

**DUPLIN COUNTY  
ECONOMIC DEVELOPMENT COMMISSION  
BOARD MEETING**

**OPEN SESSION AGENDA  
Airport Conference Room**

**Friday, July 12, 2024  
7:00 am**

- ◆ **CALL TO ORDER & WELCOME**
- ◆ **CONSENT AGENDA**
  - Approve Previous Minutes
- ◆ **AIRPARK IMPROVEMENT PROJECTS UPDATE**
  - Clearing & Grubbing Contract/Golden LEAF Grant
  - Roadway Construction, Water & Sewer Improvement Construction
  - Review Offer to Purchase County Owned Property within Airpark (Exhibit A)
  - NC IDF Commerce Grant
  - NCSE Grant
  - SCIF Allocation
  - NCFS Region 1 HQ Update
- ◆ **ACTION ITEM:**
  - *Establish Sub-Committee to Finalize Specifications and Locations for new EDC Ready Building Program*
- ◆ **WestPark Well Project Update**
- ◆ **ACTION ITEM:**
  - *Authorize Publishing Request for Qualifications for Engineering Services (Exhibit B)*
- ◆ **ACTION ITEM:**
  - Authorize MOU with Duke Energy for Re-Certification of WestPark as Certified Site (\$500-\$1,000 participation)
- ◆ **NAMED PROJECTS UPDATE**
  - Project Pear
    - Economic Development Performance and Incentive Agreement
    - NCAMPI – Agriculture Manufacturing & Processing Initiative Funding
    - NCTTFC Application
    - NCRR Company Application

OPEN SESSION

- **Project Freeze**
- **Project ACC**
- **Project Heel**
- **Project WRJ**
- **Project Ginny**
- ◆ **DIRECTOR'S NOTES AND ANNOUNCEMENTS**
- ◆ **BOARD MEMBER COMMENTS**
- ◆ **OTHER NOTES/ANNOUNCEMENTS**
- ◆ **ADJOURN**

**DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION  
BOARD MEETING  
Thursday, July 12, 2024  
7:00am**

**OPEN SESSION MINUTES**

**Present:** Charlie Farrior, Kevin Smith, Roger Davis, Kenneth Smith, Glenn Cavenaugh, Scotty Summerlin and Teresa Chambers

**Absent:** Carrie Shields, Dean Lee, Al Searles, Dr. Jay Carraway

**Guests:** Lynn Moore, & Phil Prescott, NC Works

◆ **CALL TO ORDER**

- Meeting was called into order by Charlie Farrior

◆ **CONSENT AGENDA**

- Approve Previous Minutes
- The motion to approve the consent agenda with recommended corrections was made by Ken Smith, seconded by Roger Davis and passed unanimously.

◆ **AIRPARK IMPROVEMENT PROJECTS UPDATE**

- **Clearing & Grubbing Contract/Golden LEAF Grant**
  - Work completed except for removal of temporary driveway pipe and installation of reinforced concrete pipe at W. Best Rd. Waiting on encroachment agreement. Will be ready to proceed with closeout once received.
- **Roadway Construction, Water & Sewer Improvement Construction/NC Commerce IDF Grant Status**
  - Chatham Civil Contracting, LLC awarded contract
  - Notice to Proceed date is 8/1/2024
  - Engineer reviewing shop drawings
  - Pre-construction meeting scheduled for last week of July 2024
- **Review offer to Purchase County Owned Property within AirPark (Exhibit A)**
  - Alfred Herring interested in purchasing county owned property within AirPark (see exhibit A)
  - Board expressed concerns regarding the need of that property for future easements, drainage, growth of AirPark
  - Motion was made by Roger Davis to respond to Alfred Herring stating the County is unwilling to sell property at this time due to possible future needs to develop AirPark. Response should be in form of an email and should copy Bryan Miller, County Manager on correspondence. Motion was seconded by Glenn Cavenaugh and passed unanimously by the board.
- **NC IDF Commerce Grant** – April 8, 2025 grant deadline
- **NCSE Grant** – Closed out grant as of June 2024
- **State Legislative Allocation** – No action to update

