will provide the city with comprehensive interdisciplinary architecture and engineering services, focused on creating a building that is secure, maintenance-friendly, and economical.

Our process will also consider high performance and energy-efficient design strategies, which can foster a healthy work environment for facility staff and police department personnel, maximize the facility's water and energy efficiency, and reduce operating costs.

The following project approach outlines key tasks, which can be refined in consultation with the City of Southport. We anticipate that your project will be developed in phases to provide opportunities for milestone approvals. A schedule of meetings with project stakeholders and presentations to city representatives and the community will be developed at the outset of the project to facilitate timely input, feedback, and approval throughout the planning and design process. The following services are proposed.

Organization and Orientation

We will begin the process by organizing our team, which will include your police chief, police department services representatives, city engineering, city project managers and inspectors, and maintenance and information technology directors. This process will include:

ABOVE The historic Nash County Courthouse was originally constructed in 1921. Moseley provided design services for a renovation and expansion.



- Reviewing owner provided environmental site assessment, surveys, and any previously completed studies.
- Confirming the project schedule.

Project Orientation Meeting

- Establish City of Southport and Moseley project contacts and communication procedures.
- Identify city decision makers.
- Discuss and refine project schedule with the city.
- Discuss budget parameters and current construction market conditions with the city.
- Discuss any prior programming and space study documentation.
- Discuss desired program and staffing for police department needs.
- Discuss programming process and questionnaires drafted by Moseley.
- Discuss other initial project issues as required.

Programming

Needs Analysis

- Conduct orientation meeting with user group representatives to confirm previously drafted space program.
- Interview police department representatives; tour space currently occupied by user group.

Program Documentation

- Confirm previously drafted building space program.

- Identify and obtain additional required police department information and revise draft program. Prepare conceptual site and building diagrams demonstrating the spatial relationships of the programmatic elements as required.
- Meet with city decision makers to review the statement of probable construction cost and the building program to reconcile any scope and budget items.
- Submit draft to police department and City of Southport for review and comment.
- Revise conceptual design package and program. Submit for approval.

Conceptual Design

- During project meetings and design charrettes, develop at least two alternative design concepts in block diagram and schematic site plan format.
- Select preferred approach.
- Prepare schematic design (floor plans, site plan) based on the preferred design concept.
- Review and refine design with City of Southport, including detailed meetings with building users.
- Develop building elevation alternatives.
- Review elevations and assist City of Southport in selecting the preferred approach.

ABOVE To improve community engagement and officer safety, Henrico County replaced its outdated, rented police facility with a new, permanent station. The new station has natural lighting, exterior views, and a warm atmosphere. With improved living conditions and strategic window placement, the K-9 facility prioritizes security and minimizes visibility from the outside. Card reader-activated doors manage access to secure areas, preventing unauthorized entry.



- Prepare schematic design documents based on city input; verify program compliance.
- Prepare a statement of probable construction cost and schedule update with the city.
- Evaluate and review drawings with City of Southport.
- Finalize schematic design.
- Phase approval by City of Southport.
- Initiate final geotechnical study.
- Identify long-lead items, such as emergency generator, mechanical equipment, and security doors and hardware.
- Update detailed construction cost estimate.
- Assist with regulatory submission and approval process.
- Prepare the bidding document based on city input.
- Phase approval by City of Southport.

Design Development

- Develop schematic furnishings plans.
- Develop and refine building systems options (mechanical/electrical, etc.).
- Conduct life cycle cost studies.
- Review and establish sustainable design elements.
- Prepare site and building plans. Include future expansion infrastructure in the design, including stormwater requirements.
- Verify program compliance with the city.
- Prepare design development documents (drawings, specifications) based on city input.
- Prepare detailed construction cost estimate.
- Assist with regulatory submission and approval process (public meetings, LEED, etc.).
- Phase approval by City of Southport.

Construction Documents

- Prepare construction documents (working drawings, specifications).

Bidding and Award Phase

- Assist or advertise for bids.
- Assist or prepare and distribute bid packages.
- Attend pre-bid meeting
- Answer questions and prepare any addendum.
- Review proposals for substitute materials and equipment.
- Assist the city in receiving bids, analyzing bids, and awarding contract.
- Assist City of Southport in preparing contracts with the successful bidders.

ABOVE Moseley recently collaborated closely with the City of Lexington's police department to analyze space requirements, determine updates for optimal functionality, and develop conceptual design concepts for expanding the existing facility and building a new facility.



Consultants

We have included the following consultants to supplement our team with civil engineering, historic preservation, and cost consulting. Having worked together on numerous successful projects, we understand each firm's corporate cultures and processes. This familiarity will result in increased efficiencies in meeting your needs.

WithersRavenel

WithersRavenel, headquartered in Cary, is an employee stock ownership plan (ESOP) company. Their more than 460 employee-owners excel at providing consulting services for clients. Founded in October 1983 as Withers & Ravenel, Inc., WithersRavenel is equipped with more than 41 years of serving an array of clients and projects through innovative and value-generating engineering solutions across North Carolina.

WithersRavenel has the in-house, multidisciplinary expertise to elevate every project. Their experience with facilities planning, design, and construction includes a variety of facilities such as emergency operations, law enforcement, convenience centers, and maintenance as well as park facilities.

With a deep bench of local specialists, WithersRavenel provides multiple services related to site development, including feasibility studies, site planning and design, cost-benefit analysis, construction review, value engineering, and construction administration services.

Specifically, WithersRavenel has the experience to deliver master planning; site planning; infrastructure design; storm-water management plans; landscape architecture; surveying; abatement design; sedimentation and erosion control plans; and a full suite of environmental due diligence services.

Their project development approach seeks out opportunities to maximize space, minimize environmental impact, and add economic and aesthetic value, all while controlling costs when possible.

