

**From:** [Town Manager](#)  
**To:** [Pruitt, Katrina](#); "[Steven D. Briglia](#)"; [Gilpin, Gina](#); [Briglia, Steven](#)  
**Cc:** [Donahue, David](#); [Ngo, Nicole](#); [Gallagher, Michael](#); [Tufano, Jeff](#); [Hooks, Randall](#)  
**Subject:** RE: Emergency Waiver for Town Hall Elevator Repairs  
**Date:** Tuesday, September 14, 2021 8:50:19 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[image013.png](#)

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Hello,

Yes, the Town Council gave me authority to move forward with this matter. Please make sure the item is ready for the October 11<sup>th</sup> Town Council meeting for retroactive approval. Thanks!

Sincerely,

Merc

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**From:** Pruitt, Katrina <Katrina.Pruitt@viennava.gov>  
**Sent:** Tuesday, September 14, 2021 7:33 AM  
**To:** Town Manager <Manager@viennava.gov>; 'Steven D. Briglia' <sbriglia@brigliahundley.com>; Gilpin, Gina <Gina.Gilpin@viennava.gov>; Briglia, Steven <SBriglia@viennava.gov>  
**Cc:** Donahue, David <David.Donahue@viennava.gov>; Ngo, Nicole <Nngo@viennava.gov>; Gallagher, Michael <Michael.Gallagher@viennava.gov>; Tufano, Jeff <Jeff.Tufano@viennava.gov>; Hooks, Randall <Randall.Hooks@viennava.gov>  
**Subject:** RE: Emergency Waiver for Town Hall Elevator Repairs

Hello,

Is there any update on this item? I need the back-up to process a change order.

Thanks,

**Katrina Pruitt**  
**Fleet Maintenance Coordinator**  
[katrina.pruitt@viennava.gov](mailto:katrina.pruitt@viennava.gov)  
703-319-8617



127 Center Street, South  
Vienna, VA 22180  
[viennava.gov](http://viennava.gov)

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**From:** Town Manager <[Manager@viennava.gov](mailto:Manager@viennava.gov)>  
**Sent:** Friday, September 10, 2021 2:03 PM  
**To:** 'Steven D. Briglia' <[sbriglia@brigliahundley.com](mailto:sbriglia@brigliahundley.com)>; Gilpin, Gina <[Gina.Gilpin@viennava.gov](mailto:Gina.Gilpin@viennava.gov)>; Briglia, Steven <[SBriglia@viennava.gov](mailto:SBriglia@viennava.gov)>  
**Cc:** Donahue, David <[David.Donahue@viennava.gov](mailto:David.Donahue@viennava.gov)>; Ngo, Nicole <[NNgo@viennava.gov](mailto:NNgo@viennava.gov)>; Gallagher, Michael <[Michael.Gallagher@viennava.gov](mailto:Michael.Gallagher@viennava.gov)>; Pruitt, Katrina <[Katrina.Pruitt@viennava.gov](mailto:Katrina.Pruitt@viennava.gov)>; Tufano, Jeff <[Jeff.Tufano@viennava.gov](mailto:Jeff.Tufano@viennava.gov)>  
**Subject:** RE: Emergency Waiver for Town Hall Elevator Repairs

Mike,

Please send me a draft email that I can send to Council on this topic giving them a heads up about the waiver I will sign and it going to them for retroactive approval on October 11<sup>th</sup>. Thanks!

Sincerely,

Merc

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**From:** Steven D. Briglia <[sbriglia@brigliahundley.com](mailto:sbriglia@brigliahundley.com)>  
**Sent:** Friday, September 10, 2021 11:39 AM  
**To:** Gilpin, Gina <[Gina.Gilpin@viennava.gov](mailto:Gina.Gilpin@viennava.gov)>; Town Manager <[Manager@viennava.gov](mailto:Manager@viennava.gov)>; Briglia, Steven <[SBriglia@viennava.gov](mailto:SBriglia@viennava.gov)>  
**Cc:** Donahue, David <[David.Donahue@viennava.gov](mailto:David.Donahue@viennava.gov)>; Ngo, Nicole <[NNgo@viennava.gov](mailto:NNgo@viennava.gov)>; Gallagher, Michael <[Michael.Gallagher@viennava.gov](mailto:Michael.Gallagher@viennava.gov)>; Pruitt, Katrina <[Katrina.Pruitt@viennava.gov](mailto:Katrina.Pruitt@viennava.gov)>; Tufano, Jeff <[Jeff.Tufano@viennava.gov](mailto:Jeff.Tufano@viennava.gov)>  
**Subject:** RE: Emergency Waiver for Town Hall Elevator Repairs

Yes, the Town Manager should notify the Town Council.

