



**Town of Altavista, Virginia  
Meeting Agenda  
Town Council Work Session**

J.R. "Rudy" Burgess Town Hall  
510 7<sup>th</sup> Street  
Altavista, VA 24517

**Tuesday, April 23, 2019  
5:00 p.m. – Council's Chambers**

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Recognitions and Presentations**

**4. Public Comment (Agenda Items Only)**

*Citizen's wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen's Time is **NOT** a question-and- answer session between the public and the Council.)*

**5. Items for Discussion**

- a. Altavista On Track – Chalk Festival – Request for Use of Trade Lot**
- b. English Park – Camera Discussion**
- c. Rt. 43 "Gateway" (Streetscape) Project Bid Award**
- d. Request for Declaration of Town Property as Surplus/Salvage**
- e. Request for GIS device (hardware/software) – Utility Mapping**

**6. Public Comment (Non Agenda Items)**

*Citizen's wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen's Time is **NOT** a question-and- answer session between the public and the Council.)*

- 7. Matters from Council**
- 8. Closed Session (if needed)**
- 9. Adjournment**

*THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARRE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items for Discussion

**MEETING DATE:**

April 23, 2019

**ITEM #: 5a****ITEM TITLE:**

Altavista On Track (AOT) Chalk Festival Request

**DESCRIPTION:**

Attached is a memo from Altavista On Track (AOT) in regard to a proposed “Chalk Festival” on Saturday, June 15, 2019 from 10 a.m. to 2 p.m. in the Trade Lot. Also attached is a map showing the layout of the event; Public Works would provide barricades for use to provide a perimeter for the event. The area identified on the map would be for the Chalk Festival participants, parking would be outside of this area.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION/PROPOSED MOTION:**

Direct staff in regard to this item. If Council opts to approve this request, AOT would like to know so that they can begin promoting the event, but official action could come with approval of the Consent Agenda at the May Regular Meeting.

**ATTACHMENTS:**

- *AOT Memo*
- *Event layout map*
- *Event Flyer*

## **Memo**

**To:** Mr. Waverly Coggsdale

**From:** Eleanor Hoehne

**Re:** Chalk Fest

Dear Waverly Coggsdale,

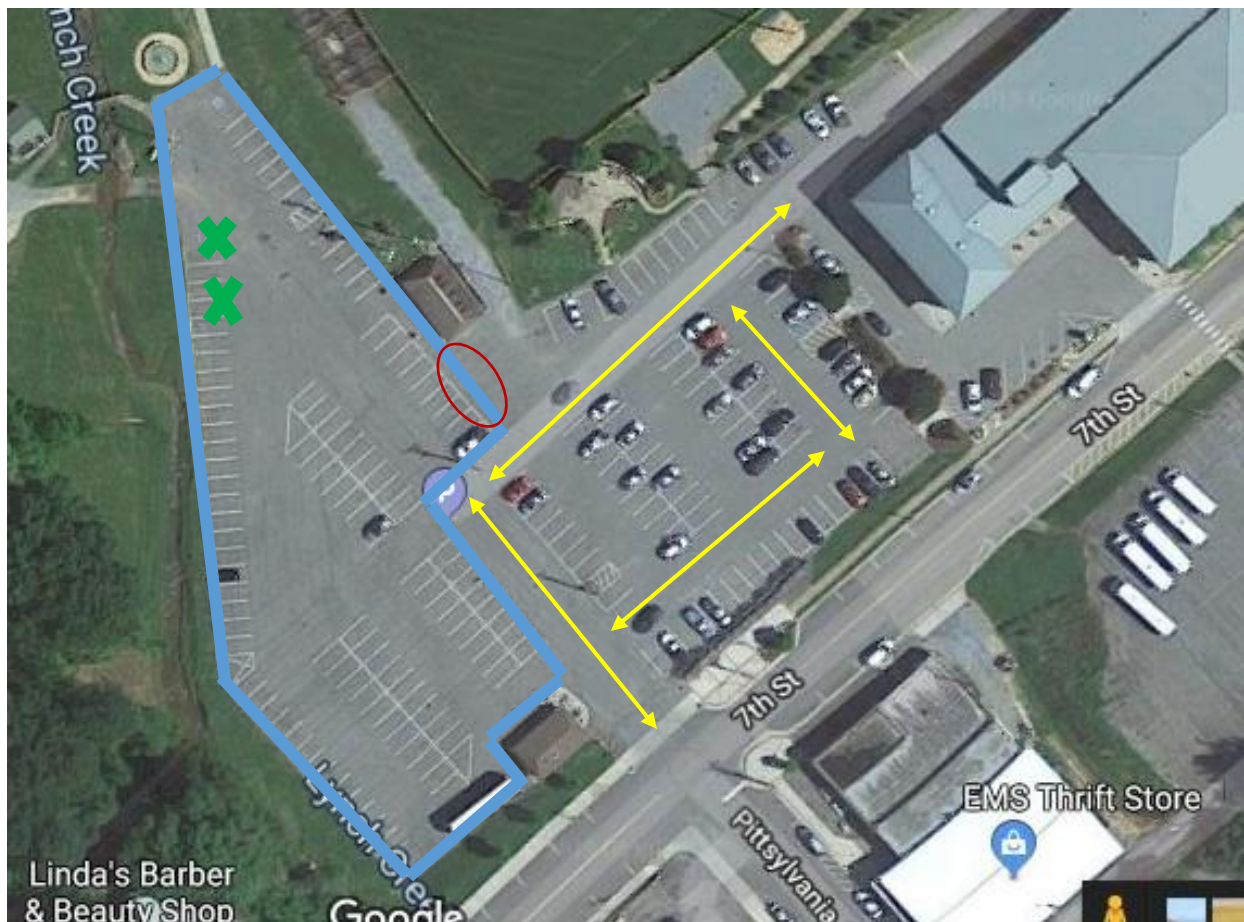
AOT is planning a Chalk Festival to take place June 15<sup>th</sup> from 10 AM-2 PM. We are coordinating the event with the YMCA, and would like to ask for permission to use the Trade Lot parking lot area to host the event.

