

Telephone: 843-549-2545

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City of Walterboro

242 Hampton Street

Walterboro, South Carolina 29488

Mailing Address:

Post Office Box 709

Walterboro, South Carolina 29488-0008

Walterboro City Council
Regular Meeting
December 6, 2016
City Hall
6:15 P.M.

A G E N D A

I. Call to Order:

1. Invocation.
2. Pledge of Allegiance.

II. Public Input on Agenda Items:

III. Presentation:

1. 2015-2016 Comprehensive Annual Financial Report - Baird & Company, CPAs, LLC - Mr. Rep E. Whiddon.

IV. Old Business:

V. New Business:

1. Recommendation to Award Design and Engineering Services Contract for the Walterboro Wildlife Sanctuary Discovery Center (Memorandum and proposal attached).
2. Consideration of 2017-2018 Budget Calendar (attached).
3. Request for Street Closing for Martin Luther King Jr. Day Parade January 15, 2017 (Permit request attached).

VI. Committee Reports:

VII. City Manager's Report:

VIII. Executive Session:

1. Receipt of Legal Advice:
 - a. Quit Claim Deed for 418 Wellston Circle.
2. Personnel Matters:
 - a. Planning and Codes Department.
 - b. Appointment to City Appearance Board.
 - c. Municipal Judges.
3. Contractual Matter - Southeastern Solar Development, LLC.

IX. Open Session:

1. Council May Take Action on Matters Discussed in Executive Session.

X. ADJOURNMENT.



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: November 30, 2016
RE: Proposal for Architectural and Engineering Design Services for the Walterboro Wildlife Sanctuary Discovery Center - McMillan Pazdan Smith

I have attached a Scope of Services agreement from McMillan Pazdan Smith for architectural and engineering design services for the Discovery Center in the amount of **\$154,000**. I recommend that the funding for architectural and engineering services come from the following sources:

\$49,770 (South Carolina Competitive Grant)
\$40,000 (Bank of Walterboro)
\$25,000 (MASC Hometown Economic Development Grant)
\$39,230 (Local Hospitality Tax Funds)

\$154,000

I respectfully request City Council's approval of the proposal. If you have any questions, comments or suggestions, please do not hesitate to call me or come by City Hall at your convenience.

Sincerely,

Jeffrey P. Molinari
City Manager



November 21, 2016

Mr. Jeff Molinari
City of Walterboro
City Manager
(via email)

Re: **Architectural and Engineering Design Services for "The Walterboro Wildlife Discovery Center"**

Mr. Molinari,

We are pleased for the opportunity to submit to you our Proposal for Design Services for The Walterboro Wildlife Discovery Center in Walterboro, SC.

It is our understanding the project will consist of the renovation of the exterior of an existing mid-20th century car dealership with approximately 7,200 gross s.f. of interior space that will be renovated for a variety of tactile, digital and interactive displays, as well as animal exhibits, support space, meeting space, a catering or warming kitchen, reception, gift shop and office space. The exterior may consist of a new outdoor learning lab, patio and amphitheater and stage with a new parking lot to service the facility.

Based on prior meetings and the preliminary plans presented to City Council, we understand your target for total cost of construction, the basis of this proposal, is \$1,500,000.00.

Scope of Services

The fee includes civil, architectural, mechanical, electrical, plumbing and fire protection engineering design work as outlined below. Structural engineering, landscaping design, exhibit design and naturalist consultation may be provided as additional services by consultants. These services will be provided on an hourly basis or a negotiated lump sum, but will be presented and approved before proceeding with any work. The following items further define the scope of work:

Field Documentation and Analysis.....Lump Sum \$7,000.00

- Field measure and document the existing building conditions to generate workable digital files.
- Field analysis of existing mechanical, electrical and plumbing facilities to determine if any new or upgraded services will be required.
- Existing building code analysis to determine the extent of required changes to bring building up to current code based on the extent of renovations.
- MPS will meet with the City Building Inspector to review the analysis findings.



Schematic Design Phase

- A Schematic Design will be created for review by the Client Team. Drawings will include:
 - Preliminary Site Plan
 - Floor plan(s)
 - Elevations
 - Roof Plan
 - A schematic code review will be performed based on the results of the existing building analysis.
 - MEP design narrative
- MPS will meet with the City Manager and other City Council members to review the program and plan development upon completion of Schematic Design
- The exhibit consultant will provide initial thoughts on types and placement of exhibits for review and comment from the City.

Note: MPS will develop the space planning diagrams and floor plans based on the Conceptual Design completed and previously presented as a basis for completing the Schematic Design Phase if acceptable. Particular focus on exhibits will be emphasized during the initial planning stages.

