



MEMORANDUM

TO: MAYOR SULKA AND MEMBERS OF TOWN COUNCIL
FROM: Department of Engineering
SUBJECT: Department of Engineering Consent Agenda
DATE: July 12, 2016
CC: Marc Orlando, ICMA-CM, Town Manager

CAPITAL IMPROVEMENTS PROGRAM (CIP) & SPECIAL PROJECTS UPDATES

PATHWAYS

1. Goethe/Shults Sidewalks: Engineered Design Phase

- Engineer is addressing the final comments on the Strip Plat.
- Received the South Carolina Department of Transportation (SCDOT) permit.
- Engineer is addressing the comments received by SCDHEC-OCRM and will be resubmitting for approval.
- We will be sending in an Encroachment Permit with Beaufort County to cover Ninth Ave. and MC Riley Sports Complex.
- Working on different proposals for lighting with SCEG
- **Next Steps:**
 - Working on Offer Letter Pkgs to send out to the residents.
 - Working on the bid package.

SEWER & WATER

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

- Received the partial permit to operate on May 13th for the Grayco portion of the system.
- All the testing has been done with HGB & BJWSA. Finalized the As-Builts and closeout package. HGB is addressing comments from BJWSA.
- **Sidewalk :** The contract has been assembled and sent to Lowcountry Council of Government (CDBG) for approval. We have an issue with JS & CDBG so we (Town & LCOG) are looking into adding it to Jordan's contract with a change order.
- **Next Steps:**
 - BJWSA has to sign off on the closeout package and send it to DHEC to get the Final Permit to Operate.

- We will start tying in the water and sewer services as soon as we receive the permit.

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

- Easements condemnation is completed.
- **Next Steps:**
 - Bid Package has been posted on the Town website and SCBO website on June 1. Bids are due on July 1 @ 9:00 AM.
 - Prepare contractor recommendation for Town Council approval on July 12th Council Mtg.

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

- The engineer has addressed the BJWSA comments and are getting ready to send the plans to SCDOT & DHEC.
- We split the project into 3 phases so we can bid with alternates and permit the project in smaller phases. This will save time at the end and allow us to choose the May River Rd. section or save it for a future project.
- **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

- Landscaping and irrigation work has been completed around the Pump Station site.
- No other work remains

ROADWAY IMPROVEMENTS

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

- Encroachment Permit including Design Exception submitted the SCDOT District office on May 10, 2016.
- Plans and Specifications on construction were advertised for bids on SCBO and Town of Bluffton Web Site May 17th. Seven contractors were notified of pre bid conference and bid date of June 7, 2016.
- Pre-bid conference was held on May 26 with three bidders attending.
- Easement acquisition: Contact has been made with all owners of property from Pin Oak to Jennifer Ct.
- Easement documents and exhibits have been prepared for signatures on 17 of approx. 39 parcels. Eleven additional parcels have committed verbally on voluntary contribution of easements. Only 4 or 5 are questionable as to voluntary contribution of easement.
- Staff has contracted with Local landscape Architect to complete the landscape

plans.

- **Next Steps:**
 - Set up meeting with community representatives to review landscape plans
 - Meet with individual May River Property Owners to review the landscape plan and detail
 - Finalize and execute easement documents

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
- **Next Steps:**
 - Execute lease agreements with SCE&G
 -
- Bluffton Road Street Lighting
 - Obtained SCDOT encroachment permit in April 2016.
- **Next Steps:**
 - Execute lease Agreements with SCE&G
 - Submit new budget for additional lighting along with no parking striping and new cross walk

PARK DEVELOPMENT

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

- Received proposals from The Greenery and Ocean Woods for additional lighting.
- Received four (4) proposals for the Shade Sails above park swings.
- **Next Steps:**
 - On hold pending further direction from senior staff.

2. Oyster Factory Park: Construction Phase

- Dock
 - Construction is 100% complete and grant reimbursement process is under way.
 - SCDHEC permit closeout is in process.
 - **Next Steps:**

- Schedule final project inspection with DNR official for reimbursement.
 - Design and construct Life Jacket Station
- Parking Lot
 - Parking lot is **complete**
 - Construction is 100% complete and grant reimbursement process is under way.
 - **Next Steps:**
 - Schedule final project inspection with DNR official for reimbursement.
- 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:**
 - Pour footers and start framing
 - Submit budget for landscape and hardscape

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 June 2016 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.
 - Three out four of the Professional Design services have been

interviewed.

- Last interview is scheduled for Monday June 6
- Architectural Design contract to be approved at July's Town Council meeting.

WATERSHED MANAGEMENT

1. Stoney Creek Wetlands Restoration: Data Collection & Analysis Phase

- Monitoring wells installed on November 9, 2015.
- Following receipt of the draft water budget including hydrology and hydraulics reports on 4/1/16, data collection in support of developing design alternatives was extended due to above average rainfall over the winter.
- Data collection will continue for approximately 2 months into the "dry" season to measure the effects on the water table. This activity is in support of developing preliminary conceptual designs for property owner review/negotiations.
- **Next Steps:**
 - Final Summary Memo including conceptual design options is to be received June 30, 2016.

2. 319 Grant Phase 2 (Pine Ridge): 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 electricity installation by SCE&G anticipated June 10, 2016.

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

- Initial Proposal for 319 Grant funding met eligibility criteria.
- Full application for grant funding submitted on May 6, 2016.
- **Next Steps:**
 - Grant award notification anticipated by July 31, 2016.