- **GLF Grant** – Will closeout once work is completed; expected closeout to come before grant end of October 2024
- **SCIF Allocation** – June 2025 deadline
- **NCFS Region 1 HQ Update** – Negotiations continue; current draft is in Attorney General’s office under review
- ♦ **ACTION ITEM:**
  - ***Establish Sub-Committee to Finalize Specifications and Locations for new EDC Ready Building Program***
    - Motion was made by Ken Smith to create sub-committee consisting of Scotty Summerlin, Carrie Shields, Dean Lee, Roger Davis and Charley Farior whom will assist EDC staff in consulting with NCSE and other allies on size, ceiling height, construction type, etc, while adhering to the AirPark Development Standards. This committee will report to the EDC Board with recommendations for approval. Motion was seconded by Glenn Cavanaugh and passed unanimously by the board.
- ♦ **WestPark Well Project Update**
  - Second bid opening held on May 30<sup>th</sup> was not successful. New bid and engineer budget demonstrates shortfall of approximately \$1,276,370.
  - Contribution from EDC of \$500,000 will still require County to contribute \$776,370 to make the project happen
  - Joe McKemey instructed by County Manger to meet with contractor and attempt to negotiate lower pricing, then deductions if possible
  - Carrie Shields will be attempting to secure funding from the state
  - Project will be completed either way
- ♦ **ACTION ITEM:**
  - ***Authorize Publishing Request for Qualifications for Engineering Services (Exhibit B)***
    - Board requested change to #5 under Qualification Evaluation Criteria to read “Past, Recent and Current Work History with similar counties”
    - Motion was made by Ken Smith to adapt change and approve the publishing of the RFQ for Engineering Services. Motion was seconded by Glenn Cavanaugh and passed unanimously.
- ♦ **ACTION ITEM:**
  - **Authorize MOU with Duke Energy for Re-Certification of WestPark as Certified Site (\$500-\$1,000 participation)**
    - Motion was made by Glenn Cavanaugh to approve the recertification of WestPark with Duke Energy. Motion was seconded by Ken Smith and passed unanimously.
- ♦ **NAMED PROJECTS UPDATE**
  - **Project Freeze** – No updates
  - **Project ACC** - Still ramping up production and hiring. Back up to previous numbers after losing a few new hires
  - **Project Heel** – no update
  - **Project WRJ** – Project on life support

- **Project Ginny** – Project is dead. Request for grant termination submitted.

◆ **DIRECTOR’S NOTES AND ANNOUNCEMENTS**

- Discussion of Approved FY2024-25 Operating Budget for EDC; Rail spur at WestPark funding was removed from budget. Additional funding for website and training was provided.
- NC Agricultural Gas Grant Very Promising – New project should score well.
- NCSE has new marketing person (Kassie Simmons). Assisting us effectively with updating our Buildings/Sites online presence.
- Duplin Detention Center and Sheriff’s Office construction started 6/10/2024. Groundbreaking Ceremony on July 22 at 9:00AM.
- SelectSite Readiness Program selections to be announced soon. 15 sites across the State. 64 submissions. From lack of detail in contact, we didn’t make the short round. Expect an email in the coming weeks, but State doesn’t have resources to contact all applicants individually. Similar to Duke Energy Program and NCSE new initiative.
- Brief Discussion – NCSE RFI’s for Chinese-owned EV battery manufacturers is on the rise.
- JSCC Golf Tournament sponsorship opportunity has arisen. Would like to sponsor with a \$100 from the advertising budget. Board was in support and also expressed desire to begin supporting Tri-County Tournament in future.
- Detention Center ground breaking ceremony to be held on July 22<sup>nd</sup> at 9am
- JSCC Hydroponics Smart Farm ribbon cutting ceremony to be held July 29<sup>th</sup> at 10am

◆ **BOARD MEMBER COMMENTS**

◆ **OTHER NOTES/ANNOUNCEMENTS**

◆ **ADJOURNMENT**

- The motion to adjourn the open session was made by Roger Davis and seconded by Glenn Cavenaugh and passed unanimously.

