

**AGENDA
CITY OF MORRISTOWN, TENNESSEE
CITY COUNCIL MEETING
MAY 5, 2015 – 5:00 P.M.**

1. CALL TO ORDER

Mayor Danny Thomas

2. INVOCATION

Jonathan Bewley, Senior Chaplain Morristown Police Department

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. APPROVAL OF MINUTES

1. April 21, 2015

6. PROCLAMATIONS/PRESENTATIONS

1. Presentation of check to Project Graduation

2. Thank You to Hamblen County Educators

3. Arbor Day Proclamation

**7. CITIZEN COMMENTS ABOUT AGENDA ITEMS ONLY
(Other than items scheduled for public hearing.)**

8. OLD BUSINESS

8-a. Public Hearings & Adoption of Ordinances/Resolutions

9. NEW BUSINESS

9-a. Resolutions

9-b. **Introduction and First Reading of Ordinances**

1. Ordinance No. _____
An Ordinance to Amend Ordinance Number 3504. The City of Morristown, Tennessee Annual Budget for the Fiscal Year 2014-2015 and Appropriate the Sum of \$10,000 related to clean-up of properties in violation of existing property maintenance Ordinances.
{Public Hearing May 19, 2015}

9-c. **Awarding of Bids/Contracts**

1. Award of Bid/Contract in the amount of \$512,794.45 to Summers-Taylor, Inc. for the Morristown Medical District Project, subject to TDOT concurrence.
2. Award of Bid/Contract in the amount of \$897,900 to Summers-Taylor, Inc. for the Colortech, Inc. Rail Spur and Site Improvements.
3. Approval of selection of Architect/Engineering Consulting Services.

9-d. **Board/Commission Appointments**

9-e. **New Issues**

10. **CITY ADMINISTRATOR'S REPORT**

1. 2015 Community Development Block Grant Action Plan.

11. **COMMUNICATIONS/PETITIONS**

This is the portion of the meeting where members of the audience may speak subject to the guidelines provided.

12. **COMMENTS FROM MAYOR/COUNCILMEMBERS/COMMITTEES**

13. **ADJOURN**

City Council Meeting/Holiday Schedule:

Regular City Council Meeting with Work Session

May 11, 2015	(Mon) 5:00 p.m.
May 18, 2015	(Mon) 9:00 a.m.
May 19, 2015	(Tues) 4:00 p.m.
May 19, 2015	(Tues) 5:00 p.m.
May 25, 2015	(Monday)
June 2, 2015	(Tues) 5:00 p.m.
June 16, 2015	(Tues) 4:00 p.m.
June 16, 2015	(Tues) 5:00 p.m.
July 3, 2015	(Friday)
July 7, 2015	(Tues) 5:00 p.m.
July 21, 2015	(Tues) 4:00 p.m.
July 21, 2015	(Tues) 5:00 p.m.

"Sine Die" Council Meeting

Budget Presentation to City Council, Walters State
Work Session

Regular City Council Meeting with Work Session

City Employee's Holiday (Memorial Day)

Regular City Council Meeting with Work Session

Finance Committee Meeting

Regular City Council Meeting with Work Session

City Employee's Holiday (Independence Day)

Regular City Council Meeting with Work Session

Finance Committee Meeting

Regular City Council Meeting with Work Session

**WORK SESSION AGENDA
MAY 5, 2015
5:00 p.m.**

1. No Work Session Scheduled.

**STATE OF TENNESSEE
COUNTY OF HAMBLLEN
CORPORATION OF MORRISTOWN
APRIL 21, 2015**

The City Council for the City of Morristown, Hamblen County, Tennessee, met in regular session at the regular meeting place of the Council in the Morristown City Center at 5:00 p.m., Tuesday, April 21, 2015, with the Honorable Mayor Danny Thomas, presiding and the following Councilmembers present; Bob Garrett, Chris Bivens, Kay Senter and Dennis Alvis, absent; Paul LeBel.

Mark Burford, Senior Chaplain Morristown Police Department led in the invocation and Councilmember Alvis led in the "Pledge of Allegiance".

Councilmember Alvis made a motion to approve the April 7, 2015 minutes as circulated. Councilmember Bivens seconded the motion and upon roll call; all voted "aye".

A Public Hearing was held regarding Ordinance No. 3504.08. The following people spoke regarding Ordinance No. 3504.08: Gwendolyn Holden and Linda Noe.

Councilmember Senter made a motion to approve Ordinance No. 3504.08 on second and final reading. Councilmember Alvis seconded the motion and upon roll call; all voted "aye".

Ordinance No. 3504.08

An Ordinance to Amend Ordinance Number 3504, The City of Morristown, Tennessee Annual Budget for the Fiscal Year 2014-2015 and Appropriate the Sum of \$300,000 for a Transfer from General Fund to Solid Waste Fund, the Sum of \$300,000 for Solid Waste Fund Landfill Fees and Other Contracted Services, and the Sum of \$26,000 for the Donation from the Rotary Club for the Purchase of Parks and Recreation Playground Equipment.

Councilmember Alvis made a motion to approve the TDOT Aeronautics Division Grant Amendment Number 2 for Apron Improvements in the amount of \$43,303 with a local match of \$2,165. Councilmember Senter seconded the motion and upon roll call; all voted "aye".

Councilmember Bivens made a motion to approve the agreement with LDA Engineering for the Vantage View/Havley Springs Stormwater Project: Engineering Services during construction for the lump sum fee of \$50,000 and Resident Project Representative Services with a budget amount of \$100,000. Councilmember Alvis seconded the motion and upon roll call; all voted "aye".

Councilmember Bivens made a motion to approve the purchase from Municipal Emergency Services for Fire Department Equipment in the amount of \$13,673.27. Councilmember Senter seconded the motion and upon roll call; all voted “aye”.

