



Town Council Quarterly Workshop

Tuesday, April 21, 2026 at 5:00 PM

Theodore D. Washington Municipal Building, Henry "Emmett" McCracken Jr. Council Chambers,
20 Bridge Street, Bluffton, SC

AGENDA

This meeting can be viewed live on [BCTV](#), on Sparklight Channel 9 and 417 or on Spectrum Channel 1304.

I. CALL TO ORDER

II. PUBLIC COMMENTS - Pertaining only to agenda items

III. WORKSHOP AGENDA ITEMS

1. Performing Arts Center Discussion - Chris Forster, Assistant Town Manager

IV. WORKSHOP AGENDA ITEMS

1. Approval to Authorize a Construction Contract with Mashburn Construction Company, Inc. for the upfit of Building 100 at 97 Progressive Street (Fiscal Impact: \$388,825) – Chris Forster, Assistant Town Manager

V. ADJOURNMENT

“FOIA Compliance – Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Bluffton policies.”

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Bluffton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Town of Bluffton Council Chambers are ADA compatible. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Bluffton ADA Coordinator at 843.706.4500 or adacoordinator@townofbluffton.com as soon as possible but no later than 48 hours before the scheduled event.

Executive Session – The public body may vote to go into executive session for any item identified for action on the agenda.

**Please note that each member of the public may speak at one public comment session and a form must be filled out and given to the Town Clerk. To submit a public comment online, please click here:*

<https://www.townofbluffton.sc.gov/FormCenter/Town-15/Public-Comment-60>

Public comment is limited to 3 minutes per speaker.

TOWN COUNCIL

STAFF REPORT
Executive Department



MEETING DATE:	April 21, 2026
PROJECT:	Approval to Authorize a Construction Contract with Mashburn Construction Company, Inc., for the upfit of Building 100 at 97 Progressive Street (Fiscal Impact: \$388,825)
PROJECT MANAGER:	Chris Forster, MPA, CPFO, CGFM, Assistant Town Manager

REQUEST:

Staff requests Town Council to authorize the Town Manager to execute a Contract (Attachment 1) with Mashburn Construction Company, Inc., for \$324,021 to complete construction services for the upfit of Building 100. In addition, Staff requests a 20% contingency to cover any unforeseen changes that may arise during construction.

The total fiscal impact with contingency is \$388,825 and is within the approved budget for FY2026.

BACKGROUND:

To contribute to the stimulation and encouragement of business growth, a Master Agreement for the Development of Commercial Property was executed with Parkway Commons I, LLC, for the construction of three buildings and associated infrastructure on Town owned property in Buckwalter Place. Upon completion, one building was to be conveyed to the Don Ryan Center for Innovation (DRCI) as an income earning asset, while the remaining two buildings would be privately owned and operated as commercial enterprises.

The DRCI building currently houses a day care and a landing pad for prospective clients that occupy half of the exiting space. Tenants are being actively pursued for the remaining space on the first floor, while the unoccupied space upstairs has renters waiting to move in. This upfit will make that space ready.

NEXT STEPS:

Upon approval of the proposed contract, Staff will initiate a pre-construction meeting and plan to start construction as quickly as possible.

ATTACHMENTS:

1. Draft Contract
2. Proposed Motion

STATE OF SOUTH CAROLINA)
COUNTY OF BEAUFORT)

TOWN OF BLUFFTON AGREEMENT
NUMBER 2026-32

THIS AGREEMENT FOR CONTRACTOR SERVICES (“Agreement”) is made the ____ of _____, 2026, (“Effective Date”) between Mashburn Construction Company, Inc. located at 1820 Sumter Street, Columbia, South Carolina 29201 (hereinafter called “Contractor”) and the Town of Bluffton (hereinafter called “Town”), a municipal corporation organized and existing under the laws of the State of South Carolina; individually hereinafter “Party” and collectively the “Parties”.

