

Town of Windsor

Memorandum

August 13, 2024

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders IV, Town Manager WGS IV
SUBJECT: New Municipal Building – Review of Revised Plans

Background

Moseley Architects and Kimley-Horn Associates are developing plans for a new municipal building.

Specifics

New floor plans were received from Mosely Architects based upon input from Town Council and staff at their work session on April 30, 2024.

A work session was held on June 17, 2024, to discuss the new designs and comments generated by the Town Council at that meeting were forwarded to the architects. A review of the design work which incorporates those comments will be provided by the architectural team at the August 13, 2024, meeting.

Recommended Action

For Council's review and comment

Enclosures

None

MOSELEY ARCHITECTS

Tuesday, August 13, 2024

2024 SCHEMATIC DESIGN MEETING AGENDA

for

Town of Windsor, New Town Hall
560750

- 1. Introductions**
- 2. Review Civil**
- 3. Review Updated Exterior Options**
- 4. Review Schematic Design Floor Plan.**
 - a. 8,396 SF total.
 - i. Confirm room sizes and locations.
 - ii. Discuss security and public vs private
 - iii. Discuss Narrative including code analysis.
- 5. Review Interiors.**
- 6. Review Cost estimate and Budget**
- 7. Review next steps.**

A Town Hall for Windsor, Virginia

SITE DATA

| | |
|--------------------------|------------------|
| PARCEL AREA: | 5.2 AC.± (TOTAL) |
| TOWN HALL BLDG OPTION 1: | 8,277 S.F.± |
| TOTAL PARKING PROVIDED: | 62 SPACES |
| FUTURE PUBLIC BUILDING: | 7,485 S.F.± |
| TOTAL PARKING PROVIDED: | 34 SPACES |

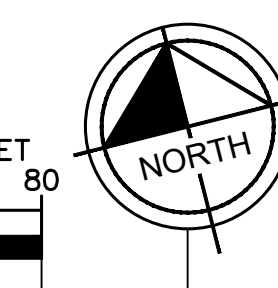
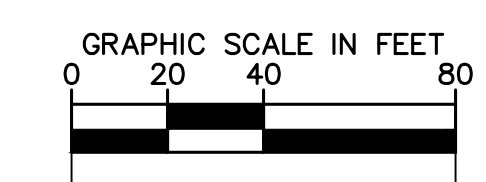


PRELIMINARY SITE PLAN:

- 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. KHA HAS DONE THE BEST WE CAN GIVEN THE PRELIMINARY NATURE OF THIS WORK. ONLY AFTER HAVING A THROUGH ALTA AND TOPOGRAPHIC SURVEY AND GONE THROUGH THE REQUISITE REVIEW PROCESSES CAN MORE ASSURANCE BE GIVEN THESE PLANS AS RELATES TO MOVING FORWARD.

Concept Plan 3.0

DATE: 05.30.2024



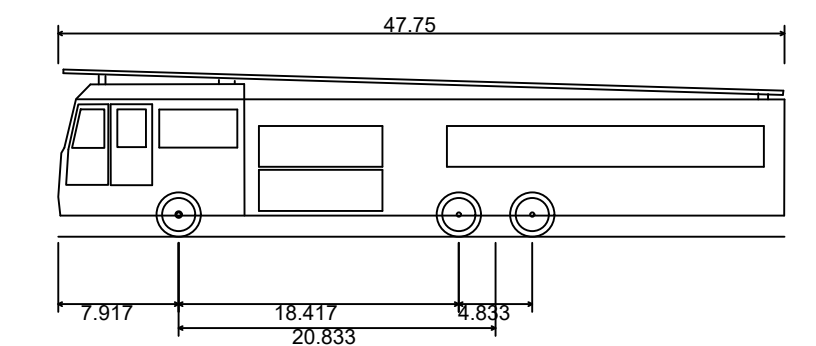
Kimley»Horn

© 2024 KIMLEY-HORN AND ASSOCIATES, INC.
4500 MAIN STREET, SUITE 500, VIRGINIA BEACH, VA 23462
PHONE: 757-213-8600 FAX: 757-213-8601
WWW.KIMLEY-HORN.COM

A Town Hall for Windsor, Virginia



FIRE APPARATUS PROFILE



| | |
|---------------------------|----------|
| E-ONE HP95 Mid Mount | |
| Overall Length | 47.750ft |
| Overall Width | 8.333ft |
| Overall Body Height | 11.000ft |
| Min Body Ground Clearance | 1.393ft |
| Track Width | 8.333ft |
| Lock-to-lock time | 6.00s |
| Max Wheel Angle | 45.00° |

