

Issue Analysis Form

Date: May 12, 2020

Item: Award of Contract for Route 156 Water Line Extension Construction Administration Services

Lead Department: Engineering & Utilities

Contact Persons: Frank Haltom, Director



Description and Current Status

Dewberry Engineers, Inc. has completed the design of the Route 156 Water Line Extension project and the plans are scheduled to be advertised for bid on May 13th. Construction is anticipated to begin in July 2020 and construction duration is anticipated to be eighteen (18) months to substantial completion and twenty (20) months to final completion. Construction administration services for the project is required to provide engineering consultation during construction and proper documentation.

\$2,640,000 for the Route 156 Water Line Extension was included as part of the General Obligation borrowings, Bond Series Spring 2019. The County has received a proposal from Dewberry Engineers Inc. to perform construction administration services associated with this project.

This project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for Route 156 Water Line Extension Construction Administration services to Dewberry Engineers, Inc.

The Government Path

- | | | |
|---|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Planning Commission action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Board Action Requested:

A resolution to award the contract for the Route 156 Water Line Extension Construction Administration services to Dewberry Engineers, Inc. for \$67,890.

Fiscal Impact Statement

\$2,640,000 for the Route 156 Water Line Extension was included as part of the General Obligation borrowings, Bond Series Spring 2019.

Prince George County Impact

Award of this contract to Dewberry Engineers, Inc. will provide the required construction administration services for the water line extension project.

Notes

None.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia, this 12th day of May, 2020:

Present:

Donald Hunter, Chairman
Alan R. Carmichael, Vice-Chair
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

Vote:

A-2

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION: AWARD OF CONTRACT FOR ROUTE 156 WATER LINE EXTENSION CONSTRUCTION ADMINISTRATION SERVICES.

WHEREAS, Dewberry Engineers, Inc. has completed the design of the Route 156 Water Line Extension project and the plans are scheduled to be advertised for bid on May 13th; and

WHEREAS, construction is anticipated to begin in July 2020 and construction duration is anticipated to be eighteen (18) months to substantial completion and twenty (20) months to final completion. Construction administration services for the project is required to provide engineering consultation during construction and proper documentation; and

WHEREAS, \$2,640,000 for the Route 156 Water Line Extension was included as part of the General Obligation borrowings, Bond Series Spring 2019. The County has received a proposal from Dewberry Engineers Inc. to perform construction administration services associated with this project; and

WHEREAS, this project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for Route 156 Water Line Extension Construction Administration services to Dewberry Engineers, Inc.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 12th day of May, 2020, hereby awards the contract for the

for Route 156 Water Line Extension Construction Administration services to Dewberry Engineers, Inc. for \$67,890.

A Copy Teste:

Percy C. Ashcraft
County Administrator



Dewberry Engineers Inc. | 804.290.7957
4805 Lake Brook Drive, Suite 200 | 804.290.7928 fax
Glen Allen, VA 23060 | www.dewberry.com

April 7, 2020

Mr. Frank Haltom, PE
Director of Engineering and Utilities
Prince George County
P.O. Box 68
6602 Courts Drive, Second Floor
Prince George, VA 23875

**RE: Proposal for Professional Engineering Services
Route 156 Water Main Extension
Construction Administration**

Dear Mr. Haltom:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal to provide professional engineering services for construction administration services required for the Route 156 Water Main Extension project. Our Project Understanding, Scope of Services, and Fee have been developed based on correspondence with County staff. All work under this proposal will be performed in accordance with the terms and conditions of our Contract for On-Call Engineering Services with Prince George County, executed April 1, 2019.

PROJECT UNDERSTANDING

Dewberry understands that Prince George County (Owner) is seeking construction administration services for the Route 156 Water Main Extension Project. Construction Notice to Proceed is anticipated in June 2020. Construction is anticipated to begin in July 2020 and construction duration is anticipated to be eighteen (18) months to substantial completion and twenty (20) months to final completion. This proposal will cover services through the end of the anticipated construction timeframe.

It is anticipated that this project will be bid under separate contract than the Route 460 Water Main Extension project which is anticipated to have a construction duration to be six (6) months to substantial completion and seven (7) months to final completion. It is anticipated that the Route 460 Water Main Extension project will start construction before the Route 156 Water Main Extension project.

It is anticipated that this project will be bid under separate contract than the Food Lion Water Booster Station Upgrade project which is anticipated to have a construction duration to be eight (8) months to substantial completion and nine (9) months to final completion. It is anticipated that the Food Lion Water Booster Station Upgrade project will start construction approximately six (6) months after the Route 460 Water Main Extension project.

