

Town of Windsor

Memorandum

September 13, 2016

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Windsor Town Center Architectural Services

Council asked that I speak with Moseley Architects regarding the Windsor Town Center project. On August 24th, Brian Camden and I met with Mr. Jeffrey Hyder from Moseley Architects at the Windsor Town Center. We did a walk-through of the building and I spoke with him about the discussions that Council has had about the future of the building.

Mr. Hyder has provided me with a proposal to have Moseley assist the town with a planning study to help identify options for conversion of the facility. This process would include meeting with Town representatives as well as other stakeholders that we identify to determine the best future use of the facility. Once a decision has been made as to the future use of the building, Moseley will help us prepare the plans moving forward both structurally and architecturally. We discussed the fact that the renovations/construction would likely be in a multi-phased approach.

I have attached a copy of their proposal. Their proposed fee for these services is a flat \$20,000. Mr. Camden will be present to help answer any questions regarding the proposal.

This is for Council's discussion and direction.



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Amendment to the Professional Services Agreement

Amendment Number: 001

TO: Michael Stallings, Town Manager
Town of Windsor
P. O. Box 307
8 East Windsor Boulevard
Windsor, Virginia 23487
Telephone Number: (757)242-4288
(Owner or Owner's Representative)

In accordance with the Agreement dated: The Thirteenth day of July in the year Two Thousand Sixteen

BETWEEN the Owner:

(Name and address)

Town of Windsor
Post Office Box 307
8 East Windsor Boulevard
Windsor, Virginia 23487
Telephone Number: (757)242-4288

and the Architect:

(Name and address)

Moseley Architects P.C.
3200 Norfolk Street
Richmond, Virginia 23230
Telephone Number: (804)794-7555

for the Project:

(Name and address)

Town of Windsor Space Needs Assessment, Master Plan, and Design Services Town Hall
Town of Windsor, Virginia

Authorization is requested

to proceed with Additional Services.

to incur additional Reimbursable Expenses.

As follows:

Additional Services required for a Planning Study to explore options to convert the existing older middle school gymnasium facility (approx 14,600 sf) into a Community Center, and a Facility Assessment and Engineering Analysis to explore how to integrate services into the facility to accommodate the function and components outlined in the Planning Study. This includes the elevation of expansion and replacement of mechanical systems and the electrical systems within the facility. Future Full Service Design and Construction Administration services shall be executed later under a separate amendment at the discretion of the Owner.

Architect 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. Our scope of services shall consist of the following services as detailed below:

.1 Planning Study with Options for Conversion

- a) Project Organization - meet with the Town representatives to establish communication procedures; decision makers; project schedule; and conduct an open visioning discussion with Owner representatives on

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User Notes:

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what potential community functions could be accommodated in the Community Center. The Owner shall provide Architect with information relevant to any specific space needs, strategic plans; departmental staffing history; and growth trends as it relates to the potential Community Center. Architect will submit information from the meeting in a memorandum of conference for review and comment by the Owner to document our understanding.

b) Architect shall conduct a workshop with the Owner to review potential diagram options that explore different opportunities for further exploration. Architect anticipates that this meeting would be a 2-3 hour workshop in a conference room provided by the Owner to explore 3 to 4 different layouts and options with inspirational benchmark images to get feedback on the desired direction for the planning study. Submit information from the meeting in a memorandum for review and comment by the Owner .

c) After receipt of comments on the meeting memorandum, Architect will develop a detailed architectural space program and sketches to further document a desired layout and configuration of the Community Center, meet with the Owner for review of space program progress and recommendations (telephone conference), and finalize space program with sketches including an executive summary and submit to Owner

d) Architect shall present the final study configuration to Town representatives for approval to progress into the Facility Assessment and Engineering Analysis.

.2 Facility Assessment and Engineering Analysis

a) Following approval of the initial space planning study, the engineering team will conduct a complete facility assessment to determine the engineering scope of work associated with the renovation conversion. This will include review of the existing mechanical, plumbing, and electrical systems to outline the scope of work required to convert the building to the desired use outlined in the space planning study

b) The design team will present its initial findings of potential scope to Owner representatives to verify the direction of the renovation conversion.

c) The architectural team will provide a narrative of desired finishes and general architectural scope in the same meeting to allow the team to reach out and get a budget estimate of probable project cost.

d) This information along with the space planning study will be provided to Alpha Corporation to develop a budget estimate of project cost.

.3 Architect will provide the town with a final report in narrative and graphic format consisting of the following:

- a) Executive summary
- b) Space program and equipment program
- c) Budget estimates of probable total project cost.

The following adjustments shall be made to compensation and time.

(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)


Compensation:

Compensation for these services shall be a lump sum of Twenty Thousand and 00/100 Dollars (\$20,000.00) including all expenses for travel, communication, and reproduction (for the Architect's use) incurred by the Architect in providing those services. The cost of services is based on a 2016 Notice to Proceed and may change due to escalation in future years, but, like the confirmation on the scope of work, will be negotiated with the Owner when the Town is ready to proceed.

Time:

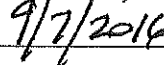
No time shall be added to Project Schedule for these services.

SUBMITTED BY:



(Signature)
Anthony J. Bell III, AIA, Vice President
Moseley Architects P.C.

(Printed name and title)


(Date)

AGREED TO:

(Signature)
Michael Stallings, Town Manager
Town of Windsor

(Printed name and title)

(Date)