

Issue Analysis Form



Date: April 12, 2022
Convenience Station A&E
Services – Award of Contract
& Appropriation from Fund
Balance

Item:

Lead Department(s): General Services / Finance
Dean Simmons, Betsy

Contact Person(s): Drewry

Description and Current Status

The Board of Supervisors received information regarding moving forward with a convenience station during its March 22 work session. Direction provided to staff was to pursue a full service convenience station.

Design work is required prior to developing the convenience station. Staff is recommending an award of contract to **Guernsey Tingle**, one of the County's contracted Architectural firms, in an amount **not to exceed \$161,997**. The proposal received from Guernsey Tingle is provided as **Attachment 1**. Services include Schematic Design, Documents Design, Construction Documents, Bidding Negotiation, and Construction Administration.

The Director of General Services recommends an award of contract to Guernsey Tingle in an amount not to exceed **\$161,997.00** for services outlined in their proposal.

An appropriation from unreserved General Fund, Fund Balance is **the recommended funding source**, and the required **appropriation entry** is shown below.

Budget & Appropriation Entry

General Fund

Revenues:		
0100-40-900-8208-399999	General Fund, Fund Balance	\$161,997.00
Expenditures:		
0100-09-401-0917-49172	Transfer to Capital Improvement Fund	\$161,997.00

CIP Fund

Revenues:		
0311-90-901-8207-399100	CIP Transfer from General Fund	\$161,997.00
Expenditures:		
0311-04-102-3222-48169	CIP Convenience Station 2	\$161,997.00

Board Approvals requested:

Award of contract to Guernsey Tingle in an amount not to exceed \$161,997.00, authorizing the Interim County Administrator to execute a contract with Guernsey Tingle

Approval of an Appropriation from Unreserved General Fund, Fund Balance in the amount of \$161,997.00

A draft resolution that authorizes these actions is included for consideration and possible approval.

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

Does this require a public hearing? ☐ Yes ☒ No

If so, before what date? ☐ Yes ☐ No

Fiscal Impact Statement

Approval of these services will require the appropriation of \$161,997 in unreserved General Fund, Fund Balance. Estimated unreserved fund balance prior to this appropriation is \$29,546,000, 22.89% of budgeted FY2022 expenditures.

County Impact

Approval of design services will allow for moving forward with a second full-service County convenience station.

Notes



March 2, 2022

Dean Simmons
Director General Services
P.O. Box 68
Prince George, VA 23875

**RE: Yancey Track, Prince George
Trash Convenience Center**

Dear Dean:

GuernseyTingle is pleased to provide this proposal to perform Schematic Design, Design Development, Construction Document, Bidding, and Construction Administration Phase services for the property described above. Our understanding of the goal of the project is to provide a trash convenience facility at the above location. Currently, we understand that this will include two compactors, recyclable collection, and a small, manned building. The project scope will be further clarified during the initial site programming meeting.

Our services shall include the following:

Schematic Design Phase: Our design team will make an initial site visit to meet with the Owner to discuss the project and program requirements. Based on information gathered, we will develop schematic site and building plans, as well as exterior elevations. We will perform a site survey during this phase not-to-exceed 5 acres. This will be billed hourly based on the final project needs. If more than 5-acres is required to be surveyed, additional fees may be required. We will also perform a geotechnical investigation during this time which consists of six profile borings and required testing. A report will be issued based on findings. Finally, a cost estimate will be provided based on the schematic design documents. We will meet virtually with the Owner to review the schematic design and cost estimate.

We propose to provide work for the Schematic Design Phase for a fixed fee of \$46,650. (Note that the Site Survey, to be billed hourly, is \$16,363 of this fee.)

Design Documents Phase: Based on the approved documents and information gathered during Schematic Design, we will further develop detailed documents. We will further develop the civil drawings to include E&S, demolition, layout, utility, grading, drainage, and stormwater management plans. Building plans will include a foundation and framing plan, floor plan, roof plan, building elevations, building and wall sections, and reflected ceiling plan. We will also prepare preliminary structural, plumbing, mechanical, and electrical plans, and schedules. A cost estimate will be

provided based on the design development document plans. We will meet with the owner for cost estimate and document approval prior to moving to the construction documents.