4. Okatie 319 Grant (Buckwalter School Campus Pond Retrofit):

- Initial Proposal for 319 Grant funding met eligibility criteria.
- Full application for grant funding submitted on May 6, 2016.
- **Next Steps:**
 - Grant award notification anticipated by July 31, 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.
- Stormwater staff has provided water quality sampling data for inclusion in the Management Plan Update.
- Staff is investigating with the contractor if the May River Watershed Action Plan

water quality model can be completed as part of the Management Plan Update.

- **Next Steps:**
 - Contractor continues with the data collection phase from project partners.
 - Contractor is to provide alternatives and cost-estimates to complete the water quality model.
 - A series of Public Meetings will be held across the County to gather input for the Management Plan Update.
 - The Bluffton meeting will be held on Wednesday, June 22, 2016: Bluffton Library Branch, 120 Palmetto Way, from 6:00 PM – 8:00 PM.

DIVISION/STAFF UPDATES

Project Management

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

Watershed Management

- In support of the Development Review process staff performed:
 - 28 Development Plan Reviews,
 - 8 Certificate of Construction Compliance inspections,
 - 1 Pre-Clearing inspection, and
 - 4 Pre-Construction meetings.
- Stormwater staff coordinated with Coastal Kingdom to hold an animal presentation at DuBois Park for the MC Riley 3rd graders' award for winning the May River Cleanup Participation Challenge.
- Stormwater staff participated in three (3) Bluffton Police Department public meetings on Hurricane Preparedness at the LEC and Palmetto Bluff. Stormwater staff focused on ways HOAs can prepare their lagoons and communities to reduce flooding associated with large storm events.
- Stormwater staff and Neighbors for Clean Water partnered with Levi Strauss - Tanger Outlet to mark twenty-six (26) storm drains along the Bluffton Parkway.
 - There are now 176 marked storm drains in the Bluffton area.
- Stormwater staff attended the quarterly Together for Beaufort Meeting to coordinate outreach efforts and share information.
- Stormwater staff participated in the Stormwater Utility Board, Stormwater Implementation Committee, and MS4 and Water Quality Monitoring sub-committee meetings. These meetings allow the three (3) MS4 permit holders/jurisdictions to partner on permit requirements including education and outreach and water quality monitoring.
- **May 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.
 - Removed over 900 lbs of vegetative debris from storm drains and drain inlets in Old Town, Buck Island and Simmonsville Rd from the Heavy rain Storm
 - Commenced routine mowing of roadside Ditches, Main waterway ditch banks, Palmetto Bluff Pond and New River Trail.
- **Performed inspection on the following ditches:**
 - 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
 - New fence has been installed.Rake the ball-field
 - Play ground is now open.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 new pine straw has been spread around the building.
 - DuBois Park new sod has been lead in thin areas.
 - Calhoun Dock
 - 1261 May River Road
 - 1264 May River Road
 - Oyster Factory Park new landscaping has been installed.
 - Law Enforcement Center
 - Buckwalter Park new pine straw has been installed.
 - Eagle's Field
 - Rotary Community Center
 - Public Works Facility

- Pritchard Park
- Corner Park on Bruin Road & Pritchard Street –Replaced crosswalk
- **JUNE Town Trash & Recycling Program –**
 - 156 total phone calls
 - 50 new services
 - 13 trash pickups missed
 - 1 recycle pickups missed
 - 22 broken carts
 - 20 missing carts and bins replaced
 - 50 miscellaneous calls
 - 6848 Total Town of Bluffton residences served
 - Staff continues communications with Waste Management reviewing level of services and current monthly services.
- **May Work Requests Completed –**
 - 26

Attachments:

1. May River Watershed Action Plan Update*
2. SCDHEC Shellfish Harvesting Monitoring Data
3. Fecal Coliform Concentrations Trend Map
4. Erosion and Sediment Control Inspections
5. Illicit Discharge Investigations
6. 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.

