

# Issue Analysis Form



**Date:** February 23, 2021  
 FY2021 Debt Refunding  
 Savings - Transfer to General  
 Fund Contingency and  
 Possible Use for County  
**Item:** Projects and Purchases  
 County Administration /  
**Lead Department(s):** County Finance  
 Percy Ashcraft & Betsy  
**Contact Person(s):** Drewry

## Description and Current Status

Prince George County refunded several series of debt obligations in December which resulted in a savings of over \$3.8 Million over the course of several fiscal years.

The FY2021 (current year) savings from the bond refunding are \$320,000. In order for the general fund transfer to debt not to exceed the amount needed to make current year debt payments, we recommend a budget transfer as follows:

### GENERAL FUND:

0100-09-401-0917-49173 – General Fund Transfer to Debt Fund (\$320,000) decrease  
 0100-09-401-0917-49199 - General Fund Contingency \$320,000 increase

Additionally, at the February 4 pre-budget work session, the board indicated they would consider possible use of some of this FY2021 savings for some purchases and projects that are currently not funded. This would reduce the need to borrow for these projects, or include them in the FY2022 budget (or future budgets).

The purchases and projects discussed were:

### Capital Items not in CIP

Project	Costs			STATUS / NOTES
	A/E	Improvement	Total	
Fleet Management Software	-	66,718.72	66,718.72	Actual Quote; cooperative contract
Pavilion Improvements	-	12,133.00	12,133.00	October quotes (using contracted vendors & under bid thresholds)
General District Court Improvements	17,382.00	TBD	TBD	A/E quote from contracted firm; costs and bidding needs unknown
Electrical Issues - Crew Building (Co 8)	TBD	TBD	TBD	Requested A/E quote for evaluation from contracted firm; costs and bidding needs unknown (likely IFB)
Security Camera Project	-	70,813.00	70,813.00	December Quote; \$4,000 other costs
Admin Building Server Room Switches	-	35,000.00	35,000.00	Cost is estimate; bidding needs unknown
Fiber Connection Replacement - Admin Complex	-	60,000.00	60,000.00	Cost is estimate; would need to bid [IFB or Quick Quote]
<b>TOTAL KNOWN / ESTIMATED</b>	<b>17,382.00</b>	<b>244,664.72</b>	<b>262,046.72</b>	

Following the February 4 budget work session, the Director of General Services received a cost proposal for the A&E costs to evaluate electrical issues at the Crew Building (Company 8). The evaluation pricing is \$7,994.75.

The staff recommendation on projects of a more urgent nature, for which procurement is complete are:

Fleet Management Software Purchase - \$66,718.72  
Pavilion Improvements - \$12,133.00  
A/E for Courtroom improvements - \$17,382.00  
A/E for Electrical Issues at Crew Building - \$7,994.75

Other items could be brought forward later in the year prior to June 30, 2021 at the direction of the board.

Some items were identified in the FY2022 budget requests as follows:

Garage equipment (Forklift/tire changer) - \$ 26,000 (Garage Budget)  
Parks & Rec, equipment mower - \$10,676 (1; 1 is currently budgeted); 2 = \$21,446 (FY2021 budget = \$10,770) – Recreation Budget  
Network switches / Admin Building - \$ 35,000 (IT Budget)  
Schools additional cost for relocation of utilities for new elementary school - \$ 155,000 (CIP Elementary School Budget)  
Vehicle Purchases – TBD (for discussion on February 24, 2021)

**Board Action Requested:**

Approve reduction of General Fund transfer to the debt fund, and increase General Fund Contingency. Approve transfer to CIP for purchase of fleet management software and transfer to General Services budget for A/E for Courtroom and Crew Building electrical evaluation and for pavilion improvements.

Approve award of contract to Asset Works for purchase of Fleet Management software as it is over \$50,000. A copy of the GSA pricing is provided as **Attachment A**.

A draft resolution for the transfer entries and award of contract is attached for Board consideration and possible approval.

