1004 Arendell Street
Morehead City, NC 28557
252.622.4338 Office
NC Certification No: C-1509

ARENDELL ENGINEERS
CIVIL · COASTAL · ENVIRONMENTAL

February 17, 2025

Mr. Jon Barlow, Town Manager
Town of Swansboro
601 Corbett Avenue
Swansboro, NC 28584

Phone: (910) 326-4428
Email: tnmgr@ci.swansboro.nc.us

Re: ***Swansboro Sidewalks Design Project [25078]***
Statement of Qualifications
Swansboro, North Carolina

Dear Mr. Barlow:

Please find copies of the Statement of Qualifications for the Arendell Engineers team proposed for the referenced project. This submittal is prepared in accordance with the instructions in the Town's RFQ.

We appreciate the opportunity to provide our qualifications for this interesting project. The project is a good fit to the experience and qualifications of the members of our team. Our firm has completed sidewalks and walkways for multiple municipalities including the towns of Morehead City, Pine Knoll Shores, Newport, and Indian Beach in addition to sidewalk design for private entities. The objective of Arendell Engineers in assembling this team is to bring to the project highly qualified professionals with proven capabilities and experience, and firms that we have working relationships with.

We acknowledge that no addenda were issued to accompany this RFQ as noted on the Town's website.

We acknowledge that we are willing to meet all requirements set forth in the contract included in this RFQ, and we are prepared to sign the agreement as written.

We would welcome the opportunity to meet with you and explain our project approach and answer any questions you may have concerning the members of the team and our approach to the project.

Please contact me if you have any questions.

Sincerely,

ARENDELL ENGINEERS PA

John J. Wade, P.E.
President

Attachments

PROJECT DESCRIPTION

The Town of Swansboro (the "Town") intends to construct multiple sidewalk sections along NCDOT owned roadway within the Town primarily using local funds. The Town is looking to hire a qualified engineering firm to complete the design, permitting, bidding & negotiation services, and construction administration for the multiple sidewalk projects.

PROJECT AREA

The project sections include improvements along Highway 24, Main Street Extension, Hammocks Beach Road, Old Hammock Road, Old Hammocks Beach Road, and Queens Creek Road. The lengths of the sidewalks in each section vary, but in total will measure approximately 7,031 linear feet (1.33 miles). The Town would like to construct 5' wide sidewalks at each location.

PROJECT TEAM

The project team proposed consists of Arendell Engineers PA and James I. Phillips Land Surveying. Arendell Engineers and James I. Phillips Land Surveying have completed sidewalk and walkway projects for multiple municipalities including Morehead City, Town of Newport, Town of Pine Knoll Shores, and the Town of Indian Beach. These projects were very similar in nature to what the Town of Swansboro is proposing and required topographic and boundary surveys, NCDOT encroachment permits, bidding & negotiation services, and administration of the contract with the selected contractor.

- **Arendell Engineers, PA, 1004 Arendell Street, Morehead City, NC 28557**. Arendell Engineers will be the Project Manager and provide civil engineering services. The principal-in-charge (PIC) will be John J. Wade, P.E. The PIC is ultimately responsible to the Town for successful execution of the project. The Project Manager will be Graham Strother, P.E. Mr. Strother will be the principal contact of the Town and responsible for organizing the work of members of the project team and is an experienced municipal and military Engineer and an indispensable member of the Arendell Engineers team. John S. Titus, E.I. will provide additional civil engineering support.

- **James I. Phillips Land Surveying PA, 379 Arrington Rd., Beaufort, NC 28516.** James Phillips is a licensed professional Land Surveyor in North Carolina (# L-3151), has practiced in Carteret County for over 40 years. Phillips will provide land surveying data collection services. James Phillips is the principal of JIP and has partnered with Arendell Engineer on many projects in Carteret County and Eastern North Carolina. JIP will provide control surveying, target placement and verification of ground truth for the photogrammetric mapping work.

Arendell Engineers is based in Morehead City, North Carolina while James I. Phillips Land Surveying is based in Beaufort, North Carolian. Graham D. Strother, P.E. of Arendell Engineers will be the Project Manager.

