

## Town of Windsor

### Memorandum

November 10, 2015

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Six Year Improvement Plan Funds

As you may know there is currently \$42,000 in the VDOT Six Year Improvement Plan (SYIP) for Isle of Wight County that are designated for use in the Town of Windsor for sidewalks.

I have obtained a quote through the County's on call engineer to do engineering and design work for sidewalks along Route 460 and down Shirley Drive adjacent to the Town's property. I have attached a copy or proposal for this work. As you can see, \$36,465 will get us through the final design drawings. It would cost \$47,925 to complete final design drawings and drainage and stormwater.

It is important for us to move forward with expending these funds on something so that they do not get moved to another project in Isle of Wight County.

I am currently working to secure additional funds to get to the \$47,925 needed to complete the final design drawings and the drainage and stormwater portion. There may be additional funds within the SYIP that we can get to complete the funding.

Once the engineering is completed, we will begin looking for funding for the construction of the sidewalks in phases. The first phase will be along Route 460 with the second phase being down Shirley Drive. A rough budget estimate for the construction is also attached.

If this is the direction that Council would like to go in, I would like authorization to engage the engineer up to the final design drawings at \$36,465. If additional funding or savings are found, I will come back to Council for further authorization.

# Kimley»»Horn

August 31, 2015

Jamie Oliver  
Project Manager, Engineering Division  
Isle of Wight County  
13048 Poor House Road  
Isle of Wight County, VA 23397

**RE: *Shirley Drive Sidewalk Improvement Project  
Scope and Fee***

Dear Ms Oliver,

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "the Consultant") is pleased to submit this Agreement (the "Agreement") to Isle of Wight County ("the Client" or "the County"), to provide engineering services for the design and construction of sidewalk improvements along Shirley Drive in the Town of Windsor. . This work will be performed under the Professional Services On-Call agreement (dated April 23, 2014) between Isle of Wight County and Kimley-Horn. Below is our understanding of the project and our anticipated scope of work.

## **Project Understanding**

Kimley-Horn understands that Isle of Wight County is seeking engineering services for the design and development of construction drawings for proposed sidewalk improvements along the eastern side of Shirley Drive in the Town of Windsor. The proposed improvements shall tie into the existing sidewalk at the northern end of Shirley Drive and shall extend approximately 700 LF to the south along Shirley Drive. Improvements shall also extend approximately 300 LF to the east along US Route 460 along the property owned by the County. Proposed improvements include concrete sidewalk, construction of handicap accessible ramps and minor drainage improvements. The design of proposed improvements shall be consistent with the current VDOT design standards and specifications. This project will be developed through VDOT's Locally Administered Projects (LAP) program.

This scope assumes that Public Involvement requirements for a federally funded project have been satisfied by the project to date. This scope also anticipates that the acquisition of right-of-way is not required for the proposed improvements, only temporary construction easements.

## **Scope of Services**

### **Task 1 – Topographic Survey**

Kimley-Horn will retain the services of a Virginia licensed surveyor to obtain necessary base mapping. Topographic Survey will be obtained for the project area which is defined as approximately 700 linear feet (LF) on the east side of Shirley Drive and 300 linear feet (LF) along US Route 460, extending 10 feet beyond the right-of-way line. Aerial mapping will be performed to capture the base mapping at a

scale of 1" = 25'. Horizontal and vertical control points will be set and provided for the aerial mapping referenced to the Town of Smithfield and Isle of Wight Geodetic Control Network.

Existing topography will be collected and provided in the 2D base mapping, including edge of pavement, edge of concrete, edge of gravel, curbing, sidewalks, ramps, driveways, buildings, fences, gutter pans, valley gutters, concrete swales, storm drainage structures, culvert pipes, headwalls, sanitary sewer structures, other visible utility structures, signs, poles, posts, top of banks, toe of slopes, centerlines of ditches, edges of water bodies, walls, trees (>4" caliper), tree lines, mailboxes, underground utilities from plan and Miss Utility tickets.

Longitudinal features and spot elevations shall be gathered such that an accurate digital terrain model (DTM) may be derived. Aerial data will be integrated with ground survey data to create a single DTM surface. The surveyor will provide the existing ground DTM in 3D AutoCAD and LandXML format (compatible with AutoCAD Civil 3D). Digital 2D planimetric mapping at a scale of 1"= 25' will be delivered in AutoCAD 2013 format.

