

City Hall Proposal

Team Presentation

November 12, 2013



C.T. HSU + ASSOCIATES, P.A.



Gilbane

Team

- ◉ City of Palm Coast
 - Brian Rothwell, Purchasing Manager *Team Leader*
 - Stephen Flanagan, Utility Development Manager
 - Carl Cote, Construction Manager
 - Dianne Torino, Contracts & Risk Manager
 - Christopher Quinn, Finance Director
 - Virginia Smith, City Clerk
 - Beau Falgout, Senior Planner
- ◉ C.T. Hsu & Associates, Inc.
 - Jim Hughes, Principal
 - Tim McNicholas, Principal
- ◉ Gilbane Building Company
 - Joe Frisco, Senior Project Executive

City Council Parameters

- ⦿ Appropriate Project Size and Scope
- ⦿ No Increase in Existing Residents' Taxes
- ⦿ Use Existing Financial Resources
 - Building Permit Fund Reserves
 - SR100 CRA (Town Center) Tax Revenues

Presentation Overview

- ◉ Project Size and Scope
 - Space Needs Analysis
 - Construction Management Process
 - Project Cost Analysis
- ◉ Funding
 - Current Costs
 - Funding Sources
 - Capital Improvement Plan
- ◉ City Council Parameters
- ◉ Action Items
- ◉ Timeline



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Project Size and Scope

Space Needs Analysis Overview

- ⦿ Past Experience
- ⦿ Typical Process
- ⦿ Palm Coast Program Analysis
 - Plan for Growth – But Build for Immediate Needs
- ⦿ Comparison with Other City Halls

Past Experience

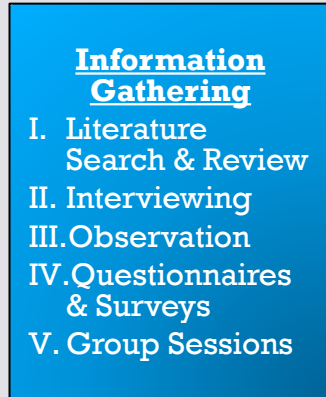
- ◉ Since 1984, C.T. Hsu & Associates, Inc. has delivered extensive design services to public agencies in over 20 city hall, county and state administrative facilities...
- ◉ City Hall Projects Feature...
 - Winter Garden
 - Deland
 - Clermont
 - Kissimmee

Space Needs Analysis Process

1



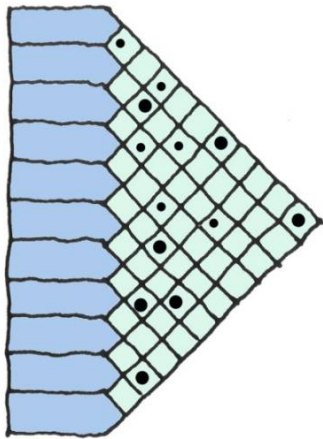
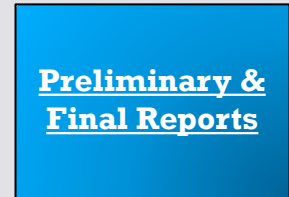
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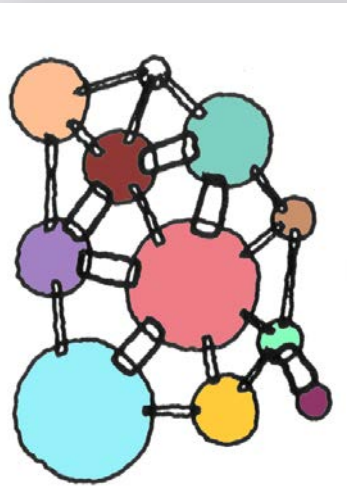
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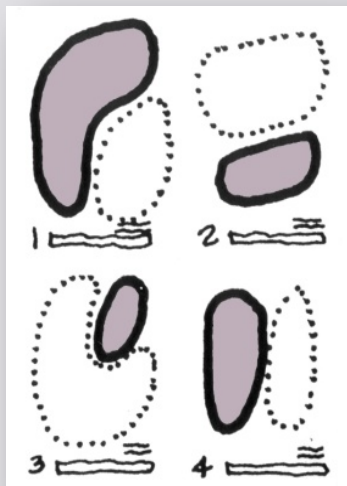
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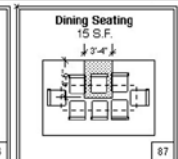
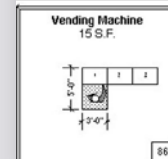
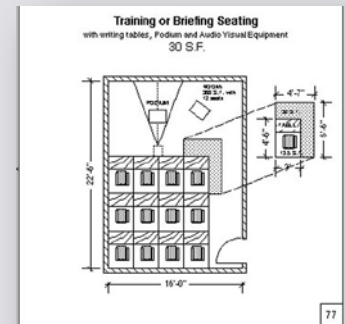
Matrix Diagram



