



**PINEVILLE TOWN COUNCIL WORK SESSION AGENDA
PINEVILLE COMMUNICATIONS OFFICE
MONDAY, AUGUST 27, 2018
6:00 P.M.**

- 1) Call Meeting To Order:**
- 2) Discussion Items:**
 - A. Relocation of Electric Department Storage Space** – With the redevelopment of the Cone Mills site the Pineville Electric and Telephone Departments have lost storage space. Electricities will provide several possibilities for new storage areas. (Stuart Britt)
 - B. Franklin St. Turn Lane** – Staff will provide a rendering and cost estimate for the expansion of Franklin St. (Ryan Spitzer)
 - C. Space Needs Analysis** – Staff will provide Council with a brief description of the process and ask for any guidance. (Ryan Spitzer)
- 3) Staff Updates**
- 4) Adjourn:**

If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Barbara Monticello, Clerk of Council, at 704-889-2291 or bmonticello@pinevillenc.gov. Three days' notice is required.



Pineville Electric Department

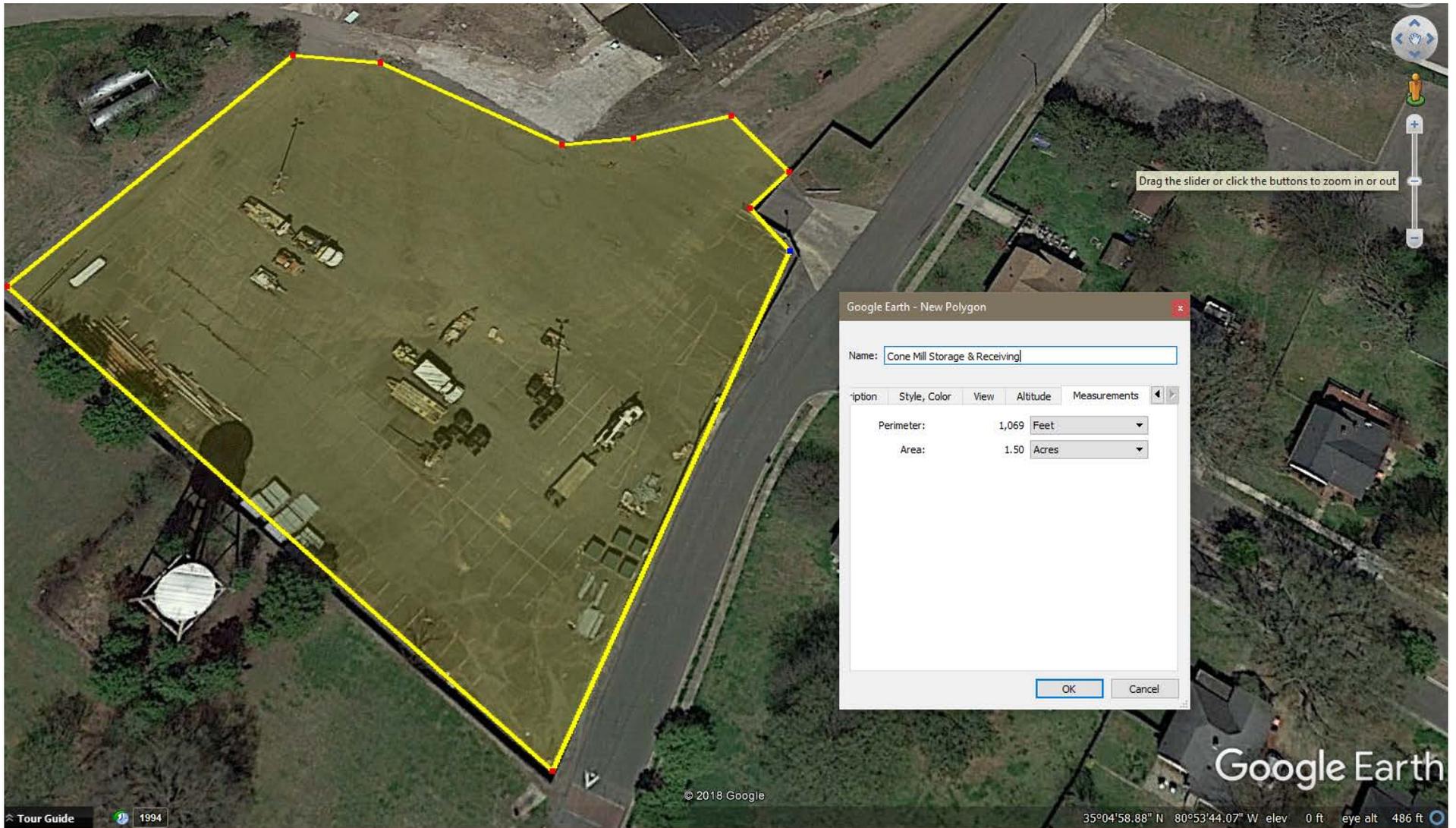
**Loss of Storage Space and Facilities due to the sale and development of
the Cone Mill properties on Dover Street**

