

## Town of Windsor

### Memorandum

November 8, 2016

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Update on New Public Works Building

As you are aware, we have been working with a contractor and engineer to design a new Public Works building. We have completed the design work for the building as well as the site plan. The building is proposed to be 50' wide by 80' long. There will be an office for the Maintenance Supervisor, a break room, and bathroom with shower. The warehouse space will be heated and the office space will be heated and cooled.

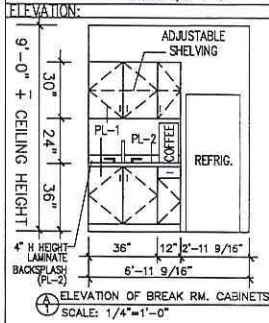
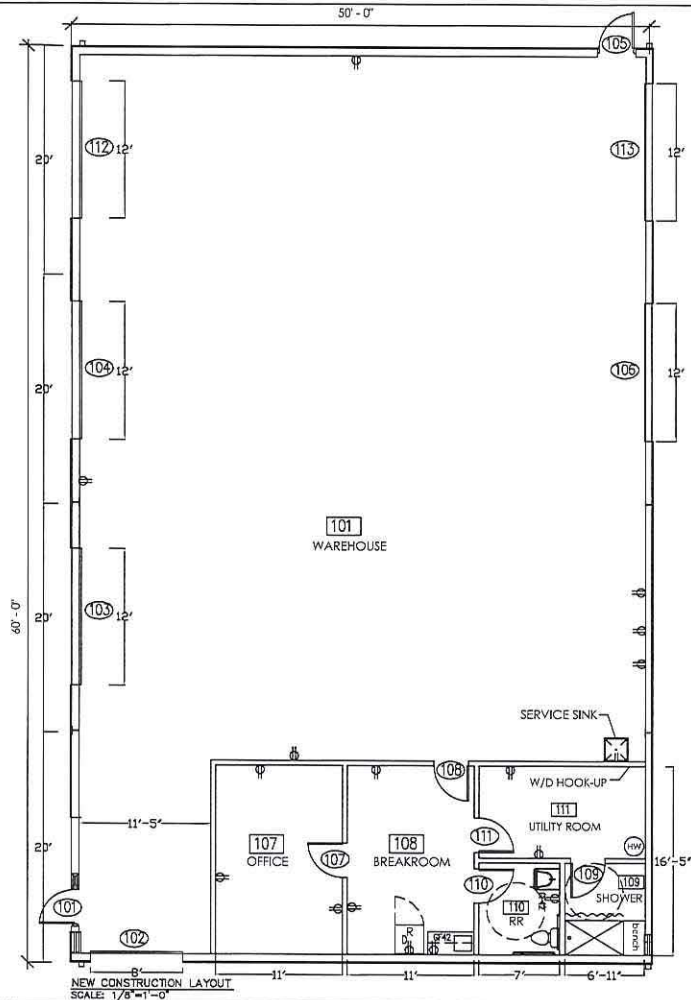
The bid documents have been turned over to Alpha Corporation for review in preparation for putting the building out to bid. Alpha has returned their comments on the draft package, and we are waiting for a response from the contractor and engineer.

Attached you will find the building drawings, building specifications, and site plan for the new Public Works building. The full draft bid package is available for review at Town Hall.

By the December Council meeting, we will have all of the comments addressed and have the bid package in its final form. This will also include a bid estimate compiled by Alpha Corporation.

If Council has any questions or comments on any of the documents I will do my best to answer them.