Through a mixture of conventional and innovative techniques, WithersRavenel delivers successful projects within budget and on schedule.

Relevant Experience

- New Law Enforcement and Detention Center, Pender County
- Law Enforcement Center, 911 Center, and Sheriff's Office, Yancey County
- Sheriff's Office, Mitchell County
- Justice Center Building, Graham County
- New K-8 School, Pender County
- Justice Center, Cleveland County
- Grifols Fractionation Facility and Warehouse Addition, Town of Clayton
- New Police Evidence Facility, City of Raleigh
- Agricultural Marketplace, City of Sanford
- Triangle Swing Racquet and Paddle, City of Raleigh
- Recreation and Event Center, Town of Kernersville
- US Highway 321 Multi-Use Trail, Town of Blowing Rock
- Civitan Park Improvements, Town of Kernersville
- Hanging Rock State Park Improvements, Stokes County
- Clayton Community Park, Town of Clayton

ABOVE Moseley and WithersRavenel's collaborations encompass over 20 projects, including the City of Washington's new police headquarters.



- Carolina Springs (Phases 6 to 10), Town of Holly Springs
- Marina Dry Stacks, City of Southport
- Police Station, City of Washington
- County Courthouse, Moore County
- Detention Center and Law Enforcement Complex, Duplin County
- Juvenile Justice Center Redevelopment, City of Wilmington
- Emergency Logistics Facility, New Hanover County
- 133 Multi-Use Path Construction Engineering and Inspection, Town of Belville

Golden Leaf Design Studio

Founded in February 2025, Golden Leaf Design Studio is a woman-owned small business committed to design that builds on tradition. They specialize in architectural projects with a focus on historic preservation, blending contemporary design with a deep respect for the heritage that shapes communities. Their team brings extensive experience in applying the Secretary of the Interior's Standards, navigating Historic Rehabilitation Tax Credit projects, preparing National Register nominations, and producing Historic Structures Reports.

Relevant Experience

- Maymont Stone Barn, City of Richmond*
- Norman Hall, University of Florida*

- Superintendent's Quarters, Virginia Military Institute*
- Scott Shipp Hall, Virginia Military Institute*
- The Valentine Museum Archives Collection Rehabilitation, City of Richmond*
- Collonade Club Prep Space, University of Virginia*
- Plant 64 Apartments, City of Winston-Salem*
- Deco at Central National Bank, City of Richmond*
- Cookie Factory Lofts, City of Richmond*
- Baker Street School Apartments, City of Richmond*
- Point of Rocks, Chesterfield County*
- Gunston Hall Mansion Maintenance Plan, Mason Neck*
- Hickory Museum of Art Study, City of Hickory*
- Tri Sigma Headquarters Study, Town of Chapel Hill*
- Bacon's Castle Historic Structure Report (HSR), Town of Surry*
- Monumental Church Master Plan, City of Richmond*
- Historic Courthouse, Jail, and Library HSR, City of Fredericksburg*

*Completed with previous firm

ABOVE Classroom space in the City of Washington police headquarters.



Palacio Collaborative

Palacio Collaborative stands as a leading minority-owned construction cost management firm, delivering comprehensive services through six strategic locations nationwide. As a certified DBE, MBE, and NC HUB firm, Palacio brings over 15 years of experience to government construction projects. Their innovative approach combines cutting-edge tools with proactive collaboration to deliver precise cost estimates clients can trust. With over 500 completed projects, including judicial and municipal facilities, Palacio continues to design functional and innovative municipal environments that effectively address community needs. Additionally, they estimated for over 60 public safety projects and over 30 police projects.

Relevant Experience

- City Hall and Police Station, City of Creedmoor
- Police Headquarters, Town of Gibsonville
- Maple Street Police Site Improvements, City of Greensboro
- Sheriff Office Renovation, Mecklenburg County
- Town Hall and Police Station Facilities Sitework, Town of Rolesville
- Zone 4 Police Precinct, City of Atlanta
- Metro Nashville Police Department Southeast Precinct, City of Nashville
- 911 Facility, Autauga County
- Police Department Renovation, City of Monroe
- Bay Creek Police Precinct and Alternative E-911 Center, Gwinnett County
- Bryan Park Pickleball Court Conversion and Restroom Building, City of Greensboro
- Thomas Grocery Building Office Conversion to NCDOT Office, City of Wilmington
- Residential to Commercial Building Conversion Study, York County
- Central Atlanta Progress Downtown Conversion Study, City of Atlanta
- Tippens Elementary School Conversion to Homeless Shelter, City of Canton
- 195 Stonewall Historic House to Restaurant Conversion Study, City of Fayetteville
- 4572 Memorial Drive Watershed to Traffic Court Conversion, DeKalb County
- Emory University at Oxford 102 Pierce Street Conversion, Emory University
- Continental Gin Company Museum Renovation Conversion, City of Prattville
- NORF Carlton Hotel and Parking Deck Conversion into Apartments, City of Tyler

ABOVE Moseley and Palacio Collaborative have worked together on over 50 projects, including Alamance Community College's Public Safety Training Center.

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Tab B: Project Experience

Washington Police Headquarters



LOCATION

Washington, North Carolina

CLIENT

City of Washington

SIZE

15,000 square feet

COMPLETION DATE

2022

MOSELEY SERVICES

Architecture, engineering, interior design, construction contract administration

CONSULTANTS

WithersRavenel, civil engineering
CCS International, cost estimating

Following Hurricane Florence's destruction of the previous Washington police department, Moseley evaluated multiple sites and provided recommendations for the preferred site. Our design solution provides for a building that can stay open and operational in the event of a 500-year flood. The building's elevation is above the 100-year floodplain, and we included flood-proof door barriers in the design. We also elevated building services, such as the generator, to ensure continuous operation.

