



**CITY OF SOUTHPORT
PLANNING BOARD
SPECIAL MEETING AGENDA**

223 E. Bay Street
March 7, 2025
10:30 AM

Agenda

Please turn off all cell phones

The regular monthly meeting of the Planning Board will be held at 6:00 p.m. on the third Thursday of each month. All members are asked to attend.

- A. Call to Order**
- B. Invocation**
- C. Pledge of Allegiance**
- D. New Business**
 - 1. Old City Hall/Courthouse (City Manager Noah Saldo)
 - 2. Recess for Building Tour
 - 3. Reconvene and any additional Questions or Comments
- E. Adjourn**



City of Southport

To: Southport Planning Board

From: City Manager Noah Saldo

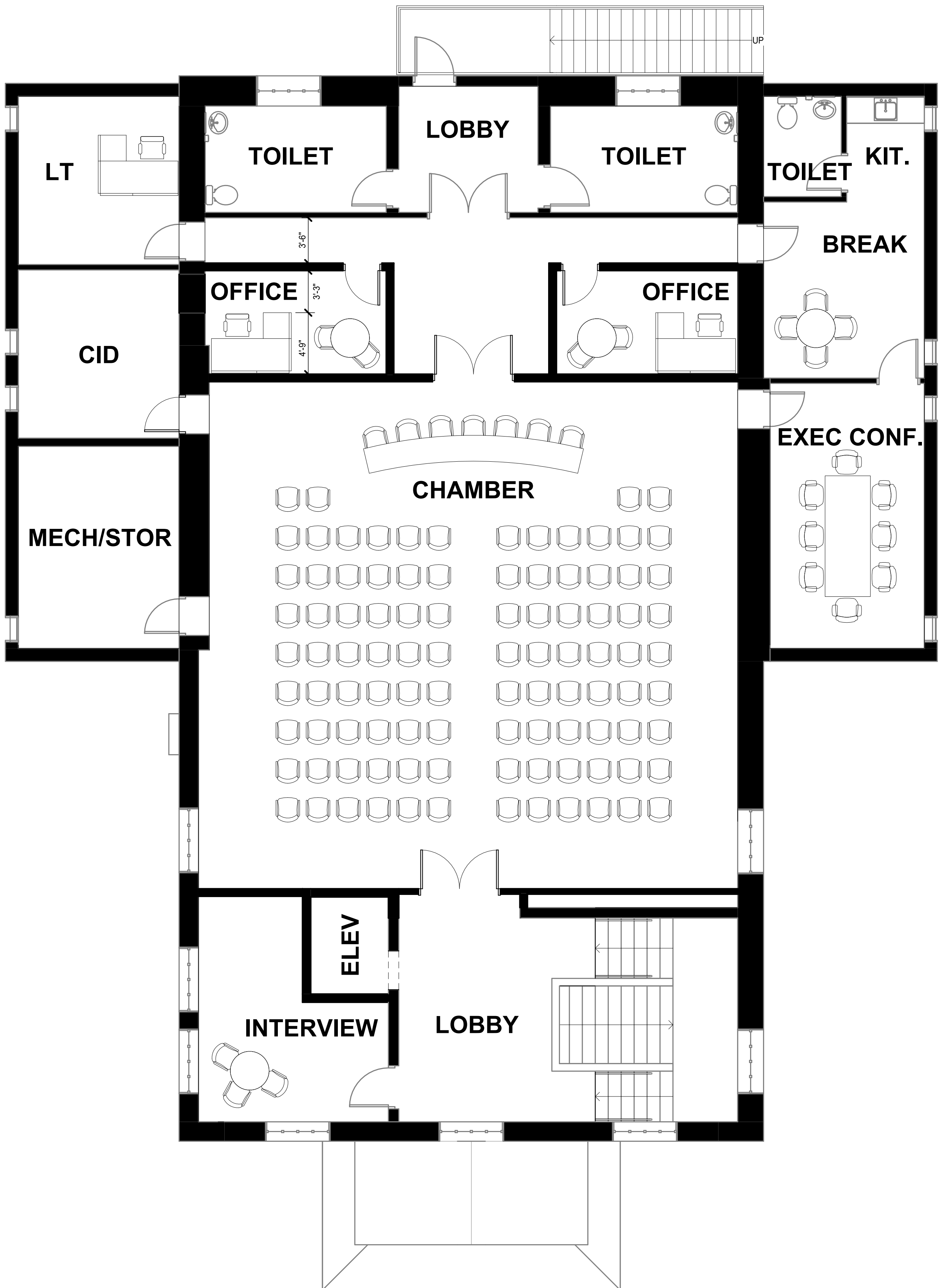
Date: 3-3-2025

Re: Old City Hall/ Courthouse

Dear Madam Chair and members of the Planning Board. Today, the Board of Aldermen voted to designate the old city hall/courthouse building located at 201 E. Moore St. for use as the police department and board chambers. Under the Southport code of ordinance Section 13-34.- Public facilities and Southport UDO section 2.3 Planning Board A. Powers and Duties 12. Both say, "The Planning Board shall review and report as recommendations to the Board of Aldermen upon the extent, location, and design of all public structures and facilities, on the acquisition and disposal of public properties, and on the establishment of building lines. However, in the absence of a recommendation from the Planning Board, the Board of Aldermen may after the expiration of thirty (30) days from the date on which the questions have been submitted in writing to the Planning Board for review and recommendation, take final action".

As such, the Board of Aldermen has asked the Planning Board to provide a recommendation on the extent, location, and design of the building as the police department and board chambers within 30 days of today. I will include the draft block designs and supporting material for you. The attached plans are not the final plans but a rough draft for your recommendations. If you have any questions before then, please let me know.







MOSELEYARCHITECTS

5200 NORTON STREET, RICHMOND, VA 23290
PHONE (804) 794-7555
MOSELEYARCHITECTS.COM

201 E. Moore Street Renovations

201 E. Moore Street, Southport, NC 28461

Southport City
CLIENT PROJECT NUMBER

PROJECT NO: 630635	
DATE: JANUARY 31, 2025	
REVISIONS	
DATE	DESCRIPTION

MOSELEYARCHITECTS

SOUTHPORT POLICE HEADQUARTERS - RENO HISTORIC COURTHOUSE

SOUTHPORT, NC

BUDGET ESTIMATE - 2044 Needs

February 7, 2025

Since we have no control over the cost of labor and materials, current market conditions, or competitive bidding, we cannot guarantee the accuracy of this estimate of probable construction costs.

CONSTRUCTION COSTS

Two Story Building Renovation	9,780 SF @	\$360.00	\$3,520,800
Site work (no off-site improvements)	0.5 AC @	\$200,000	\$100,000
Construction Cost Subtotal		\$370.22	\$3,620,800

OTHER COSTS

Misc Building Systems

Furniture Allowance (\$30 PSF)	\$293,400
Graphics & Signage (\$1.25 PSF)	\$12,225
Voice and data systems (\$6 PSF)	\$58,680
Appliances - 3 refrigerator, 2 microwaves, 2 coffee pots	\$14,000

Site Improvements

Permitting and Utility Connection Allowance	\$25,000
Utility Relocation Costs	Not included
Environmental mitigation cost	Not included
Legal/ILA, Plans and closing fees	Not included
Property Acquisition Allowance	Not included
Legal Expenses	Not included
Financing Expenses	Not included

Design soft costs

Architectural/Engineering Services	\$440,000
Boundary and Topographic Survey	included in A/E services cost

Construction soft costs

Moving Expenses Allowance	\$20,000
Geotech/const materials testing	\$27,156
Special/third party inspect (0.75% of constr cost)	\$27,156

Other Costs Subtotal	\$917,617
-----------------------------	------------------

Project Cost Subtotal	\$4,538,417
------------------------------	--------------------

Contingency (10%)	\$454,000
-------------------	-----------

TOTAL	\$4,992,417
--------------	--------------------

Old City Hall Update

Chief Coring and Engineer Tom Zilinek met with Moseley on January 21st for a building walkthrough. Moseley had never been in the building due to the recently abated environmental concerns. During the walkthrough, Moseley determined the building had sufficient capacity for current and future Police needs. They have prepared a preliminary drawing and cost estimate for the Police use.

Moseley Preliminary Space Needs Report for Police

Space needs for current, 2028, 2033, and 2044 are as follows:

Current	2028	2033	2044
7151 SF	7594 SF	8428 SF	8658 SF

- These space needs include a 35% internal circulation factor
- They also include an 800 SF sallyport that is not part of the existing building but can be constructed behind the building if required

Taking out the Sallyport square footage reduces the space needs to:

Current	2028	2033	2044
6351 SF	6794 SF	7628 SF	7858 SF

- These space needs include a 35% internal circulation factor

Old City Hall is approximately 8500 sf

Moseley space needs includes both a training room and a 30 seat multi-purpose room.

These spaces will be the court room which will also be the Board of Alderman, Planning Board, and Board of Adjustment as well as other committee meeting rooms.

Other Old City Hall Government Use

Moseley Preliminary Space Needs Report for Administration

Space needs for current, 2028, 2033, and 2044 are as follows:

Current	2028	2033	2044
7769 SF	8466 SF	8822 SF	8887 SF

- These space needs include a 35% internal circulation factor

Old City Hall is approximately 8500 sf and that includes approximately 1800 SF of Courtroom. Leaving 6700 SF of Office Space.

