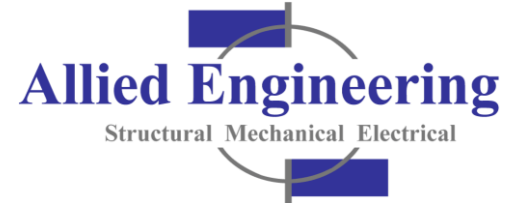


Town of Kennebunkport Town Office



Grant Hays Associates, Inc.
ARCHITECTURE & INTERIOR DESIGN



Town Hall Background

- The Town Offices have been housed at 6 Elm Street since 1960, or 62 years ago.
- The Town considered rebuilding Town Hall at another location twice, once in the 1980's with a combined Police Department, and in 1999 with a combined Fire Department.
- In 1999 (24 years ago) the Town approved the Town Hall construction, but a lawsuit redirected the project as a renovation of 6 Elm Street in 2002.
- The current Town Hall is 3,723 s.f. (Office) 5,730 s.f w/ Garage Space.
- The programming space analysis determined our need is 12,661 s.f.
- New building provides public meeting & voting space to replace the Fire Station room which will be renovated for staff offices and housing.

Town Office Functions, Programming & Needs

- Town Clerks Office
- Vault – Vital Records
- Public Transactions Spaces
- Special Projects Area
- Secured Storage –Ballots/Licenses
- Town Manager
- Treasurer & Deputy Treasurer
- HR Specialist
- Communications & Technology
- Administration Assistant
- Conference Room
- Public & Staff Meeting Space
- Secured File Room – HR/Finance
- Copy Room
- Secured Access
- Planning & Codes (Director, Planner, Codes Officer, Asst. Codes Officer, Admin.)
- Assessor
- Public Meeting Space - Codes
- Copy/Plotter/Supplies
- Storage and Open Files - Codes
- Secured Archive Plans Room
- Assembly & Public Meetings – 100 Public and Board Seats
- Breakout Meeting Space
- Restroom Facilities
- Custodial
- Mechanical, Electrical, Sprinkler Room

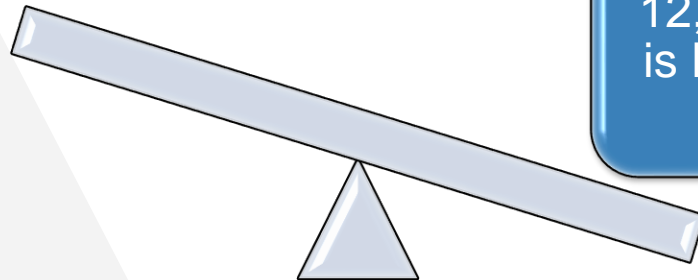
Programming and Needs

Current Town Office

3,723 s.f.
(Office) 5,730
s.f w/ Garage
Space

Needs from Programming Study

12,661 s.f.
is Needed



Process

Town Selected Project Team Through RFP

Town Established Building Committed Comprised of Staff, Selectboards Members and Public Members.

Completed Programming & Needs Assessment, Developed Alternative Layout Plan, Cost Assessment, Review Site Alternatives and Reviewed Existing Town Office.

Multiple Committee and Planning Meetings: 10/25/22, 11/30/22, 1/12/23, 2/8/23, 4/26/23, 6/15/23

Board & Public Role out of the New Town Office.

