

Town of Montreat Town Services Building Replacement Project



Building History

The current Town Services Building was constructed circa 1960s and leased to the Town (99 years for \$1.00) as part of the 1982 water and sewer system transfer.

Why a New Town Hall?

- Lack of Proper Heating/Air and Electrical System
- Inadequate Office Space/Meeting Space/Storage
- Inadequate Restrooms/Lockers/Safety Features
- Does not meet ADA Requirements
- Inefficient Design - Inadequate "Flow Control"
- Increased Staffing Levels since 1980s

Project Discussion Timeline

- Pre-2005: Informal Need Discussions
- 2006: Building Replacement Established as a Formal Goal & Listed in the Capital Improvement Plan
- 2007: Initial Staff Review of Possible Locations
- 2008: Broad Action Plan Developed to Move Forward with a Construction Plan
- 2009 – 2012: Project Delayed Pending an Appropriate Site
- 2013: Conducted Space Needs Study Conducted/Request for Qualifications (RFQ) for Professional Architectural Services Developed

Public Meeting Discussion Summary

- Total Times Project Discussed: 40 since 2007
- Included in CIP and Annual Budget since 2006
- Information on the Town Hall Project has been included in Newsletters, Postcards and distributed through the Website and Sunshine List

Site Considerations (21 Total Sites):

- Ownership/Cost
- Property Size
- Access/Parking
- Location of Floodway/Floodplain
- Availability of Utilities
- ADA Approach Requirements
- Convenience and Visibility

Two Very Important Factors Helped the Board Determine the Final Selection

The Board felt that:

- 1) Montreat's Town Hall should be within Montreat.
- 2) Montreat's Town Hall should be an independent facility and separate from other community entities.

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Site Selection and Due Diligence

Late last summer, the Board identified a potential Town Hall facility construction site on a 0.776 acre tract located between Florida Terrace and Arkansas Trail that was listed on the market for sale through Greybeard Realty. This site is zoned Institutional/Residential, a transitional zone which is intended to accommodate a mixture of residential, office, and institutional uses.

A Space Needs and Site Study Report was prepared in September 2013 to determine the maximum square footage of a proposed structure and whether the site could accommodate a building of that size. These reports recommended a maximum gross building square footage area of 8,897 square feet, and provided two conceptual site plan options. The Board finalized the purchase of the Florida Terrace property in October 2013 and issued a Request for Qualifications (RFQ) for architectural design services in January 2014.

Storage space is not planned, either in the proposed Town Hall building or on the lot, for large equipment or Water or Street Department inventory items such as pipe, gravel, tools or machinery. The Town will continue to house and store these items in their present locations.

Architectural Design Firm Selection

After reviewing RFQ responses from eleven firms, the Board selected six candidates to give presentations and answer interview questions during two special meetings on April 14 and 15, 2014 in the Left Bank Conference Room. Contract negotiations have begun with the top-rated firm.

Next Steps

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|-------------------------|--------------------------------------|---------------------------|---------------|
| • Contract Approval: | May 8 th 2014 (tentative) | • Design Development: | August 2014 |
| • Staff/Board Workshop: | May 2014 | • Solicit Bids: | October 2014 |
| • Public Workshops: | May and June 2014 | • Bid Acceptance: | December 2014 |
| • Schematic Design: | June and July 2014 | • Substantial Completion: | November 2015 |

Financial Impact

Space Needs Study	\$ 13,000.00
Land Acquisition	\$ 225,000.00
Design/Engineering	\$ 145,000.00
Construction Costs	\$ 1,300,000.00
Financing Costs	\$ 780,000.00
Estimated Project Cost	\$ 2,463,000.00

- The Town has incurred NO General Fund Debt.
- At June 30, 2013, the Town had a Legal Debt Margin of \$19,573,232.
- The Town retains a healthy fund balance.
- The Town's Fund Balance is \$1,383,753 as of June 30, 2013.
- Final Cost of Project is Determined Following the Completion of the Design Work.

Questions or concerns? Please contact Town Administrator Ron Nalley at (828) 669-8002, ext. 305 or rnalley@townofmontreat.org