



PROPOSED AGENDA
Bermuda Run Town Council Meeting
Tuesday, September 14, 2021
6:00PM
Bermuda Run Town Hall

Mission: "The Town of Bermuda Run exists to provide core public services that enhance the quality of life for its residents and an environment for the business community to thrive".

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence

"It is the intent of the Town Council to solemnize the proceedings of this meeting and the business brought before the governing board, to offer the opportunity for a reflective moment of silence."

4. Adoption of the Agenda

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

5. Approval of the August 17, 2021 Town Council Meeting Minutes

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

6. Citizens' Comments

7. Proposed Action Items

A. Agreement for Comprehensive Plan Update

Benchmark, CMR, Inc. has proposed a services agreement to update the Town of Bermuda Run Comprehensive Plan for 2022. The amount for services is \$51,550.00.

The Town Manager recommends two actions for approval:

- 1.) *Motion to amend the 2021-2022 General Fund Budget to allocate \$51,550.00 from fund balance to pay for the agreement with Benchmark, CMR, Inc.*

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

- 2.) *Motion to approve the proposed services agreement to update the Town of Bermuda Run Comprehensive Plan in the amount of \$51,550.00 and to appoint the Bermuda Run Planning Board as the Steering Committee for the Comprehensive Plan Update work.*

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

B. Piedmont Triad Regional Council – Build Back Better Challenge Grant for Next Generation Manufacturers: Letter of Support

The Piedmont Triad Regional Council is pursuing a catalyst project for advanced manufacturing for the region as part of the federal government's Build Back Better Regional Challenge Grant. Attached is a proposed letter of support for Town Council consideration

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

8. Council / Mayor Comments

9. Town Manager Comments

10. Adjourn

Motion: _____ Second: _____ In Favor: _____ Opposed: _____

Town of Bermuda Run

Town Council Meeting Minutes

August 17, 2021 – 6:00 PM

The Town Council of Bermuda Run held its scheduled meeting on Tuesday, August 17, 2021 at 6:00 PM. The meeting was held at the Bermuda Run Town Hall.

Council Members Present: Mayor Rick Cross, Heather Coleman, Mike Ernst, Chris Fowler, and Ken Peacock

Council Members Absent: Curtis Capps

Also Present: Lee Rollins, Town Manager; Cindy Poe, Town Clerk; Brian Williams, Attorney

Call to Order Mayor Rick Cross called the meeting to order.

Pledge of Allegiance

Moment of Silence

It is the intent of the Town Council to solemnize the proceedings of this meeting and the business brought before the governing board, to offer the opportunity for a reflective moment of silence.

Adoption of the Agenda

Council Member Chris Fowler made a motion to approve the agenda. Council Member Mike Ernst seconded the motion. The motion was approved by a vote of four (4) in favor and none opposed.

Approval of the July 13, 2021 Town Council Meeting Minutes

Council Member Ken Peacock made a motion to approve the July 13, 2021 meeting minutes. Council Member Heather Coleman seconded the motion. The motion was approved by a vote of four (4) in favor and none opposed.

Public Comments

Paul Mullican of 309 Riverbend Drive publicly thanked Mayor Rick Cross for his help in communications with Duke Energy regarding trees that were cut on the back side of his property.

John Russell of 413 Ivy Circle discussed the removal of the Leyland Cyprus trees along Ivy and other issues that may arise.

Presentation – Kelly Funderburk, Davie County Register of Deeds

Mrs. Funderburk provided an update regarding enhanced services now provided by the Davie County Register of Deed Office.

Appointment of Erin Hege Shea as a Regular Planning Board Member

On June 1, 2021, the Town Council re-appointed Erin Hege Shea as an Alternate Member to the Planning Board. Since that time, Lynn Marcellino resigned as a Regular Member to the Planning Board. Since Mrs. Hege Shea has over one year of experience on the Planning Board, the Town Manager recommends appointing her as a Regular Planning Board Member to replace Mrs. Marcellino's position. Rod Guthrie, Planning Board Chair, is in full agreement on this appointment.

Council Member Mike Ernst made a motion to appoint Erin Hege Shea as a regular member of the Planning Board. Council Member Heather Coleman seconded the motion. The motion was approved by a vote of four (4) in favor and none opposed.

Council/ Town Manager/ Mayor Comments

Ken Peacock – Thanked everyone for attending the meeting, adding that the presentation from the Register of Deeds Office was both interesting and exciting.