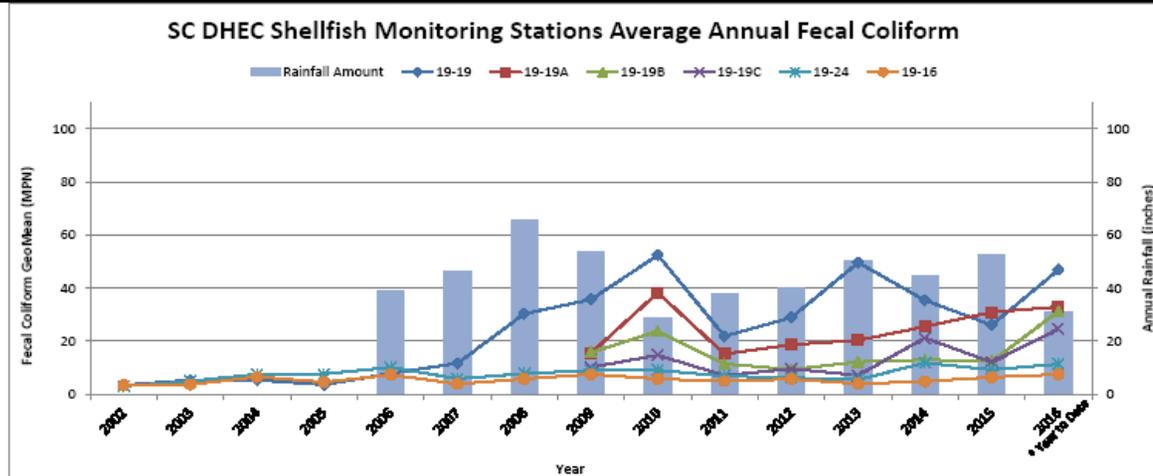
May River Watershed Action Plan Update

ACTIVITY	STATUS
May River Retrofit Project (Hampton Hall)	This project is on hold until data is collected from May River 319 Grant Phase II - Pine Ridge to assess the efficacy of this project approach.
May River Watershed Water Quality Model	Preliminary 2002 Palmetto Bluff Duck Pond Drainage area watershed model complete. Completed New Riverside BMP model for comparison to field observations. Rose Dhu Creek sub-watershed "Existing Conditions" portion of the Headwaters Water Quality Model is underway. To expedite completion, Staff is investigating with the County's Stormwater Master Plan Update contractor, ATM, if they can complete the May River Watershed Action Plan water quality model as part of the Management Plan Update. ATM is to provide alternatives and cost-estimates for consideration following series of public meetins in July 2016.
May River 319 Grant Phase I - New Riverside Pond	Weekly water quality testing ongoing. A statistically significant reduction in fecal coliform bacteria concentration exists pre-pond versus post-pond. However, bacteria levels re-load to previous levels prior to discharging into the May River. This leads to management decisions with BMP placement as well as BMPs in-series to maintain bacteria reductions.
May River 319 Grant Phase II - Pine Ridge	Baseline data collection ongoing. Design by Thomas & Hutton and permitting complete. Contract awarded to Willow Tree Landscaping. Project is nearing construction completion with substantial completion inspection scheduled for July 13, 2016.
