



City of Manassas Park
 Governing Body Agenda
 April 21, 2015 7:00 PM

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CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA ITEM 4a

REQUESTING DEPARTMENT City Clerk

MEETING DATE: April 21, 2015

FINANCIAL IMPACT: Yes: ___ No: ___	Budgeted:	YES _____ NO _____
	Amount:	_____
	Budget Line Item:	_____

Logan Kurtz, Manassas Park Middle School, Region 5 Essay Winner for Virginia Municipal League will be present and will read her essay to the City.

CITY MANAGER APPROVAL: Approved: <input checked="" type="checkbox"/> Not Approved: _____	_____ <i>Kimberly L. Alexander</i>
CITY ATTORNEY APPROVAL: Required: <input checked="" type="checkbox"/> Not Required: _____	_____ <i>Dean H. Crowhurst</i>

ATTACHMENTS Essay and Picture

Region 5 Winner

If I were mayor ...

By Logan Kurtz

Manassas Park Middle School



What would I do if I were mayor? If people were asked this question, especially in my age group, they'd have all sorts of answers. Some would build amusement parks based around themselves. Others would say something silly, like banning little siblings from their rooms, or city-wide holidays. Although these ideas may seem extreme, and definitely what other students would enjoy, being mayor has nothing to do with actions like that. Being a mayor deals with solving problems and accomplishing goals that would benefit everyone for the better.

First of all, I'd make a balance of housing and natural areas in the city. There are about sixty new students in my school, and they're still building houses! Of course it's great to have so many new people in the city, but in order to construct the houses they had to cut down lots of trees. I would plant more trees in another area to make up for the trees as well, making Manassas Park a better place to live.

I would also add a sidewalk that leads to schools. Many students walk to school, even though there's no sidewalk. Then, students will still have a way to get to school if they miss the bus, even if their parents are unable to drive them.

Another action I would take as mayor is to work with the local School Board and raise the salaries of teachers, police officers and firemen. The average starting salary for the teachers is about \$36,700 a year, which is too small for the amount of work that they do! Firefighters and police officers also get a small amount, with only about \$47,500 annually! They help our community for the better, and deserve to be treated with higher salaries and respect from the people they serve. I want to make sure that they get the thanks that they deserve for helping the city.

I would also enforce recycling throughout the city. I care deeply about making the city more environmentally-friendly. Recycling would be a great way to help! Manassas Park is already taking great steps forward in this direction by putting recycling bins in every classroom, and the elementary school is using actual silverware so that they could stop throwing out so much plastic. It is great that the schools are environmentally-friendly, but once students leave, they might continue to throw recyclable objects away. As mayor, I would make recycling available to everyone. I would make recycling services free, so more people would start to do it.

There is more to being mayor than amusement parks, silly laws and mansions. Mayors help out with real problems and work with and for real people.

Governor presents 8 awards for winning entries in VML essay contest

A HOPEWELL 7TH GRADER was the statewide winner of the Virginia Municipal League's first-ever "If I Were Mayor" essay contest. Na'Seem Hopson's 500-word essay was judged the best of eight regional winners from across the Commonwealth.

Gov. Terry McAuliffe, assisted by VML President Bill Euille, presented the eight students with their awards on Wednesday afternoon, Jan. 28, in the Lecture Hall of the Library of Virginia in downtown Richmond. The awards were presented following the governor's remarks to approximately 220 local government officials who attended the association's VML Day at the Capitol program. In addition to family members, many of the students were accompanied by the mayors from their home towns.

The "If I Were Mayor" contest drew nearly 1,000 essays from 7th graders across the Commonwealth. It was the first of a number of upcoming VML initiatives that will involve civics education for students across the state.

The regional winners were:

Region 1 Bailey Nash, Jonesville Middle School (Lee County)

Region 2 Kendryek Wheeler, Woodrow Wilson Middle School (City of Roanoke)

Region 3 Macalister Gordon, Daniel Morgan Middle School (Winchester)

Region 4 Garrett Love, Buckingham County Middle School

Region 5 Logan Kurtz, Manassas Park Middle School

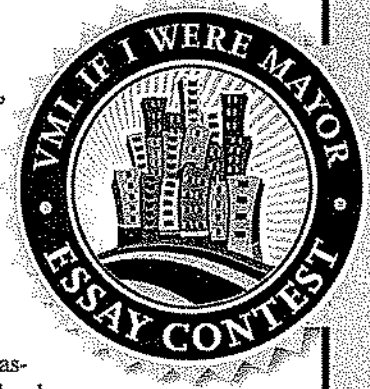
Region 6 Adele Masson, Culpeper Middle School

Region 7 Na'Seem Hopson, Hopewell Redevelopment & Housing Authority

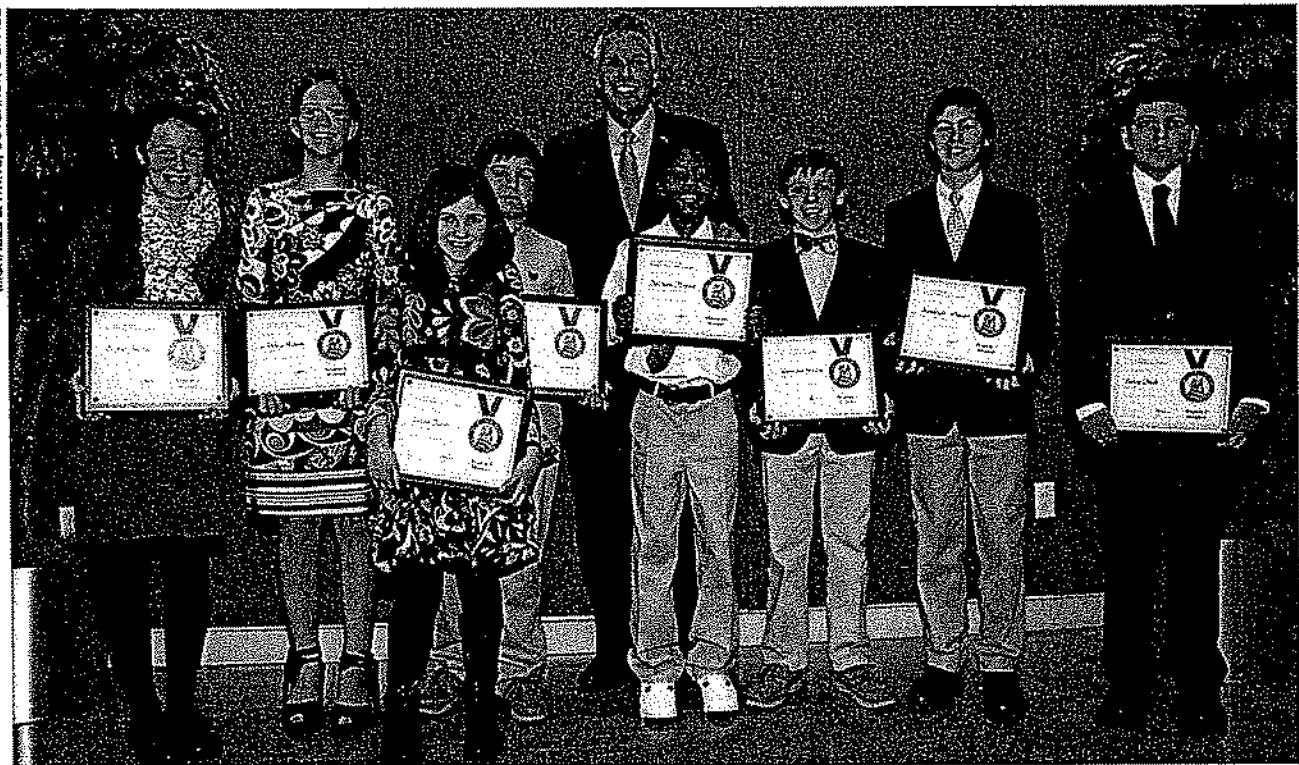
Region 8 Sophie Freiling, Berkeley Middle School (Williamsburg)

In addition to a framed certificate, each regional winner received a check for \$150. The statewide winner received a certificate and \$250.

Read all eight of the winning entries and an assortment of illuminating excerpts from some of the other 991 entries on the pages that follow.



MICHAEL L. WHITE, GOVERNOR'S OFFICE



With Gov. Terry McAuliffe are winners (l-r) Sophie Freiling, Adele Masson, Logan Kurtz, Garrett Love, Na'Seem Hopson, Macalister Gordon, Kendryek Wheeler and Bailey Nash.

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA ITEM 4b

REQUESTING DEPARTMENT Office of City Clerk

MEETING DATE: *April 21, 2015*

FINANCIAL IMPACT: Yes: ___ No: <u>x</u>	Budgeted:	YES	NO
	Amount:		
	Budget Line Item:		

Proclamation recognizing May 2015 as Motorcycle Safety Awareness Month
 A representative will be present to accept proclamation

Recommendation: Approve Proclamation as presented

CITY MANAGER APPROVAL: Approved: ___ Not Approved: ___	_____ <i>Kimberly L. Alexander</i>
CITY ATTORNEY APPROVAL: Required: ___ Not Required: ___	_____ <i>Dean H. Crowhurst</i>

ATTACHMENTS Proclamation

**City of Manassas Park
PROCLAMATION**

Leather & Lace MC

WHEREAS Virginia's climate and scenery make motorcycle riding an attraction in the beautiful state of Virginia, and riders consider our roadways to be some of the best for riding.

WHEREAS, motorcycles are increasingly used as a regular means of transportation; and

WHEREAS, the motorcycle is an energy-efficient vehicle that reduces fuel consumption, traffic, and parking congestion; and

WHEREAS, the motorcycle is an important form of transportation for commuting, touring, and recreations; and on Virginia roadways; and

WHEREAS, as a matter of safety, it is necessary to develop appropriate driving habits to handle these vehicles on Virginia roadways; and

WHEREAS, to prevent injuries and deaths on Virginia's roadways, motorcyclists and motorists must be vigilant in their efforts to share the road and ensure the safety of everyone; and

WHEREAS, Motorcycle Safety Awareness Month, raises public awareness for a lifetime of safe motorcycle riding.

WHEREAS, the International Women's Motorcycle Club, Leather & Lace MC, is committed to increasing the safe operation of motorcycles by promoting rider safety education programs; their goal is to alert the motorists of Manassas Park in Virginia to:

SHARE THE ROAD

and

WHEREAS, Motorcycle Safety Awareness Month is designed to increase public awareness about motorcycles and to encourage their safe and proper use among motorcycle riders,

NOW, THEREFORE, Frank Jones, Mayor of Manassas Park, in the great state of Virginia, in recognition of over 195,700 registered motorcyclists statewide, and in recognition of the continued role of the Leather & Lace MC as a promoter of motorcycle safety, education, and awareness, do hereby proclaim the month of May 2015 as Motorcycle Safety Awareness Month in the City of Manassas Park and ask all citizens to join in a concerted effort to promote awareness, mutual respect, and safety on our roads.

Frank Jones, Mayor
April 21, 2015

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA ITEM 6b

REQUESTING DEPARTMENT Office of City Clerk

MEETING DATE: April 21, 2015

FINANCIAL IMPACT: Yes: ___ No: <u>x</u>	Budgeted:	YES <u> </u> NO <u> </u>
	Amount:	_____
	Budget Line Item:	_____

Approval of April 7 and 14, 2015 Minutes

Recommendation: Approve Minutes as presented or with noted corrections

CITY MANAGER APPROVAL: Approved: ___ Not Approved: ___	_____ <i>Kimberly L. Alexander</i>
CITY ATTORNEY APPROVAL: Required: ___ Not Required: ___	_____ <i>Dean H. Crowhurst</i>

ATTACHMENTS Minutes of April 7 and 14, 2015 minutes

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, APRIL 7, 2015 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

Roll Call: Frank Jones, Mayor
Bryan E. Polk, Vice Mayor
Keith Miller
Suhas Naddoni
Preston Banks
Jeanette Rishell
Michael Carrera

Absent: None

Staff: Lana A Conner, City Clerk
Dean Crowhurst, City Attorney
Kimberly Alexander, City Manager

1. Approval of Agenda:

MOTION: Councilmember Miller moved to approve the agenda as presented.
SECOND: Councilmember Carrera
VOTE: Unanimously passed

2. Moment of Silence/Pledge of Allegiance: Councilmember Miller

3. Citizens Time: None

4. Presentations:

4a Northern Virginia Community College (NVCC): Xu Hong (J) City Representative and Vice Chairman of the NVCC College Board & Dr. Roger Ramsammy, Provost of NOVA Manassas Campus:

NVCC College has become the number one largest community college in the nation. Manassas Campus is the only college in Virginia that has continued to have positive growth in enrollment for the last three years. Forty Nine percent of our school graduates go to community colleges. Last year 60 out of 180 students from City schools went to NOVA. NOVA is very important to the City. The college is expanding the STEM program to all NOVA campuses but NOVA is the heart of this program. Robert Templin, NOVA President, retired in February 2015 and they have interviewed two good candidates; one from North Carolina and one from South Carolina. Mr. Hong thanked the City for their continued support of the college. Councilmember Banks stated he was on the interview panel and he believes that both candidates are very well qualified to do the job.

