

**CITY CLERK MEMORANDUM**  
**20-18**

DATE: September 18, 2020  
TO: Honorable Mayor and Members of City Council  
FROM: Mary Beth Hickman, City Clerk  
SUBJECT: SPECIAL MEETING OF CITY COUNCIL

At the request of the City Manager, and in accordance with Article II, Section 2, of the Charter of the City of Oak Ridge, Tennessee, a special meeting of City Council is hereby called for **Tuesday, September 22, 2020 at 6:00 p.m.** in the Municipal Building Courtroom, 200 S. Tulane Avenue. The meeting will be limited to consideration of the following:

A RESOLUTION AUTHORIZING AN AGREEMENT WITH PDC CONSULTANTS, FRANKLIN, TENNESSEE, FOR CONDUCTING AN ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED OAK RIDGE GENERAL AVIATION AIRPORT IN AN AMOUNT NOT TO EXCEED \$380,740.00.

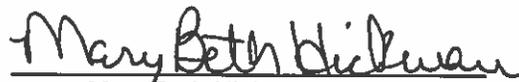
A RESOLUTION AUTHORIZING THE PURCHASE OF COMPUTER-AIDED CALL HANDLING SOFTWARE FROM POWERPHONE FOR THE 911 EMERGENCY COMMUNICATIONS CENTER IN THE AMOUNT OF \$57,536.00.

A RESOLUTION AUTHORIZING THE TRANSFER OF 603 SCARBORO ROAD FROM THE CITY OF OAK RIDGE, TENNESSEE, TO THE OAK RIDGE UTILITY DISTRICT.

A RESOLUTION AWARDED A CONTRACT FOR ROOF REPLACEMENT AT WILLOW BROOK ELEMENTARY SCHOOL (Note: Bids were opened after 4:00 p.m. on Friday. The memorandum, any supporting documentation, and the resolution will be provided on Monday, September 21, 2020.)

A RESOLUTION AWARDED A CONTRACT FOR ROOF REPLACEMENT AT THE 1010 COMMERCE PARK BUILDING AND SECTION 3 OF THE MUNICIPAL BUILDING. (Note: Bids were opened after 4:00 p.m. on Friday. The memorandum, any supporting documentation, and the resolution will be provided on Monday, September 21, 2020.)

In accordance with the City Charter, matters transacted at this special meeting shall be limited to the subjects recited in the notice of the meeting.

  
Mary Beth Hickman

cc: Mark S. Watson, City Manager  
Kenneth R. Krushenski, City Attorney  
Department Directors  
The Oak Ridger  
Oak Ridge Today  
The Knoxville News Sentinel  
BBB Communications

**ADMINISTRATIVE MEMORANDUM**  
**20-08**

DATE: September 18, 2020  
TO: Mary Beth Hickman, City Clerk  
FROM: Mark S. Watson, City Manager  
SUBJECT: SPECIAL CITY COUNCIL MEETING

In accordance with Article II, Section 2 of the Charter of the City of Oak Ridge, you are hereby requested to call a special meeting of the Oak Ridge City Council for **Tuesday, September 22, 2020 at 6:00 p.m.** in the Municipal Building Courtroom, 200 S. Tulane Avenue. This meeting will be limited to consideration of the following:

A RESOLUTION AUTHORIZING AN AGREEMENT WITH PDC CONSULTANTS, FRANKLIN, TENNESSEE, FOR CONDUCTING AN ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED OAK RIDGE GENERAL AVIATION AIRPORT IN AN AMOUNT NOT TO EXCEED \$380,740.00.

A RESOLUTION AUTHORIZING THE PURCHASE OF COMPUTER-AIDED CALL HANDLING SOFTWARE FROM POWERPHONE FOR THE 911 EMERGENCY COMMUNICATIONS CENTER IN THE AMOUNT OF \$57,536.00.

A RESOLUTION AUTHORIZING THE TRANSFER OF 603 SCARBORO ROAD FROM THE CITY OF OAK RIDGE, TENNESSEE, TO THE OAK RIDGE UTILITY DISTRICT.

A RESOLUTION AWARDED A CONTRACT FOR ROOF REPLACEMENT AT WILLOW BROOK ELEMENTARY SCHOOL (Note: Bids were opened after 4:00 p.m. on Friday. The memorandum, any supporting documentation, and the resolution will be provided on Monday, September 21, 2020.)

A RESOLUTION AWARDED A CONTRACT FOR ROOF REPLACEMENT AT THE 1010 COMMERCE PARK BUILDING AND SECTION 3 OF THE MUNICIPAL BUILDING. (Note: Bids were opened after 4:00 p.m. on Friday. The memorandum, any supporting documentation, and the resolution will be provided on Monday, September 21, 2020.)

  
Mark S. Watson

**OAK RIDGE CITY COUNCIL  
SPECIAL MEETING**

Municipal Building Courtroom  
Tuesday, September 22, 2020

6:00 p.m.

AGENDA

I. ROLL CALL

II. RESOLUTIONS

- a. A RESOLUTION AUTHORIZING AN AGREEMENT WITH PDC CONSULTANTS, FRANKLIN, TENNESSEE, FOR CONDUCTING AN ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED OAK RIDGE GENERAL AVIATION AIRPORT IN AN AMOUNT NOT TO EXCEED \$380,740.00.
- b. A RESOLUTION AUTHORIZING THE PURCHASE OF COMPUTER-AIDED CALL HANDLING SOFTWARE FROM POWERPHONE FOR THE 911 EMERGENCY COMMUNICATIONS CENTER IN THE AMOUNT OF \$57,536.00.
- c. A RESOLUTION AUTHORIZING THE TRANSFER OF 603 SCARBORO ROAD FROM THE CITY OF OAK RIDGE, TENNESSEE, TO THE OAK RIDGE UTILITY DISTRICT.
- d. A RESOLUTION AWARDED A CONTRACT (FY2021-039) TO JDH COMPANY, INC., CHATTANOOGA, TENNESSEE, FOR ROOF REPLACEMENT AT THE 1010 COMMERCE PARK BUILDING AND SECTION 3 OF THE MUNICIPAL BUILDING IN AN AMOUNT NOT TO EXCEED \$270,680.00.
- e. A RESOLUTION AWARDED A CONTRACT (FY2021-038) TO RADCO CONSTRUCTION SERVICES INC., DBA RADCO ROOFING INC., MOUNT HOLLY, NORTH CAROLINA, FOR ROOF REPLACEMENT AT WILLOW BROOK ELEMENTARY SCHOOL IN AN AMOUNT NOT TO EXCEED \$1,114,726.00.