Mike Ernst – Agreed that Mrs. Funderburk's presentation was exciting. Having people at the podium speaking allows the Council to do a better job. Encouraged everyone to invite their neighbors to future Council meetings.

Chris Fowler – Thanked all of the speakers and appreciates the presentation by the Register of Deeds.

Heather Coleman – Disclosed that Paul Mullican is her father, but she didn't know that he'd speak at the meeting. Excited about the good turnout for the meeting and the wonderful presentation.

Lee Rollins – NC DOT dialogue with he and the mayor is still ongoing regarding the 158/801 Intersection and the I-40 Widening Project.

Mayor Rick Cross –

- Thanked speakers – humbled by Paul Mullican's nice comments.*
- Comprehensive Plan Update – working with Benchmark regarding communication expectations*
- Covid19 Update*
- Concert Series has begun with Envision, then North Tower was cancelled due to weather.*
- Memorial for 9-11 is being planned*
- Census Update*
- American Rescue Plan funding – options being discussed*

Adjourn

With no further business to discuss, Council Member Heather Coleman made a motion to adjourn. Council Member Ken Peacock seconded the motion. The motion was approved by a vote of four (4) in favor and none opposed.

Approved

Respectfully Submitted

Rick Cross, Mayor

Cindy Poe, Town Clerk



TO: Town Council
FROM: Lee Rollins, Town Manager
DATE: August 31, 2021
RE: Proposal & Agreement for Comprehensive Plan Update

Included for your review:

- Statement of Proposal submitted by Benchmark Planning
- Agreement for Services submitted by Benchmark Planning

Overview:

The Town of Bermuda Run developed its first Comprehensive Plan in 2012, followed by an update 5 years later in 2017. As another 5 years is set to expire in 2022, it is time for the Town Council to consider and act on the selection of a firm to guide the 2022 update to the Comprehensive Plan.

Benchmark Planning has provided for your review, a Statement of Proposal and an agreement for services at a cost of \$51,550.00. The Town Manager recommends the Town Council select Benchmark Planning based on its qualifications and its intimate knowledge of the Town's personality, character and understanding of desired goals. The current 2021-2022 budget does not include an allocation of \$51,550.00 for the Comprehensive Plan Update services recommended.

Suggested Action:

- **Budget Amendment** – Take action to amend the current 2021-2022 Town Budget to allocate \$51,550.00 from fund balance to be placed in General Fund Revenues while approving an expenditure of \$51,550.00 for the agreement for services.
- **Approve Agreement for Services**- Approve Agreement for Services with Benchmark CMR, Inc for scope of services as outlined in Attachment A of agreement, in exchange for a fee to be paid to Benchmark CMR, Inc. in the amount of \$51,550.00

Statement of Proposal
August 2, 2021



2022 COMPREHENSIVE PLAN TOWN OF BERMUDA RUN

Submitted by:

B E N C H M A R K

400 CLARICE AVE STE 130
CHARLOTTE, NC 28204

704.933.5990 • 800.650.3925
www.benchmarkplanning.com

LETTER OF INTRODUCTION

August 2, 2021

Town of Bermuda Run
Attn: Lee Rollins, Town Manager
120 Kinderton Boulevard, Suite 100
Bermuda Run, NC 27006

RE: 2022 Comprehensive Plan Proposal


Dear Mr. Rollins:

On behalf of Benchmark, I would like to thank you for the opportunity to submit our firm's proposal to assist the Town with the 2022 Comprehensive Plan. For nearly 40 years, Benchmark has worked with local governments to develop meaningful, action oriented, and community-driven plans. Our team is comprised of planning, economic development, and urban design professionals who are passionate about their work, and commit the full depth of their experience and talent to each of the projects that we work on.

As our qualifications demonstrate, the core team members assigned to this project possess a diverse array of professional planning experience working on similar projects in communities across the country, including the Town of Bermuda Run. Specifically, we worked with the Town in 2012 to develop the first Comprehensive Plan, followed by an update in 2017. With that extensive experience in-hand, we are well-positioned to assist with the 2022 update to the Comprehensive Plan.

We look forward to the opportunity to discuss our proposal with you in the near future. If you have any questions, or need additional information that is not covered in our submittal, please contact me by telephone at 704.305.4381 or by email at jepley@benchmarkplanning.com.