Proposal of options for board consideration

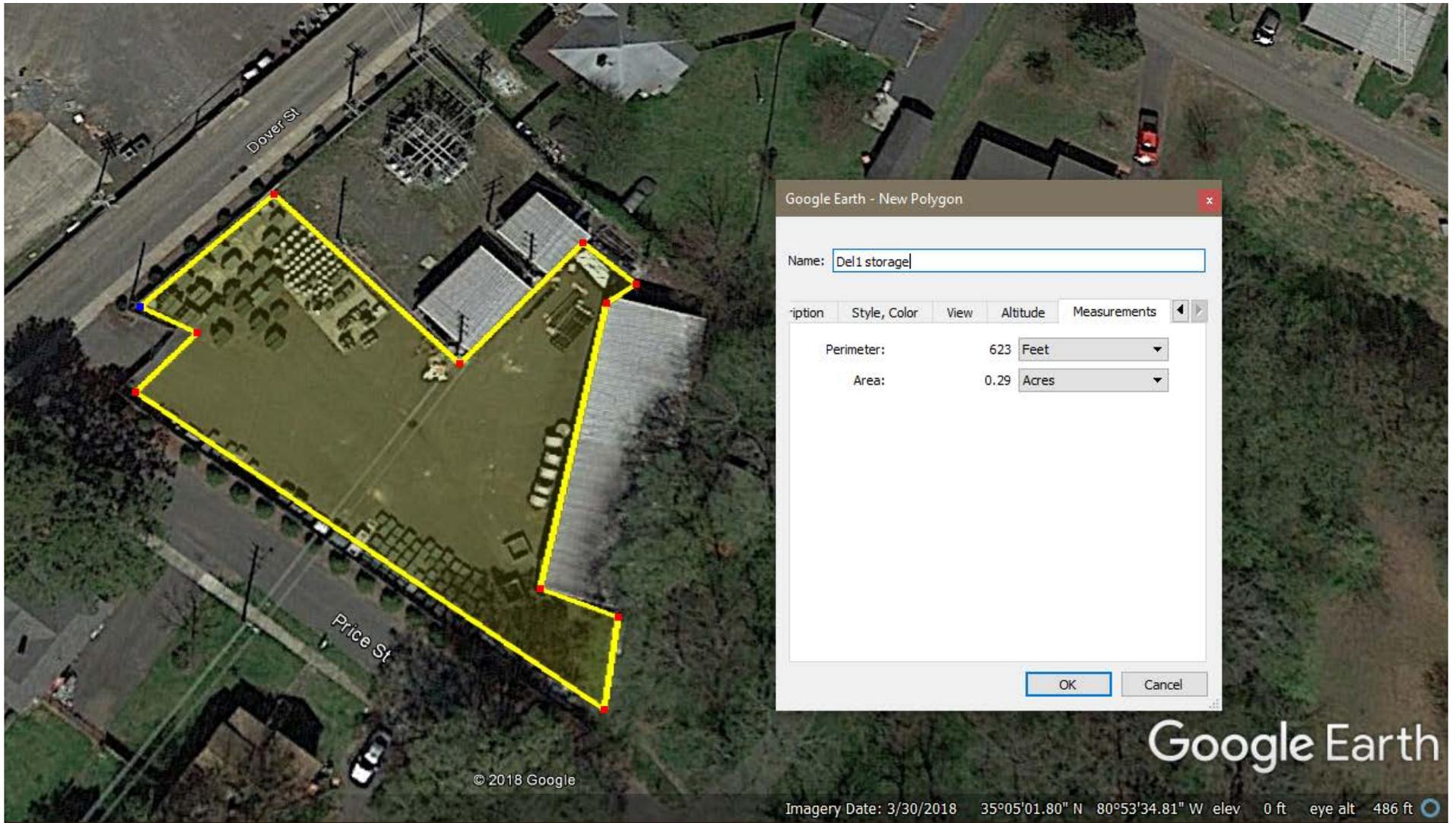
Current Outdoor Storage

Approximately 2.1 acres of current outdoor storage and receiving area exists, other than the electric warehouse area at the telephone department building. These three areas will be lost with the sale and development of the Cone Mill properties and are shown as follows...

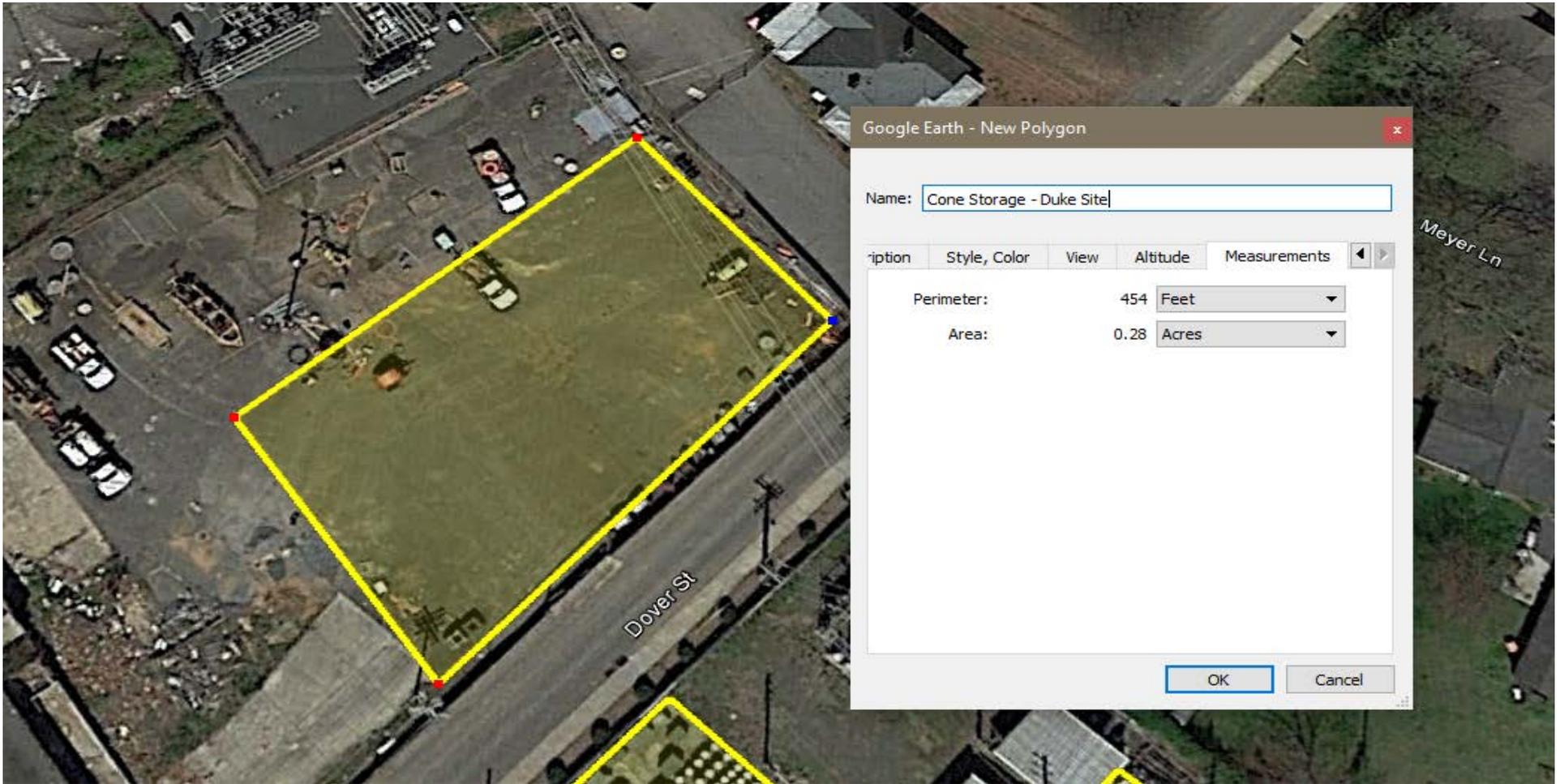
1.5 Acres, Cone Mill Receiving and Storage



