

Issue Analysis Form



Date: February 9, 2021

Item: Award of Contract – Engineering for Route 10 Waterline Extension

Lead Department(s): Eng. & Utilities

Contact Person(s): Frank Haltom

Description and Current Status

After the completion of the preliminary engineering report, the Board authorized the engineering services for 24,000 linear feet of waterline to be extended along Sandy Ridge Road, Ruffin Road, and Route 10 to Jordan on the James (JOJ) and Beechwood Manor (BM) subdivisions.

The County has received a proposal from WW Associates to perform the topographic survey and route selection analysis. Field survey will collect features such as property lines, right-of-way lines, streams and creeks, culvert pipes, bridge abutments, underground utilities and other pertinent features necessary for the design of the waterline.

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 route analysis and route selection to WW Associates.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

If so, before what date?

Board Action Requested: A resolution to award the contract for Route Analysis and Route Selection for the Route 10 waterline extension to WW Associates for \$52,500.

Fiscal Impact Statement

The appropriated budget within the Utility CIP fund will cover the cost of these services and no additional appropriation is required.

County Impact

Award of this contract will determine the route of the proposed extension of the waterline to serve JOJ and BM. Upon completion of this phase, the easement acquisition and design phase can begin.

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 9th day of February, 2021:

Present:

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

Vote:

A-5

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

RESOLUTION: AWARD OF CONTRACT FOR ROUTE ANALYSIS AND ROUTE SELECTION FOR THE ROUTE 10 WATERLINE EXTENSION

WHEREAS, the Board authorized the engineering services for 24,000 linear feet of waterline to be extended along Sandy Ridge Road, Ruffin Road, and Route 10 to Jordan on the James (JOJ) and Beechwood Manor (BM) subdivisions; and

WHEREAS, the County has received a proposal from WW Associates to perform a field survey and analysis of route selection for \$52,500; and
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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.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 9th day of February, 2021, hereby awards the contract for route analysis and route selection for the route 10 waterline extension to WW Associates for \$52,500.

A Copy Teste:

Percy C. Ashcraft
County Administrator



January 7, 2021

Mr. Frank Haltom, P.E.
Director of Engineering & Utilities
Prince George County
P.O. Box 68
Prince George, VA 23875

Re: Fee Proposal for Route Analysis/Route Selection and Field Survey for Route 10
Waterline Extension Project

Dear Mr. Haltom:

We are pleased to submit this fee proposal to provide Route Analysis/ Route Selection and Field Survey for the Route 10 Waterline Extension Project.

This project is described in the Preliminary Engineering Report dated April 16, 2020. Route selection and field survey is needed for 24,000 linear feet of waterline to be routed along Sandy Ridge Road, Ruffin Road, and Route 10 to Jordan on the James and Beechwood Manor subdivisions.

Field survey will include features such as property lines, right-of-way lines, streams and creeks, culvert pipes (including invert elevations), bridge abutments, underground utilities (including but not limited to telephone, electric, fiber optic, cable television, water lines, etc.), and other pertinent features necessary for the design of the reference projects. These features will be related to established monumentation in Prince George County, Virginia.

Property ownership information (including current owners' names, tax map numbers, deed book / references and subdivision lot numbers, etc.) and property ties will be provided for properties directly adjacent to the project.

Route analysis and selection will be summarized in a letter report for the project.

We propose to provide these services in accordance with the following fee schedule:

<u>Description</u>	<u>Lump Sum Fee</u>
Route Survey (24,000 linear feet)	\$ 50,000
Route Analysis & Selection Letter Report	\$ <u>2,500</u>
Total	\$ 52,500

P.O. Box 4119 ■ Lynchburg, VA 24502
Telephone (434) 316-6080 ■ Fax (434) 316-6081
Lynchburg ■ Charlottesville

This proposal is based on the following considerations:

1. Plat preparation for route surveys is not included in this proposal.
2. We propose to provide land negotiation assistance following the route selection process if needed.

Invoicing for services will be monthly based upon our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the bill is issued by WW Associates, Inc. We are available to proceed immediately with this project.

We look forward to the opportunity to work with you on this project. Should this proposal be deemed acceptable, please issue a purchase order which will be considered our Notice to Proceed.

Sincerely,

WW Associates, Inc.



Herbert F. White, III, P.E.
President