Bubble Diagram



Zoning Diagrams

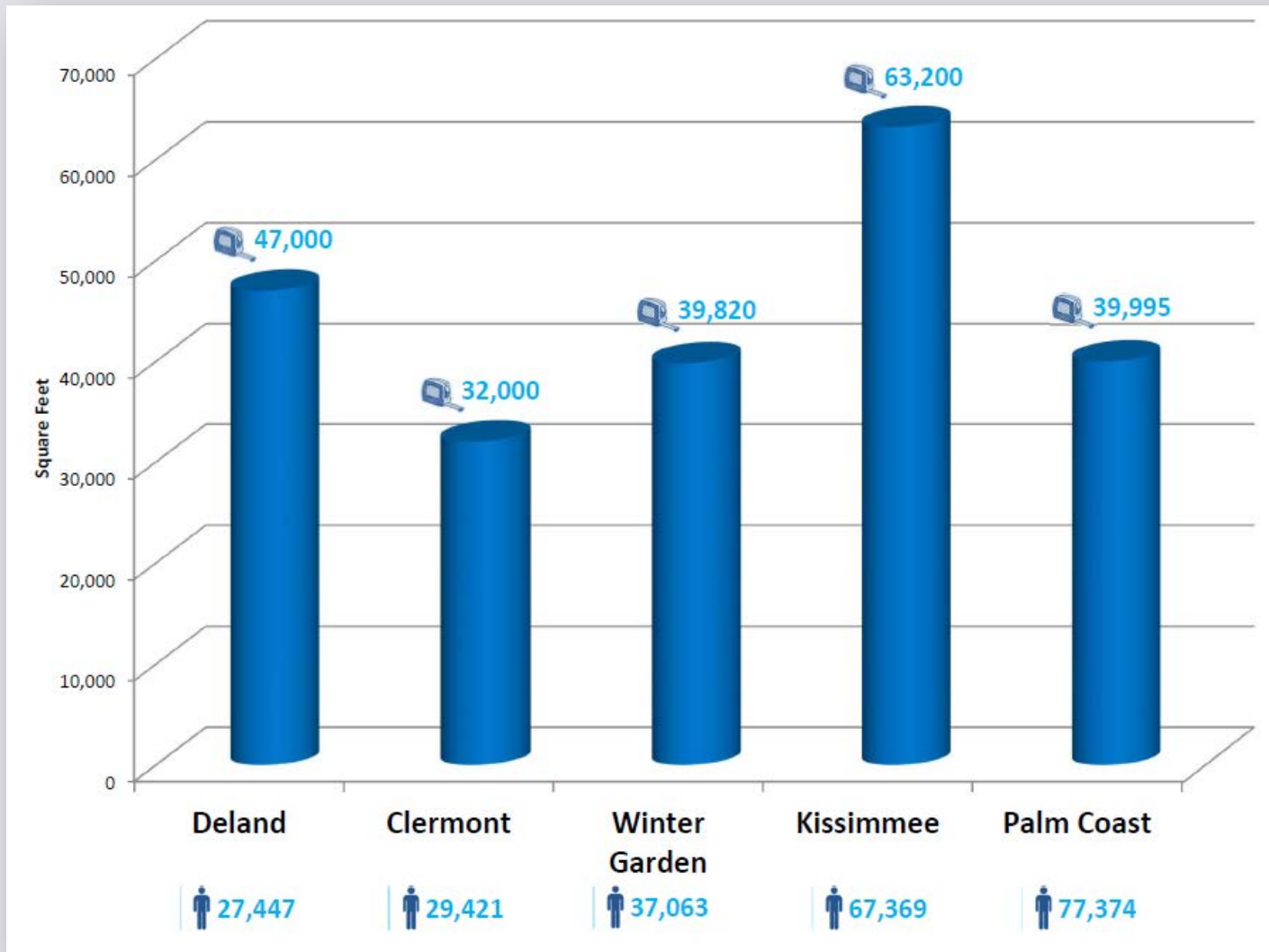


Sizing Standards

Palm Coast Space Needs Analysis

	City Hall Offices 1st Floor <ul style="list-style-type: none"> • Planning • Building • Code Enforcement • Customer Service • BAC • Business Tax Receipts • Human Resources 	City Hall Offices 2nd Floor <ul style="list-style-type: none"> • Administration • City Clerk • Finance • Engineering • Information Technology • Purchasing • Comm. & Marketing 	Central Park Community Areas <ul style="list-style-type: none"> • Community Meeting Rooms (City Council Chambers)
Office Area	11,481	10,448	-
Public Areas	1,967	1,414	454
Meeting Rooms	1,135	2,070	6,028
Support Space	1,481	2,069	1,519
TOTAL (rounded)	32,000		8,000

Space Needs Analysis Comparison



Construction Management Overview

- ⦿ Past Experience
- ⦿ Construction Management at Risk
- ⦿ Project Cost Analysis

