

THE TOWN OF  
**Windermere**



**MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE**

**Mayor Jim O'Brien**

**Council Members**

**Andy Williams**

**Bill Martini**

**Tony Davit**

**Mandy David**

**Molly Rose**

***Agenda***

***Agenda***

**October 25, 2022**

**6:00 PM**

**\*\*VIRTUAL WORKSHOP\*\***

**JOIN ZOOM MEETING: [HTTPS://US06WEB.ZOOM.US/J/81656592813?](https://us06web.zoom.us/j/81656592813?pwd=DE80RLVTEKDCTHHVDTNRV2DPEDMZZZ09)  
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**MEETING ID: 816 5659 2813**

**PASSCODE: 980189**

**PLEASE TURN OFF ALL CELL PHONES AND PAGERS**

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversation shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Town Council meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Town Council meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

## AGENDA

- THE WORKSHOP IS CALLED TO ORDER BY THE MAYOR
- FLAG SALUTE

### 1. OPEN FORUM / PUBLIC COMMENT (3-Minute Limit)

### 2. NEW BUSINESS

— a. Minutes

— ~~b. Resolutions / Ordinances for Approval / First Reading~~

— ~~c. Appointments~~

— ~~d. Contracts & Agreements~~

— ~~e. Financial~~

#### f. Other Items for Consideration

i. Healthy West Orange Pavilion

1. Design, Estimate, and Funding (Attachments - ZHA Project Manager, Andy Brooks, to present)

### 3. MAYOR & COUNCIL LIAISON REPORTS

a. Mayor O'Brien

b. Council Member Williams

c. Council Member Martini

d. Council Member David

e. Council Member Davit

f. Council Member Rose

### 4. STAFF REPORTS

**a. Town Manager Robert Smith**

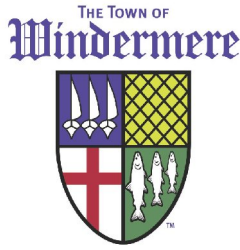
**b. Town Attorney Heather Ramos**

**c. Police Chief Dave Ogden**

**d. Public Works Director Tonya Elliott-Moore**

**e. Clerk Dorothy Burkhalter**

**5. ADJOURN**



## EXECUTIVE SUMMARY

**SUBJECT:** Healthy West Orange Pavilion – Workshop # 1

**REQUESTED ACTION:**

- Work Session (Report Only)  
 Regular Meeting

**DATE OF MEETING:** 10/25/2022  
 Special Meeting

**CONTRACT:**  N/A

Vendor/Entity: Rotary/ZHA

Effective Date: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Managing Division / Dept: \_\_\_\_\_

Public Works

**BUDGET IMPACT:**

- Annual  
 Capital  
 N/A

**FUNDING SOURCE:** \_\_\_\_\_

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

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### HISTORY/FACTS/ISSUES:

Mayor & Council,

The Town Consulting Engineer has been working diligently with the Rotary's project management company ZHA to develop the plans and scheduled for construction of the Windermere Pavilion. As part of the agreed upon process there will be two workshops (second one if needed), and presentations at 45% and 90% design with Town Council.

As background;

At the June 8, 2020 meeting, the Mayor and Town Council approved the proposed Town Event Pavilion. In accordance with the Project Agreement between Rotary Club of Windermere and the Town of Windermere, the Rotary Club of Windermere solicited proposals from industry professionals via RFQ 2022-01 Design-Build Services for Healthy West Orange Pavilion. At this meeting the Mayor and Town Council was presented the following information:

The Downtown Business Committee (DBC) has discussed for many years a permanent structure to support the events that they host on an annual and monthly basis. These events include 12 food trucks nights, a growing craft beer fest, movie nights, and at the time, an art festival. There was also discussion about doing events like a "Symphony Under the Stars" or similar events and further expansion of current events. Thousands of dollars are spent every year on staging and equipment.

Parallel to these conversations, Windermere Rotary approached the Town about donating a gazebo to the Town of Windermere for Rotary's 50th Anniversary. As the Windermere Rotary host and participate in many events throughout the year by serving food, their idea included a concession stand. Furthermore, some of their events have use for a stage.

