



MEMORANDUM

TO: MAYOR SULKA AND MEMBERS OF TOWN COUNCIL
FROM: Department of Engineering
SUBJECT: Department of Engineering Consent Agenda
DATE: May 10, 2016
CC: Marc Orlando, ICMA-CM, Town Manager

CAPITAL IMPROVEMENTS PROGRAM (CIP) & SPECIAL PROJECTS UPDATES

PATHWAYS

1. Goethe/Shults Sidewalks: Engineered Design Phase

- Appraisals received from Pike Appraisals.
- Strip easement plat work is ongoing.
- Received the South Carolina Department of Transportation (SCDOT) permit.
- SCDHEC-OCRM permit application has been submitted.
- **Next Steps:**
 - Send out letters of interest to the residents.
 - Prepare the bid package.
 - Compensation for Council approval May 10, 2016.

SEWER & WATER

1. Buck Island-Simmons ville Sewer & Sidewalks (Phase 3): Construction Phase

- Jordan Construction finished repairing the second section of gravity sewer main along Buck Island Road in front of Grayco on April 23, 2016.
- Contractor is working on cleaning the system, getting ready for inspection.
- The contract has been assembled and sent to Lowcountry Council of Government (CDBG) for approval.
- JS Construction was the lowest qualified bidder.
- **Next Steps:**
 - Will begin testing these sections with BJWSA the week of April 25, 2016.
 - Should have temporary permit to operate from the Department of Health & Environmental Control (DHEC) by April 29, 2016.
 - Will drop back and get rest of the system ready for testing. Should have the final permit to operate by May 10, 2016.

2. Buck Island-Simmons ville Sewer (Phase 4): Engineered Design Phase

- Easements are in the final stage of condemnation. Town Attorney has mailed "Final Notice of Condemnation" letters.
- **Next Steps:**
 - Prepare the bid package and send to Community Develop Block Grant (CDBG) for approval.

3. Buck Island-Simmons ville Sewer (Phases 5): Engineered Design Phase

- Design is complete and ready for submittal to agencies.
- **Next Steps:**
 - We are not permitting this phase until next Fiscal Year.

4. Jason Street Sanitary Sewer: Engineered Design Phase

- Plans were submitted to Beaufort Jasper Water Sewer Authority (BJWSA), Develop Review Committee (DRC), and the engineer to address the first round of comments.
- **Next Steps:**
 - Meet with BJWSA to discuss ways to save time and money.
 - Will continue to press the schedule with BJWSA.

5. Toy Fields: Construction Closeout Phase

- Completed new sanitary sewer extension to twelve (12) residents.
- Landscaping work around pump station funded through BJWSA.
- **Next Steps:**
 - Landscaping plan to be assessed and scheduled.

ROADWAY IMPROVEMENTS

1. May River Road Streetscape (Final Phase): Conceptual Design Phase

- A complete set of review comments were received from SCDOT on March 28, 2016. Thomas & Hutton responded to comments on April 12, 2016 including submittal of revised plans. Initial comment was received on April 19, 2016 relative to connecting the existing sidewalk on Thomas Heyward. Additional comments should be minor. The SCDOT two week comment period expires April 26, 2016.
- Thomas & Hutton re-submitted revisions to the Design Exceptions on April 12, 2016.
- Thomas & Hutton responded to all comments received from SCDOT on May 2, 2016.
- Thomas & Hutton provided base maps with existing trees and sidewalks, along with location of slopes in fill sections for Tiller Landscape Design Firm. The information relative to slopes will be verified with easements shown on plans to ensure they are adequate.
- Execute easement acquisition contract with O.R. Colan.
- Met with SCE&G on April 13, 2016 to discuss conflicts with seven existing 3 phase power poles and sidewalks between Thomas Heyward and Ginkgo Lane. Relocating poles at a cost of \$20,000 to \$25,000 each necessitates relocating

the sidewalks in this section.

- SCE&G to provide a preliminary layout for street light for review. Revised plans sent to SCE&G on April 21, 2016 with 3 phase pole locations.
- Met with Town Attorney and Appraiser April 7, 2016 to discuss roles and Responsibilities.
- Met with landscape design firm April 25, 2016 to discuss project scope of services.
- Met with underground utility companies to review conflicts with existing lines to identify any major issues.
- **Next Steps:**
 - Commence work on Construction Observation and Inspection services Request for Proposals.
 - Setting up meeting with property owners to discuss impacts.
 - Acquisition firm to complete easement appraisals and cost estimates.

2. Bluffton Road/Bluffton Parkway Circle: Construction Design Phase

- Construction completed on April 16, 2016 and final inspection occurred on April 22, 2016.
- **Next Steps:**
 - Public Works to take over maintenance responsibilities.

HISTORIC DISTRICT IMPROVEMENTS

1. Calhoun Street and Adjacent Area Study: Conceptual Design Phase

- "T" striping complete and Bike Racks installed.
- **Next Steps:**
 - On Hold

2. Historic District Lighting & Parking Signs

- Calhoun Street Infill Lighting
 - Awaiting lease agreement from SCE&G.
 - **Next Steps:**
 - Execute lease agreements with SCE&G and contracts for conduit installation the week of May 2, 2016.
 - Street lights to be installed in late June.
- Calhoun Street and Side Street Signage
 - Obtained SCDOT permit March 17, 2016.
 - Received bids and Speedi Sign was apparently lowest bidder.
 - **Next Steps:**
 - Temporarily on hold, pending on parking agreements.
- Bluffton Road Street Lighting
 - Obtained SCDOT encroachment permit in April 2016.
 - Awaiting lease agreements and easements from SCE&G.
 - **Next Steps:**

- Execute lease Agreements with SCE&G the week of May 2, 2016.
- Conduit and lighting installation contingent upon SCE&G easement acquisition from Property Owner at 201 Bluffton Road.

