



Date of Council Meeting: August 28, 2012

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Lowenbach Street Improvements project change order for design and engineering services

Staff Contact: Renée LaFollette, P.E., Director of Capital Projects
Anne D. Geiger, P.E., Senior Engineer

Recommendation: To approve Change Order No. 17 for the Lowenbach Street Improvements project in the amount of \$4,300 for design and engineering services for Prince Street, and to authorize the Town Manager to execute this change order.

Issue: This change order was unforeseen and increases the modified design contract amount by more than the allowable 25% or \$50,000, whichever is greater, as allowed by the Virginia Public Procurement Act and the CIP Policies and Procedures Manual. Therefore, approval by Town Council is required.

Fiscal Impacts: The project has sufficient funding, and an additional appropriation is not required.

Background: The design contract, dated July 2009, between the Town and Whitman Requardt & Associates was for \$93,068. The scope of work for this contract consisted of separating the construction plan for the five streets within the Lowenbach subdivision into phases for construction purposes.

Resolution 2010-102 increased the total contract to \$161,068. Eight subsequent change orders have increased the contract to \$208,233. These change orders were for work on both Catoctin Circle and Prince Street and included revised grading, relocation of driveways per property owner requests, resetting of property corners on Catoctin Circle, design of the replacement of inadequate storm sewer between Loudoun Baptist Temple and Prince Street, and miscellaneous other storm drainage and sanitary sewer design on Prince Street. Change Order No.17 is a revision to the approved plan and will make watermain revisions, move a fire hydrant, relocate a driveway and revise a proposed lateral location as requested by three property owners and agreed to by the Utility Department. This brings the total contract to \$212,533.00

Attachment: Resolution 2010-102

The Town of
Leesburg,
Virginia

PRESENTED July 27, 2010

RESOLUTION NO. 2010-102

ADOPTED July 27, 2010

A RESOLUTION: **LOWENBACH STREET IMPROVEMENTS PHASE II CHANGE
ORDER NO. 2 FOR DESIGN AND ENGINEERING SERVICES**

WHEREAS, the Lowenbach Street Improvements project is a funded capital project; and

WHEREAS, the Town awarded a contract to Whitman Requardt & Associates in July 2009 in the amount of \$93,068.00 to provide engineering services for the design of the Lowenbach Street Improvements project; and

WHEREAS, the original design contract has previously been increased to \$142,068.00 due to changes to the project; and

WHEREAS, Change Order No. 2 was unforeseen and does increase the modified design contract amount by more than the allowable 25% or \$50,000, whichever is greater, as allowed by the Virginia Public Procurement Act and the CIP Policies and Procedures Manual; and

WHEREAS, the design work in the amount of \$19,000.00 is necessary to finalize the engineering plans for construction; and

WHEREAS, the Department of Capital Projects Management recommends that this design change order be approved.

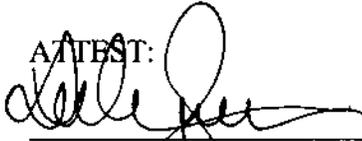
THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that the Town Manager is authorized to execute Change Order No. 2 with Whitman Requardt & Associates in the amount of \$19,000 for providing the additional design and engineering services for the Lowenbach Improvements Phase II project (Catoctin Circle) for a revised design contract total of \$161,068.00.

A RESOLUTION: LOWENBACH STREET IMPROVEMENTS PHASE II CHANGE
ORDER NO. 2 FOR DESIGN AND ENGINEERING SERVICES

PASSED this 27th day of July, 2010.



Kristen C. Umstatt, Mayor
Town of Leesburg

ATTEST:


Clerk of Council

PRESENTED August 28, 2012

RESOLUTION NO. 2012-

ADOPTED _____

A RESOLUTION: LOWENBACH STREET IMPROVEMENTS PROJECT CHANGE ORDER
FOR DESIGN AND ENGINEERING SERVICES

WHEREAS, the Lowenbach Street Improvements project is a funded capital project; and

WHEREAS, the Town awarded a contract to Whitman Requardt & Associates in July 2009 in the amount of \$93,068.00 to provide engineering services for the design of the Lowenbach Street Improvements project; and

WHEREAS, the original design contract has previously been increased to \$161,068.00 with Resolution 2010-102; and

WHEREAS, the design contract has further been increased to \$208,233.00 due to changes in the project on both Catoctin Circle and Prince Street; and

WHEREAS, Change Order No. 17 was unforeseen and increases the modified design contract amount by more than the allowable 25% or \$50,000, whichever is greater, as allowed by the Virginia Public Procurement Act and the CIP Policies and Procedures Manual; and

WHEREAS, the design work in the amount of \$4,300.00 for revision number 1 to the approved plans is necessary to update the engineering plans for construction; and

WHEREAS, the Office of Capital Projects recommends that this design change order be approved.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that the Town Manager is authorized to execute Change Order No. 17 with Whitman Requardt & Associates in the amount of \$4,300.00 for providing the additional design and engineering services for the Lowenbach Improvements project for a revised design contract total of \$212,533.00.

A RESOLUTION: LOWENBACH STREET IMPROVEMENTS PROJECT CHANGE ORDER
FOR DESIGN AND ENGINEERING SERVICES

PASSED this ___ day of August, 2012.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council