During the Schematic Design Phase the Owner will be responsible for providing a Survey and Geotechnical Report for the Architects and Engineers to review.

Design Development Phase

- Upon owner approval of the Schematic Design, a Design Development package will be provided. The DD package will include:
 - Site Plan with parking and utilities
 - Amphitheater plan
 - Preliminary Landscaping plan
 - Site Sections
 - Detailed floor plan(s)
 - Exhibit types and locations
 - Building Elevations
 - Building Sections
 - Single line MEP drawings
 - Preliminary interior design plans/floor patterns/materials
- Renderings and other marketing material may be provided as an additional service at this phase. One rendering is included in basic services.
- MPS will meet with the City Manager and City Council to discuss the design development for City to provide review and comment.
- A third-party cost estimator or Contractor shall review the DD package and provide a cost estimate for review as an additional service.



Construction Document Phase

- Based on Owner approval of the Design Development drawings, Construction Documents will be finalized for permit. In addition to the above, the deliverables will include:
 - Final Plans, Elevations, building sections, wall sections, details, material selections, equipment cut-sheets etc.
 - Final code review
 - Specifications
 - In-house quality assurance review
 - Architectural
 - Mechanical
 - Plumbing
 - Electrical
 - Fire Protection
- Meetings with City Walterboro City Council or other groups to review the design.
- One final design rendering shall be provided during this phase. Other renderings and marketing material may be provided as an additional service.
- A final design estimate shall be provided by a third-party as an additional service.

Bidding and Negotiation Phase

- Review cost estimates or interview potential general contractors with the Owner
- Answer questions (RFI's) during bidding.
- Prepare any addenda necessary.

Construction Administration

- Based on the preliminary schedule sent to MPS on 11.02.2016, it is assumed that the construction period will be 10-12 months.
- Provide Shop Drawing Review.
 - Architectural
 - Mechanical/Plumbing
 - Electrical
 - Fire Protection
- Respond to RFIs
- Coordinate with Contractor during construction.
- Assist with any City issues that may arise during construction.
- Provide site visits every other week during construction.
- Provide Substantial and Final Completion Inspections.



Proposed Fixed Fee:

McMillan Pazdan Smith will provide the professional design services for **Schematic Design through Construction Administration** described above for the following lump sum, based on a construction budget of 1,500,000.00:

Design Fee\$147,000.00 (9.8%)

**The design fee is based on a percentage (9.8%) of the construction budget as provided by the owner. If the final construction budget is more than the amount listed herein (\$1,500,000.00), the design fee shall be adjusted to reflect the modification in budget and/or scope.*

Total Design Fees for all Phases\$154,000.00
(Fee includes Field Documentation through Construction Administration)

Additional Services:

Additional Services will be provided on a time and expense basis per our attached 2015 rate schedule.

Reimbursable Expenses

Reimbursable expenses will be provided on an expense basis per our attached 2015 rate schedule. Structural Engineering, Exhibit Design, Stage and A/V design and Naturalist consultations shall be provided as reimbursable consultants/services.

Exclusions

Items with an asterisk (*) are required for this project and shall be provided by the owner. MPS may provide and coordinate these services as an additional service under the conditions listed above.

- Surveying (City to engage local surveyor)*
- Geotechnical (\$4,250 estimate)*
- Cost Estimating (Varies by phase)*
- Environmental Assessment
- Furniture selection (FF&E)
- Time associated with Zoning boards beyond mentioned above
- Special Inspections (\$11,000 estimate)*
- LEED services
- Value Engineering
- Energy Modeling or Analysis
- Life-cycle cost analysis



Mr. Jeff Molinari
Architectural and Engineering Services for The Walterboro Wildlife Discovery Center
November 21, 2016
Page 5 of 5

- Commissioning
- Multiple bid packages
- Sound, A/V, Stage lighting design, Telecom or security systems (raceways will be provided). Architect will coordinate with Owner's Consultant/Contractor*
- As Built Drawings (project completion)
- High Voltage Electrical power distribution or transformer design
- Fire Pump design
- Electrical generator or UPS design
- Exhibit Design Consultant (\$45,000 estimate – final scope to be determined)*
- Naturalist Consultant (City to engage local consultant)*

Terms

Invoices will be sent monthly for the percentage amount of the work completed. Terms: net 15 days. A service charge of 1.5% per month will be added to all unpaid invoices, 25 days past date of invoice.

Acceptance


If this Proposal is acceptable to you, please sign the enclosed copy and return it for our files. If acceptable, we will execute an AIA standard form of agreement.

We appreciate the opportunity to work with you. Should you have any questions please do not hesitate to contact us.

