

August 8, 2017

RESUME

Prince George County solicited proposals from several firms for architectural and engineering services for the Fire a Live Fire Training Building on Wells station Rd. The committee has reviewed the proposals and discussed the details of the project. After meeting and discussions the committee has selected Wiley – Wilson as the recommended firm. Therefore, the committee respectfully requests the County Administrator be authorized to negotiate a contract with Wiley-Wilson for the Live Fire Training Building located on Wells Station Road.

August 1, 2017

James B. Owens
Director
Prince George Fire & EMS
6602 Courts Drive
Prince George, VA 23875

RE: Burn Building Prop Construction Administration Services
Wiley|Wilson Proposal No. 2017162

Dear Director Owens:

Based on our recent conversations, we understand that Prince George County is in the process of purchasing a pre-engineered burn building prop to be constructed within the County for the purpose of offering firefighter training to Prince George and surrounding jurisdictions. Funding for this burn building prop, at least in part, will be provided through a grant with the Virginia Department of Fire Programs (VDFP). As part of the grant program, construction administration services are required to be performed by a licensed engineer. Therefore at your request, Wiley|Wilson has provided this letter proposal to perform construction administration services for the proposed burn building.

Scope of Services

Wiley|Wilson will provide limited construction administration services consisting of:

- Perform up to six (6) site visits to visually observe the construction progress to date and to compare the as-built conditions to the approved construction drawings.

As previously discussed with you and the VDFP, the construction documents for this project will be produced by the specialty engineer responsible for the design of the pre-engineered building system, which will consist of stackable steel shipping containers connected together and various accessories items such as metal stairs. As the specialty engineer will be responsible for the design, responses to any field questions (RFIs) or review and approval of any shop drawing submissions will be the responsibility of the specialty engineer and not Wiley|Wilson.

We anticipate that we will be provided with copies of the construction documents, approved shop drawings, and RFI responses prior to our site visits so that we can utilize these documents to check the as-built conditions.

Basis of Proposal

We have based our proposal on the portion of RFP #17-0501-1 produced by Prince George County covering construction administration. We have further tailored our proposal based on our conversations with you, as well as our conference call with the VDFP Budget and Grants Manager, Ms. Theresa Hunter, on July 19, 2017. Further our proposal is based on a maximum of six site visits. Additional site visits conducted at the request of the County will be performed at our normal hourly rates.

Deliverables

During our site visits, we will compare the visible as-built structural components to the approved construction/shop drawings. Any discrepancies will be brought to the immediate attention of the contractor for resolution. Following our site visits, we will provide a site visit report containing a list of any discrepancies

Choose office.



noted in the field and whether they were rectified while we were present. After the completion of our final site visit, we will issue a supplemental letter report compiling a list of any items noted during our previous site visits that are still outstanding.

Please note that if discrepancies are not resolved while we are on-site and are then covered up by additional construction, Wiley|Wilson will not be able to close these items out on our supplemental report. We rely on timely notification by the contractor to visually observe and close out all noted discrepancies.

Schedule

We anticipate that work on this project will begin in the winter or early spring of 2018 and will be completed by the end December 2018.

Fee

The lump sum fee, including normal expenses, for the proposed services is \$17,500. Normal expenses include travel to the project site and document reproduction cost. Invoicing will occur monthly based on our estimated percent complete. Payments are due and payable thirty (30) days from the date of the invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the rate of 1.0 percent per month. This proposal is valid for 30 days from the date of this letter.

Changes in Scope

Changes in Wiley|Wilson's scope of services as defined in this letter must be authorized in writing by Prince George County.

We have emailed a signed copy of our proposal letter to serve as our agreement. If you accept the terms of this proposal, please sign on the line provided and return one copy to us.

Sincerely,

Wiley|Wilson

Scott M. Francis, P.E.
Senior Engineer, Structural Department

Dennis W. Knight, Jr., P.E.
Senior Vice President

Signature: _____

Title: _____

Date: _____

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