Town of Bluffton
Town Hall Renovation Project
Town Hall Renovation Project – Project Background

- Beaufort County School District ownership
- Town of Bluffton lease through 2099
- Old Town Master Plan – keep Town Hall in Old Town Bluffton Historic District
- Town investment of more than $750k since 2000
- Town of Bluffton FY16 CIP Budget - $500k
Town Hall Renovation Project – Project Background

- Town Hall occupies 2.5 acre site
- Roughly 85 parking spaces (mostly informal)
- Approximately 27,000 sf building:
  - South Wing - occupied
  - North Wing - unoccupied
- Approximately 13,000 sf Town Hall
- Approximately 3,000 sf May River Theater
- Approximately 8,000 sf unoccupied
- Approximately 3,000 sf Calhoun Station
Town Hall Renovation Project – Preliminary Feasibility Study Scope

- **Existing Building and Site Analysis**
  - Building Structure
  - Roof System
  - Mechanical Systems (heating, lighting, plumbing, electrical, fire suppression, etc.)
  - Potential Hazards (asbestos & mildew)
  - Site Constraints and Opportunities

- **Proposed Project**
  - Conceptual Design – floor plan, preliminary exterior renderings, conceptual site plan
  - Preliminary Project Budget
  - Preliminary Project Schedule
existing – engineering
Town Hall Renovation Project – Existing Structure Feasibility Study

- Structure
  - The exterior of the building is CMU block with an external brick veneer
  - The block & brick are in good shape and require minimal repointing in some areas
  - The interior walls are a combination of CMU / brick walls with some gypsum walls
  - The building has an open web metal truss system to support the roof structure
  - Various lintels are rusted and should be considered for repair or replacement in the future
  - All windows are older and need to be replaced with new thermal energy efficient windows
Roofing

- The building had a retrofit metal roof added some time ago over the original flat roof system
- Various pipe penetrations, ridge caps, ventilators, roof panels need to be repaired
- Fasteners and gaskets need to be added in many locations
- New flashing and on lower canopies need to be considered
- The general overall roof system is in good shape and mostly needs repairs in some locations
Fire Protection

- The building is not provided with a fire sprinkler system
- Depending on the future renovation scope, a new system is strongly encouraged and may be required
- The existing fire alarm system in the back wing is in disrepair and will need to be replaced
- The existing fire alarm system in the front wing is in good condition
- As part of the renovation / addition, both a total building system will need to be established
Town Hall Renovation Project – Existing Structure Feasibility Study

- **Mechanical**
  - Front wing of the building is conditioned by numerous split systems heat pumps
  - Front condensing units are located outside on grade, air handling units are suspended above the ceiling
  - Condition ranges from poor/fair to good condition
  - Age ranges from 5-12 years old
  - Life span of units are 15 years, strong consideration for a complete new system during renovation
  - North wing conditioned by an air cooled chiller/chilled water system serving many zones
  - North wing will need a complete new system since the existing unit is non operational
Town Hall Renovation Project – Existing Structure Feasibility Study

- **Electrical**
  - The existing electrical service voltage to the building is 120/208V 3 phase 4 wire fed from SCE&G
  - The main service panels are located in the back wing mechanical room
  - The main panels appear to be from the 1950’s – 1960’s and are probably original construction
  - These panels are no longer manufactured, so replacements parts will be hard to locate
  - A new central, up to code, system is recommended to replace this during renovation
Town Hall Renovation Project – Existing Structure Feasibility Study

- **Plumbing**
  - The existing plumbing system is estimated to contain older cast iron pipes.
  - The existing restrooms are in poor quality, lack adequate handicap service and under served.
  - New sanitary vents & waste pipes are recommended.
  - New proper handicap restrooms and the proper amount of stalls are required in the renovation.