Councilmember Senter made a motion to re-appoint Michael Price, J. Eddie Fuller and Max Cook to the Construction Board of Adjustments, Appeals, and Examiners for a three (3) year term to expire on May 1, 2018. Councilmember Bivens seconded the motion and upon roll call; all voted “aye”.

Mayor Thomas adjourned the April 21, 2015 City Council meeting at 5:23 p.m.

MAYOR

ATTEST:

CITY ADMINISTRATOR

HC★EXCELL

Hamblen County Foundation for Educational Excellence And Achievement

P.O. Box 2156, Morristown, TN 37816-2156 Office (423) 581-5334

April 13, 2015

Dear Hamblen County Education Stakeholders,

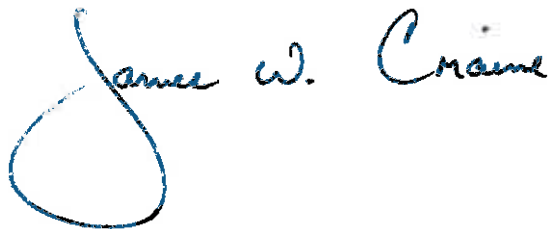
In honor of National Teachers Day on May 5th, 2015, the Board of Directors of the Hamblen County Foundation for Educational Excellence and Achievement (HC*EXCELL) is asking you to partner with us in recognizing Hamblen County Educators the week of May 4 – 8. We are fortunate to have so many well qualified and caring teachers, administrators, and school employees in Hamblen County.

Although truly necessary, Tennessee educators' successful effort in raising the bar in preschool through grade 12 education has been stressful and difficult. Our children are learning and achieving higher standards because of our educators' dedication and commitment.

We ask you to join us in saying "Thank You Hamblen County Educators" by placing these words on your signs or marquees, in your bulletins, on your websites and/or social media pages, or just by sending an email or making a phone call to say "Thank You". Please feel free to be creative in expressing your gratitude.

We appreciate all support in this effort to honor Hamblen County Educators.

Sincerely,

A handwritten signature in blue ink that reads "James W. Craine". The signature is fluid and cursive, with a large loop at the end of the last name.

James Craine, President
HC*EXCELL

Office of the Mayor
Morristown, Tennessee
Proclamation



Whereas, in 1872, Arbor Day as a formal holiday was first observed by a Nebraska tree enthusiast who encouraged his state to set aside one day a year to plant new trees, and

Whereas, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, since, then Arbor Day celebrations have spread across America and around the world as communities of every size recognize the important role trees play in local economies, the environment, urban infrastructure and quality of life, and

Whereas, the City of Morristown celebrated its first Arbor Day in 2002 and has been recognized by the National Arbor Day Foundation for its accomplishments toward promoting the importance of trees by receiving the Tree City USA designation for the last thirteen years (2002 - 2015) and,

Whereas, Morristown Utility System will be recognized for the twelfth time as a Tree Line USA utility, and

Whereas, both of these designations come from the National Arbor Day Foundation in recognition of the accomplishment of specific requirements set by the foundation, and

Whereas, communities that receive the Tree City USA designation make a strong commitment to plant and care for trees, and

Whereas, this year's Arbor Day celebration on April 24, 2015, highlighted the winners of the "What Do Trees Mean to Me" contest at Hillcrest Elementary School

NOW, THEREFORE, I, Mayor Danny Thomas, on behalf of Morristown City Council, do congratulate and thank our Tree Board for their continued support of

"ARBOR DAY"

and urge all our citizens to support efforts to protect trees and woodlands by planting trees for the well-being of this and future generations

In witness whereof I have hereunto set my hand and caused this seal to be affixed

ATTEST

DATE

5/5/2015



APPROPRIATION ORDINANCE

Ordinance Number: 3504.09

AN ORDINANCE TO AMEND ORDINANCE NUMBER 3504, THE CITY OF MORRISTOWN, TENNESSEE ANNUAL BUDGET FOR THE FISCAL YEAR 2014-2015 AND APPROPRIATE THE SUM OF \$10,000 RELATED TO CLEAN-UP OF PROPERTIES IN VIOLATION OF EXISTING PROPERTY MAINTENANCE ORDINANCES.

Be it ordained by the Council of the City of Morristown Tennessee that Ordinance Number 3504 identifying the revenue and expenditure accounts of the City of Morristown contained in the annual budget for the fiscal year 2014-2015 is hereby amended and funds are herewith appropriated or adjusted as presented.

FUND	DEPARTMENT	CODE	ACCOUNT DESCRIPTION	REVENUES		EXPENDITURES	
				Increase	Decrease	Increase	Decrease
General	Revenue	110-36610	Special Assessments - Charges	\$ 10,000			
General	Codes Enforcement	110-41710-399	Codes Enforcement - Other Contracted Services			\$ 10,000	
Totals				\$ 10,000	\$ -	\$ 10,000	\$ -

In Balance

PASSED ON FIRST READING THIS 5th DAY of MAY 2015

ATTEST: _____

Mayor
City Administrator

PASSED ON SECOND READING THIS 19th DAY OF MAY 2015

ATTEST: _____

Mayor
City Administrator



1100 Marion Street, Suite 300
Knoxville, Tennessee, 37921
tel: 865 963-4300
fax: 865 963-4301

April 28, 2015

Mr. Jim Whitbeck
100 W 1st North Street
Morristown, TN
37816-1499

Subject: Morristown Medical District Improvements (Federal HPP-0113(9): State 32LPLM-F0-002: Pin 110259) -- Bid Tab Certification

Dear Mr. Whitbeck:

Please find attached the bid tabulation certification for Morristown Medical District Improvements. The single bidder's tabulations were found to be correct with no mathematical errors. Hence, the apparent low bidder, Summers-Taylor, Inc., is verified as the low bidder with a bid of \$512,794.45.