Past Experience

140 Year Old Family Business

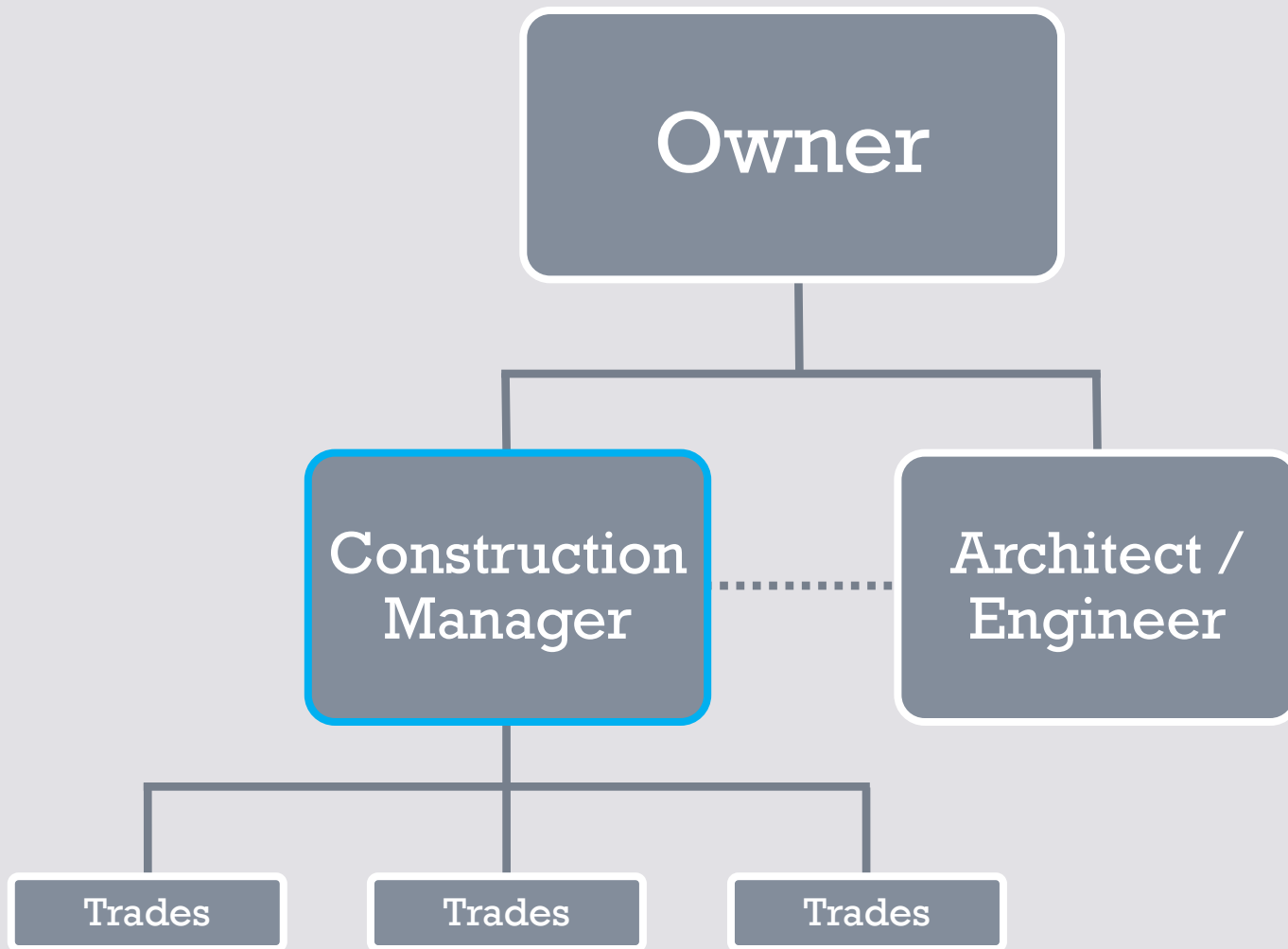
35 Years in NE Florida

