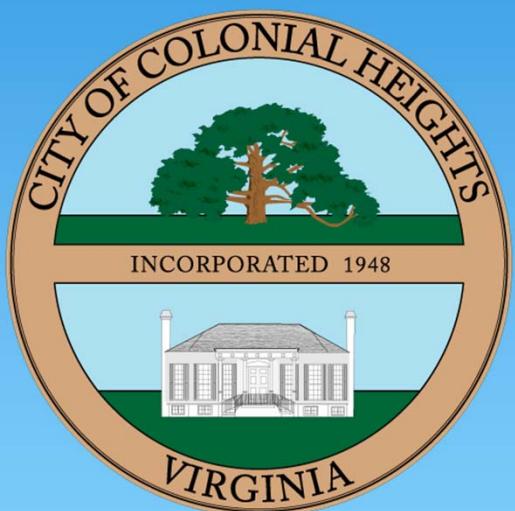


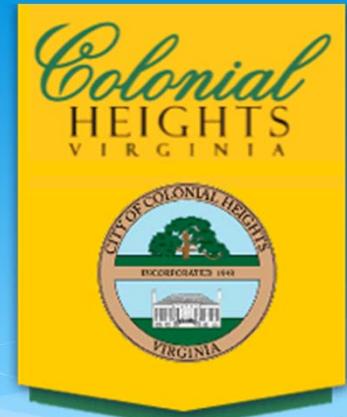
Colonial Heights City Council Special Meeting

July 17, 2018



Colonial Heights City Council Meeting

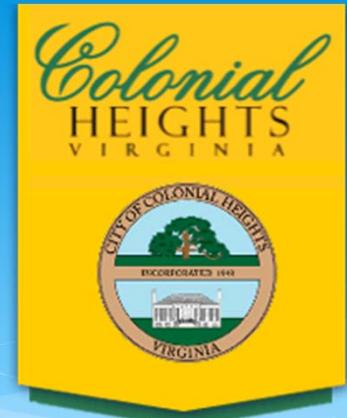
July 17, 2018



- 1. Call to Order**
- 2. Roll Call**
- 3. Declarations Of Personal Interest**

Colonial Heights City Council Meeting

July 17, 2018



4. Work Session On The Following Items:

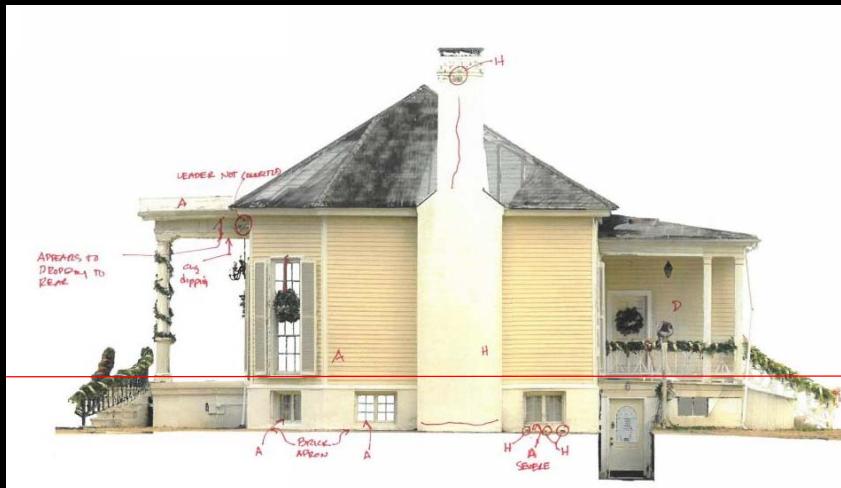
A. Violet Bank Museum Structure Report Presentation



MESICK
COHEN
WILSON
BAKER
architects
albany • williamsburg

VIOLET
BANK









SUMMARY OF EXTERIOR RECOMMENDATIONS AND ESTIMATED COSTS

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SYSTEM	PRIORITY	TREATMENT RECOMMENDATION	Take-off Information	Qty	Unit	Rate	Total
		This cost estimate assumes that existing features will be repaired or restored as one project. Should specific treatments be broken up into smaller projects, the estimated costs are likely to substantially increase. Please note, this estimate doesn't include provisions for upgrading universal access or additional equipment necessary for special event functions such as weddings.					
Roof	Urgent	Repair jack rafters and properly reframe into chimneys.	Allowance	1	LS	\$ 3,000.00	3,000
Front Porch	Urgent	Replace all floor boards with clear, tongue-and-groove material of the same dimensions, with half-round nosing's extended past the skirt a sufficient distance to allow for the addition of the coved molding below. The new decking should be radiata pine, treated with acetic anhydride, "Accoya" being an example of this product. Secure new flooring to the joists with stainless steel screws, "toed in" to hide the fasteners.	Front Porch Deck = 310 Sq. Ft. Edge of deck to front door is 14'-2"	310	SF	\$ 25.00	7,750
Front Porch	Urgent	Before the new deck is laid, the framing should be carefully inspected and repaired (or replaced) with treated pine lumber where necessary.	100%	311	SF	\$ 19.00	5,909
Front Porch	Urgent	Replace deteriorated sections of the skirt. Provide a 5/8" cove molding under projected nosing's of new deck.		50	LF	\$ 19.00	944
Front Porch	Urgent	Investigate structural integrity of east beam above the front porch.	Allowance	16	Hrs.	\$ 175.00	2,800
East Chimney	Necessary	Rebuild chimney cap, and re-point the masonry as required, reusing original bricks and lime-based mortar (NHL) to match original formula.		1	EA	\$ 3,500.00	3,500
East Chimney	Necessary	Renew metal elements in copper, working them properly into the extant shingle		1	EA	\$ 1,500.00	1,500
East Chimney	Necessary	Provide a new, low-profile, ventilated cap in copper.		1	EA	\$ 850.00	850
West Chimney	Necessary	Rebuild chimney cap, and re-point the masonry as required, using original bricks		1	EA	\$ 3,500.00	3,500
West Chimney	Necessary	Renew metal elements in copper, working them properly into the extant shingle		1	EA	\$ 1,500.00	1,500
West Chimney	Necessary	Provide a new, low-profile, ventilated cap in copper.		1	EA	\$ 850.00	850
Main House Gutters	Necessary	Replace gutters in copper.	Main House Roof Gutters = 144'-0" L.F.	144	LF	\$ 25.00	3,600
Main House Roof Leaders	Necessary	Replace rain leaders in copper.	Main House Roof Leaders =	130	LF	\$ 15.00	1,950
Rear Ell and Porch Gutters	Necessary	Replace gutters in copper.	Rear Ell and Porch Gutters = 61'-0" L.F.	61	LF	\$ 25.00	1,525
Rear Ell and Porch Roof Leaders	Necessary	Replace rain leaders in copper.	Rear Ell and Porch Leaders = 32'-0" L.F.	32	LF	\$ 15.00	480
Surface Drainage	Necessary	Regrade around perimeter of house at low spots to allow water to flow away from the foundation walls, creating swales where conditions require, and piping under walks	Allow 4 men 2 days	1	LS	\$ 4,160.00	4,160
Surface Drainage	Necessary	Assess condition and size of existing sub-surface drainage system. Determine whether it is adequate to receive and dispose expected volume of runoff from the roof. Scope system with a camera to determine if any blockages have occurred. Determine destination of discharge from this system. Reactivate or replace system. Connect new gutters and downspouts to reactivated sub-drainage system.	camera review + connect downspouts to u/g pipe. Allow for new sub drainage system	1	LS	\$ 2,500.00	2,500

SUMMARY OF EXTERIOR RECOMMENDATIONS AND ESTIMATED COSTS

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Foundation Drainage	Necessary	The foundation should be trenched and waterproofed with an impervious membrane, protected by a drain board. Free water at the base of the wall should be collected and removed with a perforated "french drain" bedded in crushed stone, all encapsulated in filter cloth. This waterproofing system should encapsulate the present rear wing as well as the front range of the building.		1,800	SF	\$	15.00	27,000
Archaeology	Necessary	Archaeology should precede excavation of the foundation, removing cultural layers down to subsoil immediately adjacent to the foundation. Afterward, the spoil from trenching operations should be screened to recover contents of the builder's trench.	5 days of 2 people excavating test pits at selected locations around the house. 2 days of 1 person monitoring the mechanical excavation around the house (reduced cost if this takes just 1 day), processing and cataloging artifacts, written report, and mileage for 7 days.	1	LS			9,775
Roof - Front Porch	Necessary	Provide a liquid-applied roof membrane, like Hydro-Stop, with necessary flashings, properly tied to the extant shingle installation.	Front Porch Roof = 228 Sq. Ft.	228	SF	\$	10.00	2,280
Roof - Rear Ell and Porch	Necessary	Repair eastern edge of metal covering		1	LS	\$	1,000.00	1,000
Roof - Rear Ell and Porch		Provide a liquid-applied roof membrane, like Hydro-Stop, with necessary flashings, properly tied to the extant shingle installation.	Rear Ell and Porch Sq. ft. = 439	439	SF	\$	10.00	4,390
Roof - Rear Ell and Porch		Provide walk-boards on the new membrane to access the main roof and attic access. Provide ladder support.		1	LS	\$	1,500.00	1,500
North Elevation - Cellar Entry	Necessary	Remove exterior doorway to basement (frame, door, and trim). Replace with new elements of historically appropriate design.		1	EA	\$	8,000.00	8,000
Cellar Entry Sump Pump	Necessary	Provide battery back-up for emergency situations to maintain pump operation in severe weather situations.		1	LS	\$	2,500.00	2,500
Wooden Cornice	Near-Term	Remove and replace decayed sections of cornice, replace missing sections of crown molding on main house, cutting new shaper knives to match existing profiles on front porch. Provide blocking behind new crown as required.		1	LS	\$	50,000.00	50,000
Wooden Cornice	Near-Term	Provide a new, breathable underlayment, like VaproShield, at the eaves, and also new copper edgings, turned down over the crown. All finished carpentry for the cornice to be reclaimed, long-leaf southern yellow pine. All blocking to be radiata pine treated with acetic anhydride, like Accoya.		1	LS	\$	25,000.00	25,000
Wooden Siding	Near-Term	Replace failed siding with new siding of longleaf reclaimed southern yellow pine, matching the exposure and molded profile of the extant siding. Install new siding over permeable vapor barrier like Tyvek, providing copper flashings at vulnerable junctions.	Sq. Ft. Cost. Allow complete façade	2,744	SF	\$	22.00	60,368
Corner Boards	Near-Term	Repair as necessary.	Allowance	1	LS	\$	2,500.00	2,500