All ages, abilities and backgrounds are welcome, as we are hosting this event to work with our “Transformation Strategies” in our work plan to promote Altavista as a family friendly community.

AOT will be providing the chalk and supplies. Each participant will have a parking spot to complete his or her design. Awards/prizes will be given for each category, beginner, intermediate, and expert. Registration fee and will be used to pay for supplies.

Sincerely,

Eleanor



## AOT “Chalk Festival” Event Layout Map

BLUE Line represents the Chalk Festival Event Area.

**X** - Food Truck Area

**O** - Entry Point

The Yellow Arrowed Lines are internal driveways that must be kept open, at all times, during the event.





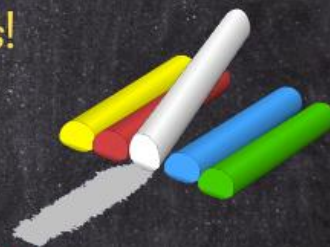
ALTAVISTA ON TRACK PRESENTS

# Altavista Chalk Fest



*a creative event for all ages!*

**JUNE 15, 2019**  
**10AM-2:00PM**  
**ALTAVISTA TRADE LOT**



Join us at the Trade Lot for the first ever Altavista Chalk Fest! Chalk artist of all ages and abilities are welcome to create beautiful masterpieces. There will be three award categories: Beginner, Intermediate, and Advanced. For more information or to sign up, visit [AltavistaOnTrack.com](http://AltavistaOnTrack.com)



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items for Discussion

**MEETING DATE:**

April 23, 2019

**ITEM #: 5b****ITEM TITLE:**

English Park Camera Discussion

**DESCRIPTION:**

Previously Town Council requested that staff look into the possibility of security cameras being placed at English Park. Staff has met with ITG on site to discuss this issue, it was determined that it would be beneficial to have a “scoping” session with Town Council and ITG to develop the parameters of the project, so a proposal can be developed based on the identified objectives.

ITG representatives will be on hand to assist Council and/or answer questions on this item.

**BUDGET/FUNDING:**

Unknown at this time.

**POTENTIAL ACTION/PROPOSED MOTION:**

Direct staff in regard to this item.

**ATTACHMENTS:**

*None at this time.*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items for Discussion

**MEETING DATE:**

April 23, 2019

**ITEM #: 5c****ITEM TITLE:**

Rt. 43 Gateway (Streetscape) Project Bid Award and Engineer's Proposal (CEI) Services

**DESCRIPTION:**

Bids associated with this project were received on Thursday, February 7, 2019. Due to the federal/state funding aspect of this project, the bids were required to be submitted to VDOT to review and issuance of Concurrence before the project could proceed. Staff received "Notice of Concurrence To Award" on March 29, 2019.

Over the past few years, the Town has applied for VDOT "Transportation Alternative Project" grant funds and to date had received a total of \$711,288; with the Town's match (20%) being \$177,822, which has been set aside in Reserves each time a grant award was received. However, after bid the project was projecting a deficit, so staff worked with VDOT and our local Commonwealth Transportation Board Member, Bert Dodson, who obtained approval of approximately \$88,000 dollars to cover the deficit for the project, which will require an additional \$22,000 in Town match.

The VDOT Locally Administered Project Estimate Worksheet indicates a total project of \$997,436, which includes design, VDOT Oversight, Construction (Bid Amount) as well as funds for Construction Engineering and Inspections. Staff is working with the engineer's to get their Construction Administration and Inspections cost in line with VDOT's estimate figure.

In addition, two projects fully funded by VDOT will be performed by the same contractor; the work includes a Signal Pole Replacement at Bedford Avenue and 7<sup>th</sup> Street and Pedestrian signal enhancements.

Staff is finalizing several budget items with VDOT and will update Council on those issues at the Work Session. Staff will be making a recommendation to Town Council at the meeting.

**BUDGET/FUNDING:**

VDOT Estimate: \$997,436; Construction Bid: \$767,820; difference includes engineering, inspections, VDOT Oversight costs and Contingency. An additional \$22,000 will be need as Town match for the recent funding provided by the Commonwealth Transportation Board (CTB); this would bring the total Town investment to \$199,822.

**POTENTIAL ACTION/PROPOSED MOTION:**

Per Discussion.

**ATTACHMENTS:**

- *VDOT Locally Administered Project Estimate Worksheet*
- *Hurt & Proffitt Recommendation on Bid*
- *VDOT Notice of Concurrence*
- *Engineer's Bid Tabulation*



## VDOT Locally Administered Project Estimate Worksheet

Project UPC:	
Project Description:	
Locality:	
Estimate Date:	
Date Submitted:	
Performed By:	
Submitted By:	

Milestone for Funding Verification:

Right of Way Authorization

Advertisement

Award

Project Status General Comments:

### Estimate Summary

<b>PE PHASE</b>	
Qualifying Preliminary Engineering Costs (Reimbursable)	
VDOT Oversight	
Non-Qualifying Preliminary Engineering Costs (100% Local Costs)	
<b>PE Sub-Total</b>	
<b>RW PHASE</b>	
Qualifying Right of Way Costs (Reimbursable)	
Qualifying Utility Costs (Reimbursable)	
VDOT Oversight	
Non-Qualifying Right of Way Costs (100% Local Costs)	
Non-Qualifying Utility Costs (100% Local Costs)	
<b>RW Sub-Total</b>	
<b>CN PHASE</b>	
Estimated or Awarded Contract Value (Including In-Plan Utility Work)	
Contingency:	
Tier 1 (Total CN Costs < \$10 mil) – Not to Exceed 5%	
Tier 2 (Total CN Costs > \$10 mil) – Not to Exceed 10%	
Work Orders/Overruns Exceeding Original Award Budget (If Applicable)	
Construction Engineering & Inspections (CEI)	
VDOT Oversight	
Non-Qualifying Construction Costs/Betterment (100% Local Costs)	
<b>CN Sub-Total</b>	