**Extensive CM at Risk
Experience**

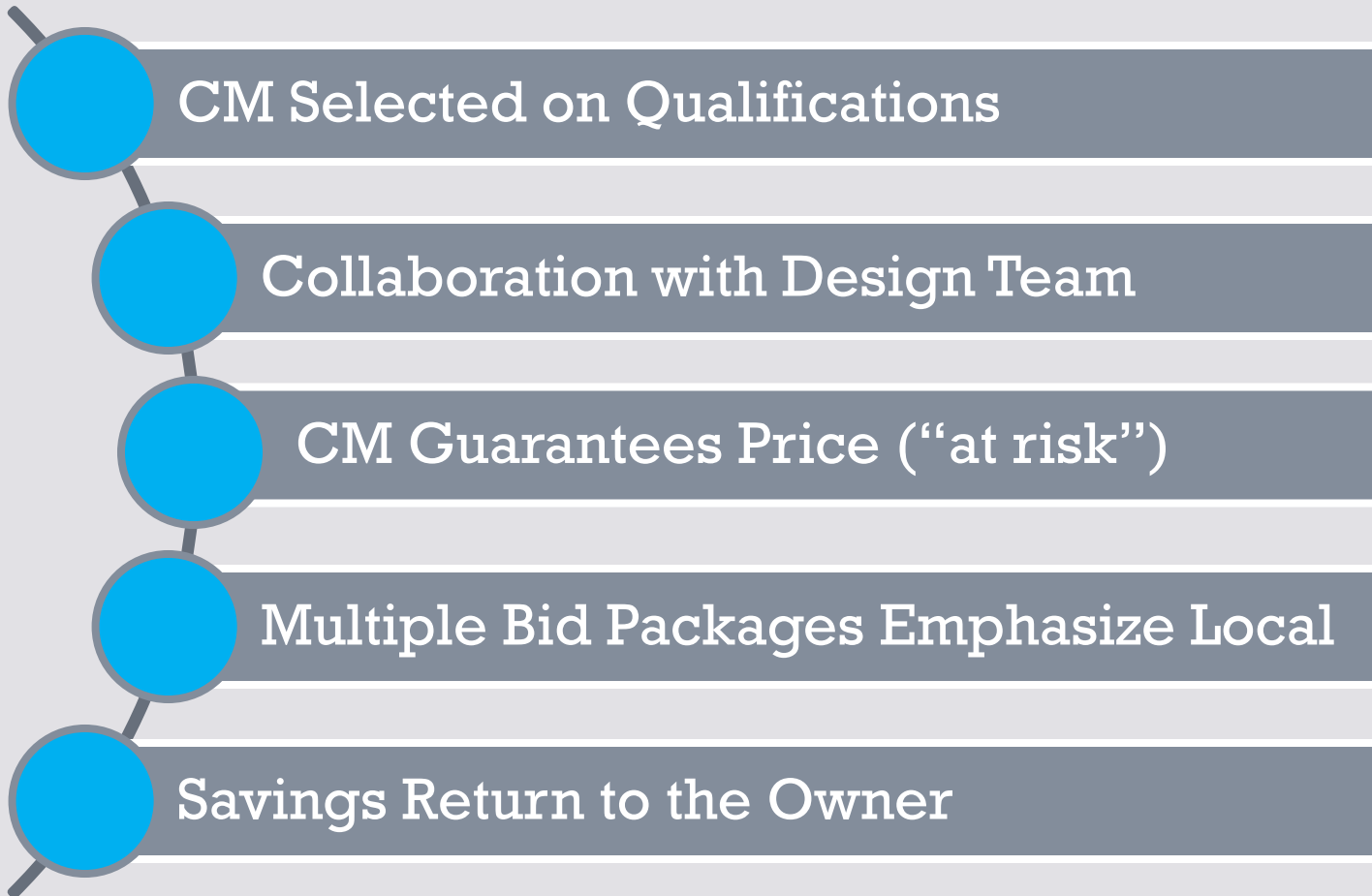
**More than \$193M Govt. & Municipal
Projects in Florida Alone**



