CITY OF SOUTHPORT
PLANNING BOARD
SPECIAL MEETING AGENDA

113 W MOORE ST
SOUTHPORT NC 28461
INDIAN TRAIL MEETING HALL
March 27, 2025
10:00 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. Approval of Agenda

E. Public Comment

F. Old Business

1. Old City Hall / Courthouse - 201 E Moore St - Recommendation Review and Possible Action

G. 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.

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LOCKERS
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INTERVIEW
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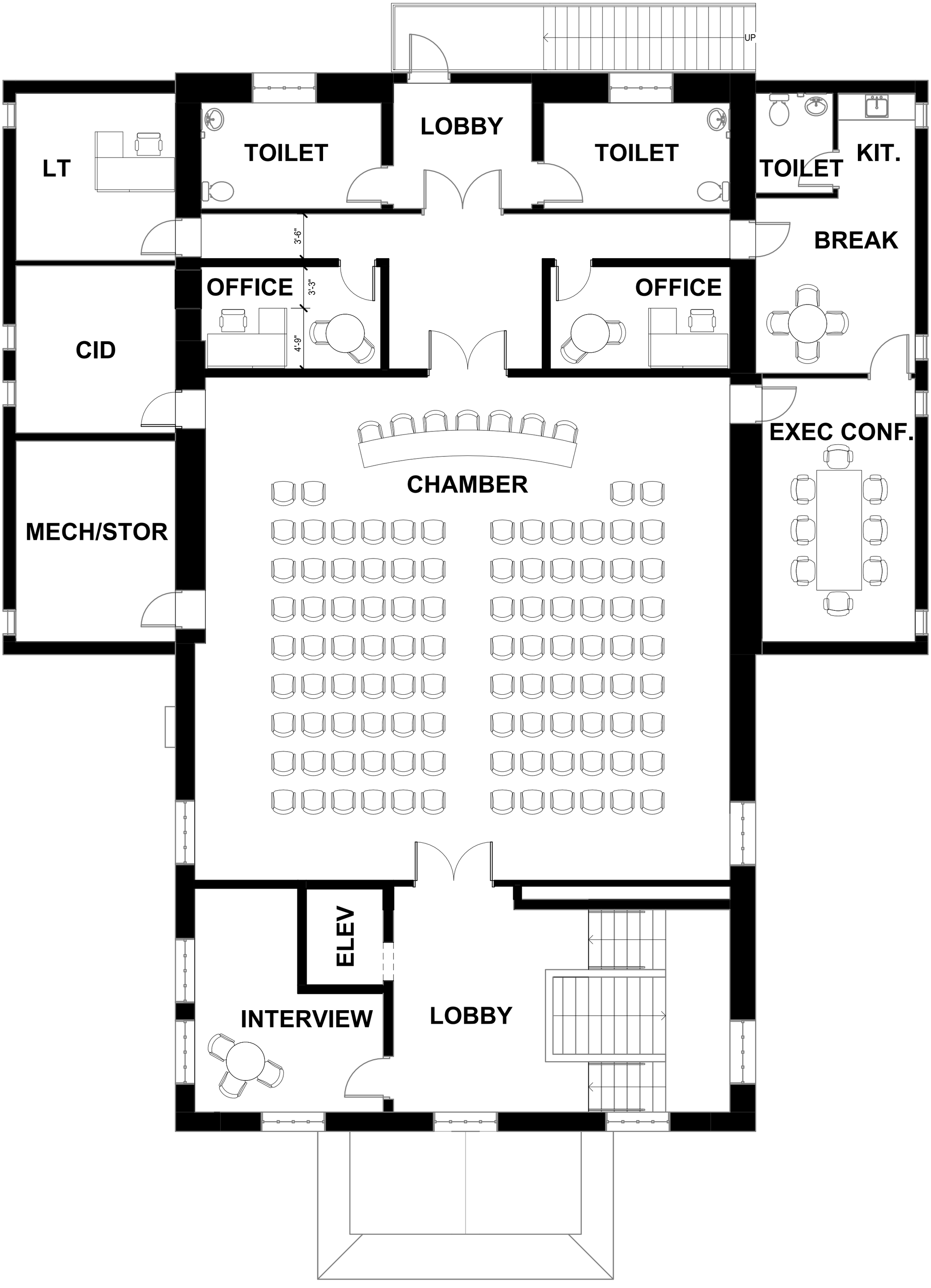
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CHAMBER
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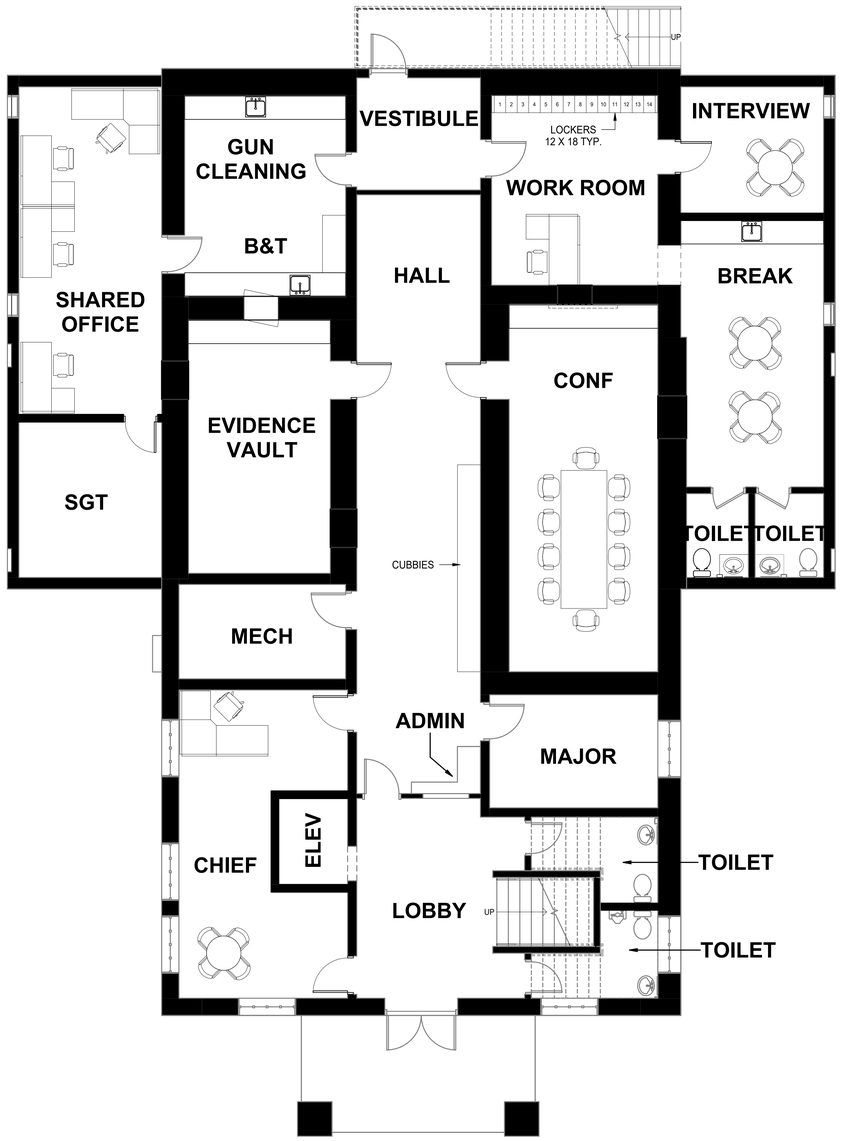
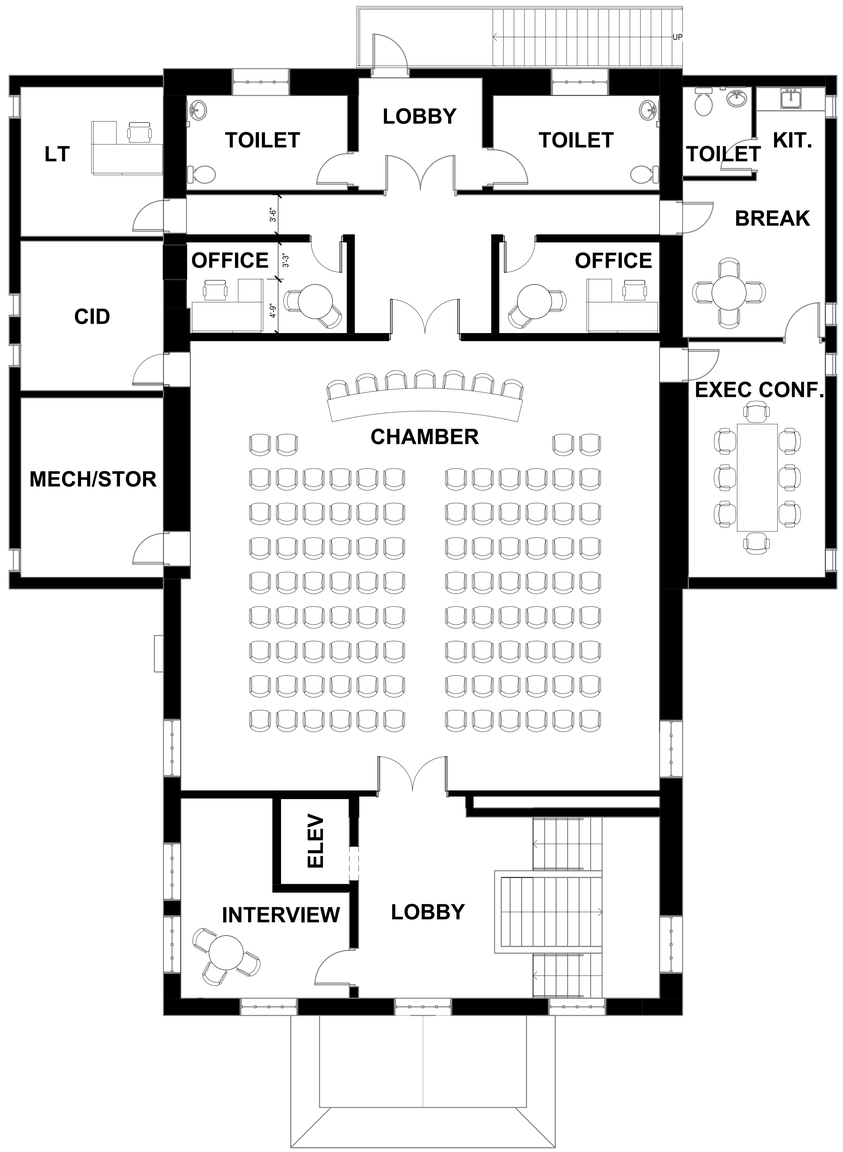