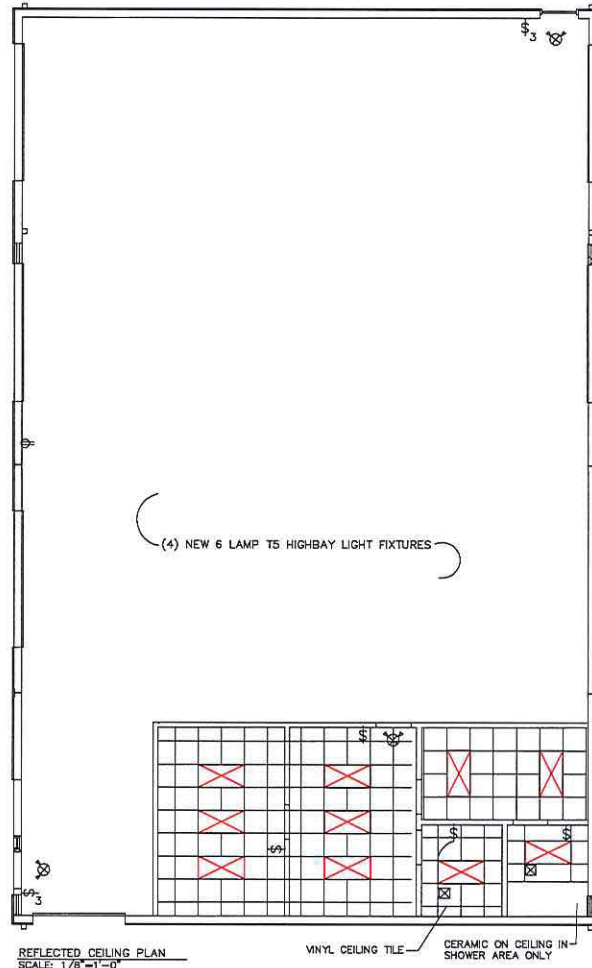
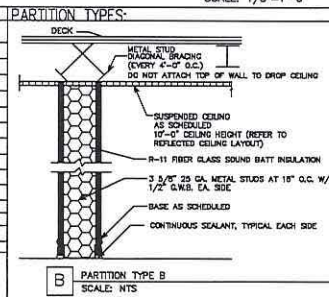
This is for Council's information and discussion.



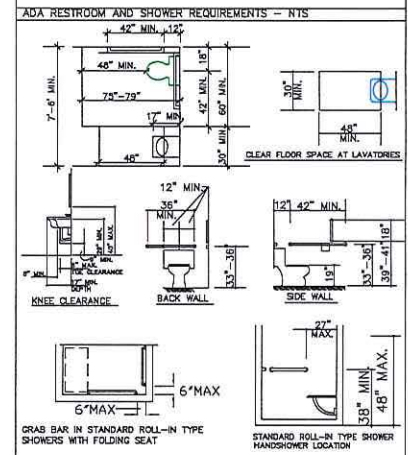
DR. #	SIZE	TYPE	FRAME	HARDWARE
101	3'WX7'H	INSULATED HM DOOR W/2'W SIDEWHT	INSULATED HM	SET #1
102	8'WX10'H	SECTIONAL INSULATED OVERHEAD DOOR		SET #2
103	12'WX14'H			
104	12'WX14'H			
105	3'WX7'H	INSULATED HM DOOR		SET #1
106	12'WX14'H	SECTIONAL INSULATED OVERHEAD DOOR		SET #2
107	3'WX7'H	SOLID CORE WOOD	HOLLOW METAL	SET #3
108				SET #3
109				SET #4
110				SET #4
111				SET #3
112	12'WX14'H	SECTIONAL INSULATED OVERHEAD DOOR	INSULATED HM	SET #2
113				

**DOOR NOTES:**  
 1. DOOR PLACEMENT SHALL ALLOW PROPER CLEARANCES (18" Ø FULL SIZE & 12" Ø PUSH SIDE APPROACHES, MIN.) AS READILY ACHIEVABLE.  
 2. ALL DOOR FRAMES TO BE PAINTED A SEMI-GLOSS PAINT AND PAINTED TO MATCH ADJACENT WALL, UNLESS NOTED OTHERWISE.

**DOOR HARDWARE:**  
 SET #1 - 1 1/2 PR. HINGES (NRP), LEVER HANDLES, ENTRANCE LOCKSET, CLOSER, RAIN HOOD, WEATHERSTRIPPING, TRESHOLD (ENTRANCE)  
 SET #2 - OVERHEAD DOOR, MANUFACTURER'S STANDARD HARDWARE  
 SET #3 - 1 1/2 PR. COMMERCIAL GRADE HINGES (NRP), LEVER HANDLES, PRIVACY LOCKSET (RESTROOM AND SHOWER DOORS)  
 SET #4 - 1 1/2 PR. COMMERCIAL GRADE HINGES (NRP), COMMERCIAL GRADE LEVER HANDLES, PASSAGESET (OFFICE/BREAKROOM)