PE Phase Sub-Total	
RW Phase Sub-Total	
CN Phase Sub-Total	
<b>Grand Total</b>	

Select below checkbox and enter CEI budget if Manual CEI Budget Override

#### Suggested CEI Budget

Contract Dollar Value in Millions	Construction Engineering & Inspection Percent
\$0 - \$1	17.50%
Over \$1 up to \$2	17.00%
Over \$2 up to \$3	16.50%
Over \$3 up to \$4	16.00%
Over \$4 up to \$5	15.50%
Over \$5 up to \$6	15.00%
Over \$6 up to \$7	14.50%
Over \$7 up to \$8	14.00%
Over \$8 up to \$9	13.50%
Over \$9 up to \$10	13.25%
Over \$10 up to \$11	13.00%
Over \$11 up to \$12	12.75%
Over \$12	12.50%



**HURT & PROFFITT**

Inspired | Responsive | Trusted

February 8, 2019

Mr. Waverly J. Coggsdale, III  
Town Manager  
Town of Altavista, Virginia  
510 Seventh Street  
Altavista, VA 24517

Re: *Town of Altavista*  
*Route 43 Gateway – Streetscape Project*  
*H&P Project #: 20161577*

Dear Mr. Coggsdale:

Hurt and Proffitt prepared bid documents for the Route 43 Gateway – Streetscape Project and the project was advertised on December 27, 2018. A public bid opening was held at the Town of Altavista office on February 7, 2019 and two bids were received, opened, and read aloud. Below is a summary of the engineer estimate and submitted bids:

Contractor	Base Bid	Responsive
Virginia Carolina Paving	\$896,698.00	Yes
EC Pace	\$1,476,793.55	Yes
Engineer Estimate	\$885,930.11	

As noted above, both bids are considered responsive as they provided the required documentation with their bid. Per VDOT requirements the low bidder must submit additional forms within 10 days. The lowest bid was slightly above the engineer's estimate. Assuming the low bidder supplies all of the required documentation as required, we recommend that the bid be awarded to Virginia Carolina Paving.

If you concur in this recommendation, we will prepare the Notice of Award and contract documents for signature. If you have any questions, please do not hesitate to contact me.

Sincerely,  
**HURT & PROFFITT, INC.**

Mike Wilson, PE  
Director of Municipal/Government Engineering



## COMMONWEALTH of VIRGINIA

### DEPARTMENT OF TRANSPORTATION

4219 CAMPBELL AVENUE  
LYNCHBURG, VIRGINIA 24501-4801

**Stephen C. Brich, P. E.**  
COMMISSIONER

April 19, 2019

Mr. Waverly Coggsdale  
Town of Altavista  
Town Manager  
P.O. Box 420  
510 Seventh Street  
AltaVista, Virginia 24517

Subject: State Project No.: EN14-162-061; UPC 105958 – Federal Project No.: TAP-5162(112)  
State Project No.: 6043-162-278; UPC 113536 – Federal Project No.: STP-TS03(245)  
Altavista Rte 43/29 Downtown Gateway Project/RTE 43-Signal Pole Replacement at  
7<sup>th</sup> Street (Altavista)  
Notice of Concurrence To Award Contract

Dear Mr. Coggsdale,

The Virginia Department of Transportation (VDOT) has reviewed the bid documents submitted by the Town of Altavista and concurs that the Town has provided sufficient justification for award of the contract to MCC Acquisition, LC dba Virginia Carolina Paving Company, of South Boston, Virginia and that all Civil Rights requirements for this project are included in the submittal. There is a 4% DBE goal for this project. The Town of Altavista may now proceed with the award of this contract.

Please invite representatives from the VDOT District Local Assistance and Civil Rights Sections to attend the preconstruction conference for this project. As a locally administered project, the Sponsor is responsible for providing appropriate project management, quality assurance, testing and on-site inspection. This includes maintaining adequate project records, materials documentation including test reports, materials tickets and Buy America Certifications, as well as appropriate construction inspection to ensure that the project is completed in accordance with the approved plans, specifications and contract. All products and material sources must be from a VDOT approved products list. Projects utilizing federal funds must abide by the Buy America Law which requires all steel and iron products used on the project to be manufactured within the U.S.A. including all manufacturing processes for these products including cutting, welding, powder coating, finishing and packaging. All Buy America Certifications must be submitted to VDOT for approval before the steel or iron products are installed on the project. The Project Sponsor is also responsible for securing any required permits prior to beginning construction activities.

The Project Sponsor should maintain contact with VDOT staff throughout construction as provided for at the preconstruction meeting. This may include but is not limited to: schedule changes, significant construction activities and change orders. Any proposed change order meeting the criteria outlined in Chapter 13.3.3 of the LAP Manual should be submitted to the Department for review prior to execution. If the change order involves changes/improvements to an historic structure or improvements within an historic district, the Department of Historic Resources (DHR) should also be consulted.

In order to keep the Department informed of all on-going construction projects, the Sponsor must notify the Department of all “begin” and “end” dates for active projects. The method most commonly used for accomplishing this is the Form C-5. This form, or a form similar in format created by the Sponsor, should be signed by the Project Sponsor once the contractor’s work begins. The signed form should then be submitted to VDOT Local Assistance staff for appropriate Department distribution. In addition, the County should invite VDOT staff to the monthly progress meetings. Note that VDOT will be conducting monthly reviews of both the construction site as well as the construction documentation to assist the County in ensuring all state and federal requirements are met.

Safety is the utmost importance during construction activities. All construction activities should be in compliance with the Occupational Safety and Health Administration (OSHA) regulations, the Manual of Uniform Traffic Control Devices (MUTCD) guidelines, and the Virginia Work Area Protection Manual as applicable.

Please do not hesitate to contact me if you have any questions or if I can be of any further assistance.

Sincerely,

Bhavesh V. Shah, P.E.,  
Local Assistance Engineer  
VDOT Lynchburg District

CC: Mr. Mike Wilson

Ms. Vanna Lewis, P.E., FHWA

Ms. Sharon S. White, P.E. C.C.M.

Ms. Lindsey Hodges, P.E.

