TO: Mayor Sulka and Members of Town Council
FROM: James Ayers, Assistant Town Manager and Director of Engineering & Public Works
SUBJECT: Engineering & Public Works Update
DATE: March 4, 2014
CC: Anthony W. Barrett, Town Manager

CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATES

OLD TOWN IMPROVEMENTS

May River Road Streetscape (Final Phase): Design Phase
- Public meeting was held on March 4th. Comments received are being incorporated into the design where appropriate.
- Field Review meeting was held on February 27th with SCDOT, the design engineer, and Town staff.

Calhoun Street and Adjacent Area Study: Conceptual Phase
- Staff continues to collect data for the study including survey work and stormwater assessment.
- Public survey designed to solicit comments on improvements for Calhoun will begin in late March with public meetings scheduled for the April/May time frame.

STORMWATER

New Riverside Pilot Project (319 Phase 1 Grant): Operations & Maintenance (O&M) Phase
- Weekly water quality sampling and inspections on-going.
- Public Works, Project Management, and Stormwater Management staff met at site to review maintenance schedule and plans for lagoon.

Pine Ridge BMP Retrofit (319 Phase 2 Grant): Conceptual Phase
- Staff negotiated with POA on revisions to easement agreement, and Town Attorney reviewed and approved changes.
- POA and Town executed easement agreement.
• Town staff gathering field data for lagoons and outlet structures as required for design considerations.

**Verdier Cove Drainage Basin: Operations & Maintenance (O&M) Phase**
• Performed 4 stream gauge readings in Bluffton Park for the Verdier Cove monitoring.

**May River Watershed Sewer Master Plan: Conceptual Phase**
• Town staff and a representative of BJWSA reviewed comments on the final draft with the Consultant on February 19th.
• The Consultant has submitted the final report to the Town and BJWSA.

**SEWER & WATER**

**Buck Island-Simmonsville Sewer (Phase 3): Design Phase**
• Members of staff participated in a conference call with the review appraiser’s chain of command, and have been in contact with the State and LCOG to finalize appraisal work needed for easement acquisition.

**Buck Island-Simmonsville Sewer (Phase 4): Design Phase**
• Request for Proposals (RFP) for engineering design services was advertised on March 2nd with proposals scheduled to be submitted on April 2nd.

**Toy Fields Sanitary Sewer: Design Phase**
• BJWSA is working on the final version of the plans needed for construction.
• Town staff is assembling the construction bid package pending receipt of final approved plans from BJWSA.

**PARKS**

**Oyster Factory Park: Design Phase**
• Dock –
  o Staff and Consultant addressed the final round of comments from DHEC on the design of the Dock and the issuance of their permit is forthcoming.
  o The U.S. Army of Corps of Engineers has their permit prepared and ready for release; however, DHEC must issue their permit first.
• Garvin House –
  o The review team has reviewed the qualifications statements for the consultants that submitted packages under the Request for Proposals (RFP), and the team has agreed on their first and second choices.
  o Review team will meet with their first choice to begin negotiation of a final contract and fee structure.
o Town staff participated in conference call with a SCAD Department Head to discuss the possibility of laser scanning of the Garvin House that will create an extremely accurate three dimensional (3-D) version of the structure.

• Parking Lot –
  o Staff from multiple divisions met on site to discuss the configuration of the parking lot with a view toward tree preservation and mitigation of impacts on adjacent properties.
  o A subsequent meeting was held with a contractor to explore the possibility of moving several small trees and to assess the health of several of the larger trees.
  o Staff met with engineer to finalize the roadway alignment and configuration of the parking areas.

PATHWAYS
General Pathways: Conceptual Phase
• Revised conceptual layout is 100% complete. Public meeting to be scheduled in March/April time frame.

