

## Town of Windsor

### Memorandum

December 12, 2017

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

Attached you will find an email from Brian Camden containing a detailed schedule for the Town Center Project.

As you can see, the schedule calls for the project to go out to bid on January 7<sup>th</sup>. We will be holding a public input meeting on Tuesday January 16<sup>th</sup> at 7:00 p.m. This will allow enough time to send out a bid addendum if changes are required after receiving input from the public.

The bids are due in on February 6<sup>th</sup>. We will evaluate those bids and make a presentation to Council at its February meeting.

We will advertise the public information meeting through all of our normal avenues to try and ensure as much public involvement as possible.

## Michael Stallings

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**From:** Brian Camden <brian.camden@alphacorporation.com>  
**Sent:** Thursday, December 07, 2017 10:20 AM  
**To:** Michael Stallings  
**Cc:** Burgess, Jan  
**Subject:** Schedule

Michael,

The following are the dates I noted for the Community Center project:

- December 11 thru 15, Moseley to submit plans to IOW County for review.
- December 18 thru 20, Alpha to compile IFB and Construction Contract for Town and Attorney review.
- December 18 thru 22, Alpha to do final cost estimate.
- Sunday, January 7, advertise for Contractor bids.
- Tuesday, January 16, Public Hearing at 7:00pm.
- Thursday, January 18, Pre-Bid Conference 10:00am at site.
- Tuesday, February 6, 2:00pm receive Contractor bids.
- Wednesday, February 7, evaluate low bidder, determine final construction cost and contract.
- Thursday, February 8, send construction contract to Council for review.
- Tuesday, February 13, Council to approve construction contract.
- Wednesday, February 14, Notice To Proceed issued to contractor.
- June 15, 2018, Substantial completion of project
- July 15, 2018 Final Completion

Please review and let me know of any revisions.

Thanks,

**Brian Camden**  
Program Manager

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## Michael Stallings

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**From:** Randy Keaton <rkeaton@isleofwightus.net>  
**Sent:** Friday, November 17, 2017 1:06 PM  
**To:** Michael Stallings  
**Subject:** Town Center Project

Michael,

I am pleased to inform you that the Board of Supervisors voted at their meeting last night to continue their contributions to the Windsor Town Center Project for two additional years in the amount of \$25,000 per year. We look forward to continue working with the Town on this important project. If you have any questions, please do not hesitate to contact me.

Randy

**Randy Keaton**  
County Administrator  
Isle of Wight County, Virginia  
(757)365-6204

