



TOWN OF KILL DEVIL HILLS PUBLIC SERVICES

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Kill Devil Hills, NC 27948
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STEPHEN F. ALBRIGHT
Director

June 9, 2025

DEREK A. DAIL
Assistant Director

Memorandum

MARCIA K. OLLIS
Administrative Services

To: Debora P. Diaz, Town Manager

ALFRED BURTON
Water Plant

From: Stephen F. Albright, Public Services Director 

DAVE SPENCE
Water Systems

Subject: Recommendation for Bid Acceptance for 2025-2026
Street, Drainage and Right-Of-Way Improvements Project –
West Martin Street, Infrastructure Improvements

L. RANDOLPH TURNER
Streets

At the October 14, 2024 meeting, the Board of Commissioners approved the design and bidding of the street, drainage and right-of-way improvements project for fiscal year 2025-2026. The capital improvement project includes paving, drainage, sidewalk, water main replacement and related work as follows:

LYNN E. LINDSEY
Solid Waste

West Martin Street, Infrastructure Improvements (approximately 0.81 miles) - Improvements will include paving, drainage, sidewalk, water main, and related work as follows:

- **W. Martin Street (US 158 to Blue Jay Street):** Work will include road widening to the south adding a right turn lane at US 158, sidewalk addition on the north side, asphalt paving, drainage improvements and some driveway work.
- **W. Martin Street (Blue Jay Street to Ninth Ave.):** Work will include sidewalk addition on the north side, asphalt paving, drainage improvements, waterline work including valve and hydrant replacements and some driveway work.
- **Swan Street (Martin Street to W. Baum Street):** Work will include sidewalk addition on the west side, fire hydrant replacements from W. Martin Street to W. Baum Street and water main replacement and pavement overlay between W. Martin Street and Airstrip Road.
- **West Baum Street (Swan Street to Sixth Ave.):** Work will include sidewalk addition from Swan Street to Sixth Avenue along the south side to allow pedestrian crossing at Sixth stop sign controlled intersection.

On May 22, 2025 bids were received for the project and reviewed by the Town’s engineer, Emily Zeltmann, P.E. and staff. Please find the attached recommendation of award letter from Ms. Zeltmann along with the bid tabulation for the project. Staff concurs with Ms. Zeltmann’s recommendation that the low bidder, Hatchell Concrete, Inc. is awarded the contract for the **West Martin Street, Infrastructure Improvements** as outlined in the attached recommendation letter.

A breakdown of the recommended construction related costs for the **West Martin Street, Infrastructure Improvements** is included below:

West Martin Street, Infrastructure Improvements	Base Bid			
	Streets & Drainage	Sidewalk	Water	Total
Hatchell – Base Bid + Unit Price Items	\$1,312,994	\$445,000	\$368,356	\$2,126,350
Contingency	\$65,650	\$22,250	\$36,836	\$124,736
Engineering	\$48,587	\$26,502	\$13,251	\$88,340
Grand Totals	\$1,427,231	\$493,752	\$418,443	\$2,339,426

If the Board of Commissioners agrees with these recommendations for the **West Martin Street, Infrastructure Improvements**, a motion will be in order to:

- Approve the contract with Hatchell Concrete, Inc. for 2025-2026 street, drainage, and right-of-way improvements project in the amount of \$2,126,350 and authorize its execution by the Town Manager;
- Approve the engineering services agreement with American Engineering in the total amount of \$88,340 for construction oversight services;
- Approve a 5% not-to-exceed contingency for the streets and drainage portions of the project in the amount of \$65,650, sidewalk portions of the project in the amount of \$22,250, and a 10% contingency for the water portions of the project in the amount of \$36,836;
- Authorize expenditure of \$1,247,231 from the Street Construction Capital Reserve Fund; \$180,000 from Powell Bill funds; \$220,000 from the Sidewalk Construction Capital Reserve Fund, \$240,000 of grant funds, \$33,752 from the general fund balance, and \$418,443 from the Water Fund, for a total of \$2,339,426; and
- Approve budget amendments to appropriate funds from the Street Construction Capital Reserve, Sidewalk Construction Capital Reserve Fund, Fund Balance Appropriated – Powell Bill, grant funds, and unassigned fund balances for the 2025-2026 street, drainage, and right-of-way improvements project.



