

Joann M. McDermon, Mayor
Tom Leonard, Mayor Pro Tem

Aldermen:
Mike Benson
Richard Grant
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield
Town Clerk

Board of Alderman November 5, 2025

Issue: Contract Award Ordinance CA2026-26.21 Maven Roofing Publics Works Roof

Department: Public Works

Prepared by: Chris Huckaby

Background

The Public Works facility serves as a central operational hub for the Town of North Topsail Beach, housing equipment, materials, and personnel essential to daily infrastructure and maintenance operations. Over time, the existing roof system has deteriorated due to age, exposure to coastal weather conditions, and general wear. At the time of my onboarding, it was identified that the roof was a major concern and compromised the integrity of all capital assets housed in the department due to exposure to moisture.

Routine inspections identified multiple areas of water intrusion, material delamination, and compromised seals, confirming that repairs would be insufficient to extend the roof's service life. Replacement of the existing system was determined to be the most practical and cost-effective long-term solution to preserve the facility's integrity and protect Town assets.

Project Process

The Public Works Department solicited multiple proposals from qualified roofing contractors to perform a full roof replacement, including removal of the existing material, installation of new underlayment and roof membrane, flashing repair, and necessary structural reinforcement to ensure wind and weather compliance. There were five total vendors contacted, and four total bids received.

Vendors were asked to provide detailed scope descriptions, warranty information, and manufacturer certifications to ensure consistency and quality across proposals. Each bid was reviewed for completeness, materials quality, and projected longevity in a coastal environment.

Evaluation

While Maven Roofing was the highest-priced bidder, their proposal stood out for the superior materials specified, the extended warranty offered, and the company's well-established reputation for professionalism and reliability within the region. Their use of premium-grade roofing materials ensures enhanced durability and protection against the corrosive salt-air environment, translating to a significantly longer service life and reduced maintenance costs over time.

In addition to technical excellence, Maven Roofing demonstrated a high degree of responsiveness, transparency, and communication throughout the bid process. Their staff provided clear documentation, timely follow-ups, and valuable insight into roofing system selection appropriate for municipal and coastal applications.

As one of the largest and most visible roofing providers in southeastern North Carolina, Maven Roofing maintains a strong presence and proven track record in both public and private sector projects. Their local impact and long-standing community engagement align well with the Town's goals of partnering with reputable, community-invested contractors.

Recommendation

Although Maven Roofing's proposal represents the highest cost among the received bids at **\$93,667.60**, the value of the materials, workmanship, and longevity clearly justify the investment. Selecting a vendor of this caliber ensures that the Town receives a long-lasting, warranted system that will protect critical infrastructure assets for decades to come.

Based on their professionalism, high-quality materials, and demonstrated commitment to communication and project success, Maven Roofing is recommended for award of the Public Works Facility Roof Replacement Project.

Action Requested

That the Board of Aldermen approve the award of contract to Maven Roofing for the Public Works Facility Roof Replacement Project, and authorize the Town Manager to execute all necessary agreements to proceed.

Christopher Huckaby
Public Works Superintendent
Town of North Topsail Beach

**ORDINANCE NO. CA 2026-26.21
TOWN OF NORTH TOPSAIL BEACH, NC**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the Replacement of the Roof at the Public Works Facility is hereby awarded to Maven Roofing.

Section I: In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

Section II: The Public Works Roof Replacement Contract to Maven Roofing is for \$93,667.60 which includes sales tax of \$8,650.45. Total budget for the roof replacement is \$100,000.

Section III The Finance Officer has determined that after adoption of Budget Ordinance 2026-26.20 sufficient funds are available in account 10-500-74 to cover the cost of this contract.

Section IV: The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to Maven Roofing up to \$100,000, subject to a pre-audit certificate thereon by the Town's Finance Officer.