FIRST FLOOR PLAN

3/16" = 1'-0"



SECOND FLOOR PLAN

3/16" = 1'-0"

NOTE: THE ABOVE PLAN PROVIDES STAFF AND SUPPORT SPACE TO MEET THE PROJECTED 20 YEAR NEEDS OF THE SOUTHPORT POLICE DEPARTMENT

MOSELEY ARCHITECTS
3200 NORFOLK STREET. RICHMOND, VA 23230
PHONE (804) 794-7355
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

FLOOR PLAN

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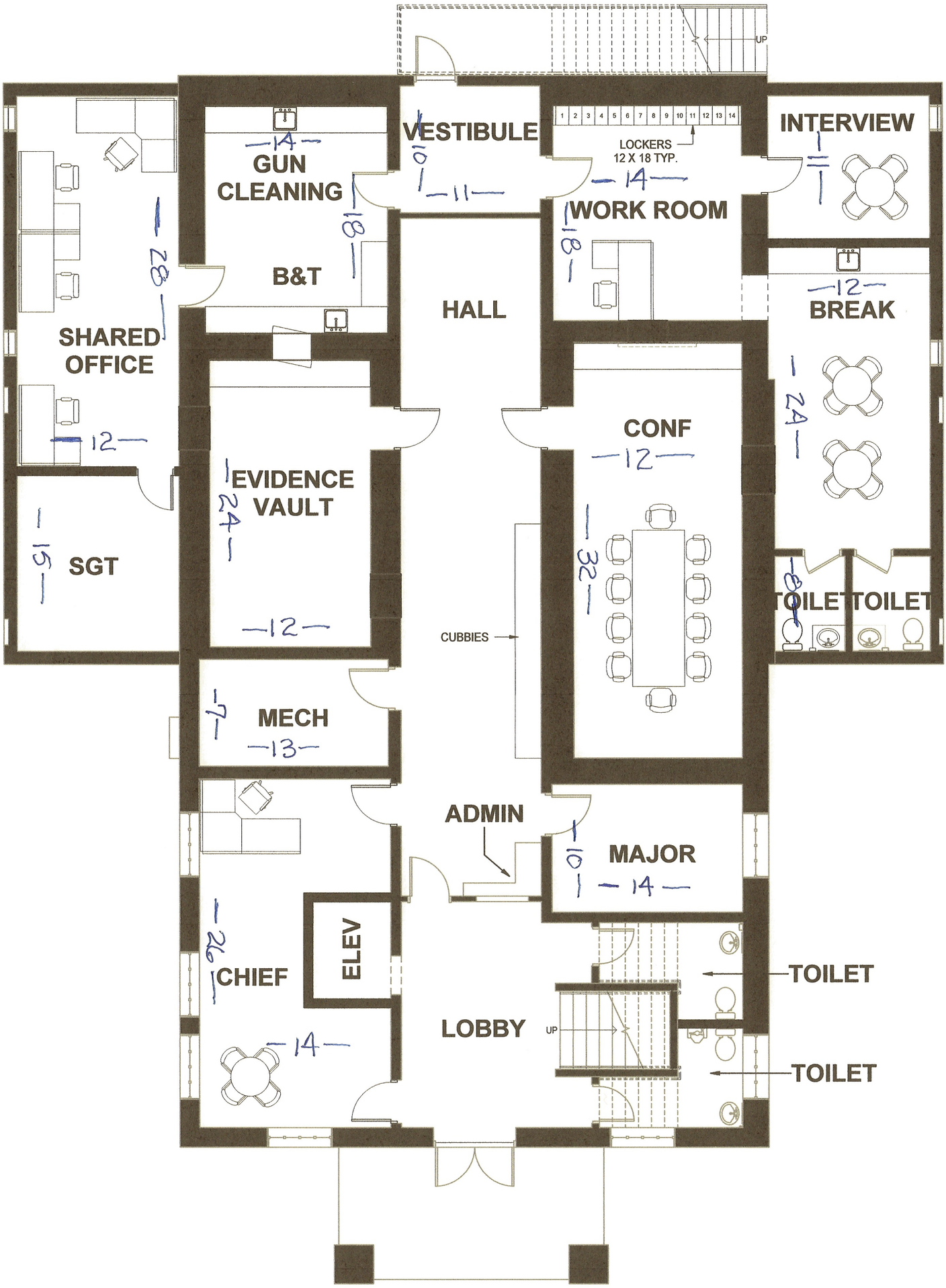
2/3/2025 11:08:05 AM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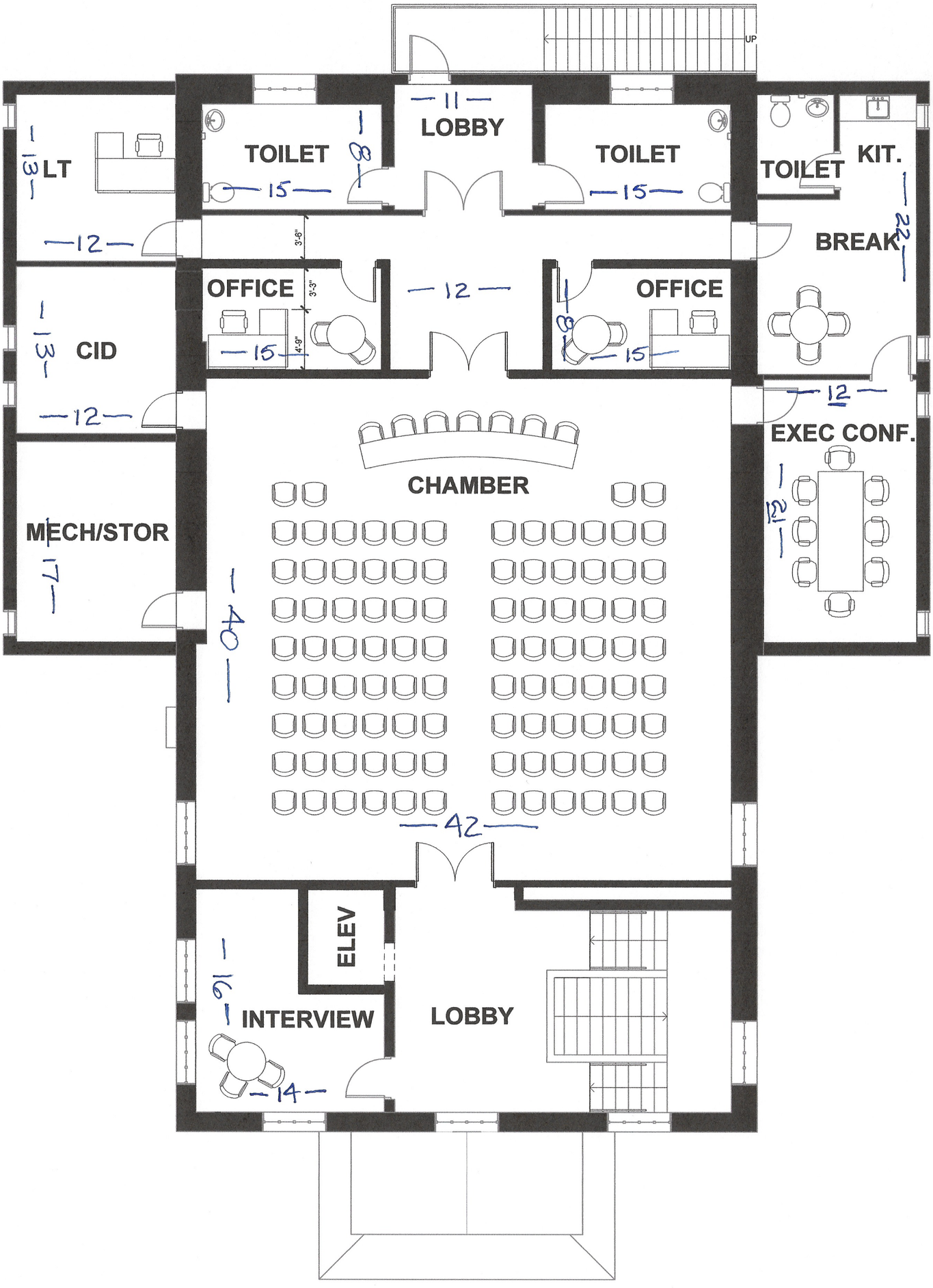
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CHAMBER
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ELEV
INTERVIEW
LOBBY

