

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: August 9, 2022

Title: Consent Agenda – Approval of Engineering Task Contract –
Design of New Sparta Volunteer Fire Station

(Check Mark)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Closed Meeting |
| <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> No Action (Information Only) | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> PowerPoint Presentation |

Summary: Attached is a proposed task contract with W.W. Associates, Inc. in the amount of \$293,500 for the design of the new Sparta Volunteer Fire Department station.

Additional details are contained in the attached memorandum from Director of Public Works/Utilities Joseph Schiebel along with accompanying documents from W.W. Associates, Inc.

Budget Impact: The design task contract with Draper Aden totals \$293,500. These funds will be included in an upcoming borrowing.

Requested Action from Board of Supervisors: Authorize the County Administrator to sign PROJECT ORDER NUMBER W-2021-17 with W.W. Associates, Inc. as presented

County of Caroline
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MEMORANDUM

TO: Charles M. Culley, Jr.
County Administrator

FROM: Joseph C. Schiebel
Director of Public Works/Utilities

DATE: August 3, 2022

REGARDING: **Design Task Contract for the New Sparta Fire Station**

Staff developed a scope for architectural and engineering services for the building design associated with a new fire station in Sparta. The design will include both phases I & II. Phase II will only include the shell portion of the design to ensure future constructability.

This work will be issued under the Engineering Term Contract for Professional Services dated May 25, 2021, with W.W. Associates, Inc... A task contract has been provided to perform the building design to construct the fire station that will include plans and specifications that will make this project ready for bidding to general contractors.

The following tasks will be completed as part of this task contract:

- Layout plan existing conditions and demolition
- Grading and drainage
- Site and Utility details
- Landscape plan
- Pre-engineered metal building concept plan and sections
- Stormwater computations, management plan, and water quality and quantity
- Erosion and Sediment Control Plan
- Structural design of the building foundation
- Structural design for exterior concrete aprons
- VDOT entrance improvements (one entrance)
- Mechanical design for HVAC
- Plumbing design for water, sanitary, vent piping, and fixtures
- Electrical power supply, interior wiring, interior, and exterior lighting
- Communication design for mainline telephones with 4 locations

- Detailed technical specifications for pre-engineered metal building as well as structural, electrical, have, and plumbing system

The cost of this task contact is \$293,500. The Board of Supervisors has borrowed \$1,500,000 for this project.

Therefore, staff requests that the Board of Supervisors approve the task contract with W.W. Associates in the amount of \$293,500.

Please find attached the following:

- W.W. Associates Task Contract for Design Services
- Phase I & II Proposed Layout Plan
- Station Elevation Plan

**PROJECT ORDER NUMBER W-2021-17 PURSUANT TO
ENGINEERING TERM CONTRACT**

Date: July 13, 2021

Owner: Caroline County

Owner's Project Manager: Joseph C. Schiebel

Engineer: WW Associates, Inc.

Engineer's Project Manager/Coordinator: Herbert F. White III, P.E.

Project Title: Field Survey TMP 74-A-114

This Project Order Number W-2021-17 is issued pursuant to the Engineering Term Contract for Professional Services dated May 25, 2021.

SCOPE OF WORK:

Site Work

The scope of work for which engineering services and survey services are to be performed under this Project Order is generally described as provisions for the development of a new Fire Station to be located on Sparta Road (SR 630) on a portion of TMP 74-A-114 located in Sparta, Virginia. Site Plan will include:

- Field Survey, topography, boundary, and State Road site distances
- Plat of record
- Layout Existing Conditions, Demolition
- Layout Plan/Site Plan
- Grading and Drainage Plan
- Site and Utility Details
- Site Lighting Plan
- Landscaping Plan
- Stormwater Management Plan, water quality and quantity
- Erosion and Sediment Control Plan
- Stormwater computations
- VDOT Entrance Improvements (one commercial entrance)
- On lot sewer design including conventional septic tank and drainfield
- Rotary drilled well design including well pump, pressure tank, and associated piping.

Building Design

The building shall be a pre-engineered metal and “stick built” building, approximately 9,000 s.f., in general accord with Concept Plan dated 5.12.21. The building will be 165 ft x 55 ft, 8 ft high cmu block in the service bays, suitable for fire engine trucks 35 feet long and stacked 2 deep. An exhaust system will be provided in the service bay that automatically engages when a truck starts it’s engine. The service bays will be equipped with radiant heat, fired by propane. Bay drains will be equipped with an oil water separator prior to discharge to storm sewer. Design will include built in fixtures. The building will include an additive bid item for the sleeping quarters area. The design will include the “shell of the building” without the details for the sleeping quarters. Building will be equipped with a fire alarm system, but not sprinklers. Building will be serviced by single phase electrical power, not 3 phase. Building will be equipped with a diesel fired electrical generator set.