DIVISION/STAFF UPDATES
• Jones, Jarrett, Wiggins, and Ayers performed site visits and worked on encroachment permits needed for signage including May River Watershed boundary signs and Bluffton High School Championship signs.
• Ayers, Jones, and Wiggins participated in Strategic Planning Workshop with support from other staff members in Engineering & Public Works.
• Ayers/Wiggins/Olson finalized turn-over of former Children's Center facility including Center staff coordination and two building walk-throughs.
• Ayers held field site review with sign contractor to finalize the installation of parking directional signage under a pilot program.
• Hamilton, Patterson, Olson, Wiggins, and Ayers participated in formal review with Town Manager of maintenance program, maintenance & equipment logs, and Work Request tracking system.
• Jones and Lewis met with representatives from Experience Green to discuss details for this year’s 14th Annual May River Cleanup & Earth Day Celebration event scheduled for Saturday, April 26th.
• Jones met with representatives of Water Cookies to discuss coordination between Neighbors for Clean Water and their organization.
• Jones participated in the Stormwater Utility Board meeting.
• Jones met with other area stormwater managers and SCDHEC representatives to discuss the upcoming Municipal Separate Storm Sewer System (MS4) program requirements.
• Jarrett was elected Chair of the Metropolitan Planning Organization (MPO) Technical Committee.
• Jarrett attended MPO Policy Committee and Technical Committee meetings.
• Norris assisted GIS with revisions to WEB maps showing updated Town boundary.
• Norris worked on creating Land Use data for Calhoun Street & Adjacent Area Study to be used in Stormwater model.
• Hutchinson attended a South Carolina Department of Commerce Community Development Block Grant (CDBG) workshop in Columbia.
• Lewis and Baugher received their SCDHEC Certified Erosion Prevention and Sediment Control Inspector Certifications.
• Leinbach performed 284 erosion & sediment control (E&SC) inspections and prepared reports.
• Leinbach coordinated 3 septic tank pump-outs in the BIS Neighborhood.
• Leinbach responded to resident request regarding lot grading in Hampton Hall.
• Trash & Recycling Contractor delivered 27 new trash carts and recycling bins for the past month totaling approximately 5,614 overall.
• Public Works team has worked on and closed out approximately 30 Work Request issues over the past month.
• Special Events Team managed a total of 5 Special Events and 14 Rotary Community Center rentals.
• Working on Special Projects such as picnic tables, street signs, cutting off conduit markers along May River Road & Bruin Road, replacement of copiers throughout the Town facilities, and equipment maintenance items.
• Working with Santee Cooper in cleaning up the debris left from tree trimming of the power lines at New River Trail.
• Took delivery of our new Boom Mower on February 27th. This will allow us to work more efficiently on the ditch maintenance program.

Attachments:
  1. May River Update*
  2. Transportation Update*
  3. Special Events Update *
  4. May River Road Streetscape (Final Phase) Update*

* Attachments noted above include the latest updates highlighted in red.
### ACTIVITY

**May River Retrofit Projects**  
(Hampton Hall & Hampton Lakes)

- As-built data acquisition is approximately 70% of requirement in the headwaters. 2002 land cover conditions research and compilation has been completed. Working on 2002 Stoney Creek sub-basin routing. Preliminary 2002 Stoney Creek Land Cover watershed model complete. Work on 2002 Duck Pond Drainage area from Palmetto Bluff underway. Preliminary 2002 Duck Pond Drainage area watershed model complete. Completed New Riverside BMP model for comparison to field observations. Evaluating model performance with regards to field observations and engineer’s original design calculations.

- Ongoing discussions regarding property owners agreements and design. Staff recently received conceptual approval from Hampton Hall property owner for Town’s proposed retrofit. Staff has purchased equipment for baseline flow monitoring data for Hampton Hall and is seeking easement acquisition. Staff met with Hampton Hall to update project status, discuss easement acquisition, answer any questions, and discuss a path forward.

**May River Watershed Model**

- Shaping/fine grading remains in areas where storm drainage installation is ongoing. All storm drainage has been installed. Fencing installed and grass is growing. Punchlist items remain. Town has started sampling at additional locations for site. Contractor currently working on punchlist items. Punchlist items have been completed; waiting for grassing to establish. Annual SCDHEC visit on September 10th. Site has been hydroseeded with temporary seasonal mixture. Weekly site visits and water quality testing ongoing.

**May River 319 Grant - Phase I**

- Preliminary easement agreement sent to POA for review and comment. Town met with POA at August board meeting. Formal comments on easement agreement provided by POA. Agreement has been modified and is being reviewed by legal council prior to submittal to POA. Revised agreement has been submitted to POA for their review and approval.

