

MEMORANDUM

To: Board of Directors
From: Peter C. Gorham, P.E., Director of Engineering
Date: July 8, 2010
Re: FY 2011 CIP Authorizations
cc: James M. Bowling, IV

The following projects require Board authorization:

- A. West Leigh Water Williston and Emerson Drive (West Leigh Water Main Replacement Phase 2):** As design proceeded from the 50% stage through the 90% stage, ACSA staff initiated contact with the two property owners in the vicinity of the existing dam. Their properties would experience the greatest impact from the project and we wanted to verify the alignment through their properties with them. Based upon input from the property owners and concerns about stream bank erosion, plus potential improvement to the dam's spillway, it was necessary to modify the alignment of the water main in this area. Additional surveying was required and the alignment modification necessitated changes to the previously prepared Joint Permit Application for the Virginia Marine Resources Commission (VMRC). The number of plats required for the project has been determined and their preparation is to be completed as additional services under the design contract.

Attached is a letter dated, July 7, 2010 from Whitman, Requardt & Associates, LLP (WRA) identifying the additional surveying, design work and easement plat preparation. The ACSA staff has reviewed the proposed fee and finds it satisfactory. The additional design cost for the alignment changes and plat preparation is \$12,371.00.

Board Action

We request the Board of Directors appropriate \$12,371 from the FY 2011 3R Fund for the additional design work and plat preparation for the West Leigh Water Williston and Emerson Drive Project.

- B. Oak Hill Sewer Phase 1:** The Community Development Block Grant (CDBG) funding for this project requires that all participating Low-to-Moderate Income (LMI) households will be connected to the new sanitary sewer system during construction. At its December 17, 2009 Board Meeting, the Board of Directors authorized connection the non-LMI households participating in the project to the new sanitary sewer system during construction. The requirement of the CDBG funding and the Board action at its December 17, 2009 meeting necessitates the design of the individual service lateral connections for inclusion in the Contract Drawings. Additionally, the CDBG funding requires specific additions to the Project Manual.

Attached is a letter dated February 2, 2010, revised July 8, 2010, from Draper Aden Associates identifying the additional design work and modifications to the Project Manual. The ACSA staff has reviewed this proposed fee and finds it satisfactory. The additional design cost for the service laterals and modifications to the Project Manual is \$17,360.00.

Board Action

We request the Board of Directors appropriate \$17,360 from the FY 2011 3R Fund for the additional design work on the Oak Hill Sewer Phase 1 Project.

- C. North Fork Regional Pump Station:** During the land acquisition and easement appraisal phase of the project, additional efforts were required beyond the original scope of the easement acquisition services proposal. Some properties with active site plans before the County required additional negotiations and map work in support of these negotiations. Comments from the County and VDOT, in reference to our site plans for the proposed pump stations, created the need for additional plat work and appraisal efforts. In a concerted effort to acquire easements without having to file certificates of condemnation, some contact time (including meetings, letters, and phone calls) with property owners was extended beyond what was anticipated in the original scope.

Attached is a letter, dated July 7, 2010, from WRA identifying the additional appraisal, negotiation and project management efforts for the easement acquisition phase. The ACSA staff has reviewed the proposed fee and finds it satisfactory. The cost of additional land acquisition tasks is \$8,584.00.

Board Action

We request the Board of Directors appropriate \$8,584 from the FY 2010 3R Fund for the additional land acquisition work for the North Fork Regional Pump Station Project.

PCG/anw/dmg

010101CIPAuthorizations070810



July 7, 2010

Mr. Tom Garrison, P.E.
Senior Civil Engineer
Albemarle County Service Authority
168 Spotnap Road
Charlottesville, Virginia 22911

Re: West Leigh Water Main Replacement – Phase 2
Request for Additional Fees for Design Modifications and Easement Plats
WR&A W.O.: 46436

Dear Mr. Garrison:

The intent of this letter is to summarize the additional efforts and fees for design modifications and easement plat development as part of the West Leigh Water Main Replacement – Phase 2 project.

