

# City of Alexandria, Virginia

## MEMORANDUM

**DATE:** APRIL 23, 2015

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**THROUGH:** MARK B. JINKS, CITY MANAGER 

**FROM:** MORGAN ROUTT, ACTING DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET 

**SUBJECT:** BUDGET MEMO #30: ALIVE EXPANSION AT 801 SOUTH PAYNE STREET

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The purpose of this memorandum is to respond to Councilwoman Pepper's request for an update on the Alexandrians Involved Ecumenically (ALIVE) request of \$55,000 to expand their space at 801 South Payne Street.

ALIVE currently occupies approximately 2,000 SF at 801 South Payne Street. In January 2015, ALIVE requested additional space at the location for added donation intake and sorting requirements. The Department of General Services worked with ALIVE on their requirements for the space and developed a rough estimate and concept for ALIVE's expansion request and were able to offer ALIVE an additional 1500 SF of space for their operations. The additional space requires facility repairs and construction including extensive floor repairs for the safety of the workers in the area, the installation of a wall to separate ALIVE's operations from the existing building occupants and security upgrades required for the space. ALIVE was quoted \$55,000 for these floor repairs and construction of the wall. ALIVE's expansion does not conflict with the space required for the FY 2016 Capital Improvement Program project as proposed by the City Manager (Archives Public Records and Archeology Storage Expansion).

Recently, ALIVE requested an estimate to add a walk-in refrigerator/freezer and associated electrical requirements, as well as an estimate for the installation of an additional sink (the space currently has one sink). This added scope is estimated at \$25,000. Based on the meeting that the Department had with ALIVE on Wednesday, April 23, 2015, the floor repairs, wall construction and security upgrades are considered Phase I (\$55,000) and the walk-in refrigerator/freezer and sink installation are considered Phase II (\$25,000). ALIVE indicated that they could move forward with their planned operations in the expansion with the execution of Phase I only at this time.

**STAFF:** Jeremy McPike, Director, General Services  
Titania Cross, Deputy Director, General Services