City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** September 19, 2025

2. **Primary contact person and Department requesting agenda item:** Walter Ear, Capital Management Interim Director

3. **Requested Council meeting date:** October 14, 2025

4. **Subject:** Thomas Wolfe Auditorium Roof Replacement

5. **Action Requested:** Resolution authorizing the City Manager to enter into a contract with AAR of North Carolina, Inc. in the amount of $413,600.00 for the Thomas Wolfe Auditorium Roof Replacement Project; and further authorizing the City Manager to execute any change orders that may arise during the project up to the contingency amount of $41,360 (10%); and approval of a budget amendment of $454,960.00 to add federal funds to the General Capital Projects Fund.

6. **Note if time sensitive, and why:** This contract is time sensitive due to cold weather constraints on the roofing installation.

7. **Potential fiscal impact(s) - if known by staff at time of request:** The contract is expected to be fully reimbursed with FEMA Public Assistance funding and insurance claim reimbursement.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE)**
    - Staff performed outreach to minority and women owned businesses through solicitation processes using the NC electronic Vendor Portal (eVP) and requesting prime contractors to reach out to Minority & Women-Owned Business Enterprise (MWBE) service providers for subcontracted services.
    - The roof replacement bid was advertised on August 18, 2025. Bids were due on September 4, 2025, and five bids were received:
        i. AAR of North Carolina, Inc. (Kernersville, NC) – $413,600.00
        ii. Benton Roofing, Inc. of (Flat Rock, NC) – $424,824.00
        iii. Owens Roofing, Inc. (Smithfield, NC) – $481,237.00
        iv. J. Bartholomew Construction, LLC (Hendersonville, NC) –$566,772.00
        v. Nations Roof of Carolina, LLC (Charlotte, NC) – $575,000.00
    - AAR of North Carolina was the lowest responsive, responsible bidder.The Thomas Wolfe Auditorium is an important historical facility.
        i. One Black Business Enterprise–Access Services, a supplier out of Charlotte, NC–is included in the prime contractor's bid.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** None

10. **Identify key issues:**
    - The primary roof level of the Thomas Wolfe Auditorium was severely damaged during Hurricane Helene.
    - An application is in process with FEMA for Public Assistance grant funding for the replacement of the storm damaged roof.

- The engineering for the new membrane roof system was completed and the bid documents were reviewed by the consulting team for compliance with federal terms and conditions.
- The new roof is required for its continued operation.
- Construction of the new roof system will occur in November and December.
- To meet current codes and standards, the new roof will be more energy efficient than the old roof.