

## Town of Windsor

### Memorandum

January 8, 2019

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Duke Street and Virginia Avenue Water Line Project

Back in December of 2017, Town Council entered into an agreement with Bowman Consulting to provide "on-call" engineering services to the Town. One of the projects that we had in mind when we engaged Bowman was the replacement of water lines along Duke Street and Virginia Avenue.

As you are aware, this year's Water Fund CIP contains \$300,000 for the construction of the Duke Street/Virginia Avenue water line project. This project is to upgrade from the existing 4" lines on Duke Street to 8" and to upgrade the 4" lines on Virginia Avenue to 6". This project will increase capacity in these areas, replace aging lines, and provide fire protection where there currently is none.

Attached you will find a proposed work order to complete the engineering for this project. I had Brian Camden with Alpha Corporation review the work order and he provided favorable comments. The work order is for a total cost of \$47,000 and will provide all needed engineering work through design, bidding, and construction of the project. There is \$300,000 set aside in this year's Water Fund budget for this project.

I recommend that Council authorize the Town Manager to execute this work order so that we can proceed with this work.

#### **Recommended Motion**

Move that Council authorize and direct the Town Manager to execute the work order with Bowman Consulting for the design and construction administration services related to the Duke Street and Virginia Avenue water line project.



# WORK ORDER

Date: January 2, 2019

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

Phone: 757-229-1776  
Fax: 757-229-4683

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

Phone: 757-242-4288  
Fax: 757-242-9039

Project Name: Town of Windsor - Replacement of  
Waterlines along Duke St. and Virginia Avenue

Project #: 008493-01-005

Proposal #: 08.18.130

Task #: 00001, 00002, 00003, 00004, 00005, and  
00006

## Project Description:

This Work Order covers design and construction administration services related to the replacement of the existing water lines along Duke Street and Virginia Avenue with new PVC C-90 pipelines with its associated appurtenances. The approximate length of water line to be replaced is 3.600 L.F. Water lines to be placed within existing right-of-ways.

## SCOPE OF SERVICES AND FEES

### Task 1 – Meetings and Coordination:

This task covers our participation in various meetings and/or conference calls with the Owner, representative from VDH and others throughout the design and project approval phase of the project.

**FEE: \$5,000.00 Lump Sum**

### Task 2 – Topographic Survey:

This task covers the collection of topographic survey data for the proposed water line route along Duke Street and Virginia Avenue. Also includes property research along the route to determine the existence of right-of-ways on easements for the placement of the proposed water lines.

**FEE: \$10,000.00 Lump Sum**

### Task 3 – Water Line Design:

This task covers the preparation of plans and specifications for the replacement of the water lines along Duke Street and Virginia Avenue. It includes submittal of documents to VDH for review and issuance of the Certificate to Construct.

**FEE: \$15,000.00 Lump Sum**

**Task 4 – Construction Bidding:**

This task covers the preparation of bidding documents for soliciting construction bids for the work. It includes participation in a pre-bid conference to be held at the Town Hall. It includes responding to RFI's throughout the bidding process and the evaluation of bids received.

**FEE: \$4,500.00 Lump Sum**

**Task 5 – Construction Administration:**

This task includes providing construction administration services throughout the period of construction including periodic (monthly) progress meetings, on site, responding to contractor's inquiries during construction, the review and approval of Contractor's requests for payment. Also includes preparation and submittal of the Certificate to Operate the water line from VDH.

**FEE: \$10,000.00 Lump Sum**

**Task 6 – As-Built:**

This task covers the conversion of the design drawings to as-built records using mark-ups provided by the contractor. As-built drawings to be provided in AutoCAD and pdf format.

**FEE: \$2,500.00 Lump Sum**

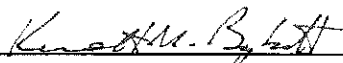
**Excluding:**

- Daily construction inspections
- Underground utility location services

The individual signing this Work Order acknowledges that Bowman Consulting Group's Standard Terms and Conditions attached to the proposal dated **January 10, 2018** shall apply to this Work Order. 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

By:   
Name: Kenneth M. Baybutt, PE  
Title: Branch Manager

By: \_\_\_\_\_  
Name: Michael Stallings  
Title: Town Manager  
Date \_\_\_\_\_