SUMMARY OF EXTERIOR RECOMMENDATIONS AND ESTIMATED COSTS

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Water table	Near-Term	Remove and replace the entire water table assembly and two clapboards above. Flash the brick foundation and the wall above it with copper. Fabricate new molded members, cutting new shaper knives to replicate the existing profiles accurately. New water table members should be made of long-leaf southern yellow pine, treated with boric acid preservative like "Bora Care." Any required blocking to be radiata pine, treated with acetic anhydride, like Accoya.		588 SF	\$ 35.00	20,580	-
Front Porch Columns	Near-Term	Columns should be removed and restored, removing all paint and all rotted areas, restoring the latter with Dutchmen, and filling opened cracks with linseed oil putty.	4 wood Columns. Remove, restore and re-install. Allow 4 men 40 hrs. + 1000 material	4 EA	\$ 2,850.00	11,400	-
Exterior Paint	Near-Term	Prep and paint the entire exterior including all repairs and new work using an oil-based primer, followed by two latex finish coats.	North Elevation = 592 Sq. Ft.	592 SF	\$ 20.00	11,840	
Exterior Paint	Near-Term	Prep and paint the entire exterior including all repairs and new work using an oil-based primer, followed by two latex finish coats.	East Elevation = 384 Sq. Ft.	384 SF	\$ 20.00	7,680	
Exterior Paint	Near-Term	Prep and paint the entire exterior including all repairs and new work using an oil-based primer, followed by two latex finish coats.	South Elevation = 359 Sq. Ft.	359 SF	\$ 20.00	7,180	
Exterior Paint	Near-Term	Prep and paint the entire exterior including all repairs and new work using an oil-based primer, followed by two latex finish coats.	West Elevation = 421 Sq. Ft.	421 SF	\$ 20.00	8,420	-
Stucco Removal - East Chimney	Near-Term	Remove all stucco	East Chimney = 311 Sq. Ft.	311 SF	\$ 8.00	2,488	
Lime Based Mortar-East Chimney	Near-Term	Repoint and repair exposed masonry as necessary using sand-struck clay bricks of proper size, and a lime-based (NHL) mortar matching the composition of the original material.	East Chimney = 311 Sq. Ft.	311 SF	\$ 20.00	6,220	
Stucco Removal - West Chimney	Near-Term	Remove all stucco	West Chimney = 328 Sq. Ft.	328 SF	\$ 8.00	2,624	
Lime Based Mortar-West Chimney	Near-Term	Repoint and repair exposed masonry as necessary using sand-struck clay bricks of proper size, and a lime-based (NHL) mortar matching the composition of the original material.	West Chimney = 328 Sq. Ft.	328 SF	\$ 20.00	6,560	
Stucco Removal - All Foundations	Near-Term	Remove all stucco	Total = 738 Sq. Ft.	738 SF	\$ 8.00	5,904	
Lime Based Mortar - All Foundations	Near-Term	Repoint and repair exposed masonry as necessary using sand-struck clay bricks of proper size, and a lime-based (NHL) mortar matching the composition of the original material.	Total = 738 Sq. Ft.	738 SF	\$ 20.00	14,760	
Basement Windows	Near-Term	Replace all basement window frames, providing a new 9-light sash in each opening. All should be fabricated in mahogany.	9 Window units. 2'-11" x 3'-7" each.	9 EA	\$ 5,500.00	49,500	-
Rear Porch Deck	Near-Term	Remove the present porch decking (both layers) and replace with new decking of with radiata pine, treated with acetic anhydride. (accoya is one example of this product). The new deck should replicate the 1960 dimensions of the boards, and should be laid over a plywood substrate and 1 x sleepers covered with a rubber membrane. The present double skirt should be revised to conceal the substrate layer of the deck system.	Rear Porch Sq. ft. = 238	238 SF	\$ 40.00	9,520	-
Cellar Steps	Near-Term	Repoint brick steps and brick coping of cheek wall		1 LS	\$ 2,500.00	2,500	

SUMMARY OF EXTERIOR RECOMMENDATIONS AND ESTIMATED COSTS

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Cellar Stair Cheek Wall Railing	Near-Term	Rebuild the railings and newel above the cheek wall to the existing design, but providing a deeper bottom rail. The new work should be radiata pine, treated with acetic anhydride. "Accoya" is an example of this product.		20	LF	\$ 350.00	7,000
							414,807
		Design Contingency			20%		82,961
		GC Markups:					
		General Conditions			10%		49,777
		Bond and Insurance			3%		16,426
		OH and Fee			8%		45,118
		Escalation to midpoint (assume July 2019)			4%		24,364
		Total Estimated Cost at Award					633,453

































SUMMARY OF INTERIOR RECOMMENDATIONS AND ESTIMATED COSTS

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ROOM	SYSTEM	PRIORITY	TREATMENT RECOMMENDATION	Take-off Information	Qty	Unit	Rate	Total
100 Passage	Ceiling	Near-Term	Plaster should be applied over the laths from above to re-integrate plaster and substrate.	Allow 33% of ceiling	78	SF	\$ 35.00	\$ 2,737
	Cornice	Long-Term	Reproduce plaster acanthus leaves to match originals.	25% of cornice in passage 100	16	LF	\$ 350.00	\$ 5,688
	Door 100-1	Long-Term	Reproduce and replace missing plinth blocks at the bottom of each mullion. These new elements should be made of reclaimed long-leaf southern yellow pine, clear edge-grain material, with tight vertical grain.	Allowance				
	Door 100-1	Long-Term	Putty cracked panels in west door leaf; repaint	2 men 32 hours	1	LS	\$ 1,500.00	\$ 1,500
	Door 100-1	Necessary	Weather strip doors to reduce air infiltration.	perimeter of two leaves in one double door	38	LF	\$ 15.00	\$ 570
	Door 100-1	Long-Term	Replace the present head bolt and keeper with appropriate reproductions, based on paint ghosts on the door. Attach with clinched wrought nails of appropriate size.	(2x) \$200 for bolts, \$20 for nails. Allow 2 men 1 hr. per bolt				
	Door 100-1	Long-Term	Remount existing foot bolt with clinched wrought nails of appropriate size.	\$10 for nails. Allowance	2	EA	\$ 350.00	\$ 700
	Door 100-2		Reproduce and replace missing plinth block at the bottom of the west mullion, based on the surviving east block.	2 men 2 hours per block to install, 1/2 day of shop work to construct, \$150 in material	1	LS	\$ 50.00	\$ 50
	Door 100-2	Necessary	Repair inner corners of doors, high and low, to reduce air infiltration.					\$ -
	Door 100-2	Necessary	Weather strip doors to reduce air infiltration.	perimeter of two leaves in one double door	38	LF	\$ 15.00	\$ 570
	Door 100-2	Long-Term	Putty cracked panels in west door leaf.	Remove door 100-2, repair as needed in shop including items below and reinstall	1	PR	\$ 6,500.00	\$ 6,500
	Door 100-2	Long-Term	Remove leaded transom, flatten assembly and replace missing/broken muntins, provide new glass is required, then re-install.	included				\$ -
	Door 100-2	Long-Term	Replace the present head bolt and keeper, and also the foot bolt and keeper, with appropriate reproductions, based on paint ghosts from the door. Attach with clinched wrought nails of appropriate size.	included				\$ -
	Door 100-2	Long-Term	Remount existing foot bolt with clinched wrought nails of appropriate size.	\$10 for nails. Allowance	1	LS	\$ 50.00	\$ 50
	Door 100-2	Long-Term	Replace the present modern hinges with three pairs of cast-iron butt hinges.	\$150 for hinges. 2 men 1 hr. + material	1	LS	\$ 280.00	\$ 280
	Door 101-1	Long-Term	Fabricate and install moldings and panel	Allowance for 2 men 4 hours to install and \$1000 for fabrication time + \$500 for material	1	LS	\$ 2,020.00	\$ 2,020
	Door 101-1	Long-Term	Repair floral ornament in north corner block	Allow 1 man 8 hours + \$100 material	1	EA	\$ 620	\$ 620
	Door 101-1	Long-Term	Procure a reproduction mortise lock for the Dining room door, based on the layout and dimensions of the surviving remnant in the Parlor door.	Allow \$3500 material + 1 man 2 hours to install	1	EA	\$ 3,630.00	\$ 3,630
	Door 101-1/102-1	Long-Term	Repair finished openings where later hinges and locksets have defaced the rabbets.	\$150 for hinges. 2 men 1 hr. + material	1	EA	\$ 280.00	\$ 280
	Door 101-1/102-1	Long-Term	Procure three pairs of reproduction cast-iron butt hinges and install.	\$150 for hinges. 2 men 1 hr. + material	1	EA	\$ 280.00	\$ 280
101 Parlor	Ceiling	Long-Term	Reproduce and install missing ornaments in ceiling roundel.	Allow 24 hours shop time, \$500 material & 2 men 4 hours to install	1	EA	\$ 2,580.00	\$ 2,580
	Cornice	Near-Term	Once roof and masonry repairs are completed, flat plaster on the breast should be restored with NHL plaster.		1	LS	\$ 5,000.00	\$ 5,000
	Cornice	Long-Term	Castings of missing cornice elements should be made from properly cleaned survivors, re-apply to restored fields of flat plaster.		1	LS	\$ 5,000.00	\$ 5,000
	Walls	Near-Term	Remove damaged plaster from breast and restore flat work with NHL plaster	Allow 50% of parlor walls	504	SF	\$ 35.00	\$ 17,623