CDM Smith has verified the TDOT prequalification of Summers-Taylor, Inc. and their subcontractors:

- Superior Pavement Marking, Inc.
- International Traffic Systems, Inc.
- Jarvis Award Sign and Flag, Co.

Both International Traffic Systems, Inc. and Jarvis Award Sign and Flag Co. are classified as DBE contractors and the overall DBE goal of 5% is achievable. Based on published information and our best knowledge of the low bidder, CDM Smith, Inc. recommends moving forward to award the project to Summers Taylor, Inc.

Please feel free to contact us with any questions or comments.

Sincerely,

CDM Smith Inc.



CITY OF MORRISTOWN
MEDICAL DISTRICT IMPROVEMENTS
BID DATE: MONDAY, APRIL 24TH, 2016
CERTIFIED BID FORM

Engineers Estimate

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
307-01.08	ASPHALT CONCRETE MIX (PG64-22) (BPM8-HM) GRADING 8-W2	TON	2,085	\$4.25	176,503.75
411-01.10	ACS MIX(PG64-22) GRADING D	TON	1,574	109.75	172,748.50
415-01.03	COLD PLANING BITUMINOUS PAVEMENT	C.Y.	1,570	18.75	29,437.50
712-01	TRAFFIC CONTROL	LS	1	1,500.00	1,500.00
713-16.20	SIGNS (SIGN 1)	EACH	1	4,100.00	4,100.00
713-16.21	SIGNS (SIGN 2)	EACH	1	4,100.00	4,100.00
713-16.22	SIGNS (SIGN 3)	EACH	1	2,700.00	2,700.00
713-16.23	SIGNS (SIGN 4)	EACH	1	3,400.00	3,400.00
713-16.24	SIGNS (SIGN 5)	EACH	1	2,700.00	2,700.00
713-16.25	SIGNS (SIGN 6)	EACH	1	3,400.00	3,400.00
713-16.26	SIGNS (SIGN 7)	EACH	1	3,400.00	3,400.00
713-16.27	SIGNS (SIGN 8)	EACH	1	3,400.00	3,400.00
713-16.28	SIGNS (SIGN 9)	EACH	1	2,700.00	2,700.00
713-16.29	SIGNS (SIGN 10)	EACH	1	3,400.00	3,400.00
713-16.30	SIGNS (SIGN 11)	EACH	1	3,400.00	3,400.00
713-16.31	SIGNS (SIGN 12)	EACH	1	2,700.00	2,700.00
713-16.32	SIGNS (SIGN 13)	EACH	1	2,700.00	2,700.00
713-16.33	SIGNS (SIGN 14)	EACH	1	2,700.00	2,700.00
713-16.34	SIGNS (SIGN 15)	EACH	1	3,400.00	3,400.00
713-16.35	SIGNS (SIGN 16)	EACH	1	2,700.00	2,700.00
713-16.36	SIGNS (SIGN 17)	EACH	1	3,400.00	3,400.00
713-16.37	SIGNS (SIGN 18)	EACH	1	2,700.00	2,700.00
713-16.38	SIGNS (SIGN 19)	EACH	1	3,400.00	3,400.00
713-16.39	SIGNS (SIGN 20)	EACH	1	1,000.00	1,000.00
713-16.40	SIGNS (SIGN 21)	EACH	1	4,100.00	4,100.00
713-16.50	SIGN (STOP)	EACH	27	411.00	11,097.00
716-02.03	PLASTIC PAVEMENT MARKING (CROSS-WALK)	L.F.	30	7.90	237.00
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	L.F.	348	9.20	3,201.60
716-02.06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EACH	2	158.00	316.00
716-03.09	PLASTIC WORD PAVEMENT MARKING (H)	EACH	19	660.00	12,540.00
716-04.01	PLASTIC PAVEMENT MARKING (STRAIGHT-TURN ARROW)	EACH	2	185.00	370.00
716-05.01	PAINTED PAVEMENT MARKING (4" LINE)	L.M.	1	1,050.00	1,050.00
716-05.05	PAINTED PAVEMENT MARKING (STOP LINE/TEMPORARY)	L.F.	348	6.75	2,349.00
716-12.01	ENHANCED FLATLINE THERMO PAVT MARKING (4IN LINE)	L.M.	1.02	4,480.00	4,569.60
717-01	MOBILIZATION	LS	1	5,750.00	5,750.00
730-13.01	VEHICLE LOOP DETECTOR (SHELF MOUNT)	EACH	4	284.00	1,056.00
730-14.01	SHIELDED DETECTOR CABLE	L.F.	2000	1.50	3,000.00
730-14.02	SAW SLOT	L.F.	500	5.40	2,700.00
730-14.03	LOOP WIRE	L.F.	1,250	0.85	1,062.50
GRAND TOTAL					\$512,794.45

SUMMERS TAYLOR

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716-04.01	PLASTIC PAVEMENT MARKING (STRAIGHT-TURN ARROW)	EACH	2	185.00	370.00
716-05.01	PAINTED PAVEMENT MARKING (4" LINE)	L.M.	1	1,050.00	1,050.00
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730-14.01	SHIELDED DETECTOR CABLE	L.F.	2000	1.50	3,000.00
730-14.02	SAW SLOT	L.F.	500	5.40	2,700.00
730-14.03	LOOP WIRE	L.F.	1,250	0.85	1,062.50
GRAND TOTAL					\$512,794.45

Return to Agenda

Date: 4/27/2015
Calculations: Brenda Hall
Conducted By: Chris Kirby
Checked By:

Bidder Name	SUMMERS TAYLOR
Actual Bid	\$512,794.45
Difference	\$
Comment	Certified

COM Smith's Calculations

\$ 512,794.45

**April 29, 2015
File 3524202**

**The Honorable Danny Thomas, Mayor
City of Morristown
PO Box 1499
Morristown, TN 37816-1499**

**RE: Recommendation for Award
Rail Spur and Site Improvements for Colortech, Inc.
City of Morristown
Morristown, Tennessee**

Dear Mayor Thomas:

As you know, Colortech, Inc. has recently developed a second manufacturing plant in the Morristown Airport Industrial District for production of pigments and colorants for the plastics industry. Colortech has committed to invest approximately \$9.5 million and hiring approximately 44 new employees in the next three years. Based on this investment and new jobs, the firm has qualified for a grant from the FastTrack program of Tennessee Department of Economic and Community Development. A new rail spur and associated site improvements have been approved in the grant to facilitate this economic development project. We would like to report the results of the recent bidding process for the noted project and recommend the award of contract for the work

The Advertisement for Bids for the Rail Spur and Site Improvements for Colortech, Inc. was published in the Citizen-Tribune newspaper on March 1, 2015. On March 10, 2015, the mandatory Prebid Conference was attended by eight general contractors and four rail contractors. Bid Opening was held on March 19, 2015 and we received four sealed bids. Three of these bidders followed all of the FastTrack requirements and submitted responsive bids. One bidder failed to include two of the affidavits required by the FastTrack program, so their bid was judged non-responsive and their bid was not read aloud.

Summers-Taylor, Inc. was the apparent low bidder for Base Bid at \$897,900.00. This firm is properly licensed for this work and well respected in the construction industry in East Tennessee. The other bidders were very competitive, so we believe that we received good pricing for the work. See attached Bid Tabulation for the detailed results. This bid for the construction work is within the project budget amount previously allocated in the Grant

Hon. Danny Thomas, Mayor

Page 2

April 29, 2015

File 3524202

Contract between the State of Tennessee and the City of Morristown. Colortech, Inc. has previously executed an agreement to fund all the costs of this contract in excess of the \$428,000.00 grant amount.

At the request of Colortech, Inc., we would like to make a minor reduction to the contract sum using the unit pricing included in the bid documents. With these adjustments, the revised contract sum would be \$857,150.00. See Unit Price Adjustments table included on the Bid Tabulation.

We would respectfully request the approval of the City of Morristown to award the contract for construction to Summers-Taylor, Inc. in the amount of \$857,150.00. Please don't hesitate to call if you have any questions or need additional information.

Thanks to the City of Morristown for your assistance with this economic development project.

Sincerely yours,



Christopher W. Umberger, NCARB
Senior Project Manager

Enclosures: Bid Tabulation

F:\35\35242\3524202\ADMIN\CORRESPONDENCE\Bolton - Recommendation on Award 29Apr15.docx

**Rail Spur and Site Improvements for Colortech, Inc.
City of Morristown
Bid Tabulation**

**Bid Opening: 19-Mar-15
Bid Time: 2:00 PM**

		Apparent Low Bid					
		Brockwell Construction	East Tennessee Turf & Landscape	Four Seasons	Fritz-Rumer-Cooke	Southern Constructors	Summers-Taylor
Bid Envelope		Yes	Yes				Yes
License		00013063	Not Listed				00000089
Classification		BC-A,B; MU-A; HC-B; HRA-B,C	BC; MU-A,D; HRA-A,E(1,2,5)				BC-13, 19, 24, 28, 31; MU-A, C, D; HRA
Monetary Limit		Unlimited	Unlimited				Unlimited
Subs Listed		JRC Company, Inc.	JRC Company, Inc.				JRC Company, Inc.
Bid Form		Yes	Yes				Yes
Bid Security		Yes	Yes				Yes
Addenda Acknowledged		1	1				1
Drug Free Affidavit		Yes	Yes				Not Included
Statement of Compliance - Illegal Immigrants		Yes	Yes				Not Included
Base Bid		\$ 939,181.00	\$ 925,000.00	No Bid	No Bid	No Bid	\$ 897,900.00
							Non-Responsive*

*Bidder failed to include required affidavits, and therefore his bid was not read aloud.

Bids Opened by:

Chris Umbarger

Base Bid Breakdown		Description	Brockwell Construction	East Tennessee Turf & Landscape	Four Seasons	Fritz-Rumer-Cooke	Southern Constructors	Summers-Taylor	Trend/Wyett
Earthwork			\$ 221,844.00	\$ 260,000.00				\$ 181,000.00	
Utility Construction			\$ 68,547.00	\$ 80,000.00				\$ 100,500.00	
Sanitary Sewer			\$ 103,306.00	\$ 45,000.00				\$ 92,000.00	
Storm Drainage			\$ 145,054.00	\$ 100,000.00				\$ 114,000.00	
Rail Improvements			\$ 203,786.00	\$ 265,000.00				\$ 222,400.00	
Asphalt Paving			\$ 196,634.00	\$ 175,000.00				\$ 188,000.00	
Total			\$ 939,181.00	\$ 925,000.00	No Bid	No Bid	No Bid	\$ 897,900.00	Non-Responsive*