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

MOSELEYARCHITECTS

SPACE NEEDS ASSESSMENT QUESTIONNAIRE
City of Southport Police Department and City Hall
Space Needs Assessment

Moseley Architects has been selected to provide space planning services for the City of Southport Police Headquarters and City Hall Space Needs Assessment. Your responses to this questionnaire will be very helpful to the Moseley Architects space planning team in understanding the space needs and functional requirements of the department. After you have completed the questionnaire, our team will meet with you in person to discuss your responses and other issues in more detail. The time you spend responding to these questions is extremely valuable in "jump starting" that face to face discussion by providing you a means of foc some of the relevant issues prior to our meeting. This will make the meeting efficient a productive for everyone.

Please answer every applicable question and respond to the questions as accurately a thoughtfully as you can. The quality of your input will directly affect the effectiveness c space needs assessment results. To complete electronically just click within the gray b enter your responses. (For "Yes" and "No" or other check boxes, double click the appr box and select "Checked". Then click "OK".). Feel free to print the questionnaire and c by hand if you prefer. Please complete a **separate questionnaire for each** departmer responses that address only that department. Please complete **only one questionnai each department** to avoid potentially conflicting responses. Feel free to attach additio sheets to the questionnaire if needed. If you have any questions, please contact Josh Moseley Architects at jbennett@moseleyarchitects.com.

Your time and effort is appreciated, and we look forward to meeting with you.

Your Name: Tony Burke

Your Department: Police

Your Division within the Department (if applicable):

Your Telephone Number: 910-368-5227

Your email address: tburke@cityofsouthport.com

12/4/2018

3. Please list the job title of each type of position currently authorized for your subdivision within the department. Adjacent to each job title, indicate how many such positions are currently authorized. This tells us what your current staff breakdown is or should be. Then, to the best of your ability, indicate the total number of authorized positions you think there will be for each job title in five, ten, and twenty years. Base your estimate on the degree to which you believe the amount and nature of your services and workload will change or stay the same. Then indicate with an X which type of workspace is required for each position. Examples of the intended response format are shown in the yellow highlighted cells below.

Job Title	How many now?	How many in 5 years?	How many in 10 years?	How many in 20 years?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
					Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:								
Captain	1	1	1	1	x			
Administrative Assistant	1	2	3	4			x	
YOUR RESPONSES:								
Major / Asst. Chief	1	1	1	1	X			
Lieutenant	0	1	2	2	X			
Patrol Sergeant	2	4	4	4		X		
CID Sergeant	1	1	2	2	X			
Patrol Officers	10	12	14	16				
Detectives	1		2	3	X	X		
Administrative Asst.	1	1	2	2				
Chief	1	1	1	1	X			
	17	21	28	33				

2 detective/currently patrol

detectives handle Vice work. no current need for a dedicated vice officer. CID helps or a neighboring agency. transient drug issues.

12/4/2018

SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

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
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
Conference Room - Seat 12	cnf12	260	1	260	1	260	1	260	1	260
Conference Room - Seat 100										
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										
Work Room/Files										
Janitor										
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				**1,970**		**2,105**		**2,326**		**2,391**

Use Indian Trail	
Shared on floor. Refer to Shared Spaces.	
Shared on floor. Refer to Shared Spaces.	
Shared on floor. Refer to Shared Spaces.	
	1st floor

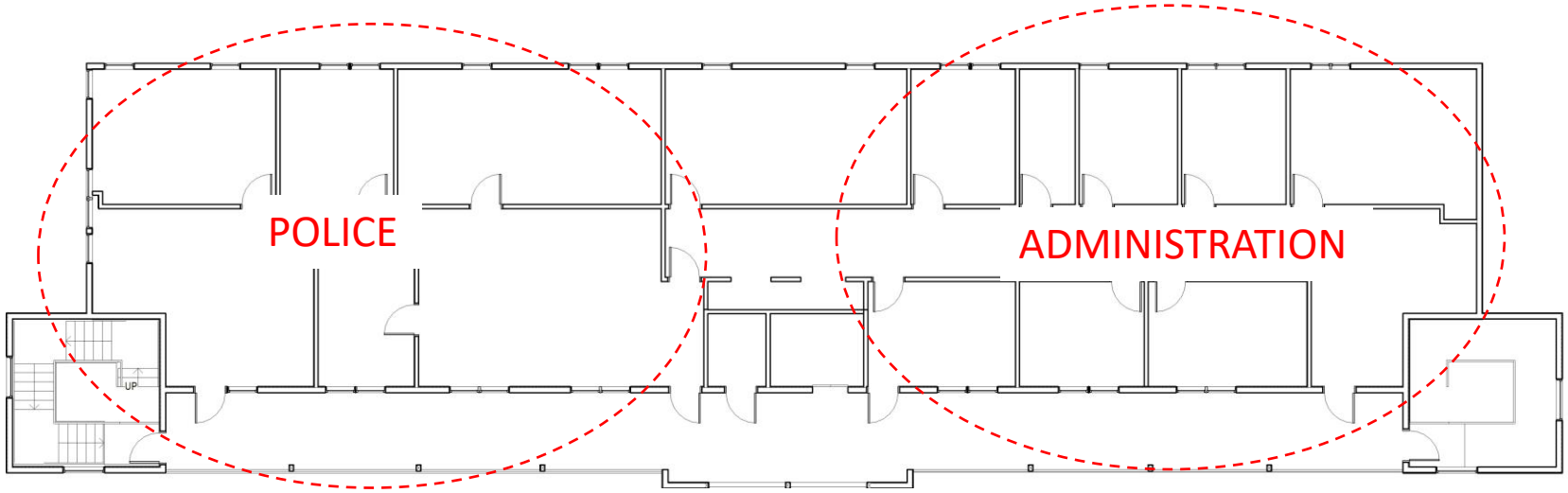
FINANCE

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	Transitioning out.
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	Open waiting area combined with Development Services.
Customer Service Counter	cs10	60	3	180	3	180	3	180	3	180	Two high, one low. One around corner for private convo.
Conference - Seat 6	cnf6	150	1	150	1	150	1	150	1	150	Shared. Adjacent to waiting for vendor meetings, audits, and public access.
Conference - Seat 12											Shared. Refer to Administration.
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			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											1st floor
TOTAL DIVISION SPACE REQ'D				2,082		2,449		2,449		2,449	