**Steven D. Briglia**

BRIGLIA HUNDLEY, P.C.  
1921 Gallows Road, Suite 750  
Tysons Corner, Virginia 22182  
703.883.0880  
703.883.0205 [direct]  
703.255.6305 Town Hall Office [Town Attorney Matters]  
703.883.0899 [facsimile]  
[sbriglia@brigliahundley.com](mailto:sbriglia@brigliahundley.com)  
[www.brigliahundley.com](http://www.brigliahundley.com)



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-----Original Message-----

From: Gilpin, Gina <[Gina.Gilpin@viennava.gov](mailto:Gina.Gilpin@viennava.gov)>  
Sent: Friday, September 10, 2021 11:38 AM

To: Town Manager <[Manager@viennava.gov](mailto:Manager@viennava.gov)>; Briglia, Steven <[SBriglia@viennava.gov](mailto:SBriglia@viennava.gov)>; Steven D. Briglia <[sbriglia@brigliahundley.com](mailto:sbriglia@brigliahundley.com)>  
Cc: Donahue, David <[David.Donahue@viennava.gov](mailto:David.Donahue@viennava.gov)>; Ngo, Nicole <[NNgo@viennava.gov](mailto:NNgo@viennava.gov)>; Gallagher, Michael <[Michael.Gallagher@viennava.gov](mailto:Michael.Gallagher@viennava.gov)>; Pruitt, Katrina <[Katrina.Pruitt@viennava.gov](mailto:Katrina.Pruitt@viennava.gov)>; Tufano, Jeff <[Jeff.Tufano@viennava.gov](mailto:Jeff.Tufano@viennava.gov)>  
Subject: RE: Emergency Waiver for Town Hall Elevator Repairs

[This message originated from outside of your organization.]

Mercury,  
Do we need to wait for you to get Council approval via email, as we usually do, before we proceed with the waiver?

Thanks

Gina Gilpin, Purchasing Agent  
Town of Vienna, Virginia  
127 Center Street S  
Vienna, VA 22180  
703-255-6359  
[ggilpin@viennava.gov](mailto:ggilpin@viennava.gov)

-----Original Message-----

From: Town Manager <[Manager@viennava.gov](mailto:Manager@viennava.gov)>  
Sent: Friday, September 10, 2021 11:36 AM  
To: Briglia, Steven <[SBriglia@viennava.gov](mailto:SBriglia@viennava.gov)>; Steve Briglia ([sbriglia@brigliahundley.com](mailto:sbriglia@brigliahundley.com)) <[sbriglia@brigliahundley.com](mailto:sbriglia@brigliahundley.com)>  
Cc: Donahue, David <[David.Donahue@viennava.gov](mailto:David.Donahue@viennava.gov)>; Ngo, Nicole <[NNgo@viennava.gov](mailto:NNgo@viennava.gov)>; Gallagher, Michael <[Michael.Gallagher@viennava.gov](mailto:Michael.Gallagher@viennava.gov)>; Gilpin, Gina <[Gina.Gilpin@viennava.gov](mailto:Gina.Gilpin@viennava.gov)>; Pruitt, Katrina <[Katrina.Pruitt@viennava.gov](mailto:Katrina.Pruitt@viennava.gov)>; Tufano, Jeff <[Jeff.Tufano@viennava.gov](mailto:Jeff.Tufano@viennava.gov)>  
Subject: RE: Emergency Waiver for Town Hall Elevator Repairs

Got it. I will sign it. In light of our recent Staff Meeting that you attended, I thought I would ask.

