



**Town of Altavista, Virginia**  
**Meeting Agenda**  
**Town Council Work Session**  
**Tuesday, October 22, 2019**  
**5:00 p.m. – Council’s Chambers**

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

**1. Call to Order**

**2. Agenda Adoption**

**3. Recognitions and Presentations**

- a. FY2019 Audit Presentation – David Foley, Farmer, Robinson, Cox ([LINK](#))**

**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. Public Input - “Booker Building Reuse Feasibility” Report ([LINK](#))**

**6. Items for Discussion**

- a. CY2020 Town Council Meeting Schedule ([LINK](#))**

- b. FY2021 Town Budget/CIP Calendar ([LINK](#))**

- c. Utility Control Valve Change Order(s) ([LINK](#))**

- d. Project Bid Recommendations ([LINK](#))**

- i. Chemical Storage Building (Public Works)**

- ii. WWTP Electrical Phase I (Utilities)**

- e. Avondale Park Shade follow up ([LINK](#))**

- f. Recreation Committee Report ([LINK](#))**

- i. Shreve Park Improvements**

- ii. Splash Pad operational review input**

- iii. Park Amenities/Donation Policy**

**7. 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.)*

**8. Matters from Council**

*Council members may bring up new items and a consensus of Council will refer the item to staff for additional research and placement on a future agenda.*

**9. Closed Session (*if needed*)****10. 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 ARE TO BE REQUESTED NOT LESS THAN THREE (3) WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 3269-5001 FOR ASSISTANCE.*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Recognitions and Presentations

**MEETING DATE:**

October 22, 2019

**ITEM #: 3a****ITEM TITLE:**

FY2019 Financial Report (Audit) – David Foley

**DESCRIPTION:**

Mr. David Foley of Robinson, Farmer, Cox, Associates will be present to give Town Council a summary of the Town's FY2019 Financial Report. Staff recommends that Council consider the presentation of the FY2019 Financial Report and that acceptance of the document be placed on the November Town Council Regular Meeting Consent Agenda.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - Place the item for Acceptance on the November Regular Meeting Consent Agenda
  - Defer action and place on the Council work Session Agenda for additional discussion/review

**ATTACHMENTS:**

- FY2019 Financial Report provided separately
- Staff memo



DATE: October 18, 2019

MEMO TO: Mayor Mattox and Members of Council

FROM: Tobie Shelton

RE: FY 2019 Financial Report (*FY 2019 Financial Report will be forwarded separately*)

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David Foley with Robinson, Farmer, Cox Associates will be attending the October 22<sup>nd</sup> Work Session to present our FY 2019, Financial Report, which covers the period July 1, 2018 through June 30, 2019. He will be able to answer any questions you may have concerning the annual report.

The representation letter found on page 1 of the report provides an overview of the auditing process and analysis of the Town's financial condition. An unmodified opinion was issued on the Town's financial statement which is the cleanest opinion an auditor can give.

As noted in Exhibit 3, page 7, the fund balance total of the General Fund for FY 2019 was \$17,855,490. The General Fund had an excess of revenues over expenditures in the amount of \$926,274 as indicated on page 9 (Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund) over last year. Of this amount, \$401,660 is designated in reserves as follows: \$25,000 (Administration), \$20,650 (Police), and \$356,010 (Public Works/Recreation).

As noted in Exhibit 7, page 11, total net position of the Enterprise Fund for FY 2019 was \$12,522,864. The Enterprise Fund had a loss in net position in the amount of \$177,353 as indicated on page 12 (Statement of Revenues, Expenditures, and Changes in Net Position – Proprietary Fund) over last year. FY 2019 projects that were approved to be carried over totaling \$527,330 will be funded out of reserves. Project totals are as follows: \$110,320 (Water Treatment Plant) and \$417,010 (Wastewater Treatment Plant).

The Town continues to show a stable financial position.

Please advise if you have further questions.





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Public Input

**MEETING DATE:**

October 22, 2019

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

Public Input – Booker Building Use Feasibility Study

**DESCRIPTION:**

Previously Town Council contracted with Land Planning and Design Associates to conduct an analysis of potential uses for the Booker Building. This analysis was performed with input from a small stakeholders group and a draft report was recently received and distributed to Town Council and the stakeholders for input.

In addition, Town Council wishes to receive input from citizens in regard to future potential uses and improvements to the Booker Building. At this time, Council will received input from the Public.

## **CALL FOR PUBLIC INPUT**

In addition, input can be provided via email ([townhall@altavistava.gov](mailto:townhall@altavistava.gov)) or by submitting written input to Town Hall until Friday, October 25<sup>th</sup>. Any input submitted to date will be provided to Town Council at their meeting. Following tonight's input, staff recommends that Council place this item on a future Town Council Work Session or schedule a Special Work Session for consideration of the Booker Building Use Feasibility Study and any input received.

**BUDGET/FUNDING:**

Unknown until the scope of improvements/reuse is known.

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - Set a date for additional discussion on the item.
  - Provide alternative direction to staff.

**ATTACHMENTS:**

- None (*Booker Building Use Feasibility Report was previously provided.*)



# NEWS

**For Immediate Release**

**Monday, October 14, 2019**

**Contact:** Waverly Coggsdale, Town Manager (434) 369-5001 Ext. 102

## ***Town Seeks Input on Potential Uses for Booker Building***

Altavista, Va. – The Town of Altavista invites the community to provide input potential future uses for the Town-owned Booker Building located at English Park. Time will be provided at the Town Council's October 22, 2019 Work Session to receive public input on this item, the meeting will begin at 5:00 p.m. and be held in Council's Chamber of the "J.R. "Rudy" Burgess Building" Town Hall" (510 7<sup>th</sup> Street).

Recently, the Town Council approved the development of a "Use Feasibility Study" for the Booker Building, which was performed by Land Planning and Design Associates (LPDA) of Charlottesville. The draft report can be found on the Town's website at [www.altavistava.gov](http://www.altavistava.gov) or may be viewed at Town Hall (510 7<sup>th</sup> Street). The report has identified several different potential uses for the facility through feedback from a small stakeholder lists and Town Council would like to hear the community's thoughts on these or other uses for the facility to best meet the needs of our community/citizens.



**BOOKER BUILDING USE FEASIBILITY STUDY**  
Altavista, Virginia  
September 2019

Individuals that are unable to attend the Town Council Work Session on Tuesday, October 22, 2019 at 5:00 p.m., may submit their input via email at [townhall@altavistava.gov](mailto:townhall@altavistava.gov) or provide them in writing to Town Hall, by October 25<sup>th</sup>. If you have any questions please contact Waverly Coggsdale, Town Manager at (434) 369-5001 or via email at [jwcoggsdale@altavistava.gov](mailto:jwcoggsdale@altavistava.gov).

# # #

## BOOKER BUILDING USE INPUT *(as of October 18, 2019)*

*Booker Building would make a great brewery. It's big enough for all the equipment needed and a taproom and restaurant. Plus it would be a great place to finish up a day of paddling and fishing on the Staunton. Could call it Cedar Chest Brewing Company in honor of the Lane Company.*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items For Discussion

**MEETING DATE:**

October 22, 2019

**ITEM #: 6a****ITEM TITLE:**

CY2020 Town Council Meeting Schedule

**DESCRIPTION:**

The Altavista Town Council currently meets twice a month, except in December. Town Council meets on the 2<sup>nd</sup> Tuesday of each month for their Regular Meeting (7:00 p.m.) and on the 4<sup>th</sup> Tuesday of each month (except December) for their Work Session (5:00 p.m.). The meetings are conducted in the Council's Chambers of the J.R. "Rudy" Burgess Building (Town Hall) located at 510 7<sup>th</sup> Street. Please note that based on past direction, there is no Work Session scheduled for December.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - By Consensus, place the adoption of the CY2020 Town Council Meeting Calendar on the November Regular Meeting Consent Agenda (as presented or modified).
  - Provide alternative direction to staff.

**ATTACHMENTS:**

- CY2020 Town Council Meeting Schedule

## CY 2020 Town Council Schedule Town of Altavista

The Altavista Town Council meets the second Tuesday (Regular Meeting) at 7:00 p.m. and the fourth Tuesday (Work Session) at 5:00 p.m. of each month in the Town Hall Council Chambers of the J.R. “Rudy” Burgess Municipal Building, located at 510 Seventh Street. Except for periods of closed session that may be called within a meeting, the business sessions are open to the public. The following schedule is for regular meetings (RM) and work sessions (WS) for Calendar Year 2020. The Mayor and Town Council also may meet at other times and/or places in Special Meetings, which also are open to the public.

Month	Date
January RM	January 14 <sup>th</sup>
January WS	January 28 <sup>rd</sup>
February RM	February 11 <sup>th</sup>
February WS	February 25 <sup>th</sup>
March RM	March 10 <sup>th</sup>
March WS	March 24 <sup>th</sup>
April RM	April 14 <sup>th</sup>
April WS	April 28 <sup>th</sup>
May RM	May 12 <sup>th</sup>
May WS	May 26 <sup>th</sup>
June RM	June 9 <sup>th</sup>
June WS	June 23 <sup>rd</sup>

Month	Date
July RM	July 14 <sup>th</sup>
July WS	July 28 <sup>th</sup>
August RM	August 11 <sup>th</sup>
August WS	August 25 <sup>th</sup>
September RM	September 8 <sup>th</sup>
September WS	September 22 <sup>nd</sup>
October RM	October 13 <sup>th</sup>
October WS	October 27 <sup>th</sup>
November RM	November 10 <sup>th</sup>
November WS	November 24 <sup>th</sup>
December RM	December 8 <sup>th</sup>
December WS	NO MEETING



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items For Discussion

**MEETING DATE:**

October 22, 2019

**ITEM #: 6b****ITEM TITLE:**

FY2021 Budget/CIP Calendar

**DESCRIPTION:**

Attached is the draft FY2021 Budget/CIP calendar for Town Council's review and consideration. The calendar is largely the same as last years and continues to feature an option for continued Budget Work Sessions on the Wednesdays following each Town Council Work Session. In January, February and March. This allows Council ample time to consider the items related to the budget and capital improvement plan without sacrificing time needed for regular on-going town items/issues. The additional continued meetings will only be utilized if Council feels they are necessary to complete the budget process.

As is the case each year, the Altavista Community Transit System (ACTS) proposed budget will be considered in December in order for staff to have ample time to prepare the grant application that is due in January. Staff will provide the ACTS draft budget to Council in mid-November.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - By Consensus, place the adoption of the FY2021 Budget/CIP schedule on the November Regular Meeting Consent Agenda (as presented or modified).
  - Provide alternative direction to staff.