Police/City Hall Facilities Conceptual Design Presentation

City of Southport, North Carolina

September 14th, 2023

MOSELEYARCHITECTS



SPACE NEEDS ASSESSMENT AND CONCEPTUAL DESIGN

GOALS

- IDENTIFY SPACE NEEDS FOR THE CITY HALL OCCUPANTS AND POLICE DEPARTMENT FOR THE NEXT 20 YEARS
- ASSESS THE CONDITION OF THE EXISTING CITY HALL AND ITS SUITABILITY FOR IMPROVEMENT
- PREPARE CONCEPTUAL OPTIONS FOR THE CONSTRUCTION OF A NEW POLICE STATION
- ASSESS SITES FOR THEIR SUITABILITY FOR USE OR ACQUISITION

PROCESS

- CONDUCT A KICKOFF MEETING WITH CITY STAFF TO DESCRIBE THE PROJECT GOAL
- DISTRIBUTE SPACE NEEDS QUESTIONNAIRES
- REVIEW QUESTIONNAIRES IN PERSON WITH EACH DEPARTMENT HEAD AND CITY MANAGER
- PREPARE SPACE NEEDS PROJECTIONS FOR 5-, 10-, AND 20-YEAR PLANNING HORIZONS
- PREPARE CONCEPTUAL DESIGN OPTIONS FOR CITY HALL AND POLICE
- SELECT PREFERRED OPTIONS
- FINALIZE REPORT



SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIREMENTS SUMMARY

SPACE REQUIREMENTS SUMMARY		CURRENT AREA OCCUPIED	CURRENT LOCATION	CURRENT PERSONNEL*	CURRENT NEEDS**	2028 NEEDS		2033 NEEDS		2043 NEEDS	
	NSF			PERS	NSF	PERS	NSF	PERS	NSF	PERS	NSF
POLICE DEPARTMENT SPACE SUMMARY											
POLICE DEPARTMENT	0	0		17	7,151	22	7,594	28	8,428	31	8,658
TOTAL PERSONNEL / NSF:	0			17	7,151	22	7,594	28	8,428	31	8,658
CURRENT / REQUIRED GROSS SQ FT	80%	BUILDING DESIGN EFFICIENCY			8,939 GSF	9,492 GSF	10,535 GSF	10,822 GSF			
* CURRENT PERSONNEL indicates the number of personnel currently staffing the department which needs to be housed in its space. It does not account for any current staffing deficiencies or excesses.											
** CURRENT NEEDS NSF indicates the amount of NSF (net square feet) required to meet the needs of the current staff based on appropriate space standards.											
CITY HALL											
ADMINISTRATION	0	2nd floor		3	1,296	4	1,490	4	1,490	4	1,490
DEVELOPMENT SERVICES	0	1st floor		8	1,970	9	2,105	11	2,326	12	2,391
FINANCE	0	1st floor		9	2,082	11	2,449	11	2,449	11	2,449
HUMAN RESOURCES	0	1st floor		1	194	1	194	2	329	2	329
INFORMATION TECHNOLOGY	0	1st floor		1	270	1	270	1	270	1	270
SHARED	0	1st and 2nd floor		0	1,958	0	1,958	0	1,958	0	1,958
TOTAL PERSONNEL / NSF:	0			22	7,769	26	8,466	29	8,822	30	8,887
CURRENT / REQUIRED GROSS SQ FT AT	80%	BUILDING DESIGN EFFICIENCY			9,712 GSF	10,582 GSF	11,028 GSF	11,109 GSF			
* CURRENT PERSONNEL indicates the number of personnel currently staffing the department which needs to be housed in its space. It does not account for any current staffing deficiencies or excesses.											
** CURRENT NEEDS NSF indicates the amount of NSF (net square feet) required to meet the needs of the current staff based on appropriate space standards.											



PROGRAMMING FOR COURTS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2025 NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
ADMINISTRATION											
PERSONNEL SPACE											
City Manager	po5	196	1	196	1	196	1	196	1	196	
Assistant City Manager	po3	144	1	144	1	144	1	144	1	144	
City Clerk	po3	144	0	0	1	144	1	144	1	144	
Deputy Clerk / Admin Assistant	po2	120	1	120	1	120	1	120	1	120	Open to waiting room with counter.
SUPPORT SPACE											
Waiting	vis4	80	1	80	1	80	1	80	1	80	
Reception	cs10	60	1	60	1	60	1	60	1	60	
Conference Room - Seat 12	cnf12	260	1	260	1	260	1	260	1	260	Shared on floor.
Storage	st35	100	1	100	1	100	1	100	1	100	
Break Room											Shared on floor. Refer to Shared Spaces.
Work Room/Files											Shared on floor. Refer to Shared Spaces.
Janitor											Shared on floor. Refer to Shared Spaces.
TOTAL PERSONNEL			3		4		4		4		
SUBTOTAL SPACE REQUIRED				960		1,104		1,104		1,104	
INTERNAL CIRCULATION FACTOR			35%	336		386		386		386	
EXISTING OCCUPIED AREA											
2nd floor											
TOTAL DEPARTMENT NET SPACE REQ'D			1,296		1,490		1,490		1,490		



DEVELOPMENT SERVICES											
PERSONNEL SPACE											
Development Services Director	po5	196	1	196	1	196	1	196	1	196	
Building Inspector	ws3	64	2	128	2	128	3	192	3	192	
City Planner	po2	120	2	240	2	240	2	240	2	240	
Permit Technician	ws2	48	2	96	2	96	2	96	3	144	At customer Service Counter.
Code Enforcement Officer	po1	100	1	100	2	200	3	300	3	300	
SUPPORT SPACE											
Customer Waiting	vis8	160	1	160	1	160	1	160	1	160	
Customer Service Counter	cs10	60	2	120	2	120	2	120	2	120	With security glazing
Conference Room - Seat 12	cnf12	260	1	260	1	260	1	260	1	260	Adjacent to waiting area with front and back of house access.
Conference Room - Seat 100											Use Indian Trail
Public Computer Terminal	ws	15	1	15	1	15	1	15	1	15	
File Room	lat	12	12	144	12	144	12	144	12	144	
Break Room											Shared on floor. Refer to Shared Spaces.
Work Room/Files											Shared on floor. Refer to Shared Spaces.
Janitor											Shared on floor. Refer to Shared Spaces.
TOTAL PERSONNEL			8		9		11		12		
SUBTOTAL SPACE REQUIRED				1,459		1,559		1,723		1,771	
INTERNAL CIRCULATION FACTOR			35%	511		546		603		620	
EXISTING OCCUPIED AREA											
TOTAL DIVISION SPACE REQ'D											1st floor
			1,970		2,105		2,326		2,391		



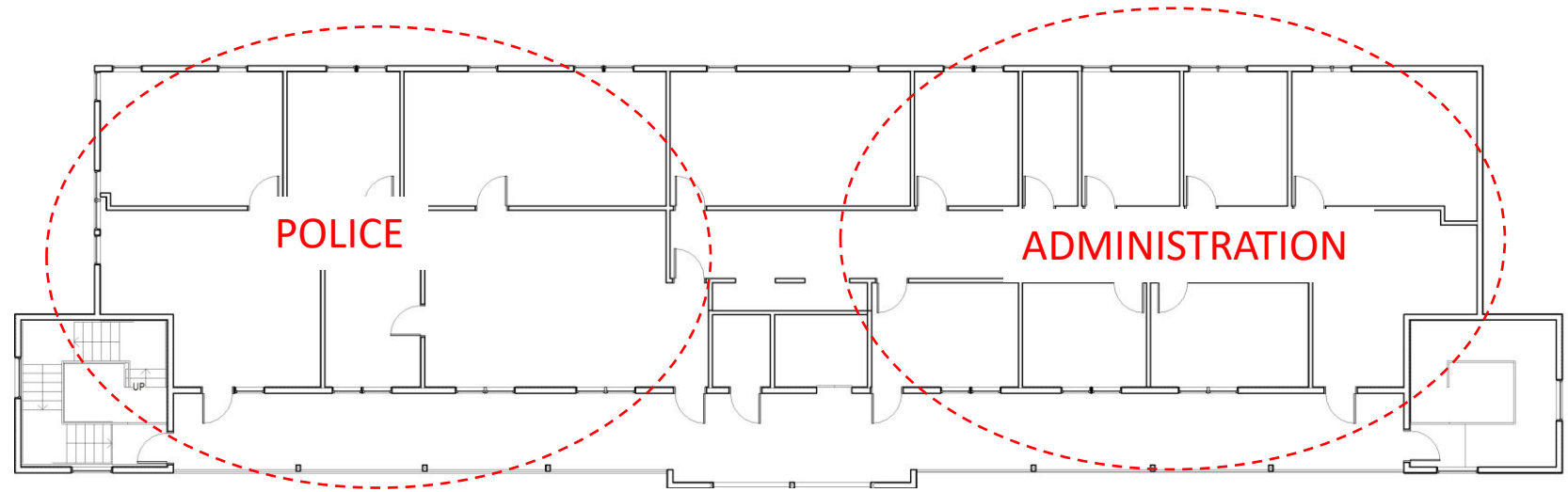
FINANCE										
PERSONNEL SPACE										
Finance Director	po5	196	1	196	1	196	1	196	1	196
Deputy Finance Director	po4	168	1	168	1	168	1	168	1	168
Payroll/Benefits Tech	po2	120	1	120	1	120	1	120	1	120
CSR/Utility Billing Specialist	po2	120	1	120	2	240	2	240	2	240
Utility Customer Service Rep	ws2	48	1	48	2	96	2	96	2	96
Accounting Tech	po1	100	1	100	2	200	2	200	2	200
Temporary CSR	ws2	48	2	96	0	0	0	0	0	0
Accounting Mgr. / Tax Collector	po1	100	1	100	2	200	2	200	2	200
SUPPORT SPACE										
Customer Waiting	vis6	120	1	120	1	120	1	120	1	120
Customer Service Counter	cs10	60	3	180	3	180	3	180	3	180
Conference - Seat 6	cnf6	150	1	150	1	150	1	150	1	150
Conference - Seat 12										
File Room	lat	12	12	144	12	144	12	144	12	144
Break Room										
Work Room/Files										
Janitor										
TOTAL PERSONNEL			9		11		11		11	
SUBTOTAL SPACE REQUIRED			1,542		1,814		1,814		1,814	
INTERNAL CIRCULATION FACTOR	35%		540		635		635		635	
EXISTING OCCUPIED AREA										
TOTAL DIVISION SPACE REQ'D										1st floor
			2,082		2,449		2,449		2,449	



