



BOARD OF SUPERVISORS MEETING

SPECIAL MEETING

June 29, 2010

4:00 p.m.

1. The Chairman will call the Special Meeting to order.
2. Purchase of Maintenance Vehicle and Trailer
3. Scope Building HVAC System
4. Personnel Committee Report
5. Water Project Update
6. Line of Credit
7. Engineering Services - Wiley & Wilson Task Order

6:00 P.M.

Adjourn



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: June 29, 2010
Item No.: 4
Department: Personnel Committee
Staff Contact: W.W. Bartlett
Issue: PERSONNEL COMMITTEE REPORT

Summary: The Personnel Committee met on June 21, 2010. The Committee comprises: Supervisor Simpson-Chair, Supervisor Campbell, Supervisor Wilck and Supervisor Wiley. Also present were: Sherriff Travis Harris and County Administrator Wade Bartlett.

The Committee submits the following recommendations to the Board of Supervisors:

- a. In the Sheriff's Department, the individual filling the full-time administrative position has resigned. The Sheriff also has a part-time administrative position. The Board is asked to approve allowing the individual in part-time administrative position in the Sheriff's Department to fill the full-time administrative position and the person who has the full-time position to work part-time. This switch in positions will generate a net savings to the County. The Committee approved this request unanimously.

- b. The Board is asked to approve the Committee's unanimous recommendation to give county employees July 2 as a county holiday.

Attachments:

Recommendations: See above.

Motion _____
Second _____

Campbell _____
Jones _____
Wilck _____

Fore _____
McKay _____
Wiley _____

Gantt _____
Simpson _____



**County of Prince Edward
Board of Supervisors
Agenda Summary**

Meeting Date: June 29, 2010
Item No.: 6 & 7
Department: County Administrator
Staff Contact: W.W. Bartlett
Issue: COUNTY ADMINISTRATOR'S REPORT

Summary:

- a. At the May meeting, I discussed with the Board the proposed County Line of Credit, which will be used to finance the PPEA Interim Agreement. The Industrial Development Authority met on June 11, 2010 and approved the line of credit. The Board will wish to consider authorizing the County Administrator to draw down the line of credit.

- b. At the April Board meeting, I discussed with the Board a Task Order from Wiley & Wilson to assist the County with the PPEA Review. At that time the proposed cost of these services was \$36,000. The Board had requested that I renegotiate the cost down to \$30,000. Attached is a revised Task Order with a Lump Sum Cost of \$30,000. Board authorization to execute this agreement is requested.

Attachments: Revised Wiley & Wilson Task Order

- Recommendations:**
- a. Authorize the County Administrator to drawdown the County Line of Credit, pending final approval by the Industrial Development Authority.
 - b. Authorize the County Administrator to execute the revised Task Order with Wiley & Wilson

Motion _____
Second _____

Campbell _____
Jones _____
Wilck _____

Fore _____
McKay _____
Wiley _____

Gantt _____
Simpson _____



June 7, 2010

Mr. W. Wade Bartlett
County Administrator
Prince Edward County, Virginia
P.O. Box 382
Farmville, VA 23901

Re: Prince Edward County, PPEA Review - Additional Services during Interim Phase
Annual Services Task Order 2009-05 - Amended to Convert to Lump Sum

Dear Mr. Bartlett:

Wiley|Wilson is pleased to present the following amended professional services task order proposal to Prince Edward County, Virginia for Additional Utility PPEA Review services.

On 15 January 2010, Prince Edward County authorized engineering services included in our 2 September 2009 letter proposal entitled:

Prince Edward County, PPEA Review -
Additional Services during Interim Phase
Annual Services Task Order 2009-05
Wiley|Wilson Proposal No. P2009381

The additional services consisted of Wiley|Wilson serving as the County's engineering and technical resource during the Interim Phase of the Sandy River Reservoir Water Treatment and Distribution Project (PROJECT). For purposes of 2 September 2009 and this amended proposal, the Interim Phase shall be that part of the PROJECT that began with County's and Design Builder's execution of the Interim Agreement between the County and the Design Builder and that will end with the earlier of the execution of the anticipated Comprehensive Agreement or the County's termination of the PROJECT.

Subsequently in January 2010, Prince Edward County requested that Wiley|Wilson provide an amended proposal to convert the work to be performed under the 2 September 2010 letter proposal from an hourly basis to a lump sum basis. In March, a lump sum proposal was submitted and the Prince Edward County Board of Supervisors then directed you to limit our fees to \$30,000. Accordingly, we present this amended pricing proposal and scope of services.