**Minutes Approved by EDC Board Chairman:**

  
 \_\_\_\_\_  
 Chairman

8/2/2024  
 \_\_\_\_\_  
 Date

Exhibit A



**REDFISH INDUSTRIES**  
2134 West Wards Bridge Road  
Branch Farms powered by REDFISH  
Warsaw, NC 28398-8547

5 July 2024

MEMORANDUM FOR DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION  
ATTN: Mr. Scott Summerlin

FROM: Alfred A. Herring; President/CEO Redfish Industries

SUBJECT: Inquiry: Offer to purchase Duplin County owned property

Greetings Scotty,

This memo serves as my official inquiry regarding county owned property detailed in your map. I would like to purchase this property from the county to correct a gross oversight by my family. The estimated track is 1.9+/- acres; it is situated from the family cemetery and flows between and behind the houses at 985 and 967 Best Rd, Kenansville, NC. My intent is to restore the 1953 farmhouse beginning in the fall of 2024 and during my initial remodel design walk-through and exploration found the septic system runs on what is now county owned property. I hope to purchase this parcel to avoid rerouting the septic system. The use of the remaining parcel is for proper respect and cemetery etiquette as there is very little road side parking and it creates a safety hazard if used when visiting or interring someone at the gravesites. The purchase of this property is a win-win for the county and for me, it allows the county to gain income from property that is not a part of Duplin County's conceptual economic development plan for the area and it allows me an opportunity to honor my late great-grandfather and maintain a parcel of the land he purchased after many years of share cropping.

Please give my inquiry your warmest consideration and reach out to me at the below contacts; phone, personal or business email on your decision. I eagerly await your response!

Contacts:

Cell Phone: 210.215.2973

Email: [alherring@ymail.com](mailto:alherring@ymail.com)

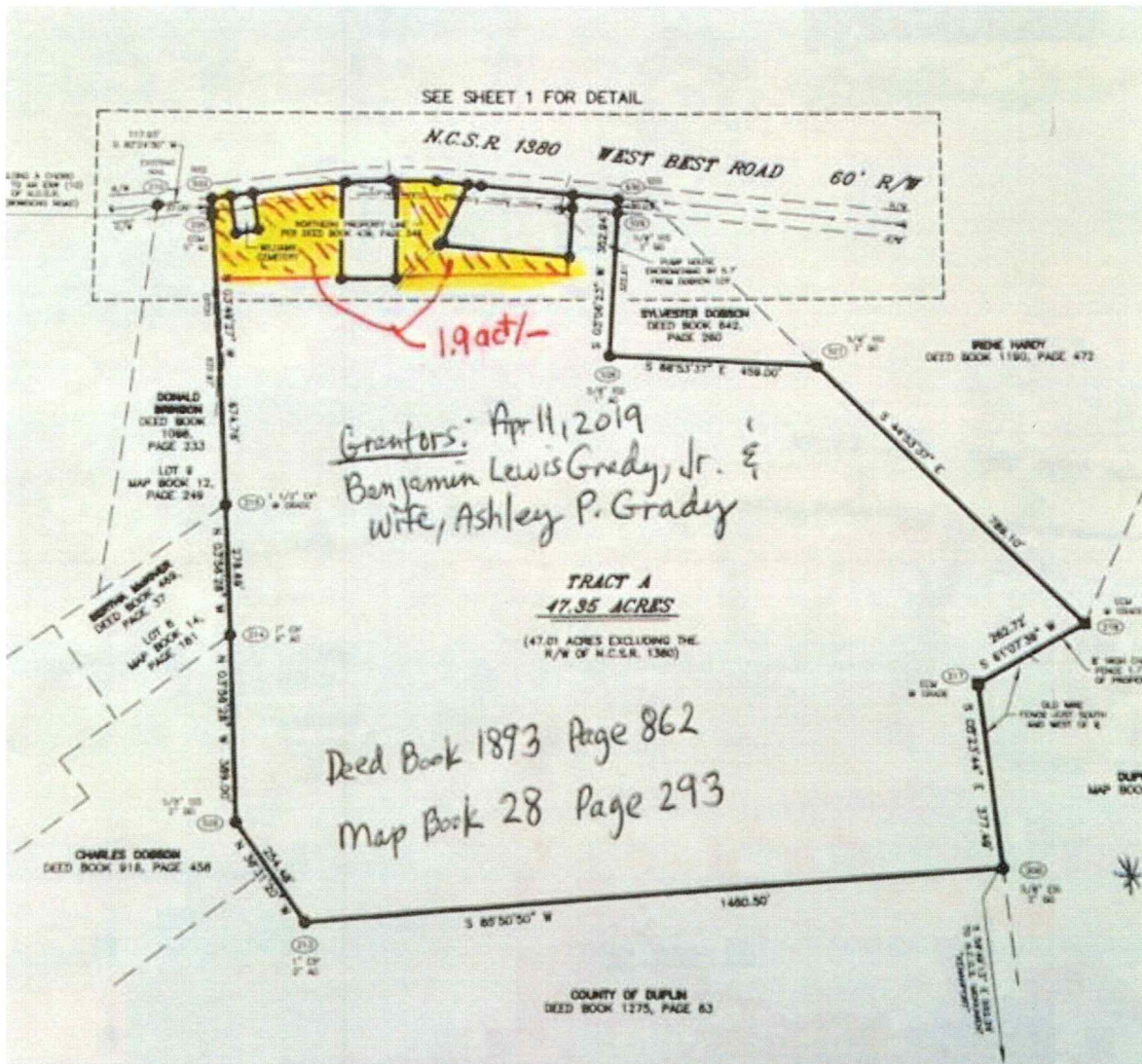
Bus Email: [Redfish.Industries@yahoo.com](mailto:Redfish.Industries@yahoo.com)