Stoney Creek Wetlands Restoration: Conceptual Phase	Adjacent and offsite survey work has been completed for preliminary wetland delineation, site characteristics and topography. A work authorization for wetland and subsurface hydrology evaluation was approved by the property owners. Monitoring wells have been installed, the Draft Hydrology Report & Draft Water Budget have been submitted. The Final Water Budget Report was received at the end of June 2016 and is in Staff review.
Additional Funding Opportunities - May River Preserve Pond and Buckwalter School Campus Pond Retrofit	The Town received a Request for Proposals from SCDHEC for the next 319 Grant cycle. Final proposals submitted May 6, 2016 with notification anticipated by the end of July 2016 for the May River Preserve Pond and Buckwalter School Campus projects.

SCDHEC Shellfish Harvesting Monitoring Data

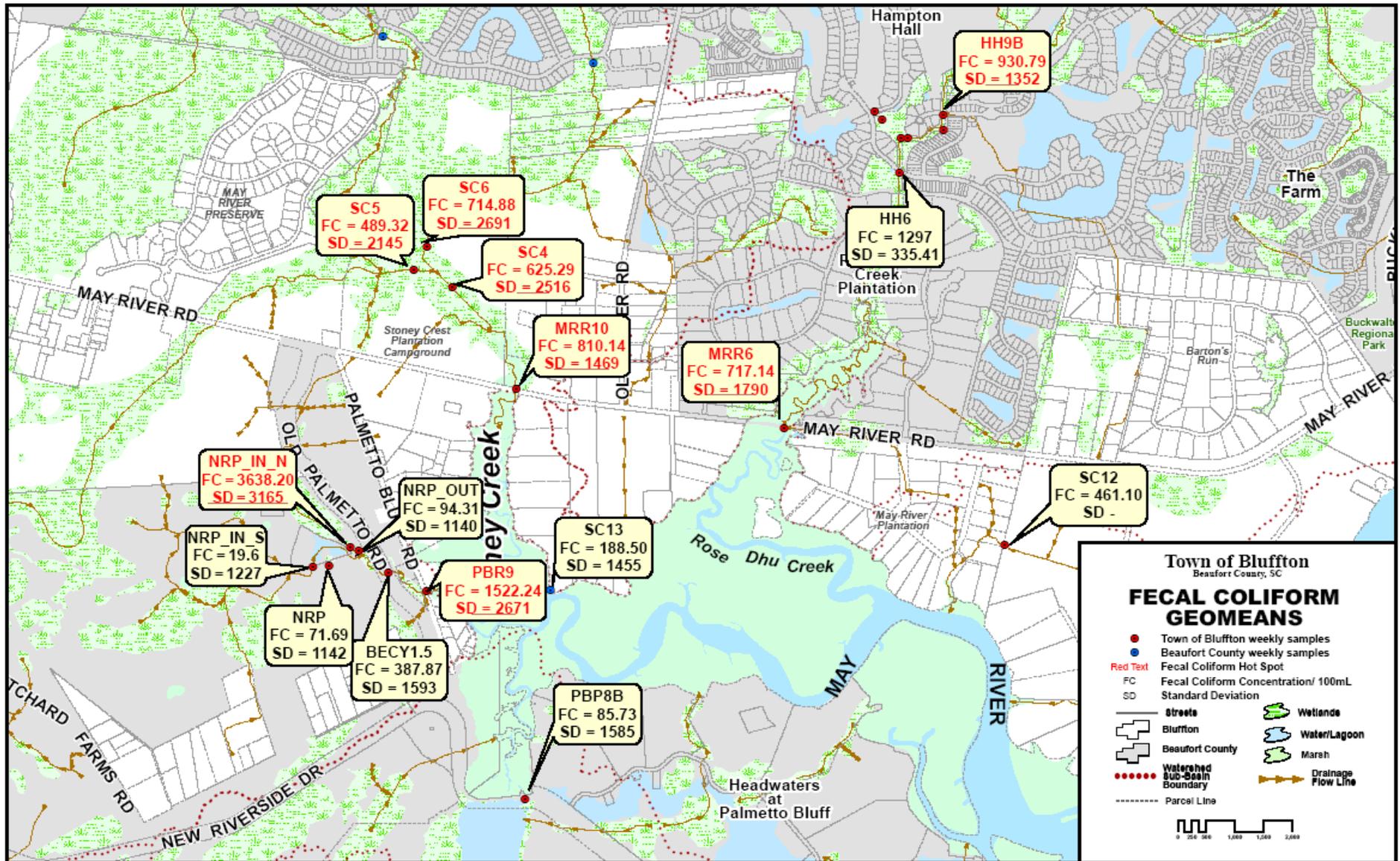
	19-19				19-19A				19-19B				19-19C				19-24				19-16			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
	Fecal Coliform (MPN)																							
December	7.8	11.0	110.0		7.8	7.8	33.0		7.8	11.0	27.0		7.8	23.0	7.8		1.8	33.0	6.8		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	79.0	920.0	NS	46.0	130.0	1.7	NS	11.0	70.0	1.7	NS	14.0	110.0	11.0	NS	4.5	33.0	7.8	NS	11.0	23.0
May	46.0	33.0	NS	70.0	13.0	33.0	NS	23.0	7.8	9.2	NS	49.0	7.8	49.0	6.8	49.0	4.0	7.8	6.8	14.0	2.0	2.0	23.0	17.0
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	46.9	20.3	25.5	30.9	32.9	12.2	13.0	12.3	31.3	7.1	21.2	12.0	24.6	5.5	11.6	9.2	11.3	3.9	4.6	6.4	7.4
** Truncated GeoMetric Mean	34.0	31.0	37.0	37.0	23.0	17.0	21.0	29.0	14.0	10.0	11.0	16.0	10.0	7.0	11.0	17.0	7.0	6.0	7.0	10.0	5.0	4.0	4.0	6.0
** Truncated 90th Percentile	172.0	207.0	205.0	107.0	119.0	82.0	95.0	82.0	61.0	40.0	51.0	69.0	43.0	29.0	55.0	71.0	26.0	21.0	30.0	28.0	17.0	13.0	13.0	20.0

