

ITEM(S) TO BE CONSIDERED UNDER:

Consent Item Old Business New Business Other

FOR COUNCIL MEETING DATED:	April 12, 2010
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Anderson & Associates, Inc. provided the principle engineering and permitting assistance for the Town's recent work on the Blackwater River dam serving the Town's Water Plant.</p> <p>The Town Manager has requested them to prepare an estimate of fees to assist the Town with the following:</p> <ol style="list-style-type: none"> 1. Brief Council and Town staff on options for the dam, including costs and permitting issues. 2. Use previously completed engineering work done for Franklin County to apply for a permit application for the modification of the dam. 3. Submit an application for permitting on behalf of the Town based on the course of action elected by Council. <p>The cost estimate for these services is \$7,500. If Council approves, funds for these services will come from the Town's contractual services budget account.</p>
ACTION NEEDED:	To either approve/deny proposed agreement.

Attachment(s): Yes

FOLLOW-UP ACTION: (To be completed by Town Clerk)	GIVEN TO (DEPT. HEAD) (To be completed by Town Clerk)
COMPLETED ACTION: (To be filled in by Town Clerk) (To be completed by Department Head)	GIVEN TO TOWN CLERK: (To be completed by Department Head)
DATE COMPLETED AND ACTION TAKEN:	DATE GIVEN TO TOWN CLERK:



March 23, 2010

COPY

Mr. James Ervin
Town Manager
345 Donald Avenue
Rocky Mount, VA 24151

Re: Veterans Park Dam Stabilization
JN 28540

Dear Mr. Ervin:

Thank you for taking the time to meet with me recently to review and discuss the public safety issues related to the dam at Veterans Park. We understand that the Town's primary concern at this time is to resolve the safety issues at the dam associated with the public use of the river. In order to address the issue, the Town wants to consider three primary alternatives: dam removal, stabilization of the downstream face to remove the hydraulic, and notch the dam and stabilize the remaining portion of the dam. These options will be reviewed with you and Town Council, and after they have selected a preferred option, we will prepare and submit the Joint Permit Application (JPA). As previously discussed, the scope of this proposal is only to prepare and submit the application because the selected option is likely to raise concerns with some regulatory agencies, especially US Fish and Wildlife because of the federally endangered Roanoke Logperch. Once comments are received from the regulatory agencies, we will finalize the additional scope of services that may be required.

We are pleased to be given this opportunity to submit this proposal for professional services for your consideration.

A. Scope of Services

Based on our present knowledge of the project, we propose the following services:

1. Meeting Preparation
Summarize the three proposed options for the dam which will include costs and anticipated permitting issues for each option.
2. Review Options with Town Council
Meet with Town Council during its work session to review the three options for resolving the safety issues at the dam. We will cover the estimated costs and permitting issues related to each option.
3. Prepare Preliminary Joint Permit Application
Prepare a draft copy of the JPA for Town review using the existing mapping and survey information from the previous work done with Franklin County on the river park projects.
4. Prepare Final Joint Permit Application
Revise the JPA document to take into account Town comments.

5. Submit Application to Reviewing Agencies

Submit the final permit application to reviewing agencies. As previously noted, this initial scope of services does not include responses to agency comments because of the unknown extent of the comments related to the presence of the endangered Roanoke Logperch.

B. Additional Services

The following services are not included in this scope, but can be provided upon request:

1. Respond to comments from reviewing agencies resulting from the submitted permit application.
2. Provide additional field surveying of the project area.
3. Perform biological stream survey.
4. Design services of shoreline stabilization, sediment management, stream restoration, or related tasks.

C. Town's Responsibility

The following items are specifically excluded from this contract and will be considered the responsibility of the Town or others designated by the Town. These items may or may not be required for completion of the project and are listed here solely to indicate that they are not included in this contract. Many of these items can be provided by Anderson & Associates, Inc. as additional services at our normal hourly rates or under separate lump sum contract.

1. Payment of all reviews, connection, advertisements, notices, and permit fees.
2. Legal services.
3. All services not specifically indicated in the scope of services.

D. Terms

We propose to work in accordance with our General Engineering Services Agreement, dated April 1, 2010.

E. Schedule

We propose to complete all work within sixty (60) calendar days from receipt of your notice to proceed. This proposal shall be considered valid for thirty (30) calendar days from the date of the proposal. Our schedule reflects our working time only and excludes review time by the client and reviewing authorities. The compensation amount stipulated in this agreement is conditioned on a period of service not exceeding six (6) months. Should such period of service be extended, the compensation amount shall be appropriately adjusted.