PROPOSED SCOPE OF WORK

The following sections will highlight the approach that Arendell Engineers & James I. Phillips Land Surveying. Greater detail is provided in the Project Approach/Project Management sections with respect to each task to be performed, and how they will support the goals of the Town of Swansboro's sidewalk improvements across multiple locations in Town.

It is understood that the Town has prioritized the potential locations for each sidewalk section proposed, and we intend to provide a design that maximizes the Town's available funding to provide the highest level of pedestrian connectivity. Arendell Engineers will continuously look for efficiencies to be gained through design and construction, and will recommend phasing plans that complement each area's optimal construction period based on observations and input from Town staff.

PROJECT APPROACH/PROJECT MANAGEMENT

Our approach to the Swansboro Sidewalks Design project is multi-phased. The project approach provided below is based on the land area of the project, the level of development, and our experience in other communities in coastal North Carolina. The following task list illustrates our approach to the project as we understand the project requirements. Prior to entering into an agreement for services, we would make a more complete assessment of the project requirements, revise the scope of services and develop fees based on the revised scope and schedule. The following preliminary project approach is proposed:

1.0 – CLIENT COORDINATION AND DATA COLLECTION

Following receipt of written authorization to proceed with Site Evaluation and Data Collection, the ENGINEER shall:

1.1 Coordination with CLIENT. Work with the CLIENT to identify the overall project goals and confirm the scope of the project and the project schedule.

1.2 Topographic and location surveying. Conduct a location of the streets and shoulders to the right-of-way lines and on private properties along each North Carolina Department of Transportation road where the sidewalks will be located. Surveying also includes location and topographic surveying of right-way-lines and property corners, edge of pavements and road centerlines, and location of existing underground & overhead utilities.

2.0 – PRELIMINARY DESIGN AND COST OPINION

Following receipt of written authorization to proceed with Preliminary Design, the ENGINEER shall:

2.1 Preliminary Design. Complete preliminary design of the sidewalk improvements. Meet with the CLIENT in person to review location of sidewalk and coordinate project elements and approve the preliminary design.

2.2 Opinion of probable costs. Prepare opinions of probable costs for the sidewalk as represented in the preliminary design. Submit to the CLIENT for approval.

3.0 – FINAL DESIGN, PERMITTING AND COST OPINIONS

Following approval of the preliminary design by the CLIENT, the ENGINEER shall:

3.1 *Final design.* Based on the approved preliminary design and the topographic and location survey prepare, for incorporation into the Contract Documents, final drawings to show the general scope, extent and character of the work to be furnished and performed by the contractor(s) (hereinafter called "Drawings") and Specifications.

3.2 Permitting and NCDOT approval. Meet with NCDOT personnel before and during project to coordinate project elements and preparation and submittal of documents.

3.3 *Update opinion of probable project costs.* Prepare opinions of probable project costs for the sidewalk improvements developed in task 2.2. The opinions will include costs for construction and contingencies.

3.4 *Present final design to CLIENT.* Prior to final submittal to NCDOT, present the Final Design Documents including the opinion of probable construction costs, to the CLIENT in person. Assist the CLIENT in review of the documents.

4.0 BIDDING AND NEGOTIATIONS

Upon CLIENT authorization to proceed with Bidding and Negotiation, the ENGINEER shall:

4.1 *Advertise for Bids.* Assist CLIENT in advertising for and obtaining bids for construction, materials, equipment and services and maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-bid conference and receive and process deposits for Bidding Documents.

4.2 *Issue Addenda.* Issue Addenda as appropriate to interpret, clarify or expand the Bidding Documents.

4.3 *Evaluate Subcontractors*. Consult with and advise the CLIENT as to acceptability of subcontractors, suppliers, and other persons and organizations proposed by the prime contractor(s) for those portions of the work as to which such acceptability is required by the Bidding Documents.

4.4 *Substitute Materials.* Consult with the CLIENT concerning and determine the acceptability of substitute materials and equipment proposed by the contractor(s) when substitution prior to the award of contracts is allowed by the Bidding Documents.

4.5 *Bid Opening*. Attend the bid opening, prepare bid tabulation summary and assist the CLIENT in assembling and awarding contracts for construction, materials, equipment or services. Issue Notice of Award. Prepare contract documents for execution by CLIENT and Contractor. Issue notice of award and notice to proceed.

