



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #:

FROM: Mimi Gaither, Town Manager

MEETING DATE: 10.21.25

DATE SUBMITTED: 10.16.25

EXT. #

ISSUE/ACTION REQUESTED: JP Russ, the contractor who is doing the Mulberry culvert and street repairs is asking for additional fees due to the delay in starting. In addition, the requirement for culvert size was enlarge to 42" vs 36" as the project was bid and there is a change order for the increased pipe size.

PUBLIC HEARING: ☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST: As you are aware, we have delayed JP Russ starting on the add on that they bid for Mulberry Park Culvert work. Since Cinderella hasn't completed their work, they both couldn't work at the same time, JP Russ has had to wait and they have incurred costs associated with the delay. See attached. The second part, is where NCDEQ required the culvert pipe to be upsized to 42" from the 36" as designed and bid. There are associated costs in the upsizing of materials and JP Russ is asking for the price difference from 36" to 42"

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: Approve as submitted - MOG

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

- 1. Email & CO 1A and 1B**
-

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

DENIED:

☐

ATTEST:

CLERK TO THE BOARD

DEFERRED

UNTIL:

SIGNATURE

OTHER:



5621 Beach Dr SW
Ocean Isle, NC 28469
Phone (910) 754-6023 Fax (910) 754-5860

DATE September 18, 2024
CO # 1A
Job Name MULBERRY ST
IMPROVEMENTS

Submitted To:
McGill Associates
712 Village Rd SW, Ste 103
Shallotte, NC 28470

Proposal valid until: October 15, 2025
Prepared by: Aaron Black

Comments or special instructions:

Description	AMOUNT
Upsize culvert crossing pipe from 36" to 42":	
1. 42" HPP vs 36" HPP, 80 LF @ \$25 / LF	2,000.00
2. 4X6 PRECAST BOX VS. 3X5 PRECAST BOX, 2 @ \$1700	3,400.00
3. ADDITIONAL RETAINING WALL - 15 SF @ \$140	2,100.00
4. ENDWALL FOR DOUBLE 42" VS DOUBLE 36"	1,750.00
5. 6" #57 STONE BEDDING & BACKFILL TO SPRINGLINE IN LIEU OF STONE BASE - 40 TN @ \$60	2,400.00
6. EQUIPMENT (LARGER EXCAVATOR / RIGGING TO HANDLE ENDWALL) - \$500 / DAY X 5	2,500.00
7. PERMIT COST	1,500.00
8. BOND EXPENSE	313.00
TOTAL	\$ 15,963.00

Notes:

Payment to be made as follows:

Net upon receipt of invoice with a 1 1/2% monthly service charge on accounts
over thirty (30) days past due which is an 18% annual rate

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner
according to standard practices. Any alteration or deviation from above specifications involving
extra costs will be executed upon written orders and will become an extra charge over and above
the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Owner to carry fire, tornado and other necessary insurance.

Our worker's are fully covered by Workman's Compensation Insurance.

Authorized Signature _____

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

Signature
Date of Acceptance



5621 Beach Dr SW
Ocean Isle, NC 28469
Phone (910) 754-6023 Fax (910) 754-5860

DATE September 15, 2025
CO # 1B
Job Name MULBERRY ST
IMPROVEMENTS

Submitted To:
McGill Associates
712 Village Rd SW, Ste 103
Shallotte, NC 28470

Proposal valid until: October 15, 2025
Prepared by: Aaron Black

Comments or special instructions:

Description	AMOUNT
Cost adjustments:	
1. 9.24.24 - spot utilities for surveyor (9 hrs x 5 man crew)	2,700.00
2. 11.22.24 - surveyor (retaining wall layout, horizontal / vertical location of water utilities)	1,300.00
2. Concrete cost increase	7,770.00
3. Stone base cost increase (1320 tn x \$3 / tn)	3,960.00
4. Asphalt increase (580 tn x \$5 / tn)	2,900.00
5. Fence increase (260 lf x \$3.50 / lf)	920.00
6. GC Markup (subs only) - 10%	1,685.00
7. Bond Expense (all items) - 2%	424.70
TOTAL	\$ 21,659.70

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