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December 14, 2022

Paula Webb, Town Manager
Town of Swansboro
601 West Corbett Avenue
Swansboro, NC 28584
pwebb@ci.swansboro.nc.us

Re: **Professional Services – Feasibility Study**
SWANSBORO PUBLIC SAFETY BUILDING /
EMERGENCY OPERATIONS CENTER
Swansboro, North Carolina
2022295.00

Dear Ms. Webb:

Becker Morgan Group, Inc. is pleased you have requested a professional services proposal for a feasibility study for the new Swansboro Public Safety Building / Emergency Operations Center project. It was a pleasure for me to meet with you, Commissioner Larry Philpott and Commissioner Jeffery Conaway on December 6, 2022, to discuss the project in detail and tour the site.

Enclosed please find one original agreement documenting our initial services and compensation. If acceptable, please sign and return the original agreement to our office. An electronic copy or scan is satisfactory. We will then proceed with our services.

Thank you for the opportunity to be of service. Please do not hesitate to call with any questions or concerns. We appreciate your confidence in our firm and look forward to working together on this important civic project!

Sincerely,

BECKER MORGAN GROUP, INC.

Ernest W. Olds, AIA
Vice-President

Enclosure: Proposal (12/14/22)

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BECKER MORGAN GROUP, INC.

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Professional Services – Feasibility Study
SWANSBORO PUBLIC SAFETY BUILDING /
EMERGENCY OPERATIONS CENTER
Swansboro, North Carolina
2022295.00

Project Scope

The Town of Swansboro, North Carolina is in eastern Onslow County, bordering Carteret County, and the White Oak River to the east. The town is the oldest in Onslow County, incorporated in 1783. It is 2.4 square miles in land area and includes 3,904 residents according to the State's Office of State Budget and Management (OSBM). The town is enjoying significant growth, having added 1,185 residents between 2010 and 2021 or a 44% increase (per OSBM). Including the Town's Extraterritorial Jurisdiction (ETJ), the service area population is believed to be over 5,000.

The town is served by a combined sworn and volunteer fire service of 22 staff stationed at 609 West Corbett Ave. Law enforcement is provided by 13 sworn staff and is collocated with the fire department. Onslow County operates Emergency Medical Services (EMS) from the Town's fire station, as well. Fire, EMS, and police dispatch calls are routed from Onslow County E-911 in Jacksonville, North Carolina. Chief David Degnan heads the fire service, and Chief Dwayne Taylor heads the police department. Onslow County operates a county-wide Emergency Operations Center in Jacksonville.

The area has endured many tropical storms since 2016, including Hermine (2016), Julia (2016), Chris (2018), Michael (2018), Arthur (2020), Fay (2020) and Nicole (2022), as well as hurricanes Matthew (2016), Jose (2017), Maria (2017), Florence (2018), Dorian (2019), Humberto (2019), and Isaias (2020).

All these storms brought wind, rain and/or flooding to the area. Some storms caused damage to the Town's fire/police station and Town Hall despite renovations completed in 2014. A recent evaluation concluded the structures housing the town administration and first responders were not adequate beyond a Category 1 storm event.

The Town established an Emergency Management Advisory Committee (EMAC) to address these facts and investigate solutions to allow continuity of public safety services during extreme weather conditions. Primary objective is the establishment of an appropriate Emergency Operations Center (EOC). At present the Town has an arrangement with a local church to occupy their basement as an EOC should an activation be necessary. Further, the Town has received a \$6,000,000 grant to support the design and construction of a new facility and ancillary work.

Committee has developed three broad concepts to explore:

1. **Dual-Use Building:** A new municipal building that would serve as an operations center during times of declared emergencies. The building would be planned to include all the features needed for a temporary emergency center but would primarily serve other town function most of the time.
2. **Public-safety Center:** A new police and fire station to replace our current building

that would be used as an emergency center when needed. The building would be sized to accommodate reasonable future growth.

3. Regional Center: A building that would serve as a regional emergency operations center for eastern Onslow County with building, operations and maintenance costs shared with the county. A similar arrangement will be explored with our neighboring communities in western Carteret County: Cape Carteret, Cedar Point and Peletier.

When considering each concept one can assume variations such as renovation versus new construction, use of existing town property or acquisition of new property, and additions to existing buildings.

The Emergency Management Advisory Committee has requested the preparation of a feasibility study. The study should "describe the strengths and weaknesses of each approach, including estimated construction and maintenance costs for each alternative, plus any land purchases that might be required and the costs of furnishings and new equipment. The final report should include a recommended alternative with preliminary cost estimates and a timetable for completion".

Becker Morgan Group has been selected to prepare the feasibility study. We have met with Town leadership and toured the present facilities on Corbett Avenue. We were also asked to consider alternate facility location options should they be identified and become available.

Regardless of the selected location, or decision to build new or renovate, the EOC and supporting structures have several concerns that must be addressed:

- Flood Elevation (new regulations) and Wind Speed (increased design pressures)
- Enhance Facility Construction requirements/standards (Risk Category IV per Ch. 16 of NC Building Code)
- Construction Costs and Funding challenges (schedules and funding sources)
- Building/Site Layouts (confirm site orientation, building position and configuration)
- Integration of Operations with other components of local public safety service

The EOC will likely be a majority component in the overall facility construction expense. Care must be exercised to understand the opportunities and adjacencies available that could support operational improvements to both the fire and police service.

