

# Town of Windsor

## Memorandum

June 13, 2017

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

Attached you will find a proposal from Moseley Architects for work associated with the next phase of the Windsor Town Center project.

The work included is schematic design, design development, construction documents, bidding, and construction administration. The cost for this work is \$99,681.

They have also included an optional price for furniture design and procurement. The cost for this optional work is \$15,138.

Alpha Corporation has also completed its operational cost estimate. As you can see, the estimated cost to operate does include cost for salaries and some other expenses that I do not anticipate for the first couple of years of operation. They have also attached a revenue projection based off some possible activities in the facility.

After reviewing the proposal from Moseley and discussion, I recommend that we move forward with the design work so that we can continue making progress on this project.

## Michael Stallings

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**From:** Brian Camden <brian.camden@alphacorporation.com>  
**Sent:** Thursday, June 08, 2017 11:12 AM  
**To:** Michael Stallings  
**Cc:** wallace\_brittle@hotmail.com  
**Subject:** FW: Fee Proposal for Design and CA services - Windsor Community Center  
**Attachments:** Town of Windsor cost serv 2017-05-31.pdf

Mr. Stallings,

We have reviewed the attached proposal from Moseley Architects for the design and construction administration of the Windsor Community Center. It is our opinion that their proposal encompasses all of the required professional design efforts needed for the completion of contract documents necessary for the solicitation of competitive contractor bids. However, the Council may want to review the portion of their proposal relating to furniture design and procurement as there may be other state-wide contracting vehicles available to secure furniture.

Alpha Corporation recommends acceptance of Moseley Architect's proposal as it relates to the design and construction administration services for the facility. I plan to attend the June 13<sup>th</sup> Town Council meeting to formally present our recommendation.

Please let me know if you have any questions or comments.

**Brian Camden**  
Program Manager

Alpha Corporation  
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Virginia Beach, VA. 23452  
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757.419.2306 Direct  
www.alphacorporation.com

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**From:** Hyder, Jeff [mailto:jhyder@moseleyarchitects.com]  
**Sent:** Thursday, June 01, 2017 1:50 PM  
**To:** Michael Stallings; Brian Camden  
**Subject:** Fee Proposal for Design and CA services - Windsor Community Center

Good afternoon Michael and Brian,

Attached is our fee proposal for Design and CA services for the Windsor Community Center project. We have included a separate line item for furniture procurement services as well, which you can decide on whether or not you want to include. Please let me know if you have any questions.

Thank you very much for the opportunity. This is a great project for the Windsor community.

Much appreciated,  
Jeff

**Jeffrey M. Hyder, AIA, LEED AP BD+C**  
Vice President

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# MOSELEY ARCHITECTS

780 Lynnhaven Parkway  
Suite 200  
Virginia Beach, VA 23452  
P: (757) 368-2800

May 31, 2017

RE: Town of Windsor Request for Proposal  
Architectural/Engineering Services for Community Center Renovation  
Cost of Services – Community Center Design and Construction Administration  
Services

Mr. Michael Stallings, ICMA-CM  
Town Manager  
Town of Windsor  
Post Office Box 307  
Windsor, Virginia 23487

Dear Mr. Stallings:

In accordance with your request, we are pleased to offer our cost of services proposal pursuant to the above referenced scope of work. We welcome the opportunity to assist the Town on this important Project and welcome any questions you may have regarding our team or the services we propose to provide.

Moseley Architects will engage the following consultants to collaborate with us in providing services for this Project:

It is our understanding that we will use Alpha Corporation for cost estimating services with their fees being covered directly from the Town (outside of this proposal).

Our proposed services shall be consistent with the discussions we had during our meeting on May 19, 2017 and per the approved plan layout attached in conjunction with the study dated April 4, 2017. The Town of Windsor is looking for opportunities to convert the existing older middle school gymnasium facility (approx 14,600 sf) into a Community Center. Our scope of work shall consist of the following services as detailed below. Moseley Architects 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), security system design, and interior design services, with our in-house staff. Those activities indicated as "on site" will take place at the Town of Windsor (location TBD). The proposal scope of work covers Full Service Design and Construction Administration services as well as furniture procurement package services.

