



**Town of Gordonsville, Virginia
Agenda Item Summary
September 21, 2020**

<p><u>AGENDA ITEM 12e</u> New Business <u>AGENDA TITLE:</u> Consideration of Authorization to Award Contract for Town Hall Parking Lot Redevelopment Project. <u>PRESENTER:</u> Mayor Robert Coiner</p>	<p><u>DISPOSITION:</u> [X] Action Required [] For Discussion [] Consent Agenda [] Closed Session [] Informational <u>ATTACHMENTS:</u> [X] yes [] no</p>
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BACKGROUND:

In June, Council authorized the Town Manager to release a request for proposals for design and engineering services for the Town Hall parking lot redevelopment project. In August, six firms were interviewed by the Town Manager and Town Council. The Thrasher Group was ranked as the top firm.

At the August Council meeting, Council authorized the Town Manager and Town Attorney to negotiate a contract with The Thrasher Group for the Town Hall parking lot project. Attached for Council's consideration is a draft proposal for Thrasher's services. Should Council agree with the proposal as presented, it will be incorporated into a standard contract for engineering services that is reviewed by the Town Attorney and then signed by the Town Manager upon approval.

Should Council authorize the Town Manager to execute a contract with The Thrasher Group, staff requests that a work session be scheduled for Monday, October 5, 2020 so that Council may have a project scoping meeting with them to discuss the Town's concerns and preferences for the project.

STAFF RECOMMENDATION:

Staff recommends that Council authorize the Town Manager, upon review and approval by the Town Attorney, to sign a contract with The Thrasher Group for design and engineering services for the Town Hall parking lot redevelopment project, as presented.

MOTIONS FOR CONSIDERATION:

“Motion to authorize the Town Manager, upon review and approval by the Town Attorney, to sign a contract with The Thrasher Group for design and engineering services for the Town Hall parking lot redevelopment project, as presented.”

“Motion to schedule a work session for Monday, October 5, 2020 at _____ p.m. to hold a scoping meeting with The Thrasher Group to discuss the Town Hall parking lot redevelopment project.”



COMPLEX PROJECTS
REQUIRE RESOLVE
THRASHER'S GOT IT

September 11, 2020

Ms. Deborah Kendall, AICP
Town Manager
Town of Gordonsville
PO Box 276
112 S. Main Street
Gordonsville, VA 22942

Via E-mail: dkendall@gordonsville.org

**RE: Scope of Services for
Town Hall Parking Lot Redevelopment Project
Gordonsville, VA**

Pursuant to your request, The Thrasher Group, Inc. (Thrasher) is pleased to provide this scope of services and fee proposal for engineering services associated with the redevelopment of the Town Hall parking lot at 112 S. Main Street. The following is a list of the services to be provided:

Scope of Services:

TOPOGRAPHIC SURVEY

Thrasher will perform a topographic survey of the proposed area. The survey will be tied to the State Plane Coordinate System. Plan preparation will be based upon the topographic survey. Thrasher will utilize tax maps to create a property mosaic of the existing site. Exterior property boundaries such as property lines, railroad right-of way, and road right-of ways will be identified on the site survey.

Deliverables under this task included electronic files of the Topographic Survey in PDF and AutoCAD format delivered via email to the project team.

DESIGN CHARRETTE

Thrasher will conduct a design charrette with the Town Council and Key Project Stakeholders. The purpose of this exercise is to ensure that Town of Gordonsville, project stake holders, and Thrasher agree with the proposed concept prior to moving the project forward into detailed design.

PAVEMENT ASSESSMENT:

Thrasher will provide a pavement assessment of the existing parking lot. This will be performed by a team of 2 individuals. This team will assess the condition of all asphalt within the limits of the property. During this task, readily visible distresses in the pavement will be noted. A second pass of the parking lot will be made with pre-determined stops based upon the initial visual inspection. At each stop the assessment team will evaluate a section of the parking lot for a close inspection of pavement cracks, distresses, rutting, etc... The Thrasher team will also identify poor drainage issues, sidewalk connectivity issues, broken curbs, and accessibility to the streets within the field assessment. Additional photos to support the report will be taken throughout the Assessment.

- Following the completion of the field work, Thrasher will generate a Report of Findings for the Client summarizing pavement conditions of the existing parking lot. The Report of Findings will include suggestions for resurfacing and / or minor base repairs needed to bring the parking area to a good to fair pavement condition prior to an overall top coat. Information identified during the field assessments will be noted on CAD files, and pdfs which will be provided to the Town upon completion of the report.
- Once the Report of Findings is completed, Thrasher will be available to meet with the Town to discuss the Report of Findings.

CONCEPTUAL (SCHEMATIC) DESIGN

During our interview presentation Thrasher had prepared a conceptual design of the proposed project site based upon an initial site visit and discussions with Town Staff. Following completion of the topography survey, Thrasher will update the previously prepared concept to account for information obtained during the design charrette, site constraints, grading, etc. The purpose of this exercise is to ensure that The Town, project stake holders, and Thrasher agree with the proposed concept prior to moving the project forward into detailed design.