We propose to provide work for the Design Development Documents Phase for a fixed fee of \$31,677.

Construction Documents Phase: Based on comments received by the Owner during the Design Phase, we will make adjustments to the documents. We will finalize the civil drawings to include E&S, demolition, layout, utility, grading, drainage, stormwater management, landscape plans, and details. Final building plans will include a foundation and framing plan, floor plan, roof plan, building elevations, building and wall sections, reflected ceiling plan, window and door schedules, and interior details. We will also prepare final structural, plumbing, mechanical, and electrical plans, and schedules. We will prepare technical book specifications for your use. A final cost estimate will be provided based on the construction document plans. We will meet with the owner for cost estimate and construction document approval prior to completing the permit documents. Also included in this phase is time to coordinate with VDEQ for review and approval as well as documents for the Owner to submit to VDEQ/VSMP for a land disturbance permit. The permit fee is not included. Printing is included for documents to be sent for permit.

We propose to provide work for the Construction Documents Phases for a fixed fee of \$49,436.

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 6 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.
- Civil to attend up to 12 site visits (includes Pre-Con, progress visits when needed, and substantial completion), architect to attend up to 3 site visits/meetings (includes Pre-Con, progress visit as need, and substantial completion), and mechanical/electrical engineers to attend 1 site visit/meeting each.
- 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 an hourly, not-to-exceed fee of \$34,234.

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:

- Special Inspections.
- 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, with a renewal dated October 14, 2021.

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

Sincerely,



Stephanie L. Kalantarians, AIA
Vice-President
GuernseyTingle

Enclosures: Scope of Work Fee Worksheet

Accepted:


Signature

Name & Title

Date

Prince George Trash Convenience Center
Proposed Scope of Work and Fee Worksheet
GuernseyTingle

Project No: 221144
Date: 3.3.23
Revised Date:

GuernseyTingle

Phase & Task	GuernseyTingle Principal		Senior Project Manager		Project Manager		Architect/ Designer II		Architect/ Designer II		Architect/ Designer I		Designer/ Technician		Administrative		Drafter/ Surveyor/ Civil		Pace Collab.	TAM Consultants	Downey & Scott Cost Estimate	Mileage/ Printing/ Reimbursable Expenses	Subtotal
	\$193.00 per hour Hrs	Cost	\$171.00 per hour Hrs	Cost	\$156.00 per hour Hrs	Cost	\$108.00 per hour Hrs	Cost	\$96.00 per hour Hrs	Cost	\$92.00 per hour Hrs	Cost	\$77.00 per hour Hrs	Cost	\$68.00 per hour Hrs	Cost		P/M/E	Struct				
Programming	INCLUDED IN THE SCHEMATIC DESIGN PHASE																						
Total Programming	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	
Schematic Design																							
Building Floor Plan	\$	-	\$	-	1	\$ 155	\$	-	\$	-	4	\$ 368	\$	-	\$	-	\$	-					
Building Exterior Elevations	\$	-	\$	-	1	\$ 155	\$	-	\$	-	4	\$ 368	\$	-	\$	-	\$	-					
Site Survey (Hourly)	\$	-	\$	-	1	\$ 155	\$	-	\$	-	1	\$ 92	\$	-	\$	-	\$	-					
Geotechnical Investigation	\$	-	\$	-	2	\$ 310	\$	-	\$	-	3	\$ -	\$	-	\$	-	\$	-					
Civil Schematic Plan	\$	-	\$	-	1	\$ 155	\$	-	\$	-	3	\$ -	\$	-	\$	-	\$	-					
PME Drawings	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Site Visit/Programming Meeting	\$	-	\$	-	2	\$ 310	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Schematic Design Cost Estimate	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Schematic Design Mtg. with Owner	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Project coordination	\$	-	\$	-	6	\$ 930	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Total Schematic Design	0	-	0	-	22	\$ 3,479	0	-	0	-	8	\$ 724	0	-	0	-	16	\$ 1,360	\$ 1,647	\$	1,978	\$	50
Design Development																							
Title Sheet and Code Summary	\$	-	\$	-	2	\$ 310	\$	-	\$	-	1	\$ 92	\$	-	\$	-	\$	-					
First Floor Plan	\$	-	\$	-	1	\$ 155	\$	-	\$	-	4	\$ 368	\$	-	\$	-	\$	-					
Roof Plan and Details	\$	-	\$	-	1	\$ 155	\$	-	\$	-	1	\$ 92	\$	-	\$	-	\$	-					
Reflected Ceiling Plans	\$	-	\$	-	1	\$ 155	\$	-	\$	-	3	\$ 276	\$	-	\$	-	\$	-					
Exterior Elevations	\$	-	\$	-	1	\$ 155	\$	-	\$	-	3	\$ 276	\$	-	\$	-	\$	-					
Building Sections	\$	-	\$	-	1	\$ 155	\$	-	\$	-	3	\$ 276	\$	-	\$	-	\$	-					
Wall Section	\$	-	\$	-	1	\$ 155	\$	-	\$	-	3	\$ 276	\$	-	\$	-	\$	-					
Civil Drawings	\$	-	\$	-	1	\$ 155	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
PME Drawings	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Design Development Cost Estimate	\$	-	\$	-	2	\$ 310	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Design Development Mtg. with Owner	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Project coordination	\$	-	\$	-	6	\$ 930	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Total Design Development	0	-	0	-	28	\$ 4,169	0	-	0	-	14	\$ 1,472	0	-	0	-	16	\$ 1,360	\$ 1,344	\$	2,658	\$	100
Construction Documents																							
Title Sheet and Code Summary	\$	-	\$	-	2	\$ 310	\$	-	\$	-	1	\$ 92	\$	-	\$	-	\$	-					
Life Safety Information and Plan	\$	-	\$	-	1	\$ 155	\$	-	\$	-	4	\$ 368	\$	-	\$	-	\$	-					
Legends and Abbreviations	\$	-	\$	-	1	\$ 155	\$	-	\$	-	1	\$ 92	\$	-	\$	-	\$	-					
Accessibility Details	\$	-	\$	-	1	\$ 155	\$	-	\$	-	2	\$ 184	\$	-	\$	-	\$	-					
Partition Types	\$	-	\$	-	1	\$ 155	\$	-	\$	-	3	\$ 276	\$	-	\$	-	\$	-					
First Floor Plan	\$	-	\$	-	1	\$ 155	\$	-	\$	-	2	\$ 184	\$	-	\$	-	\$	-					
Roof Plan and Details	\$	-	\$	-	1	\$ 155	\$	-	\$	-	2	\$ 184	\$	-	\$	-	\$	-					
Reflected Ceiling Plans	\$	-	\$	-	1	\$ 155	\$	-	\$	-	2	\$ 184	\$	-	\$	-	\$	-					
Exterior Elevations	\$	-	\$	-	1	\$ 155	\$	-	\$	-	2	\$ 184	\$	-	\$	-	\$	-					
Building Sections	\$	-	\$	-	1	\$ 155	\$	-	\$	-	3	\$ 276	\$	-	\$	-	\$	-					
Wall Sections	\$	-	\$	-	1	\$ 155	\$	-	\$	-	3	\$ 276	\$	-	\$	-	\$	-					
Door and Window Schedule and Details	\$	-	\$	-	1	\$ 155	\$	-	\$	-	2	\$ 184	\$	-	\$	-	\$	-					
Finish Schedule and Interior Elevations	\$	-	\$	-	1	\$ 155	\$	-	\$	-	2	\$ 184	\$	-	\$	-	\$	-					
Civil Drawings	\$	-	\$	-	1	\$ 155	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Landscape Drawings	\$	-	\$	-	1	\$ 155	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Structural Drawings	\$	-	\$	-	1	\$ 155	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
PME Drawings	\$	-	\$	-	1	\$ 155	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Book Specifications	\$	-	\$	-	0	\$ 1,240	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Construction Document Cost Estimate	\$	-	\$	-	2	\$ 310	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Construction Document Mtg. with Owner	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Permit Review/Docs (inc. VDEG and VSMR)	\$	-	\$	-	2	\$ 310	\$	-	\$	-	2	\$ 184	\$	-	\$	-	\$	-					
Quality Control Review	\$	-	\$	-	4	\$ 620	\$	-	\$	-	4	\$ 368	\$	-	\$	-	\$	-					
Project Coordination	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Total Construction Documents	0	-	0	-	24	\$ 3,279	0	-	0	-	10	\$ 1,160	0	-	0	-	16	\$ 1,360	\$ 1,647	\$	1,978	\$	200
Bidding/Negotiation (Hourly)	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Pre-Bid Conference	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Answer Bidders' Questions	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Total Bidding/Negotiation	0	-	0	-	8	\$ 1,240	0	-	0	-	3	\$ 184	0	-	0	-	16	\$ 1,360	\$ 1,293	\$	-	\$	80
Construction Administration (Hourly)	\$	-	\$	-	24	\$ 3,720	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Submittal Review	\$	-	\$	-	12	\$ 1,860	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
RFIs	\$	-	\$	-	9	\$ 1,368	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Pay Application Review	\$	-	\$	-	12	\$ 1,860	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Site Visits (2 Architect, 12 Civil, 1 PME)	\$	-	\$	-	2	\$ 310	\$	-	\$	-	4	\$ 368	\$	-	\$	-	\$	-					
Record Drawings	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Project coordination	\$	-	\$	-	4	\$ 620	\$	-	\$	-	5	\$ -	\$	-	\$	-	\$	-					
Total Construction Admin.	0	-	0	-	60	\$ 9,350	0	-	0	-	4	\$ 368	0	-	0	-	16	\$ 1,360	\$ 4,688	\$	360	\$	180
Total Construction	0	-	0	-	112	\$ 18,699	0	-	0	-	22	\$ 2,312	0	-	0	-	32	\$ 2,720	\$ 7,635	\$	2,348	\$	280
Total Hours	0	-	0	-	112	\$ 18,699	0	-	0	-	22	\$ 2,312	0	-	0	-	32	\$ 2,720	\$ 7,635	\$	2,348	\$	280
Total Cost	0	-	0	-	112	\$ 18,699	0	-	0	-	22	\$ 2,312	0	-	0	-	32	\$ 2,720	\$ 7,635	\$	2,348	\$	280