Conventional survey methods will be engaged to augment the data collected and supplied by the aerial mapping. This survey data will consist of the following items:

- Hard surface along Main Street (US Route 258) and Great Springs Road (Route 655)
- Field annotation of symbols, features and data identified within the aerial photography
- Rim elevation, inverts, pipe size and material type of the gravity sewer structures and storm sewer structures (if obtainable) within project limits. Locations will extend one structure beyond survey limits when pipes cross design survey limits
- Location and annotation of observable above ground elements missing from aerial data
- Overhead utilities will be connected per field evidence
- Verification and location of above ground utility lines and associated pole numbering and support lines.
- Obscured areas created by vegetative cover will be supplemented with conventional ground methods and incorporated into the final survey.
- Individual tree location/type/and caliper size- with a minimal caliper equal to four inches.
- Existing flags of wetlands and ditches.

Right-of-ways, property lines, property owners and easements of record will be researched at the Isle of Wight County Clerk of the Circuit Court. Right-of-way and property lines for the "subject area" will be tied to field located monumentation. No right-of-way or property line work will be provided for the areas outside the "subject area" or opposite the sides of the intersecting streets. All calculations of legal property lines and rights-of-way shall be performed by a Commonwealth of Virginia Licensed Land Surveyor. Property owners, deed of bargain and sale, GPIN and property address will be researched and shown on the survey.

Any communication required with the property owners whether in written form or in person, shall be performed by the County.

## **Task 2 – 60% Design Drawings**

Before the design phase begins, Kimley-Horn will attend a meeting with VDOT and the County to serve as the project kick-off meeting and scoping meeting with VDOT. This meeting will include a project description, the project schedule, and getting confirmation from VDOT on all project related items. Kimley-Horn will develop a conceptual exhibit of the proposed improvements on top of either aerial photography or topographic survey for discussion at this meeting.

As part of the design phase, Kimley-Horn will prepare a set of 60% design plans for the sidewalk improvements described above in the project understanding section. The design of proposed improvements will consist of horizontal geometry, including locations of proposed sidewalk and curb and gutter, locations of handicap accessible ramps, and potential minor drainage improvements. Preliminary limits of construction will be developed in order to anticipate impacts to adjacent property and required right-of-way and easements for the proposed improvements.

Plan sheets will show the existing survey and the proposed design with sufficient labeling, notes, and details for review and construction. Grading sheets will show the proposed improvements with spot elevations every 25'.

Kimley-Horn will develop a signing and pavement marking plan that is in compliance with the VDOT Road and Bridge Standards, current edition of the FHWA Manual on Uniform Traffic Control Devices, and the current edition of the Virginia Work Area Protection Manual.

While Kimley-Horn intends on developing cross sections for assisting in the design of proposed improvements and determination of earthwork volumes required during construction, this scope does not include submitting cross sections for review by the County or VDOT, nor submitting cross sections as part of the construction documents.

### ***Deliverables***

The following items are expected to be submitted to the County during the 60% design phase:

- 24" x 36" plan sheets at 1" = 25'
- Title Sheet
- Existing Conditions/Topographic Survey Sheet
- Plan Sheets showing proposed design with horizontal geometry
- Existing and Proposed Right-of-way and Easements
- Proposed Grading and Drainage Design
- Typical Sections
- Signal Sheets
- Preliminary Signing and Pavement Marking Plan
- Rough Draft of Drainage Notebook
- Engineer's Opinion of Probable Construction Costs

Kimley-Horn will provide three (3) hard copies of the 60% design plans and electronic (PDF) copies of the plans to the County for review and comment. Kimley-Horn will provide electronic (PDF) copies of the plans to VDOT for review and comment.

Kimley-Horn anticipates two meetings during this design phase. The first meeting will be a project kickoff meeting with County staff and VDOT representatives. The second meeting will be between only Kimley-Horn and the County to review the 60% design plans prior to a formal submittal to VDOT.

### **Task 3 – 100% (Pre-Final) Design Drawings**

Kimley-Horn will address the comments provided by both the County and VDOT on the 60% design drawings and incorporate them in the advancement of the design to a final design stage. During this design phase, the horizontal locations of proposed improvements shall be finalized. In addition, Kimley-Horn will finalize the grading plan for proposed roadway improvements, sidewalk improvements, and drainage improvements. Kimley-Horn will finalize a signing and pavement marking plan.

Because improvements are not adjacent to traffic, a detailed and complex Maintenance of Traffic Plan will not be required. Instead Kimley-Horn will develop a Transportation Management Plan (TMP), which will include narratives, notes, and temporary traffic control standards, for construction of the proposed improvements. The TMP shall be developed in accordance with VDOT requirements detailed in Instructional and Informational Memorandum 241.5.