## 1. Full Design and Construction Administration Services

### Schematic Design

- a) Develop Schematic Design and associated narratives of the proposed design based on the approved building program study.
- b) Meet with the Town to review the floor plans (1 meeting).

- c) Revise floor plans in accordance with Town comments.
- d) Finalize documents for approval.
- e) Submit documents for approval.

#### Design Development

- a) With approval from the Town, prepare Design Development documents.
- b) Meet with Town to review the floor plans and building details (1 meeting).
- c) Meet to review the project life safety approach with the Building Official.
- d) Attend public meeting. (1 meeting)
- e) Perform a quality control review and incorporate comments.
- f) Submit to Alpha Corporation for opinion of probable construction cost.
- g) Submit drawings for approval.

#### Construction Documents

- a) Prepare working drawings to 35%.
- b) Meet with Town to review the documents.
- c) Prepare working drawings to 70%.
- d) Prepare Project Specifications.
- e) Finalize Drawings to 95% for review and approval.
- f) Perform a quality control review.
- g) Meet to review 95% Documents.
- h) Incorporate comments.
- i) Submit to Alpha Corporation for opinion of probable construction cost.
- j) Submit documents for building permit.
- k) Respond to building permit comments.
- l) Prepare bid documents.

#### Bid and Award

- a) Distribute bid documents (electronic documents) and keep list of registered planholders.
- b) Attend one on-site pre-bid conference.
- c) Prepare and issue addenda.
- d) Evaluate product substitutions.
- e) Review bids and participate in a cost review conference call.

#### Construction Administration Services

- a) Attend one on-site pre-construction conference.
- b) Review product submittals.
- c) Prepare finish materials presentation for final color selection.
- d) Conduct meeting to make final color selection of building finishes.

- e) Prepare finish materials documents (color schedule and color binders) for distribution to Contractor.
- f) Conduct construction progress meetings twice monthly and issue meeting minutes. Construction duration of 6 months from Notice to Proceed to Substantial Completion.
- g) Review pay applications.
- h) Correspond with the Contractor and assist in project issue resolution.
- i) Review contractor's punch list.
- j) Conduct one back-punch and project close out.

## **2. Furniture Design and Procurement:**

### Schematic Design Phase

- a) Prepare preliminary loose furniture layout.
- b) Meet with Town to review the furniture layout.
- c) Revise the layout and prepare preliminary furniture selections.
- d) Develop a preliminary furniture budget.

### Design Development Phase

- a) Prepare preliminary furniture selections.
- b) Meet to confirm the layout and make furniture selections.
- c) Revise the furniture layout and select the preliminary furniture finishes based on the selected furniture.
- d) Meet to select the furniture finishes.
- e) Revise the drawings to include final selections.

### Contract Documents Phase

- a) Prepare furniture installation Drawings.
- b) Prepare technical Specifications.
- c) Revise the preliminary furniture budget based on the final furniture and finish selections.
- d) Prepare the furniture package for bidding or procurement from available furniture contracts.

### Quotation Phase

- a) Prepare the advertisement for bid or solicit proposals from furniture vendors.
- b) Respond to questions from bidders if publicly bid, or furniture vendors if furniture is purchased from available contracts.
- c) Attend the bid opening or receive proposals from vendors and review the bids or proposals received.

Contract Administration Phase

- a) Prepare a furniture binder consisting of the pieces of furniture to be provided and the selected finishes for use in installing the furniture.
- b) Coordinate the furniture installation schedule among the selected furniture vendors and with the General Contractor responsible for the building renovation.
- c) Observe installed furniture and prepare a punchlist of deficiencies in the Work.
- d) Communicate with furniture vendors to resolve outstanding items on the punchlist.
- e) Observe the furniture and prepare a punchlist of remaining outstanding items, if any, for final furniture acceptance by the Town.

**3. Additional/Optional Services: (none included at this time)**

Our proposal does not include the following services, but we can provide these services as Additional Services, if requested, for additional compensation.