May 30, 2025

Mr. Steve Albright, Director of Public Services
Town of Kill Devil Hills
P. O. Box 1719
Kill Devil Hills, NC 27948

Subject: **V24031 – West Martin Street Infrastructure Improvements
and Ocean Acres Pavement Improvements
Recommendation of Award**

Dear Mr. Albright:

On Thursday, May 22, 2025, American Engineering received and opened bids for the following project:

- West Martin Street Infrastructure Improvements
- Ocean Acres Pavement Improvements

This letter includes our tabulation and analysis of the bids received for the project, and our recommendation to you and to the Town.

To facilitate the use of this letter in discussions, we have numbered the remaining paragraphs and will speak to the West Martin Street Infrastructure Improvement project first and then follow with the Ocean Acres Pavement Improvement project.

1. Due to the size of the project, West Martin Street Infrastructure Improvement project, we followed formal bidding procedures. We had three (3) prospective bidders attend the April 15, 2025 mandatory pre-bid meeting. Having concerns that we still might have two or fewer actual bidders, we re-advertised the project in an effort to attract more bidders. We also scheduled a second pre-bid meeting, on April 22, for any additional bidders. No additional bidders showed up to the second pre-bid meeting. Thus, three prospective bidders met the requirement of having attended a mandatory pre-bid meeting: Fred Smith Company, Hatchell Concrete, Inc., and Barnhill Contracting Company.
2. At the May 22, 2025 bid opening, three bids were received, one each from Fred Smith Company, Hatchell Concrete, Inc., and Barnhill Contracting Company. All bids appeared at the time to be in conformity with the requirements of the Contract documents in terms

Subject: **WEST MARTIN STREET INFRASTRUCTURE IMPROVEMENTS
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RECOMMENDATION OF AWARD**

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of format, bid bond, license number, etc. There were no irregularities or disqualifying flaws or omissions. The bids were opened and read aloud.

3. As in other recent projects, we broke out several items from the Base Bid of each Project. There are two items to be paid on a unit-price basis with specified quantities:

- a. Silt Fence (500 linear feet)
- b. Watering (25 days)

4. Contractors were allowed 243 days to reach substantial completion from the construction start date, and 278 days to reach final completion.

5. The Low Bidder for this project is **Hatchell Concrete, Inc.** Their Bid was as follows:

a. Base Bid (non-water)	\$1,296,744.00
b. Base Bid (water work)	\$368,356.00
c. Base Bid (Sidewalk)	\$445,000.00
d. Silt Fence (500 LF).....	\$ 2,500.00
e. Watering (25 days)\$ 13,750.00
f. Total Bid\$ 2,126,350.00

6. The total Hatchell Concrete, Inc. bid price for this project is 27.6% higher than our Engineer’s Estimate. The other bids from Barnhill Contracting Company and Fred Smith Company are 6.3% and 25% higher, respectively. Bids that are this close together typically indicate that this pricing accurately reflects the current market.

The current inflated market for construction work appears to be driven by a strong demand. Material suppliers, especially concrete and asphalt producers, have been raising prices significantly within the past 12 months. In addition, labor rates have increased significantly within the past 2 years. Based on these conditions, we consider these bids reasonable and are continuing to see evidence of pricing

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stabilization. We would like to thank the three bidders for the effort they've spent getting their bids together.

Taking into consideration all of the above, we recommend award of **West Martin Street Infrastructure Improvements** in the amount of **\$2,126,350.00**.