III. ADJOURNMENT

**CITY COUNCIL MEMORANDUM  
20-24**

DATE: September 15, 2020

TO: Honorable Mayor and Members of City Council

FROM: Mark S. Watson, City Manager  
Ray Evans, City Consultant  
Jack Suggs, Electric Department Director

SUBJECT: RESOLUTION SUPPORTING THE OAK RIDGE AIRPORT  
ENVIRONMENTAL ASSESSMENT CONSULTANT SELECTION

Introduction:

An item for consideration is a resolution approving the selection of the firm PDC Consultants of Franklin, Tennessee, and their sub consultant S&ME of Knoxville as the environmental assessment consultant for the Oak Ridge General Aviation Airport project in an amount not to exceed \$380,740.00.

Funding:

The source of funding this environmental assessment is a grant from the Appalachian Regional Commission (ARC) with a matching grant from the Tennessee Aeronautics Department (TAD). While in process, those grants have not yet been transferred from Metropolitan Knoxville Airport Authority (MKAA) to the City. Additionally, the scope and fee require review and concurrence from both TAD and Federal Aviation Administration (FAA). That review is in process. Proceeding forward with the environmental assessment is subject to necessary approvals and transfers from TAD and FAA.

Background:

A key element in receiving FAA approval to construct a general aviation airport in Oak Ridge is the completion of an environmental assessment. Prior to the City's direct involvement, the MKAA had solicited Request for Proposals (RFP) from consulting firms qualified to perform that task. In November 2019, the MKAA received four responses. However, at that time, it took no action on those responses.

In early July, as the process of transfer of the airport sponsorship to the City of Oak Ridge began, a mutual decision was made that the City should proceed with the consultant selection process as begun by MKAA. As a result, an RFP evaluation

committee was formed. Members of the committee are Jack Suggs, Electric Department Director, Kevin Ironside from UCOR and Ray Evans, Economic Development Consultant. After evaluating each firm in accordance with the criteria established in the original RFP, one firm unanimously stood out to the committee. That firm was PDC Consultants of Franklin, Tennessee, and their sub consultant S&ME of Knoxville. On July 22, the committee and the PDC team participated in a virtual presentation which resulted in the reinforcement of the committee's selection of the firm. Since that time the committee has been involved in detailed scope and fee negotiations with PDC which have involved the FAA Memphis office and the TDOT Tennessee Aeronautics Department (TAD) in Nashville.

Recommendation:

The committee recommends that City Council authorize the City Manager to proceed with the contract with PDC in an amount not to exceed \$380,740 subject to the completion of the transfer of funding grants to the City and subject to scope and fee concurrence by TAD and FAA.

Attachment: Resolution

**RESOLUTION**

A RESOLUTION AUTHORIZING AN AGREEMENT WITH PDC CONSULTANTS, FRANKLIN, TENNESSEE, FOR CONDUCTING AN ENVIRONMENTAL ASSESSMENT FOR THE PROPOSED OAK RIDGE GENERAL AVIATION AIRPORT IN AN AMOUNT NOT TO EXCEED \$380,740.00.

WHEREAS, by Resolution 7-75-2020, City Council authorized actions for the continued application and development of the proposed Oak Ridge General Aviation Airport; and

WHEREAS, a requirement for obtaining Federal Aviation Administration (FAA) approval for the proposed airport is completion of an environmental assessment; and

WHEREAS, the Metropolitan Knoxville Airport Authority (MCAA) was the original lead agency for this project and conducted a request for proposals (RFP) process for the environmental assessment but never selected a consultant to perform the assessment; and

WHEREAS, airport sponsorship was transferred to the City in July 2020 and, soon thereafter, the City elected to proceed with MCAA's RFP process for selection of a consultant and formed a committee to evaluate the proposals received; and

WHEREAS, the committee unanimously selected the proposal from PDC Consultants in Franklin, Tennessee, as the best proposal for the environmental assessment, and

WHEREAS, the City Manager recommends approval of an agreement with PDC Consultants to perform the environmental assessment for the airport.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

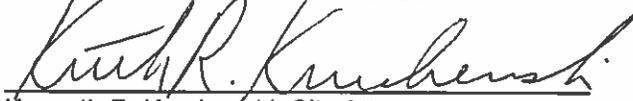
That City Manager is hereby authorized to develop an agreement with PDC Consultants, Franklin, Tennessee, to conduct an environmental assessment of the proposed Oak Ridge General Aviation Airport in an amount not to exceed \$380,740.00 subject to the following:

- The City's receipt of grant funding from the Appalachian Regional Commission and Tennessee Aeronautics Department, which grant funds are currently assigned to the Metropolitan Knoxville Airport Authority for this project and are in the process of being transferred to the City; and
- The City's receipt of all necessary scope and fee approvals from the Tennessee Aeronautics Department and the Federal Aviation Administration to move forward with the environmental assessment with PDC Consultants.

BE IT FURTHER RESOLVED that the Mayor and/or City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 22nd day of September 2020.

APPROVED AS TO FORM AND LEGALITY:

  
 \_\_\_\_\_  
 Kenneth R. Krusherski, City Attorney

\_\_\_\_\_  
 Warren L. Gooch, Mayor

\_\_\_\_\_  
 Mary Beth Hickman, City Clerk

**POLICE DEPARTMENT MEMORANDUM**  
**20-10**

DATE: September 16, 2020  
TO: Mark S. Watson, City Manager  
FROM: Charles R. Smith, Chief of Police  
SUBJECT: PURCHASE OF POWERPHONE COMPUTER-AIDED CALL HANDLING SOFTWARE SOLUTION FOR THE 911 EMERGENCY COMMUNICATIONS CENTER

Introduction

An item for the agenda to approve the purchase of a computer-aided call handling software solution provided by PowerPhone for the 911 Emergency Communications Center.

Funding

The total cost of the PowerPhone solution is \$57,536.00. Funding is available through the Emergency Communications District (ECD) fund. This item may be eligible for full or partial reimbursement through awarded grants to assist with combating COVID-19. The City's current Computer Aided Dispatch (CAD) software only supports two vendors. A quote was requested from both vendors. PowerPhone significantly cheaper and best suits the City's needs. A bid waiver is requested.

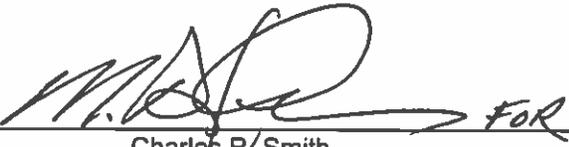
Consideration

Legislation passed the General Assembly this year to ensure 911 operators across the state are prepared to provide CPR instructions to callers in emergency situations. The new law requires all 911 districts to provide Tele-communicator CPR (T-CPR), and ensure all 911 operators are trained to administer it.

PowerPhone Computer-aided call handling solution provides software, training, and certification for Emergency Medical Dispatching and Telecommunicator CPR. This software will help bring the City's Emergency Communications Center into compliance with the new state law and enhance the level of service provided to the citizens by providing Emergency Medical Dispatching.