WR&A and Rice Associates met with you at the project site on May 20, 2010 to modify the water main alignment below the existing dam and to perform additional field surveys as needed. The meeting at the project site was needed following ACSA's discussions with the adjacent property owners. WR&A also understands that the water main alignment modification may be needed to account for future improvements to the dam's spillways and related downstream improvements.

The additional work efforts needed to perform the water main alignment modification, to address remaining permit efforts, and to prepare easement plats for the project are summarized in the following subsections.

Water Main Alignment Modification

WR&A will perform the following additional efforts to complete the water main alignment modification below the existing dam:

1. Additional Field Surveys – WR&A's survey sub-consultant, Rice Associates, has performed the additional field survey as a result of the meeting on May 10, 2010. The additional field survey has been integrated into the previous project survey files and submitted to WR&A. **This task has been completed.**

2. Design Plan Modifications – Under this task, WR&A will modify the existing design plan to show the revised water main alignment and easements. The design plans will also revise the plans to show the relocated stream channel below the existing dam as requested by the ACSA. The design plans will be modified to reflect the necessary stream bank stabilization measures for the relocated stream and water main crossing. The bid quantities for the project will also be modified to reflect the alignment modification, stream relocation, and stream bank stabilization measures.
3. Modifications to Joint Permit Application – Under this task, WR&A will modify the current joint permit application to include the water main relocation below the dam, the relocated stream channel, and the stream bank stabilization measures. These additional impacts will be shown on impact plates and tabulated in the joint permit application.

It is important to note that the joint permit application remains to be submitted for this project. The joint permit application package has been developed and awaits final design changes as discussed above. The previously performed mussel survey for the project will be included as part of the joint permit application package. The previous mussel survey was performed in the Fall of 2008. According to guidance provided by the U.S. Fish and Wildlife Service, the previous mussel survey is valid for a period of two years. WR&A anticipates submitting the joint permit in August of this year. Based on this schedule, it is assumed that a follow-up mussel survey will not be required to obtain the joint permit for the project. However, the need to perform an additional survey will not be confirmed until the joint permit has been distributed and reviewed by the U.S. Fish and Wildlife Service. WR&A will notify the ACSA if an additional mussel survey is required for the project as correspondence with the review agencies continues following the submittal of the joint permit application.

Easement Plat Development and Submittal

Based on the current design plans, a total of two (2) easement plats are anticipated for the project. The easement plats are needed for the water main alignment below the existing dam. As outlined in the original project scope, the easement plats will be prepared for a fee of \$1,500 per plat. This fee includes text revisions and minor edits to the plats, if required.

The fee for this task also includes easement plat coordination with Rice Associates and QA/QC review time for WR&A. WR&A will submit the easement plats to the ACSA when completed.

Fee Summary

Attachment A contains a summary of the additional fees for the tasks outlined above. The total additional fee is \$12,371. At this time, WR&A respectfully requests that the ACSA adjust our

current contract fee for the project from \$87,100.00 to \$99,471 to include the fees for the required additional services as summarized above.

Please let us know if you require any additional information or have any questions or concerns. Thank you for your consideration and cooperation in this matter.

