

## Town of Windsor

### Memorandum

April 13, 2021

**TO:** The Honorable Mayor and Town Council

**FROM:** William G. Saunders, IV, Town Manager WGS IV

**SUBJECT:** Windsor Town Center Roof Replacement Bids

#### Background

An Invitation for Bids for roof replacement at the Windsor Town Center (WTC) was posted and the apparent low bid for roof replacement came in at \$237,700; the latest total cost projection for the roof and remediation project coming in at \$358,663.

The Mayor and Town Manager of the Town of Windsor were before the Isle of Wight Board of Supervisors at the Board's April 1, 2021 Work Session to present the new project cost information. The Board of Supervisors was thorough in their review of the project, but reiterated their interest in sharing the cost of the project, as well as providing the funds up front.

Further, they effectively conditioned the release of funds for the project with the adoption of the Memorandum of Agreement; which is not irrelevant to the roof project, as it seems that the Board is interested in bringing the cost-sharing of capital expenses/repairs back into the MOU.

Another matter, is that the lease agreement with the School Board requires written approval from the Board prior to any 'material alteration or addition to the facility'; however, it has been confirmed with IOW School Superintendent Dr. James Thornton that the roof replacement does not meet that standard, so written approval is not required.

#### Specifics

The apparent low bid for the roof replacement is \$237,700 from Adelpia Contracting, Inc. of Maryland. It is hoped that a Notice to Proceed can be issued to the lowest responsive and responsible bidder by April 24<sup>th</sup>. It is recommended that Council authorize the Town Manager to enter into a contract with Adelpia Contracting, Inc. and give them a Notice to Proceed as soon as possible, should their bid be proven to be the lowest responsive and responsible bid.

#### Enclosures

Project Cost Projection 2020/04/01

#### Recommendation

Authorize Town Manager to give Notice to Proceed per Specifics above.

## **WINDSOR TOWN CENTER ROOF REPLACEMENT & MOISTURE REMEDIATION**

<b>Investigative, Upfront Costs</b>	<b>\$21,572.60</b>
Roof Assessment - REI Engineers	
Asbestos Testing - REI Engineers	
Project Management - Alpha Corp.	
<b>Roof Design - REI Engineers</b>	<b>\$13,037.20</b>
(includes Construction Inspections, Certification)	
<b>Roof Replacement (Apparent Low Bid)</b>	<b>\$237,700.00</b>
<b>Remediation - First Atlantic Environmental</b>	<b>\$14,186.00</b>
<b>Project Management - Alpha Corporation</b>	<b>\$35,600.00</b>
<b>Duct Cleaning (HVAC supply duct)</b>	<b>\$10,000.00</b>
<b>TOTAL PROPOSED PRICE</b>	<b>\$332,095.80</b>
Contingency - 8%	<b>\$26,567.66</b>
(includes replacing wet material per REI report)	
<b>TOTAL</b>	<b>\$358,663.46</b>
(W/ Contingency)	