- a) Printing or reproduction of documents for the Town's, Bidders', or General Contractor's use during the Bidding and Construction Administration Phases.
- b) LEED®-related services.
- c) Building Code required construction testing.
- d) Building Code required Special Inspections services.
- e) Building commissioning.
- f) Parking and site design services
- g) Utility design related services for off-site water, sewer, and power.
- h) Other services not specifically included in this proposal

Moseley Architects shall have no responsibility or liability for the discovery, identification, abatement, or removal of asbestos, lead paint, toxic mold, or any other hazardous or regulated substances in relation to the Project, nor does our proposal include any services related to hazardous materials.

**Cost of Services**

Compensation for these services shall be a lump sum for each task as indicated below including all expenses for travel, communication, and reproduction (for the Architect's use) incurred by the Architect in providing those services. The below cost of services is based on a 2017 notice to proceed and may change due to escalation based on notice to proceed issued in future years, but, like the confirmation on the scope of work, will be negotiated with the Town when the Town is ready to proceed.

**1. BASIC SERVICES (Based on scope of approx \$1.0M construction cost)**

Schematic Design	\$10,112
Design Development	\$24,164
Construction Documents	\$40,566
Bidding Phase Services	\$2,643
<u>Construction Administration</u>	<u>\$22,196</u>
<b>Subtotal Basic Services</b>	<b>\$99,681</b>

**2. FURNITURE DESIGN AND PROCUREMENT**

**Subtotal Furniture Design and Procurement Services** **\$15,138**

**TOTAL ALL SERVICES** **\$114,819**

Extended Construction Administration Phase Services \$2,700 per month

For other services not defined herein, compensation shall be as mutually agreed by Moseley Architects and Town of Windsor. The proposed compensation includes our expenses for travel; communication; reproduction of documents for our in-house use; and reproduction of documents for the Town's use as follows: two copies of the Schematic Design submission, two copies of the Design Development submission, and four copies of the Construction Documents submission (two for Town and two for Building Official).

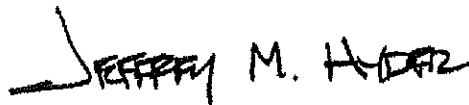
Our proposal is based on an anticipated 14,600 square foot community center.

**Project Schedule**

A project schedule will be developed as the Project progresses, but we envision that the total project schedule for design and bidding to last approximately 3-4 months, and construction to last approximately 6 months.

We sincerely appreciate this opportunity to be of service to the Town of Windsor. Upon approval, we will prepare a *Standard Form of Agreement Between Owner and Architect – AIA Document B101-2007* for review and execution by the Town. Please call me with any questions you may have about this cost of services at (757) 368-2800.