Section V: Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 5th Day of November 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, MAYOR

WAYNE JOHANNESSEN, FINANCE OFFICER

MULTI-CRITERIA BENCHMARKING							
PROCESS NAME:		PUBLIC WORKS ROOF		DATE UPDATED:		8-Aug-25	
RANK		8	6	6	7	9	0

UNIQUE ID	FEATURE	MRM CONSTRUCTION	HUNT RIGGS ROOFING	MID-ATLANTIC ROOFING & SHEET	HOUCK	https://www.mavenroof.com	COMPANY NAME	NOTES
NTB25001	REMOVAL OF SKYLIGHTS	✓	✓	✓	✓	✓		bids for Mid-Atlantic and Hunt Riggs Roofing did not include itemized breakdowns or sales tax information
	REMOVAL OF FLASHING	✓	✓	✓	✓	✓		
	REMOVAL OF METAL ROOF	✓	✓	✓	✓	✓		
	REMOVAL OF GUTTERS	✗	✗	✗	✗	✗		
	REMOVAL OF FASCIA	✗	✗	✗	✗	✗		
	HAUL AWAY OF MATERIAL	✓	✓	✓	✓	✓		
	INSTALL METAL ROOF	✓	✓	✓	✓	✓		
	INSTALL FLASHING	✓	✓	✓	✓	✓		
	INSTALL SKYLIGHTS	✗	✗	✗	✗	✗		
	INSTALL GUTTERS	✗	✗	✗	✗	✗		
	INSTALL FASCIA	✗	✗	✗	✗	✗		
	INSTALL GUTTER STRAPS	✓	✗	✗	✗	✓		
	PATCH OR INSTALL NEW INSULATION	✓	✗	✗	✓	✗		
	10-year leak-free guarantee	✗	✗	✗	✗	✓		
	ALUMINUM STANDING SEAM	✗	✗	✗	✗	✓		

DATE LAST EMAILED	08-Aug-25	16-Jul-25	15-Jul-25	11-Aug-25	15-Oct-25
DATE LAST RESPONDED	08-Aug-25	N/A	16-Jul-25	26-Aug-25	20-Oct-25

*HOUCK has closed for business. Reaching out to Maven for additional estimate.



Foxit PDF Editor
Document



Foxit PDF Editor
Document



Maven Roofing -
PROPOSAL W SAL

BID DOCUMENT(S)				*closed for business			
TOTAL PROJECT BASE BID	\$65,960.80					\$85,017.15	
SALES TAX	\$4,617.26					\$8,650.45	
TOTAL BID, INCLUDING SALES TAX	\$70,578.06	\$38,717.42	\$14,335.00	\$0.00		\$93,667.60	\$0.00

Proposal Option - Clips 032 STD PrestigeLok+



032 STD PRESTIGELOK+

- ✔ Clean, modern style with smooth hidden seams
- ✔ Aluminum build that won't rust-perfect near the coast
- ✔ Solid performance without the premium price tag

Clips 032 STD PrestigeLok+

Introducing the Clips 032 STD PrestigeLok+, a top-tier aluminum standing seam roofing solution designed for coastal and corrosive environments. This high-performance system boasts a sleek PrestigeLok+ clip-fastened style, ensuring thermal movement and long-lasting durability. Crafted from 0.032 aluminum with a high-performance synthetic underlayment, it offers advanced protection against high-velocity winds and harsh weather conditions. Ideal for coastal homeowners seeking corrosion resistance and low-maintenance performance, the Clips 032 STD PrestigeLok+ combines premium aluminum trim and a standard paint finish for a stylish, reliable roof investment.

Accept

Request Changes



Financing is not supported for this option as the package total is not within the eligible range.