- **Lighting**
  - The existing lighting system in the front wing consists of lay-in fluorescent acrylic lens units.
  - The existing lighting system in the rear wing is in various stages of disrepair and should be replaced.
Asbestos

- Currently there are numerous locations in the building that contain asbestos in some form
- Asbestos is located in floor tile, mastic, ceiling materials, plaster, stage curtain & roof flashing
- Asbestos abatement will have to be performed before demolition can occur in the building
Town Hall Renovation Project – Feasibility Study Summary of Findings

- Existing building has “good bones” - can use the existing structure with alterations and additions per approved scope
- Adequate land for parking to accommodate various shared-uses
- Adequate space to accommodate current needs, while also room to grow
- Renovation will formalize a mixed-use Town Hall:
  - Town Hall Offices
  - Formal Public Meeting Space
  - Municipal Court
  - May River Theater
  - Calhoun Station
Town Hall Renovation Project – Preliminary Goals and Priorities

- Town Hall Site Improvements
  - Organize and expand parking availability – approximately 145 spaces
  - Add outdoor lighting to parking areas and building
  - Establish formal gathering area for Town events and public use
  - Minor improvements for on-site stormwater management
  - Minor improvements to Town Hall signage
  - Addition of pedestrian safety elements on Bridge Street and Pritchard Street
Improving Town Building

- Improve technology, efficiency of office space, and consolidate Town operations at Town Hall
- Provide formal public meeting space for Town Council meetings, Municipal Court, and other public meetings
- Enhance citizen entry to Town Hall and create shared common area for Town Hall, May River Theater, and Municipal Court
- Improve customer and citizen experience at Town Hall
- Improve air quality, provide natural lighting, and remediate asbestos
- Enhance public safety measures for mixed-use functions
- Improve existing building systems and update building to current building standards where feasible/required
proposed – floor plan

- Executive IT - HR
- Finance
- Engineering
- Storage Files
- Conference
- Growth Mgmt
- Calhoun Station
- Public Meetings
- May River Theatre
- Customer Service
- Employee entry’s
- Employee breakroom
- Wall of honor
- Public access
- Waiting lounge
- Props
- Court entry
- Loading
- Town entry
- Store entry
Town of Bluffton
proposed
site plan

existing parking stalls: 55
proposed parking stalls: 109

Main Parking

May River Theatre

Overflow Parking

Calhoun Station

existing parking stalls: 55
proposed parking stalls: 109

parallel parking

new covered walkway
court entry
theatre loading

May River Theatre

Existing Town Hall
town hall entry

Main Parking

Overflow Parking

Calhoun Station

outside staff lounge area

Main Parking

Bridge Street

pocket park

pocket park

pocket park
Town Of Bluffton
Town Hall - Elevation study
Conceptual Presentation - 01.19.16
## FY16 Capital Improvement Project Priorities