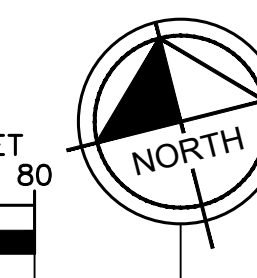
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DATE: 05.30.2024

GRAPHIC SCALE IN FEET
0 20 40 80



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note this requires a wider building front/area to accommodate entry roof and posts w side adjacent windows



NEW WINDSOR TOWN HALL | DRAFT **OPTION-B** following recent plan of extended width front porch layout + back brick gable end with window

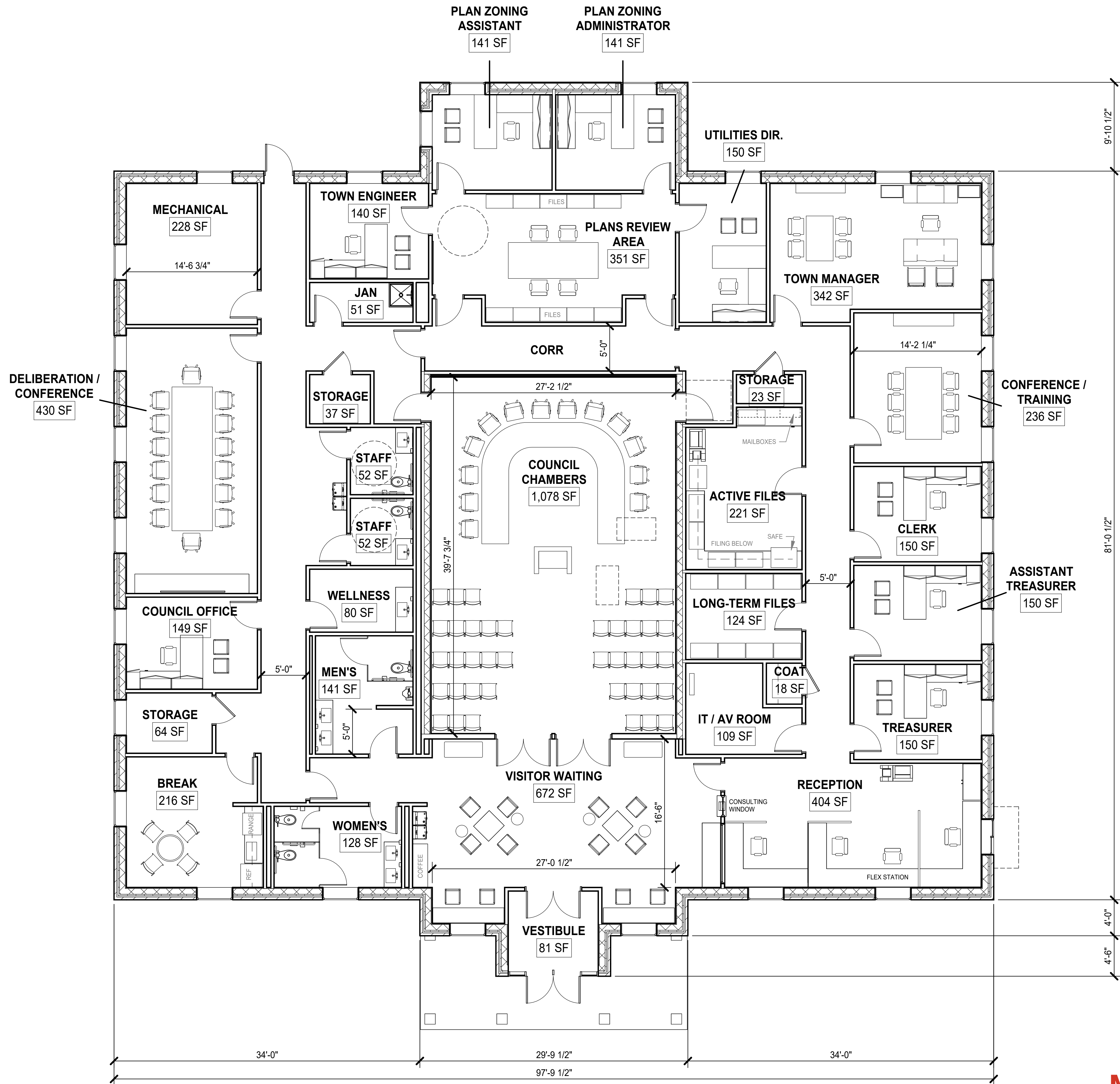
06.07.2024



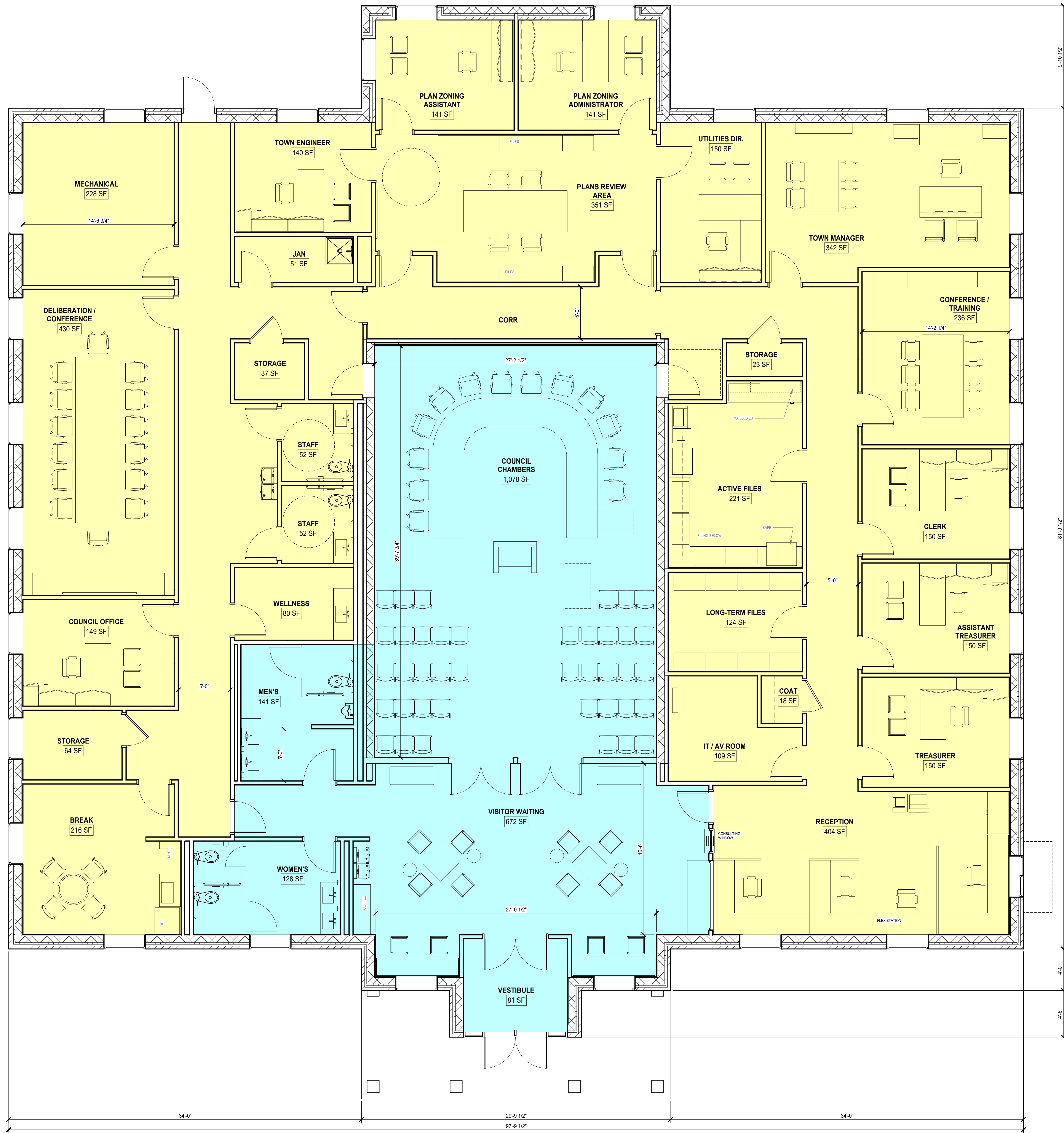
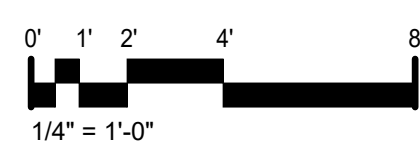
NEW WINDSOR TOWN HALL | DRAFT **OPTION-C** following recent plan of extended width front porch layout + forward gable roof with medallion