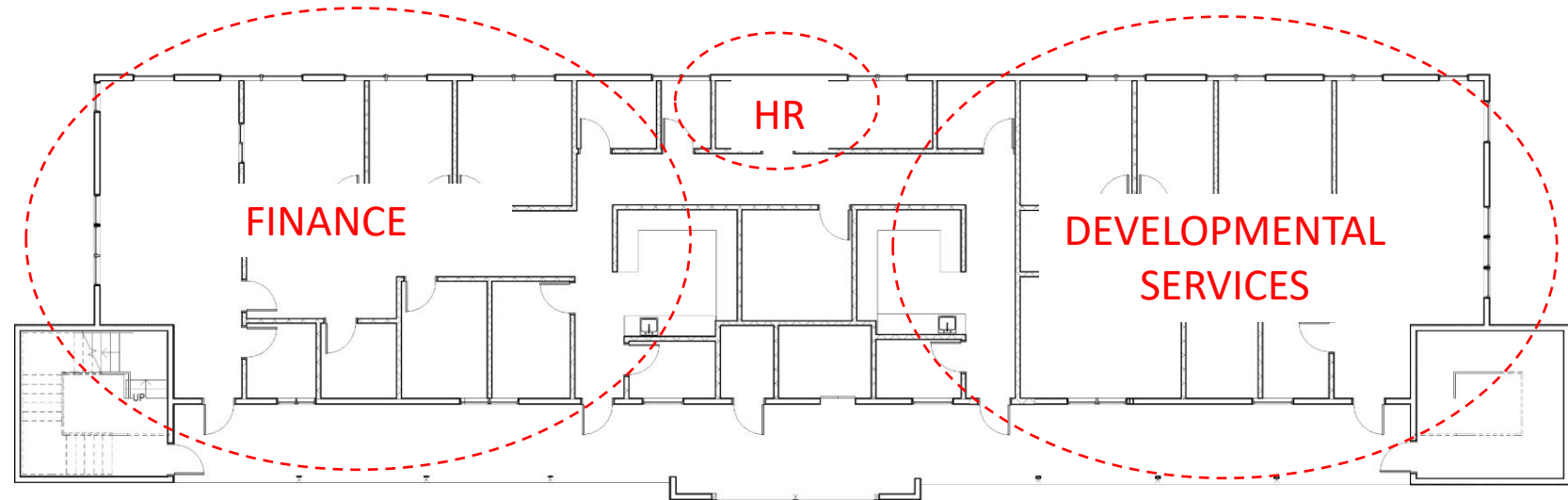
HUMAN RESOURCES											
PERSONNEL SPACE											
HR Director	po3	144	1	144	1	144	1	144	1	144	Space for small one on one meetings. Files in office.
HR Coordinator	po1	100	0	0	0	0	1	100	1	100	Currently shared with finance.
SUPPORT SPACE											
Waiting - Seat 4											Shared with Administration
Medium Conference Room - Seat 6											Shared with Administration - Training and onboarding once a month.
Break Room											Shared on floor. Refer to Shared Spaces.
Work Room/Files											Shared on floor. Refer to Shared Spaces.
Janitor											Shared on floor. Refer to Shared Spaces.
TOTAL PERSONNEL			1		1		2		2		
SUBTOTAL SPACE REQUIRED				144		144		244		244	
INTERNAL CIRCULATION FACTOR			35%	50		50		85		85	
EXISTING OCCUPIED AREA											
TOTAL DEPARTMENT NET SPACE REQ'D			194		194		329		329		1st floor
INFORMATION TECHNOLOGY											
PERSONNEL SPACE											
IT Staff	po1	100	1	100	1	100	1	100	1	100	
SUPPORT SPACE											
Server Closet	st35	100	1	100	1	100	1	100	1	100	
TOTAL PERSONNEL			1		1		1		1		
SUBTOTAL SPACE REQUIRED				200		200		200		200	
INTERNAL CIRCULATION FACTOR			35%	70		70		70		70	
EXISTING OCCUPIED AREA											
TOTAL DIVISION SPACE REQ'D			270		270		270		270		1st floor

CITY OF SOUTHPORT CITY HALL

EXISTING SPACE ALLOCATION



EXISTING SECOND FLOOR



EXISTING FIRST FLOOR

CITY OF SOUTHPORT
CITY HALL

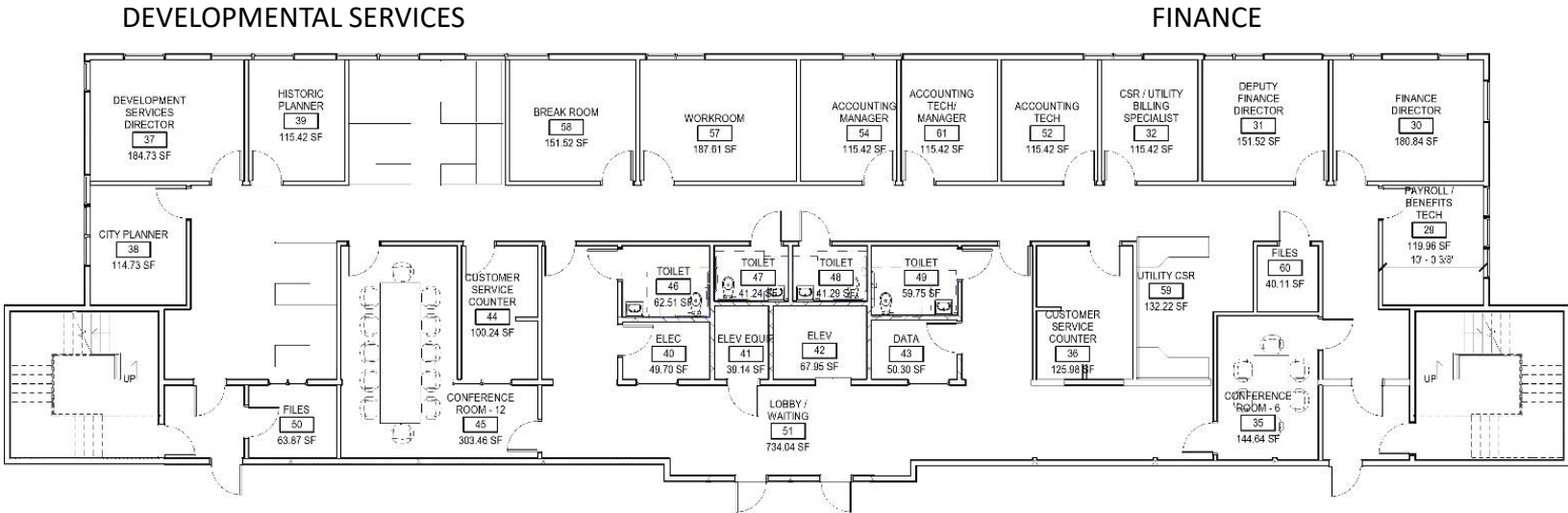
FIRST FLOOR LAYOUTS FOR 2025
NEEDS AND 2040 NEEDS FOR
DEVELOPMENT SERVICES AND
FINANCE DEPARTMENTS

2040 NEEDS PUTS BREAK ROOM
AND WORKROOM ON 2ND FLOOR

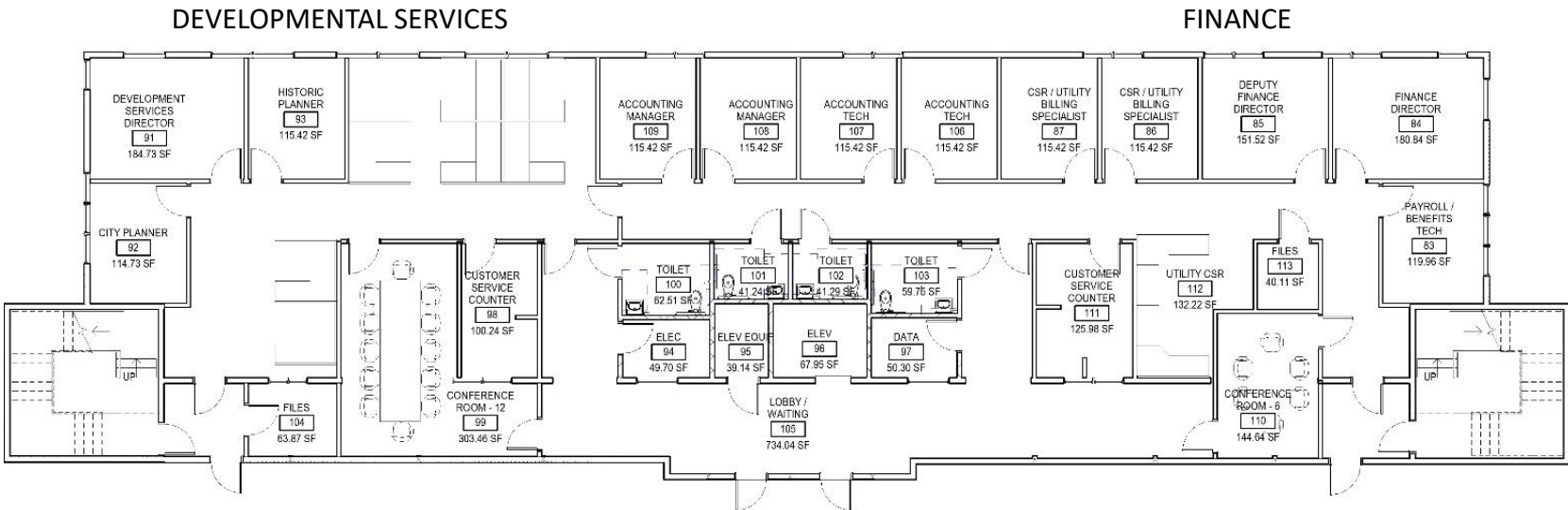
SHARED MAIN ENTRY AND LOBBY
FOR PUBLIC

SECURE BACK OF HOUSE, NO
PUBLIC NEEDS WITH SECURE
ACCESS

ENCLOSES THE PORCH AREA FOR
ADDITIONAL SQUARE FOOTAGE



FIRST FLOOR – 2025 NEEDS



FIRST FLOOR – 2040 NEEDS (SHARED SPACE ON 2ND FLOOR)