PARK DEVELOPMENT

1. Parks and Recreation Improvements: DuBois Park - Construction Phase

- Received lighting proposals from The Greenery and Ocean Woods.
- Tentatively waiting on third proposal from Lowcountry Landsource.
- Received four (4) proposals for the shade Sails above park swings.
- Senior Staff for review.
- **Next Steps:**
 - On hold pending further direction from senior staff.

2. Oyster Factory Park: Construction Phase

- Dock
 - The courtesy dock and boat ramp are complete. The observation deck is 95% complete with the exception of the grab bars for handicap ramps.
 - **Next Steps:**
 - Handicap ramp grab bars should be installed week of April 25, 2016.
 - Scheduled opening May 12, 2016.
- Parking Lot
 - Pervious paving, drainage, tabby aprons, and sidewalks are complete.
 - Electrical work for up lighting complete.
 - **Next Steps:**
 - Landscaping work is projected to be complete by May 6, 2016.
 - Scheduled opening May 12, 2016.
- Garvin House
 - Project commenced April 20, 2016 and will include all phases consecutively.
 - Contract awarded to Michael Riffert of Construction Consultants.
 - On-site power and new fence are complete and mobilization is underway.
 - **Next Steps:**
 - April 27, 2016 a meet and greet with Contractor and County Channel to coordinate and document project progress.

TOWN FACILITIES

1. Buckwalter Place Multi-County Commerce Park

- A public-private partnership agreement was established among the Town of Bluffton, the Bluffton Public Development Corporation, and Southeastern Development Associates (formerly known as Blanchard and Calhoun Commercial) for continued public infrastructure investment supportive of the multi-county commerce park.
- Development permit issued.

- **Next Steps:**

- Mass grading to begin in March 2017 with a building pad completed by end of May 2017.

2. Town Hall Redevelopment

- Request for Qualifications for Architectural Design Services was posted on Town's website and in local paper.
- Deadline was April 4, 2016 to receive design team presentation.
- **Next Steps:**
 - Evaluate the Qualification submittals and select Architectural Design team.
 - Submittals have been reviewed and four out of six have been selected for the interview process.
 - All interviews are tentatively set for first week in May.
 - Architectural Design contract to be approved at June's Town Council meeting.

STORMWATER

1. May River Watershed Action Plan Wetlands Restoration: Data Collection & Analysis Phase

- Monitoring wells installed on November 9, 2015.
- Ongoing data collection of stream and groundwater depth for 4 months to guide design alternatives.
- Draft Hydrology Report submitted January 11, 2016.
- Draft Water Budget received March 9, 2016.
- **Next Steps:**
 - Final Water Budget submittal due May 6, 2016.

2. 319 Grant Phase 2 (Pine Ridge BMP Retrofit): Construction Phase

- Invitation for Bids issued with bids due on December 9, 2015.
- Construction contract awarded to Willow Tree Landscaping.
- Construction initiated on February 22, 2016.
- **Next Steps:**
 - Substantial completion of construction and installation of electricity by SCE&G.

3. 319 Grant Phase 3 (May River Preserve Pond):

- Initial Proposal for 319 Grant funding met eligibility criteria.
- Full application for grant funding due on May 6, 2016.

4. Okatie 319 Grant at Buckwalter Campus:

- Initial Proposal for 319 Grant funding met eligibility criteria.
- Full application for grant funding due on May 6, 2016.

5. Stormwater Utility Management Plan Update

- Beaufort County is the managing partner for this county-wide stormwater master

- plan update.
- Applied Technology & Management was selected under the County's award approval process.
- **Next Steps:**
 - Contractor is in the data collection phase from five (5) municipalities.

DIVISION/STAFF UPDATES

Project Management

- Benny Jones was hired March 23, 2016 as a new project manager.

Stormwater

- Stormwater staff has received the SCDOT encroachment permit for the Cove identification signs to be sighted off of Bridge Street. Staff is working with the sign contractor for order fulfillment.
- Stormwater staff held the 16th Annual May River Cleanup and 6th Annual Earth Day Celebration on April 23, 2016. Preliminary estimates are approximately ~300 volunteers took part in the Cleanup, over 100 storm drains were marked throughout Old Town Bluffton, and the MC Riley Floating wetland has been installed in a campus stormwater pond.
- Stormwater staff has set dates with the Bluffton Police Department to take part in a hurricane preparedness public meeting event. These two informative sessions will take place May 4th and 25th. Stormwater will focus on ways HOA's can prepare their lagoons and communities to reduce flooding associated with large storm events.
- Stormwater staff held and attended the quarterly WAPAC meeting on April 26, 2016.
- Stormwater staff photo documented high and low king tide conditions at 3 locations on the May River.
- Connor presented a Case Study at the Southeast Stormwater Association's 11th Annual Regional Stormwater Seminar.
- **April Data Collection –**
 - Added 28 entries into GIS database for stormwater activity.

Public Works

- **Ditch/Drainage Maintenance –**
 - Performed weekly street sweeping on Calhoun Street, Highway 46, Simmonsville Road, and Buck Island Road curbs and medians.
 - Performed routine maintenance on ditches and drainage features throughout the jurisdictional limits of the Town.
 - Patterson and Hamilton attended the Annual Beaufort County Hurricane Planning session in Burton, South Carolina.
 - Met with the Stormwater team to discuss Standard Operating Procedures for ditch maintenance.

