

## Issue Analysis Form

**Date:** 2/9/2021  
**Item:** Historic Circuit Court Clerk's Office Feasibility Study for  
Water Infiltration Remediation  
**Lead Department(s):** General Services, Finance  
**Contact Person(s):** Mike Purvis, Betsy Drewry



### Description and Current Status

Water intrusion penetrating several windows and doors in the facility, has caused water damage into the interior wall materials as well as the front entrance door.

Moseley Architects have produced a scope of work that also included consultants for this project.

Downey & Scott, LLC will provide construction cost estimating services.

Six Sides Building Enclosures Consulting will provide water infiltration and remediation services, as well as envelope and roof consulting to Moseley Architects.

Aeon Preservation Services, LLC will provide historic preservation services with regard to repair and restoration of the damage historical materials and construction.

**Contract #21-04-0504 Architectural/Engineering and Project Management Services"** was issued on November 12, 2020 and was awarded to Moseley Architects, P. C. This contract and any agenda are available upon request.

Moseley Architects, P. C. has provided pricing for the Historic Circuit Court Clerk's Office Feasibility Study for Water Infiltration and Remediation, and the pricing summary is shown below:

<b>Contractors</b>	<b>System</b>	<b>Total</b>
<b>Moseley Architects</b>	<b>Site visit, Feasibility Study</b>	<b>\$2,512.00</b>
<b>Downey &amp; Scott</b>	<b>Construction Cost Estimating</b>	<b>\$1,782.00</b>
<b>Six Sides Building Enclosures Consulting</b>	<b>Water infiltration and remediation</b>	<b>\$2,520.00</b>
<b>Aeon Preservation Services LLC</b>	<b>Historic preservation services</b>	<b>\$2,480.00</b>
	<b>Not to exceed total</b>	<b>\$9,294.00</b>

Moseley's proposal is attached as Exhibit A.

Staff is recommending award of contract to Moseley Architects not to exceed \$9,294.00

Staff is requesting the board to authorize: Authorization for the County Administrator to execute a contract with Moseley Architects, P. C. not to exceed \$9,294.00.

A resolution draft for board consideration is included in the board packet. The resolution approves administrative execution of a contract.

**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

**Does this require a public hearing?**

YES

NO

**If so, before what date?**

**Fiscal Impact Statement**

Funds for this project have been authorized by Mr. Stoke and will be provided by Tourism Contingencies.

**County Impact**

The feasibility study will assess the water infiltration issues and probable construction costs so that the Historic Circuit Court Clerk's Office can continue to be open to the public as a historical landmark for County tourism.

**Notes**

None.

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 9<sup>th</sup> day of February, 2021:

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Present:

Floyd M. Brown, Jr., Chairman  
Marlene J. Waymack, Vice-Chair  
Alan R. Carmichael  
Donald Hunter  
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 FEASIBILITY STUDY FOR WATER INFILTRATION MEDIATION AT REGIONAL HERITAGE CENTER (\$9,294)

WHEREAS, Water intrusion is penetrating several windows and doors in the Regional Heritage Center and has caused water damage into the interior wall materials as well as the front entrance door; and

WHEREAS, Moseley Architects, P.C. has provided pricing for the feasibility study for water infiltration and remediation in an amount not to exceed \$9,294.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of February, 2021, hereby authorizes the County Administrator to execute a contract with Moseley Architects, P.C. for a feasibility study for water infiltration and remediation in an amount not to exceed \$9,294.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator

# MOSELEYARCHITECTS

3200 Norfolk Street  
Richmond, VA 23230  
P: (804) 794-7555

December 18, 2020

RE: Historic Circuit Court Clerk's Office Feasibility Study for Water Infiltration  
Remediation  
Prince George County, Virginia  
Contract #21-04-0504

Mr. Michael Purvis  
Director of General Services  
Prince George County  
6400 Courthouse Road, Bldg. #10  
P.O. Box 68  
Prince George, VA 23875

via email – MPurvis@princegeorgecountyva.gov

Dear Mike:

In accordance with the County's request, our meeting on November 23, 2020, our Annual Term Contract for Architectural/Engineering and Project Management Services, dated November 12, 2020, and all subsequent renewals and modifications, Moseley Architects is pleased to offer this proposal to Prince George County for roof and envelop consulting services for the Prince George County Historic Circuit Court Clerk's Office Feasibility Study for Water Infiltration Remediation, referred to hereinafter as the "Project".

In this proposal letter the term "Architect" shall refer to Moseley Architects, "County" shall refer to Prince George County, Virginia, and "Contractor" shall refer to the General Contractor who will be hired to construct the Project.