0.29 Acres, Delivery 1 – Dover Street Substation



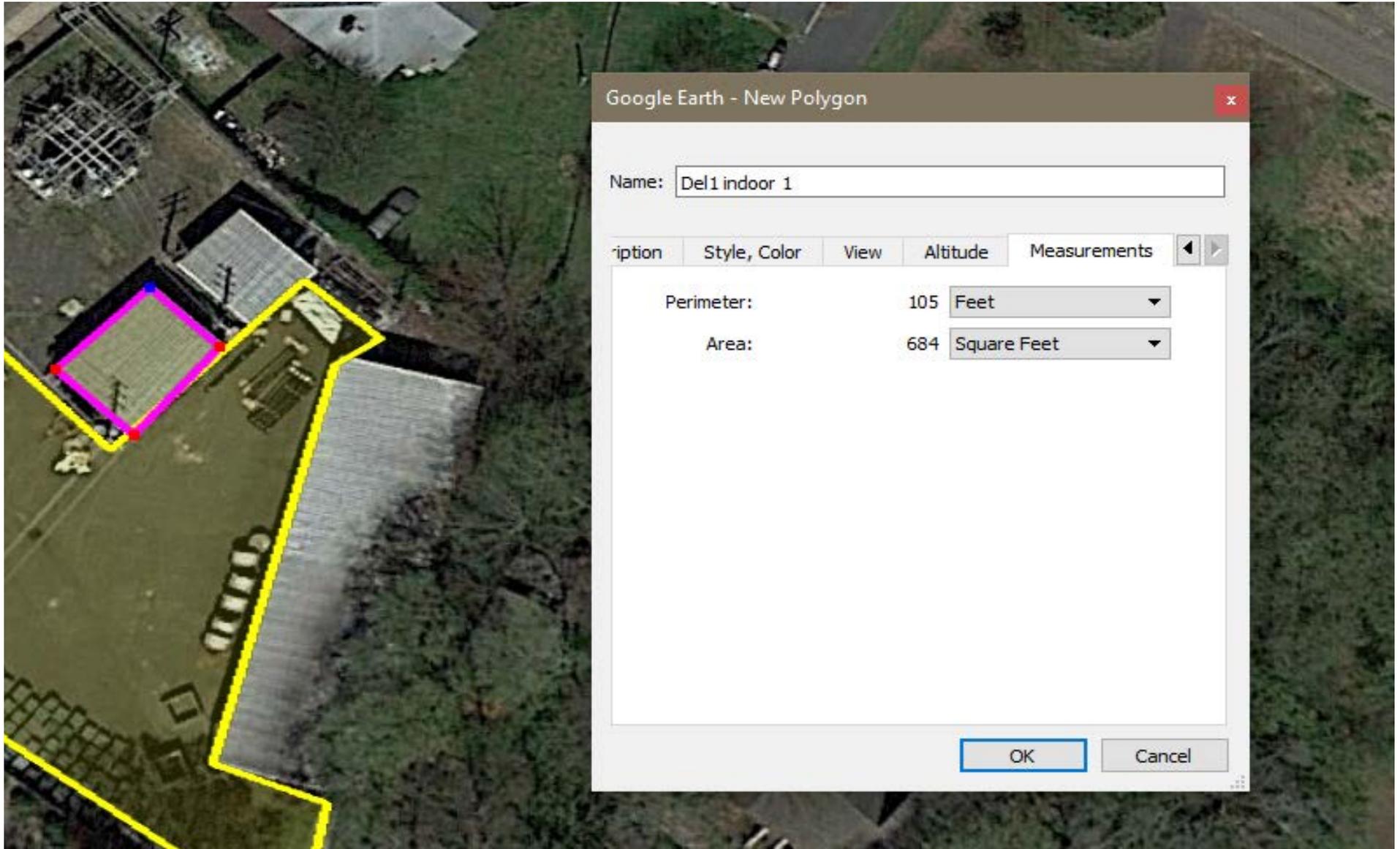
0.28 Acres, Duke Site Storage area



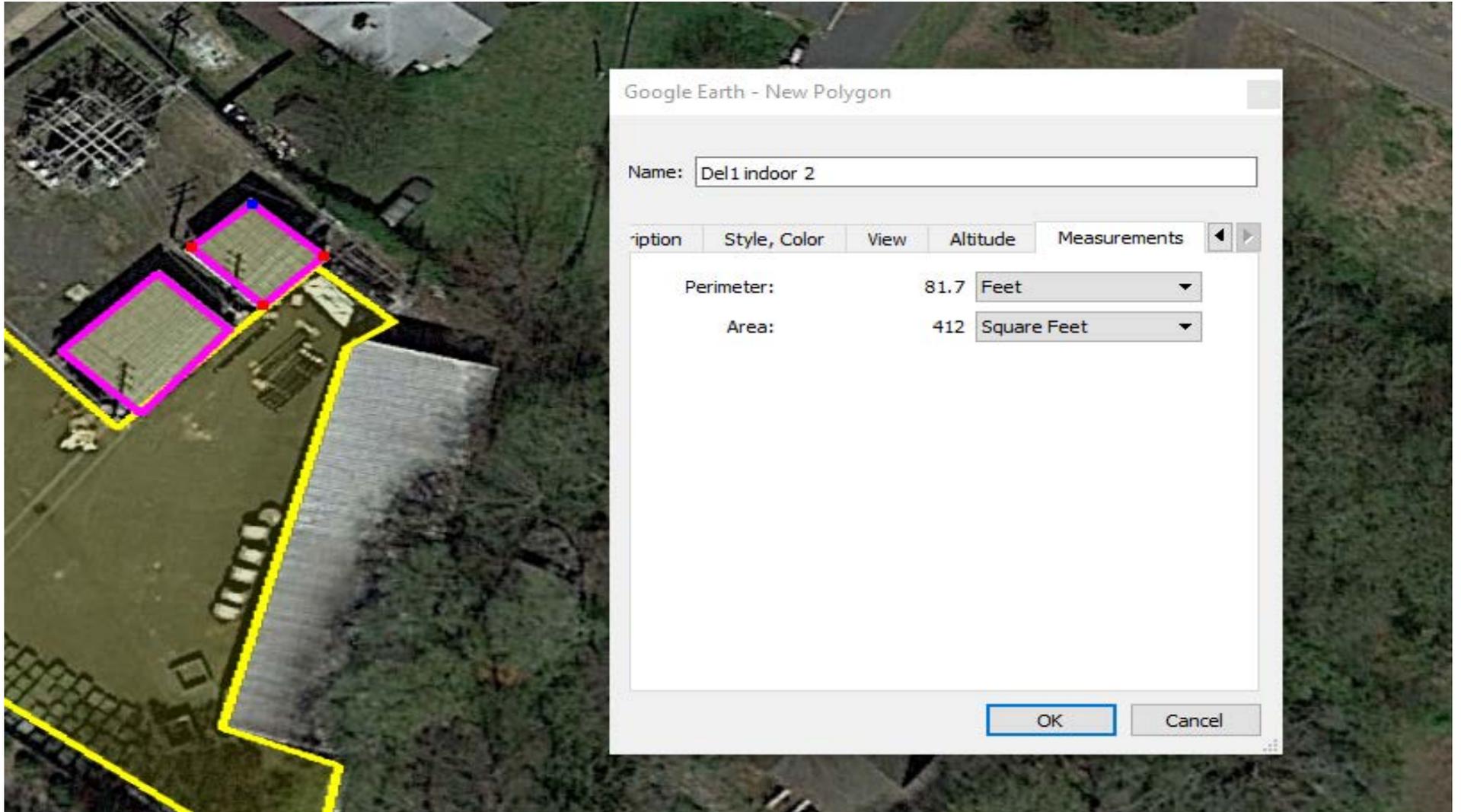
Current Indoor Storage

Approximately 2667 SQFT of indoor storage currently exists and will be lost with the sale of the Cone Mill properties and development. These areas are shown as follows...

