

Town of Windsor

Memorandum

July 12, 2016

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: New Municipal Building A&E Contract

As you know we issued an RFP for architectural and engineering services to design a new municipal building and to help masterplan the site. I engaged Alpha Corporation to help with the drafting of the RFP as well as the selection process.

The selection committee, made up of Mayor Richardson, Councilwoman Flemming, Councilman Ambrose, and myself, interviewed 5 firms on Monday June 20th. Each of the 5 firms were scored by the selection committee and negotiations began with the highest scored firm.

Brian Camden with Alpha is here tonight to present the results of the interviews as well as the results of contract negotiation.

I have prepared and attached a resolution that would appropriate the funds from the Space Needs Fund to perform the A&E work.

Resolution

A Resolution Appropriating The Sum Of \$210,600 From The Unappropriated Fund Balance Of The Space Needs Fund To The 2016-17 Space Needs Fund Operating Budget

WHEREAS, the Town Council has identified the future need for a new municipal building and has purchased land for this project, and;

WHEREAS, the Town Council wishes to proceed with the architectural and engineering work for this project, and;

WHEREAS, the negotiated contract price is \$180,000 to complete this work, and;

WHEREAS, the Town wishes to allow for a contingency of 7% to cover any unforeseen costs and consultants fees of approximately 10% for a total potential cost of \$210,600

WHEREAS, the Town Council of the Town of Windsor wishes to appropriate a portion of the Space Needs Fund Fund Balance to fund this work.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the sum of \$210,600 from the Unappropriated Fund Balance of the Space Needs Fund, be, and the same hereby is, appropriated to the Town's 2016-17 Space Needs Fund Operating Budget's.

Section 2. The Town Manager is hereby authorized and directed to do all things necessary to complete this work.

Section 3. This resolution shall be in effect on and after its adoption.

Adopted: July 12, 2016

TESTE:

Town Clerk



Christy Newsome <cnewsome@windsor-va.gov>

FW: Windsor Municipal Building - ActionItem:00730:72OVI

1 message

Michael Stallings <mstallings@windsor-va.gov>

Wed, Jul 6, 2016 at 4:39 PM

To: Christy Newsome <cnewsome@windsor-va.gov>, Jeannie Dunlow <jdunlow@windsor-va.gov>

Christy and Jeannie,

Please use the attached document with the A&E item for Council.

If you can also print out the email to go with it.

From: Brian Camden [mailto:brian.camden@alphacorporation.com]

Sent: Wednesday, July 06, 2016 10:25 AM

To: Michael Stallings; Wallace Brittle

Subject: FW: Windsor Municipal Building - ActionItem:00730:72OVI

Mr. Stallings and Mr. Brittle,

Attached, please find a revised scope and fee proposal from Moseley Architects for the new Town Municipal Building project. This revised proposal is based on my telephone conversations with Tony Bell seeking to clarify their initial design scope/proposal, and to ensure all required services are included. It has been our experience that it is more advantageous, and less expensive, for the client to procure these services during the initial contract negotiation stage rather than later as a design change order.

Their new proposal increases their fee from \$179,980.00 to **\$183,642.00** and includes the following additional services:

1. Provide Building Code Required Special Inspection Services, additional cost of **\$3,312.00**: This is a separate construction inspection service, beyond that regularly performed by the IOW Building Inspector, and is required by the Statewide Building Code to insure compliance with the approved contract plans/documents. Additionally, a "Special Inspections Certificate" signed and sealed by a professional engineer, is a final submission requirement prior to the IOW Building Official issuing the Building Occupancy Permit. Please note that "construction material testing services" are not included and will need to be procured prior to commencing construction.

2. Printing of Plans and Documents, additional costs of \$350.00: Moseley's original proposal was based on plans being transmitted electronically to the Town for review/approval, and no plans being printed for the IOW Building Permit review submission. It has been our experience that Town Councils and Staff benefit from reviewing plans that are printed full size rather than on a computer screen. Accordingly, we have requested ten (10) copies of the initial Space Needs Assessment/Master Plan to be printed and sent to your office for review, two (2) copies of the Schematic Plan, two (2) copies of the Design Development Plan and four (4) copies of the Final 100% Contract Documents and Plans with two (2) of these to be submitted to IOW for a Building Permit. Please let me know if this is OK or if I should exclude this cost.