In efforts for the DBC and the Windermere Rotary to work together to come up with a mutually beneficial (including other committees and residents) design, a Windermere Pavilion Committee was created with the following members:

- John Fitzgibbon (Chair): Long Range Planning
- Stephen Withers (Secretary): Resident
- Scott Brown: Public Works
- Mathew Matin: Downtown Business Committee
- Byron Sutton: Rotary Club of Windermere
- Chris Sapp: Town Council

This committee was tasked with creating a multi-use event pavilion concept that would not only support Rotary and DBC needs, but give valuable use to other events, committees and residents. The committee approved program is as follows:

- Functional “stage” space for events.
- Fits with the Town Masterplan for Town Hall site
- Replace existing “Community” Room restrooms. (Community Building needs to be replaced)

As part of this October 25, 2022 workshop, Town Council will review and discuss changes to the original concept. The changes being presented in the proposed concept were made in order to stay within the budget constraints. In addition, costs due to availability, sourcing, and current construction costs have impacted the original concept pricing, making these revisions necessary. Included with this packet is the list of redline Design Guideline item changes made to the original concept for Workshop Discussion. Any proposed revisions can be reviewed and discussed as part of the workshop. The existing grant calls for two Workshops. Town Council can make a decision whether or not a second workshop will be required after initial workshop discussion. If a second workshop is not required, the next TC review will be at 45% CD’s and then again at 90% CD’s. In addition, the presentation will discuss next steps for demolition of the existing community room.

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**Healthy West Orange Pavilion - Windermere Rotary**

October 14, 2022

**Funds:**

Healthy West Orange Grant \$1,000,000

**Encumbrances:**

Community Building - Environmental Eval		\$2,540
Community Building Demolition - Demo		\$9,900
Community Building Demolition - Silt Fence, Sod	(Estimate)	\$2,860
Owner's Representative Services		\$26,000
Design- Build Pavilion	(Estimate)	\$700,000
Concession Stand F F & E	(Estimate)	\$25,000
Landscaping	(Estimate)	\$22,000
Projection Equipment F F & E	(Estimate)	\$45,000
	Subtotal:	\$833,300
	Contingency 20.0%	\$166,700
<b>Total Estimate Cost of Project</b>		<b>\$1,000,000</b>