//s//

ALFRED A. HERRING  
President/CEO Redfish

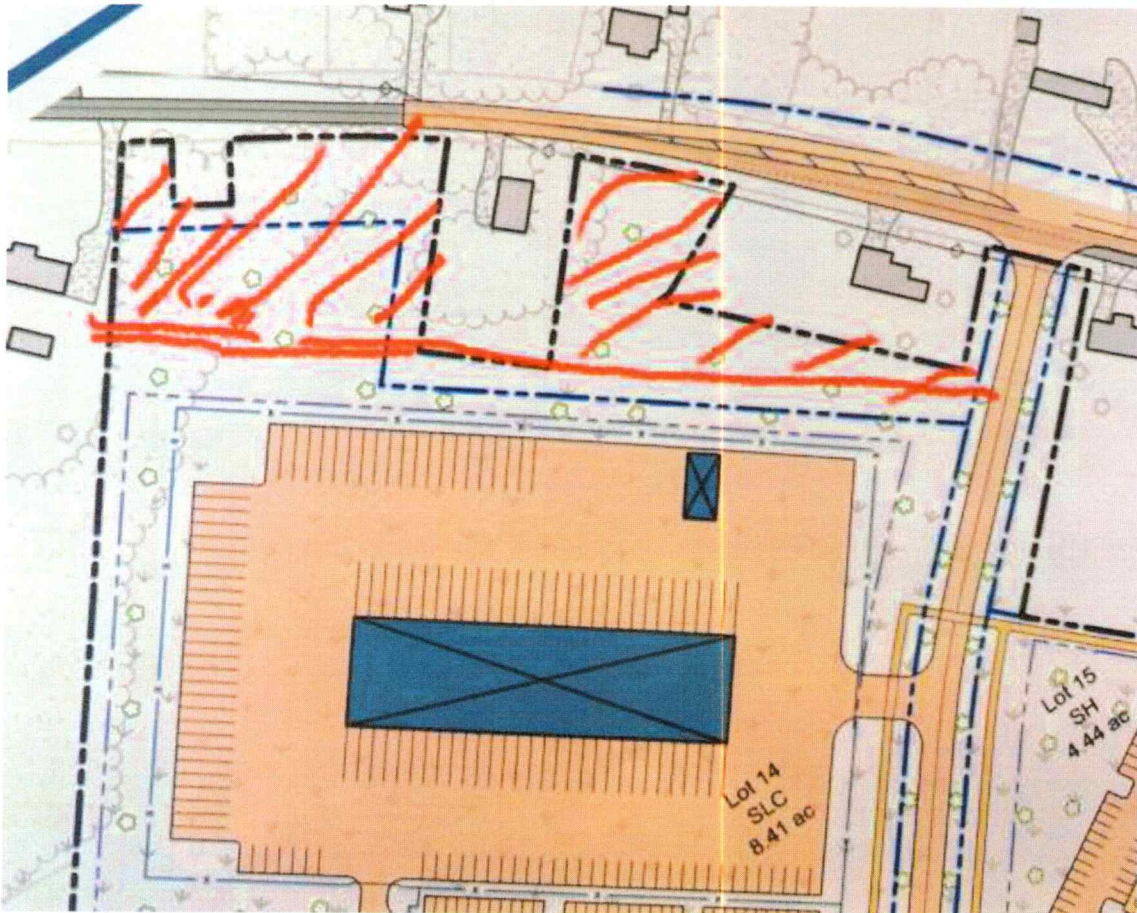
*An Easier Way Home!*

Attachment 1: Alfred Herring, Jr. Offer to Purchase County Owned Land, AirPark



Note: Highlighted area illustrates the area in question. See attached letter.

Exhibit A





## Request for Qualifications for Engineering Services Duplin County Economic Development Commission

*In order to reduce the cost of publicizing the RFQ for engineering services, we can use a format such as the following to advertise - in lieu of publishing the entire text of the RFQ. If this approach is used, we should be sure to allow sufficient time for consultants to request and receive a copy of the RFQ and to prepare a response.*

Duplin County, through its Economic Development Commission (EDC), has received funding for the purpose of improving infrastructure within the County. Additionally, the Duplin County Economic Development Commission routinely requires the services of a talented and capable North Carolina Licensed Engineering Firm for other projects.

The Duplin County Economic Development Commission is soliciting qualifications of engineering firms for general engineering services including, but not limited to developing engineering reports; engineering and design; bid package services; project/grant administration; inspection services; and other professional engineering services. At all times, the selected engineering firm will be expected to conduct their work in a manner to ensure compliance with all federal, state, and local requirements and regulations.

Copies of the detailed request for qualifications (RFQ), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses, can be obtained by contacting the Duplin County Economic Development Commission located at 260 Airport Road, Kenansville, NC or by calling 910-296-2180 or by emailing [teresa.chambers@duplincountync.com](mailto:teresa.chambers@duplincountync.com)