3. Technology design services to include data, communications, telephone, audio-visual systems for conference room and Council Chambers, and security systems designs, no additional cost: This will be a performance based design specification that will require the vendors to submit technology systems for the Town to review/select. This work does not include individual work stations or computer servers.


4. Fire Protection Engineering, no additional cost: This will be for a fire suppression- sprinkler system if needed. Please note that if the Town's water system cannot deliver the required flow and pressure then additional design services may be required.

5. Interior Design Services, no additional cost.

Please review the above noted changes and, upon your approval, I will request Moseley to draft an AIA Agreement for your review.

Thank you,

Brian Camden

 Town of Windsor cost serv 2016-07-05.pdf
98K

MOSELEYARCHITECTS

3200 Norfolk Street
Richmond, VA 23230 July 5, 2016
P: (804) 794-7555

RE: Town of Windsor Request for Proposal #2016-01
Architectural/Engineering Services for New Town Municipal Building
Cost of Services – New Municipal Building and Master Site Planning

Mr. Michael Stallings, ICMA-CM
Town Manager
Town of Windsor
Post Office Box 307
Windsor, Virginia 23487

Dear Mr. Stallings:

In accordance with your request, we are pleased to offer our revised cost of services proposal pursuant to the above referenced Request for Proposal. We welcome the opportunity to assist the Town on this important Project and welcome any questions you may have regarding our team or the services we propose to provide.

Moseley Architects will engage the following consultants to collaborate with us in providing services for this Project:

Kimley-Horn – Civil Engineering, Geotechnical Engineering, Landscape Design, and Surveying

Downey and Scott – Construction Cost Consulting, Commissioning

Our proposed services shall be consistent with the Request for Proposal #2016-01 and shall consist of the following services as detailed below. Moseley Architects will provide architectural, structural engineering, mechanical (HVAC and plumbing) engineering, electrical engineering (consisting of power, lighting, and communications design including data, telephone, and audio-visual systems, but not including computer servers or workstations or any kind), fire protection engineering (for fire sprinkler system), security system design, and interior design services, with our in-house staff. Those activities indicated as "on site" will take place at the Town of Windsor Municipal Building.

1. Needs Assessment / Master Plan / Conceptual Plan Alternatives

- a) Project Organization - meet with the Town representatives to establish communication procedures; decision makers; project schedule; and provide space needs questionnaires to occupant groups (on-site).
- b) Meet with the representatives from the Town to determine the specific space needs (number of rooms, room sizes, room adjacencies, equipment needs, etc.) for the new Municipal Building and Master Plan. We would anticipate that this meeting would be a half day event in a conference room provided by the Town. The meeting would include tour of the existing Town facilities to observe present conditions and issues needing correction. Submit information from the meeting in a memorandum for review and comment by the Town (on-site).

- c) Review data and information relevant to space needs as provided by the Town of Windsor; strategic plans; departmental staffing history; and growth trends.
- d) After receipt of comments on the meeting memorandum, we will develop a detailed architectural space program and sketches to illustrate specific areas, such as a typical office space, conference space, and workstation. The program will provide the approximate gross size of the building which will be used to develop a preliminary cost estimate and used for site planning evaluations.

Meet with the Town for review of space program progress and recommendations (telephone conference).

Finalize space program including an executive summary and submit to Town.

- e) Assemble and review available information on the building site selected by the Town.

Analyze the site based on the program requirements in terms of:

- Adequacy of buildable site area for required building and parking.
- Potential of site to meet site design guidelines.
- Accessibility.
- Zoning requirements.
- Availability and adequacy of utilities.
- Storm water issues.
- Potential environmental issues.
- Impact on existing Town facilities and/or neighboring property.
- Factors that may adversely impact site construction cost.

The site evaluation will be based upon review of available existing site mapping, information, and data.

Initiate boundary and topographic survey if not already available. (These services are proposed to be provided under Additional/Optional Services.)