- **Performed inspection on the following ditches:**
 - Arrow ditch
 - Brown's property ditch
 - Palmetto Bluff Pond
 - Picked up litter and debris along the following road shoulders around the Town:
 - Simmonsville Road
 - Buck Island Road
 - Goethe Road
 - McCracken Circle
 - Masters Way
 - Hampton Parkway
 - Shultz Road
 - Dr. Mellichamp Road
 - Hilderbrand Road

- **Beautification Program –**
 - Eagles Field
 - Mowing the field
 - Remove fence and replaced with new fence
 - Rake the ball-field
 - New swing set ready to be mounted
 - Ongoing trash cleanup throughout Old Town including:
 - May River Road
 - Burnt Church Road
 - Highway 46
 - Simmonsville Road
 - Buck Island Road
 - Ongoing routine landscape maintenance at the following facilities:
 - Town Hall
 - DuBois Park
 - Calhoun Dock
 - 1261 May River Road
 - 1264 May River Road
 - Oyster Factory Park
 - Law Enforcement Center
 - Buckwalter Park
 - Eagle's Field
 - Rotary Community Center
 - Public Works Facility
 - Pritchard Park
 - Corner Park on Bruin Road & Pritchard Street –Replaced crosswalk

- **April Town Trash & Recycling Program –**
 - 126 total phone calls
 - 33 new services

- 4 trash pickups missed
 - 2 recycle pickups missed
 - 20 broken carts
 - 21 missing carts and bins replaced
 - 46 miscellaneous calls
 - 6,744 Total Town of Bluffton residences served
 - Noticeable improvements in missed recycle and trash pickups this month.
 - Staff continues communications with Waste Management reviewing level of services and current monthly services.
- **April Work Requests Completed –**
 - 22

Attachments:

1. May River Update*
2. SCDHEC Shellfish Monitoring Data for the May River
3. Fecal Coliform Concentrations Trend Map
4. Erosion and Sediment Control Inspections Trends
5. Illicit Discharges Investigations
6. Staff Investigations of Drainage Concerns
7. Stream/Ditch Inspection
8. Septic System Maintenance Assistance
9. Citizen Request for Stormwater Services Heat Map
10. Headwater Infrastructure Capture Map

* Attachment noted above includes the latest updates in **bold** and *italic* font.

May River Update

May 10, 2016

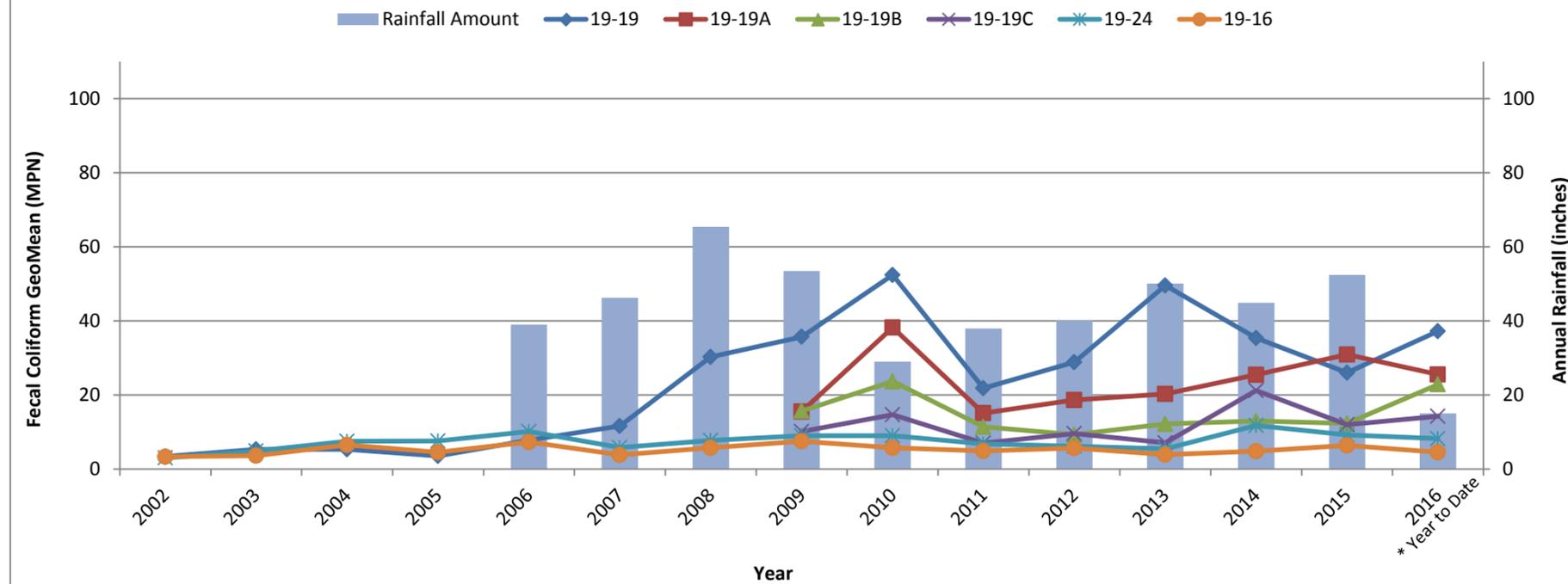
Attachment 1

ACTIVITY	STATUS
May River Retrofit Project (Hampton Hall)	Staff met with Hampton Hall to update project status, discuss easement acquisition, answer any questions, and discuss a path forward. <i>This project is on hold until data is collected from May River 319 Grant Phase II to assess the efficacy of this project approach.</i>
May River Watershed Model	Preliminary 2002 Palmetto Bluff Duck Pond Drainage area watershed model complete. Completed New Riverside BMP model for comparison to field observations. <i>Rose Dhu Creek sub-watershed Existing Conditions model in support of the Headwaters Water Quality Model underway.</i>
May River 319 Grant - Phase I May River Watershed Pilot Project	Weekly water quality testing ongoing.
May River 319 Grant - Phase II	Baseline data collection ongoing. Design by Thomas & Hutton and permitting complete. Construction bidding process underway. All bids have been received and a contract with the lowest qualified bidder has been executed. <i>Project is under construction.</i>
May River Watershed Action Plan Wetlands Restoration: Conceptual Phase	Adjacent and offsite survey work has been completed preliminary wetland delineation, site characteristics and topography. A work authorization for wetland and subsurface hydrology evaluation was approved by the property owners. <i>Monitoring wells have been installed, the Draft Hydrology Report & Draft Water Budget have been submitted and the Final Water Budget is underway.</i>
Additional Funding Opportunities	The Town has received a Request for Proposals from SCDHEC for the next 319 Grant cycle. Final proposals are due May 6, 2016.