4b. Proclamation: Local Government Education Week:

MOTION: Councilmember Miller moved to approve Proclamation.
SECOND: Councilmember Carrera
VOTE: Unanimously passed

5. Recognitions: None

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6. Consent Agenda:

- 6a. Approval of Minutes March 17, 2015
- 6b. FD: Purchase Air Compressor: Total \$44,975: Five Year Financing \$9,606.32 per year
- 6c. FD: Fire Marshal vehicle: change of financing
- 6d. NVTA: Request for Determination about 30% funding
- 6e. Brazos Technology contract for E-Citation System for Police Department
- 6f. Finley Asphalt and Sealing: Mathis Avenue/Manassas Drive/Final Payment \$14,916.53
- 6g. Paciulli Simmons Task Order #3: \$11,500: Pass Through Funds
- 6h. 2015 Bidly Ball Officials Invoice: \$11,445.00

MOTION: Councilmember Miller moved to approve Consent Agenda as presented.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

7. Unfinished Business: None

8. New Business:

8a. Resolution 15-1000-117: A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF MANASSAS PARK, VIRGINIA, APPROVING THE ISSUANCE, SALE AND AWARD OF ITS PUBLIC IMPROVEMENT GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015, AND SETTING FORTH THE FORM, DETAILS AND PROVISIONS FOR THE PAYMENT THEREOF

MOTION: Councilmember Miller moved to accept recommendation of Staff and approve Resolution as presented.

SECOND: Councilmember Rishell

City should see a savings of approximately \$1.5 million through this refunding.

VOTE: Unanimously passed

8b. Approval of Signal Bay Water Park Repairs: Sarah Barnett, Parks and Recreation Aquatics Supervisor:

As Signal Bay Water Park enters its 19th summer of operation, several areas of the water park have deteriorated to a level where the following repairs are needed in order to maintain a safe environment for our patrons and staff:

The perimeter caulk surrounding both pools is no longer water-tight. Large gaps between the deck and the coping stone have formed, causing trip/cut hazards. Also, as water has penetrated the space, it has caused the coping stone to become loose. Cost to replace perimeter caulk on the Activity Pool: \$2,100. Cost to replace perimeter caulk on Lazy River: \$11,200.

The water bill for the water park has drastically increased over the last two years. A pressure test was performed and they found two leaks on the Lazy River: one on the accelerator pump and another on the waterfall feature. Cost to repair both leaks: \$2,200. The Outpost and Play Features located within the Activity Pool have failing concrete. Large cracks have formed, large pieces of concrete have fallen, and holes have formed. There are many sharp edges that could cut a patron, as well as holes that pose the risk of pinching small hands and feet. The contractor has given us two options. The first option would involve repairing the items that pose a safety risk (cracks and holes in the play features) for \$12,160. The second option would involve repairing all safety risk items and allowing contractor time to repaint and recoat additional play features that if not repaired now, will lead to a more costly repair later for \$13,975. So for an additional \$1,815 we are taking care of future repairs. Both options are worst case scenarios. They will bill according to time and materials used.

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The tunnel over the Lazy River has several large cracks and concrete has started to fall into the Lazy River. The leak that was found in the waterfall feature is likely the cause. However, in addition to repairing the leak, the tunnel needs to be repaired in order to ensure that it is structurally sound. The contractor cannot determine the extent of the work needed until they begin the demolition of the current tunnel. Cost should not exceed \$28,000. They will bill us according to the time and materials needed to complete repair. *Complete removal of tunnel is a possible solution with anticipated costs coming in below \$28,000. Confirmation of specific costs will be available soon.

Vinyl Liner in Activity Pool is no longer adhered properly. Wrinkles have formed and pose a trip hazard. Additionally, the liner most likely will not make it through another season without tearing. Cost to Replace Liner: \$142,000

The coping stone on the Activity Pool is pulling away from the deck and the waterline tile is falling off. Patrons bearing weight on the coping stone will only increase the probability of it falling off during the season. This could seriously injure patrons and would halt operation until a contractor could schedule a repair. Cost to remove and replace brick coping stone and blue waterline tile on Activity Pool is \$22,560. If this is completed at the same time as we replace the vinyl liner, we would save a significant amount of money on this line item, as we plan to have the liner installed up to the coping stone, eliminating the need for the blue waterline tile.

The blue waterline tile on the Lazy River is falling off in large sections. The tile is no longer water-tight, causing water to get behind the tile and deteriorate the concrete behind the tile, as well as the pool plaster and coping stone. Failure to replace tile will result in water loss and further damage to the pool and deck's structure, especially as more concrete deteriorates. Cost to remove and replace blue waterline tile: \$42,120.

As work is done to remedy the coping stone and perimeter tile issues, the contractor may need to repair the walls and beams in order to ensure the new coping stone and tile are secure. They will not know the full extent to which this is needed, but they have proposed \$9,000 in misc. beam and wall repair. They will bill on a time and materials basis.

The pool deck is 19 years old and gravel has started to show through the concrete. The deck is deteriorating so badly that sand from the concrete sticks to patron's wet feet and ends up in both pools. By the middle of the day, sand is very noticeable in both pools. Two options have been proposed to remedy the issue.

Option 1: Completely demolish the existing deck and re-pour new concrete: Cost \$253,612.48.

Option 2: Install a protective deck coating that will eliminate the sand issue, be more comfortable to walk on with bare feet, and increase curb appeal. Coating has a 2 year warranty. Warranty can be extended past the initial two years with a service contract. Cost for initial coating and 2 year warranty is \$105,000. This cost is based on assumption that we will have perimeter caulk installed by another company at the same time. This cost also includes an \$8,695.80 discount if the signed proposal is received by April 24th.

Staff is recommending that they do the Sundeck repair.

STAFF RECOMMENDATION: Staff is recommending that all of these repairs be completed before season starts and the amount would be not to exceed \$379,155.00 which does not include the replacement of the white coat (\$123,312). If this repair is not done, staff will probably come back next year to get this repair completed. Total cost for both would be \$502,467.00. The City would pay for this with proffer dollars.

Councilmember Rishell thanked staff for the tour but stated it is very difficult for her to support over half million dollars considering we have lost \$100,000 over the past three years. It is not a money making proposition. What was the amount of the original bonding when it was built? She understands the effort the city is making to increase the cost recovery rate by increasing fees and that is positive.

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Councilmember Banks: there is underutilized space in the pool area which is the sand lot area where you have existing benches. In the future, he would like for Staff to come up with ideas for this space. Come up with another amenity for citizens. He stated it makes sense to do all the repairs at one time. There is a chance if you wait on repairs on white coat that come next year you may have to undo some of the repairs you are making this year. Proffer dollars are used to mitigate the cost of development.

Councilmember Naddoni: He supports having Signal Bay water park but be realistic that revenue to support this water park is not there. For the past three years, we have been losing money on this. Strategically, the city must determine the future of the water park. This park is surrounded by Prince William County and the land in the county is proposed to be developed as residential. The water park is not a free service and is supported by fees. These proposed repairs are \$380,000 and does not include other capital projects in Capital Improvement Plan being considered by Governing Body. We need to be more judicious of taxpayer funds. He would like to see parks & recreation department split to revenue generating facilities and open parks which are free. If we keep losing money we cannot operate it as a business. He is requesting that action be deferred on this item until it can be discussed in more detail on what the city wants to do long term for this park.

Councilmember Banks stated he does not think we have time to delay it because we have a April 24 deadline for discount they are offering. This facility is unsafe. They are considering price increases to try to offset the cost. Councilmember Naddoni stated we should consider minimal repairs at this time because we are so late in the season making these repairs.

Councilmember Naddoni would like to look at the possibility of tearing down the water park and building a regulation swimming pool that can be used by all citizens. The pool at the community center is used quite extensively year around. A regulation pool would generate revenue. We don't have any full length swimming pools in this area. Ask the developers of the surrounding residential projects to offer proffers for a project like this.

Councilmember Miller: The water park is part of the uniqueness of Manassas Park. It is who we are. He has lived here 14 years and saw many families with small children come and go over the years. As soon as they found out about it, they used it. Every year he asks about repairs and costs, etc. It does cost to operate such a facility and unfortunately we are in a bad situation. We can restructure fees. We fund many things that are behind the scene but this is a highly visible facility and doing anything with it other than water park is unacceptable. A new pool would be a entirely different project. He does not want defer this item. Get the repairs done using proffer dollars and get the water park open. He would also like to spend the extra \$123,000 and get all the repairs completed.

Councilmember Carrera: Signal Hill water park is an asset. He would like to do all the repairs this year. We have gotten a 80% cost recovery and he thinks we can get to over 90% cost recovery if we adjust our fees. It will never break even and the city will have to subsidize it. Do all the repairs this year. Keep it as it is now. He does not want to see any addition to it.

Councilmember Rishell: The water park is an asset to the city but it is also a luxury. We have other necessities that need funding. The schools, first responders and roads need money. Staff is not sure if proffer dollars have been spent on schools. She stated it is hard for her to spend proffer dollars on a luxury when we are a small modest income city. We have our limits.

Councilmember Naddoni stated you are looking at spending over \$380,000 on the water park when you drive on the city streets especially intersection of Euclid Avenue and Manassas Drive there are very deep potholes. He would rather fix the city streets rather than sinking more money into the water park.

Councilmember Miller stated he is not suggesting that we make water park repairs and not repair our city streets which he agrees is in horrendous shape. We must make a decision tonight on these repairs.

Councilmember Banks stated can the city use proffer dollars to pay for this. The City Attorney stated proffer dollars are designed to mitigate the impact of development and are done in lieu of specific projects. You can use proffer dollars and this is an appropriate use of proffer dollars to pay for capital expenses that are necessitated by a growing city.

MOTION: Councilmember Miller moved to accept recommendation of Staff and authorize the expenditure of \$502,467.00 (outlined above) as recommended by staff which includes the replacement of the white coat (\$123,312) and funds would come out of proffer dollars.

SECOND: Councilmember Carrera

Councilmember Rishell can see their point of view but she cannot support it but won't stand in the way so she will abstain. She does not think we can recover half million dollars.

Councilmember Naddoni will oppose it outright. The City Attorney has stated proffers dollars are designed to mitigate impacts to public service such as police, fire, and schools. Schools are bursting at the seams. Literally, we are throwing money away in the water.

Councilmember Carrera stated we should require a cost recovery to get close to getting that money back. No one here is opposed to funding education. We are trying to correct it so these programs are close to cost recovery. Councilmember Rishell stated we are never going to recover close to a million dollars.

VOTE ROLL CALL: Yes: Miller, Carrera, Banks, Polk, Jones

Abstain: Rishell

No: Naddoni

8c. Potential Health Clinic Locations: Jay Swisher, Operations Manager:

They are looking for an alternate building location for the current MAP clinic that operates out of community center. The city in collaboration with Prince William Health District and George Mason School of nursing has provided free clinic services, acute care services out of the community center. They utilize two classrooms and conference room. The MAP Clinic currently meets one day (Tuesday) a week for four-seven hours a day and has the capacity to serve a maximum of 25 patients. 50-75 patients routinely attend the clinic with the hopes of being seen on a first come, first served basis. They turn away a lot of the underserved and uninsured citizens of the city.

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The clinic provides an array of acute care services including: school/general health physicals, screenings (hypertension, diabetes, asthma, etc.), pregnancy testing, vision/hearing screenings, and nutritional counseling. In addition, patients can be seen for acute primary care visits such as sore throat, sinus pain, cough, flu/GI symptoms, fever, and other non-chronic ailments. All partners agree that the current demand affirms the need to increase frequency of service. *Of note: According to a 2013 study by the Centers of Medicare and Medicaid Services, approximately 27.2 % of Manassas Park residents (ages 0-64) were uninsured. This compares to 20.3% and 14.5% for Manassas City and Prince William County respectively.

In January of this year; the City, in conjunction with the MAP Clinic, submitted a letter of intent to the Potomac Health Foundation in an effort to secure \$250,000.00 in grant funding to further expand clinic services. On 3/4/15, the City received word that they had been chosen, in addition to others, to advance to the formal proposal phase of the application process. This formal proposal is due on 4/17/15. Potomac Health Foundation will make a final decision on 6/3/15, with funding award notifications going out on 6/5/15.