- Staff negotiated with POA on revisions to easement agreement, and Town Attorney reviewed and approved changes. POA and Town executed easement agreement. Staff is gathering field data for lagoons and outlet structures as required for design considerations.

**May River 319 Grant - Phase II**

- Applied for an EPA Wetland Program Development Grant on April 15, 2013 for $474,000 in support of $633,350 BMP efficacy project. Received notice that the proposal was not funded. EPA recommended investigating State Revolving Fund Loan Program to finance projects for water quality improvement.

**Additional Grant Opportunities**

- Applied for an EPA Wetland Program Development Grant on April 15, 2013 for $474,000 in support of $633,350 BMP efficacy project. Received notice that the proposal was not funded. EPA recommended investigating State Revolving Fund Loan Program to finance projects for water quality improvement.
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Hampton Parkway</td>
<td>Asphalt is anticipated to be completed in the next couple of weeks. The traffic signal for Hampton Parkway is also under construction with foundations set. Waiting on traffic signal mast arm delivery.</td>
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<tr>
<td>US 278</td>
<td>Work completed. Raised and posted speed limit back to 55 MPH from Highway 170 to Simmonsville Road.</td>
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<tr>
<td>SC 170</td>
<td>Cleland Site Prep continues construction. Drainage work is underway. Road alignment is cut in and base material is being placed in some areas. Completion has been moved from May, 2014 to August, 2014.</td>
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<tr>
<td>Bluffton Parkway Phase 5A</td>
<td>Flyover construction is ongoing. Some lane closures are occurring to allow construction in the vicinity of the drive lanes.</td>
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<tr>
<td>Buck Island/46 Intersection</td>
<td>Signal is fully operational.</td>
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<td>ACTIVITY</td>
<td>STATUS</td>
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<tr>
<td>Bluffton Parkway 5B</td>
<td>Discussion continues regarding an amended or perhaps new application to the State Infrastructure Bank for funding. The ROW dedication may be used as part of the monetary match for the application. FHWA has approved the revised alignment for environmental compliance. This provides the possibility for federal funding.</td>
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<tr>
<td>Metropolitan Planning Organizations (MPO)</td>
<td>The Technical Committee met for their first formal meeting on 2/18/14. They will work on a recommendation for the direct recipient for Federal Transit monies and will be actively working on the Long Range Transportation Plan with the consultants and LATS staff.</td>
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<tr>
<td>Transportation Model</td>
<td>Governmental staff working with LCOG on growth rates for full build out scenario. An agreement form has been circulated to the various governments which clarifies how model runs will be processed per scenario. The model will be held by the consultant and fees for individual runs by developers and others will be determined based on the complexity of the scenario.</td>
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<tr>
<td>Masters Way/Crossings Intersection</td>
<td>Beaufort County has installed signs reducing the speed at this intersection as well as restricting traffic movements on the minor streets to right in/right out turns during school peak hours. Additional restrictions are under consideration by the County focused on further turn restrictions and possible median modifications to ensure turn restrictions. Questions recently surfaced on ownership and posted speed on Masters Way. The requestor was referred to Beaufort County.</td>
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<tr>
<td>Davis Road</td>
<td>With school construction planned and annexation beginning, Davis Road is becoming an important corridor. Beaufort County has begun surveying the right-of-way. Beaufort County Transportation Committee has discussed paving it through the CTC program. NHC has indicated a possible willingness to construct the road if road impact fees for expansion can be waived. Presently Davis Road is not on the County's CIP list, but the Town requested its inclusion in 2011.</td>
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<td>EVENT</td>
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<tr>
<td>Winter Farmers Market of Bluffton</td>
<td>1/9 - 3/14/2014</td>
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<tr>
<td>Farmers Market of Bluffton</td>
<td>3/20 - 12/18/2014</td>
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<td>Women’s Business Expo</td>
<td>3/8/2014</td>
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<td>Cole Bros. Circus of the Stars</td>
<td>3/19 – 3/20/2014</td>
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<td>Lowcountry Home &amp; Garden Show</td>
<td>3/21 – 3/23/2014</td>
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<td>Winter Warrior Duathlon</td>
<td>3/22/2014</td>
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<td>10th Anniversary (OTBMS)</td>
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<tr>
<td>Last Oyster Roast of Season</td>
<td>3/30/2014</td>
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<tr>
<td>Beaufort/Jasper Heart Walk</td>
<td>4/5/2014</td>
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<td>American Legion Annual Oyster Roast</td>
<td>4/5/2014</td>
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<tr>
<td>Pig Pickin’ in the Park</td>
<td>4/6/2014</td>
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<td>Spring Art Walk</td>
<td>4/11/2014</td>
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<tr>
<td>Taste of Bluffton</td>
<td>4/12/2014</td>
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<tr>
<td>Girls Gone Tri – Session I</td>
<td>4/19/2014</td>
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<tr>
<td>Bluffton Village Festival</td>
<td>5/10/2014</td>
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<tr>
<td>EVENT</td>
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<tr>
<td>Bluffton Sunset Party</td>
<td>5/16/2014</td>
</tr>
<tr>
<td>Girls Gone Tri – Session II</td>
<td>5/24/2014</td>
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<tr>
<td>Bluffton Sunset Party</td>
<td>6/13/2014</td>
</tr>
<tr>
<td>Girls Gone Tri – Session III</td>
<td>6/14/2014</td>
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<tr>
<td>Bluffton Sunset Party</td>
<td>7/18/2014</td>
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<tr>
<td>Bluffton Sunset Party</td>
<td>8/15/2014</td>
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<tr>
<td>Bluffton Sunset Party</td>
<td>9/19/2014</td>
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<tr>
<td>Bluffton Sunset Party</td>
<td>10/3/2014</td>
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<tr>
<td>Lowcountry Rockin’ the Pink Breast Cancer Walk</td>
<td>10/4/2014</td>
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<tr>
<td>Red Cedar Foxes Trot</td>
<td>10/11/2014</td>
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<tr>
<td>Walk to End Alzheimer’s</td>
<td>10/25/2014</td>
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To: Mayor and Council