06.07.2024

**FLOOR PLAN -
8,396 SQFT**



PRIVATE
 PUBLIC



FLOOR PLAN

WINDSOR TOWN HALL

SHIRLEY DRIVE, WINDSOR, VA 23487

TOWN OF WINDSOR

560750

| | |
|-------------|----------------|
| PROJECT NO: | 560750 |
| DATE: | APRIL 18, 2024 |
| REVISIONS | |
| DATE | DESCRIPTION |

Windsor Town Hall - Schematic Design Narrative

June 4, 2024

County stormwater quantity and quality regulations. It is anticipated that the purchase of stormwater credits in combination with bio retention, micro-bio retention, vegetated swales, underground detention, structural BMP's and/or a rooftop gutter downspout disconnection can be utilized to adequately mitigate the storm water for the proposed development. These improvements will be evaluated during the design phase of the project.

Water and Sanitary Sewer Service

The Town of Windsor owns and operates public water distribution lines which are available in both E Windsor Blvd and Holland Drive to serve domestic, and fire demands of the proposed development. A vacuum sewer system which is owned and operated by Isle of Wight County is available for sewer connection from the proposed building on Holland Drive.

Franchise Utility Services

During the design phase of the project, we will coordinate with the applicable electric, gas, phone, and cable/wifi service providers to provide services to this project.

ARCHITECTURAL NARRATIVE

The Windsor Town Hall is generally described as a one-story building with exterior brick and concrete masonry unit bearing cavity walls and interior steel columns supporting light gauge steel trusses, with a combination of low slope membrane at the roof well and a hipped standing seam metal roof with a gabled entry. The building is approximately 8,396 square feet in area. The building will be designed in accordance with the 2021 VUSBC (Virginia Uniform Statewide Building Code). The primary use group is Business (B), and the construction type is IIB, non-combustible construction.

The Town Hall will house the Town Council meeting chambers, the Treasurer, Town Manager, and Planning Department. The public areas of the building include the main building lobby, and when permitted the Council Chambers, Conference Rooms, and Plan Review Room.

The exterior bearing walls will consist of 8" concrete masonry units, an air space with 2" closed cell polyurethane foam insulation, and 3 5/8" face brick with a continuous two-piece flashing. Exterior walls will have accents with cast stone masonry used for window arches. The interior face of the exterior walls will be furred with 7/8" galvanized steel furring channels and 5/8" gypsum wall board.