## **Project Scope of Work**

The Project shall consist of the historic Circuit Court Clerk's Office at 6400 Courthouse Road in Prince George, VA. Existing exterior images are enclosed as Exhibit A and existing interior images are enclosed as Exhibit B.

## **Consultants to Moseley Architects**

Downey & Scott, LLC will provide construction cost estimating services as a consultant to Moseley Architects.

Six Sides Building Enclosure Consulting will provide water infiltration and remediation services, and envelope and roof consulting services as a consultant to Moseley Architects.

Aeon Preservation Services, LLC will provide historic preservation services with regard to the repair and restoration of the damaged historic materials and construction. Aeon Preservation Services, LLC was referred to Moseley Architects for the Project by Sadler & Whitehead LLC who is on the term contract team.

Moseley Architects will provide project management services with its own staff.

### **Proposed Services**

Our proposed services shall be consistent with our Contract for Services dated November 21, 2020 incorporating the Request for Proposal # 21-04-0504 and shall consist of the following services as detailed below:

1. Conduct site visit to generally confirm existing field conditions.
2. Develop feasibility study to consist of options and narratives for remediating the water infiltration and repairing the damage done by past water infiltration.
3. Prepare an opinion of probable construction cost. Submit final report exhibit for approval consisting of the executive summary and the following: space program, conceptual site plan, conceptual building plan, conceptual elevations and/or massing model images, building systems narratives, and preliminary budget estimate.

### **County's Responsibilities**

The County shall have the following responsibilities regarding the Feasibility Study.

1. The County shall provide the Architect with full information about its objectives, criteria, and constraints for the Project.
2. The County shall respond to the Architect's requests for information and review and respond to information submitted by the Architect in a timely manner.
3. The County shall designate a representative with whom the Architect shall communicate during the course of the Project, and upon whose instructions and decisions the Architect may rely.
4. The County shall provide to the Architect, at no cost, copies of all available documentation of existing historic Circuit Court Clerk's Office and site including floor plans and other drawings, and other available documents which may be relevant to the Project. If adequate documentation of existing conditions in the form of building drawings which accurately depict current conditions is not available, the County may elect to have the Architect prepare such drawings and/or surveys at additional cost. The County acknowledges that lack of such adequate documentation may hamper or prevent the Architect from completing some of the tasks described in this Agreement, and/or may have an adverse impact on the Architect's ability to develop effective facility concepts and recommendations, and to illustrate proposed concepts. The Architect shall have no responsibility for any consequences of its use of inaccurate documentation provided by the County.
5. The County's responsibilities for each project for which the Architect provides architectural, engineering, and interior design services shall be as defined in the separate written agreement for that project.

### **Cost of Services**

Compensation for these services shall be the lump sum indicated on the enclosed Exhibit C including all expenses for travel, communication, and reproduction (for the Architect's use) incurred by the Architect in providing those services. Refer to the enclosed Exhibit C for breakdown of hours by tasks.

For other services not defined herein, compensation shall be as mutually agreed by Moseley Architects and Prince George County.

Except for three copies of the final report, document reproduction for the County's use, is not included in the proposed cost of services. Document reproduction can be provided for

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an additional cost in accordance with the terms of our Agreement for reimbursable expenses.

Additionally, our proposal does not include services related to the following:

1. Services for the Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration phases.
2. Demolition investigation services so as to determine hidden conditions behind or under existing construction.
3. Building Commissioning Services.
4. Special Inspections and Construction testing services.
5. Record drawing creation.
6. Other services not specifically included in this proposal.

Moseley Architects shall have no responsibility or liability for the discovery, identification, abatement, or removal of asbestos, lead paint, mold, or any other hazardous substances in relation to the Project, nor does our proposal include any services related to hazardous materials. The County shall provide, separately from this contract, all necessary services related to hazardous materials.

**Project Schedule**

We will prepare a project schedule that is mutually agreeable to Moseley Architects and Prince George County as the project progresses and anticipate all services can be completed in two months of notice to proceed. We understand the County desires that the services be completed expeditiously and efficiently as possible.

If this proposal is acceptable, please indicate your acceptance of and agreement to its terms and your authorization to proceed by signing below and returning one fully executed original for our files, or by issuing other appropriate documentation.

Thank you for this opportunity to be of service to Prince George County. Please let me know if you have any questions.

Sincerely,



Anthony J. Bell III, AIA  
Vice President

**Accepted and Agreed:**

**PRINCE GEORGE, VIRGINIA**

**By:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Enclosures: As described above.

CC:

Project No. 607003

**EXHIBIT A**  
Exterior Images





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**EXHIBIT B**  
Interior images