5.0 CONSTRUCTION ADMINISTRATION

Upon CLIENT authorization to proceed with Construction Administration, the ENGINEER shall:

5.1 *General Administration of the Construction Contract.* Consult with and advise the CLIENT and act as their representative as provided in the Standard General Conditions of the Construction Contract. The extent and limitations of the duties of the ENGINEER as assigned in the Standard General Conditions shall not be modified, except as the ENGINEER may agree to in writing. All of CLIENT instructions to the contractor shall be issued through the ENGINEER who will have the authority to act on behalf of the CLIENT to the extent provided in the Standard General Conditions except as otherwise provided in writing.

5.2 *Visits to the Site and Observation of Construction*. Make visits to the site at intervals appropriate to the various stages of Construction as ENGINEER deems necessary in order to observe as an experienced and qualified design professional the progress and quality of the various aspects of the contractor(s)' work. Based on information obtained during the site visits and on observations by other members of the project team, the ENGINEER shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents and the ENGINEER shall keep the CLIENT informed of the progress of the work.

5.3 *Defective Work.* During such site visits and on the basis of observations of the work, the ENGINEER may disapprove of or reject the contractor(s)' work while it is in progress if ENGINEER believes the work will not produce a completed project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the project as reflected in the Contract Documents.

5.4 *Interpretations and Clarifications.* Issue necessary interpretations and clarifications of the Contract Documents and in connection herewith prepare work directive changes or change orders as required.

5.5 *Shop Drawings.* Review and approve (or take action to obtain review and approval by the appropriate member of the project team) Shop Drawings, samples and other data which contractor(s) is required to submit, but only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto.

5.6 *Substitutes.* Evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor(s).

5.7 *Inspections and Tests.* Have authority, as representative of the CLIENT, to require special inspection or testing of the work, and shall receive and review all certificates of inspections, testing and approvals required by laws, rules, regulations, ordinances, codes, orders or the Contract Documents (but only to determine generally that their content complies with the requirements of, and the results certified indicate compliance with the Contract Documents).

5.8 *Disputes between CLIENT and Contractor.* Act as the initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make decisions on all claims of the CLIENT and Contractor relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work. ENGINEER shall not be liable for the results of any such interpretations or decisions rendered in good faith.

5.9 *Applications for Payment.* Based on the ENGINEER's on-site observations as an experienced and qualified design professional and upon review of applications for payment and the accompanying data and schedules, the ENGINEER shall determine the amounts owed to the contractor(s) and recommend in writing payments to the contractor(s).

5.10 *Inspections.* Conduct an inspection of the work to determine if the work is Substantially Complete and a final inspection to determine if the work is acceptable so that recommendations can be made in writing to the CLIENT for final payment to the Contractor.

PROJECT SCHEDULE.

Based on our knowledge of the scope of the project from the Town's RFQ, and to serve as a basis of discussion, we have developed a preliminary schedule for the scope of services described above. In developing the schedule we have been conservative in assigning time periods required for each task. Based on a project start date of April 1, 2025, the preliminary schedule shows the following:

- Client Coordination & Data Collection: April 1 – June 30, 2025 (3 months)
- Preliminary Design & Cost Opinion: July 1 – September 31, 2025 (3 months)
- Final Design, Permitting, and Cost Opinion: October 1 – November 30, 2025 (2 Months)
- Bidding and Negotiations: December 1, 2025 – January 15, 2026 (1.5 Months)
- Construction Administration: February 1 – July 31, 2026 (6 months)

PAST PERFORMANCE.
The project experience of Arendell Engineers on a few similar projects is provided below. Each project we have completed involved surveying and design, permitting, bidding and negotiation, contract administration, and project closeout.

LOCAL GOVERNMENT ACCESS IMPROVEMENT PROJECTS (LISTED BY MOST RECENT)

- ***Indian Beach Boardwalk Replacement, Town of Indian Beach, Indian Beach, NC.*** Completed surveying, planning, site design, bidding and negotiation for an approximately 600 linear foot timber boardwalk replacement on Town property. Responsibilities included site layout, NCDOT permitting, bidding and negotiation, and contract administration. Project was awarded in October of 2024, and is scheduled for completion in late April of 2025.

