



**MEMORANDUM**

**TO:** Timothy J. Baroody, City Manager  
**FROM:** Mark Whitley, Assistant City Manager  
**RE:** Award of Bid and Carryover Appropriation Resolution – Executive Plaza Renovation  
**DATE:** August 17, 2021 (for the August 24 Council Meeting)

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**ISSUE**

The City Council is asked to award the bid for the renovation of several floors in the Executive Plaza Building, and to carry forward the capital funds for this work in the Public Facilities Capital Fund.

**RECOMMENDATION**

Staff recommends the following:

- Approval of the resolution, requiring one reading, awarding the contract for the work to IMEC, LLC, and
- Approval of the resolution, on first and second read, carrying forward and appropriating the funding in the Public Facilities Capital Fund from FY 2021 into FY 2022 for the work.

**BACKGROUND**

The City of Fredericksburg currently owns the large office building known as Executive Plaza, located at 601 Caroline Street. The City Public Works Department is currently working to renovate the Executive Plaza building at 601 Caroline Street. The work is necessary to replace old heating, ventilation, and air conditioning systems in the building.

Currently, the building houses several offices and departments, including the Information Technology Department, the Parking Garage office, the City Attorney's Office, the Commonwealth's Attorney's Office, the Voter Registrar's Office, and the Fire Department Administration staff. There is additional conference room and training space on the third floor of the building. The fourth floor and the first floor are currently vacant.

Renovation work is underway on the fourth floor, and when completed the City's Department of Community Planning and Building will move from its current location on two separate floors of City Hall over to the Executive Plaza's fourth floor. This work should be completed around mid-October.

The City solicited bids for the renovation work on the second through seventh floors, less the fourth floor. Two bids were received, and the low bidder was IMEC Group, LLC, which is the current contractor on the fourth floor work. The schedule for the work calls for it to begin this fall and be completed in March 2022.

There are two resolutions attached to this memorandum. One resolution awards the bid to IMEC Group, and the other carries forward the funding available from FY 2021 to FY 2022.

**FISCAL IMPACT**

The bid amount for the renovation work is \$1,598,900. The attached resolution does not include the funds encumbered for the 4<sup>th</sup> floor work, which is \$510,724, and will be carried over administratively.

The attached resolution includes the bid price, plus an allowance for furniture and fixtures to assist with the move and an allowance for a 10% (rounded) contingency on the project. The attached resolution requests a total carryover with those items of \$1,898,900.

The total carryover request is within the original budget of \$3.2 million for this work, which was included in a bond issue in the fall of 2018.

The City will still need to complete renovations and equipment replacement on the first floor once this contract is completed.

Attachments:           Resolution Authorizing the City Manager to Award a Contract to IMEC Group, LLC  
                                  Resolution Carrying Forward and Appropriating Capital Funds for the Renovation of Executive Plaza



August 24, 2021  
Regular Meeting  
Resolution 21-

**MOTION:**

**SECOND:**

**RE: Amending the Fiscal Year 2022 Budget to Carry Forward and Appropriate Funding to Renovate the Interior of the Executive Plaza Building at 601 Caroline Street**

**ACTION: APPROVED: AYES: 0; NAYS: 0**

**FIRST READ:** \_\_\_\_\_

**SECOND READ:** \_\_\_\_\_

The City has an ongoing capital project within the Public Facilities Capital Fund to renovate the interior and the heating, ventilation, and air conditioning systems within the Executive Plaza Building at 601 Caroline Street. This work was part of the 2018 bond issue, which is now part of the Public Facilities Capital Fund Balance, and funds are available for this project.

The City has received bids on the renovation of the heating, ventilation, and air conditioning systems for the second, third, fifth, sixth, and seventh floors of the building. The City Council wishes to carry forward the funds necessary to award the bids to do this work, along with project contingency and allowances for furniture, fixtures, and equipment to assist with the movement of offices to the building.

Therefore, the City Council resolves that a total appropriation of \$1,858,900 be made in the Public Facility Capital Fund for the further renovation of the Executive Plaza Building, as follows.

**Public Facilities Capital Fund (Fund 305)**

**Sources**

|                                        |             |                     |
|----------------------------------------|-------------|---------------------|
| Public Facilities Capital Fund Balance | 0305 361010 | \$ <u>1,858,900</u> |
| Total                                  |             | \$ <u>1,858,900</u> |

**Uses**

Executive Plaza Renovation

|                                      |                 |                     |
|--------------------------------------|-----------------|---------------------|
| Construction Services                | 30594502 431700 | \$ 1,758,900        |
| Machinery & Equipment – Replacement  | 30594502 481010 | 20,000              |
| Furniture and Fixtures – Replacement | 30594502 481020 | <u>80,000</u>       |
| Total                                |                 | \$ <u>1,858,900</u> |

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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***Clerk's Certificate***

*I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 21-, adopted at a meeting of the City Council held August 24, 2021, at which a quorum was present and voted.*

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***Tonya B. Lacey, MMC  
Clerk of Council***