Citizen-focused spaces are next to the lobby for faster service, while officers have personalized spaces such as offices and private workstations. Physical training spaces and the expanded break room provide opportunities for officer wellness. The building's federal-style design complements many of the facilities in the city's historic district.

Gibsonville Police Headquarters



LOCATION

Gibsonville, North Carolina

CLIENT

Town of Gibsonville

SIZE

15,776 square feet

COMPLETION DATE

2026

MOSELEY SERVICES

Architecture, engineering, interior design, construction contract administration

CONSULTANTS

Alley, Williams, Carmen & King, civil engineering
Palacio Collaborative, cost estimating

Gibsonville's police headquarters is currently in the heart of downtown, directly next to other businesses. This limits access and separation of space, creating a cramped environment where multiple functions overlap.

The new location provides a dedicated site close to downtown, offering clear separation from other buildings. This modern facility enhances safety, efficiency, and professionalism, creating a space the town and community can take pride in.

Designed for functionality, the new headquarters features distinct areas tailored to specific duties, including administration, patrol, detectives, and evidence storage. The facility provides ample space for operations, improved security, and dedicated parking for both the public and police personnel. The building has a secure holding area with an enclosed sallyport at the rear for temporary detainment. At the center of the facility is a public lobby and a large community meeting room, fostering engagement between law enforcement and the community.

Independence Division Station



LOCATION

Charlotte, North Carolina

CLIENT

City of Charlotte

SIZE

14,188 square feet

COMPLETION DATE

2020

MOSELEY SERVICES

Architecture, engineering, interior design, sustainability planning, construction contract administration

CONSULTANTS

Capstone Civil Group, civil engineering
R.M. Rutherford & Associates, cost estimating
Walker Consultants, parking consultant

The Independence Division headquarters demonstrates how police facilities can strengthen community bonds. Inside its 14,188 square feet, secured areas coexist with welcoming public spaces—a design born from city council support and community involvement. Located prominently on Independence Boulevard, the building serves both as a rapid-response base for officers and an accessible center for neighborhood engagement.

The building's design transforms typical police station layouts through its emphasis on shared spaces. Large conference rooms, specifically planned for neighborhood meetings, give residents a place to work directly with officers on community issues. Local artwork throughout the building—chosen with community input—reinforces that this facility belongs to everyone it serves.

By combining protective features, efficient operations, and public accessibility, the facility meets LEED v4 Silver certification requirements while providing officers the resources needed to serve Charlotte effectively.

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Tab C: Project Schedule



Project Schedule

An overall schedule will be finalized at the project's outset in consultation with the City of Southport. The schedule will address not only design and document production time, but will also include appropriate intervals for preparing milestone estimates, county review and approvals, and regulatory review. All stakeholders will have access to the schedule. Moseley's team leaders will monitor the schedule and keep you apprised of issues that may impact it, and it will be updated as necessary.

A micro-deadline approach will be used to maintain the schedule for each project phase. This will facilitate schedule monitoring and compliance by the architectural and engineering team. The micro-deadline approach will break down each phase into individual tasks that are coordinated with agency requirements. A required completion date will be established for each task, rather than simply establishing an overall completion date for the phase. Compliance with micro-deadlines results in timely completion of the overall phase, and thus the overall project.

Additionally, Moseley uses a series of checklists for project planning. We develop phase requirements and sustainability checklists for the design phase of each project as well as "spot-check" and Redi-Check checklists, which are completed by the project team after the design development and construction documents phases.

Estimated Timeline

Prior to the project kickoff meeting, Moseley will develop a project schedule with your input. This schedule will be reviewed during the kickoff meeting and adjusted as needed. We will distribute a finalized schedule to the entire team.

Please find a proposed schedule below. This schedule can be refined and tailored to meet your specific scheduling requirements for your project.

Task	Completion Date
Contract Execution	June 30, 2025
Schematic Design	July 30, 2025
Design Development	September 30, 2025
Construction Documents	October 10, 2025
Bidding	November 10, 2025
Construction Notice to Proceed	December 15, 2025
Substantial Completion	December 30, 2026

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Appendix A: Experience of Key Personnel



Josh Bennett AIA

Managing Principal

Moseley

A vice president and member of the firm for over 20 years, Josh is a local government facility specialist with a focus on North Carolina law enforcement facilities. He will serve as the primary client contact and will collaborate with you to establish overall project scope, schedule, and budget. As the team leader, Josh will review all documents prior to submittal, monitor production schedules, manage contracts, coordinate invoices, and respond to construction contract administration questions, as needed.

Relevant Projects

- Police and City Hall Facilities Space Needs Analysis, City of Southport
- Police Headquarters, Town of Gibsonville
- Police Headquarters, City of Washington
- Police Headquarters Space Needs, City of Lexington
- Administration and Police Space Needs Analysis, Town of Elon
- Fire and Police Space Needs Assessment, Town of White Lake
- Law Enforcement Training Center, City of Raleigh
- Law Enforcement Training Center, North Carolina Wildlife Resources Commission
- Police Facility, City of Fredericksburg
- Police Administration Building, City of Suffolk
- Police Station, City of Williamsburg
- Public Safety Building, Spotsylvania County
- Police South Station, Henrico County
- Public Safety Building, Warren County
- Garfield Police Lockers, Prince William County
- McLean District Police Station Renovation, Fairfax County
- Police Headquarters, Town of Front Royal
- Police Annex Building, Henrico County
- Police Headquarters, Town of Purcellville
- Western District Police Station, Prince William County
- Police Station Renovation, Old Dominion University
- Court Facility Feasibility Study and Master Plan, City of Fredericksburg

EDUCATION

Bachelor of Architecture, 2001

REGISTRATIONS

Architect: NC (13947), VA, SC

National Council of Architectural
Registration Board

LEED Accredited Professional

WELL Building Standard

AFFILIATIONS

American Institute of Architects

International Association of Property
and Evidence

North Carolina Association of Chiefs
of Police

North Carolina City County Managers
Association

LENGTH OF TIME WITH THE FIRM

21 years



Kevin McDade AIA

Project Manager

Moseley

Kevin will coordinate project developments on a day-to-day basis and facilitate effective communication between Moseley, the City of Southport, and all members of the project team. He will lead the project through key schedule milestones, monitoring schedule, quality, and budget in order to fulfill your goals.