Sincerely,

Merc

-----Original Message-----

From: Briglia, Steven <[SBriglia@viennava.gov](mailto:SBriglia@viennava.gov)>  
Sent: Friday, September 10, 2021 11:32 AM  
To: Town Manager <[Manager@viennava.gov](mailto:Manager@viennava.gov)>; Steve Briglia ([sbriglia@brigliahundley.com](mailto:sbriglia@brigliahundley.com)) <[sbriglia@brigliahundley.com](mailto:sbriglia@brigliahundley.com)>  
Cc: Donahue, David <[David.Donahue@viennava.gov](mailto:David.Donahue@viennava.gov)>; Ngo, Nicole <[NNgo@viennava.gov](mailto:NNgo@viennava.gov)>; Gallagher, Michael <[Michael.Gallagher@viennava.gov](mailto:Michael.Gallagher@viennava.gov)>; Gilpin, Gina <[Gina.Gilpin@viennava.gov](mailto:Gina.Gilpin@viennava.gov)>; Pruitt, Katrina <[Katrina.Pruitt@viennava.gov](mailto:Katrina.Pruitt@viennava.gov)>; Tufano, Jeff <[Jeff.Tufano@viennava.gov](mailto:Jeff.Tufano@viennava.gov)>  
Subject: RE: Emergency Waiver for Town Hall Elevator Repairs

I think it is an emergency, the we need the elevator operational for ADA compliance and for public meetings. Also, the County has apparently given us notice of the violation and threatened to force us to shut down the building.

Steve

Steven D. Briglia  
Town Attorney  
127 Center Street, South  
Vienna, VA 22180  
703-255-6305 (Town Hall Office)  
703-883-0205 (Tysons Office)  
703-342-0353 fax

---

From: Town Manager  
Sent: Friday, September 10, 2021 11:23 AM  
To: Briglia, Steven; Steve Briglia ([sbriglia@brigliahundley.com](mailto:sbriglia@brigliahundley.com))  
Cc: Donahue, David; Ngo, Nicole; Gallagher, Michael; Gilpin, Gina; Pruitt, Katrina; Tufano, Jeff  
Subject: FW: Emergency Waiver for Town Hall Elevator Repairs

Steve,

I just talked with Mike about the timeline for the new elevator. It is about six months out. Also, the next Town Council meeting is actually October 11th (in our process, the September 27th agenda is closed to new items). I am willing to sign the waiver, if this is truly an emergency. Do you have any thoughts?

Sincerely,

Merc

From: Donahue, David <[David.Donahue@viennava.gov](mailto:David.Donahue@viennava.gov)>  
Sent: Thursday, September 9, 2021 2:04 PM  
To: Payton, Mercury <[Mercury.Payton@viennava.gov](mailto:Mercury.Payton@viennava.gov)>  
Cc: Gilpin, Gina <[Gina.Gilpin@viennava.gov](mailto:Gina.Gilpin@viennava.gov)>; Gallagher, Michael <[Michael.Gallagher@viennava.gov](mailto:Michael.Gallagher@viennava.gov)>; Pruitt, Katrina <[Katrina.Pruitt@viennava.gov](mailto:Katrina.Pruitt@viennava.gov)>; Tufano, Jeff <[Jeff.Tufano@viennava.gov](mailto:Jeff.Tufano@viennava.gov)>  
Subject: Emergency Waiver for Town Hall Elevator Repairs

Mercury,

Work is currently underway to replace the rusted components in the elevator pit (see photo below).

The contractor started work this Tuesday morning to replace the rusted components to address an elevator inspection violation. This violation was recently categorized as a life safety one by Fairfax County during a regular elevator inspection. Fairfax ordered us to fix immediately or face a shut down, but have been allowing us a time extension since we have been working with a elevator contractor to address the violation. We had planned to address the violation with replacement of the components and address permanent dewatering at a later date when we did a full modernization of the elevator. However, the contractor saw evidence that water would continue to build up and rust the new components, so the permanent dewatering needs to be done now.

DPW is requesting an waiver of purchasing procedures for a change order to install a sump pump and water proofing in the Town Hall Elevator pit in the amount of \$ 48,314.

[\[cid:image002.png@01D7A580.E5E78030\]](#)

Please let me know when we can let the contractor know the waiver has been approved.

Dave Donahue

From: Rodrigue David <[david.rodrigue@kone.com](mailto:david.rodrigue@kone.com)<mailto:david.rodrigue@kone.com>>  
Sent: Thursday, September 9, 2021 8:52 AM  
To: Donahue, David <[David.Donahue@viennava.gov](mailto:David.Donahue@viennava.gov)<mailto:David.Donahue@viennava.gov>>  
Subject: RE: Sump pump quote

Hi David,

Quote is attached. I'm still checking on the permit, but it's currently priced-in.

