

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/83357565581?pwd=jqvPQc9aEapds7kIXeUm5obb32Ao7m.1>

Meeting ID: 833 5756 5581 **By call-in:** 1 (305) 224-1968

Passcode: G8mxA^

1. Call to Order

- a. Call to Order, Roll Call – *Chair Smith, Ruth Emerick*

5:30 – 5:32

New Business

2. *TJPDC Building Renovations – Christine Jacobs

5:32 – 6:30

- a. **Staff Memo**
b. **Scope of Work, Cost Estimate**
c. **Discussion**

Recommended Action: The TJPDC Building Committee recommends that the full commission approve the scope of work and associated costs for building improvements and authorize the Executive Director to negotiate a new 5-year lease to include the cost of the leasehold improvements

ADJOURN

6:30

* *Designates Items to be Voted On*

TJPD Commissioners – Building Committee Members	
Keith Smith, Chair	Fluvanna County
Phil d’Oronzio, Treasurer	City of Charlottesville
Tony O’Brien	Fluvanna County
Jesse Rutherford	Nelson County
Ned Gallaway	Albemarle County

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Taylor Jenkins	Transportation Director

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, ishannon@tjpd.org or visit the website www.tjpd.org.



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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Telephone (434) 979-7310 • **Fax** (434) 979 1597 • **Virginia Relay Users:** 711 (TDD) • **email:** info@tjpd.org • **web:** www.tjpd.org

TO: TJPDC Buildings Committee
FROM: TJPDC Staff
RE: Building Improvements
DATE: October 2, 2025

Purpose: To provide background information on the TJPDC building and lease. To provide a summary of the decisions before the committee related to potential building improvements.

Background:

- Leased Square Footage: 7,183
- Base rent per square foot: \$15.12
- In fall of 2024, Commission instructed staff to seek a new 5-year lease
- Commission supported staff's request to develop a scope of work for building improvements
- Commission appointed a Building Committee to develop and review the scope of work and associated costs and make a recommendation to the full commission
- TJPDC's 5-year lease ended September 30, 2025; TJPDC is currently leasing on a month-to-month basis until decisions on building improvements are finalized and a new 5-year lease can be negotiated

Summary:

- Building owner secured a cost estimate for the full scope of work: \$221,693.00
- If amortized across a 5-year lease with a 3% annual escalator, total cost of improvements: \$235,299.65
- Projected Lease Summary

	Base Rent \$/sq. ft.	Improvements \$/sq. ft.	Total Lease \$/sq. ft.
Lease Year 1	\$15.12	\$6.17	\$21.29
Lease Year 2	\$15.57	\$6.36	\$21.93
Lease Year 3	\$16.04	\$6.55	\$22.58
Lease Year 4	\$16.52	\$6.75	\$23.26
Lease Year 5	\$17.01	\$6.95	\$23.96

- Building committee will review and approve the detailed scope of work and make a recommendation to the full board.

Recommendation: The building committee moves to recommend that the full commission approve the committee-approved scope of work and associated costs for building improvements and authorize the Executive Director to negotiate a 5-year lease to include the cost of leasehold improvements.





September 15, 2025

Jenny Stoner
Senior Vice President
Thalhimer
600 E Water St
Charlottesville, VA 22902-5241

RE: Thomas Jefferson Planning District Office Renovation

Dear Jenny:

Thank you for the opportunity to present you with this pricing proposal for the above-referenced project.

Our proposal includes work as described in the plan view schematic provided and our site visit. Based on this information and the clarifications included below our proposed cost for the work is **Two Hundred and Twenty-One Thousand Six Hundred and Ninety-Three dollars (\$221,693.00)**.

Clarifications:

- The project's construction duration will be approximately 6 weeks once materials are in hand.
- Building and trades permit costs are included.
- Scope of Work:
 - Flooring:
 - Selection Samples: Vendor to provide flooring samples for client review and selection prior to installation.
 - Luxury Vinyl Plank (LVP): Supply and install Dal-Tile glue-down LVP with a 20-mil wear layer.
 - Material Allowance: \$2.25 per square foot (material only).
 - Carpet Tile: Provide and install Tarkett carpet tile, glue-down type.
 - Material Allowance: \$20.00 per square yard (material only).
 - Accessories and finishes: Supply and install the following components to ensure a complete and coordinated flooring system:
 - Johnsonite wall base primed white ¼" (color and profile to be selected by client)
 - Walk off carpet tile at entrance.
 - Stair nosing and edge protection as required by code and design intent.
 - Flooring transitions between material types and at thresholds.
 - Any additional accessories necessary to deliver a fully finished and code-compliant flooring installation.
 - Paint:
 - Sand walls and wood trim and repair minor defects with putty.
 - Spot prime patched areas.
 - Caulk trim as necessary to provide smooth transition between substrates.