Recommendation

Approval of the attached resolution is recommended.

  
\_\_\_\_\_  
Charles R. Smith

Attachments: Proposed Resolution  
Vendor Quote

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

  
\_\_\_\_\_  
Mark S. Watson                      9/19/20  
Date



### **Sole Source Justification for Total Response®™**

PowerPhone is the only vendor to offer the Total Response® solution and can only be purchased through PowerPhone. Total Response®™ includes call handling protocols tools, certification training, and assessment. Each component has either a propriety approach, is patented, and is unique to the industry.

The first component, the protocol tool, is called **Total Response® Computer Aided Call Handling (CACH)** software. It focuses on a single, efficient sequence that is applied to every inbound emergency call. This sequence is designated to extract critical information in the *quickest* possible fashion while calculating an automatic emergency response recommendation based on answers to questions asked. This methodology is patented by **US Patent 7,515,693** by the US Patent and Trade Office. Total Response® CACH software can only be purchased by PowerPhone.

Total Response® CACH software is a protocol call-handling solution that uses a single *centralized data base* for questioning that focuses on the caller's chief complaint. PowerPhone's *proprietary structured call handling* questioning approach, used within each protocol in Total Response® CACH software, includes the Initial Survey which is used to verify the incident locations (where) and the nature of the problem being reported (what). The objective is to establish basic call details in order to recommend a Chief Compliant. The protocol is then displayed in a structured format for handling the call: Primary Questions (PQ), Dispatch Recommendation (Dispatch), Secondary Questions (SQs), Pre-Arrival Instruction (PAIs), and Call Closure (Closure). This approach is not offered by any other vendor.

In addition, the data base questioning series includes the use of *constants* which appear above each question and provides a check list for users. Constants are the key words affiliated with the rationale behind each question to help ensure all aspects of the questioning phase are handled efficiently without delaying dispatch. No other vendor uses this concept and approach.

PowerPhone invented a method within the CACH software that includes an *advisory component called the Response Advisor* that recommends the priority of the call along with the skills necessary to help provide a risk assessment. This exclusive capability is protected by **Patent # 7,978,826** by the US Patent and Trade Office. No other vendor has this approach and capability.

A method to enable an agency to configure and adapt their alerts, SOPs and response triggers used during emergency calls for service in CACH software was invented by PowerPhone. It also includes the ability to create non-emergency protocols to help with routine calls. This exclusive and essential capability is protected by Patent # 7,646,858 by the US Patent and Trade Office.

PowerPhone offers a Supervisor Module that allows supervisors to monitor the activities of telecommunicators and to provide help at any time. The Supervisor Module delivers a real-time view of multiple call handler screens and a dashboard with performance indicators. Within the Supervisor Module is the ability to adjust the Homeland Security feature and can be used for special events, weather situations and if there is a security risk. This is a feature that no other protocol call-handler solution provider offers.

Certification training in PowerPhone's Total Response® solution is unique. It begins with Foundation training that focuses on using PowerPhone's proprietary structured call handling formula. Through interactive online module training, and online practicums to demonstrate using the training and protocols with PowerPhone instructors, certification is earned. This method of training is exclusive to PowerPhone.

Assessment in Total Response® focuses on the whole call. This distinctive approach encompasses all aspects of the call handling process to include how the user managed PowerPhone's proprietary call taking formula along with the customer service aspect of the call. This review process is unique to the industry and is not offered by any other provider.

Another exclusive aspect offered through PowerPhone is, Implementation Managers who train agencies how to implement and use PowerPhone's Total Response® patented CACH software. No other vendor has the right to train users on how to use the Total Response® CACH software.

PowerPhone's Total Response® solution can only be purchased through PowerPhone. It is the only true protocol call handling solution that uses a centralized data base with patented technology and a proprietary approach making PowerPhone the sole source for purchase.

Tara Milardo  
Director of Sales & Marketing  
PowerPhone



1321 Boston Post Rd  
 Madison, CT 06443  
 1 800 537 8937

**Quote**

Quote Number: 18274  
 Date: 2020-09-02  
 Sales Person: Ryane Quadrato  
 Valid Until: 2020-11-24

Bill To	Ship To
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Jeremy Huddleston Oak Ridge Police Department 200 S Tulane Avenue Oak Ridge, TN 37830	Oak Ridge Police Department P.O Box 1 Oak Ridge, TN 37831
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**Total Response Call Handling Solution**

Quantity	Part Number:	Product	List Price	Unit Price	Ext. Price
1	TRSL	CACH Server Module Includes 1 x CACH Admin License	\$7,500.00	\$7,500.00	\$7,500.00
0	TRAL	CACH Administrator Module	\$3,850.00	\$3,850.00	\$0.00
1	TRAPI	CACH API Excludes 3rd Party Fees	\$3,850.00	\$3,850.00	\$3,850.00
1	TR200	CACH Emergency Protocols	\$1,850.00	\$1,850.00	\$1,850.00
2	TRCHL	CACH Call Handler Module	\$5,500.00	\$5,500.00	\$11,000.00
1	TRSMML	CACH Protocol Manager Module	\$3,850.00	\$3,850.00	\$3,850.00
1	TRSPVL	CACH Supervisor Module	\$3,850.00	\$3,850.00	\$3,850.00
1	TRCAL	CACH Quality Assessor Module	\$3,850.00	\$3,850.00	\$3,850.00
1	TRSILVER	CACH Silver Package Credit	\$-2,900.00	\$-2,900.00	\$-2,900.00

Subtotal: \$32,850.00  
 Tax: \$0.00  
 Shipping: \$0.00  
 Total: \$32,850.00

**Implementation**

Quantity	Part Number:	Product	List Price	Unit Price	Ext. Price
7	TRINSTL01	CACH Installation Silver / Gold System Installation	\$1,000.00	\$1,000.00	\$7,000.00
6	TRIMPSUP	Implementation Support 8 Hour block	\$1,600.00	\$1,600.00	\$9,600.00
12	TRCOCCC	Combined Cert (EMD+LED+FSD) Volume pricing (per registration): \$729 : 1 - 3 \$659 : 4 - 6 \$619 : 7+	\$1,117.00	\$619.00	\$7,428.00
2	TROCAC	Assessor Certification	\$329.00	\$329.00	\$658.00

Subtotal: \$24,686.00  
 Tax: \$0.00  
 Shipping: \$0.00  
 Total: \$24,686.00

**System Maintenance**

Quantity	Part Number:	Product	List Price	Unit Price	Ext. Price
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1321 Boston Post Rd  
Madison, CT 06443  
1 800 537 6937

**Quote**

Quote Number: 18274  
Date: 2020-09-02  
Sales Person: Ryane Quadrato  
Valid Until: 2020-11-24

0	TRSMANT	Annual Software & System Maintenance Software system support and maintenance. Year 2 onward.	\$0.00	\$5,362.50	\$0.00
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Subtotal:	\$0.00
Tax:	\$0.00
Shipping:	\$0.00
Total:	\$0.00

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**Grand Total**

Currency:	USD	Subtotal:	\$57,536.00
Tax Rate:	0.00%	Tax:	\$0.00
Shipping Provider:		Shipping:	\$0.00
		Total:	\$57,536.00

**RESOLUTION**

A RESOLUTION AUTHORIZING THE PURCHASE OF COMPUTER-AIDED CALL HANDLING SOFTWARE FROM POWERPHONE FOR THE 911 EMERGENCY COMMUNICATIONS CENTER IN THE AMOUNT OF \$57,536.00.

