

Town of Windsor

Memorandum

June 14, 2016

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Church Street Sidewalks

At the last Council meeting, I was asked to clarify the proposals for engineering work for the sidewalks down Church Street to the Holland Meadows property.

I received the attached email from Bowman Consulting regarding the bid and construction phase of the project as well as potential wetlands permitting services.

As you can see, Bowman Consulting's bid is now \$63,200 when you include the construction phase services as compared to Kimley-Horn's bid of \$63,710. However, KH's wetlands permitting fees are significantly less if we have to obtain a wetlands permit.

I have enclosed a resolution that appropriates these funds from the General Fund Fund Balance.

I recommend that Council discuss the best contractor to perform these services and that Council adopt the enclosed resolution appropriating the funds from the General Fund Fund Balance.

Recommended Motion

Move that Council adopt the enclosed resolution entitled:

A Resolution Appropriating The Sum Of
\$63,800 From The Unappropriated Fund Balance
Of The General Fund To The 2015-16 General
Fund Operating Budget

Michael Stallings

From: Jonathan Jackson <jjackson@bowmanconsulting.com>
Sent: Tuesday, May 17, 2016 9:37 AM
To: Michael Stallings
Cc: Kevin Deloye
Subject: RE: Proposal

Michael,

See responses below, let me know if you have any questions or need additional clarification:

1. As construction phase services vary widely (due to construction schedule, contractor selected, weather, unforeseen issues, owner's field changes, etc.) we typically invoice this monthly at our hourly rates. For this project, I think **\$5,500.00** would be a suitable figure to use for your budgeting purposes.
2. Typical reimbursable expenses that would fall under the 15% markup are such as the following:
 - production printing (in-house working type printing is included with our standard fees)
 - postage
 - mileage to meetings and job sites
 - permit fees (if applicable)
3. As you know, at this point our intent is not to impact any wetlands, and therefore no wetland permit will be required. However, if this permit does become necessary, I think **\$10,000 to \$15,000.00** would be a suitable figure to use for your budgeting purposes for the General permit related to the minor wetland impacts related to stormwater outfalls.

Thanks,

Jonathan Jackson, P.E., LEED Green Associate | Bowman Consulting
direct: 804.616.3240 | mobile: 804.252.8020

From: Michael Stallings [mailto:mstallings@windsor-va.gov]
Sent: Wednesday, May 11, 2016 11:15 AM
To: Jonathan Jackson <jjackson@bowmanconsulting.com>
Subject: Proposal

Mr. Jackson,

Council discussed the project last night and had some questions. Your proposal excludes bid and construction phase services, whereas another included them. Can you tell me what those services would cost?

There is a note that says any expenses incurred by Bowman would be charged to us plus 15%. Can you clarify what is included in that?

Also, if wetland permitting is required, can you tell me what that might cost?

Thanks,

Michael Stallings, ICMA-CM
Town Manager



CHANGE ORDER

Date: May 5, 2015

Bowman Consulting Group, Ltd. 3951 Westerre Parkway, Suite 150 Richmond, Virginia 23233 Phone: (804) 616-3240 Fax: (804) 270-2008	Mr. Michael Stallings Town of Windsor 8 E Windsor Blvd Windsor, Virginia 23487 Phone: (757) 242-0328 Email: mstallings@windsor-va.gov
Project Name: Town of Windsor Sidewalk Extension, Church Street, Windsor, VA Client Project #:	BCG Project # : 008493-01-002 Task # : EX001-EX004 Change Order #: 01 (revised)

SCOPE OF SERVICES AND FEES

Task EX001 – Underground Utility Locating

BCG will subcontract underground utility designating services to be performed by Accumark Subsurface Utility Services (Accumark). Accumark will designate underground utilities within the project limits, approximately 2,470 linear feet and ten-feet left and right of the centerline of the proposed sidewalk, in compliance with CI/ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface utility Data. Quality level "B" (QL-B) will be achieved.

Accumark personnel will contact facility and utility owning agencies, as deemed appropriate, in order to request and acquire records of the existing underground facilities. Utility record information will be used as an aid in the identification of the number, identity, size and material of utilities located in the field. Records will not be used as a substitute for actual geophysical location unless the system cannot be verified electronically using industry standard techniques for this level of investigation.