- Remove fabric material from one side of hallway near stairwell, skim and sand walls to provide smooth, paintable surface.
 - Install two (2) coats of Sherwin Williams Pro-Mar 200 on walls,
 - Install one (1) coat of Sherwin Williams Pro-Mar 200 semi-gloss on wood trim to match existing white.
 - Minor touch-up only on metal store partitions.
 - The large conference room and two adjacent offices will be included.
 - Refinish of wood handrails.
- Window treatments:
 - Provide and install (10) Hunter Douglas RB Basics Single Manual Roller Shades with small fascia, in solar fabric series E-Screen (1%), in one standard *color to be picked by client from provided samples*.

Allowances (Included in Price):

- Kitchen Renovation - Includes demolition of the existing bulkhead and installation of a new drywall ceiling. Scope covers up to 13 linear feet (LF) of custom plastic laminate (P-Lam) kitchen cabinets with stone countertops, custom undermount sink, garbage disposal, kitchen faucet, and associated electrical and plumbing work. *Design and color selections to be made by the client from provided samples*
.....\$24,497
- Appliances – Allowance for kitchen appliances..... \$ 4,000
- Quarter Round Base Trim - Provide and install up to 500 LF of quarter round as base \$ 1,500
- Frosted Film Installation - Provide and install up to 480 SF of frosted film by 3M in interior glass partitions \$ 5760

Exclusions:

- Any price increases resulting from imposed tariffs or material surcharges.
- Furniture, Fixtures and Equipment (FF&E)
- Sound attenuation system in the large conference room.
- Any work not explicitly described in the scope of work above.

We are prepared to engage in the execution of your project immediately.

Please contact me with any questions you may have.

Sincerely,

Ryan Roman

Ryan Roman
Vice President

Attachments:
Pricing Summary



PROJECT NAME: Thomas Jefferson
Planning District
Office Renovation

ESTIMATE STAGE: Final
DATE: 8/28/25

CONST. START:
CONST. SUB. COMPL.:

GSF: 8,094

DIVISION	DESCRIPTION	COST	COST/GSF
DIVISION 0	PRECONSTRUCTION SERVICES	\$ -	\$ -
DIVISION 0	DESIGN	\$ -	\$ -
DIVISION 1	GENERAL REQUIREMENTS	\$ 21,038	\$ 2.60
DIVISION 2	SITE WORK AND EXISTING CONDITIONS	\$ 1,600	\$ 0.20
DIVISION 3	CONCRETE	\$ -	\$ -
DIVISION 4	MASONRY	\$ -	\$ -
DIVISION 5	METALS	\$ -	\$ -
DIVISION 6	WOODS AND PLASTICS	\$ 15,830	\$ 1.96
DIVISION 7	THERMAL AND MOISTURE PROTECTION	\$ 450	\$ 0.06
DIVISION 8	DOORS AND WINDOWS	\$ 5,760	\$ 0.71
DIVISION 9	FINISHES	\$ 102,792	\$ 12.70
DIVISION 10	SPECIALTIES	\$ -	\$ -
DIVISION 11	EQUIPMENT	\$ 4,000	\$ 0.49
DIVISION 12	FURNISHINGS	\$ 5,106	\$ 0.63
DIVISION 13	SPECIAL CONSTRUCTION	\$ -	\$ -
DIVISION 14	CONVEYING SYSTEMS	\$ -	\$ -
DIVISION 21	FIRE PROTECTION	\$ -	\$ -
DIVISION 22	PLUMBING	\$ 2,100	\$ 0.26
DIVISION 23	HVAC	\$ -	\$ -
DIVISION 26	ELECTRICAL	\$ 2,800	\$ 0.35
DIVISION 27	AUDIO VISUAL SYSTEMS	\$ -	\$ -
DIVISION 28	ELECTRONIC SAFETY AND SECURITY	\$ -	\$ -
DIVISION 40	CONTINGENCY	\$ -	\$ -
DIVISION 50	GENERAL CONDITIONS	\$ 28,622	\$ 3.54
DIVISION 75	TAXES, INSURANCES, AND BONDS	\$ 2,679	\$ 0.33
SUBTOTAL		\$ 192,777	\$ 23.82
OHP	OVERHEAD AND PROFIT	\$ 28,916	
TOTAL ESTIMATE VALUE		\$ 221,693	\$ 27.39