



# Town of Shallotte

## ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #:

FROM: Mimi Gaither, Town Manager  
EXT. #

MEETING DATE: 5.20.25

DATE SUBMITTED: 5.20.25

**ISSUE/ACTION REQUESTED:** Selection of Construction Manager at Risk (CMR)

**PUBLIC HEARING:** ☐ YES ☒ NO

**BACKGROUND/PURPOSE OF REQUEST:** Th BOA chose to use the CMR form of construction when we selected the architecture firm. The committee put out and RFQ, conducted interviews with two firms, and the majority of the firm recommends to the BOA to contract with Samet.

Both firms had good interviews and excellent references. I have attached reference emails to this AA item and will have proposal books at the BOA workshop.

**FISCAL IMPACT:**

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☒ NO

**CONTRACTS/AGREEMENTS:**

REVIEWED BY TOWN ATTORNEY:

☐ YES ☒ NO ☐ N/A

**ADVISORY BOARD RECOMMENDATION:** N/A

**TOWN MANAGER'S RECOMMENDATION:.**

**FINANCE RECOMMENDATION:** N/A

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**ATTACHMENTS:**

1. RFQ for CMR
2. Emails of references
- 3.

**ACTION OF THE BOARD OF ALDERMEN**

**APPROVED:** ☐

**DENIED:** ☐

**DEFERRED  
UNTIL:**

**ATTEST:**

**CLERK TO THE BOARD**

**SIGNATURE**

**OTHER:**



## **Request for Qualifications**

**Construction Manager at Risk (CM@R)  
Services for the Shallotte Town Hall  
Town of Shallotte, NC**

**RFQ Circulation Date:   October 31, 2024**  
**Submission Deadline:   November 21, 2024**

**TOWN OF SHALLOTTE  
106 Cheers Street  
Shallotte NC 28470  
910-754-4032**

## **Request for Qualifications**

### **Table of Contents**

- Introduction
- Project Details
- Project Scope
- Qualifications Package Evaluation Criteria
- Submittal Requirements
- Submittal Information
- Additional Information
- RFQ Review and Selection Process Timeline
- Further Information

## Maria O'Sullivan Gaither

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**From:** Rusty Miller <rmiller@creechassociates.com>  
**Sent:** Monday, December 9, 2024 1:33 PM  
**To:** Mimi Gaither  
**Subject:** CMR RFQ Topics/ Questions

Good afternoon Mimi,

See below for additional information to request of the presenters for Friday if you want to send to Samet and Edifice. Or if you prefer, we can send?

In addition to the information previously requested and included in your submittal package, please consider the questions below in preparing your presentations for the interview on Friday.

1. The project has been designed through Schematic Design. How will you work to maintain the integrity of the design into design development through construction?
2. Which of your branch offices contains the most team members on the project?
3. Examples of projects in the region completed within the last five years.
4. How much work do you self-perform?
5. Explain how Construction Manager at Risk is like the Integrated Project Delivery Method.
6. How is your cost estimating data base developed and maintained.
7. Describe a time when you had to manage construction risk with limited data.
8. How specifically do you plan to use local trades for this project. Have you worked with subs in this area. Can you name a few?
9. Describe an issue working with coastal code enforcement agencies including CAMA and how you solved the problem.
10. Discuss the challenges for budget and construction for projects like this including (Town Hall with a Police Station)
11. What challenges have you had working with USDA- how were they resolved.

**Rusty Miller, AIA NCARB**  
**Associate | Project Manager**  
**Creech & Associates**

ARCHITECTURE OF PLACE

**Charlotte Studio**  
1000 W. Morehead St. | Suite 120 | Charlotte, NC 28208  
704.376.6000 p | 704.760.8111 d | 919.210.0344 m | [www.creechassociates.com](http://www.creechassociates.com)

**Charleston Studio**  
201 Sigma Drive | Suite 300 | Summerville, SC 29486  
843.789.4542 p | [www.creechassociates.com](http://www.creechassociates.com)



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**Associate | Project Manager**  
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Samet  
~~TH~~ 11

Edifice  
1

**Maria O'Sullivan Gaither**

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**From:** Anthony Roberts <aroberts@huntersville.org>  
**Sent:** Friday, December 20, 2024 2:13 PM  
**To:** Maria O'Sullivan Gaither  
**Subject:** Re: Reference

Mimi:

Just give me a quick call on cell at 704-622-2983.