Ms. Phyllis Brice, District Civil Rights Manager

Mr. Fulton DeLamorton, VDOT Program Manager

Mr. Chris Winstead, P.E., District Engineer

Mr. Terry Meadows, P.E., District Construction Engineer

Mr. Robert Guercia, P.E., District Preliminary Engineering Manager

Mr. Don Austin, Administrator, Appomattox Residency

**Town of Altavista**  
**Rt 43 Gateway Improvements**  
**Bid Tabulation 4/12/19**



				Virginia Carolina Paving Co.	
Item	Description	Quantity	Units	Unit Cost	Cost
<b>Part A - 7th Street (Broad to Bedford)</b>				<b>\$ 387,495.00</b>	
1	Street Removal	2,400	sy	\$ 14.25	\$ 34,200.00
2	Remove Concrete sidewalk	530	sy	\$ 15.00	\$ 7,950.00
3	Remove Concrete Driveway	150	sy	\$ 18.00	\$ 2,700.00
4	Remove Light poles	2	ea	\$ 525.00	\$ 1,050.00
5	Curb & Gutter	700	lf	\$ 57.50	\$ 40,250.00
6	Aggregate Material	2,400	sy	\$ 25.00	\$ 60,000.00
7	Asphalt - BM 25.0A	550	ton	\$ 103.00	\$ 56,650.00
8	Asphalt - IM 9.0D	275	ton	\$ 108.00	\$ 29,700.00
9	Asphalt - SM 9.5D	225	ton	\$ 122.00	\$ 27,450.00
10	Pavement Marking	1	ls	\$ 5,650.00	\$ 5,650.00
11	Stamped Asphalt Crosswalk	40	lf	\$ 165.00	\$ 6,600.00
12	Replace Storm Structures	2	ea	\$ 5,000.00	\$ 10,000.00
13	Concrete sidewalk	530	sy	\$ 66.00	\$ 34,980.00
14	Concrete Entrances	7	ea	\$ 3,965.00	\$ 27,755.00
15	Handicap Ramps	60	sy	\$ 155.00	\$ 9,300.00
16	New Light Poles	3	ea	\$ 3,950.00	\$ 11,850.00
17	New Light Fixtures	3	ea	\$ 750.00	\$ 2,250.00
18	Electrical Conduit for Light Poles	740	lf	\$ 18.00	\$ 13,320.00
19	Landscaping - Trees	7	ea	\$ 470.00	\$ 3,290.00
20	Landscaping - Bench	1	ea	\$ 2,550.00	\$ 2,550.00
<b>Part B - Bedford (RR to Main Street)</b>				<b>\$ 149,490.00</b>	
1	Milling	2,200	sy	\$ 4.00	\$ 8,800.00
2	Remove Concrete sidewalk	195	sy	\$ 15.00	\$ 2,925.00
3	Curb & Gutter	450	lf	\$ 57.50	\$ 25,875.00
4	Asphalt - SM 9.5D	210	ton	\$ 122.00	\$ 25,620.00
5	Pavement Marking	1	ls	\$ 7,250.00	\$ 7,250.00
6	Stamped Asphalt Crosswalk	100	lf	\$ 165.00	\$ 16,500.00
7	Replace Storm Structures	4	ea	\$ 5,600.00	\$ 22,400.00
8	Storm Pipe	10	lf	\$ 200.00	\$ 2,000.00
9	Handicap Ramps	40	sy	\$ 155.00	\$ 6,200.00
10	Light Poles	3	ea	\$ 3,950.00	\$ 11,850.00
11	Electrical Conduit for Light Poles	400	lf	\$ 18.00	\$ 7,200.00
12	Concrete sidewalk	195	sy	\$ 66.00	\$ 12,870.00
<b>Part C - Main Street (Broad to Bedford)</b>				<b>\$ 44,835.00</b>	
1a	Remove Concrete Sidewalk	60	sy	\$ 15.00	\$ 900.00
1b	Remove Brick Sidewalk	40	sy	\$ 17.00	\$ 680.00
2a	Concrete Sidewalk	60	sy	\$ 66.00	\$ 3,960.00

**Town of Altavista  
Rt 43 Gateway Improvements  
Bid Tabulation 4/12/19**



				Virginia Carolina Paving Co.	
Item	Description	Quantity	Units	Unit Cost	Cost
2b	Brick Sidewalk	40	sy	\$ 200.00	\$ 8,000.00
3	Curb & Gutter	80	lf	\$ 57.50	\$ 4,600.00
4	Light Poles	1	ls	\$ 3,950.00	\$ 3,950.00
5	Clean Existing Curb	460	lf	\$ 12.00	\$ 5,520.00
6	Landscaping - Trees	10	ea	\$ 470.00	\$ 4,700.00
7	Landscaping - Shrubs	50	ea	\$ 44.50	\$ 2,225.00
8	Landscaping - Fence	155	lf	\$ 50.00	\$ 7,750.00
9	Landscaping - Bench	1	ea	\$ 2,550.00	\$ 2,550.00
<b>Part D1 - VDOT Ped</b>				<b>\$ 91,335.00</b>	
00098	MOBILIZATION SITE	1.00	ea	\$ 3,500.00	\$ 3,500.00
13220	HYDRAULIC CEMENT CONC. SIDEWALK 4"	2.00	sy	\$ 200.00	\$ 400.00
14440	SAW CUT SIDEWALK	15.00	lf	\$ 15.00	\$ 225.00
24500	REMOVE EXIST. SIDEWALK AND ENTRANCE	2.00	sy	\$ 100.00	\$ 200.00
24825	MODIFY EXIST. CONTROLLER CABINET	1.00	ea	\$ 3,850.00	\$ 3,850.00
50108	SIGN PANEL	25.00	sf	\$ 33.00	\$ 825.00
50900	TRAFFIC SIGN POST STP-1, 2 1/2", 10 GAUGE	18.00	lf	\$ 30.00	\$ 540.00
51030	CONTROLLER	1.00	ea	\$22,500.00	\$ 22,500.00
51212	PEDESTAL POLE PF-2 12'	1.00	ea	\$ 990.00	\$ 990.00
51240	CONCRETE FOUNDATION PF-2	1.00	ea	\$ 1,200.00	\$ 1,200.00
51245	CONCRETE FOUND. CF-1	1.00	ea	\$ 3,925.00	\$ 3,925.00
51248	CONC. FOUNDATION STP-1 TYPE A	2.00	ea	\$ 890.00	\$ 1,780.00
51602	14/4 CONDUCTOR CABLE	3,260.00	lf	\$ 1.75	\$ 5,705.00
51840	HANGER ASSEMBLY SMB-3 (PED) ONE WAY	4.00	ea	\$ 315.00	\$ 1,260.00
51840	HANGER ASSEMBLY SMB-3 (PED) TWO WAY	1.00	ea	\$ 430.00	\$ 430.00
51962	RELOCATE EXISTING UNINTERRUPTIBLE POWER SUPPLY	1.00	ea	\$ 900.00	\$ 900.00
51962	RELOCATE EXISTING UPS CABINET	1	ea	\$ 370.00	\$ 370.00
51963	REMOVE EXISTING JUNCTION BOX OR M.H.	3.00	ea	\$ 340.00	\$ 1,020.00
52002	TRAFFIC SIGNALIZATION ACCESSIBLE PED. PUSH BUTTON (PA-2)	2.00	ea	\$ 315.00	\$ 630.00
52002	TRAFFIC SIGNALIZATION ACCESSIBLE PED. PUSH BUTTON (PA-3)	3.00	ea	\$ 315.00	\$ 945.00