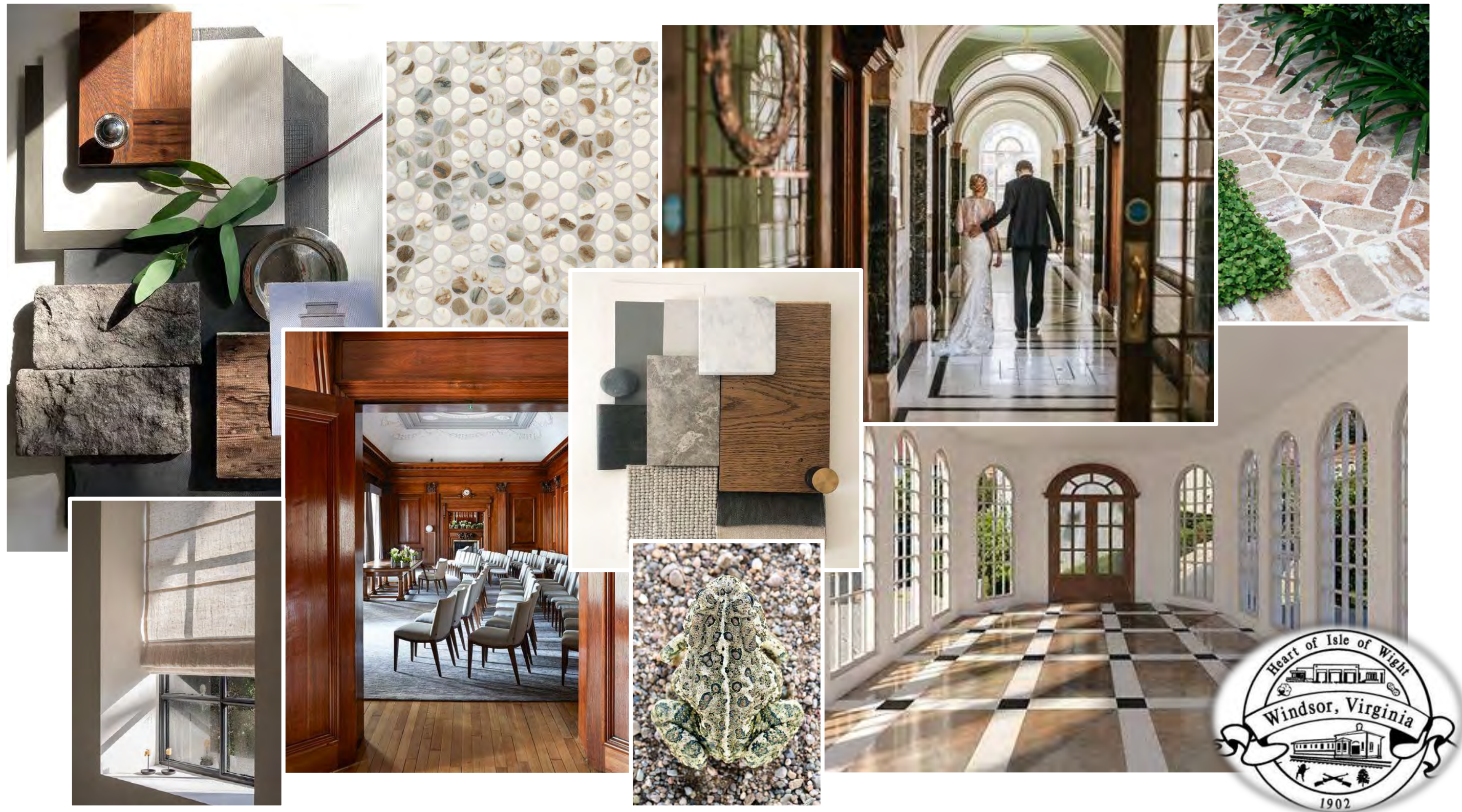
Exterior windows will consist of thermally broken aluminum windows with 1" insulated, Low-E, tempered glazing, and decorative grid for a more traditional look. Exterior windowsills will be cast stone masonry.

Interior windows will consist of 1/4" tempered glazing in aluminum storefront.

The low slope roof system will consist of a white PVC roof membrane over a 5/8" cover board over 5" of polyisocyanurate insulation on 1 1/2" steel roof deck. The pitched roof system will consist of standing seam metal roof on an insulated, vented, nail base, on 1 1/2" steel roof deck.

Interior partitions will primarily consist of 5/8" gypsum wall board on 3 5/8" galvanized steel studs, extending 6" above the highest adjacent ceiling, unless full-height partitions are otherwise required for sound reduction or security. Interior concrete masonry unit walls will consist of 6" or 8" concrete masonry units with furring. Rooms requiring acoustic considerations will have sound

A Historically Influenced Palette, Inspired By Nature



Charm | Heritage | Community | Timeless | Unified | Wholesome | Balanced

MOSELEY ARCHITECTS

TOWN OF WINDSOR NEW TOWN HALL BUDGET ESTIMATE

July 31, 2024

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

CONSTRUCTION COSTS

| | | | |
|--|------------|-------|--------------------|
| One Story Town Hall Building* | 8,396 SF @ | \$489 | \$4,105,774 |
| Site work | | | \$3,407,994 |
| 2024 Construction Cost Subtotal | | | \$7,513,768 |

OTHER COSTS

| | | | |
|---|------------|-------|--------------------|
| Furniture/Equipment Allowance | 8,396 SF @ | \$30 | \$251,880 |
| Architectural/Engineering Services | | 9.50% | \$714,000 |
| Interior Design Services (Furniture Design) | | 9.00% | \$23,000 |
| Testing and Inspections | | | \$75,000 |
| Data/Telephone Allowance | | | \$150,000 |
| Moving Expenses Allowance | | | \$25,000 |
| 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 | | | \$1,238,880 |

| | | | |
|------------------------------|--|--|--------------------|
| Project Cost Subtotal | | | \$8,752,648 |
|------------------------------|--|--|--------------------|

| | | | |
|--|--|--|-----------|
| Recommended Project Budget Contingency (10%) | | | \$880,000 |
|--|--|--|-----------|

| | | | |
|--------------|--|--|--------------------|
| TOTAL | | | \$9,632,648 |
|--------------|--|--|--------------------|

* The square footage is based on the previously submitted Schematic Design Pricing Plan dated July 15, 2024.