**ATTACHMENTS:**

- FY2021 Budget/CIP Calendar



## **PROPOSED BUDGET CALENDAR FY 2021 BUDGET PREPARATION**

<b><u>November</u></b>		<b>Begin revenue forecasts, review Transit Budget; (Grant deadline is January), instruct department managers, and distribute copies of budget work papers</b>
<b><u>November 26</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Public Input Session for FY 2021 Budget to be held during Work Session</b>
<b><u>December 13</u> (Friday)</b>		<b>Department CIP requests due</b>
<b><u>January 10</u> (Friday)</b>		<b>Department Operating Budget requests due</b>
<b><u>January 13</u> (Monday)</b>		<b>Written requests from outside agencies and non-profits due by this date</b>
<b><u>January 28</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Outside agencies/non-profits requesting funding should attend Council Work Session. CIP and utility rate discussion.</b>
<b><u>January 29</u> (Wednesday)</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session (if needed)</b>
<b><u>February 17</u> (Monday)</b>		<b>Council receives Draft Budget document</b>
<b><u>February 25</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Council Budget Work Session / CIP Approval</b>
<b><u>February 26</u> (Wednesday)</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session (if needed)</b>
<b><u>March 24</u> (Tuesday)</b>	<b>5:00 p.m.</b>	<b>Council Budget Work Session</b>
<b><u>March 25</u> (Wednesday)</b>	<b>5:00 p.m.</b>	<b>Continuation of Council Budget Work Session (if needed)</b>
<b><u>April 14</u> (Tuesday)</b>	<b>7:00 p.m.</b>	<b>First Reading of Budget/Designate Public Hearing for May 14<sup>th</sup></b>
<b><u>April 22</u> (Wednesday)</b>		<b>First Public Hearing Advertisement</b>
<b><u>April 29</u> (Wednesday)</b>		<b>Second Public Hearing Advertisement</b>
<b><u>May 12</u> (Tuesday)</b>	<b>7:00 p.m.</b>	<b>Public Hearing on the FY2021 Budget</b>
<b><u>June 9</u> (Tuesday)</b>	<b>7:00 p.m.</b>	<b>Council Meeting to approve FY2021 Budget</b>



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

October 22, 2019

**ITEM #: 6c****ITEM TITLE:**

Clarion Road Control Valve Change Order Request

**DESCRIPTION:**

Anderson Construction believes that the original scope of work in the vicinity of the control valve vault was to include only that work inside the actual vault. They base the interpretation on the wording of a general note on the drawing set (sheet C-101) which states, "The project generally includes the replacement of valves within an existing valve vault on Clarion Road, south of the Clarion tank..." Anderson's representative further states that their inclusion of this language in their proposal for the work further limited the scope they felt they were bidding on.

Anderson had initially provided a change order of \$22,065.60 for the work outside of the control valve vault, this would have exceeded the budget. After further discussion, it became known that they (Anderson) did not have to build the by-pass around the pinch-valve vault, as staff discovered that there was an existing by-pass. This resulted in a balance of \$10,603.53 due to the bypass for the pinch valve not being required.

Woodard and Curraran recommends as follows: In the interest of expediting this process and retaining a good relationship with an area contractor, they would recommend that the Town and Anderson negotiate a credit somewhere in the range of \$5,000 to 10,603.53 for the project.

Staff concurs with Woodard & Currans recommendation

**BUDGET/FUNDING:**

Project Budget: \$105,900.00. Negotiating a change order in the range of \$5,000.00 to 10,603.53 would still be under the appropriated amount for the project.

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - Approval of negotiating the Change Order.
  - Defer action and place on the Council work Session Agenda for additional discussion/review

**ATTACHMENTS:**

- W & C Recommendation E-Mail
- Anderson Const. Control Valve Change Order
- Anderson Const. Pinch Valve Change Order Credit



Tom:

As we discussed previously, Chris Morgan of Anderson Construction believes that the original scope of work in the vicinity of the control valve vault was to include only that work inside the actual vault. He bases that interpretation on the wording of a general note on the drawing set (sheet C-101) which states, "The project generally includes the replacement of valves within an existing valve vault on Clarion Road, south of the Clarion tank...". Chris further states that Anderson's inclusion of this language in their proposal for the work further limited the scope they felt they were bidding on.

Several factors strongly weigh against this interpretation:

- The mechanical plan sheet that is part of the project drawings (M-101) clearly shows that the elements of the new work include the interconnecting piping tying the vault into the street piping and the fittings and valve associated with that tie-in to allow the control vault to be bypassed if needed.
- The pre-bid meeting that Anderson attended apparently discussed in detail the extent of the project and that this tie-in was part of the project scope being bid. I was not at that meeting, however, I have heard from both you and Turner a consistent interpretation of the events of that meeting that this was discussed. Furthermore, apparently, the other project bidder who was also in attendance, interpreted the work scope correctly and included this tie-in in his pricing.
- As the bidding process unfolded, Anderson Construction submitted no RFI (Request For Information) suggesting they felt they had conflicting information on the extent of the project scope and provided no formal statement of "Exceptions Taken" in their project bid.
- Finally, the Traffic Control Plan submitted by Anderson appears to account for planned work in the roadway shoulder (this would only be the tie-in work) and defines how traffic would be controlled while this work was underway.

As the attached Change Order PCO-001 shows, Anderson Construction was initially seeking an additional \$22,065.60 for this work.

Also part of the original project were planned modifications to the pinch valve vault on the north side of Highway 29. It was initially believed that there was no bypass line around this pinch valve vault, based on existing records and field surface observations. As it turned out, an existing bypass line was located, and much of the work planned for the pinch valve vault modifications became unnecessary. Anderson's original project bid allocated approximately \$15,900 for work planned in this area. Obviously, equipment mobilization was necessary, and some excavation work was done in the course of determining that a bypass line was already in place. Still, it would certainly be reasonable to anticipate that a significant credit for work not undertaken would be forthcoming from the Contractor. In Change Order PCO-002 above, the Contractor is proposing a credit to the project of \$10,603.53 for this avoided work, suggesting that the value of the work in this area that was completed was approximately \$5,300.

After several discussions I have had, pushing back on the interpretation of the original scope, Chris Morgan verbally advanced a modified proposal. Chris feels that Anderson's actual material cost for what they believe is work on the control valve tie-in that they didn't price into their original proposal is on the order of \$13,000. He has proposed offsetting that against the \$10,603.53 credit for the reduced pinch valve work and further washing the difference away, thus keeping the original overall project bid amount at \$105,900.

In my discussions with you, it is clear that we both feel that the control valve tie-in work should have been included in Anderson's overall pricing. You felt quite strongly that this issue came up and was discussed at the prebid meeting. Furthermore, your personal feeling was that the work that was completed at the pinch valve vault was

substantially less than the \$5,300 that Anderson believes is the case. It would appear then, that you might feel that the Town should expect to see an overall project credit of something in the range of \$11,000 to \$13,000 from the original combined project cost, all for work not completed near the pinch valve.

Based on Anderson's original proposed numbers, as given in the attached Change Order requests, they might argue that they feel entitled to a net additional \$11,462.07 for the project (\$22,065.60 - \$10,603.53). For the four reasons given in the first paragraph, I feel that this would not be defensible. In the interest of wrapping this up as quickly and as efficiently as possible, I believe that Anderson has reached this conclusion as well and has adopted the position of simply calling it a wash and hoping to retain at least the original project cost. The Town's position might well be that zero is owed for the control valve tie-in work given that it was shown as part of the project scope. However, I feel it may be considerably more difficult to reach an agreed-upon value for the work that was completed at the pinch valve vault. Thus, I would not expect to be successful in arguing for an overall project credit in excess of \$10,000. In the interest of expediting this process and retaining a good relationship with an area contractor, I would recommend that the Town and Anderson negotiate a credit somewhere in the range of \$5,000 for the project. I would also point out that the second lowest bid provided on the original project was approximately \$43,000 higher than that received from Anderson.

Please keep me apprised of how you and the Town would like to proceed on this, and I can relay that to Chris Morgan. It may, however, be possible to resolve it more quickly if both parties could have a face-to-face meeting to explain their positions.

Best Regards,

Ron Hidu  
Senior Technical Manager

Woodard & Curran  
One Merchants Plaza Suite 501  
Bangor, ME 04401  
Desk: 207.558.4235  
Cell: 207.632.4869  
[rhidu@woodardcurran.com](mailto:rhidu@woodardcurran.com)  
[www.woodardcurran.com](http://www.woodardcurran.com)



# LETTER OF TRANSMITTAL

DATE: 8/28/2019

TO:  
Woodard & Curran  
One Merchants Plaza, Suite 501  
Bangor , Maine 04401

ATTENTION: Ron

RE: \_\_\_\_\_

JOB NO. 229783.28

## WE ARE SENDING YOU:

- |   |  |                                |   |
|---|--|--------------------------------|---|
| <input type="checkbox"/> Attached       | <input type="checkbox"/> Mailed                  | <input type="checkbox"/> Faxed | <input type="checkbox"/> Hand Delivered |
| <input type="checkbox"/> Shop Drawings  | <input type="checkbox"/> Prints                  | <input type="checkbox"/> Plans | <input type="checkbox"/> Samples        |
| <input type="checkbox"/> Copy of Letter | <input checked="" type="checkbox"/> Change Order | <input type="checkbox"/> Other | <input type="checkbox"/> Specifications |

COPIES	DATE	NO.	DESCRIPTION
1	08/28/19	PRO-001	Control Vault Tie In

## THESE ARE TRANSMITTED as checked below:

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> For Approval & Execution | <input type="checkbox"/> Approved as Submitted            | <input type="checkbox"/> Resubmit Copies for Approval   |
| <input type="checkbox"/> For Your Use                        | <input type="checkbox"/> Approved as Noted                | <input type="checkbox"/> Submit Copies for Distribution |
| <input type="checkbox"/> As Requested                        | <input type="checkbox"/> Returned for Corrections         | <input type="checkbox"/> Return Corrected Prints        |
| <input type="checkbox"/> For Review & Comment                | <input type="checkbox"/> Other _____                      |   |
| <input type="checkbox"/> FOR BIDS DUE _____                  | <input type="checkbox"/> PRINTS RETURNED AFTER LOAN TO US |   |

## REMARKS

COPY TO \_\_\_\_\_

SIGNED: \_\_\_\_\_  
Your Name, Title

If enclosures are not as noted, kindly notify us at once.



## ANDERSON CONSTRUCTION, INC.

P.O. Box 10053 - Lynchburg, VA 24506

**PROPOSED CHANGE ORDER # 19031-PCO-001**  
**19031 Clarion Road Flow Control Valve Installation**  
**Clarion Rd. Altavista, VA 24517**

August 28, 2019

Dear Ron Hidu,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project. For tying existing Control Valve Vault into the existing 8-inch Water Line.

### **SCOPE:**

ACI tied in the existing Control Valve Vault to 8-inch water main located on Clarion Rd. ACI replaced existing 8-inch 90's at the vault and installed new 8-inch ductile pipe up to the existing main. When the old pipe was abandoned it was not capped properly and the pipe was partially filled with gravel, dirt and debris. ACI then installed two (2) 8-inch gate valves on the existing main to allow for a way to isolate the vault. The tie in was done with mechanical joint tee's and long sleeves. Shoulder was back filled with compacted stone and asphalt was patched on shoulder of the roadway. Disturbed area was seeded and strawed.

- **Proposed Change to Substantial Completion And / Or Final Completion**
  - (0) number of days
  - **Proposed New Substantial Completion / Final Completion Dates**
    - **SC: Same as Contract**
    - **FC: Same as Contract**
  
- See Proposed Change Order Below

Please let me know if you require further information in order to provide a decision on a change order as soon as possible.