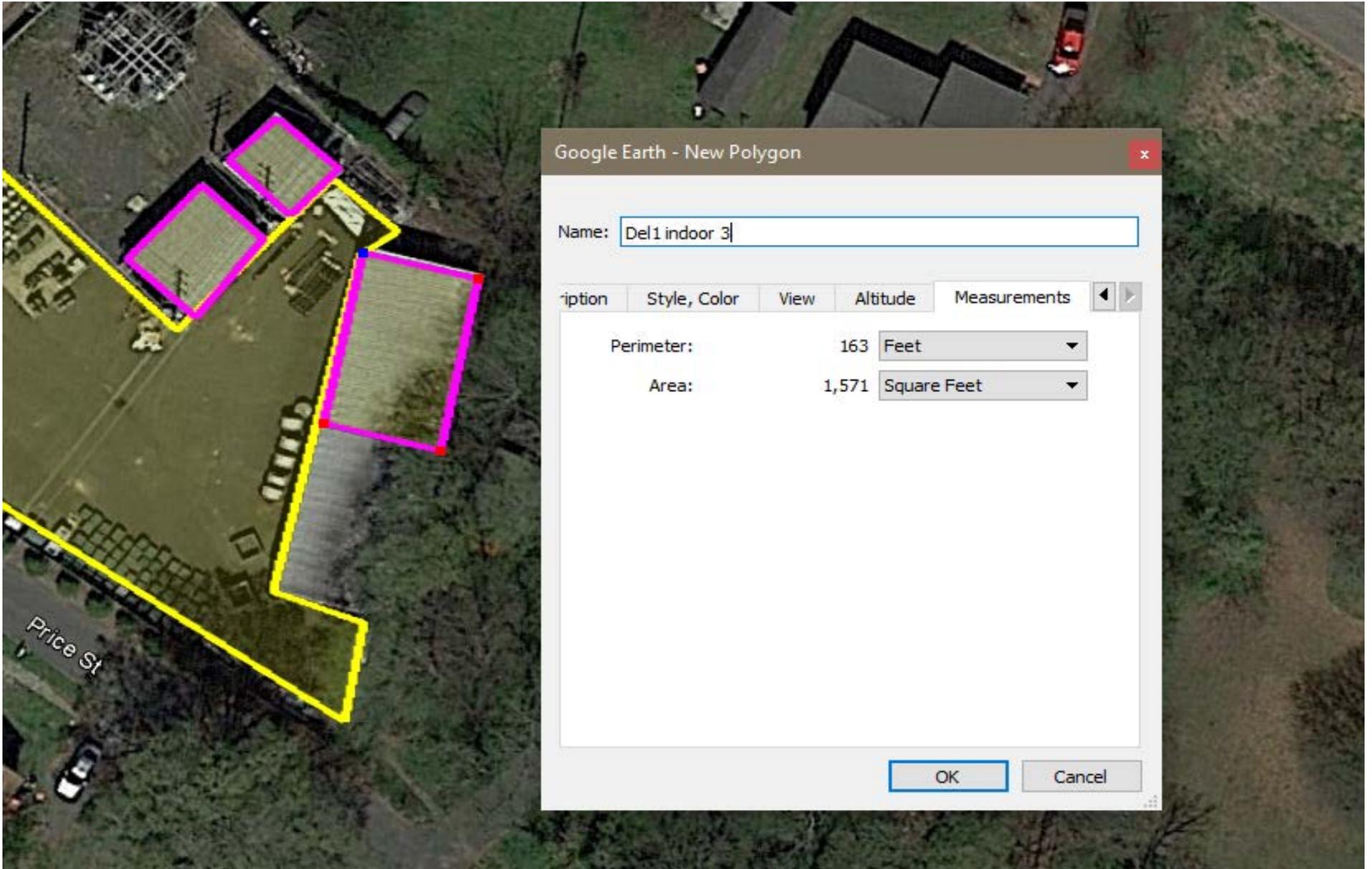
684 SQFT, Delivery 1, Bldg 1



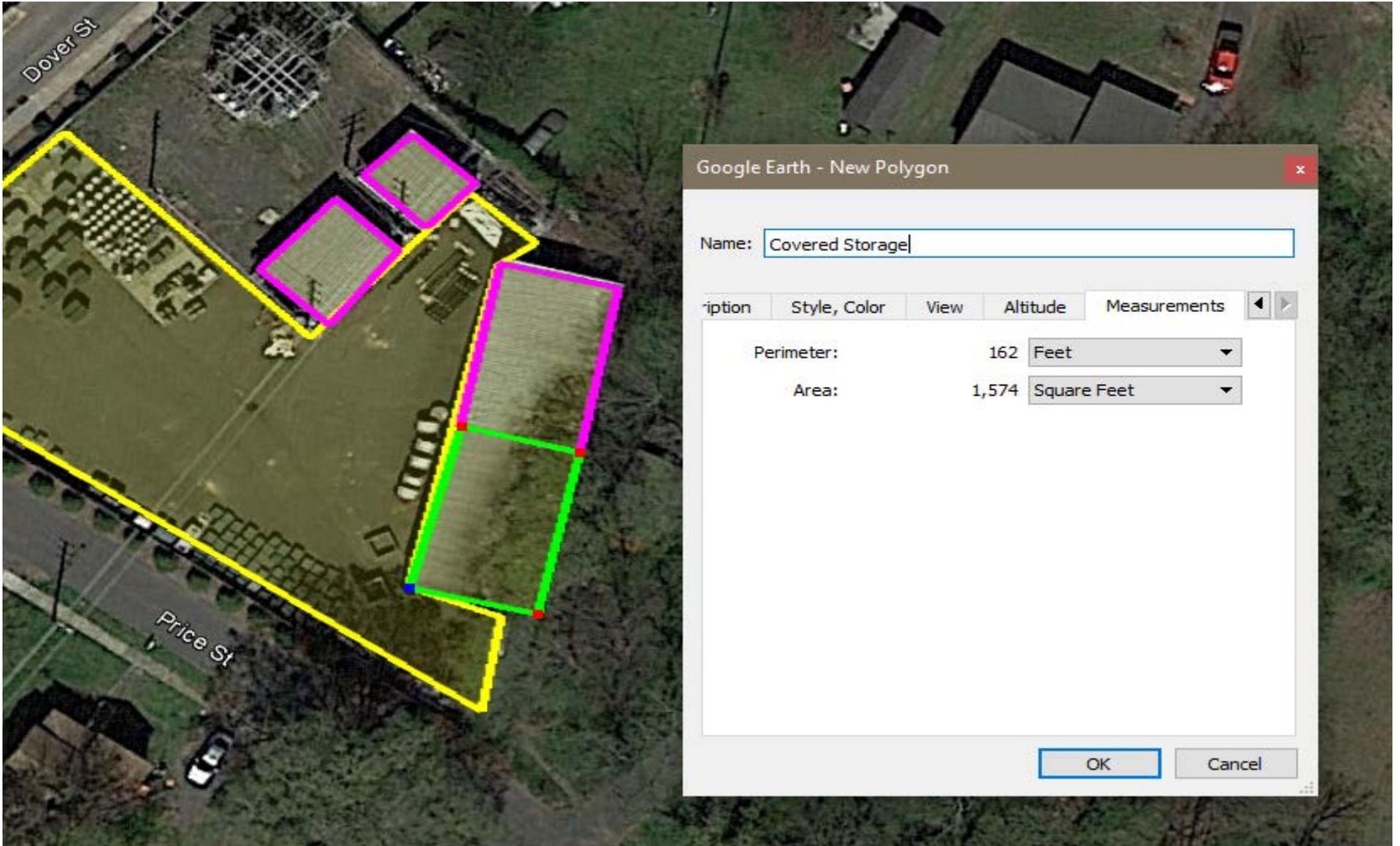
412 SQFT, Delivery 1, Bldg 2



1571 SQFT, Delivery 1, Bldg 3

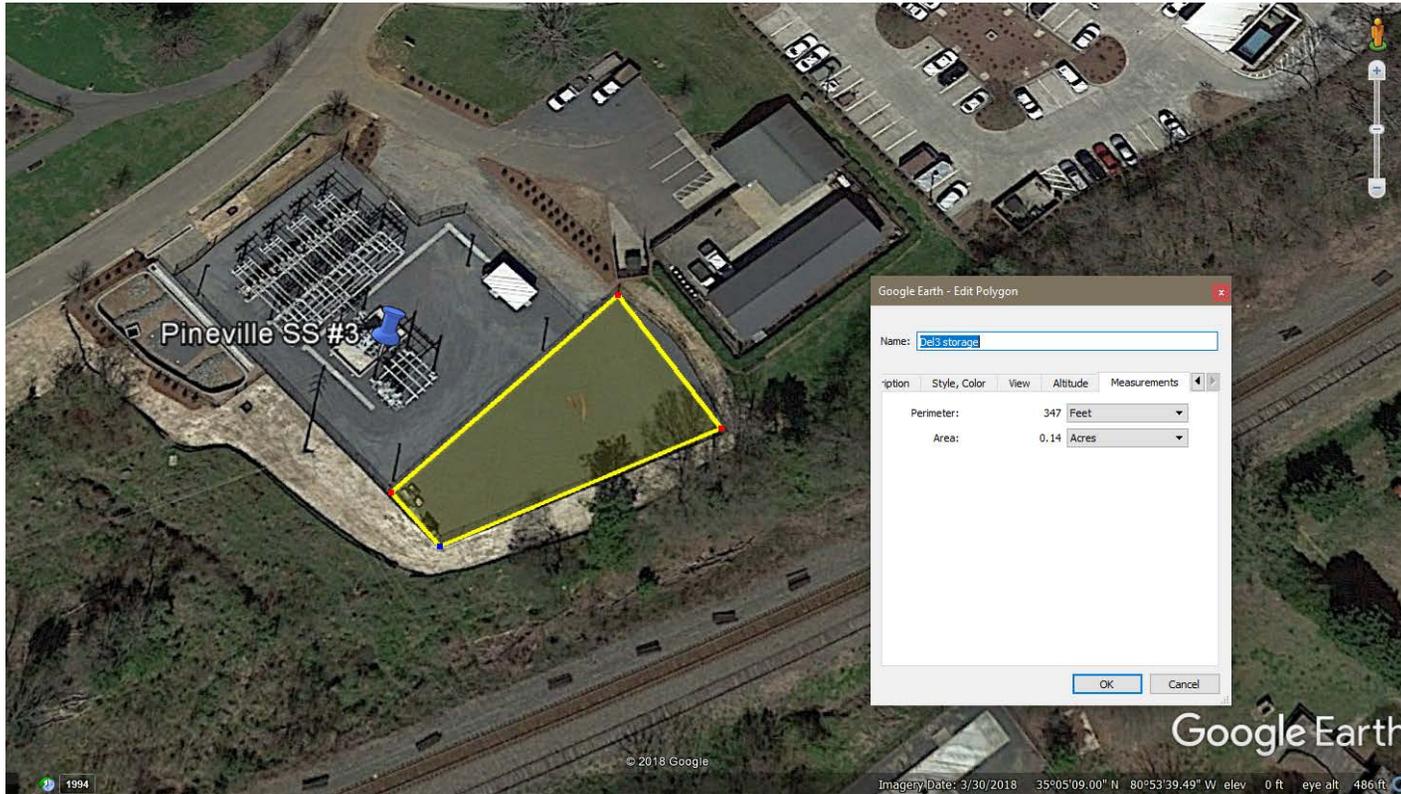


In addition to these indoor storage facilities, there is 1574 SQFT of covered storage that will be lost.



New Outdoor Storage

There is only 0.14 Acres of new storage currently accessible. This is behind Delivery 3 at the Jack Hughes Substation. The shape of this area, gate, fence, and driveway make it nearly impossible for receiving large shipments. Maneuvering line/bucket trucks with trailers and material such as wood poles is extremely difficult in this area.