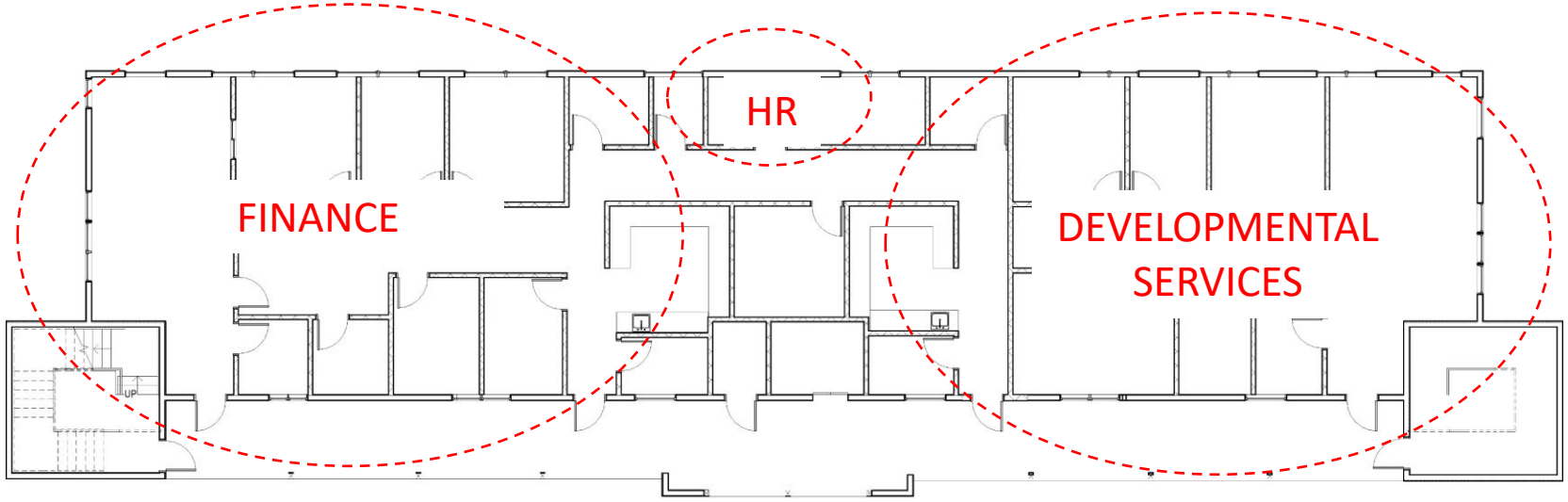
HUMAN RESOURCES											
PERSONNEL SPACE											
HR Director	po3	144	1	144	1	144	1	144	1	144	Space for small one on one meetings. Files in office.
HR Coordinator	po1	100	0	0	0	0	1	100	1	100	Currently shared with finance.
SUPPORT SPACE											
Waiting - Seat 4											Shared with Administration
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											**1st floor**
TOTAL DEPARTMENT NET SPACE REQ'D				**194**		**194**		**329**		**329**	
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											**1st floor**
TOTAL DIVISION SPACE REQ'D				**270**		**270**		**270**		**270**	