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 April, 2022:

Present:

Vote:

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

A-2

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

RESOLUTION; AWARD OF CONTRACT CONVENIENCE STATION ARCHITECTURAL SERVICES (NOT TO EXCEED \$161,997.00) AND APPROPRIATION FROM GENERAL FUND, FUND BALANCE (\$161,997.00)

WHEREAS, The Prince George County Board of Supervisors provided direction to staff to attain design services to move forward with creating a second trash convenience station; and

WHEREAS, The Director of General Services received a proposal and pricing from Guernsey Tingle, one of the County's contracted Architectural Firms, in the amount of \$161,997, to include schematic design, design document, construction document, bid negotiation, and construction administration services; and

WHEREAS, Staff is recommending an award of contract to Guernsey Tingle in an amount not to exceed \$161,997; and

WHEREAS, An appropriation from General Fund, Fund Balance is the recommended funding source for these design services; and

WHEREAS, Staff is requesting authorization for the Interim County Administrator to enter into a contract with Guernsey Tingle in an amount not to exceed \$161,997 for specified design services, and authorization of an appropriation from unrestricted General Fund, Fund Balance in the amount of \$161,997.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 12th day of April, 2022, hereby awards the contract for design services for a second Trash Convenience Station to Guernsey Tingle in an amount not to exceed

\$161,997 and authorizes the Interim 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 12th day of April, 2022, 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>
GENERAL FUND (0100)	
Revenues:	
0100-40-900-8208-399999 General Fund, Fund Balance	\$161,997.00
Expenditures:	
0100-09-401-0917-49172 GF Transfer to Capital Improvement Fund	\$161,997.00
CAPITAL IMPROVEMENT FUND (0311)	
Revenues:	
0311-90-901-8207-399100 CIP Transfer from General Fund	\$161,997.00
Expenditures:	
0311-04-102-3222-48169 CIP – Convenience Station 2	\$161,997.00

A Copy Teste:

Jeffrey D. Stoke
Interim County Administrator