

## Town of Windsor

### Memorandum

April 13, 2021

**TO:** The Honorable Mayor and Town Council  
**FROM:** William G. Saunders, IV, Town Manager WGS IV  
**SUBJECT:** Duke Street and Virginia Avenue Water Main Replacement

#### Background

The Duke Street and Virginia Avenue Water Main Replacement project has been in the Town's Capital Improvement Plan for years, until it was finally acted upon in earnest in 2018. \$300,000 was set aside in the FY19 budget and an application for \$150,000 was submitted to the Virginia Department of Health (VDH) for a loan to partially fund the project.

The project was nearly put out to bid in early FY21, when it was realized that the new water mains were outside of the VDOT right-of-way and did not have utility easements. Following this, the engineers who had contracted to create the plans, get the permits from VDH and bid the project, stated that the creation of easement plats was not included in the original contract for work and that a Change Order would be required for them to perform this additional work.

The total cost was estimated at \$328,000 in the loan application; however, it was determined that an itemized engineer's estimate of construction costs for the project did not exist. An engineer's estimate was provided recently that put the permitting and construction phase of the project at \$758,580; compared to \$257,500 shown for that portion in the loan application. These amounts do not include easement acquisition costs, should some homeowners not dedicate the necessary easements at no cost to the Town.

#### Specifics

Given that the funds set aside currently are insufficient, the necessary easements need to be identified and obtained, and the status of the loan application is uncertain, it is not expected that the project will go back out to bid any time soon. However, in an effort to keep the project moving, staff recommends approval of Change Order #1 in the amount of \$7,416 for the engineers to create the plats necessary to obtain the easements while other elements of the project are pulled together. The most likely scenario for funding is to push all projects in the CIP back one year in order to provide another round of funding for the project.

#### Enclosures

Change Order #1  
Engineer's Estimate of Construction Costs

#### Recommendation

Approve Change Order

460 McLaws Circle, Suite 120  
 Williamsburg, VA 23185  
 Phone: 757-229-1776  
 Fax: 757-229-4683  
[www.bowmanconsulting.com](http://www.bowmanconsulting.com)

**TOWN OF WINDSOR WATERLINE REPLACEMENT**

**TOWN OF WINDSOR, VA**

**ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST**

**MARCH 2021**

Item	Description	Quantity	Unit	Unit Cost	Total Cost
<b>Site Work</b>					
1	Mobilization, Demobilization, Permit and Bonds (5%)	1	LS	\$ 33,500	\$ 33,500
2	New 8-inch Water Main	1,750	LF	\$ 100	\$ 175,000
3	New 6-inch Water Main	1,450	LF	\$ 80	\$ 116,000
4	Water Meter and appurtanences, and Installation (5/8" Meter)	38	EA	\$ 2,000	\$ 76,000
5	Fire Hydrant Assembly & Installation	5	EA	\$ 7,500	\$ 37,500
6	Bore and Jack 6" pipe on Duke St.	51	LF	\$ 578	\$ 29,478
7	Bore and Jack 6" pipe on Virginia Ave.	26	LF	\$ 578	\$ 15,028
8	Bore and Jack 8" pipe on A St.	44	LF	\$ 578	\$ 25,432
9	Service Laterals (Same side of the road)	206	LF	\$ 30	\$ 6,180
10	Service Lateral Horizontal Directional Drill (Opposite side of road)	750	LF	\$ 150	\$ 112,500
11	Demolition and Reconnection of Water Meters	38	EA	\$ 1,000	\$ 38,000
12	Traffic Management	1	LS	\$ 25,000	\$ 25,000
<b>Construction Subtotal:</b>					\$ 689,618
<b>Contingency (10% of Const. Subtotal):</b>					\$ 68,962
<b>Total Construction Cost:</b>					\$ 758,580

Notes:



## CHANGE ORDER

Date: March 2, 2021

Original Date: August 18, 2020

**Bowman Consulting Group, Ltd.**  
460 McLaws Circle, Suite 120  
Williamsburg, VA 23185

Phone: 757.229.1776  
Email: ndesai@bowmancg.com

Project Name: Town of Windsor-Replacement of Waterline  
along Duke St & Va Avenue

Client Project #: N/A

**Town of Windsor**  
8 E. Windsor Boulevard  
Windsor, VA 23487

Phone: 757.242.4288  
Email: wsaunders@windsor-va.gov

BCG Job #: 008493-01-007  
Task #: 00001 and 00003, Lot A  
Change Order #: 1

### SCOPE OF SERVICES COVERED BY CHANGE ORDER

#### Task 1: Meetings and Coordination:

In order to account for increased coordination with VDH, VDOT, the town attorney and the town staff, we request that fee for the task be raised to \$7,500. This task is hourly as needed task with not to exceed without written approval from the Town. It is anticipated that once additional meeting will be held to review final design documents. Additionally, it is anticipated that a virtual meeting will be held with the town to discuss the easement acquisition. One virtual meeting will be held with the town to discuss the bid advertisement. Additionally, it is anticipated that a conference call will be held with the representatives of VDH and VDOT.