Relevant Projects

- Police and City Hall Facilities Space Needs Analysis, City of Southport
- Independence Division Station, City of Charlotte
- Police Station, City of Williamsburg
- Police South Station , Henrico County
- Sheriff's Training Building, Lexington County
- Master Facility Plan and Space Needs Assessment, Burke County
- New Courthouse and Renovation, Moore County
- Courthouse Annex Renovation, Stafford County
- Courthouse Study Update, Davie County
- Courthouse Renovation and Addition, Hampton County
- Family Court Building, York County
- Courthouse Expansion, Washington County
- Emergency Medical Services Station 7, Burke County
- Edelman Library, Marlboro County
- Law Enforcement Center, Henderson County
- Operations Center Phase VII, Hampton Roads Sanitation District
- Law Enforcement Center, Sumter County
- Sterling Fire and Rescue Station, Loudoun County
- Progress Building Renovation, Union County
- Patton Warehouse Renovation, Union County
- Health Department and Social Services, Wayne County

EDUCATION

Bachelor of Architecture, 2000

REGISTRATIONS

Architect: NC (10840), SC

AFFILIATIONS

American Institute of Architects

National Council of Architectural
Registration Board

LEED Accredited Professional

LENGTH OF TIME WITH THE FIRM

20 years



Megan Garrett AIA

Project Architect

Moseley

Megan has 15 years of experience and will assist Josh and Kevin in developing design solutions that integrate the city's program, site, and building requirements. She will carry out the overall architectural design of your police station, utilizing the full resources of our firm. Megan will be responsible for developing construction documents, reviewing shop drawings, and responding to questions during construction. She will also update architectural drawings and distribute them to the entire team.

Relevant Projects

- Police Headquarters, Town of Gibsonville
- Department of Social Services Renovation, Harnett County
- Family Central Conceptual Design, Ashe County
- Agricultural Center Kitchen Renovation, Ashe County
- Safety and Security Implementation, Wake County Public School System
- Athens High School Renovation and Addition, Wake County Public School System
- Security Vestibules, Halifax County Schools
- K-8 School, Halifax County Schools
- New High School, Camden County Schools
- New D10 Middle School and PACE, Charleston County School District

EDUCATION

Master of Architecture, 2014

Bachelor of Science, Architectural Studies, 2012

REGISTRATIONS

Architect: NC (16332), CO

AFFILIATION

American Institute of Architects

LENGTH OF TIME WITH THE FIRM

2 years



Cary Sorah PE

Mechanical Engineer

Moseley

Cary will incorporate design concepts from schematic design into design development and work with the project team to produce construction documents. She will produce drawings, specifications, and system schematics for complicated design tasks such as layout of mechanical rooms. Cary will also execute calculations and energy modeling, using engineering formulas and skills for heating and cooling loads and equipment sizing.

Relevant Projects

- Police and City Hall Facilities Space Needs Analysis, City of Southport
- Police Headquarters, Town of Gibsonville
- Police Headquarters, City of Washington
- Police Headquarters, Town of Front Royal
- Police Evidence Storage Building, Town of Smithfield
- Police Headquarters HVAC Replacement, City of Raleigh
- Historic Courthouse and Fireplace Building Renovations, Lee County
- Law Enforcement Training Center, City of Raleigh
- Public Safety Training Center, Alamance Community College
- Facilities Space Needs Analysis and Master Plan, Johnston County
- Law Enforcement Center, Pender County
- Public Safety Facility, Yancey County
- Fire Station 1 Renovation, City of Harrisonburg
- Rivermont Fire and Rescue Station, Warren County
- Juvenile Courts Needs Assessment, New Hanover County
- Court Services Building Renovation, Halifax County
- One Exchange Plaza Third Floor Renovation, City of Raleigh
- Courts Complex, Augusta County
- Justice Center, Hamblen County
- Health Department East Clinic, Henrico County
- Mental Health and Development Services East Clinic, Henrico County
- Courthouse Expansion, Smyth County
- Courthouse Expansion, Washington County
- Moss Justice Center Expansion and Renovation, York County
- Family Court, York County

EDUCATION

Bachelor of Science, Mechanical Engineering, 2012

REGISTRATIONS

Engineer: NC (045210), VA, SC

AFFILIATION

American Society of Heating, Refrigerating and Air-Conditioning Engineers

LENGTH OF TIME WITH THE FIRM

13 years



Jake Einbinder

Electrical Designer

Moseley

Jake's qualifications include site investigation, power systems design, communication systems design, lighting design, emergency power systems, and fire alarm system design. He will evaluate electrical systems in the building. Key responsibilities include conducting site surveys, analyzing existing electrical infrastructure, and developing design recommendations to enhance efficiency and safety.