7. We wish to discuss how much total money will be needed to undertake this project:

- a. We start with the bid price of **\$2,126,350.00**
- b. Add a 5% contingency (non-water portion only) ...\$65,650.00
- c. Add a 10% contingency (water portion only)\$36,836.00
- d. Add a 5% contingency (sidewalk portion)\$22,250.00
- e. Add American's fee for construction oversight.....\$88,340.00
- f. Total funding required: **\$2,339,426.00**

8. It may be useful to see this same total amount apportioned into the three categories of construction work:

- a. Street and drainage improvements \$1,427,231.00
- b. Water main replacement\$418,443.00
- c. Sidewalk improvements\$493,752.00
- d. Total funding required **\$2,339,426.00**

9. We have separately furnished our proposal for the construction phase services for this project, dated May 30, 2025 in the amount of **\$88,340.00**. This is split \$48,587.00 for street and drainage work, \$13,251.00 for water system work, and \$26,502.00 for sidewalk. We recommend and request that the Board of Commissioners approve this proposal for professional services.

10. If the Board sees fit to award the project, we contemplate that the Contractor will receive Notice to Proceed on June 17, 2025. The Contractor will complete administrative tasks and order materials. As such, the first day of construction for the Contract will be set as

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September 8, 2025. With the Contract Time being 243 days, this would set the Required Date of Substantial Completion as Friday, **May 9, 2026** for all work.

Next, we will discuss the Ocean Acres Pavement Improvements.

1. We had two (2) prospective bidders attend the April 15, 2025 mandatory pre-bid meeting. We re-advertised the project in an effort to attract more bidders. We also scheduled a second pre-bid meeting, on April 22, for any additional bidders. No additional bidders showed up to the second pre-bid meeting. Thus, the two prospective bidders met the requirement of having attended a mandatory pre-bid meeting: Fred Smith Company and Barnhill Contracting Company.
2. At the May 22, 2025 bid opening, two bids were received, one each from Fred Smith Company and Barnhill Contracting Company. Fred Smith Company's bid was missing the acknowledgement of Addendum #1; however, since this addendum only covered a minor administrative typo in the Bid Form and had no effect on the scope or cost of the work, we recommend waiving the minor discrepancy and awarding to Fred Smith Company.
3. Contractors were allowed 241 days to reach substantial completion from the construction start date, and 255 days to reach final completion.
4. The Low Bidder for this project is **Fred Smith Company**. Their Bid was as follows:
 - a. **Total Bid** **\$ 121,305.00**
5. The total Fred Smith Company bid price for this project is 57% lower than our Engineer's Estimate, and within 36% of the other bid from Barnhill Contracting Company.

We recommend award of **Ocean Acres Pavement Improvements** in the amount of **\$121,305.00**.

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AND OCEAN ACRES PAVEMENT IMPROVEMENTS –
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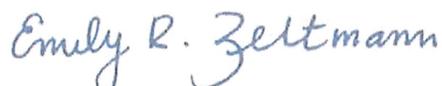
6. We wish to discuss how much total money will be needed to undertake this project:
 - a. We start with the bid price of **\$121,305.00**
 - b. Add a 5% contingency (non-water portion only) \$6,066.00
 - c. Add American's fee for construction oversight.....\$13,860.00
 - d. Total funding required: **\$141,231.00**

7. We have separately furnished our proposal for the construction phase services for this project, dated May 30, 2025 in the amount of **\$13,860.00** which due to the type of project would be funded from the non-water fund. We recommend and request that the Board of Commissioners approve this proposal for professional services.

8. If the Board sees fit to award the project, we contemplate that the Contractor will receive Notice to Proceed on June 17, 2025. The Contractor will complete administrative tasks and order materials. As such, the first day of construction for the Contract will be set as September 8, 2025. With the Contract Time being 241 days, this would set the Required Date of Substantial Completion as Friday, **May 6, 2026** for all work.

We appreciate the continuing opportunity to be of service to Kill Devil Hills. Please let me know if there are any questions regarding this information.

