



Agenda Item Summary Sheet

Date: 11/12/24

Item #: 5

Item Title: Town Hall Renovations-Consideration of Bid Award

Item Summary:

Staff Recommendation and Requested Action:

The Town bid the Southern Shores Town Hall Renovation project with bids due on October 10. Only two bids were received, and the project was readvertised. The same two companies submitted bids on October 18.

Sussex Development Corporation	\$512,041.23
AR Chesson Construction	\$522,000

Sussex is prepared to perform a Value Engineering (VE) exercise if they are selected as the contractor of choice. Staff would like to work with the project architect and with Sussex to see where savings can be made.

Authorize the town manager to provide Sussex Development Corporation with a Letter of Intent to enter into an agreement for the remodel construction project at town hall.

As staff has previously shared, the town's door access control system is no longer supported and very near its end of use. A new system was included with the bids to remodel at an additional cost. This system needs to be replaced regardless of the remodeling project. In the event an agreeable price for the remodeling is not met, staff requests the Town Council authorize the town manager to enter into an agreement to replace the door access control system at an amount not to exceed \$94,573.

Provided below is a summary of expenses budgeted as part of FY 24/25 infrastructure. Funds are contained in this year's budget for all projects listed.

EXPENSES		BUDGETED AMOUNT	
TOWN HALL REMODEL			
Bid Amount	\$512,041	\$380,000	
doors	\$133,087		
Pitts Center/PD doors	\$65,556		
Architect	\$7,000		
Town Hall Remodel	\$717,684		
DOORS (absent remodel)	\$94,573		
BRIDGE			
Contract Amount	\$1,667,179		
CA	\$60,000		
CEI	\$125,038		
Total Bridge	\$1,852,217	\$2,100,000	
STREETS			
Streets year 3	\$1,006,704	\$1,194,000	
Streets year 4	\$1,000,000	\$1,000,000	
Total Streets	\$2,006,704	\$2,194,000	
			EXCESS FUNDS
All projects	\$4,576,605	\$4,674,000	\$97,395
less Town Hall remodel	\$3,960,494	\$4,674,000	\$713,506

Requested Action: Authorize town manager to work with Sussex Development to reduce the cost of the town hall remodeling project. As the door access control system needs replacing regardless of the awarding of the contract for remodeling, staff requests the Town Council authorize the town manager to enter a contract for its replacement in an amount not to exceed \$94,573.