**The DEADLINE to receive written qualifications is 5:00PM on Friday, August 23, 2024 at the office of Economic Development, Duplin County Airport, 260 Airport Road, Kenansville, NC 28349. Faxed or emailed packages will not be considered.** Note that packages received after the stated deadline will not be accepted. For more information, contact the Duplin County Economic Development Commission. Contact information same as above.

The County of Duplin is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms and historically underutilized businesses.

This information is available in Spanish or other language upon request. Please contact the Duplin County Economic Development Commission at 910-296-2180 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Comisión del Desarrollo Económico al 910-296-2180, 260 Airport Road, Kenansville, NC de alojamiento para esta solicitud.

Submitted: July 18, 2024  
Scotty Summerlin, Executive Director

## Duplin County Economic Development Commission Request for Qualifications (RFQ) for Professional Engineering Services

**Submittal Deadline: Friday, August 23<sup>rd</sup>, 2024; 5:00PM**

Duplin County, through its Economic Development Commission (EDC), has received funding for the purpose of improving infrastructure within the County. Additionally, the Duplin County Economic Development Commission routinely requires the services of a talented and capable engineering firm for related projects.

The Duplin County Economic Development Commission is soliciting qualifications of engineering firms for general engineering services including, but not limited to: developing engineering reports and plans; engineering and design work; bid package services; project/grant administration; inspection services; and other professional engineering services. At all times, the selected engineering firm will be expected to conduct their work in a manner to ensure compliance with all federal, state, and local requirements and regulations.