WHEREAS, due to a recent amendment to Tennessee Code Annotated §7-86-205(a), 911 operators are required to offer telecommunicator CPR in emergency situations to a caller or bystander when necessary; and

WHEREAS, the City has until January 1, 2021 to be in compliance with these recent changes; and

WHEREAS, the City solicited informal proposals for computer-aided call handling software from the two available vendors supported by the City's Computer Aided Dispatch (CAD) system and has selected PowerPhone as the vendor that is able to bring the City into compliance with the above state law changes; and

WHEREAS, funding is available for this software and training package in the Emergency Communications District Fund, and COVID grant funds may be available for partial reimbursement of this solution; and

WHEREAS, the City Manager recommends waiver of the formal bid process and selection of PowerPhone as the vendor for this solution.

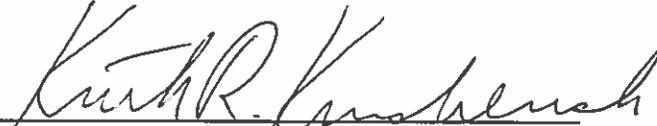
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager to waive the formal competitive bid process is approved and the City is authorized to purchase a computer-aided call handling software and training package from PowerPhone in the amount of \$57,536.00 for the 911 Emergency Communications Center for compliance with recent state law changes.

BE IT FURTHER RESOLVED that the City Manager is authorized to enter into the appropriate legal instruments to accomplish the same.

This the 22nd day of September 2020.

APPROVED AS TO FORM AND LEGALITY:

  
\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

**CITY COUNCIL MEMORANDUM  
20-25**

DATE: September 18, 2020  
TO: Honorable Mayor and Members of City Council  
FROM: Mark S. Watson, City Manager  
  
SUBJECT: TRANSFER OF REAL PROPERTY LOCATED AT 603 SCARBORO  
ROAD TO THE OAK RIDGE UTILITY DISTRICT

Introduction:

An item for the agenda is a resolution authorizing the City to transfer the City-owned property (603 Scarboro Road) located at the present site of Oak Ridge Utility District (ORUD) facilities at the intersection of Union Valley Road and Scarboro Road.

Funding:

No funding is associated with this item. In exchange for the transfer of land, the ORUD will provide and install approximately 3,500 linear feet of natural gas pipe to the City of Oak Ridge's new proposed water treatment plant site on Melton Hill Lake.

Background:

In 1955, the United States of America acting through the Atomic Energy Commission executed a fifty-year lease to the Oak Ridge Utility District (ORUD). In 1968, the United States of America transferred the real property located at 6-3 Scarboro Road to the City of Oak Ridge subject to ORUD's leasehold interest. ORUD maintains its propane air plant and maintenance facilities on the City-owned property and on the adjacent property owned by ORUD. ORUD is presently developing a plan to consolidate their operation facilities and general offices with the City tract and the ORUD owned tract to its north. Sue Kristjansson, President and CEO of ORUD, has requested the City transfer the real property located at 603 Scarboro Road to ORUD for their long-term plans.

In exchange for the land transfer, ORUD has proposed the following: (1) to be responsible for all maintenance and clean-up of the property including maintenance of the four propane tanks and associated equipment currently located on the property, and

(2) provide and install approximately 3,500 linear feet of natural gas pipe to the City's proposed new water treatment plant.

Recommendation:

The City Manager and City Attorney recommend approval of ORUD's request and ask the City Council to authorize the transfer of this property.

  
Mark S. Watson

Attachments: Resolution  
ORUD Letter  
ORUD Site Photos



September 3, 2020

Mark Watson  
City Manager  
City of Oak Ridge  
PO Box 1  
Oak Ridge, Tennessee 37831

Re: 603 Scarboro Road

Mark,

As a follow-up to our recent discussions regarding the property currently occupied by ORUD Natural Gas, located at 603 Scarboro Road, I would like to propose the following.

As you are aware, ORUD has occupied and utilized said property under a long-term leasehold interest granted by the USA since 1955. The USA transferred the property to the City of Oak Ridge, as a part of a large property transfer, subject to the ORUD Leasehold interest in 1968. We have recently learned that ORUD's leasehold interest technically expired in 2005. ORUD owns the adjacent property to the Property in question and ORUD maintains its Propane air plant and maintenance facilities on the two properties. In order to resolve this issue, ORUD proposes that the City of Oak Ridge convey the property to ORUD in exchange for the following terms:

- 1) ORUD will be responsible for all maintenance and clean-up of the property including maintenance of the 4 Propane Tanks and associated equipment currently on the property; and
- 2) ORUD will provide and install approximately 3500 linear ft of natural gas pipe to the City's new water-treatment plant



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ORUD believes these two provisions are in keeping with the valuation of the property and represent a fair exchange.

Please contact me directly with any questions you may have.

Regards,

A handwritten signature in black ink, appearing to read "Sue Kristjansson". The signature is fluid and cursive, with a large initial "S" and a long, sweeping underline.

Sue Kristjansson  
President & CEO  
ORUD Natural Gas

# Anderson County - Parcel: 106G A 026.00



Date: October 23, 2019  
County: Anderson  
Owner: OAK RIDGE UTILITY  
Address: SCARBORO RD 603  
Parcel Number: 106G A 026.00  
Deeded Acreage: 0  
Calculated Acreage: 0  
Date of Imagery: 2015

Esri, HERE, Garmin, (c) OpenStreetMap contributors  
TN Comptroller - OLG  
TDOT  
State of Tennessee, Comptroller of the Treasury, Office of Local Government  
(OLG)

The property lines are compiled from information maintained by your local county Assessor's

