



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

November 9, 2018

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

NEW WINDSOR TOWN CENTER: MONTHLY REPORT #7

Dear Mr. Stallings,

The following is our project report of the construction activities occurring at the New Windsor Town Center project during the month of October 2018.





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General:

As we reported last month, Dominion Virginia Power did not connect permanent electrical power to the facility until October 4. This delay resulted in a significant impact to the contractor's ability to install finishes and complete the work. The previously revised date for Substantial Completion was September 14, the new date for Substantial Completion will be determined after the contractor completes the majority of the punch list correction items. We anticipate this to occur next week, probably on or about November 15.

We are happy to note that the Ribbon-Cutting ceremony and the Woman's Club Bazar were both conducted on schedule last Saturday, November 3. The contractor's flooring subcontractor worked over the weekend to insure the floor coverings were installed on time for the events.

The architect and engineers finalized their punch-list inspections on Tuesday 11/6 and transmitted the report to the contractor. A review of the punch lists indicated that while there are numerous small items to correct, there are no major contract deficiencies and the contractor should be able to correct the work within a few weeks. However, three doors that were damaged during construction will have to be replaced and the stainless-steel table and shelving slated for the kitchen will not arrive on site until the week of November 12.



Connecting the HVAC Ducts



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Completed and/or current construction activities for this period:

- Painting is complete with the exception of punch list.
- All HVAC mechanical systems are operating.
- Architectural casework has been installed.
- All floor coverings have been installed.
- All interior signage is installed.
- Drinking fountains are installed.
- Bathrooms fixtures are installed and operational.
- The fire alarm system has been installed, tested and certified.
- The County has performed final inspections for electrical, plumbing, mechanical and building.

Major tasks for the next month:

- Finish installing Kitchen equipment
- Complete all punch-list corrections
- Finalize work by audio/visual and I.T. subcontractors.
- Start Owner Training
- Replace three doors
- Compile Operation manuals
- Establish dates for Substantial and Final Completion

Financial Update:

The construction contract executed with A. R. Chesson is in the amount of \$1,120,833.00 and reflects a value engineering deduction of \$277,167.00 from their original bid amount of \$1,398,000.00.

Original Contract Amount:	\$1,120,833.00
Change Order # 01	26,022.71
Change Order # 02 (credit)	7,201.08
Change Order # 03	10,497.47
New Contract Amount:	\$ 1,150,152.10

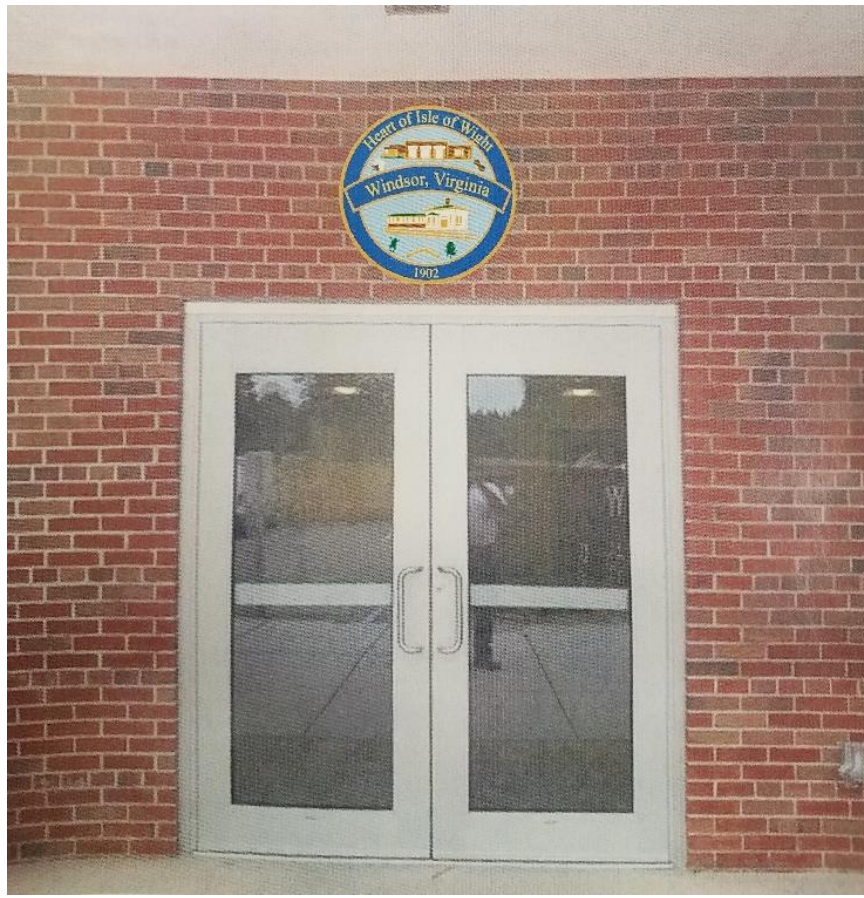
Potential Change Orders (PCO):

- PCO # 13: Signal Boosting System (credit) Pending



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- PCO # 15: Remove Gymnasium Door to Reception Pending
- PCO # 16: Acoustic Ceiling Changes Pending
- PCO # 17: Bottle Filing Station: \$1,534.07
- PCO # 20: New Exterior Light Fixture Pending
- PCO # 22: Provide and Install Town Seal at Front Door Pending



Schedule Update:

The contractor's last submitted schedule in October shows Substantial Completion being achieved by November 2, 2018 based electrical power being energized on October 4. As noted in last month's report, the project is technically behind schedule, but this delay was due to factors beyond the control of the contractor. The building has been given a Temporary Occupancy Permit by the County and we expect Substantial Completion to be achieved by the week of November 12th.



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Conclusion:

The building is now ready for the Town to occupy and operate from. There are still several punch-list correction items to be corrected but this is normal for a facility of this size and a renovation project of similar complexity. Overall, the contractor performed well, there were several schedule factors beyond their control that they had to accommodate in the final phase of the construction but, in general the project finished up on time for the Women's Club Bazar.

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

Respectfully Submitted,

B V Camden

Brian V. Camden
Program Manager



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