Designators will draft field sheets that show the location, trend and configuration of utilities detected. Field sheets will show all scoped underground utility surface features and lines, and will be prepared with color to differentiate the utility systems. Utilities will be annotated with size and material where available. Project specific field notes will be shown as deemed appropriate.

Reconnaissance will be performed to locate control monuments throughout the site. GPS survey will be used where coverage allows. Local runs with conventional survey equipment will be used where GPS coverage is inadequate.

A final review will be performed in the field. This quality assurance -- quality control function (QA/ QC) involves taking final review plots to the project site. The review plots are prepared by showing the designated utilities and surface features on a gray topographic background. At the site (the final review) the Accumark Senior Project Manager will check the work of the designators, surveyors and cad people by comparing plotted utilities to record information, field sheets and the paint mark out.

Limitations:

This service will be provided with due diligence and in a manner consistent with standards of the subsurface utility mapping industry. Every reasonable effort will be made to locate all systems of interest whether indicated on records available to us or not. However, BCG and Accumark do not guarantee that all existing utility systems can or will be detected. It may not be possible to detect utilities without prior knowledge, such as systems that are not depicted on records made available to us. Further, this service is not intended to detect non-utility structures such as, but not limited to: foundations, irrigation systems, septic systems, wells, tunnels, concrete or metal structures, or the true size and limits of subsurface utility

vaults and manholes. Use of this service does not relieve interested parties from their responsibility to make required notifications prior to excavation.

The mapping services will reflect interpretation of electronic data collaborated with record and visual indications. Professional judgment will be used to reflect the underground utilities with the intended utmost accuracy and comprehensiveness. The results may be affected by numerous site conditions, including but not limited to utility materials, joint types, fittings, density of underground utilities, interference with above ground conductors and soil characteristics. There is no guarantee that all facilities can be found and shown.

Every reasonable attempt will be made to find, locate and map all active and abandoned underground utilities at Quality Level "B" of the Standard 38-02. All non-locatable utilities that are shown on record or learned about from verbal recollections or otherwise will be shown at Quality Levels "C" or "D" of the Standard 38-02. In addition, an effort will be made to learn the existence of non-locatable and non-recorded utilities that Accumark may become aware of due to the presence of site features or otherwise.

The Client understands that electronic depth measurements are affected by many conditions such as but not limited to soil conditions, overhead utilities, adjacent conductors and the conductor material, and therefore are approximate and Bowman does not in any way guarantee depth measurements.

The locations of all utilities depicted from this investigation will be added to the field survey collected by BCG in June 2015 to prepare a final compiled boundary, topographic and utility base survey plan.

Fee: Lump Sum of \$6,300.00

Task EX002 – Additional Field Survey

Preparation of field run topography along Church Street for approximately 2,500 LF, for design at a scale of 1" = 30' with contour intervals of one feet. Locating the centerline, northern edge of pavement and two (2) outfall streams. This data will be merged into the original survey to be utilized for design purposes.

FEE: Lump Sum of \$2,500.00

Task EX003 – Final Design Drawings (Site Plan) Preparation

BCG will prepare final design drawings for a proposed 2,350 +/- liner foot, 5-wide cement concrete sidewalk to be installed on the south side of Church Street from an existing sidewalk terminus west of South Johnson Avenue to a new terminus point approximately 550-feet east of John Henry Street. The conceptual design is similar to the one presented on drawings entitled, "Town of Windsor Church Street Sidewalk Extension", concept plan sheets 1 & 2, dated November 20, 2015 and prepared by BCG. Note: The design includes the provision of curb and gutter along the southern edge of the adjacent roadway. BCG will utilize field survey data previously completed for the project in June 2015, as well as underground utility location data collected under Task EX001 above, and the additional field survey data collected under Task EX002 above as a basis of design. BCG will prepare the drawings in accordance with the Town of Windsor's current site plan preparation/application requirements.