From: Karen Jarrett, Transportation Project Manager

Re: May River Road Streetscape (Final Phase) Update

Date: February 26, 2014

With the Thursday SCDOT Field Review, the Town of Bluffton can proceed with the next steps in the approval process in accordance with grant requirements. Field Review involves SCDOT officials, Town staff, and the design engineer, with agenda items including the scope of work, review of the base plans, and discussion of project requirements. The Field Review provides the basis for the Participation Agreement, which is the formal contract with SCDOT for the grant funds. Please see the attached Local Public Agency Process Flowchart to see these steps and future steps in the process.

We have scheduled the first public meeting on the plans following the Field Review. This public meeting will allow the property owners, businesses and residents an opportunity to see where their property is in relation to the project (e.g., where are the driveways, parking spaces, etc.) and to ask questions and offer suggestions about the streetscape in general.

The Project Planning Report (PPR) has been started and is being completed based on the discussions at the Field Review. The Participation Agreement will be developed in the next few weeks. The Participation Agreement is the contractual document between SCDOT and the Town. The Participation Agreement...
Agreement is based on the scope of work discussed in the Field Review, the costs and a tentative schedule of plan completion and construction.

The environmental review can begin as the Participation Agreement is being written. This expense could be charged to the grant, but the grant amount is already more than covered in the construction of the project, so the CIP funds set aside for the project can be used instead.

Landscaping design may begin in this time frame. Due to the complexities of the federal construction process, the project needs to be sequentially developed with infrastructure being constructed initially per federal regulations. Conduit for the lighting and irrigation can be installed with the infrastructure construction as the plans for these components are developed. The required spacing and sizing of irrigation conduit and electrical conduit can be incorporated into the infrastructure design.

Another public meeting will be held in this time frame for property owners, businesses and residents to review the landscaping and lighting plans. The lighting plans will be fairly inflexible as they must comply with SCDOT regulations for lighting of roadways but, in general, the lights and their spacing will be similar to those installed in the existing streetscape section. The landscaping plan may be modified to some extent to address concerns of residents and citizens, although SCDOT retains overall approval of items in or impacting the right-of-way.

The actual installations of irrigation and plant materials as well as lighting installation are best postponed till the infrastructure is completed. The rigorous requirements of federal construction are familiar to roadway construction firms. They are prepared to follow all of the detailed guidelines to adequately address the federal requirements, but landscapers are not as aware or as capable of following all federal requirements. SCE&G has already indicated their preference to avoid grant related construction. In addition, having more than one contractor on site at one time is not possible.