WHEREAS, the Town desires to contract for the project identified as Bld. 100 Upfit and as described in detail in the Contract Documents; hereinafter collectively referred to as the “Project”; and,

WHEREAS, Contractor responded to an Invitation for Bid, incorporated herein, and represented that its staff has the necessary licenses and is qualified to perform the Work and completed the Project as established in this Agreement in a professional and timely manner; and,

WHEREAS, the Parties have agreed to enter into this Agreement wherein the Contractor shall perform on the Scope of Work as described herein under the terms established in this Agreement.

NOW, THEREFORE, for and in consideration of the mutual promises, undertaking and covenants set forth herein, the receipt and sufficiency of which are acknowledged and affirmed by the Town and the Contractor, the Parties hereto agree as follows:

ARTICLE 1. RECITALS and INCORPORATION. The Recitals set forth above, the Contract Documents attached to this Agreement, and all exhibits are incorporated herein by reference as if set forth in their entirety herein.

ARTICLE 2. SCOPE OF WORK.

2.1 Contractor shall perform the Work as specified or indicated in the Contract Documents.

ARTICLE 3. ENGINEER.

3.1 The Project has been designed by Johnson, Mirmiran & Thompson, Inc., a licensed architect with the knowledge and qualifications necessary for the Project.

ARTICLE 4. CONTRACT TIME.

4.1 The Contract Time shall be **no later than June 30, 2026**, from the commencement date as defined in the Notice to Proceed (“NTP”) to fully complete the Work herein contemplated.

4.2 Contractor agrees that the Work shall proceed at such rate of progress as will ensure full completion thereof within the Contract Time stated herein and pursuant to the terms and conditions set forth in the Contract Documents and in this Agreement. It is expressly understood and agreed by the Parties that the Contract Time is reasonable for the completion of the Work and that time is of the essence.

4.3 If Contractor is delayed in the progress of the Work due to circumstances including changes in the Work requested by the Town, by any separate contractor employed by the Town, or by labor disputes, severe weather, unavoidable casualties or other force majeure conditions beyond the Contractor’s control, avoidance or mitigation, and without the fault or negligence of the Contractor, then the Contract Time may be extended by a mutually signed Change Order in accordance with Article 6.

ARTICLE 5. CONTRACT PRICE.

5.1 Town will pay Contractor for performance of the Work in accordance with Contract Documents at the contract price agreed upon on the bid form attached to this Agreement which is not to exceed **Three Hundred and Twenty Four Thousand, and Twenty One and No/100 (\$324,021.00) Dollars** unless written approval is authorized by the Town. **If contingency is bid as a separate line item include the following:** The maximum potential

value of this Agreement includes a contingency allowance in the amount of _____ (\$_____) Dollars. This contingency amount will be administered, if necessary, at the discretion of the Town for unforeseen costs that are within the pre-determined Scope of Work for this Agreement.

ARTICLE 6. CHANGE ORDERS.

6.1 Changes to the scope of Work, changes to the Contract Time, or changes to the Contract Price necessitate a written Change Order signed by both Parties. No changes in the Work shall be done without a mutually signed Change Order.

6.2 Change Orders to extend the Contract Time must meet the criteria in Article 4. Contractor must request an extension to the Contract Time via written Change Order containing a detailed explanation for the request to extend the Contract Time and provided with adequate notice to the Town.

6.3 Contractor may submit Change Orders for additional Costs if additional scope is requested by the Town or if it is related to an extension of time requested in 6.1. Change orders for scope which should rightfully be covered by Contractor’s contingency will not be permitted.

ARTICLE 7. APPLICATIONS FOR PAYMENT

7.1 Contractor shall send invoices via email simultaneously to invoice@townofbluffton.com and to the project’s assigned Town Project Manager. Invoices may also be sent to the Town of Bluffton, PO Box 386 Bluffton, SC 29910, Attn: Accounts Payable if emailing is not possible. The invoice should reference the contract number. Approved invoices shall be paid within thirty (30) calendar days upon receipt of the invoice in the Town Finance Department.