- ***Chatham Street Sidewalk Improvements, Town of Newport, Newport, NC***
  Phase I – Completed planning, design, permitting, bidding and negotiation, and contract administration for approximately 1,200 linear feet of concrete sidewalk, as well as drainage improvements, within NCDOT right of away in Town of Newport City Limits. This was phase one of a two-phase plan to connect areas of incomplete or incongruous pedestrian access paths to facilitate pedestrian access from Downtown Newport to extended Town limits of Newport. Responsibilities included site layout design, grading and drainage improvements, permitting, and contract administration. Project was completed in June of 2024

  Phase II – This phase includes surveying, design, bidding and negotiation, and contract administration service for approximately 934 linear feet of concrete sidewalk, as well as drainage improvements, within NCDOT right of away in Town of Newport City Limits. Responsibilities include site layout design, grading and drainage improvements, permitting, and contract administration. This project will complete the initial two phases of the Town's sidewalk plan. This section of sidewalk will connect Fort Benjamin Park all the way to Downtown Newport via concrete sidewalk. Design is currently underway for this project, with bidding and negotiation anticipated to commence in May of 2025.

- ***Carteret Community College Walkway Extension, Carteret Community College, Morehead City, NC*** - Completed planning, design, permitting, bidding and negotiation, and contract administration for approximately 1,500 linear feet of 10' wide concrete multi-use path, and widening of existing concrete sidewalk sections in support of the College's pedestrian path plan. Project was completed in January of 2023.

- ***Town of Pine Knoll Shores Sidewalk Improvements, Town of Pine Knoll Shores, Pine Knoll Shores, NC*** - Completed planning, design, permitting, and cost opinions for approximately 6,370 linear feet of concrete sidewalk on NC Highway 58 with Town of Pine Knoll Shores Town limits. Project included multiple sections of modular block retaining wall design along the sidewalk alignment to meet desired grade separation for the sidewalk from the roadway. The entirety of the project was elected by the Town to be executed in phases. The first phase was completed in 2015, and the final phase completed in 2017.

REFERENCES FOR PROJECTS WITHIN PAST 5 YEARS:

- Town of Morehead City
  - Contact: Daniel Williams, Public Services Manager, Assistant City Manager
  - Address: 1100 Bridges Street, Morehead City, NC 2855
  - Phone: 252-726-6848
  - Email: Daniel.Williams@moreheadcitync.org

- Town of Newport
  - Contact(s): William Shanahan, Town Manager; Bernie Hall, Utilities Director
  - Address: 200 Howard Boulevard, Newport, NC
  - Phone: 252-223-4749
  - Email: manager@newportnc.gov; bhall@newportnc.gov

- Town of Pine Knoll Shores
  - Contact: Julie Anderson, Town Manager
  - Address: 100 Municipal Circle, Pine Knoll Shores, NC 28512
  - Phone: 252-247-4353, ext. 14
  - Email: manager@townofpks.com

- Town of Indian Beach
  - Contact: Tim White, Town Manager
  - Address: 1400 Salter Path Road, Indian Beach, NC 28512
  - Phone: 252-247-3344
  - Email: twhite@indianbeach.org

EXPERIENCE AND QUALIFICATIONS OF THE PROJECT TEAM.
Information on each member of the proposed project team is provided. The information includes general information on each firm and identification and resumes for individuals in each firm that will be responsible for completing the scope of services. Information of each firm is attached.

ARENDELL ENGINEERS
CIVIL · COASTAL · ENVIRONMENTAL

Our Brief History

Arendell Engineers was started as a veteran owned small business engineering firm on October 13, 2014 in Morehead City, North Carolina as a partnership of the new and the old in engineering experience. James W. (Bill) Forman joined with John J. Wade to form the company and to provide general civil and waterfront engineering services in Eastern and Coastal North Carolina. Although a new firm, the principals bring over 50 years of experience in specific practice areas including waterfront and coastal development, construction administration, environmental engineering and sustainable development, dredging and navigation engineering, coastal engineering, small craft harbor and marina engineering, municipal engineering and facilities maintenance.

Our clients have included individuals, private developers, property managers, property owners associations, municipal, county, state and federal governments, the military and public utility companies.

