

Town of Windsor

Memorandum

January 23, 2024

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders IV, Town Manager *WGS IV*
SUBJECT: New Municipal Building Discussion

Background

In the 2016-2017 timeframe, the Town Council solicited the services of an architectural firm to initiate design work on a new municipal building.

Specifics

The architects worked up several design options with cost estimates in 2016-2017. Due to several capital projects being considered at that time, to include the Town Center, the new public works building, and a sidewalk project, the municipal building project was tabled.

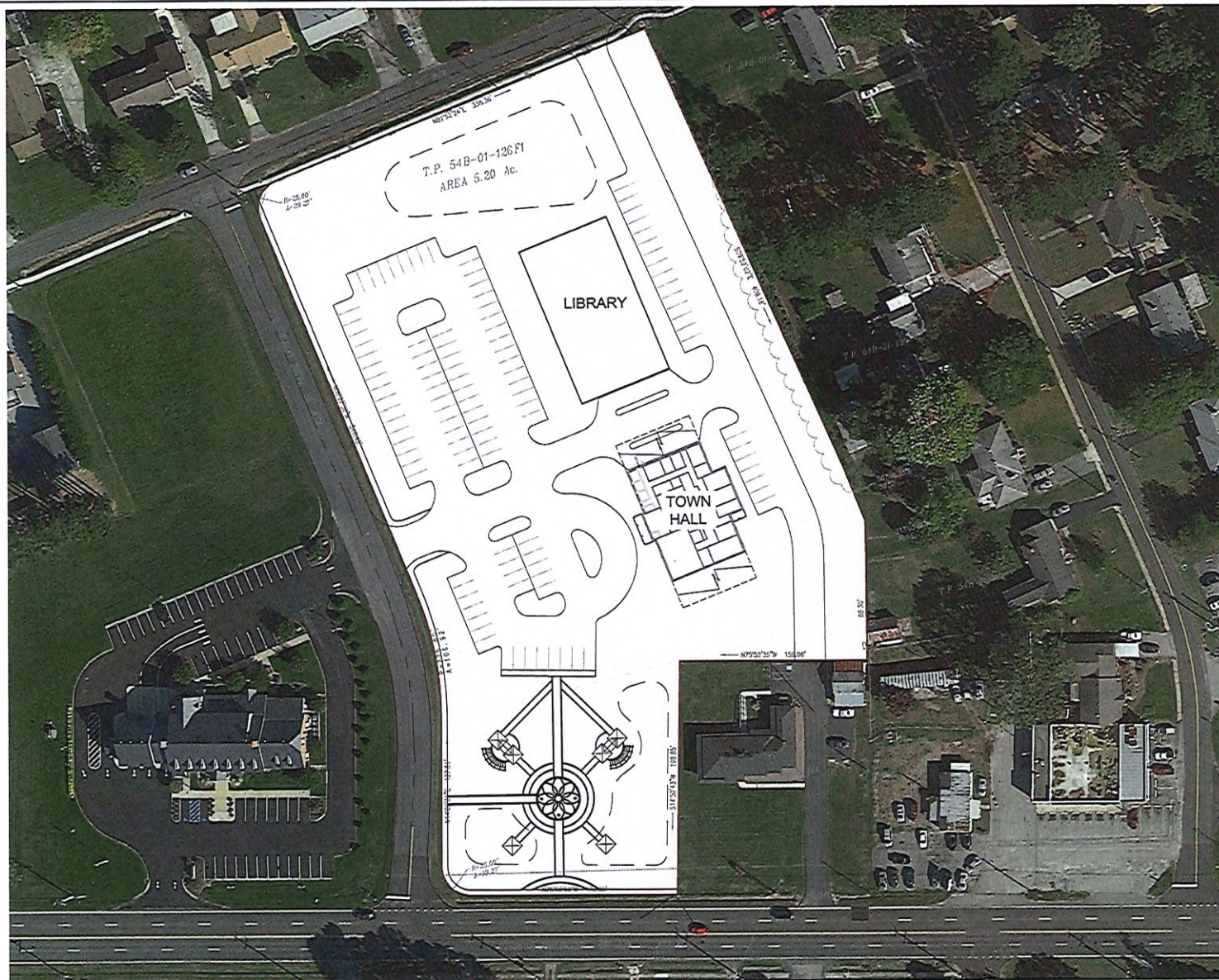
Find enclosed documents and exhibits representative of the work done previously to initiate a conversation regarding this project.

