

Town of Windsor

Memorandum

February 27, 2024

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders IV, Town Manager WGS

SUBJECT: New Municipal Building Discussion

Background

In the 2016-17 timeframe, the Town Council solicited the services of an architectural firm to initiate design work on a new municipal building.

Specifics

The architects worked up several design options with cost estimates in 2016-2017. Due to several capital projects being considered at that time, to include the Town Center, the new public works building, and a sidewalk project, the municipal building project was tabled.

In conversations with the architect since the January 23, 2024, work session, he states that Moseley Architects would be glad to enter into an addendum to the original agreement to pick up where the previous Council left off. Given the tentative nature of the restart of this project, the architect recommended creating two new amendments to the agreement; the first to finish schematic design and update cost estimates, and the second for design development through construction administration. The architect also provided the latest work that was created following the vote by council on the final options.

Find enclosed documents and exhibits prior to the cessation of activity in 2017.

Recommended Action

For your information

Enclosures

- Design meeting minutes (Conference 04 & 05)
- Latest site plan exhibits
- Latest floor plan exhibits
- Latest exterior renderings
- Amendment of Agreement (2016)

MOSELEY ARCHITECTS

March 6, 2017

MEMORANDUM OF CONFERENCE 04

PROJECT New Town Hall
Town of Windsor, VA

ARCHITECT'S PROJECT NO. 560750

DATE AND LOCATION Monday, February 13, 2017, @ 1:30pm
Windsor Town Center, Council Chambers

PRESENT

For Town of Windsor
The Honorable Mayor Carita (Rita) Richardson
The Honorable Patty Flemming
The Honorable Greg Willis
The Honorable Tony Ambrose
The Honorable Durwood Scott
The Honorable Macon Edwards
The Honorable Walter Bernacki
* Mr. Michael Stallings

For Moseley Architects
* Mr. Adam Bricker

DISCUSSIONS AND DECISIONS.

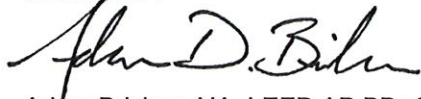
The purpose of the meeting was to review the enclosed Schematic Design options for the New Town Hall for the Town of Windsor and to decide which option or combination of options is preferred.

1. Moseley Architects presented the four attached Schematic Design Options C1, C2, C3, and C4.
2. Mayor Richardson and Patty Flemming prefer to have the Town Hall entrance facing 460 in accordance with Site Option 2.2A.
3. Macon Edwards, Tony Ambrose, and Greg Willis prefer to have the Town Hall facing Shirley Drive in accordance with Site Option 2.3
4. Council voted to proceed with Site Option 2.3.
5. Mayor Richardson and Patty Flemming prefer Schematic Design Option C2.
6. Tony Ambrose and Greg Willis expressed concerns that this design option appears too ostentatious and may create difficulty in getting the Town's approval.
7. Council voted to proceed with Schematic Design Option C3 with the following changes.
 - 7.1. Revise the front entrance to include the front porch and window design, including the round window above the entrance, from Option C1.
 - 7.1.1. Revise the roof on the front porch to be a pitched hipped roof similar to the porch on Option C4.

- 7.2. Indicate brick veneer in the gable above the front entrance as shown in Option C1.
- 7.3. If possible, indicate a round window in the gable above the dais.
- 7.4. Revise the two small rectangular windows on each side of the entrance to be arched windows like the other windows in Option C3.
- 7.5. Lower the building to the ground to avoid the need for stairs and a ramp.
- 7.6. Consider the rate of return between a standing seam metal roof and an asphalt shingle roof for Town Council to better assess the advantages and cost difference between the two systems.
8. Indicate the location of the generator on the site plan.
 - 8.1. It should be screened from public view.
9. Consider if smoke control would offer any advantages to the long term use of the building.
10. Moseley Architects will proceed with Option C3 with the revisions indicated above and develop two options that are very similar in nature but with slightly varying details and materials to be reviewed at the next meeting.

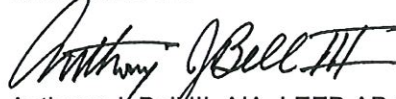
The above information is the writer's recollection of the discussions and decisions at the meeting. Should there be any additions or corrections, please notify the writer within two weeks of distribution for correction.

NOTES BY:



Adam Bricker, AIA, LEED AP BD+C
Architect

REVIEWED BY:



Anthony J. Bell III, AIA, LEED AP BD+C
Vice President

DISTRIBUTION: As indicated by (*) above, also:
Mr. Tony Bell, Moseley Architects
Mr. Josh Bennett, Moseley Architects
Mr. Jason Forsyth, Moseley Architects
Mr. Brian Wells, Moseley Architects
Mr. Tyler Whately, Moseley Architects
Mr. Jamie Weist, Kimley-Horn



OPTION C.2 - PROGRAMMING SCHEDULE	
NAME	AREA
TREASURER	194.26 SF
DEPUTY CLERK/ TREASURER	144.98 SF
CLERK	138.41 SF
FLEX WORKSTATION	66.69 SF
RECEPTIONIST	66.69 SF
PUBLIC COUNTER	35.38 SF
ACTIVE FILES	88.57 SF
LONG TERM FILES	150.96 SF
PLANNING/ ZONING ADMINISTRATOR	204.42 SF
ZONING ADMIN/ PLANNING ASST	132.67 SF
PLANS REVIEW AREA	209.12 SF
CLOSET	53.62 SF
TOWN MANAGER	279.06 SF
COUNCIL TEMPORARY OFFICE	118.90 SF
COUNCIL CHAMBERS	1055.73 SF
WORKSESSION CONFERENCE ROOM	425.88 SF
VISITOR WAITING	775.69 SF
CLOSET	27.75 SF
STAFF MEN'S	61.98 SF
STAFF WOMEN'S	62.15 SF
PUBLIC MEN'S	161.25 SF
PUBLIC WOMEN'S	163.20 SF
CONFERENCE/ TRAINING ROOM	198.44 SF
WORK/ PRINT ROOM	125.06 SF
IT SERVER/AV ROOM	135.20 SF
BREAK ROOM	198.89 SF
JAN CLOSET	44.04 SF
RECEPTIONIST	66.69 SF
MECHANICAL	301.92 SF
PUBLIC WORKSTATION	42.56 SF
CLOSET	21.24 SF
TOTAL	5751.44 SF