The final design drawings are anticipated to include the following drawings:

- Cover sheet
- General Notes
- Erosion control plan(s)
- Erosion control narrative and details plan(s)
- Horizontal/geometric layout and materials plan(s)
- Cross sections (50-foot intervals)
- Storm sewer profiles (closed drainage system along southern roadway edge)

- Construction details

Final design preparation notes and assumptions:

- A maximum of three (3) meetings have been included in this task. One (1) Client kickoff meeting, and up to two (2) design coordination meetings with the Client and/or VDOT. Design review meetings (post-submittal) will be invoiced under Task EX003.
- Dry utility (natural gas, telecom/fiber, electric, cable TV, etc.) impacts and relocations anticipated as a result of the proposed work will be identified on the drawings solely on base survey data. BCG will stipulate that all necessary coordination with utility companies, related fees and costs, and the physical execution of dry utility relocations will be the responsibility of the selected contractor.
- Traffic control plan preparation will be specified as a requirement of the contractor.
- VDOT land use permit application responsibilities will be specified as a requirement of the contractor
- Signalized pedestrian crossings not included; VDOT standard striped and signed crosswalks to be specified only
- Landscaping and lighting design is excluded; BCG will provide specifications for seeding disturbed areas only
- BCG will specify that all work shall be confined to existing right-of-way limits; BCG assumes no right-of-way takings or construction easements are required
- The design of stormwater management facilities (detention, retention and/or Best Management Practices) is not addressed under this task, however stormwater conveyance (proposed drop inlets and storm sewer and existing roadside ditches and culverts) inlet, storm sewer and channels will be incorporated and/or modified as required

Services under this task will be complete upon receipt of verbal or written agreement by the Client to submit the drawings for Town and VDOT review.

Fee: Lump Sum of \$34,600.00

Task EX003 – Town/VDOT Review & Approval Processes

This task consists of preparation of the required application and forms for submission of final site plans in accordance with Town of Windsor minimum submission requirements, and submittal for approval with a maximum of two (2) revisions and resubmittals to address staff and/or VDOT comments. BCG assumes that the Town of Windsor will distribute plans and solicit comments from VDOT under their normal plan review process. This task shall also consist of one (1) post-submission meeting with Town staff to review staff comments and responses to comments. If requested by the Client, under this task BCG can also prepare and apply for VDOT Land Use Permit.

Fee: Hourly, Estimate of \$4,500.00

Task EX004 – Stormwater Management Plan

As the full sidewalk plan has not been developed and in-depth discussions with applicable plan reviewers have not yet occurred, see the following summary of assumptions and ranges regarding the necessary Stormwater Management Plan for this project:

- Stormwater Quality –this project adds approx. 11,750 sq. ft. of additional imperviousness; due to the limited available right of way and long term maintenance concerns, we are assuming that stormwater quality will be achieved through the client's purchase of off-site nutrient credits.
- Stormwater Quantity – Assuming that stormwater conveyance within the project limits can be designed to adequately convey the design year flow, and assuming that due to the limited available right of way, no stormwater basins will be utilized. BCG will incorporate oversize storm sewer system in order to provide storage capacity within the pipe system to meet water quantity runoff requirements. This task excludes designing and/or permitting of any downstream improvements necessary.

Fee: Lump Sum of \$9,800.00

Overall Assumptions & Exclusions:

- VDOT and/or federal funds are not being utilized for the proposed work; therefore, state and/or federal program coordination is not required of any kind.
- The Client will prepare all bid/solicitation, contract, and other required forms necessary to contract the construction work
- Bid & construction phase services excluded at this time
- BCG assumes no natural resource or environmental impacts; all environmental services, including studies and permitting, are excluded.
- Public outreach and property owner notifications and communications will be the responsibility of the Client. (If requested, BCG may assist utilizing invoicing at hourly rates)
- All specifications will be included on the drawings; the preparation of separate specifications sections and documents is excluded
- All submittal and review fees will be the responsibility of the Client
- Cost estimating and bond assistance services excluded
- Geotechnical studies/engineering and earthworks estimating excluded
- VSMP Registration and SWPPP (assumed total disturbed area less than 1 acre, therefore per DEQ regulations VSMP and SWPPP not required)
- Landscaping Plan excluded
- Lighting Plan excluded
- Environmental Site Assessment (if necessary) will be the responsibility of the Client
- Reviews and coordination with Isle of Wight County is not required/excluded

The individual signing this Work Order acknowledges that he/she has received and read Bowman Consulting Group's (BCG) Standard Terms and Conditions and agrees on behalf of the Client, to be bound by them. The Client agrees to reimburse BCG for BCG's expenditures in the interest of the Project at the actual cost to BCG plus 15%. The individual signing this work order form warrants that he/she has the authority to sign on behalf of the Client. Execution of this Work Order by an authorized representative of the Client constitutes authorization to proceed.

Bowman Consulting Group, Ltd.