New Indoor Storage

NONE

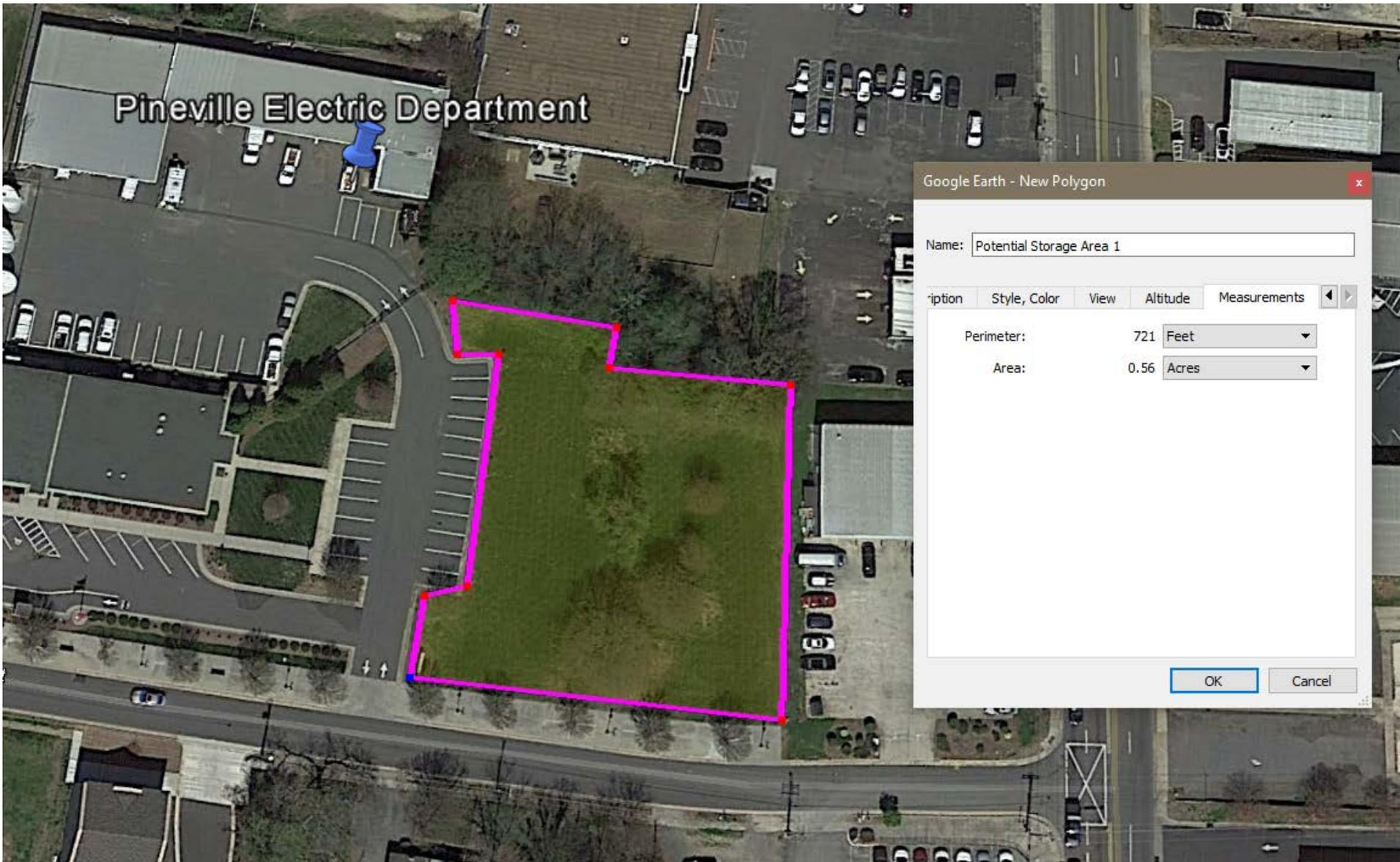
In order to address the loss of storage areas with the sale and development of the Cone Mill properties, a new site(s) must be developed. This new site must accommodate the loss of over 2 acres of outdoor storage area, nearly 3000 SQFT of indoor storage, and nearly 1600 square feet of covered storage. The site should be designed to accommodate large tractor/trailer shipments and ease of access and exit for receiving, additional covered storage for equipment and vehicle protection, and general available free space for maneuverability to ease the burdens of loading and unloading (awkward items such as 60' wooden poles and 10,000# electrical equipment).

The following sites were reviewed for feasibility...

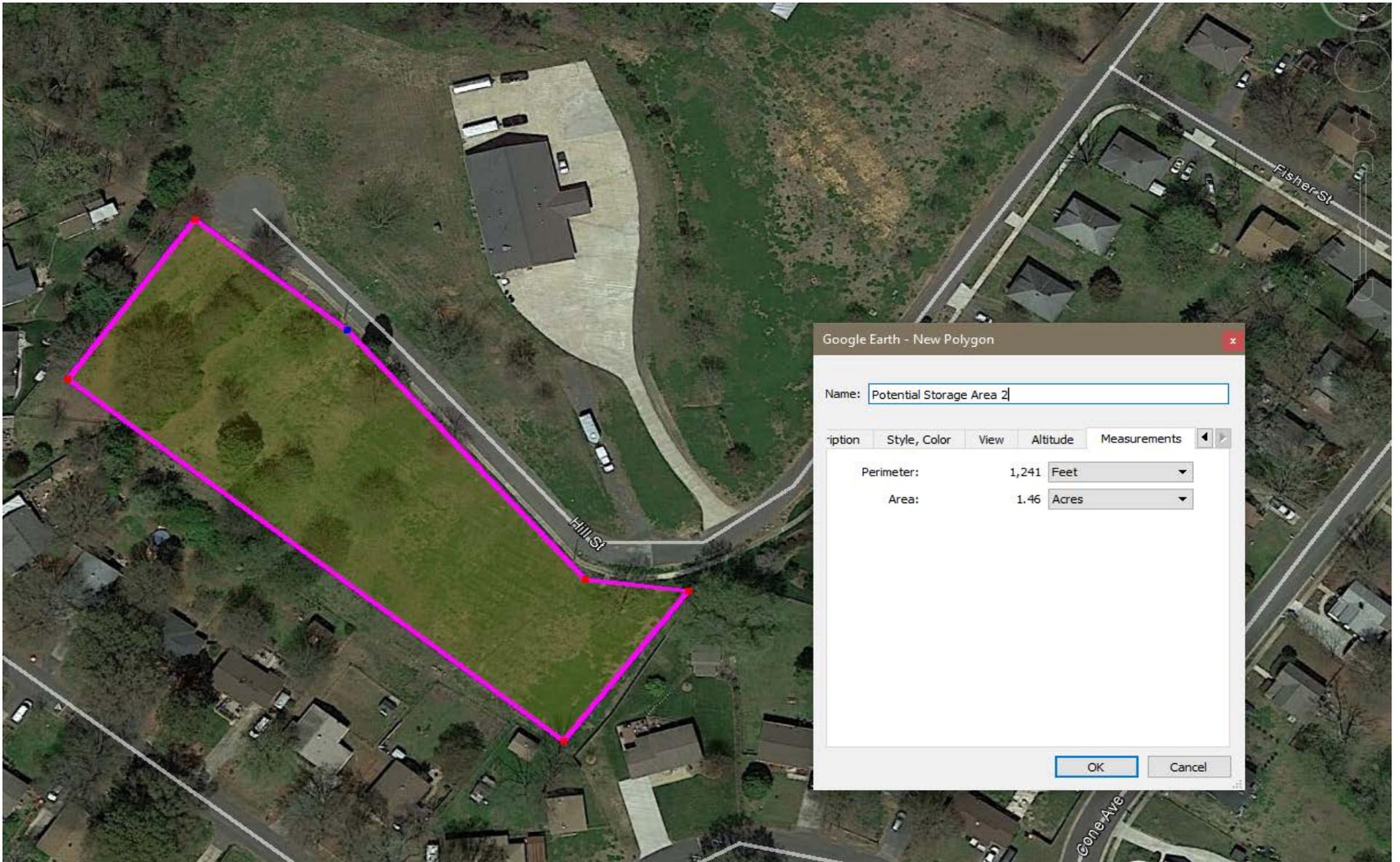
- Adjacent to the electric warehouse and telephone building – Approximately 0.5 acres
- Hill Street Property – Approximately 1.5 acres
- Cell Tower Property – Approximately 70 acres

