

**CITY HALL COMPLEX MASTER PLAN TASK FORCE  
CITY OF REHOBOTH BEACH**

**December 8, 2014**

The City Hall Complex Master Plan Task Force Meeting of the City of Rehoboth Beach was called to order at 1:32 p.m. by Chairman Sam Cooper on Monday, December 8, 2014 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

**ROLL CALL**

Present: Chairman Sam Cooper, Stan Mills, Jim Ellison, Jim Horty, Keith Banks, Wayne Neale, Bill Sargent, Lorraine Zellers, Toni Sharp, Ken Simpler (arrived at 1:41 p.m.), Sharon Lynn, Patrick Gossett

Absent: Kathy McGuinness

**APPROVAL OF MINUTES**

No Minutes were available for approval.

**PRESENT AND DISCUSS WITH THE CITY'S ARCHITECT;**

**Review work completed to date.**

Mike Wigley of Davis, Bowen & Friedel Inc. (DB&F) and Rick DiSabatino of EDiS Company were in attendance at the meeting.

Mike gave his presentation. In this meeting, there will be a reviews of work completed to date, updated phasing and schedule, fire hall renovation concepts, survey and updated floor plans, updated 3D model of exterior and scope and schedule for the next meeting. Designers have blocked out construction drawings from schematic design models. Architects have performed Code reviews and are coordinating plans, sections, schedules and details. Meetings have been conducted with the City Manager, Mayor and staff. There have been police department site visits at Middletown, Camden and Seaford. Floor plans have been updated based upon staff meetings. The structural engineers have established the framing/column grid. The 3D model has been updated. The complete boundary and topographic survey has been completed. The mechanical/electrical engineers have begun the systems' design. Phasing and scheduling have been evaluated.

**Review new schedule and phasing plans.**

Rick distributed a schedule to the Task Force. The first four major activities are Preliminary Design Phase, Pre-Construction – Bid Pac A (Demo/Site & Parking Meter Bldg., EDiS Bidding Phase – Bid Pac A and Construction – Phase 1 (Bid Pac A). The schedule has a start date in September 2015 which includes mobilization. The closure of the Convention Center is factored into the schedule. The importance of closing the Convention Center is to allow proceeding sensibly throughout the project and expediting the project. The contracts to start the site work would be awarded on September 15, 2015. This site work would include mobilizing to the site, installing modular buildings and swing space in the fire house. Currently, an estimate is being prepared for the swing space to house the Police Department and Alderman Court in the fire house. Two Parking Meter employees would move to Building & Licensing. Main Street and Administration would be moving to trailers. The Convention Center would be closed on November 9, 2015. Geothermal wells would take up a good portion of the western parking lot, and parking spaces would be greatly reduced. Construction of the Parking Meter building would begin in November 2015 and be completed in 2016. Scopes of work will be put together as they are reviewing the drawings. The duration of Bid Pac A is 130 days. Bid Pac B for the remaining construction would be bid out and awarded in 2016 with a one year schedule for completion in February 2017. EDiS Company would be the construction manager and would hold and coordinate the contracts. There would be a contract for each trade. Rick recommended closing the Convention Center during demolition and construction. The building contingency will start at 10%; and as the project moves along, the percentage will decrease.

Comments were:

1. There have been creative pre-construction meetings and recognizing cost savings with demolishing the entire building and moving the Police Department and Alderman Court to the Fire House.
2. There are two bid packages, and within each bid package there are a number of contracts.
3. The advantage of closing the Convention Center is for safety. Utilities could go into the new basement and