Recommended Action

For your information

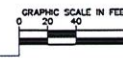
Enclosures

- Site plan exhibits
- Floor plan exhibits
- Space needs assessment
- Cost estimates



Concept Plan 1.1

DATE: 10.26.2016



A Town Hall for Windsor, Virginia

SITE DATA

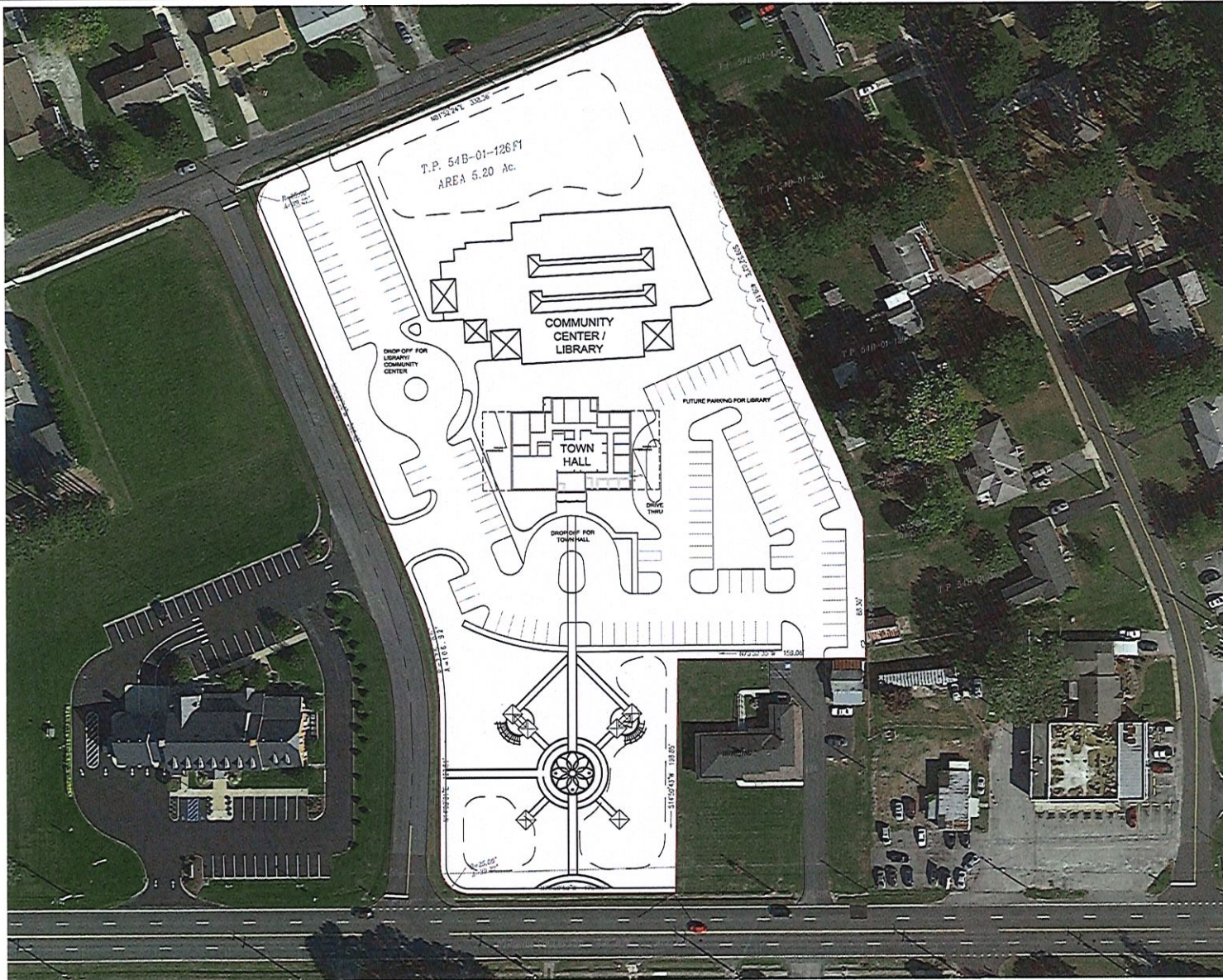
PARCEL AREA:	5.2 AC. (TOTAL)
TOWN HALL BLDG:	7,375 S.F.A
TOTAL PARKING PROVIDED:	50 SPACES
PROPOSED LIBRARY:	11,200 S.F.A
TOTAL PARKING PROVIDED:	68 SPACES

PRELIMINARY SITE PLAN:

- THIS SITE PLAN BEING PRELIMINARY IN NATURE DOES NOT GUARANTEE THAT ALL REQUIREMENTS FOR ZONING ISSUES, NOR STORM DRAINAGE, GRADING, UTILITY EASEMENTS, AND THE LIKE ARE PROPERLY ADDRESSED AT THIS TIME. THE ABOVE REQUIREMENTS CAN AFFECT THE LAYOUT OF THIS SITE.
- PARKING FIELDS AND RATIOS ARE PRELIMINARY.
- ALL REQUIREMENTS ASSUMED WITH THIS LAYOUT ARE TENTATIVE AND SUBJECT TO CHANGE AS MAY BE DIRECTED BY THE ARCHITECT, LANDLORD, OR ANY OF THE GOVERNMENTAL AGENCIES. KIM HAS DONE THE BEST WE CAN GIVEN THE PRELIMINARY NATURE OF THIS WORK. ONLY AFTER HAVING A THOROUGH ALTA AND TOPOGRAPHIC SURVEY AND GOING THROUGH THE REGISTRE REVIEW PROCESSES CAN MORE ASSURANCE BE GIVEN THESE PLANS AS RELATES TO MOVING FORWARD.