**Attachment B** is a copy of the pricing proposal for courtroom improvements.

**Attachment C** is a copy of the pricing proposal for evaluation of electrical issues at the Crew Building (Company 8).

**Transfer Entry for FY2020-21 is:**

**GENERAL FUND:**

**Expenditures:**

Increase / (Decrease):

0100-09-401-0917-49173 – General Fund Transfer to Debt Fund (\$320,000) decrease

0100-09-401-0917-49199 - General Fund Contingency	\$320,000 increase
0100-09-401-0917-49199 - General Fund Contingency	(\$104,228.47) decrease
0100-04-103-0504-43101 – Gen. Services Professional Services	\$25,376.75* incr.
0100-04-103-0504-43310 - Gen. Services Repairs & Maintenance	\$12,133.00 incr.
0100-01-002-0502-48104 – Garage Software & Software Agreements	\$66,718.72 incr.

\*Architectural & Engineering total comprised of \$17,382 + \$7,994.75

### 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?  Yes  No

### Fiscal Impact Statement

This action is budget neutral. We will realize savings in debt payment, and use those savings for other purposes and/or to increase the General Fund contingency. Use of these realized FY2021 savings will mitigate the need to borrow for these projects and purchases or increase the budget in FY2022 or in future years.

### County Impact

Using the FY2021 savings realized from the bond refunding will allow staff to move forward with needed purchases and projects with minimal budget impacts.

### Notes



## ORDER FORM

**AssetWorks LLC**

998 Old Eagle School Road, Suite 1215  
Wayne, PA 19087

**Order #:** Q-04353-5

**Date:** 01/29/2021

**Expires On:** 04/30/2021

**Ship To**

County of Prince George, VA  
6509 Laurel Spring Road  
Prince George, Virginia 23875  
United States  
ctalmage@princegeorgecountyva.gov

**Bill To**

County of Prince George, VA  
6509 Laurel Spring Road  
Prince George, Virginia 23875  
United States

This Order Schedule is issued pursuant to GSA Contract #: GS-35F-317GA between AssetWorks and the above named Customer. Parties agree to be bound by those terms and conditions. Pricing below is valid if this Order Form is signed on or by 04/30/2021.

## Perpetual Software License

Description	QTY	UNIT PRICE	Line Total
FleetFocusFA Standard License	325	USD 38.21	USD 12,417.13
Reporting Module	325	USD 1.91	USD 622.17
Shop Activity Module	325	USD 3.82	USD 1,241.06
Customer Access Module	325	USD 1.91	USD 622.17
Crystal Reports Server OEM Edition - with 1x report writer	1	USD 2,892.70	USD 2,892.70
<b>Perpetual Software License Total:</b>			<b>USD 17,795.23</b>

## Professional Services

Description	Line Total
Project Management Services	USD 7,652.84
Project Kickoff & Orientation	USD 2,416.69
Software Installation	USD 1,611.12
System Setup Services	USD 6,444.49
System Configuration Services	USD 8,861.18
Data Conversion Services	USD 8,055.62
Training Services	USD 5,638.93
Go Live Support Services	USD 4,833.37
<b>Professional Services Total:</b>	<b>USD 45,514.24</b>

## Annual Software Maintenance

Description	Line Total
Software Maintenance	USD 3,409.25
<b>Annual Software Maintenance Total:</b>	<b>USD 3,409.25</b>

**Grand Total: USD 66,718.72**

**AssetWorks Professional Services Standard Terms**

- FleetFocus license is based on active units in Fleet; rolling stock, trailers, yellow iron, etc.
- Additional Components can be licensed at a rate of \$5 per component.
- Crystal Reports Enterprise is required for FleetFocus Standard Reports.
- AssetWorks assumes that the customer will install the required Oracle or SQL Server database licenses if the customer chooses to install FleetFocus on premise.
- All costs are quoted in USD and do not include applicable taxes.
- All software licenses and the first-year maintenance fees will be invoiced upon contract execution.
- All warranties conveyed by the manufacturer to AssetWorks are included.
- This is a high-level Professional Services estimate. A detailed statement of work (SOW) and project plan can be provided upon request and is required before contract signing.
- Data conversion services include data load training and AssetWorks to load and provide troubleshooting assistance for the items listed below.
  - Equipment Master Records – fleet assets and components
  - Part Master Records - up to two inventory locations
  - Summary Cost History - summed totals of data by year and month
- Data conversion services assume the customer will extract the agreed-upon data from its current systems and populate AssetWorks provided Microsoft Excel™ templates with scrubbed and cleansed final data. AssetWorks will consult with the customer on the data required to gather, necessary formatting and general mapping of items into the application but does expect the customer will do recommended and/or required clean-up as the customer has first-hand knowledge of their data.
- Detailed work order and purchase order/receipt history is not included, unless noted on quote.
- All functional and operational groups who will be using and/or impacted by the new system should participate in all the sessions which will be conducted once. Repeating previously conducted sessions will require a change order for additional project budget.
- Training assumes train-the-trainer approach.
- Where applicable, standard training materials will be utilized. Quote does not include customized training materials, unless otherwise noted.
- Costs are estimated for a time & materials project however all technical services including custom interfaces, product enhancements, custom reports, out of the box integration setup services, etc. are provided at a fixed fee.
- Actual costs might be greater or lesser than those presented in this quote.
- Travel: If travel is required and quoted, expenses will be reimbursed as incurred, unless otherwise noted. Expenses include actual costs for lodging, air and ground travel and per diem rates for meal expenses (corporate rate/government agreement).
- If this order is abandoned, paused or cancelled by the customer for any reason mid-effort, the customer will be billed for all AssetWorks time incurred at the current contracted labor rate.
- Professional Services engagements have an 8-12 week lead time from execution of contract/order.