	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
	Fecal Coliform (MPN)																							
December	7.8	11.0	110.0		7.8	7.8	33.0		7.8	11.0	27.0		7.8	23.0	7.8		1.8	33.0	6.8		4.5	13.0	4.5	
November	11.0	49.0	NS		17.0	33.0	NS		17.0	17.0	NS		2.0	33.0	NS		13.0	31.0	NS		13.0	6.8	NS	
October	13.0	17.0	23.0		13.0	7.8	49.0		70.0	4.5	4.5		13.0	6.8	23.0		2.0	4.5	7.8		4.5	2.0	4.5	
September	33.0	27.0	46.0		17.0	17.0	17.0		7.8	2.0	9.3		13	4.5	17.0		7.8	4.5	23.0		6.8	2.0	4.5	
August	11.0	49.0	6.8		2.0	49.0	17.0		23	33.0	13.0		9.2	70.0	13.0		9.2	46.0	24.0		1.8	17.0	4.0	
July	6.8	17.0	17.0		4.5	7.8	7.8		7.8	1.8	6.8		2.0	1.8	11.0		1.7	2.0	2.0		1.7	1.8	4.5	
June	1600.0	NS	33.0		920.0	NS	46.0		1.7	NS	11.0		1.7	NS	14.0		11.0	NS	4.5		7.8	NS	11.0	
May	46.0	33.0	NS		13.0	33.0	NS		7.8	9.2	NS		7.8	49.0	6.8		4.0	7.8	6.8		2.0	2.0	23.0	
April	1700.0	130.0	1.8	23.0	40.0	79.0	33.0	23.0	2.0	170.0	17.0	13.0	1.7	240.0	17.0	13.0	1.7	23.0	13.0	7.8	2.0	13.0	17.0	1.8
March	79.0	23.0	170.0	33.0	49.0	33.0	130.0	33.0	17.0	11.0	49.0	33.0	22.0	13.0	17.0	17.0	22.0	6.8	13.0	11.0	2.0	4.5	6.8	7.8
February	350.0	110.0	13.0	23.0	46.0	33.0	14.0	17.0	79.0	79.0	1.8	13.0	49.0	79.0	1.8	11.0	17.0	33.0	7.8	6.8	7.8	13.0	2.0	1.8
January	23.0	49.0	79.0	110.0	17.0	79.0	79.0	33.0	23.0	13.0	49.0	49.0	13.0	11.0	33.0	17.0	4.5	7.8	17.0	7.8	4.5	2.0	7.8	17.0
Additional Samples																								
Average Annual GeoMean	49.6	35.4	26.0	37.2	20.3	25.5	30.9	25.5	12.2	13.0	12.3	22.9	7.1	21.2	12.0	14.3	5.5	11.8	9.2	8.2	3.9	4.8	6.4	4.6
** Truncated GeoMetric Mean	34.0	31.0	37.0	39.0	23.0	17.0	21.0	24.0	14.0	10.0	11.0	12.0	10.0	7.0	11.0	11.0	7.0	6.0	7.0	7.0	5.0	4.0	4.0	5.0
** Truncated 90th Percentile	172.0	207.0	205.0	224.0	119.0	82.0	95.0	105.0	61.0	40.0	51.0	56.0	43.0	29.0	55.0	53.0	26.0	21.0	30.0	25.0	17.0	13.0	13.0	14.0

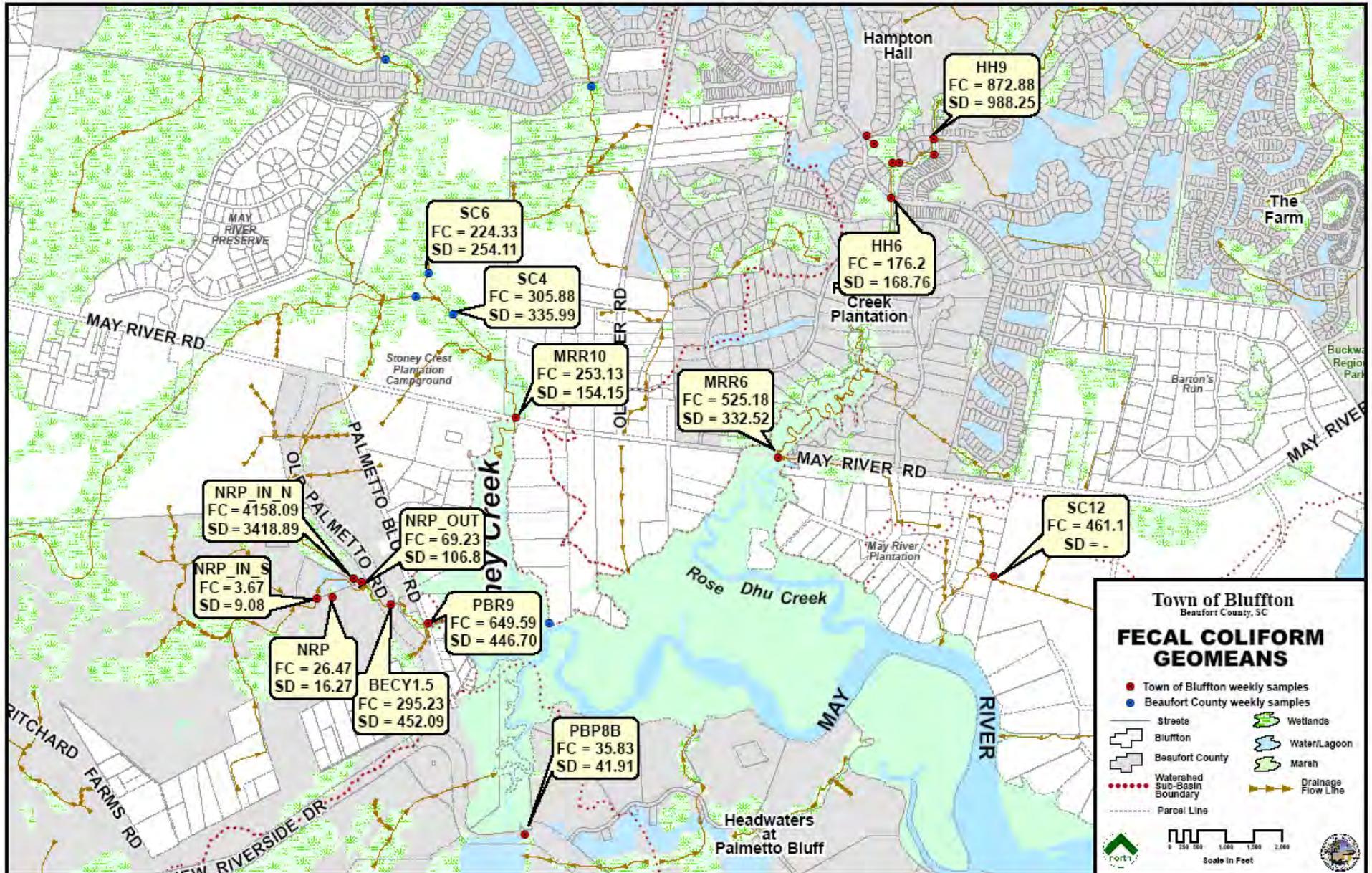
NS = No Sample
AS = Additional Samples
** Town staff calculations utilizing DHEC statistics

