

# Issue Analysis Form



**Date:** May 12, 2020

**Item:** Award of Contract for Food Lion Water Booster Station Upgrades Construction Administration Services

**Lead Department:** Engineering & Utilities

**Contact Persons:** Frank Haltom, Director

## Description and Current Status

Dewberry Engineers, Inc has completed the design of the Food Lion Water Booster Station Upgrades and the plans are scheduled to be advertised for bid in September 2020. Construction is anticipated to begin in December 2020 and construction duration is anticipated to be eight (8) months to substantial completion and nine (9) months to final completion. Construction administration services for the project is required to provide engineering consultation during construction and proper documentation.

\$2,100,000 for the Food Lion Water System Upgrades was included as part of the General Obligation borrowings, Bond Series Spring 2019. The County has received a proposal from Dewberry Engineers Inc. to perform construction administration services associated with this project.

This project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for Food Lion Booster Station Upgrade Construction Administration services to Dewberry Engineers, Inc.

## The Government Path

**Does this require IDA action?**  Yes  No

**Does this require BZA action?**  Yes  No

**Does this require Planning Commission action?**  Yes  No

**Does this require Board of Supervisors action?**  Yes  No

### Board Action Requested:

A resolution to award the contract for the Food Lion Water Booster Station Upgrades Construction Administration services to Dewberry Engineers, Inc. for \$70,760.

## Fiscal Impact Statement

2,100,000 for the Food Lion Water System Upgrades was included as part of the General Obligation borrowings, Bond Series Spring 2019.

## Prince George County Impact

Award of this contract to Dewberry Engineers, Inc. will provide the required construction administration services for the water booster station upgrades.

## Notes

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia, this 12th day of May, 2020:

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Present:

Donald Hunter, Chairman  
Alan R. Carmichael, Vice-Chair  
Floyd M. Brown, Jr.  
Marlene J. Waymack  
T. J. Webb

Vote:

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A-3

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION: AWARD OF CONTRACT FOR FOOD LION WATER BOOSTER STATION UPGRADES CONSTRUCTION ADMINISTRATION SERVICES.**

WHEREAS, Dewberry Engineers, Inc. has completed the design of the Food Lion Water Booster Station Upgrades and the plans are scheduled to be advertised for bid in September 2020; and

WHEREAS, construction is anticipated to begin in December 2020 and construction duration is anticipated to be eight (8) months to substantial completion and nine (9) months to final completion. Construction administration services for the project is required to provide engineering consultation during construction and proper documentation; and

WHEREAS, \$2,100,000 for the Food Lion Water System Upgrades was included as part of the General Obligation borrowings, Bond Series Spring 2019. The County has received a proposal from Dewberry Engineers Inc. to perform construction administration services associated with this project; and

WHEREAS, this project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for Food Lion Water Booster Station Upgrades Construction Administration services to Dewberry Engineers, Inc.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 12th day of May, 2020, hereby awards the contract for the

for Food Lion Water Booster Station Upgrades Construction Administration services to Dewberry Engineers, Inc. for \$70,760.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator



Dewberry Engineers Inc. | 804.290.7957  
4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax  
Glen Allen, VA 23060 | www.dewberry.com

April 7, 2020

Mr. Frank Haltom, PE  
Director of Engineering and Utilities  
Prince George County  
P.O. Box 68  
6602 Courts Drive, Second Floor  
Prince George, VA 23875

**RE: Proposal for Professional Engineering Services  
Food Lion Water Booster Station Upgrade  
Construction Administration**

Dear Mr. Haltom:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal to provide professional engineering services for construction administration services required for the Food Lion Water Booster Station Upgrade project. Our Project Understanding, Scope of Services, and Fee have been developed based on correspondence with County staff. All work under this proposal will be performed in accordance with the terms and conditions of our Contract for On-Call Engineering Services with Prince George County, executed April 1, 2019.

#### **PROJECT UNDERSTANDING**

Dewberry understands that Prince George County (Owner) is seeking construction administration services for the Food Lion Water Booster Station Upgrades project. Construction Notice to Proceed is anticipated in November 2020. Construction is anticipated to begin in December 2020 and construction duration is anticipated to be eight (8) months to substantial completion and nine (9) months to final completion. This proposal will cover services through the end of the anticipated construction timeframe.

It is anticipated that this project will be bid under separate contract than the Route 460 Water Main Extension project which is anticipated to have a construction duration to be six (6) months to substantial completion and seven (7) months to final completion. It is anticipated that the Food Lion Water Booster Station Upgrade project will start construction approximately six (6) months after the Route 460 Water Main Extension project issues Notice to Proceed.

It is anticipated that this project will be bid under separate contract than the Route 156 Water Main Extension project which is anticipated to have a construction duration of eighteen (18) months to substantial completion and twenty (20) months to final completion. It is anticipated that the Food Lion Water Booster Station Upgrades project will start construction after the Route 156 Water Main Extension project.

