



## Regular Council Meeting

### A G E N D A

August 23, 2022

7:00 p.m.

#### **Administrative**

Approval of Minutes  
Report of Town Manager  
Appearances before Council  
Council Comments  
Report of Council Committees  
Revisions to Agenda

#### **Public Hearings**

#### **Consent Agenda (roll call)**

#### **Old Business**

1-PD-16-1-8-23                      Police Department Proposed Contract (roll call)

#### **New Business**

2-FIN-2-41-8-23                      FY23 Budget Amendment for Fire Department Insurance Proceeds (roll call)

3-FIN-2-41-8-23                      FY23 Budget Amendment for Economic Development Authority Transfer (roll call)

Citizens may watch the meeting in real time via the Town of Bedford Live Stream website: <https://www.bedfordva.gov/1356/Live-Stream>

**TOWN OF BEFORD  
NEW POLICE DEPARTMENT BUILDING**

**Scope of Professional Services  
Final Design and Construction Support Services**

**August 15, 2022**

**A. PROJECT DESCRIPTION**

In 2021, Wiley|Wilson conducted a needs assessment and concept design for a new Police Department building for the Town. On November 9, 2021, the results of these efforts were presented to Town Council. The study determined that approximately 20,000 square feet of space would be needed to meet present and future needs. The conceptual design envisioned the construction of a new 2-story facility to be located on Town owned property on the corner of Plunkett and Court streets. The opinion of probable construction cost, less Architectural and Engineering fees, was projected to be between \$8.5 and \$10 million.

The project was originally envisioned to be procured via Design/Build with Wiley|Wilson acting as the Town's agent. In this role, we would develop the concept design into a Design/Build request for proposal; oversee the receipt and award of the contract; review the Design/Builder's final design for adherence to RFP requirements; and monitor the construction. The Town Council has since decided that a more traditional procurement method of Design/Bid/Build would better suit the project. Consequently, Council decided to modify our proposed role on the project from that of acting as the Town's agent to that of Designer of Record.

The following is our proposed Scope of Services to provide the detailed design and construction phase services.

**B. SCOPE OF SERVICES**

**General**

This Scope of Services includes advancing the conceptual design developed in the previous study. Services to be provided include Schematic Design, Final Design, Bidding, and Construction Phase services. All services will be performed in accordance with the terms and conditions in the Agreement between the Town and Wiley|Wilson.

As part of Basic Services, Wiley|Wilson will provide design services in the following disciplines:

1. Architecture



2. Civil Site/Utilities Engineering
3. Surveying and Geotechnical
4. Landscape Architecture
5. Structural Engineering
6. Mechanical Engineering
7. Fire Protection Engineering
8. Electrical Engineering
9. IT/AV/Network/Building Security Systems

The following is a description of the tasks and deliverables associated with each project phase.

### **Phase 1 – Schematic Design**

#### **Tasks:**

1. Conduct required site survey and sub-surface investigation for final building foundation, parking/driveways, and storm water management structures at the site selected by the Town.
2. Review the concept plan for the new building with the Police Department and make minor modifications as required.
3. Finalize site layout.
4. Determine structural, mechanical, electrical, and security systems and review these building systems with Town representatives.
5. Prepare schematic design drawings to document design decisions.
6. Prepare narrative describing the selected building systems.

#### **Deliverables:**

1. Schematic Drawings
2. Schematic Narrative

### **Phase 2 – Preliminary Design (50% Design)**

#### **Tasks:**

1. Prepare Preliminary Drawings that fix and describe the size and character of the project to include exterior appearance; foundation; structural, mechanical, and electrical systems; materials of construction; and other essentials as may be appropriate.
2. Opinion of probable construction cost.
3. Review meeting with the Town.

#### **Deliverables:**

1. Drawings to include:
  - a. Title Sheet
  - b. Site Plans
  - c. Floor Plan(s)
  - d. Roof Plan



- e. Exterior Elevations
- f. Building Sections
- g. Wall Sections
- h. Finish Schedule
- i. Building Details
- j. Structural Drawings
- k. Plumbing Drawings
- l. Mechanical Drawings
- m. Fire Protection and Life Safety Drawings
- n. Electrical Drawings
- o. Fire Alarm Drawings
- p. Security Drawings

2. Opinion of probable construction cost.

### **Phase 3 – Final Design (100% Design)**

#### **Tasks:**

1. Incorporate Town's review comments from the Preliminary Drawings and develop Final Drawings. These documents will delineate project components to a sufficient detail that contractors can bid, secure appropriate permits, and construct the project. All drawings will bear the seal and signature of the design professional responsible.
2. Prepare a Project Manual that contains technical specifications needed to support the Final Drawings.
3. Work with Town representatives to develop terms and conditions for the contract between the Town and Contractor and incorporate them into the Project Manual.
4. Conduct a meeting to review the Final Design with the Town.