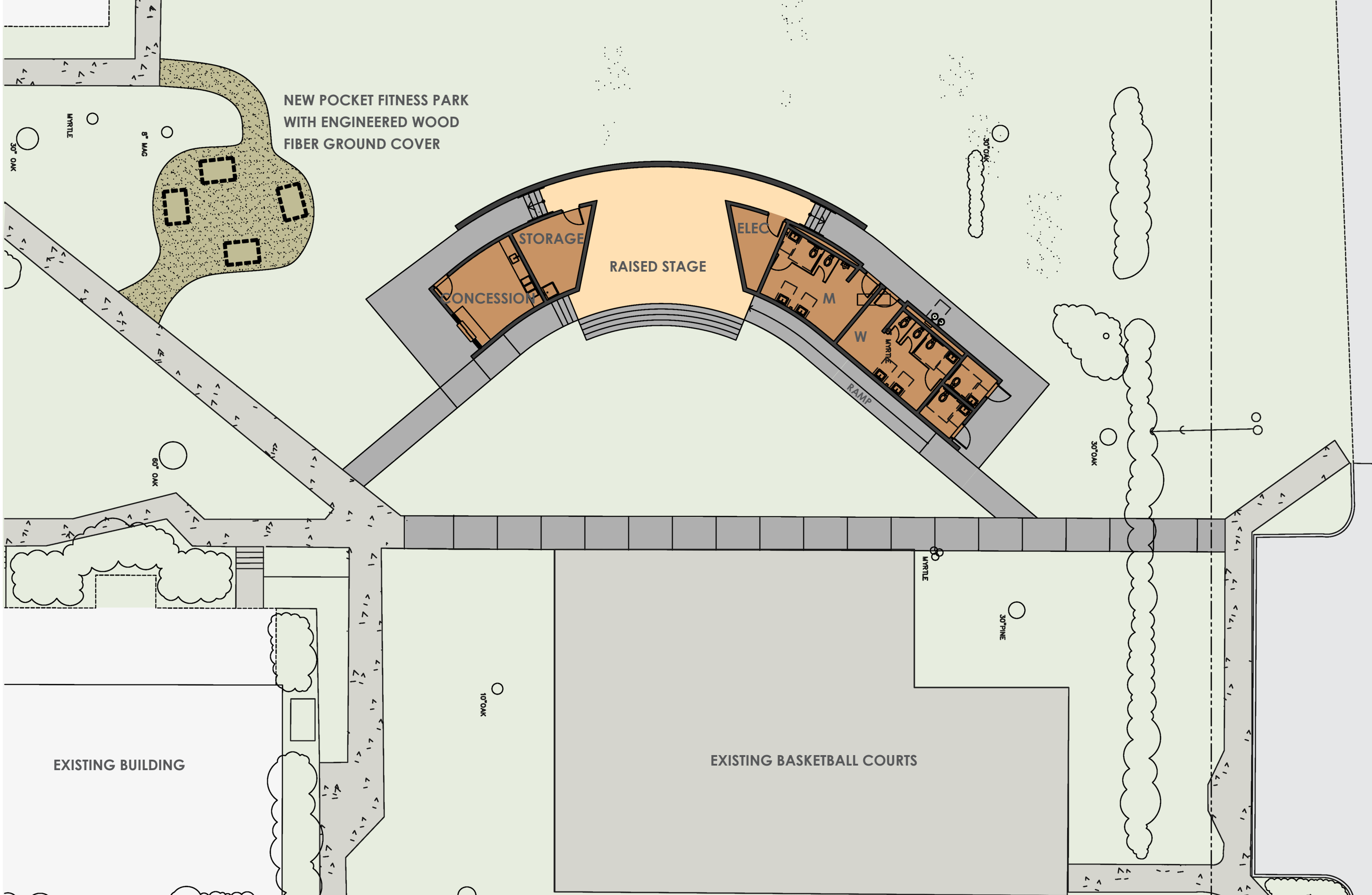
Items noted as "(Estimate)" will be finalized once design is completed.

Amounts shown are estimates and are subject to change, and some of those changes may be significant. If they are changed, funds from other Line Items, e.g. Contingency, will be used to remain within the Funds available.









RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

DESIGN CRITERIA

**Division 0 – Definitions:**

References to “Owner” below shall mean the Rotary Club of Windermere.

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References to “Town of Windermere”, “Town”, or “Town’s” below shall mean the governmental agency that is the Town of Windermere, Florida.

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**Division 1 – General Requirements:**

The design of the Pavilion shall incorporate the following characteristics:

- A. Design shall fit within the architectural style and context of the Town’s Public Buildings and incorporate traditional, low maintenance, sustainable materials.
- B. Building shall be a single floor.
- C. Building shall not exceed height restrictions.
- D. Demolition of the existing building and area development within the defined project limits.
- E. All design and finishes must be approved by Owner and the Town of Windermere.
- F. ~~a~~A natural area in front of the Pavilion for the viewing public.
- G. ~~permanent~~Permanent and prominent display of the “Healthy West Orange” logo and name on the pavilion and in pocket park locations. Signage will be included recognizing the West Orange Healthcare District as the benefactor and funder for the Pavilion.
- H. All landscape materials shall be tolerant to cold and/or dry conditions and all shall be irrigated including grassed areas. Landscaping shall be in accordance with Town of Windermere codes and approved by the Town of Windermere.
- ~~H.~~I. Stage shall be elevated to 24” above finish grade.

**01-1**

The building will be designed to portray a public building with finishes consistent and appropriate for the Town of Windermere.