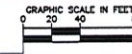
Kimley»Horn

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 4500 MAIN STREET, SUITE 400, VIRGINIA BEACH, VA 23462
 PHONE: 757-213-8600 FAX: 757-213-8801
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Concept Plan 2.1

DATE: 10.26.2016



A Town Hall for Windsor, Virginia

SITE DATA

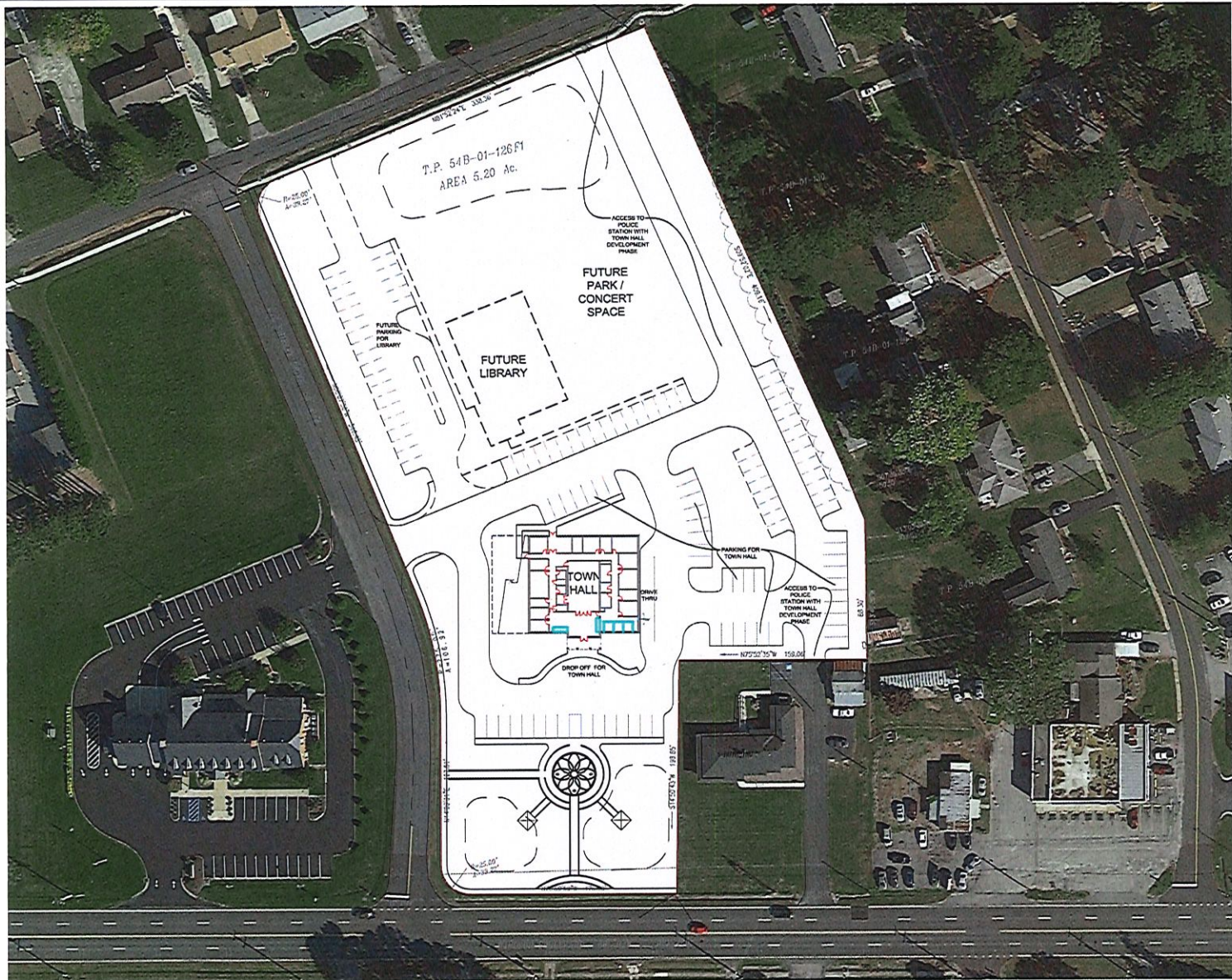
PARCEL AREA:	5.2 AC. (TOTAL)
TOWN HALL BLDG:	7,375 S.F. ±
TOTAL PARKING PROVIDED:	90 SPACES
PROPOSED LIBRARY / COMMUNITY BUILDING:	23,500 S.F. ±
TOTAL PARKING PROVIDED:	77 SPACES

PRELIMINARY SITE PLAN:

- THIS SITE PLAN, BEING PRELIMINARY IN NATURE DOES NOT GUARANTEE THAT ALL REQUIREMENTS FOR ZONING ISSUES, NOT STORM DRAINAGE, GRADING, UTILITY BASEMENTS, AND THE LIKE ARE PROPERLY ADDRESSED AT THIS TIME. THE ABOVE REQUIREMENTS CAN AFFECT THE LAYOUT OF THIS SITE.
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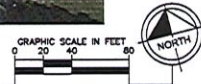
SITE DATA	
PARCEL AREA:	5.2 AC. (TOTAL)
TOWN HALL BLDG:	7,378 S.F. ±
TOTAL PARKING PROVIDED:	90 SPACES
PROPOSED LIBRARY / COMMUNITY BUILDING:	7,400 S.F. ±
TOTAL PARKING PROVIDED:	65 SPACES