- would be planned for better. The design would be simplified. Keeping the Convention Center open during construction would require bringing in temporary restrooms, and there would not be any available parking.
4. Approximately \$145,000.00 in revenue would be lost in closing the Convention Center for a year.
  5. Some staff would be needed to attend to normal custodial duties. Some of those duties or responsibilities would be divided differently. Overtime or extra hours or time spent on weekends for events would be eliminated. There would still be at least one full-time employee in addition to Chuck Snyder to keep on. There would be fill-ins for other duties. The time and salary adjustment would be reduced for that length of time that the Convention Center would be closed.
  6. Look at how to market or attract a different type of business or have a relationship with an existing business for the venues to return.
  7. Several entities had been contacted, and they said that they will be returning once the construction is complete.
  8. Venues are typically booked one year in advance. If it is intended that the City Hall project goes forward in Fall 2015, then the decision to keep the Convention Center open or close it needs to be made now.
  9. Mayor Cooper, City Manager Sharon Lynn and Burt Dukes have met with two firms and will be meeting with a third firm about funding. A bond rating will be done prior to a referendum which may occur in mid-April 2015. Everyone will be mailed a proxy.
  10. With regard to the bidding process and the impact of all the extra confusion of having the Convention Center open may impact the bids.
  11. Chuck Snyder noted that there has been no negative feedback with regard to the possible closing of the Convention Center.
  12. If the Convention Center is used for staging and storage during construction, then a new floor should be provided.
  13. The City Manager should do a press release with regard to the closing of the Convention Center and provide a fact sheet to the Task Force.
  14. The City Manager has the authority to not write any contracts for venues during construction.
  15. Keep bid alternatives in the process.

The consensus of the Task Force was to close the Convention Center during construction.

### **Review updated floor plans.**

Mike distributed copies of the Fire House renovation plans for the temporary housing of the Police Department and Alderman Court.

City Manager Lynn noted that the Fire Company took a vote last week to go ahead with the plans for the presentation at this meeting today. She also noted that the updated floor plans fits the needs for current staff. One additional office is proposed in Administration for which there is none now.

Mike noted that he will provide his presentation to the Task Force. The main change that has taken place is an 18 inch grade difference between the first floor of the new building and the sidewalk on Rehoboth Avenue. It is too steep for ADA compliance. A revision has been made to the plan to show the incorporation of steps, ramps, etc. so it will still look attractive and not an afterthought. There have been challenges with the elevators and the amount of space above the elevators. One elevator was relocated five feet away so that it can be sealed. The ceiling height for the third floor training area in the original plan was approximately eight feet. In order to get more height, the highest part of the building has been elevated approximately two feet. This will exceed the 42 foot height limitation. Consideration has been given to having a split level loading dock in the rear of the Convention Center. A preliminary plan has been given to Chuck Snyder for his review. Mike presented the floor plans for the basement, first floor, second floor and partial third floor. Some spaces in the building may change to mechanical use spaces since the basement under the Convention Center will not be used. An alternative will be presented at the next meeting for the Commissioners Room to have 125 person capacity. Changes have been made the general processing area in the Police Department. The conference rooms in Building & Licensing have been fine tuned. The server rooms have been combined in the IT Department. An enclosed lobby for the Alderman Court was removed. Instead, there will be a semi-public waiting area. An interview room was also introduced.

Comments were:

1. The Commissioners Room should be larger.
2. The banners for the Convention Center should be reserved for later.

### **Review 3D models of updated exteriors and interior atrium.**

Mike provided updated 3D model plans for the complex. This item was deferred until a later date.

**REVIEW AND DISCUSS THE SCHEDULE AND TASKS GOING FORWARD.**

Mike will provide alternatives for the Commissioners Room at the next meeting. The tasks going forward will be to present complete design level drawings; review the atrium, an updated 3D model, cost estimate for the complex, updated phasing/schedule for complex and schematic design of Parking Meter/Main Street building.

**DISCUSS ITEMS TO BE INCLUDED ON FUTURE AGENDAS.**

There were none.

**DISCUSS SETTING NEXT MEETING DATE.**

The next Task Force Meeting will be held on February 9, 2015 at 1:30 p.m.

There being no further business, Chairman Cooper adjourned the meeting at 3:36 p.m.

**Respectfully submitted,**

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**(Ann M. Womack, City Secretary)**

**MINUTES APPROVED ON  
FEBRUARY 9, 2015**

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**(Sam Cooper, Chairman)**