

Jarrett Anderson

Harbor Master

Town of Carolina Beach

Harbor Master Office Construction, Phase 4

Requested Actions from Town Council

1. Approve a construction contract to Ship Shape Builders to construct a 600-square-foot Harbor Master office at the Municipal Marina.
2. Authorize a budget transfer to cover the remaining construction and architectural oversight fees.

Background & Project Evolution (2025–Present)



- **Temporary Marina Office:** Established onsite in 2025 with immediate operational success.
- **Key Benefits:** Placed personnel directly at the water, enabled face-to-face boater meetings, and provided weather shelter.

Marina Project Phase History



Phase 1: Repaired western bulkhead damage from Hurricane Matthew utilizing FEMA public assistance funding.



Phase 2: Utilized original pre-hurricane municipal funds to complete docking on the west and southwest corner.



Phase 3: South and East side complete rebuild using the American Rescue Plan Act (ARPA), GoldenLEAF grants, Hurricane Florence FEMA funds, and fund balance transfers.



Phase 4 (Current): Centennial Park, the main parking lot, and surrounding marina facilities, and the Harbor Master office.

Project Specifications

Structure: 600-square-foot elevated building engineered to withstand severe coastal weather events.

Materials: HardieBoard exterior siding, a metal roof, and hurricane-resistant windows to lower long-term maintenance costs.

Aesthetics: Light blue color scheme maintaining a coastal appearance and honoring local maritime history.



Bid Results & Recommended Contractor

- **Bidding Process:** Project rebid in May, yielding four competitive bids.
- **Lowest Bidder:** Ship Shape Builders recommended at \$329,000 (\$328,045 base).
- **Local Roots:** Owned by local builder and charter boat captain John Batson (*Cheerio Lady*).
- **Community Heritage:** The Batson family has continuously run charter vessels at the marina since 1956.

Funding Breakdown

- Construction Funds: **\$328,045.00**
- Construction Oversight: **\$6025.00**
- Contingency & Permitting: **\$20,000.00**
- Final Architectural Design: **\$237.00**
- Phase IV Existing funds: **\$254,465.23**
- Budget amendment **\$99,841.77**

Staff Recommendation

Award the construction contract to Ship Shape Builders for \$328,045.00.

Approve a budget transfer of \$99,841.77 from:
10-409-015 Debt Service for Future Projects to:
27-004-074 Marina Capital Projects

Questions & comments



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Motion

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