Services Scope

The proper design for this new Public Safety Facility requires a careful pre-design process. This process results in establishing what is needed (the "program") and what is practical within the constraints of budget and other factors. This work will be the first phase of a multi-phase design process. The first phase is Feasibility Study.

The goal of the Feasibility Study phase is to define the scope of the project in terms of operations and physical construction within the context of a defined budget. We will evaluate each physical location along with renovation and/or new construction options. We will present and review all options with the EMAC. Last, we will prepare a Feasibility Study Report that includes concise scopes, budgets, and schedules for implementation of the selected option or options.

PHASE 1 – FEASIBILITY STUDY

- A. Data Acquisition – for up to 3 sites
 - Review applicable regulations, building and zoning codes, and operational standards.
 - Surveys – personnel/equipment space needs both current and future.
 - Investigate site permits in place and any known site limitations.
 - Determine availability of utilities (water, sewer, power, communications, etc.).
 - Acquire available documentation/drawings for building existing conditions.
- B. Analysis/Documentation
 - Program of spaces, relationships within public safety network.
 - Initial cost estimates/phased implementation/schedules.
 - Diagrammatic options for each physical location.
 - Summary, review, revision, confirmation.
- C. Deliverables - Production of *Feasibility Study Report* to include:
 - Physical Assessment of structure and systems relative to codes and standards.
 - Space Needs spreadsheet.
 - Operational Evaluation from physical, security, and efficiency perspectives.
 - Cost Estimates for site, building and systems construction.
 - Phase Schedule as appropriate to recommended plan or plans.

We expect the space surveys, site inspections and planning meeting to involve one day on-site. The remainder of the analysis and documentation work will require approximately 60 days. We will meet with the EMAC to review all options and to select, as appropriate, one or more options. Upon completion and receipt of the *Feasibility Study Report*, you will be able to evaluate the option(s) and select a path forward. We will deliver this report in electronic and printed form. We are prepared to present this report to the Board of Commissioner when scheduled.

Once the first phase is completed, the project can proceed as would a typical building, albeit one that is more sophisticated.

Becker Morgan Group, Inc. will provide overall project leadership and will coordinate our project team. While we will not require the full involvement of the engineering disciplines (civil, structural, mechanical, electrical, plumbing) during this initial phase, we will consult with each as appropriate to inform our investigations and conclusions.

Compensation

For the services described above, we propose the following fixed fee:

Phase 1 – Feasibility Study	\$19,160
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For reimbursables, such as printing and travel, etc., please allow \$300.

We will bill for our services monthly based on the degree of completion each month. We do not require an initial payment.

Our proposed services do not include the items on the following list, but you may find them

useful as a check list during planning for the project.

Exclusions *(the following services and expenses are excluded from this agreement)*

*If authorized, Becker Morgan Group has experienced staff to provide these services.

Services

- Design*: Landscape; Interior Design and Furnishings, Fixtures, and Equipment (FF&E)
- Engineering: Geotechnical (soil borings and recommendations); Civil; Structural; Mechanical, Electrical, Plumbing; Fire Protection; Life Safety; Technology and Telecommunications
- Surveying: subdivision plats; recordation; ALTA/ACSM surveys; construction stake-out; recordation drawings; as-built surveys
- Studies: traffic; community impact statements; feasibility*
- Regulatory matters: variances; special exceptions; amendments; hearings; review meetings
- LEED® design or documentation or similar environmental or energy conservation program.
- Environmental: Phase 1 and Phase 2 studies; tree conservation compliance; wetlands delineation and permitting; CAMA compliance
- Off-site improvements: design of any off-site improvements or utility extensions to the site
- Special Consultants: Acoustical; Cost Estimation; Food Service; Health Care; Building Envelope; Roofing; Scheduling; Security
- Graphics*: presentation/marketing materials (2D / 3D); models; project signage; computer animation.
- Permitting*: building, site, health, food service, environmental

Expenses

- Fees: filing; review; permits; agency approvals; bonds
- Reproduction: printing of drawings and specifications
- Travel: mileage, tolls, parking

Agreement Terms

Reimbursable items such as printing, mileage, etc. are included in our fee as an allowance and will be billed separately. The attached of *Terms and Conditions of Agreement* documents contract terms and is hereby incorporated into this agreement. If this proposal is acceptable, please have it signed by the appropriate official and return a copy to our office.

Thank you for the opportunity to be of service.

BECKER MORGAN GROUP, INC.



Ernest W. Olds, AIA
Vice President

EWO/e



Town of Swansboro

Accepted: _____

Printed: _____

Title: _____

Date: _____

Attachment: *Terms and Conditions of Agreement* (01.01.22) NC

Client Billing Information (please print)

Billing contact: _____

Billing entity: _____

Billing address: _____

Billing email address: _____

Billing contact phone: _____