Very truly yours,
Whitman, Requardt & Associates, LLP



Charles Luck, P.E.
Associate

cc: Pete Gorham – ACSA
File 46436

Attachment A

Fee Summary

West Leigh Water Main Replacement - Phase 2
 Albemarle County Service Authority

TASK	LABOR CLASSIFICATIONS (HOURS WITH HOURLY RATES)					TOTAL (HRS)	DIRECT EXPENSES (\$)	COST PER TASK (with 2.55 mult.) (\$)
	Project Manager HRS @ \$60.00	Sr. Proj. Engineer HRS @ \$49.00	Design Engineer HRS @ \$32.00	Senior Designer HRS @ \$31.00	CADD Technician HRS @ \$22.00			
WATER MAIN ALIGNMENT MODIFICATION								
Additional Field Surveys (Rice Associates)		4.00				4.00	\$3,100.00	\$3,599.80
Design Plan Modifications		2.00	4.00	16.00		22.00	\$450.00	\$2,291.10
Modifications to Joint Permit Application		4.00		10.00	10.00	24.00	\$300.00	\$2,151.30
SUB-TOTAL HOURS	0.00	10.00	4.00	26.00	10.00	50.00		
SUB-TOTAL DOLLARS	\$0.00	\$490.00	\$128.00	\$806.00	\$220.00	\$1,644.00	\$3,850.00	\$8,042.20
EASEMENT PLAT DEVELOPMENT AND SUBMITTAL								
Coordination, QA/QC		2.00		4.00	4.00	10.00	\$50.00	\$940.50
Easement Plat Development - 2 plats @ \$1,500 per plat (subconsultant service) (Rice Associates)						0.00	\$3,000.00	\$3,000.00
SUB-TOTAL HOURS	0.00	2.00	0.00	4.00	4.00	10.00		
SUB-TOTAL DOLLARS	\$0.00	\$98.00	\$0.00	\$124.00	\$88.00	\$310.00	\$3,050.00	\$3,840.50

TOTAL HOURS	60.00
TOTAL DOLLARS	\$1,954.00
TOTAL DOLLARS WITH 2.55 MULTIPLIER	\$4,982.70
TOTAL EXPENSES (EXCLUDING SUBCONSULTANT SERVICES)	\$800.00
TOTAL SUBCONSULTANT SERVICES WITH 8% MARKUP	\$6,588.00
TOTAL ESTIMATED FEE	\$12,370.70
TOTAL ESTIMATED FEE (ROUNDED)	\$12,371.00



700 Harris Street, Suite E
Charlottesville, Virginia 22903
(434) 295-0700 • Fax: (434) 295-2105
www.daa.com

February 2, 2010
(Revised July 8, 2010)

Mr. Peter C. Gorham, P.E.
Engineering Director
Albemarle County Service Authority
168 Spotnap Road
Charlottesville, VA 22911

**RE: Oak Hill Sanitary Sewer Phase I – Proposal for Design Revision
Draper Aden Associates Job No.: CV08119-03**

Dear Mr. Gorham:

Draper Aden Associates is please to provide you with this proposal for additional design for the Oak Hill Sanitary Sewer. All work will be completed in accordance with our previous annual contract

I. PROJECT DESCRIPTION

The project will generally involve revision to plans and specifications previously submitted by Draper Aden Associates, dated September, 2009. The revisions will make the plans adequate for Community Development Block Grant (CDBG) funding.

II. SCOPE OF SERVICES

A. Service Laterals – Following residential notification, Draper Aden Associates will use previously obtained survey information, readily available GIS and aerial topography information, and sound engineering judgment to select a feasible alignment for fifty-one (51) residential sanitary lateral services to be installed as a part of this project. These alignments will be flagged in the field.

Our survey crew will then locate the proposed alignments and any physical features within ten feet of the alignments. Trees having a caliper of 12-inches or greater will be shown in the wooded areas. All trees in open areas will be located and shown on the survey. No underground utility marking will be required or provided.

Mr. Peter Gorham
July 8, 2010
Page 2 of 3

- B. Update Project Manual** – Draper Aden Associates will update the Project Manual per CDBG funding requirements and will provide an updated version to ACSA and CDBG for review. A “Final Submittal Set” which will include both the updated Plans and Project Manual will be provided to the ACSA, Albemarle County (E&SC), and the funding agency for review.
- C. Final Comments** – Draper Aden Associates will address and respond to any comments from ACSA, Albemarle County (E&SC), and the funding agency prior to preparing a complete set of plans and specifications for bidding purposes.

III. FEE AND SCHEDULE

Draper Aden proposes a lump-sum fee of **\$17,360** to perform the above services. All services will be performed in accordance with our previous annual contract. We anticipate approximately 45-60 days will be necessary to complete the work described above and provide Albemarle County Service Authority with a completed set of project plans and specifications. Please note that the review period may be variable, and that the field work will be weather dependant.