Evaluation of these options must consider the following...

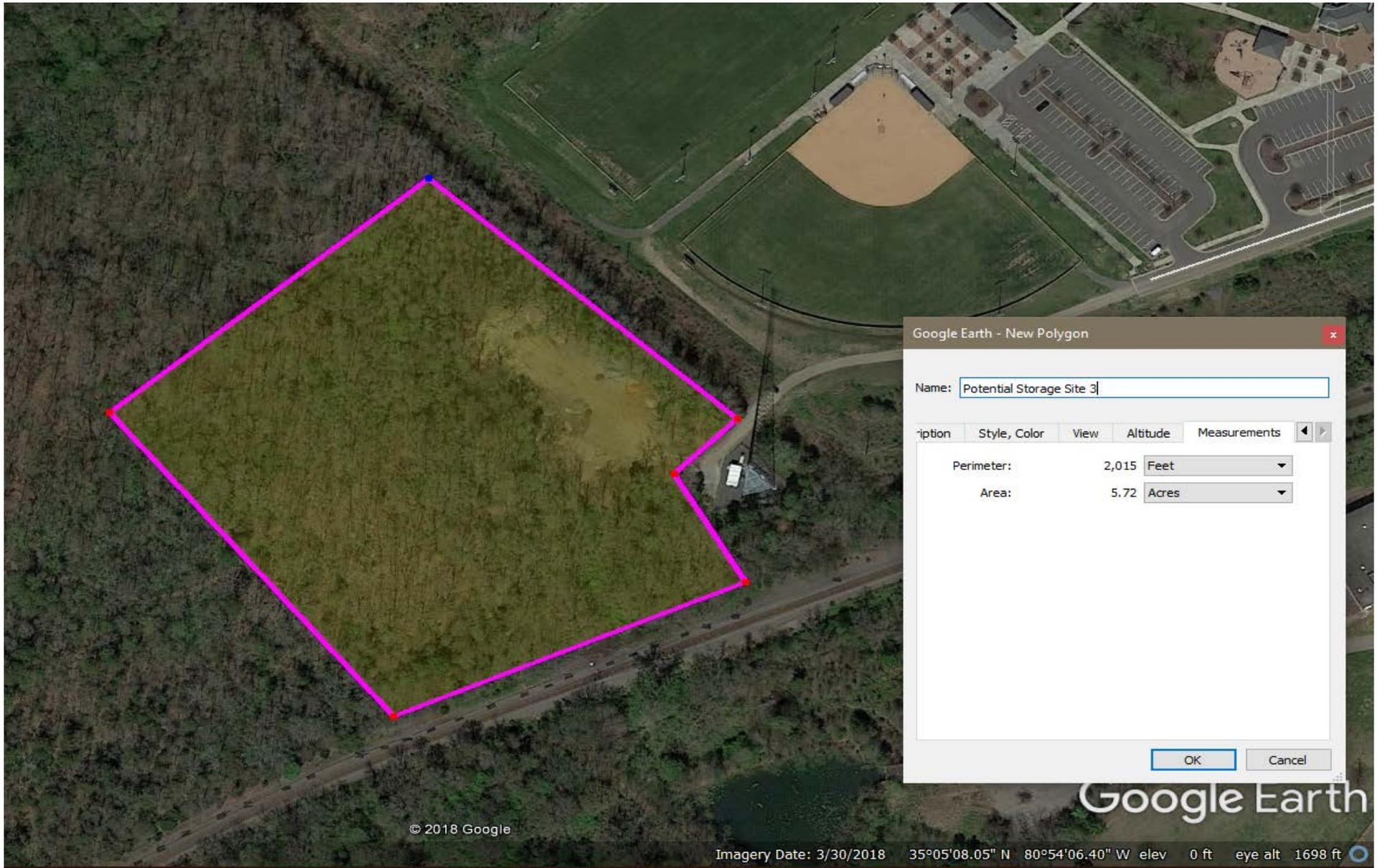
- Cost
- Schedule
 - Immediate need to vacate the existing properties for development
- Long term electric department needs (system growth, equipment needs, material needs)
- Cost effective efficient operations (all under one roof)
- Shared space – other town department needs



This site adjacent to the existing electric department owned by the Town, but is obviously not large enough. However, it offers the efficient operation with all personnel, equipment, vehicles, and material at one location.



This property at the end of Hill Street is not owned by the Town, but could have enough space if designed and organized properly. Local street access to the site to access Hill Street via Fisher Street would present challenges for large trucks, and also the line and bucket trucks.



This site adjacent to the cell tower at the end of the sports complex is Town owned, offers plenty of space for all the operational needs, and can be designed such that receiving and truck traffic is not an issue. This site requires extensive clearing and site work, however this may bring about offsets with timber revenue and also allow flexibility in “shielding” the storage lot behind some trees between the sports complex. This site also offers the potential for an operations center office for the most efficient operation all in one location.