**Town of Altavista  
Rt 43 Gateway Improvements  
Bid Tabulation 4/12/19**



				Virginia Carolina Paving Co.	
Item	Description	Quantity	Units	Unit Cost	Cost
52002	TRAFFIC SIGNALIZATION ACCESSIBLE PED. PUSH BUTTON (PA-4)	1.00	ea	\$ 385.00	\$ 385.00
52002	TRAFFIC SIGNALIZATION EXTERNAL 8 BATTERY PACK	1.00	ea	\$ 2,650.00	\$ 2,650.00
52002	TRAFFIC SIGNALIZATION PEDESTRIAN SIGNAL HEAD SP-8	6.00	ea	\$ 1,170.00	\$ 7,020.00
55587	JUNCTION BOX JB-S2	5.00	ea	\$ 1,500.00	\$ 7,500.00
55588	JUNCTION BOX JB-S3	1.00	ea	\$ 2,060.00	\$ 2,060.00
56053	2" PVC CONDUIT	440.00	lf	\$ 5.75	\$ 2,530.00
56054	3" PVC CONDUIT	920.00	lf	\$ 7.50	\$ 6,900.00
56200	TRENCH EXCAVATION ECI-1	120.00	lf	\$ 20.00	\$ 2,400.00
56202	TRENCH EXCAVATION ECI-2	370.00	lf	\$ 23.50	\$ 8,695.00
<b>Part D2 - VDOT Signal</b>				<b>\$ 37,543.00</b>	
00124	Rock Excavation	2	cy	\$ 865.00	\$ 1,730.00
00525	CONCRETE CLASS A3 MISC.	2.00	cy	\$ 375.00	\$ 750.00
51238	CONCRETE FOUNDATION SIGNAL POLE PF-8	16.00	cy	\$ 375.00	\$ 6,000.00
51425	SIGNAL POLE MAST ARM POLE TYPE D	1.00	ea	\$ 9,025.00	\$ 9,025.00
51426	MAST ARM 40'	1.00	ea	\$ 2,325.00	\$ 2,325.00
51614	CONDUCTOR CABLE EMERGENCY PREEMPTION DETECTOR CABLE	285.00	lf	\$ 2.60	\$ 741.00
51840	HANGER ASSEMBLY MAST ARM HANGER ASSEMBLY, SM-3	2.00	ea	\$ 265.00	\$ 530.00
51963	REMOVE EXISTING SIGNAL / PED HEADS	2.00	ea	\$ 193.00	\$ 386.00
51963	REMOVE EXISTING WOOD SIGNAL POLE	2.00	ea	\$ 198.00	\$ 396.00
52002	TRAFFIC SIGNALIZATION AUXILLARY PREEMPTION OPTICAL DETECTOR	1.00	ea	\$ 6,930.00	\$ 6,930.00
52002	TRAFFIC SIGNALIZATION LED LUMINAIRE, POLE MOUNTED (TYPE B)	1.00	ea	\$ 630.00	\$ 630.00
52002	TRAFFIC SIGNALIZATION SIGNAL HEAD SECT, 12" LED GREEN, RTSB	2.00	ea	\$ 250.00	\$ 500.00
52002	TRAFFIC SIGNALIZATION SIGNAL HEAD SECT, 12" LED RED, RTSB	2.00	ea	\$ 250.00	\$ 500.00
52002	TRAFFIC SIGNALIZATION SIGNAL HEAD SECT, 12" LED YELLOW ARROW, RTSB	2.00	ea	\$ 250.00	\$ 500.00
55080	8 CONDUCTOR CABLE	1,050.00	lf	\$ 3.00	\$ 3,150.00
56205	TEST BORE	1	ea	\$ 2,300.00	\$ 2,300.00
59000	LIGHTING LUMINAIRE ARM, 24'	1.00	ea	\$ 1,150.00	\$ 1,150.00

**Town of Altavista**  
**Rt 43 Gateway Improvements**  
**Bid Tabulation 4/12/19**



				Virginia Carolina Paving Co.	
Item	Description	Quantity	Units	Unit Cost	Cost
<b>Part E - Other</b>				<b>\$</b>	<b>186,000.00</b>
1	Mobilization	1	ls	\$60,000.00	\$ 60,000.00
2	Traffic Control	1	ls	\$65,000.00	\$ 65,000.00
3	Restoration	1	ls	\$36,600.00	\$ 36,600.00
4	E&S Control	1	ls	\$10,900.00	\$ 10,900.00
5	Construction Surveying	1	ls	\$13,500.00	\$ 13,500.00
<b>Total Project Construction Cost</b>				<b>\$</b>	<b>896,698.00</b>
<b>Other Project Costs</b>				<b>\$</b>	<b>204,515.00</b>
	VDOT Engineering			\$	15,000.00
	VDOT CEI 11-29-18 (Ped Estimate)			\$	20,250.00
	VDOT CEI 11-29-18 (Signal Estimate)			\$	14,380.00
	H&P Engineering Design & Survey			\$	53,425.00
	H&P Environmental Documentation			\$	6,000.00
	Easement Plats (\$1500 removed no plats prepared)				
	H&P Construction Administration (HP 2/13/19 proposal)			\$	39,110.00
	H&P Construction Inspection (HP 2/13/19 proposal)			\$	56,350.00
	Davis Bacon Reporting (By Town)				
<b>Estimated April 12, 2019 Total Project Construction Cost</b>				<b>\$</b>	<b>1,101,213.00</b>
<b>Estimated February 4, 2019 Total Project Construction Cost</b>				<b>\$</b>	<b>1,077,285.11</b>
<b>Difference</b>				<b>\$</b>	<b>(23,927.89)</b>