SUMMARY OF INTERIOR RECOMMENDATIONS AND ESTIMATED COSTS

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	Walls	Near-Term	Point up cracks on ceiling and walls with NHL plaster.	Allow 15% of wall surfaces and 50% of ceiling	512	SF	\$ 35.00	\$ 17,911
	Baseboard	Long-Term	Repair baseboard at south wall, filling cracks, etc.	Allow 50% of south base board	12	LF	\$ 150.00	\$ 1,800
	Baseboard	Long-Term	Remove shoe molding and touch up base.	Allow 100% of base board on south wall	24	LF	\$ 10.00	\$ 240
	Fireplace	Near-Term	Rebuild fireplace interior with appropriate sand-struck bricks of correct size, using an NHL mortar, incorporating the cast iron jambs	Allowance of 2 men 1 week + \$2500 material	1	EA	\$ 7,700.00	\$ 7,700
	Fireplace	Long-Term	Remove paint on King of Prussia marble chimneypiece	Allow 2 men 8 hours + \$250 material	1	EA	\$ 1,290.00	\$ 1,290
	Flooring	Long-Term	Remove closures for former register locations; repair openings	Allow 1 man 2 hours per register + \$100 material - assume 4 openings	4	EA	\$ 230.00	\$ 920
	Windows	Long-Term	Replace modern sash pulleys and cords with appropriate reproductions.	27 Pulleys @ \$300 each. Allow 16 man-hours per window + material (4 windows)	1	LS	\$ 12,260.00	\$ 12,260
	Windows	Long-Term	Repair damaged casings. Two short sections. One head and one jamb casing	Allow 2 men 8 hours per casing + 250 material - assume 50% of windows in parlor	2	EA	\$ 1,290.00	\$ 2,580
	Windows	Long-Term	Replace missing fillet of corner block.	Allowance	1	EA	\$ 500.00	\$ 500
	Windows	Long-Term	Repair floor at bottom of middle window 3/101.	Allow 2 men 16 hours + \$500 material	1	LS	\$ 2,580.00	\$ 2,580
							\$ -	
102 Dining Room	Ceiling	Near-Term	Point up ceiling cracks (+/- 10') with NHL plaster.	Allow 33% of dining room ceiling	172	SF	\$ 35.00	\$ 6,018
	Cornice	Long-Term	Reproduce missing elements (+/- 30 acanthus leaves in various locations) from properly cleaned survivors, and re-apply to restored surfaces.	10% of cornice in dining room	9	LF	\$ 350.00	\$ 3,080
	Cornice	Long-Term	Reproduce cornice corner and restore at right corner of breast.	allowance	1	EA	\$ 2,500.00	\$ 2,500
	Cornice	Long-Term	Replace ornamental plaster dentils at cornice (15)	Allow for 15 locations	15	EA	\$ 100.00	\$ 1,500
	Walls	Near-Term	Remove damaged plaster from breast of chimney & repair stove pipe holes in brick.	Allow 2 men 1 week + 500 material	1	LS	\$ 5,700.00	\$ 5,700
	Walls	Near-Term	Make and install replacement bead at the north corner of the breast.	allowance	1	EA	\$ 1,000.00	\$ 1,000
	Walls	Near-Term	Restore the flat plaster on the breast using an NHL plaster for all flat work.	Allow 50% of dining walls	514	SF	\$ 25.00	\$ 12,850
	Walls	Near-Term	Point up cracks (+/- 20') in flat plaster with NHL plaster.	Allow 15% of wall surfaces	257	SF	\$ 25.00	\$ 6,425
	Baseboard	Long-Term	Fill/repair two cracks in wainscot of north wall.	Allow 1 man 1 hr. + 50 material	1	LS	\$ 115.00	\$ 115
	Baseboard	Long-Term	Remove shoe molding and touch up base.	Allow 100% of base board in dining	88	LF	\$ 10.00	\$ 880
	Door 102-2	Near-Term	Restore hardware; repair damaged panel	Allow \$3500 material + 2 men 16 hours to install and fab and install panel as well as \$500 material for panel	1	EA	\$ 6,080.00	\$ 6,080
	Windows	Necessary	Replace five missing lights in window 1/102. (See Exterior).	Allowance	5	EA	\$ 500.00	\$ 2,500
	Windows	Long-Term	Replace all pulleys and sash cords with appropriate reproductions.	18 Pulleys @ \$300 each. Allow 16 man-hours per window + material (3 windows)	1	LS	\$ 8,520.00	\$ 8,520
	Flooring	Long-Term	Remove closures for former register locations; repair openings	Allow 1 man 2 hours per register + \$100 material - assume 4 openings	4	EA	\$ 230.00	\$ 920
							\$ -	
103 Stair Hall	Ceiling	Necessary	Patch ceiling with gypsum plaster.	Allow patch and repair full ceiling	103	SF	\$ 35.00	\$ 3,605
	Flooring	Long-Term	Replace the existing 9 x 9 tiles with asbestos-free vinyl tiles of a neutral color	Remove vinyl tile floor and replace with new [incl]	30	SF	\$ 50.00	\$ 1,500
	Walls	Urgent	Remove mold from all plaster surfaces.	Clean all walls in stairwell from mold and repaint	892	SF	\$ 5.00	\$ 4,460
							\$ -	
104 Storage	Flooring	Long-Term	Replace the existing 9 x 9 tiles with asbestos-free vinyl tiles of a neutral color	Remove vinyl tile floor and replace with new [incl]	30	SF	\$ 50.00	\$ 1,500
							\$ -	
105 Bathroom	Flooring	Long-Term	Replace the existing 9 x 9 tiles with asbestos-free vinyl tiles of a neutral color	Remove vinyl tile floor and replace with new [incl abatement]. Including removal of toilet and reset on	30	SF	\$ 50.00	\$ 1,500
		Long-Term	Remove and reset toilet		1	EA	\$ 260.00	\$ 260
	Walls	Long-Term	Remove paneling and wall paper. Refinish walls as required	Allow for 1 man 40 hours + \$200 material	293	SF	\$ 9.56	\$ 2,800