In the event Customer's business practices require that Customer issue a purchase order number prior to payment of any AssetWorks invoices issued under this Agreement, then such purchase order number must be entered below. Customer's execution of the Order Form without designating a purchase order number shall be deemed Customer's acknowledgement that no purchase order number is required for payment of invoices hereunder.

Purchase Order Number: \_\_\_\_\_

**Accepted by Customer:**

**Signature:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

**Accepted by AssetWorks:**

**Signature:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

Please sign and email to John Crane at john.crane@assetworks.com.

# MOSELEYARCHITECTS

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

December 18, 2020

RE: Circuit Court Renovations – Schematic Design and Cost Estimate  
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 architectural and engineering services for the Prince George County Fire Station 1 Feasibility Study consisting of Space Programming and Conceptual Design 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 expansion and renovation of the existing Prince George County Courthouse located at 6601 Courts Drive in Prince George, VA. The existing Circuit Court suite is located on the second floor. A Schematic Floor plan from 1988 is provided as Exhibit A. The Memorandum of Conference describing the desired renovations is enclosed as Exhibit B.

It is generally understood and agreed that County and Circuit Court desire to update the Circuit Court suite and specifically the Circuit Courtroom. The following provides a summary of some of the needs.

1. Renovate the Circuit Courtroom to provide the following:
  - 1.1. New judge's bench with enlarged clerk workstation
  - 1.2. Jury box to accommodate 14 and with ADA accommodations
  - 1.3. New litigant's tables with aprons on three sides
  - 1.4. New witness box
  - 1.5. New spectator seating
  - 1.6. Technology to assist in the presentation of digital evidence

2. Renovate Jury Deliberation to provide new table and/or to seat 12 at table.
  - 2.1. Replace plumbing fixtures in the Jury Deliberation toilet rooms.
3. Provide paint and flooring renovations to the following spaces:
  - 3.1. Jury Assembly.
  - 3.2. Kitchen.
  - 3.3. Clerk's File Room (former media room), Bailiff's Storage (former Bailiff's Office), and connecting corridor.
  - 3.4. Circuit Court lobby/waiting area (and new ceiling tiles and new furniture).
  - 3.5. Remove dividing wall between the two attorney conference rooms.
4. Provide no renovations to the following spaces:
  - 4.1. Conference Room/Library.
  - 4.2. Judges' chambers and corridors.
  - 4.3. Jury deliberation and supporting spaces (toilet rooms and hallway).
  - 4.4. Holding cells.
  - 4.5. Public restrooms (to be confirmed with Building Official).
  - 4.6. Witness rooms opening off the courtrooms.
5. Provide no new security electronics for CCTV cameras, door access control, or duress alarms. Existing devices shall remain and be removed and reinstalled as needed.

#### **Consultants to Moseley Architects**

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

Moseley Architects will provide architectural; mechanical (plumbing), and electrical engineering; and interior design 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. Attend one on-site meeting with the County and Circuit Court stakeholders to confirm needs and goals from the November 23, 2020 scoping meeting.
2. Conduct site visit to generally confirm existing field conditions.
3. Prepare preliminary design exhibits.
4. Attend on-site meeting with the County and Circuit Court stakeholders to review the floor plan and conceptual elevations and/or interior rendering images of Circuit Courtroom and receive comments on the conceptual design.
  - 4.1. On the same day conduct a meeting with the County Building Official to review the proposed renovation.
5. Finalize Schematic Design drawings and narratives in accordance with County and Circuit Court stakeholder comments for pricing and submittal to County.
6. Prepare an opinion of probable construction cost.
7. Submit final report exhibit for approval consisting of the executive summary and the following: schematic design floor plan and narratives, conceptual elevations and/or



interior rendering images of Circuit Courtroom, building systems narratives, and preliminary budget estimate.