7.2 All progress payments shall be made on the basis of the progress of the Work. Town may consult with Project Engineer to validate that the progress represented on the Contractor invoice is accurately represented prior to payment.

7.3 There shall be a ten percent (10%) retainage withheld from each progress payment until the Contractor has achieved seventy-five percent (75%) completion of the Work by dollar value based on the Contract Price. At the option of the Town, the retainage will be reduced to five percent (5%) plus a reasonable amount for defective or non-conforming work and anticipated liquidated damages.

7.4 Upon final inspection and written acceptance of the Work, the Town will pay the remainder of the Contract Price.

ARTICLE 8. LIQUIDATED DAMAGES

8.1 Parties agree that time is of the essence of this Agreement, and that Town will suffer financial loss if the Work is not completed within the Contract Time specified in Article 4, plus any extensions thereof allowed. Therefore, Parties agree to liquidated damages for delay, but not as a penalty, Contractor shall pay to the Town **Two Hundred and Fifty and No/100 (\$250.00) Dollars** each calendar day for any delay until the Work is complete.

8.2 This liquidated damages provision is non-exclusive and shall not limit Town’s remedy for breach of this Agreement or delay in Contract Times.

ARTICLE 9. ASSURANCE

9.1 Contractor has familiarized itself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions, and Federal, State and local laws, ordinances, rules and regulations that in any manner may affect cost, progress, or performance of the Work. Contractor agrees to adhere to all applicable laws, ordinances, rules and regulations associated with the Work and the terms and condition of this Agreement.

9.2 Contractor has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site, as applicable, or otherwise affecting costs, progress, or performance of the Work that were relied upon by Engineer in the preparation of the Drawings and Specifications and which have been identified in Contract Documents. Failure of Contractor to include costs in its bid as a result of any investigation or test shall not result in an increase cost to the Town.

9.3 Contractor has made or caused to be made examinations, investigations and tests and studies or such reports and related data in addition to those referenced above as Contractor deems necessary for performance of the Work at the Contract Price within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; no additional examinations, investigations, tests, reports, or similar data are or will be required for such purposes.

9.4 Contractor has had the opportunity to ask questions and clarifications during the bid process, has given the Town written notice of any conflict, error or discrepancy that Contractor has discovered in the Contract Documents, and agrees that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Work.

ARTICLE 10. CONTRACT DOCUMENTS

10.1 Contractor agrees under the terms stated in the Contract Documents and at Contractor’s own proper cost and expense, to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, bonds, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Solicitation Document, Instructions to Bidders, the Agreement, the Specifications, the plans including all maps, plats, blue prints, and other drawings and printed or written explanatory matter thereof.

10.2 The Contract Documents that incorporated into this Agreement between the Parties are attached hereto and made a part hereof and consist of the following:

- 10.2.1 Solicitation Document.
- 10.2.2 Instructions to Bidders.
- 10.2.3 Bid Sheet.
- 10.2.4 Schedule.
- 10.2.5 This Agreement.
- 10.2.6 Performance and Payment Bonds.
- 10.2.7 Town of Bluffton Special Conditions.
- 10.2.8 Specifications.
- 10.2.9 Drawings dated 1/16/2026.
- 10.2.10 Addenda number 1 to 2, inclusive.
- 10.2.11 Any modification, including Change Orders, duly delivered after execution of the Agreement.

ARTICLE 11. WARRANTY

11.1 Contractor warrants and guarantees to Town that the Work will be in accordance with the Contract Documents and will not be defective. Contractor’s warranty excludes defects or damage caused by abuse, modification, or improper maintenance or operation by persons other than Contractor, Subcontractors, Suppliers, or any other individual or entity for whom Contractor is responsible, or normal wear and tear under normal usage.

11.2 Within one (1) year after the date of Final Acceptance, if any Work is found to be defective, or if the repair of any damages to the land or areas made available for Contractor’s use is found to be defective, Contractor shall promptly repair or correct without cost to the Town.