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



Attachment 3

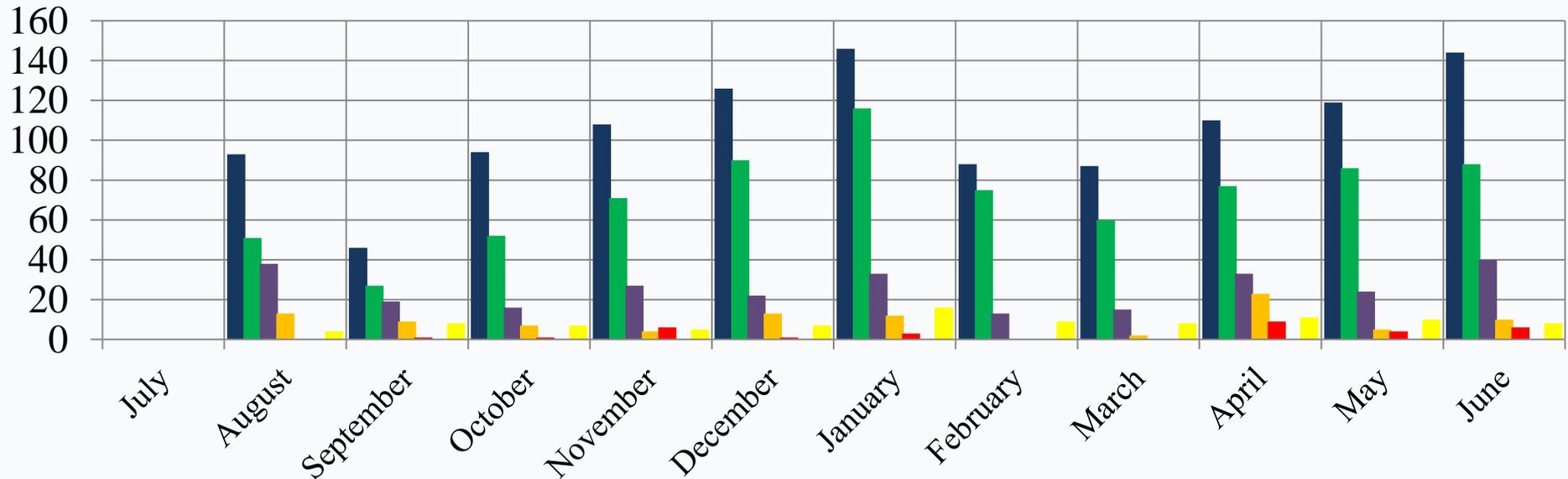
Fecal Coliform Concentrations Trend Map



Attachment 4

Erosion and Sediment Control Inspections

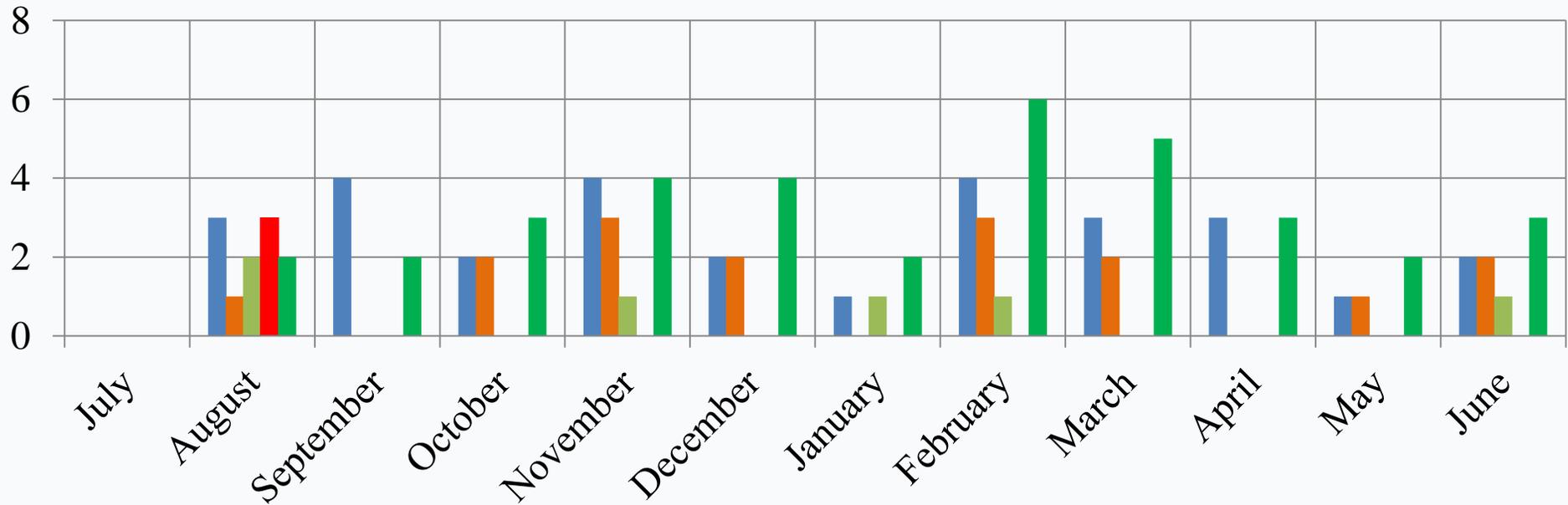
- Erosion & Sediment Control Inspections (E&SC)
- Number of Inspections Passed
- Number of 1st Notice To Comply (NTC)
- Number of 2nd Notice To Comply
- Number of Notice of Violation (NOV)
- Number of Fines for Notice of Violation
- Number of Erosion & Sediment Control Meetings



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 NOV's Issued	Number of NOV's Fines Issued	Number of E&SC Meetings
	1161	793	242	98	31	0	93