Kimley-Horn will develop preliminary construction plan documents, including the development of contract specifications. Kimley-Horn anticipates receiving front end contract specification from the County and will modify and adjust language as necessary for the specific project and elements not covered by VDOT Specifications.

#### ***Deliverables***

The following items are expected to be submitted to the County during the 100% (Pre-Final) design phase:

- Finalized Plan Sheets showing proposed design with horizontal geometry
- Finalized Proposed Grading and Drainage Design
- Existing and Proposed Right-of-Way
- Typical Sections
- Finalized Signal Sheets
- Finalized Drainage Design and Drainage Descriptions
- Finalized Signing and Pavement Marking Plan Sheets
- Finalized Erosion and Sediment Control Sheets
- Finalized TMP Sheets
- Contract Specifications

- Drainage Notebook
- Updated Engineer's Opinion of Probable Construction Costs

Kimley-Horn will provide three (3) hard copies of the 100% (Pre-Final) design plans and electronic (PDF) copies of the plans to the County for review and comment. Kimley-Horn will provide electronic (PDF) copies of the plans to VDOT for review and comment.

Kimley-Horn anticipates two meetings during this design phase. The first meeting will be attended by Kimley-Horn and the County to review comments provided by both the County and VDOT. The second meeting will be attended by Kimley-Horn and the County and will serve to review the plans before the formal submittal to VDOT.

## **Task 4 – Final Design Drawings**

Kimley-Horn will proceed with the 100% (final) design plans for the project, implementing comments provided by the County and VDOT from the previous submittal and finalizing plans for construction. This submittal will be made to the County and VDOT accompanied by a request for authorization for advertisement.

Kimley-Horn will prepare a Stormwater General Permit Registration Statement for the project with the Department of Environmental Quality (DEQ). The Storm Water Pollution Prevention Plan (SWPPP) will be prepared in accordance with the requirements of the VSMP stormwater General Permit for Stormwater Discharges from Construction Activities. The Owner will be identified as the Registered Land Disturber.

### ***Deliverables***

The following items are expected to be submitted to the County during the 100% design phase and will serve as the construction documents:

- Finalized Design Plans
- Finalized Contract Specifications including front end language, bid tabs, and any technical specifications or special provisions required
- Final Drainage Notebook
- Final Engineer's Opinion of Probable Construction Costs
- SWPPP

This task assumes one meeting between Kimley-Horn and the County to review the final plans and specifications.

## **Task 5 – Drainage Design and Stormwater Management Compliance**

Kimley-Horn anticipates minor drainage improvements required to maintain the existing drainage patterns with the proposed sidewalk improvements. Minor drainage improvements include the design of ditches and culvert pipes to convey water to the existing outfall points. Proposed drainage elements will be designed according to requirements set forth in the VDOT Drainage Manual and appropriate calculations for review by the County and VDOT will be provided in the drainage notebook.

As a result of the proposed improvements falling within a HUC which drains to the Chesapeake Bay, the threshold for disturbed area to be exempt from stormwater management design criteria is 2500 square feet. This task assumes that sidewalk improvements will exceed the 2500 square feet threshold and stormwater management compliance will be required.

This task includes coordinating with the Town of Windsor, Isle of Wight County and VDOT regarding preferred handling of stormwater management requirements and BMP types and locations, if required. This scope assumes minimal stormwater management calculations and design will be performed as part of this project. If the County would like a stormwater management facility at this location, Kimley-Horn can provide those services as an additional service to this contract. Minimal calculations required for stormwater management criteria, including water quality and quantity compliance will be provided in the drainage notebook.

This task assumes one meeting with County staff and VDOT to review any drainage comments and stormwater management criteria and calculations.

## **Task 6 – Environmental Compliance**

Depending on the funding types used for the design and construction of this project, the level of environmental compliance required will vary. As a result, we are providing two levels of Environmental Compliance, one that meets the NEPA requirements for federally funded projects and one that meets the State Environmental Review Process (SERP).

### **Task 6A Environmental Compliance with NEPA**

The following assumptions have been made in developing the scope and fee for this task:

1. The project will qualify for the preparation of a PCE as outlined in the Programmatic Categorical Exclusion Letter Agreement between FHWA and VDOT, dated May 1, 2013.
2. A project specific cultural resources investigation is not known to be required. Virginia Department of Historic Resources (VDHR) concurrence on the determination of "No Effect" or "No Adverse Effect" will be required.
3. Site specific threatened and endangered species survey are not known to be required.