Develop master plan options for Town to select one option for development into Master Plan (site plan). Cost of services is based on one conceptual design for one site Master Plan for up to three different conceptual floor plans for the Municipal Building.

Meet with Town to review site evaluation progress, master plan development progress, conceptual design progress, and recommendations (on-site). This shall be Community Meeting 1.

- f) Prepare opinion probable budget cost estimate for the Master Plan (including A/E cost of services, construction cost, and other associated project costs) to complete the future Municipal Building.

Prepare final report in narrative and graphic format consisting of the following:

- Executive summary.
- Space program and equipment program.

- Budget estimates of probably total project cost.

2. Basic Services

Schematic Design

- Develop Schematic Design and associated narratives of the proposed design based on the approved building program.
- Meet with the Town to review the floor plans (1 meeting).
- Revise floor plans in accordance with Town comments.
- Finalize documents for approval.
- Prepare an opinion of probable construction cost.
- Submit documents for approval.

Design Development

- With approval from the Town, prepare Design Development documents.
- Meet with Town to review the floor plans and building details (1 meeting).
- Meet to review the project life safety approach with the Building Official.
- Attend one public meeting. (Community meeting 2.)
- Perform a quality control review and incorporate comments.
- Prepare an opinion of probable construction cost.
- Submit drawings for approval.

Construction Documents

- Prepare working drawings to 35%.
- Meet with Town to review the documents.
- Prepare working drawings to 70%.
- Prepare Project Specifications.
- Finalize Drawings to 95% for review and approval.
- Perform a quality control review.
- Meet to review 95% Documents.
- Incorporate comments.
- Prepare an opinion of probable construction cost.
- Submit documents for building permit.
- Respond to building permit comments.
- Prepare bid documents.

Bid and Award

- Distribute bid documents (electronic documents) and keep list of registered planholders.

- b) Attend one on-site pre-bid conference.
- c) Prepare and issue addenda.
- d) Evaluate product substitutions.
- e) Attend one on-site bid opening and review bids.

Construction Administration Services

- a) Attend one on-site pre-construction conference.
- b) Review product submittals.
- c) Prepare finish materials presentation for final color selection.
- d) Conduct meeting to make final color selection of building finishes.
- e) Prepare finish materials documents (color schedule and color binders) for distribution to Contractor.
- f) Conduct construction progress meetings twice monthly and issue meeting minutes. Construction duration of 10 months from Notice to Proceed to Substantial Completion.
- g) Review pay applications.
- h) Correspond with the Contractor and assist in project issue resolution.
- i) Review contractor's punch list.
- j) Conduct one back-punch and project close out.

3. Furniture Design and Procurement:

Schematic Design Phase

- a) Prepare preliminary loose furniture layout.
- b) Meet with Town to review the furniture layout.
- c) Revise the layout and prepare preliminary furniture selections.
- d) Develop a preliminary furniture budget.

Design Development Phase

- a) Prepare preliminary furniture selections.
- b) Meet to confirm the layout and make furniture selections.
- c) Revise the furniture layout and select the preliminary furniture finishes based on the selected furniture.
- d) Meet to select the furniture finishes.
- e) Revise the drawings to include final selections.

Contract Documents Phase

- a) Prepare furniture installation Drawings.
- b) Prepare technical Specifications.
- c) Revise the preliminary furniture budget based on the final furniture and finish selections.

- d) Prepare the furniture package for bidding or procurement from available furniture contracts.

Quotation Phase

- a) Prepare the advertisement for bid or solicit proposals from furniture vendors.
- b) Respond to questions from bidders if publically bid, or furniture vendors if furniture is purchased from available contracts.
- c) Attend the bid opening or receive proposals from vendors and review the bids or proposals received.

Contract Administration Phase

- a) Prepare a furniture binder consisting of the pieces of furniture to be provided and the selected finishes for use in installing the furniture.
- b) Coordinate the furniture installation schedule among the selected furniture vendors and with the General Contractor responsible for the building renovation.
- c) Observe installed furniture and prepare a punchlist of deficiencies in the Work.
- d) Communicate with furniture vendors to resolve outstanding items on the punchlist.
- e) Observe the furniture and prepare a punchlist of remaining outstanding items, if any, for final furniture acceptance by the Town.