OPTION C.2 CIRCULATION - PROGRAMMING...	
NAME	AREA
CIRCULATION	1263.16 SF
TOTAL	1263.16 SF

PROJECT NO: 123456
12/15/2016 11:17:29 AM



PROJECT NO: 123456

2/10/2017 3:01:38 PM

MOSELEYARCHITECTS

OPTION C1

NEW WINDSOR TOWN HALL
SHIRLEY DRIVE, WINDSOR, VA 23487

3302 NORFOLK STREET, NORFOLK, VIRGINIA 23502
PHONE (809) 754-7938 FAX (809) 355-5692
MOSELEYARCHITECTS.COM



PROJECT NO: 123456

2/10/2017 3:01:38 PM

MOSELEYARCHITECTS

OPTION C2

NEW WINDSOR TOWN HALL
SHIRLEY DRIVE, WINDSOR, VA 23487

3333 NORTON STREET, DOWNSIDE, VIRGINIA 22023
PHONE (803) 774-2558 FAX (803) 355-5692
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PROJECT NO: 123456

2/10/2017 3:01:39 PM

MOSELEYARCHITECTS

OPTION C2.1

NEW WINDSOR TOWN HALL
SHIRLEY DRIVE, WINDSOR, VA 23487

3200 NORFOLK STREET, ROANOKE, VIRGINIA 24013
PHONE (803) 774-9355 FAX (803) 355-5692
MOSELEYARCHITECTS.COM



PROJECT NO. 123456

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1200 NORFOLK STREET, NORFOLK, VIRGINIA 23513
PHONE (804) 747-5555 FAX (804) 355-5692
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OPTION C3

NEW WINDSOR TOWN HALL
SHIRLEY DRIVE, WINDSOR, VA 23487



PROJECT NO. 123456

2/10/2017 3:01:39 PM

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3202 VANDERKAM STREET, FARMHOTO, VIRGINIA 22932
PHONE (803) 714-7335 FAX (803) 355-9492
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OPTION C4

NEW WINDSOR TOWN HALL
SHIRLEY DRIVE, WINDSOR, VA 23487

MOSELEY ARCHITECTS

February 13, 2017

SCHEMATIC DESIGN MEETING AGENDA

for

Town of Windsor, New Town Hall
560750

1. Introductions
2. Review Floor Plan (Revised plan option C)
3. Review Schematic Design Options
4. Master Plan Site Options
 - a. 2.2A Building Facing 460
 - b. 2.3 Building Facing Shirley Drive
5. Mechanical/Electrical Plumbing Systems
6. Review next steps.

MOSELEY ARCHITECTS

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.

CONSTRUCTION COSTS

One Story Town Hall Building*	7,875 SF @	\$225	\$1,771,875
Site work	4 AC @	\$250,000	\$1,000,000
Construction Cost Subtotal			\$2,771,875

OTHER COSTS

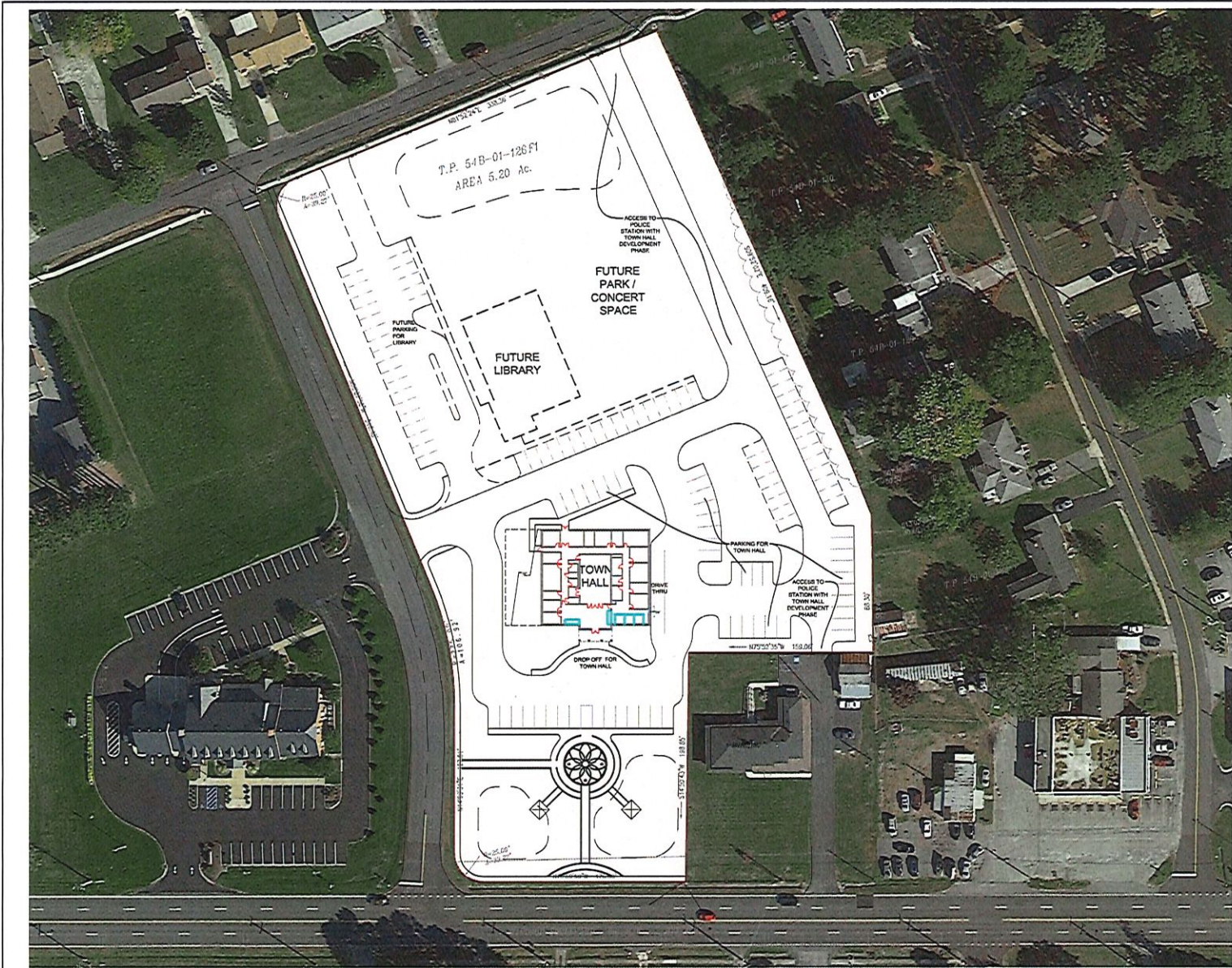
Furniture/Equipment Allowance	\$200,000
Architectural/Engineering Services	\$263,000
Testing and Inspections	\$28,000
Data/Telephone Allowance	\$35,438
Moving Expenses Allowance	\$20,000
Geotechnical Study	Included in A/E
Boundary and Topographic Survey	Included in A/E
Property Acquisition Allowance	Not included
Permitting and Utility Connection Fees	Not included
Legal Expenses	Not included
Financing Expenses	Not included
Other Costs Subtotal	\$546,438

Project Cost Subtotal **\$3,318,313**

Recommended Project Budget Contingency (10%) **\$340,000**

TOTAL **\$3,658,313**

*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.