Construction Management at Risk



Benefits of CM at Risk

- 
- CM Selected on Qualifications
 - Collaboration with Design Team
 - CM Guarantees Price (“at risk”)
 - Multiple Bid Packages Emphasize Local
 - Savings Return to the Owner

Cost Analysis



Project Cost Analysis

	City Hall Offices <i>32,000 square feet 2-Story Office Building</i>	Central Park Community Areas <ul style="list-style-type: none"> • <i>Community Meeting Rooms (Council Chambers)</i> • <i>Central Park Pavilion</i> • <i>Additional Parking</i>
Construction Costs	\$ 5,925,000	\$ 1,819,000
Related Project Costs	\$ 980,000	\$ 368,000
TOTAL	\$ 6,905,000	\$ 2,187,000
	<i>Available funds from CRA (Town Center) Refinancing & Building Permit Fund</i>	<i>Future CRA (Town Center) revenues as available</i>



Funding

Current City Hall Office Costs

City Hall Office Lease Payments

• First 6 Years (through 9/2014)	\$1,365,000
• Estimated Next 5 Years (2014-19)	\$1,435,000
• Estimated Additional 5 Years (2019-24)	\$1,510,000
• TOTAL	\$4,310,000

Source of Funds

- General Fund Revenues

Project Funding Sources

City Hall Offices

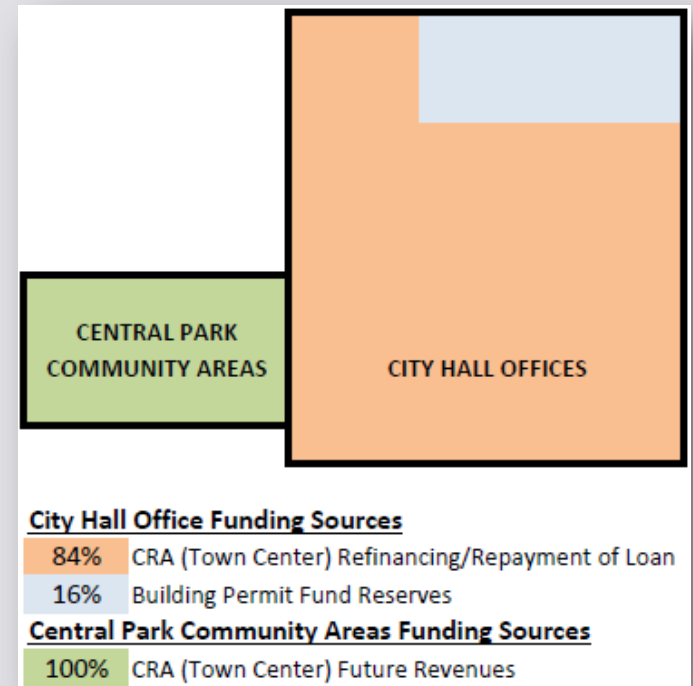
- **CRA (Town Center) Refinancing** **\$5,792,000**
 - Repayment of inter-fund loan from CRA to Capital Fund
 - Received 3 proposals that result in significant savings
 - City Manager (or designee) finalize terms and conditions

