

# Town of Windsor

## Memorandum

November 8, 2016

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

On October 14<sup>th</sup> we met with Moseley Architects to review several floor plan options for the new municipal building as well as several site layouts. There was a general consensus around option 2.1 for the site layout, a copy is attached.

There was some discussion about the best option for floor plans. Generally, the consensus was that option C, with some minor modifications, was the most practical, but that there was still some desire to explore possible 2 story options. Staff identified which functions could be moved to the 2<sup>nd</sup> floor to create the best functionality, and Moseley has modified the 2 story option accordingly. It was also determined that the cost difference between the 1 and 2 story options would be helpful to have.

As such, Moseley is working on cost estimates for both layout C, and a modified 2 story option. Attached you will find the original floor plan C and a modified 2 story option with the associated costs. As you can see, the budget estimate for floor plan C is \$3,658,313 and the estimate for the 2 story option is \$4,303,901.

I am requesting that Council either discuss this matter tonight, or set a work session for later this week to discuss this matter and provide a direction on which option to pursue.



- DEPARTMENT LEGEND
- CLERK/TREASURER
  - PLANNING AND ZONING
  - SUPPORT
  - TOWN MANAGER

PROJECT NO. 123456  
8/31/2016 3:38:21 PM

**MOSELEY ARCHITECTS**

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EXHIBIT - OPTION C

NEW WINDSOR TOWN HALL  
SHIRLEY DRIVE, WINDSOR, VA 23487

# MOSELEYARCHITECTS

## TOWN OF WINDSOR NEW TOWN HALL BUDGET ESTIMATE

November 1, 2016

Since we have no control over the cost of labor and materials, current market conditions, or competitive bidding, we cannot guarantee the accuracy of this preliminary estimate of probable construction cost.

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<b>CONSTRUCTION COSTS</b>			
One Story Town Hall Building*	7,875 SF @	\$225	\$1,771,875
Site work	4 AC @	\$250,000	\$1,000,000
<b>Construction Cost Subtotal</b>			<b>\$2,771,875</b>
<b>OTHER COSTS</b>			
Furniture/Equipment Allowance			\$200,000
Architectural/Engineering Services			\$263,000
Testing and Inspections			\$28,000
Data/Telephone Allowance			\$35,438
Moving Expenses Allowance			\$20,000
Geotechnical Study		Included in A/E	
Boundary and Topographic Survey		Included in A/E	
Property Acquisition Allowance		Not included	
Permitting and Utility Connection Fees		Not included	
Legal Expenses		Not included	
Financing Expenses		Not included	
<b>Other Costs Subtotal</b>			<b>\$546,438</b>
<b>Project Cost Subtotal</b>			<b>\$3,318,313</b>
Recommended Project Budget Contingency (10%)			\$340,000
<b>TOTAL</b>			<b>\$3,658,313</b>

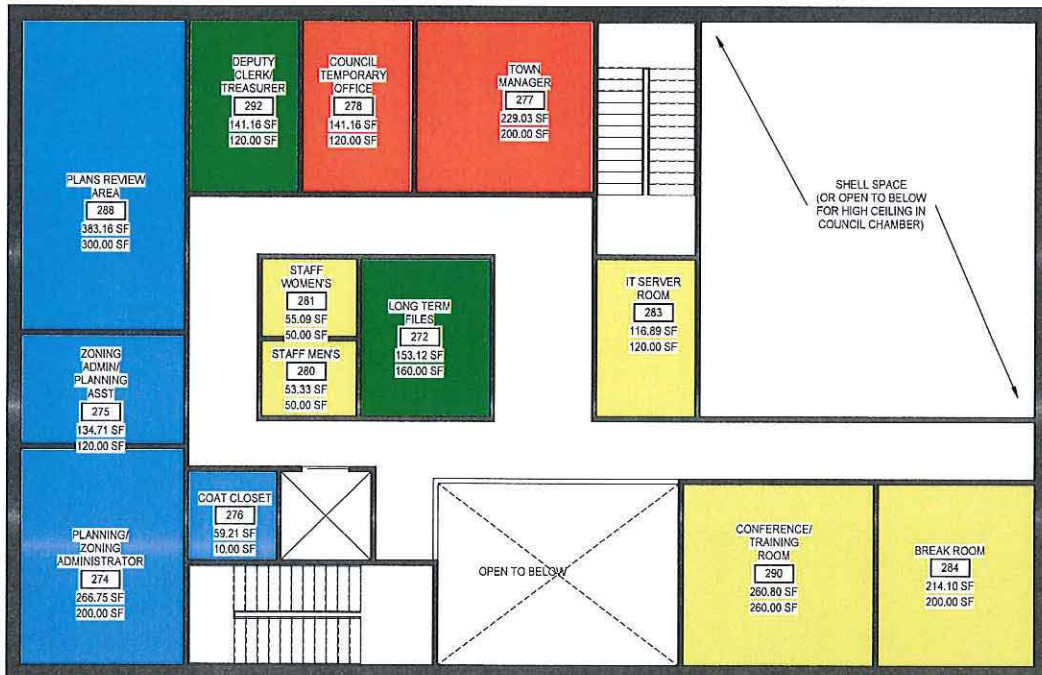
\*This represents the building as currently designed. The square footage is based on the approved program dated 8/26/2016 using the projected 2040 space needs.

2025 COUNCIL CHAMBERS, SHIRLEY DRIVE, WINDSOR, VA 23081  
 MOSELEY ARCHITECTS, P.C.  
 MOSELEYARCHITECTS.COM

**MOSELEY ARCHITECTS**

**EXHIBIT - OPTION D**

**NEW WINDSOR TOWN HALL  
 SHIRLEY DRIVE, WINDSOR, VA 23487**



# MOSELEYARCHITECTS

## TOWN OF WINDSOR NEW TOWN HALL BUDGET ESTIMATE

November 1, 2016

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### CONSTRUCTION COSTS

First Floor	5,428 SF @	\$225	\$1,221,300
Second Floor Shell*	1,335 SF @	\$145	\$193,575
Second Floor Finished Space	3,973 SF @	\$200	\$794,600
Stairway**	2 EA @	\$36,500	\$73,000
Elevator	1 EA @	\$82,000	\$82,000
Site work	4 AC @	\$250,000	\$1,000,000
<b>Construction Cost Subtotal</b>			<b>\$3,364,475</b>

### OTHER COSTS

Furniture/Equipment Allowance	\$140,000
Architectural/Engineering Services	\$320,000
Testing and Inspections	\$35,000
Data/Telephone Allowance	\$24,426
Moving Expenses Allowance	\$20,000
Geotechnical Study	Included in A/E
Boundary and Topographic Survey	Included in A/E
Property Acquisition Allowance	Not included
Permitting and Utility Connection Fees	Not included
Legal Expenses	Not included
Financing Expenses	Not included
<b>Other Costs Subtotal</b>	<b>\$539,426</b>

**Project Cost Subtotal** **\$3,903,901**

Recommended Project Budget Contingency (10%) \$400,000

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**TOTAL** **\$4,303,901**

\*Second floor shell space is understood to be unfinished with no electrical distribution, HVAC ductwork or distribution, or plumbing fixtures. The plumbing would be roughed in for future fixtures and the space would have enough heating and cooling to meet minimum code standards until the space is fully utilized. The space will house the IT server room and the Treasurer's long-term file storage.

\*\*A second stairway has been added because the occupant load will be greater than 30 people.