8. Conduct one meeting with the County Board of Supervisors.

#### 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 Fire Station 1 and site including floor plans and other drawings, site plans, plats, topographic and/or boundary surveys, and similar documentation, as well as copies of County zoning ordinances, comprehensive plans, demographic data, and other available documents which may be relevant to the Plan. If adequate documentation of existing conditions in the form of building and site 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 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 Design Development, Construction Documents, Bidding, and Construction Administration phases.
2. Civil, structural, and Mechanical (HVAC) engineering design services of any kind.



RE: Circuit Court Renovations, Prince George County, Virginia  
Mr. Michael Purvis  
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3. Demolition investigation services so as to determine hidden conditions behind or under existing construction.
4. Building Commissioning Services.
5. Special Inspections and Construction testing services.
6. LEED related services in pursuit of LEED certification.
7. Formal Value Engineering services
8. Permit submittal fees associated with the project.
9. Record drawing creation.
10. 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.

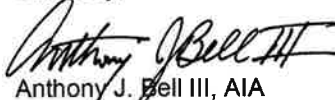
**Project Schedule**

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 four 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:** \_\_\_\_\_

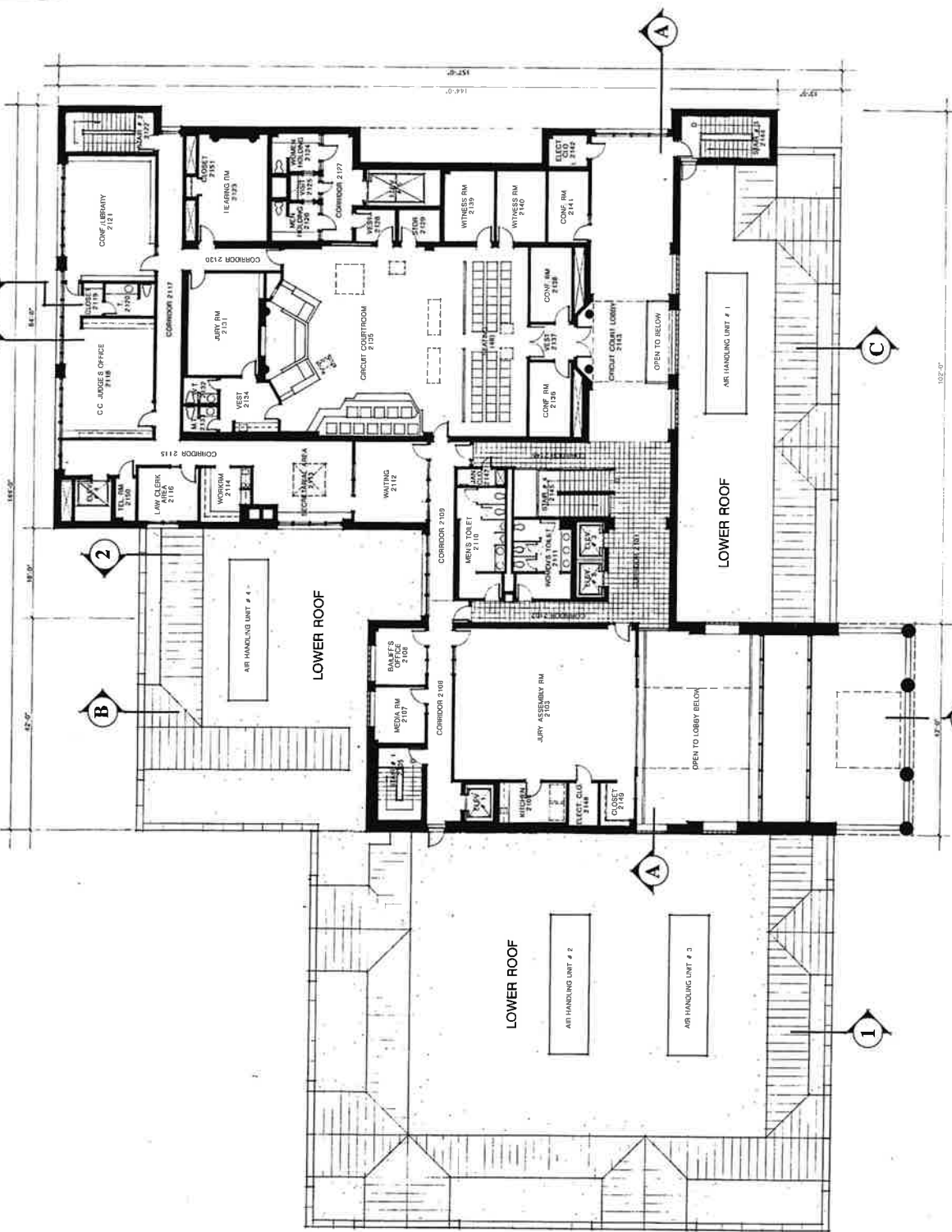
Enclosures: As described above.

