

WORKSHOP
APALACHICOLA CITY COMMISSION
TUESDAY, JANUARY 28, 2025 – 6:00PM
FORMER APALACHICOLA MUNICIPAL LIBRARY
74 6TH STREET, APALACHICOLA, FLORIDA 32320

Agenda

You are welcome to comment on any matter under consideration by the Apalachicola City Commission when recognized to do so by the Mayor. Once recognized please rise to the podium, state your name for the record and adhere to the three-minute time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

I. Call to Order

- Invocation
- Pledge of Allegiance

II. Agenda Adoption

III. Public Comment

IV. City Hall- Discussion

V. Adjournment

Any person who desires to appeal any decision at this meeting will need a record of the proceeding and for this purpose, may need to ensure that a verbatim record of the proceeding is made which includes testimony and evidence upon which the appeal is based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 48 hours in advance of the meeting.

New City Hall Discussion Topics

The current building that City Hall resides in is not a long-term realistic solution. The operational cost is around \$129,000 per year, or roughly \$10,750 per month. This does not include major necessary updates, such as a new roof, that are needed now but will be critical in the coming years. Options are to:

- 1. Repair the current City Hall (\$\$\$\$\$)**
- 2. Renovate a City Building that is already available**
 - Community Center
 - Harbor Master House (Not sure on ADA compliance)
 - HCA Building (Flood Risk, Not ADA to upstairs)
- 3. Build a New City Hall Building**
 - Could be on property the City already owns/leases
 - Sylvester Williams Park would have been an option, leased to County
 - Football Field next to current City Hall, owned by County
 - City owned property in residential areas, would have to be rezoned
 - Property could be purchased for this purpose.

Financial Options:

- USDA Loans for Renovations or New Construction for Municipalities
 - CDBG-DR grants for community revitalization/economic development
 - Commerce Grants
-

1. Repair:

There is the option for City Hall to remain in the old high school building, but this would rule out some potential grant resources, be expensive, and not provide relief from the monthly utility costs. The City Commission has expressed interest in exploring options, so the idea would be for City Hall to move out and then determine use of the old building.

Pros of staying in current City Hall:

1. Already here
2. Lots of open space

Cons of current City Hall:

1. In R-2 Zone, surrounded by residential uses.
2. Utilities are very expensive
3. Building is in heavy disrepair and most grants do not pay for municipal buildings
4. Bad roof - leaks everywhere, some leaks are above lighting
5. Bad electrical - multiple outlets and lights do not work.
6. Bad HVAC, each office has its own mini split unit which often have issues and do not connect to each other

7. Confusing for residents on where to access the building - signage is limited due to residential zoning
8. Security issues - building is not secure and is broken into often
9. Bugs – even with the building routinely sprayed, there are many small tenants that staff tolerates.
10. Looks unprofessional when state officials come in for grant related meetings.

What would happen to the old high school building?

- Repair
 - Large amounts of grant funding would be needed to make the necessary repairs for this building to meet the FL Building Code.
 - Would need to be planned as a non-profit hub or small business incubator in order to apply for grants for economic development, etc.
 - Pros:
 - Very large building could host a variety of small businesses, offices, or non-profits.
 - City would be able to apply for funding to rehabilitate this building once moved out as it would no longer be municipal.
 - Cons:
 - There would still be large utility bills associated with this building and the non-profit tenants do not bring in enough for the City to offset these costs.
 - Someone on City staff would have to be responsible for managing tenants and organizing the necessary maintenance, cleaning of communal spaces, etc.
 - Would create a situation where City must prioritize this project if a large pot of funding is available. Would be a ton of funding spent on one location instead of small amounts making large impacts in other City owned parks, marinas, and properties.
 - Use of property will determine eligibility for grants.
- Partial Demolition
 - Would cut the renovation cost in half, would allow current non-profit tenants to stay. (Some would have to move.)
 - Could be complex and very expensive.
- Full Demolition
 - Site would be a large parcel of R-2 land, which could become affordable housing multifamily apartment complex.
 - Demolition costs would be very expensive.
- Consider selling it.

2. Renovation:

The Community Center seems to be the most viable option as it is in a central location, would have enough space, and is ADA compliant on the lower level. As the City is using the new City Meeting Room for all public meetings, the Community Center is not needed for public meetings. It appears to be roughly 75x75' not including the upstairs. This is around 5,600SF including decks all around, with around 3,500SF inside.