Respectfully,

A handwritten signature in blue ink, reading "Jason M. Epley". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jason M. Epley, AICP
President & CEO

1. FIRM QUALIFICATIONS



Charlotte, NC - Headquarters

Since our founding in 1982, Benchmark Planning's dynamic leadership in the field of urban planning and design has helped our client communities achieve their aspirations through an approach that is best described as the **ART + SCIENCE OF PLANNING** - a philosophy which blends our creative talent with the practical application of our technical expertise.

Headquartered in Charlotte, the Benchmark team has a national planning practice that is focused on comprehensive planning, urban design, land use regulations, downtown development and military community planning. Our talented team of planners has a breadth of experience that provides our clients with the innovative ideas and solutions that are necessary to solve complex problems and develop plans that are grounded in reality and focused on implementation.

COMPREHENSIVE PLANNING

Preparing comprehensive plans for municipal and county governments is a core component of Benchmark's practice. For over 35 years, Benchmark's team has worked closely with local governments to prepare plans that address our client communities' unique growth and development challenges. Our client base spans a wide range of community types, ranging from small rural communities with several thousand residents to growing suburbs, to larger urban cities and regional organizations spanning multiple counties with hundreds of thousands of residents.

Our team has prepared plans that range from city or county comprehensive plans, to small area plans for revitalizing urban neighborhoods, to planning at the regional scale to address land use compatibility conflicts around military installations. All of our planning efforts are focused on achieving our clients' goals through the development of sound strategic land use guidance that is based on our significant experience and understanding of best practices in the field.

GROWTH MANAGEMENT

Benchmark's team can help your community develop practical plans and strategies to both manage and direct growth to maximize the benefits of your infrastructure investments. We achieve this through complex development capacity and cost/benefit analyses that allow a community to measure both their capacity for growth and its potential impacts. We use the results of these analyses to prepare strategies and policy recommendations that help your community realize the preferred growth scenario and maximize the benefits that it realizes from new growth.

DEVELOPMENT REGULATIONS

Benchmark's team of planning professionals has a wealth of experience both writing and administering a wide variety of development ordinances, including both standalone zoning and subdivision regulations, unified development ordinances, and specialized ordinances dealing with design regulation and similar matters. Our team regularly advises both local governments and private developers on regulatory matters, keeping our team grounded in the practical realities of development practices. This in turn helps to inform and improve the effectiveness of the ordinances that we author.

URBAN DESIGN AND PLACEMAKING

Our interdisciplinary urban design team can help your community prepare practical design concepts and standards based on the unique typologies and character (e.g. downtown centers, commercial corridors, neighborhood infill sites) of your focus area. Our urban designers will identify design solutions and strategies that are based on their practical experience with implementation and best practices that our team has learned through many years of national and international practice in the field.

TRANSPORTATION PLANNING

Our planners understand the critical linkages between transportation and land use, and we strive to seek innovative solutions to our clients' transportation needs. Whether it is identifying new highway corridors to spur economic development, re-imagining a downtown streetscape, or planning routes for a greenway system, our team brings a wealth of experience in solving complex transportation issues. In North Carolina, Benchmark is an NCDOT prequalified consultant for a variety of Transportation Planning tasks and projects.

PUBLIC OUTREACH AND ENGAGEMENT

Our team members facilitate successful public involvement and consensus building through stakeholder interviews, charrettes, pop-up events, focus group meetings and workshops. We leverage the power of technology to support our public engagement activities and facilitate ongoing engagement throughout the planning process, which includes the use of interactive online engagement and real-time digital polling during public meetings..

GIS MAPPING AND ANALYSIS

Our team of GIS analysts and cartographers focus on using the significant power of digital mapping to both produce complex analyses of issues in our client communities and prepare digital mapping products that clearly convey complex ideas in a straightforward and easily understandable manner.

ECONOMIC DEVELOPMENT

Benchmark has extensive experience with assisting local governments with strategic economic development planning and implementation projects. Recent experience includes preparing a working lands study for the Central Midlands Council of Governments in Columbia, SC, and brownfields redevelopment projects in Chapel Hill, NC and Greenwood, SC. Benchmark also works with private entities on economic development planning, including work with the Multi-State Environmental Response Trust on the redevelopment of a former Kerr-McGee industrial site in Navassa, NC and developing a statewide inventory and GIS database of potential rail-served industrial sites for the North Carolina Railroad Company.

