



Date of Council Meeting: April 22, 2014

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Approval of Change Order No. 6 for design services on the Downtown Improvements project in the total amount of \$181,890 and authorizing the Town Manager to execute the change order.

Staff Contact: Scott Parker, Assistant Town Manager
Tom Brandon, Deputy Director, Office of Capital Projects

Recommendation: To approve design Change Order No. 6 for the Downtown Improvement project, and to authorize the Town Manager to execute this change order.

Issue: Change Order No. 6 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 Capital Improvement Program (CIP) Policies and Procedures Manual, and therefore requires Town Council approval.

Fiscal Impacts: The project has sufficient funding and additional appropriation is not necessary.

Background: The original planning and design contract for the Downtown Improvement project, dated January 25, 2010, included only master planning tasks. This contract was amended by Change Order No. 1 which was approved by Town Council motion dated October 13, 2010 to include certain design tasks, resulting in a revised contract value of \$627,836.00.

Subsequent to that approval, several design tasks have been added to the the contract under Change Orders 2 through 5. These change orders included a variety of items that were not included in the original agreement, including:

- Design of Church Street improvements (Loudoun Street to Royal Street)
- Design of a new waterline on Loudoun Street (Church Street to King Street and Harrison Street to the east end triangle)
- Additional public involvement and renderings beyond the original contract requirements
- Development of additional alternatives for improvements to King Street

With these approved changes, the current contract value is \$776,050.

Change Order No. 6 is for \$181,890 and includes additional surveys, easement plats and design work for the Loudoun Street improvements associated with dividing the improvements into multiple construction contracts, changes to the Church Street improvements requested by the Town and implementation of a marketing plan to be implemented during the King Street improvements.

Attachments: FY 2014-2019 CIP Sheet for Downtown Improvement Project
Design Contract Summary

GENERAL GOVERNMENT PROJECTS (continued)

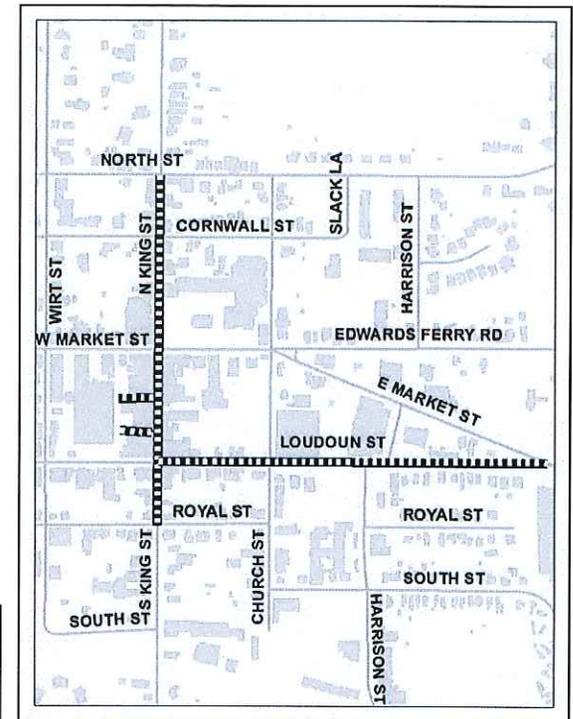
TITLE: Downtown Improvements (10304)
STATUS: Ongoing

PROGRAM DESCRIPTION: The Downtown Improvements project encompasses both public improvements and public-private partnerships to make the downtown a more vibrant area. The individual improvements projects will be completed in phases. The improvements include adding, improving, and/or widening sidewalks; improving and adding crosswalks; improving gateways into the downtown area; and adding street trees and furniture. Dominion Virginia Power removed the utility pole from the East End Triangle area at no cost to the Town. The improvements will be coordinated with the Downtown Street Lighting project (07309). Phase I of this project includes improvements to Loudoun Street between South King Street and East Market Street; King Street between North Street and Royal Street; walkways connecting the Town parking garage to South King Street; and the intersection of East Market Street and Loudoun Street. Phase II will include other improvements identified during the initial master planning. The priority for the Phase II projects will be established by additional public input.