Pros of Community Center:

1. Closer to Town
2. Plenty of Parking
3. Right there for when people need boat ramp stickers
4. Already incurring cost of utilities
5. Would greatly decrease the cost of the old high school utility bills due to heating/cooling
6. Has multiple bathrooms available interior and exterior
7. Storage underneath
8. Still standing after Michael, did not flood due to elevation.
9. Has ADA ramp in place, did not have issues with people unable to attend the public meetings.
10. Staff retention
11. RF Zone - Land Use is for Public Facilities
12. Surrounded by City Parks, no residential homes closely impacted
13. Outdoor space available if needed

Cons of Community Center:

1. Near the Water
2. Handicap access is not preferable, but possible. There is ample covered outdoor space for meetings if needed.
3. Reno \$\$\$
4. Water Dept would need to be housed elsewhere. Supervisor could have real office space in new plan though if needed! (Enclosed pole barn structure out near Public Works for storage of materials?)
5. Current non-profits housed in CC would need to move - potential to move them to current City Hall space and they pay utilities.
6. Seafood Festival - one weekend out of the year.

of Staff Needing Office Space:

- (3) Front Desk Area - Receptionist, Water Billing, City Clerk
- (4) Building Official, City Planner, Code Enforcement, Building Clerk
- (2) Finance Director, AP Clerk, Grant Coordinator
- (1) City Manager
- (1) Conference Room

Total: 11 Offices, 1 Communal Meeting Space

Needs/Notes:

- Small tech room to house the printer, plotter, supplies, etc.
- Extra offices - 3? (Mayor, new hire?, water dept clerk?)
- Space for Vault.
- Closet for cleaning supplies.
- Offices work in from the outside in to prioritize windows for office space, central conference room close to restroom facilities.
- Bathrooms are already present in central of building.
- Bathrooms on exterior to be maintained and remain available for the boat ramp.
- Rear of Building already set up several offices and has a large space that would be ideal for the reception/water billing. 2 offices for Finance are readily available as well.
- Only the front conference area would need to be reworked, which could involve new windows, exterior entrances, etc. Conference room, City Manager, Mayor, and Building Dept staff could occupy the front space.
- Current tenants would need to be discussed.
- Upstairs space is not ADA due to stairs, could still be used for storage, etc.

Cost estimate for beginning design services included.

Cost estimate for full renovation included. (Includes the back area that realistically would not need much work.)

Quote for Community

Center beginning design

documents:



3 April 2024

Mr. Travis Wade, City Manager
Apalachicola City Hall
192 Coach Wagoner BLVD
Apalachicola, Florida 32320

RE: City Office Building, 1 Bay Avenue, Apalachicola, FL

Travis, we are pleased to provide this outline for professional services for the referenced project. We have organized our design effort, based upon past performance of projects of similar scope and complexity. Our fees are based on the assumption that we would provide floor plan studies illustrating office layouts for this structure. These will not be construction documents, but will provide conceptual layouts (Floor Plans) should you choose to renovate this building in the future for the intended use. We have assumed the renovation of the first floor of the building to be utilized as a professional office building. We have excluded the upper floor, as there is no means of vertical accessibility for the second level floor.

The building will be considered as an 'Occupancy' Group B, Civic Administration as defined by the Florida Building Code.

Task 1 Prepare As-Built Documents Depicting the following

We propose to be on-site to document the existing conditions of the existing building.

- a. Existing Floor Plan Layouts of the first floor;
- b. Existing Elevations as needed to complete our work.

Task 2. Prepare Construction Documents for the 1 Bay Ave, Office Bldg.

Working with your staff we propose to prepare schematic design documents for office layouts for apx. 6,500 s.f. single story, ADA accessible building:

- a. New Building Floor Plans;
- b. Building Elevations;
- c. Building Sections;

Based on past performance of projects of similar size we suspect that we would potentially prepare two differing and no more than three differing floor plan arrangements. These would be prepared in such detail as to provide a clear direction going forward.

Architecture / Landscape Architecture
AR #0016903 LA #0001313

2627 Blirstone Road, Tallahassee, Florida 32301

Phone (850) 222-2092 hdg-architects.com

Submittals & Timeline:

1 Bay Ave, Office Building

Submittal	Time Production/Submission	for	Fee
As-Built Documentation	30 Days		\$1,500.00
Schematic Design Submission	30 Days		\$5,000.00
Anticipated Professional Fee	60 Days		\$7,500.00
Reimbursable Costs			\$ 400.00

Our work product would include plans, elevations, and 3D layout of the final selected solution of the building project.

ASSUMED CONDITIONS

It is assumed that the following will be agreed to by the client:

An understanding that these are schematic documents. Construction documents would follow under a differing contract.

Summary of Fees & Costs

We believe the following summary is representative of the professional effort and reproduction costs necessary for the services described to design the office building. It is our understanding that if the requirements of the building exceed the 6,500 sq. ft. identified that we will have the option to negotiate additional fees associated with the increase in the size of the building, surrounding decks, etc.:

- As-built Drawings
- Schematic Design
- Reimbursables

Professional Schematic Design Fees and costs \$ 7,900.00

Anticipated Fees & Costs \$ 7,900.00

REIMBURSABLE PROJECT COSTS

All costs associated with the production of your project would be itemized and forwarded to you for payment. All reimbursable cost will be multiplied by 1.25 to cover the costs associated with administration. These reimbursable costs include mileage, reproduction and postage. We anticipate 3 and perhaps 4 trips to perform or work

ADDITIONAL SERVICES

Additional work, which is not included in this proposal, as defined by the scope of work above, would be considered additional services. Revisions requested by the client after final approval of the building plan will be treated as additional services. The client will be given notice of any additional services prior to their initiation. Billing for additional services will be billed in accordance with the Consultants hourly rate schedule in effect when the work is performed.

