



Rehoboth Beach City Hall Complex: Task Force Meeting Rehoboth Beach, Delaware

September 9th, 2013



ARCHITECTS ENGINEERS SURVEYORS

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Meeting Agenda

- Welcome
- Review: Task & Schedule Outline Draft
- Discussion: What does a City Hall Complex in Rehoboth Beach Want to Be?
- Review: Assumptions Going Forward
- Review: Potential Alternative Demolition Approach
- Review/Consensus: First Floor Alternatives
- Review Potential Concepts (Based Upon First Floor Consensus)
- Review/Consensus: Scope & Schedule for Next Meeting

Rehoboth Beach
City Hall Complex



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Review: Task & Schedule Draft

ALTERNATIVE CONCEPTS

Utilizing the conceptual site plan of November 1, 2012 as an initial starting point, and understanding that all departments will be incorporated onto a campus setting utilizing the existing City Hall site, the following approach will be pursued to formulate consensus among Mayor and Commissioners for a concept going forward:

08/01/13 – 09/09/13: DIAGRAMMATIC ALTERNATIVE SKETCHES

ARCHITECT/CM. Prepare at least three diagrammatic alternative sketches identifying site and floor plan configurations locating department blocks and configurations of the site. Phasing alternatives will be considered and significant cost adjusting impacts will be identified.

TASK FORCE. Consider how a City Hall in Rehoboth Beach should be perceived, and what its presence should mean to staff, residents and visitors alike. For example, should it be understated, blending-in but not standing apart its Rehoboth Avenue neighbors – or should it command a bit more attention oftentimes associated with civic buildings (like a library often will on a college campus)? Should it represent an historic vernacular emblematic of its origins and roots – or should it be more an expression of present day Rehoboth Beach? Should it be an open and inviting building – or should it be more guarded and protective? This is just a sample of possibilities and no answer is right or wrong; blended possibilities are not uncommon.

09/09/13: TASK FORCE MEETING

ARCHITECT/CM. Present diagrammatic alternative sketches illustrating potential configurations of site and department blocks. Facilitate discussion on how a City Hall in Rehoboth Beach wants to be perceived, and how such approaches can be translated into architecture. Review schedule and tasks.

TASK FORCE. Participate in presentation and related discussions. Select up to three diagrammatic approaches to be further pursued. Establish next meeting date and tasks.

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09/10/13 – 10/07/13: ALTERNATIVE CONCEPTS

ARCHITECT/CM. Utilizing the selected diagrammatic approaches, further refine. Meet with department heads to evaluate the general organization of departments and site for each diagrammatic approach. Convert diagrammatic sketches into three-dimensional computer-generated massing studies, and further refine site and floor plan concept illustrations showing department blocks. Evaluate phasing for each concept and prepare construction cost estimates for each.

TASK FORCE. Look into and confirm the following: 1) The extent the Third Street R.O.W. from Rehoboth Avenue can be utilized for the purposes of a sally port or other structure; and 2) The legal authority to possibly close access to the rear of neighboring buildings at the westerly “point” of the property.

10/07/13: TASK FORCE MEETING

ARCHITECT/CM. Present alternative concepts; including, for each concept: 1) Site and floor plan layouts indicating department blocks, 2) Three-dimensional massing studies, 3) Phasing options, and 4) Construction costs.

TASK FORCE. Participate in presentation and related discussions. Present findings on Third Street R.O.W. and westerly property access. Select a singular concept alternative (with possible modifications) for recommendation to the Mayor and City Commissioners.

10/08/13 – 11/04/13: FINALIZE CONCEPT | MAYOR AND COMMISSIONER'S WORKSHOP MEETING

ARCHITECT/CM. Refine the selected concept and work in viable modifications. Present selected concept to Mayor and Commissioners on 11/04/13, including: 1) Site and floor plan layouts indicating department blocks, 2) Three-dimensional massing study, 3) Phasing options and 4) Construction costs.

MAYOR AND COMMISSIONERS. Participate in presentation and related discussions at workshop meeting of 11/04/13. Consider a vote to proceed with the Schematic Design of selected concept.

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SCHEMATIC DESIGN

Utilizing the selected concept of November 4, 2013 as an initial starting point, the following approach will be pursued to formulate consensus among the Mayor and Commissioners of a schematic design going forward:

11/05/13 – 12/11/13: FLOOR PLAN DEVELOPMENT OF EACH DEPARTMENT

ARCHITECT/CM. Prepare initial floor plan layout sketches of each department based upon the selected concept. Submit to department heads for initial review by 11/22/13.

DEPARTMENT HEADS. Upon receipt of floor plan layout sketches, review and prepare for meeting with architect on 12/11/13.

11/05/13 – 12/11/13: ENGINEERING EVALUATIONS

ARCHITECT/CM. The design team, including architects, structural engineers, civil engineers and MEP engineers, will evaluate their respective areas of expertise and formulate narratives for proposed site and building systems. Narratives will be forwarded to CM for initial review and comment. Narratives will be finalized, but will be subject to modifications as the schematic design progresses. Potential LEED checklist will be devised for initial consideration.

12/11/13: MEETINGS WITH DEPARTMENT HEADS

ARCHITECT/CM & DEPARTMENT HEADS. Review initial floor plans together and evaluate potential layout improvements and commit to address any concerns. Review engineering narratives and LEED checklist as applicable.

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12/12/13 – 02/03/14: SCHEMATIC DESIGN | TASK FORCE REVIEW MEETING

ARCHITECT/CM. Prepare schematic design documentation for review by the Task Force on 02/03/14. Site Plan layout will incorporate viable feedback received upon approval of the final concept and subsequent meetings with the department heads, as will floor plans. Floor plans will indicate individual room locations within departments. Three-dimensional computer-generated models conveying up to three alternatives illustrating building form, materials, windows and doors will be prepared for consideration. A presentation will be conducted with the Task Force presenting these renderings, along with the engineering narratives and LEED checklist opportunities. Anticipated construction cost scenarios will accompany each alternative.

TASK FORCE. Participate in presentation and related discussions on 02/03/14. Select a singular schematic design alternative (with possible modifications) for recommendation to the Mayor and Commissioners.

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02/04/14 – 03/03/14: REFINE SCHEMATIC DESIGN | MAYOR AND COMMISSIONER'S WORKSHOP MEETING

ARCHITECT/CM. Refine the selected schematic design and work in viable modifications. Meet with department heads as necessary to further refine layout. Adjust engineering narratives and LEED checklist as necessary. Present selected schematic design to Mayor and Commissioners on 03/03/14, including: 1) Site and floor plans indicating room layouts within department blocks, 2) Three-dimensional computer generated renderings, 3) Phasing options, 4) Engineering narratives/LEED checklist general summary and 5) Construction costs.

MAYOR AND COMMISSIONERS. Participate in presentation and related discussions at workshop meeting of 03/03/14. Consider a vote to present the Schematic Design (with possible modifications) at the next Mayor and Commissioner's Regular Meeting.

03/04/14 – 03/21/14: FINALIZE SCHEMATIC DESIGN | MAYOR AND COMMISSIONER'S REGULAR MEETING

ARCHITECT/CM. Finalize the schematic design and work in viable modifications. Meet with department heads as necessary to further finalize layout. Present finalized schematic design to Mayor and Commissioners on 03/21/14, including: 1) Site and floor plans indicating room layouts within department blocks, 2) Three-dimensional computer generated renderings, 3) Phasing options, 4) Engineering narratives/LEED checklist general summary and 5) Construction costs.

MAYOR AND COMMISSIONERS. Participate in presentation and related discussions at regular meeting of 03/21/14. Consider a vote to approve the Schematic Design (with possible modifications) and proceed with the next phases of design.

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Discussion: What does a City Hall Complex in Rehoboth Beach Want to Be?