SC DHEC Shellfish Monitoring Stations Average Annual Fecal Coliform



Attachment #3

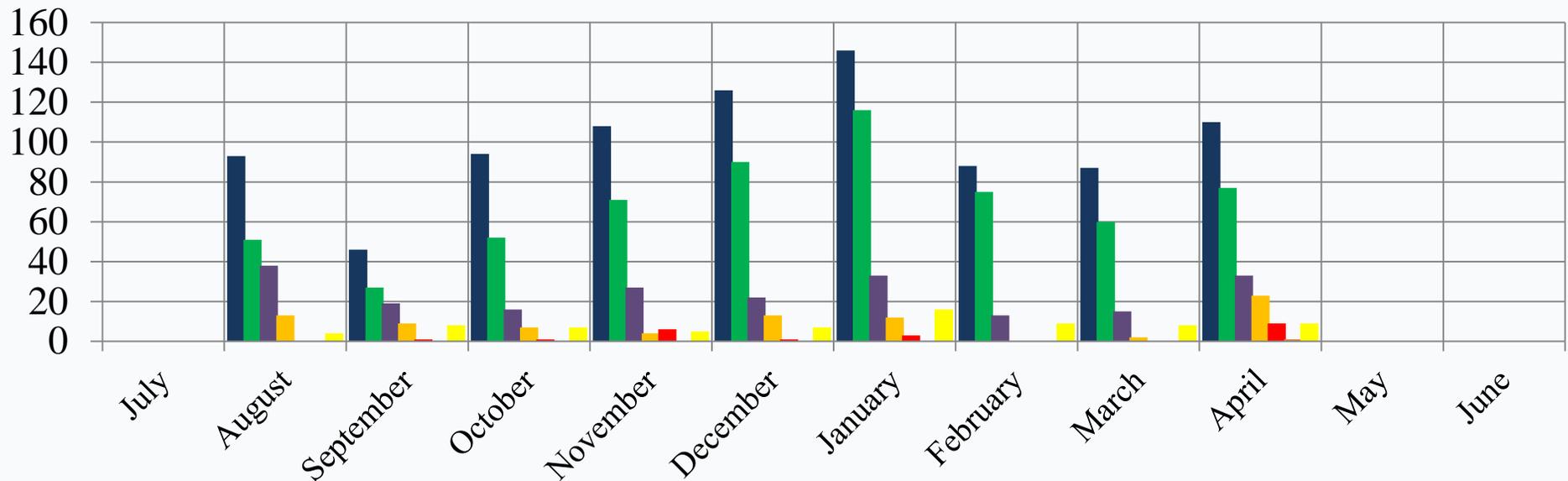
Fecal Coliform Concentrations Trend Map



Attachment #4

Erosion and Sediment Control Inspections Trends

- Erosion & Sediment Control Inspections (E&SC)
- Number of 1st Notice To Comply (NTC)
- Number of Notice of Violation (NOV)
- Number of Erosion & Sediment Control Meetings
- Number of Inspections Passed
- Number of 2nd Notice To Comply
- Number of Fines for Notice of Violation

