

Jeff Wenzel
Mayor

Pamala Hall
Mayor Pro-Tem

Greg Hines
Councilmember

Rena Bragg
Councilmember

Dexter Sholar
Councilmember

Carolyn Stanley
Councilmember

Town of Holly Ridge

*Post Office Box 145
Holly Ridge, North Carolina 28445*

*Telephone (910) 329-7081
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Heather Reynolds, CMC
Town Manager

Tracy Martin
Deputy Town Clerk

HOLLY RIDGE TOWN COUNCIL SPECIAL MEETING AGENDA

**January 19th, 2023
5:30 p.m.**

All Items are for Discussion and Possible Action

1. Call to Order

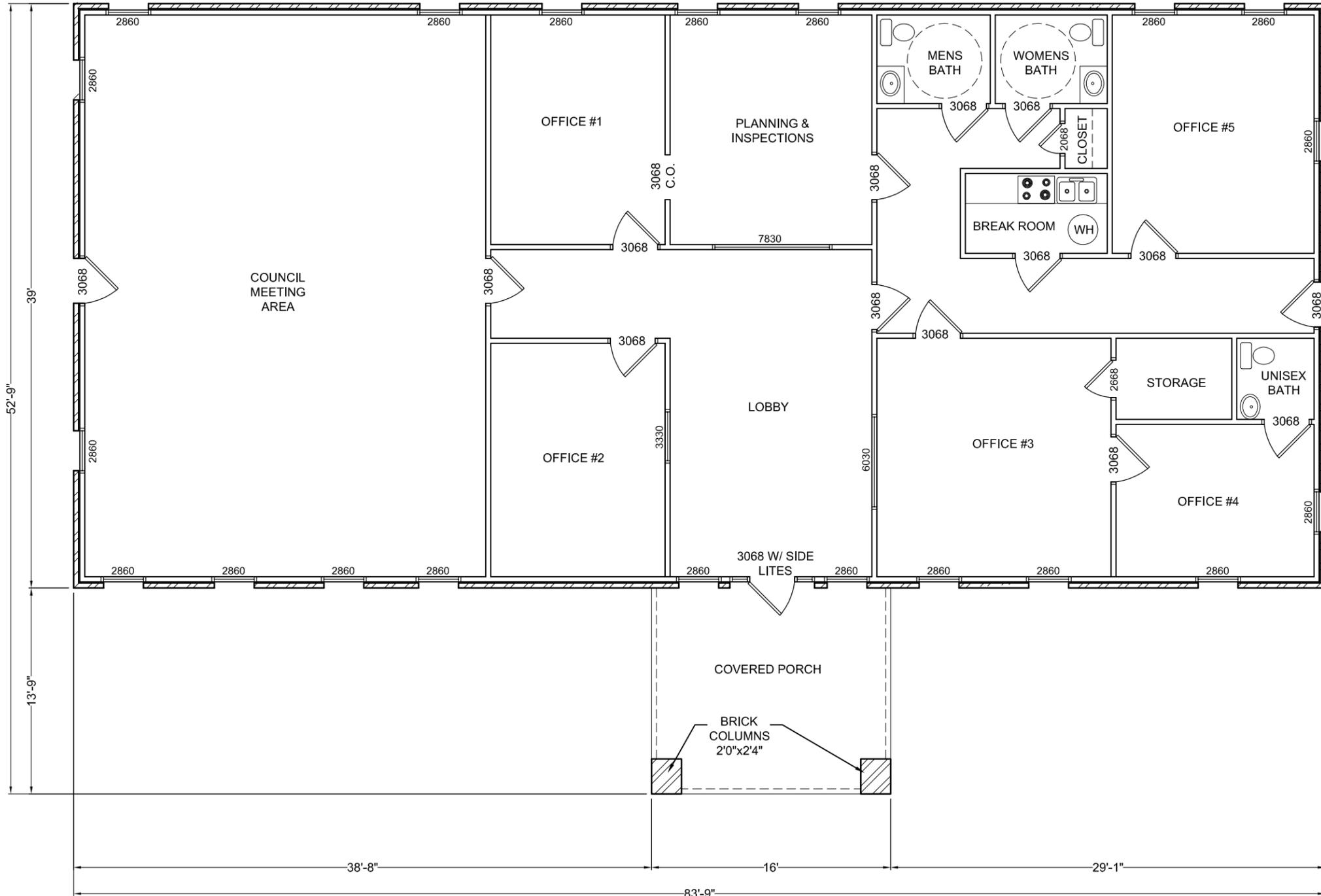
2. Invocation and Pledge of Allegiance

3. Adoption of Agenda

4. New Business

A. Discussion on Possible Renovations to the Town Hall Facility.

5. Adjournment



EXISTING FLOOR PLAN
 SCALE: 1/8"=1'-0"