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 FINACE DEPARTMENTS

2040 NEEDS PUTS BREAK ROOM AND WORKROOM ON 2ND FLOOR

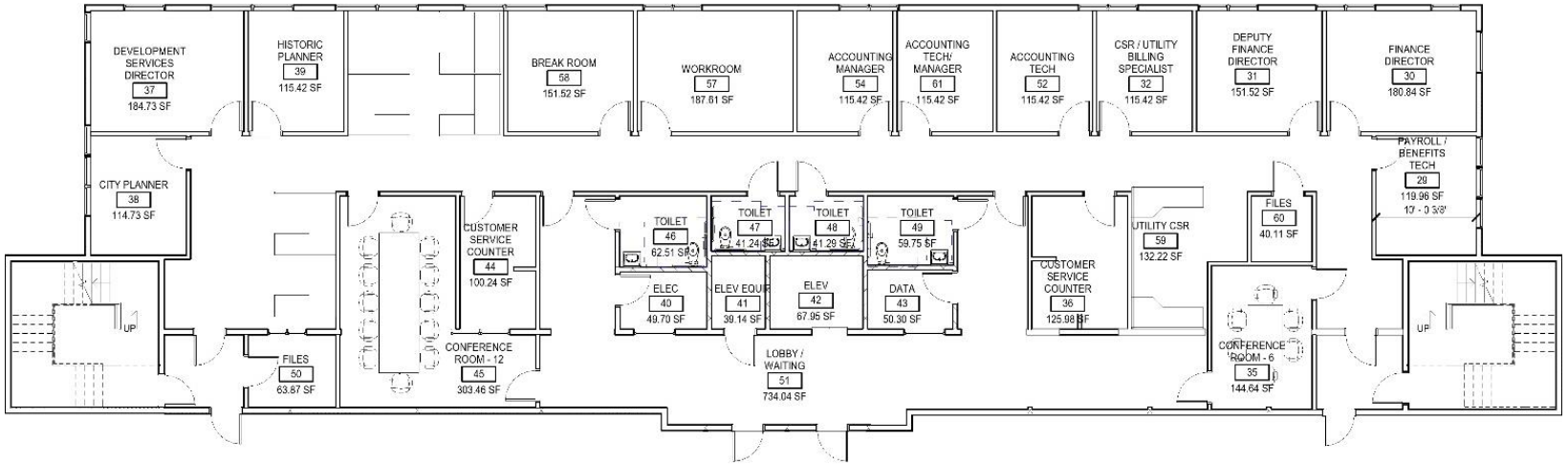
SHARED MAIN ENTRY AND LOBBY FOR PUBLIC

SECURE BACK OF HOUSE, NO PUBLIC NEEDS WITH SECURE ACCESS

ENCLOSES THE PORCH AREA FOR ADDITIONAL SQUARE FOOTAGE

DEVELOPMENTAL SERVICES

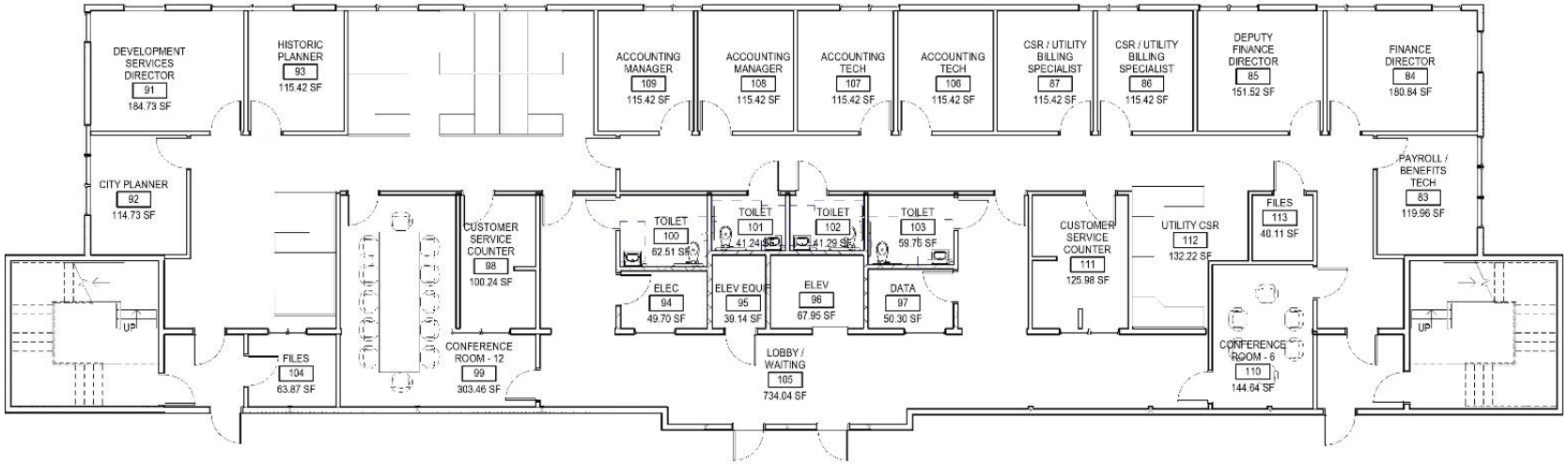
FINANCE



FIRST FLOOR – 2025 NEEDS

DEVELOPMENTAL SERVICES

FINANCE



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

CITY OF SOUTHPORT
CITY HALL

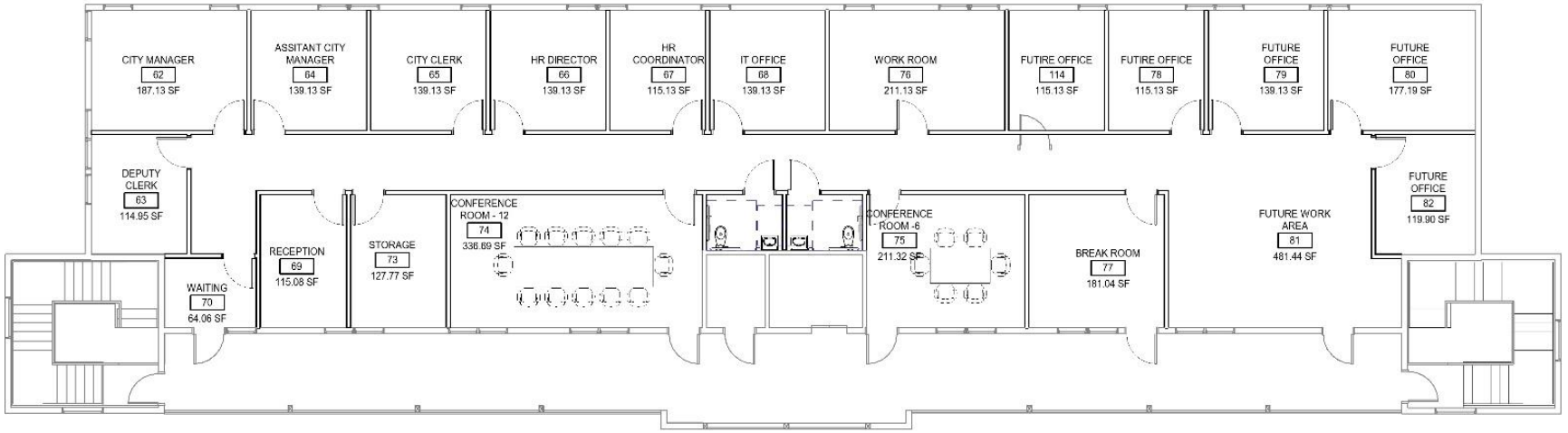
SECOND FLOOR LAYOUTS FOR 2040 NEEDS FOR CITY ADMINISTRATION, HR, AND IT DEPARTMENTS.

