

Town of Windsor

Memorandum

October 8, 2019

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

As you know, we are working with Isle of Wight County and the Virginia Department of Transportation to plan for and construct sidewalks down Church Street and Shiloh Drive to the Holland Meadows subdivision.

I have received the final construction estimate for the project that triggers our contribution to Isle of Wight County as outlined in our MOU. A copy of the MOU is attached for your reference.

As you can see from the attached estimate, the total estimated cost for the project is \$462,909.49. This makes our contribution \$231,454.75. We had originally set aside \$575,000 in the Space Needs Fund for this project. Council must now appropriate \$231,454.75 from the Space Needs Fund so that we can make our contribution to Isle of Wight County for this project. Once we have made our financial contribution, Isle of Wight County and VDOT will oversee and manage the project through completion.

Attached you will also find a copy of the current project schedule showing an anticipated completion date of no later than April of 2020.

I recommend that Council appropriate the sum of \$231,454.75 from the Unappropriated Fund Balance of the Space Needs Fund into the Professional Services line item of the Space Needs Fund 2019-10 Operating Budget so we may make our contribution to Isle of Wight County for this project.

Recommended Motion

Move that Council adopt the enclosed resolution entitled:

A Resolution Appropriating The Sum Of \$231,454.75 From The Unappropriated Fund Balance Of The Space Needs Fund To The 2019-20 Space Needs Fund Operating Budget

Resolution

A Resolution Appropriating The Sum Of \$231,454.75 From The Unappropriated Fund Balance Of The Space Needs Fund To The 2019-20 Space Needs Fund Operating Budget

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

WHEREAS, the Town Council has identified these sidewalks as their number 1 capital project, and;

WHEREAS, the estimated cost of construction is \$462,909.49, half of which the Town of Windsor is obligated to contribute, and;

WHEREAS, There was originally \$575,000 set aside in the Space Needs Fund to fund this project, and;

WHEREAS, the Town Council of the Town of Windsor must appropriate \$231,454.75 of these funds to meet our financial contribution to the project as outlined in our MOU with Isle of Wight County.

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

Section 1. That the sum of \$231,454.75 from the Unappropriated Fund Balance of the Space Needs Fund, be, and the same hereby is, appropriated to the Town's 2019-20 Space Needs 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: October 8, 2019

TESTE:

Town Clerk

MEMORANDUM OF UNDERSTANDING

WHEREAS, the Town of Windsor wishes to construct sidewalks along Church Street and Shiloh Drive in the Town of Windsor to facilitate community connectivity and growth objectives; and

WHEREAS, the Town of Windsor and Isle of Wight County agree to jointly administer the Preliminary Engineering (PE) phase of the project with the Town of Windsor providing funding and oversight of PE and Isle of Wight County providing collaborative input, VDOT coordination, and oversight of PE phase activities; and

WHEREAS, the Town of Windsor and Isle of Wight County agree to jointly administer any required Right-of-Way and/or Utility (RW/Utl) Phase, with the Town of Windsor providing funding and oversight of any required acquisition and relocation and Isle of Wight County providing collaborative input, VDOT coordination, and oversight of RW/Utl phase activities; and

WHEREAS, the Town of Windsor agrees to provide funding necessary for the Construction Phase (CON) directly to Isle of Wight County prior to public advertisement for construction bids to complete this project, and such funding shall be the total Engineer's Opinion of Probable Cost for construction at 90% design approval, including construction, construction inspection and engineering services, VDOT oversight fees, and no less than 10% contingency; and

WHEREAS, Isle of Wight County will directly administer Construction Phase (CON); and

WHEREAS, the current estimated cost of the project is \$575,000.

WHEREAS, Isle of Wight County agrees to apply for Revenue Sharing grant funding for the project, with the agreement that, if grant funds are received, Isle of Wight County will provide front-funding of the grant allocation and the Town of Windsor will provide the required matching funds directly to Isle of Wight County prior to construction advertisement along with any other

funding necessary to realize the full value of the Engineer's Opinion of Probable Cost for construction at 90% design approval; and

WHEREAS, the Town of Windsor agrees to provide direct funding to Isle of Wight County for any project cost increases which may develop after the 90% design approval, including but not limited to bid overruns, administrative overruns, and/or contingency overruns, provided that such cost increases are approved by VDOT;

NOW, THEREFORE, the Town of Windsor and Isle of Wight County both agree that they will work together in the manner stated above for the engineering, construction, and funding of sidewalks on Church Street and Shiloh Drive in the Town of Windsor.

WITNESS the following signatures.

ISLE OF WIGHT COUNTY

TESTE:

Candy Mills Storm
Clerk, Board of Supervisors

By: Ray Abbe
Chairman
Board of Supervisors

APPROVED AS TO FORM:

Mark S. [Signature]
County Attorney

9/21/17
Date

TOWN OF WINDSOR

ATTEST:

Jerry Whitehead
Clerk of Council

By: Carita J. Richardson
~~10/11/17~~
Mayor

APPROVED AS TO FORM:

[Signature]
Town Attorney

10-25-17
Date

Isle of Wight County
Shiloh Drive Sidewalk (Church St., Windsor)
Project (UPC: 113200)
CONSTRUCTION ESTIMATE *as of 8/30/2019*

Construction Phase		NOTES
Misc. Expense (Daily Press)	\$ 500.00	<i>ESTIMATE Based on Previous Advertisements Costs</i>
Nutrient Credits	\$ 8,000.00	<i>ESTIMATE Based on Kimley-Horn's OPC dated</i>
Construction Contract	\$ 351,750.00	<i>ESTIMATE Based on Kimley-Horn's OPC dated</i>
Construction Engineering (CE) Contract	\$ 6,000.00	<i>ESTIMATE Based on Kimley-Horn's OPC dated</i>
Construction Inspection (CI) Contract	\$ 69,071.99	<i>Based on the County's CONTRACT w/ ATCS</i>
Contingency (5% of Construction Contract)	\$ 17,587.50	
VDOT Charges	\$ 10,000.00	<i>Based on VDOT's Appendix A</i>
Total:	\$ 462,909.49	
Town of Windsor	\$ 231,454.75	
Rev Shar Grant	\$ 231,454.75	
	\$ 462,909.49	

SHILOH DRIVE/CHURCH STREET SIDEWALK EXTENSION PROJECT

CONSTRUCTION SCHEDULE (UPC 113200) as of 09.27.2019

	<u>DURATION</u>	<u>START DATE</u>	<u>END DATE</u>
CONSTRUCTION IFB SUBMITTAL		9/30/2019	
VDOT Review and Approval	3 WEEKS	10/1/2019	10/15/2019
Advertisement	3 WEEKS	10/21/2019	11/12/2019
Bid Opening		11/12/2019	
Bid Review and Approval	4 WEEKS	11/12/2019	12/10/2019
Pre-Construction Mtg/NTP	1 WEEK	12/10/2019	12/13/2019
CONSTRUCTION	4 MONTHS	12/16/2019	4/16/2020

2020