CITY OF SOUTHPORT

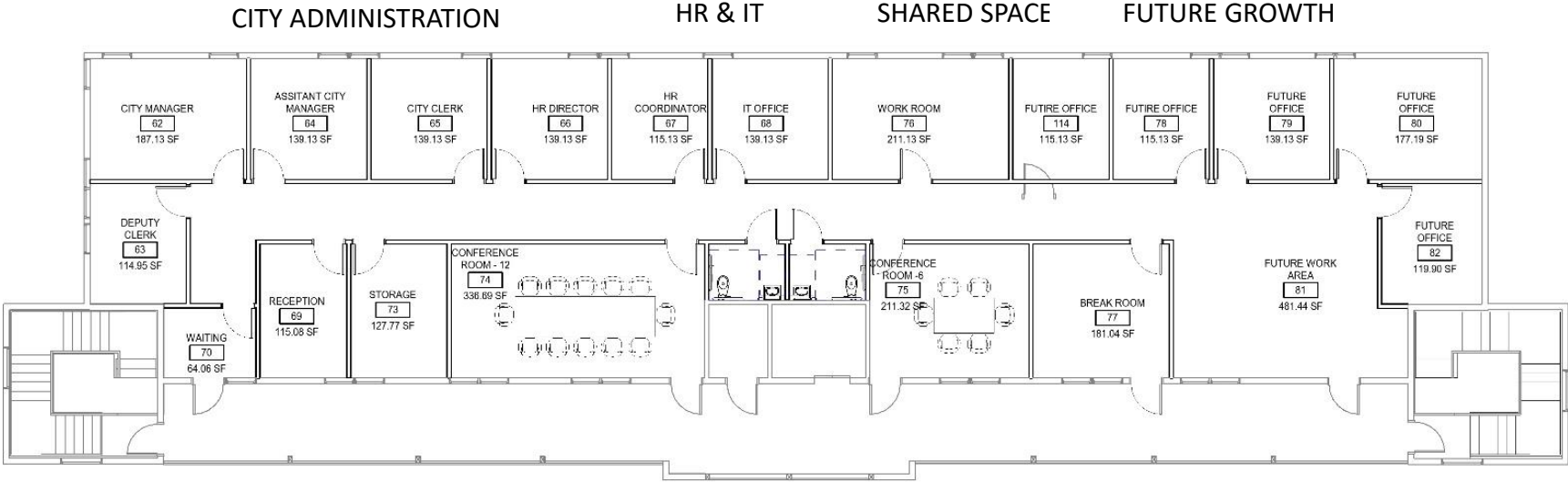
CITY HALL

SECOND FLOOR LAYOUTS FOR
2040 NEEDS FOR CITY
ADMINISTRATION, HR, AND IT
DEPARTMENTS.