Anthony Roberts,  
Town Manager

On Dec 20, 2024, at 1:57 PM, Maria O'Sullivan Gaither <mgaither@townofshallotte.org> wrote:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mr. Roberts,

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two firms for the Construction Manager at Risk. Edifice is one of the firms and they have listed you as a reference for their work on the Town Hall.

I was wondering if you could supply a reference for them for their work currently ongoing.

- 1 – Did your Town encounter any issues from the services provided by Edifice?
- 2 – Was the project completed on time and within the budget set?
- 3 – Did you utilize USDA Funding? Can you speak to your experience in how Edifice working within the USDA guidelines or other financing sources for funding?
- 4 – Would you engage their firm again?

I welcome any other comments you may have.

Hope you have a wonderful holiday!

Warm Regards,

Mimi Gaither

## Maria O'Sullivan Gaither

---

**From:** Brian Welch <bwelch@admin.minthill.com>  
**Sent:** Friday, December 20, 2024 2:55 PM  
**To:** mgaither@townofshallotte.org  
**Cc:** Steve Frey  
**Subject:** RE: Reference

1. No
2. Yes, and they are quite adept and thorough with value engineering efforts.
3. We did not but I would expect their level of expertise with those guidelines would be more than adequate.
4. In addition to our Town Hall and PD, they're currently finishing up a Public Services Facility that includes a new Fire Department, Public Works Department, Fire Training facility, and Police Evidence Building. Additionally, we are in the bidding/value engineering process on a Design/Build Community Center.

Feel free to give me a call (704-545-9726) if you have any questions or would like to discuss further.

Brian L. Welch  
Town Manager  
Town of Mint Hill

---

**From:** info@minthill.com <info@minthill.com>  
**Sent:** Friday, December 20, 2024 2:14 PM  
**To:** Brian Welch <bwelch@admin.minthill.com>; Steve Frey <sfrey@admin.minthill.com>  
**Subject:** FW: Reference

**Sheryl Smith**  
*Assistant to the Town Manager*  
*Town of Mint Hill, North Carolina*  
704-545-2335

---

**From:** Maria O'Sullivan Gaither <[mgaither@townofshallotte.org](mailto:mgaither@townofshallotte.org)>  
**Sent:** Friday, December 20, 2024 1:54 PM  
**To:** [info@minthill.com](mailto:info@minthill.com)  
**Subject:** Reference

Hello --

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two firms for the Construction Manager at Risk. Edifice is one of the firms and they have listed you as a reference for their work on the Town Hall/Police Department.

I was wondering if you could supply a reference for them for their work in 2012/2013.

- 1 – Did your Town encounter any issues from the services provided by Edifice?
- 2 – Was the project completed on time and within the budget set?
- 3 – Did you utilize USDA Funding? Can you speak to your experience in how Edifice working within the USDA guidelines or other financing sources for funding?
- 4 – Would you engage their firm again?

I welcome any other comments you may have.

Hope you have a wonderful holiday!

Warm Regards,

Mimi Gaither

Mimi O'Sullivan Gaither  
Town Manager



## **Town of Shallotte**

PO Box 2287  
Shallotte NC 28459-2287

910-754-4032 Phone  
910-754-2740 Fax

[mgaither@townofshallotte.org](mailto:mgaither@townofshallotte.org)  
[mgaither@atmc.net](mailto:mgaither@atmc.net)

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## Maria O'Sullivan Gaither

---

**From:** Charles Nichols <cnichols@laurinburg.org>  
**Sent:** Saturday, December 21, 2024 9:38 AM  
**To:** Maria O'Sullivan Gaither  
**Subject:** RE: Reference

Good morning and sorry for the delayed response. I can't say enough great things about Edifice and would strongly encourage moving forward with them. We used Creech and Associates and Edifice for our City Hall/Police Station Project. My answers are below and please reach out if you have any additional questions.

Thank you and Merry Christmas!

