

ITEM(S) TO BE CONSIDERED UNDER:

Consent Item Old Business New Business Other

FOR COUNCIL MEETING DATED:	July 12, 2010
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager
BRIEF SUMMARY OF REQUEST:	<p>Based on Council's direction to move forward with the use of remaining Tobacco Commission funds and County contributed funds to begin construction of a rail siding at the Cox industrial site, I have asked Thompson and Litton to prepare a Memorandum of Understanding to conduct the engineering work in accordance with our current Engineering Services Agreement. The Memorandum of Understanding is submitted for your consideration.</p> <p>In summary, Thompson and Litton proposes to design the grading, rail siding, storm water management, and erosion control for the entire site. It is essential to design the entire site now because the storm water retention pond built in conjunction with the rail siding should be sized to meet the eventual storm water needs for the entire property. To accomplish this, the layout of the site needs to be established. The proposed work also includes potential identification of wetlands and all permitting required to go to bid or to initiate a change order to add this as another phase of the project. The estimated fee is \$49,650 and will be paid from Tobacco funds allocated to this project.</p>
ACTION NEEDED:	Approval/denial of request.

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:



THOMPSON & LITTON
Over fifty years of integrity, insight and innovation.

**MEMORANDUM OF UNDERSTANDING NUMBER ONE (I)
TO RETAINER AGREEMENT BETWEEN
THE TOWN OF ROCKY MOUNT, VIRGINIA
AND
THOMPSON & LITTON, INC.
Dated April 1, 2010**

Project: Town of Rocky Mount
Cox Property Industrial Site - Phase II Design
T&L Project # 10853-01

Client: Town of Rocky Mount
345 Donald Avenue
Rocky Mount, Virginia 24151

Engineer: Thompson & Litton, Inc.
726 Auburn Avenue
Radford, Virginia 24141

Date: May 28, 2010

Background and Understanding:

It is Thompson & Litton's (T&L) understanding that the Town of Rocky Mount (Town) has recently completed construction of the Industrial Access Road for the Cox Property Industrial Site located within the Rocky Mount/Franklin County Industrial Park (Phase I Access Road Project). With the completion of the Phase I Access Road Project, the Town is prepared to move forward with Phase II of the Cox Property Industrial Site Development (Phase II Development). The overall conceptual design for the Cox Property is detailed in the Rocky Mount Industrial Park – Cox Property Site Plan as prepared by T&L and dated June 2008 (Site Plan) and will be utilized in finalizing the design specifications for the Phase II Development. Furthermore the information contained in the Preliminary Engineering Report for the Rocky Mount Industrial Park Cox Site dated August 2004 as well as the geotechnical engineering reports prepared by Schnabel Engineering in July 2004 and February 2006 will be coupled with the site layout as shown in the Site Plan to further define the design parameters for the Phase II Development. With this said, the Town has requested Thompson & Litton to assist them with this endeavor by providing the following Scope of Services.

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Scope of Services:

1. T&L shall generate all required design plans and specifications along with the corresponding bid documents to facilitate the construction of the proposed site improvements as detailed in the Site Plan to include; access road design for lower pad elevations, building pad grading design for the entire parcel, drainage and stormwater design, and rail siding design. The project design shall consist of the following:
 - a. Access Road Horizontal Alignment (1" = 50');
 - b. Access Road Vertical Alignment (H: 1" = 50', V: 1" = 10');
 - c. Access Road Cross Sections;
 - d. Building Pad Grading Plan;
 - e. Drainage Design;
 - f. Stormwater Detention Basin Design;
 - g. Typical Section and Details (1 Sheet);
 - h. E&S Plan (1" = 50', 1 Sheet);
 - i. Rail Spur Access Plan & Profile;
 - j. Specifications;
 - k. Stormwater Pollution Prevention Plan; and
 - l. Erosion and Sediment Control Narrative.

2. T&L will prepare and submit the necessary documents to secure the following permits:
 - a. Erosion and Sediment Control Permit; and
 - b. Virginia Stormwater Management Program Permit.

3. T&L will conduct jurisdictional determination/delineation for the entire parcel to include soil and wetland map reviews, delineations using U.S. Army Corps of Engineers (COE) multi-parameter analyses. All areas identified to be potentially jurisdictional (streams, wetlands and special aquatic sites) during the field assessment will be delineated in accordance with COE and DEQ requirements.

4. T&L will prepare and submit a Waters of the U.S. Delineation Report to include completion of the COE wetland delineation sheets, USM forms (if required) and submission for the jurisdictional boundary determination (JD) from the COE.

5. T&L will attend all necessary meeting with the Town's Administration and/or Council along with any regulatory agencies to provide progress updates and to insure the timely completion of the project

Assumptions and Exclusions:

- The Town will provide T&L with any survey information required to satisfy any needed wetland delineation (based on the environmental assessment of the site) and any

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topographical survey that will be required to supplement and/or update the existing aerial survey that T&L has for the site.

- The above Scope of Services does not include any permitting or mitigation work that may be required from the USACOE, DEQ, or Norfolk Southern. If needed, these services can be provided as an additional service.
- T&L's Rail Spur Access Plan & Profile will be based on Norfolk Southern's rail connection point and preliminary alignment to be provided to T&L by the Town.
- The above Scope of Services does not include any geotechnical engineering. If needed, these services can be provided as an additional service.

Schedule and Compensation:

T&L shall provide the above described Scope of Services for a lump sum fee of \$49,650.00 (Forty-Nine Thousand Six Hundred Fifty Dollars). The Scope of Services as outlined above will be completed within 120 days from the date the Town issues the Notice to Proceed.

Terms and Conditions:

The Terms and Conditions, as outlined in the Retainer Agreement dated April 1, 2010 shall remain in effect under this Memorandum of Understanding.

**TOWN OF ROCKY MOUNT,
VIRGINIA**

Title

Date

Attest

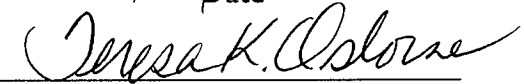
THOMPSON & LITTON, INC.



Ronald G. Helton, P. E.

President
Title

5/28/10
Date



Attest

THOMPSON & LITTON

726 Auburn Avenue
Radford, Virginia 24141

(540) 633-1897
(540) 633-1896 FAX

LETTER OF TRANSMITTAL

TO: Town of Rocky Mount 345 Donald Avenue Rocky Mount, VA 24151	DATE: May 28, 2010 JOB NO. 10853-01
	ATTENTION: Mr. C. James Ervin, Town Manager
	RE: Cox Property Industrial Site Phase II Design

WE ARE SENDING YOU THE FOLLOWING ITEMS:

Shop Drawings Prints Plans Samples Specifications
 Copy of Letter Change Order

COPIES	DATE	NO.	DESCRIPTION
2	5-28-10		Memorandum of Understanding

THESE ARE TRANSMITTED AS CHECKED BELOW:

For Approval Approved as Submitted Resubmit _____ Copies for Approval
 For Your Signature Approved as Noted Submit _____ Copies for Distribution
 As Requested Returned for Corrections Return _____ Corrected Prints
 For Your File For Review and Comment Prints Returned After Loan to Us
 For Bids Due _____, 20____

REMARKS:

Upon execution, please return one original to our office.

COPY TO: _____ SIGNED: _____ Ronald G. Helton, PE *[Signature]*
President