4. The project will not use or impact any property protected by Section 4(f) or Section 6(f) of the Department of Transportation Act. Should coordination or an evaluation relating to the use of Section 4(f) and Section 6(f) properties be required, these services will be considered Additional Services.
5. A Phase I Environmental Site Assessment (ESA) conducted in accordance with ASTM standards is not known to be required.
6. Neither a noise study nor a qualitative or quantitative air conformity analysis involving modeling is not known to be required.
7. Costs associated with the database searches are shown in the fee summary as direct expenses for environmental compliance.

If any of the above assumptions should prove to not be correct, the scope and fee for this project will be amended.

#### ***Task 6A.1 – Initial Consultation with VDOT***

Kimley-Horn will conduct a conference call with the appropriate VDOT District environmental personnel to review the scope of the project and seek an initial determination that the project qualifies for a PCE.

#### ***Task 6A.2 – Forms***

Completion and submittal of the Project Definition Form (EQ-429), NEPA Documentation Concurrence Form, Natural Resources Due Diligence Checklist (EQ-555), and Hazardous Material Due Diligence Form (EQ-121) will be required as part of the VDOT environmental review process.

#### **Project Definition Form EQ-429**

Kimley-Horn will prepare the required Project Early Notification Form (EQ-429) to include relative project information. Project information will consist of a description of the project, project location information, description of the construction items included, location map of the project area, and a topographic map of the project area. The completed EQ-429 form will be provided in electronic format to the County for review and submission to VDOT.

#### **NEPA Documentation Concurrence Form**

Kimley-Horn will prepare the required NEPA Documentation Concurrence form to secure VDOT approval on the NEPA class of action. This document will consist of a statement of basic project purpose, logical termini and anticipated environmental impacts. Project location figures will be included with the submittal. The NEPA Documentation Concurrence Form will be submitted to the County for review and submission to VDOT.

#### **Natural Resources Due Diligence Checklist (EQ-555)**

The Natural Resources Due Diligence Checklist (EQ-555) is required for VDOT to complete the PS&E re-evaluation and Environmental Certification prior to authorization to advertise. As part of the PCE process, Kimley-Horn will review the Virginia Department of Game and Inland Fisheries (DGIF) Virginia



Fish and Wild Information Service (VAFWIS), Department of Conservation and Recreation's (DCR) Natural Heritage Data Explorer, Center for Conservation Biology (CCB) Eagle Nest Locator, and U.S. Fish and Wildlife Service's (USFWS) Information, Planning, and Conservation (IPaC) system to determine whether known or suspected federal and state threatened or endangered (T&E) species, wildlife or plant resources have been documented within the project area. This information will also be used in the completion of the PCE.

It is not expected that technical studies will be required. If formal coordination pursuant to Section 7 of the Endangered Species Act beyond the completion of on-line project review is required, this coordination will be considered Additional Services and performed under a separate scope and fee.

It is not anticipated that wetlands are located within the project corridor and wetland permits would not be required. Therefore, Kimley-Horn will also prepare a brief memorandum documenting the site conditions of the proposed project area and provide an opinion on the presence or absence of wetlands and waters.

Kimley-Horn will then submit a letter to the COE, Department of Environmental Quality (DEQ), and Virginia Marine Resources Commission (VMRC) requesting confirmation that no permit is required from the respective agency. The results of this coordination will be included on the EQ-555 and within the PCE documentation.

#### **Hazardous Material Due Diligence form EQ-121**

Prior to federal advertisement authorization, the EQ-121 must be completed, signed by the County and submitted to VDOT. Kimley-Horn will prepare the EQ-121 and provide to the County for signature and submittal. Preparation of the EQ-121 will consist of a preliminary investigation of the potential for hazardous materials to exist within the project limits. The investigation will consist of obtaining state and federal database information concerning the release of petroleum products or hazardous materials for the area located within the vicinity of the proposed land disturbance. The database information will be obtained through Environmental Data Resources Inc. (EDR). A visual inspection of the project area from public thoroughfares for evidence of recognized environmental conditions (RECs) will also be conducted. As the project does not include the acquisition of additional right-of-way, this assessment will not be to the level of an ASTM Standard E1527-05 Phase I Environmental Site Assessment (ESA) and will not include a review of the DEQ files, interviews or review of historical aerial photographs and topographic maps. Sampling or analysis of soil, air, surface water, ground water or other materials is also not included. Findings regarding the potential presence of contamination at the site and recommendations for further investigations, if any, will be delivered to the County. Should further investigations be required, these services will be considered Additional Services. The result of the investigation will also be used to complete the PCE form.