ARTICLE 12. CURE

12.1 If Town or the Engineer determines that the Work is defective, the Town shall provide written notice to Contractor by email or letter. Within ten (10) days of receipt of such notice, Contractor shall correct all defective Work or respond to the Town in writing with a schedule to correct all defective work. All corrections shall be at the sole expense of Contractor.

12.2 If Contractor fails to correct defective work within time specified or agreed to, the Town may seek remedy from the Contractor’s surety or by other means of correcting the defect or deficiency. Contractor will be responsible for all costs to cure, including the cost of any claims and reasonable attorney’s fees sustained by the Town in exercising its rights and remedies.

ARTICLE 13. TERMINATION

13.1 The Town shall, at its sole option and discretion, have the right to terminate this Agreement for any reason whatsoever by providing Contractor with a notice of termination. Whenever the Contractor is terminated for convenience under this clause, the Contractor shall be entitled to the actual direct costs of all labor and material expended on the job prior to the effective date of the termination plus fifteen percent (15%). In no event shall the Contractor be entitled to anticipatory profit or damages for any termination under this clause.

13.2 A Party shall be considered in default of its obligations under this Agreement if such party should fail to observe, comply with, or perform any term, condition or covenant contained in this Agreement or any Exhibit hereto. In the event of default and failure to cure said default pursuant to Article 12, the non-defaulting party may terminate this Agreement immediately upon written notice to the defaulting party and pursue any remedies provided by law or under this Agreement.

ARTICLE 14. SUBCONTRACTORS AND ASSIGNMENT

14.1 Contractor shall provide the Town with a list of all Subcontractors and immediately notify the Town of any changes. The Town reserves the right to approve any or all Subcontractors. It is the responsibility of Contractor to ensure that all Subcontractors are appropriately licensed, including with a Town of Bluffton business license. Use of non-licensed Subcontractors may be grounds for termination.

14.2 The Contractor may not assign this Agreement without the prior written approval of the Town.

ARTICLE 15. INDEMNIFICATION

15.1 The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney’s fees, whether incurred prior to the institution of litigation, during litigation, or an appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.

ARTICLE 16. INSURANCE

16.1 The Contractor shall maintain the appropriate amounts and coverages of insurance as identified below for the entire length of the Agreement. Except as to Worker’s Compensation and Employer’s Liability, the Contactor must provide the Town with a Certificate of Insurance for each that names the Town as an **additional insured** on their policy with the following endorsement:

The Town of Bluffton, a municipality of the State of South Carolina, its officers, agents and employees as additional insured.

16.2 The Contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this Agreement. Failure to maintain these policies is grounds for termination. Coverages are:

Workers Compensation – Contractor shall maintain Worker’s Compensation Insurance & Employers Liability in accordance with the State of South Carolina Code.

Business Auto Policy – Contractor shall maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles.

Builder’s Risk – for construction projects, carry Builder’s Risk coverage in the amount of 5% of the total contract value.

Commercial General Liability –Commercial General Liability for public liability during the lifetime of a contract shall have minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage shall not contain an exclusion or limitation endorsement for

Contractual Liability or Cross Liability. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed. All insurance policies shall be issued from a company or companies duly licensed by the State of South Carolina. Specific endorsements will be requested depending upon the type and scope of work to be performed.

ARTICLE 17. NOTICE.

17.1 Whenever notice is required or permitted under the terms of this Agreement, it shall be in writing and delivered or sent by either: (a) United States mail, certified, return receipt requested, in which case notice shall be deemed given on the certified date of delivery or rejection of delivery, (b) by any national express delivery service which provides evidence of delivery, (c) or by electronic mail evidenced with an electronic return receipt as proof of delivery. All notices shall be addressed to the following address (or at such other address as may hereafter be substituted by notice in writing):

<i>The Contractor:</i>	Contractor Name Insert Address Phone: Email:	<i>The Town:</i>	Town of Bluffton Attn: Stephen Steese, <i>Town Manager</i> 20 Bridge Street Bluffton, SC 29910 Phone: 843-706-4500 Email: ssteese@townofbluffton.com
<i>With Copy to:</i>	Name Insert Address Phone: Email:	<i>With Copy to:</i>	Attn: Felicia Roth, <i>Director of Contracts</i> 20 Bridge Street Bluffton, SC 29910 Phone: 843.540.5723 Email: froth@townofbluffton.com

ARTICLE 19. CONFLICTING TERMS

19.1 If any provision, term or condition of this Agreement is determined to contradict or conflict with any other provision, term or condition contained in the Contract Documents or Invitation for Bid, then the order of control is first this Agreement, then Solicitation Documents, and then drawings and specifications.