A Town Hall for Windsor, Virginia

SITE DATA

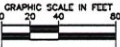
PARCEL AREA:	6.2 AC± (TOTAL)
TOWN HALL BLDG:	7,375 S.F.±
TOTAL PARKING PROVIDED:	90 SPACES
PROPOSED LIBRARY / COMMUNITY BUILDING:	7,400 S.F.±
TOTAL PARKING PROVIDED:	65 SPACES

PRELIMINARY SITE PLAN:

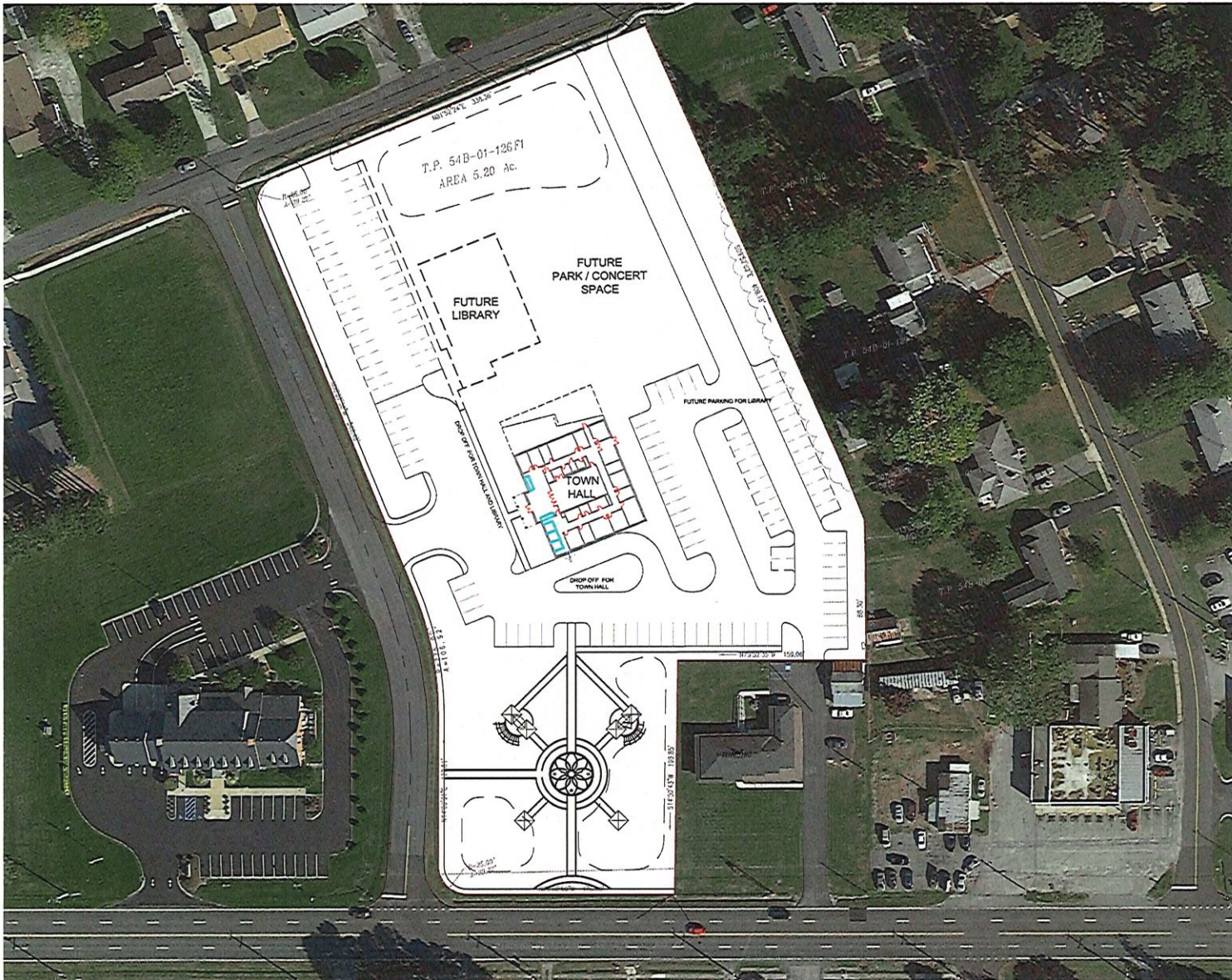
- THIS SITE PLAN, BEING PRELIMINARY IN NATURE DOES NOT GUARANTEE THAT ALL REQUIREMENTS FOR ZONING ISSUES, MOISTURE DRAINAGE, GRADING, UTILITY EASEMENTS, AND THE LIKE ARE PROPERLY ADDRESSED AT THIS TIME. THE ABOVE REQUIREMENTS CAN AFFECT THE LAYOUT OF THIS SITE.
- PARKING FIELDS AND RATIOS ARE PRELIMINARY.
- ALL REQUIREMENTS ASSIGNED WITH THIS LAYOUT ARE TENTATIVE AND SUBJECT TO CHANGE AS MAY BE DIRECTED BY THE ARCHITECT, LANDLORD, OR ANY OF THE GOVERNMENTAL AGENCIES. RHA HAS DONE THE BEST WE CAN GIVEN THE PRELIMINARY NATURE OF THIS WORK. ONLY AFTER HAVING A THOROUGH ALTA AND TOPOGRAPHIC SURVEY AND GOING THROUGH THE REGISITRE REVIEW PROCESSES CAN MORE ASSURANCE BE GIVEN THESE PLANS AS RELATED TO MOVING FORWARD.

Concept Plan 2.2A

DATE: 11.01.2016



Kimley»Horn
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 4500 MAIN STREET, SUITE 200, VIRGINIA BEACH, VA 23462
 PHONE: 757-213-8600 FAX: 757-213-8601
 WWW.KHLET-HORN.COM



Concept Plan 2.3

DATE: 10.30.2016

A Town Hall for Windsor, Virginia

SITE DATA

PARCEL AREA:	5.2 AC. (TOTAL)
TOWN HALL BLDG:	7,375 S.F. ±
TOTAL PARKING PROVIDED:	50 SPACES
PROPOSED LIBRARY / COMMUNITY BUILDING:	7,400 S.F. ±
TOTAL PARKING PROVIDED:	71 SPACES

PRELIMINARY SITE PLAN:

- THIS SITE PLAN, BEING PRELIMINARY IN NATURE DOES NOT GUARANTEE THAT ALL REQUIREMENTS FOR ZONING ISSUES, NOR STORM DRAINAGE, GRADING, UTILITY EASEMENTS, AND THE LIKE ARE PROPERLY ADDRESSED AT THIS TIME. THE ABOVE REQUIREMENTS CAN AFFECT THE LAYOUT OF THIS SITE.
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Kimley»Horn

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4500 MAIN STREET, SUITE 300, VIRGINIA BEACH, VA 23462
PHONE: 757-213-8600 FAX: 757-213-8601
WWW.KIMLEY-HORN.COM

MOSELEY ARCHITECTS

March 17, 2017

MEMORANDUM OF CONFERENCE 05

PROJECT New Town Hall
Town of Windsor, Virginia

ARCHITECT'S PROJECT NO. 560750

DATE AND LOCATION Wednesday, March 15, 2017, @ 2:00pm
Windsor Town Center, Council Chambers

PRESENT

For Town of Windsor
The Honorable Mayor Carita (Rita) Richardson
The Honorable Patty Flemming
The Honorable Tony Ambrose
The Honorable Durwood Scott
The Honorable Macon Edwards
The Honorable Walter Bernacki
* Mr. Michael Stallings

For Alpha Corporation
* Mr. Brian Camden

For Moseley Architects
* Mr. Adam Bricker
* Ms. Lauren Young (Kimley-Horn)

DISCUSSIONS AND DECISIONS.