SOME SHARED SPACES HAVE
DIRECT ACCESS FROM OUTSIDE
CORRIDOR

FUTURE GROWTH

ALL SECURE ACCESS

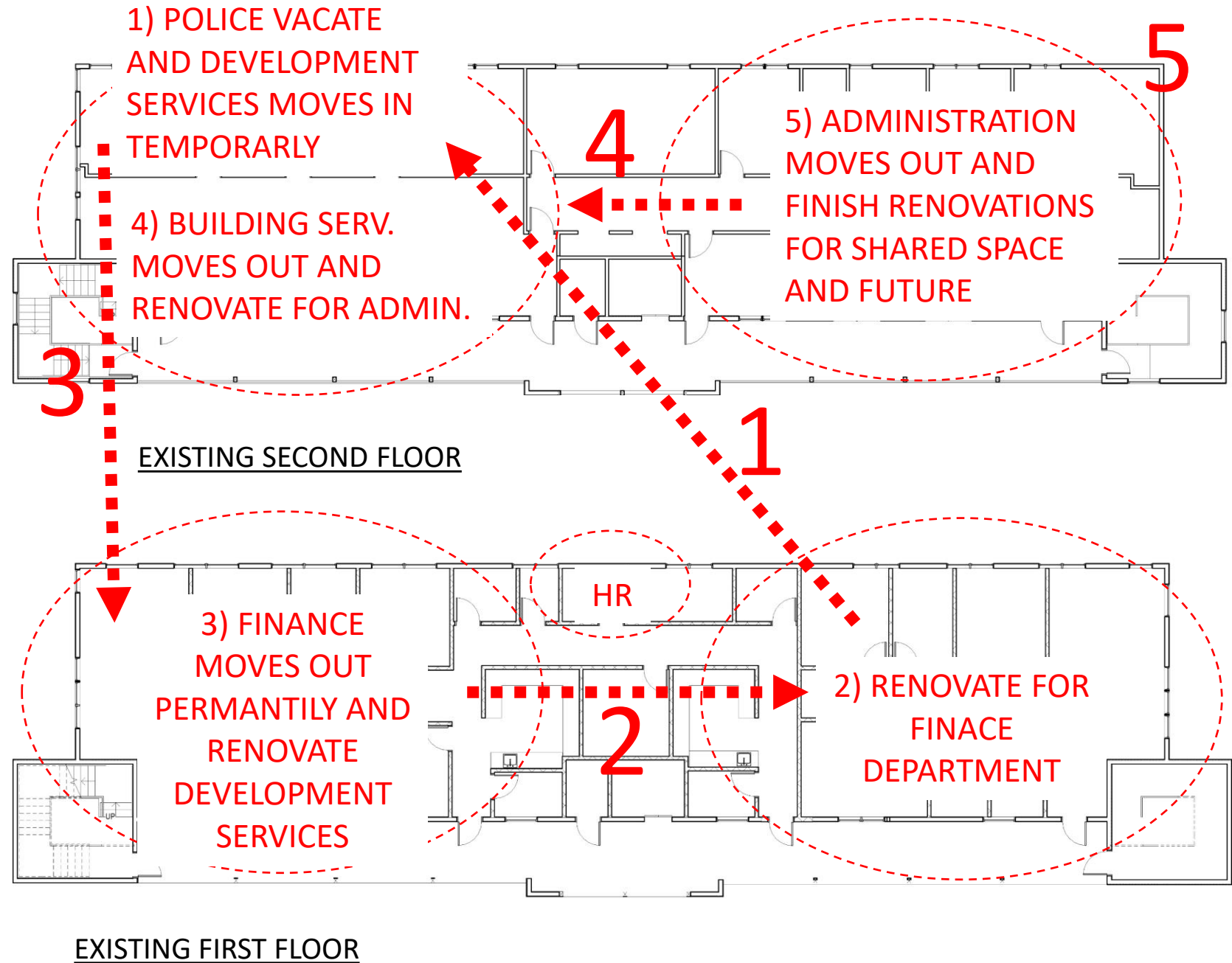


SECOND FLOOR LEVEL

CITY OF SOUTHPORT CITY HALL

PHASING PLAN

ASSUMES POLICE WILL VACATE
BUILDING EITHER TEMPORARIALY
OR PERMENANTLY



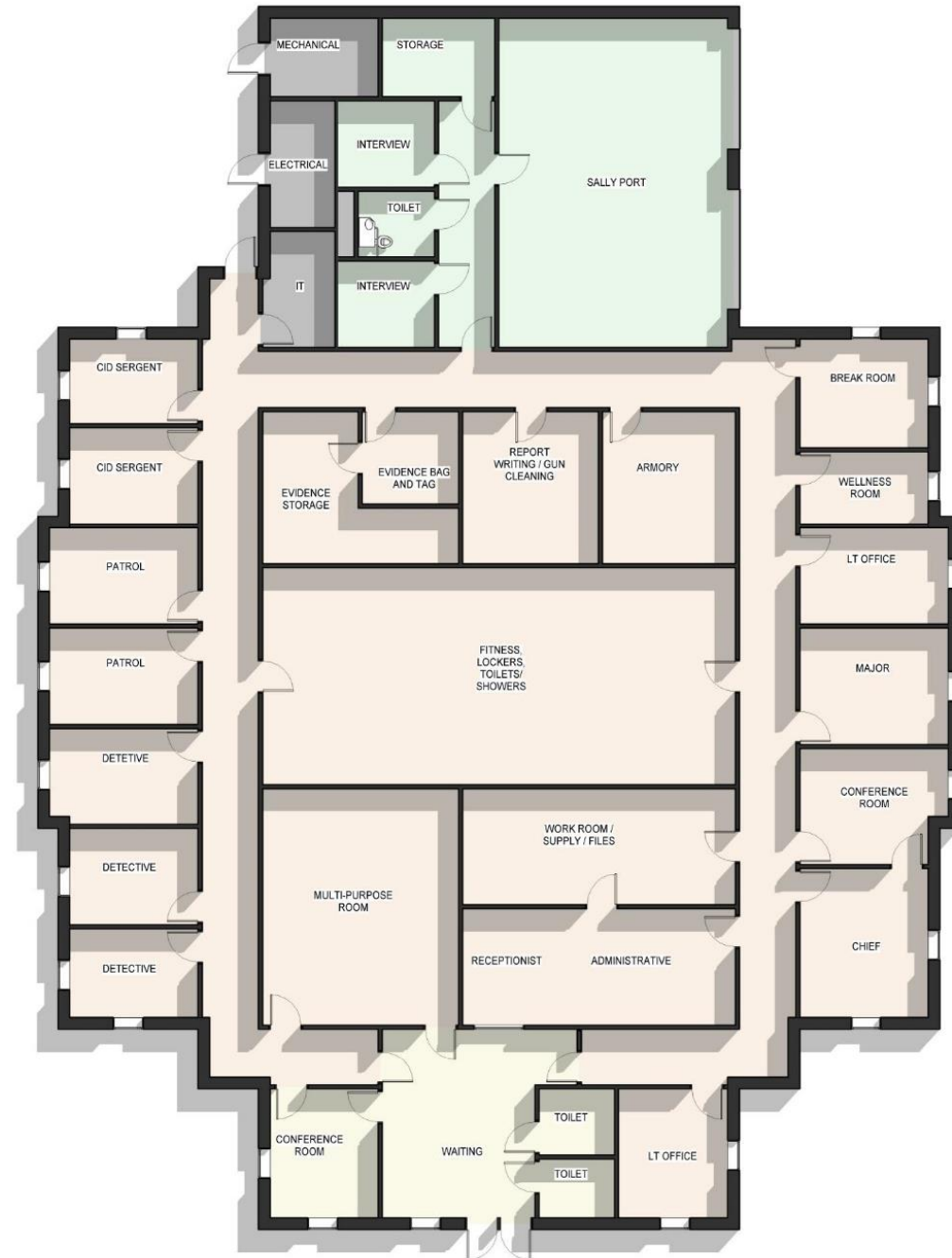


SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED			CURRENT NEEDS		2028 NEEDS		2033 NEEDS		2043 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
POLICE DEPARTMENT											
PERSONNEL SPACE											
Chief	po5	196	1	196	1	196	1	196	1	196	U-shaped workstation. Six person conference table.
Major / Asst. Chief	po4	168	1	168	1	168	1	168	1	168	U-shaped workstation. Four person conference table
Lieutenant	po3	144	0	0	1	144	2	288	2	288	U-shaped workstation. Four person conference table
Patrol Sergeant			2		4		4		4		Refer to Shared Office below. Two desks, one office
CID Sergeant	po2	120	1	120	1	120	2	240	2	240	L-shaped workstation. Two guest chairs
Patrol Officers			10		12		14		16		
Detectives	po2	120	1	120	1	120	2	240	3	360	
Administrative Assistant	ws3	64	1	64	1	64	2	128	2	128	
SUPPORT SPACE											
Reception	cs20	120	1	120	1	120	1	120	1	120	
Waiting	vis6	120	1	120	1	120	1	120	1	120	Seating for four with space for golf cart registration, trophy case, brochures.
Small Conference - seat 6	cnf6	150	1	150	1	150	1	150	1	150	Adjacent to Lobby with secure and public access.
Chief's Conference Room - seat 8	cnf8	175	1	175	1	175	1	175	1	175	Adjacent to Chief's office and Major's office.
Multi-purpose - seat 30	tr3	450	1	350	1	350	1	450	1	450	Serves as training, briefing, and the EOC. Public and secure access.
Patrol Sergeant	po3	144	1	144	2	288	2	288	2	288	Two desks in one office
Wellness Room	po1	100	1	100	1	100	1	100	1	100	Comfortable chairs, adjustable lighting.
File Room	lat	32	5	160	5	160	5	160	5	160	
Copy/Supply/Storage Room	wrk3	170	1	170	1	170	1	170	1	170	
Evidence Storage	st6	200	1	200	1	200	1	200	1	200	Eight 4'-0" wide shelves for evidence storage in banker's boxes.
Evidence Bag and Tag	st3	80	1	80	1	80	1	80	1	80	Bag and tag with counter, sink, cabinets, and pass through lockers.
Sallyport		800	1	800	1	800	1	800	1	800	Sallyport with decon space, bicycles, and flammable evidence storage area.
Hard Interview	st3	80	2	160	2	160	2	160	2	160	Hard interview with CMU walls and detention furniture. Interview video feed goes to Sgt's office.
Interview Toilet	tlt1	50	1	50	1	50	1	50	1	50	Interview toilet with detention fixture.
Report Writing Room	cnf6	150	1	150	1	150	1	150	1	150	Seating for four with BWC and Radio charging
Closet	clos1	25	1	25	1	25	1	25	1	25	Miscellaneous storage.
Gun Cleaning	st3	80	1	80	1	80	1	80	1	80	
Armory/Quartermaster	st6	200	1	200	1	200	1	200	1	200	Ammunition shelving.
Kitchenette/Break	kit2	160	1	160	1	160	1	160	1	160	Stove, fridge, sink, seating for four.
Storage	st3	80	1	80	1	80	1	80	1	80	General storage and PPE
Physical Training Room	tr3	450	1	450	1	450	1	450	1	450	Four to five pieces of equipment. Open to lockers. Ref Front Royal plan
Locker Area	lkr3	10	14	140	18	180	25	250	30	300	Single-use toilet rooms.
Toilet	tlt1	50	2	100	2	100	2	100	2	100	Single-use toilet rooms. Distributed from locker area.
Staff Toilet Room	tlt1	50	4	200	4	200	4	200	4	200	Single-use toilet rooms.
~Shower in Toilet Room	shw1	35	4	140	4	140	4	140	4	140	Shower in each toilet room above
Public Toilet Room	tlt1	50	2	100	2	100	2	100	2	100	
Janitor's Closet	jc1	25	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL			17		22		28		31		
SUBTOTAL SPACE REQUIRED			5,297		5,625		6,243		6,413		
INTERNAL CIRCULATION FACTOR			35% 1,854		1,969		2,185		2,245		
CURRENT SPACE OCCUPIED											
TOTAL DIVISION SPACE REQ'D			7,151 NSF		7,594 NSF		8,428 NSF		8,658		

SOUTHPORT POLICE STATION

ONE STORY CONCEPTUAL PROGRAM LAYOUT



SOUTHPORT POLICE STATION

TWO STORY CONCEPTUAL PROGRAM LAYOUT



SECOND FLOOR



FIRST FLOOR

POSSIBLE LOCATIONS

1) NASH STREET

PROS:

- GOOD DOWNTOWN LOCATION
- CURRENTLY OWNED PROPERTY
- LARGE ENOUGH FOR BUILDING AND SECURE PARKING

CONS:

- SHARED WITH FIRE EMS STATION (EXISTING BUILDING USING 2 VEHICULAR BAYS)
- REDUCE PARK AREA FOR MARKETS
- REQUIRES REMOVAL OF TREES

2) EXISTING COURTHOUSE

PROS:

- GOOD DOWNTOWN LOCATION
- CURRENTLY OWNED PROPERTY

CONS:

- HAZARDOUS MATERIALS
- REDUCED LAYOUT POTENTIALS
- HARDER TO ADD SALLYPORT ADDITION
- EXISTING PARKING AND SECURE PARKING NOT IDEAL
- WOULD NEED TO UPGRADE STRUCTURE FOR BOTH STRUCTURAL CODES AND SECURITY.

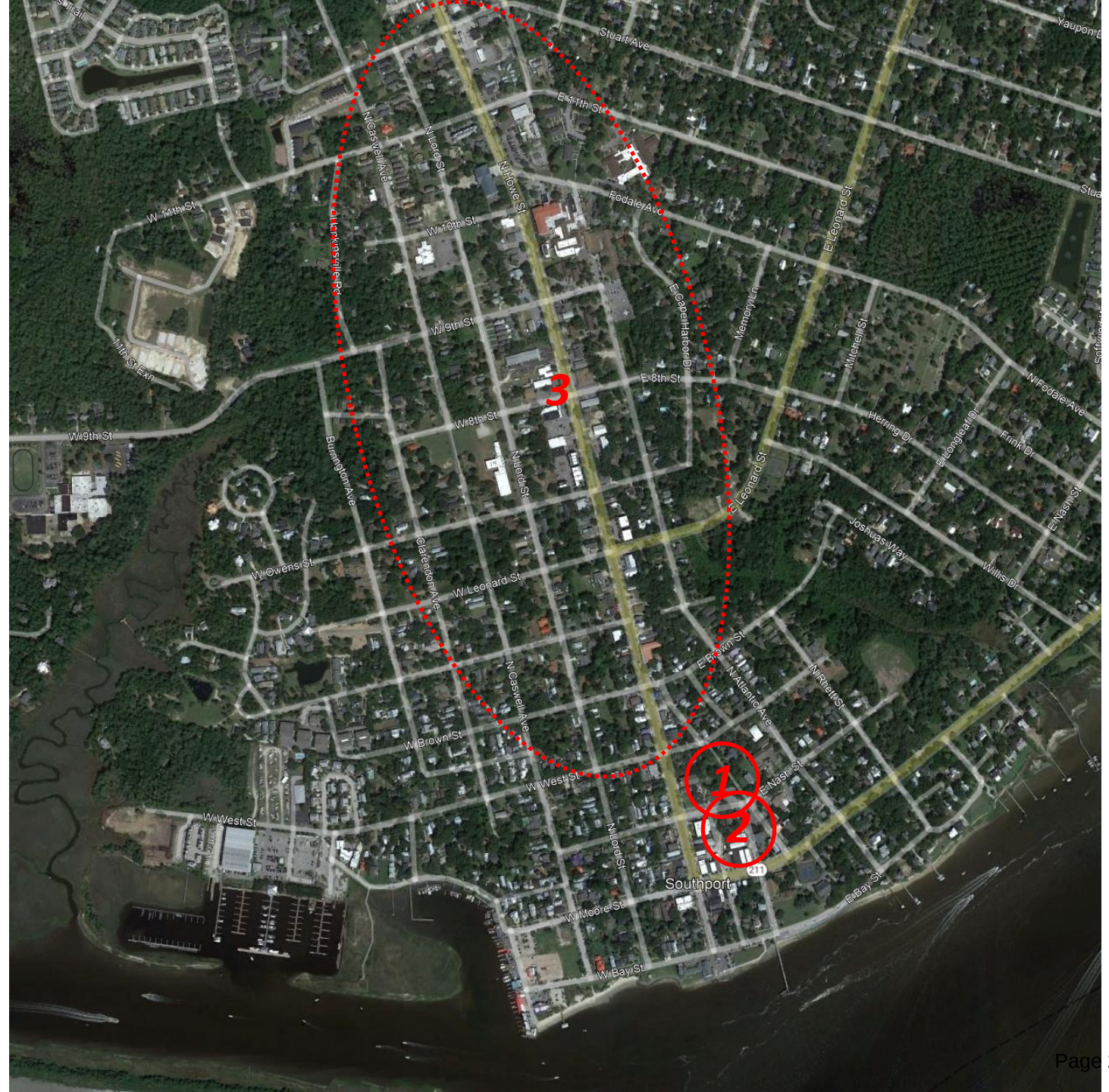
3) PROPERTY ACQUISITION

PROS:

- CAN MANAGE THE AVAILABLE AMENITIES
- CAN COLOCATE WITH OTHER CITY FUNCTIONS

CONS:

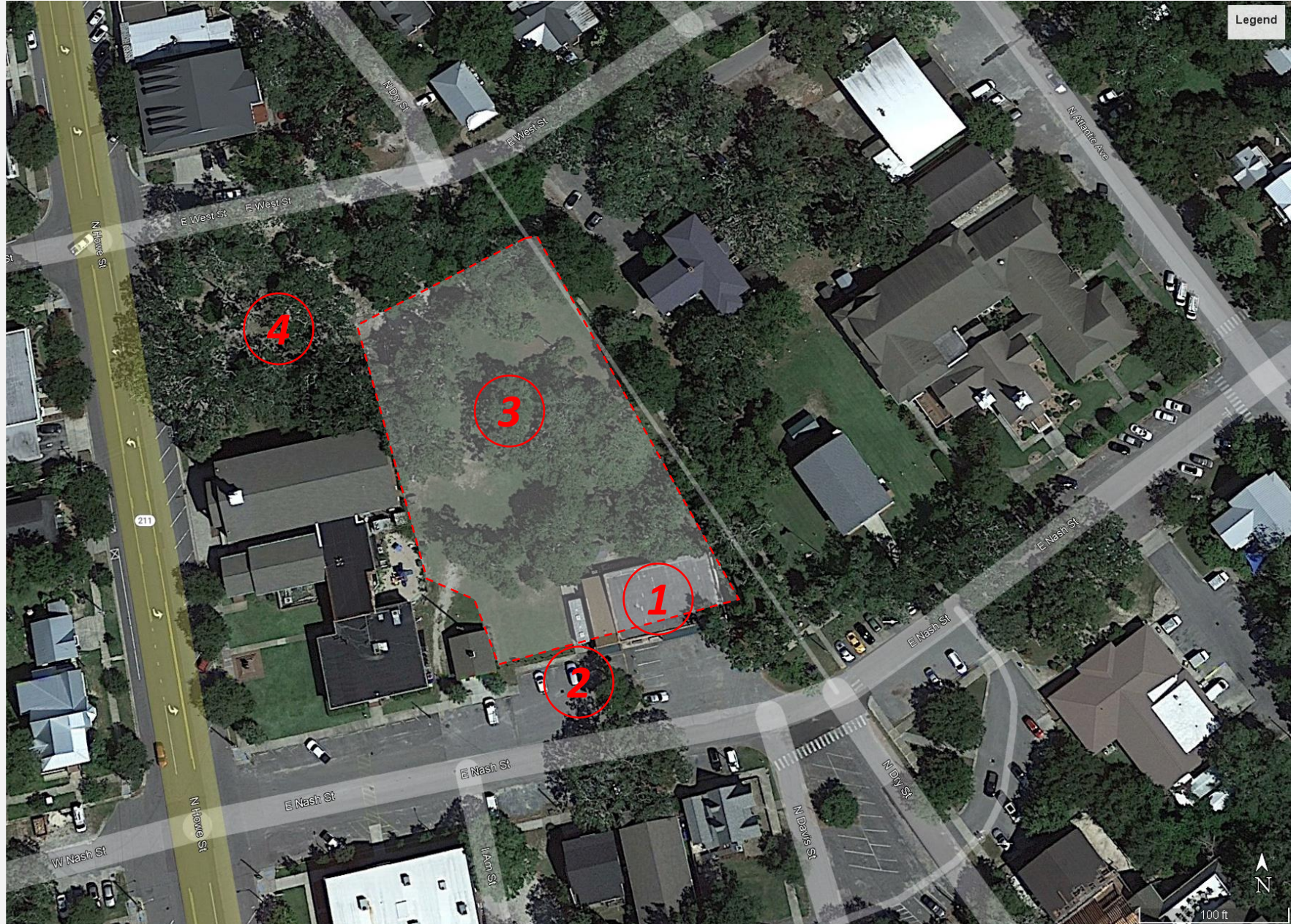
- SUBJECT TO AVAILABILITY
- SIZE MAY NOT BE IDEAL



SOUTHPORT POLICE STATION

NASH STEET LOCATION

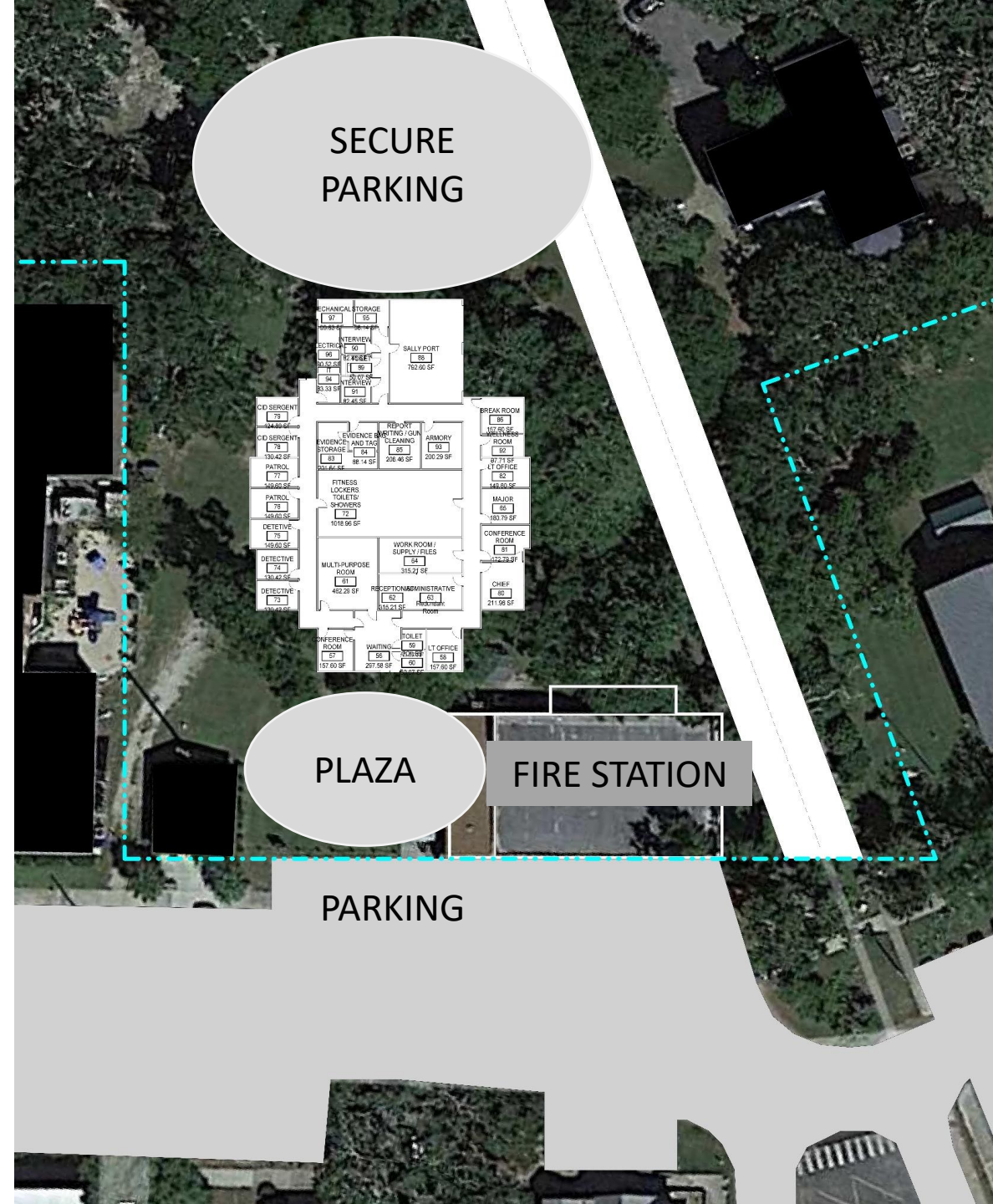
1. EXISTING FIRE STATION TO REMAIN OR RELOCATE ONSITE TO MAINTAIN 2 BAYS AND STORAGE
2. EXISTING PARKING – CONFIRM TOTAL AVAILABLE
3. SITE AREA TO BE AFFECTED, CONCERNS REGARDING EXISTING LIVE OAKS
4. EXISTING MARKET / PARK



SOUTHPORT POLICE STATION

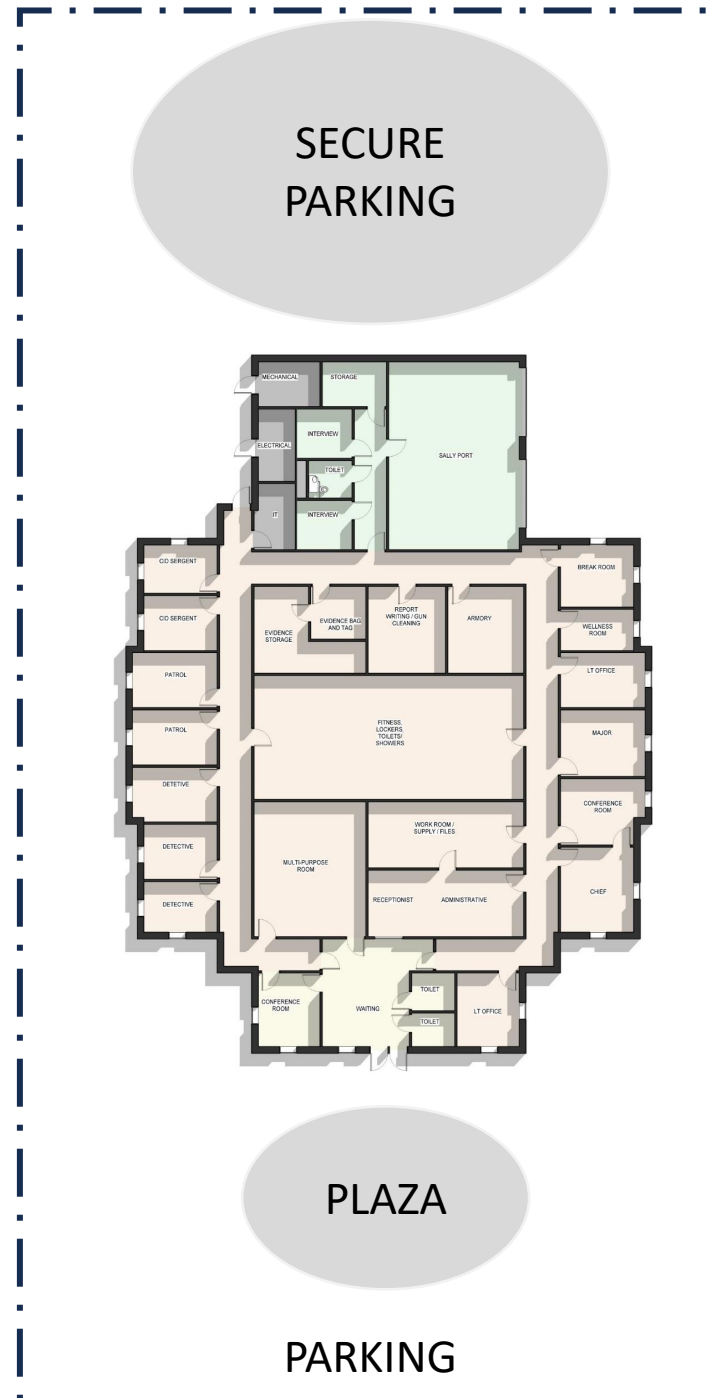
NASH STEET OPTION

- LOCATE NEW POLICE STATION BEHIND EXISTING FIRE STATION
- CREATE SECURE PARKING BEHIND STATION
- CREATE A PUBLIC PLAZA IN FRONT
- UTILIZE STREET PARKING AND MINIMAL ONSITE PARKING