#### **Deliverables:**

1. Final Drawings
2. Project Manual
3. Updated opinion of probable construction cost

### **Phase 4 – Bidding and Negotiation**

#### **Tasks:**

1. Develop an Invitation to Bid and assist the Town in advertising for bids.
2. Administer distribution of bid document.
3. Conduct a pre-bid conference with contractors.
4. Respond to contractors' Request for Information and issue addendum as necessary.
5. Attend bid opening and assist Town in opening bids.
6. Evaluate bids and advise Town on contract award.
7. Assist Town in preparing contract for construction.



## **Phase 5 – Construction Services**

### **Tasks:**

1. Conduct a pre-construction conference with Contractor and the Town.
2. Conduit weekly site visits to observe work in process (2 of these will coincide with progress meetings)
3. Attend two progress meetings per month during construction.
4. Review and approve Contractor's monthly pay applications.
5. Review Contractor's submittals required by the Contract Documents.
6. Respond to Contractor's Request for Information.
7. Perform Substantial Completion Inspection and issue punch list thereafter.
8. Perform a Final Inspection.
9. Review project closeout documents and forward to Town upon acceptance.
10. Develop record drawings based on contractor redmarks.

### **C. SCHEDULE**

<b>Number</b>	<b>Milestone</b>	<b>Start</b>	<b>Finish</b>
MS1	Town Signed and Authorized Design Agreement	8/24	8/24
MS2	Kick-off Meeting with Town	8/30	7/14
MS3	Finalize Site Survey/ start Geo Tech	9/1	9/15
MS4	Finalize Schematic Design	9/1	9/21
MS5	Submit Schematic Design to Town	9/22	9/22
MS6	Preliminary Design (50% Design)	9/22	11/2
MS7	QC Check Preliminary Design	11/2	11/11
MS8	Preliminary Design Opinion of Cost	11/2	11/11
MS9	Submit Preliminary Design to Town	11/14	11/14
MS10	Town Review of Preliminary Design	11/15	11/28
MS11	Preliminary Design Review Meeting	11/29	11/29
MS12	Update Council	12/6	12/6
MS13	Final Design (100% Design)	11/30	1/11
MS14	QC Check 100% Final Design	1/12	1/20
MS15	Final Design Opinion of Cost	1/12	1/20
MS16	Submit Final Design to Town	1/24	1/24
MS17	Town Review of Final Design	1/25	1/31
MS18	Final Design Review Meeting	2/1	2/1
MS19	Incorporate Town Comments	2/2	2/17
MS20	Present to Council/Authorize Bidding	2/21	2/21
MS21	Advertise for Bids	2/28	2/28
MS22	Pre-bid Meeting	3/8	3/8
MS23	Receive Bids	3/28	3/28
MS24	Review Bids – prepare contract	3/23	4/10
MS25	Town Authorizes Contract for Construction	4/11	4/11
MS26	Construction Begins	5/1/23	



#### **D. SUB-CONSULTANTS**

The follow is a list of our sub-consultants and their project responsibilities:

1. F&R: Subsurface investigation and Geotechnical recommendations
2. Hill Studio: Landscape Architecture
3. Downey and Scott: Cost Estimating
4. Jenson Hughes: Fire Protection Engineering

#### **E. COMPENSATION**

Wiley|Wilson proposes to perform all services described herein for the following amounts.

##### **Basic Services:**

Schematic, Preliminary, Final Design Phase Services:

Phase 1 Schematic Design	\$ 70,000
Phase 2 Preliminary Design	\$260,000
Phase 3 Final Design	\$270,000
Phase 4 <u>Bidding &amp; Negotiation:</u>	<u>\$ 15,000</u>
<b>Total Lump Sum Basic Services Fee:</b>	<b>\$615,000</b>

##### **Sub Consultant Services:**

Geotechnical (F&R):	\$ 8,460
Landscape Architecture (Hill Studio):	\$ 11,720
Cost Estimating (Downey & Scott):	\$ 24,200
<u>Fire Protection Engineering (Jenson Hughes):</u>	<u>\$ 25,750</u>
<b>Total Lump Sum Sub Consultant Fee:</b>	<b>\$ 70,130</b>

##### **Time and Materials Allowances:**

Construction Phase Services Allowance	\$300,000
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**Total Basic and Sub Consultant Fees (including Construction Phase Services allowance):** **\$985,130**

##### **Basic and Sub Consultant Services (Design and Bidding Phases):**

Our lump sum services will be invoiced on a monthly basis in accordance with the Agreement. The invoices will be based upon our estimate of the percent complete of each task. Services for Sub Consultants will be invoiced on a percent completed basis during the period and included with our monthly invoices.

##### **Construction Phase Services:**

We anticipate a total construction duration of 20 months for this project. The estimated fee amount for construction phase services is an allowance based on this duration. It generally anticipates performing the tasks for this phase outlined above in Section B. The time on site includes our construction administrator visiting the site weekly, of which two visits per



month will coincide with regular construction progress meetings (90 total visits). In addition to these visits, this allowance anticipates Substantial and Final Inspections by representatives of the major design disciplines, eight visits to the site by our Project Manager, and one additional site visit by representatives of each major design discipline at a mutually agreed upon time.

