

Issue Analysis Form



Date: 09/13/2021
Item: Award of Contract – & Appropriation Bidding Negotiation Services - Architect Garage Expansion
Lead Department(s): General Services, Garage, Finance
Contact Person(s): Dean Simmons; Betsy Drewry

Description and Current Status

During the adoption of the FY2021 budget and CIP, the Board of Supervisors approved a Garage Expansion as a FY2021 capital project to be paid for with debt issuance in the spring of 2021. The main focuses of the expansion are to allow for the repair and maintenance of large apparatus within an enclosed garage bay, and to add office and storage space.

Guernsey Tingle, one of our contracted A&E firms was approved to provide the programming, schematic design and construction document phase services. The award of contract and appropriation of future debt proceeds was approved in the amount of \$112,900 by the Board of Supervisors on March 9, 2021 (R-21-044; Reimbursement Resolution R-21-044A).

The \$112,900 Phase I services did not include initial BN (Bid Negotiation) Services. The pre-bid and IFB response portion of those BN services total **\$2,439.00** – See **Attachment 1 (portion circled in red)**. This does not include construction management phase estimated at \$53,470 of the \$55,909 BN services.

Staff is recommending **award of contract to Guernsey Tingle in the amount of \$2,439** for the pre-bid and bid response portion of the **Bid Negotiation Services (BN)** phase.

Funds for architectural services will be derived from a 2021 borrowing (date TBD) as part of the CIP Garage Expansion project.

Staff is requesting the board to authorize:

- Authorization for the County Administrator to execute a contract with **Guernsey Tingle not to exceed \$2,439**
- Appropriation of \$2,439 from future debt issuance
- Reimbursement resolution allowing the County to reimburse itself for A/E services when debt is issued

Two draft resolutions for board consideration are included in the board packet.

- Combined Award of Contract and Appropriation Resolution (revenue source bond proceeds)
- Reimbursement Resolution to allow the County to pay for A/E services and reimburse itself after bonds are issued

Final designs will be shared with the board and an Invitation for Bid issued for construction after design is complete. The requested March 9 and September 14 actions do not include appropriation for construction costs.

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 |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

Use of up to \$2,439 in planned 2021 bond proceeds. The initial total project estimate included in CIP \$2,100,000 – with A/E and all Furniture, Fixtures & Equipment. Updated estimates were provided in early August totaling as much as \$3,429,000. A cash contribution of up to \$1,329,000 could be required to supplement contributions to debt reserves that were included in the adopted FY2021 and FY2022 budget.

County Impact

Expansion of the County Garage will allow for the repair and maintenance of large apparatus in an enclosed bay and will expand office and storage space.

Notes



February 11, 2021
 Revised February 15, 2021

Michael Purvis
 Director General Services
 6400 Courthouse Rd., Bldg. #10
 Prince George, VA 23875

**RE: 6300 Laurel Spring Road, Prince George
 Fleet Maintenance Building Additions**

Dear Michael:

GuernseyTingle is pleased to provide this proposal to perform Bidding Negotiation and Construction Administration Phase services for the property described above. Our understanding of the goal of the project is to provide additions at the Prince George Fleet Maintenance Building. Our scope for these phases will initially be based on work performed in the Feasibility Study Phase completed by WW Associates on January 23, 2020.

Our services shall include the following:

Bidding Negotiation Phase:

- Attend the Pre-Bid Conference, either virtually or in-person.
- Answer bidder's questions and issue an addendum as required.

Construction Administration Phase (based on 8 months construction):

- Review submittals provide by the contractor.
- Answer contractor's questions and RFI's during construction.
- Review Pay Applications provided by the selected General Contractor.
- Architect to attend 18 site visits/meetings (includes Pre-Con, bi-weekly meetings, and a final inspection), structural to attend 10 site visits/meetings (includes Pre-Con, 8 visits when needed, and a final inspection), and mechanical/electrical engineers to attend 10 site visits/meetings each (includes Pre-Con, 8 visits when needed, and a final inspection).
- Prepare Record Drawings based on the Contractor's marked up set of drawings.

We propose to provide work for the Biding and Construction Administration Phases for a fixed fee of \$55,909.

These fees include estimated reimbursable expenses for travel mileage and printing services. Actual expenses will be included at invoicing. This proposal for architectural services does not include the following:

**\$2,439 OF \$55,909 REQUESTED FOR
 APPROVAL ON 09.14.2021**

4350 New Town Avenue, Suite 101, Williamsburg, VA 23188 ☎ 757.220.0220 📠 757.221.0457

- Design Phase Services
- Interior furniture, fixtures, and equipment. We will coordinate and provide the infrastructure for Owner provided FFE.
- Fire Suppression System design or engineering.
- Three dimensional images or color renderings.
- Value engineering services.

We have included a Scope of Work & Fee Worksheet, showing our breakdown of the proposed tasks and hours. Standard terms, conditions, and hourly rates are as agreed to in Prince George County Contract #21-04-0504 dated November 12, 2020.

We look forward to working with the Prince George County on improvements to this important facility.

Sincerely,



Stephanie L. Kalantarians, AIA
Vice-President
GuernseyTingle

Enclosures: Scope of Work Fee Worksheet

Accepted:

Signature

Name & Title

Date

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 14th day of September, 2021:

Present:

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

Vote:

C-2

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

RESOLUTION; AWARD OF CONTRACT AND APPROPRIATION FROM DEBT PROCEEDS (\$2,439 ARCHITECTURAL AND ENGINEERING SERVICES, PRE-BID AND IFB RESPONSE PHASE, COUNTY GARAGE EXPANSION)

WHEREAS, a pricing proposal was received from Guernsey Tingle, one of three contracted Architectural and Engineering Firms as awarded on November 10, 2020 via RFP 21-04-0504, in an amount not to exceed \$2,439 for pre-bid and invitation for bid response phases of bid negotiation services of a Garage Expansion project; and

WHEREAS, the Garage Expansion was included in the adopted FY2021 CIP, with the planned funding source of a 2021 borrowing the date of which is to be determined; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Guernsey Tingle for pre-bid and invitation for bid response phases of bid negotiation services, in an amount not to exceed \$2,439 to move forward with the design and bidding of a Garage Expansion.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 14th day of September, 2021, hereby awards the contract for pre-bid and invitation for bid response phases of bid negotiation services of Architectural and Engineering Services for a Garage Expansion to Guernsey Tingle in an amount not to exceed \$2,439 and authorizes the County Administrator to execute a contract with Guernsey Tingle.

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of September, 2021, does hereby authorize the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0311-01-002-3208-48240	CIP – County Garage Expansion	\$2,439
<u>Revenue:</u>		
0311-40-900-8115-341401	Debt Proceeds	\$2,439

A Copy Teste:

Percy C. Ashcraft
County Administrator

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 14th day of September, 2021:

Present:

Vote:

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

A-__

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

**RESOLUTION OF OFFICIAL INTENT TO REIMBURSE
EXPENDITURES WITH PROCEEDS OF BONDS
OR OTHER INDEBTEDNESS**

WHEREAS, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has previously determined to undertake the purchase of pre-bid and bid response (bid negotiation) phase of architectural services for an expansion of the County Garage of \$2,439;

WHEREAS, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$2,439;

WHEREAS, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$2,439 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

WHEREAS, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the "Expenditures") prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County as follows:

1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the "Bonds") or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$2,439.

2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.

4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, and certain de minimis amounts.

5. The Board intends that the adoption of this Resolution confirms the "official intent" of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County's counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.

7. This Resolution shall take effect immediately upon its passage.

A Copy Teste:

Percy C. Ashcraft
County Administrator