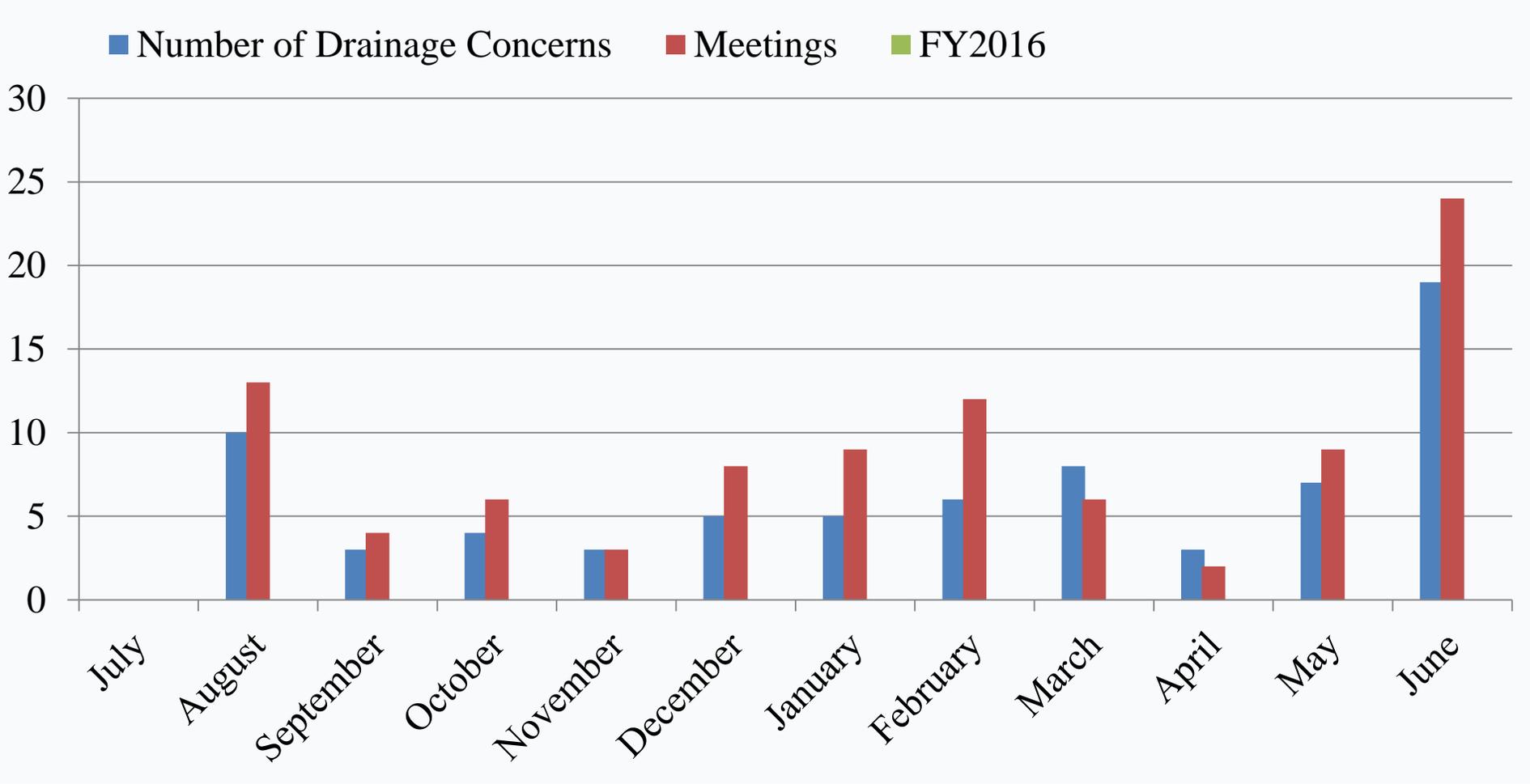
Illicit Discharge Investigations

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



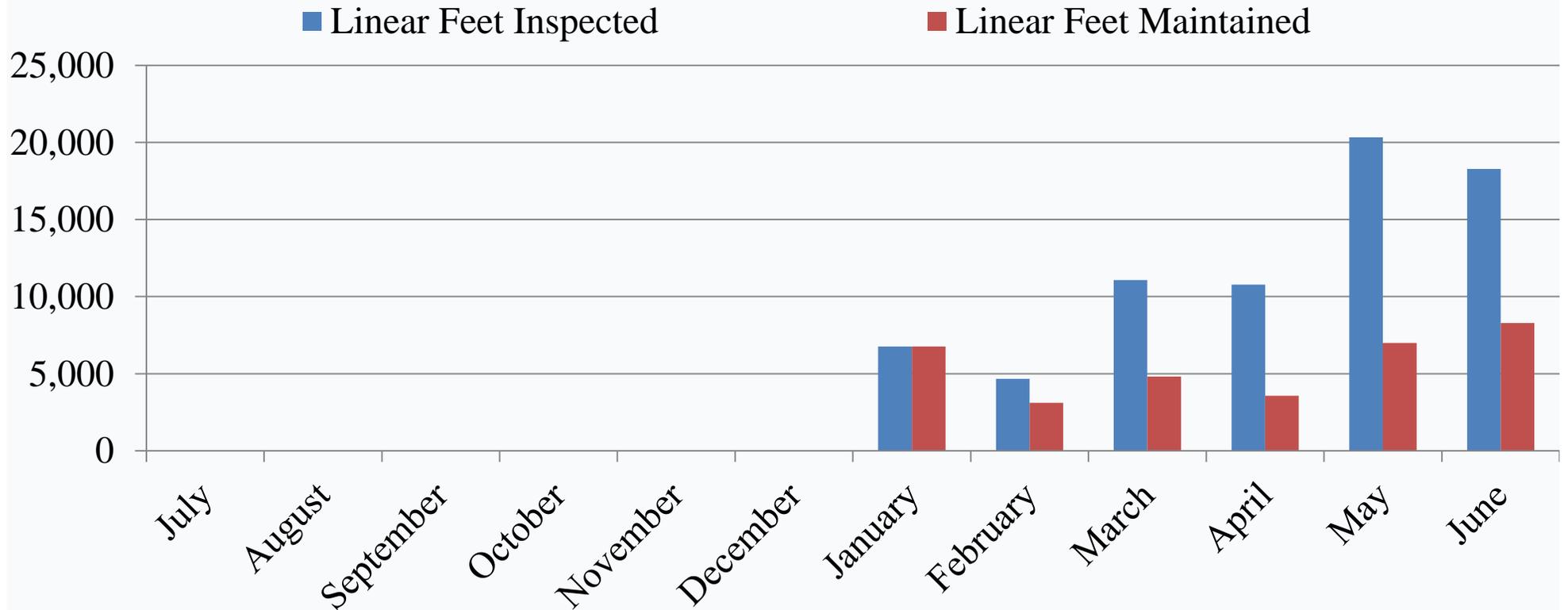
FY 2016 YTD	Number of Illicit Discharge Investigations	Number of Notices To Comply Issued	Number of Notices of Violation Issued	Notices of Violation Resulting in Fines	Number of Meetings
	29	14	6	3	36