- **Building Permit Fund Reserves** **\$1,113,000**

- Total** **\$6,905,000**

Central Park Community Areas

- **Future CRA (Town Center) Funds** **\$2,187,000**



Capital Improvement Plan

POST AMENDMENT

CAPITAL PROJECTS FUND		FY 14	FY 15	FY 16	FY 17	FY 18
Prior Year Carry-over		3,387,470	5,507,006	154,806	13,466	556,863
Revenues						
Ad Valorem Taxes		-	-	-	-	-
Small County Surtax		2,150,000	2,193,000	2,236,860	2,281,597	2,327,229
Grants:						
FIND Grant Long's Landing		160,000	-	-	-	-
Transfers from CDBG Entitlement		408,007	160,000	160,000	160,000	160,000
Belle Terre Path Ph III	51011	-	-	-	-	-
Palm Harbor Pkwy Path	51012	-	-	-	-	-
Transfer from Dev Sp Proj - Longs		-	-	-	-	-
Interest on Investments		4,000	1,800	1,800	1,800	1,800
Transfer Proceeds from CRA Interfund Loan		5,792,529	-	-	-	-
Transfer from Building Dept Reserves		-	1,113,000	-	-	-
Developer Contributions		-	-	-	-	-
Total Revenues		8,514,536	3,467,800	2,398,660	2,443,397	2,489,029
Total Available Funds		11,902,006	8,974,806	2,553,466	2,456,863	3,045,892
Projects						
Seminole Woods Path		1,450,000	500,000	-	-	-
Long's Creek Nature Preserve Design/CEI	61015	60,000	-	-	-	-
Long's Creek Nature Preserve Construction	61015	1,575,000	-	-	1,725,000	1,300,000
Holland Park Improvements Design/CEI	66006	70,000	70,000	75,000	-	-
Holland Park Renovation Construction	66006	1,660,000	1,500,000	2,290,000	-	-
Park Renovations	66008	150,000	150,000	150,000	150,000	150,000
Community Center Replacement/ Design	61530	430,000	670,000	-	-	-
Trailheads & Trail Signs		-	25,000	25,000	25,000	-
Belle Terre Path Ph III	51011	-	-	-	-	-
Palm Harbor Pkwy Path	51012	-	-	-	-	-
City Hall Design/CEI		1,000,000	-	-	-	-
City Hall Construction		-	5,905,000	-	-	-
Total Expenditures		6,395,000	8,820,000	2,540,000	1,900,000	1,450,000
Available Funds End of Year		5,507,006	154,806	13,466	556,863	1,595,892

CRA Capital Improvement Plan

POST AMENDMENT

SR100 CRA FUND	FY 14	FY 15	FY 16	FY 17	FY 18
Prior Year Carry-over	4,905,768	178,702	165,809	181,991	228,905
Revenues					
Intergovernmental Revenue	960,543	979,800	999,400	1,019,400	1,039,800
Interest on Investments	3,000	357	332	364	458
Proceeds from Refinancing GF Loan	5,792,529	-	-	-	-
Transfers from Other Funds	513,391	523,700	534,200	544,900	555,800
Appropriated Fund Balance					
Total Revenues	7,269,463	1,503,857	1,533,932	1,564,664	1,596,058
Total Available Funds	12,175,231	1,682,559	1,699,741	1,746,655	1,824,963
Expenditures					
Operating Expenditures	50,000	50,000	50,000	50,000	50,000
Debt Service					
GF Loan Payoff	5,792,529	-	-	-	-
Refinanced GF Bank Loan	440,000	440,000	441,000	441,000	442,000
Bank Loan	526,750	526,750	526,750	526,750	526,750
Projects					
Bull Dog Drive Design/CEI	35001	400,000	-	-	-
Bull Dog Drive Construction	35001	4,275,000	-	-	-
Central Park Community Areas	66005	-	500,000	500,000	687,000
Land Purchases		512,250	-	-	-
Total Expenditures	11,996,529	1,516,750	1,517,750	1,517,750	1,705,750
Available Funds End of Year	178,702	165,809	181,991	228,905	119,213