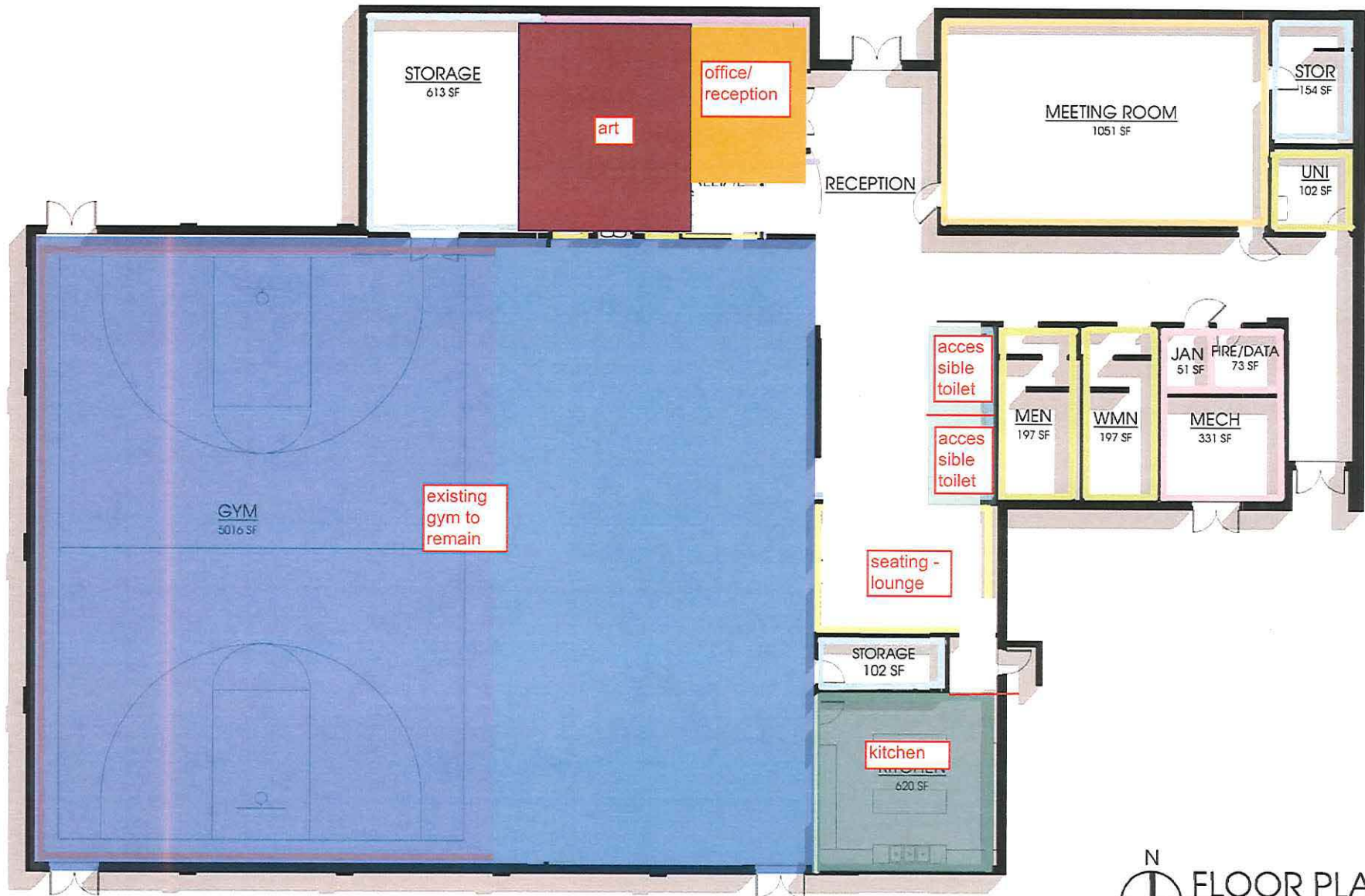
Sincerely,



Jeffrey M. Hyder, AIA  
Vice President



# CONCEPTUAL FLOOR PLAN



N  
FLOOR PLAN  
APPROX 14225 GROSS SF

Salaries	\$80,000.00
FICA	\$13,200.00
VSRS	\$5,500.00
Health Insurance	\$10,500.00
CC Fees	\$3,300.00
Contracted Services	\$3,000.00
Taxes	\$785.00
Landscaping	\$3,000.00
Advertising	\$1,000.00
Kitchen Supplies	\$1,000.00
Food & Beverage	\$1,500.00
AV	\$2,946.00
Utilities	\$15,000.00
Communications	\$1,500.00
Insurance Policy	\$3,500.00
Travel & Training	\$1,000.00
Office Supplies	\$1,500.00
Programing	\$491.00
Computer and Technology	\$2,500.00
Repairs and Maintenance	\$10,000.00
Uniforms	
Refunds	\$1,000.00
Capital	
Facility Operations Per Year	<u>\$162,222.00</u>
Facility Revenue Per Year	<u>\$167,160.00</u>
Profit / Loss	\$4,938.00

Possible Uses of Facility	Notes	Cost	People	Hours	Days	Weeks	Months	Season	Total
<b>Gymnasium</b>									
Basketball League	10 players per team - 8 teams per 8 week season	\$60.00	80					6	\$28,800.00
Volleyball League	12 players per team- 8 teams per 8 week season	\$60.00	96					6	\$34,560.00
Badminton League	2 players - 8 teams per 8 week season	\$40.00	16					6	\$3,840.00
<b>Multipurpose Rooms</b>									
Art Class	(1) 2 hour Class a week/5 People per class	\$40.00	5			4	12		\$9,600.00
Civic League Meetings		\$40.00	0	1			9		\$360.00
Business Meetings	(3) 2 hour meetings a month	\$50.00		6			12		\$3,600.00
General Classes	(3) 2 hour Classes a day/10 People per class	\$12.00	30		5	4	12		\$86,400.00
									<b>\$167,160.00</b>