## **SCOPE OF SERVICES**

Dewberry will perform the services outlined below.

### **1. Construction Administration**

- 1.1 Conduct a pre-construction meeting with the Owner, Contractor, and all affected agencies. Dewberry will take meeting minutes and provide a written copy to all in attendance.
- 1.2 Review and approve all shop drawings, equipment drawings, and material standards submitted by the Contractor and provide copies of each to the Owner.
- 1.3 Review and approve all vendor O&M manuals.
- 1.4 Respond to Requests for Information (RFIs) and provide engineering consulting during the construction phase.
- 1.5 Visit the site during construction, once per month after the monthly progress meeting, reviewing the work in detail with the Contractor and inspector.
- 1.6 Review and approve monthly and final payments to the Contractor. Attend eight (8) monthly progress/pay request meetings to discuss the status of the work.
- 1.7 Transfer field notes from the inspector and Contractor to the original drawings and provide one (1) copy of digital record drawings and three (3) printed paper sets of Record Drawings.
- 1.8 Assist in station commissioning, including testing the pumps and controls in unison with the County's Integrator and the Contractor.
- 1.9 Attend substantial completion inspection, prepare punchlist, and prepare substantial completion certificate for the project.
- 1.10 Complete final inspection to verify punch list has been completed.
- 1.11 Provide statement of completion letter to the Virginia Department of Health.
- 1.12 Coordinate with contractor for closeout documents.

## **FEE**

Dewberry's lump sum fee for these services is **\$70,760**.

A copy of our man-hour breakout estimate for Food Lion Water Booster Station Upgrades is attached.

## **CLARIFICATIONS**

1. Specific services outside of those identified in the Scope of Services outlined above will be deemed an additional service.
2. For the purposes of this proposal, Dewberry anticipates a construction duration of 8 months for the Food Lion Water Booster Station Upgrade project. Should the duration of the construction contract change, Dewberry's fee for construction administration will be modified accordingly.

## **EXCLUSIONS**

The following services are specifically excluded from the scope of services but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.
2. Assistance in connection with bid protests, re-bidding or renegotiating contracts for construction, materials, equipment or services.
3. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
4. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR's material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

Mr. Frank Haltom, PE  
Proposal for Professional Engineering Services  
Food Lion Water Booster Station Upgrade  
Construction Administration  
April 7, 2020

We look forward to the opportunity to serve Prince George County on this project. If you have any questions, or require additional information, please feel free to contact us.

Sincerely,  
**Dewberry Engineers Inc.**



Danylo A. Villhauer, P.E.  
Associate Vice President

#### **ATTACHMENTS**

1. Attachment A – Man-hour Breakout Estimate

Q:\PROPOSAL\2020\Prince George County\Route 460 and Route 156 ConA and Inspection\2020.04.07 - Food Lion PS ConA.docx

Prince George County											
Food Lion Water Booster Station Upgrades Construction Administration											
Work Breakdown Structure and Cost Estimate											
Task/Subtask	QAQC (Engineer VIII)	Project Manager (Engineer V)	Project Engineer (Engineer II)	Structural Engineer (Engineer VI)	Electrical Engineer (Engineer VI)	Site Engineer (Engineer IV)	Surveyor (Surveyor VI)	2-Person Survey Crew	Inspector (Inspector II)	Other Direct Costs	Totals
	\$ 215.00	\$ 160.00	\$ 110.00	\$ 180.00	\$ 180.00	\$ 140.00	\$ 120.00	\$ 150.00	\$ 100.00		
<b>Construction Administration (Lump Sum)</b>											
1 / Attend and prepare meeting minutes for preconstruction meeting		4	8								12
2 / Review shop drawing submittals	2	24	104	4	8	4					146
3 / Review vendor O&M Submittals		4	28								32
4 / Respond to RFIs and provide engineering consulting (8 months)	2	32	88	8	12	4					146
5 / Visit site during construction w/inspector and Contractor (8 months)		8	8								16
6 / Attend and run eight (8) construction progress meetings		32	48		4	4					88
7 / Prepare Record Drawings		4	18	2	2	2				\$ 250.00	28
8 / Assist with Station Commissioning	4	6	6								16
9 / Substantial Completion Inspection and prepare punch list	2	6	8		6	2					22
10 / Complete Final Inspection		4	6								12
11 / Prepare statement of completion to VDHP		1									1
12 / Coordinate with Contractor for final closeout documentation		4	6								18
<b>Subtotal Hours</b>		129	328	14	32	24	0	0	0	N/A	537
<b>Subtotal Cost</b>	\$ 2,150.00	\$ 20,640.00	\$ 36,080.00	\$ 2,520.00	\$ 5,760.00	\$ 3,360.00	\$ -	\$ -	\$ -	\$ 250.00	\$ 70,760.00

<b>Total Labor Costs</b>	
Construction Administration (Lump Sum)	\$ 70,760.00
<b>Total Fee of all Tasks</b>	<b>\$ 70,760.00</b>