Relevant Projects

- Police and City Hall Facilities Space Needs Analysis, City of Southport
- Police Headquarters, Town of Gibsonville
- Police Headquarters, City of Washington
- Independence Division Station, City of Charlotte
- Police Headquarters Space Needs, City of Lexington
- Administration and Police Space Needs Analysis, Town of Elon
- Police Headquarters HVAC Replacement, City of Raleigh
- Historic Courthouse and Fireplace Building Renovations, Lee County
- Facilities Space Needs Analysis and Master Plan, Johnston County
- Public Safety Facility, Johnston County
- Old Jail Assessment for Emergency Operations Center Study, Bladen County
- Comprehensive Facilities Study, Halifax County Public Schools
- Justice Complex, Cleveland County
- 911 Center, Cleveland County
- Court Services Building Renovation, Halifax County
- Justice Center, Hamblen County
- Department of Social Services Upfit of Second Floor Extension, Harnett County
- Daymark Recovery Services HVAC Replacement, Lee County
- Library HVAC and Lighting Assessment, Lee County
- Juvenile Courts Facility, New Hanover County
- Fire Training Center Renovations, City of Raleigh
- Law Enforcement Training Center, City of Raleigh
- One Exchange Plaza Third Floor Renovation, City of Raleigh
- Vehicle Charging Stations, City of Raleigh
- Public Safety Training Center, Alamance Community College

EDUCATION

Bachelor of Science, Electrical Engineering Technology, 2018

REGISTRATIONS

E.I.T.: NC

LENGTH OF TIME WITH THE FIRM

6 years



Jeff Mortensen CPD

Plumbing Designer

Moseley

Jeff has 36 years of experience as a plumbing designer. He will coordinate design with standards and requirements, develop the preliminary sizing and layout of plumbing system components, and develop conceptual plumbing plans to save water and reduce maintenance. He will also analyze fire flow tests to determine if adequate flow and pressure are available, and detail sprinkler system service.

Relevant Projects

- Police and City Hall Facilities Space Needs Analysis, City of Southport
- Police Station Addition and Fire Station 4 Improvements, City of Goldsboro
- Law Enforcement Facility, Surry County
- Law Enforcement Center, Edgefield County
- Law Enforcement Center, Duplin County
- Justice Facility, Cleveland County
- Public Safety Facility, Johnston County
- Emergency Services Facility, Lincoln County
- Emergency Medical Services Station 7, Burke County
- Emergency Services Center, Anson County
- Fire and Rescue Station 6, Goochland County
- Lucketts Fire and Rescue Station, Loudoun County
- Sterling Fire and Rescue Station, Loudoun County
- Round Hill Volunteer Fire Station and Event Center, Frederick County
- Crestview Firehouse 10, Henrico County
- Volunteer Rescue Squad Facility, Isle of Wight County
- Merrifield Fire Station Renovation, Fairfax County
- Fire Station 13 Renovation and Expansion, Henrico County
- Fire Station 1 Renovation, City of Harrisonburg
- Fire Station 12 Apparatus Bay Slab Replacement, Henrico County
- Fire Station 11 Kitchen Renovation, Prince William County
- Fire Station 23 Attic Ventilation, Prince William County
- Renovations to Six Fire Stations, Arlington County
- Fire Logistics Warehouse, Chesterfield County
- Public Safety Building, Spotsylvania County
- Public Safety Building, Warren County

EDUCATION

Associates of Science, Applied Engineering, 1990

REGISTRATIONS

Certified Plumbing Designer

AFFILIATIONS

American Society of Plumbing Engineers

LENGTH OF TIME WITH THE FIRM

20 years



Steven Cooke PE

Structural Engineer

Moseley

Steven will determine the appropriate structural support system for your project and then calculate the gravity and lateral forces that it will need to withstand during its use. He will then analyze these forces and use them to provide the correctly sized beams, columns, foundations, and lateral system to provide for an efficiently sized structural system.

Relevant Projects

- Police and City Hall Facilities Space Needs Analysis, City of Southport
- Police Headquarters, City of Washington
- Independence Division Station, City of Charlotte
- Police Station, City of Tega Cay
- Sheriff's Office Hal Marshall Field Office Renovation, Mecklenburg County
- Police and Fire Expansion, City of Goldsboro
- Public Safety Facility, Johnston County
- Detention Center, Johnston County
- Law Enforcement Center, Bladen County
- Law Enforcement Center, Granville County
- Law Enforcement Center, Mitchell County
- Law Enforcement Center Renovation, Mitchell County
- Law Enforcement Facility, Surry County
- Emergency Services Facility, Lincoln County
- Emergency Medical Services Station 7, Burke County
- Emergency Communications Center, Burke County
- Department of Social Services Conversion Study, Anson County
- Community Center, Greene County
- Division of Juvenile Justice Facility, New Hanover County
- Emergency Logistics Center, New Hanover County
- Youth Development Center, Rockingham County
- Emergency Medical Services Facilities Space Plan, Durham County
- Emergency Services Center, Anson County
- Judicial Center, Rockingham County
- Law Enforcement Complex, Colleton County
- Law Enforcement Center, Henderson County

EDUCATION

Bachelor of Science, Civil Engineering,
2003

REGISTRATIONS

Engineer: NC (035434), GA, SC, WA
LEED Accredited Professional

AFFILIATIONS

American Society of Civil Engineers
American Institute of Steel
Construction
American Concrete Institute

LENGTH OF TIME WITH THE FIRM

17 years



Melissa Almond NCIDQ

Interior Designer

Moseley

Melissa has 20 years of interior design experience for local government clients. She will collaborate with the city and project team, assisting in developing the design concept. Melissa will provide guidance on interior design and space planning. She will specify finishes, materials, and products, as well as fixtures and equipment.