ARTICLE 19. ADDITIONAL TERMS AND CONDITIONS

19.1 *Deliverables.* All deliverables, whether goods, services, supplies, or other, shall become the property of the Town. Any deliverables that may be provided in hard copy and electronic form, such as drawings, plans, specifications, reports, or other, shall be provided in such formats and orientations as required by the Town.

19.2 *Time of the Essence.* Time is of the essence of this Agreement, although a request for additional time should not be unreasonably withheld when the additional time is needed by a Party to receive the approval and authority required by either local or state law and pursuant to the terms and conditions of this Agreement.

19.3 *Compliance with Laws.* Contractor shall comply with the most current Federal and State of South Carolina Laws and Regulations, including but not limited to, Fair Labor Standards Act and Occupational Safety and Health Administration guidelines.

19.4 *Severability.* Should any part of this Agreement be rendered void, invalid or unenforceable by a court of law, such a determination shall not render void, invalid or unenforceable any other part of this Agreement.

19.5 *Governing Law.* This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.

19.6 *Fees and Costs.* In the event the Town must proceed to litigation to protect or enforce its rights, the Town shall be entitled to recover its reasonable attorney fees and costs.

19.7 *Counterparts.* This Agreement may be executed in one or more counterparts, all of which taken together shall constitute one and the same instrument.

19.8 *Waiver.* No provision, condition or covenant of this Agreement shall be waived by either Party hereto except in writing, delivered to the other Party and signed by the Party consenting thereto. If the Town fails to enforce any provision of this Agreement, that failure does not waive the provision or Town’s right to enforce it.

19.9 *Successors and Assigns.* All provisions of this Agreement shall be binding on and inure to the benefit of each Party and each Party’s respective heirs, executors, legal representatives, successors, successors in title and assigns. The Parties understand and agree that Contractor may neither assign nor transfer any rights or obligations under this Agreement without providing written notice to the Town and obtaining written approval of the assignment from the Town, where the Parties agree that said approval shall not be unreasonably withheld.

19.10 *Relationship of the Parties.* The Parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by the Agreement. Nothing contained herein creates any relationship between the Parties other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement. The conduct and control of the Contractor’s agents and employees and methods utilized in fulfilling its obligations hereunder shall lay solely and exclusively with the Contractor. The Contractor’s agents or employees shall not be considered employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.

19.11 *Non-Discrimination.* The Parties certifies that in the performance of this Agreement, no Party will discriminate any person, client, or subcontractor on account of race, color, sex, age, religion, handicap, or national origin. It is the policy of the Town and County to comply with Title VI of the 1964 Civil Rights Act (Title VI) and its related statutes. To this end, the Town and County gives notice to all vendors or businesses that the Town and County assures full compliance with Title VI and its related statues in all programs, activities, and contracts. It is the policy of the Town and County that no person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under any of its programs, activities, or contracts based on race, color, national origin, age, sex, disability, religion, or language. Pursuant to Title VI requirements, any entity that enters into a contract or agreement with the Town including, but not limited to vendors or businesses, may not discriminate based on race, color, national origin, age, sex, disability, religion, or language.

IN WITNESS WHEREOF, the Parties hereto affixed their signatures hereto as of the Effective Date.

MASHBURN CONSTRUCTION COMPANY, INC.