SUMMARY OF INTERIOR RECOMMENDATIONS AND ESTIMATED COSTS

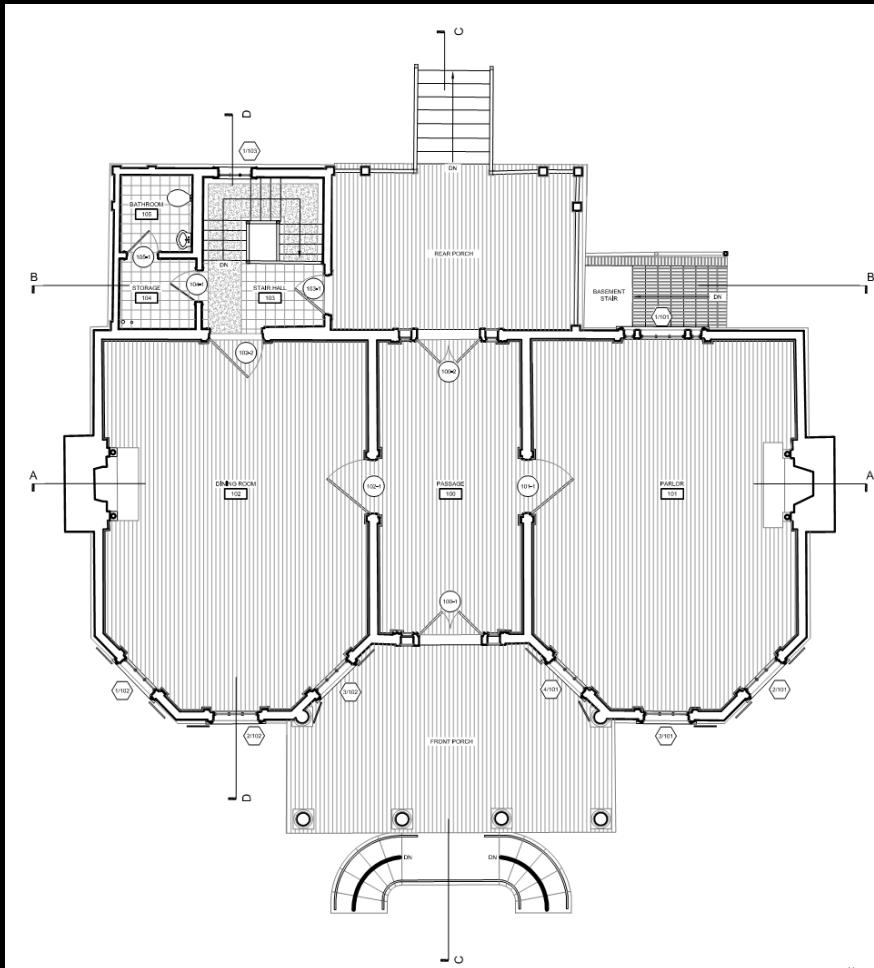
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										\$ -	
B01 Gallery A	Flooring	Long-Term	Remove carpeting.		Remove vinyl tile floor and replace with new (incl abatement) allow 50% VCT and 50% carpet	242	SF	\$ 2.00	\$ 483		
	Flooring	Long-Term	Replace the existing 9 x 9 tiles with asbestos-free vinyl tiles of a neutral color		Remove vinyl tile floor and replace with new (incl abatement) allow 50% VCT and 50% carpet	242	SF	\$ 35.00	\$ 8,453		
	Walls	Urgent	Remove black mold from east wall.		Allowance	238	SF	\$ 5.00	\$ 1,190		
	Walls	Near-Term	Repair textured, cementitious plaster		Repair plaster. Allow 2 men 80 hours + \$1000	658	SF	\$ 10.67	\$ 7,024		
										\$ -	
B02 Vaulted Room	Walls	Long-Term	Remove interior parging from brick		Allow 3 men 32 hours + 500 for material	1	EA	\$ 6,740.00	\$ 6,740		
		Near-Term	Locate source of staining		Investigation allowance	1	LS	\$ 5,000.00	\$ 5,000		
										\$ -	
B03 Office	Flooring	Long-Term	Replace the existing 9 x 9 tiles with asbestos-free vinyl tiles of a neutral color		Remove vinyl tile floor and replace with new (incl	198	SF	\$ 50.00	\$ 9,900		
	Walls	Near-Term	Repair textured, cementitious plaster		Allow for 2 men 24 hours +250 material	485	SF	\$ 4.55	\$ 2,203		
										\$ -	
B04 Gallery C	Walls	Necessary	Remove casework and evaluate foundation perimeter walls		Allow 4 men 2 days for removal and storage	1	LS	\$ 4,160.00	\$ 4,160		
					Allowance for wall evaluation	1	LS	\$ 5,000.00	\$ 5,000		
	Walls	Near-Term	Repair textured, cementitious plaster		Allow 2 men 4 days +500 material	561	SF	\$ 8.31	\$ 4,660		
										\$ -	
B05 Lower Stair Hall	Ceiling/Walls	Urgent	Remove mold from walls and ceiling below stair landing.		Allow 2 men x 2 days +500 material	1	LS	\$ 2,580.00	\$ 2,580		
	Flooring	Long-Term	Replace the existing 9 x 9 tiles with asbestos-free vinyl tiles of a neutral color		Remove vinyl tile floor and replace with new (incl	63	SF	\$ 50.00	\$ 3,150		
										\$ -	
B06 Lower Storage	General	Necessary	Remove all non-mechanical/fire suppression items including paint, chemicals, etc., disposing of these materials in accordance with all applicable regulations.		Allowance					1 LS \$ 2,000.00	\$ 2,000
	Flooring	Long-Term	Replace the existing 9 x 9 tiles with asbestos-free vinyl tiles of a neutral color		Remove vinyl tile floor and replace with new (incl	26	SF	\$ 50.00	\$ 1,300		
B07 Lower Bathroom	General	Urgent	Identify and properly dispose of hazardous waste items including old paint, rags, drop cloths, etc. according to all applicable regulations. These are a fire hazard. Properly store all paint cans.		allowance					1 LS \$ 2,000.00	\$ 2,000
	General	Necessary	Thoroughly clean all surfaces		Allow 1 man 4 hrs.	1	LS	\$ 260.00	\$ 260		
	Flooring	Long-Term	Replace the existing 9 x 9 tiles with asbestos-free vinyl tiles of a neutral color.		Remove vinyl tile floor and replace with new (incl abatement)	33	SF	\$ 50.00	\$ 1,650		
	Walls	Near-Term	Paint walls and ceiling.			229	SF	\$ 1.50	\$ 343		
	Plumbing	Near-Term	Replace toilet fixtures		Assume all piping remains and re-use	2	EA	\$ 1,500.00	\$ 3,000		
										\$ -	
B08 Closet	General	Necessary	Clean space		Allow 1 man half day	1	LS	\$ 260.00	\$ 260		
	Flooring	Long-Term	Replace the existing 9 x 9 tiles with asbestos-free vinyl tiles of a neutral color		Remove vinyl tile floor and replace with new (incl	41	SF	\$ 50.00	\$ 2,050		
										\$ -	
B09 Mechanical Room	General	Necessary	Clean the Mechanical Room		Allow 1 man half day	1	LS	\$ 260.00	\$ 260		
										\$ -	
B10 Vestibule										\$ -	
										\$ -	
B11 Hall	Flooring	Near-Term	Re-pitch the floor of Room B11 to bring the concrete steps from B10 into compliance with applicable building codes.							63 SF \$ 15.00	\$ 945
	HVAC	Near-Term	Repaint duct work, using a key primer to bond new finish.							1 LS \$ 500.00	\$ 500

SUMMARY OF INTERIOR RECOMMENDATIONS AND ESTIMATED COSTS

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B12 Gallery B	Flooring	Necessary	Replace floor boards with T&G pine flooring	3 men 8 hrs. + \$1000 material Refinish floor in room	220 SF	\$ 11.64	\$ 2,560
HVAC	HVAC System	Necessary	Replace HVAC split system and refrigerant piping.	Supplied by MEP Engineer	1 LS	\$ 15,000.00	15,000
	Insulation	Necessary	Re-Insulate Supply Duct	Supplied by MEP Engineer	1 LS	\$ 1,500.00	1,500
	Ducts	Necessary	Clean ducts	Supplied by MEP Engineer	1 LS	\$ 2,000.00	2,000
	Filtration	Necessary	Add bi-polar ionization unit and UV light across cooling coil.	Supplied by MEP Engineer	1 LS	\$ 3,000.00	3,000
	Dehumidification	Necessary	Add supplemental dehumidification unit.	Supplied by MEP Engineer	1 LS	\$ 4,500.00	4,500
							-
Plumbing	Plumbing	Necessary	Install point-of-use water heaters under each lavatory.	Supplied by MEP Engineer	1 LS	\$ 2,000.00	2,000
							-
Electrical	Electrical Service	Near-Term	Upgrade electrical service depending on future use and event types	Supplied by MEP Engineer	1 LS	\$ 5,000.00	5,000
	Breakers/Wiring	Near-Term	Replace breakers and wiring feeding new HVAC system.	Supplied by MEP Engineer	1 LS	\$ 2,000.00	2,000
	Disconnects/Wiring	Near-Term	Demolish panel disconnects and wiring no longer in service.	Supplied by MEP Engineer	1 LS	\$ 500.00	500
	Fixtures/Wiring	Near-Term	Replace fixtures with energy-efficient fixtures and bulbs; conceal exposed wiring with cover plates on junction boxes.	Supplied by MEP Engineer	1 LS	\$ 4,000.00	4,000
	Upgrade Security System	Near-Term	Upgrade system with new door & window contacts, cameras	Allowance	1 LS	\$ 5,000.00	5,000
							\$ 305,301
			Design Contingency		0		61,060
			GC Markups:				
			General Conditions		0		36,636
			Bond and Insurance		0		12,090
			OH and Fee		0		33,207
			Escalation to midpoint (assume July 2019)		0		17,932
			Total Estimated Cost at Award				466,227