Unit Prices	Unit Price Description	Brockwell Construction	East Tennessee Turf & Landscape	Four Seasons	Fritz-Rumer-Cooke	Southern Constructors	Summers-Taylor	Trent/Wyatt
Unit Price No. 1	Unclassified Excavation, CY	\$ 15.00	\$ 10.00				\$ 25.00	
Unit Price No. 2	H.D. Pavement 8'3"x1.5", SY	\$ 35.00	\$ 43.00				\$ 41.00	
Unit Price No. 3	L.D. Pavement 6'1/2", SY	\$ 22.00	\$ 33.00				\$ 25.00	
Unit Price No. 4	10" DIP Fire Line, LF	\$ 45.00	\$ 90.00				\$ 64.00	
Unit Price No. 5	8" DIP San Sewer & Casing, LF	\$ 275.00	\$ 145.00				\$ 189.00	
Unit Price No. 6	6"PVC San Sewer, LF	\$ 45.00	\$ 85.00				\$ 112.00	
Unit Price No. 7	Rail & Ties, Ballast, Subballast, LF	\$ 204.00	\$ 185.00	No Bid	No Bid	No Bid	\$ 185.00	Non-Responsive*

Unit Price Adjustments	Unit Price Description	Brockwell Construction	East Tennessee Turf & Landscape	Four Seasons	Fritz-Rumer-Cooke	Southern Constructors	Summers-Taylor	Trent/Wyatt
Reduce Quantity, SY		(350.00)	(350.00)				(350.00)	
Unit Price No. 3	L.D. Pavement 6'1/2", SY	\$ 22.00	\$ 33.00				\$ 25.00	
Deduct Amount		\$ (7,700.00)	\$ (11,550.00)				\$ (8,750.00)	
Reduce Quantity, LF		(500.00)	(500.00)				(500.00)	
Unit Price No. 4	10" DIP Fire Line, LF	\$ 45.00	\$ 90.00				\$ 64.00	
		\$ (22,500.00)	\$ (45,000.00)				\$ (32,000.00)	
Total Deduct		\$ (30,200.00)	\$ (56,550.00)				\$ (40,750.00)	
Base Bid		\$ 939,181.00	\$ 925,000.00				\$ 897,900.00	
Net Contract Amount		\$ 908,981.00	\$ 868,450.00				\$ 857,150.00	



Morristown City Council Agenda Item Summary

Date: April, 29, 2015

Agenda Item: Approval of Request for Qualification – Architect/Engineering Consulting Services

Prepared by: Joey Barnard

Subject: Architect/Engineering Consulting Services

Background / History: The City of Morristown lacks the expertise and/or staff in certain areas and finds that it is efficient and effective to contract for these services. The assistance of the firm is necessary in the preparation of an asset assessment to determine the integrity (structural, mechanical, etc.) of city owned properties. The firm will also provide guidance/assistance in strategic planning, program management, and staff augmentation.

Findings / Current Activity: Request for Qualifications (RFQ) was advertised in the *Citizens Tribune* on April 10, 2015 and on April 17, 2015. Additionally, the RFQ was posted to the City of Morristown's website. The submission deadline was 2:00 PM on Friday, April 24, 2015. Six (6) firms responded to the RFQ. City staff ranked the RFQ's based on the following selection criteria: statement of qualifications, company background, availability, and experience.

Financial Impact: It is the goal to negotiate a contract that bases fees on an hourly basis. The overall financial impact will vary depending on scope of services. It is anticipated that this contract will not exceed \$25,000 on the onset.

Action options / Recommendations: It is staff recommendation to approve Tony Cox, City Administrator to enter into contract negotiations with Strategic Services Company; if contract negotiations with Strategic Services Company are unsuccessful, then the City Administrator is to enter into contract negotiations with the next ranked firm. The negotiated contract will be presented to Council for approval.

Attachments: Copy of the Request for Qualifications, Ranking Summary

CITY OF MORRISTOWN
OFFICE OF FINANCE AND PURCHASING
RFQ: ARCHITECT/ENGINEERING CONSULTING SERVICES
SUMMARY: FIRM RANKINGS
COUNCIL APPROVAL DATE: MAY 5, 2015

RANKING	ENTITY
1	Strategic Services Company
2	Michael Brady, Inc.
3	Community Tectonics Architects, Inc.
4	Architects Weeks, Ambrose & McDonald, Inc.
5	KBJM Architects, Inc.
6	Hatfield & Allen, Associates Inc.

**2015-12th Plan Year-Community Development Block Grant Action Plan -
Proposed Activities Summaries 7-1-15 to 6-30-16**

The Consolidated Plan for Housing and Community Development is a requirement of the 1990 National Affordable Housing Act and the Community Development Plan, for the U.S. Department of Housing and Urban Development (HUD). A local Consolidated Plan is required of Entitlement Communities receiving Community Development Block Grant (CDBG) Funds under HUD's housing and service programs related to the needs of low to moderate income persons. The City of Morristown's third five year Consolidated Plan was developed in 2014.

Each year Entitlement Communities, as designated by HUD, must submit an Annual Action Plan to HUD at least 45 days prior to the beginning of the new fiscal year. The Citizen's Participation Plan assures that citizens have adequate time to review and comment upon funding proposals within the Action Plan. Any information received during the comment periods or the public hearings will be attached to the Action plan prior to submittal to HUD.

The Annual Action Plan is a document that describes the City of Morristown's HUD funded projects and community development related activities that are planned to be conducted within the community in the upcoming fiscal year. These activities must be consistent with the City's 5 year Consolidated Plan. Each year the CDBG program and the proposed allocation of funds are presented during public meetings to allow community members input prior to completion, approval, and submission of the Action Plan.

The initial Public Hearings to solicit input regarding community needs for this Action Plan were held on Jan 30, 2015 and Feb 13, 2015. A draft of the proposed Action Plan was made available to the public April 8, 2015. Two Public hearings were held to solicit comments on the draft Action Plan on April 23, 2015 and May 1, 2015. The final public hearing for City Council to review the Action Plan will be held on May 5, 2015. A final comment period will be allowed prior to final submission. All comments to date have been requests for funding.