**Proposal
for
Programming Services
for
NEW TOWN HALL FACILITIES
THE TOWN OF PINEVILLE,
NORTH CAROLINA**

August 21, 2018

OBJECTIVES

This proposal outlines our suggested method for updating the architectural program and flow diagrams for the New Town Hall, Town of Pineville. We are proposing to update the already existing data, documents and plans as the starting point of this exercise. While things have changed in the Town since the 2007 study, we are confident that the basic information can be revisited and then built on to save both time and fee.

The final result of this effort will be the creation of :

- a written document with updated descriptions of the Town Hall's needs, along with the Town's desires and objectives.

SCOPE

With full Town participation we propose to update the Town Hall architectural programs including:

- Town Administration
- Finance
- Planning
- Telephone
- Electric
- Public spaces and meeting facilities
- Appropriate or suggested public amenities as a part of this project

SUPPORT FACILITIES:

- Public library branch. (For this proposal we have assumed the library will require a block of space of about 18,000 gross square feet. Any definitive programming for this space will be done outside of this proposal and in coordination with both the Town and Charlotte-Mecklenburg Library.)

We will present for consideration:

- Written program of functional spaces.
- Description of spatial flow and key internal relationships
- Table summary of all requested spaces, recommended additional space and projected future considerations.

PROCESS

1. Programming Phase

The first step in this process would be to gather information from the different departments that are to be considered in this effort including those listed above. The programming process focuses on gathering, developing and refining relevant information and identifying needs and desires to create a written architectural program that quantifies the proposed project. The architect, the Town of Pineville, and other groups and individuals as identified by the Town will work in concert to move this process forward. Areas to be covered should include:

- 1) Confirm the Town's philosophy of service, governance and its role as a catalyst and participant in the community to create and define an overall objective.
- 2) Confirm which functions are to be accommodated in the Town Hall.
- 3) Quantify functional and physical space requirements, define future departmental growth based on current data and anticipated population changes, activities and services/operations to be accommodated, with a detailed summary of needs and requirements for each.
- 4) Activities and operations to be accommodated, with a detailed summary of needs and requirements for each (including Architectural/ Interiors/ M-E-P Systems). Understand how they interact and interface in the context of the building and the site as a whole.
- 5) Include any relevant historical information, data, photos, drawings (as required for Schematics)

To do this, we would share the previously created, applicable 2007 questionnaires with the proposed Town Hall occupants, then do a follow-up interview to discuss the current situation.

2. Research Phase

The second step will involve basic research on similar facilities. We propose contacting three or four towns in the Charlotte metropolitan region who have created similar facilities in the past eight to ten years. This research would involve visiting and reviewing their recently built facilities in person with users and Town manager or administrator, quantifying their building(s) floor plans and space allocations and learning from their process and final product. Our objective would be to understand what they like, dislike, would do differently and so on to enhance the Town of Pineville process and final product.

FINAL PRODUCT

At the conclusion of this process, the Town of Pineville may anticipate receiving:

- 1) a written program summary booklet outlining the conceptualized specifics of Town Hall operations that are to be included in this building. Included in that summary will be:
 - a. spatial programs for building outlining projected;
 - i. building functions,
 - ii. sizes (both short term and longer term).

Note: the documentation we create is for information and discussion only and not intended to be to the level necessary for construction.

PROJECT BUDGETS

Based on the results of the above activities, overall projection of anticipated “hard” project costs would be developed and include the construction, furnishings, site work and fees. This conceptual budget would be created based on the approved program and master plan concepts and would be done on a gross cost per square foot basis. In accepting this proposal, the owner recognizes this projection is approximate, subject to refinement and change depending on the economic environment, final design and inevitable changes. It is in no way a guaranteed project cost.

The subsequent project phases of Schematic Design, Design Development, Construction Documents, Bidding and Construction Administration will be negotiated upon Owner approval of the final project program and conceptual Town plan.

OWNER OBLIGATIONS

To assure reasonable progress in this exercise the Town of Pineville will need to provide:

- 1) Copies of any long range growth or development documentation related to the Town of Pineville Town Hall.
- 2) Input from the Town on major influences on the Town’s future.
- 3) Coordination of and notification about meeting times and places to staff, elected officials and Town’s people as desired for input and discussions at appropriate junctures in this process.
- 4) Assistance in dealing with Charlotte Mecklenburg Library should it be required.

FEES

For the services outlined above, Fryday & Doyne proposes a base lump sum fee of \$21,500. Reimbursable expenses include any reproductions, postage, shipping (all billed at 1.15 X our cost) and mileage at the current federal rate.

Should additional work be required it will be done on an hourly basis. Our hourly rates are \$160 per hour for John Fryday and me, \$90 per hour for our architectural and CADD staff and \$55 per hour for administrative and support staff.

Individual building design and renderings are not included in this fee. Those will come once design services agreements are in place for the specific buildings and proper time is dedicated to designing them in concert with the Town, staff and elected officials.

We invoice monthly and expect to be paid within fourteen (14) calendar days. Should termination of this agreement become necessary we expect to be paid for the work accomplished up to the time of termination of this agreement.

Please let me know if this proposal meets with your approval. Should you have any questions or need additional information. Please return one signed original to Fryday & Doyne.

Sincerely,



Michael Doyne, AIA/NCARB

Authorized Signature for Town of Pineville

Name (Printed)

date



Stewart · Cooper · Newell Architects

August 22, 2018

Town of Pineville
200 Dover Street
PO Box 249
Pineville, NC 28134

Attn: Mr. Ryan Spitzer, Town Manager
Re: Proposal for Architectural Services
Town Needs Study

Dear Mr. Spitzer,

I enjoyed meeting with you last week. I appreciate the time spent, and the opportunity to discuss the town's needs, along with the trust placed in Stewart-Cooper-Newell to assist you and the town. Per our discussion and the town's request, we are providing proposed architectural services as follows:

Programming / Space Needs Analysis

- Create a program of current and future needs for the Town to include the following Departments:
 - Administration
 - Finance
 - Planning and Zoning
 - Human Resources
 - Water, Sewer, Power and Telecom-Data Admin / Billing
 - Council Chambers
- Provide options; along with associated costs, to the Town for meeting the current and long-term space and functional needs of the town described above, both with and without incorporating a Library (Library initial planning information to be provided by the town)

The scope will include trips, as needed, to the town for meetings with staff to ascertain needs, review the program of spaces, review available properties and review options and costs to meet these needs along with a presentation to the Town Council, if necessary. We propose to provide the above services for a fixed fee of \$12,200 not including reimbursables.

Again, we appreciate your time and look forward to serving the Town of Pineville.

Sincerely,

James R. Stumbo, AIA, LEED AP BD+C
Principal