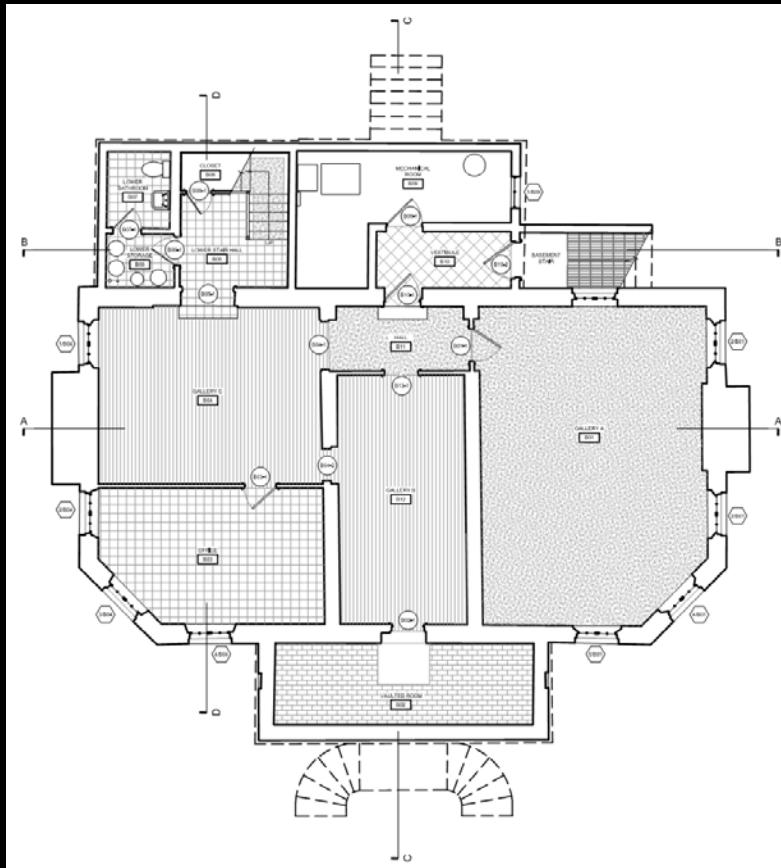








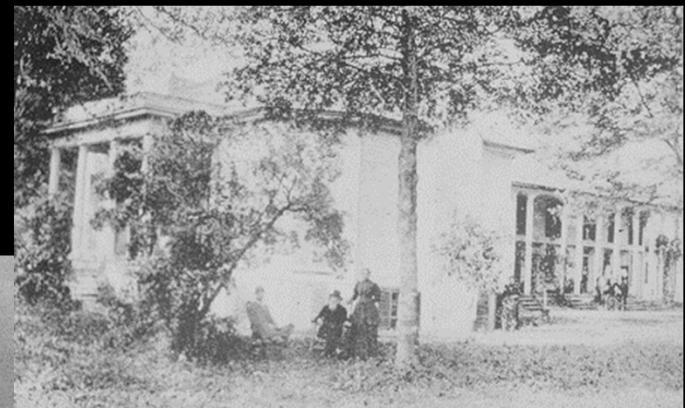




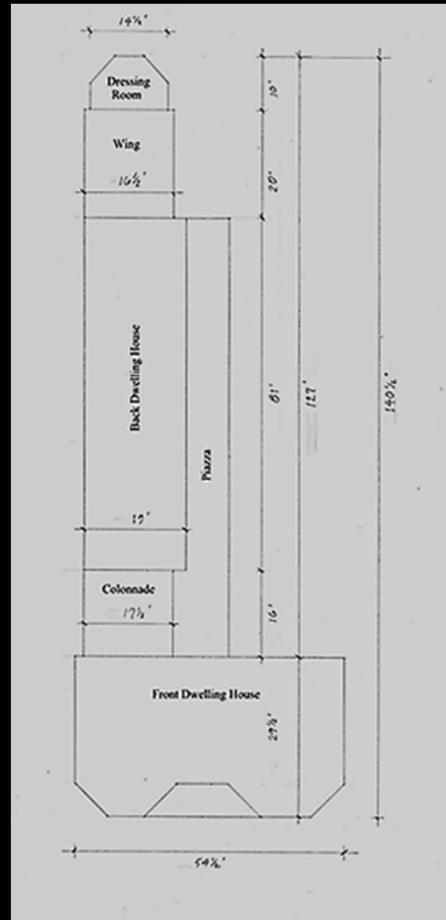
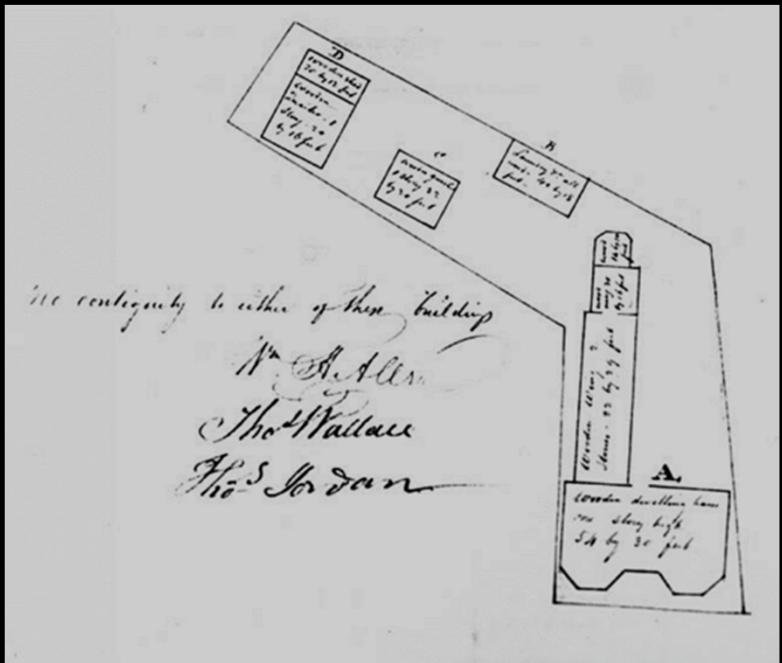


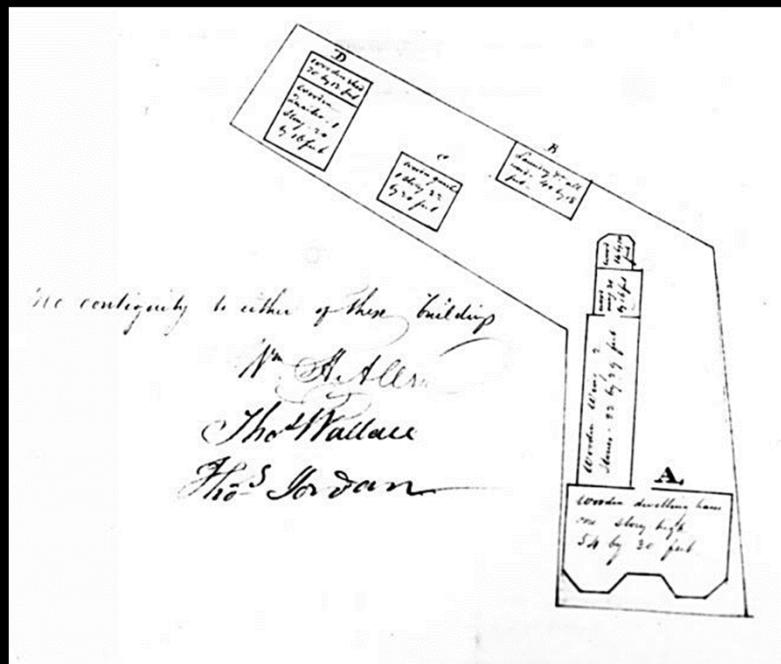


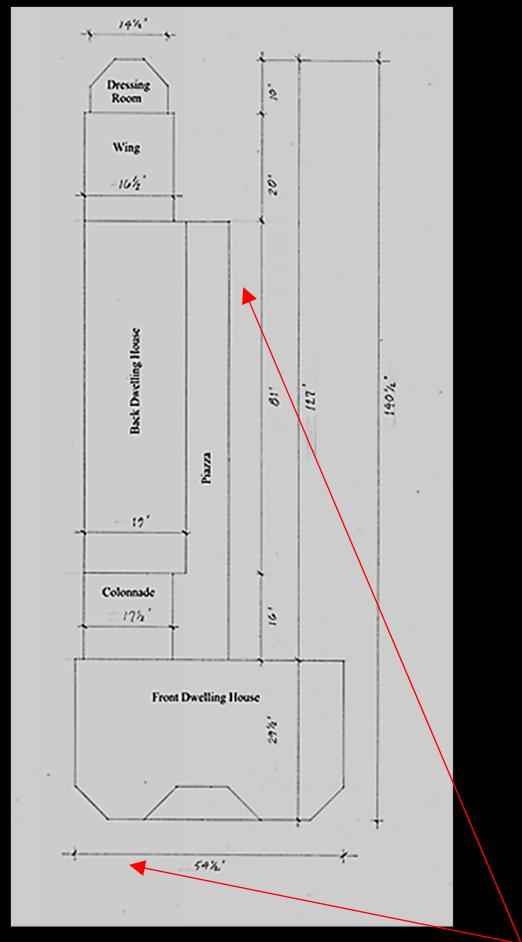
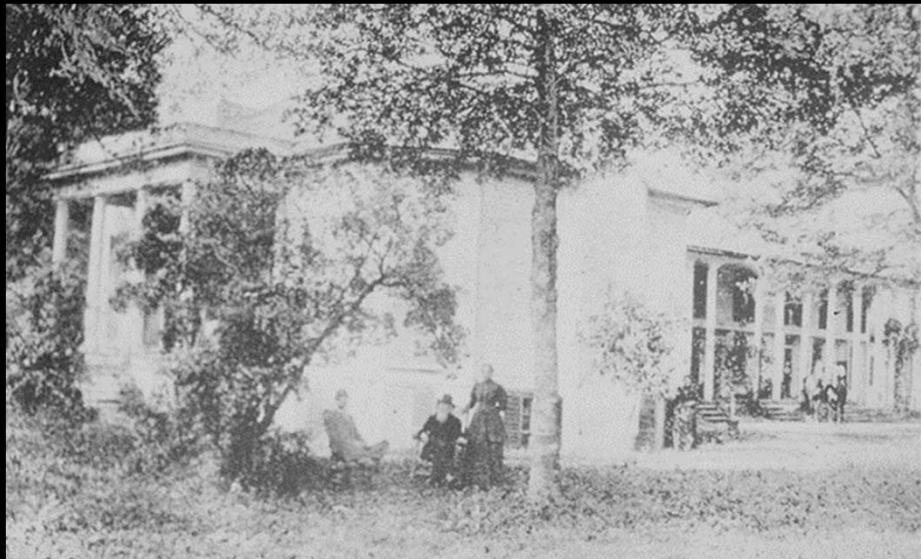
Floor 1

