

# Issue Analysis Form

**Date:** September 22, 2020

**Item:** Award of Contract for Waste Water Treatment Plant Preliminary Engineering Report (PER)

**Lead Department:** Engineering & Utilities

**Contact Persons:** Frank Haltom, Director



## Description and Current Status

At the Board's June retreat, options were presented to address the future wastewater capacity needs for the Southpoint Business Park and the County. One option is the extension of the wastewater infrastructure to the Hopewell Wastewater Treatment Facility. To further evaluate this option, staff has recommended a Preliminary Engineering Report (PER) to be performed.

The Engineering and Utilities Department has received a proposal from Dewberry Engineers to perform a PER to determine the required improvements, easements acquisition requirements, force main alignment, and project costs.

This project will be completed utilizing the Annual Engineering Services Contract. Staff recommends an award of the contract for the Sewer Extension to Hopewell PER to Dewberry Engineers for \$19,335.

## The Government Path

**Does this require IDA action?**  Yes  No

**Does this require BZA action?**  Yes  No

**Does this require Planning Commission action?**  Yes  No

**Does this require Board of Supervisors action?**  Yes  No

### Board Action Requested:

A resolution to award the contract for the Sewer Extension to Hopewell Preliminary Engineering Report to Dewberry Engineers for \$19,335.

## Fiscal Impact Statement

The appropriated budget within the Utility CIP fund will cover the cost of these services and no additional appropriation is required.

## Prince George County Impact

Award of this contract will provide the Board information on the option to construct a sewer improvement to the Hopewell Wastewater Treatment Facility to meet the future wastewater capacity needs.

## Notes

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 22th day of September, 2020:

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Present:

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

Vote:

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A-5

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

**RESOLUTION: AWARD OF CONTRACT FOR SEWER EXTENSION TO HOPEWELL - PRELIMINARY ENGINEERING REPORT.**

WHEREAS, at the Board's June retreat, options were presented to address the future wastewater capacity needs for the Southpoint Business Park and the County, one option being the extension of the wastewater infrastructure to the Hopewell Wastewater Treatment Facility.

WHEREAS, staff has recommended a Preliminary Engineering Report (PER) to be performed to further evaluate this option; and

WHEREAS, The Engineering and Utilities Department has received a proposal from Dewberry Engineers to perform a PER to determine the required improvements, easements acquisition requirements, force main alignment, and project costs; and

WHEREAS, the project will be completed utilizing the Annual Engineering Services Contract. Staff recommends an award of the contract for the Sewer Extension to Hopewell Preliminary Engineering Report to Dewberry Engineers in the amount of \$19,335.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of September, 2020, hereby awards the contract for the Sewer Extension to Hopewell Preliminary Engineering Report to Dewberry Engineers for \$19,335.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator



September 14, 2020

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

**RE: Proposal for Professional Engineering Services  
Hopewell Wastewater Conveyance Evaluation**

Dear Mr. Haltom:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal, per your request, to provide professional engineering services for the preparation of a technical memorandum to further evaluate the wastewater infrastructure needed convey additional wastewater from the Southpoint Business Park to the City of Hopewell's wastewater treatment plant (WWTP). Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on our phone conversations and our experience working on the Southpoint Utilities Evaluation. 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**

Prince George County contracted with Dewberry to prepare a feasibility study for the evaluation of water and sewer improvements necessary to meet the utility needs at the Southpoint Business Park and the County. One of the options evaluated included the construction of new wastewater pumping and linear infrastructure to convey wastewater to the City of Hopewell's WWTP. The purpose of this study is to evaluate this option in more detail and to identify value engineering options that could make the project most cost effective while also serving the long term needed of the County. The results of the evaluation will be summarized in a technical memorandum.

#### **SCOPE OF SERVICES**

This project will include the preparation of a technical memorandum to evaluate wastewater infrastructure to convey wastewater from the Southpoint Business Park to the City of Hopewell's WWTP. The scope of work will include the following items.

1. Review existing information and data and develop up to three value engineering (3) options.
2. Coordinate with the City of Hopewell to confirm the connection point location and hydraulic conditions.
3. Conference call with the County to review value engineering options and confirm up to two (2) alternatives to evaluate in the technical memorandum.

4. Update pump station sizing and confirm configuration and layout with the County.
5. Evaluate up to two (2) force main alignments including hydraulics, construction cost, and easement requirements.
6. Prepare construction cost estimate for proposed infrastructure including the cost of easement acquisition.
7. Prepare a draft technical memorandum to summarize the results of the evaluation and provide recommendations for the proposed infrastructure to convey wastewater to the City of Hopewell.
8. One (1) meeting with the County to review the draft technical memorandum.
9. Prepare final technical memorandum based on County review comments.

#### **SCHEDULE**

Dewberry can begin work on this project immediately upon receiving a Notice to Proceed (NTP). We will submit the draft technical memorandum ten (10) weeks after the NTP date.

#### **FEE**

Dewberry's fee for these services is a lump sum of **\$19,335**. A copy of our man-hour estimate is attached.

#### **CLARIFICATIONS OR REQUIREMENTS**

1. Design and construction administration services are not included in this proposal.
2. Field services including boundary and topographic survey, subsurface utility engineering, geotechnical engineering, and any other field services are not included as it is assumed that this will be provided during the design phase.
3. Environmental studies, evaluations, or permits are not included in this proposal.
4. Easement acquisition services are not included in this proposal.

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

Attachment: Work Breakdown Structure and Fee Estimate

**Prince George County  
Hopewell Wastewater Conveyance Evaluation  
Work Breakdown Structure and Cost Estimate**

Task/Subtask	QAQC (Engineer VIII)	Project Manager (Engineer V)	Project Engineer (Engineer II)	Other Direct Costs	Totals
	\$ 215.00	\$ 160.00	\$ 110.00		
1 Review data and develop three (3) VE options	1	4	8		13
2 Coordinate with the City of Hopewell	1	2			3
3 Conference call with County	2	2			4
4 Update pump station sizing and configuration	2	4	8		14
5 Evaluate up to two (2) force main alignments	2	8	12		22
6 Prepare construction cost estimates	1	4	8		13
7 Prepare a draft technical memorandum	4	12	32		48
8 Review meeting with County	3	3			6
9 Prepare final technical memorandum based on County review comments.	1	4	12		17
<b>Total Hours</b>	17	43	80	N/A	140
<b>Total Cost</b>	\$ 3,655.00	\$ 6,880.00	\$ 8,800.00	\$ -	\$ 19,335.00