SUSTAINABILITY

The Benchmark team is committed to sustainable development practices, and we regularly incorporate these principles into our plans and studies. Our planners have worked on projects that promote sustainable growth coupled with habitat protection for endangered species, coastal resource protection and the conservation of working lands across the country. Beyond environmental sustainability, our team strives to provide our client communities with development strategies and policy guidance that foster growth patterns that limit the impact on finite community resources (school and transportation capacity, public safety services, utilities, etc.), while allowing growth to continue in an orderly and rational manner that is responsive to market demands.



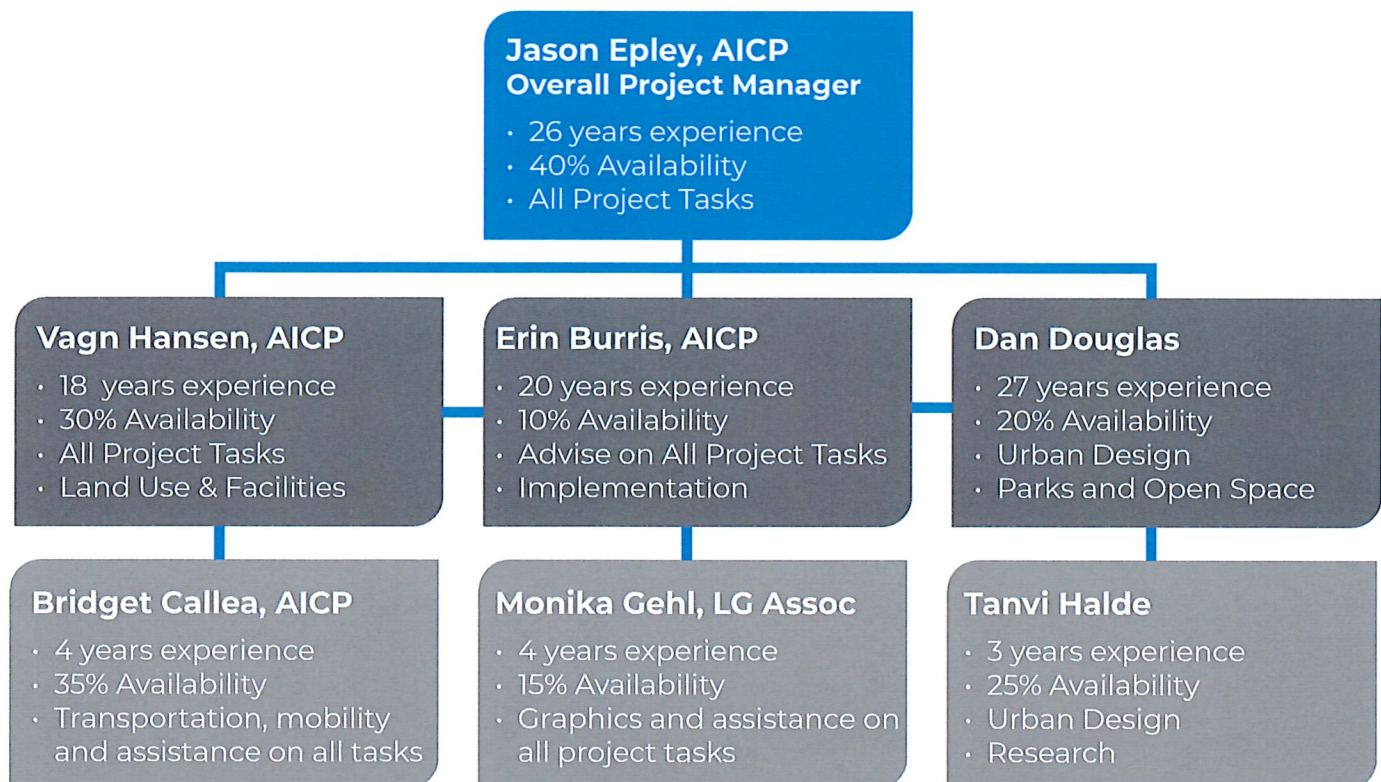
Myrtle Beach, SC - Downtown Master Plan

2. PROJECT MANAGER & TEAM

PROJECT MANAGER & PROJECT TEAM

The project team was chosen based on their unique skills and extensive experience working with similar communities. Benchmark's President, Jason Epley, AICP, will be the project manager responsible for the completion of the project on-time and on-budget. Jason has over 26 years of experience in the planning profession, and has served in a variety of roles over his career, including as a downtown coordinator, as a planner for local governments in North and South Carolina, as a regional planner with the North Carolina Department of Commerce, and, for the last 14 years, as a consultant in private practice serving a national client base. Vagn Hansen, AICP will be serving as the Assistant Project Manager and Lead Planner - assisting Mr. Epley with the overall scope of the project, organizing the project team, and directing the day-to-day planning effort. With over 18 years of professional planning experience, Mr. Hansen brings national experience preparing plans for a range of client communities to the project team.