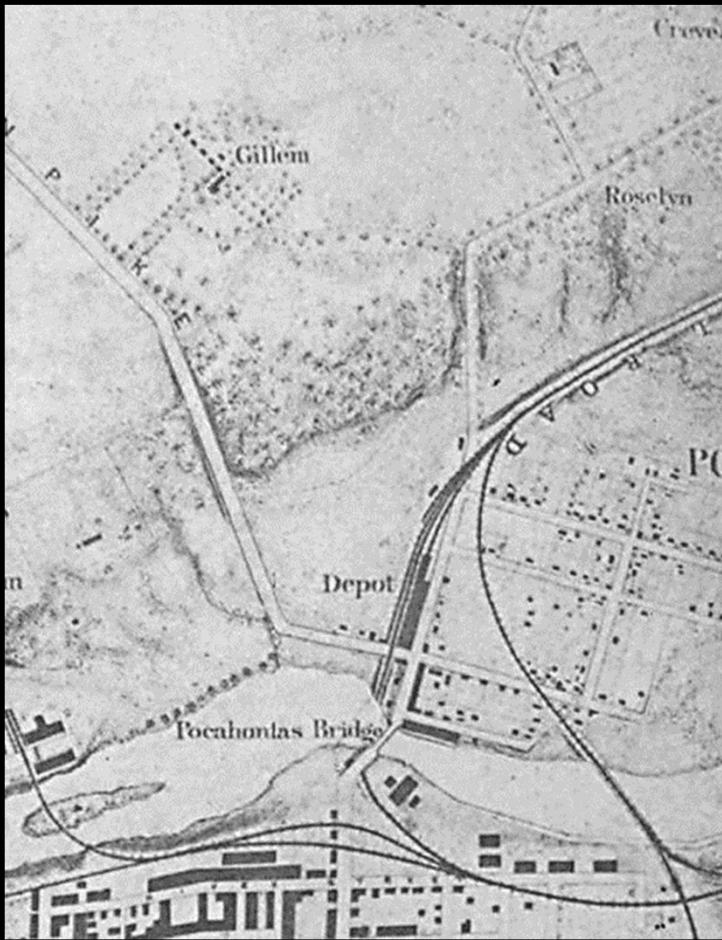


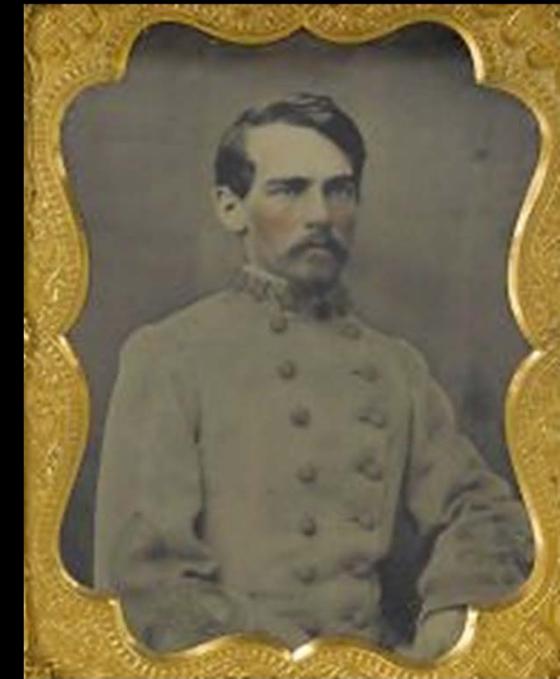
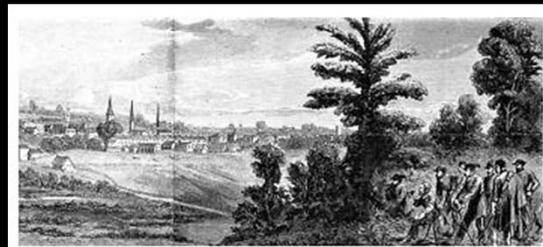
the contingency to either of them building
W^m B. Allen
Thos Wallace
Thos Jordan