NAME	QUANTITY	PRICE	TOTAL
Roofing Foundations			
Maven - Clips - 032 - STD PrestigeLok+ - Panel - SQ	43.55	\$ 1033.32	\$ 45001.09
Maven - Clip - 032 - STD PrestigeLok+ - Ridge - LF	92.21	\$ 26.67	\$ 2459.24
Maven - Clips - 032 - STD PrestigeLok+ - Eaves	184.52	\$ 8.23	\$ 1518.60
Maven - Clips - 032 - STD PrestigeLok+ - Rakes	138.64	\$ 13.63	\$ 1889.66
Maven - Clips - 032 - STD PrestigeLok+ - Services - SQ	39.54	\$ 965.82	\$ 38188.52
Flashings			
Maven - Clips - 032 - STD PrestigeLok+ - Endwall - LF	45.96	\$ 8.71	\$ 400.31
Fasteners			
Maven - Clips - 032 - STD PrestigeLok+ - Fasteners - SQ	43.55	\$ 54.35	\$ 2366.94
Maven - Clips - 032 - STD PrestigeLok+ - Tapes - SQ	43.55	\$ 18.04	\$ 785.64
Maven - Clips - 032 - STD PrestigeLok+ - Sealants - SQ	43.55	\$ 8.00	\$ 348.40
Accessories			
Additional			
Maven - Pipe Boot - Repair - Dektite Round Black - 1/4"-5" - EA	1	\$ 118.44	\$ 118.44
Maven - Decking - Remove & Replace OSB - SH	6	\$ 98.46	\$ 590.76
Sales Tax - Material and Services	1	\$ -8650.45	\$ -8650.45
Sub Total			\$ 85017.15
Discount			\$
Total			\$ 85017.15
Deposit			\$ 42508.42



FW: Estimate #W195 from Mid-Atlantic Roofing & Sheet Metal LLC.

From Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

Date Tue 7/15/2025 12:00 PM

To Christopher Huckaby <chuckaby@NORTHTOPSAILBEACHNC.GOV>

From: Mid-Atlantic Roofing & Sheet Metal LLC. <mailer@waveapps.com>

Sent: Thursday, March 20, 2025 9:50 AM

To: Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

Subject: Estimate #W195 from Mid-Atlantic Roofing & Sheet Metal LLC.

Warning: Unusual sender <mailer@waveapps.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.



Estimate #W195

for 3315 Gray St.

issued on Mar 20, 2025

from **Mid-Atlantic Roofing & Sheet Metal LLC.**

Hi 3315 Gray St.,

Here's Estimate #W195 for the amount
of \$14,335.00.

If you have any questions, feel free to
reach out.

Thank you,

Mid-Atlantic Roofing & Sheet Metal LLC.

Grand Total: **\$14,335.00 USD**

Valid until: **Apr 19, 2025**

[View estimate](#)

Thanks for your business. If this estimate was sent in error,
please contact marooftingoffice@gmail.com

Powered by  wave

Pursuant to North Carolina General Statutes, Chapter 132, email correspondence to and from this address may be considered public record under the North Carolina Public Records Law and may possibly be disclosed to third parties.



FW: Estimate 1372 from Hunt Riggs Roofing

From Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

Date Tue 7/15/2025 12:00 PM

To Christopher Huckaby <chuckaby@NORTHTOPSAILBEACHNC.GOV>

From: Hunt Riggs Roofing Co. <no_reply@intuit.com>

Sent: Monday, March 3, 2025 9:13 PM

To: Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

Subject: Estimate 1372 from Hunt Riggs Roofing

External sender <no_reply@intuit.com>

Make sure you trust this sender before taking any actions.



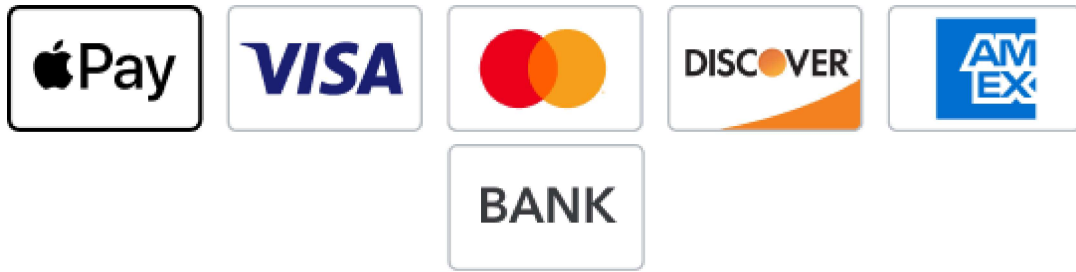
Your estimate is ready!