Sincerely,

Chris Morgan, Project Manager  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 540.718.7973

CONTRACTOR ESTIMATE FOR CHANGE ORDER

HECO-GC-1

Revised: 10/06/2014

Project Code: 19031  
Agency: Town of Altavista  
Project: Clarion Rd Flow Control Vault

Contractor: Anderson Construction, Inc.  
Change Description: Control Vault Tie-In

GENERAL CONTRACTOR DIRECT COSTS											
Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	2.00	day	8.00	16.00	\$50.00	\$800.00		\$0.00		\$0.00
1.02	Superintendent - Crew 1	5.00	day	10.00	50.00	\$58.80	\$2,940.00		\$0.00		\$0.00
1.03	Operator - Crew 1	5.00	day	10.00	50.00	\$47.00	\$2,350.00		\$0.00		\$0.00
1.04	Skilled Craftsman - Crew 2	1.00	day	11.00	11.00	\$47.00	\$517.00		\$0.00		\$0.00
1.04	Skilled Craftsman - Crew 2	1.00	day	11.00	11.00	\$47.00	\$517.00		\$0.00		\$0.00
1.05	Laboror - Crew 1	5.00	day	10.00	50.00	\$29.40	\$1,470.00		\$0.00		\$0.00
1.07	Laboror - Crew 2	1.00	day	11.00	11.00	\$29.40	\$323.40		\$0.00		\$0.00
Subtotal from Estimate Continuation Sheets							\$0.00		\$5,766.79		\$4,350.00
1.97	Subtotal (S/T) Direct Costs:						\$8,917.40	Subtotal Mat'I	\$5,766.79	Subtotal Equip.	\$4,350.00
1.98								Sales Tax	5.3% \$305.64	Sales Tax	5.3% \$230.55
1.99	Total Direct Costs						\$8,917.40	Total Mat'I	\$6,072.43	Total Equip.	\$4,580.55
				Total Labor							

SUBCONTRACT COSTS		
Item No.	Subcontractor Name	Total Cost
A	B	C
2.01		
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$0.00

SUMMARY		
Item No.	Description	Total Cost
3.01	Total Direct Labor Cost	Item 1.99H \$8,917.40
3.02	Total Direct Material Cost	Item 1.99J \$6,072.43
3.03	Total Equipment Cost	Item 1.99L \$4,580.55
3.04	Subtotal	3.01+3.02+3.03 \$19,570.38
3.05	Overhead and Profit* (%)	10% \$1,957.04
3.06	Subtotal	\$21,527.42
3.07	Subcontractor Cost	Item 2.99 \$0.00
3.08	GC Markup on Subcontractors** (%)	0.00% \$0.00
3.09	Subtotal	3.06+3.07+3.08 \$0.00
3.10	Additional Bond Cost	2.50% \$538.19
3.99	Total Change Order Cost	(3.09+3.10) \$22,065.60

Submitted By

Name: Chris Morgan

Signature:

Title: Project Manager

Date: 8/28/2018

Qty Units Table

\*Limited to 10% on self-performed work.  
\*\*Limited to total of 5% on Subcontract Work

**ESTIMATE CONTINUATION SHEET**

( Attach to Form GC-1, SC-1, or SS-1 as necessary for continuation of the direct cost estimates. )

Project Code: 19031

Agency: Town of Altavista

Project: Clarion Road Flow Control

Performing Contractor: Anderson Construction, Inc

Performing SubContractor:

Change Description: Control Vault Tie-In

PERFORMING CONTRACTOR DIRECT COSTS											
Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Labor Hours	Hourly Wage Rate, Excl. Taxes & Ins.	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.10	Yanmar 100 Excavator	5.00	day		0.00		\$0.00		\$0.00	\$330.00	\$1,650.00
1.11	Yanmar 35 Excavator	5.00	day		0.00		\$0.00		\$0.00	\$300.00	\$1,500.00
1.12	Yanmar 35 Excavator	1.00	day		0.00		\$0.00		\$0.00	\$300.00	\$300.00
1.13	Truck with Tools	6.00	ea		0.00		\$0.00		\$0.00	\$150.00	\$900.00
1.14	8-Inch Ductile Pipe	60.00	ft		0.00		\$0.00	\$15.74	\$944.22		\$0.00
1.15	8-inch MJ 90 Bend	2.00	ea		0.00		\$0.00	\$105.75	\$211.50		\$0.00
1.16	8-inch MJ Long Sleeve	5.00	ea		0.00		\$0.00	\$113.76	\$568.80		\$0.00
1.17	8-inch Foster Adapter	1.00	ea		0.00		\$0.00	\$244.19	\$244.19		\$0.00
1.18	8-inch MJ Tee	2.00	ea		0.00		\$0.00	\$157.50	\$315.00		\$0.00
1.19	8-inch MJ Gate Valve	2.00	ea		0.00		\$0.00	\$775.00	\$1,550.00		\$0.00
1.20	Cast Iron Valve Box	2.00	ea		0.00		\$0.00	\$53.86	\$107.72		\$0.00
1.21	8-inch Megalug	22.00	ea		0.00		\$0.00	\$52.04	\$1,144.88		\$0.00
1.22	21A Stone Back Fill	29.00	ton		0.00		\$0.00	\$16.60	\$481.40		\$0.00
1.23	Asphalt	3.00	ton		0.00		\$0.00	\$66.36	\$199.08		\$0.00
1.24					0.00		\$0.00		\$0.00		\$0.00
1.25					0.00		\$0.00		\$0.00		\$0.00
1.26					0.00		\$0.00		\$0.00		\$0.00
1.27					0.00		\$0.00		\$0.00		\$0.00
1.28					0.00		\$0.00		\$0.00		\$0.00
					0.00		\$0.00		\$0.00		\$0.00
					0.00		\$0.00		\$0.00		\$0.00
					0.00		\$0.00		\$0.00		\$0.00
					0.00		\$0.00		\$0.00		\$0.00
Page Subtotals (Carry Forward To Line 1.09 )							Labor: \$0.00	Material: \$5,766.79		Equipment: \$4,350.00	



## LETTER OF TRANSMITTAL

DATE: 8/29/2019

TO:  
Woodard & Curran  
One Merchants Plaza, Suite 501  
Bangor, Maine 04401

ATTENTION: Ron Hidu

RE: \_\_\_\_\_

JOB NO. 229783.28

### WE ARE SENDING YOU:

- |   |  |                                |   |
|---|--|--------------------------------|---|
| <input type="checkbox"/> Attached       | <input type="checkbox"/> Mailed                  | <input type="checkbox"/> Faxed | <input type="checkbox"/> Hand Delivered |
| <input type="checkbox"/> Shop Drawings  | <input type="checkbox"/> Prints                  | <input type="checkbox"/> Plans | <input type="checkbox"/> Samples        |
| <input type="checkbox"/> Copy of Letter | <input checked="" type="checkbox"/> Change Order | <input type="checkbox"/> Other | <input type="checkbox"/> Specifications |

COPIES	DATE	NO.	DESCRIPTION
1	08/29/19	PCO-002	Pinch Valve Vault Deduct

### THESE ARE TRANSMITTED as checked below:

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> For Approval & Execution | <input type="checkbox"/> Approved as Submitted            | <input type="checkbox"/> Resubmit Copies for Approval   |
| <input type="checkbox"/> For Your Use                        | <input type="checkbox"/> Approved as Noted                | <input type="checkbox"/> Submit Copies for Distribution |
| <input type="checkbox"/> As Requested                        | <input type="checkbox"/> Returned for Corrections         | <input type="checkbox"/> Return Corrected Prints        |
| <input type="checkbox"/> For Review & Comment                | <input type="checkbox"/> Other _____                      |   |
| <input type="checkbox"/> FOR BIDS DUE _____                  | <input type="checkbox"/> PRINTS RETURNED AFTER LOAN TO US |   |

### REMARKS

COPY TO \_\_\_\_\_

SIGNED: \_\_\_\_\_  
Your Name, Title

If enclosures are not as noted, kindly notify us at once.



## ANDERSON CONSTRUCTION, INC.

P.O. Box 10053 - Lynchburg, VA 24506

**PROPOSED CHANGE ORDER # 19031-PCO-002**  
**19031 Clarion Road Flow Control Valve Installation**  
**Clarion Rd. Altavista, VA 24517**

August 29, 2019

Dear Ron Hidu,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project. Deduct for Bypass around the Pinch Valve Vault.

### **SCOPE:**

ACI excavated on both sides of the Pinch Valve Vault to expose the pipe. During locating all the existing utilities ACI and the Town of Altavista discovered (3) three existing valves located on the water main beside the road. After investigating with the Town, it was determined that these existing valves were in place to bypass the existing pinch valve vault. There is a bypass around the existing Pinch Valve Vault already and a new bypass will not need to be installed. This proposed change order is for a deduct for the work that won't be done on the existing Pinch Valve Vault. However, it is not a complete credit as ACI had several days on the pinch valve vault exposing the existing utilities and pipe to tie in the new bypass before the existing bypass was discovered.

- **Proposed Change to Substantial Completion And/Or Final Completion**
  - (0) number of days
  - **Proposed New Substantial Completion / Final Completion Dates**
    - **SC: Same as Contract**
    - **FC: Same as Contract**
- See Proposed Change Order Below

Please let me know if you require further information in order to provide a decision on a change order as soon as possible.

Sincerely,

Chris Morgan, Project Manager  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 540.718.7973



# CONTRACTOR ESTIMATE FOR CHANGE ORDER

HECO-GC-1

Revised: 10/06/2014

Project Code: 19031  
Agency: Town of Altavista  
Project: Clarion Rd Flow Control Vault

Contractor: Anderson Construction Inc.  
Change Description: Deduct for Pinch Valve Vault

## GENERAL CONTRACTOR DIRECT COSTS

Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Superintendent	1.00	day	10.00	10.00	(\$58.50)	(\$585.00)		\$0.00		\$0.00
1.02	Operator	1.00	day	10.00	10.00	(\$47.00)	(\$470.00)		\$0.00		\$0.00
1.03	Laborer	1.00	day	10.00	10.00	(\$29.40)	(\$294.00)		\$0.00		\$0.00
1.04	Yanmar 35 Excavator	1.00	day				\$0.00		\$0.00	(\$300.00)	(\$300.00)
1.04	Truck with Tools	1.00	day				\$0.00		\$0.00	(\$150.00)	(\$150.00)
1.05							\$0.00		\$0.00		\$0.00
1.07									\$0.00		\$0.00
	Subtotal from Estimate Continuation Sheets						\$0.00		(\$7,200.00)		\$0.00
1.97	Subtotal (S/T) Direct Costs:						(\$1,349.00)	Subtotal Mat'I	(\$7,200.00)	Subtotal Equip.	(\$450.00)
1.98								Sales Tax	5.3% (\$381.60)	Sales Tax	5.3% (\$23.85)
1.99	Total Direct Costs						Total Labor (\$1,349.00)	Total Mat'I	(\$7,581.60)	Total Equip.	(\$473.85)

## SUBCONTRACT COSTS

Item No.	Subcontractor Name	Total Cost
A	B	C
2.01		
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$0.00

## SUMMARY

Item No.	Description	Total Cost
3.01	Total Direct Labor Cost Item 1.99H	(\$1,349.00)
3.02	Total Direct Material Cost Item 1.99J	(\$7,581.60)
3.03	Total Equipment Cost Item 1.99L	(\$473.85)
3.04	Subtotal 3.01+3.02+3.03	(\$9,404.45)
3.05	Overhead and Profit* (%) 10%	(\$940.45)
3.06	Subtotal	(\$10,344.90)
3.07	Subcontractor Cost Item 2.99	\$0.00
3.08	GC Markup on Subcontractors** (%) 0.00%	\$0.00
3.09	Subtotal 3.06+3.07+3.08	
3.10	Additional Bond Cost 2.50%	(\$258.62)
3.99	Total Change Order Cost (3.09+3.10)	(\$10,603.52)

## Submitted By

Name: Chris Morgan

Signature:

Title: Project Manager

Date: 8/29/2019

## Qty Units Table

\*Limited to 10% on self-performed work.