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items for Discussion

**MEETING DATE:**

April 23, 2019

**ITEM #: 5d****ITEM TITLE:**

Request for Declaration of Town Property as Surplus/Salvage

**DESCRIPTION:**

Attached is a list of items that staff is seeking to be declared "Surplus". These items primarily came from cleaning the upstairs area used by Altavista On Track and the old Firehouse that has been used partially for storage by the Police Department. Council's concurrence with this request would also include Council's direction to dispose of the property; surplus property would be sold via on-line auction sites and any salvage items would be disposed of either through a salvage dealer or discarded via the landfill or other appropriate method. Any items that are declared surplus and do not sell within a reasonable amount of time would become salvage and disposed of as indicated.

**BUDGET/FUNDING:**

Unknown at this time but funds from the sale of the surplus items would be returned to the appropriate fund.

**POTENTIAL ACTION/PROPOSED MOTION:**

Per discussion. If it is Council's direction to approve; this item can be placed on the May Regular Meeting Consent Agenda.

**ATTACHMENTS:**

- *List if items requested to be declared Surplus/Salvage*

4-14-2019

To Waverly Coggsdale, Town Manager

From TE Merricks, Chief of Police

RE: Request to declare items surplus

Waverly,

I am requesting the following items be declared surplus:

From upstairs AOT office

Dell tube type monitor\*

Computer keyboard\*

Adler-Royal Typewriter\*

HP Office Jet all in one printer\*

Radio Shack cordless phone\*

Sony VIVO laptop\*

Logitech keyboard (X4) \*

Xircom port \*

Lenovo laptop \*

Computer bag\*

Brother printer\*

4 office chairs\*\*

3 reg. chairs\*\*

5 desks \*\*

2 routers\*

2 flip phones w battery charger\*

3 light timers

Police Department

2 cordless drills w no chargers

Old siren speaker

4 old GE car radios ( 3 are without control head)

1 Shotgun mount  
4 vehicle cd players  
1 interface module  
2 ricochet power supply  
2 Motorola radio  
1 antenna  
8 siren boxes  
1 printer  
3 blue lights  
3 inverters  
4 blue lights  
1 rifle mount  
6 keyboard mounts for chargers  
14 chairs \*\*

\*- these electronic items are obsolete and or non-working and will be recycled per ITG (Salvage items)

\*\* - these items are outdated and or broken/soiled unusable and should be deposited into the landfill.  
(Salvage items)

The items from the police department will be sold in lots on GOV deals. As we get items sold, I will make lots of the many surplus items in the firehouse and sell them once the previous lots are sold.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items for Discussion

**MEETING DATE:**

April 23, 2019

**ITEM #: 5e****ITEM TITLE:**

GIS Device (Hardware & Software) Request

**DESCRIPTION:**

Staff has continued to improve the accuracy of the water system and sewer collection system GIS (geographic information system) base mapping. Currently the Town staff collects data to make manual corrections or additions that provide an approximate location of system assets.

Staff has determined, in review of the Town's current base map, that there would be a more cost-efficient method of maintaining, updating and correcting the current base map and improve the map to assist, not only the utility staff, but also other departments by adding layers to the base map. An example being all storm sewers being mapped as well.

The Town currently has files of easements, plans, and drawings that when needed must be looked up for the current situation which is time consuming. Easements, plans, and drawings could be added to the system assets so when the asset is clicked on a drop-down menu provides a list of all attributes associated with the asset including the easements, plans and drawings.

To achieve the level of accuracy of within 8" of where the existing assets are, staff has sought out the necessary equipment hardware and software and negotiated a GIS specialist through the engineering firm of Peed & Bortz to verify updated information and add all attributes over time into the mapping database. The GIS Specialist has made a recommendation on the equipment needed that would best fit the needs of the Town.

**BUDGET/FUNDING:**

\$12,911 for the purchase of the GIS equipment (hardware & software) as indicated. Unexpended funds have been identified in the Utilities (Water & Wastewater) and Public Works budgets.

**POTENTIAL ACTION/PROPOSED MOTION:**

Direct staff in regard to this item. If Council wants to proceed, it can be placed on the May Consent Agenda.

**ATTACHMENTS:**

- *Quotes from Caron East, Inc.*
- *Quotes from Duncan-Parnell, Inc.*
- *Recommendation from Brandon Moore*





DATE: 3/29/2019

QUOTE IS VALID 30 DAYS

QUOTATION #: 2208

SALES REP: York Grow

Page 1

## QUOTATION FOR SOLUTIONS

Tom Fore  
Town of Altavista  
510 7th Street  
Altavista, Va 24517

**SEND PURCHASE ORDER TO:**

Duncan-Parnell, Inc.  
305 Ashcake Rd., Suite K  
Ashland, Va 23005  
PH 804.368.7525  
FAX 804.496.6320