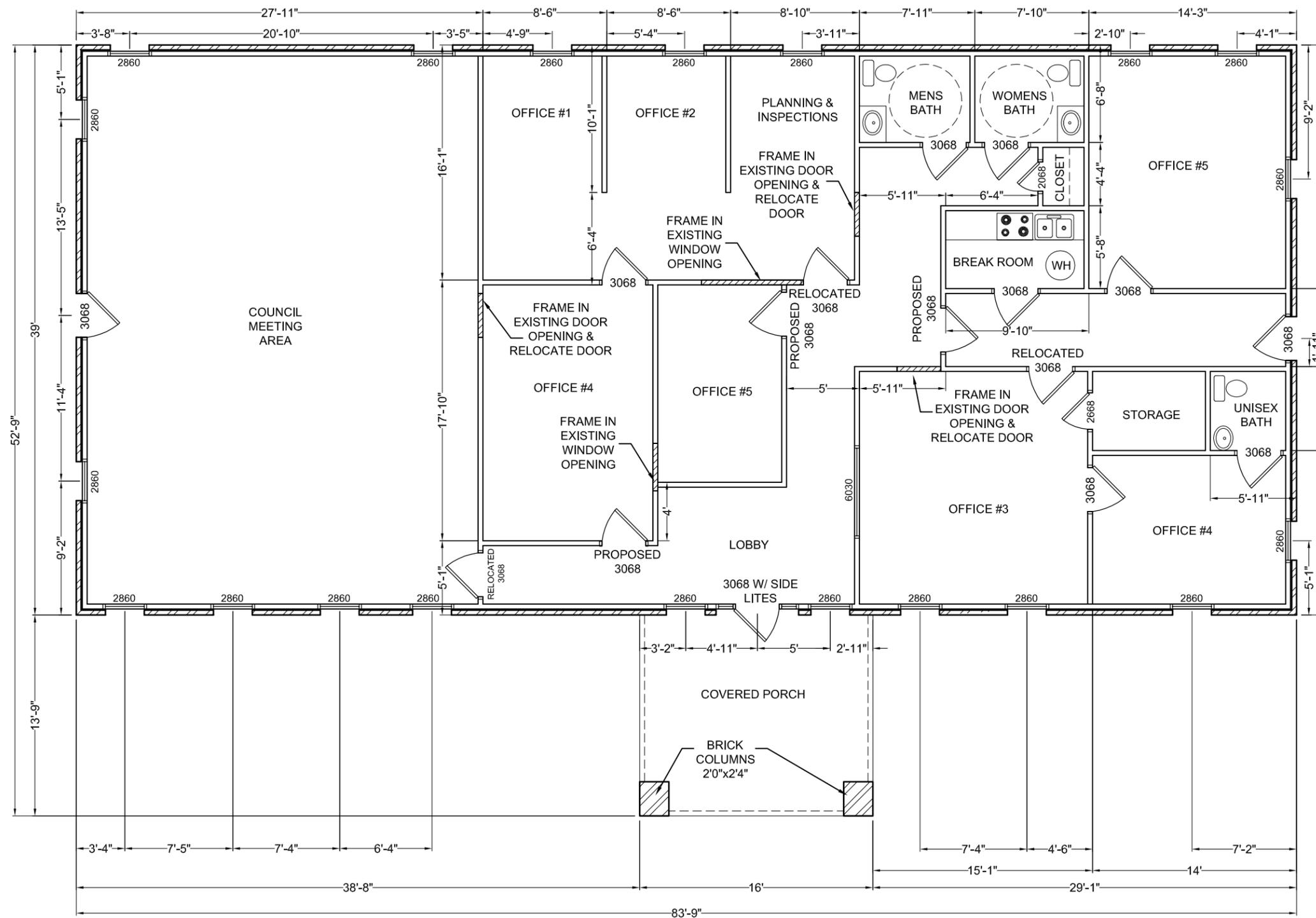
EXISTING 2x4 WOOD FRAMED WALL
 BRICK VENEER

**PRELIMINARY
 FOR REVIEW ONLY
 NOT FOR CONSTRUCTION**

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR BUILDER TO CONFORM TO ALL STANDARDS, PROVISIONS, REQUIREMENTS, METHODS OF CONSTRUCTION AND USES OF MATERIALS PROVIDED IN BUILDINGS AND/OR STRUCTURES AS REQUIRED BY N.C. UNIFORM BUILDING CODE, LOCAL AGENCIES AND IN ACCORDANCE WITH GOOD BUILDING PRACTICES. VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION.