\*\*Limited to total of 5% on Subcontract Work

# ESTIMATE CONTINUATION SHEET

( Attach to Form GC-1, SC-1, or SS-1 as necessary for continuation of the direct cost estimates. )

**Project Code:** 19031

**Performing Contractor:** Anderson Construction, Inc.

**Agency:** Town of Altavista

**Performing SubContractor:** Deduct for Pinch Valve Vault

**Project:** Clarion Rd Flow Control Vault

### Change Description:

[illegible]



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

October 22, 2019

**ITEM #: 6d****ITEM TITLE:**

Project Bid Engineer's Recommendations

**DESCRIPTION:**

Recently Peed & Bortz conducted bid openings for two (2) town projects: 1) Public Work's Chemical Storage Building; and 2) WWTP Electrical Upgrade Phase 1. Scott Bortz will be on hand to review the bids and answer any questions.

Of note, is the fact that both bids are in excess of the "engineer's opinion of probable cost" and/or the Town's budgeted funds, this is a trend that other local governments are experiencing as well. Each project has been detailed below in regard to the budget:

**PW Chemical Storage Building**

Town Budget:	\$300,000		
Engineering:		\$ 32,600	
Low Bid:		<u>\$289,600</u>	
	\$300,000	\$322,200	Difference: (\$22,200)

The engineer notes that a "rock/earthwork" bid item totals \$12,800, which may not be needed. Staff concurs with Peed & Bortz's recommendation.

**WWTP Electrical Upgrade Phase 1 (Power House Building & Generator Pad)**

Engineer's Estimate	\$357,000 ( <i>construction only</i> )		
Low Bid:		<u>\$472,690</u>	
	\$357,000	\$472,690	Difference: (\$115,690)

The original Phase I project budget estimate totaled \$1,303,400; this included funds for Design (\$110,000), Permits/Inspections (\$145,700), Building/Construction (\$1,007,700), Legal (\$30,000) and SCADA (\$10,000). At this time the Design and Construction (including Generator and Switchgear) totals \$1,331,067, which is \$213,367 over the estimate for Design and Construction for Phase I. The funds for Permits/Inspections and/or Legal may not be fully needed, which could offset this overage. These funds would be part of the Issuance of Bonds. Staff concurs with Peed & Bortz's recommendation.

**BUDGET/FUNDING:**

Each project's budget/estimate is detailed above.

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - Accept recommendations on one or both of the projects and place on the November Regular Meeting Consent Agenda for approval.
  - Defer action and place on a future Work Session Agenda for additional discussion/review.

**ATTACHMENTS:**

- Chemical Building Bid Recommendation (Peed & Bortz)
- Chemical Building Bid Tabulations
- WWTP Electrical Upgrades (Phase 1) Power House/Generator Pad Bid Recommendation (Peed & Bortz)
- WWTP Electrical Upgrades (Phase 1) Power House/Generator Pad Bid Tabulations

PEED & BORTZ, L.L.C.  
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

---

17 October 2019

Mr. Waverly Coggsdale, III  
Town Manager - Altavista  
P.O. Box 420  
Altavista, Virginia 24517

Re: Chemical Storage Building  
Recommendation to Award  
JN 18-23

Dear Mr. Coggsdale,

Peed & Bortz, LLC recommends that the Town of Altavista award the above referenced project to Price Buildings, Inc. of Rocky Mount, VA based on their low bid in the amount of \$268,800.00. In addition, Peed & Bortz, LLC recommends exercising Additive Alternate #1 for the addition of lighting to the building at the bid price of \$20,800.00. Total Contract cost would be for \$289,600.00.

Peed & Bortz, LLC contacted the provided references of Masters Engineers, CHA Consulting, and TKA Architects regarding current projects and completed structures. The references provided satisfactory performance reviews for the Contractor's work on the Lot 7 EDA shell building, NRV Waterworks Improvements PH I-Contract 1, and VDOT projects. Based on the references, we believe that Price Buildings, Inc. has the experience, equipment, manpower, and other resources to accomplish this work in accordance with the plans and specifications.

We have attached a bid summary, copy of the bid and bid bond.

Please let me know if you have any questions or need any additional information.

Sincerely;



Scott Bortz, P.E.  
Project Engineer

Cc: David Garrett, Town of Altavista Public Works Director

Chemical Storage Building  
Town of Altavista, Virginia

October 8, 2019  
2:00 p.m.

BID TABULATION

<u>CONTRACTOR</u>	<u>AKNOW ADD</u>	<u>00430 BID BOND</u>	<u>Base Bid</u>	<u>Additive Alt #1 Lighting</u>	<u>Notes</u>
Blair Construction	X	X	\$ 463,000.00	\$ 15,500.00	
Jamerson-Lewis Construction	X	X	\$ 468,600.00	\$ 22,700.00	
Price Buildings, Inc	X	X	\$ 268,800.00	\$ 20,800.00	1
Engineer's Estimate			\$ 241,700.00	\$ 25,000.00	

Notes:  
1. Apparent low bidder

BID SUMMARY

Chemical Storage Building  
October 8, 2019

	Blair Construction				Jamerson-Lewis Construction				Price Buildings, Inc			
ITEM	<u>ESTIMATED</u>		<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>
	<u>QUANTITY</u>	<u>UNIT</u>										
Chemical Storage Building	1	LS	\$ 449,000	\$ 449,000.00	\$ 453,375.00	\$ 453,375.00	\$ 256,000.00	\$ 256,000.00				
Unsuitable Material	50	CY	\$ 40	\$ 2,000.00	\$ 62.50	\$ 3,125.00	\$ 40.00	\$ 2,000.00				
Rock Excavation	20	CY	\$ 200	\$ 4,000.00	\$ 230.00	\$ 4,600.00	\$ 300.00	\$ 6,000.00				
Compacted 21A Stone	80	CY	\$ 100.00	\$ 8,000.00	\$ 93.75	\$ 7,500.00	\$ 60.00	\$ 4,800.00				
	TOTAL			\$463,000.00	TOTAL			\$468,600.00	TOTAL			\$268,800.00
Lighting	1	LS	\$ 15,500	\$ 15,500.00	\$ 22,700.00	\$ 22,700.00	\$ 20,800.00	\$ 20,800.00				

**BID SUMMARY**

Chemical Storage Building  
October 8, 2019

**Engineer's Estimate**

<u>ITEM</u>	<u>ESTIMATED</u>		<u>UNIT PRICE</u>	<u>BID PRICE</u>
	<u>QUANTITY</u>	<u>UNIT</u>		
Chemical Storage Building	1 LS		\$ 232,000	\$ 232,000
Unsuitable Material	50 CY		\$ 50	\$ 2,500
Rock Excavation	20 CY		\$ 200	\$ 4,000
Compacted 21A Stone	80 CY		\$ 40	\$ 3,200
		<b>TOTAL</b>		<b>\$241,700.00</b>
Lighting	1 LS		\$ 25,000	\$ 25,000

BID BREAKDOWN



PEED & BORTZ, L.L.C.  
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

---

17 October 2019

Mr. Waverly Coggsdale, III  
Town Manager - Altavista  
P.O. Box 420  
Altavista, Virginia 24517

Re: WWTP Phase I Electrical Upgrades  
Recommendation to Award  
JN 18-47

Dear Mr. Coggsdale,

Peed & Bortz, LLC recommends that the Town of Altavista award the above referenced project to Price Buildings, Inc. of Rocky Mount, VA based on their low bid in the amount of \$472,690.00.

Peed & Bortz, LLC contacted the provided references of Masters Engineers, CHA Consulting, and TKA Architects regarding current projects and completed similar structures for VDOT. The references provided satisfactory performance reviews for the Contractor's work on the Lot 7 EDA shell building, NRV Waterworks Improvements PH I-Contract 1, and the VDOT projects. Based on the references, we believe that Price Buildings, Inc. has the experience, equipment, manpower, and other resources to accomplish this work in accordance with the plans and specifications.

We have attached a bid summary, copy of the bid and bid bond.

Please let me know if you have any questions or need any additional information.

Sincerely;



Scott Bortz, P.E.  
Project Engineer

Cc: Tom Fore, Town of Altavista Utility Director

## WWTP Phase I Electrical Upgrades

Town of Altavista, Virginia

October 8, 2019

3:00 p.m.

### BID TABULATION

<u>CONTRACTOR</u>	<u>AKNOW ADD</u>	<u>00430 BID BOND</u>	<u>Bid</u>	<u>Notes</u>
Blair Construction	X	X	\$ 511,176.00	3
Jamerson-Lewis Construction	X	X	\$ 587,391.00	2,3
Price Buildings, Inc	X	X	\$ 472,690.00	1
Waco, Inc.	X	X	\$ 657,400.00	
Engineer's Estimate			\$ 357,000.00	

Notes:

1. Apparent low bidder
2. Note on exterior of envelope noted to add \$11,114.00 to base bid. Base bid does not reflect this addition
3. Bid contained a math error. Corrected bid is reflected.

SUMMARY REBID

**BID SUMMARY****WWTP Phase I Electrical Upgrades****October 8, 2019****Blair Construction****Jamerson-Lewis Construction****Price Buildings, Inc**

<u>ITEM</u>	<u>ESTIMATED</u>		<u>UNIT PRICE</u>		<u>UNIT PRICE</u>		<u>UNIT PRICE</u>	
	<u>QUANTITY</u>	<u>UNIT</u>	<u>BID PRICE</u>	<u>BID PRICE</u>	<u>BID PRICE</u>	<u>BID PRICE</u>	<u>BID PRICE</u>	<u>BID PRICE</u>
Mobilization (limited to 3% of total)	1 LS	\$	10,000	\$ 10,000.00	\$ 17,622.00	\$ 17,622.00	\$ 5,000.00	\$ 5,000.00
Power Building	1 LS	\$	368,131	\$ 368,131.00	\$ 386,252.00	\$ 386,252.00	\$ 353,000.00	\$ 353,000.00
Building HVAC system	1 LS	\$	7,000	\$ 7,000.00	\$6,470.00	\$ 6,470.00	\$7,690.00	\$ 7,690.00
Generator Pad	1 LS	\$	35,545	\$ 35,545.00	\$25,926.00	\$ 25,926.00	\$34,700.00	\$ 34,700.00
Conduit Junction Box/Manhole	1 EA	\$	37,900	\$ 37,900.00	\$72,875.00	\$ 72,875.00	\$26,000.00	\$ 26,000.00
Concrete Sidewalk	100 SF	\$	10	\$ 1,000.00	\$12.00	\$ 1,200.00	\$8.00	\$ 800.00
4" PVC Drain	300 LF	\$	12	\$ 3,600.00	\$50.00	\$ 15,000.00	\$42.00	\$ 12,600.00
Compacted 21A Stone	300 CY	\$	100	\$ 30,000.00	\$150.00	\$ 45,000.00	\$52.00	\$ 15,600.00
Sump pump and piping	1 LS	\$	2,000	\$ 2,000.00	\$1,046.00	\$ 1,046.00	\$1,300.00	\$ 1,300.00
Rock Excavation	80 CY	\$	200.00	\$ 16,000.00	\$ 200.00	\$ 16,000.00	\$ 200.00	\$ 16,000.00
<b>TOTAL</b>				<b>\$511,176.00</b>	<b>TOTAL</b>	<b>\$587,391.00</b>	<b>TOTAL</b>	<b>\$472,690.00</b>
As-read bid				\$ 458,576.00		\$ 587,390.00		
difference				\$52,600.00				