The purpose of the meeting was to review the enclosed refined Schematic Design options and Basis of Design Narrative (BODN) for the New Town Hall for the Town of Windsor, decide which option is preferred, and to review the criteria set forth in the BODN.


1. Kimley-Horn presented the revised site plan 2.3 attached to this MOC.
 - 1.1. Indicate proposed landscaping on site plan.
 - 1.2. Indicate color and/or material textures to suggest different surfaces and landscaping.
 - 1.3. Utilize existing site swales to the extent possible to minimize the size of new stormwater management features.
 - 1.4. Indicate the existing digital sign at Town Hall relocated to the corner of Route 460 and Shirley Drive.
 - 1.4.1. The sign should be oriented perpendicular to Route 460.
 - 1.5. Complete soil boring study prior to completion of Schematic Design.
 - 1.6. Utilize a 50' long fire truck as the basis for turning radii on site.

- 1.7. A dumpster enclosure is not required.
 - 1.7.1. The building will utilize wheeled trash cans.
2. Moseley Architects presented the two attached Schematic Design Options C3.1 and C3.2.
 - 2.1. Indicate stamped and stained concrete under the building canopies at the main building entrance and staff entrance.
 - 2.2. Indicate a secure pass-through at the drive up window for after hours bill drop off.
 - 2.3. Only one Schematic Design scheme is required.
 - 2.4. Option C3.2 is the preferred option.
 - 2.4.1. Delete the cast stone watertable below the windows. Substitute with brick matching the building.
 - 2.4.2. Indicate the standing seam metal roof in a darker shade of gray.
 - 2.4.3. Michael Stallings will send Moseley Architects the preferred brick, mortar, and joint type which has been used recently on another project.
 - 2.4.4. Aesthetic features of this design option that are preferred include:
 - 2.4.4.1. Corner brick quoins
 - 2.4.4.2. Precast/cast stone window arches
 - 2.4.4.3. Standing seam metal roofing
 - 2.4.4.4. Site entrance in same architectural character as main building entrance
 - 2.4.4.5. Arched windows
3. Moseley Architects reviewed the Basis of Design Narrative (BODN).
 - 3.1. Consider propane in lieu of diesel for the generator.
 - 3.1.1. Consider if a propane generator is used whether the building heating and hot water should also use propane.
 - 3.2. Indicate a clean agent fire suppression system in the IT Server/AV, space 418.
 - 3.3. All data cable and terminations are to be provided under the construction contract.
 - 3.4. The building should utilize a card reader system as described in the BODN.
4. Michael Stallings will present the attached Schematic Design renderings for Options C3.1 and C3.2 to Farmers Bank. These are sufficient for the level of approval necessary.
5. The next step is to conduct a public meeting to present the design to the town with the revisions indicated above.
 - 5.1. Moseley Architects will provide revised renderings and panoramic imagery of the building exterior.
 - 5.2. Moseley Architects will give a brief description of the exterior building design at the town meeting.

March 17, 2017

The above information is the writer's recollection of the discussions and decisions at the meeting. Should there be any additions or corrections, please notify the writer within two weeks of distribution for correction.

NOTES BY:



Adam Bricker, AIA, LEED AP BD+C
Architect

REVIEWED BY:



Anthony J. Bell III, AIA, LEED AP BD+C
Vice President

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Mr. Jason Forsyth, Moseley Architects
Mr. Brian Wells, Moseley Architects
Mr. Tyler Whately, Moseley Architects
Mr. Jeff O'Beirne, Moseley Architects
Ms. Katelyn Garay, Moseley Architects
Mr. Jamie Weist, Kimley-Horn



PROJECT NO. 123456

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MOSELEYARCHITECTS

3300 NORFOLK STREET, RICHMOND, VIRGINIA 23232
PHONE (804) 774-7333 FAX (804) 355-9490
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OPTION C3.1

NEW WINDSOR TOWN HALL
SHIRLEY DRIVE, WINDSOR, VA 23487



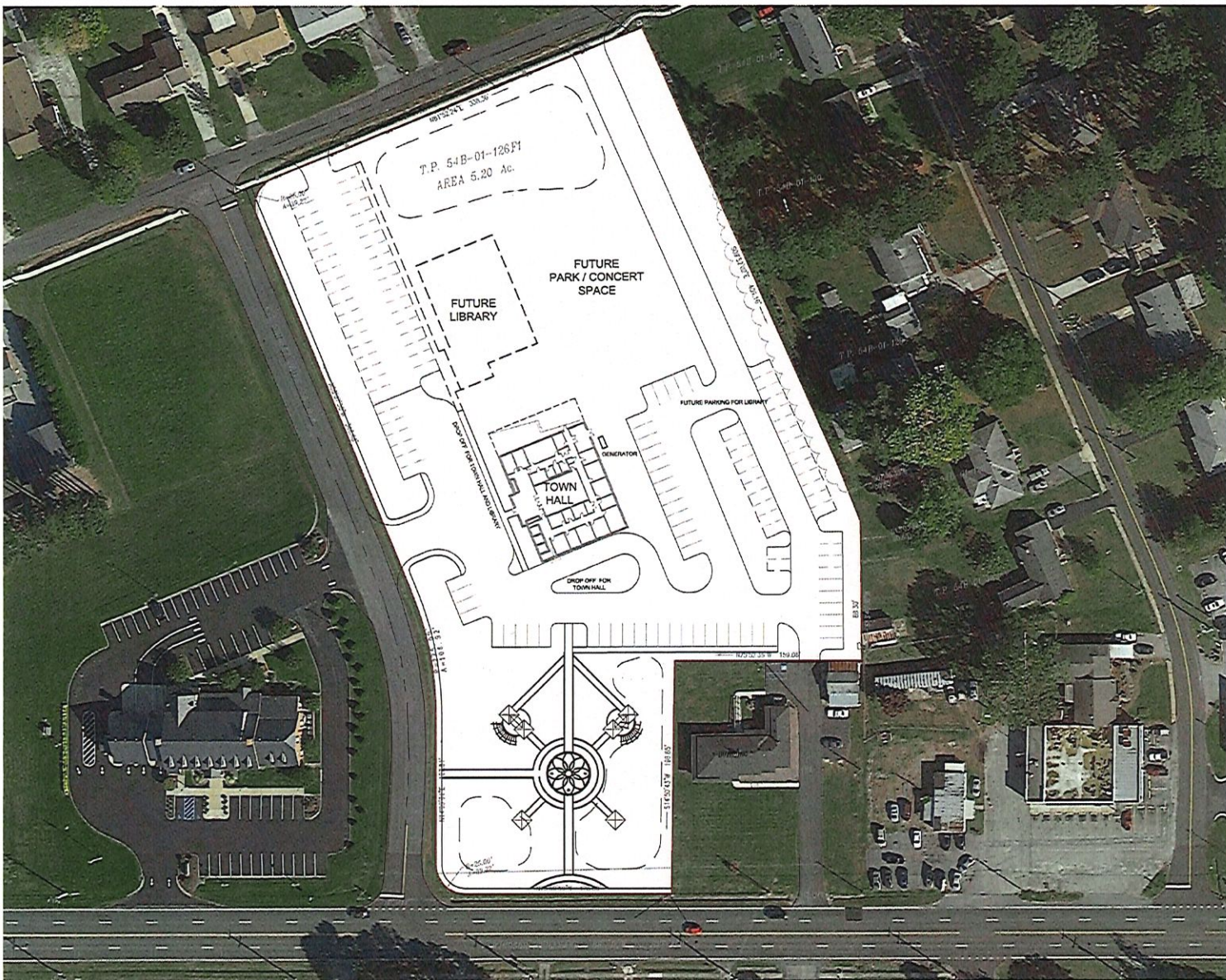
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MOSELEYARCHITECTS