- Design Goals:
 - Site: Project Should Respond to Site & Context
 - Function: Project Needs to Work for its Users
 - Perception: Does the Building's Architecture Reflect the Values and Personality of the Community?
- Case Study Reviews of Other City Halls
- Discussion

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Case Study 1:



East Greenwich, CT Town Hall

- Originally County Courthouse
- Built in 1804
- Seaside Community
- Lap Siding
- Three-Bay Symmetry

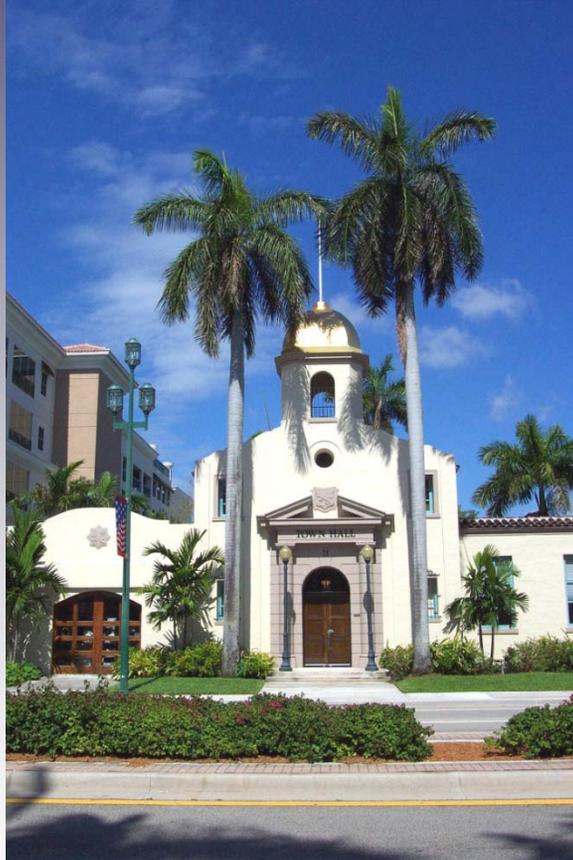
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Case Study 2:



Boca Raton, FL Old Town Hall

- Former Town Hall
- Built in 1927
- Seaside Community
- Stucco
- Three-Bay Symmetry

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Case Study 3:



Celebration, FL Town Hall

- Post-Modern Town Hall
- Built in 1996
- Waterfront Community
- Brick (52 Columns)
- Single-Bay Symmetry

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Case Study 4:



Farmville, VA Town Hall

- Neo-Traditional Town Hall
- Built in 2009
- Tobacco Country
- Brick
- Corner Entry

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Case Study 5:



Cicero, IL Town Hall

- Contemporary Town Hall
- Built in 2009
- Chicago Suburb
- Various Materials
- Sculpturally Composed

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Discussion



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Existing Aerial View



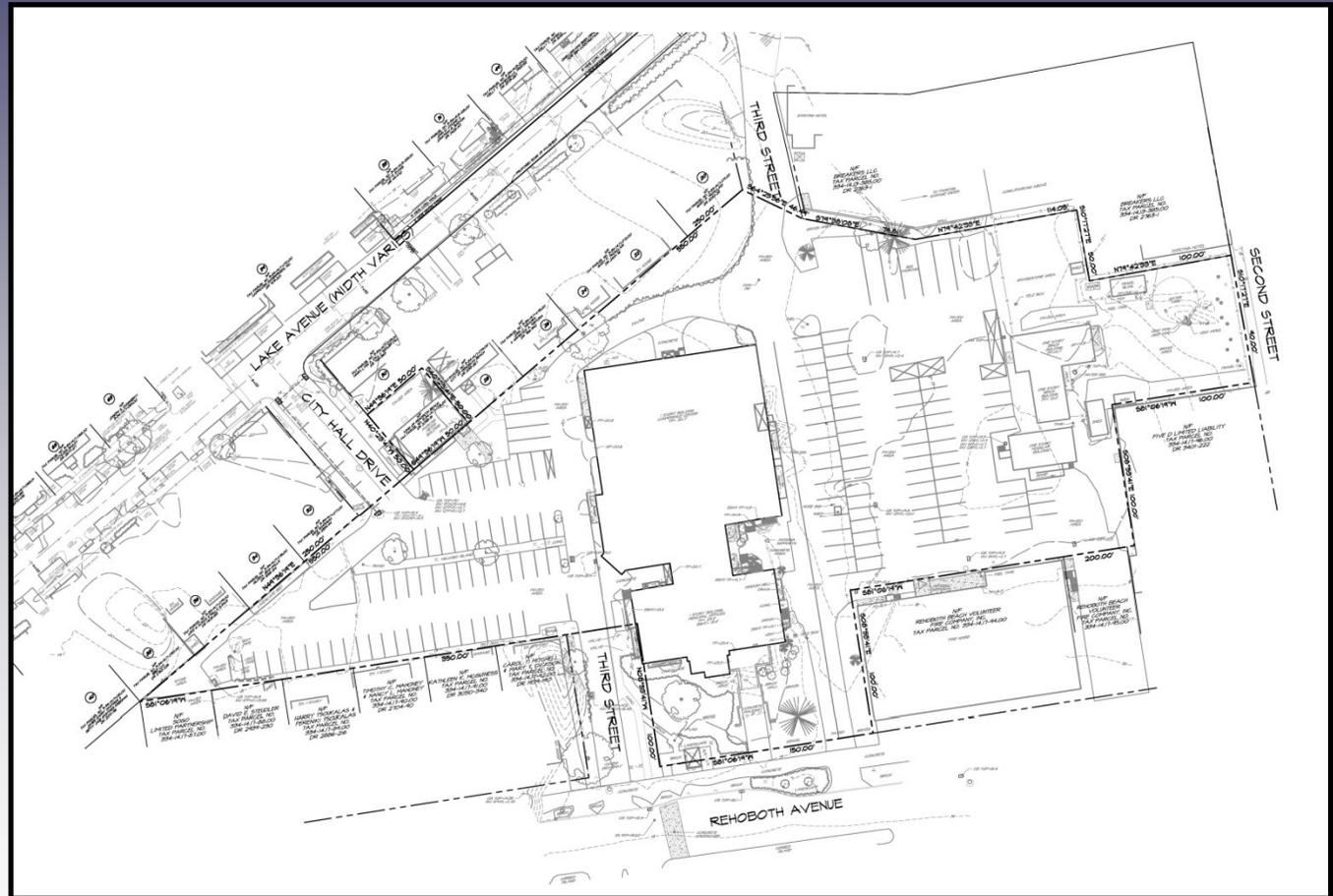
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Existing Site Survey