REBID BREAKDOWN

**BID SUMMARY**

**WWTP Phase I Electrical Upgrades**  
**October 8, 2019**

**Waco, Inc.****Engineer's Estimate**

<u>ITEM</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>
Mobilization (limited to 3% of total)	1 LS	\$	20,000.00	\$ 20,000.00	\$ 10,000	\$ 10,000
Power Building	1 LS	\$	267,308.00	\$ 267,308.00	\$ 150,000	\$ 150,000
Building HVAC system	1 LS		\$12,517.00	\$ 12,517.00	\$ 20,000	\$ 20,000
Generator Pad	1 LS		\$59,895.00	\$ 59,895.00	\$ 100,000	\$ 100,000
Conduit Junction Box/Manhole	1 EA		\$224,380.00	\$ 224,380.00	\$ 30,000	\$ 30,000
Concrete Sidewalk	100 SF		\$148.10	\$ 14,810.00	\$ 30	\$ 3,000
4" PVC Drain	300 LF		\$65.30	\$ 19,590.00	\$ 40	\$ 12,000
Compacted 21A Stone	300 CY		\$58.00	\$ 17,400.00	\$ 50	\$ 15,000
Sump pump and piping	1 LS		\$5,500.00	\$ 5,500.00	\$ 1,000	\$ 1,000
Rock Excavation	80 CY	\$	200.00	\$ 16,000.00	\$ 200	\$ 16,000
			<b>TOTAL</b>	<b>\$657,400.00</b>	<b>TOTAL</b>	<b>\$357,000.00</b>
As-read bid difference						

REBID BREAKDOWN



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items For Discussion

**MEETING DATE:**

October 22, 2019

**ITEM #: 6e****ITEM TITLE:**

Avondale Park Shade Structure Follow Up

**DESCRIPTION:**

Based on Town Council's discussion on this item at the September 24<sup>th</sup> Work Session, staff has gathered information in regard to several options for shade structures at Avondale Park. As you may recall the initial conversation began with citizens appearing before Council to request a pavilion or some other structure for use during the Summer Reading program, SPARKS, which utilizes the park for approximately 6 weeks during summer break.

At this time, staff seeks input from Council on this item.

**BUDGET/FUNDING:**

No funds were allocated in the FY2020 Budget for this purpose.

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - Direct staff to gather additional information on the matter.
  - Council may decide to pursue the procurement of shade structures at the Avondale Park and set a timeframe for this project.
  - Provide alternative direction to staff.

**ATTACHMENTS:**

- Avondale park maps
- Shade options
  - Pavilion examples (taken from September Work Session Agenda)
  - Sail shade options
  - Options requested by Mayor
- September Meeting Minute excerpts



LAYOUT OF AVONDALE PARK with Possible Pavilion Locations.





AVONDALE PARK (aerial view)



# PAVILION EXAMPLES



Building (16'x22'10')

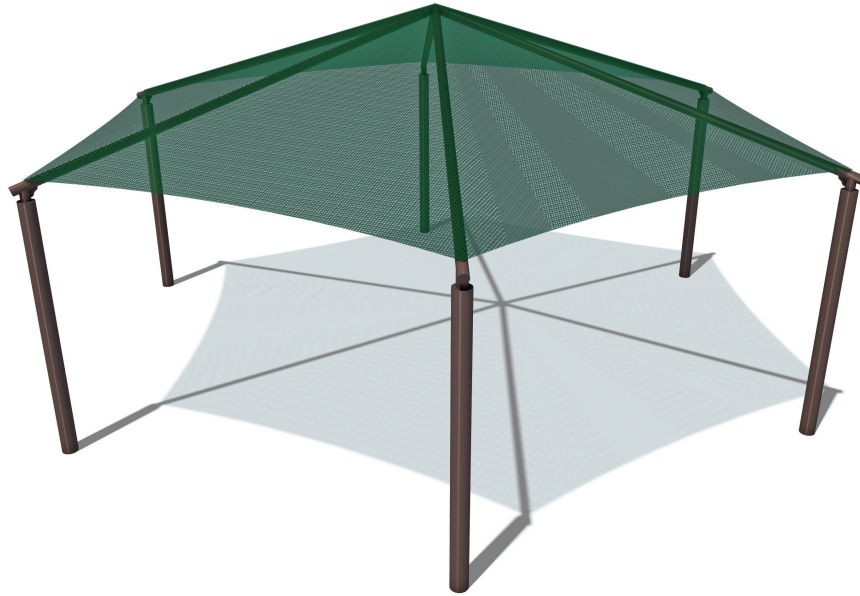
Estimated Cost: \$18,500 (does not include concrete and site work)



Building 24' x 36' x 10'4"

Estimated Cost: \$14,000 (does not include concrete and site work)





Hexagons are used to enhance existing structures and designs. The hexagonal hip shade uses a 6-column design featuring a canopy tensioned over a hip and ridge frame. It is available in a range of sizes and offered with 8', 10' and 12' entry heights.

## Features and Benefits:

- Blocks up to 97% of harmful UV rays
- Cools covered area by as much as 25° (14° C)
- Available QuickRelease™ system makes it fast and easy to adjust or remove fabric
- Available in standard or high-wind options for your specific regional needs
- Compliant with local building codes in US and Canada

Model: QRI148, QRI125

Limited Lifetime Warranty on uprights, hardware and connections. Visit [gametime.com/warranty](https://www.gametime.com/warranty) for full warranty information



Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.



The quad sail features 4 triangular sails and is offered as an inground-mounted structure. Select sizing and entry heights are offered. Contact your local rep for a list of available sizes.

### Features and Benefits:

- Blocks up to 97% of harmful UV rays
- Cools covered area by as much as 25° (14° C)
- Available QuickRelease™ system makes it fast and easy to adjust or remove fabric
- Available in standard or high-wind options for your specific regional needs
- Compliant with local building codes in US and Canada

Model: QRI390

Limited Lifetime Warranty on uprights, hardware and connections. Visit [gametime.com/warranty](https://www.gametime.com/warranty) for full warranty information



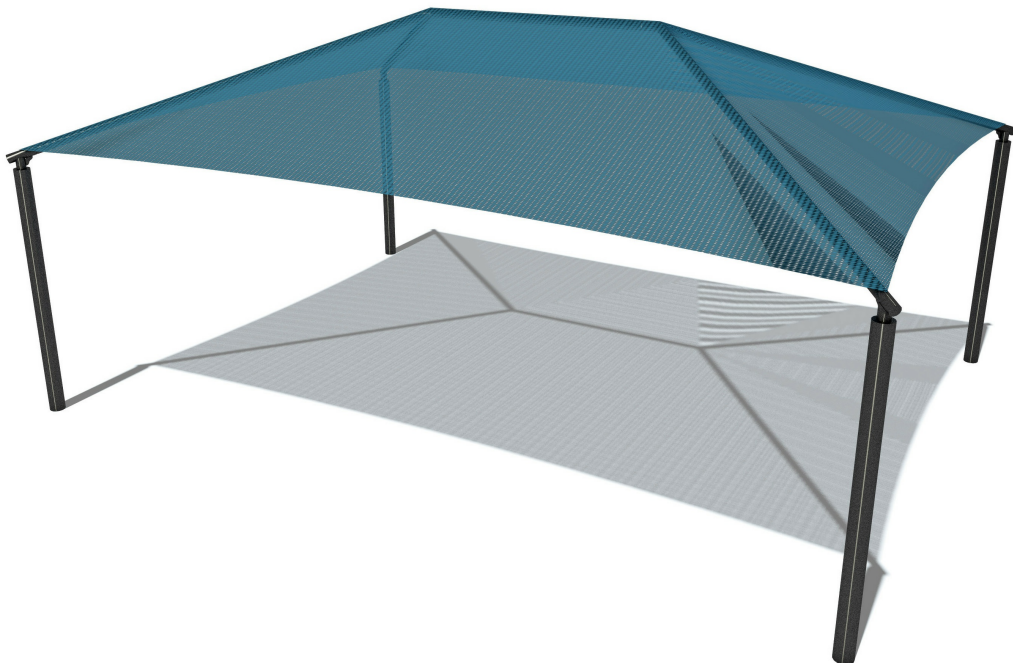
Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.



The rectangular hip shape is suited for most of GameTime's playground designs. It is offered in 8', 10', 12' & 14' entry heights and available in a variety of sizes.

## Features and Benefits:

- Blocks up to 97% of harmful UV rays
- Cools covered area by as much as 25° (14° C)
- Available QuickRelease™ system makes it fast and easy to adjust or remove fabric
- Available in standard or high-wind options for your specific regional needs
- Compliant with local building codes in US and Canada

Model: QRI108, QRI031

Limited Lifetime Warranty on uprights, hardware and connections. Visit [gametime.com/warranty](https://gametime.com/warranty) for full warranty information



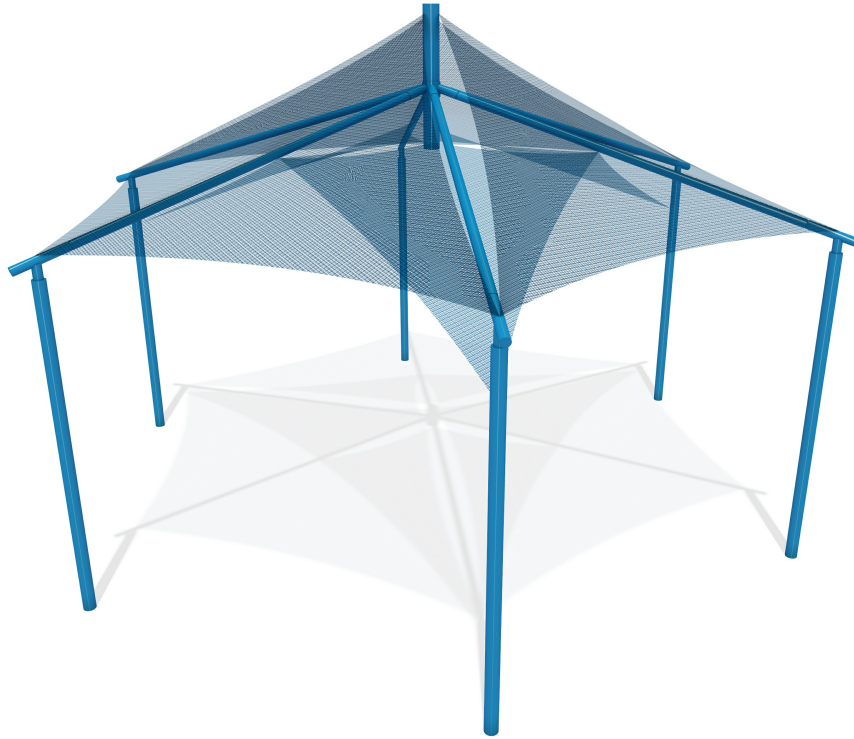
Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.