PRELIMINARY SITE PLAN:

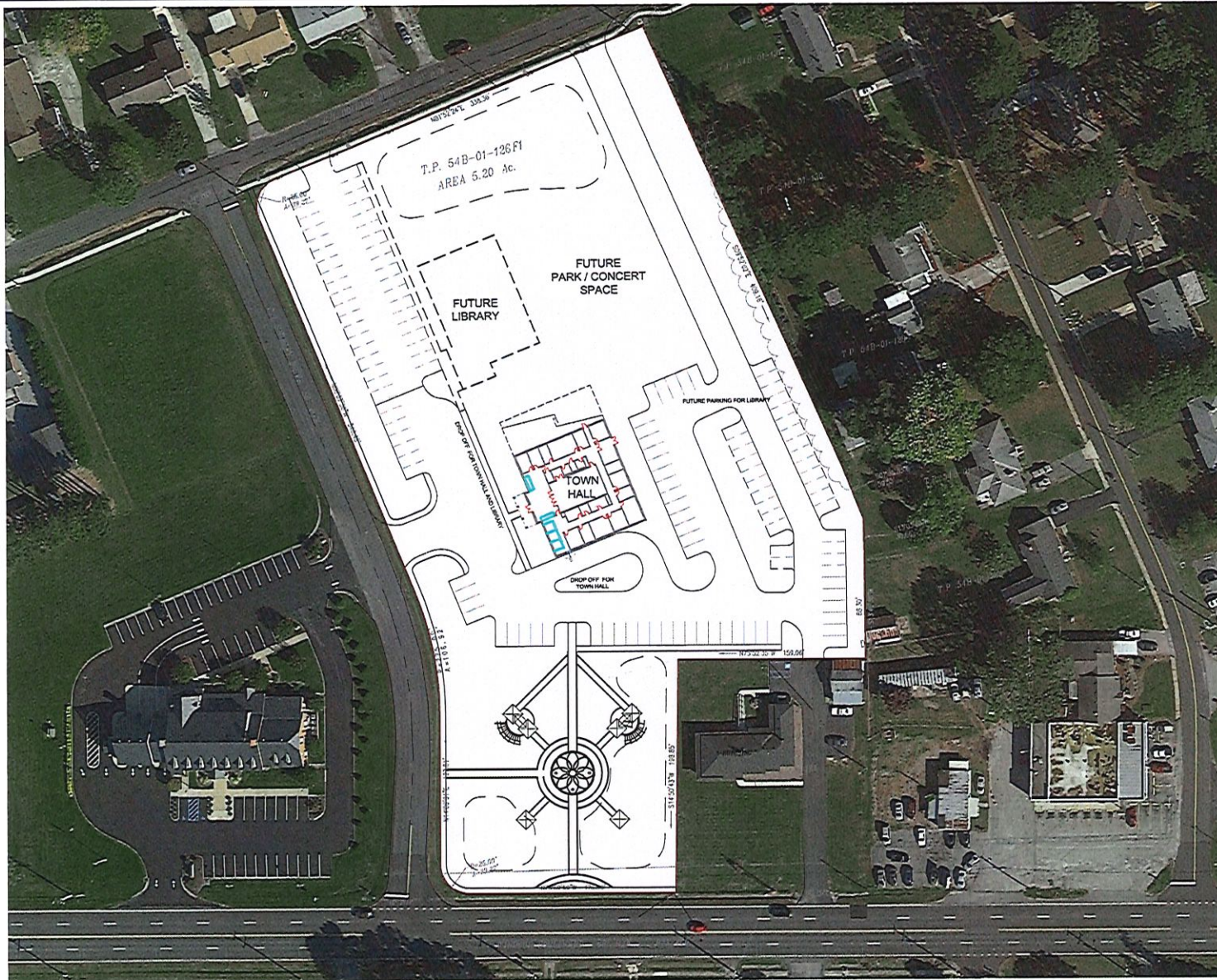
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Concept Plan 2.2A