-

David Rodrigue

Service Account Manager

KONE Elevator

6901 Muirkirk Meadows Drive

Beltsville, MD

(m) 202-302-6334

(o) 301-459-8660

<https://nam10.safelinks.protection.outlook.com/?>

<http://3A%2F%2Fwww.kone.us%2F&data=04%7C01%7Csbriglia%40brigliahundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLjBTRiI6IjEhaWwiLCJXVCI6Mn0%3D%7C2000&data=0fJWjqcu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0>

<http://3A%2F%2Fwww.kone.us%2F&data=04%7C01%7Csbriglia%40brigliahundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLjBTRiI6IjEhaWwiLCJXVCI6Mn0%3D%7C2000&data=0fJWjqcu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0>

Call Center 877-276-8691

[cid:image001.png@01D7A557.B7B37C10]

From: Rodrigue David

Sent: Thursday, September 9, 2021 7:47 AM

To: Donahue, David <[David.Donahue@viennava.gov](mailto:David.Donahue@viennava.gov)<mailto:David.Donahue@viennava.gov>>

Subject: Sump pump quote

Working on Sump Pump quote. They're more expensive than I would have guessed.

A second option would be add a cement injection and coating to prevent water from leaking in being that they're already there installing the pump it will cost less than normal to add the coating. I'll send as 2 separate so you can review.

If you can sign one of these we should be able to finish the work next week.

-

David Rodrigue

Service Account Manager

KONE Elevator  
6901 Muirkirk Meadows Drive  
Beltsville, MD  
(m) 202-302-6334  
(o) 301-459-8660

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[url=http%3A%2F%2Fwww.kone.us%2F&data=04%7C01%7Csbriglia%40briglihundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljoiv2luMzliLjBTil6lk1haWwiLCjXVCI6Mn0%3D%7C2000&sd=0flJwjqu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0](http%3A%2F%2Fwww.kone.us%2F&data=04%7C01%7Csbriglia%40briglihundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljoiv2luMzliLjBTil6lk1haWwiLCjXVCI6Mn0%3D%7C2000&sd=0flJwjqu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0)

[url=http%3A%2F%2Fwww.kone.us%2F&data=04%7C01%7Csbriglia%40briglihundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljoiv2luMzliLjBTil6lk1haWwiLCjXVCI6Mn0%3D%7C2000&sd=0flJwjqu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0](http%3A%2F%2Fwww.kone.us%2F&data=04%7C01%7Csbriglia%40briglihundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljoiv2luMzliLjBTil6lk1haWwiLCjXVCI6Mn0%3D%7C2000&sd=0flJwjqu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0)

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Town of Vienna, Virginia 2015

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[url=http%3A%2F%2Fwww.viennava.gov%2F&data=04%7C01%7Csbriglia%40briglihundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljoiv2luMzliLjBTil6lk1haWwiLCjXVCI6Mn0%3D%7C2000&sd=0flJwjqu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0](http%3A%2F%2Fwww.viennava.gov%2F&data=04%7C01%7Csbriglia%40briglihundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljoiv2luMzliLjBTil6lk1haWwiLCjXVCI6Mn0%3D%7C2000&sd=0flJwjqu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0)

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[url=http%3A%2F%2Fwww.facebook.com%2FTownofViennaVA&data=04%7C01%7Csbriglia%40briglihundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljoiv2luMzliLjBTil6lk1haWwiLCjXVCI6Mn0%3D%7C2000&sd=0flJwjqu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0](http%3A%2F%2Fwww.facebook.com%2FTownofViennaVA&data=04%7C01%7Csbriglia%40briglihundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljoiv2luMzliLjBTil6lk1haWwiLCjXVCI6Mn0%3D%7C2000&sd=0flJwjqu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0)

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[url=http%3A%2F%2Fwww.twitter.com%2FTownofViennaVA&data=04%7C01%7Csbriglia%40briglihundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljoiv2luMzliLjBTil6lk1haWwiLCjXVCI6Mn0%3D%7C2000&sd=0flJwjqu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0](http%3A%2F%2Fwww.twitter.com%2FTownofViennaVA&data=04%7C01%7Csbriglia%40briglihundley.com%7C5cbf4675b488429ebcff08d97470f670%7C26e80510f93246c283ee59c4e723d470%7C1%7C0%7C637668850956351825%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCjQljoiv2luMzliLjBTil6lk1haWwiLCjXVCI6Mn0%3D%7C2000&sd=0flJwjqu5m7dn%2BZ4ub8r9je5XuH3Jtf7DeVuDvEilw%3D&reserved=0)

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