

**MINUTES FOR BOARD OF ALDERMEN MEETING – SPECIAL MEETING**

**November 17<sup>th</sup>, 2011**

**6:00 PM**

The following elected officials were present: Mayor Coleman, Alderman Beaty, Alderman Friday, Alderman Huggins, and Alderman Martin. Alderman Withers was absent.

The following staff members were present: Ed Munn, Interim Town Manager; Maria Stroupe, Administrative Services Director; and Bill Trudnak, Public Works Director.

The Mayor called the meeting to order at 6:00 pm.

Mayor Coleman opened with the Invocation and the Pledge of Allegiance to the Flag.

The purpose of the special meeting was to interview engineering firms that had responded to the Town's request for proposal (Exhibit A) for engineering services to improve the Town's water distribution system. Four engineering firms presented proposals; Willis Engineers, US Infrastructure of Carolina, Pease Engineering and Architecture, and Diamond Engineering.

Mr. Chuck Willis presented the proposal from Willis Engineers.

Mr. Bob Cook and Ms. Bonnie Fisher presented the proposal from US Infrastructure of Carolina.

Mr. Don Garbrick and Mr. Rob Bernard presented the proposal from Pease Engineering.

Mr. Johnny Denton and Ms. Kim Fortner presented the proposal from Diamond Engineering.

Each presenter addresses a list of questions that had previously been sent to them from the Town of Dallas.

After each firm made their presentation, the Board of Aldermen reviewed the information presented. Mr. Friday made a motion to award the project to Diamond Engineering, seconded by Mr. Huggins, and carried unanimously.

Mr. Huggins made a motion to adjourn, seconded by Mr. Friday, and carried unanimously. (8:26)

---

Rick Coleman, Mayor

---

Maria Stroupe, Town Clerk

**Mayor**  
Rick Coleman

**Aldermen**  
John Beaty  
Ed Friday  
Allen Huggins  
Scott Martin  
Hoyle Withers

**Town Manager**  
Ed Munn

**Town Clerk**  
Maria Stroupe

**Town Attorney**  
Pennie M. Thrower

**Public Works**  
Bill Trudnak

**Electrical**  
J. Doug Huffman

**Police Chief**  
Gary Buckner

**Planning**  
David Kahler

**Fire Chief**  
Steve Lambert

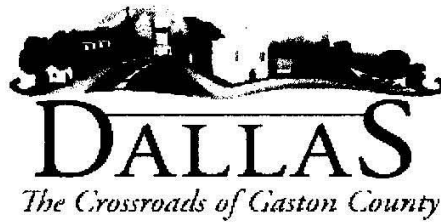
**Recreation**  
Anne Martin

Town of Dallas  
210 N. Holland St.  
Dallas, NC 28034

**Phone:**  
704-922-3176

**Fax:**  
704-922-4701

**Web Page:**  
[www.dallasnc.net](http://www.dallasnc.net)



**REQUEST FOR PROPOSAL**

The Town of Dallas is requesting proposals for engineering services to improve the Town's Water Distribution System. Firms are requested to provide the following information:

- \*Qualifications and related experience of the firm
- \*List of employees who will do the work and their qualifications
- \*Description of project approach and timeline
- \*Unit prices for engineering services
- \*Relevant References

Proposals must be submitted no later than October 12, 2011 by 2:00 pm. to the Town of Dallas Public Works Department, attn: Bill Trudnak, 700 E. Ferguson St. Dallas, NC 28034

**SCOPE OF SERVICES**

**Phase 1**

1. Study and evaluate the Water Distribution System.
2. Determine problem areas and prioritize each.
3. Make recommendations for upgrades in Water Quality and Fire Flow.
4. Provide estimated costs, including engineering services, for the entire project broken down into four segments, with the most important listed first and the least important last.
5. Present and report your findings to the Public Works Committee and the Board of Aldermen.

**Phase 2**

1. Prepare plans as required by NC DNER and as required for construction.
2. Prepare the bid package.
3. Perform bid evaluation and report your findings to the Public Works Committee and the Board of Aldermen.
4. Inspect work during construction.
5. Submit As-Built Plans for Town records.

Questions concerning this Request for Proposal should be directed to Town Manager, Ed Munn at 704-922-3176 or Public Works Director, Bill Trudnak at 704-922-9961.

## Dallas Water Distribution Line Improvement Program

### *Questions for Engineering Firms:*

1. What would be a reasonable timetable for beginning the actual water line improvement work?
2. Explain the development and use of your model.
3. Describe the process you would use to determine which lines would be priorities.
4. What is your understanding of reasons for discoloration and sediment in water lines and what is the best way to remove it?
5. Are there operational practices that can help? (such as flushing, etc.)
6. What water line materials present the worst problems for water quality (asbestos? galvanized? etc.) What materials would you use for new water lines?
7. How would you determine the appropriate size for the replacement water lines?
8. Is there a need to consider installing new loops to improve water quality? If so, explain.
9. What problems do you foresee in the process of replacing older lines?
10. What are the issues associated with the tap to the meter section of the lines?
11. Should the old lines remain in place and be capped?
12. How can we minimize service disruptions during the process?
13. Are there process or material innovations that should be used?
14. Do we expect any issues with NCDNER? Do you have a way to facilitate the review?
15. What is a good "rule-of-thumb" for estimating engineering costs for our project?