Drainage Concerns



FY 2016 YTD	Number of Drainage Concerns Investigated	Number of Meetings
	73	96

Stream/Ditch Inspections



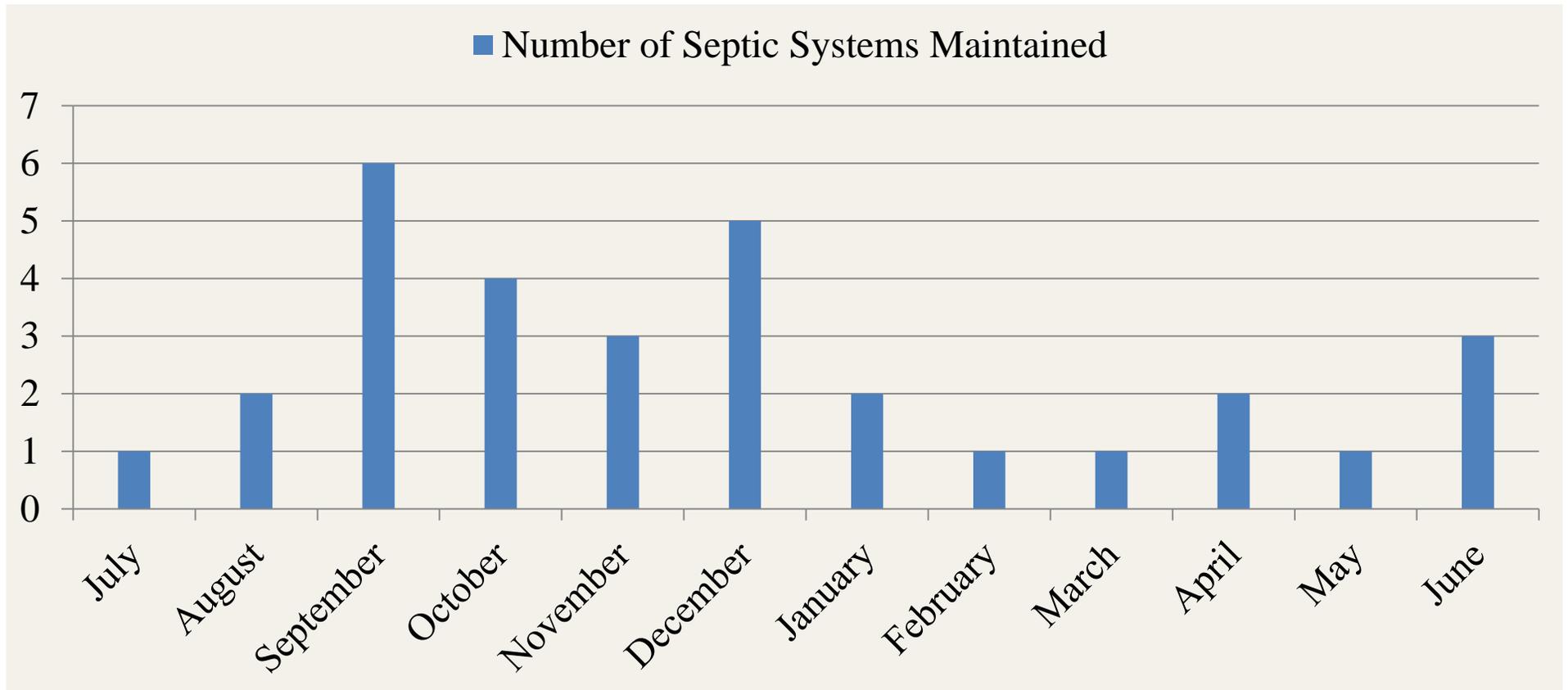
FY 2016 YTD	Linear Feet Inspected	Linear Feet Maintained
	71899	33520