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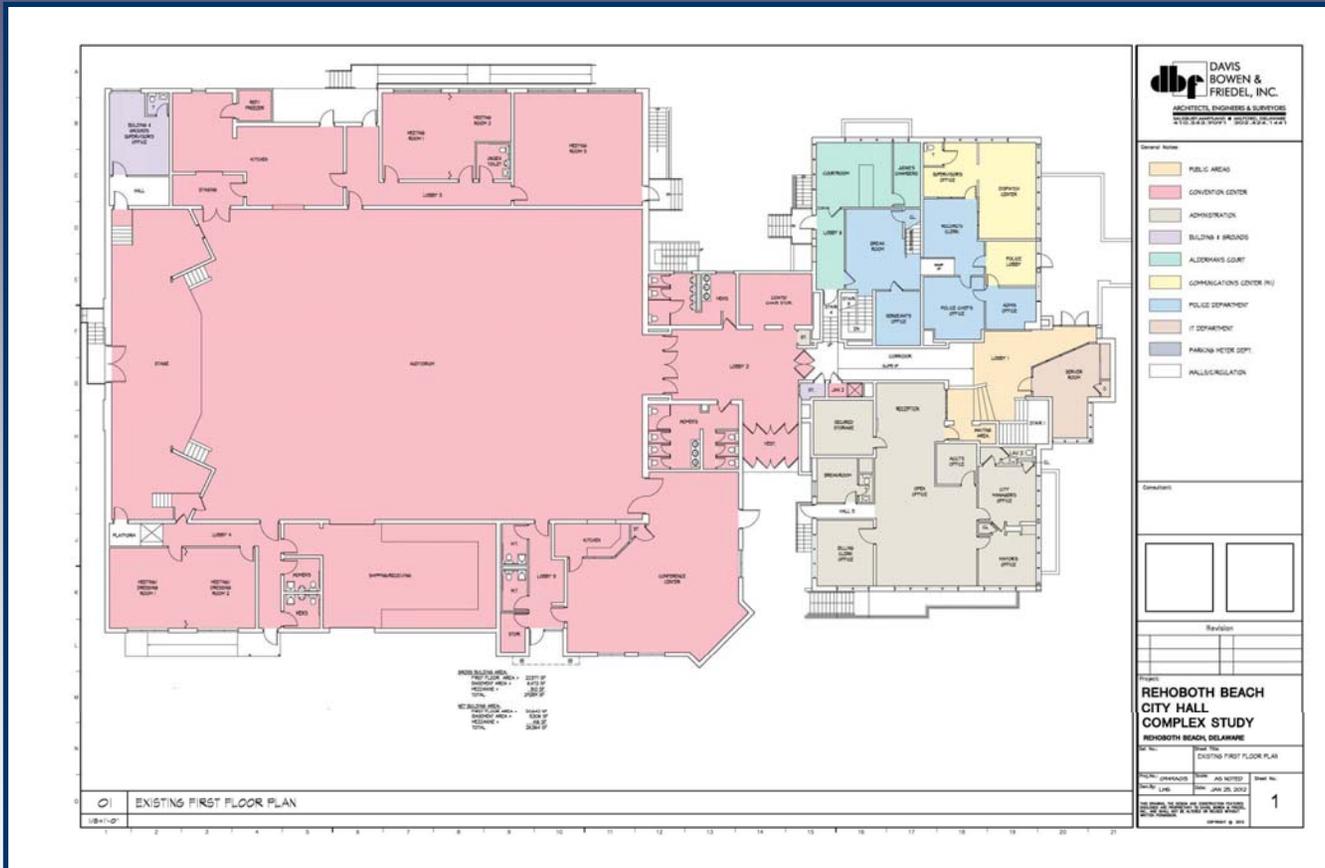


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Rehoboth Beach City Hall Complex: Feasibility Assessment

Building Evaluation



STRUCTURAL

- ❖ Minor Areas of Moisture Penetration in Basement
- ❖ Minor Wood Roof Deck Deterioration
- ❖ Numerous Masonry Defects in Brick Walks and Retaining Walls
- ❖ Beam Supporting Loading Dock Canopy Appears Undersized for Snow Loads

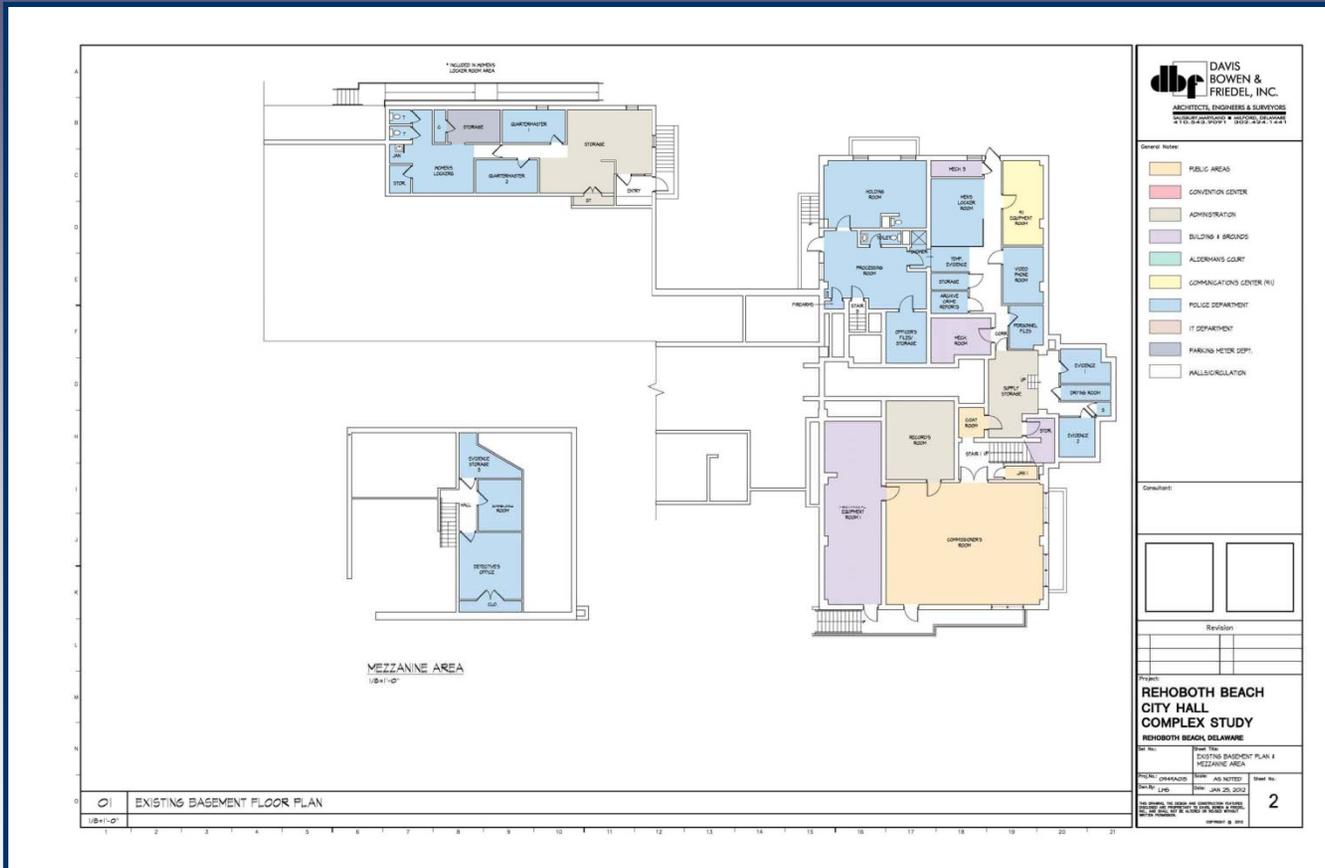


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Rehoboth Beach City Hall Complex: Feasibility Assessment

Building Evaluation



CODE EVALUATION*

- ❖ Fire Suppression System Non-Existent
- ❖ First Floor Area Exceeds Permitted Floor Area for Mixed-Occupancy, Non-Separated Building
- ❖ Basement Egress Passes Through Storage Areas in Some Instances
- ❖ Some Doors Do Not Swing in Direction of Egress Travel
- ❖ Several ADA Deficiencies

* Based upon current codes; does not necessarily mean that building is non-compliant



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Rehoboth Beach City Hall Complex: Feasibility Assessment

Program

**REHOBOTH BEACH CITY
HALL COMPLEX
PROGRAM**
November 1, 2012

SUMMARY (BY BUILDING)

	Net Area	Walls/Circulation	Gross Area
CURRENT CITY HALL (Includes Sheds)	26,003	3,556 14%	29,559
CURRENT BUILDING 306	4,053	959 24%	5,012
CURRENT PARKING METER BUILDING	1,050	182 17%	1,232
CURRENT TECH SERVICES BUILDING (Includes Sheds)	2,062	398 19%	2,460
CURRENT MAIN STREET BUILDING	975	145 15%	1,120
BUILDING AREA TOTALS	34,143	5,240	39,383
Grossing Factor		15%	

SUMMARY (BY DEPARTMENT)

