

## Town of Windsor

### Memorandum

November 14, 2017

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager MS  
**SUBJECT:** Sewer Study

At the October 26<sup>th</sup> Intergovernmental meeting with Isle of Wight County, there was a discussion regarding the sewer system within the Town of Windsor. Part of that discussion was about a study that Isle of Wight County was considering that would determine what the capacity of the existing system is lot by lot.

Attached is the scope of work and cost for this study. The discussion at the Intergovernmental meeting was that the Town and County would work together to solve the sewer issues in Town. There was a discussion about the Town sharing the cost of this study.

The deliverables from this study are listed in the attached proposal. Two key deliverables is a report on the potential for adding new residential customers, as well as recommendations on system improvements.

As you can see, the proposal is for the work to be billed on an hourly basis not to exceed \$20,000.

This item is on the agenda for discussion and direction. Isle of Wight County is looking for the Town to determine its level of participation in this study moving forward.

## Michael Stallings

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**From:** Donald N. Jennings <djennings@isleofwightus.net>  
**Sent:** Tuesday, November 07, 2017 11:32 AM  
**To:** Michael Stallings; Randy Keaton  
**Cc:** Steve Hatcher  
**Subject:** Fwd: Town of Windsor - Vacuum Sewer Study Update - REVISED Fee Proposal  
**Attachments:** 2017-11-07 IOW Windsor Sewer Study Update Fee Proposal.pdf

Michael/ Randy,

Good morning.

Spoke with the Consultant and asked them to revise the contract to a time and materials basis instead of the previous lump sum contract type.

So the \$20k is now a max number, and my intent is to minimize their effort where possible.

I'm OK to authorize the work to commence and wanted to ask for your thoughts on this before doing so. Not sure if we needed an MOU between the Town and County prior to authorizing....

Randy,  
Please forward to the Board if appropriate.

Thanks,

Don

Donald N. Jennings, PE  
Director of Utility Services

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

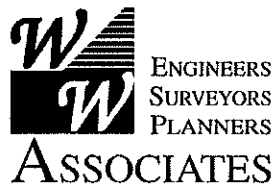
**From:** Jason Clark <jclark@wwassociates.net>  
**Date:** 11/7/17 9:42 AM (GMT-05:00)  
**To:** "Donald N. Jennings" <djennings@isleofwightus.net>  
**Cc:** "Herbert F. White III, P.E." <hwhite@wwassociates.net>, 'Dana Cash' <Dcash@wwassociates.net>  
**Subject:** Re: Town of Windsor - Vacuum Sewer Study Update - REVISED Fee Proposal

Don,

Good Morning! Per our previous conversation, we have revised our attached fee proposal to perform the vacuum sewer study update on an hourly basis for a not to exceed fee of \$20,000.

We look forward to working with you again! Should you have any questions concerning the proposal, please let us know.

Thanks,  
Jason A. Clark, P.E.  
Vice President  
WW Associates, Inc.



November 7, 2017

Mr. Donald N. Jennings, P.E.  
Director of Utility Services  
Isle of Wight County  
P.O. Box 80  
Isle of Wight, VA 23397

Re: Town of Windsor, Virginia  
Vacuum Sewer System Study Update  
Fee Proposal

Dear Mr. Jennings:

We are pleased to submit this Scope of Services to update our previous study dated May 28, 2014 for the Town of Windsor vacuum sewer system. From our conversation, we understand that there is interest in development in the Pierce Circle and Shiloh Drive area that are served by Line 1 in the sewer system. We also understand that the Consulate Health Care Nursing Home has been disconnected from Line 3 as previously scheduled, and that the Windsor High School is now connected to Line 3.

We propose to update the previous study by providing the following services:

#### SCOPE OF SERVICES

##### Data Gathering and System Process Review

- a. Meet with County staff to document changes in system operation and maintenance since 2013.
- b. Obtain documentation of the current wastewater flow, as well as verification of the location of current sewer customers from County staff.
- c. Review operator issues, trouble calls, maintenance records, and customer complaints.

##### Deliverables

1. Engineering Study
  - a. Determine current operation as the number of available EDUs for each service zone
  - b. Address, by service zone, potential for adding new residential connections
  - c. Update exhibit drawings in the study to reflect current conditions
  - d. Update recommended system improvements as required.
  - e. Update cost estimates for potential system improvements as required.

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

Lynchburg ■ Charlottesville

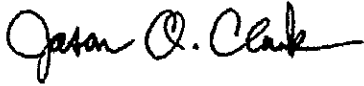
2. Update vacuum sewer hydraulic model Excel spreadsheets to reflect current and future conditions
3. Meet with County staff to present the updated study

We propose to provide these engineering services on an hourly basis for a not to exceed fee of \$20,000. Our hourly rates are as listed in the attached rate schedule. Invoicing for hourly fee services will be on a monthly basis based on actual time expended, plus expenses. Payment for these services will be within 30 calendar days from the time the bill is issued by WW Associates.

We appreciate the opportunity to be of continued service to Isle of Wight County and look forward to working with you on this project. Should this proposal be deemed acceptable, please sign below, and return a signed copy to this office.

Sincerely,

WW Associates, Inc.



Jason A. Clark, P.E.  
Vice President

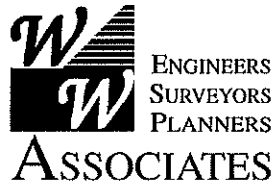
Accepted By:

Isle of Wight County, Virginia

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Donald N. Jennings, P.E.  
Director of Utility Services

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



**HOURLY RATE FEE SCHEDULE**  
**November, 2017**

Principal .....	\$130
Project Manager .....	\$125
Senior Engineer .....	\$120
Engineer I .....	\$115
Engineer II .....	\$105
Engineer III .....	\$100
Licensed Surveyor .....	\$95
Senior Planner .....	\$100
Survey Crew (2-man).....	\$110
Senior Designer.....	\$80
Designer .....	\$70
Clerical .....	\$45