## **Task 6A.3 – NEPA Document(s)**

Upon approval of the NEPA Documentation Concurrence form and completion of the work specified in Task 6.2, Kimley-Horn will develop a PCE package consistent with VDOT requirements. The PCE package will consist of the following investigations and assessments:

1. A site visit to the project areas to document the current conditions of surrounding land uses. It is assumed that one site visit will be conducted to perform the wetland delineation, preliminary review for hazardous materials and documentation of the project area.
2. Review of the DGIF's VAFWIS, DCR's Natural Heritage Data Explorer, CCB Eagle Nest Locator, and USFWS IPaC to determine whether known or suspected federal and state T&E species, wildlife or plant resources have been documented within the project area as described above in Task 6.2.
3. The results of the wetland delineation and coordination regarding wetland and water quality permits conducted as part of the completion of the EQ-555 will be used for inclusion in the PCE documentation.
4. A request for a "no effect" or "no adverse effect" determination from the VDHR will be sought based on an online archives review through the Virginia Cultural Resources Information System (V-CRIS) and submittal of the project for review via the Electronic Project Information Exchange (ePIX) to comply with Section 106 of the National Historic Preservation Act. Should additional site investigations be required by the DHR, such effort will be considered Additional Services.
5. Confirmation that Section 4(f) resources will not be affected based on the field visit and VDHR determination.
6. Confirmation that properties protected by Section 6(f) will not be impacted by the proposed project based on a review of the United States Department of the Interior National Park Service (NPS) Land and Water Conservation Detailed Listing of Grants.
7. A completed PCE form (EQ-102) containing a summary of findings and referencing required documentation. The results of the hazardous materials investigation for completion of the EQ-121 will be utilized to complete the EQ-102.
8. Appropriate exhibits and maps of the project area.

Kimley-Horn will provide electronic drafts of the NEPA documents and forms to the County for review. Upon receipt of comments, Kimley-Horn will revise the documents and provide the City with electronic formats of the documents and submit the NEPA packages to the County for transmittal to VDOT.

## **Task 6B Environmental Compliance with SERP**

According to the County, there is the potential that this project will utilize state funding for construction activities but this scope assumes the total project cost will not exceed \$500,000. Therefore, it is

anticipated that the project will be exempt from the preparation of a Preliminary Environmental Inventory (PEI). The completion of the Project Early Notification Form (EQ-429) is still required. In general accordance with Part 3, Chapter 15 of the Locally Administered Projects (LAP) Manual, The Engineer will complete the Project Early Notification Form (EQ-429) which will consist of information relating to the proposed project and a topographic map depicting the project limits.

The City is still responsible for obtaining any environmental clearances necessary to satisfy state/federal regulatory requirements. Therefore, Kimley-Horn will conduct the following:

- Site visit – Kimley-Horn will conduct of field review of the project corridor from public thoroughfares. The purpose of the site visit will be to document the current land use and photograph structures greater than 50 years old, if any.
- Historic Resources Review – Kimley-Horn will search the Virginia Department of Historic Resources (VDHR) archives using the Virginia Cultural Resource Information System (V-CRIS) database, prepare photo documentation of structures appearing to be greater than 50 years old located on properties adjacent to the proposed improvements, and submit the project for review to VDHR. Given the nature of the proposed project, it is anticipated that a finding of “no effect” or “no adverse effect” will be determined. Coordination on an “adverse effect” determination is excluded from the scope herein.
- Threatened and Endangered Species Coordination - Kimley-Horn will coordinate with the Department of Game and Inland Fisheries (DGIF), Department of Conservation and Recreation (DCR), and US Fish and Wildlife Service (USFWS) to determine if listed state or federal threatened or endangered species have been reported within the project area. Given the location of the proposed project within an urban area and the nature of the proposed activity, it is anticipated that technical studies will not be required. Technical studies are excluded from the scope herein.
- Wetlands Review – given the location of the proposed project, it is not anticipated that wetlands are located within the project corridor. A formal wetland delineation and confirmation with the Army Corps of Engineers is not included in the scope herein.
- Hazardous Materials Review – Kimley-Horn will conduct a preliminary review of the proposed project area to assess the potential to encounter hazardous materials or petroleum-impacted soil during the construction of the proposed project. The preliminary review will consist of a field review of the project area from public thoroughfares and a review of major state and federal environmental databases. As the project does not include the acquisition of additional right-of-way, this assessment will not be to the level of an ASTM Standard E1527-05 Phase I Environmental Site Assessment and will not include a review of the Department of Environmental Quality files, interviews or review of historical aerial photographs and topographic maps.