Thrasher's conceptual submission will focus on rough site grading, and ingress/egress. The conceptual design submission will consist of:

- Conceptual grading plan
- Develop proposed parking areas
- Assessment of the location for proposed storm water management
- Conceptual design of landscape amenities
- Concept construction Cost Estimate

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Deliverables under this task will include electronic files of the Concept Design in PDF format delivered via email to the Town Manager for distribution.

CONSTRUCTION DOCUMENTS

The construction document submission will consist of:

- Preparation of construction documents and details based upon the previously approved conceptual plan
- Fine grading and paving of the parking lot
- Final parking lot design
- Final site lighting design
- Development of landscape design amenities
- Construction Cost estimates at preliminary (50-60%) and final submissions
- Preparation and submission of permit documents related to site construction permit, and necessary local approvals
- Attendance at progress meetings throughout the design process as requested by the owner

Our team will provide design solutions and construction documents to the Town. Thrasher proposes to prepare two submissions - preliminary design and final design. The preliminary design submission will be used to review the proposed project with the key stakeholders as identified by the Town Manager. After review and comment, Thrasher will complete the final design documents based upon comments received and conclusions reached at the preliminary design review. Our field evaluations and design approach will specifically address these issues in the construction documents.

Plans will be prepared in accordance with requirements of Orange County, VA Department of Environmental Quality (VADEQ), and other agencies having jurisdiction over the project.

BIDDING SERVICES

1. Pre-Bid Meeting

Thrasher will attend one (1) pre-bid meeting to assist the Town in briefing the attending bidders with the scope of site/civil construction and answering any questions relating to the site/civil construction that may arise during the pre-bid meeting.

2. Address Requests for Information (RFI's)

TTG will assist the Town in answering site/civil related contractor RFI's during the site construction bidding period.

3. Addendum

TTG will assist the Town in developing any addendum drawings during the bidding period.

CONSTRUCTION ADMINISTRATION SERVICES

TTG will perform the following construction administration services:

- TTG will run bi-weekly construction progress meetings.
- TEI will review all shop drawing submittals.
- TEI will assist the Town in answering site/civil related contractor RFI's during the site construction.

CONSTRUCTION INSPECTION SERVICES

Thrasher will provide construction inspection and material testing services during construction of the parking lot. We have estimated 60 calendar days for construction for this project. We anticipate that inspection and material testing services would be required for 1/3 of the construction days.

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PROPOSED TIMELINE OF MAJOR EVENTS

Town authorizes Thrasher to begin work	9/22/2020
Survey	9/23/2020 – 9/29/2020
Design Charrette	10/5/2020
Pavement Assessment	10/5/2020 – 10/16/2020
Final Concept Approval	1/25/2021
Final Construction Document Submittal	3/26/2021
Final Plan Review (Town & County)	4/2021 -5/2021
Bidding	5/2021 -6/2021
Begin Construction	7/15/2021

*** The following items are not included in this proposal.**

- *Traffic Studies, Traffic Impact Analysis*
- *Water or Sewer Line Design*
- *Geotechnical Engineering Services*
- *Architectural Design Services*
- *Construction Stakeout*
- *Environmental Studies such as Phase I, II ESA, and Stream and Wetland Delineations*

FEES & PAYMENT:

1. Thrasher will not work outside of the scope of services, identified herein, without first providing a written proposal to provide additional services, as well as a written authorization to proceed with additional services.
2. Thrasher will not proceed with services identified within this scope without first receiving a signed authorization to proceed.
3. The lump sum fee includes all expenses for the services described above and will be billed monthly based on percent complete. All payments are to be made in accordance with the conditions identified within this agreement.
4. The proposed fee for the Scope of Work identified within the Scope of Services is \$44,600.00 Lump Sum, including all expenses and is broken down as follows:

<i>Task</i>	<i>Fee</i>	<i>Authorized</i>
SURVEYING SERVICES	\$4,000.00	
DESIGN CHARRETTE	\$2,400.00	
PAVEMENT ASSESSMENT	\$3,200.00	
CONCEPT DESIGN	\$5,000.00	
CONSTRUCTION DOCUMENTS	\$14,000.00	
BIDDING SERVICES	\$4,000.00	
CONSTRUCTION ADMINISTRATION	\$4,000.00	
CONSTRUCTION INSPECTION/MATERIAL TESTING	\$8,000.00	
<i>Total Fee</i>	<i>\$44,600.00</i>	

5. TTG will not work outside of the scope of services, identified herein, without first providing a written proposal to provide additional services, as well as a written authorization to proceed with additional services.
6. TTG will not proceed with services identified within this scope without first receiving a signed authorization to proceed.

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We are excited about the opportunity to work with you on this project. If you have any questions or comments with regards to this proposal, please do not hesitate to contact me.

Sincerely,
THE THRASHER GROUP, INC.



Robert R. Milne, PE
Principal/Sr. Project Manager

ACCEPTANCE

On this _____ day of _____, 2020 **Town of Gordonsville** accepts and agrees to this proposal. This proposal will be incorporated into the contract with The Thrasher Group, Inc. The Terms and Conditions of the contract will apply.

(Signed)

(Typed/Printed Name and Title)