The building design will include plans and specifications, ready for bidding to general contractors for the following elements:

- Pre-engineered metal building (high bay) concept plan and sections
- Low bay will be “stick built” with lap siding
- Structural design of the building foundation and the mezzanine area
- Structural design for exterior concrete aprons
- Mechanical design for HVAC
- Plumbing design for water, sanitary, vent piping, and fixtures
- Electrical power supply, interior wiring, interior and exterior lighting
- Communication design for main line telephones with 4 locations
- Detailed technical specifications for pre-engineered metal building as well as structural, electrical, hvac, and plumbing systems

We proposed to provide 35, 90, and 100 percent submittals for review and approval. Meetings will be held with stakeholders in developing the design of this project. Construction cost estimates will be provided along with the interim and final design submissions.

Proposal Considerations

1. This design does not include fire sprinkler design.
2. We propose to submit these plans and specifications to the building official for review and approval.
3. Bidding and construction assistance are not included in this proposal. These services may be provided as an additional service upon the request of Caroline County.
4. This proposal does not include an Architectural Review Board submission.
5. Application fees will be paid for by the Owner.
6. This design does not include improvements to VDOT roadways. If VDOT roadway improvements are required by VDOT, we propose to submit a separate proposal for that work.
7. Water treatment and water quality testing is not included in this proposal. If water treatment is required following the drilling of the well, we propose to submit a separate proposal for that work.
8. Application fees will be paid for by the Owner.
9. This proposal does not include:
 - Environmental Permitting
 - Construction Administration
 - Construction Stakeout

CONTRACT AMOUNT:

The Engineer agrees to perform all services required for the completion of the above-described Scope of Work for a Lump Sum Fees as follows:

<u>Task</u>	<u>Lump Sum Fee</u>
Record Plat	\$ 3,500
Site Design Phase Services	\$ 85,000
Stream and Wetland Delineation	\$ 10,000
Well Design	\$ 15,000
Onlot sewer design	\$ 15,000
Building Design	<u>\$ 165,000</u>
Total:	\$ 293,500

In witness whereof the undersigned have executed this contract on the dates set forth below of their respective signatures.

WW Associates, Inc
ENGINEER

Caroline County
OWNER

By: Herbert F. White III 7.13.22
(Signature in ink) (Date)

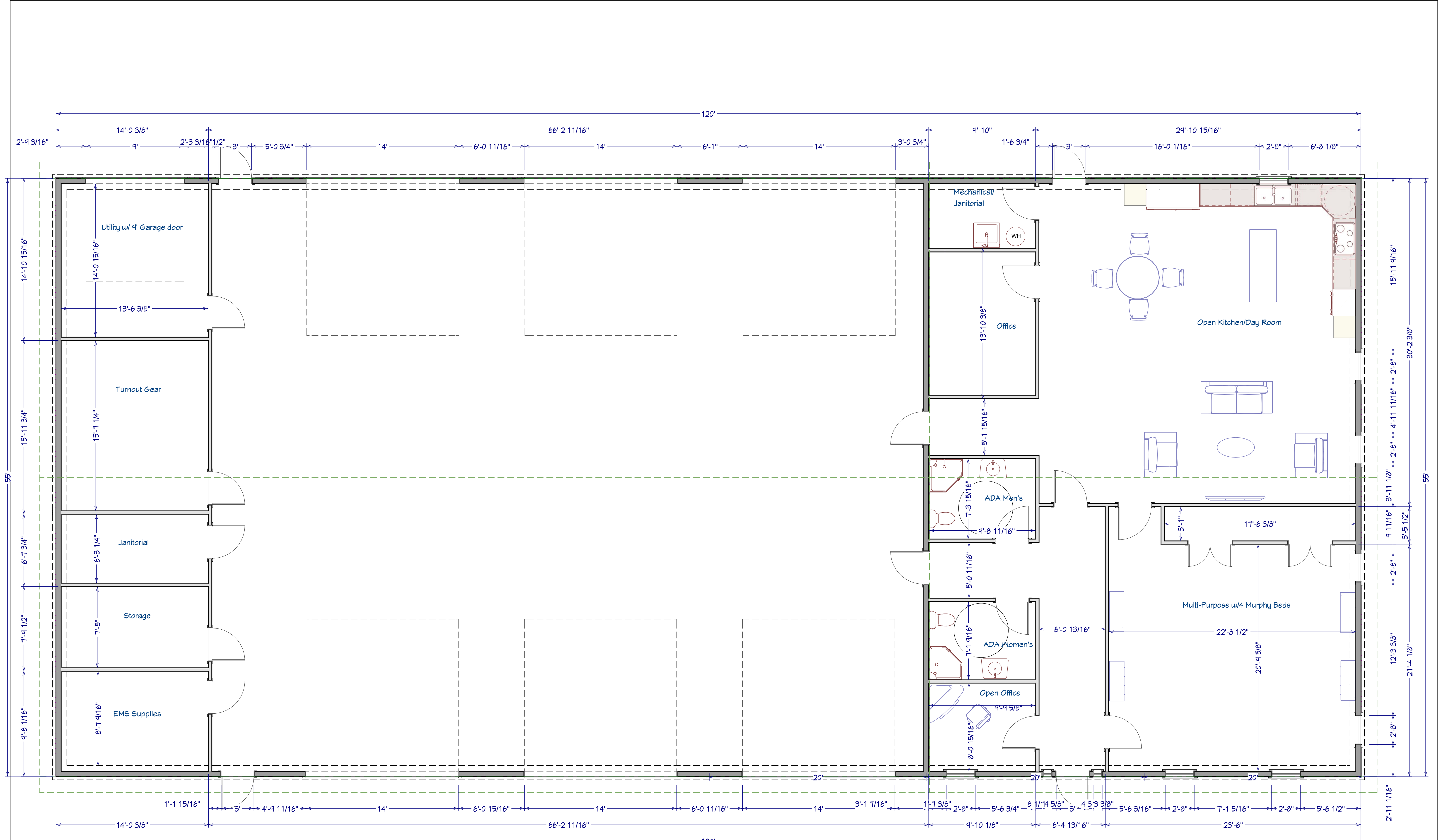
By: _____
(Signature in ink) (Date)