Project No. 607001

DATE	11/15/00
PROJECT	COURTS BUILDING
ARCHITECT	HENNING VEST COVEY
DESIGNER	PRINCE GEORGE COUNTY - VIRGINIA
SCALE	AS SHOWN
DATE	11/15/00

DESIGN DEVELOPMENT  
 COURTS BUILDING  
 PRINCE GEORGE COUNTY - VIRGINIA

HENNING VEST COVEY  
 ARCHITECTURAL CORPORATION  
 RICHMOND, VIRGINIA  
 ARCHITECTURE • PLANNING • INTERIOR DESIGN



UPPER LEVEL PLAN  
 SCALE: 1/8"=1'-0"  
 GROSS FLOOR AREA: 10,207 SF

EXHIBIT A



# MOSELEY ARCHITECTS

November 23, 2020

## MEMORANDUM OF CONFERENCE

PROJECT Prince George Co. Circuit Courtroom Renovations  
Prince George County, VA

ARCHITECT'S PROJECT NO. 607001

DATE AND LOCATION Monday, November 23, 2020 at 1pm at the Jury Assembly room of  
the Prince George County Circuit Courthouse

PRESENT

For Prince George County, VA  
The Honorable William Edward Tomko III, Circuit Court Judge  
The Honorable Bishop Knott Jr., Circuit Court Clerk  
Ms. Susan Chappell, Prince George County Court Administrator  
Ms. Debbie Edwards, Circuit Court Deputy Clerk  
\* Mr. Michael Purvis

For Moseley Architects  
\* Ms. Katelyn Garay  
\* Mr. Tony Bell

### DISCUSSIONS AND DECISIONS.

The purpose of the meeting was to review the scope of work and scope of services for the Project:

1. The Scope of Services shall consist of preparation of a Schematic Design, budget estimate, and Scope of Work definition for the project. The County intends to move forward with full design and construction service after July 1, 2021. There is no defined budget in the CIP. The purpose of the Project is to develop a budget.
2. The following are a list of items provided in a letter from Circuit Court Judge Tomko to County Administrator Percy Ashcraft to incorporation on the Project:
  - 2.1. Increasing the seating in the jury box from 12 to 14 and moving the access to the jury box to better facilitate flow and social distancing.
  - 2.2. Modifications to the bench to allow more room for the Clerk and increase the area for the jury.
  - 2.3. Reduce the size of the current witness box.
  - 2.4. New surfaces on counsel tables and other flat surfaces in the courtroom that can be easily disinfected.
  - 2.5. New furniture to include seating both in the hallway and in the courtroom with an emphasis on using materials that could be easily disinfected, but still comfortable.
  - 2.6. New lighting and soundproof panels in the courtroom.
  - 2.7. New electronics to include a speaker system and any additional equipment that may be required with regard to videos, connectivity, etc.

MEMORANDUM OF CONFERENCE

RE: Prince George Co. Circuit Courtroom Renovations

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2.8. New paint and carpet throughout to include the courtroom, lobby, hallway and jury assembly room.

3. The following items were discussed at the meeting as goals for the Project:

3.1. Generally, "freshen up" the Circuit Court suite.

3.2. Renovate the Circuit Courtroom to provide the following:

3.2.1. New judge's bench with enlarged clerk workstation. Clerk sits at judge's left. Law Clerk or court administrator sits at judge's right.