# Anderson County - Parcel: 106G A 026.00

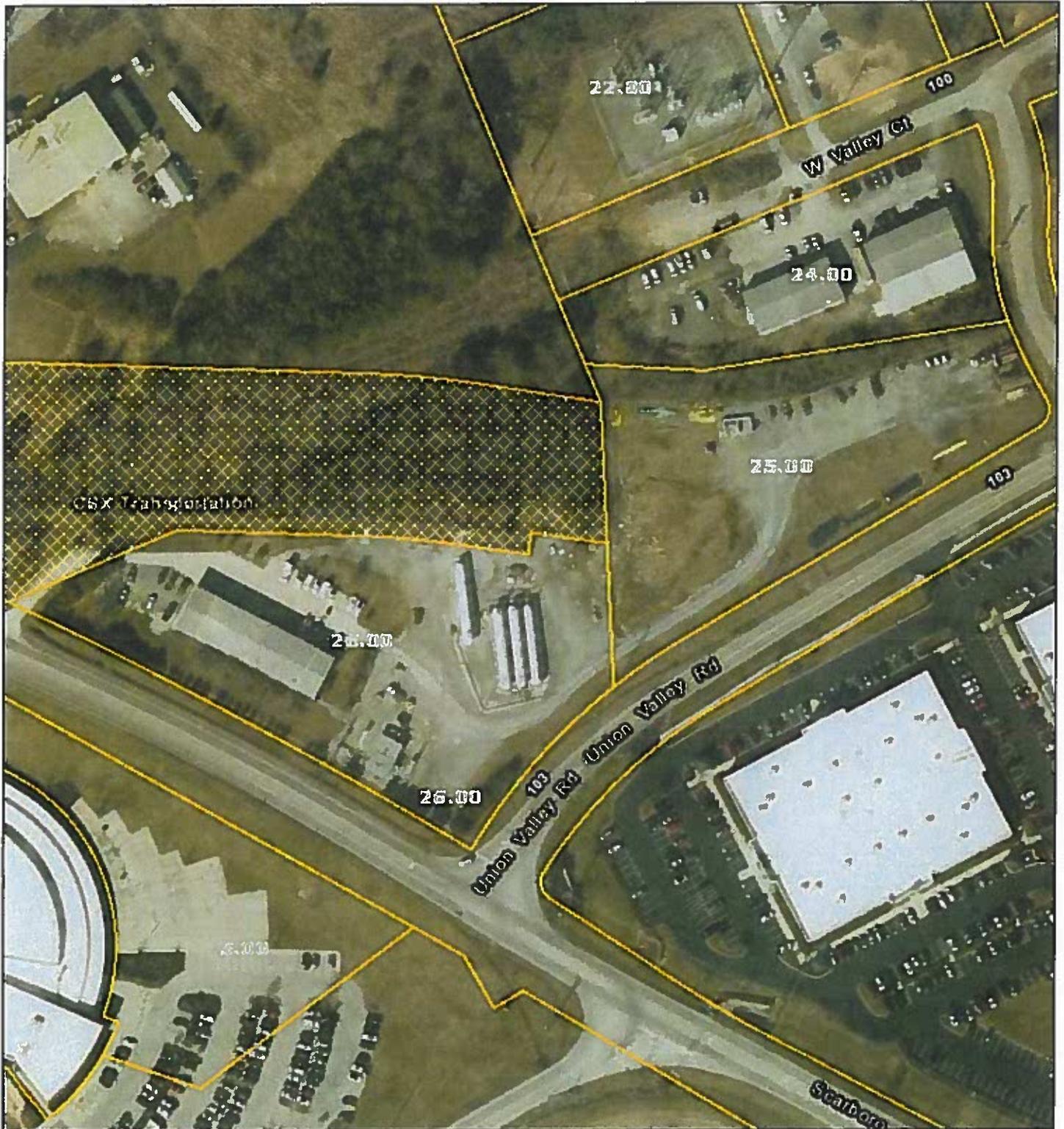


Date: October 23, 2019  
County: Anderson  
Owner: OAK RIDGE UTILITY  
Address: SCARBORO RD 603  
Parcel Number: 106G A 026.00  
Deeded Acreage: 0  
Calculated Acreage: 0  
Date of Imagery: 2015

Esri, HERE, Garmin, (c) OpenStreetMap contributors  
TN Comptroller - OLG  
TDOT  
State of Tennessee, Comptroller of the Treasury, Office of Local Government  
(OLG)

The property lines are compiled from information maintained by your local county Assessor's office. The Assessor's office is not responsible for any errors or omissions in this information.

# Anderson County - Parcel: 106G A 026.00



Date: October 23, 2019  
County: Anderson  
Owner: OAK RIDGE UTILITY  
Address: SCARBORO RD 603  
Parcel Number: 106G A 026.00  
Deeded Acreage: 0  
Calculated Acreage: 0  
Date of Imagery: 2015

Esri, HERE, Garmin, (c) OpenStreetMap contributors  
TN Comptroller - OLG  
TDOT  
State of Tennessee, Comptroller of the Treasury, Office of Local Government  
(OLG)

The property lines are compiled from information maintained by your local county Assessor's







**RESOLUTION**

A RESOLUTION AUTHORIZING THE TRANSFER OF 603 SCARBORO ROAD FROM THE CITY OF OAK RIDGE, TENNESSEE, TO THE OAK RIDGE UTILITY DISTRICT.

WHEREAS, the City is the owner of real property located at 603 Scarboro Road (the "property"); and

WHEREAS, the United States of America owned the property in 1955 and executed a fifty-year lease with ORUD; and

WHEREAS, in 1968, the United States of America transferred the property to the City subject to ORUD's leasehold interest; and

WHEREAS, ORUD maintains its propane air plant and maintenance facilities on the property and the adjacent property owned by ORUD; and

WHEREAS, ORUD has requested the City transfer the property to ORUD for their continued use; and

WHEREAS, in exchange for the transfer, ORUD has agreed to (1) be responsible for all maintenance and clean-up of the property including maintenance of the four propane tanks and associated equipment on the property, and (2) provide and install approximately 3,500 linear feet of natural gas pipe to the City's proposed new water treatment plant; and

WHEREAS, the City Manager recommends approval of ORUD's request.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

The City Attorney is hereby authorized to prepare a deed to transfer the City-owned parcel located at 603 Scarboro Road to the Oak Ridge Utility District in exchange for the following:

- ORUD's agreement to be responsible for all maintenance and clean-up of the property including maintenance of the four propane tanks and associated equipment currently located on the property, and
- ORUD's agreement to provide and install approximately 3,500 linear feet of natural gas pipe to the City's proposed new water treatment plant.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 22nd day of September 2020.

