

# Issue Analysis Form



**Date:** March 28, 2023

**Item:** Award of Contract –Construction Administration Service for the Waterline Extension to the Route 10 Corridor

**Lead Department(s):** Eng. & Utilities

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

## Description and Current Status

The Board previously authorized the award of engineering services to WW Associates for the waterline extension along Sandy Ridge Road, Ruffin Road, and Route 10 to connect the Jordan on the James (JOJ) and Beechwood Manor (BM) subdivisions.

Construction administration services are required for the engineer to provide shop drawing review, review and response to the contractor's request for information and payment requests, monthly meetings, periodic construction visits, final inspection, and preparation of record drawings.

WW Associates has provided a proposal for construction administration services for a lump sum fee of \$75,000.

This task will be completed utilizing the Annual Engineering Services Contract. WW Associates is one of the County's Contracted Engineering Firms (awarded through RFP # 23-01-0103). Staff recommends an award of contract for construction administration services for the waterline extension to the Route 10 corridor to WW Associates for \$75,000.

Sample Motion: I move the Board approve the resolution to award the contract for construction administration services to WW Associates for \$75,000.

## 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?

## Fiscal Impact Statement

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

## County Impact

Award of this contract will provide the necessary construction administration services during the construction of the waterline and the preparation of the record drawings upon completion of the project.

## 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 28th day of March, 2023:

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Present:

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

Vote:

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A-1

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

**RESOLUTION: AWARD OF CONTRACT FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE WATERLINE EXTENSION TO THE ROUTE 10 CORRIDOR.**

WHEREAS, the Board authorized the engineering services for the waterline extension along Sandy Ridge Road, Ruffin Road, and Route 10 to Jordan on the James and Beechwood Manor subdivisions; and

WHEREAS the County has received a proposal from WW Associates, one of the County's contracted engineering firms awarded through RFP #23-01-0103, to provide construction administration services for \$75,000.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Prince George this 28<sup>th</sup> day of March, 2023, does hereby award the contract to provide construction administration services for the waterline extension to the Route 10 corridor to WW Associates for \$75,000.

A Copy Teste:

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Jeffrey D. Stoke  
County Administrator



February 27, 2023

Mr. Frank Haltom, P.E.  
Director of Engineering & Utilities  
Prince George County  
P.O. Box 68  
Prince George, VA 23875

Re: Fee Proposal for Route 10 Waterline Project – Construction Phase Services

Dear Mr. Haltom:

We are pleased to provide this engineering fee proposal for Construction Phase Services.

Construction Phase Services include:

Construction administration, including shop drawing review, response to Contractor generated RFI's, payment request review and authorization, monthly call-in meetings, periodic construction visits, final inspection, and record drawing preparation.

We propose to provide construction phase services for a lump sum fee of \$ 75,000.

This proposal is based on the following considerations:

1. Construction inspection services may be provided under separate proposal, if needed.
2. This proposal is based on a construction schedule of 540 days.

Invoicing for services will be monthly based upon our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the bill is issued by WW Associates, Inc. We are available to proceed immediately with this project.

We look forward to the opportunity to work with you on this project. Should this proposal be deemed acceptable, please issue a purchase order which will be considered our Notice to Proceed.

Sincerely,

WW Associates, Inc.

Herbert F. White, III, P.E.  
President

P.O. Box 4119 ■ Lynchburg, VA 24502  
Telephone (434) 316-6080 ■ Fax (434) 316-6081

Lynchburg ■ Charlottesville