DATE: 11.01.2016



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Concept Plan 2.3

DATE: 10.30.2016

GRAPHIC SCALE IN FEET
0 20 40 60



A Town Hall for Windsor, Virginia

SITE DATA

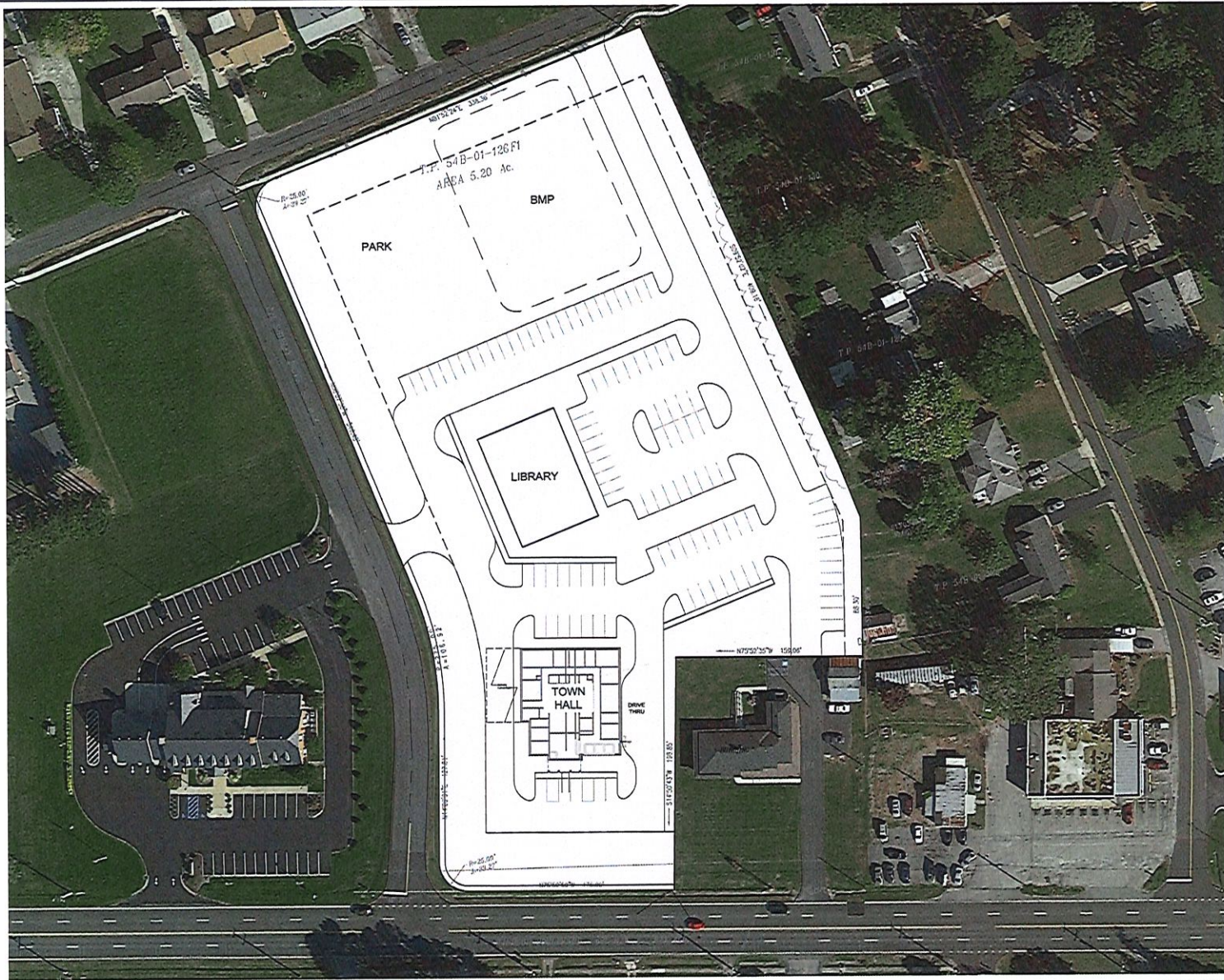
PARCEL AREA:	8.2 AC± (TOTAL)
TOWN HALL BLDG:	7,375 S.F.A
TOTAL PARKING PROVIDED:	50 SPACES
PROPOSED LIBRARY / COMMUNITY BUILDING:	7,400 S.F.A
TOTAL PARKING PROVIDED:	74 SPACES

PRELIMINARY SITE PLAN:

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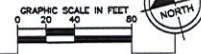
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Concept Plan 3.1

