



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

FROM: Mimi Gaither, Town Manager

EXT. #

ACTION ITEM #:

MEETING DATE:

11.5.25

DATE SUBMITTED:

10.29.25

ISSUE/ACTION REQUESTED: McGill Engineering has asked for additional services for Price Landing construction administration.

PUBLIC HEARING:

☐ YES

☒ NO

BACKGROUND/PURPOSE OF REQUEST: Since Cinderella has taken time past the designated due date, McGill is asking for additional compensation. They have exhausted all the allocation from the original contract amount and estimate the extension (through the end of the year) not to exceed \$27,870.00 through the end of the year.

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: Approval - MOG

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1. McGill's contract extension

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

DENIED:

☐

ATTEST:

CLERK TO THE BOARD

DEFERRED

UNTIL:

SIGNATURE

OTHER:

Maria O'Sullivan Gaither

From: Wendy Pittman <wendy.pittman@mcgillassociates.com>
Sent: Tuesday, October 21, 2025 2:43 PM
To: Maria O'Sullivan Gaither
Cc: Michael Norton; Alex Lapinsky
Subject: RE: Request for Additional Services-Price Landing Park
Attachments: Additional Services-CA.pdf

Mimi,

Please see the revised request for additional services for Price Landing Park.

Manpower hours are estimated at a total of 44 per month from our team, and the not to exceed amount has been estimated at \$27,870.

Should you have any questions, please feel free to contact our office.

Thanks



Wendy Pittman

Project Administrator
McGill Associates, PA
712 Village Road SW, Suite 103, Shallotte, NC 28470
T 910.755.5872
wendy.pittman@mcgillassociates.com
mcgillassociates.com

From: Maria O'Sullivan Gaither <mgaither@townofshallotte.org>
Sent: Tuesday, October 14, 2025 4:44 PM
To: Wendy Pittman <wendy.pittman@mcgillassociates.com>
Cc: Michael Norton <michael.norton@mcgillassociates.com>; Alex Lapinsky <alex.lapinsky@mcgillassociates.com>
Subject: RE: Request for Additional Services-Price Landing Park

I will need an hourly estimation and a not to exceed amount. This will go on our Board agenda for November's meeting.

Thanks,

Mimi

Mimi O'Sullivan Gaither
Town Manager



Town of Shallotte

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mgaither@townofshallotte.org
mgaither@atmc.net

From: Wendy Pittman <wendy.pittman@mcgillassociates.com>
Sent: Thursday, October 9, 2025 12:12 PM
To: Mimi Gaither <mgaither@townofshallotte.org>
Cc: Michael Norton <michael.norton@mcgillassociates.com>; Alex Lapinsky <alex.lapinsky@mcgillassociates.com>
Subject: Request for Additional Services-Price Landing Park

Mimi,

We are currently preparing invoices for work performed in the month of September. Those invoices should be issued early next week.

As of the September invoice, McGill will have expended the original contracted amount for Construction Administrative services at Price Landing Park.

Therefore, we are requesting additional services approval for the remaining construction period at the site. Please see the attached and reach out to us should you have any questions or wish to discuss further.

Thank you,



Wendy Pittman

Project Administrator

McGill Associates, PA

712 Village Road SW, Suite 103, Shallotte, NC 28470

T 910.755.5872

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STANDARD HOURLY RATE AND FEE SCHEDULE

July 2025

PROFESSIONAL FEES	I	II	III	IV
Senior Principal	\$335			
Principal – Regional Manager – Director	\$280	\$290	\$310	\$325
Practice Area Lead	\$245	\$275	\$300	\$310
Senior Project Manager	\$245	\$270	\$295	\$305
Senior Engineer	\$245	\$270	\$295	\$305
Project Manager	\$215	\$235	\$250	\$260
Senior Project Engineer	\$215	\$235	\$250	\$260
Project Engineer	\$175	\$190	\$200	\$210
Engineering Associate	\$150	\$160	\$165	\$170
Planner- Consultant – Designer	\$150	\$170	\$190	\$210
Engineering Technician	\$135	\$150	\$165	\$175
CAD Operator – GIS Analyst	\$115	\$125	\$140	\$150
Construction Services Manager	\$200	\$210	\$215	\$235
Construction Administrator	\$150	\$165	\$175	\$190
Construction Field Representative	\$125	\$135	\$150	\$160
Project Administrator	\$115	\$135	\$140	\$160
Funding-Financial Service-Manager	\$230	\$245	\$255	\$265
Grant Administrator	\$140	\$160	\$170	\$180
Environmental Specialist	\$120	\$130	\$135	\$140
Administrative Assistant	\$95	\$105	\$115	\$130
Survey Party Chief	\$115	\$130	\$145	\$165
Survey Field Technician	\$100	\$105	\$110	\$115

EXPENSES

- Mileage - \$.75/mile
- Flow Monitoring Equipment: Pressure Flow Meter - \$400/wk.; Gravity Flow Meter - \$1,000/deployment
- Robotics/GPS Equipment - \$35/hr.
- Aquatic Surveying Equipment – Vessel - \$250/day
- Telephone, reproduction, postage, lodging, and other incidentals shall be a direct charge per receipt.

ASSOCIATED SERVICES

- Associated services required by the project such as soil analysis, materials testing, etc., shall be at cost plus fifteen (15) percent.

SCOPE OF ADDITIONAL SERVICES

McGill Associates (Engineer) will provide the Town of Shallotte (Owner) with additional consulting services related to the agreement dated July 7, 2022, for Price Landing Park. The additional services are for continued Construction Administration of the project.

BASIS OF COMPENSATION

The Owner shall pay the Engineer an **Hourly Fee, Not-to-Exceed \$27,870** for the above additional services beginning October 1, 2025, per the attached Standard Hourly Rate and Fee Schedule. This projected not-to-exceed estimate is based on the assumption of project closeout by the end of calendar year 2025, and that team member needs will be similar to those over the past 3 months.

OWNER:

By: _____

Title: _____

Date
Signed: _____

ENGINEER:

By: _____Title: Principal/Shallotte Office ManagerDate
Signed: October 21, 2025