3300 NORFOLK STREET, FARMACIA, VIRGINIA 23032
PHONE (804) 714-7555 FAX (804) 355-9400
MOSELEYARCHITECTS.COM

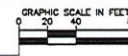
OPTION C3.2

NEW WINDSOR TOWN HALL
SHIRLEY DRIVE, WINDSOR, VA 23487



Concept Plan 2.3

DATE: 03.14.2017



A Town Hall for Windsor, Virginia

SITE DATA

PARCEL AREA: 5.2 AC.± (TOTAL)
TOWN HALL BLDG.: 7,834 S.F.±
TOTAL PARKING PROVIDED: 50 SPACES

PROPOSED LIBRARY / COMMUNITY BUILDING: 7,100 S.F.±
TOTAL PARKING PROVIDED: 74 SPACES

PRELIMINARY SITE PLAN:

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Kimley»Horn

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4500 MAIN STREET, SUITE 200, VIRGINIA BEACH, VA, 23462
PHONE: 757-213-8600 FAX: 757-213-8601
WWW.KIMLEY-HORN.COM

SCHEMATIC DESIGN NARRATIVE



WINDSOR TOWN HALL

Windsor, Virginia

MOSELEYARCHITECTS

ARCHITECT/ENGINEER

RICHMOND, VIRGINIA

Kimley»Horn

CIVIL ENGINEER

NEWPORT NEWS, VIRGINIA

March 15, 2017

Windsor Town Hall - Schematic Design Narrative

March 15, 2017

SITE NARRATIVE

Site Information

The Windsor Town Hall project is located along E. Windsor Boulevard in Windsor, Virginia. The site is bordered by Holland Drive to the north, Shirley Drive to the west, E. Windsor to the south and residential to the east. The site is zoned Public and is 5.2 acres in size. The proposed building is approximately 7,900 SF and will be one story in height.

Setbacks

The front yard has a setback of 40 feet and the side yard has a setback of 15 feet.

Circulation and Site Access

The primary 2 – way entrance is located off Shirley Drive to the west of the site. There is an additional 2 - way entrance located on the Northwestern corner of the site, connected to Holland Drive. Additional, access has been provided to the Windsor Police station through the parking lot. Autoturn software will be run to confirm that the site layout can accommodate the maneuvers of the design vehicle for this development, a fire truck.

The parking lot has been set up to allow for an additional entrance on Holland Drive during the next phases of development.

Parking and Drive Aisles

A total number of 50 parking spaces has been indicated for this phase of development. Adequate handicap parking will be provided. This exceeds the 30 spaces required by the County based zoning ordinance of 1 space per 250 net square feet of building area. The standard parking space is nine feet by eighteen feet, and the minimum drive aisle is twenty-two feet. Handicap parking spaces have a minimum width of twelve feet. Interior islands will be provided for parking lot landscaping and lighting (if needed based on coverage).

Grading

Currently, the site is relatively flat, with elevations ranging from about 77.5 to 78.8. The site generally drains to swales located on the western and northern edges of the site. Based on stormwater calculations and geotechnical reports, the finished floor elevation will be about 79 to maintain visibility from the adjacent roads.

Stormwater Management

The site is currently drains to the swales surround the perimeter. The proposed development will meet both the State of Virginia and the Isle or Wight County stormwater quantity and quality regulations. It is anticipated that bio retention, micro-bio retention, pervious pavement, vegetated swales, underground detention, structural BMP's and/or a rooftop disconnection can be utilized to adequately mitigate the storm water for the proposed development.

Windsor Town Hall - Schematic Design Narrative

March 15, 2017

Water and Sanitary Sewer Service

According to GIS data public water lines are available in both E Windsor Blvd and Holland Drive to serve to domestic and fire demands of the proposed development. Suction sewer is available along Holland Drive.

ARCHITECTURAL NARRATIVE

The Windsor Town Hall is generally described as a one story building with exterior brick and concrete masonry unit bearing cavity walls and interior steel columns supporting light gauge steel trusses with a combination of low slope membrane roofs and pitched standing seam metal roofs. The building is approximately 7,900 square feet in area. The building will be designed in accordance with the 2012 VUSBC (Virginia Uniform Statewide Building Code). The primary use group is Business (B), and the construction type is IIB, non-combustible construction.

The Town Hall will house the Town Council meeting chambers, the Treasurer, Town Manager, and Planning Department. The public areas of the building include the main building lobby, and when permitted the Council Chambers, Conference Rooms, and Plan Review Room.

The exterior bearing walls will consist of 8" concrete masonry units, an air space with 2" closed cell polyurethane foam insulation, and 3 5/8" face brick with a continuous two piece flashing. Exterior walls will have accents with cast stone masonry used for the watertable, and window arches. The interior face of the exterior walls will be furred with 7/8" galvanized steel furring channels and 5/8" gypsum wall board.

Exterior windows will consist of a thermally broken aluminum windows with 1" insulated, low-e, tempered glazing. Exterior window sills will be cast stone masonry.

Interior windows will consist of 1/4" tempered glazing in aluminum storefront.