Town of Windsor, Virginia

By: 
Name: Jonathan Jackson, PE
Title: Senior Project Manager

By: _____
Name: _____
Title: _____
Date: _____

Total = \$57,700

Kimley»»Horn

April 6, 2016

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

**RE: Church Street/Shiloh Drive Sidewalk Improvement Project
Design Fee Estimate**

Ms. Oliver,

Below are two tables which include our estimate of engineering services for the above referenced project. The first table is organized by task and includes a total project cost. The second table includes a breakdown of categories - design services, construction support services, expenses, and additional services with their associated category subtotal.

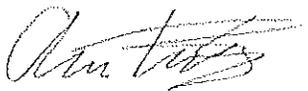
While Kimley-Horn is not providing a detailed scope of services, the following is a brief description of items included in the estimate for tasks provided below:

- Developing Construction Drawings and Specifications (project manual to include specifications, standards and bidding documents) for the proposed improvements
- Project submittals include a 60% Design Submittal, Final Design Submittal, and submittal of Advertisement drawings.
- Coordination with the Town of Windsor, Isle of Wight County, and VDOT throughout the course of the project, to include kickoff meetings, progress meetings, and review meetings
- Design of drainage improvements required as well as the development of a drainage notebook for the project
- Analysis of stormwater management requirements for the project, both water quality and water quantity. Due to limited right-of-way, the design of stormwater BMPs is not included
- Environmental services to meet requirements of locally administered, federally funded projects

Please let us know if we can provide you with any additional information at this time. We look forward to being considered for this opportunity to work with both the Town of Windsor and Isle of Wight County.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Andrew P. Farthing, P.E.
Project Manager

Church St/Shiloh Dr Sidewalk Improvement Project		
Task 1	60% Design Drawings	\$ 10,750.00
Task 2	100% (Pre-Final) Design Drawings	\$ 12,455.00
Task 3	Final Design Drawings	\$ 7,060.00
Task 4	Drainage Design and SWM Analysis (No Design)	\$ 7,540.00
Task 5	Environmental Compliance with NEPA	\$ 11,825.00
Task 6	Utility Coordination	\$ 3,000.00
Task 7	Bid Phase Services	\$ 3,480.00
Task 8	Construction Phase Services	\$ 6,000.00
	Subtotal	\$ 62,110.00
	Reimbursable Expenses	\$ 1,000.00
	Environmental Expenses	\$ 600.00
	TOTAL	\$ 63,710.00

Church St/Shiloh Dr Sidewalk Improvement Project		
Design Services		
Task 1	60% Design Drawings	\$10,750.00
Task 2	100% (Pre-Final) Design Drawings	\$12,455.00
Task 3	Final Design Drawings	\$ 7,060.00
Task 4	Drainage Design and SWM Analysis (No Design)	\$ 7,540.00
Task 5	Environmental Compliance with NEPA	\$11,825.00
Task 6	Utility Coordination	\$ 3,000.00
	Subtotal	\$52,630.00
Construction Phase Support Services		
Task 7	Bid Phase Services	\$ 3,480.00
Task 8	Construction Phase Services	\$ 6,000.00
	Subtotal	\$ 9,480.00
Expenses		
	Reimbursable Expenses	\$ 1,000.00
	Environmental Expenses	\$ 600.00
	Subtotal	\$ 1,600.00
	TOTAL	\$63,710.00
Additional Services		
Task 9	Wetland Permitting	\$ 4,500.00
Task 10	Survey/Subsurface Investigations/Test Pits	TBD

Resolution

A Resolution Appropriating The Sum Of \$63,800 From The Unappropriated Fund Balance Of The General Fund To The 2015-16 General Fund Operating Budget

WHEREAS, the Town Council wishes to construct sidewalks on Church Street to the Holland Meadows Subdivision, and;

WHEREAS, the Town Council wishes to proceed with the engineering work for this project, and;

WHEREAS, the bids came in just under \$63,800 to complete this work, and;

WHEREAS, the Town Council of the Town of Windsor wishes to appropriate a portion of the General Fund Fund Balance to fund this work.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. That the sum of \$63,800 from the Unappropriated Fund Balance of the General Fund, be, and the same hereby is, appropriated to the Town’s 2015-16 General Fund Operating Budget’s General Management – Professional Services line item:

Section 2. The Town Manager is hereby authorized and directed to do all things necessary to complete this work.

Section 3. This resolution shall be in effect on and after its adoption.

Adopted: June 14, 2016

TESTE:

Town Clerk