TOWN OF BLUFFTON

Date: _____

Date: _____

By: _____

By: _____

Print Name: _____

Print Name: _____

Position: _____

Position: _____

Witnesses: _____

Witnesses: _____

Attachments:

- 1. Bid Sheet
- 2. Schedule

ATTACHMENT 1

BID SHEET



Bluffton Economic Development Building Upfit

97 Progressive Street, Building 100, Bluffton, SC 29910

Upfit

Section 4. Item # 2.

CATEGORY	BASE BID	March 19, 2026	
		2328 COST	SF \$/SF
DESIGN			
Design	NA - By Owner	\$0	\$0.00
	DESIGN ALLOWANCE SUBTOTAL	\$0	\$0.00
BUILDING			
Final and Miscellaneous Cleaning	Final wipe down of all surfaces	\$815	\$0.35
Rough Carpentry	2x4 Wood stud framing installation & blocking for (4) RTU's	\$8,067	\$3.47
Interior Architectural Woodwork	Plastic laminate cabinets, solid surface countertops, and wood base installation	\$17,453	\$7.50
Joint Sealants	Sealant at all joints/meeting locations for different surfaces	\$1,500	\$0.64
Doors, Frames, and Finish Hardware	Furnish and install (2) flush wood doors frames & hardware and (1) pocket door w/ hardware	\$8,388	\$3.60
Shutters	Alternate line item pricing for window protection from hurricane-caliber debris	\$0	\$0.00
Drywall & Wood Framing	Installation of gypsum board walls, ceilings, insulation, ACT grid & ACT ceilings	\$24,092	\$10.35
Resilient Flooring and Carpet Tile	Installation of new carpet and LVT flooring	\$16,000	\$6.87
Painting	Painting of all gypsum board walls/ceilings, doors, frames, and wood base in limits of construction area	\$6,748	\$2.90
Plumbing	Installation of new sink fixture and proper fittings	\$4,500	\$1.93
HVAC	Installation of (4) RTU's, ductwork, grilles, and air devices	\$100,000	\$42.96
Electrical	Installation of new light fixtures, receptacles, switches, fire alarm and power in limits of construction area	\$45,600	\$19.59
	BUILDING SUBTOTAL	\$233,163	\$100.16
General Conditions	Site supervision, project management, safety, jobsite office, equipment rentals, dumpsters and temporary toilet facilities	\$47,259	\$20.30
Taxes and Insurance	Material sales tax, payroll taxes, general liability, workers compensation insurance, subcontractor insurance, business license and builders risk policy	\$5,484	\$2.36
Permit	Building permit, permit review, and business license fee	\$4,326	\$1.86
General Contractor Contingency	Recommended provisional allowance	\$0	\$0.00
Construction Fee	Overhead and profit	\$15,451	\$6.64
	BUILDING TOTAL	\$305,684	\$131.31
	SITE AND BUILDING TOTAL	\$305,684	\$131.31
OWNER CONSIDERATIONS/ALTERNATES			
P & P Bonds	Payment & Performance Bond	\$3,337	\$1.43
Window Covering Alt	Window coverings	\$4,397	\$1.89

add \$15,000 for fire suppression scope as per email

\$305,684 site total
 \$ 15,000 fire
 +\$ 3,337 bonds
 \$324,021.00

Key Exclusions to Mashburn's Project Cost

REVIEW AND CHANGE PER PROJECT Design & consultant fees, tap/meter/impact fees, testing/special inspections/SWPPP inspections, unforeseen requirements by building authorities having project jurisdiction, unforeseen market conditions, Owner contingency, replacement of unsuitable soils, deep foundations, colored or specially-finished concrete, AISC-certified steel, Level-5 drywall finish, epoxy grout, concrete slab moisture mitigation, major floor prep, crack isolation membrane, signage (other than what code requires), FF&E, residential appliances, laundry equipment, A/V & IT equipment, cast iron waste & vent piping, gas piping & gas-fired equipment, fire/smoke duct detectors, booster pumps, communications cabling/home-run conduit, access control/security/paging, sound masking, BDA system (radio signal enhancement for 1st responders), fire alarm, low voltage wiring, site lighting, lightning protection, replacement of unsuitable or contaminated soils, rock excavation, site furnishings, relocation/removal of underground/overhead obstructions, continuous fire watch during construction, seismic retrofit, mitigation of building settlement/structural failure/code violations, pest extermination and removal of related waste & residue, retrofitting existing railings, responsibility for hidden conditions. Sitework by owner, topsoil import, colored concrete, building pads, dumpster pads, sport equipment, canopies