Receipt of this grant would enable the MAP Clinic to either renovate an existing structure within the City or procure and install a modular structure. Once this project comes to fruition, the clinic will be capable of expanding services to five days a week for seven hours a day. Renovating an existing structure is preferable for all parties involved. The only existing structures within the City that I've identified thus far are:

1. Stone House in Costello Park (fig. 1, 1a), DPW house (fig. 2, 2a) at the junction of Kent and Cabbel Drive, and Manassas Park Community Center. SSI currently inhabits the Stone House and just recently renewed an annual lease in February. Even if the City determined this location to be appropriate, we are looking at a minimum of 10-12 months before this site could be utilized, further delaying health clinic service enhancements to the community. The Stone House does provide ample parking, good visibility, and client familiarity as it sits in close proximity to the Community Center.
2. The Department of Public Works house on Cabbel Drive currently serves as a source of lodging for DPW personnel, predominantly during storms or long term repairs that require staff to remain in the City for extended periods of time. There is minimal street parking in front of the house, however the police station lot directly below the house provides access to over 70 parking spaces. *Of note: There is a shared use agreement between the City and the Kent Village Sq. businesses for use of this lot.
3. Site 1 (fig. 3 and 4) is located at the bottom of the old school bus lot, adjacent to the Miracle Field and directly above Lambert Drive. The location allows easy access to water/sewer while the parking is ample and readily available with approximately 62 spaces (including handicap). This location would allow the clinic to remain close to the Community Center but also would help to minimize the main entrance parking lot from becoming overly saturated with clinic traffic during normal business hours.
4. Site 2 (fig. 3 and 5) is located on the back side of the Veteran's Lot, directly below a line of spruce trees. The unit would sit horizontally, facing the outdoor basketball courts and the intersection of Spruce/Adams Street. The Veteran's Lot encompasses approximately 35 parking spaces (no designated handicap spaces) and the location would provide good visibility/access to the Community Center. Water/sewer access is possible here however it would be much more difficult to tap into as compared to the other two sites.

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5. Site 3 (fig. 3 and 6) is located in the lot directly below the Stone House/snack bar and above the baseball field. The unit would back up to the homes that border Colburn Drive and sit facing Park Place. There are approximately 67 spaces in this lot, including several handicap spots, as well as another 87 spaces in the Old Centreville Road lot across the street. Water/sewer hookup is available and in close proximity however DPW recommends against tying in here due to the minimal size of the water/sewer lines and the impact it will have on water pressure for both the Stone House and the MAP Clinic.
6. Community Center Expansion is their first choice. Howard Shockey and Sons, gave a rough estimate to add a 1700-1800 square foot extension and their estimate ranges from \$300-\$500K. Expansion would occur at the end of the yellow wing, adjacent to the indoor pool patio and bike path. The Veteran's Lot would provide ample parking and client familiarity would be sound. The grant would only cover \$200K (\$50K reserved for furnishings), ultimately making the City responsible for the balance.

All of the options provide water sewer access in particular the lot above Lambert Drive (rear administrative parking lot). This site is the preference of the Health District and George Mason University if a modular site is determined the best fit. Their number one choice would be add on to the community center and second would be the Stone House if that were an option.

At present they operate from 8am-3pm on Tuesdays. This proposal would be five days a week. It would be during standard business hours and would not affect any activities that take place in Costello Park. The only reoccurring cost for the city would be utilities and city would have to carry insurance on structure but everything inside would be insured by George Mason University. They require once a month cleaning for the site. There is no exposure to medical waste at this facility. The city will have final say on the building structure. All parties would like to keep connectivity with the community center.

Staff Recommendation: the Governing Body accepts the recommendation to place a MAP Clinic modular unit on Figure 4, Site 1 (old school bus lot) in the event that a suitable and available City structure cannot be identified for use.

Councilmember Rishell agreed with this recommendation and thought Figure 4; Site 1 (old school bus lot) was a good location. When they took the tour it looked and felt good. Water & sewer is an easy hookup. It is close to Manassas Drive. It has easy directions for a brochure.

MOTION: Councilmember Rishell moved to accept recommendation of Staff to place a MAP Clinic modular unit on Figure 4, Site 1 (old school bus lot).

SECOND: Councilmember Carrera

VOTE: Unanimously passed

8d. Virginia Municipal League 2015 Policy Committee Nominations:

There was no interest from Governing Body members in serving on any of these committees at this time.

**8e. Department of Parks & Recreation: Rate Increase Proposals for FY2016:
Jay Swisher:**

The Department of Parks and Recreation is proposing three rate increases for the FY16 budget in an effort to secure additional revenue and increase cost recovery. These rate increases will include the hourly rental rates at the Manassas Park Community Center as well as the daily rates and birthday party rental rates at Signal Bay Water Park. Below are the breakdowns for the proposed rate increases. The Manassas Park Department of Parks and Recreation is proposing to increase the hourly rental rate of community center rental spaces. After calculating revenue over the previous calendar year (2014); rental revenue came in just over \$270,000.00. A 10% increase would equate to an additional \$27,000.00 in revenue.

Signal Bay Water Park: After reviewing options and considering comparable facilities in the area, The Manassas Park Department of Parks and Recreation is proposing 2 options for rate increases to the water park daily admission as well as a rate increase to the birthday party package provided for the water park. Below you will find a chart outlining current fee structure and proposed rate increases.

SIGNAL BAY WATER PARK RATES		Current Rate	Increase Option 1	Increase Option 2
Rates apply Monday-Thursday 11:30am-5pm	43"+	\$6.50	\$7.00	\$8.00
	<43"	\$6.00	\$6.00	\$7.00
	Seniors	\$3.00	\$5.00	\$5.00
Rates apply Monday-Thursday after 5pm	43"+	\$5.50	\$5.75	\$6.50
	<43"	\$5.00	\$5.25	\$6.00
	Seniors	\$2.00	\$3.75	\$3.75
	Water Walking	\$3.00	\$4.00	\$4.00
Rates apply Friday-Sunday 11:30am-7:30pm	43"+	\$6.50	\$7.00	\$8.00
	<43"	\$6.00	\$6.00	\$7.00
	Seniors	\$3.00	\$5.00	\$5.00
Net gain based on 2014 park admission data:			\$7,860.75	\$23,677.75

SIGNAL BAY WATER PARK BIRTHDAY RENTAL RATES	
Current Rate	Suggested Rate Increase
\$170 for 10 guests	\$200 for 10 guests
\$17/each add'l guest	\$17/each add'l guest
Net gain based on 2014 party rental data: \$1,024.00	

The 2014 revenue amount for the water park was \$131,005.00. After \$166,557.79 in expenditures, there was a \$35,552.79 deficit. Using last year's rates* and the proposed increases above, the projected revenue would be the following for each option:

Option 1: \$139,884.75 (\$26,673.04 deficit) Option 2: \$155,696.75 (\$10,861.04 deficit)

MOTION: Councilmember Miller moved to accept recommendation of Staff and approve the increase as outlined in Option 2 for the water park and the ten percent (10%) increase in community center.

SECOND: Councilmember Carrera

Councilmember Banks stated if we are going to treat this as a business we have to scrutinize the cost & revenue in order to cover the cost. He thanked Jay Swisher for his hard work on this. Staff is going to try to start gathering data on residents vs. non-residents using the facilities.

Councilmember Naddoni stated he had objected to spending over half million dollars on Signal Bay water park. He hopes the city is successful in recovering this money but he is going to abstain.

VOTE: Yes: Miller, Carrera, Banks, Polk, Rishell, Jones Abstain: Naddoni 21374

8f. ADTEK Engineering Services Agreement: Calvin O'Dell, Deputy Public Works Director:

ADTEK was originally selected by staff as a one of three final candidates to be City Engineer's. In order to be qualified to work on state and federally funded transportation projects, they needed to satisfy the pre-award audit requirements of VDOT. The costs of providing audited overhead rates to VDDT posed an undue burden on them as a small business, so they have agreed to work under a provisional overhead rate less than or equal to 110%. This overhead rate excludes them from the need to provide audited rates to VDOT. They have revised their proposed rate sheet to reflect this 110% overhead rate, and are prepared to move forward with an agreement for engineering services under this revised rate structure. Staff has discussed this issue with VDOT, and received confirmation that ADTEK would be qualified to work on state and federally funded transportation projects with this revised rate structure, and therefore would not be operating in a limited capacity. Therefore, staff recommendation is that the Governing Body authorizes staff to enter into an agreement for engineering services with ADTEK Engineers, Inc. at this time. There is no financial impact to the city for the execution of the services agreement. Subsequent proposals would be evaluated and approved prior to task orders being issued.

STAFF RECOMMENDATION: That the Governing Body authorizes the City Manager to enter into a contract with ADTEK Engineers, Inc. for engineering services, and authorizes the mayor, clerk, or manager to sign the document.

MOTION: Councilmember Miller moved to authorize the City Manager to enter into a contract with ADTEK Engineers, Inc. for engineering services, and authorizes the mayor, clerk, or manager to sign the document.

SECOND: Councilmember Carrera

VOTE: Yes: Miller, Carrera, Banks, Naddoni, Polk, Rishell, Jones

8g. Fogoncito Restaurant: Conditional Use Permit (CUP 15-02) Six month administrative review: Informational Only:

Per CUP 15-02 dated October 1, 2014, the applicant shall submit to the City's zoning administrator a request for an administrative review of this CUP six months following approval, one (1) year following approval, and every year thereafter until the fifth (5th) anniversary of approval. The Planning & Zoning Director initiated the 1st review at the six month date on behalf of the business owner. All departments reported to the Director that they had no calls for service nor issues with the business. The Governing Body had no issue with the applicant applying for two additional pool tables.

9. Manager's Report: None

10. FY2016 Proposed Budgets Overview. Presentation made part of the record.

Budget assumptions:

*No increase in real estate property tax rate (Governing Body was looking at \$.5 cent decrease but if that happens, it will affect personnel and services);

*Real estate assessments up 6.7%;

*Must cover \$1.9 million increase in debt service payments (increase next couple years then start to decrease);

*No new programs – target flat departmental budgets;

-Fund tuition reimbursement program \$15,000 (HR Department)

-Fund solid waste fund deficit \$270,000.

*No pay increases to employees

- Reduction in force and position restructuring

-Targeted hiring freeze.

*Health insurance cost increase - 7%

General Fund: Majority of funding source for FY2016 budget will come from property taxes (65.5%).

General Fund Tax \$ allocation for FY2016: Majority for Schools \$.70 cent & Police & fire \$.27 cent.

General Fund costs: majority is personnel \$12,386,988 (56%) (city only)

Budget Breakdown of departmental cost

Proposed increase in decal fees

Proposed increase in cigarette tax (\$.50 to \$.65)

Additional \$250,000 to Schools

Councilmember Naddoni asked if the Finance Director could break out the debt service and operational cost separately for the \$.70 for schools. Councilmember Rishell asked that this breakdown be made part of the minutes of this meeting because it looks like \$.70 cents is going to the schools for operations and that is not correct.

The City Manager will send out the three scenarios she has for proposed pay increases to Governing Body for review.

Schools: When will the School Budget be adopted and how does that number fit with the funds (P39) and tie in with School Board. Councilmember Naddoni requested a copy of their budget. Councilmember Carrera requested a copy of the budget that shows line by line.

Councilmember Naddoni had requested a review of all positions with their pay to see that staff was being compensated based on the northern Virginia region which is an expensive place to live. The City Manager stated many of the salaries are below northern Virginia salaries and adjustments need to be made but no adjustment in salaries can happen with this budget.

Councilmember Naddoni wanted to know what is the delta on salaries so Governing Body can start meeting that delta without employees leaving or taking second jobs. He asked that City Manager review and send to Governing Body within next couple of weeks.

The City Manager asked Human Resources to look specifically at public safety employees to make sure their salaries are competitive. He stated that first responders are very important but he would like to look at all departments because they are essential as well. She doesn't know how public work or social services personnel survive in northern Virginia.

The City Manager gave the Governing Body a schedule of meetings. Councilmember Naddoni stated they use to have a process where they meet with the different departments to review their budgets. The Governing Body will hold a Worksession on April 14, 2015 to go over the general overview of the budget and then departmental review. If you have specific questions, please send them to the department heads so they will have time to review.

Councilmember Naddoni and Councilmember Carrera would like to consider as part of this budget pulling out from the library. Councilmember Banks stated that is part of negotiations at this time and he would not discuss it further.

11. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia: Paragraph (1), (4), (7) and (19): 8:45pm:

MOTION: Councilmember Miller moved to accept recommendation of the City Attorney that the Governing Body go into closed meeting (i) to discuss the assignment, performance and salaries of specific public officers and employees of the City, (ii) to protect the privacy of individuals in personal matters not related to public business, (iii) to consult with the City Attorney regarding two legal matter requiring the provision of legal advice by the City Attorney, pursuant to paragraphs 1, 4, and 7, respectively, of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Naddoni

VOTE: Unanimously passed

11. Return to Open Session: 11:00 pm:

MOTION: Councilmember Rishell
SECOND: Councilmember Carrera
VOTE: Unanimously passed

12. Certification & Action out of Closed Meeting if Necessary

MOTION: Councilmember Naddoni moved the following Resolution:
WHEREAS, the Governing Body of the City of Manassas Park has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(d) of the Code of Virginia requires a certification by this public body that such closed meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Governing Body of the City of Manassas Park hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the meeting by the public body.

SECOND: Councilmember Carrera

VOTE ROLL CALL: Yes: Naddoni, Carrera, Banks, Miller, Polk, Rishell, Jones

12a. Right of Way Acquisitions: Euclid Avenue and Manassas Drive:

MOTION: Councilmember Naddoni moved to authorize up to the amount discussed in closed meeting from federal funding for procurement of Right of Way.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

12b. Voluntary Early Retirement Incentive Offer (VERIO)

MOTION: Councilmember Rishell moved to amend VERIO retirement incentive offer to the amount discussed in closed meeting.

SECOND: Councilmember Carrera

VOTE: Yes: Rishell, Carrera, Banks, Miller, Polk, Jones with Councilmember Naddoni abstaining

13. Adjourn: The Mayor adjourned the meeting at 11:03pm.

Approved April 21, 2015

Frank Jones, Mayor

Lana A. Conner, City Clerk

21371

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, APRIL 14, 2015 AT 7:00 PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

Roll Call: Frank Jones, Mayor
Bryan E. Polk, Vice Mayor
Keith Miller
Preston Banks
Jeanette Rishell
Michael Carrera

Absent: Suhas Naddoni

Staff: Lana A Conner, City Clerk
Dean Crowhurst, City Attorney
Kimberly Alexander, City Manager

This meeting was called to go into Worksession on FY2016 proposed budget.

The Mayor called a Special Meeting to go into Closed Meeting.

1. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia: Paragraph (1), (3), and (7): 7:00pm:

MOTION: Councilmember Polk moved to accept recommendation of the City Attorney that the Governing Body go into closed meeting (i) to discuss the assignment, performance, demotion, and salaries of specific public officers and employees of the City, (ii) discuss the acquisition of real property for a public purpose, and (iii) to consult with the City Attorney regarding three legal matter requiring the provision of legal advice by the City Attorney, pursuant to paragraphs 1, 3, and 7, respectively, of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

2. Return to Open Session: 9:15 pm:

MOTION: Councilmember Carrera

SECOND: Councilmember Rishell

VOTE: Unanimously passed

3. Certification & Action out of Closed Meeting if Necessary

MOTION: Councilmember Carrera moved the following Resolution:

WHEREAS, the Governing Body of the City of Manassas Park has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(d) of the Code of Virginia requires a certification by this public body that such closed meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Governing Body of the City of Manassas Park hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered in the meeting by the public body.

SECOND: Councilmember Rishell

VOTE ROLL CALL: Yes: Carrera, Rishell, Banks, Miller, Polk, Jones

3a. Declaratory Judgment:

MOTION: Councilmember Carrera moved to authorize moving forward with litigation as discussed in closed meeting.

SECOND: Councilmember Rishell

VOTE: Unanimously passed

3b. City Attorney Contract:

MOTION: Councilmember Carrera moved to accept the terms and conditions of City Attorney contract as discussed in closed meeting with final approval at next Governing Body meeting.

SECOND: Councilmember Rishell

VOTE: Yes: Carrera, Rishell, Banks, Miller, Polk, Jones

4. Adjourn: The Mayor adjourned the special meeting at 9:17pm.

5. Worksession: FY2016 budget.

The Mayor suggests continuing to go through the budget address any issues or questions the Governing Body may have about the budget in writing so we can get those in to the City Manager so she can get written responses back. It is unfair for the department head to have them standing at the podium and catching cold questions.

City Manager stated she and Gary Fields, Finance Director, have gone through the proposed 2016 budget and there isn't really a whole lot to piece meal cut in the budget. There are some big decisions the Governing Body will need to make on the budget such as COLA's and library services. If she had to make a recommendation it would be coming in at around \$116,000 but the funding source has not been derived at this time.

The purpose of this Worksession tonight was to see if there were any issues from the general review that caused Governing Body to have questions.

Regional Services with Prince William County:

Regional Services: Final shared services fees came in over \$100,000 more than budgeted and are not in this proposed budget. The County explanation was they had proposed a draconian budget and then decided to go back and add staff in they had cut as well as technology services. She will try to get a more detailed explanation from the County on how we are benefiting from these services.

Mayor Jones stated we have a base line number from the County and there is nothing about the level of service that is being provided to our citizens that changes from that baseline number to this higher number. We are not serving more people or anything different about how Manassas Park citizens are being served. He is not willing to take that number straight up. These additional funds do not provide any additional services or support to our citizens. We should not be expected to pay a portion of the operating expenses of the county that do not support what our people are using. We need to make that argument to the County.

Councilmember Rishell stated their budgeting process should not impact us because our budgeting process does not impact them.

Mayor Jones is asking the City Manager to go back and pursue this issue further to see if that number can be revisited. The Mayor can discuss this item with Marty Nohe, Chairman, Prince William County Board of Supervisor.

School Funding:

The city had programmed \$250,000 for city schools budget but schools need an additional \$333,000. These expenses they are talking about could carry over from one year to the next for several years. There is money there if we had to dedicate those funds to get us over the debt service hump.

The Mayor stated proffer dollars were never programmed to be used by schools but were programmed for other things and are setting there as part of what gives the city cash reserves. The \$3 million could be used to support the school's operations and the Mayor believes we should authorize the schools to have the additional \$333,000. The city needs to carry a reserve fund but the schools do not have to. There is no ability for the schools to carry over funds from year to year so these dollars are on the city side of the ledger but are fenced for the schools.

Councilmember Rishell does not think it should come out of school reserves. They have already taken approximately \$900,000 from their reserves. She requested a list of proffers and how they were spent because the schools are not on the proffer list. Governing Body just spent over half million dollars for Signal Bay water park from proffers. If the schools had a major catastrophe (such as a roof), the Governing Body would have to determine where funding would come from in the budget.

Mayor Jones stated the Governing Body had stated they need to do something for the parks which is why the proffers were there. He will not support using proffers for the schools.

Mayor Jones stated they sent a request through planning & zoning to schools asking them what would be the impact on the student load that would be created, and the response was no profferable impact. This was with the Palisades Development. Councilmember Rishell did not agree with that estimate at that time because it was based on how other jurisdictions do it. She does not think anyone made any effort to determine how those calculations were made. The schools have projected grow. Why would you deny proffer dollars for schools?

The Mayor stated we are discussing the source of revenue for the \$333,000 dollars.

Consensus of Governing Body that \$333,000 is appropriated to the city schools for 2016 Budget and funding to come from their \$3 million plus reserve fund that they have built up over time.

Councilmember Polk would like clarity around proffers and school reserve funds on their intended usage. What levels is the city interested in sustaining with these funds some guidelines around when we tap those funds. It is not clear. Because of the debt service we are laying people off, taking less money and being reclassified. He envisioned that would help us avoid that through a couple of tough years.

The Finance Director would love to see proffer dollars used toward debt but it concerns him for next couple of years using one time dollars for ongoing expenses.

The Governing Body will hold a budget worksession on April 21, 2015 that focuses on fund balance and proffers only. Look at what the long term status of the fund balances would be if we hold to the plan recommended by staff.

The Mayor adjourned the Worksession at 9:55pm.

Approved April 21, 2015

Frank Jones, Mayor

Lana A. Conner, City Clerk

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA ITEM 6c

REQUESTING DEPARTMENT Manassas Park City Schools

MEETING DATE: April 21, 2015

FINANCIAL IMPACT: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	Budgeted:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
	Amount:	\$9,749,611
	Budget Line Item:	

The Manassas Park City School Board, at its work session on March 23, 2015, voted to request Fourth Quarter Appropriation for FY 2015 in the amount of \$9,749,611

CITY MANAGER APPROVAL: Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/>	_____ <i>Kimberly L. Alexander</i>
CITY ATTORNEY APPROVAL: Required: <input type="checkbox"/> Not Required: <input type="checkbox"/>	_____ <i>Dean H. Crowhurst</i>

ATTACHMENTS Letter dated March 24, 2015



Finance Department
 One Park Center Court, Suite A
 Manassas Park, VA 20111-2395
 703-335-8850
 703-361-4583 - Fax

March 24, 2015

The Honorable Francis C. Jones, Jr.
 Mayor of Manassas Park
 Members of Governing Body
 One Park Center Court
 Manassas Park, VA 20111-2395

Dear Mayor Jones and Members of Governing Body:

The Manassas Park City School Board, at its work session on March 23, 2015, voted unanimously to request the amounts shown below for the Fourth Quarter Appropriation for fiscal year 2015.

<u>Fund</u>	<u>Final Budget</u>	<u>Q3 Request</u>	<u>Q4 Request</u>	<u>Variance</u>
Federal Programs	\$ 934,365	\$ 233,591	\$ 233,591	\$ - 0 -
General Operations	35,149,713	8,752,204	8,893,101	140,897
Medical Trust	28,320	6,596	8,532	1,936
Capital Projects	874,087	346,022	176,021	(170,001)
Food Service	1,723,836	428,490	438,366	9,876
Total	\$38,710,320	\$9,766,903	\$9,749,611	\$(17,292)

These requests represent the difference between prior appropriations and the FINAL School Board approved budget by fund. Variances are explained as follows:

- The legislature released revised FY15 state contribution worksheets with the passing of the new budget. Changes in funding along with minor changes in ADM resulted in a slight increase in funding for operations.
- The Medical Trust (which is addressed through its independent fund balance) results from updates to retire medical subsidies.
- The use of additional fund balance for a Cooling Tower project was addressed in the Q3 appropriations. This request returns to one-quarter of the original budget. The Final Budget in this fund is comprised of the Original Budget and the Cooling Tower request.
- Food Services revenue for Federal Reimbursements and full-price lunch payments were increased based on the analysis of payments to date.



Finance Department
One Park Center Court, Suite A
Manassas Park, VA 20111-2395
703-335-8850
703-361-4583 - Fax

Your favorable consideration of this request will be most appreciated.

Sincerely,

Brenda Foster, Chair
Manassas Park City School Board

cc: Dr. Bruce McDade, Superintendent
Kim Alexander, City Manager

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA ITEM 8a

REQUESTING DEPARTMENT: Public Works

MEETING DATE: April 21, 2015

SUBJECT/TOPIC: Task Order #2 to Engineering Services Agreement with Bowman Consulting Group, LTD.

BACKGROUND: Bowman Consulting Group, LTD. has provided a proposal for design and engineering services on the Conner Drive Extension Project (VDOT UPC 101302). This project is a State Revenue Sharing project, which will reopen a once existing section of Conner Drive to Rt. 28. The amount of the proposal is \$112,966.71. The City will be eligible for reimbursement of 50% of these costs from VDOT, once the Appendix A for this project is revised to reflect this engineering total.

FINANCIAL IMPACT:	Budgeted:	YES	X	NO
	Amount:	\$ 112,966.71		
	Budget Line Item:	Capital Projects Fund/Conner Dr. Extension		

STAFF RECOMMENDATION: That the Governing Body authorizes the City Manager to enter a contract with Bowman Consulting Group, LTD. for engineering services on the Conner Drive Extension Project, and authorizes the mayor, clerk, or manager to sign the proposal.

CITY MANAGER APPROVAL:	 _____
	Kimberly L. Alexander
CITY ATTORNEY APPROVAL: Required: _____ Not Required: _____	 _____
	Dean H. Crowhurst

- ATTACHMENTS:**
1) The Proposal

March 31, 2015

Mr. James A. Johnson, Jr.
Public Works Director
City of Manassas Park
One Park Center Court
Manassas Park, Virginia 20111

**RE: Conner Drive Improvements, Manassas Park, Virginia (the "Project")
Proposal to provide Civil Engineering, Surveying, Environmental and Traffic Engineering
Services (the "Proposal")**

Dear Mr. Johnson:

We are pleased to submit this Proposal to provide surveying, environmental, traffic engineering and civil engineering services for the above referenced project. Upon verbal or written direction to proceed with performance of the services described herein, this Proposal, along with all attachments thereto will constitute a binding agreement between Bowman Consulting Group, Ltd. ("BCG") and the City of Manassas Park ("the City"). The agreement is subject to the Terms and Conditions of the Service Agreement between the City of Manassas Park and Bowman Consulting Group, Ltd., dated December 8, 2014.