Kimley-Horn’s coordination with the resource agencies and VDHR is limited to 10 hours. Kimley-Horn will prepare a brief memorandum documenting the site conditions of the proposed project area, a summary of findings based on the above investigations, and recommendations for additional studies, if any.

## **Task 7 – Utility Coordination**

From preliminary site visits, it does not appear that existing utilities will be in conflict with the proposed improvements. As a result, coordination with public and private utility owners is not included in this scope. If coordination is required for utility owners, that work will be provided as an additional service.

## **Task 8 – Bid Phase Services**

Kimley-Horn will oversee the reprographics and distribution of the bid packages consisting of the plans and specifications notebook and maintain a list of known plan holders. Kimley-Horn will attend and conduct the Pre-Bid Meeting to be held at the County office and answer questions from Contractor's both during the Pre-Bid meeting and throughout the bidding process.

The County will attend and conduct the Bid Opening and compile the bid packages from all bidders and review the packages for procurement related conformance. The County will forward the bid packages to Kimley-Horn for tabulation and review. Kimley-Horn will tabulate the bids, comment on any errors or inconsistencies, and provide an opinion on the contract award to the County.

## **Task 9 – Construction Phase Services**

**Pre-Construction Meeting** - Kimley-Horn will attend and conduct a Pre-Construction Meeting to be held at the County General Services building.

**Shop Drawings and Samples** - During construction, Kimley-Horn will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which the Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

**Site Visits to Observe Construction** - Kimley-Horn will provide on-site construction observation services during the construction phase. Kimley-Horn will make visits at construction milestones and intervals as directed by Client in order to observe the progress of the Work. Such visits and observations by Kimley-Horn are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on Kimley-Horn's exercise of professional judgment. Based on information obtained during such visits and such observations, Kimley-Horn will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Kimley-Horn will keep Client informed of the general progress of the Work.

The purpose of Kimley-Horn's site visits will be to enable Kimley-Horn to better carry out the duties and responsibilities specifically assigned in this Agreement, and to provide the County a greater degree of confidence that the completed Work will conform in general to the Contract Documents. Kimley-Horn shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall Kimley-Horn have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Kimley-Horn neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

**Engineering Support** - Kimley-Horn will be available during construction to answer questions, resolve construction conflicts, evaluate value engineering proposals, and review field changes. Kimley-Horn will provide engineering support when required for design changes based on findings in the field.

**Clarifications and Interpretations** - Kimley-Horn will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to Client as appropriate to the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by the County. .

**Change Orders** - Kimley-Horn may recommend Change Orders to the County, and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.

**Progress Meetings** - Kimley-Horn will attend monthly construction progress meetings as directed by the County. This scope assumes two progress meetings during construction.

**Limitation of Responsibilities** – Kimley-Horn shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. Kimley-Horn shall not have the authority or responsibility to stop the work of any Contractor.

## Services Not Included

The following services have not been included in this scope of services but can be included as additional services upon written request by the County:

- Right-of-Way Acquisition Coordination
- Acquisition Plats
- Geotechnical Investigations
- Test Pits
- Public Involvement
- Wetland Permits
- Utility Coordination with public and private owners
- Utility Relocation Design

## Schedule

Kimley-Horn will complete the work detailed in this scope of services based on the schedule below. Our tentative schedule is as follows:

Task 1 will take approximately 30 days to complete

Task 2 will take approximately 30 days to complete, followed by an anticipated 90 day review period by the County and VDOT.

Task 3 will take approximately 30 days to complete, followed by an anticipated 90 day review period by the County and VDOT.

Task 4 will take approximately 30 days to complete, followed by an anticipated 90 day review period by the County and VDOT.

Task 5 – Task 7 do not have specific projects timelines and services will be performed throughout the duration of the project.

## Fee and Billing

All tasks included in this scope of services will be accomplished based on a cost plus contract (time and materials). Below is a breakdown of the anticipated fee.

Isle of Wight County - Shirley Drive Sidewalk Improvement Project		
Task 1	Topographic Survey	\$ 6,200.00
Task 2	60% Design Drawings	\$ 10,750.00
Task 3	100% (Pre-Final) Design Drawings	\$ 12,455.00
Task 4	Final Design Drawings	\$ 7,060.00
Task 5	Drainage Design and Stormwater Management	\$ 11,460.00
Task 6A	Environmental Compliance with NEPA	\$ 11,825.00
Task 6B	Environmental Compliance with SERP	\$ 5,800.00
Task 7	Utility Coordination	-
Task 8	Bid Phase Services	\$ 3,480.00
Task 9	Construction Phase Services	\$ 6,000.00
	Subtotal (with Task 6A)	\$ 69,230.00
	Reimbursable Expenses	\$ 1,000.00
	Environmental Expenses	\$ 600.00
	TOTAL (with Task 6A)	\$ 70,830.00
	TOTAL (with Task 6B)	\$ 64,805.00

A total has been provided for a scope of services that includes Task 6A (Compliance with NEPA) and Task 6B (Compliance with SERP). A breakdown of the estimated man-hours to complete this task is shown in the Appendix.

