

Town of Windsor

Memorandum

February 13, 2024

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager WGS IV
SUBJECT: Drainage Surveying Proposal

Background

Follow up on drainage study and preliminary engineering report on drainage areas.

Specifics

Following the Bowman Engineering drainage study, two primary drainage areas were identified as priorities: one, the drainage from Virginia Avenue to Rt. 460, and the other, the drainage from Bank Street to Rt. 258 on the north side of the railroad.

A further preliminary engineering report was created by ATCS and funded by Isle of Wight County focusing on these two drainages.

A potential alternate drainage solution for the Bank Street to Rt. 258 drainage is being explored. To assess this potential drainage solution, survey work must be conducted. ATCS has provided a proposal for that surveying work, which is broken into two phases. The second phase will only be conducted if the first phase shows promise.

This work is being proposed as a storm water project in the ARPA plan.

I recommend that the Town Council authorize the survey work, as outlined in the attached proposal; with the second phase contingent upon a positive result from the first.

Enclosures

ATCS Drainage Survey Proposal

Recommended Motion

Authorize Town Manager to proceed.

**Town of Windsor
Redd's Storage Site Survey
Proposal**

ATCS is to provide professional land surveying services as requested by the Town of Windsor to address drainage issues associated with the Redd's storage site located at 45 West Windsor Boulevard. These services will be provided so that the Town can assess potential drainage solutions for this site. The services are broken down into two separate tasks as described in the scope of services below.

Scope of Services:

Task 1: Limited Drainage Analysis

ATCS will provide limited topographic surveying services to allow the Town to determine the general drainage conditions for a point on the Redd's Storage site to a point near the southeast quadrant of the intersection of Route 460 and Route 258. This limited topographic survey will provide spot shots and any application drainage structure information along the drainage path as identified in Attachment A. It will not include any other topographic or survey information, it is intended only to determine whether there is adequate fall from the starting point to the outfall point at the intersection of Route 460 and Route 258.

Deliverable: CAD file and PDF

Lump Sum Fee: \$1980.00 (to include all labor and ODC's)

Task 2: Topographic Survey

If the Town deems from the results of Task 1 that there is adequate fall from the starting point to the determined outfall point, ATCS will prepare a topographic survey of the area identified in Attachment A (an approximately 20 feet wide swath along the previously identified drainage path). The topographic survey will include the necessary features to serve as the basis of future design along this path; however, shall not include a full topographic survey of the impacted sites. Elevation information will be based on NAVD88 from GPS observation with one-foot contours and horizontal coordinate information will be Virginia State Plane Coordinate System, South Zone, NAD83 (US Survey Foot). ATCS will attempt to have Miss Utility mark the accessible area of the site for approximate horizontal utility locations. All observable surface utility and features will be located on the survey. The survey will be performed without benefit of title research. Survey base plan preparation will be performed in AutoCAD Civil 3D 2023.

Deliverable: CAD file and PDF

Lump Sum Fee: \$3,300.00 (to include all labor and ODC's)

Scope Clarifications / Exclusions:

- A. County/Town will coordinate with all appropriate property owners to notify them of the necessary access to their properties for topographic survey; and assist in gaining access to any restricted areas.
- B. No engineering, design, cost estimating, drainage analysis/modeling, or construction document preparation is included in this scope of work.
- C. Subsurface Utility Engineering (S.U.E.) services (such as private utility marking/designation/locating or test pitting) is not included.
- D. Preparation of boundary surveys, legal plats, or title research is not included.
- E. Environmental studies such as floodplain/alteration studies, perennial stream analysis, hazardous site assessments and wetland delineation and permitting are not included.
- F. All deliverable will prepared utilizing AutoCAD Civil 3D 2023.
- G. For any follow-on services requested by Client, not specifically listed in this proposal, an addendum will be provided for review and approval prior to commencing work.

ATTACHMENT A

Limits of Survey

- Task 1 – a single line path centered in the red hatched area as shown below in blue
- Task 2 – the extents of the red hatched area below (approximately 20' wide swath)