The needed Rights of Way and easements will be acquired once the environmental review is completed. Any Right of Way acquired will have to be obtained through the Uniform Relocation Act which requires an appraisal and a review of the appraisal by another appraiser. The Rights of Way Acquisitions will have to be approved by SCDOT prior to approval of a bid package.
Once Right of Way Acquisitions are approved, the plans and specifications can move forward for approval. Concurrent with the plans and specifications review, an encroachment permit will be obtained. As the design has progressed, plans have been reviewed by the local and district offices for compliance and preliminary permit review, so the plans should be approved with little modifications. Concurrent with the encroachment permit application, an application will be made to OCRM/DHEC for the environmental permit.

Once the plans have been approved for the SCDOT encroachment permit and the OCRM/DHEC permits, the project will be submitted to the Design Review Committee (including Planning Commission representation) for a development permit for a public project. Planning has had access to the construction plans from the outset, and the design engineer works closely with staff including stormwater staff to assure compliance with the Town’s requirements.

After all permits have been obtained and the plans and specifications have been approved, the project will be let for construction. Once bids are received, they will be evaluated for compliance with the bid requirements. The lowest responsive bid will be determined and staff will request that Council approve a contract with this bidder subject to confirmation of the bidder with SCDOT.

The construction process will be inspected by SCDOT certified inspectors. The group hired to perform the inspections will also be required to assist in maintaining the records required for federal compliance on the construction project. These requirements include wage verifications, disadvantaged business verifications and, for SCDOT, product approvals as well as other details required in a federally funded project.

As the infrastructure construction is underway, the Town can bid the landscaping as a Town project. In addition, about the same time, the Town can enter into an agreement with SCE&G for lighting installation. It seems logical to complete the lighting installation prior to landscaping, so there is no potential for damage to the plant materials from construction activities. It is important to note that having three prime contractors occupy the same work site is infeasible, so careful coordination will be needed so that each of the three contractors can complete their work and quickly mobilize the next contractor so that all three phases – infrastructure construction, lighting installation, and landscaping – can be performed in a timely manner.
A sequence of events is outlined above for work associated with the final construction along the streetscape. While the sequence is accurate, an actual timetable of construction is much more difficult to accurately establish. So much of the schedule is dependent on events not in the control of Town staff such as review time or approvals of SCDOT as well as OCRM/DHEC. In addition, obtaining easements and Rights of Way are subject to appraisals and property owner negotiations. Again, after the negotiations have been completed, SCDOT will have to approve the acquisitions.

Every effort is being made to stay in close touch with our colleagues at SCDOT as well as the citizens on the streetscape. Several lasting relationships were developed between staff and residents in the original phase. It is anticipated that staff and the individuals on this stretch of this corridor will come to know one another well over the next couple of years.

Past experience is providing good communication today and we are working diligently to follow the steps in this construction process to complete the project in a timely, economically constrained manner sensitive to the governmental requirements as well as the needs of the individuals who live and work in the area. We invite and appreciate suggestions or comments on the process.

Attachments:
- Local Public Agency Process Flowchart with Current Step Identification
- Preliminary Plan Sheets including Demolition and Striping & Signage Plans
Local Public Agency Process

**Program Phase**
- LPA Request to Manage Project
- Evaluation of LPA Qualifications
- Identify Funding
- Field Review & Scope Development
- Development of Participation Agreement
- Program Project (PAR)
- Execute Participation Agreement

**Development Phase**
- Advertisement & Award of Const. Contracts
- Encroachment Permit
- Plans, Specs., & Estimate Pkg. (PS&E) Approval
- Right of Way Certification
- Environmental Review (NEPA)
- Plan Development

**Construction Phase**
- Construction
- Inspection, Testing, & Material Certification
- Final Inspection
- Final Material Certification
- Final Acceptance

**Close Out Phase**
- LPA Project Evaluation
- Project Documentation & Closure

Additional Notes:
- This is where we were last month
- This is where we are
- The next step
- This will be completed prior to Participation Agreement
- Invoices & Payments