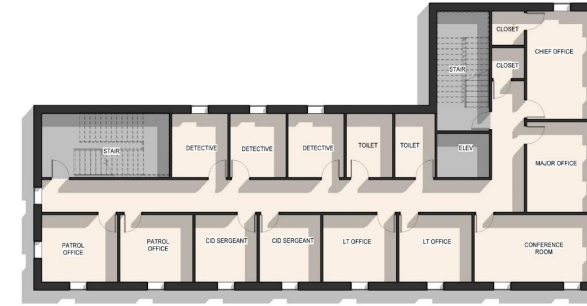
SOUTHPORT POLICE STATION 1-STORY OPTION

- PUBLIC PARKING IN FRONT
- POSSIBLE PUBLIC PLAZA IN FRONT
- SECURED PARKING IN BACK
- 8,600 SQUARE FEET
- 29 REQUIRED PARKING SPACES
- REQUIRED SITE AREA
APPROXIMATELY 2 ACRES

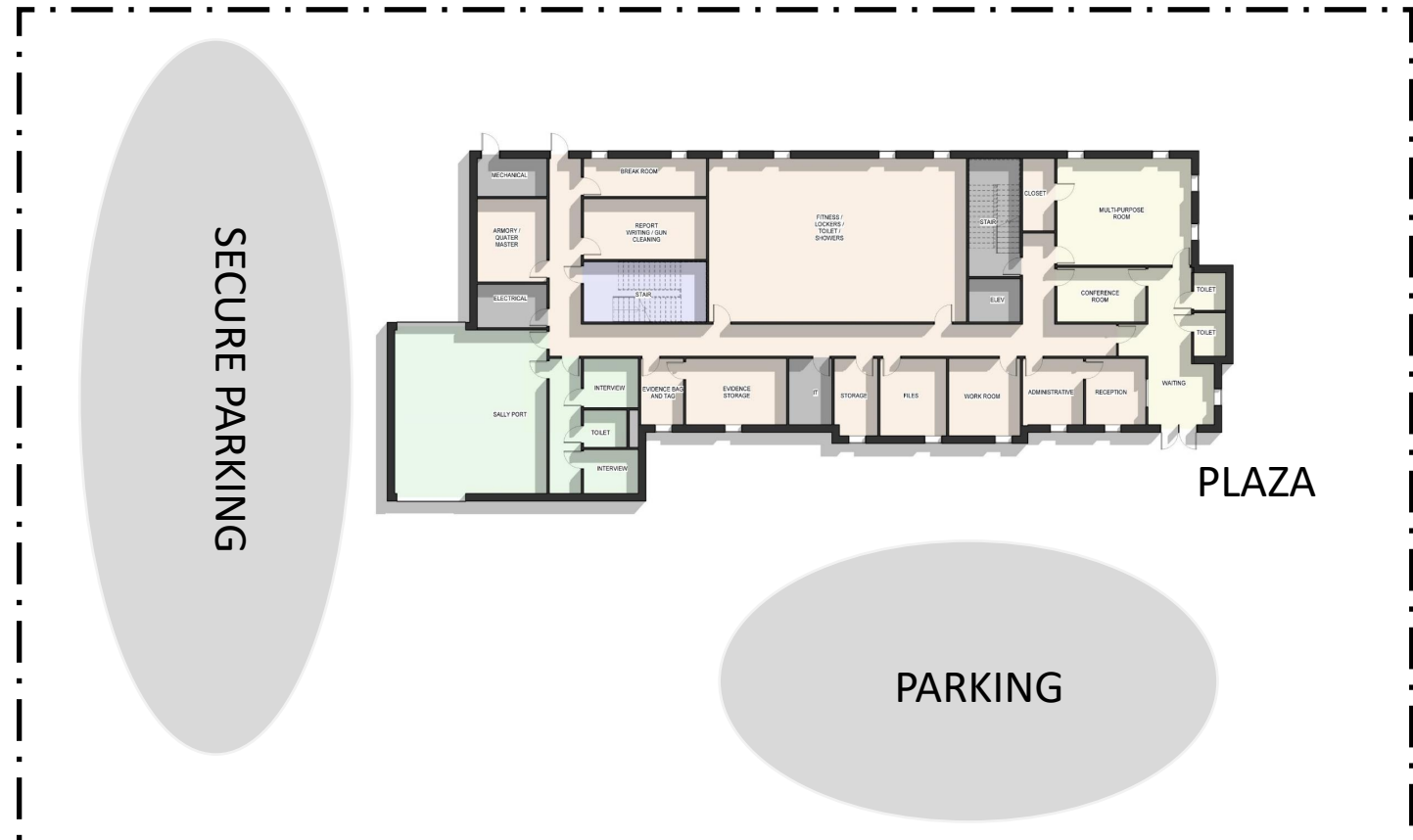


SOUTHPORT POLICE STATION 2-STORY OPTION

- PUBLIC PARKING IN FRONT
- POSSIBLE PUBLIC PLAZA IN FRONT
- SECURED PARKING IN BACK
- SMALLER FOOTPRINT TO FIT ON SITE
- LARGER OVERALL BUILDING AREA OF 10,000 SQUARE FEET TO ACCOMMODATE ELEVATORS AND STAIRS
- 34 REQUIRED PARKING SPACES
- REQUIRED SITE AREA APPROXIMATELY 1.5 ACRES



SECOND FLOOR



TOTAL PROJECT

BUDGETS

- **HARD COSTS**
 - INCLUDES BUILDING AND SITE CONSTRUCTION INCLUDING ANY REQUIRED DEMOLITION
- **SOFT COSTS**
 - INCLUDES FURNITURE, EQUIPMENT, DESIGN COSTS, TESTING COSTS, AND CONTINGENCY

City of Southport
Budget Options
September 14, 2023

Option	Police Station		City Hall	
	One Story	Two Story	Without Police	With Police
Hard Costs (Construction)	\$ 5,547,000	\$ 6,565,000	\$ 2,930,000	\$ 3,180,000
Soft Costs (Furniture, Design)	\$ 1,952,544	\$ 2,297,750	\$ 1,172,000	\$ 1,272,000
Temporary Facilities				\$ 350,000
Total Project Cost	\$ 7,499,544	\$ 8,862,750	\$ 4,102,000	\$ 4,802,000







MOSELEYARCHITECTS

911 North West Street
Suite 205
Raleigh, NC 27603
P: (919) 840-0091

REVISED April 2, 2023

RE: City of Southport Police/City Hall Facilities Space Needs Analysis
Cost Proposal
City of Southport, NC

Ms. Bonnie Therrien
City Manager
City of Southport
1029 Howe Street
Southport, NC 28416

Dear Ms. Therrien

In accordance with the Request for Qualifications dated February 2, 2023, and our meeting on March 24, 2023, Moseley Architects is pleased to provide this proposal for services for the above referenced Project.

Project Scope of Work

The Project Scope of Work consists of a planning study for a new Police Headquarters and renovations to the City Hall for the City of Southport. The City intends to develop a space needs program indicating the required spaces for the Police Department and city departments currently housed in the City Hall to function for the next 20 years. The planning study will evaluate options to provide the required square footage by building a new police headquarters on a site to be selected and renovating the existing City Hall to accommodate growth and improve customer experience.

Consultants to Moseley Architects

Moseley Architects proposes to complete the facilities programming and conceptual design with its own staff.

Withers Ravenel will provide civil engineering services.

Proposed Scope of Services

Our proposed services consist of normal feasibility study services as defined in our agreement and as follows.

Task 1 Development of Building Program

1. Prepare draft project schedule for review by the Owner.
2. Draft programming questionnaires for distribution to City and Police Divisions to be included in the space needs assessment.

3. Conduct kickoff meeting and idea mining session to define the goals of the Project. Distribute questionnaires.
4. Review Owner's previous space programs and studies.
5. Assemble and review background information consisting of available existing building drawings, topographic and boundary surveys.
6. Review the completed questionnaires prior to on-site interviews.
7. Conduct on-site interviews with each Department and Division. Interviews will be scheduled by the Owner on concurrent days.
8. For five-, ten-, and twenty-year planning horizons, prepare a Detailed Space Needs Assessment for each function based on Owner's space standards. Projections shall be documented in tabular form by department for review by the Owner. Projections shall be on a space-by-space basis for each planning horizon. Projections of personnel types and numbers of personnel in each position for each planning horizon shall be established in consultation with Owner representatives based on staffing projections provided by the Owner, City population projections, responses to the Space Analysis Questionnaires, and on anticipated services to be provided.
9. Submit draft Detailed Space Needs Assessment to Owner.
10. Meet with representatives to discuss the Detailed Space Needs Assessment and incorporate any user feedback.
11. Document and submit final Detailed Space Needs Assessment.

Task 2 – Preliminary Site Selection

1. Perform a site selection study using available GIS information to identify three City-suggested properties within the geographic ranges requested by the City. The results of the study will be used to identify a potential site to be used for planning purposes.
2. Civil Engineer to perform site visit to the identified properties for observation of readily visible features and document the visits and features with photography.
3. Prepare site evaluation for the site using available GIS data
4. Develop conceptual test fit plan consisting of color rendered site option, and a written narrative of improvements for each site. The conceptual site plan will be developed using the conceptual building footprint. Test fit will consider driveway entrances, parking considerations, stormwater BMP locations, zoning constraints, and potential utility connections. This does not include engineering calculations. The design team will make recommendations for additional due diligence for each site.

Task 3 – Preliminary Schematics

1. Based on the approved Detailed Space Needs Assessment, develop alternative conceptual designs for the renovation of the existing City Hall and construction of a new building Police Headquarters on a site selected by the City to meet the twenty-year space needs. Conduct on-site design workshop with Owner stakeholders to assist in building consensus regarding options to be considered.
 - a. Conduct existing building assessment consisting of a site visit to visually observe the condition of the buildings systems.
2. Prepare block diagram floor plans illustrating the relative size and location of each major function, and diagrammatic site plans illustrating the general proposed utilization of the site (*i.e.*, parking, open space, vehicular and pedestrian circulation, and storm water management areas).

3. Meet with the Owner and user groups to review and discuss the alternative concepts. Assist the Owner in selecting the preferred concepts.
4. Refine block diagram floor plans and conceptual site plans based on preferred approach.

Task 4 – Programmatic cost estimate and project schedule

1. Prepare a preliminary total project budget estimates for the renovation and expansion and new construction options. Construction cost estimates shall be on a “per square foot” basis and shall be for the purpose of drawing general conclusions about the relative cost of the alternative. The preliminary budget cost estimates are to be all inclusive and include furniture, fixtures, IT, security, and moving expenses. The preliminary budget estimate will also include road improvement, stormwater management, environmental requirements, swing space cost, contingencies, and existing building changes.
2. Prepare a digital draft report consisting of the following and submit to the Owner for review:
 - a. Executive summary
 - b. Purpose and scope of study
 - c. Space needs projections for 5, 10, and 20 years.
 - d. Site analysis narratives and plans.
 - e. Selected and alternative concepts considered (narrative description, block diagram floor plans, site plan, budget estimate, evaluation points to consider for each concept, and conceptual renderings)
 - f. Schedule of implementation for each site indicating design, construction, and FF&E.
 - g. Completed questionnaires as an appendix
3. Attend two meetings with Owner representatives (including City Council) to review the draft.
4. Present the completed study to Owner representatives.