Relevant Projects

- Police and City Hall Facilities Space Needs Analysis, City of Southport
- Police Headquarters, City of Washington
- Law Enforcement Training Center, City of Raleigh
- Police Department Space Study, City of Raleigh
- Law Enforcement Training Center, North Carolina Wildlife Resources Commission
- Public Safety Facility, Johnston County
- Detention Center, Johnston County
- Public Safety Center Medical Renovation, Wake County
- 911 Center, Cleveland County
- Law Enforcement and Detention Center, Pender County
- Emergency Services Facility, Anson County
- Emergency Communications Center, Burke County
- Emergency Medical Services Station 7, Burke County
- Justice Facility, Cleveland County
- Judicial Center, Craven County
- Law Enforcement and Detention Center, Granville County
- Law Enforcement and Detention Center, Harnett County
- Jail Renovations for E911 and Emergency Operations, Lee County
- Courthouse, Lincoln County
- Law Enforcement Center Renovation, Mitchell County
- Division of Juvenile Justice Court Facility, New Hanover County
- Law Enforcement and Detention Center, Polk County
- Emergency Medical Services Bases 2 and 3, Rockingham County
- Emergency Communications Center, Rockingham County
- Courthouse Expansion, Washington County
- Carey A. Winders Detention Center, Wayne County
- Health Department and Social Services Facility, Wayne County
- Fire Station 12, City of Richmond

EDUCATION

Bachelor of Science, Interior Design,
2005

REGISTRATIONS

National Council for Interior Design
Qualification: NC (219)

LEED Accredited Professional

AFFILIATIONS

International Interior Design
Association

LENGTH OF TIME WITH THE FIRM

20 years



Steve Nally

Construction Contract Administrator

Moseley

Steve will lead the construction administration efforts for our team. He will conduct site visits, performs field observations, and leads project meetings. Additional responsibilities include handling requests for information, submittals, and potential change orders. Steve will also review applications for payment and receive contractor schedule updates. He will coordinate project closeout, including substantial completion inspections, maintenance of current contract documents, and resolution of claims to minimize risk.

Relevant Projects

- Police and City Hall Facilities Space Needs Analysis, City of Southport
- Police Headquarters, City of Washington
- Independence Division Station, City of Charlotte
- Historic Courthouse and Fireplace Building Renovations, Lee County
- Law Enforcement and Detention Center, Pender County
- Detention Center, Johnston County
- Public Safety Facility, Johnston County
- Law Enforcement and Detention Center, Bladen County
- Justice Facility, Cleveland County
- Judicial Center, Craven County
- Law Enforcement and Detention Center, Granville County
- Sheriff's Office and Jail Expansion Study, Halifax County
- Courthouse, Lincoln County
- Emergency Services Center, Lincoln County
- Courthouse and Court Facilities Renovation, Moore County
- Courthouse Renovation and Addition, Nash County
- Detention Center Renovation and Addition, Nash County
- Division of Juvenile Justice Court Facility, New Hanover County
- Law Enforcement Training Center, North Carolina Wildlife Resources Commission
- Law Enforcement and Detention Center, Polk County
- Law Enforcement Training Center, City of Raleigh
- Emergency Medical Services Stations 2 and 3, Rockingham County
- Judicial Center, Rockingham County
- Emergency Services Facility, Rockingham County
- Emergency Communications Center, Rockingham County
- 911 and Detention Center, Surry County

REGISTRATIONS

Green Classroom Professional

LEED Accredited Professional

AFFILIATIONS

American Institute of Architects

LENGTH OF TIME WITH THE FIRM

19 years



Chad Simmons PE

Civil Engineer

WithersRavenel

Chad has more than 13 years of experience in the civil engineering profession with a focus on responsiveness to clients and team members. He demonstrates a readiness to tackle a host of design, permitting, and project management issues in the municipal, commercial, residential, industrial, and institutional market sectors. His experience includes site design, grading modeling, stormwater management and conveyance design, erosion control design, water and sewer utilities extension, and vehicle routing. Chad was an early adopter of Civil3D and his previous field and drafting experience backs a spatial awareness approach to problem solving.

Relevant Projects

- New Law Enforcement and Detention Center, Pender County
- Law Enforcement Center, 911 Center, and Sheriff's Office, Yancey County
- Sheriff's Office, Mitchell County
- Justice Center Building, Graham County
- Detention Center and Law Enforcement Complex, Duplin County
- New K-8 School, Pender County
- Justice Center, Cleveland County
- Grifols Fractionation Facility and Warehouse Addition, Town of Clayton

EDUCATION

Bachelor of Science, Civil Engineering,
2009

REGISTRATIONS

Engineer: NC (040363)

LENGTH OF TIME WITH THE FIRM

3.5 years



Curt Blazier PE

Civil Engineer

WithersRavenel

Curt brings more than 25 years of civil engineering consulting experience and a love for problem-solving, team building, responsiveness, and the betterment of the communities in which he works. He brings technical design and project management experience across a variety of healthcare, institutional, utility, and commercial projects. He seeks to listen attentively to the needs and expectations of his clients, collaborates with various stakeholders, and pays attention to details to fuel project success.

Relevant Projects

- New Police Evidence Facility, City of Raleigh
- 911 Center, Yancey County
- New K-8 School, Pender County
- Agricultural Marketplace, City of Sanford
- Triangle Swing Racquet and Paddle, City of Raleigh
- Recreation and Event Center, Town of Kernersville
- US Highway 321 Multi-Use Trail, Town of Blowing Rock
- Civitan Park Improvements, Town of Kernersville
- Hanging Rock State Park Improvements, Stokes County
- Clayton Community Park, Town of Clayton
- Carolina Springs (Phases 6 to 10), Town of Holly Springs

EDUCATION

Bachelor of Science, Civil Engineering,
1995

REGISTRATIONS

Engineer: NC (033840)

LENGTH OF TIME WITH THE FIRM

4 years

Daniel Terry

Construction Administrator

WithersRavenel

Daniel provides a range of construction administration and observation services. He reviews project schedules and applications for payment; recommends proposed change orders, work change directives, and field orders; verifies that material and equipment certificates, operation and maintenance manuals, and other data required by the specifications have been provided; and participate in substantial and final completion inspections.