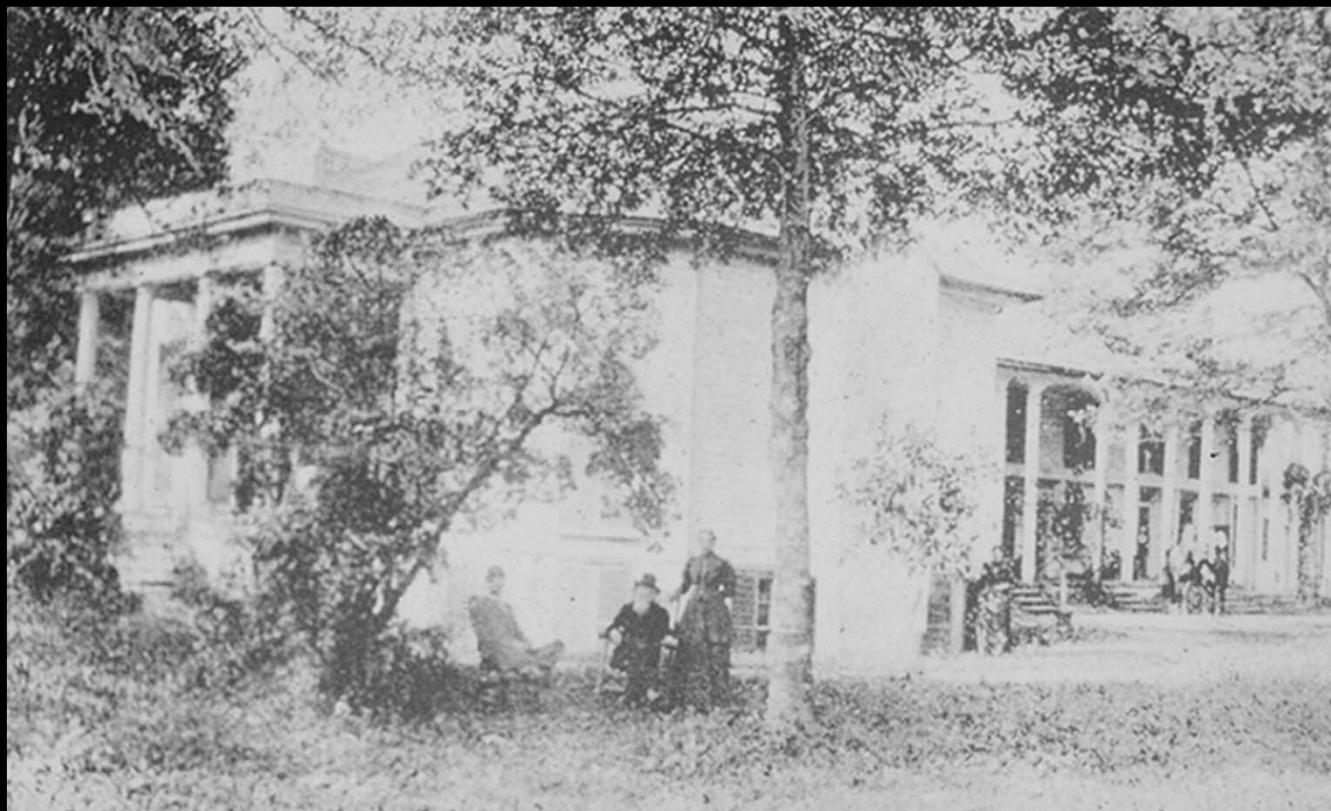


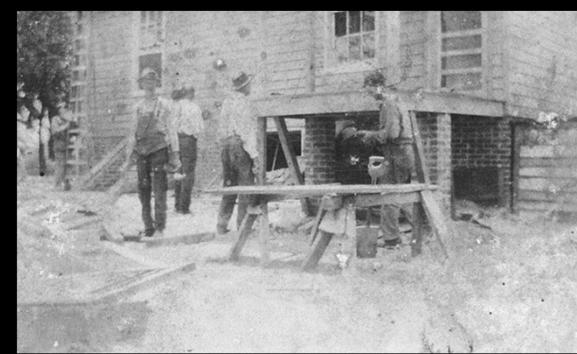
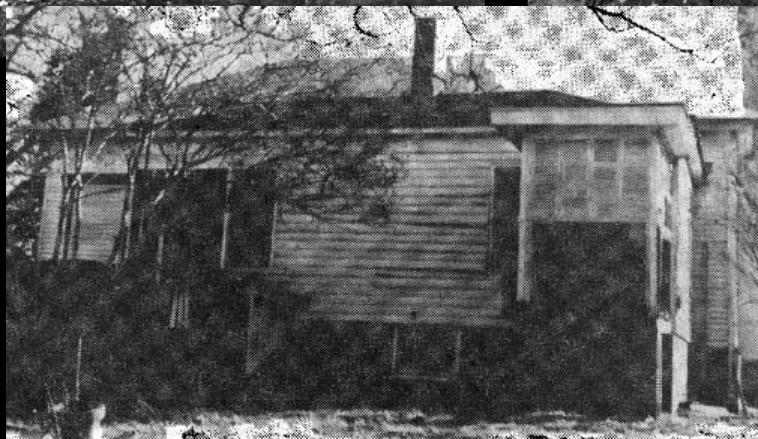






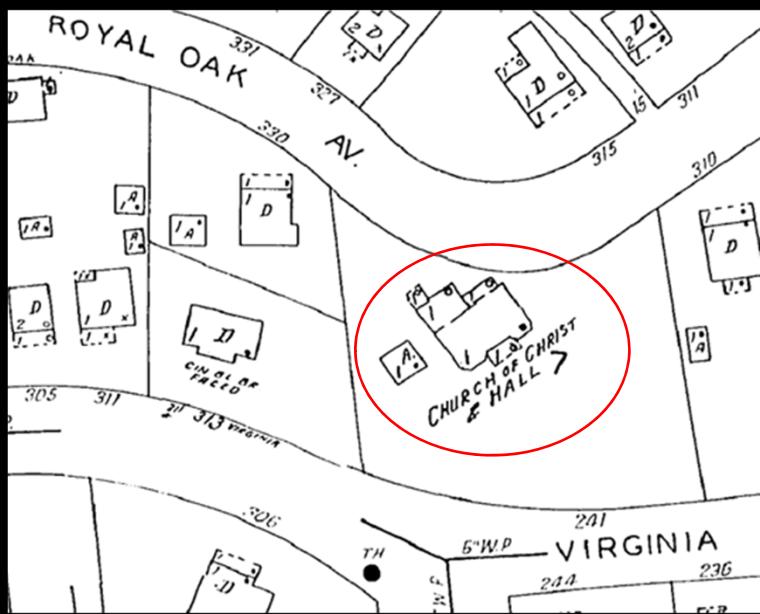






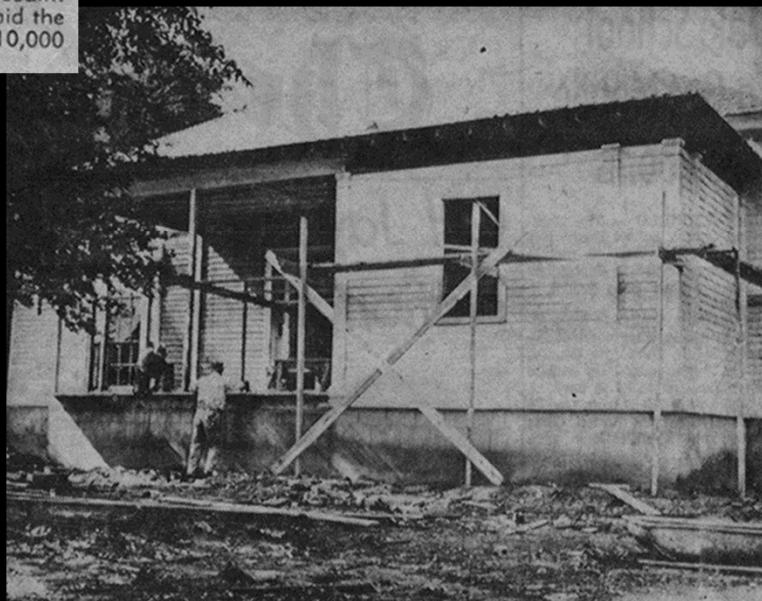






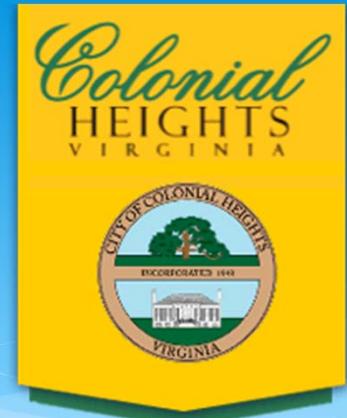
Progress-Index Staff Photo

RESTORATION NEARING COMPLETION—Restoration of historic Violet Bank in Colonial Heights is nearing completion and City Manager George E. Smith said today it looks as if the building will be in shape for the city's woman's club to occupy in August. It has been nearly rebuilt and will be used as a public library. The picture here shows the rear portion of the house which was completely rebuilt. In this area will be housed the heating system when it is installed. Smith said the biggest job now is to paint, install plumbing and cleanup. Approximately \$10,000 has been appropriated to make the restoration.



Colonial Heights City Council Meeting

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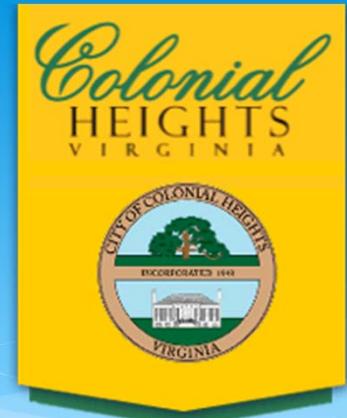


4. Work Session On The Following Items *(continued):*

B. Colonial Heights High School Tennis Court Funding Discussion

Colonial Heights City Council Meeting

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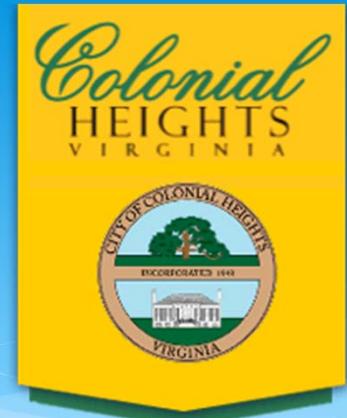


4. Work Session On The Following Items *(continued):*

C. Appomattox River Trail Phase 4 Update And Funding Discussion

Colonial Heights City Council Meeting

July 17, 2018



4. Work Session On The Following Items *(continued):*

D. Human Resources Update:

*Update On Various Human Resources
Items To Include A Classification And
Compensation Study.*



Human Resources Overview/Update

- ▶ **Recruitment/Selection**
 - **Job Announcement/Application Tracking**
 - **Interviews/Testing**
 - **Background Check and Medical Screening**
 - **Offer Letter and New Employee Orientation**
- ▶ **Records Management**
 - **Personnel Records**
 - **Freedom of Information Act (FOIA)**
 - **Subpoenas**
- ▶ **Policy development and interpretation**
 - **Chapter 51**



Human Resources Overview/Update

- ▶ **Workers' Compensation**
 - **Reporting/Treatment, Light Duty, Lost Time and Benefits**
 - **OSHA Recording/Reporting**
 - **Claims Experience:**
 - **Gold Star List: Claims reported in less than 24 hours**
 - **Combined Loss Ratio (5 Years): 38.7%**
- ▶ **Compliance with Laws/Regulations (Federal & State)**
 - **Employment Law**
 - **Fair Labor Standards Act (FLSA)**
 - **Family Medical Leave Act (FMLA)**
 - **Immigration Law and Enforcement**
 - **OSHA**



Human Resources Overview/Update

- ▶ Benefits Provisions

- ▶ Affordable Care Act
- ▶ Employee Assistance Program (EAP)
- ▶ Line of Duty Act (LODA)
- ▶ Random Drug Testing

- ▶ Training

- ▶ Citywide Program
 - ▶ Customer Service
 - ▶ Ethics
 - ▶ Workplace Diversity/Harassment/Violence
- ▶ OSHA
- ▶ NIMS



Human Resources Overview/Update

- ▶ **Special Programs/Projects**

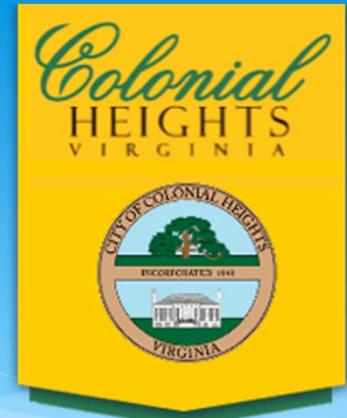
- ▶ **Citizens Government Academy (Spring; Free 8-week Program)**
- ▶ **Employee Benefits/Wellness Fair & Picnic (Spring)**
- ▶ **Employee Service Award Recognition Luncheon (Fall)**
- ▶ **Annual Salary Survey (City Manager, City Attorney, and City Clerk)**
- ▶ **Classification and Compensation Survey**