Name: Herbert F. White III, P.E.

Name: _____

Title: President

Title: _____



LIVING AREA
6600 SQ FT

1st Floor

NO.	DESCRIPTION	BY	DATE
	Version 5		

NO.	DESCRIPTION	BY	DATE
	Version 5		

SHEET TITLE:
FLOORPLAN

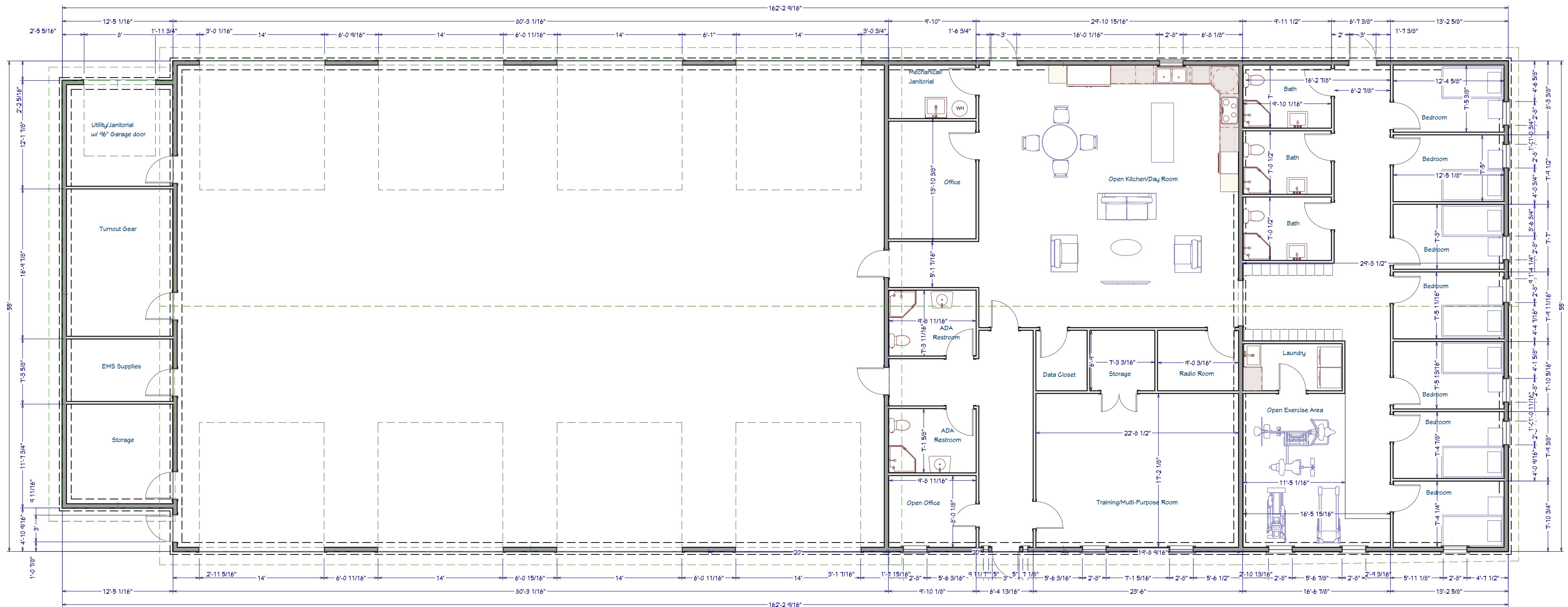
PROJECT DESCRIPTION:
SPARTA FIRE STATION

DRAWINGS PROVIDED BY:
**CAROLINE COUNTY
PUBLIC WORKS
TAL**

DATE:
MAY 12, 2021

SCALE:
1/4" = 1'

SHEET:
A-2



LIVING AREA
8834 SQ. FT.

1st Floor

SPARTA FIRE STATION PHASE II

NO.	DESCRIPTION	BY	DATE
	Version 2		

SHEET TITLE:
FLOORPLAN

PROJECT DESCRIPTION:
**SPARTA FIRE STATION
Phase II**

DRAWINGS PROVIDED BY:
**CAROLINE COUNTY
PUBLIC WORKS
TAL**

DATE:

MAY 12, 2021

SCALE:

1/4" = 1 1/2'

SHEET:

A-2