Mr. W. Wade Bartlett
County Administrator
Prince Edward County, Virginia
PPEA Review - Additional Services during Interim Phase
June 7, 2010
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- **Scope of Services**

Scope of Services given below includes six work tasks that Wiley|Wilson will perform during this PROJECT for those components the PROJECT's activities as given in Table-1 and Table-2. The PROJECT components are from with a listing of activities to be performed by the Design Builder that the Design Builder provided the County.

1. Serving as the County's engineering and technical resource in assisting the County in fulfilling the County's responsibilities as set forth in Exhibit B to the Interim Agreement.
2. Providing the County with an engineering review of the 30% review set of plans and specifications prepared by the Design/Builder as set forth in E1.01. A. of Exhibit E. to the Interim Agreement.
3. Assisting the County in evaluating the Lump Sum Proposal to be provided by the Design/Builder as set forth in Exhibit E. to the Interim Agreement.
4. Meeting up to four times or communicating with the County staff or Board of Supervisor members, attorneys or other consultants the County's might employ, Regulatory Agencies, Crowder Construction Company or Draper Aden Associates staff, for the during the Interim Phase.
5. As limited in Tables 1 and 2 below, providing the County written memos, reports, and other correspondence that the County might request.
6. As limited in Tables 1 and 2 below, performing other relevant services that the County might request during the interim phase.



Table -1 Comprehensive Service	
The services described in items 1 through 6 above will be applied to the following PROJECT activities that were defined by the Design/Builder.	
Financial Analysis	Electrical ¹
Geotechnical - Water Plant	Presentation Level Estimate ¹
TOC Sampling and Lab work	Preliminary Conceptual Estimate ¹
Reservoir/Water Plant PER ¹	Final Conceptual Estimate
PER – Sub-consultants ¹	Lump Sum Proposal
DEQ Discharge Permitting ¹	Preliminary Construction Schedule ¹
Site Plan ¹	Onsite Geotechnical Services ¹
Preliminary WTP Design	Progress Meetings
Environmental Permitting ¹	Partnering
¹ Excluding finished water transmission, distribution, booster pumping and non-clearwell storage, raw water intake and raw water transmission components of the project.	

Table -2 Limited Services	
The services described in item 3 above would be applied to the following work tasks that were defined by the Design/Builder.	
Geotechnical - Intake	Booster Pump Station Design
Intake Design	Water Main Design
Distribution System PER	Water Tank Design
Geotechnical - Distribution System	

Wiley|Wilson will attend up to four progress or partnering meetings including the January 2010 progress meeting and the March 2010 partnering meeting.

- **Drawing List**

Wiley|Wilson will not provide any large format drawings during this phase.

Mr. W. Wade Bartlett
County Administrator
Prince Edward County, Virginia
PPEA Review - Additional Services during Interim Phase
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- **Deliverables**

Wiley|Wilson will provide an electronic PDF copy and one hard copy of any reports, memoranda, or other written document that may be required to fulfill the Scope of Work above.

- **Schedule**

Wiley|Wilson will begin work immediately upon receipt of a counter-signed copy of this proposal. Delivery times for other deliverables will be determined as such deliverables are identified.

- **Fee**

The lump sum fee for the proposed services will be \$30,000. This fee includes participation in the January 2010 progress and March 2010 partnering meetings that were attended under the 15 January 2010 authorization. The review of the use of resistivity testing also performed under the 15 January 2010 authorization shall not be included in the \$30,000 lump sum fee, but shall be billed separately up to \$790.00.


- **Changes in Scope**

It is common for the scope of services to change over the course of this type PROJECT. Changes in Wiley|Wilson's scope of services as defined in this letter must be authorized in writing by the County.

Please indicate your acceptance of this proposal by signing in the space provided below and returning it to us. Please contact Mr. Slaydon or me with any questions. We look forward to working with the County on this and other projects.

Sincerely,

Wiley|Wilson


J. Fred Armstrong, P.E.
Chairman and CEO

/TMS/mlj

cc: Ms. Sarah Puckett, Assistant County Administrator
Thomas M. Slaydon, PE. Project Manager- Wiley|Wilson

Mr. W. Wade Bartlett
County Administrator
Prince Edward County, Virginia
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Annual Services Task Order 2009-05

Approved: _____

Title: _____

Date: _____