It is our understanding that this project involves the design and construction of an extension of Conner Drive which will provide a needed roadway link between Euclid Avenue and Centreville Road/Route 28. Existing Conner Drive extends in a northwest direction from the intersection with Euclid Avenue for a distance of approximately 0.25 mile before ending just past the intersection with Sandstone Way. The current roadway section is 2-lane undivided with curb and gutter, a parking lane, and a sidewalk on the north side of the road, and edge of pavement with no parking, shoulder or roadside ditch on the south side. Past the point where Conner Drive currently ends, there is an old gravel road/trail and parking lot for a NOVEC facility which connect to Route 28. The gravel road will be replaced with a new section of roadway which will match the current roadway section with sidewalk and curb and gutter on the north side, and curb and gutter will be added to the entire south edge of pavement from Euclid Avenue all the way to Route 28. The connection to Route 28 will be designed as a right-in/right-out intersection, and no improvements to the existing intersection with Euclid Avenue are proposed. BCG will perform a traffic study to analyze the short term, and long term performance of the road. The existing pavement section of Conner Drive will be evaluated based upon the proposed traffic conditions and BCG will make recommendations for the repair or replacement of the existing pavement section. A set of construction plans, including roadway plan and profiles will be prepared for the proposed improvements to Conner Drive in accordance with all current City of Manassas Park and Virginia Department of Transportation (VDOT) regulations and road design standards. Storm drainage will be provided in accordance with the VDOT Drainage Manual, and stormwater management and best management practices (SWM/BMP) will be provided in accordance with current Virginia Department of Environmental Quality (VADEQ) regulations. Any necessary extensions of City water and sanitary sewer lines will be shown and profiled, but no utility crossings of either Route 28 or Euclid Avenue are anticipated. No changes to the horizontal

BCG INITIAL BJW CLIENT INITIAL _____

14020 Thunderbolt Place, Suite 300, Chantilly, Virginia 20151

p: 703.464.1000 | f: 703.481.9720

www.bowmanconsulting.com

alignment, vertical profile, or utility layout for the existing portion of Conner Drive are anticipated or included. It is our understanding that Conner Drive lies entirely within the City, and that there will only be courtesy review of the plans by VDOT and Prince William County. Addressing of detailed plan review comments from the County or VDOT is not anticipated or included. This Proposal is based upon local, State and Federal regulations, codes and ordinances in effect as of the date above.

The following submissions will be made to the City as the design development progresses: Concept Plan – based upon initial field surveys, develop proposed horizontal alignment and initial vertical alignment for proposed portion of Conner Drive and submit for cursory review by City; Preliminary Design (30%) – advance road design based upon traffic study, initial environmental analyses, and input from the City. Include preliminary drainage design and options for SWM/BMP. Produce exhibits for ROW and/or easements; Intermediate Design (75%) – prepare partial plan set for proposed Conner Drive construction.; Final Design (100%) Complete plan set with construction documents for road construction, storm drainage and SWM/BMP design, all necessary construction details and notes to contractor. Plan will be sufficient for final approvals and construction ready at this point. A construction cost estimate will be included with each submittal starting with the Preliminary Design phase, and all applicable plan review comments from review agencies will be addressed or resolved prior to proceeding to next phase. Project review and coordination meetings will be conducted as necessary.

In addition, BCG shall subcontract with a utility designating company to identify the presence of all private utilities within the limits of construction, a cultural resource group to conduct a cultural resource survey, a geotechnical consultant to review the native soils and to make recommendations for the proposed roadway construction, and a traffic data collection company to provide vehicle counts. Proposals from the subconsultants with their proposed scope of work and associated fee schedules are attached.

A detailed scope of work is summarized sequentially in the following outline of services. A breakdown of man hours by task and a cost/price summary sheet are also provided.

SCOPE OF SERVICES AND FEES

The scope of services (the “Scope”) and associated fees shall be as follows:

PHASE 1 – PRELIMINARY ACTIVITIES

1.1 Field Run Topography/Cross-Section/Utility/As-Built Survey for Roadway Engineering:

Bowman Consulting Group (BCG) will perform survey services needed for design and engineering of Conner Drive widening and extension with connections to Centerville Road (Route 28) and Euclid Avenue for design and engineering. This survey includes the following services:

- Establish horizontal and vertical control using GPS technology. Horizontal datum will be NAD83, and vertical will be NAVD88. This task includes setting additional control as needed to complete the surveying. Control will be usable for construction operations.
- BCG will perform property research to determine current ownership on the properties adjacent to the survey, includes acquiring subdivision plats, right-of-way information and public utility easements. With parcel and right-of-way research complete and composite maps built in AutoCAD; our surveyors will then perform reconnaissance and locate property corner monuments and property line evidence, right-of-way monumentation, including, iron pins, fence corners, fence lines, etc.

BCG will perform a detailed field run topography, and existing conditions survey and utility as-built as the base for performing the roadway design. This task includes the following:

- Detailed field run topography of roadway pavement, curb and gutter, sidewalks, signs, guardrail, etc. along existing Conner Drive. Includes topography 50-feet beyond the existing right-of-way. Adequate topography will be collected along Euclid Avenue and Centerville Road to design the connections to the existing roadways.
- BCG surveyors will locate all visible indications of utility such as water meter, fire hydrants, valves, poles – including pole numbers, wires, transformers, pedestals, vaults, etc. Any Sanitary sewer (except force mains) and accessible storm sewer structures will be as-built, including invert of pipes, and pipe sizes.
- Adequate survey cross-sections will be collected along the stream outfall crossing existing Conner Drive.
- BCG will field located wetlands flagged by our environmental department. This task includes updating the design base drawing.
- Tree lines will be located, however an individual tree location survey is not included.
- Final deliverable is an AutoCAD digital file developed at the scale required for engineering. One foot contours and select spot elevations will be shown.

FEE: Approved Hourly Rates, Not to Exceed \$11,606.61

- 1.2 **Quality Level B (OL-B) Utility Designating Services – Subcontractor Accumark, Inc.**
Task includes Utility Designation, Field Project Management, Survey, CAD, and QA/QC Review. See attached proposal and fees from Subcontractor Accumark, Inc.

FEE: Lump Sum of \$6,150.00

- 1.3 **Environmental Studies:**
BCG will conduct the following environmental studies for the Project:

1.3.1 Wetland Delineation & USACE Jurisdictional Determination:

BCG will conduct a wetland delineation within the general Project limits in accordance with the Corps of Engineers' Wetlands Delineation Manual (1987) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region (Version 2.0, 2012). BCG will delineate and flag the boundaries of waters of the U.S., including wetlands, and will collect photographs and data points within and adjacent to jurisdictional areas. BCG will then prepare and submit to City and the U.S. Army Corps of Engineers (USACE) a Wetland Delineation Report and Map, which summarize the results of the field investigation and identify those areas that are most likely within the regulatory purview of the USACE. BCG will also meet with the USACE at the Project for the Jurisdictional Determination site visit to review and confirm the flagged waters of the U.S. and wetland boundaries, and will update the Wetland Delineation Map as necessary to reflect any changes agreed to in the field. Note that the flagged waters of the U.S. and wetland boundaries will be field-located under a separate survey task, for inclusion on the Wetland Delineation Map.

1.3.2 Threatened & Endangered Species Evaluation

BCG will prepare and submit a Project Review request to the Virginia Department of Conservation and Recreation (DCR), Division of Natural Heritage, to obtain preliminary information related to Federal or State-listed threatened and endangered species and other natural heritage resources for the Project. BCG will also conduct searches of the U.S. Fish and Wildlife Service's (FWS) Information, Planning and Conservation System (IPaC) and the Virginia

Department of Game and Inland Fisheries' (DGIF) Fish and Wildlife Information Service (VaFWIS) to determine the potential for Federal or State-listed threatened and endangered species on, or in the vicinity of, the Project. BCG will then prepare a summary letter to the Client detailing the results of the reviews, general habitat descriptions for the Project, and the potential for the occurrence of listed species within the Project given existing site conditions. Given the proposed scope of the Project, it is assumed that species-specific field survey(s) will not be required, and therefore are not included under this task.

1.3.3 Phase I Environmental Site Assessment

BCG will prepare a Phase I Environmental Site Assessment (Phase I ESA) for the Project area in general accordance with the ASTM Standard E 1527-13, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process. The Phase I ESA identifies "recognized environmental conditions" and potential conditions that could impact the intended use of the property or that could involve business or environmental risks. The Phase I ESA will include a review of government (Federal, State, and Local) environmental records and historical records, a site visit and reconnaissance, interviews, and a report documenting the findings. Please note that any required fees for environmental records searches and FOIA requests will be billed to the City as a Direct Cost. Please also note that any sampling and testing of suspected contamination of media identified during the Phase I ESA will be conducted under a separate Contract Addendum for a Phase II ESA, as warranted.

FEE: Lump Sum of \$8,099.89

1.4 Phase I Cultural Resource Survey - Subcontractor Dovetail Cultural Resource Group

Task includes the preparation of a Phase I Cultural Resource Survey for the project. See attached proposal and fees from Subcontractor Dovetail Cultural Resource Group.

FEE: Lump Sum of \$7,949.40

1.5 Geotechnical Investigations - Subcontractor Geotechnical Consulting & Testing, Inc.

Task includes geotechnical investigations, laboratory work, a geotechnical report, and construction recommendations. See attached proposal and fees from Subcontractor Geotechnical Consulting & Testing, Inc.

FEE: Lump Sum of \$7,990.00

1.6 Traffic Study:

Bowman will conduct a traffic study for the proposed Conner Drive Extension. The analysis will be conducted to determine the near-term (2018 assumed opening) and long-term (2038 or 2040) impact of extending Conner Drive from Sandstone Way to Route 28, which will create a continuous through connection between Route 28 (to the west) and Euclid Ave. (to the east). To complete this task Bowman will conduct a site reconnaissance to confirm and observe existing operational conditions at both ends of the road, conduct peak period weekday turning movement counts (vehicle, bicycle, and pedestrians) at Conner Drive/Euclid Avenue and Conner Drive/Route 28. Turning movement counts will be conducted by a subconsultant. Bowman will evaluate the capacity and queuing at each intersection with and without the extension and will conduct turn lane warrants for the northbound left at Conner Drive/Euclid Avenue and the northbound right at Conner Drive/Route 28. Bowman will also evaluate the necessary approach laneage at the eastbound approach to Euclid Avenue. Bowman will document the results and recommendations of the analysis in a technical memorandum. Bowman will submit the memorandum in draft format to the Client for review and comment. Following receipt of

comments from the Client, Bowman will revise the memorandum and submit final copies in PDF and hard copy format (up to ten (10) bound reports) to the City.

The fees for this task allow for one (1) meeting by Bowman transportation team members with City staff. Further, the fees for this task assume continued full-movement operations at the east end of the road (intersection with Euclid Ave.) and right-in/right-out access only for the Conner Drive Extension at Route 28 (with all other movements open for operation).

FEE: Approved Hourly Rates, Not to Exceed \$9,507.19

1.6.1 Traffic Counts – Subcontractor Traffic Technical Services

Task includes traffic data collection at both ends of project. See attached proposal and fees for Subcontractor Traffic Technical Services, LLC.

FEE: Lump Sum of \$1,400.00

1.7 Progress Meetings and Coordination:

Includes meetings with the City, meetings and coordination with the project team, time spent addressing any review comments from the City, coordination with other municipal or regulatory authorities, updates to the project schedule, drafting of meeting minutes or memoranda, visits to the project site, etc. as necessary to advance the project.

FEE: Approved Hourly Rates, Not to Exceed \$1,143.26

PHASE 2 – CONCEPTUAL DESIGN

2.1 NEPA Documentation:

BCG will initiate the State Environmental Review Process (SERP) for the Project through the completion of a Project Early Notification (EQ-429) form. The EQ-429 form includes the Project beginning and ending locations, a Project description, and USGS Quadrangle map with the Project location and coordinates shown. The EQ-429 is submitted to VDOT along with other environmental studies that have been completed. VDOT will enter the information into the CEDAR system, and coordinate with State environmental and natural resources agencies. Each agency reviews the Project information and provides comments back to VDOT. The responses are compiled into the Preliminary Environmental Inventory (PEI) form, which VDOT will supply back to the City and BCG.

Following receipt of the PEI, BCG will complete the following:

- Address comments regarding air quality restrictions, shellfish grounds, effects on public parks and recreation, waterfowl/wildlife refuge, Virginia land holdings, wild scenic rivers, public waterways access, agriculture or forest districts, Federal property, state scenic byways, Department of Forestry forest land, FEMA 100 year floodplain, public water supply, Virginia Outdoors Foundation open space, and/or natural heritage resources that are identified as areas of concern in the PEI.
- Complete VDOT form EQ-121 – Hazardous Materials Review, and furnish it to the City for signatures.
- Complete VDOT form EQ-555 – Natural Resources, and furnish it to the City for signatures.