All programs funded by the City of Morristown with CDBG entitlement funds will be in accordance with HUD regulations. The City of Morristown's FY 2015 funding represents the 12th year of receiving entitlement grant funds. The amount of funding for FY 2015 is \$246,780.00.

The current draft Action Plan for 2015 proposes the following funding;	
Homeowner rehab/Emergency Assistance	\$82,424
Parks and Recreation	\$20,000
MHCS Homeless prevention program	\$10,000
TVCH CoC HUD HMIS Program	\$10,000
Facade Economic Development Program	\$35,000
Farmers Market Phase II	\$40,000
Administration (20%)	<u>\$49,356</u>
TOTAL	\$246,780

Homeowner Rehab

The City of Morristown proposes to utilize the CDBG funds above as part of a multifaceted, concentrated neighborhood revitalization project known as the Morristown College Neighborhood Revitalization Project (MCNRP). The program is being expanded this year to include; homeowner rehab, sewer lateral repair and tap fee assistance, emergency repairs, and demolition/clearance activities. necessary to exceed energy conservation code.

The Sanitary Sewer Program assists qualified homeowners in paying sanitary sewer system connection fees and repairing laterals. Assistance will be in the form of a grant\loan and is subject to the availability of CDBG funding budgeted for the Program. The level of Program assistance will be based on household income. If the household income is classified as:

Low income, the Program grant will be 75 percent of both the single-family connection fee and sewer cleanout fee, and up to \$1,200 of the house service charge;

Very low income, the Program grant will be 100 percent of both the single-family connection fee and sewer cleanout fee, and up to \$1,600 of the house service charge;

The dwelling for which sanitary sewer assistance is provided must be an owner-occupied, single-family residence and be located within the corporate limits of Morristown. The dwelling must not be on the market and homeowners must state their intent to reside in the home for at least one year after sanitary sewer is connected. Homeowner will be responsible for all related expenses not specifically listed in these policies and procedures.

The Emergency Repair Program will assist qualified very-low income homeowners with repairs necessary to correct situations which pose an immediate threat to the health and safety of those who reside in the home. The dwelling must be an owner-occupied, single-family residence and be located within the corporate limits of Morristown.

Eligible emergency repairs include, but are not limited to electrical, roofing, plumbing and HVAC repairs. Foundation repair or replacement is not eligible. The Emergency Repair Program provides grants/loans of up to \$5,000 to pay for approved repairs.

Only one emergency repair grant\loan will be awarded for a dwelling during a five-year period. A home on which emergency repairs are made would remain eligible for the City's Housing Rehabilitation Program, but the cost of any emergency repairs would count against the \$25,000 rehabilitation program cap.

Demolition/clearance activities will be assessed individually on an as necessary basis. Only dilapidated and blighted structures and property will be considered for clearance. Areas that meet the HUD definition of "blighted" will receive priority.

The Housing and Rehabilitation program will be administered through the Knoxville-Knox County Community Action Center(KCAC). The department is responsible for the administration of many federal and state grants funding projects

including industrial assistance, road construction, infrastructure, parks and recreation, and housing rehabilitation. The City of Morristown will follow all CDBG regulations in the operation of our housing rehabilitation program. We intended to solve certain local housing problems and in so doing, we will be aware of and follow State, Federal and local laws which apply to our program. The City will administer our program in an open, fair and equitable fashion so that contractors, homeowners, and the community at large understand the guidelines under which the program will operate. KCAC will insure that objectives are met, that each eligible citizen receives a quality job and that the community has benefited from the program. Housing rehabilitation programs require a lot of individual attention at the local level and this will be provided by the planning and inspections department.

Façade Program/Economic Development

The Façade Improvement Grant program will seek to encourage downtown and South Cumberland St. building owners and tenants to invest in the neighborhood of the Target Areas by financially assisting with appropriate exterior renovations to their buildings. The intention is to stimulate building improvements while being mindful of the historical significance and uniqueness of the downtown structures. Replacing damaged, boarded or bricked-up windows, main level storefront improvements, cornice repair and repainting or removing paint from buildings that have been previously painted is a priority.

The Building Façade Improvement Grant will be a reimbursement program and requires that the property or business owner contribute a minimum of 50% of the total cost of the renovation. The maximum grant amount will be \$10,000. Grants will be paid upon successful completion of the project and submission of proper documents. Activities that do not trigger federal Davis-Bacon Act Compliance include real property acquisition, purchase of equipment, architectural and engineering fees, other services (legal, accounting, construction management). And other non-construction items (furniture, business license, real estate taxes, tenant allowances for such items).

Grant funds will be disbursed on a first come-first served basis as long as funds are available for the program.

Eligibility

To qualify for the Façade Improvement Grant, the building must be located within the 'Downtown Core' neighborhood or the South Cumberland St. area of the Target Areas. The applicant must either be the building (property) owner or tenant of the property; however, if the applicant is the tenant, the property owner must provide written permission for any improvements. Exterior building improvements may consist of painting (excluding previously unpainted masonry), paint removal, storefront renovations, window repair/replacement, door repair/replacement, awnings (excluding facades adjacent to the overhead sidewalk system), signage, exterior lighting, masonry repainting, cornice repair/replacement and parapet improvements. Other improvements may be considered upon request. Grant funds may also be used for professional and permit fees.

Building improvements shall reflect the architectural integrity of the entire building and the neighboring traditional streetscape. The sides of buildings (secondary facades) which are highly visible from nearby streets or public parking areas may be included in and are encouraged to be part of the building

improvements. Participants are expected follow the standards set forth in the Crossroads Development District *Renovation and Preservation Guidelines*.