Partnering and Collaboration

Our experience allows us to bring a broad geographic perspective to local projects. Our network of associate engineering, surveying, environmental, planning, urban design, landscape architecture and architectural firms allows us to assemble teams that have prior experience working together on complicated projects and bring a high level of technical expertise to our client's projects that would not otherwise be locally available.

Our Mission

Deliver solutions to problems that are innovative, practical, cost-effective and efficient while distinguishing ourselves from the competition with broad ranging experience solving problems with creativity and integrity for many client and project types.

Our Vision

At Arendell Engineers, creativity and client satisfaction are our business. We view ourselves as problem solvers with the experience to clearly define problems and then apply technical expertise and creativity to the solutions. We strive to be the best that we can be at what we do. We remain committed to providing innovative solutions and to being at the industry forefront in technology.

Our Values

Our values define our culture and reputation, govern our actions and reinforce the essential beliefs that sustain Arendell Engineers.

- Integrity and our reputation are our most important assets.
- Envision ourselves as problem solvers.
- Maintain a strong tradition of ethical conduct as the foundation of our business.
- Maintain strict accountability with our Clients.
- Respect all of the people we encounter in our business and project experience including our clients, competitors, regulatory persons and the public.
- Never rest on past successes and constantly improve our skills and the tools and approaches that we utilize to solve problems for our clients.
- Strive for perfection but accept excellence on our project assignments.
- Strive to constantly exceed our clients' expectations.
- Value the hard work and promote creativity of our employees.
- Be active citizens within our community.

ARENDELL ENGINEERS
CIVIL · COASTAL · ENVIRONMENTAL

SERVICES & CAPABILITIES

ENVIRONMENTAL ENGINEERING & SUSTAINABLE DEVELOPMENT

- Environmental assessments & impact statements
- Coastal Area Management Act permitting
- SEPA/NEPA coordination
- Wastewater discharge & non-discharge permitting
- Erosion & sediment control design & permitting
- Stormwater treatment analysis & design
- Stormwater reuse systems
- On-site surface & subsurface effluent disposal
- Wastewater treatment & reuse systems
- Biological treatment process modeling

CONSTRUCTION ADMINISTRATION

- Scheduling & progress tracking
- Work planning
- Quality assurance
- Preparation of opinions of probable costs
- Risk management
- Claims control
- Contractor evaluation
- Bid evaluation & contractor selection
- Construction observation & contract administration

WATERFRONT AND LAND DEVELOPMENT

- Site planning & planning approvals
- Residential & commercial site development
- Conceptual, feasibility, and highest & and best use studies
- Redevelopment of urban & industrial waterfronts
- Support of regional & local economic development
- Community consensus building
- Drainage & hydraulic studies & design
- Roadways, urban streets & parking facilities
- Stormwater management & treatment facilities
- Water distribution & treatment
- Gravity & pressure wastewater collection systems
- Waterfront parks, sidewalks & public space design

DREDGING & NAVIGATION ENGINEERING

- Design of recreational & commercial channels
- Boating traffic studies
- Formulation of long term dredging & disposal plans
- Chemical & physical analyses of dredged material
- Dredge & fill permitting
- Confined disposal area & hydraulic structures
- Disposal alternative studies
- Administration of dredging & disposal contracts

FACILITIES MAINTENANCE ENGINEERING

- Building systems evaluation
- Building components condition and life cycle evaluations
- Building damage assessment and rehabilitation
- Roof assessments and replacement
- Construction observation & contract administration
- Construction management

ARENDELL ENGINEERS
CIVIL · COASTAL · ENVIRONMENTAL

COASTAL ENGINEERING

- Living shorelines and soft stabilization solutions
- Shoreline erosion assessment and stabilization
- Wind & wave studies
- Wave diffraction & refraction studies
- Beach nourishment design
- Pipeline beach crossings, direct burial & HDD
- Wave loads on structures
- Coastal structures, groins, jetties & breakwaters
- Beach management – dune fencing & vegetation