Cost of Services

The cost of our services including all expenses for travel, communication, and reproduction of documents for our in-house use and copies of final report as indicated, is a lump sum in the amount indicated on the enclosed Exhibit A indicating the basis of the cost of services. The spreadsheet line items are numbered to correspond to the paragraph numbers in this letter. Task values are summarized below:

Task 1 – Building Program	\$17,565.00
Task 2 – Site Selection	\$14,824.00
Task 3 – Preliminary Schematics	\$ 8,780.00
Task 4 – Budget Estimate and Schedule	\$ 5,928.00
Grand Total	\$47,097.00

Assumptions, Qualifications, and Exclusions

Our proposed services do not include measured drawings of existing building conditions.

Our proposed services do not include investigation or testing of concealed or inaccessible building conditions, and Moseley Architects shall not be responsible for unanticipated construction costs or other issues resulting from the discovery during construction of

concealed conditions that differ from those shown on record drawings of the building provided by the City.

The following services are not proposed to be provided.

1. Structural, mechanical, electrical, and interior design services.
2. Schematic Design, Design Development, Construction Document, Bidding, and Construction Administration services.
3. Topographic and Boundary surveys.
4. Detailed Estimates of Probable Construction Cost.
5. Public relations and public participation services.
6. Surveys and drawings of existing facilities.
7. Other services not specifically identified in this proposal.

Moseley Architects shall have no responsibility or liability for the discovery, identification, abatement, or removal of asbestos, lead paint, or any other hazardous substances in relation to the Project, nor does our proposal include any services related to such materials. We assume that the City will provide, separately from this contract, all necessary services related to hazardous materials.

Upon selection of preferred options for the Police Station and City Hall, the City may at its discretion authorize Moseley Architects to proceed with preparation of design documents for the construction of the new buildings upon negotiation of design costs and execution of a design contract.

Schedule

We anticipate being able to complete the services in twelve to fifteen weeks following Notice to Proceed from the City. This schedule assumes that all surveys will occur on consecutive days.

We appreciate this opportunity to be of service. Please let us know how we may be of assistance in the preparation and execution of a contract for our services.

Sincerely,



Joshua N. Bennett, AIA
Vice President

Enclosures: As stated above.

MOSELEYARCHITECTS**COST OF SERVICES**

City Southport Police/City Hall Facility Space Needs Analysis

REVISED April 2, 2023

STAFF HOURS

	PRINCIPAL	SR PROJ MGR	ARCHITECT	PROJECT DESIGNER	SR MECH/ELEC ENGINEER	SECURITY SYSTEM DESIGNER	SR STRUCTURAL ENG	INTERIOR DESIGNER	ADMINISTRATIVE	TOTAL	
TASK 1 - DEVELOPMENT OF BLDG PROGRAM											
1 Prepare project schedule.		1								1	
2 Prepare draft programming questionnaires/distribute.		1								1	
3 Prepare kick off agenda.		2								2	
4 Conduct kick-off meeting/idea mining session.		8								8	
5 Review previous programs and studies.		2								2	
6 Assemble background information.		4								4	
7 Review completed questionnaires.		8								8	
8 Conduct on-site interviews for each function		24								24	
9 Prepare detailed space needs assessment		16							1	17	
10 Submit draft space needs assessment.		1							1	2	
11 Meet with representatives to review/incorporate feedback.		8								8	
12 Submit final Space Needs Assessment.		1							1	2	
										0	
TOTAL HOURS	0	76	0	0	0	0	0	0	3	79	
HOURLY RATE	\$249	\$228	\$171	\$113	\$200	\$215	\$179	\$134	\$79	\$222.34	
SUBTOTAL	\$0	\$17,328	\$0	\$0	\$0	\$0	\$0	\$0	\$237	\$17,565	
TOTAL											\$17,565
TASK 2 - PRELIMINARY SITE SELECTION											
1 Prepare site selection study based on GIS info		2								2	
2 Perform site visit to each of three sites										0	
3 Prepare site evaluations		2								2	
4 Develop conceptual test fits and rendered plans		4								4	
										0	
TOTAL HOURS	0	8	0	0	0	0	0	0	0	8	
HOURLY RATE	\$249	\$228	\$171	\$113	\$200	\$215	\$179	\$134	\$79	\$228.00	
SUBTOTAL	\$0	\$1,824	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,824	
Withers											\$13,000
TOTAL											\$14,824

MOSELEYARCHITECTS

COST OF SERVICES
City Southport Police/City Hall Facility Space Needs Analysis
REVISED April 2, 2023

STAFF HOURS

	PRINCIPAL	SR PROJ MGR	ARCHITECT	PROJECT DESIGNER	SR MECH/ELEC ENGINEER	SECURITY SYSTEM DESIGNER	SR STRUCTURAL ENG	INTERIOR DESIGNER	ADMINISTRATIVE	TOTAL	
TASK 3 - PRELIMINARY SCHEMATICS											
1 Develop alternative conceptual designs for each site		4			4		4			12	
2 Prepare block diagram floor plans		4		32						36	
3 Conduct one meeting to review concepts		6								6	
4 Refine block diagrams		2								2	
										0	
TOTAL HOURS	0	16	0	32	4	0	4	0	0	56	
HOURLY RATE	\$249	\$228	\$171	\$113	\$200	\$215	\$179	\$134	\$79	\$156.79	
SUBTOTAL	\$0	\$3,648	\$0	\$3,616	\$800	\$0	\$716	\$0	\$0	\$8,780	
TOTAL											\$8,780
TASK 4 - PROGRAMATIC COST ESTIMATE/SCHEDULE											
1 Prepare total project budget for each site.		4								4	
2 Prepare bound report.		2								2	
3 Attend up to 2 council meetings		16								16	
4 Present study to Owner representatives		4								4	
										0	
TOTAL HOURS	0	26	0	0	0	0	0	0	0	26	
HOURLY RATE	\$249	\$228	\$171	\$113	\$200	\$215	\$179	\$134	\$79	\$228.00	
SUBTOTAL	\$0	\$5,928	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,928	
TOTAL											\$5,928
GRAND TOTAL										\$47,097	

MOSELEYARCHITECTS**COST OF SERVICES**

City Southport Police/City Hall Facility Space Needs Analysis

REVISED April 2, 2023

STAFF HOURS

	PRINCIPAL	SR PROJ MGR	ARCHITECT	PROJECT DESIGNER	SR MECH/ELEC ENGINEER	SECURITY SYSTEM DESIGNER	SR STRUCTURAL ENG	INTERIOR DESIGNER	ADMINISTRATIVE	TOTAL	
TASK 1 - DEVELOPMENT OF BLDG PROGRAM											
1 Prepare project schedule.		1								1	
2 Prepare draft programming questionnaires/distribute.		1								1	
3 Prepare kick off agenda.		2								2	
4 Conduct kick-off meeting/idea mining session.		8								8	
5 Review previous programs and studies.		2								2	
6 Assemble background information.		4								4	
7 Review completed questionnaires.		8								8	
8 Conduct on-site interviews for each function		24								24	
9 Prepare detailed space needs assessment		16							1	17	
10 Submit draft space needs assessment.		1							1	2	
11 Meet with representatives to review/incorporate feedback.		8								8	
12 Submit final Space Needs Assessment.		1							1	2	
										0	
TOTAL HOURS	0	76	0	0	0	0	0	0	3	79	
HOURLY RATE	\$249	\$228	\$171	\$113	\$200	\$215	\$179	\$134	\$79	\$222.34	
SUBTOTAL	\$0	\$17,328	\$0	\$0	\$0	\$0	\$0	\$0	\$237	\$17,565	
TOTAL											\$17,565
TASK 2 - PRELIMINARY SITE SELECTION											
1 Prepare site selection study based on GIS info		2								2	
2 Perform site visit to each of three sites										0	
3 Prepare site evaluations		2								2	
4 Develop conceptual test fits and rendered plans		4								4	
										0	
TOTAL HOURS	0	8	0	0	0	0	0	0	0	8	
HOURLY RATE	\$249	\$228	\$171	\$113	\$200	\$215	\$179	\$134	\$79	\$228.00	
SUBTOTAL	\$0	\$1,824	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,824	
Withers											\$13,000
TOTAL											\$14,824

MOSELEYARCHITECTS

COST OF SERVICES
City Southport Police/City Hall Facility Space Needs Analysis
REVISED April 2, 2023

STAFF HOURS

	PRINCIPAL	SR PROJ MGR	ARCHITECT	PROJECT DESIGNER	SR MECH/ELEC ENGINEER	SECURITY SYSTEM DESIGNER	SR STRUCTURAL ENG	INTERIOR DESIGNER	ADMINISTRATIVE	TOTAL	
TASK 3 - PRELIMINARY SCHEMATICS											
1 Develop alternative conceptual designs for each site		4			4		4			12	
2 Prepare block diagram floor plans		4		32						36	
3 Conduct one meeting to review concepts		6								6	
4 Refine block diagrams		2								2	
										0	
TOTAL HOURS	0	16	0	32	4	0	4	0	0	56	
HOURLY RATE	\$249	\$228	\$171	\$113	\$200	\$215	\$179	\$134	\$79	\$156.79	
SUBTOTAL	\$0	\$3,648	\$0	\$3,616	\$800	\$0	\$716	\$0	\$0	\$8,780	
TOTAL											\$8,780
TASK 4 - PROGRAMATIC COST ESTIMATE/SCHEDULE											
1 Prepare total project budget for each site.		4								4	
2 Prepare bound report.		2								2	
3 Attend up to 2 council meetings		16								16	
4 Present study to Owner representatives		4								4	
										0	
TOTAL HOURS	0	26	0	0	0	0	0	0	0	26	
HOURLY RATE	\$249	\$228	\$171	\$113	\$200	\$215	\$179	\$134	\$79	\$228.00	
SUBTOTAL	\$0	\$5,928	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,928	
TOTAL											\$5,928
GRAND TOTAL										\$47,097	