Locations Considered



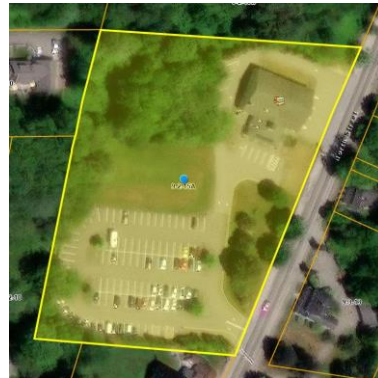
**Existing
Town
Office**



**63 Wilds
District
Road**



**North Street Site –
Preferred
Alternative**

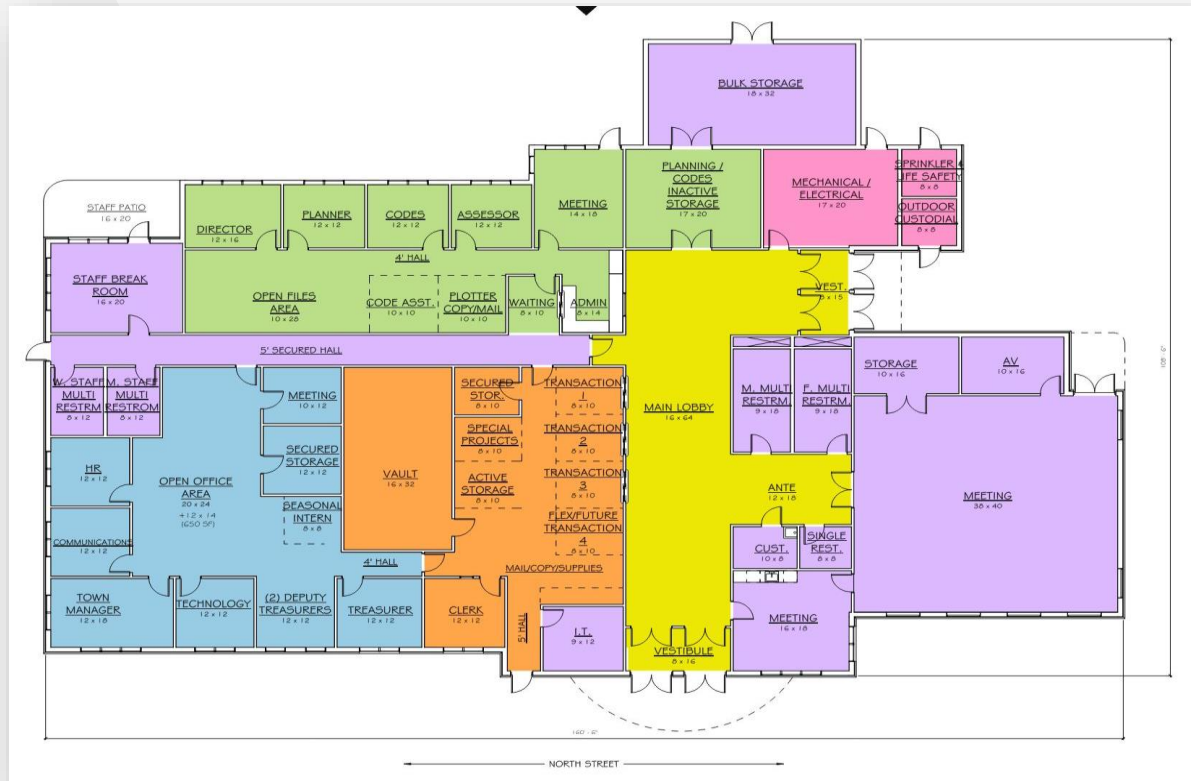


32 North Street

Town Office Planning and Floor Plans

Alternative A	Initial single floor concept - Space and Function modifications needed.
Alternative B	Reconfigured single floor concept - Space and adjacency modifications needed.
Alternative C	Two story option to reduce footprint – two story option not preferred due to separation of functions and circulation concerns.
Alternative D	Reconfigured two story option, public meeting space on second floor – similar concerns to Alternative C.
Alternative E	Two story option with public meeting space on 1 st floor, small basement for storage and second floor. Not preferred due to separation of functions and circulation.
Alternative F	Variation of E – Not desirable.
Alternative G	One story option with partial basement area for storage. Required elevator and increased foundation costs.
Alternative H	One story option with added bulk storage. No basement. Economized spaces and optimized layout with preferred functionality. Option is preferred by staff and committee.

Architectural Floor Plan – Alternative H – Preferred by Staff and Building Committee



DEPARTMENT LEGEND

■	CIRCULATION	= 1,611 SF
■	COMMON AREAS	= 4,680 SF
■	PLANNING & CODES	= 2,085 SF
■	TOWN CLERK	= 1,730 SF
■	TOWN MANAGEMENT	= 2,080 SF
■	UTILITY	= 475 SF

TOTAL = 12,661 SF

Architectural Elevation – North Street and Public Access



A PROPOSED WEST ELEVATION (NORTH STREET)
SCALE: 1/8" = 1'-0"



B PROPOSED SOUTH ELEVATION (PARKING)
SCALE: 1/8" = 1'-0"