The low slope roof system will consist of a white PVC roof membrane over a 5/8" cover board over 5" of polyisocyanurate insulation on 1 1/2" steel roof deck. The pitched roof system will consist of standing seam metal roof on an insulated, vented, nail base, on 1 1/2" steel roof deck.

Interior partitions will primarily consist of 5/8" gypsum wall board on 3 5/8" galvanized steel studs, extending 6" above the highest adjacent ceiling. Interior concrete masonry unit walls will consist of 6" or 8" concrete masonry units with furring.

Exterior doors to storage and mechanical spaces will be painted steel doors in steel frames. All other exterior access doors will be aluminum doors with 1" insulated glazing, set in a thermally broken aluminum frame. Interior doors will be solid core wood doors with 1/4" tempered vision lites, set in painted steel frames. Most exterior and interior doors will be 3'-0" wide by 7'-0" high with the exception of some storage room doors and exterior access doors which will be 8'-0" high.

Appliances including refrigerators, microwaves, and coffee pots will be provided by the owner outside of the construction contract. Equipment including copiers, shredders, and postage machines will be provided by the owner outside of the construction contract.

Windsor Town Hall - Schematic Design Narrative

March 15, 2017

INTERIOR FINISHES NARRATIVE

Interior finishes shall be durable and aesthetically pleasing. All gypsum board walls will be finished with a durable, low VOC paint formulated for regular cleaning. Window stools shall be made of solid surface material for durability. An entry way walk-off mat system shall be incorporated into the flooring at the main building entrance. The building vestibule and circulation areas shall be finished with terrazzo flooring and base, a water based high performance paint finish which has a low VOC and high scrub rating on the walls, and a combination gypsum board / acoustical panel ceiling. Private office and open office area interior finishes shall include carpet with rubber base, painted walls, and lay-in acoustical panel ceiling. The Community Meeting Room finishes shall include carpet, painted walls, and acoustical wall panels. Toilet rooms and wet areas shall include porcelain pavers or ceramic tile floors and walls. Casework in wet areas including all areas with a sink shall have solid surface counters and cabinetry finished with plastic laminate. General casework in other areas shall have a plastic laminate finish on counters and cabinetry.

ELECTRONIC SECURITY NARRATIVE

Door Controls

A card reader system will be utilized to control access to the building and to various areas within the building. Exiting from areas secured by card readers will typically be by automatic request-to-exit devices integral to the door hardware. The card reader system will be capable of providing a record of which cards opened which doors and will permit programming of cards to provide varying levels of access.

In the event of an emergency signal initiated by the fire alarm system, the doors in egress paths will go into "Fail Safe" mode whereby those doors permit ingress and egress freely. Doors to sensitive areas not in egress paths will go into "Fail Secure" mode for egress only and proper credentials including key cards and access codes will be required for access.

Electronics

The security control system will consist of an access control system, a video camera and recording system, and miscellaneous monitoring devices (i.e., glass break detectors, duress/panic devices, etc.). Because the security control system is computer software based and is networked, it can be programmed and reprogrammed to meet the needs of the operational staff.

Intrusion Alarms

A series of glass breakage sensors will be provided around the inside perimeter of the building at each window to detect unlawful entry by means of breaking the glass. The sensors will be monitored by the card access system. All exterior doors, including card reader controlled doors, will be monitored for door position and will alarm in the card access system when that door's programmed operation is altered by being forced open or propped open.

Closed Circuit Television

The Closed Circuit Television (CCTV) system will use digital color cameras and a digital signal so that the video signal from any camera can be routed to any security control monitor and the digital video recorder (DVR). The computer-based video system will be interfaced with the card access system so that triggered events such as a forced door alarm, window breakage, or other unplanned events occurring adjacent to a CCTV camera will cause that video to be recorded. DVR viewing software can be loaded on owner provided computers for password accessible,

Windsor Town Hall - Schematic Design Narrative

March 15, 2017

remote network viewing of live and recorded video. Site cameras will be positioned to monitor the exterior and public areas of the building.

STRUCTURAL NARRATIVE

The proposed Windsor Town Hall, located in Windsor, Virginia shall consist of a single story building founded on shallow foundations consisting of continuous strip footings for walls, and isolated spread footings for columns, as required. Foundations will be at minimum depth and shall be sized for allowable soil bearing pressure, contingent on the final geotechnical report. The building shall have a 4" reinforced concrete slab on grade.

The Town Hall building shall utilize exterior load-bearing masonry walls. Interior support shall be provided by masonry bearing walls and areas of steel framing with steel columns. The roof system shall be 1-1/2" steel deck supported on a combination of sloped open web steel joists and top chord double pitched cold formed steel (CFSF) roof trusses. Lateral forces shall be resisted by reinforced masonry shear walls and steel roof deck diaphragms in both directions.

Design Loads

Design live loads shall be in accordance with the Virginia Uniform Statewide Building Code, 2012 Edition (IBC 2012) Risk Category II.

Dead Load: Actual calculated weight of permanent construction

Minimum Floor Live Loads:

Mechanical and Electrical Rooms - 150 PSF
File and Work Rooms - 125 PSF
Lobbies and Corridors - 100 PSF
Offices - 50 PSF

Roof Load: 20 PSF or Snow Load, whichever is greater

Snow Load: Ground Snow Load, $P_g = 15$ PSF
Flat Roof Snow Load, $P_f = 11.6$ PSF
Sloped Roof Snow Load, $P_s = 11.6$ PSF
Snow Importance Factor, $I_s = 1.1$
Exposure Factor, $C_e = 1.0$
Thermal Factor, $C_t = 1.0$

Wind Load: Basic Wind Speed (3 second gust), $V = 120$ MPH
Exposure = Exposure Category C
Internal Pressure Coefficient, $GC_{pi} = +0.18, -0.18$

Seismic Load: Site Class = D (Assumed, pending geotechnical report)
Seismic Importance Factor, $I_e = 1.25$
Seismic Design Category = B
Spectral Response Acceleration
at short periods, $S_s = 0.107$
Spectral Response Acceleration
at 1-second period, $S_1 = 0.052$
Basic Seismic Force-Resisting Systems:
Bearing Wall System – Intermediate Reinforced Masonry Shear Walls
Steel Systems not Specifically Detailed for Seismic Resistance

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Analysis Procedure: Equivalent Lateral Force Procedure

Applicable Codes and Standards

Virginia Uniform Statewide Building Code (VUSBC), 2012 Edition

Minimum Design Loads for Buildings and Other Structures/ASCE 7-10

American Concrete Institute (ACI) - Building Code Requirements for Structural Concrete and Commentary/318-11

American Concrete Institute (ACI) - Building Code Requirements and Specifications for Masonry Structures/530-11/530.1-11

American Institute of Steel Construction (AISC) – ASD Manual of Steel Construction/13th Edition

American Institute of Steel Construction (AISC) – Specification for Structural Steel Buildings/ AISC 360-10

Steel Joist Institute (SJI) – Standard Specifications, Load Tables and Weight Tables for Steel Joists and Joist Girders/43rd Edition

Steel Deck Institute (SDI) – Design Manual for Composite Decks, Form Decks and Roof Decks No. 31

MECHANICAL NARRATIVE

General Provisions

The mechanical portion of the work will consist of providing heating, cooling, ventilation, and exhaust for the facility.