	Existing Area (NSF)	Program Area (NSF)	NSF-Diff	%-Diff
TOTAL PUBLIC AREAS	1,493	2,261	768	51%
TOTAL CONVENTION CENTER	15,664	16,955	1,291	8%
TOTAL ADMINISTRATION	2,870	4,071	1,201	42%
TOTAL BUILDING & GROUNDS	1,405	2,425	1,020	73%
TOTAL ALDERMAN'S COURT	438	900	462	105%
TOTAL COMMUNICATION'S CENTER	728	1,647	919	126%
TOTAL POLICE DEPARTMENT	3,564	8,682	5,118	144%
TOTAL IT DEPARTMENT	1,020	978	-42	-4%
TOTAL BUILDING & LICENSING	2,786	2,197	-589	-21%
TOTAL PARKING METER DEPT.	3,200	3,516	404	13%
TOTAL MAIN STREET OFFICES	975	1,000	25	3%
DEPARTMENT NET AREA TOTALS	34,143	44,632	10,489	31%
Grossing Factor (15%/20%)	5,240	8,926	3,686	70%
Added Public Area Promenade		1,000	1,000	
Additional Convention Center Lobby		1,500	1,500	
DEPARTMENT GROSS AREA TOTALS	39,383	56,058	16,675	42%



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Rehoboth Beach City Hall Complex: Feasibility Assessment

Cost Estimates

CONSTRUCTION COST SUMMARY

BUILDING CONSTRUCTION COST

New Construction

Sitework	NA	\$778,680	
Building Demolition	NA	\$78,000	
Police Department	9,986 sf	\$2,696,220	
Communications Center (911)	1,930 sf	\$627,250	
Convention Center (Incl. Restrooms)	2,962 sf	\$962,650	
Public Areas (Incl. Restrooms)	5,315 sf	\$1,408,475	
Alderman's Court	1,000 sf	\$230,000	
Administration	4,476 sf	\$1,007,100	
Building And Licensing	2,573 sf	\$578,925	
IT Department	922 sf	\$221,280	
Main Street	1,000 sf	\$180,000	
Parking Meter And Tech Services	3,089 sf	\$540,575	
Mechanical	1,030 sf	\$103,000	
Vertical Circulation	2,062 sf	\$268,060	
Subtotal New Construction	36,345 sf		\$9,680,215

Temporary/Phasing Construction

Temporary Office Trailers	NA	\$250,000	
Phased Renovation	3,820 sf	\$343,800	
Basement (Below Meeting Rooms)	1,235 sf	\$135,850	
Subtotal Temporary/Phasing Construction	5,055 sf		\$729,650

Construction Fees & Other Construction Costs:

Bidding & Construction Contingency	NA	\$1,040,987	
General Condition Items	NA	\$629,797	
Liability Insurance	NA	\$81,786	
Reimbursable Labor	NA	\$644,609	
CM Fee	NA	\$569,913	
Cost Escalation	NA	\$0	

Subtotal Construction \$2,967,092

Grand Total Construction Costs \$13,376,957

OTHER CONSTRUCTION RELATED COSTS

Design Services:

Architect/Engineer's Fees	NA	\$969,829
Civil Engineering Fees	NA	\$133,770
Geotechnical Evaluation & Quality Testing	NA	\$45,000

Furniture Fixtures & Equipment:

5.5% FF&E Allowance	NA	\$798,906
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Owners Administrative Costs:

Legal Fees	NA	\$50,000
Sale of Building 306 (Estimated Cost)	NA	(\$2,000,000)
Moving Expenses	NA	TBD
1.5% Owners Contingency	NA	\$200,617