Architectural Elevation – North Street and Public Access

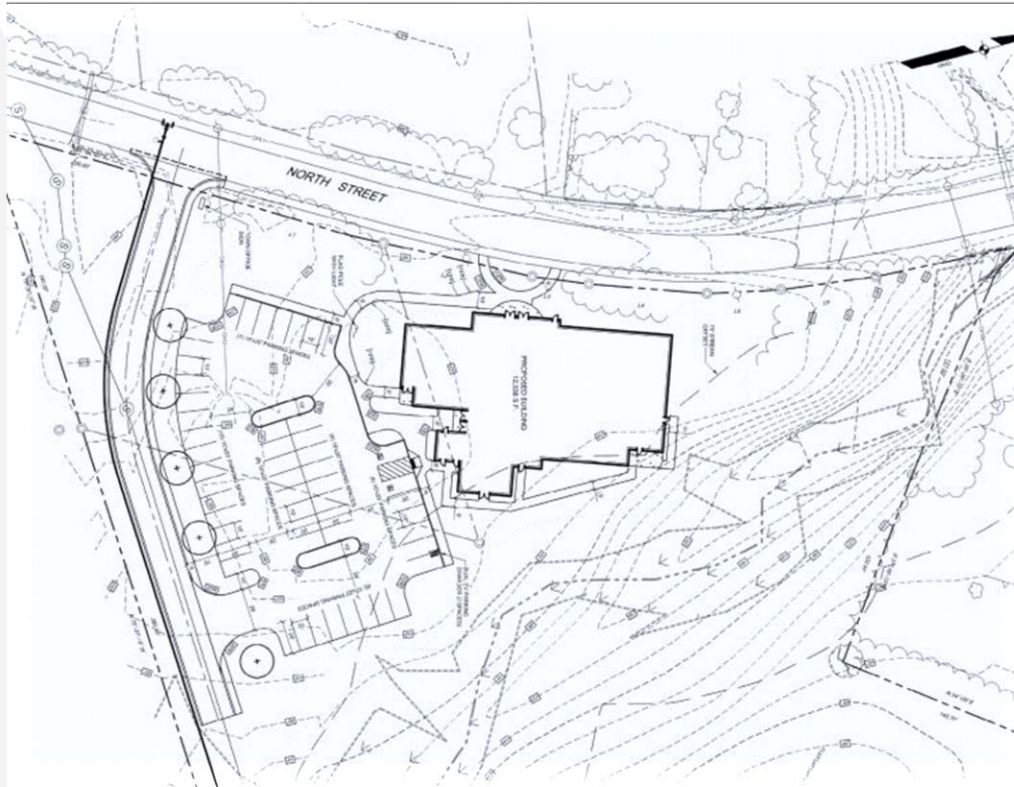


C PROPOSED EAST ELEVATION
SCALE: 1/8" = 1'-0"



D PROPOSED NORTH ELEVATION
SCALE: 1/8" = 1'-0"

North Street Site Layout Plan



- **12,838 S.F. Single Story Building.**
- **New Access Drive from North Street – Aligns with Future Development Potential.**
- **54 Parking Spaces**
- **Pedestrian Access from North Street and Parking Lot**

Project Costs

PROJECT NAME: Kennebunkport Town Office
 REVISED DATE: 7/3/2023
 PRELIMINARY OPINION OF CONSTRUCTION COSTS



	Unit	Quantity	Unit Cost	Subtotal	Totals	Notes
Site Construction	ls	1	\$1,650,510	\$1,650,510		Schematic Level - See attached.
Building Construction	sf	12,661	\$450	\$5,697,450		Est. Per Square Foot - 2024 Construction
FFE (Furnishings Fixtures, Equip.)	ls	0	\$400,000	\$0		IT, Furnishing, Equip. - Operations Budget
Subtotal - Project Costs					\$7,347,960	
Construction Contingency	ls	1	\$1,102,194	\$1,102,194	\$1,102,194	15% Allowance
Design, Permitting and Engineering	ls	1	\$0	\$0	\$0	Current Contract - Already Funded
Permit Fees	ls	1	\$10,000	\$10,000	\$10,000	Allowance - Assumes Town Fees Waived - Maine Fire Marshal Permit Needed, Traffic Study
Builders Risk Insurance	ls	1	\$7,000	\$7,000	\$7,000	Laurie will need to check with Town Insurance Carrier
Electrical Service Fees	ls	1	\$75,000	\$75,000	\$75,000	Allowance for Transformer and Power Extension
Impact Fees - Sewer	ls	4	\$3,500	\$14,000	\$0	\$3,500 flat charge per unit. 3 units for 20 employees plus 1 unit for the public. Town doesn't have to pay it.
KKWD Impact Construction	ls	1	\$5,000	\$5,000	\$5,000	KKWD - OAM spoke with Scott Minor on 5-9-23. Carry \$5,000
Management/Oversight	ls	1	\$250,000	\$250,000	\$250,000	Allowance - Town Oversight, Engineering, Materials Testing, Architectural Support
Total Project Cost					\$8,797,154	Total

Schedule - 2 Year Timeframe

IF Referendum: November 2023

Permitting and Building Design: October 2023 – May 2024.

**Bidding Project (Design-Bid-Build Procurement)
June – July 2024**

Project Construction: August 2024 – December, 2025

Discussion – Kennebunkport Town Office