THESE PLANS CANNOT BE REDRAWN OR REPRODUCED IN ANY WAY WITHOUT THE EXPRESS CONSENT OF WESTON LYALL, PE, PLS, PLLC. ANY PARTY THAT TAKES PART IN DOING SO IS IN VIOLATION OF COPYRIGHT LAWS.

WESTON LYALL, PE, PLS, PLLC			
TOWN OF HOLLY RIDGE 212 N. DYSON ST. HOLLY RIDGE, NC		WESTON LYALL, PE, PLS, PLLC 214 US HIGHWAY 17N. SUITE 1 HOLLY RIDGE, NC. 28445 PHONE: 910.329-9961 FIRM #P-0937	
EXISTING FLOOR PLAN		STRUCTURAL & CIVIL ENGINEERING & LAND SURVEYING	
DATE: 7/7/2022	DRAWN BY: GP	FILENAME: TOWN OF HR.dwg	SHEET: 1 OF 2



PROPOSED FLOOR PLAN
SCALE: 1/8"=1'-0"

- EXISTING OR PROPOSED 2x4 WOOD FRAMED WALL
- BRICK VENEER

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TEN NAILS CONSTRUCTION, INC.

December 6, 2022

Town of Holly Ridge
212 North Dyson Street
Holly Ridge, NC 28445
Att: Mike McFann

RE: Office Renovation Proposal

Dear Mr. McFann,

Please see the scope of work to renovate certain offices and areas of the Municipal Building as per the drawings by Weston Lyall, PE dated 7/7/2022.

Scope of Work:

Install plastic dust walls as needed to remove existing walls. Remove doorway to the Council meeting area off of the Lobby hallway, remove the partition in between Office # 1 and Planning and Inspections office. Remove the drywall from the front facing wall in planning and Inspections office. Remove service glass window and discard. Remove door partition to the breakroom hallway. Remove a portion of the partitions in office # 2 in order to provide a new hallway to the Council Meeting Room. Remove and discard window in office # 2. Remove the entry door partition to office # 2. Remove doorway to office #3. Remove 4ft of hallway partition near the storage room in office # 3 to install new doorway. Remove window in office # 3 and discard. Remove ceiling above office 4. Frame new offices # 1, 2,4,5, planning and inspections. Construct walls using standard 2x4 studs every 16o.c. Install ceiling and wall blocking as needed. All floor plates to be pressure treated yellow pine. Install new doorway partition outside the breakroom. Install new service windows in office # 3 and # 5. Install 5/8" drywall through out project walls and ceilings. Install new doors with solid jambs and hardware as per plan. The type and style to be discussed. Remove and replace all of the interior doors. Install new 3.25" colonial base and 2.25" colonial casing.

Paint:

All ceilings flat white. Prime bare drywall and paint two coats. Doors, frames and trim-prime, prep and paint two coats.

Flooring:

Remove and discard carpeting. Remove and discard VCT. Add Ardex feather finish leveling compound as needed for smooth flat surface. Install glue down 6x 48 LVP flooring as selected by the Town of Holly Ridge. Install primed white 3/4" quarter round in all offices. Podium area floor in the Council Meeting Area to remain.

Plumbing:

Relocate hot water heater to the attic space. Extend water line as needed. Install pan and drainpipe to the outside. Install new 40-gallon electric AO Smith with a 6-year warranty. Pull toilets in the men's and ladies' bathrooms if required to change out the flooring.

HVAC:

Relocated low voltage wiring and T stat as needed.

Electrical:

Council Meeting area relocate switches for new door way, move receptacles switches, low voltage and fixtures in Office 2 turning into office 4, Move lighting devices, switches in reshaped lobby and new hall way, add lighting to devices to newly proposed office 5, Add office space between office 1 and planning and inspections includes hanging new lighting fixture and devices, add switch for new door by side door, switches and wire extensions to be made up and labeled in junction boxes in ceiling. All fixtures to be provided by contractor. Relocate hot water heater circuit into the attic space.