Architecture / Landscape Architecture
AR #0016903 LA #0001313

2627 Blairstone Road, Tallahassee, Florida 32301

Phone (850) 222-2092 hdg-architects.com

PERMITTING

In cases where the scope of services requires HAMMOND DESIGN GROUP (HDG) to submit, on behalf of the Client, a permit application and/or approval by a third party to this contract, HDG does not make any warranties, guarantees or representations as to the success of our effort on behalf of the client. Payment for services rendered by HDG is not contingent upon the successful acquisition of these permits. No permitting anticipated.

SCHEDULE

We are available to begin work immediately once we have received authorization to proceed.

TERMS OF AGREEMENT

If during the course of the project the Travis Wade, City Manager, the client, finds it necessary to suspend the work, the work will stop on the project upon receipt of written notification to the consultant from the client. The client will pay for services and expenses incurred to the point of suspension, based upon the Consultant's expense records i.e., employee time records and reproduction expenses.

Invoices for work completed will be submitted at various deliverable schedules, or on the 15th or the 30th of each month, depending on the progress of the project. All invoices will be due in 10 days unless both parties have agreed upon other arrangements. In the event that the invoice is not paid within 30 days the consultant reserves the right to stop work, after notifying the client in writing, until such outstanding invoices are paid in full.

The terms of this proposal will remain in effect for thirty days from the date of this proposal unless a contract for professional services is entered into within that 30-day time frame.

Please contact me at your convenience.

HAMMOND DESIGN GROUP, LLC



Bret D. Hammond, AIA, ASLA

Architecture / Landscape Architecture
AR #0016903 LA #0001313

2627 Blairstone Road, Tallahassee, Florida 32301

Phone (850) 222-2092 hdg-architects.com

High quote on full
renovation of Community
Center to City Hall



13 May 2024

Ms. Bree Robinson
City Planner
City of Apalachicola
192 Coach Wagoner BLVD.
Apalachicola, FL 32320

RE: Opinion of Cost 1 Bay Avenue, City of Apalachicola

Bree, as discussed I have attempted to put a dollar figure on your proposed project. Please keep in mind this is very general as we have no new design work that shows the limits of construction or demolition, so I had to apply the numbers to the entire area.

I would suspect this to be on the **high side**. Working with you in the specific areas we could, perhaps, minimize your construction costs, but that can only occur once we have a final design.

Thank you again for reaching out. We look forward to working with you and Travis to address your design needs.

HAMMOND DESIGN GROUP, LLC

Bret D. Hammond, AIA, ASLA

Architecture / Landscape Architecture
AR #16903 LA #0001313

2627 S. Blair Stone Road, Tallahassee, Florida 32301

Phone (850) 222-2092 hdg-architects.com

General Opinion of Cost: 1 Bay Ave, Apalachicola Preliminary



2627 S. Blair Stone RD
Tallahassee, FL 32301
850-222-2092

May vary based upon specific tenant requirements (Assumes apx 1,600 square feet building conditioned Space)

Assumes the existing building skin remains intact with minimal changes to the Existing Building Envelope or structural walls.
Does not assume new roofing, ramps and decks.

Area	Unit	Unit Cost	Cost
Interior Demolition	1,600 s.f.	0.00	0.00
This would typically involve the following			
0 s.f.	Site Prep	\$ 25.00	\$ -
Lump Sum	Demo some exterior structural walls		

Understand this cost may vary based on the extent or use of the specific project. Disposal fees are based on weight and have not been factored as these and can vary upwards or down depending on the specific amount of demolition.

Disposal	Unknown @ this time/base upon disposal weight		
	Demolition Sub-Total		
			\$ -

Area	Unit	Unit Cost	Cost
------	------	-----------	------

New Work			
Architectural Const. Costs	1,600 s.f.	\$ 85.00	\$ 127,500.00
Includes	New Interior separation walls		
	New Doors		
	Interior Finishes		
	Paint		
	Minor Incidentals		
	New windows to be determined		
Electrical Const. Costs (New)	1,500 s.f.	\$ 50.00	\$ 75,000.00
	Site Electrical Service		
	Outlets to code compliance		
	General Lighting		
	Light Sensors & Switches		
Mechanical Costs (New)	1,500 s.f.	\$ 50.00	\$ 75,000.00
	Duct Work		
	Mechanical Trim		
	Exhaust fans		
	Thermostats and Misc.		
	Construction Total		
			\$ 277,500.00

Occupied/Construction increases the construction costs in order to keep everything operational			
General Conditions	0.25	Percentage of Const. Dollar Cost	\$ 69,375.00
Contractor's Overhead & Profit	0.15		\$ 41,625.00

		Base Bid Construction Total	\$ 300,500.00
Construction Square Foot Cost	\$ 269.00	Per/Square Foot for Budget Purposes	

Unknowns
Furniture Costs have not been factored
Disposal fees have not been factored
IT Systems and Cabling

Assumptions
Costs will vary upwards when If Construction Management Is contracted (Usually 10-12% Additional)