City Council Parameters

- ◉ Appropriate Project Size and Scope
 - Built for Immediate Needs
- ◉ No Increase in Existing Residents' Taxes
 - No Future Lease Payments paid from Property Taxes
 - No Additional Property Tax Burden on Residents for Project Costs
- ◉ Use Existing Financial Resources
 - Use Building Permit Fund Excess Revenues
 - Town Center (SR100 CRA) Tax Revenues
 - Repayment of SR100 CRA (Town Center) Loan
 - Future Tax Increment Revenues (Town Center) for Central Park Community Areas



Action Items

Action Items

⦿ SR 100 CRA Board

- Authorize City Manager, or Designee to Negotiate Refinancing of Inter-Fund Loan (related)
- **CRA Budget Amendment (related)**
- Authorize CRA Central Park Community Area Expenses

⦿ City Council

- SR 100 CRA Items
 - Authorize City Manager, or Designee to Negotiate Refinancing of Inter-Fund Loan (related)
 - CRA Budget Amendment (related)
- **Capital Projects Budget Amendment**
- **Architectural Services Contract**
- **Construction Management Services Contract**

Action Items

Budget Amendments

- No effect on Property Tax Rates
- SR 100 CRA Budget Amendment
 - Reflect CRA Loan Refinancing and Repayment of Inter-Fund Loan
- City Capital Projects Fund
 - Appropriate CRA Loan Repayment of \$5,792,529 to City Hall Offices Project Budget

Action Items

Architectural Services Contract

- ◉ RFQ-CP-11-02 City Hall Architectural Services
 - CCNA Process
 - 17 Qualification Packages were Received
 - 5 Firms were selected to provide Formal Presentations
- ◉ C.T. Hsu & Associates, Inc. was the top-ranked firm

Action Items

Architectural Services Contract

- ◉ Scope of Services

- Provide design and construction administration services

- ◉ Fee for Services

- In general, design fees range from 7%-12% depending on size of building and services selected

- Contract Fees

- Base Fee = \$585,500 (7.1%)
- Specialty Services (Sub-Contracted) = \$196,720
- *Optional LEED Silver Certification = \$62,000*
- *Optional Energy Star Label = \$11,000*

- ◉ City Hall Comparison Projects (2007-2009)

- Deland (47ksf/\$10.7M): \$771,249 (7.5%)
- Winter Garden (44ksf/\$11.4M): \$772,998 (7.1%)
- Lauderhill (40ksf/\$13.5M): \$1,125,000 (8.3%)
- Collier County (137ksf/\$19.2M): \$1,344,000 (7.0%)

Action Items

Construction Management Services Contract

- ◉ RFQ-CP-11-03 City Hall Construction Management Services
 - 18 Qualification Packages were Received
 - 4 Firms were selected to provide Presentations
- ◉ Gilbane Building Company was the top-ranked firm

Action Items

Construction Management Services Contract

◉ Scope of Services

- Provide pre-construction and at-risk construction phase services

◉ Fee for Services

- In general, CM fees range from 4-7% depending on size and magnitude of cost
- Contract Fees
 - Pre-Construction Phase Services = Lump Sum \$41,890
 - Construction Phase Services = 4.25% of the Cost of the Work

◉ CM Comparison Projects (2013)

- Eustis Elem. (\$12.7M): \$722,627 (6%)
- Cypress HS (\$42M): \$1,837,868 (4.5%)
- Little River Elem. (\$9.3M): \$416,972 (4.5%)



Timeline

Timeline

- ◉ Design
 - Preliminary Feb. 2014
 - Final Aug. 2014
- ◉ Bidding Sept. 2014
- ◉ Construction Nov. 2014 – Sept. 2015
- ◉ Occupancy October 2015