**01-2**

Design shall provide ~~interior~~spaces complying with the ~~se~~ requirements: ~~as outlined in the space list. Including a covered elevated stage furnished with a retractable projection screen and appropriate lighting and sound equipment, men’s and women’s restrooms, two family restrooms, and concession stand.~~

RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

DESIGN CRITERIA

**01-3**

Design shall comply with the Florida Building Codes, guidelines and ordinances of the Town, County, State and Federal authorities as applicable.

**01-4**

The Design-Builder shall commission surveys, geotechnical and other such studies necessary to properly design the project.

**01-5**

The Design-Builder will work with an Arborist, selected by the Town of Windermere, regarding any demolition, trimming or other work that may affect the trees in the area.

**01-6**

This building must be 100% ADA compliant.

**Division 3 - Concrete**

**03-1**

Sidewalks shall be a minimum of 6' in width with light broom finish. Sidewalks and other finished concrete shall be minimum 3,000 psi fiber reinforced concrete.

**Division 4 - Masonry**

**04-1**

Exposed concrete block shall be specified for appropriate finish levels and paint requirements.

**Division 7 – Thermal and Moisture Protection**

**07-1**

Provide a minimum 20-year no dollar limit, leak free warranty on roof and all flashings. ~~Skylights and windows shall have a 10-year leak free warranty.~~ Roof insulation shall be a minimum of R20. Roofs shall provide positive drainage with gutter collection system. Roof shall also meet all required wind loads. It was the intent of the original concept design to have a metal roof system ~~for maintenance purposes.~~

**07-2**

Termite treatment will be by company with ability to renew policy yearly without expiration.

**Division 8 – Openings**

**08-1**

~~Design shall provide natural lighting in the building utilizing windows. Exterior glass shall be insulated, tinted and provide UV block and heat shield.~~

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RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

DESIGN CRITERIA

**08-2\_08-1**

~~Except in special circumstances as described elsewhere, s~~Security shall be provided utilizing key locks. Master key system shall be provided with factory keying. Locks and cylinders shall be commercial grade manufactured by an Owner approved manufacturer.

**08-3\_08-2**

All doors shall be steel with Hollow Metal frames, or Owner approved equivalent.

**08-4\_08-3**

All doors shall be 7'0" x 3'0" wide unless larger is required.

**08-5\_08-4**

All door hardware shall be ADA compliant and shall be medium duty commercial grade from an Owner approved manufacturer. Hardware finish shall be brushed stainless.

**08-6\_08-5**

Design - Builder to provide construction and final keying core.

**08-7\_08-6**

Interior locks shall be by an Owner approved manufacturer with replaceable core, 626 finish-storeroom function. Design - Builder to provide construction and final keying core.

**Division 9 – Finishes**

**09-1**

Suspended ceiling systems ~~will not be provided, if required by Code, shall be 2'x2' USG 562 and LED lighting appropriate for the space and use. Ceiling lighting is for general lighting.~~

**09-2**

~~Bathrooms Restrooms shall have sealed concrete floor, with floor drains. shall have 12"x12" or larger porcelain tile floors and half height tile wainscot on all wet walls.~~

**09-3**

~~Kitchen Concession area shall have sealed concrete floor with an epoxy finish – cleanable, non-skid, with floor drains. Design-Builder shall price as an Alternate shall have commercial grade non-slip tile and wall treatment for wet areas.~~

**09-4**

There shall be no exterior surfaces that require frequent painting (no normal paint products). Interior painted surfaces shall be commercial grade, high-hide scrubbable, and satin finish latex acrylic with three full coats, one primer and two finish coats. Colors to be approved by Owner.

**09-5**

Interior spaces shall typically receive epoxy paint, rubber base, and LED recessed lighting. All finishes shall be appropriate for the public space utilization.

**09-6**

All exposed metal in the building shall be painted.

RFQ2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

DESIGN CRITERIA

Division 10 – Specialties

10-1

Toilet partitions shall be supported by walls and ~~ceilings, and not supported by~~ floor pedestals. Design-Builder shall price as an Alternate, toilet partitions that have no floor pedestals. Partitions shall be constructed of solid, non-markable, synthetic materials with a uniform color throughout.