Grand Total Other Construction Related Costs \$198,121

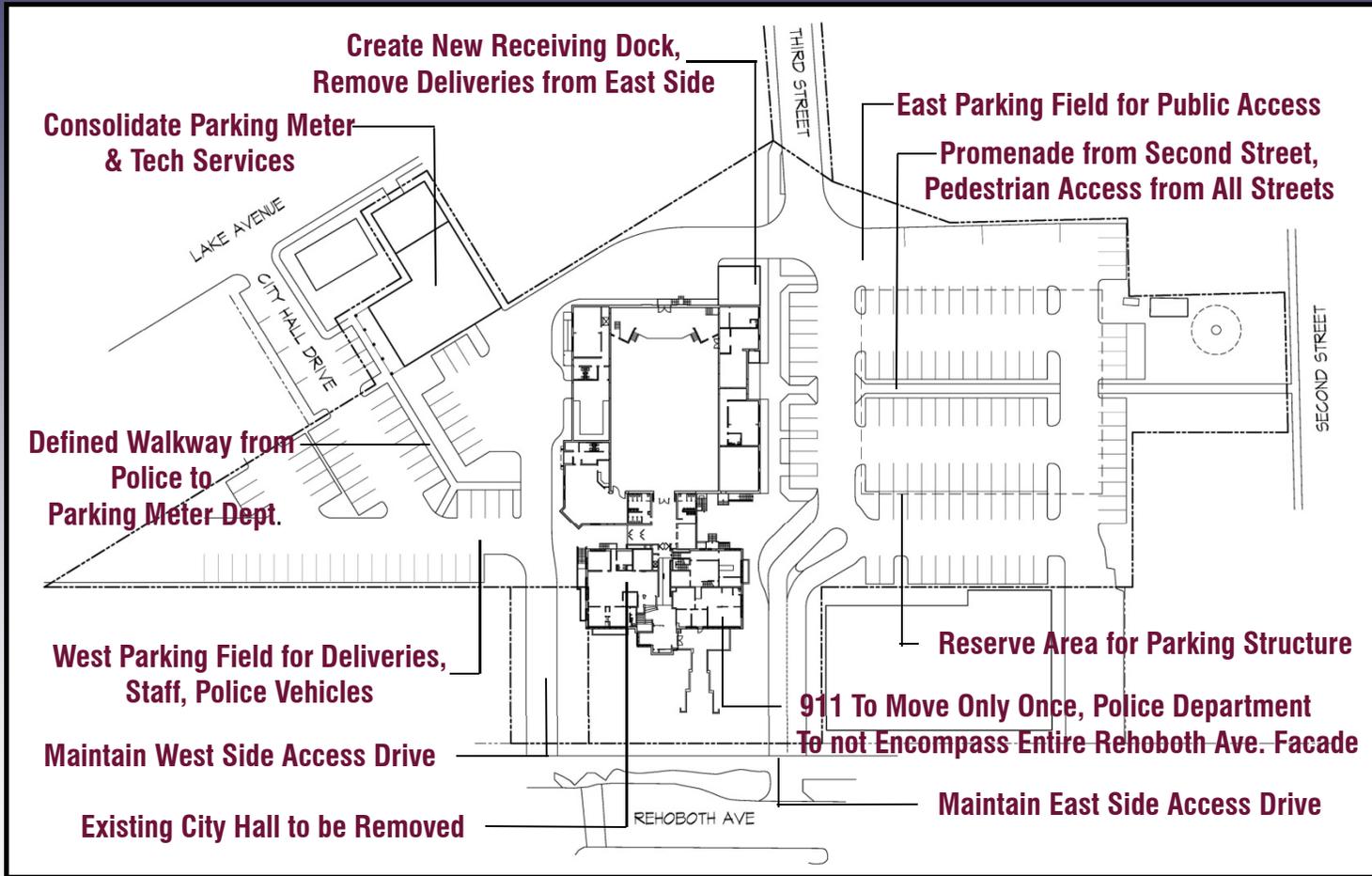
GRAND TOTAL PROJECT COSTS \$13,575,078



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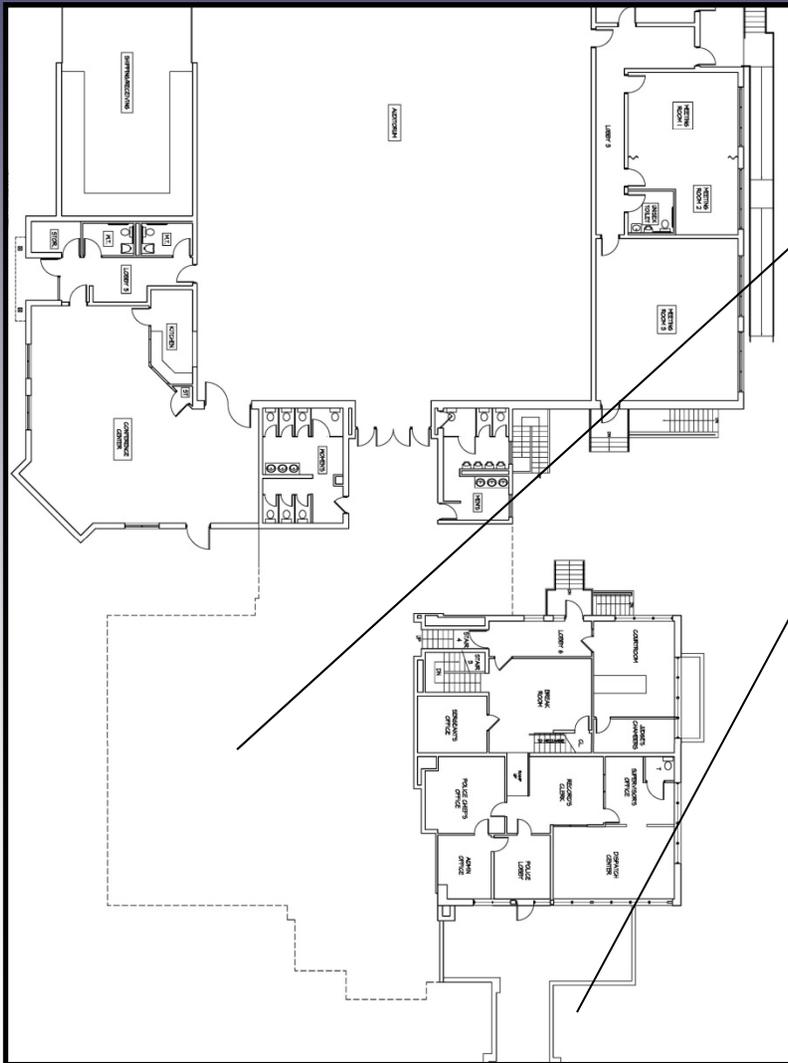
Assumptions Going Forward



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Demolition Alternative



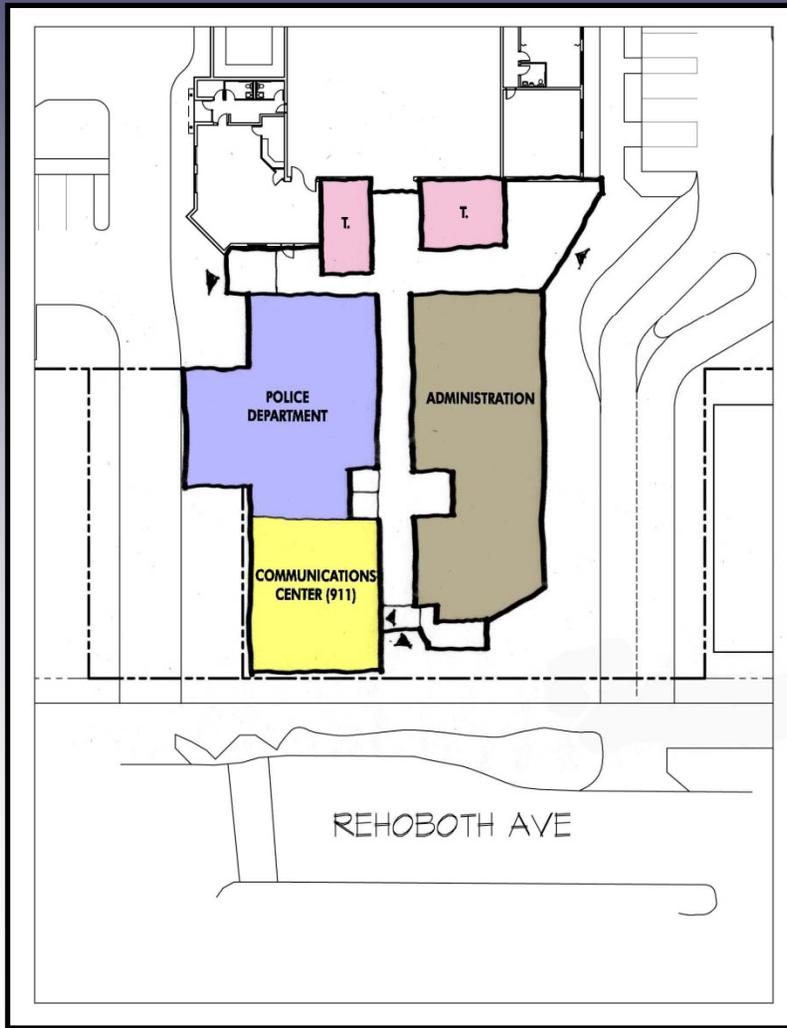
- Partial Demolition of Existing City Hall Could Permit Police/911 Construction In its Entirety
- More Design Flexibility Possible In Southeast Quadrant
- Challenge will be the Relocation Of Boiler/Electric Service



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Review: First Floor Alternatives



OPTION 1

Givens:

- Communications Center
- Police Dept. (Processing)
- Convention Center Lobby

Option 1:

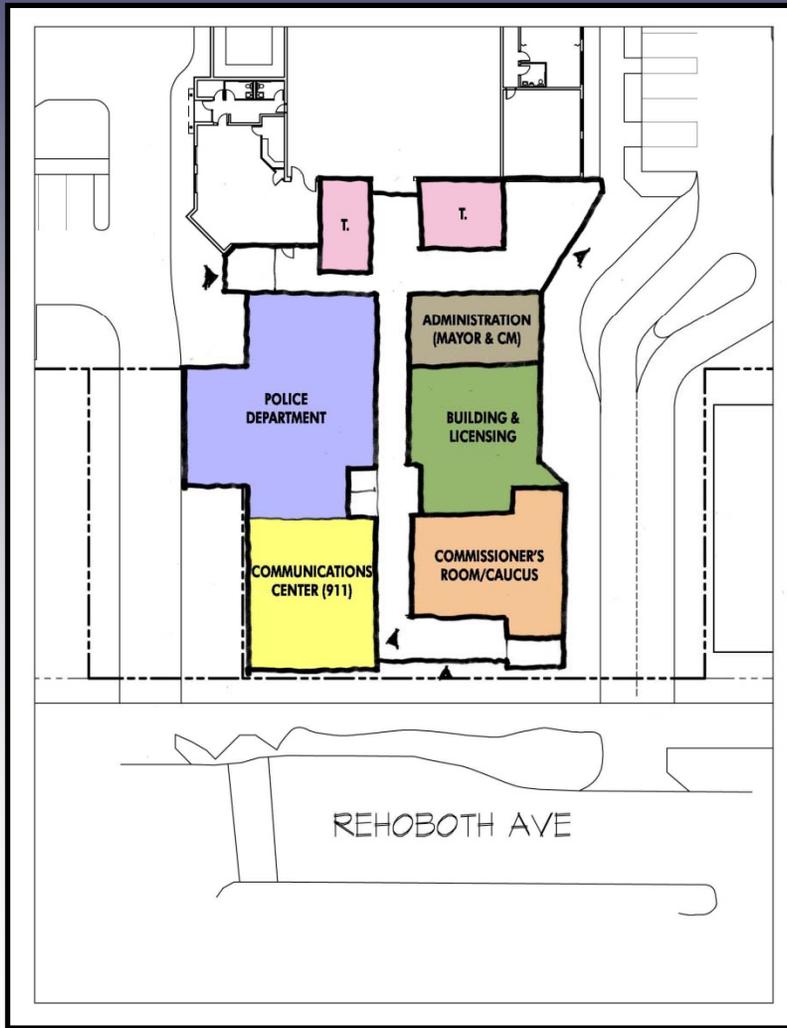
- Administrative Staff
- Mayor and City Manager



