

# Issue Analysis Form



**Date:** November 9, 2022  
Award of Contract &  
Appropriation from Fund  
Balance Circuit Court Room  
Renovations - **Construction**

**Item:**

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

**Contact Person(s):** Drewry

## Description and Current Status

The Board of Supervisors authorized design of Circuit Court Room Renovations to Moseley Architects on November 9, 2021 with an appropriation from future bond proceeds totaling \$108,572 (R-21-193).

On August 9, 2022, the board received an update from Moseley Architects with a budget estimate and staff indicated issuance of an Invitation for Bids would follow.

Finance and General Services, with Moseley Architect's assistance, issued IFB #23-04-0504 on September 16, 2022. Bids were due on October 25, 2022 at 2PM, and the County received two (2) bids.

The bid summary is provided as **Attachment 1**.

A comparison of the actual bid and recommended budget summary to the estimate provided by Moseley Architects on August 9, 2022 is provided as **Attachment 2**. The recommended award of contract for construction totals **\$1,396,000** and is to **Virtexco Corporation**, the lowest responsive and responsible bidder.

As presented during the FY2023 budget process, the recommended funding source is an appropriation from General Fund, Fund Balance.

Moseley Architects verified references, and Virtexco Corporation submitted all documents required in the IFB.

**This appropriation does not include other project costs** (which will follow in a separate request). Those other costs include furniture; testing and inspections; data, telephone and security; audio-visual equipment replacement; moving expenses; and a project contingency.

The Director of General Services recommends an award of contract to **Virtexco in an amount not to exceed \$1,396,000.00**. Staff further recommends an appropriation of **\$1,396,000 from General Fund, Fund Balance for construction**.

A public hearing is not required for this appropriation as the amount is not 1% of the Total adopted FY2022-23 budget {FY2022-23 Adopted Budget is \$160,016,873; 1% is \$1,600,168}.

**Appropriation Budget Entry (Appropriation of General Fund, Fund Balance to CIP Fund Project Budget):**

General Fund:

Revenues:

Increase 0100-40-900-8208-399999 General Fund, Fund Balance \$1,396,000

Expenditures:

Increase 0100-09-401-0917-49172 General Fund Transfer to CIP Fund \$1,396,000

CIP Fund:

Revenues:

Increase 0311-90-901-8207-399100 CIP Fund, Transfer from Gen Fund \$1,396,000

Expenditures:

Increase 0311-02-010-3220-48130 CIP Fund Courtroom Renovation \$1,396,000

**Board Approvals requested:**

Award of contract to Virtexco Corporation in an amount not to exceed \$1,396,000.00, authorizing the County Administrator to execute a contract with Virtexco Corporation.

Approval of Budget Appropriation from General Fund, Fund Balance for \$1,396,000 for Construction.

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

**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**

This appropriation will use \$1,396,000 of the County's accumulated General Fund, Fund Balance. The audited FY2021 fund balance totaled \$33,403,287 and represented 31% of actual expenditures (represents 22.7% of FY2023 budgeted expenditures). A preliminary estimate of the FY2022 increase in fund balance is \$3.5 million.

**County Impact**

Approval of award and appropriation will allow for needed upgrades and modernization of the Circuit Courtroom.

**Notes**

<b>Evaluation Sheet</b>  <b>County of Prince George</b> <b>IFB 23-03-0504</b> <b>Construction Services for Renovations to the</b> <b>Courthouse Building</b>  <b>BIDS DUE: 2:00 PM, October 25, 2022</b>	<b>Base bid Work for the</b> <b>Contract Sum</b>
<b>Bidder</b>	
<b>VIRTEXCO Corporation</b>	<b>\$1,396,000.00</b>
Heartland Construction, Inc.	<b>\$1,977,000.00</b>

Prince George County Circuit Courtroom Renovation Project  
 Bid Estimate Provided by Moseley Architects 08/2022 {COMPARED TO ACTUAL BID}