10-2

Toilet accessories shall include:

- a. Hand Driers Bobrick B708
- b. Paper Towel Dispensers Bobrick B262 Metal, in the Family Restrooms.
- c. Soap Dispensers
- d. Toilet Paper Dispenser – Double Roll Paper Dispenser.
- e. Koala Kare Changing Stations in each restroom
- f. Recessed Waste Receptacle Bobrick B35643

10-3

Contract shall include all appropriate building and site signage and directories, and all signage required by code.

10-4

The Healthy West Orange logo and/or name will be prominently and permanently placed on the pavilion and pocket park locations and signage will be included recognizing the West Orange Healthcare District as the benefactor and funder for the pavilion.

10-5

Interior signage shall be provided to adequately identify use. Signage shall be commercial grade appropriate for public building.

Division 11 – Equipment

11-1

~~Kitchen Concession area~~ equipment shall be purchased by the Owner. The Design-Builder shall be responsible for design of the concession area kitchen, installation of all required utility connections including floor drains.

11-2

~~Kitchen Concession area~~ equipment shall include:

- ~~54" wide d~~ Double door Refrigerator
- ~~54" wide d~~ Double door Freezer
- Stove with flat top grille, with hood only if required by AHJ.
- Two (2) work tables

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RFQ2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

DESIGN CRITERIA

- ~~4-compartment sink~~ Sink compatible with Code requirements.
- Hand sink
- ~~Under-counter dishwasher~~

**11-3**

Server counter shall be stainless steel.

**11-4**

Individuals standing at the server counter (outside of the ~~kitchen concession area~~) shall be protected by the Pavilion roof overhead.

**11-5**

~~Kitchen-Concession area~~ shall be equipped with a lockable secure roll-up door at the server counter.

**Division 22 – Plumbing**

**22-1**

Access Doors in ceilings and/or walls shall be a minimum of 16"x16", made of sheet metal, have a Dzus or similar fastening device and be hinged. The panel will be insulated when one side is non-conditioned.

**22-2**

All wall and roof penetrations shall be sleeved. Sleeve diameter shall allow 1/2" clearance between exterior of pipe plus insulation and sleeve. Pipes and sleeves shall be packed and caulked and protected with shields and meet the required roofing manufactures standard for penetrations.

**22-3**

Equipment shall have a metal nameplate with identifying data attached. All piping shall be identified with stenciling or pipe markers. Ductwork shall be marked to identify its purpose and type of air.

**22-4**

Equipment shall be installed with clearance for maintenance to be performed without disassembly of building components. Gauges, thermometers, valves, access doors, and other items shall be installed to allow operational status to be easily determined. All components shall be installed in a manner to allow easy reading and maintenance. Valves shall be provided for cutoff isolation of equipment and shall be installed with sufficient clearance to allow disassembly and replacement.

**22-5**

Where piping is installed within 3 feet of electrical equipment, the pipes and appurtenances shall be protected. Piping shall not be in rooms specifically designated for major electrical equipment.

**22-6**

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RFQ2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

DESIGN CRITERIA

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Check valves shall be from one manufacturer to every extent possible.

**22-7**

Shutoff and bypass valves shall be installed to allow minimum building disruption and ease of maintenance and replacement of a piece of equipment. Identification tags and labels shall be provided on each valve.

**22-8**

General service piping shall have a minimum working pressure of 125 psi for distribution piping and 160 psi for main domestic water service piping.

**22-9**

Water piping shall be copper above grade, PVC for underground.

**22-10**

Water service will be obtained from a public supplier. The ~~contractor-Design-Builder~~ shall be responsible for installation of the water meter and all distribution from the meter to areas of the building-Pavilion requiring water. Design shall include all OCU requirements for water service

**22-11**

Supply systems shall be kept clean and free of debris and shall be purged and cleaned before set into service.

**22-12**

Schedule 80 PVC is approved for use in sanitary and vent systems.