Sail shades create a unique aesthetic appeal, while providing shade, comfort and protection from the sun's UV rays. Sand Dollar Sails feature a series of overlapping canopies. Select sizing and entry heights are offered. Contact your local rep for a list of available sizes.

## Features and Benefits:

- Blocks up to 97% of harmful UV rays
- Cools covered area by as much as 25° (14° C)
- Available QuickRelease™ system makes it fast and easy to adjust or remove fabric
- Available in standard or high-wind options for your specific regional needs
- Compliant with local building codes in US and Canada

Model: QRI392

Limited Lifetime Warranty on uprights, hardware and connections. Visit [gametime.com/warranty](https://www.gametime.com/warranty) for full warranty information



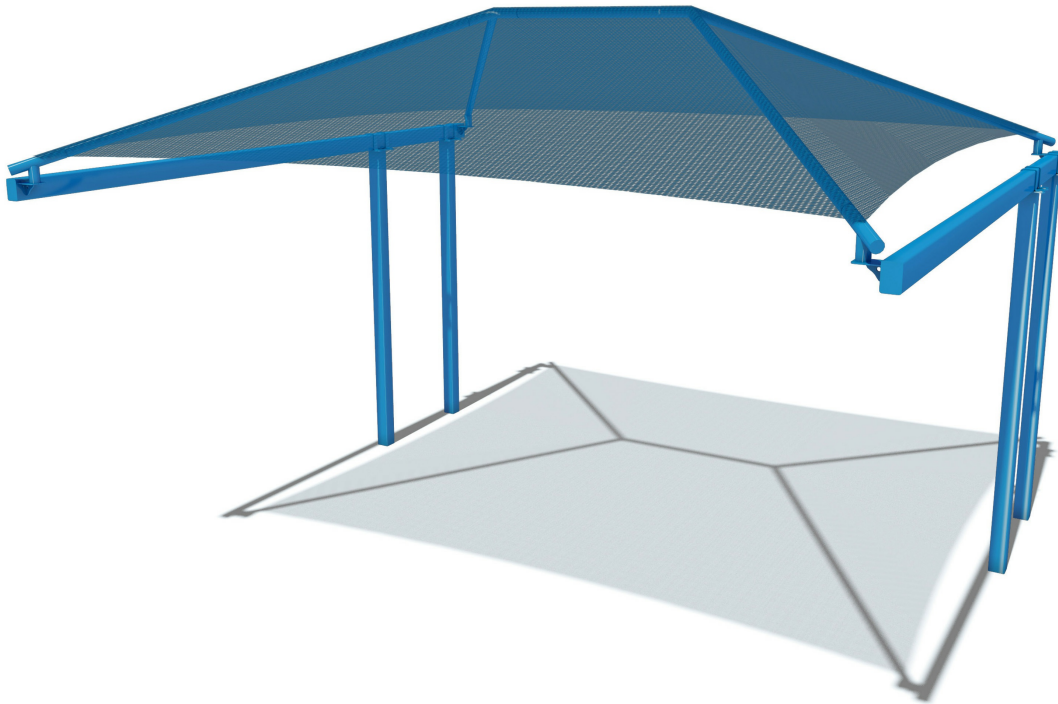
Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.



The standard cantilever offers a solution to shading walkways and bleachers. It features two upright posts per beam and is available in select entry heights and sizing. Contact your local rep for a list of sizes offered.

## Features and Benefits:

- Blocks up to 97% of harmful UV rays
- Cools covered area by as much as 25° (14° C)
- Available QuickRelease™ system makes it fast and easy to adjust or remove fabric
- Available in standard or high-wind options for your specific regional needs
- Compliant with local building codes in US and Canada

Model: QRI207

Limited Lifetime Warranty on uprights, hardware and connections. Visit [gametime.com/warranty](https://gametime.com/warranty) for full warranty information



Designing award-winning playgrounds since 1929.



Certified Installer Network - GameTime trained for GameTime playgrounds.



Complies with ASTM standards before it leaves the factory.





**COST: \$399.99 (on-line)**

### Features

- 8 Leg A-frame design

### Product Details

- Frame Material: Metal; Steel
- Weather Resistant: Yes
- Roof Material: Polyethylene
- Rust Resistant: Yes
- Installation Style: Anchored



**Hot sale 10'X 20'EZ POP UP Wedding Party Tent Folding Gazebo Beach Canopy W/Carry Bag**

**\$390 USD**

## ***Excerpts of the Town Council's September 24, 2019 Work Session Minutes***

### **a. Recreation Committee Update**

#### **i. Avondale Park – Shelter Follow-up**

Mr. Coggsdale reminded Council of the citizens that addressed them at a previous Town Council meeting in regards to the possibility of installing a pavilion at the Avondale Park location. He informed Council the Recreation Committee had discussed the item and concurs a pavilion would be an added benefit to the park. He stated, in addition, the Recreation Committee asked Council to also consider the addition of “shade sails” for the playground area of the Avondale Park.

Mr. Coggsdale shared with Council a picture of the layout of the park for their visual reference and stated, if Council decided to approve a pavilion or “shade structure” at the Avondale Park, there were three viable options for consideration.

Mayor Mattox stated the Avondale Park was considered a “neighborhood” park, not a community park, which would then include such amenities as a pavilion and/or public restrooms. He stated the Avondale neighborhood park was intended to offer children in the nearby area a place to play, since they did not have access to a traditional yard while living in the adjacent apartments.

Mayor Mattox reminded Council the Avondale playground was once a basketball court and the area was an attraction for undesired activity. He stated he was a member of the previous Council that transformed the basketball courts into the current playground area, in hopes to deter unwanted, sometimes criminal activity. He stated the playground had proven to be a safer area for the surrounding residents.

Mayor Mattox stated he was not in favor of placing a pavilion at the Avondale Park because of the possibility of it, once again, becoming a hangout and/or meeting place for such unwanted activities.

Mayor Mattox shared his support for the organization that originally asked for more shade at the Avondale Park, but since they only visit the park five to six times per summer for their SPARK program, he suggested the town consider purchasing and donating temporary “pop-up” tents to the organization, instead of having to budget for a permanent and more costly pavilion.

Mrs. Dalton stated she agreed with the Mayor because none of the other “neighborhood” parks in town had pavilions.

Mr. George asked APD Chief Merricks for his thoughts on the matter were.



## ***Excerpts of the Town Council's September 24, 2019 Work Session Minutes***

Chief Merricks stated he had been accustomed, in his previous job location, to dealing with unwanted park activities and “hang outs”, but had not dealt with much of that type of trouble in Altavista. He stated, if Council decided to approve a pavilion to be placed at the Avondale Park, his department would keep a closer eye on the area.

Mr. Bennett stated, when he was younger, he used to live in the adjacent area to the Avondale Park. He stated most of the unwanted activity in the park happened at night, when there were no children around.

Mr. Bennett referenced the park layout and pavilion location options offered by Mr. Coggsdale and stated, if Council did decide to approve a pavilion at the Avondale Park, he suggested/favored the option closest to the road, so the police department had a better view of the facility when patrolling the area.

Mr. Mitchell agreed with Councilman Bennett's suggestion. He stated the best placement for such a facility would always be the one that offered the police department the clearest view of any and all activity in the area.

Mr. Higginbotham suggested allowing a Boy Scout, needing to complete a project for his Eagle Scout consideration, build the pavilion, to which Mr. Coggsdale stated the town could do so, but Council needed to decide first, whether or not they wanted to approve a pavilion to be located at the Avondale Park.

Mr. Emerson stated Council was asked to look into possible shade options for the Avondale Park, but it did not necessarily have to be a pavilion. He suggested Altavista stay consistent, and if a shade structure was approved for the Avondale Park, using the same “sun shades” as the ones located at the lower end of Broad Street. He stated the expense of a sun shade would be less costly than a pavilion.

Mrs. Dalton stated she favored Mr. Emerson's idea of a “sun shade” because it would, not only serve as a viable option for the shade request, but also keep the visual esthetics of shade structures uniform throughout the town.

Mrs. Dalton stated the sun shades were also more “open” visually than a pavilion, giving the police department a better line of sight for monitoring the area.

Mr. Higginbotham asked, if a sun shade was approved, would a concrete pad/space be needed under the structure, to which Mrs. Dalton stated not necessarily.

Mr. Coggsdale reminded Council the original request for shade was also accompanied by a request for picnic tables.

Mayor Mattox stated he has seen the number of children that attend the SPARK activities (previously Gus the Bus) and he is proud of the program being offered in the Town of Altavista.

## ***Excerpts of the Town Council's September 24, 2019 Work Session Minutes***

Mayor Mattox reiterated his suggestion of the town donating a canopy and tables to the program's organization to be used at any of the parks in town. He stated, because the program was only available a few times during the year/summer, he did not feel the need for the town to go through the expense of adding a pavilion or any other permanent shade structure to the Avondale Park.

Mr. George asked Council to consider the asset a shade structure would be to the children living in the surrounding residences of the park.

Mayor Mattox stated he felt any type of additional structure to the park would be a "hang out" attraction and possibly encourage unwanted activities.

He continued stating, he travels by the Avondale Park at different times of the day/week and sees children playing there on a regular basis, so he did not see the need for a permanent structural addition to the park.

Mr. George stated, as a current member of the Altavista Parks and Recreation Committee, he/they suggested placing a pavilion at the Avondale Park and also "shade sails" over the playground equipment like the area YMCA has on theirs.

Mr. Coggsdale referenced the information given to Council regarding a couple different pavilion options and stated either option would cost the town approximately \$18,000 to \$20,000. He stated the shade structure located at the lower end of Broad Street would be significantly less.

Mr. Bennett asked what the cost was for the shade structure located at the lower end of Broad Street, to which Mr. Coggsdale stated he would find out the answer to Mr. Bennett's question and share it with Council.

Mr. Coggsdale stated the request for additional shade at Avondale Park was not a "pressing" issue, because the organization making the request would not be hosting the SPARK program again until next summer, 2020. He stated however, in order to move forward with this item, staff was seeking direction from Council on whether or not they wanted to approve the request; and if so, which shade options they wanted staff to investigate further.

All Council members were in consensus for staff to continue gathering shade structure options for Avondale Park and the cost of each option for further discussion and consideration by Council.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Items For Discussion

**MEETING DATE:**

October 22, 2019

**ITEM #: 6f****ITEM TITLE:**

Recreation Committee Report

**DESCRIPTION:**

Several items that have been discussed by the Recreation Committee over the past few months are being presented to Council as an update and/or as follow up to past discussion.

- i. **Shreve Park Improvements:** This project is included in the FY2020 Budget and CIP and includes the replacement of the playground equipment and the construction of a new bridge across the creek. The two projects total \$175,000 in funding in the FY2020 Budget. A diagram of the playground layout and one possibility for a bridge are included for your review. It is staff's goal to move forward with the playground component of the project as soon as possible and continue to evaluate the bridge options. This item is provided as an "Informational Item" as the projects have been previously approved and funded. Staff will provide an additional information to the Council related to the bridge project.