All mechanical work shall be in accordance with the 2012 Edition of the International Building Code (IBC) as amended by the Virginia Uniform Statewide Building Code (VUSBC).

Mechanical System

The building will be heated and cooled with high efficiency split heat-pumps. The outdoor condensing units will be mounted on the low-slope roof. Indoor units will be mounted vertically in the mechanical room and horizontally above the ceiling. To reduce the number of units, self modulating diffusers (aka thermo-fusers) will be used to provide some additional zone control where required.

Ventilation will be provided by a packaged, dedicated outside air unit, located on the roof, with direct expansion (DX) cooling with hot gas-reheat and energy recovery. There will be an energy recovery wheel allowing more efficient operation to pre-condition incoming outside air. Toilet and storage rooms will be exhausted through the dedicated outside air unit.

A building automation system (BAS) with web based direct digital type controls (DDC) will be provided for the building. The BAS will be used to schedule equipment operation, accomplish temperature set back, and will be furnished with remote monitoring capabilities for offsite monitoring, set point adjustment, and trouble shooting.

Windsor Town Hall - Schematic Design Narrative

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PLUMBING NARRATIVE

Plumbing Fixtures and Equipment

Plumbing fixtures shall be high efficiency commercial grade units and specified to reduce water consumption. Fixtures accessible to the physically handicapped shall be provided where required by the building code. Toilets shall be floor mounted units, toilet room lavatories shall be wall hung units and urinals shall be wall hung units. Counter top sinks will be stainless steel drop-in units. All flushing and hand washing fixtures shall utilize hard-wired sensor operated activation.

Domestic Water Piping System

A reduced pressure zone (RPZ) backflow preventer will be installed in the incoming water service line to prevent potential contamination of the public water supply. A flow test will be conducted to determine available pressures at the site. Once flow test data is available, determination can be made if domestic booster pumps are required. Domestic cold water, hot water, and hot water recirculation piping will be copper.

A single storage-type electric water heater is proposed. Hot water shall be stored at 140°F. The domestic hot water supply will be mixed through a thermostatic mixing valve and set at 110°F. Hot water temperatures shall be maintained throughout the system by a domestic hot water circulation pump.

Sanitary Piping System

The sanitary system shall be designed to discharge by gravity to the site sanitary sewer system. Piping systems shall be service weight cast iron no-hub above floor and hub and spigot below ground.

Storm Water Piping System

The building stormwater system will be designed to discharge by gravity to the site storm water system. Roof drainage will be achieved with gutters to downspouts that will drain onto grade with splash blocks.

FIRE PROTECTION NARRATIVE

The building will not have a fire sprinkler system due to size and building construction not requiring one.

ELECTRICAL NARRATIVE

General Provisions

The electrical portion of the work will consist of providing building power, lighting, communication raceways and boxes, and fire alarm systems for the facility.

All electrical work shall be in compliance with all applicable Federal, State, and local laws and regulations governing standards of design, construction, workmanship and material. Electrical work shall be in compliance with the latest-adopted National Electrical Code (NEC).

Windsor Town Hall - Schematic Design Narrative

March 15, 2017

Electrical Service

The building power will be obtained from a new electrical service. Power will be provided by the Town of Front Royal Electrical Department via a pad-mounted transformer. The power system design will be based upon utilizing a 208Y/120-volt, 3-phase, 4-wire system rated at approximately 600 amperes.

Standby Power Generator Systems

Emergency power in the event of loss of utility power shall be supplied by a new 125 kW, 208 volt diesel driven emergency generator. The proposed unit will be located outdoors with a weatherproof enclosure and 48-hour base mounted diesel fuel tank.

The generator will carry all building loads including the "Life Safety" NEC 700 lighting loads, and "Optional Standby" NEC 702 loads.

If a flow test determines that a fire pump is required for the facility, it will require standby power provided directly from the generator to the fire pump controller (not through the transfer switches listed above).

UPS System

An uninterruptible power supply (UPS) system shall be provided for security electronics systems. The UPS will be furnished by the Security Controls System Contractor.

For loads other than the security system, including telephone and computer network equipment, the owner will provide UPS units as needed.

Electrical Sitework

The site electrical work shall consist of trenching and backfilling required for underground wiring. The underground wiring will run from the connection point designated by the utility company to the new transformer located in the equipment yard. The underground conduit system shall consist of a ductbank of schedule 40 polyvinyl chloride (PVC) conduits embedded in concrete. The pad mounted transformer will be mounted on a concrete pad constructed in the equipment yard. The contractor will construct the concrete pad, purchase the transformer, and will purchase an additional transformer to be stored by the Town of Front Royal Electrical Department to keep on hand in case the building transformer fails and needs to be replaced.

Lighting

The lighting design will be in accordance with recommendations of the Illuminating Engineering Society of North America and the National Electrical Code.

Lighting will be LED type fixtures.

Local switches for the control of lighting shall be provided to serve individual spaces. Certain areas, such as conference rooms and offices, will be provided with dual technology occupancy sensors and multi-level switching to turn off the lighting in the spaces when they are unoccupied.

Types and grades of fixtures for specific areas will be as follows:

- A. Offices: Recessed indirect LED fixtures. Lighting levels will be in the range of 50 FC. Dual level switching with occupancy sensors will be used to in offices to provide flexible light

Windsor Town Hall - Schematic Design Narrative

March 15, 2017

- levels for the user. Corridors will have indirect recessed fixtures LED downlights. Indirect recessed fixtures will be utilized for energy efficiency and user comfort.
- B. Instructional Spaces: LED direct/indirect or recessed lighting with levels at or above 55 FC.
 - A. Common areas/Corridors: LED fixtures to achieve 20-30 FC. Fixtures will be downlights. Pendant fixtures will be utilized in corridors with exposed ceilings.
 - B. Kitchen: Recessed lens LED fixtures suitable for wash down. Food preparation areas will be 50-60 FC.
 - C. Conference Rooms: Linear, direct/indirect suspended fixtures via aircraft cable and architectural accent lighting to achieve approximately 50 FC. Downlights will be LED. Lighting controls (other than toggle switches) will be utilized where appropriate.
 - D. Toilets: LED fixtures above mirrors and toilets recessed in ceilings for lighting levels of 20-30 FC.
 - E. Mechanical, Electrical, Storage and other Utility Areas: Wraparound type LED fixtures either surface or pendant mounted. Lighting levels shall be 30 FC.
 - F. Exterior and Site Lighting: Exterior building fixtures will LED wall mounted outdoor fixtures. Site lighting fixture will be the campus standard galaxy head fixtures on steel direct buried pole. All fixtures will meet the requirements for "Dark Skies" compliance. The fixtures will be the cutoff type to prevent spill light and has a cutoff angle about 15 degrees below the horizontal. Site lighting will be controlled by photocells (not timeclocks) via lighting contactors or relays.
 - G. Egress Paths: Lighting levels under emergency power operation will be 1 FC average with a minimum level of 0.1 FC. For normal power operation the minimum illumination at the walking surface will be 1.0 fc. The lighting uniformity (maximum to minimum) shall not exceed 40:1. Exterior lighting to be designed to IESNA G-1-03 "Guideline for Security Lighting for People, Property, and Public Spaces"
 - H. Exit Signs: These fixtures shall be the LED type, single or double face as required.