**22-13**

Sanitary waste piping shall be connected to the new septic drain field.

**22-14**

Storm drainage piping above grade shall be cast iron. PVC Schedule 80 may be used underground.

**22-15**

Clean outs shall be installed to allow convenient access for maintenance.

**22-16**

Faucets and flush valves in restrooms shall be sensor activated, from the same manufacturer.

**22-17**

Faucets for janitor's sinks shall be T&S B-0699 or Owner approved equalequal, if sink is required by Code.

**22-18**

Faucets for kitchen-concession area sinks shall be Moen or Owner approved equal.

**22-19**

Hose bibs and wall hydrants shall be Acorn or Zurn or Owner approved equal.

**22-20**

Water coolers shall be provided to accommodate all user groups. Water coolers shall be provided at bathroom locations.

**22-21**

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RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

DESIGN CRITERIA

Water coolers shall be wall mounted ~~recessed within walls to avoid protruding into pathways~~ and shall have no visible utility connections. Water coolers shall be Elkay Manufacturing Company and shall include a bottle-fill function.

**22-22**

Metallic material shall be used for the construction of floor drains, trench drains, and roof drains.

**22-23**

Trap primers shall be Zurn – MD Z1022 or Owner approved equal) with separate pressure primer for each drain.

22-24

The Design-Builder shall identify the capacity of the existing septic system, both the tank capacity and the drain field capacity.

**Division 26 – Electrical**

**26-1**

Building electrical system and devices, lighting, etc. shall be designed to minimize electrical consumption.

**26-2**

Parking and site lighting shall be to code minimums however the Pavilion will operate during dark times and special lighting of walks will be necessary. Landscape lighting shall be controlled by photocells and timeclocks.

**26-3**

Security lighting will be on photocell, no timeclock.

**26-4**

Electrical distribution system components shall be marked, tagged, labeled, etc. to identify conductors, boxes, terminations, and other key components.

**26-5**

Distribution panels and boxes including conduits close to equipment for fire alarm, telephone, data, emergency power, building management system, security system, and any other similar systems shall be labeled at equipment and throughout the building distribution.

**26-6**

All electrical conductors shall be copper.

**26-7**

Cover plates for switches, receptacles, etc. shall be stainless steel.

**26-8**

Distribution panels shall provide a minimum of 15% spare breaker locations.

**26-9**

LED fixtures shall be provided.

**26-10**

Fixture materials shall be of long-term durable materials ~~such as metal~~.

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RFQ2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

DESIGN CRITERIA

**26-11**

All exterior lighting shall be controlled from a single location inside the pavilion on a timer with photocell override. Exterior light control shall be reviewed and approved by Owner and Town.

**26-12**

Fire alarm panels shall be connected to Ocoee Fire Department' monitoring, if required by Code.

**26-13**

Security system will be connected to the Town of Windermere.

**Division 28 – Electronic Safety and Security**

**28-1**

Racks and equipment shall be floor supported for all equipment and terminations.

**28-2**

System shall be provided with a 2-year labor and materials warranty and a 10-year warranty against defects in systems performance.

**28-3**

Voice and data will be integrated and conduit will be provided by the Design-Builder, ~~stubbed up to 6" above the wall.~~

**28-4**

Fiber optic cabling shall be in protective conduit. Horizontal cabling shall be supported using J-hooks or open trays.

**28-5**

Main runs of horizontal cabling shall be grouped down corridors. Cable support shall be independently supported from the structure and independent of hangars provided by other trades.

**Division 32 – Exterior Improvements**

**32-1**

Landscape shall be per Town of Windermere requirements, with full irrigation system. Contract shall include full landscaping including ground covers, shrubs, trees, mulch, etc., for a complete finished site for the developed areas only in and around the Pavilion as required by Code.

**Division 33 – Utilities**

**33-1**

**RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION**

**DESIGN CRITERIA**

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Contract shall include site storm drainage as required by Code. Approved/permitted by all required agencies

**END OF DESIGN CRITERIA SECTION**