ATTACHMENT 2
SCHEDULE

ID	Task Name	Duration	Start	Finish	2026							March 2026							April 2026							May 2026							June 2026						
					9	14	19	24	1	6	11	16	21	26	31	5	10	15	20	25	30	5	10	15	20	25	30	4	9	14	19	24	29						
1	Total Construction	38 days	Mon 5/4/26	Wed 6/24/26																																			
2	New Construction (Upfit) - Bluffton Economic Development Building	38 days	Mon 5/4/26	Wed 6/24/26																																			
3	Mobilization & protection-Mashburn/Initial Trades	2 days	Mon 5/4/26	Tue 5/5/26																																			
4	Wood framing layout & installation	1 day	Wed 5/6/26	Wed 5/6/26																																			
5	Install pocket door	1 day	Wed 5/6/26	Wed 5/6/26																																			
6	Install door frames	1 day	Wed 5/27/26	Wed 5/27/26																																			
7	Electrical R/I	7 days	Thu 5/7/26	Fri 5/15/26																																			
8	Plumbing R/I	1 day	Thu 5/7/26	Thu 5/7/26																																			
9	Mechanical R/I & duct installation	8 days	Mon 5/11/26	Wed 5/20/26																																			
10	Wall & above ceiling inspections	1 day	Thu 5/21/26	Thu 5/21/26																																			
11	Install gypsum board walls/ceilings	3 days	Fri 5/22/26	Tue 5/26/26																																			
12	Install ACT grid	5 days	Wed 6/3/26	Tue 6/9/26																																			
13	Install LVT/carpet flooring	5 days	Mon 6/15/26	Fri 6/19/26																																			
14	Install wood base	1 day	Tue 6/16/26	Tue 6/16/26																																			
15	Install RTU units (4)	2 days	Wed 5/6/26	Thu 5/7/26																																			
16	Electrical trim-out	5 days	Thu 6/4/26	Wed 6/10/26																																			
17	Mechanical trim-out	2 days	Mon 6/8/26	Tue 6/9/26																																			
18	Install new light fixtures	2 days	Mon 6/8/26	Tue 6/9/26																																			
19	Above ceiling inspection	1 day	Wed 6/10/26	Wed 6/10/26																																			
20	Install ACT ceiling	2 days	Thu 6/11/26	Fri 6/12/26																																			
21	Install new doors/hardware	2 days	Wed 5/27/26	Thu 5/28/26																																			
22	Paint interior gypsum board walls/ceiling	3 days	Fri 5/29/26	Tue 6/2/26																																			
23	Install cabinets & countertops	2 days	Tue 6/16/26	Wed 6/17/26																																			
24	Install sink in 201B	1 day	Thu 6/18/26	Thu 6/18/26																																			
25	Final cleaning	1 day	Thu 6/18/26	Thu 6/18/26																																			
26	Punchlist	3 days	Fri 6/19/26	Tue 6/23/26																																			
27	Substantial Completion	1 day	Wed 6/24/26	Wed 6/24/26																																			

Project: Charter School Charlest Date: Thu 3/19/26	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

**Approval to Authorize a Construction Contract with Mashburn Construction Company, Inc.,
for the upfit of Building 100 at 97 Progressive Street (Fiscal Impact: \$388,825)**

Proposed Motion

*“I move to **approve (deny, approve as amended)** authorizing the Town Manager to enter into a contract with Mashburn Construction Company, Inc., for the upfit of Building 100 at 97 Progressive Street, for a total fiscal impact of \$388,825, which includes a 20% contingency.”*