*Attachment(s): LINK: Shreve Park playground diagrams; LINK: Bridge drawing*

- ii. **Splash Pad Operational Review:** Staff is seeking input in regard to the attached list of items that staff will be reviewing between now and early 2020 as we prepare for the opening of the Splash Pad in May 2020. At this time, staff would like to know if there are other items that should be on the list prior to placing this on a future Work Session agenda for Council discussion. Budget impact, if any, is unknown at this point.

*Attachment: LINK: Splash Pad review list*

- iii. **Park Amenities/Donation Policy:** This item was discussed at the end of the October Regular Meeting and staff was directed to bring back additional information on Donation Policies and cost of benches. Budget impact, if any, is unknown at this point.

*Attachment: LINK: Donation Policy examples; LINK: Bench samples*

**BUDGET/FUNDING:**

Any budget reference or impact is noted above.

**POTENTIAL ACTION:**

- Council may decide to do one of the following:
  - Direction per Council's discussion.
  - Provide alternative direction to staff.

**ATTACHMENTS:**

- Listed with each item above.





## Shreve Park Altavista, VA

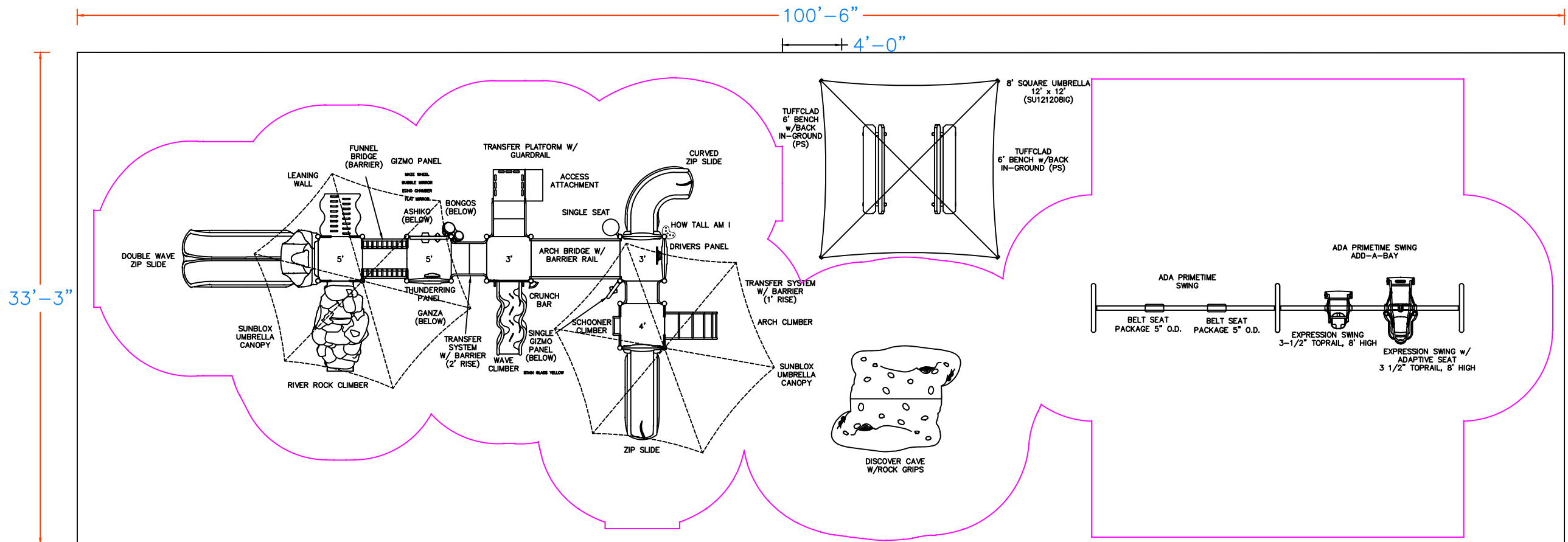
Design • Build • PLAY!

Alternate View



[www.cunninghamrec.com](http://www.cunninghamrec.com)

800.438.2780



A PLAYCORE Company  
150 PlayCore Drive SE  
Fort Payne, AL 35967  
www.gametime.com



Town of Altavista  
Shreve Park  
Altavista, VA  
Representative  
Cunningham Recreation

This play equipment is recommended for children ages  
5-12

Minimum Area Required:  
Scale: NTS  
This drawing can be scaled only when in an 11" x 17" format

**IMPORTANT:** Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By:  
SA  
Date:  
9/17/19  
Drawing Name:  
99765-01









Ideas/Thoughts/Suggestions to consider before Reopening in May 2020.

- Plaque for Dedication/Grand Opening
  - Event for May 2020
- Slow Children at Play Signs
  - Cover this item under the Circulation improvements.
    - Median
    - Wide Speed hump as the Crosswalk (Tie into sidewalk)
- Infant Changing Stations in Bathrooms
- Swim suit and Swim Diaper Regulations/Signs
- Schedule (months/hours open)
  - Will this be weather dependent each year?
  - Will we just keep going on a week by week basis?
  - Once opened, should it be 7 days (not just weekends in early May/late September)
  - Close if weather is below a certain temperature (70 degrees?)
  - Information posted on website and social media
- Large Pavilion Rentals
- Staffing?
- Parking?
- Consequences for not adhering to rules
- Marketing/Promotion
- Fees?
- Issue permits for large groups/organizations?
  - Size of group (10+ or 20+.....)
  - Fee
  - Not Exclusive Use of facility

# Town of Wake Forest, NC

## Bench Donation Program



The Wake Forest Parks, Recreation & Cultural Resources Department is pleased to offer the Parks & Greenways Bench Donation Program.

Our Bench Donation Program offers a unique and meaningful way for area residents to honor and remember friends and loved ones, promote their company, recognize a civic group, or commemorate a special event. The program is designed to assist the PRCR, through donor funding, to install benches in and along Town parks and greenways that have been identified as appropriate and suitable.

Your donation of a park and/or greenway bench helps beautify our community, creates a sense of ownership and provides a meaningful amenity that thousands of users of the great outdoors can enjoy and appreciate.

## Guidelines

- The average cost of each bench is \$1,200-\$1,900, including inscription and installation. The Town will be responsible for the installation of each bench. However, all costs related to bench fabrication, installation and inscription/plaque shall be the responsibility of the donor.
- Bench locations will be predetermined by the PRCR Department. PRCR will limit the number of memorial benches that can be placed within any park, open space, or other Wake Forest PRCR-maintained property.
- The location of the bench and any inscription must be approved by the PRCR Director or his/her designee.
- At the donor's option, the name of the loved one memorialized, honored or business will be inscribed on the bench.

- The PRCR Department will make every reasonable effort to maintain benches but will not be responsible for acts of nature, damage or vandalism. At the PRCR's sole and absolute discretion, the Town may make repairs or replace memorial benches - but shall not be required to replace or repair.
- The PRCR Department reserves the right to remove or relocate a bench if the Town determines that removal is in its best interest.
- Non-perishable items, such as photos, plastic flowers and beads, are not permitted and will be removed.
- Donations may be eligible for charitable receipts for income tax purposes. Please consult your tax advisor.

## Process

1. Contact Park Superintendent Josh Glover to discuss bench placement and style options. Upon request, staff will review specific bench areas with interested donors. Please note: The bench style depends on the park/greenway location.
2. Once an area and bench style have been determined, the donor must complete the [naming rights application](#).
3. If/when the application is approved, a check should be made out to Town of Wake Forest and mailed or delivered to the Parks, Recreation and Cultural Resources Department at Town Hall. 301 S. Brooks St., Wake Forest, NC 27587
4. PRCR crews will install the bench at the agreed upon location.

## Deadline for naming rights application and check drop-off

- March 15 - Benches to be installed in April
- September 1 - Benches to be installed in October

## Available Park & Greenway Locations

- E. Carroll Joyner Park Playground, 701 Harris Road
- Flaherty Dog Park, 1226 N. White St.
- Smith Creek Soccer Center, 690 Heritage Lake Road
- Dunn Creek Greenway
- Taylor Street Park & Sprayground, 416 N. Taylor St.

## Bench Styles & Costs

Park Bench - \$1,200



Greenway Bench - \$1,900



Taylor Street and Flaherty Park Dog Park Bench - \$1,800



## COMMEMORATION AND DONATION PROGRAM APPLICATION

Honor someone special and share your special memories by adopting and/or donating a park bench, shelter, playground equipment, tree or other amenity. This program offers a truly meaningful way for citizens to connect to their favorite city parks, celebrate milestones, and honor loved ones. If you have any questions regarding the program, please call the City Parks Manager at (757) 382-1358. All applications are reviewed for appropriateness and subject to approval. Please type or print legibly.

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Group Name (if any): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Donation Type:

- ☐ New Park Bench  
☐ Existing Park Bench  
☐ Park Shelter  
☐ Playground Equipment  
☐ Tree  
☐ Other: \_\_\_\_\_

**Desired Location (Park Name):** \_\_\_\_\_  
 (If you have a specific existing bench in mind, please include a photo and description)

**Donation Amount:** \_\_\_\_\_  
 (See Program Overview for Pricing)

**Payment:** Please make your check payable to **Chesapeake Treasurer** and mail to, or drop off at: Commemoration and Donation Program, c/o Parks Manager, City of Chesapeake Department of Parks, Recreation and Tourism, 1224 Progressive Drive, Chesapeake, VA 23320. For credit card payment, please contact the City Parks Manager at (757) 382-1358.

**Proposed text for plaque: (Maximum 30 characters per line, 2 lines. 3<sup>rd</sup> line for ground-mounted plaque only)**


I have read the Overview and Policies provided by the City of Chesapeake and agree to all terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If I submit this application by electronic means, I understand that typing my name above constitutes a legal signature.

Approved: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Department of Parks, Recreation and Tourism  
 1224 Progressive Drive  
 Chesapeake, VA 23320  
 Email: [ContactPRT@cityofchesapeake.net](mailto:ContactPRT@cityofchesapeake.net)

Fax: (757) 277-9365

For more information please call:  
 Parks Manager  
 (757) 382-1358

Dept. Use Only	Completed:	Initials:	Date:
Overview/Policy:	<input type="checkbox"/>	_____	_____
Application:	<input type="checkbox"/>	_____	_____
Review/Approval:	<input type="checkbox"/>	_____	_____
Payment Received:	<input type="checkbox"/>	_____	_____
Project Completion:	<input type="checkbox"/>	_____	_____



## COMMEMORATION AND DONATION PROGRAM OVERVIEW

Honor someone special and share your special memories by donating a park bench, shelter, playground equipment, tree or other amenity. This program offers a truly meaningful way for citizens to connect to their favorite city parks, celebrate milestones, and honor loved ones.

### Park Benches

Donations for new or existing park benches are accepted depending on location. Whether existing or new, a donor recognition plaque will be installed on the bench or at the base of the bench depending on the park and site conditions.

Existing Park Bench (limited locations)	\$ 250.00
Park Bench at our location choice	\$ 500.00
Park Bench at your location choice	\$ 1,000.00
(some limitations apply)	



### Shelters, Playground Equipment and Trees

Donations may be made for new items but options and locations may be limited based on age and condition of park, and any plans for current or future renovations. A donor recognition plaque will be installed depending on the location and site conditions.