4. Additional/Optional Services:

- a) Conduct boundary and topographic survey of the approximately five acre site located at 56 East Windsor Boulevard.
- b) Conduct Phase 1 Environmental Site Assessment.
- c) Conduct geotechnical engineering study.
- d) Prepare a Stormwater Management Plan.
- e) Stormwater Pollution Prevention Plan (SWPPP).
- f) Provide Building Code required Special Inspections services.

Our proposal does not include the following services, but we can provide these services as Additional Services, if requested, for additional compensation.

- Printing or reproduction of documents for the Town's, Bidders', or General Contractor's use during the Bidding and Construction Administration Phases.
- LEED®-related services.
- Traffic Impact analysis.
- Building Code required construction testing.
- Building commissioning.
- Utility design related services for off-site water, sewer, and power.
- Other services not specifically included in this proposal

Moseley Architects shall have no responsibility or liability for the discovery, identification, abatement, or removal of asbestos, lead paint, toxic mold, or any other hazardous or

regulated substances in relation to the Project, nor does our proposal include any services related to hazardous materials.

Cost of Services

Compensation for these services shall be a lump sum for each task as indicated below including all expenses for travel, communication, and reproduction (for the Architect's use) incurred by the Architect in providing those services. The below cost of services is based on a 2016 notice to proceed and may change due to escalation based on notice to proceed issued in future years, but, like the confirmation on the scope of work, will be negotiated with the Town when the Town is ready to proceed.

1. SPACE NEEDS ASSESSMENT / MASTER PLAN / CONCEPTUAL DESIGN

Project Organization	Included below
<u>Space Needs Assessment / Master Plan / Conceptual Design</u>	<u>\$8,122</u>
Subtotal Space Needs Assessment / Master Plan	\$8,122

2. BASIC SERVICES

Schematic Design	\$18,202
Design Development	\$25,022
Construction Documents	\$59,980
Bidding Phase Services	\$4,572
<u>Construction Administration</u>	<u>\$32,650</u>
Subtotal Basic Services	\$140,426

3. FURNITURE DESIGN AND PROCUREMENT

Subtotal Furniture Design and Procurement Services	\$16,008
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4. ADDITIONAL SERVICES / OPTIONAL SERVICES

Topographic and boundary survey	\$2,875
Phase I Environmental Site Assessment	\$2,730
Geotechnical Investigation	\$4,669
Stormwater Management Plan	\$3,000
Stormwater Pollution Prevention Plan (SWPPP)	\$2,500
<u>Special Inspection services</u>	<u>\$3,312</u>
Subtotal Additional/Optional Services	\$19,086

TOTAL ALL SERVICES	\$183,642
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Extended Construction Administration Phase Services	\$2,700 per month
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For other services not defined herein, compensation shall be as mutually agreed by Moseley Architects and Town of Windsor. The proposed compensation includes our expenses for travel; communication; reproduction of documents for our in-house use; and reproduction of documents for the Town's use as follows: ten copies of the Space Needs Assessment/Master Plan submission, two copies of the Schematic Design submission, two copies of the Design Development submission, and four copies of the Construction Documents submission (two for Town and two for Building Official).

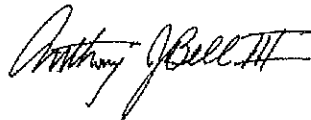
Our cost of services is based upon the Town staff's scheduling of the space programming interviews and confirmation of the availability of Town representatives. Our proposal is based on an anticipated 5,000 square foot municipal building and development of the site indicated in the Request for Proposals and email of June 14, 2016.

Project Schedule

A project schedule will be developed as the Project progresses, but we envision that the total project schedule including design, bidding, and construction will last no more than 24 months.

We sincerely appreciate this opportunity to be of service to the Town of Windsor. We are preparing a *Standard Form of Agreement Between Owner and Architect – AIA Document B101-2007* for review and execution by the Town. Please call me with any questions you may have about this cost of services.

Sincerely,



Anthony J. Bell III, AIA
Vice President

Enclosures: As noted