APPROVED AS TO FORM AND LEGALITY:

  
 \_\_\_\_\_  
 Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
 Warren L. Gooch, Mayor

\_\_\_\_\_  
 Mary Beth Hickman, City Clerk

**PUBLIC WORKS DEPARTMENT MEMORANDUM  
20-62**

**DATE:** September 21, 2020  
**TO:** Dr. Mark S. Watson, PhD., City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: 1010 COMMERCE PARK AND MUNICIPAL BUILDING SECTION #3 – ROOF REPLACEMENT**

Introduction

An item for City Council's consideration is the recommendation for approval of a resolution authorizing a contract in the not to exceed amount of \$270,680 with JDH Company, Inc. located in Chattanooga, TN for the replacement of the roof on a City owned building located at 1010 Commence Park Drive and also the portion of the roof over the Utility Business office referred to as section three (3) of the Oak Ridge Municipal Building. The total not to exceed includes a base bid price of \$242,080 for both buildings combined, allowances of up to \$15,600 and \$13,000 as contingencies for unforeseen circumstances for both building combined.

Funding

Funding is available in the Capital Projects Fund.

Background/ Consideration

A city-wide roofing study was completed by RoofConnect® in December 2017, which recommended a projected \$12 million in roof replacement over the next 10 to 12 years. The study which is now 3 years old surveyed twenty four (24) sites. Many of those sites have multiple buildings and the survey divided the roofs on most buildings into several sections. The resulting prioritization recommends that 124 roof sections be replaced between FY-19 and FY-28. At this time two (2) buildings have been completed and two (2) are presently under construction.

The roof to be replaced on the 1010 Commence Park Dr. building (1010 bldg.) is thirteen thousand eight hundred (13,800) square feet all in one section. During the 2017 study several open seams were present along with deterioration and rust on pipe boots, flashing, curb caps and vents. There were several abandoned roof penetrations and also vegetation growing in locations where water was ponding. Since the time of the report the building has been repurposed for use by the City Information Services and Police Departments. During renovations HVAC units were replaced causing additional change in roof penetration points.

The roof on the Oak Ridge Municipal Building is thirty five thousand eight hundred square feet and is divided into three (3) sections. At this time only roof section three (3) which is six thousand nine hundred (6,900) square feet is proposed for replacement. This is the northwest section of the building. At the time of the study it was judged to be in poor condition but to have a few years of use left. The majority of this section of the building houses the Utility Business office (UBO). The UBO recently reopened after being closed to the public for several months for an extensive renovation. During the work several roof leaks were experienced. This combined with the need to protect new equipment and furnishings is why replacement now is recommended.

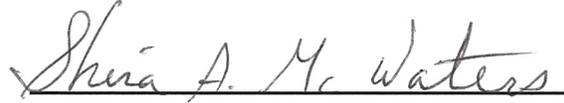
Replacement of these roofs will help protect the structures and contents of both buildings.

The bid proposal asks for base bid for the roof replacement and then also contains allowances for estimated quantities and unit prices for eight (8) items such as resurfacing or replacing the steel deck and related components that may be required to support the new roof assembly. Most of these items in the list of allowances cannot be seen until the old roof is removed therefore the quantities cannot be known in advance. The total not to exceed price included in the attached resolution includes the base bid for replacement, cumulative cost for allowances and a contingency of \$13,000 for unforeseen circumstances.

Recommendation

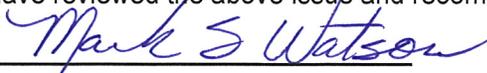
Sealed bids were solicited and responses were received from seven (7) bidders. Based on this information Public Works is satisfied with the results of the bid process and recommends award of the contract to JDH Company, Inc. located in Chattanooga, TN in the not to exceed amount of \$270,680.

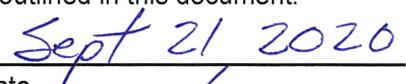
Attachment(s)  
Abstract of Bids

  
Shira A. McWaters, P.E.

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

  
Mark S. Watson

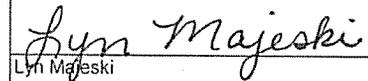
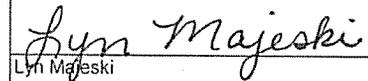
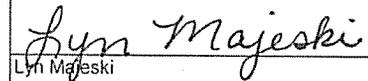
  
Date

CITY OF OAK RIDGE, TENNESSEE

Abstract of Bids

FY2021-039

OPENING DATE: September 18, 2020 4:15 P.M.