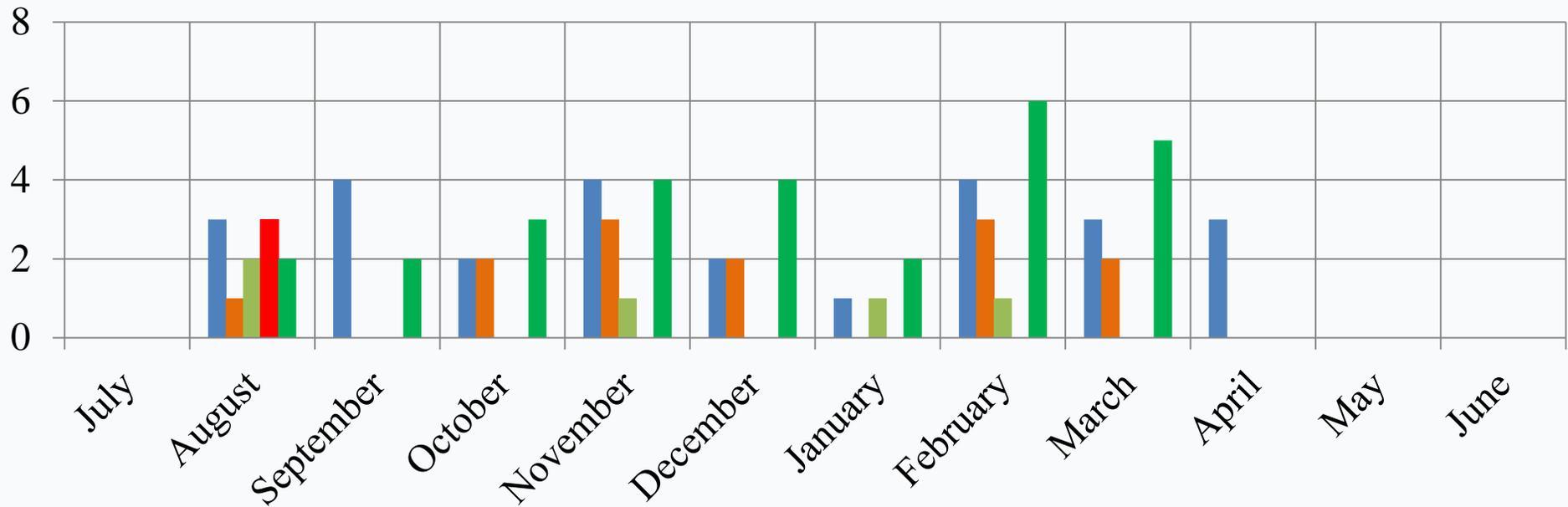


FY 2016 YTD	Number of Sediment & Erosion Control Inspections	Number of Inspections Passed	Number of 1st NTC Issued	Number of 2nd NTC Issued	Number of NOVs Issued	Number of NOVs Fines Issued	Number of E&SC Meetings
	788	542	145	60	12	0	64

Attachment #5

Illicit Discharges Investigations

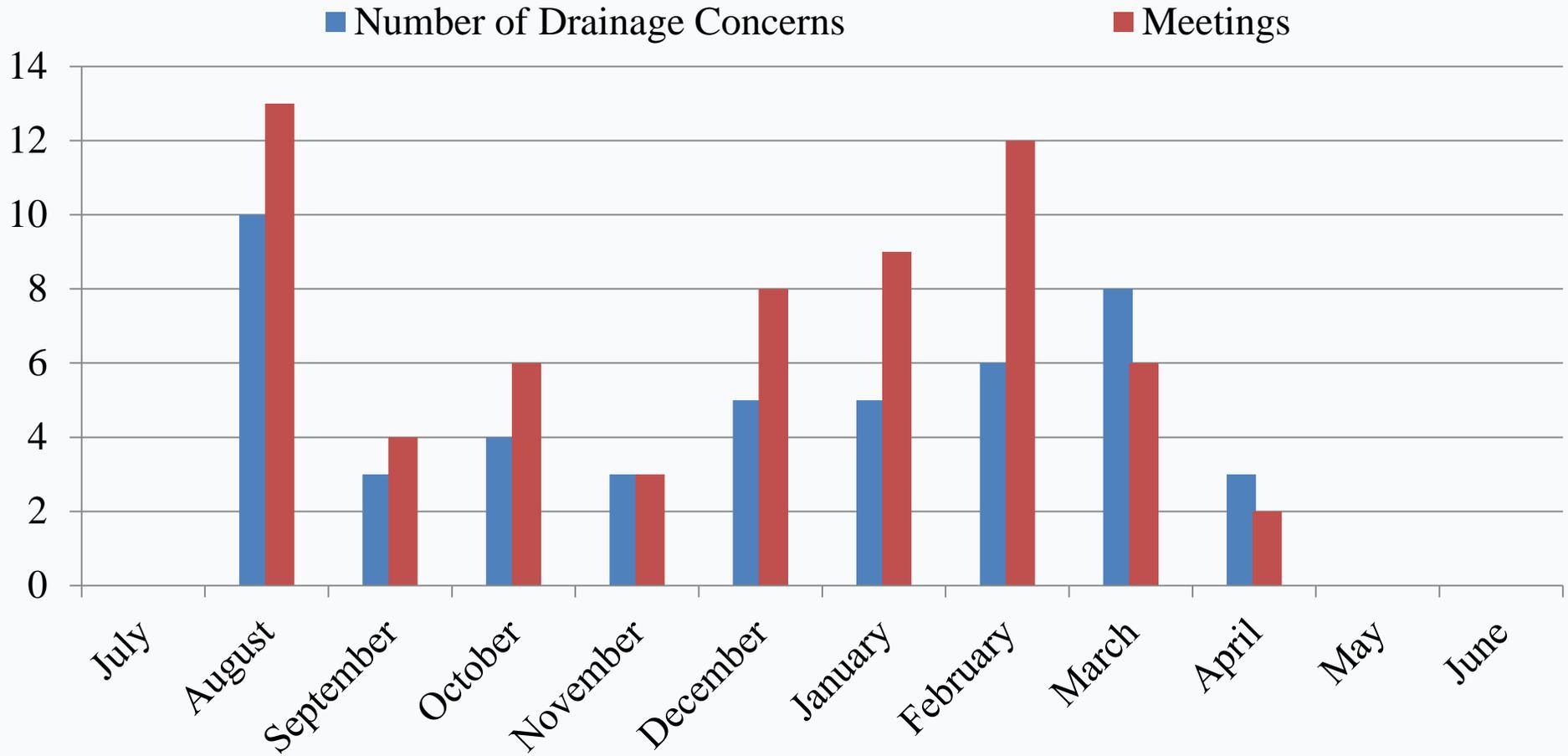
- Number of Illicit Discharge Investigations
- Notice To Comply
- Notice of Violation
- Notice of Violation Resulting in Fines
- Meetings