<table>
<thead>
<tr>
<th>Project</th>
<th>Type</th>
<th>Proposed FY 16 Activities</th>
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</thead>
<tbody>
<tr>
<td>Calhoun Street &amp; Adjacent Area Improvements</td>
<td>Old Town Improvements</td>
<td>Design/Pursue Construction Funds</td>
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<tr>
<td>Old Town Streetscape, Lighting &amp; Parking</td>
<td>Old Town Improvements</td>
<td>Concept Phase-Parking/Lighting</td>
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<tr>
<td>Calhoun Street River Overlook/Community Park</td>
<td>Old Town Improvements</td>
<td>Pursue Potential Opportunities</td>
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<tr>
<td>Bluffton Parkway Phase 5B</td>
<td>Roadway Improvements</td>
<td>Pursue Construction Funds</td>
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<tr>
<td>General Pathways</td>
<td>Pathways</td>
<td>Construct Goethe-Shults Sidewalks</td>
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<tr>
<td>Buck Island-Simmonsville Sewer</td>
<td>Sewer &amp; Water</td>
<td>Concept Phase &amp; Design</td>
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<tr>
<td>Jason-Able Sewer</td>
<td>Sewer &amp; Water</td>
<td>Concept Phase &amp; Design</td>
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<tr>
<td>Oyster Factory Park - Next Phase</td>
<td>Park Development</td>
<td>Garvin House &amp; Parking Lot Work</td>
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<tr>
<td>Buckwalter Place Tech Park Infrastructure</td>
<td>Town Facilities</td>
<td>TBD</td>
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<tr>
<td>Parks and Recreation</td>
<td>Park Development</td>
<td>Ongoing Activities as Needed</td>
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<tr>
<td>Land Acquisition</td>
<td>Land Acquisition</td>
<td>Pursue Potential Opportunities</td>
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<tr>
<td>Calhoun Street Dock Improvements</td>
<td>Old Town Improvements</td>
<td>Coordinate with Beaufort County</td>
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<td>BIS Pathways</td>
<td>Pathways</td>
<td>Concept Phase/Pursue Funding</td>
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<tr>
<td>Recreational Access Improvements - River, Facilities, Parks</td>
<td>Park Development</td>
<td>Pursue Potential Opportunities</td>
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<tr>
<td>General Sewer</td>
<td>Sewer &amp; Water</td>
<td>Concept Phase/Pursue Funding</td>
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<tr>
<td>Town Hall and Municipal Court</td>
<td>Town Facilities</td>
<td>Proposed</td>
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<tr>
<td>Oscar Frazier Park: Event Parking</td>
<td>Park Development</td>
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<tr>
<td>Oscar Frazier Park: Tennis Courts</td>
<td>Park Development</td>
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<tr>
<td>Oscar Frazier Park: Field of Dreams</td>
<td>Park Development</td>
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<tr>
<td>Blueways-Kayak Trail</td>
<td>Park Development</td>
<td>Proposed</td>
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<tr>
<td>Corridor/Median Beautification: Highway 46, Burnt Church, Simmonsville, US 278</td>
<td>Roadway Improvements</td>
<td>Proposed</td>
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</table>

### Key
- **High Priority**
- **Secondary Priority**
- **Long Term Project**
Town Hall Renovation Project – Project Scope/Preliminary Budget

- Space Assessment – 30,800 sf
  - Town Hall – 19,000 sf
  - Town Council Chambers/Municipal Court – 5,800 sf
  - May River Theater – 3,000 sf
  - Calhoun Station – 3,000 sf

- Preliminary Project Budget
  - FY16 - $500k approved
  - FY17 – additional $2.5M - $3M proposed

- Preliminary Project Schedule
  - Construction start date – no later than November, 2016
Town Hall Renovation Project – Project Proposal

- Town Council prioritization of Town Hall Renovation Project in FY16/FY17 CIP Program
- Town Council preliminary approval of proposed project:
  - Scope / Budget / Schedule
- Town Council approval to solicit the following proposals:
  - Design Team – architect, mechanical, electrical, plumbing, structural, and fire protection design professionals, and civil engineer
  - Construction Team – construction manager/general contractor with a not to exceed contract amount
<table>
<thead>
<tr>
<th>Action Item</th>
<th>Time Frame</th>
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<tbody>
<tr>
<td>Existing Conditions &amp; Conceptual Design Presentation Package</td>
<td>January 19, 2016</td>
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<tr>
<td>presentation to Town Council for consideration of scope and budget</td>
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<tr>
<td>Solicitation of RFP / RFQ from Vendors</td>
<td>February, 2016</td>
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<td>bid invitations to vendors</td>
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<tr>
<td>RFP / RFQ Design Team Packages Due to Town</td>
<td>March, 2016</td>
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<tr>
<td>complete bid package due to town for review and interviews</td>
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<tr>
<td>Town Council Consideration of Design Team Contracts of Vendors</td>
<td>May 10, 2016</td>
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<tr>
<td>council reviews and approves all vendors to commence project</td>
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<tr>
<td>Design Team Kick-off</td>
<td>June 1, 2016</td>
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<td>all vendors to meet and start kick-off meeting of the project</td>
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<tr>
<td>Town Hall Design/Town Council Consideration of Construction Contract/</td>
<td>June 1, 2016 – July 15, 2017</td>
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<tr>
<td>Construction Cycle</td>
<td></td>
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<tr>
<td>approx. 4 month design schedule / min 9 month construction schedule</td>
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Questions

✓ Background
✓ Feasibility Study
✓ Proposed Scope
  ✓ Design
  ✓ Budget
  ✓ Schedule