3.2.2. Jury box to accommodate 14 and with ADA accommodations. Either one or two removable rolling seats. Place the front row at trial well level. Another entry /exit from the jury box.

3.2.3. New litigant's tables with aprons on three sides. Easy to clean hard wearing surface needed. (Colonial Heights Courthouse litigants tables are reported to be showing signs of wear.)

3.2.4. New witness box – prefer three sided at floor level with rear entry and a wide rail for exhibits

3.2.5. New spectator seating. Currently there are two different types of spectator seating. Individual upholstered seats and pew bench seating will both be considered for the renovation.

3.2.6. Technology to assist in the presentation of digital evidence consisting of document cameras, display screens (monitors for jury), new audio system – speakers and microphones, Assistive listening system. Courtroom technology management system is not needed.

3.2.7. New lighting in courtroom.

3.2.8. New acoustical panels in courtroom.

3.2.9. Keep the existing 80" wall mounted monitor. Remove the drop-down display screen if no cost.

3.2.10. Court reporter sits in front of bench.

3.3. Renovate Jury Deliberation to provide new chair to seat 12 at table. Existing 12'x4' table to remain.

3.3.1. Replace plumbing fixtures, finishes, fan, and lighting in the Jury Deliberation toilet rooms.

3.4. Provide paint and flooring renovations to the following spaces:

3.4.1. Jury Assembly.

3.4.2. Kitchen.

3.4.3. Jury deliberation and supporting spaces (toilet rooms and hallway).

3.4.4. Clerk's File Room (former media room), Bailiff's Storage (former Bailiff's Office), and connecting corridor.

3.4.5. Circuit Court lobby/waiting area (and new ceiling tiles and new furniture).

3.4.6. Remove dividing wall between the two attorney conference rooms.

3.5. Provide no renovations to the following spaces:

MEMORANDUM OF CONFERENCE

RE: Prince George Co. Circuit Courtroom Renovations  
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November 23, 2020

- 3.5.1. Conference Room/Library.
- 3.5.2. Judges' chambers and corridors.
- 3.5.3. Holding cells.
- 3.5.4. Public restrooms (to be confirmed with Building Official).
- 3.5.5. Witness rooms opening off the courtrooms.
- 3.6. Indicate no new security electronics for CCTV cameras, door access control, or duress alarms. Existing devices shall remain and be removed and reinstalled as needed.
- 3.7. Refer to the existing conditions floor plan as enclosed as exhibit A.

*The above information is the writer's recollection of the discussions and decisions at the meeting. Should there be any additions or corrections, please notify the writer within two weeks of distribution for correction.*

NOTES BY:

  
Anthony J. Bell III  
Vice President

DISTRIBUTION: As indicated by (\*) above, also:  
Brian Wells, Moseley Architects  
Tyler Whately, Moseley Architects

MOSELEYARCHITECTS

EXHIBIT C

**WORKSHEET FOR A/E SERVICES COST**  
 PRINCE GEORGE COUNTY, VA  
 Circuit Court Suite Renovation Schematic Design  
 December 18, 2020

Schematic Design and Cost Estimate		MOSELEY ARCHITECTS HOURS										DOWNEY & SCOTT HOURS															
PRINCIPAL	SER PROJ MGR	ARCHITECT	PROJ/DESIGN	SEC SPEC	ENR	STR	ENR/SE	PLUM	ENGR	MECH	EMER	ELEC	ENK	ENGR	TECH	INT DES	SPEC WRTR	CONST ADMIN	ADMIN	FILED	BR COST ESTM	COST ESTM	TECH	TOTAL			
2	4															2			1					9			
	2		2					2								2								10			
1	12		16					2								4			1					38			
2	4		4													4			1					15			
	4		4					1								1								12			
1	1		1					1								1								20			
	1		2																1					4			
2	2		1																					5			
	30		30					6								14			4					113			
	\$ 235.00	\$ 207.00	\$ 155.00	\$ 103.00	\$ 195.00	\$ 162.00	\$ 181.00	\$ 181.00	\$ 181.00	\$ 181.00	\$ 181.00	\$ 181.00	\$ 103.00	\$ 103.00	\$ 155.00	\$ 155.00	\$ 155.00	\$ 155.00	\$ 72.00	\$ 183.79	\$ 173.58	\$ 128.52	\$ 86.96				
	\$ 1,680	\$ 5,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,086	\$ -	\$ -	\$ -	\$ 1,267	\$ -	\$ -	\$ -	\$ 1,442	\$ -	\$ -	\$ 288	\$ -	\$ 1,041	\$ 516	\$ 194	\$ 15,263			
Downey & Scott - construction cost estimating																							\$ 368	\$ 1,041	\$ 516	\$ 194	\$ 2,119
<b>TOTAL ALL SERVICES</b>																							<b>\$ 17,832</b>				