- Prepare and submit the final NEPA document to the City and VDOT, with accompanying studies, agency correspondence and supporting information.

As necessary, BCG will also meet and coordinate with City and VDOT to discuss the Project and address comments during processing of the above VDOT forms.

FEE: Approved Hourly Rates, Not to Exceed \$3,081.96

2.2 Conceptual Design:

Based upon initial field surveys, develop horizontal and vertical alignment for proposed Conner Drive including plan and profile from end of existing paved portion through to Route 28, two (2) concepts will be developed. The first showing the existing cross section of Conner Drive extending all the way to Route 28. The second concept will be essentially the same as the first, except that parking will also be added on the South side of the street. Conceptually design right-in/right-out island. Identify areas which may require right-of-way or easement acquisition, or utility relocations. Upon review the City shall select one (1) concept which will be used for all subsequent phases.

FEE: Approved Hourly Rates, Not to Exceed \$4,125.08

2.3 Progress Meeting and Coordination:

Includes meetings with the City, meetings and coordination with the project team, time spent addressing any review comments from the City, coordination with other municipal or regulatory authorities, updates to the project schedule, drafting of meeting minutes or memoranda, visits to the project site, etc. as necessary to advance the project. There will be one (1) public hearing or community meeting at this phase.

FEE: Approved Hourly Rates, Not to Exceed \$1,533.98

PHASE 3 – PRELIMINARY PLANS (30% DESIGN)

3.1 Preliminary Drainage Design:

Develop watershed area maps using Prince William County topography (or similar) and compute preliminary design flows using the Rational Method. Preliminary layout of storm drain inlet and pipe system for all new roadway features. Identify locations for possible stormwater management and water quality features.

FEE: Approved Hourly Rates, Not to Exceed \$4,106.93

3.2 Preliminary Plans (30% Design):

The Preliminary Plan submittal will include:

- Plan and Profile sheet for Conner drive showing complete road from Euclid Avenue to Route 28, all existing and proposed curb and gutter and sidewalk, proposed entrances and traffic control island.
- Profiles for all existing and proposed public utilities
- Existing private utilities per utility designating task
- Wetland delineation
- Preliminary Grading Plan
- Watershed Area Map
- Sight Distance Plan and Profiles for Euclid Avenue and Route 28

- Limits of construction/disturbance
- Preliminary Cost Estimate

FEE: Approved Hourly Rates, Not to Exceed \$4,862.80

3.3 Progress Meetings and Coordination:

Includes meetings with the City, meetings and coordination with the project team, time spent addressing any review comments from the City, coordination with other municipal or regulatory authorities, updates to the project schedule, drafting of meeting minutes or memoranda, visits to the project site, etc. as necessary to advance the project.

FEE: Approved Hourly Rates, Not to Exceed \$1,143.26

PHASE 4 – INTERMEDIATE PLANS (75% DESIGN)

4.1 Intermediate Plans (75% Design):

The Intermediate Plan submittal will include:

- Cover Sheet
- Conner Drive plan and profile
- Profiles for all existing and proposed public utilities
- Existing private utility locations
- Suggested Test Pit locations
- Wetland delineation
- Grading Plan
- Watershed Area Map
- Phase I & II Erosion and Sediment Control Plans
- Stormwater Management/Best Management Practices facility locations
- Sight Distance Plan and Profiles for Euclid Avenue and Route 28
- Maintenance of Traffic and Signage plan
- Geotechnical Recommendations
- Updated Cost Estimate

FEE: Approved Hourly Rates, Not to Exceed \$8,213.86

4.2 Section 404/401 Permitting:

BCG will prepare and submit a Joint Permit Application for the Project to the Virginia Marine Resources Commission (VMRC), Virginia Department of Environmental Quality (DEQ), and U.S. Army Corps of Engineers (USACE) for authorization to impact streams and/or wetlands under the VWP General Permit WP3 and the State Program General Permit (12-SPGP-01). This task includes serving as the City's agent and submitting the application package with accompanying impact exhibits and supporting information. This task also includes the determination of wetland and stream mitigation requirements if required, including the field assessment of stream impact area(s) using the USACE Norfolk District and DEQ's Unified Stream Methodology (USM). As required, BCG will meet and coordinate with the City, USACE, DEQ, and other Federal and State agencies to review the proposed Project, impacts and mitigation, respond to additional information requests concerning the Joint Permit Application, and negotiate the terms and conditions under which the respective agency permits will be issued. As necessary, BCG will also coordinate contract(s) from USACE and DEQ-approved mitigation bank(s) for the appropriate amount of wetland/stream credits for the City's review and approval.

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

AGENDA 8b

REQUESTING DEPARTMENT: Public Works

MEETING DATE: April 21, 2015

SUBJECT/TOPIC: Task Order #3 to Engineering Services Agreement with Bowman Consulting Group, LTD.

BACKGROUND: Bowman Consulting Group, LTD. has provided a proposal for design and engineering services on the Denver Drive Culvert Improvements Project (VDOT UPC 91477). This project is a State Revenue Sharing project, which will enlarge the culvert under Denver Drive, and prevent water from rising over the roadway. The amount of the proposal is \$75,024.07. The City will be eligible for reimbursement of 50% of these costs from VDOT, once the Appendix A for this project is revised to reflect this engineering total.

FINANCIAL IMPACT:	Budgeted:	YES	X	NO
	Amount:	\$ 75,024.07		
	Budget Line Item:	Capital Projects Fund/Denver Dr.		

STAFF RECOMMENDATION: That the Governing Body authorizes the City Manager to enter a contract with Bowman Consulting Group, LTD. for engineering services on the Denver Drive Culvert Improvements Project, and authorizes the mayor, clerk, or manager to sign the proposal.

CITY MANAGER APPROVAL:	_____
	<i>Kimberly L. Alexander</i>
CITY ATTORNEY APPROVAL: Required: _____ Not Required: _____	_____
	<i>Dean H. Crowhurst</i>

- ATTACHMENTS:**
1) *The Proposal*



March 31, 2015

Mr. James A. Johnson, Jr.
Public Works Director
City of Manassas Park
One Park Center Court
Manassas Park, Virginia 20111

**RE: Denver Drive Culvert Analysis and Replacement, Manassas Park, Virginia (the "Project")
Proposal to provide Engineering, Surveying, and Environmental Services (the "Proposal")**

Dear Mr. Johnson:

We are pleased to submit this Proposal to provide surveying, environmental, and engineering services for the above referenced project. Upon verbal or written direction to proceed with performance of the services described herein, this Proposal, along with all attachments thereto will constitute a binding agreement between Bowman Consulting Group, Ltd. ("BCG") and the City of Manassas Park ("the City"). The agreement is subject to the Terms and Conditions of the Service Agreement between the City of Manassas Park and Bowman Consulting Group, Ltd., dated December 8, 2014.

Denver Drive crosses a stream identified as Tributary No. 3 to Flat Branch Tributary B ("Tributary 3"), between the intersections with Manassas Drive and Lambert Drive. It is our understanding that this area has been subject to periodic flooding, possibly due to changing characteristics within the upstream watershed which causes the capacity of the existing corrugated metal pipe arch culvert to be exceeded, with the result being that floodwater overtops Denver Drive. In order to minimize the frequency of the roadway flooding, an alternative culvert/bridge system will be developed and designed which will be capable of conveying storm water flow from the established 100-year storm event without overtopping the road surface. The existing stream – Tributary 3, has a contributing watershed area of approximately 215 acres to the point where Denver Drive crosses. The watershed is fully developed. Because there is an existing regulatory floodplain associated with this reach of Tributary 3, it will require that all analyses and designs be performed in accordance with Federal Emergency Management Agency (FEMA) procedures and regulations in addition to the accepted methodologies contained in the Virginia Department of Transportation (VDOT) Drainage Manual. The general approach will be to design a culvert capable of conveying the 100-year storm event without increasing the established water surface elevation on the effective FEMA Flood Insurance Rate Map (FIRM). Should it be determined that a revision to the FEMA floodplain study and mapping, those revisions will be performed under contract amendment. It should be noted that this analysis involves only the stream reach of Tributary 3 approximately 500 feet upstream and approximately 500 feet downstream of Denver Drive, and that the entire watershed will not be analyzed or modelled. No changes to the vertical profile of Denver Drive are anticipated nor included due to potential impacts to adjacent properties. This Proposal is based upon local, state and Federal regulations, codes and ordinances in effect as of the date above.

BCG INITIAL REW CLIENT INITIAL _____

14020 Thunderbolt Place, Suite 300, Chantilly, Virginia 20151

p: 703.464.1000 | f: 703.481.9720

www.bowmanconsulting.com

The following submissions will be made to the City as the design development progresses: Concept Plan – based upon initial field surveys, and floodplain records obtained from FEMA, prepare no more than two (2) alternate bridge/culvert designs to include one closed bottom box culvert system, and one open bottom concrete or metal arch bridge/culvert system; Preliminary Design (30%) – advance bridge/culvert design for one (1) structure based upon preliminary hydrologic/hydraulic analyses and input from the City. Begin to analyze impacts to other utilities and infrastructure.; Intermediate Design (75%) – prepare plan set for bridge/culvert construction. Evaluate needs for easements (if required); Final Design (100%) Complete plan set with construction documents for bridge/culvert construction, hydrologic and hydraulic analyses for culvert design and floodplain study, all necessary construction details and notes to contractor. Plan will be sufficient for final approvals and construction ready at this point. A construction cost estimate will be included with each submittal starting with the Preliminary Design phase, and all applicable plan review comments from review agencies will be addressed or resolved prior to proceeding to next phase. Project review and coordination meetings will be conducted as necessary.

In addition, BCG shall subcontract with a utility designating company to identify the presence of all private utilities within the limits of construction, and a geotechnical consultant to review the native soils and to make recommendations for the construction of the bridge/culvert system. Proposals from the subconsultants with their proposed scope of work and associated fee schedules are attached.

A detailed scope of work is summarized sequentially in the following outline of services. A breakdown of man hours by task and a cost/price summary sheet are also provided.

SCOPE OF SERVICES AND FEES

The scope of services (the “Scope”) and associated fees shall be as follows:

PHASE 1 – PRELIMINARY ACTIVITIES

1.1 Field Run Topography/Cross-Section/Utility/As-Built Survey for Design and Engineering:

Bowman Consulting Group (BCG) will perform survey services needed for flood plain analyses and design and engineering of the new storm culvert system and associated roadway. This survey includes the following services:

- Establish horizontal and vertical control using GPS technology. Horizontal datum will be NAD83, and vertical will be NAVD29 as required for floodplain analysis for this site. This task includes setting temporary control as needed to complete the surveying. Control will be usable for construction operations.
- BCG will perform property research to determine current ownership on the properties adjacent to the survey, includes acquiring subdivision plats, right-of-way information and public utility easements. With parcel and right-of-way research complete and composite maps built in AutoCAD; our surveyors will then perform reconnaissance and locate property corner monuments and property line evidence, including, iron pins, fence corners, fence lines, etc.

BCG will perform a field run topography/stream valley cross-section survey and utility as-built necessary to perform the floodplain analysis and culvert/roadway design. This task includes the following:

- Detailed field run topography of roadway pavement, curb and gutter, sidewalks, signs, guardrail, etc. along Denver Drive. Includes about 175-feet of roadway in each direction from the existing culvert crossing.

BCG INITIAL BCG CLIENT INITIAL _____

- BCG surveyors will locate all visible indications of utilities such as water meter, fire hydrants, valves, poles – including pole numbers, wires, transformers, pedestals, vaults, etc. Any Sanitary sewer (except force mains) and accessible storm sewer structures will be as-built, including invert of pipes, and pipe sizes.
- Perform a topographic / stream valley cross-section survey both upstream and downstream from the existing culvert on Denver Drive. Topography / cross-sections will extend a minimum of 500-feet both directions. All existing conditions up to the property lines will be located. A minimum of twelve-(12) cross-sections will be acquired.
- BCG will field locate wetlands flagged by our environmental department. This task includes updating the design base drawing.
- Tree lines will be located; however, an individual tree location survey is not included.
- Final deliverable is an AutoCAD digital file developed at the scale required for engineering. One foot contours and select spot elevations will be shown.