STRUCTURAL ENGINEERING

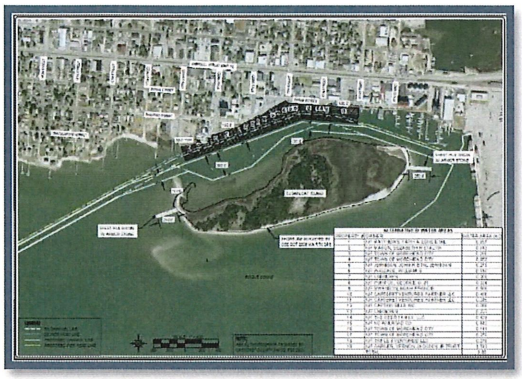
- Timber piers & wharfs
- Design of timber structures
- Bulkheads & earth retention structures
- Residential structures in coastal & flood prone areas

MUNICIPAL ENGINEERING

- Wastewater collection & pumping systems
- Water distribution systems
- Wastewater treatment
- Utilities engineering
- Infrastructure assessments
- Utility rate analysis
- Wastewater pumping stations
- Parking lot design & parking studies
- Aboveground storage tanks
- Street, highway & intersection design

SMALL CRAFT HARBORS & MARINAS

- Marina master planning
- Floating & fixed breakwaters
- Boatyards & marine industrial facilities
- Marina feasibility studies & site evaluations
- Facility renovations & repair
- Evaluation & procurement of floating dock systems
- Marina & waterfront utility systems
- Dry stack boat storage facilities
- Design of floating dock pile & cable mooring systems
- Marina fire protection systems



RESUME

JOHN J. WADE, P.E.
President, Arendell Engineers PA

EDUCATION B.S.C.E. West Virginia University, Morgantown, West Virginia, 2010

REGISTRATION Professional Engineer North Carolina 2014, #42158

Mr. Wade is Vice President and co-founder of Arendell Engineers. He has worked in the consulting engineering business for over ten years as a project civil engineer and project manager. He has developed specialties through experience in waterfront development, structural engineering of waterfront structures including bulkheads and docks, shoreline stabilization, facilities management engineering, environmental and municipal engineering including stormwater management and treatment, design of gravity and low pressure sewer collection systems, water distribution systems, streets and sidewalks, condition assessments of gravity sewer and administration of construction contracts. Mr. Wade's clients have included individuals, developers, municipalities, property management firms, and homeowners associations. Projects for which he has had responsible charge on include:

- **Town of Pine Knoll Shores Sidewalk Extensions.** Completed design of multiple concrete sidewalk and timber bridge sidewalk sections including NCDOT permitting.
- **Chatham Street Sidewalk Improvements, Town of Newport, Newport, NC.** Completed planning, design, permitting, bidding and negotiation, and contract administration for approximately 1,200 linear feet of concrete sidewalk, as well as drainage improvements, within NCDOT right of away in Town of Newport City Limits. This was phase one of a two-phase plan to connect areas of incomplete or incongruous pedestrian access paths to facilitate pedestrian access from Downtown Newport to extended Town limits of Newport. Responsibilities included site layout design, grading and drainage improvements, permitting, and contract administration. Project was completed in June of 2024
- **Carteret Community College Walkway Extension, Carteret Community College, Morehead City, NC** - Completed planning, design, permitting, bidding and negotiation, and contract administration for approximately 1,500 linear feet of 10' wide concrete multi-use path, and widening of existing concrete sidewalk sections in support of the College's pedestrian path plan. Project was completed in January of 2023.
- **Camp Sea Gull Shoreline Stabilization, YMCA of the Triangle Area, Arapahoe, Pamlico County, NC.** Project engineers in conjunction with Raymond Engineering proving coastal engineering expertise for rehabilitation of approximately 1,820 feet of bluff shoreline severely damaged during Hurricane Florence
- **Maintenance Dredging, HarborSide Club at 70 West, Morehead City, Carteret County, NC.** Project engineers for dredging of some 1000 cubic yards from marina in and around boat slips by bucket and barge methods with material disposal at approved upland location. Responsible for pre-dredging surveying, permitting, construction documents and contract administration. Dredging was completed in September 2021.
- **Wainwright Slough, Core Sound, Carteret County, NC** Worked with Moffatt & Nichol providing construction administration services for hydraulic dredging of some 40,000 cubic yards by hydraulic dredging with disposal in existing disposal island adjacent to the channel location. The
- **Front Street Village Marina and Waterfront Facilities, Beaufort, NC.** Project engineer for permitting, preparation of construction documents for dredging by mechanical dredging of an expanded deep water area including design of steel sheet pile marginal bulkheads and marina facilities.