Fees will be invoiced monthly based upon the man-hours of service provided as of the invoice date. Payment will be due within 25 days of your receipt of the invoice.

## Closure

We appreciate the opportunity to provide these services to you. We can begin work immediately upon receipt of authorization from Isle of Wight County. Given that this work will be performed under the Professional Services On-Call contract between Isle of Wight County and Kimley-Horn, we anticipate a purchase order or some similar form of written notice to proceed. If the County determines that verbal authorization is appropriate, we would respectfully request that you sign in the space below and return a copy of the signed form to Kimley-Horn.

Please contact us if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

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Carroll Collins, AICP

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Andrew P. Farthing, P.E.  
Project Manager



## Appendix

Isle of Wight County - Shirley Drive Sidewalk Improvement Project							
		Senior	Professional	Engr/Plnr	Analyst	Admin.	TOTAL
		Professional					
<b>Task 1</b>	<b>Topographic Survey</b>						
	<b>Total Task 1</b>	0	0	0	0	0	\$ 6,000.00
<b>Task 2</b>	<b>60% Design Drawings</b>						
	Horizontal Geometry		2	4	4		
	Grading Plan		2	4	4		
	Cross Sections		2	4	6		
	Signing and Marking Plan		2	2	2		
	Plan Sheets		2	2	4		
	Cost Estimate		2	4	4		
	Meetings		8		8		
	QC/QA	6	4			4	
	<b>Total Task 2</b>	6	24	20	32	4	\$ 10,750.00
<b>Task 3</b>	<b>100% (Pre-Final) Design Drawings</b>						
	Responding to 60% Comments		2	2	2		
	Finalizing Horizontal Geometry		2	2	4		
	Finalizing Grading Plan		2	2	4		
	Finalizing Limits of Construction		2	2	2		
	Finalizing Signing and Marking Plan		2	2	2		
	Finalized Erosion and Sediment Control Plan		2	2	2		
	Finalized TMP	2	2	2	2		
	Contract Specifications	2	4				
	Cost Estimate		2	2	4		
	Meetings		8		8		
	QC/QA	8	5			4	
	<b>Total Task 3</b>	12	33	16	30	4	\$ 12,455.00
<b>Task 4</b>	<b>Final Design Drawings</b>						
	Responding to 100% (Pre-Final) Design Comments		2	2			
	Finalizing Design Plans		2	2	2		
	Finalizing Contract Specifications	2	2		2		
	Final Cost Estimate		2	2	2		
	Meetings		4		4		
	SWPPP		8				
	QC/QA	6	4			4	
	<b>Total Task 4</b>	8	24	6	10	4	\$ 7,060.00
<b>Task 5</b>	<b>Drainage Design and Stormwater Management</b>						
	60% Drainage Design		2	4	4		
	60% Stormwater Management Evaluation		2	4	4		
	Developing Drainage Notebook		2	4	4		
	Finalize Drainage Design for 90% Submittal		2	4	4		
	Finalize Stormwater Management Design for 90% Submittal		4	4	4		
	Finalized Drainage Notebook for 90% Submittal		2	4	4		
	Finalize Drainage Notebook for 100% Submittal		2	4	4		
	Meetings		4	4			
	QC/QA	4	4			4	
	<b>Total Task 5</b>	4	24	32	28	4	\$ 11,460.00