IV. ASSUMPTIONS / LIMITATIONS

The above scope and fee is based on the following assumptions and limitations:

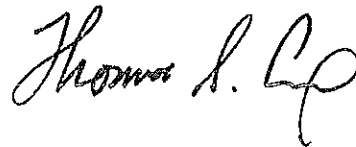
- ❖ Lateral locations will be based on a field review of surface features and any other available information available at the time of our review.
- ❖ Subsurface features such as house plumbing, septic tanks, and drainfields will not be located.
- ❖ We have assumed one (1) review meeting with ACSA. No other meetings such as public hearings or CDBG coordination meetings have been included in our proposal.
- ❖ We have assumed one round of revision based on regulatory and funding requirements.
- ❖ We have not included any bidding or construction phase services in this proposal.

Revisions to our scope of services due to changes in the above assumptions can be completed on a time and materials basis or under a separate proposal, if desired.

Mr. Peter Gorham
July 8, 2010
Page 3 of 3

On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal for engineering services. If this proposal meets with your approval, please sign one (1) copy of the Authorization to Proceed below and return it to us. Please keep the other copy of the proposal for your records. We look forward to working with you on this project. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,
DRAPER ADEN ASSOCIATES

A handwritten signature in black ink, appearing to read "Thomas S. Cox". The signature is written in a cursive, flowing style.

Thomas S. Cox, PE
Vice President/Managing Principal

Attachments: Hourly Breakdown of Fee Estimate

Agreed and Accepted
Albemarle County Service Authority

Date

Prepared By: TDS

Oak Hill Sanitary Sewer Phase I Fee Estimate - for CDBG revisions
Albemarle County Service Authority

TASK	LABOR CLASSIFICATIONS										TOTAL (HRS)	DIRECT EXPENSES (\$)	COST PER TASK (\$)
	Program Manager \$160 (HRS)	Sr. Project Manager \$135 (HRS)	Staff Engineer \$85 (HRS)	Project Engineer \$95 (HRS)	Project Manager \$120 (HRS)	Survey Crew \$117 (HRS)	Project Surveyor \$90 (HRS)						
PRELIMINARY ENGINEERING & SURVEY													
Resident Notification											3	\$100	\$270
Project Kick-Off Meeting	1	0		1	1					1	4		\$412
Existing Data Collection and Assimilation			4	24							28		\$2,620
Survey & Mapping				2	8					64	84	\$100	\$9,538
SUB-TOTAL	1	0	4	27	9	65	13	119	200				\$12,840
FINAL DESIGN DOCUMENT DEVELOPMENT													
Final Design Documents	1		16	4							21	\$150	\$1,900
Update Specifications per CDDBB funding			6	2									\$700
SUB-TOTAL	1	0	22	6	0	0	0	21	150				\$2,600
BIDDING DOCUMENTS DEVELOPMENT													
Review Mtg. with ACSA	2			2									\$510
Respond to ACSA and Funding Agency Comments				4									\$380
Update Bid Documents for Funding Agency	1		8	2								\$150	\$1,030
SUB-TOTAL	3	0	8	8	0	0	0	42	150				\$1,920
TOTALS											182	500.00	\$17,360

* Note: Task sub-totals do not include Direct Expenses

Survey Total: \$10,008
Design Total: \$7,352



July 7, 2010

Mr. Tom Garrison, P.E.
Senior Civil Engineer
Albemarle County Service Authority
168 Spotnap Road
Charlottesville, Virginia 22911

Re: North Fork Regional Pump Station Project
Request for Additional Fees for Land Acquisition and Appraisal Services
WR&A W.O.: 46466-003

Dear Mr. Garrison:

The intent of this letter is to summarize the additional efforts and fees for land acquisition services as part of the North Fork Regional Pump Station project. The authorized land acquisition scope of services for the North Fork Regional Pump Station project, dated August 26, 2009, included the preparation and submittal of fifteen (15) appraisals as well as negotiation services for the required easement acquisitions on specific properties.

During the property acquisition phase of the project, easement negotiation and acquisition services were provided by Land Acquisition Services, Inc. (LAS). Property appraisals and amendments were prepared by the Appraisal Group, Inc. (AGI). LAS and AGI worked in cooperation with WR&A during this phase of the project. As you know, LAS and AGI have completed their work on the project.