### **Typical Scope of Work:**

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of various infrastructure improvement projects in conformance with federal, state, and local requirements and regulations. Typical work may include, but is not limited to the following:

1. Preparing sealed engineering plans and specifications, reports, and surveys;
2. Preparing final design and construction bid packages, estimates, and contract documents in conformance with applicable federal, state, and local regulations and requirements;
3. Supervising bid advertising, tabulation, and contract award process, including preparing advertisements for bid solicitations, conducting pre-bid meetings, conducting bid openings, regular construction progress meeting, issuing the notices to proceed, and conducting pre-construction meetings;
4. Providing construction administration and inspections/observation services;
5. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
6. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
7. Providing reproducible plan drawings (as-built) to Duplin County upon project completion;
8. Conducting final inspection, testing, and other project closeout functions;
9. Submitting certified "as-built" drawings to appropriate authorities;
10. Preparing operation and maintenance manuals; and related engineering services;
11. Providing other related services necessary for successful and timely completion of projects.

**Submission Requirements:**

RFQ submissions must include at a minimum:

1. **Engineering Firm (or Individual) Information:**
  - a. Firm's legal name, address, email, and telephone number
  - b. Location of nearest physical office to Duplin County, NC
  - c. Business type, NC License #.
  
2. **Firm's Management & Staffing Demonstrating Capacity and Capability:** *The principals of the firm and their experience and qualifications. Provide resumes, inclusive of NC Professional Licensure, of key employees that will be or may be assigned to Duplin County projects. Describe the capacity and capability of the firm to perform the work in the RFQ, including specialized services, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out all aspects of related engineering services and activities, and firm's anticipated general availability to perform the services identified in the RFQ;*
  
3. **Past Project History and Experience of the Firm:** *The specialized experience and technical competence of the staff that may be assigned to projects with respect to infrastructure improvements or related work, description of firm's prior experience, including any similar projects and timelines; be sure to provide details on the size of the community, location, total construction costs, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five (5) references within the past five years. If not available, provide details as to why information is not available;*
  
4. **Engineering Firm's Current Position Classifications and Hourly Fee Schedule:** *Schedule will not be the sole criteria for selection.*
  
5. **Documentation of compliance with federal, state, and local debarment/eligibility requirements, where applicable.**

**Qualification Evaluation Criteria:**

- |   |                       |
|---|-----------------------|
| 1. <u>Qualifications, Competence and Reputation of Firm and Personnel</u> | <u>25 points or %</u> |
| 2. <u>Firm's Capability to Meet Time and Project Budget Requirements</u>  | <u>25 points or %</u> |
| 3. <u>Present Project Workload of Firm compared to Staff Levels</u>       | <u>15 points or %</u> |
| 4. <u>Related Experience on Similar Projects</u>                          | <u>25 points or %</u> |
| 5. <u>Past, Recent and Current Work History with Duplin County</u>        | <u>10 points or %</u> |

Exhibit B

Upon completion of the review of all packages, the Duplin County Economic Development Commission may contact firms for follow-up interviews or for additional information. Sessions may be in person, by telephone or virtual meetings. The Commission will make a formal recommendation to the Duplin County Board of Commissioners for approval to negotiate and award future contracts.

The previously described factors will serve as the elements for recommendation of an engineering firm and selection for engineering services for future projects. Selection will be based upon the detail of the proposal, experience of the firm, qualifications of their staff, understanding of our area and specific needs, and the fee proposal. The cost of service will be considered but will not be a primary selection criterion. All proposals received by the deadline and prepared in accordance with the proposal instructions will be reviewed per the listed criteria. Duplin County will select the engineering firm deemed best qualified to perform the stated services.

**Complete Proposals must be submitted no later than Friday, August 23, 2024 at 5:00PM to the Duplin County Economic Development Commission, located at 260 Airport Road, Kenansville, NC.** Proposals may be hand delivered or mailed. Note that proposal packages received after the stated deadline will not be accepted. Faxed or emailed proposals will not be accepted. For more information, contact the Duplin County EDC at 910-296-2180 or [teresa.chambers@duplincountync.com](mailto:teresa.chambers@duplincountync.com).

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