Line	Qty	Product #	Description	Unit Price	Extension
1	1	114819-02	<b>Spectra Geospatial SP20 - Decimeter</b> SP20 rugged handheld, GNSS multiconstellation with decimeter accuracy, Android v6.0, 5.3" outdoor screen, all day battery, includes two screen protectors, soft carry pouch. Real-time decimeter accuracy via Trimble RTX or local VRS subscription. One year warranty.	\$6,595.00	\$6,595.00
2	1	96772	<b>SpectraPrecision Carbon Fiber Monopole</b>	\$230.00	\$230.00
3	1	100202	<b>TerraFlex Advanced Subscription</b> Field data collection and inspection app for Windows, Windows Mobile, iOS, and Android. Data synchronization with web server. Internet connection in field not required. Annual subscription, renewal required to continue use. Advanced version allows for update and upload of existing shapefiles and background imagery.	\$400.00	\$400.00
4	1	34520	<b>TerraFlex JumpStart Training</b> WebEx training to get InSphere account setup and workflow recommendations. If using ArcGIS, also includes setup with TerraFlex ArcMap plug-in.	\$375.00	\$375.00
5	1	KeyNet VRS MGIS	<b>KeyNetGPS VRS Annual Subscription MGIS</b> Provides real-time VRS differential correction via internet, subscription per device.	\$1,000.00	\$1,000.00
<b>OPTIONS</b> (not included above):					
6		EWSPN-GNSS3	TPP - Hardware - Spectra GNSS Receiver SP20 Extends the initial year of hardware warranty for an additional year.	\$359.00	

Sub Total	\$8,600.00
Shipping & Handling	35.00
<b>TOTAL</b>	<b>\$8,635.00</b>

Prices do not include sales tax; all major credit cards accepted.  
All accounts are NET 30; past due balances subject to 2% finance charge per month.  
Returned items subject to 20% restocking fee.



DATE: 3/29/2019

QUOTE IS VALID 30 DAYS

QUOTATION #: 2208

SALES REP: York Grow

Page 1

## QUOTATION FOR SOLUTIONS

Tom Fore  
Town of Altavista  
510 7th Street  
Altavista, Va 24517

SEND PURCHASE ORDER TO:

Duncan-Parnell, Inc.  
305 Ashcake Rd., Suite K  
Ashland, Va 23005  
PH 804.368.7525  
FAX 804.496.6320

Line	Qty	Product #	Description	Unit Price	Extension
1	1	114819-03	<b>Spectra Precision SP20 - Centimeter</b> SP20 rugged handheld, GNSS multiconstellation with decimeter accuracy, Android v6.0, 5.3" outdoor screen, all day battery, includes two screen protectors, soft carry pouch. Real-time 1-3 centimeter accuracy via Trimble RTX or local VRS subscription. One year warranty.	\$8,595.00	\$8,595.00
2	1	85320	<b>Zephyr Model 3 Antenna</b>	\$2,125.00	\$2,125.00
3	1	116795	<b>SP20 External Antenna Cable</b>	\$85.00	\$85.00
4	1	114823	<b>SP 20 pole bracket</b>	\$150.00	\$150.00
5	1	5125-20	GPS Rangepole, 2 meter, telescoping, aluminum (3 lbs)	\$135.00	\$135.00
6	1	100202	<b>TerraFlex Advanced Subscription</b> Field data collection and inspection app for Windows, Windows Mobile, iOS, and Android. Data synchronization with web server. Internet connection in field not required. Annual subscription, renewal required to continue use. Advanced version allows for update and upload of existing shapefiles and background imagery.	\$400.00	\$400.00
7	1	34520	<b>TerraFlex JumpStart Training</b> WebEx training to get InSphere account setup and workflow recommendations. If using ArcGIS, also includes setup with TerraFlex ArcMap plug-in.	\$375.00	\$375.00
8	1	<b>KeyNet VRS MGIS</b>	<b>KeyNetGPS VRS Annual Subscription MGIS</b> Provides real-time VRS differential correction via internet, subscription per device.	\$1,000.00	\$1,000.00
<b>OPTIONS</b> (not included above):					
9		EWSPN-GNSS3	TPP - Hardware - Spectra GNSS Receiver SP20 Extends the initial year of hardware warranty for an additional year.	\$359.00	

Sub Total	\$12,865.00
Shipping & Handling	46.00
<b>TOTAL</b>	<b>\$12,911.00</b>

Prices do not include sales tax; all major credit cards accepted.  
All accounts are NET 30; past due balances subject to 2% finance charge per month.  
Returned items subject to 20% restocking fee.



Date: 2/7/2019

For: Town of Alta Vista Virginia  
P.O. Box 420  
Altavista, VA 24517  
Attn: Thomas Fore

**Topcon Hiper VR Network Rover**

Ordered By

We are pleased to provide the following quota

QTY		DESCRIPTION	UNIT PRICE	TOTAL PRICE
<b>Topcon Hiper VR Network GPS</b>				
1	1030886-01	Topcon Hiper VR Network Rover	\$8,995.00	\$8,995.00
		<i>Package Includes:</i>		
		2Meter Fixed height GPS Pole, Charger, Case, Cables		
1	1029638-01	OAF+226 Channels All Signal 10Hz NET+LL RTK	\$3,650.00	\$3,650.00
1	1009273-01	Carbon Fiber Bi-Pod	\$139.00	\$139.00
<b>Hiper VR Network GPS System Sub-Total</b>			<b>\$12,784.00</b>	
<b>Data Collector and Software</b>				
1	61060	Topcon Magnet Field GPS ONLY	\$1,050.00	\$1,050.00
1	1010084-01	FC-5000 Atom GEO N. America	\$1,975.00	\$1,975.00
1	Clip Cradle	FC-5000 Bracket (Clip Style)	\$150.00	\$150.00
<b>Data Collector Sub-Total</b>			<b>\$3,175.00</b>	
<b>Magnet Office Software</b>				
1	61067	Topcon Magnet Office Tools Software	\$495.00	\$495.00
<b>Equipment Training</b>				
1	Training	Training on Network GPS if purchased from Caron East	\$1,500.00	N/C
			Total Package	\$16,454.00
			Sales Tax Exempt	
			Total Price	\$16,454.00

Quotation by:  
Jimmy Wallen  
Sales Representative for Caron East Inc.  
7750 Wellingford Dr.  
Manassas, VA 20109  
Office: (703) 367-9462  
Mobile: (301) 471-7600

**This quotation is valid for 30 days**

Terms: Payment will be due upon delivery  
FOB: Destination

**\*\* With the purchase of this product from Caron East Inc. we will install a Network Base Station at the Water Treatment Plant**  
The monthly network access fee will be \$100.00 per month per receiver.  
Subscriber is responsible for their own data plan from cellular provider.