SOME SHARED SPACES HAVE DIRECT ACCESS FROM OUTSIDE CORRIDOR

FUTURE GROWTH

ALL SECURE ACCESS

CITY ADMINISTRATION HR & IT SHARED SPACE FUTURE GROWTH

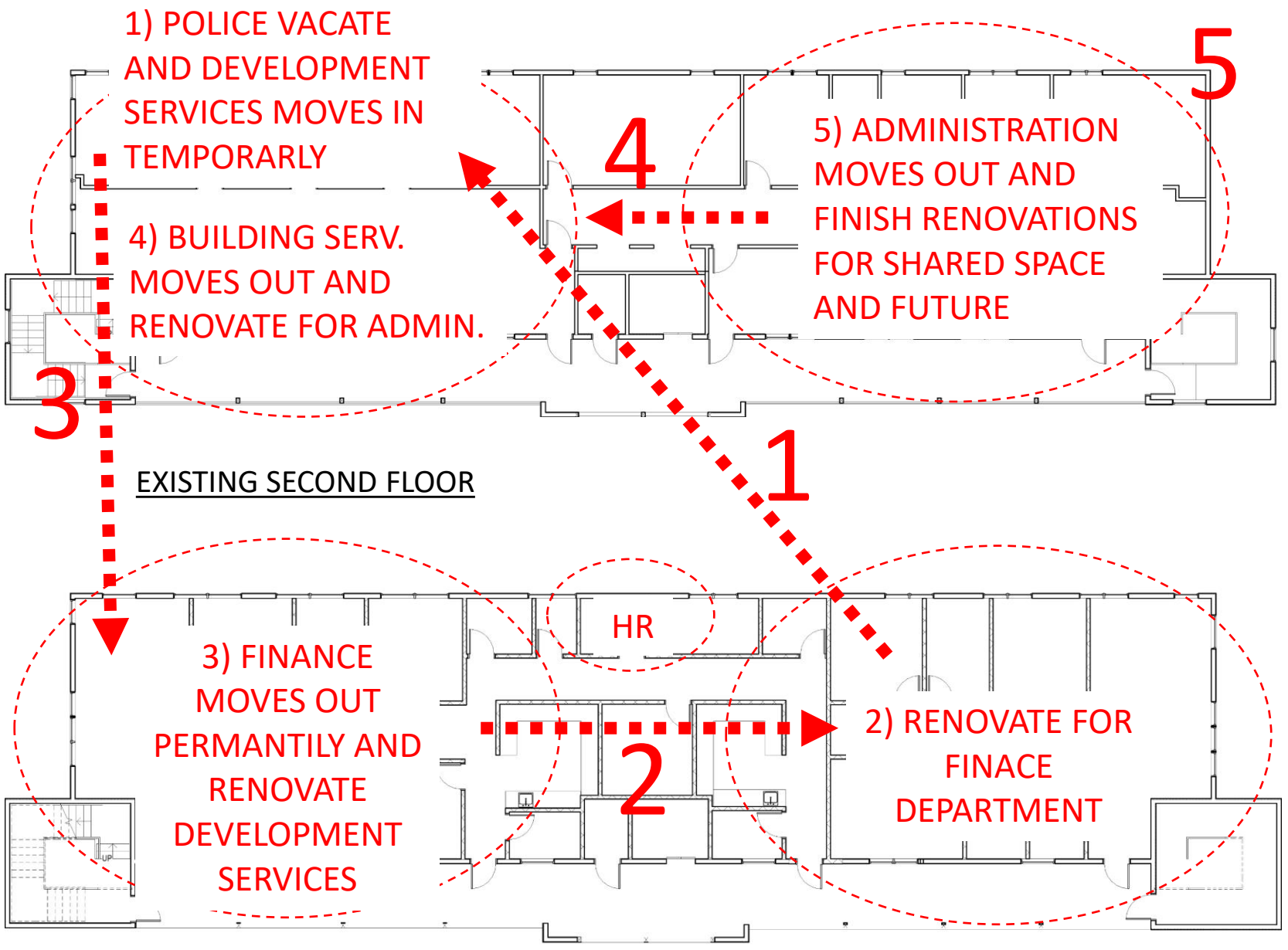


SECOND FLOOR LEVEL

CITY OF SOUTHPORT
CITY HALL

PHASING PLAN

ASSUMES POLICE WILL VACATE BUILDING EITHER TEMPORARIALY OR PERMENANTLY

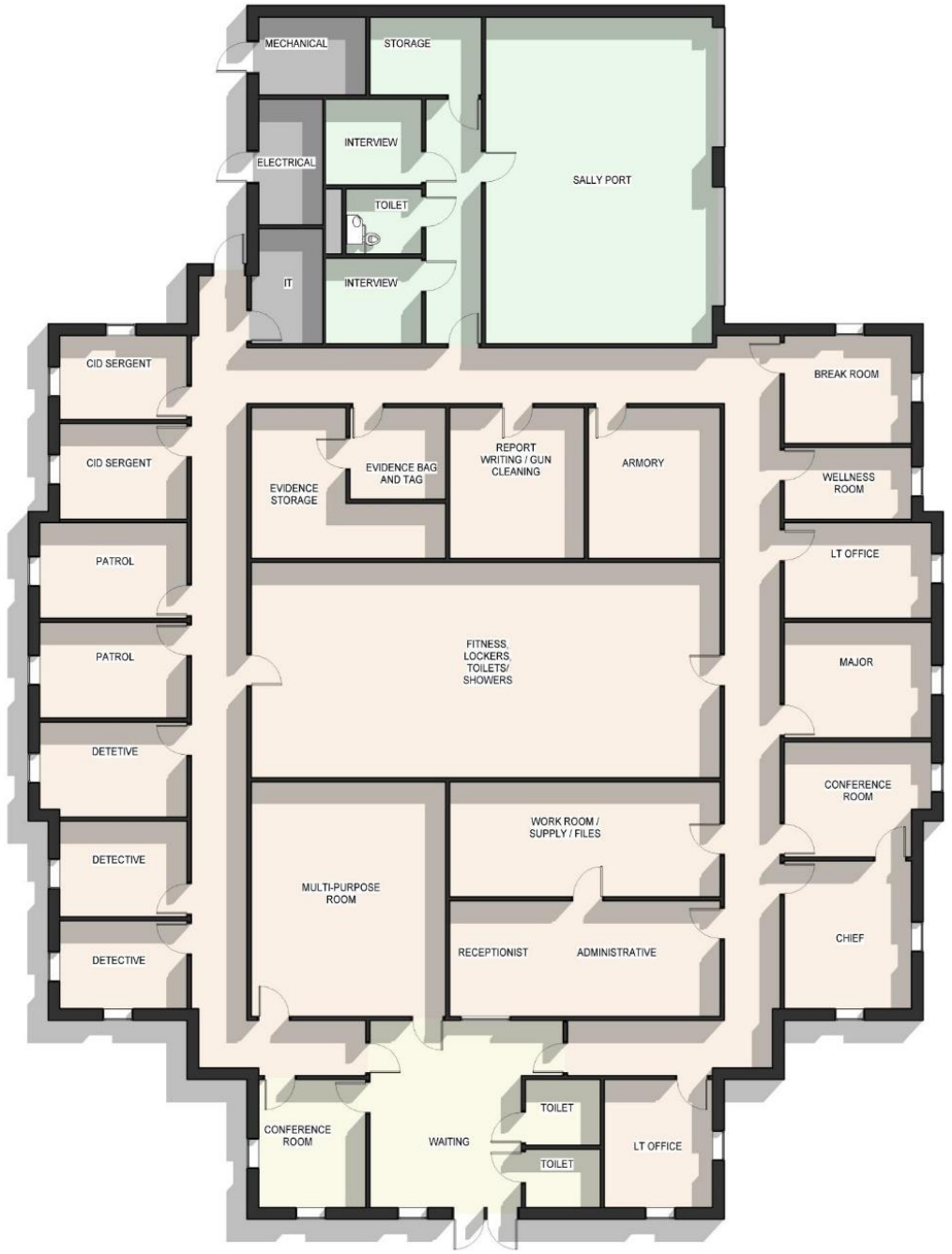


SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

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, tropy 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 flamable 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

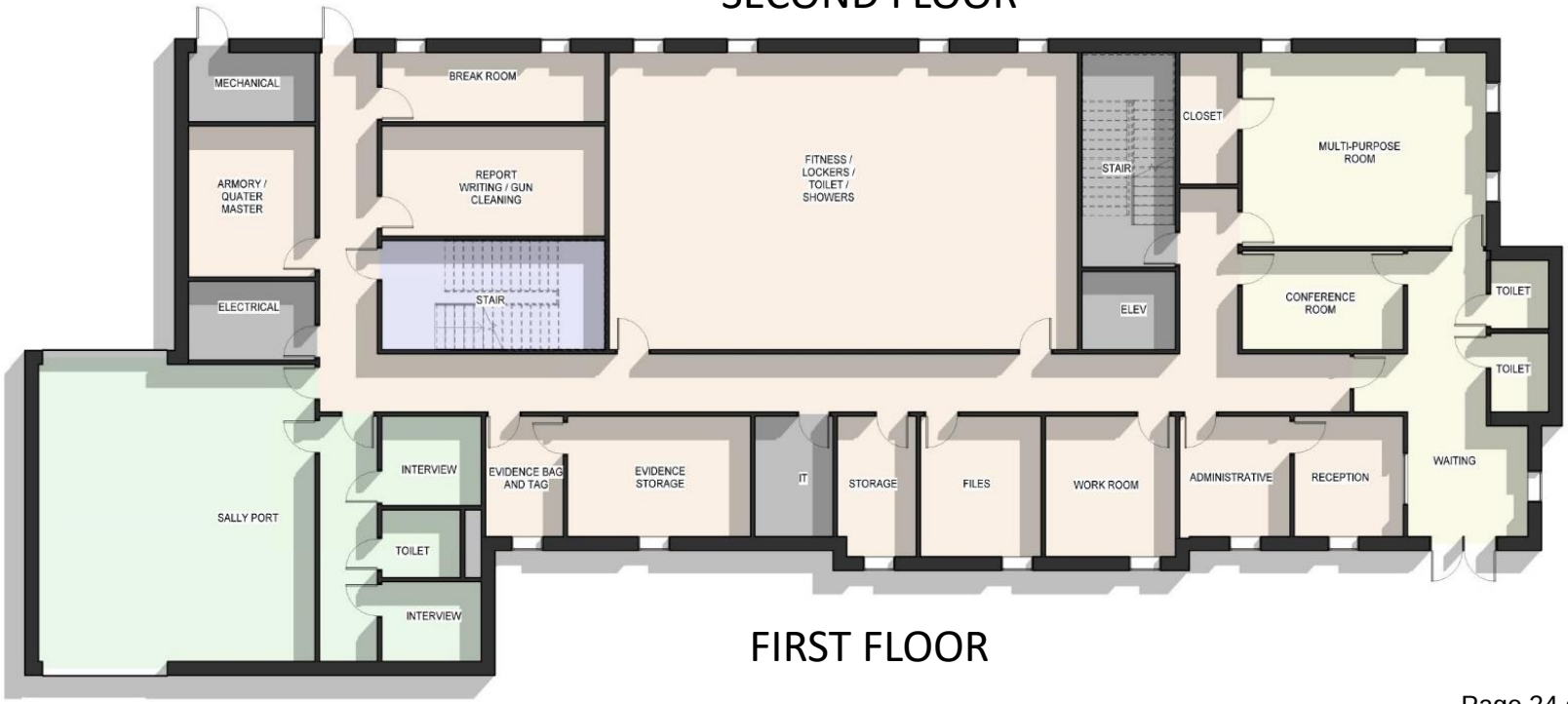
ONE STORY CONCEPTUAL PROGRAM LAYOUT



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.

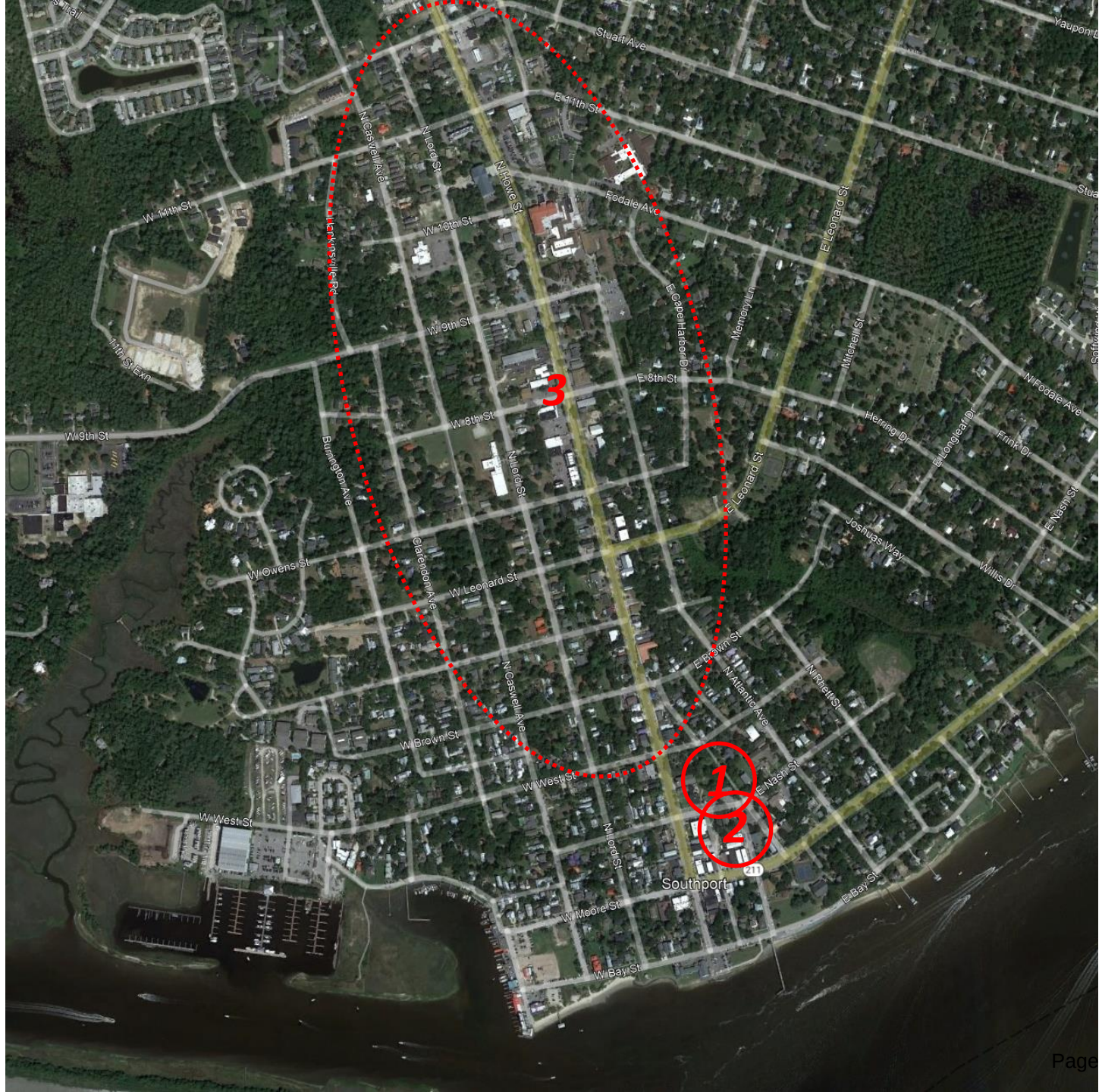
3) **PROPERTY ACQUISITION**

PROS:

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

CONS:

- SUBJECT TO AVAILABILITY
- SIZE MAY NOT BE IDEAL



SOUTHPORT POLICE STATION

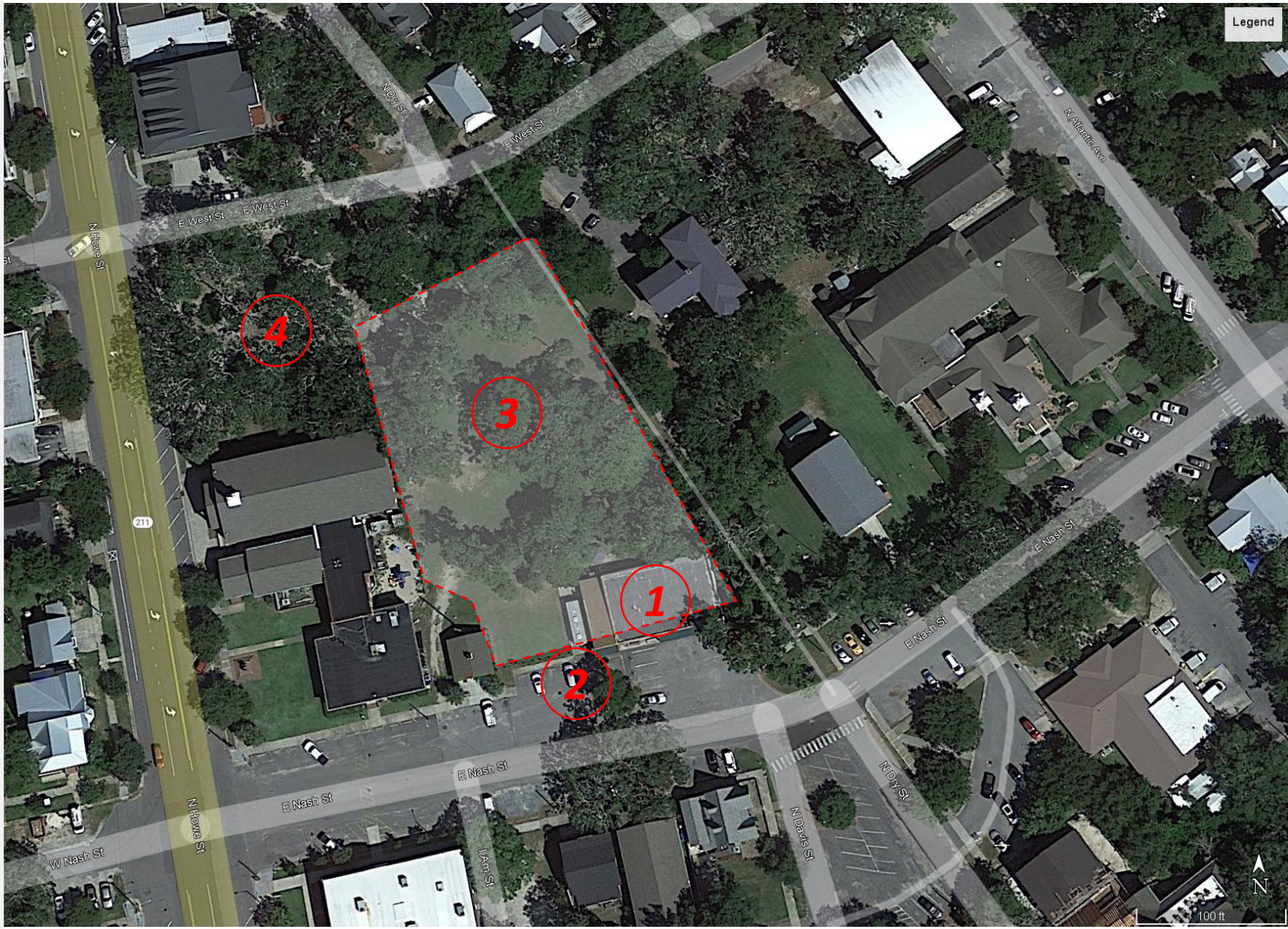
NASH STEET LOCATION

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

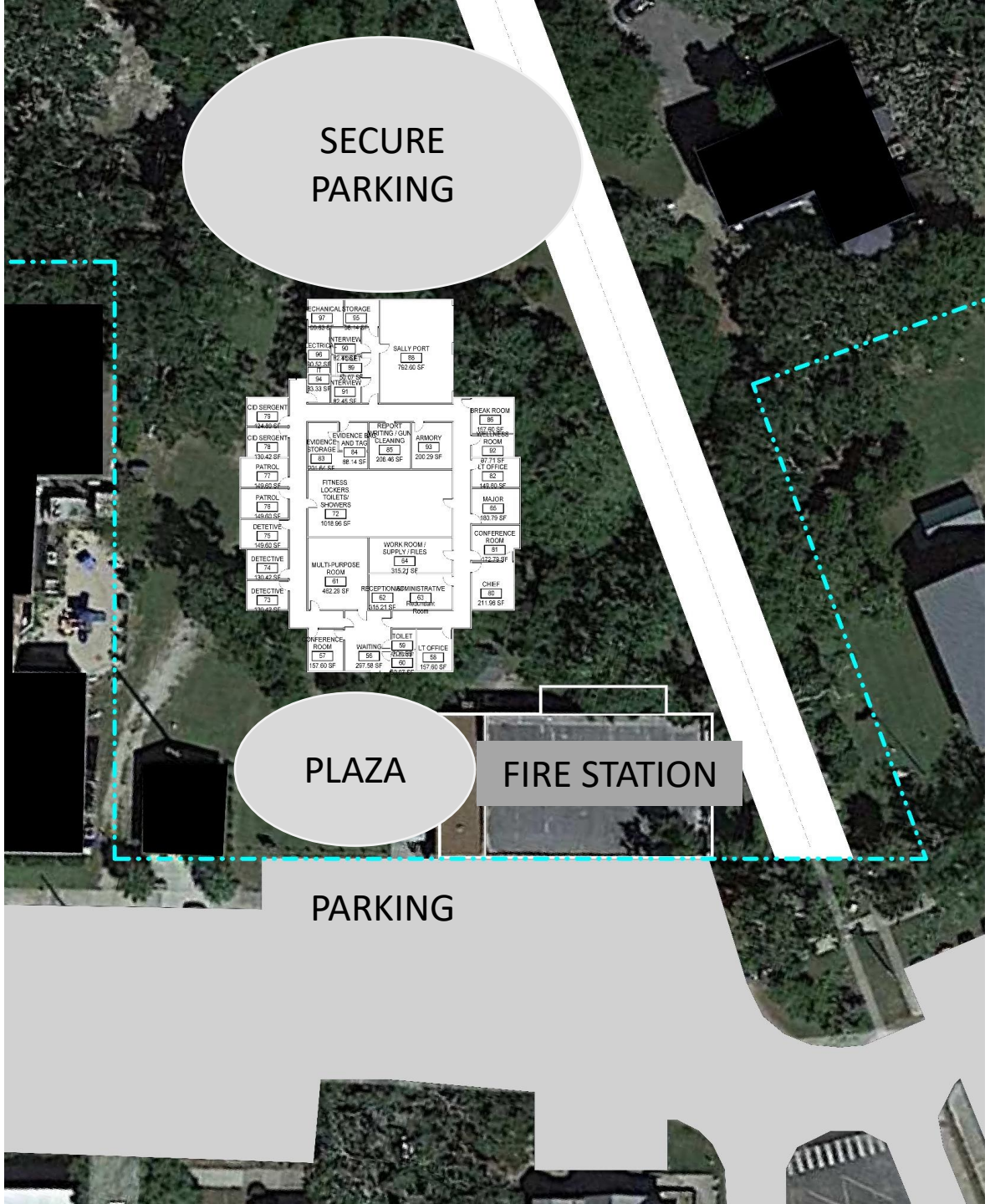
4. EXISTING MARKET / PARK



SOUTHPORT POLICE STATION

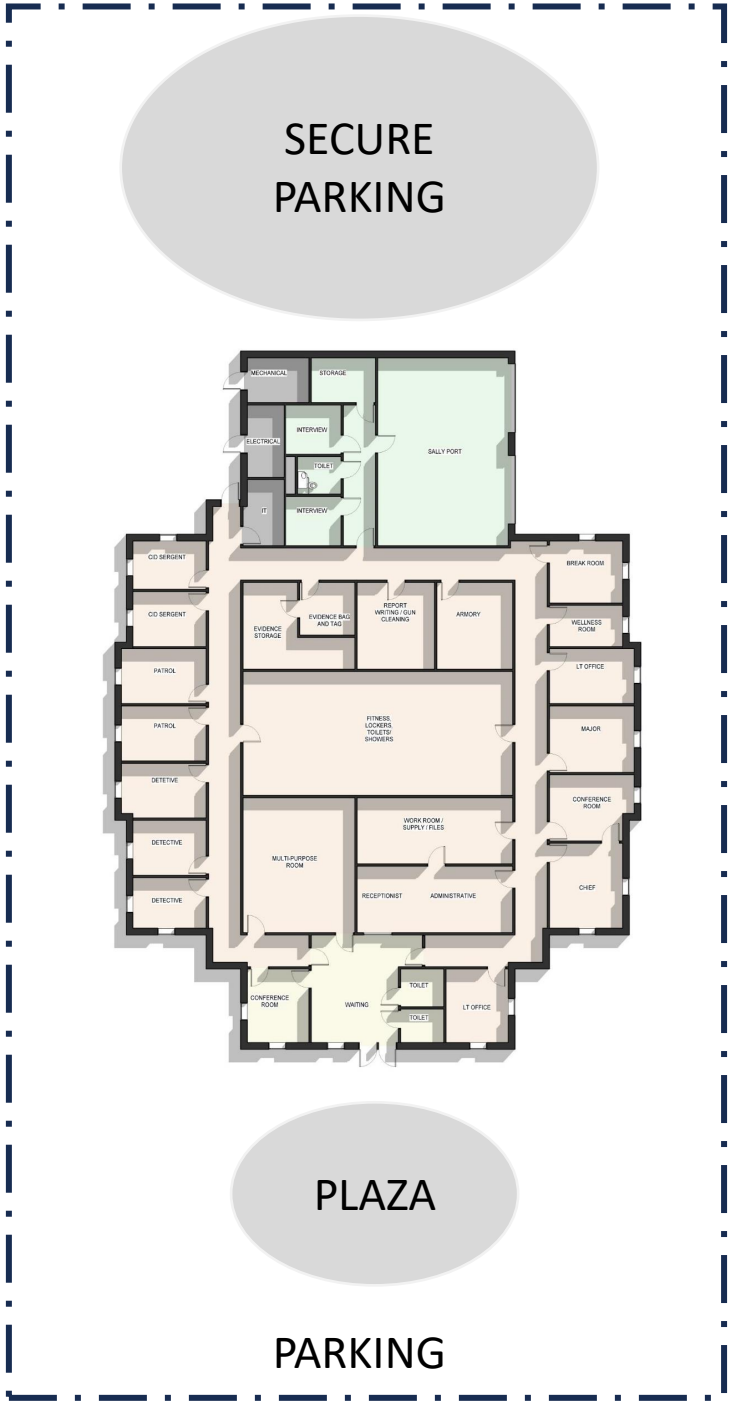
NASH STEET OPTION

- 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



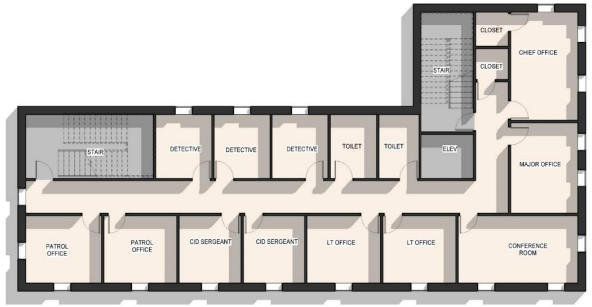
SOUTHPORT POLICE STATION 1-STORY OPTION

