



Date of Council Meeting: December 11, 2012

**TOWN OF LEESBURG
TOWN COUNCIL WORK SESSION**

Subject: Lower Sycolin Creek Sewage Conveyance System project Change Order No. 3 for construction services.

Staff Contact: Renée LaFollette, P.E., Director, Capital Projects
Aref Etemadi, Deputy Director, Utility Department

Recommendation: To approve Change Order No. 3 for the Lower Sycolin Creek Sewage Conveyance System in the amount of \$450,000 for the construction of sanitary sewer laterals in Bolen Park; and to authorize the Town Manager to execute this change order.

Fiscal Impact: No additional funds are needed from the Town. Loudoun County will pay for all of the work and any related change orders per the attached letter dated November 29, 2012.

Issue: Should Town Council authorize Change Order No. 3 to the Lower Sycolin Creek Sewage Conveyance System contract and authorize the Town Manager to sign it?

Background: The Lower Sycolin Creek Sewage Conveyance project including the Airport Branch Sewer, a pumping station at Phil Bolen Park, and the associated force main will serve new and existing customers. The service area covered by this project will be portions of Tavistock Farms, Leesburg Executive Airport, Loudoun County's support facilities along Sycolin Road, and Phil Bolen Park.

Loudoun County has requested the Town to include this change order as part of our project to extend the sanitary sewer laterals into Phil Bolen Park. Extending the laterals will allow the County to connect the existing Enviro Loos and include stub-outs for future permanent facilities. Since the construction of the Town project is underway, it was determined by both Town and County staff that the most cost effective way to construct the laterals was to request a quote from the company contracted by the Town of Leesburg to install the Lower Sycolin Creek sewer lines and pump station. Purchasing staff from both the County and Town are in agreement that this change order is within what is allowable by the Virginia Public Procurement Act (VPPA).

The total of this change order is below the 25% or \$50,000 value that requires Town Council authorization. However, the dollar value of the change order exceeds the signature authority of the Town Manager and requires Town Council Authorization.

If approved, the construction work will start in early January so that the construction can be completed in mid-March prior to the start of the spring sports season.

Attachment: Loudoun County letter regarding LSSC funding participation



Loudoun County, Virginia

www.loudoun.gov

Department of Construction and Waste Management

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November 29, 2012

Renee LaFollette
Director
Office of Capital Projects
25 West Market Street
Leesburg VA 20176

Re: Philip A. Bolen Memorial Park; Sanitary Sewer Work

Dear Renee,

This letter is to confirm the details of the County's commitment to fund the remaining sanitary sewer work at Bolen Park, to be performed as a change order to the Town of Leesburg's current contract for the pump station and forced main.

Funding for this work has been appropriated in the County's Capital Improvement Program. As we have discussed, the County will issue a Purchase Order to the Town to fund this change order and the Town will invoice the County as work is completed.

Thank you very much for your help with this project.

Sincerely,

Division Manager
Construction and Transportation Division

PRESENTED December 11, 2012

RESOLUTION NO. _____

ADOPTED _____

A RESOLUTION: LOWER SYCOLIN CREEK SEWAGE CONVEYANCE SYSTEM
PROJECT CHANGE ORDER NO. 3 FOR CONSTRUCTION
SERVICES

WHEREAS, the Lower Sycolin Creek Sewage Conveyance System project is a funded capital project; and

WHEREAS, the Town awarded a contract to Bay Country Enterprises, Inc. in January of 2012 in the amount of \$4,376,230 to construct a sewage pumping station, gravity sewer, force main, and access road for the project; and

WHEREAS, Loudoun County has requested that the Town to authorize Bay Country Enterprises, Inc. to provide a proposal for installing the sanitary laterals for Phil Bolen Park; and

WHEREAS, extending the sanitary laterals into Phil Bolen Park will allow the County to connect the existing Enviro Loos and include stub-outs for future permanent facilities; and

WHEREAS, construction is already underway on the Town project; and

WHEREAS, Town and County staff determined that requesting a quote from Bay Country Enterprises, Inc. was the most cost effective way to construct the laterals; and

WHEREAS, purchasing staff from both Loudoun County and the Town were consulted and are in agreement that this is within what is allowable by the Virginia Public Procurement Act; and

WHEREAS, Loudoun County has funds appropriated in their current Capital Improvements Program to pay for this work; and

WHEREAS, Loudoun County has agreed to pay the Town for this additional work; and

WHEREAS, Change Order No. 3 for the construction of the laterals into Phil Bolen Park, in the amount of \$450,000 is required; and

A RESOLUTION: LOWER SYCOLIN CREEK SEWAGE CONVEYANCE SYSTEM
PROJECT CHANGE ORDER NO. 3 FOR CONSTRUCTION
SERVICES

WHEREAS, Change Order No. 3 does not increase the modified construction 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 value of Change Order No. 3 exceeds the signature authority of the Town Manager and requires Town Council Authorization; and

WHEREAS, the Office of Capital Projects and the Department of Utilities recommends that this construction 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. 3 to the contract with Bay Country Enterprises, Inc. in the amount of \$450,000 for providing the additional construction services for the Lower Sycolin Creek Sewage Conveyance System.

. PASSED this 11th day of December, 2012.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council