<b>Task 6A</b>	<b>Environmental Compliance with NEPA</b>							
<b>Task 6A.1</b>	<b>Consultation with VDOT</b>		2					
<b>Task 6A.2</b>	<b>Forms</b>							
	EQ-429 Form		2					
	NEPA Concurrence		1					
	Figures for EQ-429 & NEPA Concurrence		4					
	QA/QC		1			1		
	EQ-555		1					
	Prep & Site Visit		9					
	Database Review		4					
	Scoping letters		5					
	Coordination w Surveyor & wetland figure							
	COE Site Visit for Delineation Confirmation							
	NPR Request Submittal		4					
	Coordination with VMRC, DEQ & COE		5					
	QA/QC		1			1		
	EQ-121		1					
	Site visit (part of EQ-555)		0					
	EDR Review		9					
	Memo		4					
	Figure		2					
	QA/QC		1					
<b>Task 6A.3</b>	<b>PCE Form</b>		6					
	VCRIS Review		4					
	EPIX Submittal		2					
	Coordination w/ Norfolk on LWCF		2					
	databases (FEMA, NPS) review		2					
	QA/QC		6					
			2				1	
	<b>Total Task 6</b>	0	80	0	0	3	83	\$ 11,825.00
<b>Task 8</b>	<b>Bid Phase Services</b>							
	Pre-Bid Meeting		4					
	Coordinate with Contractors		10					
	Review of Bids		10					
	<b>Total Task 8</b>	0	24	0	0	0	24	\$ 3,480.00
<b>Task 9</b>	<b>Construction Phase Services</b>							
	Pre-Construction Meeting		4		4			
	Review of Shop Drawings/RFIs/Change Orders		4	4	4			
	Site Visits (Anticipate 2 Visits)		8		8			
	Engineering Support		4	4	4			
	<b>Total Task 9</b>	0	20	8	20	0	48	\$ 6,000.00
	<b>Total</b>	30	228	82	120	19	480	
		\$ 185.00	\$ 145.00	\$ 125.00	\$ 105.00	\$ 75.00		
		\$ 5,550	\$ 33,205	\$ 10,250	\$ 12,600	\$ 1,425	\$ 63,030	\$ 89,030

<b>Task 6B</b>	<b>Environmental Compliance with SERP</b>							
	Submit EQ-429		4					
	Site visit		6					
	Historic Resources		6					
	T&E		6					
	Wetlands		0					
	Haz Mat		9					
	Memo		9					
	<b>Total Task 6B</b>	0	40	0	0	0	40	\$ 5,800.00

*Preliminary Opinion of Probable Construction Cost*

**PROJECT: Shirley Drive Sidewalk Improvement Project  
Planning Level Cost Estimate**

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT	
<b>EARTHWORK/PRELIMINARY SITE WORK</b>						<b>\$ 50,000</b>
1	Mobilization	1	LS	\$ 30,000.00	\$ 30,000.00	
2	Construction Surveying	1	LS	\$ 10,000.00	\$ 10,000.00	
3	Regular Excavation	250	CY	\$ 20.00	\$ 5,000.00	
4	Borrow Excavation	250	CY	\$ 20.00	\$ 5,000.00	
<b>INCIDENTALS</b>						<b>\$ 44,500</b>
5	Hydraulic Cement Concrete Sidewalk 4"	700	SY	\$ 50.00	\$ 35,000.00	
6	Detectable Warning Surface, CG-12	10	SY	\$ 300.00	\$ 3,000.00	
7	Class A3 Concrete, Ramps, 7"	10	CY	\$ 650.00	\$ 6,500.00	
<b>DEMOLITION</b>						<b>\$ 5,000</b>
8	Removal of Items (Drainage Pipes, Trees)	1	LS	\$ 5,000.00	\$ 5,000.00	
<b>DRAINAGE</b>						<b>\$ 21,000</b>
9	Concrete Pipe	100	LF	\$ 100.00	\$ 10,000.00	
10	End Section, ES-1	6	EA	\$ 1,000.00	\$ 6,000.00	
11	Manhole, MH-1 or 2	2	LF	\$ 1,500.00	\$ 3,000.00	
12	Frame and Cover, MH-1	2	EA	\$ 1,000.00	\$ 2,000.00	
<b>PAVEMENT STRIPING/MARKING/SIGNING</b>						<b>\$ 5,000</b>
13	Pavement Striping/Marking/Signing	1	LS	\$ 5,000.00	\$ 5,000.00	
<b>EROSION AND SEDIMENT CONTROL</b>						<b>\$ 7,500</b>
14	Erosion and Sediment Control	1	LS	\$ 7,500.00	\$ 7,500.00	
<b>TEMPORARY TRAFFIC CONTROL</b>						<b>\$ 10,000</b>
15	Maintenance of Traffic and Temporary Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00	
<b>LANDSCAPING/ROADSIDE DEVELOPMENT</b>						<b>\$ 7,500</b>
16	Seeding/Mulching/Top soil	1	LS	\$ 7,500.00	\$ 7,500.00	

<b>Bid Items Total</b>	<b>\$ 150,500</b>
<b>Contingency 30% (Rounded)</b>	<b>\$ 45,200</b>
<b>Construction Engineering and Inspection (12%)</b>	<b>\$ 19,000</b>
<b>Total Construction Cost Opinion</b>	<b>\$ 215,000</b>