

# Issue Analysis Form



**Date:** April 26, 2022

**Item:** Award of Contract –Engineering Services for Temple Avenue Tank and Booster Station

**Lead Department(s):** Engineering & Utilities

**Contact Person(s):** Frank Haltom

## Description and Current Status

A Request for Proposals, RFP # 22-08-0600, was advertised on January 11, 2022 to solicit professional engineering services for the evaluation, design, permitting and construction administration of the Temple Avenue Water Storage Tank and Pumping Station.

The closing date for proposals was February 9, 2022. Seven proposals from qualified engineering firms were received. These proposals were evaluated by a committee made up of county staff based on the criteria outlined in the RFP. Four firms were selected to interview based on their evaluation scores. Upon completing the interviews, the committee selected WW Associates. The evaluation scoring is attached for your review.

The County has received a proposal from WW Associates, for the evaluation, design, permitting and construction administration of the Temple Avenue Water Storage Tank and Pumping Station for \$435,000. An appropriation is required to cover the costs of these services. \$435,000 is available from Utilities Reserve Fund, Fund Balance.

Staff recommends an award of contract for the evaluation, design, permitting and construction administration of the Temple Avenue Water Storage Tank and Pumping Station to WW Associates for \$435,000. Staff also recommends the appropriation of funds from the Utility Reserve Fund in the amount of \$435,000 to fund the costs of these services.

Sample Motion: I move the Board approve the resolution to award the contract engineering services for the evaluation, design, permitting and construction administration of the Temple Avenue Water Storage Tank and Pumping Station to WW Associates for \$435,000; and the appropriation of funds from the Utility Reserve Fund in the amount of \$435,000 to fund the costs of these services.

## Government Path

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

**If so, before what date?**

### **Fiscal Impact Statement**

It is proposed to use Utility Reserve funds to cover the costs of these services. The following increase of funds within the 2021-2022 Budget will increase as follow:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b>Utilities Fund</b>		
<b>Expenditures:</b>		
0620-04-104-7003-49172	Utilities – Transfer to CIP	\$435,000
<b>Revenues:</b>		
0620-40-900-8208-399999	Utilities Fund, Fund Balance	\$435,000
<b>CIP Fund</b>		
<b>Expenditures:</b>		
0311-04-104-3223-48405	CIP – Temple Avenue T& PS	\$435,000
<b>Revenues:</b>		
0311-90-901-8207-399104	CIP – Transfer from Utility Fund	\$435,000

### **County Impact**

Award of this contract will provide the engineering design services for the construction of the new water storage tank and pumping station along Temple Avenue to allow additional water supply capacity to Prince George from the Appomattox River Water Authority.

### **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 26<sup>th</sup> day of April, 2022:

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Present:

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

Vote:

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On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, the following Resolution was adopted:

RESOLUTION: AWARD OF CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE EVALUATION, DESIGN, PERMITTING AND CONSTRUCTION ADMINISTRATION OF THE TEMPLE AVENUE WATER STORAGE TANK AND PUMPING STATION.

WHEREAS, a request for Proposal, RFP #22-08-0600, was advertised on January 11, 2022 to solicit professional engineering services for the evaluation, design, permitting and construction administration of the Temple Avenue Water Storage Tank and Pumping Station; and

WHEREAS, seven proposals from qualified engineering firms were received and evaluated based on the criteria outlined in the RFP; and

WHEREAS, four firms were selected to interview and further evaluate, and WW Associates received the highest scores to perform the proposed tasks; and

WHEREAS, the County has received a proposal from WW Associates, for the evaluation, design, permitting and construction administration of the Temple Avenue Water Storage Tank and Pumping Station for \$435,000; and

NOW, THEREFORE BE IT RESOLVED: that the Board of Supervisors of the County of Prince George this 26th day of April, 2022, hereby awards the contract for the evaluation, design, permitting and construction administration of the Temple Avenue Water Storage Tank and Pumping Station to WW Associates for \$435,000.

NOW, THEREFORE BE IT FURTHER RESOLVED: that the Board of Supervisors of the County of Prince George this 26th day of April, 2022, does hereby authorize and appropriate the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies shall 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>
Utilities Fund		
Expenditures:		
0620-04-104-7003-49172	Utilities – Transfer to CIP	\$435,000
Revenues:		
0620-40-900-8208-399999	Utilities Fund, Fund Balance	\$435,000
CIP Fund		
Expenditures:		
0311-04-104-3223-48405	CIP – Temple Avenue T& PS	\$435,000
Revenues:		
0311-90-901-8207-399104	CIP – Transfer from Utility Fund	\$435,000

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Jeffrey D. Stoke  
County Administrator