DATE: 10.25.2016



A Town Hall for Windsor, Virginia

SITE DATA

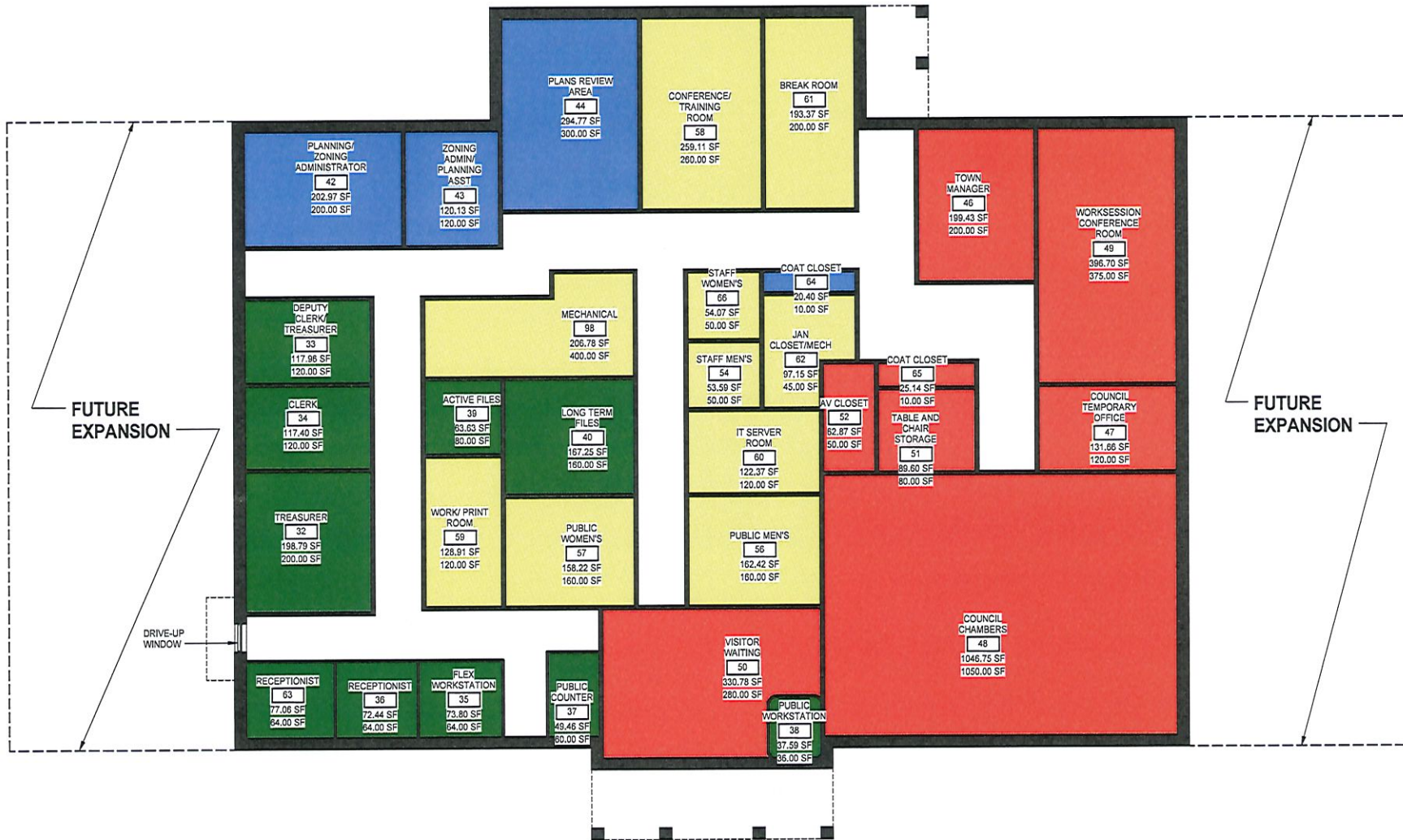
PARCEL AREA:	5.2 AC. (TOTAL)
TOWN HALL BLDG:	7,527 S.F.A
TOTAL PARKING PROVIDED:	90 SPACES
PROPOSED LIBRARY:	7,000 S.F.A
TOTAL PARKING PROVIDED:	63 SPACES

PRELIMINARY SITE PLAN:

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FUTURE EXPANSION

FUTURE EXPANSION

DRIVE-UP WINDOW



- DEPARTMENT LEGEND**
- CLERK/TREASURER
 - PLANNING AND ZONING
 - SUPPORT
 - TOWN MANAGER

PROJECT NO: 123456
10/25/2016 5:44:16 PM



OPTION C.2 - PROGRAMMING SCHEDULE	
NAME	AREA
TREASURER	194.26 SF
DEPUTY CLERK/ TREASURER	144.98 SF
CLERK	138.41 SF
FLEX WORKSTATION	66.69 SF
RECEPTIONIST	66.69 SF
PUBLIC COUNTER	35.38 SF
ACTIVE FILES	88.57 SF
LONG TERM FILES	150.96 SF
PLANNING/ ZONING ADMINISTRATOR	204.42 SF
ZONING ADMIN/ PLANNING ASST	132.67 SF
PLANS REVIEW AREA	209.12 SF
CLOSET	53.62 SF
TOWN MANAGER	279.06 SF
COUNCIL TEMPORARY OFFICE	118.90 SF
COUNCIL CHAMBERS	1055.73 SF
WORKSESSION CONFERENCE ROOM	425.88 SF
VISITOR WAITING	775.69 SF
CLOSET	27.75 SF
STAFF MEN'S	61.98 SF
STAFF WOMEN'S	62.15 SF
PUBLIC MEN'S	161.25 SF
PUBLIC WOMEN'S	163.20 SF
CONFERENCE/ TRAINING ROOM	198.44 SF
WORK/ PRINT ROOM	125.06 SF
IT SERVER/AV ROOM	135.20 SF
BREAK ROOM	198.89 SF
JAN CLOSET	44.04 SF
RECEPTIONIST	66.69 SF
MECHANICAL	301.92 SF
PUBLIC WORKSTATION	42.56 SF
CLOSET	21.24 SF
5751.44 SF	

OPTION C.2 CIRCULATION - PROGRAMMING...	
NAME	AREA
CIRCULATION	1263.16 SF
1263.16 SF	

PROJECT NO: 123456
12/5/2016 11:17:29 AM

TOWN OF WINDSOR - TOWN HALL SPACE NEEDS

SPACE REQUIREMENTS SUMMARY

	CURRENT NEEDS		2030 NEEDS		2040 NEEDS	
	PERS	NSF	PERS	NSF	PERS	NSF
TOWN HALL						
CLERK/TREASURER	3	958	5	1,130	6	1,223
PLANNING AND ZONING	1	263	2	788	2	788
TOWN MANAGER	1	2,706	1	2,706	1	2,706
SHARED SUPPORT SPACES		1,456		1,456		1,456
TOTAL PERSONNEL / NSF	5	5,383	8	6,080	9	6,173
CURRENT / REQUIRED GROSS SQ FT		6,728		7,600		7,716

Required gross square footage calculation above is determined using an efficiency of 80%.