Terms & Conditions:

Customer is responsible for all sales and personal property taxes.  
Customer is to provide insurance coverage on rental, leased and loaned equipment.  
A finance charge will be charged on all invoices over 30 days past due. The finance charge is computed at a periodic rate of 2% per month, which is an annual percentage rate of 24%.  
An additional collection fee will be assessed if legal action is required for collection.  
Title of the material herewith shall remain with Caron/East, Inc. until payment has been made in full.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



Date: 2/7/2019

For: Town of Alta Vista Virginia  
P.O. Box 420  
Altavista, VA 24517  
Attn: Thomas Fore

PO#

We are pleased to provide the following quotation:

QTY		DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	CE1017274-01	<b>GPS Receiver</b> <b>Sokkia GCX-3 w/Softcase</b> <b>Includes:</b> 01-120650-11 ASSY, GCX3 RECEIVER 1005518-01 ADAPTER, AC DC DESKTOP, GCX2 US 1005519-01 ADAPTER, INTERNATIONAL (BAG OF 3) GCX2 1013602-01 CABLE, LOW DROP, USB A/USB uB(1.5m) 1017114-00 OAF, GCX3 STANDARD 1017283-01 BOX, GCX3 COMPLETE W/FOAM 1017284-01 LABEL, GCX3 BOX 7010-0386 CARD, 1,2,3,5 YR WARRANTY	\$5,730.00	\$5,730.00
1	1017114-03	OAF+ GCX3 Network Only RTK, GGD 10Hz	\$2,590.00	\$2,590.00
1	09-2022M	2 Meter Carbon Fiber GPS Rod	\$248.00	\$248.00
1	1009273-01	Carbon Fiber Bi-Pod	\$139.00	\$139.00
<b>Network GPS System Sub-Total</b>			<b>\$8,707.00</b>	
1	61060	<b>Data Collector and Software</b> Topcon Magnet Field GPS ONLY	\$1,050.00	\$1,050.00
1	1010084-01	FC-5000 Atom GEO N. America	\$1,975.00	\$1,975.00
1	Clip Cradle	FC-5000 Bracket (Clip Style)	\$150.00	\$150.00
<b>Data Collector Sub-Total</b>			<b>\$3,175.00</b>	
1	61067	<b>Magnet Office Software</b> Topcon Magnet Office Tools Software	\$495.00	\$495.00
1	Training	<b>Equipment Training</b> Training on Network GPS if purchased from Caron East	\$1,500.00	N/C
			Total Package	\$12,377.00
			Sales Tax Exempt	0.00
			Total Price	\$12,377.00

Quotation by:  
Jimmy Wallen  
Sales Representative for Caron East Inc.  
7750 Wellington Dr.  
Manassas, VA 20109  
Office: (703) 367-9462  
Mobile: (301) 471-7600

\*\* With the purchase of this product from Caron East Inc. we will install a Network Base Station at the Water Treatment Plant  
The monthly network access fee will be \$100.00 per month per receiver.  
Subscriber is responsible for their own data plan from cellular provider.

Terms: Net 30 Days  
FOB: Destination

This quotation is valid for 30 days

Terms & Conditions:

Customer is responsible for all sales and personal property taxes.  
Customer is to provide insurance coverage on rental, leased and loaned equipment.  
A finance charge will be charged on all invoices over 30 days past due. The finance charge is computed at a periodic rate of 2% per month, which is an annual percentage rate of 24%.  
An additional collection fee will be assessed if legal action is required for collection.  
Title of the material herewith shall remain with Caron/East, Inc. until payment has been made in full.

Received by:

Date:



1990 Link Rd  
Lynchburg, VA 24503  
276-356-8224  
moore@king-moore.com

March 30, 2019

Mr. Tom Fore  
Town of Altavista  
P.O. Box 420  
510 7th Street  
Altavista, VA 24517

RE: *GPS Recommendation for Town of Altavista, VA*

Dear Mr. Fore:

After observing GPS demonstrations of the GPS equipment and software from TopCon GPS and Trimble GPS, and receiving pricing quotes, I want to offer my recommendation of the system the Town of Altavista should consider procuring. This system is being considered for the purpose of capturing locations of water and wastewater facilities as well as the use of finding facilities in the future. Of course it can also be used for many other purposes in the Town beyond utilities.

I am recommending the Town procure the Trimble system from Duncan-Parnell. Below are my reasons:

- 1) Price: The Trimble equipment is lower in cost up front to purchase the equipment, software, and training. Both systems give the accuracy desired of real-time locations of 1 to 5 cm. The annual cost of the Trimble solution is a little higher but other assets of the Trimble system can offer savings in the long term via time savings due to ease of use, data transferring, and the setup of pick lists.
- 2) Compatibility with GIS: Both systems work with Esri data but the Trimble offers more compatibility in the workflow process. It uses the same geodatabase that we will set up for the GIS. This allows for more controlled data entry and simplicity of inserting data from the field into the GIS Geodatabase. The TopCon system utilizes Shapefiles which work with Esri but as not as seamlessly as the geodatabase.
- 3) Software: Two parts to the software of the Trimble give it an edge over TopCon. Whereas both software interfaces for the field crews are easy to use, the Trimble has an edge with capabilities such as "leveling" of the GPS and transferring data from the unit. The Trimble has the ability to allow the user to see the leveling of the GPS pole on the screen with the use of the camera, whereas the TopCon relies on the user maneuvering

the GPS rod until a traditional bubble centers in a small container of water. Perhaps the best part of the software is that the data from the Unit automatically transfers from the tablet to a Cloud system. The GIS software in ArcMap called Terraflex will then automatically connect and download the data having already been differentially corrected.

These are the reasons for my recommendation for the Timble system and I would suggest the Town proceed to the procuring of this system from Duncal\_Parnell.

Sincerely,

A handwritten signature in black ink that reads "Brandon Moore". The signature is written in a cursive, flowing style.

Brandon Moore  
President - GIS