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

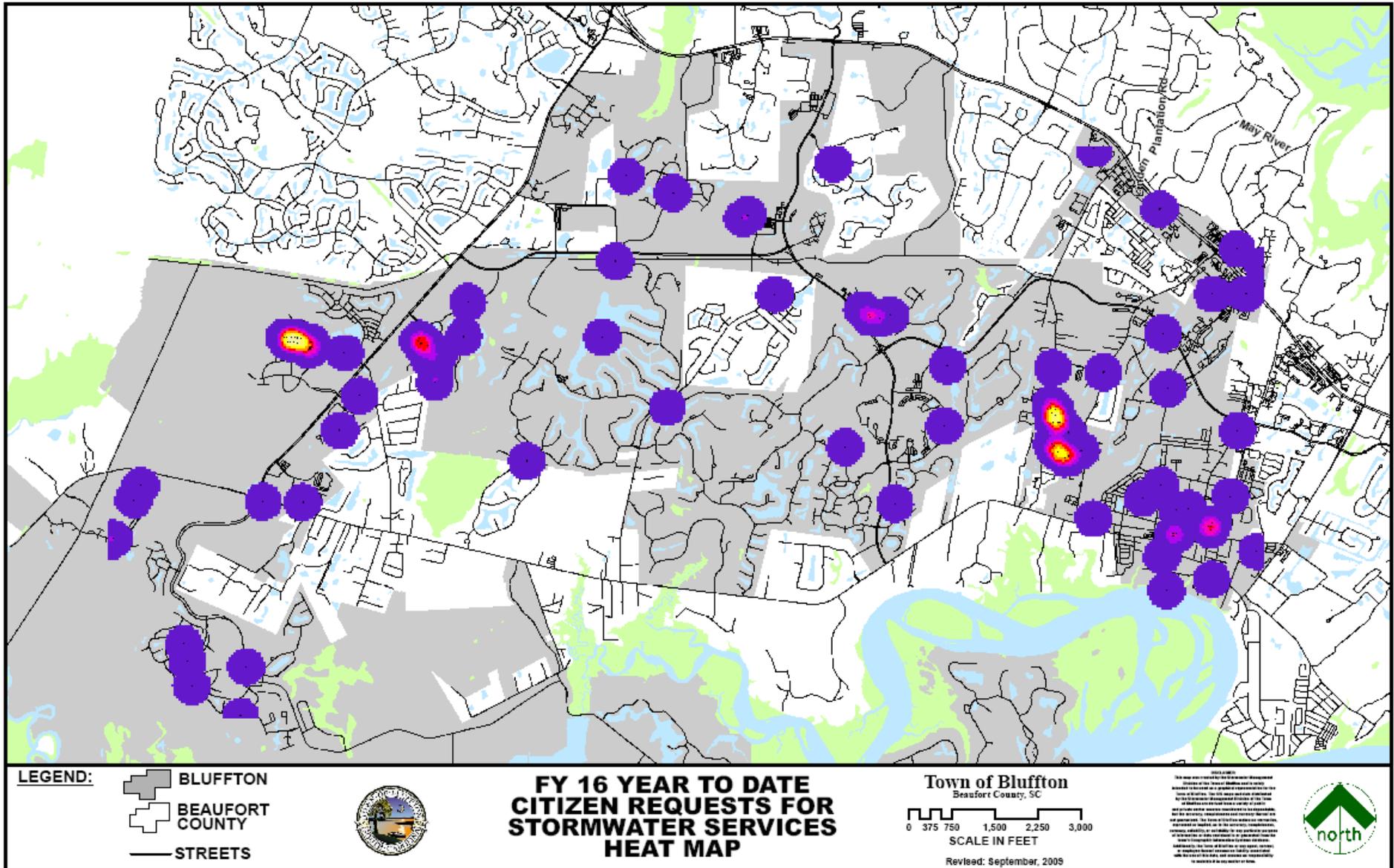


FY 2016 YTD	Number of Septic Systems Maintained
	31

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

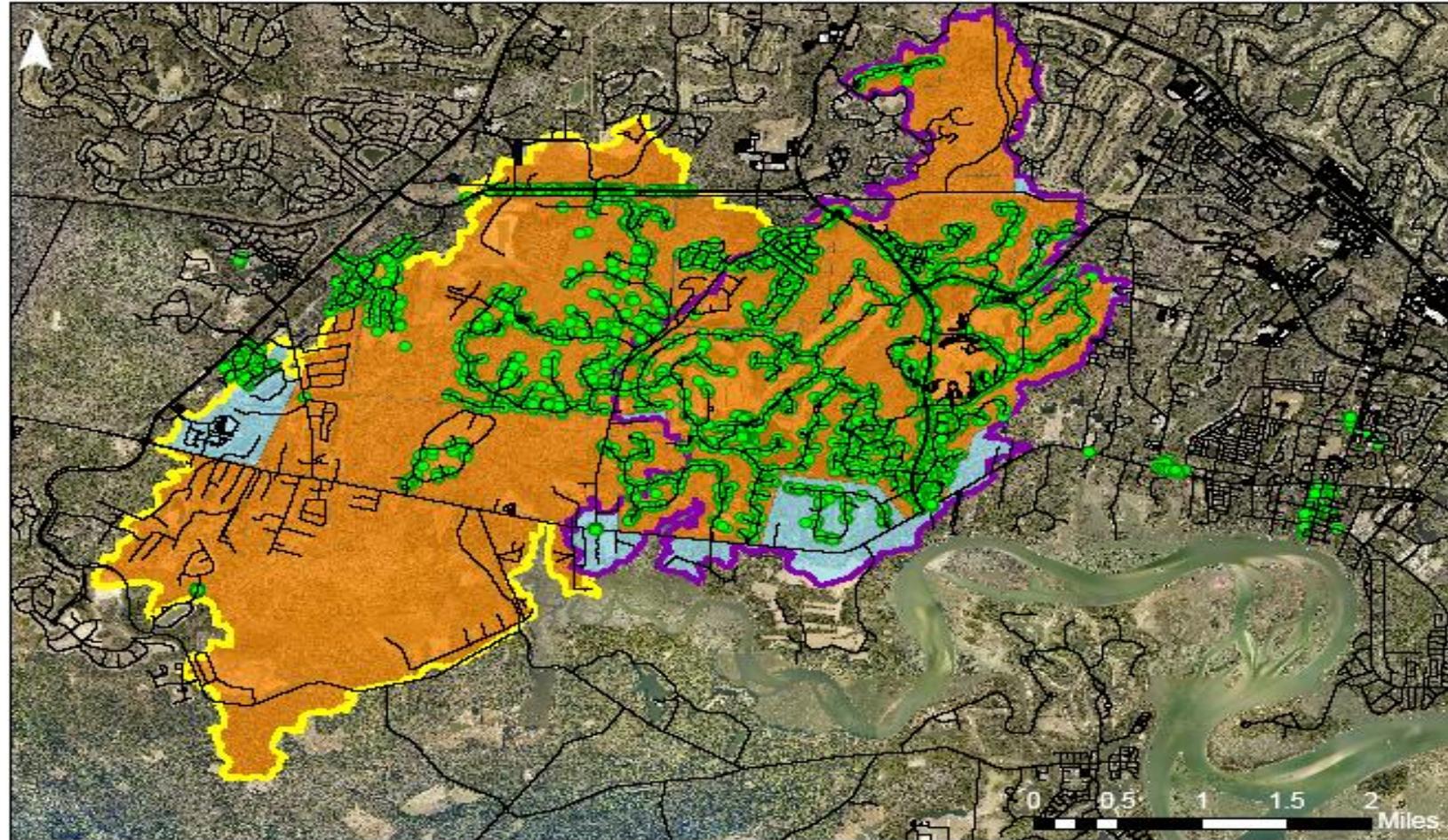
Attachment 9

Citizen Request for Stormwater Services Heat Map



Headwater Infrastructure Capture Map

Stormwater Inventory Collection



Collection Status

- Completed
- In Progress

- Inventoried SW Utilities
- Rose Dhu Watershed
- Stoney Creek Watershed

DISCLAIMER:
This map was created by the Town of Bluffton's Engineering Division and is solely intended to be used as a graphical representation for the Town of Bluffton. The city names and data depicted by the Town of Bluffton's Engineering Division are considered a variety of public and private sector sources considered to be accurate. Not the accuracy, completeness and currency thereof are guaranteed. The Town of Bluffton makes no warranty, expressed or implied, as to the accuracy, completeness, currency, reliability or suitability for any particular purpose of information or data contained on or generated from the Town's geographic information system database. Additionally, the Town of Bluffton or any agent, employee or employee thereof assumes no liability associated with the use of this data and disclaims any responsibility for any errors or omissions in any matter or form.