Other senior members of the consulting team include Dan Douglas, who serves as Benchmark's Director of Urban Design, and Erin Burris, AICP, who will advise on all project tasks. Additional staff support will be provided by Bridget Callea, AICP and Tanvi Halde in the areas of background research, transportation/mobility, and general project support. Monika Gehl, LEED Green Associate, will provide assistance with research and graphic production. Other team members will be on stand-by as needed during the process.



Example Projects (within last 4 years)	Project Location	Primary Role
Comprehensive Plan	Archdale, NC	Principal Firm
Zoning & Subdivision Ordinance	Onslow Co., NC	Principal Firm
Downtown Master Plan	Suffolk, VA	Principal Firm
Comprehensive Plan	Cleveland Co., NC	Principal Firm
Comprehensive Plan	Person Co/Roxboro., NC	Principal Firm
Unified Development Ordinance	Pilot Mountain, NC	Principal Firm
Comprehensive Plan	Mount Airy, NC	Principal Firm
Downtown Block Redevelopment - Phase II	Wilmington, NC	Principal Firm
Multi-Jurisdictional Land Use Plan	Sanford/Lee Co., NC	Principal Firm
Downtown Master Plan	Myrtle Beach, SC	Principal Firm
Regional Land Use Study	Wilmington, NC	Principal Firm
Regional Land Use Study	Miami Co, IN	Land Use Analysis
Discovery Place Science Master Plan	Charlotte, NC	Stakeholder Engagement
Working Lands Study	Columbia, SC	Planning & Case Studies
Neighborhood Plan	Cape Girardeau, MO	Principal Firm
Residential Land Development Study	Holly Springs, NC	Growth & Land Use Analysis
Land Development Study	Henderson Co., NC	Growth & Land Use Analysis
Long Range Planning Review	Fayetteville, NC	Principal Firm
Downtown Vision & Streetscape Plan	Pilot Mountain, NC	Principal Firm
Redevelopment Study	Greenwood, SC	Planning & Market Analysis
Indoor Recreation Facility Study	Burlington, NC	Public Engagement
Comprehensive Plan	Gatesville, TX	Principal Firm
Comprehensive Plan	Covington, VA	Principal Firm
Small Area Plan	Killeen, TX	Principal Firm
Regional Land Use Study	Fayetteville, NC	Principal Firm
Comprehensive Plan	Aiken, SC	Principal Firm
Comprehensive Plan	Bermuda Run, NC	Principal Firm
Comprehensive Plan	Mt. Pleasant, NC	Principal Firm
Comprehensive Plan	Jamestown, NC	Principal Firm
Regional Land Use Study	Sumter, SC	Land Use Analysis
Downtown Block Redevelopment - Phase I	Wilmington, NC	Planning & Market Analysis
Corridor Vision Plan	Blowing Rock, NC	Principal Firm
Downtown Raleigh Alliance Strategic Plan	Raleigh, NC	Principal Firm

TOWN OF BERMUDA RUN

COMPREHENSIVE PLAN UPDATE

SCOPE OF WORK

TASK ONE. PUBLIC COMMUNICATION STRATEGIES (Ongoing)

Concurrent with Task Two, the project team will work closely with the Town staff, elected officials and others as identified to develop a public communication strategy for facilitating public engagement during the Comprehensive Plan update. We anticipate including traditional and online strategies to ensure the public is aware of ways they can learn more and provide input on the issues that matter most. During the first two months, our team will establish a project website and identify opportunities for reaching the public including video messages from Mayor Cross and the project team that will be prepared at the beginning of the process and updated as the process moves forward. Digital engagement opportunities will be provided during the entire process to provide opportunities for the public to provide input regardless of any potential health concerns, conflicting work schedules, or travel.