FOR ---			BIDDER:	BIDDER:	BIDDER:	BIDDER:																						
1010 Commerce Park Drive and Roof No. 3 at the Municipal Building - Roof Replacement Projects			JDH Company, Inc. 1133 E. Main Street Chattanooga, TN 37408	Eskola, LLC 2933 NW Park Drive Knoxville, TN 37921	E Cornell Malone Corporation 6214 Enterprise Drive Knoxville, TN 37919	Porter Roofing Contractors, Inc. 9057 Manchester Hwy Morrison, TN 37357																						
DESCRIPTION	ITEM	LOCATION	TOTAL	TOTAL	TOTAL	TOTAL																						
THE FURNISHING OF ALL LABOR, MATERIALS, SUPPLIES, TOOLS, AND EQUIPMENT NECESSARY TO PERFORM ALL WORK AND SERVICES NECESSARY FOR 1010 COMMERCE PARK DRIVE AND ROOF NO.3 AT THE MUNICIPAL BUILDING - ROOF REPLACEMENT PROJECTS PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE, PUBLIC WORKS DEPARTMENT	Base	1010 Building	\$ 154,540.00	\$ 159,880.00	\$ 142,295.00	\$ 180,244.00																						
	Base	No. 3 Roof Muni Building	\$ 87,540.00	\$ 87,580.00	\$ 111,955.00	\$ 96,660.00																						
		Total Base Bid	\$ 242,080.00	\$ 247,460.00	\$ 254,250.00	\$ 276,904.00																						
	<b>TOTAL BASE BID</b>			\$ 242,080.00	\$ 247,460.00	\$ 254,250.00	\$ 276,904.00																					
<b>ALLOWANCE &amp; CONTINGENCY</b>			\$ 28,600.00																									
<b>TOTAL NOT-TO-EXCEED</b>			\$ 270,680.00																									
<b>TERMS</b>			Net 30	Net 30	Net 30	Net 30																						
<b>DELIVERY</b>			Per Contract	Per Contract	Per Contract	Per Contract																						
<b>F.O.B.</b>			Oak Ridge	Oak Ridge	Oak Ridge	Oak Ridge																						
<b>VIA</b>			Vendor	Vendor	Vendor	Vendor																						
<p>Advertised on the City's Website for 23 days</p> <p><b>OTHER BIDDERS CONTACTED:</b></p> <table border="0"> <tr> <td>Radco Roofing, Inc. - Mount Holly, NC</td> <td>Rackley East TN - Knoxville, TN</td> <td>Tri State Roofing - Chattanooga, TN</td> <td rowspan="7"> <b>BIDS OPENED AND RECORDED BY---</b>                        Lyn Majeski                      Purchasing Manager                 </td> </tr> <tr> <td>FTM Contracting - Cookeville, TN</td> <td>Brogdon Roofing - Oak Ridge, TN</td> <td>Genesis Roofing - Hendersonville, TN</td> </tr> <tr> <td>Dixie Roofing, Inc. - Powell TN</td> <td>Zurix Roofing - Knoxville, TN</td> <td>Mid Atlantic Roofing Supply - Gallatin, TN</td> </tr> <tr> <td>The above 3 Bidders also submitted a Bid.</td> <td>Anderson Lumber Company, Inc. - Alcoa, TN</td> <td>KH Commercial Roofing - Knoxville, TN</td> </tr> <tr> <td>Ridge Roofing - LaFollette, TN</td> <td>Adams Roofing &amp; Remodeling - Loudon, TN</td> <td>Larimer Shannon Group - Atlanta, GA</td> </tr> <tr> <td>Beacon Roofing Supply Company - Knoxville, TN</td> <td>Progressive Roofing - Birmingham, AL</td> <td>Beacon Roofing Supply Company - Knoxville, TN</td> </tr> <tr> <td></td> <td>Ideal Building Solutions - Norcross, GA</td> <td>Pinaire Roofing, LLC - Nashville, TN</td> </tr> </table>							Radco Roofing, Inc. - Mount Holly, NC	Rackley East TN - Knoxville, TN	Tri State Roofing - Chattanooga, TN	<b>BIDS OPENED AND RECORDED BY---</b>  Lyn Majeski Purchasing Manager	FTM Contracting - Cookeville, TN	Brogdon Roofing - Oak Ridge, TN	Genesis Roofing - Hendersonville, TN	Dixie Roofing, Inc. - Powell TN	Zurix Roofing - Knoxville, TN	Mid Atlantic Roofing Supply - Gallatin, TN	The above 3 Bidders also submitted a Bid.	Anderson Lumber Company, Inc. - Alcoa, TN	KH Commercial Roofing - Knoxville, TN	Ridge Roofing - LaFollette, TN	Adams Roofing & Remodeling - Loudon, TN	Larimer Shannon Group - Atlanta, GA	Beacon Roofing Supply Company - Knoxville, TN	Progressive Roofing - Birmingham, AL	Beacon Roofing Supply Company - Knoxville, TN		Ideal Building Solutions - Norcross, GA	Pinaire Roofing, LLC - Nashville, TN
Radco Roofing, Inc. - Mount Holly, NC	Rackley East TN - Knoxville, TN	Tri State Roofing - Chattanooga, TN	<b>BIDS OPENED AND RECORDED BY---</b>  Lyn Majeski Purchasing Manager																									
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Beacon Roofing Supply Company - Knoxville, TN	Progressive Roofing - Birmingham, AL	Beacon Roofing Supply Company - Knoxville, TN																										
	Ideal Building Solutions - Norcross, GA	Pinaire Roofing, LLC - Nashville, TN																										
<b>REASON FOR AWARD:</b> ONLY BID RECEIVED <input type="checkbox"/> LOW PRICE <input type="checkbox"/> BETTER OR REQUIRED DESIGN <input type="checkbox"/> EARLY DELIVERY <input type="checkbox"/> LOWEST BASE BID <input checked="" type="checkbox"/>			<b>RECOMMEND AWARD BE MADE TO:</b>  JDH Company, Inc. 1133 E. Main Street Chattanooga, TN 37408		<b>BIDS REVIEWED BY---</b>  Dallas Dyce Accounting Manager																							

**RESOLUTION**

A RESOLUTION AWARDING A CONTRACT (FY2021-039) TO JDH COMPANY, INC., CHATTANOOGA, TENNESSEE, FOR ROOF REPLACEMENT AT THE 1010 COMMERCE PARK BUILDING AND SECTION 3 OF THE MUNICIPAL BUILDING IN AN AMOUNT NOT TO EXCEED \$270,680.00.

WHEREAS, the roofs at the 1010 Commerce Park Building (formerly known as the Entrepreneurial Center) and Section 3 of the Municipal Building (Utility Business Office) are in poor condition and are in need of replacement; and

WHEREAS, bids were received and publicly opened on September 18, 2020, with JDH Company, Inc., Chattanooga, Tennessee, submitting the lowest and best bid, which bid the City Manager recommends be accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and award is hereby made to JDH Company, Inc., 1133 E. Main Street, Chattanooga, Tennessee 37408, for the furnishing of all labor, tools, materials, equipment and supplies necessary to perform all work and services necessary for roof replacements at the 1010 Commerce Park building and Section 3 of the Municipal Building (Utility Business Office); said award in strict accordance with contract number FY2021-039, the required specifications, the bid as publicly opened on September 18, 2020, and in an amount not to exceed \$270,680.00, which amount includes \$242,080.00 for the base bid and \$28,600.00 for allowances and contingencies for potential unknown quantities that will not be known until the old roofs are removed.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 22nd day of September 2020.

APPROVED AS TO FORM AND LEGALITY:



Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk

**PUBLIC WORKS DEPARTMENT MEMORANDUM**  
**20-61**

**DATE:** September 21, 2020  
**TO:** Dr. Mark S. Watson, PhD, City Manager  
**FROM:** Shira A. McWaters, P.E., Public Works Director  
**SUBJECT: WILLOW BROOK ELEMENTARY SCHOOL – ROOF REPLACEMENT**

Introduction

An item for City Council's consideration is the recommendation for approval of a resolution authorizing a contract in the not to exceed amount of \$ 1,114,726 with Radco Construction Services, Inc. dba Radco Roofing, Inc. located in Mount Holly, NC for the replacement of the roof at Willow Brook Elementary School located at 298 Robertsville Road. The total not to exceed includes a base bid price of \$1,036,825 and allowances of up to \$24,901 and \$53,000 for contingencies for unforeseen circumstances.

Funding

Funding is available in the Capital Projects Fund.

Background/Consideration

A city-wide roofing study was completed by RoofConnect® in December 2017, which recommended a projected \$12 million in roof replacement over the next 10 to 12 years. The study which is now 3 years old surveyed twenty four (24) sites. Many of those sites have multiple buildings and the survey divided the roofs on most buildings into several sections. The resulting prioritization recommends that 124 roof sections be replaced between FY-19 and FY-28. At this time two (2) buildings have been completed and two (2) are presently under construction.

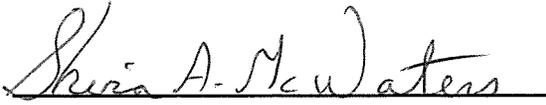
The roof to be replaced at Willow Brook Elementary is sixty three thousand and seven hundred (63,700) square feet divided into 7 sections. The initial evaluation report listed multiple defects and advised against trying to extend the life of the roof by patching leaks or spot repairs of defects as they occur. The 2017 report recommends complete tear off and replacement. Replacement of this roof will help protect the structure and contents of the building.