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Review: First Floor Alternatives



OPTION 2

Givens:

- Communications Center
- Police Dept. (Processing)
- Convention Center Lobby

Option 2:

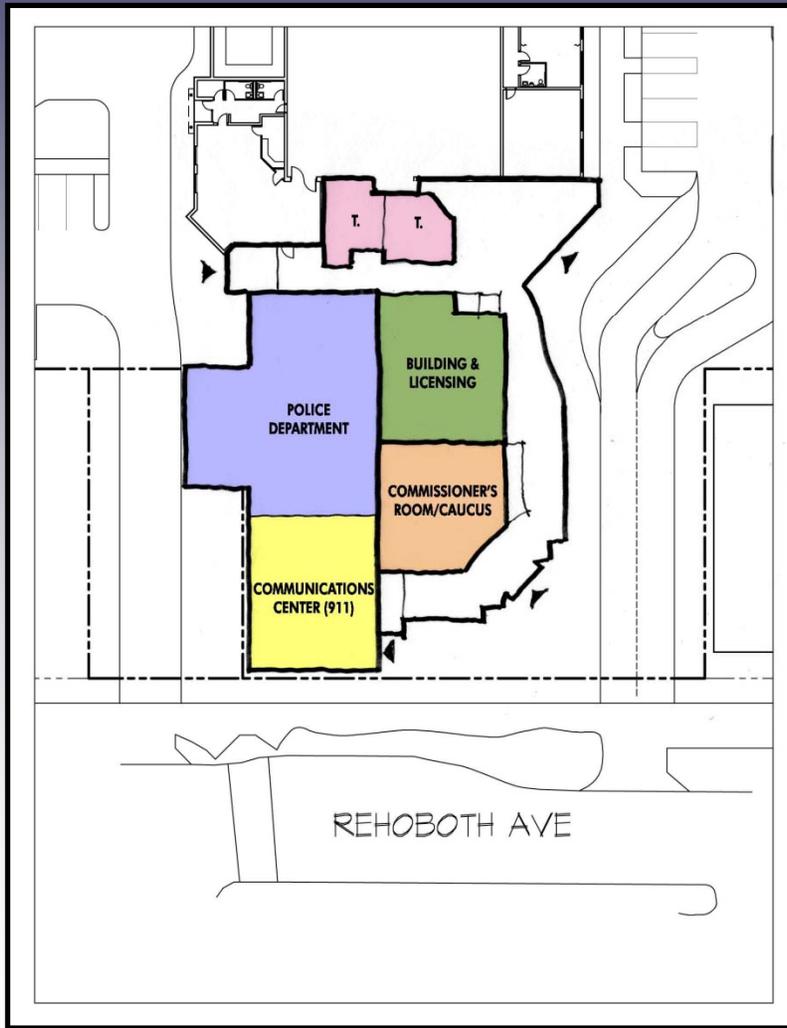
- Mayor and City Manager
 - Building & Licensing
 - Commissioner's Room



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Review: First Floor Alternatives



OPTION 3

Givens:

- Communications Center
- Police Dept. (Processing)
- Convention Center Lobby

Option 3:

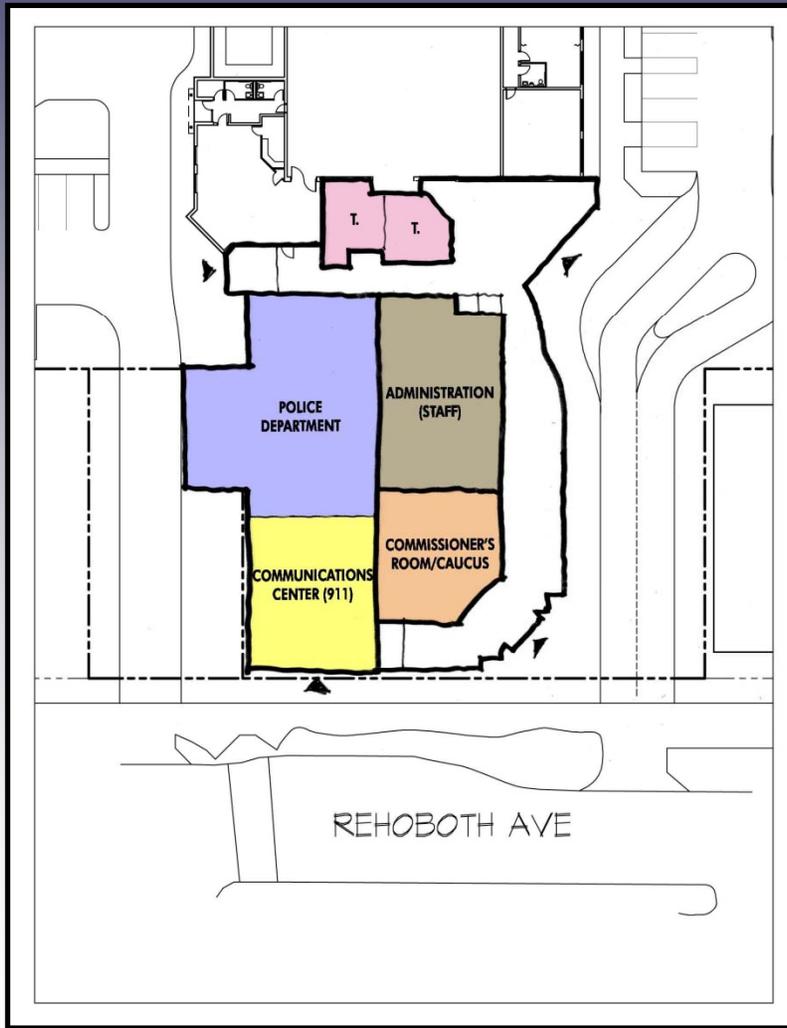
- Plaza
- Building & Licensing
- Commissioner's Room



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Review: First Floor Alternatives



OPTION 4

Givens:

- Communications Center
- Police Dept. (Processing)
- Convention Center Lobby

Option 4:

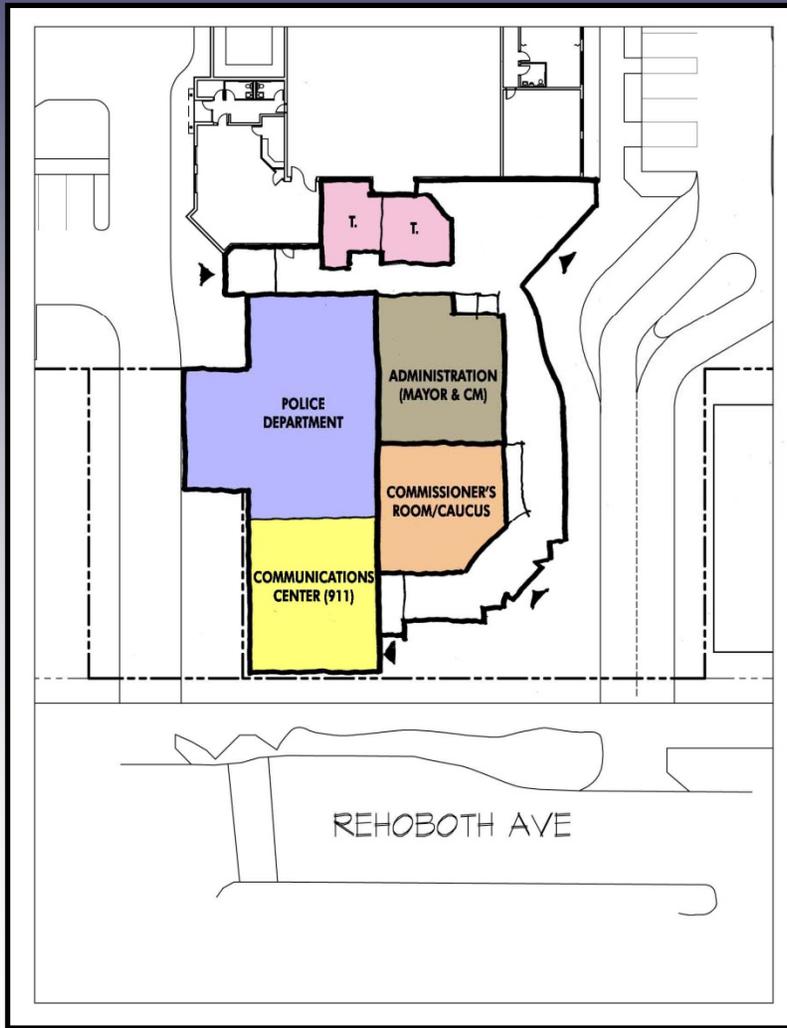
- Administrative Staff
- Commissioner's Room