**Prince George County**  
**Fire Station #8 Electrical Study**  
February 11, 2021



## Scope of Work:

DJG shall provide electrical engineering services to assist Prince George County with an electrical study for Fire Station #8. The electrical study will comprise the entire Fire Station. The study will provide recommendations to the electrical system to satisfy the 2017 National Electrical Code (NEC) including emergency lighting and locations of illuminated exit signs. The study will also address upgrades to the emergency power system and existing power distribution system. DJG will provide the following:

### Electrical Study:

- Site Visit to document the existing electrical conditions.
- Prepare a written report to include:
  - Floor plan sketch from Owner provided existing drawings and field investigation notes to indicate egress lighting and illuminated exit sign locations
  - Calculation to verify electrical service size and recommended generator set size for full building emergency back-up
- Report of findings including recommendations for necessary upgrades to meet the current NEC for:
  - Convenience outlet spacing
  - Equipment connections
  - Service disconnects
  - Riser configuration
- Recommendations to upgrade the lighting fixtures and controls to meet the 2018 Virginia Energy Code
- Photographs documenting the findings at the facility

### Exclusions:

- Engineering services for building corrections
- Arc Flash evaluation and rating classifications
- Hazardous material testing
- Site Surveying

DESIGN LIKE **YOU** MEAN IT!

449 McLAWS CIRCLE • WILLIAMSBURG, VA • 23185 • 757-253-0673  
223 S. WEST STREET • RALEIGH, NC • 27603 • 984-255-0140





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 23<sup>rd</sup> day of February, 2021:

Present:

Vote:

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

A-3

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

RESOLUTION; REDUCE GENERAL FUND TRANSFER TO DEBT FUND FROM BOND REFUNDING SAVINGS AND INCREASE GENERAL FUND CONTINGENCY (\$320,000); APPROVE USE OF A PORTION OF SAVINGS FOR VARIOUS CAPITAL PURCHASES AND PROJECTS, AND AWARD OF CONTRACT TO ASSETWORKS LLC

WHEREAS, The Board of Supervisors of the County of Prince George has realized debt service repayment savings in fiscal year 2021 of \$320,000 from a recent bond refunding; and

WHEREAS, the Board wishes to utilize these savings to increase the General Fund Contingency and utilize a portion of these savings to purchase certain unfunded capital purchases and projects of:

- Fleet Management Software Purchase - \$66,718.72
- Pavilion Improvements - \$12,133.00 (Scott Park & Templeton)
- A/E for General District Court room improvements - \$17,382.00
- A/E for Electrical Issues at Crew Building - \$7,994.75; and

WHEREAS, a cooperative GSA contract is available for the purchase of a fleet management software with AssetWorks LLC (contract #GS-35F-317GA), and staff recommends an award of contract to AssetWorks LLC for the purchase of fleet management software in the amount of \$66,718.72 (quote Q-04353-5).

NOW THEREFORE BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23<sup>rd</sup> day of February, 2021, does hereby authorize the County Administrator to execute a contract with AssetWorks LLC for fleet management software in the amount of \$66,718.72; and

CONTINUED

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, does hereby authorize the following adjustment of funds within the 2020-2021 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b>GENERAL FUND</b>		
<u>Expenditure:</u>		
0100-09-401-0917-49173	General Fund Transfer to Debt Fund	(\$320,000.00)
0100-09-401-0917-49199	General Fund Contingency	\$320,000.00
0100-09-401-0917-49199	General Fund Contingency	(\$104,228.47)
0100-01-002-0502-48104	Garage Software & Software Agreements	\$66,718.72
0100-04-103-0504-43101	General Services Professional Services	\$25,376.75
0100-04-1030-504-43310	General Services Repairs & Maintenance	\$12,133.00

A Copy Teste:

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Percy C. Ashcraft  
County Administrator