

Special Meeting

**Municipal Building
October 27, 2009**

The Council of the Town of Culpeper convened in special session at 6 p.m. with Mayor Pranas A. Rimeikis presiding. Present: Laurel C. Gravatte, Michael T. Olinger (arrived at 6:03 p.m.), James C. Risner, Robert M. Ryan, Christopher H. Snider, William M. Yowell, Council Members. Also Present: Jeffrey B. Muzzy, Town Manager; Kimberly D. Allen, Town Clerk; Chris Jenkins, Police Captain; Fritz Alderman, Engineer II; Wally Bunker, Public Information Officer; Kristi Mashon, Administration Office Clerk. Absent: Calvin L. Coleman, Duke M. duFrane, Council Members.

AGENDA APPROVAL

By general consensus, Council adopted the agenda as presented.

NEW BUSINESS

R/R Re: New Police Building--Change Order #1 for Roof Replacement

Town Manager Muzzy presented the report and recommendation that stated at the August 8 Council meeting, staff was requested to gather additional information regarding the replacement of the new police building roof. Town staff had investigated the need for a new roof and had recommended to council that the current roof, though minimally adequate in the short term, did not meet the needs of a long term (25 Year plus) completely renovated facility.

In order to develop an exact cost for the roof replacement, Council authorized at the September 9 meeting the project architect, Dominion Development Resources, LLC (DDR), to develop drawings, written specifications, and bid documents for a long term roofing system at a cost not to exceed \$9000. The project architect, Bob Anderson, and the Town's construction consultant, Hunter Spencer, both agreed that it would be in the Town's best interest if the re-roofing were bid by the General Contractor, rather than by the Town, since the General Contractor would be responsible for coordination. Also, the contractor would be able to obtain bids in less than half the time it would take to go through the process if run by the Town. Since time is of the essence, if the re-roofing is to take place, this was considered the only viable route to take. Mr. Anderson stated at the time that he believed that roof replacement costs would be within the approved project budget, which had included funding in the event that the Council ultimately made a decision to replace the roof. The approved project budget included (does not include the loan issuance or capitalized interest costs):

Project Budget

Purchase of existing building: \$2,850,000
Base Building Renovation: \$1,549,017 (CL Lewis contract amount)
Security Systems: \$ 135,000
Design Costs: \$ 275,000
Furniture & Equipment: \$ 295,000
Miscellaneous: \$ 150,000
Moving Costs: \$ 8,500
Re-Roofing: \$ 234,500

Total: \$5,497,017

Following the September 9, 2009 Regular Council Meeting, DDR developed drawings, written specifications, and bid documents and contacted the general Contractor C.L. Lewis for exact prices for a change order to replace the roof. The General Contractor, C.L. Lewis, was able to obtain seven bids, all of which were within a very close range of one another. The low bidder, Baker Roofing, submitted a bid that was extremely close to the Architect's final estimate and well below the amount reserved in the project budget. The Architect has had past experience with the low bidder, Baker Roofing, and believes them to be a competent and qualified sub-contractor, able to accomplish the proposed work. Mr. Anderson oversaw CL Lewis's bid process in order to ensure it was handled appropriately, in the event the decision was made by Council to proceed to replace the roof.

CL Lewis's bid process is complete and the additional cost for a change order to replace the roof system is \$153,640 (30 year warranty). The true cost of the roof (\$187,800) is derived by adding the savings of \$32,000 for not having to install the spray on insulation (only required if we do not replace the existing roof), and adding the savings of \$2,160 for miscellaneous roof repairs (again, only required if we do not replace the existing roof) to Baker Roofing's base bid.

Total Costs Associated with Replacing the Roof:

\$153,640 additional costs to be added to the contract for a new roof
\$32,000.....costs saved by not adding spray on under the roof insulation already budgeted
\$2,160.....costs saved by not adding misc. roof repairs already budgeted
\$187,800 total cost for a new roof

Town staff was notified by Bob Anderson on October 15 of the above stated costs for a new roof and he stated that unless we were able to make a decision by November 1, 2009 the General Contractor, C.L. Lewis, would add 15 working days to the project time line with additional costs incurred. Staff asked for and received on October 20 additional information that the contractor would add an additional \$8,405 if Council did not authorize the roof replacement by November 1, 2009.

Financial Impact

- Additional cost for a change order to replace the existing roof if approved prior to November 1, 2009...\$153,640
- Additional cost for a change order to replace the existing roof if approved after November 1, 2009..... \$162,045

It was recommended that Council authorizes the Town Manager or his designee to approve a change order for C.L. Lewis, General Contracting to replace the existing roofing system on the new police station building at an additional cost to the approved contract of \$153,640.

Vice Mayor Yowell questioned the additional \$8,405 charge if Council did not authorize the roof replacement by November 1, 2009. Mr. Anderson responded it was necessary to replace the roof before the contractor could begin other construction and indicated the superintendent overseeing construction must be paid during the delay in order to keep the site open.

Council Member Gravatte questioned if a penalty would be assessed on the contractor if work was not completed by a certain timeframe. Mr. Anderson replied yes.

A brief discussion ensued regarding the true cost of the roof. Mr. Spencer replied the true cost of the new roof was \$187,800; however, \$32,000 would be saved because spray insulation would not be added to the existing roof. Mr. Anderson noted an additional \$2,160 in minor patch work to the existing roof would be saved as well.

Mr. Risner moved, Mr. Ryan seconded, to approve the report and recommendation as presented.

The motion carried by voice vote (6-1—Aye-Gravatte, Olinger, Risner, Ryan, Snider, Yowell; Nay-Rimeikis; Absent-Coleman, duFrane).

ADJOURNMENT

Council adjourned at 6:05 p.m.

Clerk

Mayor