Shelter:	Contact for information
Playground Equipment:	Contact for information
Tree:	Contact for information



Other items or facilities may be options as well. To participate in the **Commemoration and Donation Program**, please review the Program Policy, and then contact the City's Parks Manager at (757) 382-1358 to discuss and review the programs, options and pricing.

### **Payment Information:**

Make your check payable to the Chesapeake Treasurer, and submit with your completed Application to the address below by mail or in person. For credit card payment, please call the Parks Manager.

**Commemoration and Donation Program, c/o Parks Manager**  
**City of Chesapeake Department of Parks, Recreation and Tourism**  
**1224 Progressive Drive | Chesapeake, VA 23320**  
**Office: (757) 382-1358 | Fax: 757-277-9365**

## COMMEMORATION AND DONATION PROGRAM POLICY

### A. **Purpose:**

1. This program is designed to enable residents and park users to donate and contribute in commemoration of an event or person while supporting City of Chesapeake parks in a meaningful way. In order to allow for a coordinated and consistent program, we have established the following guidelines and policies which are based on best practices of similar policies nationwide, the needs and capabilities of the City of Chesapeake Parks, Recreation and Tourism Department, and the desire of citizens for commemoration and recognition opportunities.

### B. **General:**

1. The City of Chesapeake Parks, Recreation and Tourism guidelines allow for several different types of donation opportunities. We encourage citizens to contact the Parks Manager and the Department to discuss ideas and locations, however, final items and locations will be dependent on the needs of the department and the planning processes already underway. Donations may be tax deductible, please consult your tax advisor.
2. Donations and commemorations will be accepted in the following categories:
  - ◇ Park bench, shelter, playground equipment or other park amenities
  - ◇ Trees or other plantings
3. While contributions may be acknowledged by a plaque, the plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated items. All donated items become the property of the City of Chesapeake Parks, Recreation and Tourism Department and will be maintained according to the City and Department policies and priorities.
4. The department makes all final decisions including, but not limited to, availability of location, style and type of donated items and plaques.
5. Due to the unpredictability of weather and staffing demands, we cannot guarantee specific installation dates.
6. Complete payment must be processed before any materials are ordered and installed.
7. The Department retains the right to relocate a donated item and associated plaque(s) at any time. If relocation is necessary, the Department will attempt to contact the donor with an update on the new location.
8. These policies and guidelines do not supersede the regulations or ordinances of any City of Chesapeake regulating authority.

### C. **Term:**

1. The commemoration term will be for a 10-year period and will begin on \_\_\_\_\_ and end on \_\_\_\_\_ (renewal date). Within this time, the Department will replace a plaque, at no cost to the donor, one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Department. It is solely the donor's responsibility to contact the Department within 30 days prior to the renewal date to make arrangements for renewal if desired. If the commemoration is not renewed, donor understands that the items and any associated plaques may be rededicated by another donor, or may be removed or relocated at the sole discretion of the Department.



## COMMEMORATION AND DONATION PROGRAM POLICY

### **D. Park bench, shelter, playground equipment or other park amenities:**

1. All park benches, shelters, playground equipment or other park amenities will be purchased or constructed by the Chesapeake Parks, Recreation and Tourism Department to meet the design and maintenance considerations of the department and the intended location.
2. A new bench may only be installed in a new location with the approval of the Department or the donor may select a bench from existing undedicated park benches. Plaque location (bench-mounted or ground-mounted) will be determined by the Department.

### **E. Trees or Other Plantings:**

1. The Department welcomes specific species requests or suggestions but final determination and approval of tree species and plantings, including all specifications, will be made by the Department based on landscape design and needs, maintenance considerations and the intended location.
2. While commemorations and donations are accepted throughout the year, plantings will be made on a seasonal basis based on best practices to allow trees and plantings the best chance for survival and optimal health.
3. The Department will provide a one year warranty on donated trees. If the tree dies within one year from the time it is planted, the Department will make every effort to replace the tree with a tree of the same size and species. The warranty does not cover damage and/or destruction due to acts of God (e.g. fire, lightning, high winds, hurricanes, tornadoes, or unstable soil due to heavy rains).

### **F. Commemoration Plaques:**

1. A maximum of 2 lines of text and 30 characters per line is permitted on an amenity-mounted plaque and 3 lines of text and 30 characters per line is permitted on the ground-mounted plaque. All language used on recognition plaques is subject to Department approval.
2. The commemoration plaque is not intended to serve as a memorial marker — birth and/or death dates are not permitted. Messages should be simple statements commemorating the event or person, whether alive or deceased. No logos or advertising of any kind will be permitted; as well as language which could be offensive to the public, or language which would not maintain the city's desire for neutrality on political and religious issues.
3. During the term period, the Department will replace a plaque, at no cost to the donor, one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Department.
4. Plaque design and location (mounted on the amenity or ground-mounted) will be determined by the Department but under no circumstances will a plaque be mounted directly onto a tree.

**My signature below indicates that I have read this document in it's entirety and I fully understand, and agree to abide by the Commemoration and Donation Program policies.**

**Printed Name of Donor:** \_\_\_\_\_

**Signature of Donor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If I submit this application by electronic means, I understand that typing my name above constitutes a legal signature.

## **CITY OF BOULDER, COLORADO – PARK & RECREATION DONATIONS**

### **STEWARDSHIP BENCH DONATION**

The Parks and Recreation Bench Stewardship Program allows community members to make a stewardship donation to the department for the purchase, replacement, or refurbishment and maintenance of a park bench. The bench stewardship donation includes a plaque commemorating a person for the life of the bench. The bench stewardship program is a way to honor a loved one while supporting the ongoing maintenance of Boulder's park system.

#### **Details of the Program**

- The department allows one bench per event or individual being commemorated.
- The style and size of the plaque is pre-determined based on the corresponding bench style common to the park location.
  - Stewardship benches commonly accommodate a 2" x 10" inch zinc plaque, allowing up to 70 characters.
- No advertising is allowed, however, a business may be mentioned in terms of a connection of person to business: "For John – Founder of Smith's Store". The business will need to align with the department's mission of environmental and social sustainability. The department has the right to deny placing the name of a business on the plaque. For example, businesses relating to; tobacco, marijuana, alcohol or other businesses conflicting with the department's mission or otherwise limited by the Contribution Policy.
  - An example of unacceptable language: "Bench provided by Smith's Store".
- Other limitations for plaque language are:
  - That which could be offensive to the public
  - That which would not maintain the city's desire for neutrality on political and religious issues
  - Otherwise covered in the Contribution Policy
- All plaque language will be reviewed by three staff members. The Director of Parks and Recreation will make the final decision on any language in question.
- Benches are available to commemorate events or people who are alive or deceased.
- The location of the bench is on a first come first served basis. City staff will have final approval on the location. A waiting list will be created if the need arises.
- Benches are placed or refurbished twice per year, fall and spring.
- Benches always remain property of the City of Boulder.

## Process and Procedure

1. Contact the Parks and Recreation Department to go over the details of the program to determine if the program fits the need.
2. Determine final location with Parks and Recreation representative.
3. Submit signed and completed application form with donation to the City of Boulder Parks and Recreation Department.
4. After donation is received, the bench is ordered, including a final proof of the plaque text. Please allow up to 12 weeks after final approval for delivery.
5. Plaque will be placed on the bench during manufacturing or upon completion of the refurbishment.
6. Notification of completion will be sent to the applicant.

## Stewardship Terms and Costs: 15 years or life of bench: \$3000

- The bench stewardship donation includes the bench, plaque, installation and maintenance for the life of the bench, after which time the stewardship may be renewed upon receipt of an additional donation. The life of the bench will depend up on location, exposure and level of use resulting in an average bench life of 15 years.
- The applicant may renew the agreement if they choose by contacting the department prior to the end of the stewardship term. If the agreement is not renewed prior to the expiration of the term, staff may remove the plaque and the bench will be available for a new stewardship agreement.
- In the case of unforeseen circumstances, the city cannot guarantee that the original intention of this agreement can be upheld. For example, if the Pearl Street Mall became a street again, the benches would have to be removed.
- Major park renovations may alter the exact location of the stewardship bench, although the location of the bench will remain within the original park site until the end of the stewardship term. Staff will make their best effort to maintain the original intent of the bench location.
- Staff cannot guarantee installation by a set date due to potential workload issues and unforeseen circumstances.

## **LIVING LEGACY TREE DONATIONS**

The Living Legacy tree program provides individuals and organizations with the opportunity to honor people and commemorate special events by planting trees in city parks within the City of Boulder.

Trees may be donated by individuals in memory of a loved one, or to celebrate special events such as the birth of a child, or to observe a wedding. Businesses may wish to dedicate a tree to an outstanding employee, a new building, or

upon reaching certain milestones. Other organizations may want to dedicate a tree as a living asset to the surrounding community.

Boulder's extensive city parks system is continually growing and trees are a great way to increase the beauty of our city and provide countless benefits to this community. Your tax-deductible contribution will be used to purchase trees to be planted in the Boulder parks system and the City Urban Forestry Section personnel will care for the trees. Contributions for one or more trees are gratefully accepted. It is a departmental policy that markers or plaques are not allowed to be placed by the tree.

Although we accept living legacy requests year round, trees will only be planted in the spring or fall to give the trees the best chance to survive. Through communication between Urban Forestry staff and the contributor, an approved species will be chosen based on the desired planting site. Deciduous trees will be at least 2 inches in diameter (approximately 10 to 12 feet tall) and evergreen trees will be 5 to 6 feet in height. Most trees cost \$250, but the price may vary due to species, size, and time of purchase.

Living Legacy contributors are always welcome to attend the tree planting.

## **GENERAL DONATIONS**

General donations gifted to the Parks and Recreation department will be acknowledged by a letter from the Parks and Recreation Advisory Board. Funds generated by these donations will be used to best meet current needs of the department as determined by the Director. From time to time, the department may be accepting donations for a specific project to benefit the department. A list of opportunities for project-specific donations will be maintained and provided to those who express interest.

## **STATUES, FOUNTAINS, PLAZA, GARDENS, etc.**

Memorial Donations which are large in scale are generally not encouraged. To the extent that projects of this nature are consistent with park planning processes they may be considered on a case-by-case basis. Donors may contact the department to discuss their idea.



## Cassidy™ Arched Back Bench

6' BENCH - \$1,048.85 EACH





## Victory Benches

6' BENCH - \$598.85 EACH

WITH ENGRAVED MESSAGE: \$758.85

RECYCLED PLASTIC 2X4 BOARDS

STURDY BLACK RECYCLED PLASTIC FRAMES



## Providence Benches with Recycled Frame

6' BENCH - \$538.85 EACH

ROBUST 100% RECYCLED PLASTIC LUMBER





## Hampton Memorial Bench

6' BENCH - \$1,148.85 EACH (1 ENGRAVED BOARD)

6' BENCH - \$1,278.85 EACH (2 ENGRAVED BOARDS)

6' BENCH - \$1,398.85 EACH (3 ENGRAVED BOARDS)

6' BENCH - \$1,548.85 EACH (4 ENGRAVED BOARDS)



## Parkshore Contemporary Memorial Bench

6' BENCH - \$808.85 EACH (1 ENGRAVED BOARD)

6' BENCH - \$888.85 EACH (2 ENGRAVED BOARDS)

6' BENCH - \$978.85 EACH (3 ENGRAVED BOARDS)