



MEMORANDUM

TO: BOARD OF ALDERMEN
FROM: MIMI GAITHER, TOWN MANAGER
SUBJECT: ADMINISTRATION REPORT
DATE: 5.29.25

- Budget Workshop 5.1.25
- Zoom Meeting with Open Gov Budget Software 5.2.25
- BOA Meeting 5.6.25
- Budget Review 5.8.25
- Budget Prep 5.12-5.16.25
- Met with Johnson Controls re Fire Alarm System 5.15.25
- Bid Opening 5.10.25
- BOA Workshop 5.20.25
- HR Meeting with PD 5.22.25
- Budget Preparation 5.22 and 5.23.25
- Staff Meeting 5.27 and 5.28.25
- Benefits Enrollment 5.27.25
- Budget Software Open Door Demo 4.25.25
- Civic (Formerly Local Government Federal Credit Union) Lunch 5.29.25
- Budget Preparation 5.29 and 5.30.25
- Retirement Party Dwayne Simmons 5.30.25

Project Update – Riverwalk

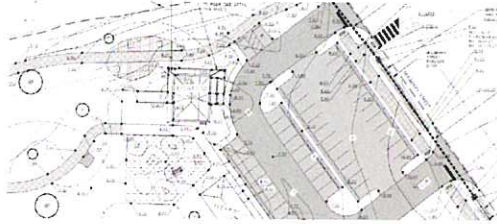
Kayak Launch and Floating Dock have been completed. Sea Dog only has some concrete work and railing to complete. He anticipates the concrete work to be the harder to schedule. Once that is done, he will have inspected.

Project Update – Price Landing

May report is attached. Cinderella had an inspection with BC Building Inspections and the walkway over the drainage was not done according to the plans. BI Inspector Pam Ball and John Hyman were very forthcoming with the Town that this wasn't build according to plans. A meeting was held onsite with the Inspector, Cinderella, McGill and the Town. Liquidated Damages begin on 5.30.25 and an additional amount at June 13. All work on the walkway has already been removed and in the process of being rebuilt.

New Town Facility

Staff presented the revised options to the BOA at our workshop on 5.20.25. The information was given as informational for the BOA to review. We will revise the discussion at the June 26th Meeting.



**MONTHLY
JOB REPORT**
May 2025
5/27/2025

Project Number: 22.07019
Town of Shallotte Project # 8/07/2024
Project Owner: Town of Shallotte
Project Name: Price Landing Park

Contractor: Cinderella Partners (or "Cinderella" herein)

Contract Amount: \$3,070,099.60
No. of Contract Modifications: 6
Revised Contract Amount: \$3,078,517.87

NTP: 8/07/2024
Original Contract Time: 211 Calendar Days to Substantial Completion
225 Calendar Days to Final Completion

Contract Time Remaining: 3 Calendar Days to Substantial Completion
Completion Date (Substantial): 5/29/2025 (CO #4)
Completion Date (Final): 6/13/2025 (CO #4)
Liquidated Damages \$500 Per Calendar Day after Substantial Completion
\$500 Per Calendar Day after Final Completion

Outstanding Items

- Pending Change Order #7 submission from contractor for boardwalk light fixture revision. Change Order will be for a \$4,600.00 credit.

Contractor's Schedule

- Contractor has been granted a time extension to June 13, 2025 for final completion.

Construction Activities – Past 30 Days

- Grading of North parking lot.
- Completed boardwalk pile installation.
- Picnic Shelter frame erected.
- Restroom wall construction progressing.
- Restroom roof construction progressing.
- Restroom plumbing and electrical installed.
- Boardwalk deck framing construction progressing.

Construction Activities – Next 21 Days

- Install stone subbase and bituminous paving for parking lots.
- Construction of kayak launch.
- Construction of boardwalk deck, pavilion and lighting.
- Construction of sidewalks.
- Construction of restroom ramps and interior finishes.
- Construction of Tot Lot.
- Construction of asphalt trails.
- Construction of pedestal misters and decking.
- Final grading, seeding and landscaping.

Submittals

- None outstanding

Request for Information

- None Outstanding

Request for Proposals

- No requests for proposal have been initiated

Proposals Received

- No proposals received

Change Orders Billed Against Owner's Contingency

- CO #1 – Water Connection Changes (Brunswick County) – \$9,980.00
- CO #2 – Overage on Excavation / Unsuitable Soils – \$9,992.24.
- CO #3 – Drainage revisions (ECS) for North Parking Lot – \$21,333.76
- CO #5 – Restroom Roof Material & Circuit for Grinder Pump - \$9,012.50 (\$3,686.24 toward contingency; \$5,326.26 added to contract)
- CO #6 – 30 LF of Trench Drain - \$3092.01 added to contract

Change Orders to Contract

- CO #1 – Water Connection Changes (Brunswick County) – 5 Days
- CO #2 – Overage on Excavation / Unsuitable Soils – 5 Days
- CO #3 – Drainage revisions (ECS) for North Parking Lot – 7 Days
- CO #4 – Final Completion Extension to June 13, 2025.

- CO #5 – Restroom Roof Material and Circuit for Grinder Pump - \$5,326.26 added to contract (See Above)
- CO #6 – 30 LF of Trench Drain - \$3092.01 added to contract

Change Orders Rejected

- None pending

General Discussion

- There is a concern regarding electric service to the site by BEMC. Owner is coordinating this work and has made arrangements for temporary power to be installed in the next two weeks.
- There is a concern about water service to the site. The service is currently hooked up to the main on Mulberry Street. However, the main is scheduled to be relocated in the near future. Pending this work the water service will need to be rerouted at that time. Owner is coordinating the waterline relocation work.

Contractor Action Items

- Finalize all outstanding submittals.
- Submit Change Order No. 7 for boardwalk lighting revision.
- Correct erection deficiencies in boardwalk leading to north parking lot.

Engineer and Subcontractor Action Items

- McGill continues to review documents from the contractor as they arrive.

Owner Action Items

- Finalize electric service to the site with BEMC.
- Finalize waterline relocation on Mulberry Street including site service relocation.

Engineer's Observations

- Contractor is actively working on all project components.
- Contractor is maintaining all erosion control measures.
- Brunswick County inspected the piles and framing of the boardwalk to the north parking lot. They found a number of deficiencies and the contractor was instructed to rebuild the structure as needed to meet the plan requirements.
- Schedule for substantial completion is 5/29/25 and it will not be met, which will result in liquidated damages of \$500/day until such a time that substantial completion is achieved. Final completion is currently 6/13/25

Material Stored on Site

- Playground equipment
 - Delivered onsite by freight and wrapped in shrink wrap.

Next Monthly Job Report:

- June , 2025

End of Monthly Job Report