**Charles D. Nichols III, MBA**  
**City Manager**  
**City of Laurinburg**  
303 West Church Street | Laurinburg, NC 28352  
(910) 291-1727  
[www.laurinburg.org](http://www.laurinburg.org)



**From:** Maria O'Sullivan Gaither <mgaither@townofshallotte.org>  
**Sent:** Friday, December 20, 2024 1:52 PM  
**To:** Charles Nichols <cnichols@laurinburg.org>  
**Subject:** Reference

**Be Advised:** This email originated from outside of the City of Laurinburg, NC's email system. Maintain caution when opening external links/attachments

Mr. Nicols,

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two firms for the Construction Manager at Risk. Edifice is one of the firms and they have listed you as a reference for their work on the Town Hall/Police Department.

I was wondering if you could supply a reference for them for their work in 2019.

1 – Did your Town encounter any issues from the services provided by Edifice? **None. The entire process went extremely smooth!**

2 – Was the project completed on time and within the budget set? **Yes and Yes.**

3 – Did you utilize USDA Funding? Can you speak to your experience in how Edifice working within the USDA guidelines or other financing sources for funding? **We didn't utilize USDA Funding.**

4 – Would you engage their firm again? **YES. We are actually in discussions with them regarding another project that we are just starting to work on.**

I welcome any other comments you may have.

Hope you have a wonderful holiday!

Warm Regards,

Mimi Gaither

Mimi O'Sullivan Gaither  
Town Manager



## **Town of Shallotte**

PO Box 2287  
Shallotte NC 28459-2287

910-754-4032 Phone  
910-754-2740 Fax

[mgaither@townofshallotte.org](mailto:mgaither@townofshallotte.org)  
[mgaither@atmc.net](mailto:mgaither@atmc.net)

## **Maria O'Sullivan Gaither**

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**From:** Ryan Spitzer <rspitzer@pinevillenc.gov>  
**Sent:** Monday, January 6, 2025 8:29 AM  
**To:** Maria O'Sullivan Gaither  
**Subject:** RE: Reference

Good Morning Mimi:

I can't say enough good things about Edifice. They were a good partner all the way through the construction of our Town Hall facility. Without Edifice the project would not have turned out as well as it did. Edifice has even been there for the Town over the last two years as we ask them for information on the construction. They always get us the information requested in a timely manner.

The project was completed on time. The project was within budget, even after the town added some items throughout the project.

We did not use USDA funding for this project.

We have engaged Edifice as CMaR for two other projects in town since this time. One is currently underway and is a \$16.5M Fire Department and the other project is in the design phase.

Please let me know if you have any other questions. Edifice has been a good long term partner.

Thank you,  
Ryan

Ryan Spitzer, ICMA-CM  
Town Manager  
Pineville, NC 28134  
Ph: 704-889-2291

**From:** Maria O'Sullivan Gaither <mgaither@townofshallotte.org>  
**Sent:** Friday, December 20, 2024 1:55 PM  
**To:** Ryan Spitzer <rspitzer@pinevillenc.gov>  
**Subject:** Reference

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two firms for the Construction Manager at Risk. Edifice is one of the firms and they have listed you as a reference for their work on the Town Hall/Library.

I was wondering if you could supply a reference for them for their work in 2022.

- 1 – Did your Town encounter any issues from the services provided by Edifice?
- 2 – Was the project completed on time and within the budget set?

3 – Did you utilize USDA Funding? Can you speak to your experience in how Edifice working within the USDA guidelines or other financing sources for funding?

4 – Would you engage their firm again?

I welcome any other comments you may have.

Hope you have a wonderful holiday!

Warm Regards,

Mimi Gaither

Mimi O'Sullivan Gaither

Town Manager



**Town of Shallotte**

PO Box 2287

Shallotte NC 28459-2287

910-754-4032 Phone

910-754-2740 Fax

[mgaither@townofshallotte.org](mailto:mgaither@townofshallotte.org)

[mgaither@atmc.net](mailto:mgaither@atmc.net)



## Maria O'Sullivan Gaither

---

**From:** Caison, Kevin <kcaison@nhcgov.com>  
**Sent:** Friday, December 20, 2024 3:39 PM  
**To:** Maria O'Sullivan Gaither; Warmuth, Sara  
**Subject:** Re: Reference

Hi Maria,

Samet is currently building 2 fire stations for New Hanover County and we have been very pleased with them so far.