The Town will be invoiced for these services monthly based upon the number of manhours expended by our staff during that month and the expenses incurred in providing these services. These expenses include cost of travel, subsistence, printing, and postage and will be billed at our actual cost plus 10%. We believe the estimated fee amount will be sufficient; however, there are many factors beyond our control that could cause us to expend more or less manhours than this allowance anticipates. We will monitor our time/expenses and provide you monthly updates on the status of construction progress versus fee expended. Any unbilled amount remaining after the project is complete will be retained by the Town. If it appears the allowance will not be sufficient, we will alert you as soon as we become aware and discuss either an increase in the allowance or reduction in services.

#### **F. ASSUMPTIONS AND CLARIFICATIONS**

1. All documents distributed to contractors during the bidding and construction period will be electronic PDF.
2. Construction Phase Special Inspections are not included.
3. Hazardous Materials investigation and testing is not anticipated and therefore not included.
4. FFE (Furniture, Fixture & Equipment) design is not included.
5. LEED documentation and certification are not included.
6. Permit fees are not included.
7. Commissioning Services are not included.
8. Other services not specifically identified in Section B above are not included.

**TOWN OF BEDFORD, VIRGINIA  
TOWN COUNCIL  
ACTION FORM**

**ITEM:** FY23 Budget Amendment for Fire Department Insurance Proceeds

**DATE OF COUNCIL MEETING:** August 23, 2022

**DATE:** August 8, 2022

**PRESENTATION:**

The Bedford Fire Department was dispatched to assist the National Weather Service during a weather event in May 2022. While the drone was in use, the drone experienced a mechanical issue which caused damage beyond reasonable repair. An incident report and claim were filed with the Town's Insurance Provider, VRSA. The claim has been approved, and the insurance proceeds of \$13,902 were received in July 2022. The Town's Fire Department is requesting Town Council to consider appropriating the revenue received from the insurance proceeds to the expenditure budget of the department for the purchase of a new drone.

**ACTION REQUESTED:**

Town Council is requested to approve the following budget amendment which will appropriate funding to the Fire Department for insurance proceeds received.

<i>Budget Entry:</i>		
Revenue Increase		
100091-419204	Recoveries & Rebates	\$13,902
Expenditure Increase		
10033210-560076	Special Operations Equipment	\$13,902

		YES	NO	OTHER	ROUTING		nbvc
DATE: _____	BLACK	( )	( )	( )	TOWN ATTY.	( )	I.T. ( )
	CARSON	( )	( )	( )	COMM. DEV.	( )	POLICE ( )
APPROVED ( )	HAILEY	( )	( )	( )	ELECTRIC	( )	PUBLIC SERV. ( )
DENIED ( )	HARTWICK	( )	( )	( )	ENGINEERING	( )	OTHER _____ ( )
DEFERRED TO:	JOHANNESSEN	( )	( )	( )	FINANCE	( )	
_____	SHOEN	( )	( )	( )	FIRE DEPT.	( )	
	STANLEY	( )	( )	( )	H.R.	( )	



**TOWN OF BEDFORD, VIRGINIA  
TOWN COUNCIL  
ACTION FORM**

**ITEM:** FY23 Budget Amendment for Economic Development Authority Transfer

**DATE OF COUNCIL MEETING:** August 23, 2022

**DATE:** August 8, 2022

**PRESENTATION:**

During research of the fund transfers from the General Fund to the Economic Development Authority, a missing transfer of \$162,500 was processed in the bank account for the Bedford Middle School Project without the corresponding fund transfer journal entry. This resulted in the checking account having a higher cash balance than the general ledger. To correct this entry, staff is proposing a transfer from Prior Year Fund Balance to the Transfer to EDA account, which will direct the Finance Director to make the corresponding adjusting journal entry.

**ACTION REQUESTED:**

Town Council is requested to approve the following budget amendment which will appropriate budget to the Transfer to EDA account from the prior year fund balance general ledger account.

<i>Budget Entry</i>		
Revenue Increase 100091-441499	PY Fund Balance	\$162,500
Expenditure Increase 10099600-592022	Transfer to EDA	\$162,500

		YES	NO	OTHER	ROUTING		nbvc
DATE: _____	BLACK	( )	( )	( )	TOWN ATTY.	( )	I.T. ( )
	CARSON	( )	( )	( )	COMM. DEV.	( )	POLICE ( )
APPROVED ( )	HAILEY	( )	( )	( )	ELECTRIC	( )	PUBLIC SERV. ( )
DENIED ( )	HARTWICK	( )	( )	( )	ENGINEERING	( )	OTHER _____ ( )
DEFERRED TO:	JOHANNESSEN	( )	( )	( )	FINANCE	( )	
_____	SHOEN	( )	( )	( )	FIRE DEPT.	( )	
	STANLEY	( )	( )	( )	H.R.	( )	