Sincerely,



Emily R. Zeltmann, P.E.
Project Engineer

American Engineering Associates – Southeast, PA

Cc: Mr. Michael O'Dell, Town Clerk, 252-441-7946

Tabulation of Bids Received at:

11 a.m. on Thursday, May 22, 2025

by the Town of Kill Devil Hills, North Carolina

Project: **West Martin Street, Infrastructure Improvements**

American Engineering

830 Greenbrier Circle, Suite 110, Chesapeake, VA 23320

Project ID: V34031

ITEM # and DESCRIPTION	Length/Quantity	Engineer's Post-Design Estimate				Hatchell Concrete, Inc.				Barnhill Contracting Company				FSC II, LLC, dba Fred Smith Company			
		Street & Drainage Cost	Waterline Cost	Sidewalk Cost	TOTAL COST	Street & Drainage Cost	Waterline Cost	Sidewalk Cost	TOTAL COST	Street & Drainage Cost	Waterline Cost	Sidewalk Cost	TOTAL COST	Street & Drainage Cost	Waterline Cost	Sidewalk Cost	TOTAL COST
<p>West Martin Street, Infrastructure Improvements: The project includes the overlay and reconstruction of pavement and installation of new sidewalk. Replacement of watermain, fire hydrants and valves, where noted on the plans. Concrete work will also include partial removal and construction of new driveway segments as necessary, and construction or replacement of curb & gutter at specified intersections. Storm drainage improvements will be installed, including HDPE pipe and "back drain" associated drainage structures, and grass swales within the entire project area. All areas shall include incidental clearing, pavement outposts, reseeding and restoration, etc. As a general indication to prospective bidders of the size of the project, the approximate total length of pavement overlay/reconstruction is 3,700 linear feet (L.F.), length of new sidewalk is approximately 4,400 L.F., and length of watermain pipe is approximately 3,650 L.F.</p>																	
1	Base Bid (non-water)	\$1,156,502.00			\$1,156,502.00	\$1,296,744.00			\$1,296,744.00	\$1,410,821.00			\$1,410,821.00	\$1,925,712.00			\$1,925,712.00
2	Base Bid (water work)		\$323,658.00		\$323,658.00		\$368,356.00		\$368,356.00		\$479,027.00		\$479,027.00		\$372,750.00		\$372,750.00
3	Base Bid (Sidewalk)			\$169,660.00	\$169,660.00			\$445,000.00	\$445,000.00			\$342,732.00	\$342,732.00			\$341,313.00	\$341,313.00
4	Total Base Bid				\$1,649,820.00				\$2,110,100.00				\$2,232,580.00				\$2,639,775.00
5	Base Bid Silt Fence	500	\$2,750.00		\$2,750.00	\$2,500.00			\$2,500.00	\$2,575.00			\$2,575.00	\$2,750.00			\$2,750.00
6	Base Bid Watering	25	\$13,200.00		\$13,200.00	\$13,750.00			\$13,750.00	\$24,375.00			\$24,375.00	\$16,250.00			\$16,250.00
7	Total Bid				\$1,665,770.00				\$2,126,350.00				\$2,259,530.00				\$2,658,775.00

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\$1,156,502.00 \$323,658.00 \$169,660.00 \$1,665,770.00 \$1,312,994.00 \$368,356.00 \$445,000.00 \$2,126,350.00 \$1,437,771.00 \$479,027.00 \$342,732.00 \$2,259,530.00 \$1,944,712.00 \$372,750.00 \$341,313.00 \$2,658,775.00

Bid Requirements Checklist:	Contractor's License Number Indicated?	yes
	Bid Bond Provided?	yes
	Minority Participation Information Provided?	yes
	Liability Insurance Information Provided?	yes
	Worker's Compensation Information Provided?	yes
	Receipt Acknowledged of Addenda #1 through #2?	yes

yes

yes

yes

Total Contract, if Awarded by BOC:	\$1,665,770.00	\$2,126,350.00	\$2,259,530.00	\$2,658,775.00
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ALLOWANCE FOR CONTINGENCIES AND USE OF UNIT PRICE ITEMS AT 5 PERCENT for NON-WATER WORK AND				10 PERCENT for WATER WORK				5 PERCENT for SIDEWALK				
Street & Drainage	Waterline	Sidewalk Cost	Total	Street & Drainage	Waterline	Sidewalk Cost	Total	Street & Drainage	Waterline	Sidewalk Cost	Total	
\$57,825.10	\$33,960.80	\$8,483.00	\$100,269.00	\$65,650.00	\$36,836.00	\$22,250.00	\$124,736.00	\$71,888.55	\$47,902.70	\$17,136.60	\$136,928.00	
								\$97,235.60			\$17,065.65	\$151,577.00