TOWN OF WINDSOR - TOWN HALL SPACE NEEDS

SPACE REQUIRED	SPACE CODE	SQ FT EACH	CURRENT NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
CLERK/TREASURER									
<u>PERSONNEL SPACE</u>									
<u>Training Division</u>									
Treasurer	po5	200	1	200	1	200	1	200	
Deputy Clerk/Treasurer	po2	120	1	120	1	120	1	120	
Clerk	po2	120	1	120	1	120	1	120	
IT Representative	n/a				1	64	1	64	Flexible workstation
Flex Workstation	ws3	64				64	1	64	IT representative and future assistant clerk
Receptionist	ws3	64			1	64	2	128	At counter
<u>SUPPORT SPACE</u>									
Visitor waiting	n/a								Refer to Shared Support Spaces
Public counter	cs10	60	1	60	1	60	1	60	10'-0" long customer counter
Public Workstation	ws1	36	1	36	1	36	1	36	Public workstation for completing forms
Public toilet rooms									Refer to Shared Support Spaces
Active Files	vert	10	6	60	7	70	8	80	
Long Term Files	st5	160	1	160	1	160	1	160	
Conference Room - seat 16									Refer to Shared Support Spaces
Workroom									Refer to Shared Support Spaces
Break Room									Refer to Shared Support Spaces
Coat closet	clos1	10	1	10	1	10	1	10	
TOTAL PERSONNEL			3		5		6		
SUBTOTAL SPACE REQUIRED				766		904		978	
INTERNAL CIRCULATION FACTOR			25%	192		226		245	
TOTAL DIVISION NET SPACE REQ'D				958		1,130		1,223	
PLANNING AND ZONING									
<u>PERSONNEL SPACE</u>									
Planning/Zoning Administrator	po5	200	1	200	1	200	1	200	Will use main public counter.
Zoning Admin/Planning Asst.	po2	120			1	120	1	120	
<u>SUPPORT SPACE</u>									
Visitor waiting									Refer to Shared Support Spaces
Conference room									Refer to Shared Support Spaces
Plans Review Area	cnf16	300			1	300	1	300	Layout table, files (4 18"x36" cabinets), plotter, hanging files.
Coat closet	clos1	10	1	10	1	10	1	10	
TOTAL PERSONNEL			1		2		2		
SUBTOTAL SPACE REQUIRED				210		630		630	
INTERNAL CIRCULATION FACTOR			25%	53		158		158	
TOTAL DIVISION NET SPACE REQ'D				263		788		788	

TOWN OF WINDSOR - TOWN HALL SPACE NEEDS

SPACE REQUIRED			CURRENT NEEDS		2030 NEEDS		2040 NEEDS		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
TOWN MANAGER									
<u>PERSONNEL SPACE</u>									
Town Manager	po5	200	1	200	1	200	1	200	Conference space in office, wall-mounted flat panel television in office
Council Temporary Office	po2	120	1	120	1	120	1	120	Used by Council members
<u>SUPPORT SPACE</u>									
Visitor waiting									Refer to Shared Support Spaces
Conference room									Refer to Shared Support Spaces
Council Chambers									Existing chambers are 18'-6"X34'-6" and are adequate most of the time. Back of house connection to the council chambers. Incorporate space to accommodate a small meeting table. Dias will not be elevated. Provide infrastructure for electronic voting.
	tr7	1050	1	1,050	1	1,050	1	1,050	
~Visitor waiting - 30 people		280	1	280	1	280	1	280	Waiting for 30 people standing. Serves as building lobby.
~Worksession Conference Room	cnf24	375	1	375	1	375	1	375	For closed session and large meetings.
~Table and Chair Storage	st3	80	1	80	1	80	1	80	Storage for 30 stacking chairs and 4 folding tables
A/V Closet	st2	50	1	50	1	50	1	50	Locate near council chambers
Coat closet	clos1	10	1	10	1	10	1	10	
TOTAL PERSONNEL			1		1		1		
SUBTOTAL SPACE REQUIRED				2,165		2,165		2,165	
INTERNAL CIRCULATION FACTOR			25%	541		541		541	