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F. Compensation

We propose to be compensated on an hourly basis at our normal billing rates. For budget purposes, we expect our total fee to be about \$7,200. A copy of our current billing rates is attached.

G. Attachments

The following attachments are included with and shall be deemed part of this Agreement:

1. Current Billing Rates.
2. Engineering Fee Estimate.

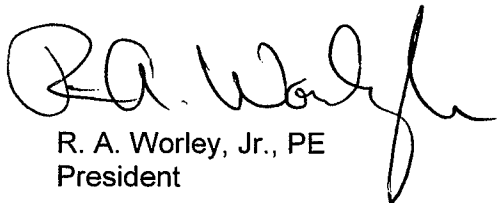
H. Approval

If you find this proposal acceptable, please sign the enclosed copy and return it to us for our records. We will construe the receipt of our copy as our notice to proceed.

Thank you for letting us be of assistance to you on this project.

Sincerely,

ANDERSON & ASSOCIATES, INC.



R. A. Worley, Jr., PE
President



Chris Fewster, PE
Project Manager

CSF/cmp

Accepted by:	Contact Information:
_____ Signature	_____ Accounting Contact Name
_____ Printed Name	_____ Billing Address
_____ Title	_____ City, State, ZIP
_____ Date	_____ Phone & Fax

COPY

Anderson & Associates, Inc.
Professional Design Services

Hourly Billing Rates
Effective January 1, 2010

Billing Category	Hourly Rate
Officer in Charge III	\$170.00
Officer in Charge II	\$140.00
Officer in Charge I	\$125.00
Project Manager III	\$125.00
Project Manager II	\$115.00
Project Manager I	\$105.00
Project Engineer III	\$105.00
Project Engineer II	\$90.00
Project Engineer I	\$75.00
Design/GIS Technician III	\$85.00
Design/GIS Technician II	\$70.00
Design/GIS Technician I	\$50.00
Geographer	\$90.00
Survey Manager III	\$110.00
Survey Manager II	\$105.00
Survey Manager I	\$90.00
Project Surveyor III	\$85.00
Project Surveyor II	\$75.00
Project Surveyor I	\$65.00
Party Chief III	\$70.00
Party Chief II	\$65.00
Party Chief I	\$60.00
Survey Tech III (field or office)	\$60.00
Survey Tech II (field or office)	\$50.00
Survey Tech I (field or office)	\$45.00
Administrative III	\$95.00
Administrative II	\$75.00
Administrative I	\$55.00
Inspector II	\$75.00
Inspector I	\$60.00
Landscape Architect	\$100.00
Environmental Scientist	\$100.00
Programmer	\$110.00

**Pigg River Dam Stabilization
Joint Permit Application (JPA)
Environmental Services
JN 28540**

	Quantity	Units	Unit Cost	Cost	Total
1.1 Meeting Preparation					
OIC III	0	HR	\$170	\$0	
Project Manager III	4	HR	\$125	\$500	
Project Engineer III	4	HR	\$105	\$420	
Project Engineer I	4	HR	\$75	\$300	
Design Technician III	0	HR	\$85	\$0	
Admin II	4	HR	\$75	\$300	
Subtotal					\$1,520
1.2 Attend Town Council Meeting					
OIC III	0	HR	\$170	\$0	
Project Manager III	6	HR	\$125	\$750	
Project Engineer III	0	HR	\$105	\$0	
Project Engineer I	0	HR	\$75	\$0	
Design Technician III	0	HR	\$85	\$0	
Admin II	0	HR	\$75	\$0	
Subtotal					\$750
1.3 Prepare Preliminary JPA					
OIC III	2	HR	\$170	\$340	
Project Manager III	4	HR	\$125	\$500	
Project Engineer III	4	HR	\$105	\$420	
Project Engineer I	20	HR	\$75	\$1,500	
Design Technician III	4	HR	\$85	\$340	
Admin II	2	HR	\$75	\$150	
Subtotal					\$3,250
1.4 Prepare Final JPA					
OIC III	1	HR	\$170	\$170	
Project Manager III	2	HR	\$125	\$250	
Project Engineer III	2	HR	\$105	\$210	
Project Engineer I	8	HR	\$75	\$600	
Design Technician III	0	HR	\$85	\$0	
Admin II	2	HR	\$75	\$150	
Subtotal					\$1,380
1.5 Submit Application to Review Agencies					
OIC III	0	HR	\$170	\$0	
Project Manager III	0	HR	\$125	\$0	
Project Engineer III	0	HR	\$105	\$0	
Project Engineer I	2	HR	\$75	\$150	
Design Technician III	0	HR	\$85	\$0	
Admin II	2	HR	\$75	\$150	
Subtotal					\$300
TOTAL:					\$7,200