Administration

The Façade Improvement Grant program will be coordinated by the City of Morristown's Community Development Corporation. Grant applications will be reviewed by a Grant Review Committee consisting of the Community Development Corporation Program Director, CDBG Grant Coordinator, President of the Downtown Morristown Association and members of the Crossroads Development Partnership Design Committee.

Process

The grant process can be broken down into seven typical steps:

Step 1: Schedule a meeting with the Community Development Corporation Program Director and City of Morristown Chief Building Official to discuss the proposed building renovations, grant availability and the application process.

Step 2: Develop a documented plan for the project. Improvements should follow the recommendations set forth in the Crossroads Development District's *Renovation and Preservation Guidelines*. At a minimum, the following information will be required to be submitted with the grant application:

- Color photo(s) of the existing building façade(s)
- Elevation drawings or renderings of proposed improvements. Dimensions of changed openings, cornice work, signage, awnings, etc. should be included. Simple window replacement, repair work or painting would not require drawings.
- Samples of paint color(s), illustrative product specifications for windows, lights, awnings, signage, millwork, etc. and information on any proposed cleaning methods.
- At least two estimates for the cost of the work to be completed.

Step 3: Submit a complete grant application with the required attachments.

Step 4: The Grant Review Committee will review the application and make a recommendation. Applications will be reviewed and awarded within one month of submittal.

Step 5: If the applicant needs more time to start their project, he or she must provide a written statement with a reasonable explanation for the extension. Work should be completed as quickly as possible. Any changes necessitated while the project is under construction must be approved by the Grant Review Committee prior to installation. All construction must be done in accordance with applicable codes. It is the responsibility of the building owner, tenant or their designee to obtain any applicable building or sign permits.

Step 6: The renovation is inspected by the Grant Review Committee to verify that the submitted plan has been followed and construction completed satisfactorily.

Step 7: The applicant will submit a grant payment request letter accompanied by proof of expenses and proof of payment. Grant funds will be paid within 30 days of the approved grant payment request.

Appeals

If the grant application was disapproved by the Grant Review Committee, the applicant may resubmit the application after addressing the application deficiencies

or appeal the decision. If the applicant chooses to appeal the decision, a letter of appeal and supporting documentation must be sent to the Program Director stating the reason for the appeal. The letter of appeal and supporting documentation will then be forwarded to the Morristown City Council which will review the appeal and make final determination of the grant application. If the application is denied by the City Council, the applicant may resubmit after addressing the initial deficiencies.

Homeless Management Information System (HMIS)

The HMIS program is designed to aggregate data collected by all users in order to generate an unduplicated count of clients served within a community's system of homeless services. The Tennessee Valley Coalition's HMIS covers an eleven county regional area comprised of Hamblen, Cocke, Jefferson, Sevier, Blount, Monroe, Loudon, Grainger, Claiborne, Union, and Campbell Counties. The HMIS provides up to date information on client characteristics and service utilization. It allows member agencies to track services provided, to network and consult, and to better serve our homeless populations by reducing duplication of services and fraud. Each county funded provides funding for the service.

The HMIS Homeless Facilities project National Objective is 'low/mod limited clientele' as the primary beneficiary will be homeless persons. The overwhelming majority of the beneficiaries are LMI or lower.

The eligible activity category/accomplishment type is 'Public Services'. The specific clientele served by this program are at least 51% low/mod income persons.

The Performance Measure Objective for this program is 'Suitable Living Environment' and the Outcome is 'Availability / Accessibility' as it increases access or availability to shelter or service that improves the beneficiary's living environment.

The software program tracks the number of individuals served as well as the client and system level activities provided with measurable results. These Outcome performance indicators are identified and tracked by the software and reported annually to HUD.

Central Services Homeless Prevention Programs

Morristown Hamblen Central Services, Inc. has a long history of service to the local community that began in the early 1930s. The concept of a centralized agency to serve needy families was a novel idea at the time, but with continued growth and community support, Central Charities expanded to an incorporated 501 (c) 3 in 1969, chartered under the name of Central Services. The agency's recent property acquisition in 2007 has expanded Central Services into one of the largest community funded social service agencies in the area. The new, larger facility has enabled partnerships with numerous other services and agencies to provide a comprehensive approach to service delivery. With each expansion, Central Services has developed more efficient and effective ways to help needy families in our area without duplication of services.

Central Services receives a significant amount of community support and local funding that enables their programs to exist, but the current economic conditions hinder funding at a time when requests for services are increasing. Evictions, utility terminations and increasing housing deposits are making homelessness more of a reality than ever before.

Funding from the Community Development Block Grant will enable Central Services to strengthen the current services offered by the agency that prevent homelessness. Funding will be utilized for direct client services including rent and mortgage payments to prevent eviction, and emergency utility assistance. Lack of utilities is becoming more of a reason for eviction especially in rental assistance and public housing arenas. The partnership with the City of Morristown through the CDBG funds has enabled MHCS to help many more families to prevent homelessness. As evidenced by the Point in Time Study that was conducted in January 2015, the number of homeless in our community has decreased. This decrease has been partially attributed to the increased services available through Central Services.

Citizens Public Services Survey

National Research Center, Inc. is a leading research and evaluation firm focusing on the information requirements of the public sector, including non-profit agencies, health care providers, foundations and local governments. They are a highly skilled team of social science and public health researchers performing a full range of quality research to help organizations measure their effectiveness and understand the perspectives of their current clients, potential clients and staff. They have worked more than twenty years measuring client needs and organizational performance in local government service provision. NRC staff members have authored numerous articles about research and evaluation findings and methodology in journals and books or chapters devoted to public management.

In 2001 NRC partnered with the International City/County Management Association (ICMA) to create The National Citizen Survey™ (The NCS™), a uniform survey tool used by widely diverse local jurisdictions across the U.S. to assess resident satisfaction with community amenities and government service provision.