Sincerely,



Nicholas Galizia, AIA, NCARB
Project Architect
Charleston Office



Paulette Myers, AIA
Project Manager
Charleston Office

cc:

Accepted this _____ day of _____, 2016

Mr. Jeff Molinari - City of Walterboro, City Manager



FISCAL YEAR 2017-2018 BUDGET CALENDAR

ACTIVITY	DATE
BUDGET CALENDAR PRESENTED TO COUNCIL (CITY MANAGER)	DECEMBER 6, 2016
BUDGET MEMORANDUM, CALENDAR AND FORMS DISTRIBUTED TO DEPARTMENT HEADS (FINANCE DEPARTMENT)	JANUARY 9, 2017
FY <u>2016-2017</u> YEAR END REVENUE AND EXPENDITURE PROJECTIONS PREPARED (FINANCE DEPARTMENT)	JAN 30 – FEB 6, 2017
FY 2017-2018 DEPARTMENTAL BUDGET REQUEST DUE	FEBRUARY 6, 2017
FY 2017-2018 DEPARTMENT EXPENDITURE REQUEST CONSOLIDATED AND ENTERED INTO MASTER BUDGET FILE (FINANCE DEPARTMENT)	FEBRUARY 6–10, 2017
FY 2017-2018 REVENUE PROJECTIONS PREPARED (FINANCE DEPARTMENT)	FEBRUARY 13–17, 2017
FY 2017-2018 DRAFT BUDGET REVIEWED (MANAGER AND DEPARTMENT HEADS)	FEB 20 – MAR 10, 2017
FY 2017-2018 REVENUE PROJECTIONS AND DEPARTMENT EXPENDITURE REQUESTS CONSOLIDATED (FINANCE DEPARTMENT)	MARCH 13 – 17, 2017
DEPARTMENT REQUEST REVIEWED FOR ACCURACY AND JUSTIFICATION FOR REQUEST (MANAGER AND FINANCE DIRECTOR)	MARCH 20 – 24, 2017
FY 2017-2018 DRAFT BUDGET PREPARED (MANAGER AND FINANCE DIRECTOR)	MARCH 27 – 30, 2017
1ST DRAFT OF 2017 – 2018 BUDGET DISTRIBUTED TO COUNCIL	MARCH 31, 2017
1ST DRAFT OF BUDGET PRESENTED TO BUDGET COMMITTEE	APRIL 4, 2017
REVISED BUDGET DRAFT PREPARED BY STAFF	APRIL 5 – 14, 2017
BUDGET COMMITTEE MEETING (IF NECESSARY)	APRIL 18, 2017
BUDGET COMMITTEE REPORT AND 1ST READING OF PROPOSED BUDGET	MAY 2, 2017
NOTICE FOR BUDGET PUBLIC HEARING PUBLISHED	MAY 18, 2017
FINAL 2017-2018 BUDGET PREPARED BY STAFF	MAY 18 – JUNE 2, 2017
FINAL BUDGET DISTRIBUTED TO COUNCIL	JUNE 6, 2017
PUBLIC HEARING AND FINAL READING OF THE 2017-2018 BUDGET	JUNE 6, 2017

CITY OF WALTERBORO
PARADE/PROCESSION PERMIT REQUEST

(PLEASE PRINT INFORMATION REQUESTED)

Application Date: 11-30-2016

1. Person submitting application: Herman G. Bright
Address: 538 St. Peters Rd. Walterboro, SC 29488
Telephone: 843-217-5000

2. Name of Organization: Walterboro Shrine Club #139
Chairperson/President: Willie White
Address: 755 Henry Street, Walterboro, SC 29488
Telephone: 8435991923

3. Parade Chairman: Herman G. Bright
Address: 538 St. Peters Rd. Walterboro, SC 29488
Telephone: 843-217-5000

4. Date/Time of Parade: 1-15-2017 2:30 PM

5. Parade Route requested (Attach Sketch) From S. Jeffries Blvd. (near Live Oak Cemetery) to Ivanhoe Parking Area.

6. Number of Vehicles/Floats: 90 Number of Animals: 10

7. Portion (width) of street parade will occupy: Full width of street

8. Additional Information (Upon Request): Rev. Dr. Martin Luther King, Sr. (MLK) Parade

Herman G. Bright
Signature/Parade Chairman

Willie White
Signature/Organization Chairperson

Approval Disapproval

[Signature]
Police Chief

City Manager

NOTE: >>> Call Police Chief (782-1032) to confirm Parade/Procession Route three days prior to parade.

MLK Parade Route

End
Ivanhoe Parking
Area

Ritzvrolet
Chevrolet

Courthouse

Hampton
Street

Review
Station

Starting
Point
(Near Live Oak
Cemetery)

