

The City of Pelham

MINUTES OF THE CALLED MEETING

August 26, 2025 – 6:30 p.m. – Council Chambers

PRESENT:

Mayor James Eubanks

Mayor Pro Tem, Rhonda Brown

Council Member Bennett Adams

Council Member Fredrick Davis

Council Member Bobby Robinson

Council Member Cody Shiver

Council Member Mistry Troutman

City Manager, Christian Drake

Enterprise-Journal, Dawn Clark

Police Chief Nealie McCormick

Assistant Police Chief Rod Williams

Gary Smith

With a quorum present, Mayor Eubanks called the meeting to order at 6:30 p.m..

APPROVAL OF AGENDA

Council Member Adams made a motion to approve the agenda as presented, seconded by Council Member Shiver. The vote was unanimous.

AWARD ARCHITECTURAL SERVICES PROPOSALS

The council reviewed the Request for Proposals (RFP) issued for architectural services related to the rehabilitation of the historic Carnegie Library. The project is funded through the Emergency Supplemental Historic Preservation Fund (ESHPPF).

The scope of services was outlined to include:

- Structural stabilization

- Roof and foundation repairs
- Interior mold remediation
- Window and systems rehabilitation
- Compliance with the Secretary of the Interior's Standards for Rehabilitation

It was noted that proposals were evaluated strictly on the published grading sheet, with scoring based on six criteria (0–2 points each, for a maximum of 12 points):

1. Ability to provide the disciplines necessary for the project
2. Firm's experience with this type of construction
3. Key personnel experience with this type of construction
4. Quality of reference information
5. Experience with CDBG, RDF, or HPD projects
6. Price competitiveness

Proposals Received

The following firms submitted proposals:

- Energy & Environment LLC (EELLC)
- Jewel of the South (JOW)
- Gladwin Vaughn Architecture, LLC
- Jinright, Ryan & Lynn, P.C. (JRL)
- ServPro

Evaluation Results

- **Jinright, Ryan & Lynn, P.C. (JRL)** – Received the highest overall score, demonstrating extensive experience with civic and federally funded projects, highly qualified personnel, strong references, and a competitive fee structure.
- **Gladwin Vaughn Architecture, LLC** – Ranked second, with a strong historic preservation portfolio and experienced staff.
- **Jewel of the South (JOW)** – Provided a solid proposal with qualified personnel, but less extensive experience than the top two firms.
- **Energy & Environment LLC (EELLC)** – Showed general qualifications but limited history with CDBG/HPD projects.
- **ServPro** – Did not score competitively in comparison to the other firms.

Council Discussion

Councilmembers engaged in discussion regarding:

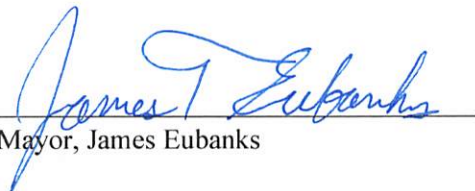
- **Fee Structure:** Several members noted that JRL's proposed 9% fee was based on the total project cost rather than a fixed fee for services. Clarification was sought on how this arrangement would impact budgeting and future project phases.

- **Project Oversight:** Questions were raised about how work would be managed, the responsibilities of the selected architectural firm, and how communication would be maintained between the City Council, the Library Board, and the architects.
- **Roles and Responsibilities:** Discussion included ensuring the Library Board has an active role in guiding the project alongside the Council to preserve community input and accountability.

At the end of the discussion Councilmember Davis made a motion to award the RFP for Architectural Services to Jinright, Ryan, and Lynn, PC , Seconded by Mayor Protem Brown. Councilmembers Adams, Shiver and Troutman voted in favor of the motion. Councilmember Robinson voted against the motion. With the majority of the council voting in favor of the motion the motion passed.

Adjourn

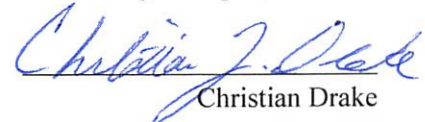
Council member Robinson made a motion to adjourn the meeting, seconded by Mayor Protem. The vote was unanimous. Mayor Eubanks declared the meeting closed at 7:01 p.m.



Mayor, James Eubanks

AUTHENTICATED:

This 11th day of September 2025



Christian Drake