The NCS™ embodies extensive experiences by offering a customizable turn-key survey. NRC works as partner with ICMA to offer this survey to cities, counties, towns and villages across the U.S. In the seven years since its inception, they have administered the survey over 200 times in 41 states.

The NCS was developed to provide a statistically valid survey of resident opinions about community and services provided by local government. The survey results may be used by staff, elected officials and other stakeholders for community planning and resource allocation, program improvement, policy making and tracking changes in residents' opinions about government performance.

The National Citizen Survey™ Methods and Goals	
Survey Objectives	Assessment Methods
<ul style="list-style-type: none"> • Identify community strengths and weaknesses • Identify service strengths and weaknesses 	<ul style="list-style-type: none"> • Multi-contact mailed survey • Representative sample of 1,200 residents and households

	<ul style="list-style-type: none"> • 5% margin of error • Data statistically weighted to reflect population
Assessment Goals	
<ul style="list-style-type: none"> • Immediate • Provide useful information for: <ul style="list-style-type: none"> ○ Planning Resource allocation ○ Performance measurement ○ Program and policy 	<ul style="list-style-type: none"> • Long-term • Improve services • More civic engagement • Better community quality • Stronger public trust

* Many customizable options available

The NCS focuses on eight categories of community characteristics and local government services, shown in the diagram below. Resident behaviors related to civic engagement in the community also are measured in the survey.

The National Citizen Survey™ Focus Areas

Community Quality <ul style="list-style-type: none"> • Quality of life • Quality of neighborhood • Place to live 	Environmental Sustainability <ul style="list-style-type: none"> • Cleanliness • Air quality • Preservation of natural areas 	Community Inclusiveness <ul style="list-style-type: none"> • Sense of community • Racial and cultural acceptance • Senior, youth and low-income services
Community Design Transportation <ul style="list-style-type: none"> • Ease of travel, transit services, street maintenance 	Recreation and Wellness Parks and Recreation <ul style="list-style-type: none"> • Recreation opportunities, use of parks and facilities, programs and classes 	Civic Engagement Civic Activity <ul style="list-style-type: none"> • Volunteerism, civic attentiveness, voting behavior
Housing <ul style="list-style-type: none"> • Housing options, cost, affordability 	Culture, Arts and Education <ul style="list-style-type: none"> • Cultural and educational opportunities, libraries, schools 	Social Engagement <ul style="list-style-type: none"> • Neighborliness, social and religious events
Land Use and Zoning <ul style="list-style-type: none"> • New development, growth, code enforcement 	Health and Wellness <ul style="list-style-type: none"> • Availability of food, health services, social services 	Information and Awareness <ul style="list-style-type: none"> • Public information, publications, Web site
Economic Sustainability <ul style="list-style-type: none"> • Employment, shopping and retail, community as a place to work 		
Public Safety <ul style="list-style-type: none"> • Safety in neighborhood and downtown • Crime victimization • Police, fire, EMS services • Emergency preparedness 		Public Trust <ul style="list-style-type: none"> • Cooperation in community • Value of services • Direction of community • Citizen involvement • Employees

The NCS™ Basic Service offered by ICMA and NRC includes:

- A 5-page survey, based on our templated tool, mailed to 1,200 randomly selected households
- Ability to add custom questions
- A report of results, including benchmark comparisons from NRC's database of over 500 jurisdictions
- Key driver analysis to determine resident priorities
- Entry to win top honors for Voice of the People Awards™
- Access to Best Practices reported by winners of The Voice of The People Awards™

The total cost of the survey is estimated to be \$16,000. Half will be funded through CDBG Admin. funds and the rest will be funded by the City of Morristown.

Farmers Market Project

The Farmers Market project will allow the installation of prefabricated ADA compliant restrooms at the City's Farmers Market Park. The Market will be open all year and continue to be improved and expanded. The Market will be used extensively by the community for shopping, special events, and activities throughout the year. The need for parking and restrooms/concessions is paramount. Currently the Farmers Market has restroom facilities. The 2014 funding will be utilized at the farmer's market site in order to enhance the city's current effort to improve the farmers market and the downtown area as a whole. The 2015 funding will assist in phase II of the Markets development and expansion. It is hoped that with additional local funding and in-kind donations a brick and mortar facility may be constructed as well as covered stalls for the vendors. Phase one of this project will include design & engineering, infrastructure/site work, and restroom construction. Phase II will expand and enhance the project with many amenities.

This projects' National Objective will be 'low/mod area benefit'. It will meet the needs of an area with at least 51% low/mod income population. The primary service area is the four census tracts that comprise the center of Morristown where the majority of our citizens live (Tracts 1001, 1002, 1003, and 1004).

The eligible activity category/accomplishment type for this project will be 'Public Parks/ Recreational Facilities'. It constitutes infrastructure and recreational facilities/parks improvements.

The Performance Measure Objective for the program will be 'Suitable Living Environment' and the Outcome will be 'Availability / Accessibility' as it provides for restroom facilities that will be accessible to all park and market visitors.

Talley-Ward Recreation Center

The Talley-Ward recreation facility is the only gym owned and operated by the City of Morristown's Parks and Recreation Department. It is used at least 8 months per year for adult/youth basketball programs, adult volleyball, and other free access recreation programs. The gym was built in the early 1960's and the current main level entrance is in disrepair, energy inefficient and not handicapped friendly. The building has a capacity of 600 people and both floors are accessible to handicapped individuals through outside entrances. However, the restroom facilities available on the top floor

do not meet ADA guidelines. The CDBG funds will be used to update the men's and women's restrooms on the top floor level in order to make them more usable and handicapped accessible.