The additional work efforts needed during the land acquisition and appraisal services phase of the project are summarized in the following subsections.

Appraisal Services

AGI performed the following additional work efforts that were not included in the authorized scope for the project:

1. Appraisal Amendments – AGI prepared amendments to the appraisals issued for the Freeman (currently Corolla), Townsend and Herndon properties. These amendments were needed as a result of easement modifications to accommodate a future gravity sewer extension. **The fees for these amendments will not be charged to the ACSA.**
2. Amendment Letter – AGI prepared an amendment letter for the appraisal completed for CWH properties (future North Pointe development). This amendment included drainage easements and an additional easement plat for the CWH properties.

The fee summary below contains the additional fees from AGI for these additional services.

Easement Negotiation and Acquisition Services

During easement negotiations, LAS met with property owners and visited the subject properties in accordance with the original project scope. The original scope estimated that 180 hours would be needed to contact the property owners and to perform the necessary easement negotiations.

As property owner contact and easement negotiations proceeded, the need to prepare the appraisals and amendments and to maintain contact with the property owners and/or their respective holding companies for an extended period of time became necessary. Specifically, notification, counter-offer, and final offer letters, follow-up calls, and additional meetings were provided by LAS during the negotiations. As a result, the time needed to contact all property owners and to perform the negotiations exceeded the hours in the previously approved scope. A total of 40 additional hours were needed by LAS to conduct the negotiation services. The fee summary below contains the additional time provided by LAS.

Project Management Tasks

During the land acquisition and appraisal phase of the project, WR&A provided the following services that were not included in the previously approved scope:

1. Coordination with Subconsultants – The additional work efforts performed by LAS and AGI outlined above resulted in additional project management oversight by WR&A.
2. Mapping and Design Plan Reviews – WR&A also provided mapping support services to the project's subconsultants and the ACSA during the ongoing appraisals and easement negotiations. Examples of this additional effort include the following:
 - Easement Review and Mapping Coordination with RK&K During Negotiations with Martha Jefferson Hospital - Work included transfer of cadd files and existing easement information and review of RK&K design for Martha Jefferson Hospital expansion project.
 - Temporary Easement and Earthwork Review of CWH Properties – Work included a determination of temporary easements in addition to the development of earthwork quantities and related cost estimates.
 - Coordination with WW Associates for future North Pointe Phase 1 – Work involved coordination and communication with WW Associates and an exchange of electronic files and design information to facilitate coordination of respective projects in the vicinity of the Lewis and Clark Drive/Route 29 intersection.

Fee Summary

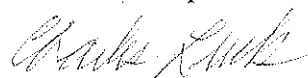
The fees for the additional services are summarized in the following table.

Additional Task Description	Fee Summary by Task	Total Fee
Appraisal Amendments by AGI	Appraisal Amendments = No Charge	\$ 0.00
	Amendment Letter = \$150 + 5% markup	\$ 157.50
Easement Negotiation Services by LAS	40 hours @ \$71/hour + 5% markup	\$ 2,982.00
Project Management Tasks	Project Manager = 15 hours @ \$61/hour X 2.55 multiplier	\$ 2,333.25
	Design Engineer = 15 hours @ \$33/hour X 2.55 multiplier	\$ 1,262.25
	Cadd Designer = 12 hours @ \$31/hour X 2.55 multiplier	\$ 948.60
Total Expenses	Travel, reproduction, shipping	\$ 900.00
Total Fee =		\$ 8,583.60
Total Fee (Rounded) =		\$ 8,584.00

At this time, WR&A respectfully requests that the ACSA adjust our current contract fee for land acquisition services from \$55,000.00 to \$63,584.00 to include the fees for the required additional services as summarized above.

Please let us know if you require any additional information or have any questions or concerns. Thank you for your consideration and cooperation in this matter.

Very truly yours,
Whitman, Requardt & Associates, LLP


Charles Luck, P.E.
Associate

cc: Pete Gorham – ACSA
File 46466-003