To answer your questions, no issues so far. The GMP did exceed Samets estimate significantly. Since the GMP was established, they have managed to stay within budget.

We are not utilizing USDA funds on our projects.

We would definitely use them again.

Let me know if you have any other questions.

Good luck with your project.

Kevin

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

**Kevin Caison**  
Facilities Project Manager  
New Hanover County - Facilities Management  
(910) 798-4338 p | (910) 798-7830 f  
kcaison@nhcgov.com  
200 Division Drive  
Wilmington, NC 28401  
www.NHCgov.com

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**From:** Maria O'Sullivan Gaither <mgaither@townofshallotte.org>  
**Sent:** Friday, December 20, 2024 1:48:38 PM  
**To:** Warmuth, Sara <swarmuth@nhcgov.com>; Caison, Kevin <kcaison@nhcgov.com>  
**Subject:** Reference

**\*\* External Email: Do not click links, open attachments, or reply until you know it is safe \*\***

Hello –

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two

firms for the Construction Manager at Risk. Samet is one of the firms and they have listed BSL as a reference for their work on the Police Department.

I was wondering if you could supply a reference for them for their work that is currently ongoing.

- 1 – Did your Town encounter any issues from the services provided by Samet?
- 2 – Was the project completed on time and within the budget set?
- 3 – Did you utilize USDA Funding? Can you speak to your experience in how Samet working within the USDA guidelines or other financing sources for funding?
- 4 – Would you engage their firm again?

I welcome any other comments you may have.

Hope you have a wonderful holiday!

Warm Regards,

Mimi Gaither

Mimi O'Sullivan Gaither  
Town Manager



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910-754-2740 Fax

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[mgaither@atmc.net](mailto:mgaither@atmc.net)

## Maria O'Sullivan Gaither

---

**From:** Tasha Logan Ford <tloganford@highpointnc.gov>  
**Sent:** Thursday, January 2, 2025 12:37 PM  
**To:** Maria O'Sullivan Gaither  
**Subject:** RE: [EXTERNAL] Reference

Ms. Gaither,

Happy New Year and I hope the holidays were enjoyable. Congratulations on building these new public facilities for Shallote! ACM Olmedo worked more closely with Samet on the projects and has provided the responses I'm sharing:

- 1 – Did your City encounter any issues from the services provided by Samet? **We did not encounter any issues with Samet. Our project was the renovation of a 60,000 square foot existing office building with the addition of 20,000 square feet of new space. Given the complexities of such a project, Samet was a great partner in the project. They communicated well with our staff, engaged subcontractors that worked well and met MWBE goals, and delivered a great end product.**
- 2 – Was the project completed on time and within the budget set? **The original timeline for the project was estimated to take 18 months. The project began in October 2019, and the building was substantially complete by October 2021. The additional time was due largely to supply chain and labor issues during COVID. The original budget was \$25.3 million and the project was completed within that budget.**
- 3 – Did you utilize USDA Funding? Can you speak to your experience in how Samet working within the USDA guidelines or other financing sources for funding? **No USDA funds were used.**
- 4 – Would you engage their firm again? **Yes, and we did use Samet again for our City Lake Park project, which was a \$24.5 million redevelopment of a park with a pool and conference center.**

If something more is needed, please let us know.

Kind regards,



**Tasha Logan Ford**  
City Manager  
City of High Point  
336.883.3283  
[www.HighPointNC.gov](http://www.HighPointNC.gov)

---

**From:** Maria O'Sullivan Gaither <mgaither@townofshallotte.org>  
**Sent:** Friday, December 20, 2024 11:14 AM  
**To:** Tasha Logan Ford <tloganford@highpointnc.gov>  
**Subject:** [EXTERNAL] Reference

**CAUTION:** This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.



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Ms. Ford,

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two firms for the Construction Manager at Risk. Samet is one of the firms and they have listed BSL as a reference for their work on the Police Department.

I was wondering if you could supply a reference for them for their work in 2020/2021.

- 1 – Did your City encounter any issues from the services provided by Samet?
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Warm Regards,

Mimi Gaither

Mimi O'Sullivan Gaither  
Town Manager



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