Draft for Review and Comment

Report: Progress Cost Estimate
 Project: Windsor Town Hall
 Location: Windsor, VA
 Documents Dated: June 4, 2024

Prepared by: Downey & Scott, LLC
 6799 Kennedy Road, Suite F
 Warrenton, Virginia 20187
 Ph 540.347.5001 Fax 540.347.5021
 www.downeyscott.com

Status: Schematic Design
 Client: Moseley Architects
 Submission: July 29, 2024
 Run Date: See footer
 Revised: NA

PM: pk/sm/mv
 Checked by: ja
 Job no: 2024067

| LOC REF | SYS # | UNIFORMAT SYSTEM | SPECIFICATION | QUANTITY | U/M | UNIT COST | EXTENSION |
|---------|-------|------------------|---------------|----------|-----|-----------|-----------|
|---------|-------|------------------|---------------|----------|-----|-----------|-----------|

CONSTRUCTION COST SUMMARY

Windsor Town Hall

Building 8,396.00 Gross Square Feet

Total 8,396.00 Gross Square Feet

DIV# CSI DIVISION SUMMARY

| | | Sitework | Building | Cost/SF |
|---|--------|------------------|--------------------|-----------------|
| 1.00 GENERAL REQUIREMENTS | | 294,994.04 | 355,393.52 | 42.33 |
| 2.00 EXISTING CONDITIONS DEMOLITION | | 20,000.00 | | 0.00 |
| 3.00 CONCRETE | | | 162,439.00 | 19.35 |
| 4.00 MASONRY | | | 377,952.00 | 45.02 |
| 5.00 METALS | | | 231,234.85 | 27.54 |
| 6.00 WOOD, PLASTICS & COMPOSITES | | | 74,227.60 | 8.84 |
| 7.00 THERMAL & MOISTURE PROTECTION | | | 328,304.47 | 39.10 |
| 8.00 OPENINGS / DOORS AND WINDOWS | | | 206,191.31 | 24.56 |
| 9.00 FINISHES | | | 414,616.48 | 49.38 |
| 10.00 SPECIALTIES | | | 48,966.20 | 5.83 |
| 11.00 EQUIPMENT | | | 25,607.80 | 3.05 |
| 12.00 FURNISHINGS | | | 95,285.36 | 11.35 |
| 13.00 SPECIAL CONSTRUCTION | | Section not used | - | 0.00 |
| 14.00 CONVEYING EQUIPMENT | | | - | 0.00 |
| 21.00 FIRE SUPPRESSION | | | 64,488.00 | 7.68 |
| 22.00 PLUMBING | | | 129,709.42 | 15.45 |
| 23.00 HEATING, VENTILATION & AIR CONDITIONING | | | 409,580.58 | 48.78 |
| 26.00 ELECTRICAL | | | 301,661.16 | 35.93 |
| 27.00 COMMUNICATIONS | | | 37,865.96 | 4.51 |
| 28.00 ELECTRONIC SAFETY & SECURITY | | | 53,482.52 | 6.37 |
| 31.00 EARTHWORK | | 444,662.53 | | |
| 32.00 EXTERIOR IMPROVEMENTS | | 1,038,727.88 | | |
| 33.00 UTILITIES | | 954,893.24 | | |
| Subtotal | | 2,753,278 | 3,317,006 | |
| GC OH&P | 5.50% | 151,430 | 182,435 | |
| Subtotal | | 2,904,708 | 3,499,442 | |
| Design Contingency | 10.00% | 290,471 | 349,944 | |
| Subtotal | | 3,195,179 | 3,849,386 | |
| Bonds, insurance & local tax | 1.28% | 40,898 | 49,272 | |
| Subtotal | | 3,236,077 | 3,898,658 | |
| Escalation to midpoint | 5.31% | 171,917 | 207,116 | |
| Subtotal | | 3,407,994 | 4,105,774 | |
| compounded mark-ups | 22.09% | | | |
| TOTAL PROJECT HARD CONSTRUCTION COSTS | | | \$7,513,768 | \$894.92 |