All emergency lighting shall be powered by the normal and life safety power systems. The life safety system will energize in less than 10 seconds in the event of an outage by the generator.

Devices, Conduits, and Connectors

All devices such as light switches and receptacles shall have a minimum rating of 20 amps. Device covers shall be constructed of stainless steel in office areas and shall be security grade in the booking and hard interview areas where such protection is deemed necessary.

Conduits shall be used for all systems 25-volts and higher. Minimum trade size conduit allowed shall be ¾". All conduits shall be concealed where possible. The classification of conduit usage shall be as follows:

1. Underground/under-floor slab – PVC Schedule 40.
2. Parking/Roadway, Heavy Traffic – PVC Schedule 80.
3. Interior – Electrical Metallic Tubing with steel fittings.

Conduit shall be exposed in mechanical equipment and utility spaces. Elsewhere, it shall be concealed above ceilings, in chases and in furred spaces. Flexible connections to light fixtures, devices, and equipment shall utilize flexible conduit, maximum six feet in length.

Branch circuit wiring for power and light shall generally be type THHN/THWN. All conductors No. 10 AWG and smaller shall be solid copper. All conductors No. 8 AWG and larger shall be stranded copper. All power conductors shall be insulated for 600 volts.

Windsor Town Hall - Schematic Design Narrative

March 15, 2017

Fire Alarm System

The fire alarm system shall be of the intelligent, electrically operated, supervised, and closed circuit type. The fire alarm system shall allow for individually annunciated devices. The system will include fire alarm-programmed dry contacts for security electronics and building automation system monitoring of fire alarm status. All cabling for the fire alarm system shall be in conduit.

An LCD text annunciator panel with full system operability will be provided in the entry lobby as part of the fire alarm system. A graphic annunciator will also be provided if requested by the Building Official. The fire alarm system will have a digital alarm communicator transmitter with dedicated telephone lines to notify an off-site monitoring station. This will require a monthly monitoring contract that will not be included in the construction cost.

Manual pull stations, smoke detectors, thermal detectors, and alarm horns with visual indication shall be located at all required locations in accordance with applicable codes and standards. Devices in suspect-accessible areas shall have protective covers. All system interfaces such as auxiliary control panels and wiring shall be as recommended by the system manufacturer.

Telephone, Data, And Cable Television Systems

Data and telephone outlet locations will be coordinated with the owner. Conduit and box systems with telephone and computer terminal backboards and space allowances for rack equipment will be provided. All cabling and head-end terminations will be included in the construction contract. The owner will provide all servers and communication devices such as telephones.

Cable television outlets will be located to serve televisions in spaces designated by the Owner. Cabling will be installed in the construction contract.

Lightning Protection System

The facility will be provided with a UL-Certified Lightning Protection System designed and installed in accordance with NFPA 780.



OPTION C.2 - PROGRAMMING SCHEDULE	
NAME	AREA
TREASURER	194.26 SF
DEPUTY CLERK/ TREASURER	144.98 SF
CLERK	138.41 SF
FLEX WORKSTATION	66.69 SF
RECEPTIONIST	66.69 SF
PUBLIC COUNTER	35.38 SF
ACTIVE FILES	88.57 SF
LONG TERM FILES	150.96 SF
PLANNING/ ZONING ADMINISTRATOR	204.42 SF
ZONING ADMIN/ PLANNING ASST	132.67 SF
PLANS REVIEW AREA	209.12 SF
CLOSET	53.62 SF
TOWN MANAGER	279.06 SF
COUNCIL TEMPORARY OFFICE	118.90 SF
COUNCIL CHAMBERS	1055.73 SF
WORKSESSION CONFERENCE ROOM	425.88 SF
VISITOR WAITING	775.69 SF
CLOSET	27.75 SF
STAFF MEN'S	61.98 SF
STAFF WOMEN'S	62.15 SF
PUBLIC MEN'S	161.25 SF
PUBLIC WOMEN'S	163.20 SF
CONFERENCE/ TRAINING ROOM	198.44 SF
WORK/ PRINT ROOM	125.06 SF
IT SERVER/AV ROOM	135.20 SF
BREAK ROOM	198.89 SF
JAN CLOSET	44.04 SF
RECEPTIONIST	66.69 SF
MECHANICAL	301.92 SF
PUBLIC WORKSTATION	42.56 SF
CLOSET	21.24 SF
TOTAL	5751.44 SF

OPTION C.2 CIRCULATION - PROGRAMMING...	
NAME	AREA
CIRCULATION	1263.16 SF
TOTAL	1263.16 SF

PROJECT NO. 123456
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DEPARTMENT LEGEND

- CIRCULATION
- CLERK/TREASURER
- PLANNING AND ZONING
- SUPPORT
- TOWN MANAGER



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Amendment to the Professional Services Agreement

Amendment Number: 002

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 to increase the building size. This work consists of additional meetings and option development to date, and additional meetings, renderings, and work required to increase the building size from 5,000 square feet up to 8,000 square feet.

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 Seventy-nine Thousand, Three Hundred Fifty-eight and 00/100 Dollars (\$79,358.00) including all expenses for travel, communication, and reproduction (for the Architect's use) incurred by the Architect in providing those services. Compensation broken down as follows:

Needs assessment/Master Plan/Conceptual Plan	\$ 3,917.00
Schematic Design	\$ 8,778.00
Design Development	\$12,067.00
Construction Documents	\$28,925.00

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User Notes:

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Bidding	\$ 2,205.00
Construction Administration	\$15,746.00
Furniture Design & Procurement	\$ 7,720.00
Total Compensation	\$79,358.00

Compensation for Extended Construction Administration Phase Services as shown in Article 11.3 in the Prime Agreement shall be revised as follows: \$4300 per month (from the contracted Final Completion date to the actual Final Completion date)

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

SUBMITTED BY:	AGREED TO:
	
<i>(Signature)</i>	<i>(Signature)</i>
Anthony J. Bell III, AIA, Vice President Moseley Architects P.C.	Michael Stallings, Town Manager Town of Windsor
<i>(Printed name and title)</i>	<i>(Printed name and title)</i>
12/8/2016	
<i>(Date)</i>	<i>(Date)</i>