EDUCATION

Bachelor of Science, Environmental Science, 2013

LENGTH OF TIME WITH THE FIRM

11.5 years

Relevant Projects

- Marina Dry Stacks, City of Southport
- Police Station, City of Washington
- County Courthouse, Moore County
- Detention Center and Law Enforcement Complex, Duplin County
- Juvenile Justice Center Redevelopment, City of Wilmington
- Emergency Logistics Facility, New Hanover County
- 133 Multi-Use Path Construction Engineering and Inspection, Town of Belville



Lisa Bricker AIA

Historic Preservation Designer

Golden Leaf Design Studio

With 14 years of experience in both architecture and preservation, Lisa possesses a unique ability to blend historical sensitivity with contemporary functionality. As a historic architect, she has worked on significant historic properties across the Southeast. Her portfolio is comprised of a variety of project types, including museums, academic, commercial, and residential buildings. Her experience also includes historic structures reports, long-term maintenance planning, and state and federal historic rehabilitation tax credits.

Relevant Projects

- The Valentine Museum Archives Collection Rehabilitation, City of Richmond*
- Historic Courthouse, Jail, and Library HSR, City of Fredericksburg*
- Maymont Stone Barn, City of Richmond*
- Norman Hall, University of Florida*
- Superintendent's Quarters, Virginia Military Institute*
- Scott Shipp Hall, Virginia Military Institute*
- Collonade Club Prep Space, University of Virginia*
- Plant 64 Apartments, City of Winston-Salem*
- Deco at Central National Bank, City of Richmond*
- Cookie Factory Lofts, City of Richmond*
- Baker Street School Apartments, City of Richmond*
- Point of Rocks, Chesterfield County*
- Gunston Hall Mansion Maintenance Plan, Mason Neck*
- Hickory Museum of Art Study, City of Hickory*
- Tri Sigma Headquarters Study, Town of Chapel Hill*
- Bacon's Castle Historic Structure Report (HSR), Town of Surry*
- Monumental Church Master Plan, City of Richmond*

*Completed with previous firm

EDUCATION

Master of Arts, Historic Preservation,
2011

Bachelor of Architecture, 2010

REGISTRATIONS

Architect: NC (16195), VA

National Council of Architectural
Registration Board

AFFILIATIONS

American Institute of Architects

LENGTH OF TIME WITH THE FIRM

4 months



Kaye Smith

Lead Cost Manager

Palacio Collaborative

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 dollars to over 100 million dollars 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 Projects

- Police Headquarters, Durham County*
- 911 and Emergency Operations Center, Hanover County*
- Police Department Renovation, City of Monroe
- Town Hall and Police Station Facilities Sitework, Town of Rolesville
- Thomas Grocery Building Office Conversion to North Carolina Department of Transportation Office, City of Wilmington
- Bryan Park Pickleball Court Conversion and Restroom Building, City of Greensboro

*Completed with previous firm

EDUCATION

Bachelor of Science, Business Administration, 1990

LENGTH OF TIME WITH THE FIRM

6 years



6

Appendix B: Professional References



Professional References

Our clients consistently report that we deliver services that exceed their expectations. We encourage the City of Southport to contact the following individuals to inquire how they would rate our experience, technical capabilities, and qualifications. We value the relationships with our clients who, like you, have the responsibility of delivering excellent facilities to their communities.

City of Washington Police Headquarters

Jonathan Russell, City Manager

102 East Second Street, Washington, NC 27889

(252) 975-9319 | jrussell@washingtonnc.gov

Town of Gibsonville Police Headquarters

Chief Ron Parrish, Chief of Police

129 West Main Street, Gibsonville, NC 27249

(336) 449-7926 | rparrish@gibsonville.net

Charlotte-Mecklenburg Independence Division Station (above)

Mike Bedard, Division Supervisor of Facilities Planning

601 East Trade Street, Charlotte, NC 28202

(704) 488-9435 | mbedard@cmpd.org

ABOVE The facility's interior design reflects its role as a second home for officers. Following the department's "core four" wellness initiative, spaces support both physical and mental health. The division major, captain, and lieutenants work alongside officers and deputies in areas designed for their roles. A fitness center and locker rooms promote physical readiness, while a private room for nursing mothers accommodates personal needs.



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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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
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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.

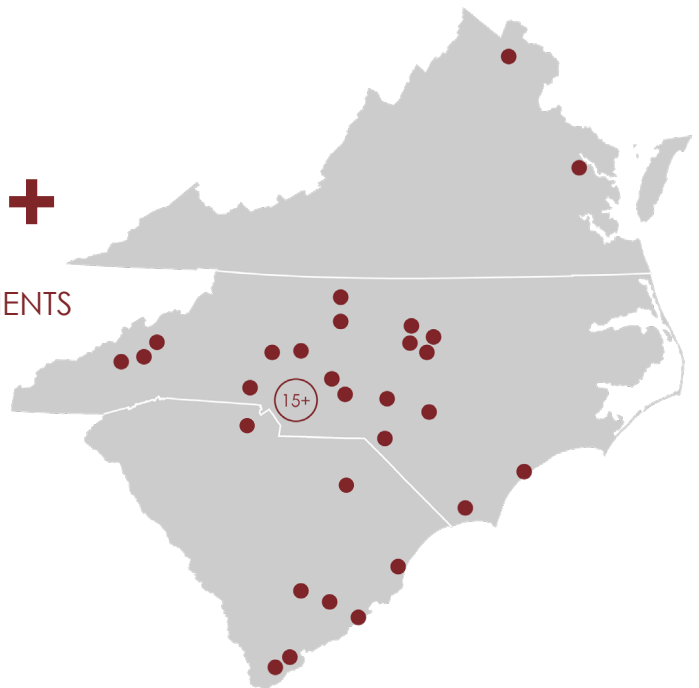
While strategically focusing our expertise within the civic market, our firm has worked with over 50 municipalities in the Carolinas and has made working with counties, cities, and towns our passion. Due to this experience, we have developed a tested and refined programming, planning and design process 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.