TASK TWO. UPDATE BACKGROUND INFORMATION AND MAPS (2 months)

The project team will review the status of implementation strategies from the 2017 Comprehensive Plan and take inventory of how conditions to-date differ from what was originally anticipated. Stakeholders will be interviewed for updates on utilities, infrastructure, planned developments, and related land use issues. The team will take into account new development and opportunities in the updated analysis. The project team will also produce updated maps depicting existing land use, environment and open space, transportation, parks and greenways, and community facilities. The background information will be presented to the Planning Board for its feedback and posted online in a narrated format for public review and comment.

TASK THREE. VISION AND PUBLIC INPUT WORKSHOP (2 months)

The project team will work with the Planning Board to produce a survey that will be provided in an online format through the project website linked from the Town's website and Facebook page. Once the survey is completed, the project team will hold a visioning workshop with the Town Council and Planning Board, reviewing the background updates and survey results to identify the most important issues impacting the future of the Town over the next 5 to 10 years. This information will be use to facilitate the drafting of an updated vision for the Town.

Once completed, this background information and draft vision will be presented for feedback during a day-long drop-in public input workshop. The Town may opt to hold additional public presentations and workshops at additional cost and an extended project time frame. The project team will also prepare an online version of the presentation for anyone who is not able to attend in-person. The public input results will be presented to the Planning Board for their review and consideration.

TASK FOUR. DRAFT PLAN (3 months)

The project team will work with the Planning Board to ensure that the draft vision is an accurate reflection of what is desired by the Town's citizens. After producing updated background information and analyzing the initial phase of public input, the project team will produce a draft Comprehensive Plan update and present it to the Planning Board for feedback and guidance. It is anticipated that the plan elements will be categorized in a similar manner to the 2017 Comprehensive Plan update.

TASK FIVE. ADOPTION PROCESS (2 Months)

The draft Plan will be posted on the project website and presented at a public meeting. Following the presentation, changes may be made to reflect the input that was received, and the project team will produce a final draft. Following review and any requested changes, the Planning Board will make a recommendation to the Town Council regarding the adoption of the 2022 Comprehensive Plan. The Town Council will hold a public hearing and adopt the Plan.

DELIVERABLES

The Town will be responsible for printing copies of surveys (if desired) and documents for review by the Planning Board and other boards. Final deliverables to be provided by Benchmark include digital copies and one full-size hard copy of all maps, as well as a digital copy of the final 2022 Comprehensive Plan document.

STATE OF North Carolina
COUNTY OF Davie

**AGREEMENT FOR SERVICES
WITH LOCAL GOVERNMENT**

THIS AGREEMENT, made and entered into this ____ day of _____, by and between Town of Bermuda Run, North Carolina, herein and after referred to as the Local Government, and Benchmark CMR, Inc., a North Carolina Company located in Charlotte, North Carolina.

WITNESSETH:

WHEREAS, the Local Government requested assistance for the preparation of a Comprehensive Plan update; and

WHEREAS, Benchmark CMR, Inc. has expertise in response to the request pertaining to same; and

WHEREAS, the Local Government and Benchmark CMR, Inc. desire to memorialize Benchmark CMR, Inc.'s proposal and award of a contract,

NOW THEREFORE, the Local Government and Benchmark CMR, Inc. agree as follows:

1. **SCOPE OF SERVICES:** Benchmark CMR, Inc. agrees to provide and perform for the Local Government all of those services stipulated in Attachment A: Scope of Services, which is hereby incorporated as a part of this contract as if fully set forth herein. Any different or additional Scope of Services shall be approved and authorized by the Local Government in advance.
2. **COMPENSATION FOR SERVICES:** In the provision of the work set forth in the Scope of Services, Benchmark CMR, Inc. shall receive compensation in the amount of \$51,550.00. This fee shall be paid to Benchmark CMR, Inc. in accordance with Section 3 below.
3. **METHOD OF PAYMENT:** Benchmark CMR, Inc. will submit monthly invoices based on the percentage of work performed toward the completion of the Scope of Services. The Local Government shall remit payment to Benchmark CMR, Inc. within twenty-one (21) days following the receipt of each monthly invoice.
4. **TERMINATION OF CONTRACT FOR CAUSE:** If Benchmark CMR, Inc. shall fail to fulfill in a timely, professional and proper manner all obligations under this contract, or should Benchmark CMR, Inc. violate any of the covenants, agreements, or stipulations of this contract, the Local Government shall have the right to terminate this contract immediately by giving written notice to Benchmark CMR, Inc. of such termination and specifying the effective date thereof. In a like manner, Benchmark CMR, Inc. shall have the right to terminate this contract immediately by giving written notice to the Local Government of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by Benchmark CMR, Inc. under this contract shall, at the option of the Local Government, become the property of the Local Government and Benchmark CMR, Inc. shall be entitled to receive just and equitable compensation for any work satisfactorily completed pursuant to this contract. However, the Local Government shall not be obligated to pay any remaining charges for work satisfactorily completed where there exists a right in favor of the Local Government for

refund, reimbursement or offset in connection with any obligations arising from Benchmark CMR, Inc. to the Local Government.