FEE: Approved Hourly Rates, Not to Exceed \$9,899.11

1.2 Environmental Studies:

BCG will conduct the following environmental studies for the Project:

1.2.1 **Wetland Delineation & USACE Jurisdictional Determination:**

BCG will conduct a wetland delineation within the general Project limits in accordance with the Corps of Engineers' Wetlands Delineation Manual (1987) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region (Version 2.0, 2012). BCG will delineate and flag the boundaries of waters of the U.S., including wetlands, and will collect photographs and data points within and adjacent to jurisdictional areas. BCG will then prepare and submit to City and the U.S. Army Corps of Engineers (USACE) a Wetland Delineation Report and Map, which summarize the results of the field investigation and identify those areas that are most likely within the regulatory purview of the USACE. BCG will also meet with the USACE at the Project for the Jurisdictional Determination site visit to review and confirm the flagged waters of the U.S. and wetland boundaries, and will update the Wetland Delineation Map as necessary to reflect any changes agreed to in the field. Note that the flagged waters of the U.S. and wetland boundaries will be field-located under a separate survey task, for inclusion on the Wetland Delineation Map.

1.2.2 **Threatened & Endangered Species Evaluation**

BCG will prepare and submit a Project Review request to the Virginia Department of Conservation and Recreation (DCR), Division of Natural Heritage, to obtain preliminary information related to Federal or State-listed threatened and endangered species and other natural heritage resources for the Project. BCG will also conduct searches of the U.S. Fish and Wildlife Service's (FWS) Information, Planning and Conservation System (IPaC) and the Virginia Department of Game and Inland Fisheries' (DGIF) Fish and Wildlife Information Service (VaFWIS) to determine the potential for Federal or State-listed threatened and endangered species on, or in the vicinity of, the Project. BCG will then prepare a summary letter to the Client detailing the results of the reviews, general habitat descriptions for the Project, and the potential for the occurrence of listed species within the Project given existing site conditions. BCG shall also complete a Project Review process through the FWS Virginia Field Office's online system to obtain an Endangered Species Act (ESA) certification letter and species conclusion table, which will be forwarded to the USF&WS Virginia Field Office for validation and FEMA. Given the proposed scope of the Project, it is assumed that species-specific field survey(s) will not be required, and therefore are not included under this task.

1.2.3 Hazardous Materials Review

BCG will conduct a Hazardous Materials Review in general accordance with the ASTM Standard E 1527-13, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process and for preparation of VDOT Form EQ-121 – Hazardous Materials Review. The Review will identify “recognized environmental conditions” and potential conditions that could impact the intended use of the property or that could involve business or environmental risks. The Review will include a review of government (Federal, State, and Local) environmental records and historical records, a site visit and reconnaissance, and a summary memo documenting the findings. Please note that any required fees for environmental records searches and FOIA requests will be billed to the City as a Direct Cost. Please also note that any sampling and testing of suspected contamination of media or preparation of a formal Phase I Environmental Site Assessment will be conducted under a separate Contract Addendum, as warranted.

FEE: Approved Hourly Rates, Not to Exceed \$6,622.92

1.3 Quality Level B (OL-B) Utility Designating Services – Subcontractor Accumark, Inc.:

Task includes Utility Designation, Field Project Management, Survey, CAD, and QA/QC Review. See attached proposal and fees from Subcontractor Accumark, Inc.

FEE: Lump Sum of \$2,075.00

1.4 Geotechnical Investigations - Subcontractor Geotechnical Consulting & Testing, Inc.:

Task includes geotechnical investigations, laboratory work, a geotechnical report, and construction recommendations. See attached proposal and fees from Subcontractor Geotechnical Consulting & Testing, Inc.

FEE: Lump Sum of \$7,340.00

1.5 Progress Meetings and Coordination:

Includes meetings with the City, meetings and coordination with the project team, time spent addressing any review comments from the City, coordination with other municipal or regulatory authorities, updates to the project schedule, drafting of meeting minutes or memoranda, visits to the project site, etc. as necessary to advance the project.

FEE: Approved Hourly Rates, Not to Exceed \$1,069.88

PHASE 2 – CONCEPTUAL DESIGN

2.1 NEPA Documentation:

BCG will initiate the State Environmental Review Process (SERP) for the Project through the completion of a Project Early Notification (EQ-429) form. The EQ-429 form includes the Project beginning and ending locations, a Project description, and USGS Quadrangle map with the Project location and coordinates shown. The EQ-429 is submitted to VDOT along with other environmental studies that have been completed. VDOT will enter the information into the CEDAR system, and coordinate with State environmental and natural resources agencies. Each agency reviews the Project information and provides comments back to VDOT. The responses are compiled into the Preliminary Environmental Inventory (PEI) form, which VDOT will supply back to the City and BCG.

Following receipt of the PEI, BCG will complete the following:

- Address comments regarding air quality restrictions, shellfish grounds, effects on public parks and recreation, waterfowl/wildlife refuge, Virginia land holdings, wild scenic rivers, public waterways access, agriculture or forest districts, Federal property, state scenic byways, Department of Forestry forest land, FEMA 100 year floodplain, public water supply, Virginia Outdoors Foundation open space, and/or natural heritage resources that are identified as areas of concern in the PEI.
- Complete VDOT form EQ-121 – Hazardous Materials Review, and furnish it to the City for signatures.
- Complete VDOT form EQ-555 – Natural Resources, and furnish it to the City for signatures.
- Prepare and submit the final NEPA document to the City and VDOT, with accompanying studies, agency correspondence and supporting information.

As necessary, BCG will also meet and coordinate with City and VDOT to discuss the Project and address comments during processing of the above VDOT forms.

FEE: Approved Hourly Rates, Not to Exceed \$3,081.96

2.2 Conceptual Design:

Using the 100-year discharge from the effective FEMA floodplain study for the City of Manassas Park, BCG will analyze two (2) proposed culvert sections for the road crossing. One culvert will be an open bottom concrete or metal arch type structure, and the second will be a closed bottom box culvert type structure. Culverts will be analyzed using hydro-static culvert design software such as CulvertMaster or HY-8 during conceptual phase. Both structures will be selected based upon hydraulic properties that do not increase the effective 100-year water surface elevation based upon the FIRM maps. A cost per linear foot will be provided for each structure based upon information provided by manufacturers or contractors will be provided at this point, and more comprehensive construction cost estimates will be provided in later phases as the design progresses. The merits of each design alternative will be discussed with the City and one (1) culvert type will be selected to be used in subsequent phases of the design.

FEE: Approved Hourly Rates, Not to Exceed \$3,066.33

2.3 Progress Meeting and Coordination:

Includes meetings with the City, meetings and coordination with the project team, time spent addressing any review comments from the City, coordination with other municipal or regulatory authorities, updates to the project schedule, drafting of meeting minutes or memoranda, visits to the project site, etc. as necessary to advance the project.

FEE: Approved Hourly Rates, Not to Exceed \$1,069.88

PHASE 3 – PRELIMINARY PLANS (30% DESIGN)

3.1 Preliminary Drainage Design:

BCG will prepare a floodplain alteration study for Tributary No. 3 to Flat Branch Tributary B at the road crossing of Denver Drive in accordance with FEMA submission requirements. BCG will request the effective study for Tributary No. 3 from the FEMA engineering records center and analyze a portion of the stream beginning approximately 500 feet downstream of Denver Drive, and extending approximately 500 feet upstream of Denver Drive. Hydrologic data from

the effective Flood Insurance Study (FIS) for the City of Manassas Park will be used for the 100-year design discharge, and a revised hydrologic analysis is neither anticipated nor included. The final bridge/culvert structure as well as any channel widening necessary to accommodate the culvert will be added to the computer model for final analyses as the design progresses. The completed floodplain alteration study includes a revised HEC-RAS hydraulic computer model based upon the selected bridge/culvert structure, a certified topographic work map, floodplain profiles and cross sections.

FEE: Approved Hourly Rates, Not to Exceed \$5,290.61

3.2 Preliminary Plans (30% Design):

The Preliminary Plan submittal will include:

- Plan and Profile sheet for Denver Drive showing partial road profile in the area of the culvert crossing, the existing sanitary sewer in plan and profile views, existing watermain per City records and any observed surface features.
- Existing private utilities per utility designating task
- Wetland delineation
- Floodplain delineation
- Preliminary Grading Plan
- Watershed Area Map
- Limits of construction/disturbance
- Preliminary Cost Estimate

FEE: Approved Hourly Rates, Not to Exceed \$3,822.19

3.3 Progress Meetings and Coordination:

Includes meetings with the City, meetings and coordination with the project team, time spent addressing any review comments from the City, coordination with other municipal or regulatory authorities, updates to the project schedule, drafting of meeting minutes or memoranda, visits to the project site, etc. as necessary to advance the project.

FEE: Approved Hourly Rates, Not to Exceed \$1,143.26

PHASE 4 – INTERMEDIATE PLANS (75% DESIGN) – CURSORY VDOT REVIEW AT THIS POINT

4.1 Intermediate Plans:

The Intermediate Plan submittal will include:

- Cover Sheet
- Denver Drive plan and profile
- Profiles for proposed public utility relocations – storm sewer, watermain, and sanitary sewer (if necessary)
- Location of UOSA sanitary sewer (per record drawings provided by City)
- Suggested Test Pit locations
- Culvert profile
- Wetland delineation
- Floodplain delineation

- Grading Plan
- Watershed Area Map
- Phase I & II Erosion and Sediment Control Plans
- Maintenance of Traffic/Road Closure Plan
- Geotechnical recommendations
- Cost Estimate

FEE: Approved Hourly Rates, Not to Exceed \$4,948.97

4.2 Section 404/401 Permitting:

BCG will prepare and submit a Joint Permit Application for the Project to the Virginia Marine Resources Commission (VMRC), Virginia Department of Environmental Quality (DEQ), and U.S. Army Corps of Engineers (USACE) for authorization to impact streams and/or wetlands under the VWP General Permit WP3 and the State Program General Permit (12-SPGP-01). This task includes serving as the City's agent and submitting the application package with accompanying impact exhibits and supporting information. This task also includes the determination of wetland and stream mitigation requirements if required, including the field assessment of stream impact area(s) using the USACE Norfolk District and DEQ's Unified Stream Methodology (USM). As required, BCG will meet and coordinate with the City, USACE, DEQ, and other Federal and State agencies to review the proposed Project, impacts and mitigation, respond to additional information requests concerning the Joint Permit Application, and negotiate the terms and conditions under which the respective agency permits will be issued. As necessary, BCG will also coordinate contract(s) from USACE and DEQ-approved mitigation bank(s) for the appropriate amount of wetland/stream credits for the City's review and approval.

FEE: Approved Hourly Rates, Not to Exceed \$5,761.10

4.3 Progress Meetings and Coordination:

Includes meetings with the City, meetings and coordination with the project team, time spent addressing any review comments from the City, coordination with other municipal or regulatory authorities, updates to the project schedule, drafting of meeting minutes or memoranda, visits to the project site, etc. as necessary to advance the project. There will be a cursory submittal of the 75% plans to VDOT (made by the City), but is not anticipated that there will be formal review and comment that will require plan revisions by BCG.

FEE: Approved Hourly Rates, Not to Exceed \$1,751.58

PHASE 5 – FINAL PLANS (100% DESIGN)

5.1 Final Plans:

The Final Plan submittal will include:

- Cover Sheet
- Notes and details for culvert installation and pavement restoration
- Denver Drive plan and profile
- Profiles for proposed public utility relocations
- Test Pit locations and Test Pit data (if available)
- Culvert profile
- Watershed Area Map

- Storm drainage computations, notes and details
- Wetland delineation
- Floodplain delineation
- Grading Plan
- Phase I & II Erosion and Sediment Control Plan
- Erosion and Sediment Control narrative, notes and details
- Maintenance of Traffic/Road Closure Plan
- Geotechnical recommendations
- Cost Estimate

FEE: Approved Hourly Rates, Not to Exceed \$5,326.91

5.2 Progress Meetings and Coordination:

Includes meetings with the City, meetings and coordination with the project team, time spent addressing any review comments from the City, coordination with other municipal or regulatory authorities, updates to the project schedule, drafting of meeting minutes or memoranda, visits to the project site, etc. as necessary to advance the project.

FEE: Approved Hourly Rates, Not to Exceed \$1,069.88

PHASE 6 BID PHASE SERVICES

Upon approval of the Final Plans, BCG shall provide the following services upon request by the City:

6.1 Technical Specifications:

BCG shall prepare a specifications booklet for the work shown on the approved Final Plans. Specifications to include:

- Division 1 – General Requirements
- Division 2 – Site Work
- Division 3 – Concrete
- It is assumed that Divisions 4 – 13 will not be required for the scope of this project

FEE: Approved Hourly Rates, Not to Exceed \$1,923.74

6.2 Contract Documents:

BCG shall compile and prepare a Project Manual for bidding purposes consisting of:

- Bidding Requirements
- Contract Forms
- Contract Conditions
- Technical Specifications
- Geotechnical Report
- Test Pit Data (if available)
- Approved Final Plans

It is assumed that the City will provide standard templates for the Bidding Requirements, Contract Forms, and Contract Conditions and that BCG will edit and amend these templates accordingly for this specific project.