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23 NORTH WALNUT STREET P.O. BOX 809 MILFORD, DE 19963
TEL 302.424.1441 FAX 302.424.0430
WEB www.dbfinc.com

Review: First Floor Alternatives



OPTION 5

Givens:

- Communications Center
- Police Dept. (Processing)
- Convention Center Lobby

Option 5:

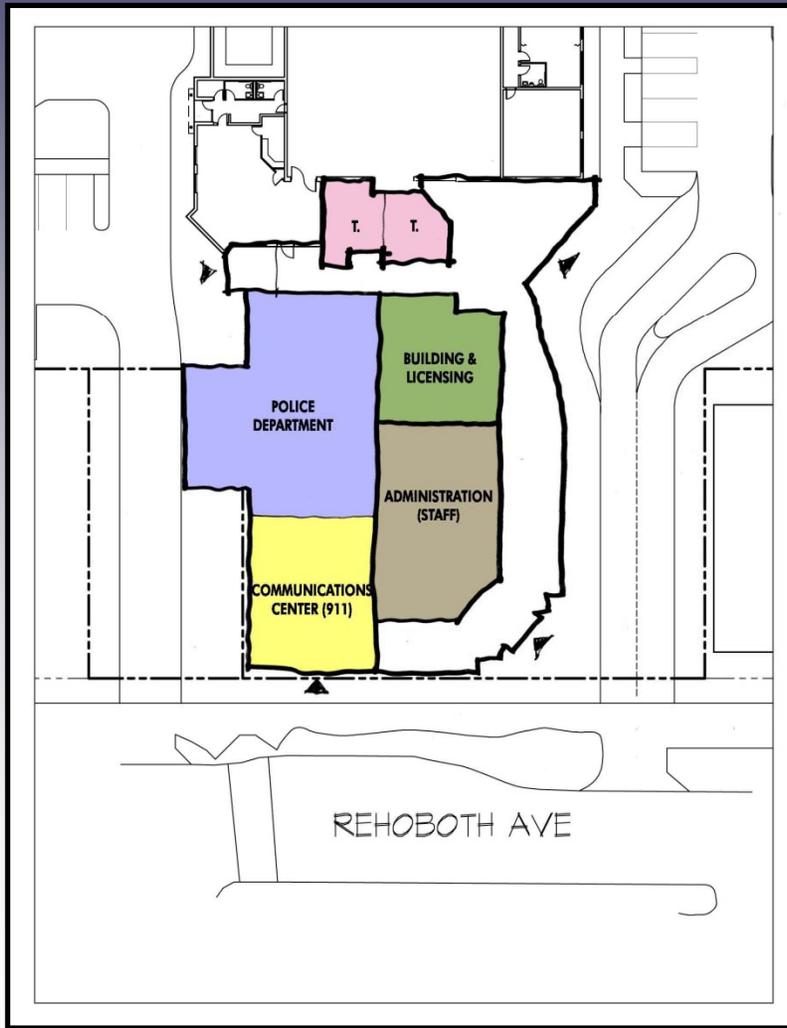
- Plaza
- Mayor & City Manager
- Commissioner's Room



ARCHITECTS ENGINEERS SURVEYORS

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Review: First Floor Alternatives



OPTION 6

Givens:

- Communications Center
- Police Dept. (Processing)
- Convention Center Lobby

Option 6:

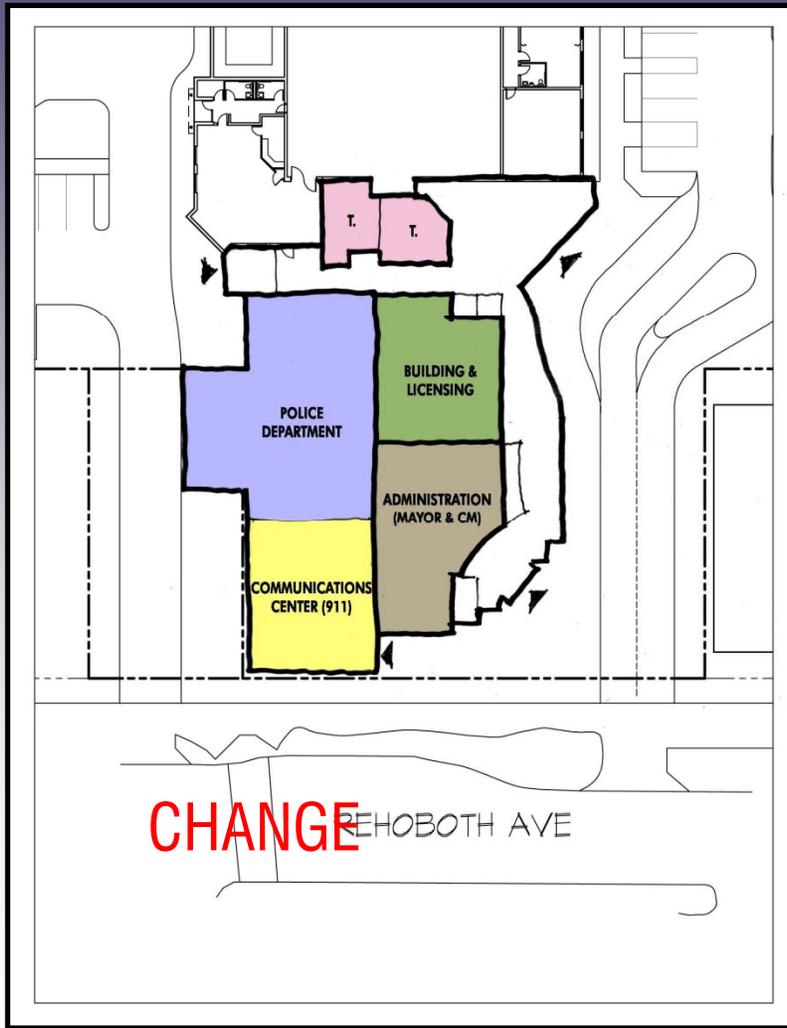
- Building & Licensing
- Administrative Staff



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Review: First Floor Alternatives



OPTION 7

Givens:

- Communications Center
- Police Dept. (Processing)
- Convention Center Lobby

Option 7:

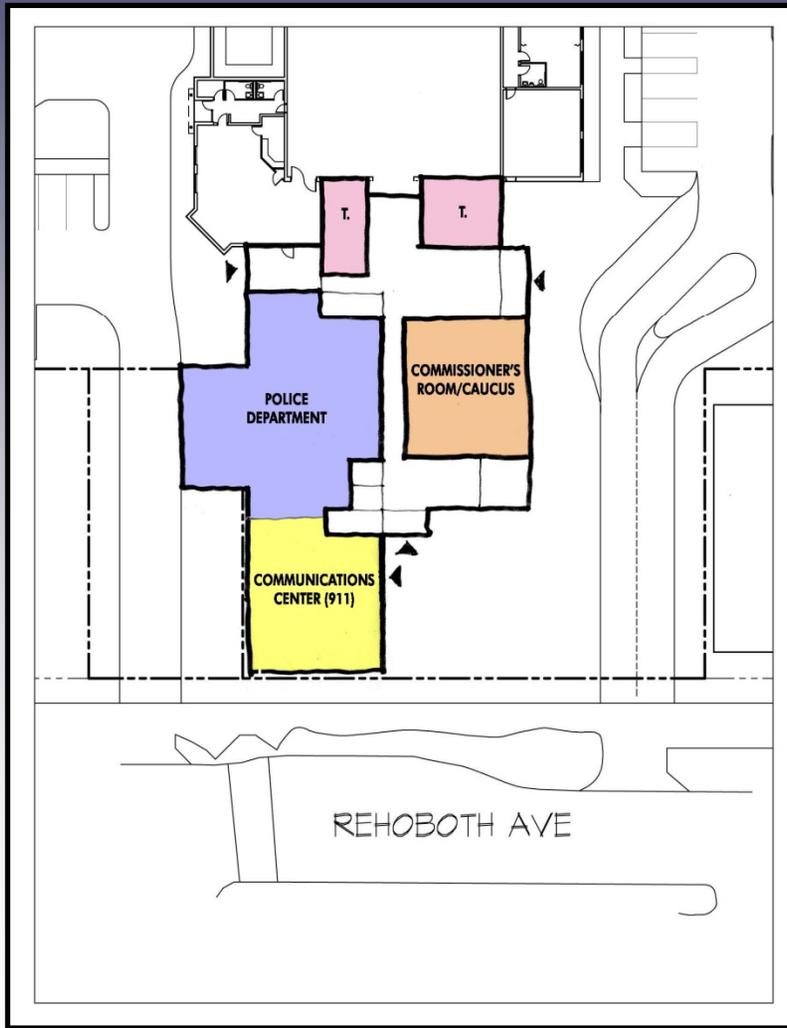
- Building & Licensing
- Mayor & City Manager
- Plaza



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WEB www.dhinc.com

Review: First Floor Alternatives



OPTION 8

Givens:

- Communications Center
- Police Dept. (Processing)
- Convention Center Lobby

Option 8:

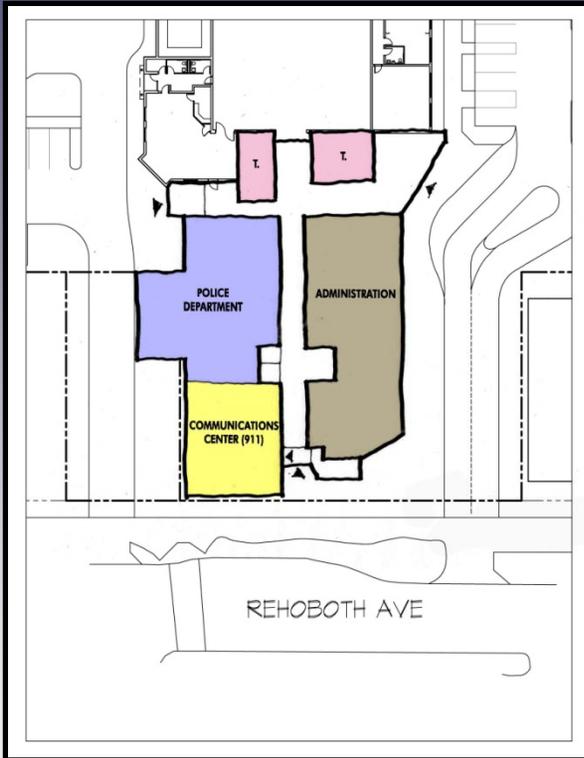
- Plaza
- Commissioner's Room (Or Any Department Other than Full Administration)



ARCHITECTS ENGINEERS SURVEYORS

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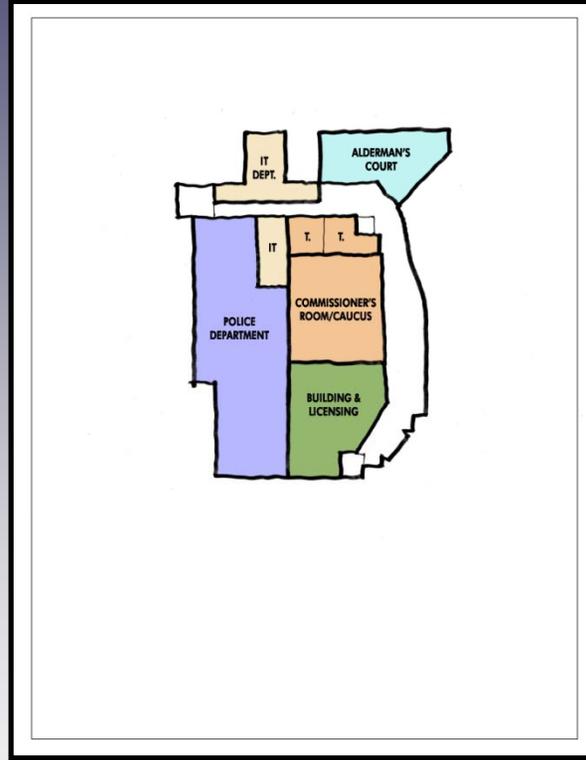
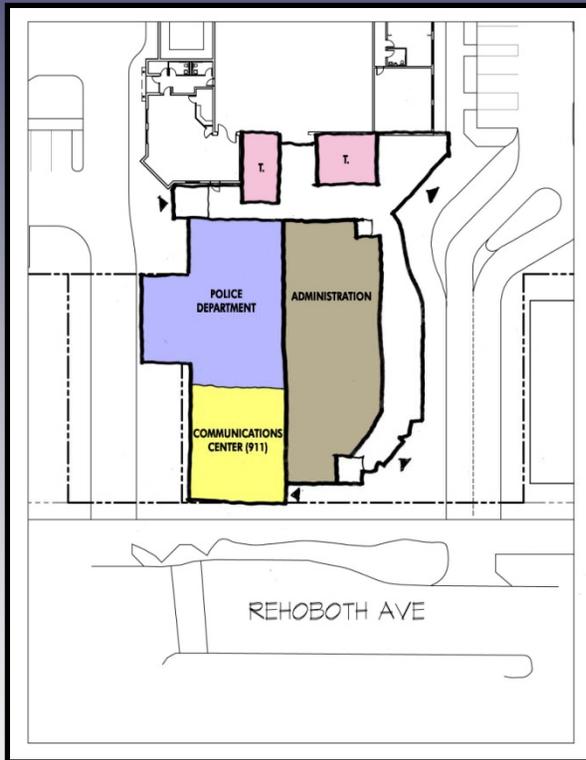
Review: Option 1a Example



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Review: Option 1b Example



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Next Meeting

09/10/13 – 10/07/13: ALTERNATIVE CONCEPTS

ARCHITECT/CM. Utilizing the selected diagrammatic approaches, further refine. Meet with department heads to evaluate the general organization of departments and site for each diagrammatic approach. Convert diagrammatic sketches into three-dimensional computer-generated massing studies, and further refine site and floor plan concept illustrations showing department blocks. Evaluate phasing for each concept and prepare construction cost estimates for each.

TASK FORCE. Look into and confirm the following: 1) The extent the Third Street R.O.W. from Rehoboth Avenue can be utilized for the purposes of a sally port or other structure; and 2) The legal authority to possibly close access to the rear of neighboring buildings at the westerly “point” of the property.

10/07/13: TASK FORCE MEETING

ARCHITECT/CM. Present alternative concepts; including, for each concept: 1) Site and floor plan layouts indicating department blocks, 2) Three-dimensional massing studies, 3) Phasing options, and 4) Construction costs.

TASK FORCE. Participate in presentation and related discussions. Present findings on Third Street R.O.W. and westerly property access. Select a singular concept alternative (with possible modifications) for recommendation to the Mayor and City Commissioners.

Next Meeting Date: October 7, 2013



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