FY 2016 YTD	Number of Illicit Discharge Investigations	Number of Notices To Comply Issued	Number of Notices of Violation Issued	Notices of Violation Resulting in Fines	Number of Meetings
	23	13	5	3	28

Attachment #6

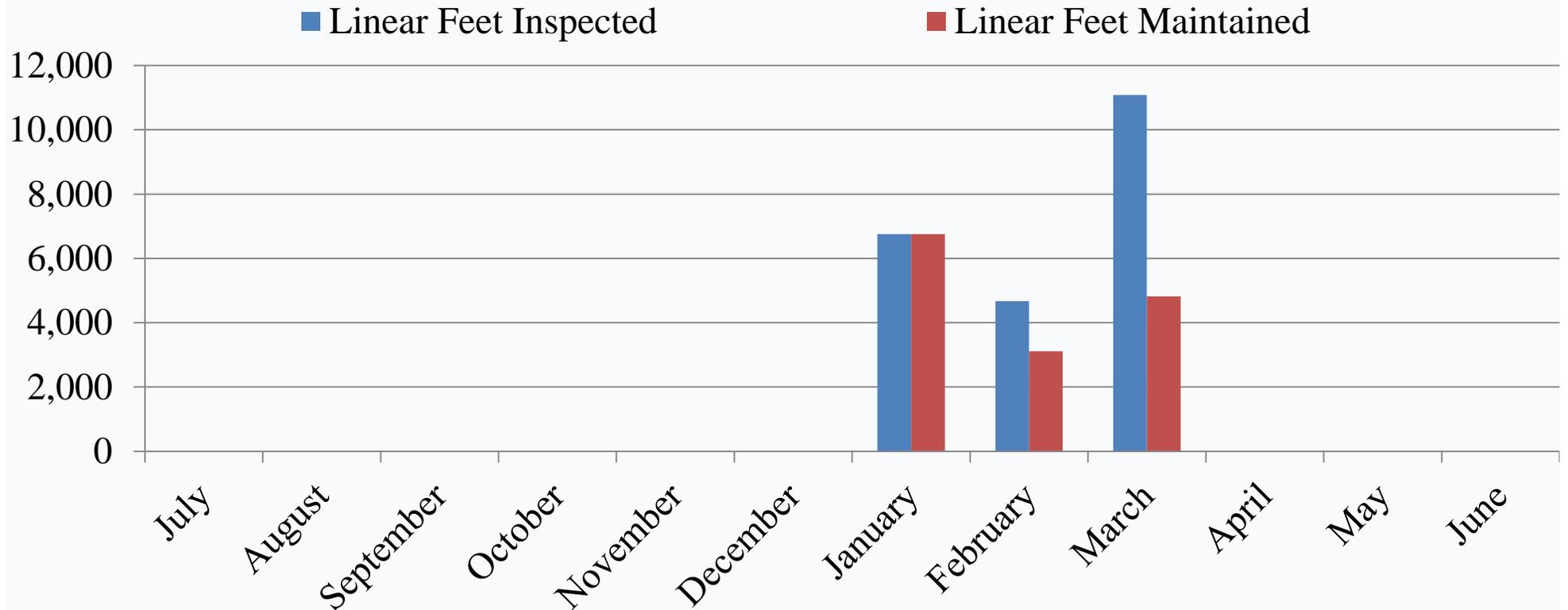
Staff Investigations Drainage Concerns



FY 2016 YTD	Number of Drainage Concerns Investigated	Number of Meetings
	44	61

Attachment #7

Stream/Ditch Inspections



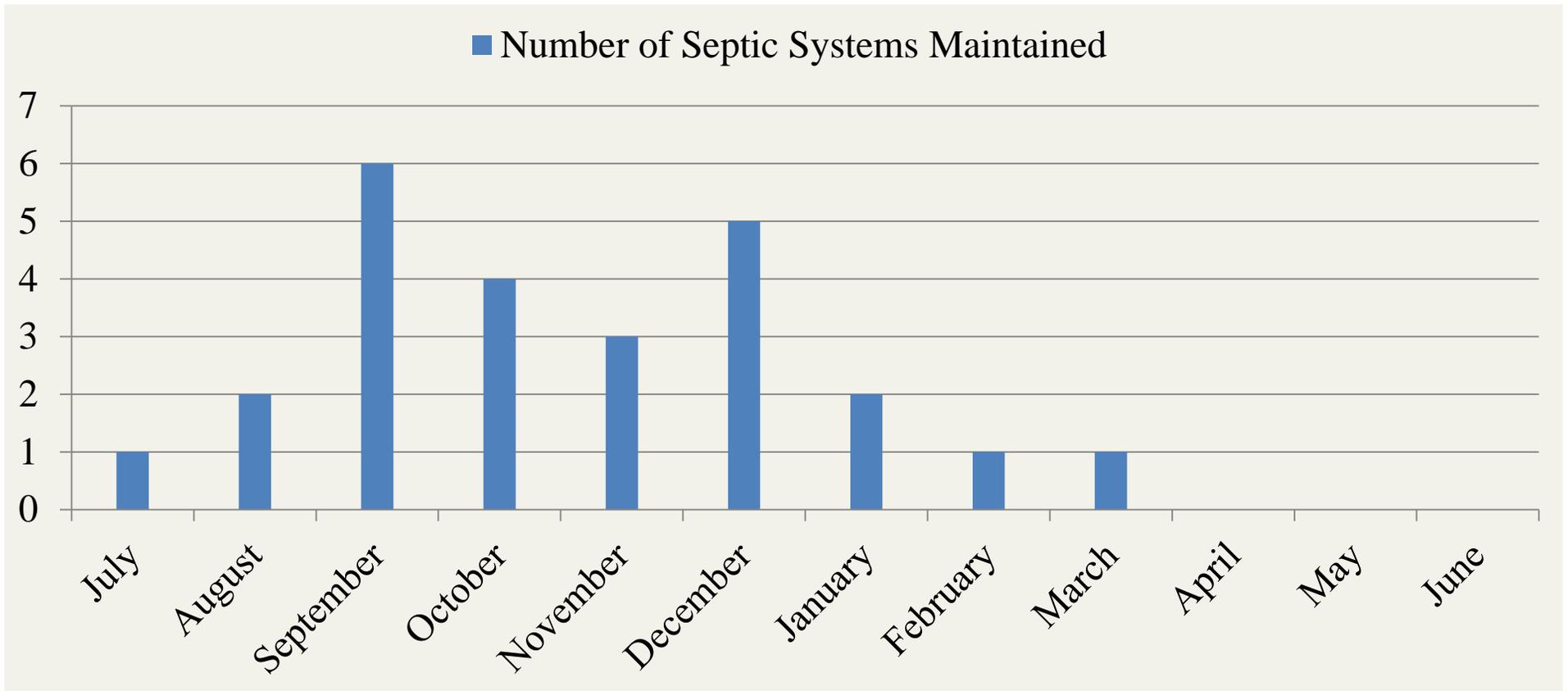
FY 2016 YTD	Linear Feet Inspected	Linear Feet Maintained
	22,508	14,691