Original Fee: \$5,000.00  
Additional Fee: \$2,500.00  
**NEW FEE TOTAL:\$7,500.00**

#### Task 3, Lot A: Water Line Design:

The additional scope includes revising the watermain on property TMP 54B-01-053A as discussed on the phone with the Town, to place within proposed permanent easement from property owned by the Town. The original alignment will remain for the remaining properties on Duke St. It is anticipated that watermain route along the Virginia Ave will not change. Additionally, we will reach out to VDH-ODW (Ernie Johnson) and VDOT and re-secure permits. This scope excludes work associated with easement acquisitions. A sign and sealed drawings will be submitted to the Town for bid advertisement. The documents will be submitted in electronic format.

We request a scope amendment and fee of \$3,720.

Original Fee: \$12,500  
Additional Fee: \$3,720  
**NEW FEE TOTAL:\$16,220.00**

#### Task EX001: Permanent Easement Exhibits:

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This task includes the work associated with creation of exhibits showing both permanent and temporary easements for the following parcels:

1. 54B-01-053A
2. 54B-01-064
3. 54B-01-063B
4. 54B-01-069
5. 54B-01-063D
6. 54B-01-0631
7. 54B-01-063A
8. 54B-01-063T
9. 54B-01-076
10. 54B-01-078A
11. 54B-01-081
12. 54B-01-052
13. 54B-01-053

It is anticipated that exhibits are required for the 13 properties. This task exclude work associated with the easement acquisition. Town will be responsible for the easement acquisition and associated items like easement compensation, easement agreement and negotiation with the property owner. A template exhibit will be prepared and submitted to the Town for review and approval. Once approved, remaining exhibits will be prepared. The exhibits are not survey plat and will not be signed by the surveyor. Easement and construction stakeout is excluded from this scope.

We request a scope amendment and fee of \$ 4,263.

**NEW FEE TOTAL:\$ 4,263.00**

## **Task EX002: Temporary Easement Exhibits:**

This task includes the work associated with creation of exhibits showing only the temporary easements for the following parcels:

Along Duke Street:

1. 54B-01-063M
2. 54B-18-001
3. 54B-07-001A

Along Virginia Ave:

1. 54B-01-054
2. 54B-01-005
3. 54B-01-056
4. 54B-01-057
5. 54B-01-058
6. 54B-01-059
7. 54B-01-060
8. 54B-01-063C
9. 54B-01-063G
10. 54B-01-063L
11. 54B-01-063P
12. 54B-01-061
13. 54B-01-062
14. 54B-01-063E
15. 54B-01-063F
16. 54B-01-063J
17. 54B-01-061B
18. 54B-01-063Q
19. 54B-01-063Q1
20. 54B-01-063K
21. 54B-01-063O

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- 22. 54B-01-063U
- 23. 54B-01-06U1
- 24. 54B-01-063N
- 25. 54B-01-063H

It is anticipated that exhibits are required for the 28 properties, 3 along Duke Street and 25 along Virginia Ave. This task exclude work associated with the easement acquisition. Town will be responsible for the easement acquisition and associated items like easement compensation, easement agreement and negotiation with the property owner. A template exhibit will be prepared and submitted to the Town for review and approval. Once approved, remaining exhibits will be prepared. The exhibits are not survey plat and will not be signed by the surveyor. Easement and construction stakeout is excluded from this scope.

We request a scope amendment and fee of \$ 7,416.

**NEW FEE TOTAL:\$ 7,416.00**

The individual signing this Change Order states that he or she has the authority to sign on behalf of the Client. Execution of this Change Order by an authorized representative of the Client constitutes authorization to proceed.

**Agreed and accepted by:**

**Bowman Consulting Group, Ltd.**

**Town of Windsor**

*Nitaut Desai*

03 / 02 / 2021

Nitant Desai  
Director of Engineering

William Saunders