ENGINEERING COSTS, CONSTRUCTION PHASE (CONTRACT ADMINISTRATION, SURVEY STAKEOUT, SURVEY AS-BUILT DRAINAGE STRUCTURE RIMS & INVERTS)															
5 PERCENT for NON-WATER WORK AND				10 PERCENT for WATER WORK				5 PERCENT for SIDEWALK							
Street & Drainage	Waterline	Sidewalk Cost	Total	Street & Drainage	Waterline	Sidewalk Cost	Total	Street & Drainage	Waterline	Sidewalk Cost	Total				
\$48,587.00	\$13,251.00	\$26,502.00	\$88,340.00	\$48,587.00	\$13,251.00	\$26,502.00	\$88,340.00	\$48,587.00	\$13,251.00	\$26,502.00	\$88,340.00				

ESTIMATED TOTAL CONSTRUCTION COST BY PROJECT, including BASE BID, ALTERNATES marked above as "Accepted? YES," potential cost of WATER LINE ADJUSTMENTS, allowance for CONTINGENCIES & USE OF UNIT PRICE ITEMS, and CONSTRUCTION-PHASE																
Total Bid, all	Engineer's Post-Design Estimate				Hatchell Concrete, Inc.				Barnhill Contracting Company				FSC II, LLC, dba Fred Smith Company			
	Street & Drainage	Waterline	Sidewalk Cost	Total	Street & Drainage	Waterline	Sidewalk Cost	Total	Street & Drainage	Waterline	Sidewalk Cost	Total	Street & Drainage	Waterline	Sidewalk Cost	Total
	\$1,262,914.10	\$386,819.80	\$204,645.00	\$1,854,379.00	\$1,427,231.00	\$418,443.00	\$493,752.00	\$2,339,426.00	\$1,558,246.55	\$540,180.70	\$386,370.60	\$2,484,798.00	\$2,096,534.60	\$423,276.00	\$384,880.65	\$2,898,692.00
				\$1,854,379.00				\$2,339,426.00				\$2,484,798.00				\$2,898,692.00



May 30, 2025

Mr. Steve Albright, Director of Public Services
Town of Kill Devil Hills
P. O. Box 1719
Kill Devil Hills, NC 27948

By e-mail

Subject: **V24031 – Kill Devil Hills Fall 2025-26 Project:
West Martin Street Infrastructure Improvements
CONSTRUCTION PHASE SERVICES**

Dear Mr. Albright:

American Engineering is pleased to provide this proposal for services during the Construction Phase of these projects.

For the **Construction Phase** work, our scope of services shall be as follows:

Administrative tasks to assist with contract execution include review of contractor submittal reviews for conformance to the Contract Documents; review of proposed construction change orders; field engineering oversight; attendance of bi-weekly construction progress meetings; and review of contractors' applications for payment; and preparation of Construction Record Drawings. We have estimated four (6) submittal reviews, including one resubmittal each and four (4) change order reviews.

Field survey tasks to include setting survey control; providing construction survey stakeout; and as-built surveys of storm drainage structures and other key elevations.

Should the Contractor require for us to re-establish already-completed survey stakeout at the site, he will be required to enter into a separate contract with American Engineering to complete these services.

Field oversight will not include nor constitute Construction Management, nor full-time inspection, but oversight to assist in assuring construction complies with Contract Documents.