5. **LEGAL REMEDIES:** Benchmark CMR, Inc. shall not be relieved of any liability to the Local Government for damages sustained by the Local Government by virtue of any breach of this contract by Benchmark CMR, Inc. It is specifically understood that the Local Government may withhold any payments to Benchmark CMR, Inc. for the purpose of offset until such time as the exact amount of damages due the Local Government from Benchmark CMR, Inc. is determined. The Local Government otherwise reserves all legal remedies as may be provided by law.

6. **INDEMNITY:** Benchmark CMR, Inc. will indemnify and save harmless the Local Government, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from a willful or negligent act or omission of Benchmark CMR, Inc., its officers, agents, servants and employees in the performance of this Contract; provided, however, that Benchmark CMR, Inc. shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorneys' fees arising out of the award of this Agreement or a willful or negligent act or omission of the Local Government, its officers, agents, servants and employees.

7. **CHANGES:** The Local Government may, from time to time, request changes in the Scope of Services of Benchmark CMR, Inc. to be performed hereunder. Such changes, including any increase or decrease in the amount of Benchmark CMR, Inc.'s compensation, which may be mutually agreed upon between the Local Government and Benchmark CMR, Inc. shall be incorporated in written amendments to this contract after appropriate authorization as called for in Section 1 of this Agreement.

8. **EQUAL EMPLOYMENT OPPORTUNITY:** Benchmark CMR, Inc. shall not discriminate against any employee or applicant for employment on account of race, color, religion, sex, national origin, age, because of handicapping condition, or Vietnam Era Veteran status. Benchmark CMR, Inc. shall take affirmative action to ensure equal employment opportunity with respect to all of its employment practices.

9. **FEDERAL AND STATE COMPLIANCE:** Benchmark CMR, Inc. acknowledges responsibility for compliance with any and all applicable corporate, partnership or individual taxation laws. Benchmark CMR, Inc. shall pay all applicable taxes and insurance premiums stipulated by applicable law and shall hold harmless the Local Government for the payment thereof. Benchmark CMR, Inc. acknowledges exemption from withholding of applicable taxes or other deductions from compensation agreed to in Section 2 of this contract. Benchmark CMR, Inc. agrees to furnish Federal Form W-9, upon execution of this contract and prior to issuance of any compensation from the Local Government. Benchmark CMR, Inc. represents and warrants that it is in compliance with applicable North Carolina regulations.

10. **FINAL DELIVERABLES:** Benchmark shall deliver final products as outlined in Attachment A: Scope of Services.

11. **ENTIRE AGREEMENT:** This is the entire agreement between the parties and there are no terms, conditions, representations or warranties relating to the work to be performed hereunder which are not specifically set forth herein.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above written.

ATTEST

LOCAL GOVERNMENT

Signature

BY:

Signature

Date

Date

Name

Name

Title

Title

ATTEST

BENCHMARK CMR, INC.

Signature

BY:

Signature

Date

Date

Vagn K. Hansen II

Name

Jason M. Epley

Name

Planning Manager

Title

President

Title

Attachment A: Scope of Services

TASK ONE. PUBLIC COMMUNICATION STRATEGIES (Ongoing)

Concurrent with Task Two, the project team will work closely with the Town staff, elected officials and others as identified to develop a public communication strategy for facilitating public engagement during the Comprehensive Plan update. We anticipate including traditional and online strategies to ensure the public is aware of ways they can learn more and provide input on the issues that matter most. During the first two months, our team will establish a project website and identify opportunities for reaching the public including video messages from Mayor Cross and the project team that will be prepared at the beginning of the process and updated as the process moves forward. Digital engagement opportunities will be provided during the entire process to provide opportunities for the public to provide input regardless of any potential health concerns, conflicting work schedules, or travel.

