

Town of Windsor

Memorandum

March 10, 2020

TO: The Honorable Mayor and Town Council

FROM: Michael Stallings, Town Manager *MS*

SUBJECT: Public Works Building

As you know, Council directed the Town Manager to move forward with the Public Works Building project. I have been working with Brian Camden of Alpha Corporation to complete the bid package based off the 2016 plans. Attached is a report from Mr. Camden as to the status of the work. They are finalizing the bid documents now. They expect to have everything ready to go out to bid by the week of March 23rd.

The total estimated project cost in 2016 was \$680,000. Using a 4% per year escalation, this would equate to estimated cost adjusted to today's dollars of right at \$800,000. Ultimately, we won't know the actual cost until we received bids.

It is my recommendation that Council authorize the Town Manager to put this project out to bid. Those bids would come back to Council for further action.

I have attached a resolution to appropriate \$10,000 in funds from the Unappropriated Fund Balance to help cover the cost of updating the plans and completing the bid package. These funds will cover the cost of engineering fees, architect fees, structural engineering fees, and construction administration fees. This resolution also authorizes the Manager to issue the Invitation for Bids for this project.



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

March 6, 2020

Via E-Mail

Mr. Michael Stallings, Town Manager
TOWN OF WINDSOR
8 East Windsor Blvd.
Windsor, VA. 23487

RE: Update; Windsor Public Works Building

Dear Mr. Stallings,

James River Architects completed the architectural, structural, electrical and mechanical drawings for the new Windsor Public Works Building yesterday, March 5. The facility is basically a 4,000 SF pre-engineered metal building 50' wide by 80' long with a total roof height of 16'. The architect reviewed the original schematic drawings submitted by the building manufacturer dated 10-2-16 and incorporated several efficiency upgrades to the electrical and mechanical systems along with a more functional layout of the interior spaces.

The building foundations consist of a monolithic cast-in-place reinforced concrete slab on grade incorporating structural steel column foundations. There will be two (2) overhead doors 12' wide x 14' high and one (1) smaller overhead door 8' high x 8' wide. The facility will include a corner office space, breakroom, ADA compliant toilet, utility room and an enclosed single shower.

The site-civil drawings were completed by Hoggard-Eure Engineers on August 3, 2016 and they have coordinated with the Isle of Wight County Building official for plan approval.

We anticipate completing the contract front end documents and general conditions to the construction contract by March 20 and advertising for bids by March 23. We will be utilizing the standard AIA contract general conditions similar to what was used on the Town Center project. Acknowledging a 30-day bid phase and time for contractor negotiations, we expect to have a recommendation for contract award to the Town Council by the end of April.

The 2016 estimated construction only cost for the project was \$678,739.00 and this included the site work. A general rule for calculating construction costs in a builder's market where projects are being advertised regularly is to add 4% annually to the cost.



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Accordingly, the estimate of probable construction costs is 678,739 (1.18) = \$800,912.00.

Because of market fluctuations it is difficult to precisely estimate what a particular project will cost at a certain time on a specific site. However, the \$800,912 construction cost noted above equates to a square foot cost of \$200.23/SF. And although there is a substantial amount of site preparation work, based on the contracted costs of some of our current projects we do not believe this project should come in at this high of cost. Moreover, because the project falls below the \$1m cost, it should attract a higher number of small to mid-size general contractors and, hopefully, generate additional contractor participation on bid day.

Please let me know if additional information is needed.

Regards,

B V Camden

Brian V. Camden
Program Manager

Resolution

A Resolution Appropriating The Sum Of \$10,000 From Unappropriated Fund Balance of the General Fund Into The General Fund Operating Budget And Approving A Budget Amendment For Fiscal Year 2019-20

WHEREAS, the Town has authorized the Town Manager to move forward on the Public Works Building project, and;

WHEREAS, we have engaged architectural services, engineering services, and structural engineering services, and;

WHEREAS, the Council must appropriate funds to help cover the cost of preparing the required bid documents for the Public Works Building project, and;

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the following sum of \$10,000 from the Unappropriated Fund Balance of the General Fund be appropriated into the 2019-20 General Fund Operating Budget.

Section 2. That the General Fund Operating Budget for the Fiscal Year 2019-2020 be amended to include these funds in the General Management Professional Services line item.

Section 3. The Town Manager is hereby authorized and directed to do all things necessary to issue the Invitation for Bids for this project.

Section 4. This resolution shall be in effect on and after its adoption.

Adopted: March 10, 2020

TESTE:

Town Clerk