The field inspection program we propose for the West Martin Infrastructure Improvements project will include:

- An average of 2 hours in site visits per week (1-2 brief visits)
- An average of two 1-2-hour, on-site visits for a major meeting or unscheduled walk-through. It is anticipated that this will happen once every 2 months.
- Substantial Completion and Final Completion Walkthrough inspections.

**Subject: Kill Devil Hills Fall 2025-26 Project:
West Martin Street Infrastructure Improvements
CONSTRUCTION PHASE SERVICES**

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Per the Contract Documents, these contracts are expected to be awarded in June 2025, with construction starting in early September 2025. Based on the Contract Documents, the construction duration for the West Martin Street project is 8 months.

The table below outlines the effort and fees necessary to complete this scope of work:

2025/26 Project: West Martin Street Infrastructure Improvements			
Staff Classification	Hours	Rate per Hour	Extension
Senior Consultant (W. P. Burkhimer, Jr.)	80	\$190.00	\$15,200.00
Senior Project Engineer (Patrick Lewis)	40	\$165.00	\$6,600.00
Project Engineer (Emily Zeltmann)	140	\$140.00	\$19,600.00
CADD Operator (Hooten/Mills)	64	\$100.00	\$6,400.00
Licensed Surveyor	40	\$165.00	\$6,600.00
Survey Party Chief w/Robotic Instrument	180	\$140.00	\$25,200.00
Engineering Technician (Frye)	64	\$100.00	\$6,400.00
Clerical	12	\$70.00	\$840.00
Reimbursables for Reproduction			\$1,500.00
Lump Sum Fees:			\$88,340.00
Water Portion: \$13,251.00	Street & Drainage Portion: \$48,587.00	Sidewalk Portion: \$26,502.00	

Work not covered within the scope outlined above shall be performed at our hourly rates in accordance with our General Engineering Services agreement dated May 23, 2024. Those hourly rates will govern all work through the period of this proposal.

*Subject: Kill Devil Hills Fall 2025-26 Project:
West Martin Street Infrastructure Improvements
CONSTRUCTION PHASE SERVICES*

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Reimbursable Expenses

Reimbursable expenses are those which are associated with professional services performed on a time and materials basis and include out-of-pocket expenditures advanced in the interest of the project. Almost all printing and copying are done in-house and are invoiced at the unit rates specified, except when they are included in lump-sum project fees. Our rates for any reimbursable expenses incurred will be:

Copies of maps, plats, deeds, plans, data, etc.	cost +10%
Long distance/Conference phone calls	cost +10%
Overnight delivery (UPS, FedEx)	cost +10%
Mileage (not charged for travel to KDH from office, & back)	\$0.655 / mile
Prints/Copies on:	
Bond	\$0.20/square foot
Vellum	\$1.50/square foot
Mylar	\$3.00/square foot
Color Prints on Bond	
Letter	\$1.00/copy
Legal	\$2.00/copy
12" x 24"	\$3.00/copy
Large Scale	\$1.50/square foot
Specialty Printing/Plotting/Mounting	cost +10%
Printing/copying/mounting by others	cost +10%

Electronic copies of drawing files will be prepared at our hourly rates. Recipients other than the Town of Kill Devil Hills and their construction contractor will be required to sign a release to receive drawing files.

We propose to perform this work subject to the terms and conditions set forth in our General Engineering Services contract with the Town of Kill Devil Hills, dated May 23, 2024.

We appreciate the opportunity to offer this information to you. If you find this proposal acceptable, please indicate by the signature, name, title and date of the appropriate official in the space provided below. This will serve as our authorization to proceed.



Patrick W. Lewis, P.E., ENV SP
Senior Project Engineer



Emily Zeltmann, P. E.
Project Manger

Cc: Mr. Michael O'Dell, Town Clerk, 252-441-7946

Subject: **Kill Devil Hills Fall 2025-26 Project:
West Martin Street Infrastructure Improvements
CONSTRUCTION PHASE SERVICES**

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We accept this proposal and agree to its provisions, as set forth above.

TOWN OF KILL DEVIL HILLS

By:

Auth. Signature _____

Name: _____

Title: _____

Date: _____