

**Camden County Board of Commissioners**

**- Special Meeting**

**April 25, 2016**

**6:00 PM**

**Historic Courtroom Courthouse Complex**

**Camden, North Carolina**

**MINUTES**

*The Camden County Board of Commissioners met to interview candidates for County Manager on April 25<sup>th</sup>, 2016 in the Historic Courtroom, Camden, North Carolina.*

***The following Commissioners were present:***

<i>P. Michael McLain</i>	<i>Chairman</i>
<i>Sandra Duckwall</i>	<i>Commissioner</i>
<i>Garry Meiggs</i>	<i>Vice Chairman</i>
<i>Clayton Riggs</i>	<i>Commissioner</i>
<i>Tom White</i>	<i>Commissioner</i>

***Staff members present:***

<i>John Morrison</i>	<i>County Attorney</i>
<i>Angela Wooten</i>	<i>Clerk to the Board</i>

***CALL TO ORDER***

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*Chairman McLain called the meeting to order at 6:03 PM.*

***CLOSED SESSION***

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***Motion to enter closed session***

*At 6:03 PM Commissioner Garry Meiggs made a motion to enter closed session pursuant to G.S. 143-318.11(A)(6) for the board to conduct interviews for an Interim County Manager.*

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Garry Meiggs, Vice Chairman
<b>AYES:</b>	McLain, Duckwall, Meiggs, Riggs, White

***Motion to come out of closed session***

*At 8:19 PM Commissioner Tom White made a motion to come out of closed session.*

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Tom White, Commissioner
<b>AYES:</b>	McLain, Duckwall, Meiggs, Riggs, White

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*ENGINEERING AND DESIGN SERVICES*

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*In response to the Request for Qualifications, the county has received and reviewed Statement of Qualifications for Engineering and Design Services of the Courthouse Area Waste Water Treatment Plant from the following two professional engineering firms; Municipal Engineering Services Co and Eastern Carolina Engineering, P.C.*

**REQUEST FOR QUALIFICATIONS**

***Engineering Design Services  
Courthouse Area Wastewater Treatment Plant  
Camden County, North Carolina***

***\*PROPOSALS DUE BY 5:00 PM MARCH 31, 2016\****

*The County of Camden, North Carolina is requesting proposals from qualified consultants to engineer and design a Courthouse Area Wastewater Treatment Plant utilizing biological treatment processes and high-rate infiltration technology on a site of approximately 35 acres. The site is located approximately three miles west of the Camden County Courthouse (117 NC 343 North). The site is a combination of wooded land, agricultural land, and the remnants of an abandoned hog farm operation. Existing structures are to be demolished, and the existing access road to the abandoned hog farm structures will be improved and utilized as the access to the plant.*

*The intent of the work is to provide engineering and construction design of a facility capable of treating 50,000 GPD upon completion of Phase I construction and engineered and designed such that the facility is expandable and capable of treating 100,000 GPD upon completion of Phase II construction. The engineering and design proposal should also include the necessary collection system to connect to the County's existing force main system and redirect the wastewater flow between the Courthouse and Scotland Road to the Courthouse pump station. The Courthouse Area Wastewater Treatment Plant is to be engineered and designed using biological treatment processes and advanced high-rate infiltration basin technology in order to provide year round wastewater treatment.*

*The overall design intent is for phased construction improvements over multiple years in order to meet new demand for treatment within the Courthouse Service Area. The first phase budget is \$2.75 million. The design documents for the first phase will include a schematic design of the entire project and "For Construction" documents for the first construction phase with an estimated construction cost of approximately \$1.775 million.*

*The schematic design will define and ensure that construction completed in each phase will seamlessly integrate into the next. The County intends but does not imply or guarantee that one engineering/design team will be selected to serve as the Project Engineer for the entire project.*

*The complete RFQ document for this project is available in electronic form. The RFQ may be viewed online and downloaded without charge and without deposit from <http://www.camdencountync.gov/government/countv-bid-rfp-solicitations%20> and is also available for review at the Camden County Administrative Office located at 330 US HWY 158 East, Camden, NC, 27921. RFQ/plan holders are responsible for their own reproduction costs.*

*Download the Courthouse Area Wastewater Treatment Plant Project documents at:*

*<http://www.camdencountync.gov/government/countv-bid-rfp-solicitations%20>*

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No hard copies will be mailed to interested proposers. Any addenda to the project will be posted on the website. The bidder is responsible for periodically checking the site. The Engineer/Contractor that is awarded the project will be responsible for printing all documents necessary for performing the work. Responders are requested to submit any questions concerning this RFQ via email to: [mrenshaw@camdencountync.gov](mailto:mrenshaw@camdencountync.gov).

All proposals must be received by 5:00 P.M. on March 31, 2016. Proposers must submit three (3) copies of their proposal. Proposals must be hand-delivered to:

**Camden County Administrative Offices**  
**ATTN: County Manager Michael Renshaw**  
**330 US HWY 158 East, Camden, NC 27921**

**A. Request for Qualifications Tabulation Summary**

*Courthouse Area WWTP Engineering & Design Services*  
*April 4, 2016*

Evaluation Factors	Eastern Carolina Engineering			Municipal Engineering Services Co.		
	Renshaw	Credle	Humphries	Renshaw	Credle	Humphries
#1 (25 Pts)	24	25	25	20	25	25
#2 (25 Pts)	21	25	25	23	25	25
#3 (25 Pts)	24	25	20	21	20	15
#4 (25 Pts)	24	25	25	21	15	10
#5 (15 Pts)	8	10	0	4	8	0
	Total Score (Avg.)			Total Score (Avg.)		
	102.01			85.66		

Commissioner Sandra Duckwall made a motion to approve Eastern Carolina Engineering, P.C.

**RESULT:** APPROVED AS PRESENTED [UNANIMOUS]  
**MOVER:** Sandra Duckwall, Commissioner  
**AYES:** McLain, Duckwall, Meiggs, Riggs, White

**COUNTY MANAGER VACANCY**

The Board of Commissioners met in closed session to consider applications for the county manager position. The response from the vacancy announcement was much greater than expected; therefore, the board did not appoint an Interim County Manager. However, the Commissioners did direct staff to set up interviews for the County Managers Position on May 16, 2016.

Stephanie Humphries will be the main Point of Contact until further notice.

**A. Point of Contact**

Commissioner Tom White made a motion to appoint the Finance Officer, Stephanie Humphries, as the Point of Contact.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Tom White, Commissioner  
**AYES:** McLain, Duckwall, Meiggs, Riggs, White

CAMDEN COUNTY BOARD OF COMMISSIONERS  
Regular Meeting – April 25, 2016

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*ADJOURN*

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*At 8:24 PM Chairman McLain adjourned the meeting.*



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Chairman Michael McLain  
Camden County Board of Commissioners

ATTEST:



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Angela L. Wooten  
Clerk to the Board