Staff Notes:

- Public Works continues to perform ditch maintenance and respond to drainage issues throughout the Town.
- 33 Stream / Ditches are inspected by Stormwater and Public Works staff as part of the MS4 requirement under the IDDE MCM # 3

Attachment #8

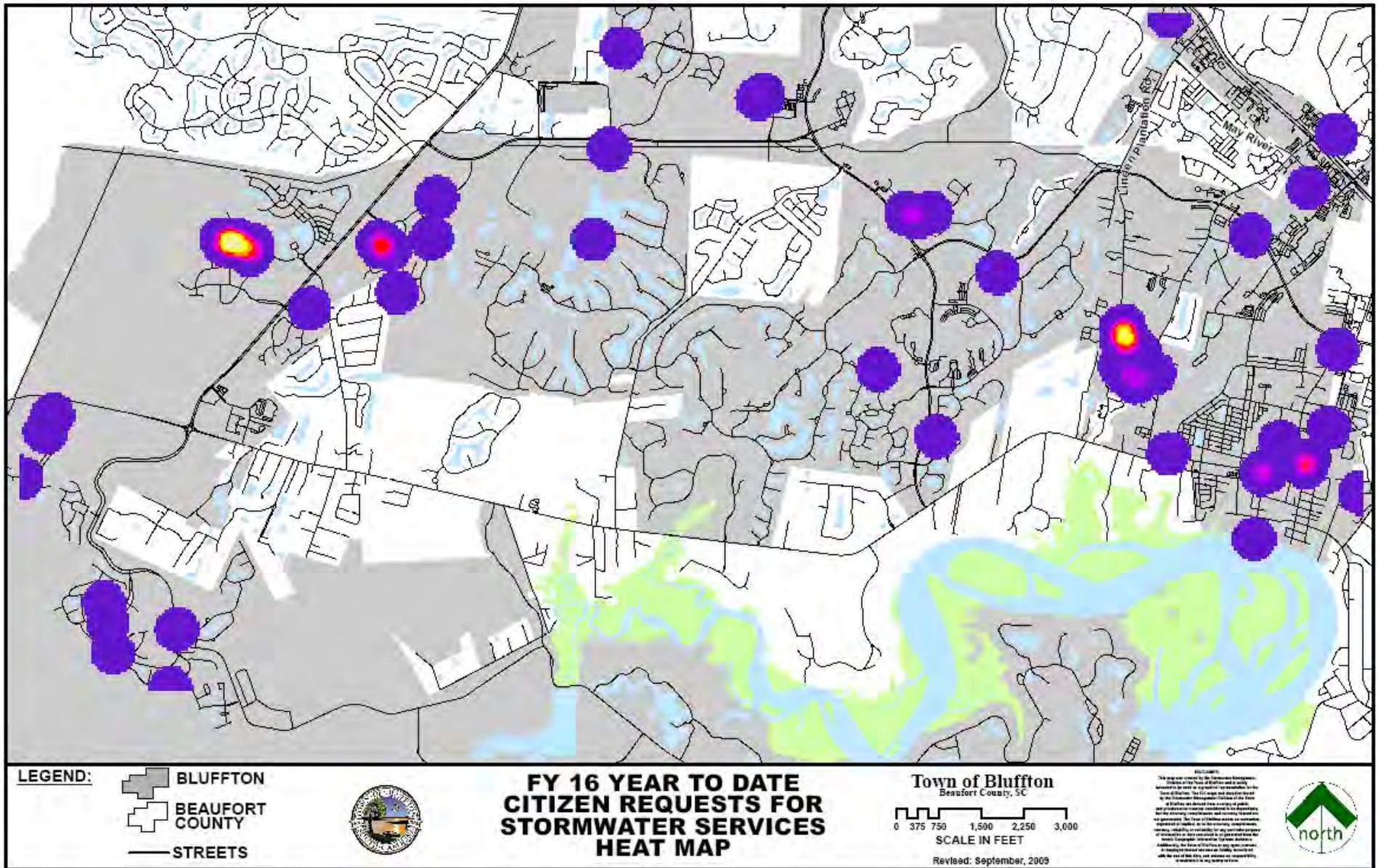
Septic System Maintenance Assistance



FY 2016 YTD	Number of Septic Systems Maintained
	25

Requests for Septic System maintenance are down due to completed connections along Buck Island Road and Simonsville Road as part of the Phase #3 BIS Sewer project

Citizen Request for Stormwater Services Heat Map



Attachment #10

Headwater Infrastructure Capture Map