- **Jaycee Park Boat Docks, Town of Morehead City, NC.** Project engineer for permitting, preparation of construction documents and construction administration for dredging by bucket and barge dredging of an expanded deep water area for municipal boat docks and installation of ten fifty foot floating dock boat slips including mooring piles, utilities and fire protection systems.
- **Waterfront Master Plan, Town of Morehead City, NC.** Project engineers for development of a waterfront master plan for relocation of the pier head line and expansion of boating facilities along the Town's Bulkhead Channel including presentation to stakeholders and consensus building.
- **East End Drainage Project, Pine Knoll Shores, North Carolina** – Completed master plan for a neighborhood in town that experience significant flooding during periods of severe rainfall. Developed project package for the successful grant of a zero-interest loan from the State of North Carolina to complete the first phase. Coordinated with State environmental officials for use of existing golf course ponds to serve as wet detention ponds to provide treatment of stormwater prior to discharge to Bogue Sound.
- **Williams Wharf, Mathews, Virginia** – Completed the environmental permitting for the construction of a waterfront community rowing center on an old fish factory site. Coordinated with local officials for the approval of the site plan.
- **Newport River Pier Extension, Morehead City, North Carolina** – Completed environmental permitting and construction plans for a 152' extension of a timber public fishing pier. Provided bidding & negotiating and construction administration services for the Town.
- **Front Street Village, Beaufort, North Carolina** – Completed planning, stormwater permitting and site development engineering, for redevelopment of industrial fish oil and meal factory site to dry storage marina facility.
- **Front Street Village, Phase 2, Beaufort, North Carolina** – Completed site development engineering, for hotel, restaurant and residential development, public roadway improvements, stormwater management and treatment and gravity sewer collection and pumping facilities, and potable water utilities.
- **Front Street Village Phase 3, Beaufort, North Carolina** – Completed planning and site development engineering for 303 slip dry storage building including grading and stormwater management, treatment, and erosion control design and permitting.
- **Moss Landing, Washington, North Carolina** – Completed construction documents for phase 2 of the 40 single family lots Moss Landing project including low pressure sewer collection systems, and grading stormwater management and erosion control predesign and permitting.
- **10th Street Groin and Pier – Town of Morehead City, North Carolina** – Completed design and preparation of plans and specifications for rehabilitation of groin and timber pier and Town of Morehead municipal park and boat launching facility.

RESUME

GRAHAM D. STROTHER, P.E.
Vice President/Project Engineer

EDUCATION B.S.C.E. North Carolina State University, Raleigh, North Carolina, 2009

REGISTRATION Professional Engineer North Carolina 2014, #41482

Mr. Strother has over fifteen years' experience, with the majority of time spent on local, state, & federal government projects. He has worked in the consulting engineering business for two and a half years, and his focus has been on waterfront, site access, and site planning projects, as well as state and federal agency permitting. During his time with the federal government, he worked as project planner, government reviewer, and project manager for a wide array of design-build and design-bid-build projects including major utility upgrades, airfield pavement repairs, and aircraft maintenance hangar construction. During his time in local government, he worked in design of municipal engineering projects such as water distribution systems, gravity sewer collection, stormwater collection and management, streets and sidewalks, conditions assessments of storm and sanitary sewers, as well as construction and contract administration. Typical projects for which he has been in responsible charge include:

- **Historic Bath Bulkhead Rehabilitation, NC Department of Natural and Cultural Resources, Bath, NC** - Project engineer for design of approximately 1250 linear feet of vinyl bulkhead on State-owned property. Responsibilities included permitting, production of construction documents, and contract administration.
- **Indian Beach Boardwalk Replacement, Town of Indian Beach, Indian Beach, NC** – Completed planning and site design for an approximately 600 linear foot timber boardwalk replacement on Town property. Responsibilities included site layout, permitting, and contract administration.
- **Sea Isle Plantation Marina, Indian Beach, North Carolina** – Worked with Bobby Cahoon Marine Construction on producing permitting and construction documents for replacement of approximately 1700 linear feet of fixed dock, 500 linear feet of access walkways, 1350 linear feet of finger piers, and incorporation of fire protection requirements throughout the marina.
- **Chatham Street Sidewalk Improvements, Town of Newport, Newport, NC** – Completed planning, design, permitting, and contract administration for approximately 1,200 linear feet of concrete sidewalk, as well as drainage improvements, within NCDOT right of away in Town of Newport City Limits. Responsibilities included site layout design, grading and drainage improvements, permitting, and contract administration.
- **Public Safety Training Facility-Phase I, Carteret Community College, Beaufort, NC** – Completed planning and site development engineering for supporting infrastructure for a three-story fire training tower facility. Responsibilities included site layout, grading, drainage, erosion control, permitting, and contract administration.
- **Carteret Community College Walkway Extension, Carteret Community College, Morehead City, NC** – Provided contract administration for in-house design services of approximately 1,500 linear feet of 10' wide concrete sidewalk on the main campus of Carteret Community College. Responsibilities included design and alignment changes during construction, as well as coordination with Town of Morehead City on encroachment agreements for the new sidewalk.

Work performed while employed with other organizations:

- **Naval Facilities Engineering Command, MCAS Cherry Point & MCB Camp Lejeune, North Carolina** – Served as Federal Government Project Manager for twenty-four Military Construction (MILCON) projects, totaling $1.2 Billion in value. Oversight of federal contract design and construction requirements, as well as ensuring that project funds are expended in accordance with federal acquisition and funding laws. Served as Contracting Officer's Representative (COR) for execution of applicable contract changes.
- **Neuse Boulevard Sidewalk Improvements, Phase 1 & 2, City of New Bern, North Carolina** – Project engineer for approximately two miles of new sidewalk installation and rehabilitation, including retaining wall design, drainage improvements, and easement acquisition funded by NCDOT and Federal Highway Administration. Completed under supervision of City Engineer as City of New Bern Staff Engineer.
- **Safe Routes to School, Phase 2, City of New Bern, North Carolina** – Design, construction and contract administration, and easement acquisition of NCDOT & Federal Highway Administration-funded sidewalk construction projects in support of Safe Routes to School initiative within City of New Bern. Completed under supervision of City Engineer as City of New Bern Staff Engineer.
- **Change Street Rehabilitation, City of New Bern, North Carolina** – Design of complete removal and replacement of all subsurface utilities, streetscape, pavement, and drainage for 850 linear feet City street within Historic District. Responsible for production of construction and bidding documents, construction administration, and public interest meetings. Completed under supervision of City Engineer as City of New Bern Staff Engineer.
- **High School Drive Rehabilitation, City of New Bern, North Carolina** – Design of complete removal and replacement of all subsurface utilities, streetscape, pavement, and drainage for 950 linear feet of City street. Responsible for production of construction and bidding documents, construction administration, and public interest meetings. Completed under supervision of City Engineer as City of New Bern Staff Engineer.

379 Arrington Road, Beaufort, North Carolina 28516•252-728-4706•jip3@coastalnet.com

James Ira Phillips III, PLS

Objective

I would like to be the best professional land surveyor that I can be. In order to accomplish this I will incorporate all of my knowledge of older land surveying techniques with modern technology and techniques.

Professional Accomplishments

Professional Land Surveyor

- Owner\President of James Phillips Land Surveying PA-All those responsibilities that go along with running a professional land surveying business and performing and mapping land surveys. All manner and types of construction stakeout.

Professional Land Surveyor

- Powell and Phillips Land Surveying Pa- All those responsibilities that go along with running a professional land surveying business and performing and mapping land surveys. All manner and types of construction stakeout.

Party Chief

- Performing and mapping land surveys. All manner and types of construction stakeout.

Employment History

March 1982	Instrument operator	James L. Powell Land Surveying, Beaufort, N.C. 28516
July 1988	Registered Land Surveyor	James L. Powell Land Surveying, Beaufort, N.C. 28516
May 1991	Professional Land Surveyor and owner	James I. Phillips Land Surveying PA, Beaufort, N.C. 28516

Education

December 17, 1981	Bachelor of Science	East Carolina University, Greenville, N.C.

References

References are available on request.