TOTAL DIVISION NET SPACE REQ'D 2,706 2,706 2,706

SHARED SUPPORT SPACES

<u>PERSONNEL SPACE</u>									
Refer to individual departments									
<u>SUPPORT SPACE</u>									
Staff Restrooms	tlr1	50	2	100	2	100	2	100	
Public Toilets	tlr2	160	2	320	2	320	2	320	
Public Waiting Area	vis6	120							Seating for 6
Conference Room/Training Room	cnf12	260	1	260	1	260	1	260	Seating for 12-15 at conference table.
Work/Print Room	wrk11	120	1	120	1	120	1	120	Counter fax, floor copier, postage machine, office supply storage.
IT Server Room	st4	120	1	120	1	120	1	120	
Break Room	kit3	200	1	200	1	200	1	200	Refrigerator, microwave, cabinets, table seating for 4.
Janitor Closet	n/a	45	1	45	1	45	1	45	Mop sink and paper goods storage.
TOTAL PERSONNEL				1,165		1,165		1,165	
SUBTOTAL SPACE REQUIRED				291		291		291	
INTERNAL CIRCULATION FACTOR			25%						

TOTAL DIVISION NET SPACE REQ'D 1,456 1,456 1,456

MOSELEYARCHITECTS

TOWN OF WINDSOR

NEW TOWN HALL

BUDGET ESTIMATE - OPTION D

November 1, 2016

Since we have no control over the cost of labor and materials, current market conditions, or competitive bidding, we cannot guarantee the accuracy of this preliminary estimate of probable construction cost.

CONSTRUCTION COSTS

First Floor	5,428 SF @	\$225	\$1,221,300
Second Floor Shell*	1,335 SF @	\$145	\$193,575
Second Floor Finished Space	3,973 SF @	\$200	\$794,600
Stairway**	2 EA @	\$36,500	\$73,000
Elevator	1 EA @	\$82,000	\$82,000
Site work	4 AC @	\$250,000	\$1,000,000
Construction Cost Subtotal			\$3,364,475

OTHER COSTS

Furniture/Equipment Allowance		\$140,000
Architectural/Engineering Services		\$320,000
Testing and Inspections		\$35,000
Data/Telephone Allowance		\$24,426
Moving Expenses Allowance		\$20,000
Geotechnical Study		Included in A/E
Boundary and Topographic Survey		Included in A/E
Property Acquisition Allowance		Not included
Permitting and Utility Connection Fees		Not included
Legal Expenses		Not included
Financing Expenses		Not included
Other Costs Subtotal		\$539,426

Project Cost Subtotal \$3,903,901

Recommended Project Budget Contingency (10%) \$400,000

TOTAL \$4,303,901

*Second floor shell space is understood to be unfinished with no electrical distribution, HVAC ductwork or distribution, or plumbing fixtures. The plumbing would be roughed in for future fixtures and the space would have enough heating and cooling to meet minimum code standards until the space is fully utilized. The space will house the IT server room and the Treasurer's long-term file storage.

**A second stairway has been added because the occupant load will be greater than 30 people.

MOSELEYARCHITECTS

TOWN OF WINDSOR

NEW TOWN HALL

BUDGET ESTIMATE - *OPTION C*

November 1, 2016

Since we have no control over the cost of labor and materials, current market conditions, or competitive bidding, we cannot guarantee the accuracy of this preliminary estimate of probable construction cost.

CONSTRUCTION COSTS

One Story Town Hall Building*	7,875 SF @	\$225	\$1,771,875
Site work	4 AC @	\$250,000	\$1,000,000
Construction Cost Subtotal			\$2,771,875

OTHER COSTS

Furniture/Equipment Allowance	\$200,000
Architectural/Engineering Services	\$263,000
Testing and Inspections	\$28,000
Data/Telephone Allowance	\$35,438
Moving Expenses Allowance	\$20,000
Geotechnical Study	Included in A/E
Boundary and Topographic Survey	Included in A/E
Property Acquisition Allowance	Not included
Permitting and Utility Connection Fees	Not included
Legal Expenses	Not included
Financing Expenses	Not included
Other Costs Subtotal	\$546,438

Project Cost Subtotal **\$3,318,313**

Recommended Project Budget Contingency (10%) **\$340,000**

TOTAL **\$3,658,313**

*This represents the building as currently designed. The square footage is based on the approved program dated 8/26/2016 using the projected 2040 space needs.

WINDSOR TOWN HALL
PROJECTED COSTS



Construction Costs

New Building Construction (1 Floor - GSF 7900 @ \$265.00/sf)	\$ 2,093,500.00
Site work (Assume 1 Acre @ \$250,000.00/acre)	\$ 250,000.00
Furniture (7900 SF @ \$25.00/sf)	\$ 62,500.00
Stormwater Management (Assume Stormwater Pond of 20X45X6)	\$ 19,170.00
Testing and Inspections (1% of Construction Costs)	\$ 24,251.70
Construction Costs Total	\$ 2,449,421.70

Other Fees

Construction Management (4% of Construction Costs)	\$ 97,976.87
Design Contingency (7% of Construction Costs)	\$ 171,459.52
Total Other Fees	\$ 269,436.39

Design Fees

Architectural Design Fees (8% of Construction Costs)	\$195,953.74
Engineering Design Fees (7.5% of Construction costs)	\$183,706.63
Design Fees Total	\$379,660.36

TOTAL COSTS **\$3,098,518.45**

Cost/SF **\$ 1,239.41**