SCOPE OF SERVICES

Dewberry will perform the services outlined below.

1. Construction Administration

- 1.1 Conduct a pre-construction meeting with the Owner, Contractor, and all affected agencies. Dewberry will take meeting minutes and provide a written copy to all in attendance.
- 1.2 Review and approve all shop drawings, equipment drawings, and material standards submitted by the Contractor and provide copies of each to the Owner.
- 1.3 Respond to Requests for Information (RFIs) and provide engineering consulting during the construction phase.
- 1.4 Visit the site during construction, once per month after the monthly progress meeting, reviewing the work in detail with the Contractor and inspector.
- 1.5 Review and approve monthly and final payments to the Contractor. Attend eighteen (18) monthly progress/pay request meetings to discuss the status of the work.
- 1.6 Transfer field notes from the inspector and Contractor to the original drawings and provide one (1) copy of digital record drawings and three (3) printed paper sets of Record Drawings.
- 1.7 Attend substantial completion inspection, prepare punchlist, and prepare substantial completion certificate for the project.
- 1.8 Complete final inspection to verify punch list has been completed.
- 1.9 Provide statement of completion letter to the Virginia Department of Health.
- 1.10 Coordinate with contractor for closeout documents.

FEE

Dewberry's lump sum fee for these services is **\$67,890** for the Route 156 Water Main Extension project.

A copy of our man-hour breakout estimate for Route 156 is attached.

CLARIFICATIONS

1. Specific services outside of those identified in the Scope of Services outlined above will be deemed an additional service.
2. For the purposes of this proposal, Dewberry anticipates a construction duration of 18 months for the Route 156 Water Main Extension project. Should the duration of the construction contract change, Dewberry's fee for construction administration will be modified accordingly.

EXCLUSIONS

The following services are specifically excluded from the scope of services but could be provided by Dewberry as additional services if authorized in writing by the OWNER.

1. Services resulting from significant changes in the general scope, extent or character of the project or its design including, changes in size, complexity, schedule, character of construction or method of financing; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to their preparation, or are due to any other causes beyond Dewberry's control.
2. Assistance in connection with bid protests, re-bidding or renegotiating contracts for construction, materials, equipment or services.
3. Preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project.
4. Additional or extended services during construction resulting from significant delays, changes or price increases occurring as a direct or indirect result of the CONTRACTOR's material, equipment, labor or energy shortages, work damaged by fire or other causes during construction, a significant amount of defective or neglected work of any CONTRACTOR, acceleration of the schedule involving services beyond normal working hours, and default by any CONTRACTOR.

Mr. Frank Haltom, PE
Proposal for Professional Engineering Services
Route 156 Water Main Extension
Bidding and Construction Administration
April 7, 2020

We look forward to the opportunity to serve Prince George County on this project. If you have any questions, or require additional information, please feel free to contact us.

Sincerely,
Dewberry Engineers Inc.



Danylo A. Villhauer, P.E.
Associate Vice President

ATTACHMENTS

1. Attachment A – Man-hour Breakout Estimate

Q:\PROPOSAL\2020\Prince George County\Route 460 and Route 156 ConA and Inspection\2020.04.07 - Route 156 ConA.docx

Prince George County											
Route 156 Water Main Extension Construction Administration											
Work Breakdown Structure and Cost Estimate											
Task/Subtask	QAQC (Engineer VIII)	Project Manager (Engineer V)	Project Engineer (Engineer II)	Structural Engineer (Engineer VI)	Electrical Engineer (Engineer VI)	Site Engineer (Engineer IV)	Surveyor (Surveyor VI)	2-Person Survey Crew	Inspector (Inspector II)	Other Direct Costs	Totals
	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Construction Administration (Lump Sum)											
1		4	8								12
2		24	40								66
3		108	36								148
4		2	18								38
5		72	72								152
6		6	8								14
7		4	6								10
8		4	8								12
9		2									2
10		8	24								32
Subtotal Hours		250	220								486
Subtotal Cost	\$ 3,440.00	\$ 40,000.00	\$ 24,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 67,890.00
Total Labor Costs											
Construction Administration (Lump Sum)											\$ 67,890.00
Total Lump Sum Price of all Tasks											\$ 67,890.00

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Construction Administration (Lump Sum)	\$ 67,890.00
Total Lump Sum Price of all Tasks	\$ 67,890.00