

## Town of Windsor

### Memorandum

December 13, 2016

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

As you know, we turned the documents pertaining to the new public works building over to Alpha Corporation for review in preparation for putting the project out to bid.

After review of the documents, Alpha, along with staff, is of the opinion that we would benefit from doing more preparatory work before putting the bid package out. This work will include soil borings in order to develop foundation specifications as well as some minor architectural work to ensure we receive bids that allow us to do an apples to apples comparison.

As such, it is our recommendation that Council hold off until this work has been completed before authorizing us to go out to bid. We anticipate having the bulk of this work completed before the January Council meeting.

This is for Council's information and discussion.