- GENERAL NOTES:**
1. ALL WORK MUST BE PERFORMED PER APPLICABLE BUILDING CODES, ORDINANCES AND STANDARDS OF PRACTICE. THESE INCLUDE REQUIREMENTS OF THE VIRGINIA CONSTRUCTION CODE 2012.
  2. ALL DIMENSIONS, LINES AND LEVELS MUST BE FIELD VERIFIED BY THE CONTRACTOR AND PRIOR TO INSTALLATION. ANY DISCREPANCIES, MISALIGNMENTS OR POTENTIAL PROBLEMS MUST BE REPORTED TO THE INTERIOR DESIGNER AND OWNER'S ATTENTION IMMEDIATELY FOR RESOLUTION.
  3. DELETED
  4. MECHANICAL, ELECTRICAL AND PLUMBING SUBCONTRACTORS SHALL PROVIDE PLANS & PERMITS AS REQUIRED FOR THEIR RESPECTIVE TRADES. THIS DRAWING DOES NOT INCLUDE M.E.P.S.
  5. SWITCHING, H.V.A.C., FLUORESCENT LIGHTS, RETURNS (2X2) & ACT TO BE INSTALLED PER LAYOUT. ALL RIGID DUCT AND FLEX DUCT AS REQUIRED.
  6. INSTALL NEW PAINT, VCT, AND VINYL BASE IN RESTROOM, BREAK AND OFFICE. SHOWER TO RECEIVE CERAMIC TILE. TENANT TO SELECT COLORS. REFER TO FINISH SCHEDULE.
  7. INSTALL NEW RESTROOM, SERVICE SINK AND ADA SHOWER FIXTURES.
  8. ALL EXIT LIGHTS AND EBU'S MUST MEET CURRENT FIRE CODES.
  9. INSTALL 20 GALLON ELECTRIC WATER HEATER ABOVE CEILING IN RESTROOM.
  10. LESS THAN 15 PEOPLE OCCUPANCY ALLOWS FOR ONE RESTROOM.
  11. INSTALL NEW (4) 6 LAMP T5 HIGH-BAY LIGHT FIXTURES IN WAREHOUSE.
  12. INSTALL (2) 120,000 BTU MIN. PROPANE WAREHOUSE HEATERS.
  13. INSTALL (1) NEW 2 TON MIN-SPLIT SYSTEM FOR OFFICE/SHOWER AND BATHROOM.
  14. INSTALL (2) EXHAUST FANS (BATHROOM AND SHOWER).
  15. INSTALL ICE MAKER CONNECTION IN BREAK ROOM.
  16. INSTALL (1) HOSE BIB IN WAREHOUSE.
  17. INSTALL A 200 AMP, 240 V SINGLE PHASE SERVICE AND PANEL.
  18. (4) EXTERIOR WALL PACKS (250W MH)
  19. (2) 120 VOLT ELECT. CONNECTION TO EXHAUST FANS.



**LEGEND:**

- NEW PART. TO CEILING (TYPE "B") - INSULATED
- EXISTING CONSTRUCTION TO REMAIN
- NEW ELECT. OUTLETS
- NEW DATA/TELEPHONE OUTLET
- EXIT/EBU SIGN
- 2'X2' ACOUSTICAL CEILING TILE (ACT)
- 2'X4' T-8 FLOURESCENT PRISMATIC LIGHT FIXTURE
- NEW OF ELECTRIC OUTLET MOUNTED AT 42" AFF
- SINGLE POLE SWITCH
- 3-WAY SWITCH
- ROOM NUMBER
- DOOR NUMBER
- EXHAUST FAN

**CODE DATA:**

USE GROUP: B, BUSINESS  
 CONSTRUCTION TYPE: 2B, NON-COMBUSTIBLE, UNPROTECTED  
 SQUARE FOOTAGE: 424 SF OFFICE & BREAK + WAREHOUSE, 2,576 SF = 3,000 SF  
 OCCUPANT LOAD: ENTRY/RESTRM. CALCULATED 1 PER 100; 4 OCCUPANTS  
 WAREHOUSE CALCULATED 1 PER 500; 5 OCCUPANTS  
 TOTAL: 9 OCCUPANTS  
 FIRE SUPPRESSION: NON-SPRINKLERED  
 NOTE: SEE PLANS FOR EXIT/EMERGENCY LIGHTS

**URBEN DESIGN, LLC**  
 SPACE PLANNING ■ INTERIOR DESIGN  
 1318 UPPER BRANDON PLACE, NORFOLK, VA 23508  
 757-451-3620

WINDSOR MAINTENANCE BUILDING  
 9 EAST GRIFFIN STREET  
 WINDSOR, VIRGINIA

USEABLE AREA	DRAWING BY: K.U. PULLING, CD
COMMON AREA	INTERIOR DESIGNER: #0412 000591
LEASEABLE AREA	REV 4-11-16
% OF BLDG. OCC.	10-19-16

3-18-15  
 DATE PLOTTED  
 1 OF 1

# Building Outline Specifications

For

## Maintenance Building - Windsor

## General Project Information

The facility shall be erection and improvements described herein for a 50' x 80' metal building. The building shall be a pre-engineered metal building with openings for two personnel doors and five 12' x 14' high bay doors and one 8' x 10' high bay door.