Total Estimate

\$38,717.42

or starting at /month with financing (36 mo)*

[Review and accept](#)



Dear Customer,

Below are your estimate details. To move forward with this estimate, please review and select **Accept** and Hunt Riggs Roofing Co. will reach out with next steps.

There are various payment methods available for you, you also have the option to **pay this monthly**.

Have a great day!

Estimate #7194

Hunt Riggs Roofing Co.

• STANDING SEAM METAL ROOF	\$36,184.50
42 X \$850.00	

Total **\$38,717.42**
or starting at /month with financing (36 mo)*

Hunt Riggs Roofing Co.

Admin@huntriggsroofing.com

* Personal loans made through Upgrade feature Annual Percentage Rates (APRs) of 8.49%-35.99%. All personal loans have a 1.85% to 9.99% origination fee, which is deducted from the loan proceeds. Lowest rates require Autopay and paying off a portion of existing debt directly. Loans feature repayment terms of 24 to 84 months. For example, if you receive a \$10,000 loan with a 36-month term and a 17.59% APR (which includes a 13.94% yearly interest rate and a 5% one-time origination fee), you would receive \$9,500 in your account and would have a required monthly payment of \$341.48. Over the life of the loan, your payments would total \$12,293.46. The APR on your loan may be higher or lower and your loan offers may not have multiple term lengths available. Actual rate depends on credit score, credit usage history, loan term, and other factors. Late payments or subsequent charges and fees may increase the cost of your fixed rate loan. There is no fee or

penalty for repaying a loan early. *Approval not guaranteed. Your loan terms will be determined based on your credit, income, and certain other information provided in your loan application. Not all applicants will qualify for the full amount.

Loan services offered through Credit Karma Offers, Inc. NMLS ID# 1628077 | [Licenses](#) | [NMLS Consumer Access](#). California Loans arranged pursuant to a California Financing Law License.

If you receive an email that seems fraudulent, please check with the business owner before paying, or you can forward the email to security@intuit.com so we can look into it. Read more at security.intuit.com.



Powered by QuickBooks

© 2025 Intuit, Inc. All rights reserved.

[Privacy](#) | [Security](#) | [Terms of Service](#)

Pursuant to North Carolina General Statutes, Chapter 132, email correspondence to and from this address may be considered public record under the North Carolina Public Records Law and may possibly be disclosed to third parties.



North Topsail Beach > Public Works Bldg--New Roof (3,867 SF)

July 17, 2025

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Submitted to:

North Topsail Beach
2008 Loggerhead CT
North Topsail Beach, NC 28460

Project Information:

August 15, 2024
Public Works Bldg--New Roof (3,867 SF)

General Project Contents

Category	Qty	Type	Description
1 PROJECT PREPARATION	1	Pieces	Building permit fee, project \$60,000 - \$70,000
4 GENERAL DEMOLITION	1	Pieces	Tear off skylights, old flashing where taller wall meets shorter wall, and metal roof. Gutters and Fascia Trim are not included.
4 GENERAL DEMOLITION	1	Pieces	Haul off all debris
12 ROOFING AND GUTTERS	1	Pieces	Provide and install metal roofing and re-flash where tall wall meets short wall going to second roof. Includes all materials and labor to complete the job.
20 EXTERIOR TRIM	1	Pieces	Replace all gutter straps on roof and replace rusted screws in gutters. Screws in the bottom side of fascia are not included.
27 INSULATION	1	Pieces	Patch insulation where skylights are removed

Sub-Total is: \$65,960.80

Total Project Base Bid is \$65,960.80
Sales Tax \$ 4,617.26
Total Bid, Including Sales Tax \$70,578.06