The bid proposal asks for base bid for the roof replacement and then also contains allowances for estimated quantities and unit prices for nine (9) items such as resurfacing or replacing the steel deck and related components that may be required to support the new roof assembly. Most of these items in the list of allowances cannot be seen until the old roof is removed therefore the quantities cannot be known in advance. The total not to exceed price included in the attached resolution includes the base bid for replacement, cumulative cost for allowances and a contingency of \$53,000 for unforeseen circumstances.

Recommendation

Sealed bids were solicited and responses were received from nine (9) bidders. Based on this information Public Works is satisfied with the results of the bid process and recommends award of the contract to Radco Roofing located in Mount Holly, NC in the not to exceed amount of \$1,114,726.

Attachment(s)  
Abstract of Bids

  
Shira A. McWaters, P.E.

**City Manager's Comments:**

I have reviewed the above issue and recommend Council action as outlined in this document.

Mark S. Watson

Mark S. Watson

Sept 21, 2020

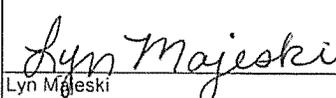
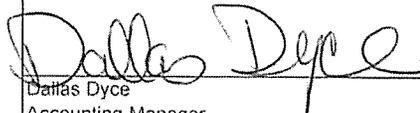
Date

CITY OF OAK RIDGE, TENNESSEE

Abstract of Bids

FY2021-038

OPENING DATE: September 18, 2020 4:00 P.M.

FOR ---			BIDDER:		BIDDER:		BIDDER:		BIDDER:	
Willow Brook Elementary- Roof Replacement			Radco Construction Services, Inc. dba Radco Roofing, Inc. 162 Lumber Lane Mount Holly, NC 28120		E Cornell Malone Corporation 6214 Enterprise Drive Knoxville, TN 37919		Eskola, LLC 2933 NW Park Drive Knoxville, TN 37921		AAR of North Carolina, Inc. 655 Peddycord Road Kernersville, NC 27284	
DESCRIPTION	ITEM	LOCATION	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	
THE FURNISHING OF ALL LABOR, MATERIALS, SUPPLIES, TOOLS, AND EQUIPMENT NECESSARY TO PERFORM ALL WORK AND SERVICES NECESSARY FOR THE WILLOW BROOK ELEMENTARY - ROOF REPLACEMENT PER THE SPECIFICATIONS PROVIDED BY THE CITY OF OAK RIDGE, PUBLIC WORKS DEPARTMENT	Base		\$ 1,036,825.00	\$ 1,039,605.00	\$ 1,076,600.00	\$ 1,084,000.00				
TOTAL BASE BID			\$ 1,036,825.00	\$ 1,039,605.00	\$ 1,076,600.00	\$ 1,084,000.00				
ALLOWANCE & CONTINGENCY			\$ 77,901.00							
TOTAL NOT-TO-EXCEED			\$ 1,114,726.00							
TERMS			Net 30	Net 30	Net 30	Net 30				
DELIVERY			Per Contract	Per Contract	Per Contract	Per Contract				
F.O.B.			Oak Ridge	Oak Ridge	Oak Ridge	Oak Ridge				
VIA			Vendor	Vendor	Vendor	Vendor				
Advertised on the City's Website for 23 days										
OTHER BIDDERS CONTACTED:			Rackley East TN - Knoxville, TN		Tri State Roofing - Chattanooga, TN		BIDS OPENED AND RECORDED BY---			
JDH Company, Inc. - Chattanooga, TN			Brogdon Roofing - Oak Ridge, TN		Genesis Roofing - Hendersonville, TN		 Lyn Majeski Purchasing Manager			
Porter Roofing Contractors, Inc. - McMinnville, TN			Zurix Roofing - Knoxville, TN		Mid Atlantic Roofing Supply - Gallatin, TN					
FTM Contracting - Cookeville, TN			Anderson Lumber Company, Inc. - Alcoa, TN		KH Commercial Roofing - Knoxville, TN					
Henley Roofing Co. - Heiskell, TN			Adams Roofing & Remodeling - Loudon, TN		Larimer Shannon Group - Atlanta, GA					
Dixie Roofing, Inc. - Powell TN			Progressive Roofing - Birmingham, AL		Beacon Roofing Supply Company - Knoxville, TN					
The above 5 Bidders also submitted a Bid.			Ideal Building Solutions - Norcross, GA		Pinaire Roofing, LLC - Nashville, TN		BIDS REVIEWED BY---			
REASON FOR AWARD:			RECOMMEND AWARD BE MADE TO:							
ONLY BID RECEIVED <input type="checkbox"/>			Radco Construction Services, Inc. dba Radco Roofing, Inc. 162 Lumber Lane Mount Holly, NC 28120							
LOW PRICE <input type="checkbox"/>										
BETTER OR REQUIRED DESIGN <input type="checkbox"/>										
EARLY DELIVERY <input type="checkbox"/>										
LOWEST BASE BID <input checked="" type="checkbox"/>										
			 Dallas Dyce Accounting Manager							

**RESOLUTION**

A RESOLUTION AWARDING A CONTRACT (FY2021-038) TO RADCO CONSTRUCTION SERVICES INC., DBA RADCO ROOFING INC., MOUNT HOLLY, NORTH CAROLINA, FOR ROOF REPLACEMENT AT WILLOW BROOK ELEMENTARY SCHOOL IN AN AMOUNT NOT TO EXCEED \$1,114,726.00.

WHEREAS, the roof at Willow Brook Elementary school is in poor condition with multiple defects and is in need of replacement; and

WHEREAS, bids were received and publicly opened on September 18, 2020, with Radco Construction Services Inc., dba Radco Roofing Inc., Mount Holly, North Carolina, submitting the lowest and best bid, which bid the City Manager recommends be accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OAK RIDGE, TENNESSEE:

That the recommendation of the City Manager is approved and award is hereby made to Radco Construction Services, Inc., dba Radco Roofing Inc., 162 Lumber Lane, Mount Holly, North Carolina 28120, for the furnishing of all labor, tools, materials, equipment and supplies necessary to perform all work and services necessary for roof replacement at Willow Brook Elementary school; said award in strict accordance with contract number FY2021-038, the required specifications, the bid as publicly opened on September 18, 2020, and in an amount not to exceed \$1,114,726.00, which amount includes \$1,036,825.00 for the base bid and \$77,901.00 for allowances and contingencies for potential unknown quantities that will not be known until the old roof is removed.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized to execute the appropriate legal instruments to accomplish the same.

This the 22nd day of September 2020.

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
Kenneth R. Krushenski, City Attorney

\_\_\_\_\_  
Warren L. Gooch, Mayor

\_\_\_\_\_  
Mary Beth Hickman, City Clerk