UTILITY RELOCATION START DATE: Summer 2012

CONSTRUCTION START DATE: Summer 2012

ESTIMATED COMPLETION DATE: Summer 2019



Sources:	Total Required Project Funding	Funded through 6/30/13							TOTAL for 6-Yr CIP	Future Funds Required	
			2014	2015	2016	2017	2018	2019			
Bonds	\$4,975,000	\$1,500,000	\$1,150,000	\$1,325,000				\$200,000	\$800,000	\$3,475,000	
Capital Projects											
Fund Cash	300,000			300,000						300,000	
TOTAL	\$5,275,000	\$1,500,000	\$1,150,000	\$1,625,000				\$200,000	\$800,000	\$3,775,000	

PLANNED EXPENDITURES

Uses:	Total Project Cost	Exp through 6/30/13							TOTAL for 6-Yr CIP	Future Funds Required	
			2014	2015	2016	2017	2018	2019			
Land	\$100,000	\$25,000	\$25,000					\$50,000		\$75,000	
Design/Eng.	825,000	550,000	100,000	\$25,000				\$150,000		275,000	
Utility Reloc.	150,000	50,000	100,000							100,000	
Construction	4,200,000	875,000	925,000	1,600,000				800,000		3,325,000	
TOTAL	\$5,275,000	\$1,500,000	\$1,150,000	\$1,625,000				\$200,000	\$800,000	\$3,775,000	

Operating/Maintenance:	2014	2015	2016	2017	2018	2019	TOTAL for 6-Yr CIP
Maintenance	\$2,000	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$26,000

OPERATING IMPACT: Minimal increased maintenance of the improvements

GOAL ADDRESSED:

2012 Town Plan

Economic Development Objective 1 encourages promotion of economic development, specifically by building on the role of the Downtown area as an activity center.

DOWNTOWN IMPROVEMENT PROJECT
 Planning, Engineering, and Design Services Contract - AECOM
SUMMARY OF CONTRACT SERVICES AND AMOUNTS

	Approval		Description	Amount	Accumulated Amount
	Date	By			
Original Contract	01/12/10	Town Council	Project Master Plan; Stakeholder Meetings and Public Outreach Process; Graphics and Renderings; and Town Council presentations	\$ 149,136	\$ 149,136
Change Order 1	10/13/10	Town Council	Design and development of construction documents; Supplemental surveys and mapping; Easement and right-of-way plats; and Assistance to the Town during construction	\$ 478,700	\$ 627,836
Change Order 2	06/28/11	Acting Director, Capital Projects	Church Street Improvements Design and Land Acquisition Plats	\$ 45,929	\$ 673,765
Change Order 3	10/12/11	Director, Capital Projects	Church Street Improvements Tree Investigations	\$ 1,302	\$ 675,067
Change Order 4	03/28/13	Director, Capital Projects	Church Street Improvements Design Changes	\$ 3,483	\$ 678,550
Change Order 5	06/27/13	Town Manager	Loudoun Street Waterline; King Street Alternative Studies; Loudoun Street Revisions per Leesburg Central Development; Phased Construction Documents for west end of Loudoun Street; Additional renderings; FOIA Request; and Revisions to East End Triangle and Alley Improvement Projects	\$ 97,500	\$ 776,050
Change Order 6	Pending	Town Council (pending)	Additional Field Surveys and Easement Plats; Additional Utility Test Pits; Changes to Church Street design; Design work to phase into multiple construction contracts; and Downtown Marketing Plan during construction	\$ 181,890	\$ 957,940

PRESENTED April 22, 2014

RESOLUTION NO. 2014 -

ADOPTED _____

A RESOLUTION: APPROVAL OF CHANGE ORDER NO. 6 FOR DESIGN SERVICES ON THE DOWNTOWN IMPROVEMENTS PROJECT IN THE TOTAL AMOUNT OF \$181,890 AND AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CHANGE ORDER

WHEREAS, the original planning and design contract for the Downtown Improvements project was awarded to AECOM on January 25, 2010 in the amount of \$149,136 for initial planning tasks; and

WHEREAS, the contract was amended to include certain engineering design tasks by Change Order No. 1, approved by Town Council Motion dated October 13, 2010, resulting in a revised contract amount of \$627,836; and

WHEREAS, four additional change orders have been previously authorized on this project which results in a current contract amount of \$776,050; and

WHEREAS, Change Order No. 6 is necessary to complete the design of this project in the amount of \$181,890; and

WHEREAS, the contractual increase by Change Order No. 6 causes the contract amount to be exceeded by the greater of 25% or \$50,000 over the Council approved amount; and

WHEREAS, the Virginia Public Procurement Act and the Capital Improvements Policies and Procedures Manual requires that change orders that cause the contract to be exceeded by the greater of 25% or \$50,000 be approved by Town Council; and

WHEREAS, the Downtown Improvement project has sufficient funds in the budget to cover the associated costs; and

WHEREAS, the Director of Capital Projects recommends approval of this change order.

A RESOLUTION: APPROVAL OF CHANGE ORDER NO. 6 FOR DESIGN SERVICES ON THE DOWNTOWN IMPROVEMENTS PROJECT IN THE TOTAL AMOUNT OF \$181,890 AND AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CHANGE ORDER

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. Change Order No. 6 in the amount of \$181,890 is hereby approved.

SECTION II. The Town Manager is authorized to execute Change Order No. 6 to the design contract with AECOM for the Downtown Improvement Project in the total amount of \$181,890.00.

PASSED this ____ day of April 2014.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council