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

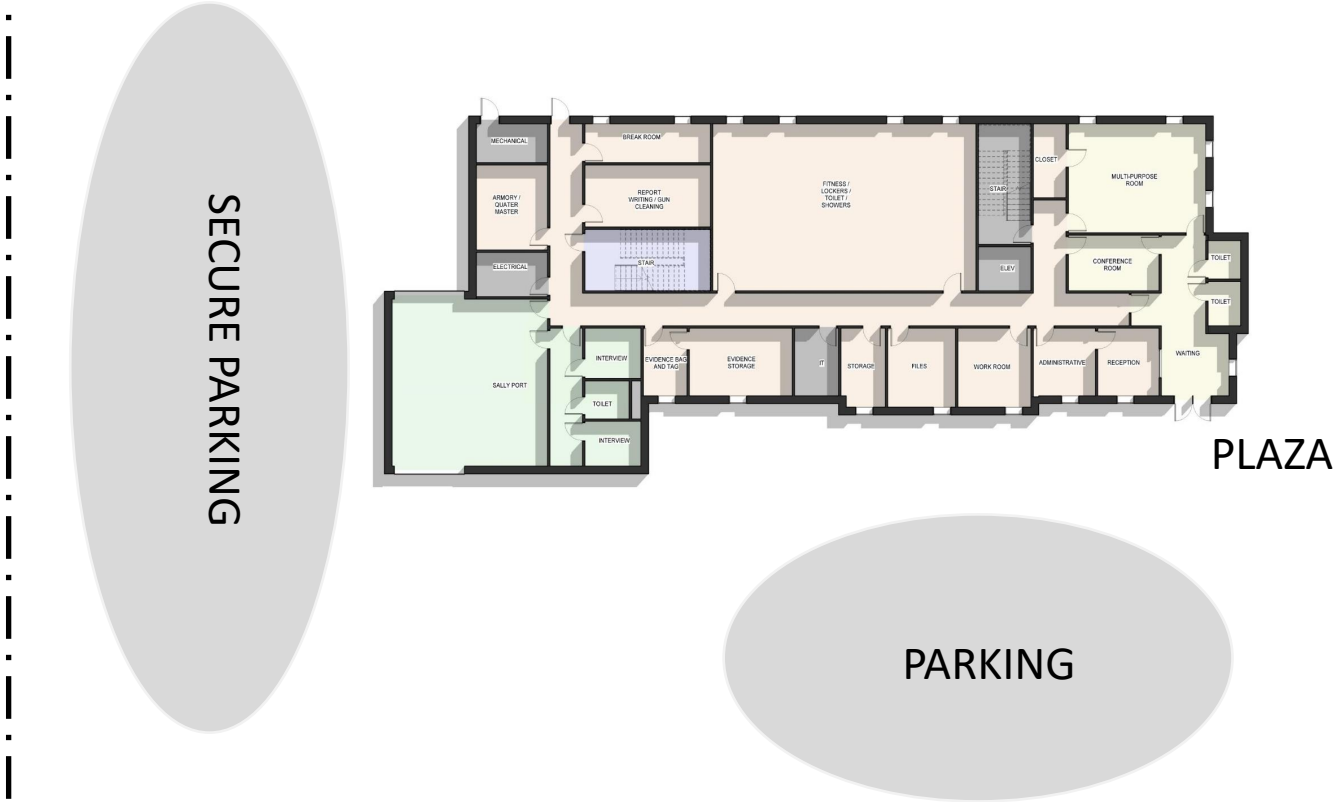


SOUTHPORT POLICE STATION 2-STORY OPTION

- 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**

CITY OF SOUTHPORT POLICE HEADQUARTERS

CITY OF SOUTHPORT POLICE HEADQUARTERS

CITY OF SOUTHPORT POLICE HEADQUARTERS
CITY OF SOUTHPORT
CHARTERED 1792

MOSELEY ARCHITECTS

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	Subtmit 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	Subtmit 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**