Item	Moseley Estimate (08/2022)	Bid Final Price / Budget Recommended	Appropriation Required / Remaining	Status
Construction	1,595,042.00	1,396,000.00	1,396,000.00	Virtexco low bidder; To be awarded & appropriated
	(6,659 SF @ \$239.53)	(6,659 @ \$209.64)		
<b>OTHER COSTS:</b>				
Furniture Allowance	167,000.00	167,000.00	167,000.00	To be awarded & appropriated
Testing & Inspections	16,000.00	16,000.00	16,000.00	To be awarded & appropriated
A/E Services Schematic Design	17,400.00	17,400.00	-	Awarded & Paid from Operating budget
A/E Services Design Incl Constr Admin	141,600.00	101,614.00	101,614.00	Awarded & Appropriated R-21-193 (PO 20220153; 20230047) with future borrowing as funding source; now Fund Balance
A/E Services Furniture Design	11,000.00	6,958.00	6,958.00	Awarded & Appropriated R-21-193 (PO 20220153; 20230047) with future borrowing as funding source; now Fund Balance
Data / Telephone / Security Allowance (2%)	32,000.00	28,000.00	28,000.00	To be awarded & appropriated
Moving Expenses Allowance	10,000.00	10,000.00	10,000.00	To be awarded & appropriated
Permitting				Permitting included in bids (IFB required)
Legal Expenses	-			
<b>Subtotal Other Costs</b>	<b>395,000.00</b>	<b>346,972.00</b>	<b>329,572.00</b>	
<b>CONTINGENCY:</b>				
Contingency (10%)	200,000.00	175,000.00	175,000.00	To be awarded & appropriated
<b>GRAND TOTAL (MOSELEY)</b>	<b>2,190,042.00</b>	<b>1,917,972.00</b>	<b>1,900,572.00</b>	
<b>STATE EQUIPMENT:</b>				
State Equipment	110,800.73	110,800.73	110,800.73	To be awarded & appropriated; Quote provided October 13, 2021
<b>GRAND TOTAL WITH STATE EQUIPMENT</b>	<b>2,300,842.73</b>	<b>2,028,772.73</b>	<b>2,011,372.73</b>	

CONSTRUCTION	1,396,000.00	1,396,000.00	Fund Balance
NON-CONSTRUCTION / OTHER	632,772.73	615,372.73	Fund Balance; Transfer \$108,572 from bond proceeds to Fund Balance (11/9/21)
NON-CONSTRUCTION / OTHER (Excluding A/E)		506,800.73	

Appropriation of \$108,572 was made from "future borrowing," however, now recommended funding source is General Fund, Fund Balance. A/E Contract was awarded on November 9, 2021 for \$108,572 (\$101,614 + 6,958).

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 9<sup>th</sup> day of November, 2022:

Present:

Vote:

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

A-3

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

RESOLUTION; AWARD OF CONTRACT CIRCUIT COURTROOM RENOVATIONS (NOT TO EXCEED \$1,396,000) AND AN APPROPRIATION FROM GENERAL FUND, FUND BALANCE FOR CONSTRUCTION (\$1,396,000)

WHEREAS, The Prince George County Board of Supervisors provided direction to staff to solicit bids for a renovation to the Circuit Courtroom in the Prince George County Courthouse; and

WHEREAS, The Director of General Services and Finance issued an Invitation for Bids (IFB # 23-04-0504) on September 16, 2022 and received two bids on the October 25, 2022 closing date; and

WHEREAS, staff is recommending an award of contract to Virtexco Corporation, the lowest responsive and responsible bidder in an amount not to exceed \$1,396,000; and

WHEREAS, as discussed with the Board during FY2023 budget deliberations, the recommended funding source is an appropriation from General Fund, Fund Balance for this project; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Virtexco Corporation in an amount not to exceed \$1,396,000 for Circuit Courtroom renovations as specified in IFB #23-04-0504.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2022, hereby awards the contract for Prince

George County Circuit Courtroom renovations to Virtexco Corporation in an amount not to exceed \$1,396,000 and authorizes the County Administrator to execute a contract with Virtexco Corporation.

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2022, does hereby authorize the following increase of funds within the 2022-2023 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>GENERAL FUND</u>		
<u>Revenues:</u>		
0100-40-900-8208-399999	General Fund, Fund Balance	\$1,396,000
<u>Expenditures:</u>		
0100-09-401-0917-49172	General Fund Transfer to CIP Fund	\$1,396,000
<u>CAPITAL IMPROVEMENT FUND (0311)</u>		
<u>Revenues:</u>		
0311-90-901-8207-399100	CIP Fund Transfer from General Fund	\$1,396,000
<u>Expenditures:</u>		
0311-02-010-3220-48130	CIP Fund Circuit Courtroom Renovations	\$1,396,000

A Copy Teste:

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Jeffrey D. Stoke  
County Administrator