The interior area is approximately 4000 ft<sup>2</sup>. The area shall be divided as follows:

1. Two 12' x 12' offices
2. One approximately 7' x 8' bathroom
3. One ADA shower – tile floor and walls
4. Approximately 3700 ft<sup>2</sup> Warehouse space

**1. Div. 1 General Conditions:**

- a. Contractor will provide all necessary supervision, field engineering and quality control personnel as required for the project.
- b. Contractor will make all necessary arrangements for temporary utilities and facilities for our work.
- c. Contractor will carry necessary insurance for the project including workman's compensation, and general liability and builder's risk.
- d. Owner will be required to pay for all fees associated with bonds, utilities, taps, utility connections (excluding \$5,600.00 for sanitary sewer connection), communication services, gas and Dominion Virginia Power.

**2. Div. 2 Sitework / Demolition:**

- a. Sanitary sewer pipe installation from building to owner (Town of Windsor) installed vacuum pot.
- b. Connection to Town of Windsor Water line located in Tax Parcel 54B-01-229B.
- c. Management of Town of Windsor contracted site work for grading, storm water management, erosion and sediment control and building pad construction.
- d. Gravel installation to support parking area for up to 10 vehicles.

**3. Div. 3 Concrete:**

- a. Concrete pad and foundation for building.

**4. Div. 4 Masonry – N/A**

**5. Div. 5 Metals: – N/A**

**6. Div. 6 Carpentry:**

- a. All wood blocking included for office finishes.

7. **Div. 7 Thermal and Moisture:**
  - a. Building insulation as required by code
  - b. New Gutters and Downspouts
  
8. **Div. 8 Doors/Frames/Hardware:**
  - a. Personnel door with side light
  - b. Personnel door – no side light
  - c. Five (5) 12' x 14' insulated high bay doors.
  - d. One (1) 8' x 10' insulated high bay door.
  - e. 4 New Interior Personnel Doors with hollow metal knock down frames, Rotary Birch with clear finish.
  
9. **Div. 9 Finishes:**
  - a. Interior drywall and metal stud framing for two 12' x 12' offices and one 7' x 8' bathroom
  - b. Insulation in office and bathroom walls
  - c. Suspended Acoustical Ceiling in offices and bathroom.
  - d. Interior Painting for office and bathroom walls
  - e. Flooring – VCT with vinyl cove base
  
10. **Div. 10 Specialties**
  - a. Toilet Accessories
  - b. Fire Extinguishers
  
11. **Div. 11 Equipment – N/A**
  
12. **Div. 12 Furnishings – N/A**
  
13. **Div. 13 Pre-engineered Metal Building**
  - a. 50' x 80' Pre-engineered metal building. Building contains 8 framed openings. Five openings to accommodate 12' x 14' high bay doors, One opening to accommodate 8' x 10' high bay door and two openings to accommodate personnel doors (one with side light).
  
14. **Div. 14 Conveying Systems – N/A**
  
15. **Div. 15**

**Mechanical:**

  - a. (2) 120,000 BTU minimum propane warehouse heaters
  - b. One new 2 ton mini-split system for office/bathroom conditioning.
  - c. All 2x2 supply and returns as required
  - d. All rigid and flex duct as required
  - e. 2 Exhaust Fans

**Plumbing:**

  - a. One new toilet
  - b. One new lavatory sink
  - c. One new mop sink
  - d. One new 5 gallon electric water heater
  - e. Ice maker connection
  - f. ADA Shower fixtures
  - g. One new hose bib in warehouse
  
16. **Div. 16 Electrical:**
  - a. 200amp 240v single phase service and panel
  - b. (4) 6 lamp T5 highbay light fixtures

- c. (4) exterior wall packs (250w MH)
- d. (1) 20amp 120v circuit with electrical connection to 5 gallon water heater
- e. (4) single pole switches
- f. (5) 2x4 T8 prismatic light fixtures
- g. (2) 120v electrical connection to exhaust fan
- h. (10) convenience receptacles
- i. (3) exit/EBU
- j. (3) data stub ups
- k. (1) 2" data stub out of building (5 feet)
- l. (1) 20amp 220v circuit to minisplit