Human Resources Overview/Update

- ▶ Classification and Compensation
 - ▶ Study:
 - ▶ Department Director/Constitutional Officer Meetings
 - ▶ Final scope and positions (Distribution – August 2018)
 - ▶ Localities:
 - ▶ Chesterfield ▶ Hopewell ▶ Prince George
 - ▶ Petersburg ▶ Dinwiddie ▶ Fredericksburg
 - ▶ Martinsville ▶ Staunton ▶ Winchester
 - ▶ Position Comparisons
 - ▶ Analysis of pay scales and salary differences
 - ▶ Results/recommendations to be distributed and considered during budget process
 - ▶ Career Development Program (CDP)
 - ▶ Discuss broader Career Development Program or alternatives after completion of the Classification and Compensation Study recommendations

Colonial Heights City Council Meeting

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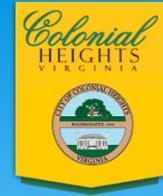


4. Work Session On The Following Items *(continued):*

E. City Council Retreat Topic Update:

Colonial Heights City Council Meeting

July 17, 2018



City Manager Research:

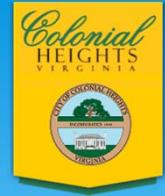
Contact State Game Commission for deer population/herd thinning control options.

Received feedback from the Department of Game and Inland Fisheries.

Mission Statement/Priorities – Update/Revise/Consolidate. Target for Completion – November 2018.

Colonial Heights City Council Meeting

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City Manager Research (continued):

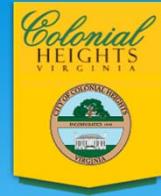
City Re-Branding with Community Input. Community Input to be sought in August - September 2018.

City Manager to provide observations on what we as a city are doing well? What can we do better? City Manager to provide follow up information to Council by October 2018.

Meet with Chesterfield regarding CSB; Meet with D-19. (Summer) Meeting to be requested with Chesterfield; update to Council to be provided by September 2018.

Colonial Heights City Council Meeting

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Economic Development:

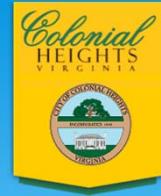
City Property Zoning Data or Charles Dimmock Parkway to be rezoned to Light Industrial. Rezoning and Land Use approved to change to Industrial at June 12, 2018 Council meeting. The updated property information will be added to Virginia's Gateway Region and State databases for available properties.

City Focus Article with updates on active projects and businesses. Economic Development updates were include in the Spring and Summer editions of the City Focus.

Update ED Website Page with business update information. Business Updates to be added to Economic Development website by September 2018.

Colonial Heights City Council Meeting

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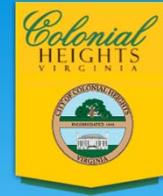
Economic Development *(continued):*

Walgreens Property– Follow up on property condition. **Parking lot access is currently closed.**

Create/Research High End Business Promotional strategies (Specifically as Fort Lee hub). **Ensure City website has emphasis on proximity to Fort Lee as a strong point for our community/economy for business attraction purposes by September 2018.**

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Finance Department:

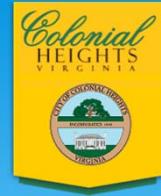
Planning for Current/Revenue Reduction Areas with Departments. Various areas of expense reduction were identified during FY 17-18. Administration will review capital outlay budget for items that can be temporarily held during FY 18-19 to determine revenue status for this fiscal year.

Utility Rate Study – will be revisited during the Budget Process. Approved in budget process; study to be conducted during FY 18 – 19.

Composite Index for the City (LCI) – Recommend discussion with VML representatives, Crater Planning District, and School Division before General Assembly Sessions to discuss alternative system for calculations.

Colonial Heights City Council Meeting

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Finance Department (*continued*):

School Division Summary of impact in reduced Federal/State Revenue; Discussion with School Representatives and Council.

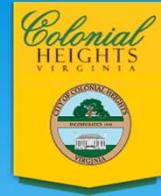
School Board staff presented to Council at the March 20, 2018 Work Session.

MOU with School – School and City Staff Work together on CSA cost savings. School contribution to CSA costs included in FY 18-19 budget.

Discuss ways to work with schools to cut costs/improve efforts to grow the city/work together as a team. Staff will discuss this concept with School Board Administration.

Colonial Heights City Council Meeting

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Human Resource Department:

Review Personnel Policy on website for updates. **Old sick leave policy has been removed from the City intranet site.**

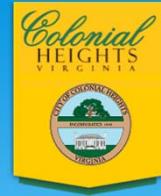
Proceed with Sheriff's Department Career Development Program. **New program has been implemented.**

Determine what can be done regarding career development for other employees. **Will be discussed further with City Council along with results of pay study.**

Look at options to internally study pay scales/salary survey (Hold off on external pay study). **Upcoming: to be conducted during FY 18-19.**

Colonial Heights City Council Meeting

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Human Resource Department (continued):

Conduct an external salary study (conducted by City Staff) for all constitutional officers. **Upcoming: to be conducted during FY 18-19**

Review Ethics Training for Employees. **Upcoming during FY 18-19 to determine/begin this training**

Add part-time positions to classification/pay plans effective July 1, 2018. **Completed.**

Colonial Heights City Council Meeting

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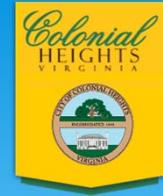
Public Works/Engineering:

Discuss distribution of City Street Repairs during budget review with Council. South end of town to be worked on in FY 18-19 Pavement Preservation Program (get more information from Chuck) **Pavement preservation work during FY 18 -19 will include streets on the south end of the City.**

What type of salt/gravel is being used? **The City uses salt and a sand & salt mix for traction/melting. We use magnesium chloride on the government building sidewalks except the courthouse which Parks does. Magnesium is supposed to be less damaging than salt or calcium chloride. However, some salt is used in the Roundabout by us and VDOT.**

Colonial Heights City Council Meeting

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Public Works/Engineering (continued):

Round About Curb Damage by Snow Plow PW and Streets/Maintenance have made repairs to roundabout curbs, and are currently unaware of any additional damage.

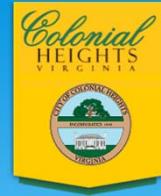
Status of City Directory sign at the 95 exit ramp before the Roundabout construction took place. Sign found.

Historical District Signs **Historic district sign installation has begun...**



Colonial Heights City Council Meeting

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Code/Ordinance (City Attorney/Council):

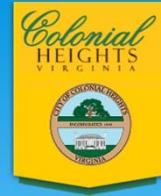
Follow up on Public Notice printed publication requirement (state law change possibly through Delegate Cox or support through VML) **House Bill 642 failed in the 2018 General Assembly regarding online publication of legal notices. The City will contact legislators to encourage this type of legislation next year.**

Joint Meeting between Planning Commission and Council to discuss Tax Abatement Program **Joint meeting was held on Tuesday, March 20, 2018. Tax Abatement Ordinance to be on August Council Meeting agenda.**

City Decal Elimination - Revise Ordinance (Council pass/approve revision then CM send out Public Notification of revision) **Decal elimination Ordinance passed on 2nd reading on March 13, 2018. Public notice was published in the Summer 2018 City Focus and our website.**

Colonial Heights City Council Meeting

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Code/Ordinance City Attorney/Council (continued):

Council Agenda Revision – Remove Consideration of Claims from Agenda Council approved revision of Rules of Procedure to delete Consideration of Claims at the February 13, 2018 meeting.

Council to visit Violet Bank at Work Session (Pam/Greg/Doug)
Council met at Violet Bank on May 15, 2018.

House that burned on Ridge Road – Residential Code Violation status? Various Code violations are overdue; will continue to provide updates by email.

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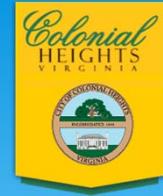


Code/Ordinance City Attorney/Council (continued):

Burned House on South Valley – Should it be boarded up? Building Permit was applied for on 02/01/2018 to rebuild on existing foundation. All rough inspections have been completed on the new home.

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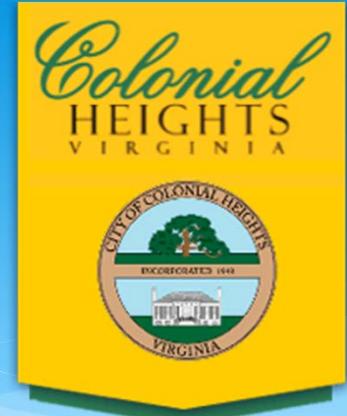


Police Department:

Work Place Violence and Active Shooter Training – City Staff
Police Department has conducted Active Shooter training for staff
members and others. Training will be scheduled for additional
staff members as well.

Colonial Heights City Council Meeting

July 17, 2018



5. Adjournment

Colonial Heights City Council Special Meeting

July 17, 2018