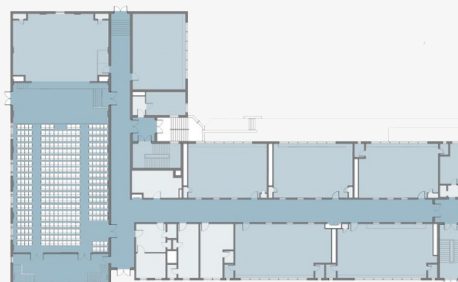


Standard Hardware | Adaptive Reuse
Gastonia, NC

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

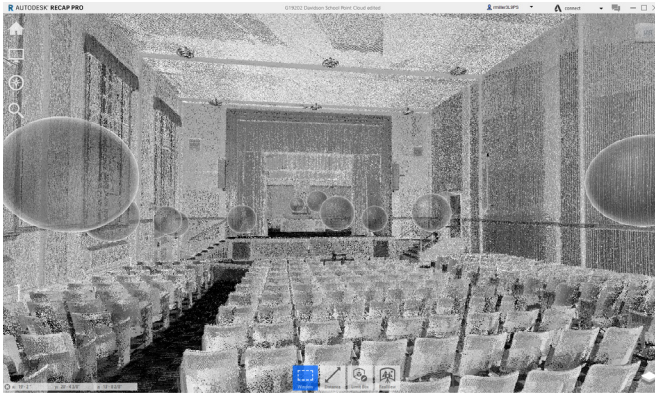
LOW HISTORIC INTEGRITY

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

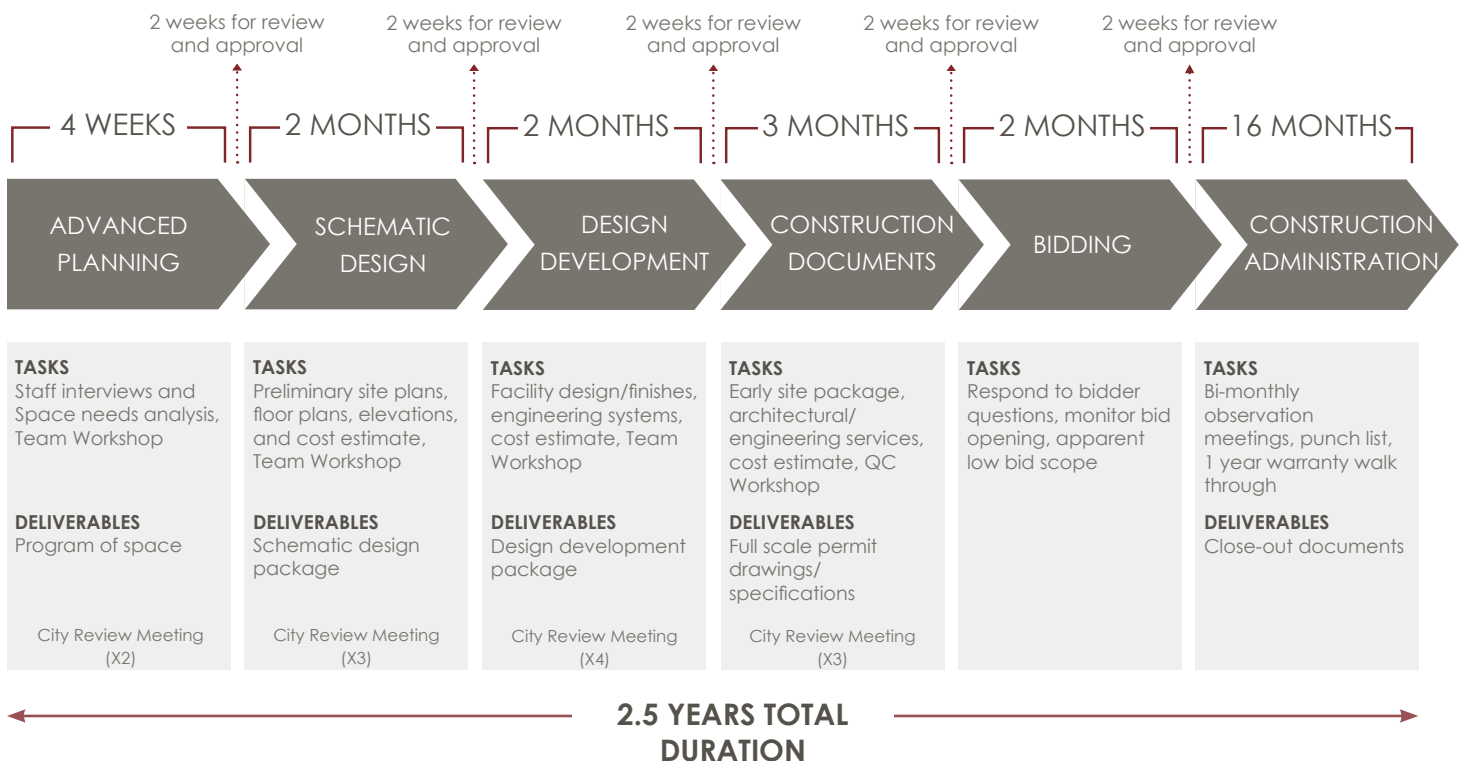
PROJECT SCHEDULE

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