General Conditions:

Clean-up of exterior work areas daily
Secure and Safe off site daily

Clarifications:

Office trailer to be provided at an additional cost
Working hours are scheduled for Monday thru Friday 8:00am to 4:30pm
Work to be done without interruption- for the exception of weather and unforeseen circumstances
Dimensions given above are approximate. Actual sizes maybe larger/smaller
Daily clean-up of disturbed areas to contractor waste containers

Items that are not include: site work, on site security, permits, project sign, portable toilets, Architectural/Engineered drawings, services or fees, landscaping, gutter and leaders, roofing, concrete repairs, structural repairs, insulation, plumbing fixtures, exterior lighting, security system, specialty hardware, smoke detectors, CO2 detector, replacement. Moving of furniture, displays, signs, artwork, and all interior items necessary to access the project area. Please note unforeseen issues may be revealed. Should that occur, Ten Nails Construction will assess the issue and promptly inform you of any changes and any costs that may occur.

The estimated cost for the improvements described above can be accomplished for the sum of: **One Hundred Twenty-Five Thousand, Five Hundred Sixteen and 00/100 Dollars (\$125,516.00)**

Thank you for the opportunity to prepare this proposal for you. Please contact me with any questions.

Sincerely,

Jon Ford, President
Ten Nails Construction, Inc.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 6 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 1
APPLICATION DATE:

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:
ARCHITECT'S PROJECT NO:

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C BUDGET VALUE	D BUYOUT ADJUSTMENT	E CHANGE ORDER	F SCHEDULED VALUE	G WORK COMPLETED		H MATERIALS PRESENTLY STORED (NOT IN D OR E)	I TOTAL COMPLETED AND STORED TO DATE (D+E+F)	J % (G ÷ C)	K BALANCE TO FINISH (C - G)	L RETAINAGE (IF VARIABLE RATE)
						M FROM PREVIOUS APPLICATION (D + E)	N THIS PERIOD					
1	General Conditions	6,500	0	0	6,500	0			0	100.00%	6,500	
2	Mobilization	4,800	0	0	4,800	0			0	100.00%	4,800	
3	Demolition	7,300	0	0	7,300	0			0	100.00%	7,300	
4	Framing	11,000	0	0	11,000	0			0	100.00%	11,000	
5	Insulation	2,850	0	0	2,850	0			0	100.00%	2,850	
6	Drywall	10,000	0	0	10,000	0			0	100.00%	10,000	
7	Trim, Doors, Hardware	7,381	0	0	7,381	0			0	100.00%	7,381	
8	Paint	9,300	0	0	9,300	0			0	100.00%	9,300	
9	Plumbing ~ Hot water heater/WC	2,985	0	0	2,985	0			0	100.00%	2,985	
10	HVAC	1,800	0	0	1,800	0			0	100.00%	1,800	
11	Electrical Rough	20,200	0	0	20,200	0			0	100.00%	20,200	
12	Electrical Finish	14,200	0	0	14,200	0			0	100.00%	14,200	
13	Flooring	22,000	0	0	22,000	0			0	100.00%	22,000	
14	Aluminum and Glass	5,200	0	0	5,200	0			0	100.00%	5,200	
15		0	0	0	0	0			0	100.00%	0	
16		0	0	0	0	0			0	100.00%	0	
17		0	0	0	0	0			0	100.00%	0	
18		0	0	0	0	0			0	100.00%	0	
19		0	0	0	0	0			0	100.00%	0	
20		0	0	0	0	0			0	100.00%	0	
21		0	0	0	0	0			0	100.00%	0	
22		0	0	0	0	0			0	100.00%	0	
23		0	0	0	0	0			0	100.00%	0	
24		0	0	0	0	0			0	100.00%	0	
25		0	0	0	0	0			0	100.00%	0	
26		0	0	0	0	0			0	100.00%	0	
27		0	0	0	0	0			0	100.00%	0	
28		0	0	0	0	0			0	100.00%	0	
29		0	0	0	0	0			0	100.00%	0	
30		0	0	0	0	0			0	100.00%	0	
31		0	0	0	0	0			0	100.00%	0	
32		0	0	0	0	0			0	100.00%	0	
33		0	0	0	0	0			0	100.00%	0	
34		0	0	0	0	0			0	100.00%	0	
35		0	0	0	0	0			0	100.00%	0	
TOTAL		125,516	0	0	125,516	0	0	0	0	100.00%	125,516	0