TASK TWO. UPDATE BACKGROUND INFORMATION AND MAPS (2 months)

The project team will review the status of implementation strategies from the 2017 Comprehensive Plan and take inventory of how conditions to-date differ from what was originally anticipated. Stakeholders will be interviewed for updates on utilities, infrastructure, planned developments, and related land use issues. The team will take into account new development and opportunities in the updated analysis. The project team will also produce updated maps depicting existing land use, environment and open space, transportation, parks and greenways, and community facilities. The background information will be presented to the Planning Board for its feedback and posted online in a narrated format for public review and comment.

TASK THREE. VISION AND PUBLIC INPUT WORKSHOP (2 months)

The project team will work with the Planning Board to produce a survey that will be provided in an online format through the project website linked from the Town's website and Facebook page. Once the survey is completed, the project team will hold a visioning workshop with the Town Council and Planning Board, reviewing the background updates and survey results to identify the most important issues impacting the future of the Town over the next 5 to 10 years. This information will be used to facilitate the drafting of an updated vision for the Town.

Once completed, this background information and draft vision will be presented for feedback during a day-long drop-in public input workshop. The Town may opt to hold additional public presentations and workshops at additional cost and an extended project time frame. The project team will also prepare an online version of the presentation for anyone who is not able to attend in-person. The public input results will be presented to the Planning Board for their review and consideration.

TASK FOUR. DRAFT PLAN (3 months)

The project team will work with the Planning Board to ensure that the draft vision is an accurate reflection of what is desired by the Town's citizens. After producing updated background information and analyzing the initial phase of public input, the project team will produce a draft Comprehensive Plan update and present it to the Planning Board for feedback and guidance. It is anticipated that the plan elements will be categorized in a similar manner to the 2017 Comprehensive Plan update.

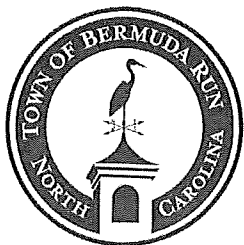
TASK FIVE. ADOPTION PROCESS (2 Months)

The draft Plan will be posted on the project website and presented at a public meeting. Following the presentation, changes may be made to reflect the input that was received, and the project team will produce a final draft. Following review and any requested changes, the Planning Board will make a recommendation to the Town Council regarding the adoption of the 2022 Comprehensive Plan. The Town Council will hold a public hearing and adopt the Plan.

DELIVERABLES

The Town will be responsible for printing copies of surveys (if desired) and documents for review by the Planning Board and other boards. Final deliverables to be provided by Benchmark include digital copies and one full-size hard copy of all maps, as well as a digital copy of the final 2022 Comprehensive Plan document.

(7.B)



120 Kinderton Boulevard, Suite 100 • Bermuda Run, NC 27006
(336) 998-0906 • Fax (336) 998-7209 • www.townofbr.com

September 14, 2021
U.S. Department of Commerce
Economic Development Administration
Atlanta Regional Office
401 W. Peachtree St. NW, Suite 1820
Atlanta Georgia

To whom it may concern,

The Bermuda Run Town Council supports the Piedmont Triad Regional Council's pursuit of a Build Back Better Regional Challenge grant to build upon our globally recognized cluster of Next-Generation Manufacturers. This cluster drives innovation in the Triad's economy by leveraging the region's strong legacy of traditional manufacturing robust supply chain assets, a talented and skilled workforce, and exceptional training resources.

The Town of Bermuda Run is a municipality located in the eastern portion of Davie County and only a 12 minute commute from Winston-Salem and 30 minute commute to Greensboro and High Point. With over 26% of the current labor force in Davie County in manufacturing, it is imperative that the region stay on top of the latest trends in advanced/next -generation manufacturing. The Piedmont Triad's manufacturing cluster includes Aerospace, Automotive, Biomedical and Furniture. The region has a long history of manufacturing and needs to fully leverage its current assets for the future.

The Bermuda Run Town Council recognizes that the Triad must come together and develop a strong concept that supports expansion of Next-Generation Manufacturing. The industry-lead workforce development ecosystem around advanced manufacturing will use this support to establish clear and well-supported pathways into high paying jobs for all of our citizens. Supporting our region's application for a Build Back Better Regional Challenge grant means that you're supporting long-term, equitable, and impactful growth of the Next-Generation Manufacturing cluster in North Carolina's Triad region. We look forward to continuing our strong relationship with the Piedmont Triad Regional Council. Thank you, and we hope you strongly consider this application.

Sincerely,

Rick Cross, Mayor
Piedmont Triad Regional Council Board of Delegates Member