FEE: Approved Hourly Rates, Not to Exceed \$2,360.92

6.3 Bid Evaluation:

Ultimate authority and responsibility for Contractor selection lies with the City. Upon request by the City, BCG shall review the top three (3) bid submittals (as evaluated and ranked by the City) and make recommendation to the City.

FEE: Approved Hourly Rates, Not to Exceed \$1,069.88

PHASE 7 - OPTIONAL SERVICES

The following services may be required in the course of this project but cannot be scoped at this point in time. Based upon request by the City, BCG shall prepare contract amendment for Optional Services at the appropriate time. Optional Services may include, but are not limited to:

- General VPDES Permit and SWPPP
- FEMA CLOMR or LOMR processing
- Temporary Construction or Permanent Easement Plats
- Utility locating and/or Test Pitting
- Private utility relocations
- Sheeting and shoring plan
- Structural engineering design
- Geotechnical monitoring and materials testing during construction
- Construction stake out
- Site Construction Monitoring required by VWP
- Site Inspections during construction
- Review of Contractor submittals
- Processing of Requests for Information (RFI)
- Permitting other than VSMP described above
- Final as-built survey
- ADA review or accessibility retrofits to existing pedestrian access network
- Preparation of Temporary Construction/Easement Plats

SUMMARY MATRIX

Task	Description	Fee	Fee Type	Qty	Total
1.1	Field Run Topo/Cross-Section/Utility/As-Bu	\$9,899.11	Hourly NTE	1	\$9,899.11
1.2	Environmental Studies	\$6,622.92	Hourly NTE	1	\$6,622.92
1.3	Utility Designating	\$2,075.00	Lump Sum	1	\$2,075.00
1.4	Geotechnical Investigations	\$7,340.00	Lump Sum	1	\$7,340.00
1.5	Progress Meetings and Coordination	\$1,069.88	Hourly NTE	1	\$1,069.88
2.1	NEPA Documentation	\$3,081.96	Hourly NTE	1	\$3,081.96
2.2	Conceptual Design	\$3,066.33	Hourly NTE	1	\$3,066.33
2.3	Progress Meetings and Coordination	\$1,069.88	Hourly NTE	1	\$1,069.88
3.1	Preliminary Drainage Design	\$5,290.61	Hourly NTE	1	\$5,290.61
3.2	Preliminary Plans (30% Design)	\$3,822.19	Hourly NTE	1	\$3,822.19
3.3	Progress Meetings and Coordination	\$1,143.26	Hourly NTE	1	\$1,143.26
4.1	Intermediate Plans	\$4,948.97	Hourly NTE	1	\$4,948.97
4.2	Section 404/401 Permitting	\$5,761.10	Hourly NTE	1	\$5,761.10
4.3	Progress Meetings and Coordination	\$1,751.58	Hourly NTE	1	\$1,751.58
5.1	Final Plans	\$5,326.91	Hourly NTE	1	\$5,326.91
5.2	Progress Meetings and Coordination	\$1,069.88	Hourly NTE	1	\$1,069.88
6.1	Technical Specifications	\$1,923.74	Hourly NTE	1	\$1,923.74
6.2	Contract Documents	\$2,360.92	Hourly NTE	1	\$2,360.92
6.3	Bid Evaluation	\$1,069.88	Hourly NTE	1	\$1,069.88
	Reimbursables	\$3,366.00	Lump Sum	1	\$3,366.00
	5% Contingency	\$2,963.95	Lump Sum	1	\$2,963.95
Total Estimated Fee					\$75,024.07

CLIENT RESPONSIBILITIES

The Client shall be responsible for obtaining permission for BCG, its employees, agents and subcontractors to enter onto the subject property and any properties in the vicinity as reasonably necessary for BCG to perform the services described herein. By either countersigning this Proposal or verbally authorizing BCG to proceed, the Client warrants and represents that it has obtained such permission. The Client shall provide the following items upon request of BCG in a timely manner and at no expense to BCG:

EXCLUSIONS

The following services are specifically excluded from the scope of this agreement and may be performed as contract addendums upon request:

- Coordination with VDOT (other than cursory copies of 75% plans)
- Public Meetings

BCG INITIAL *PLW* CLIENT INITIAL _____

REIMBURSABLE EXPENSES

Any reimbursable expenses not specifically included in the Service Agreement between the City and BCG, and made by BCG in the interest of the Project, and will be invoiced at the actual cost to BCG plus ten percent (10%) for handling and indirect costs. Reimbursable expenses shall include but not be limited to costs of the following:

- Fees and expenses of special consultants as authorized by the Client and not specifically mentioned herein
- Outsource delivery (i.e. DHL, FedEx) costs
- Any permitting or submission fees

REPROGRAPHIC AND COURIER CHARGES


Reprographic, plotting, courier, and shipping services will be invoiced in accordance with the agreed upon unit costs contained in the Service Agreement between the City and BCG, dated December 8, 2014.

OTHER TERMS

This Proposal is based on the scope of services indicated herein and the information available at the time of the Proposal preparation. If any additional services are required due to unforeseen circumstances and/or conditions, Client or regulatory requested revisions, additional meetings, regulatory changes, etc., BCG will notify the Client that additional scope of work and fees are required and will obtain the Client's written approval prior to proceeding with any additional work.

In the event you wish to accept this proposal, please execute the original, initial all pages and return the executed original to this office. The individual executing this Proposal represents and warrants that he has the authority to sign on behalf of City of Manassas Park.

Sincerely,
BOWMAN CONSULTING GROUP, LTD.


Roy E. Waugh, PE
Principal

The City of Manassas Park hereby accepts the Scope of Services and Fee Schedule contained herein and authorizes BCG to proceed with the Project. The contract value is based upon the approved labor and overhead rates in the current Service Agreement and will remain valid for the length of this project.

CITY OF MANASSAS PARK

By: _____

(Signature)

Printed Name: _____

Title: _____

Date: _____

BCG INITIAL BCG CLIENT INITIAL _____



March 10, 2015

Roy E. Waugh, PE | Principal
Bowman Consulting
14020 Thunderbolt Place, Suite 300 Chantilly, VA 20151
direct: 703.464.1000 | fax: 703.481.9720
rwaugh@bowmanconsulting.com

Project Reference: Denver Drive, Manassas, VA

Scope

Accumark will perform designating in compliance with CI/ASCE 38-02, *Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data*, hereinafter referred to as Standard 38-02.

See attached drawing with the outlined project limits for QL- B Utility Designation.

Quality Level B (QL-B) Designation Standard Procedures

Accumark personnel will contact the client, facility and utility owning agencies, as deemed appropriate, in order to request and acquire records of the existing underground facilities. Utility record information will be used as an aid in the identification of the number, identity, size and material of utilities located in the field. Records will not be used as a substitute for actual geophysical location unless the system cannot be verified electronically using industry standard techniques for this level of investigation.

Upon receiving notice to proceed, contact will be made with the client and/or their consultant, to acquire a digital copy of the base mapping for the project if available. Those drawings will be used in preparing designating field draft sheets and later for a base mapping background reference used in the QA/QC process.

Designators will draft field sheets that show the location, trend and configuration of utilities detected. Field sheets will show all scoped underground utility surface features and lines, and will be prepared with color to differentiate the utility systems. Utilities will be annotated with size and material where available. Project specific field notes will be shown as deemed appropriate.

The collection of designated utility markings (paint) will be collected by using conventional survey methods and equipment. If project requirements and site conditions allow, GPS equipment may be used at Accumark's discretion. Prior to Accumark survey personnel arriving onsite to locate the designated utility paint, the Client must provide survey control to the Accumark Project Manager for review and processing.

The density of the individual survey control points provided for Accumark's use should be dense enough that conventional surveying methods can be used without extra time and effort being spent to traverse between the existing control points. Should the distances between the existing

survey control points provided by the Client or Client's survey consultant be too great, Accumark reserves the right to review and revise the fee for the utility paint locations.

Using the project's survey control, the utility paint will be surveyed, processed and plotted for internal review. If available, the Client should provide Accumark with a digital copy of the project's base mapping for use in the review process. A final field review will also be performed for this project. This quality assurance – quality control function (QA/ QC) involves a Senior Field Project Manager taking the cadded utility locations (review plots) to the project site. If project mapping has been made available, the review plots are prepared by plotting the designated utilities over the existing base mapping which has been faded for clarity. At the site (the final review) the Senior Field Project Manager will check the work of the designators, surveyors and cad personnel by comparing the plotted utilities against the record information, the field draft sheets and the utility paint as marked in the field.

CADD

Accumark will provide the client a digital copy of the utility mapping in AutoCAD, Version 2013. Accumark will use its own company utility cad standards, unless the cad standards of the client or their consultant are provided and accepted at the time of this proposal preparation. The utility mapping can also be provided in a Microstation V8i digital file should the project requirements dictate.

Limitations

This service will be provided with due diligence and in a manner consistent with standards of the subsurface utility mapping industry. Every reasonable effort will be made to locate all systems of interest whether indicated on records available to us or not. However, we do not guarantee that all existing utility systems can or will be detected. It may not be possible to detect utilities without prior knowledge, such as systems that are not depicted on records made available to us. Further, this service is not intended to detect non-utility structures such as, but not limited to: foundations, sanitary & storm systems, irrigation systems, septic systems, wells, tunnels, concrete or metal structures, or the true size and limits of subsurface utility vaults and manholes. Use of this service does not relieve interested parties from their responsibility to make required notifications prior to excavation.

The mapping services will reflect interpretation of electronic data collaborated with record and visual indications. Professional judgment will be used to reflect the underground utilities with the intended utmost accuracy and comprehensiveness. The results may be affected by numerous site conditions, including but not limited to utility materials, joint types, fittings, density of underground utilities, interference with above ground conductors and soil characteristics. There is no guarantee that all facilities can be found and shown.

Every reasonable attempt will be made to find, locate and map all active and abandoned underground utilities at Quality Level "B" of the Standard 38-02. All non-locatable utilities that are shown on record or learned about from verbal recollections or otherwise will be shown at Quality Levels "C" or "D" of the Standard 38-02. In addition, an effort will be made to learn the existence of non-locatable and non-recorded utilities that we may become aware of due to the presence of site features or otherwise. Those findings will be noted and provided to the client. The intent of the service is to map all underground utilities, included in the scope, active or abandoned, and Accumark carries professional liability insurance for possible claims related to

engineering redesign, construction delays and contractor's work orders in the event we are responsible for a negligent error or omission. Our work does not relieve the users of our drawings from contacting the one call protection office and we are typically not responsible for the damage of utilities caused by others due to the responsibilities borne on utility owning agencies and the one call system.

Project Limits



DENVER DRIVE - CONCRETE REPLACEMENT
REPLACE EXISTING CORRUGATED METAL CONCRETE WITH
CONCRETE OR CONCRETE BOX CONCRETE
TEMPORARY ROAD CLOSURE
EXISTING CITY WATER, SANIT. SEWER, & STORM SEWER PRESENT
NEEDED ON TOLERANCE
NEED TO KNOW WHAT OTHER PRIVATE UTILITIES ARE IN
THE PROJECT AREA.

Project Schedule

Field work will be scheduled following receipt of written authorization to proceed. All field and office work will begin within 10 business days from authorization to proceed – weather permitting.

Fee Schedule

Utility Designating and Project Management: \$925.00
Utility Records Research: \$250.00
Optional Utility mapping Survey: \$900.00

March 31, 2015

Mr. Roy Waugh, P.E.
14020 Thunderbolt Place, Suite 300
Chantilly, Virginia 20151

**Re: Subsurface Investigation and Geotechnical Report
Denver Drive
Manassas Park, Virginia
GC&T Proposal/Agreement No. 215D-7761**

Dear Mr. Waugh:


Geotechnical Consulting & Testing, Inc. (GC&T) is pleased to present the following proposal/agreement for geotechnical services at the above referenced project site.

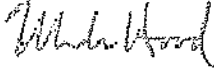
GC&T, Inc has prepared this proposal for investigating the proposed Culvert Replacement at Conner Drive, Manassas Park, Virginia. We propose a surface investigation consisting of drilling four (4) test borings. Borings will be drilled to a depth of approximately 15 feet below existing grades, or prior refusal on rock. Soil samples will be collected from the boring locations for Sieve analysis and Atterberg limits testing. Based on the findings, GC&T will issue a geotechnical report to present all findings, laboratory work, and recommendations.

GC&T is very pleased to have this opportunity to provide this proposal for engineering services to you. Should you have any questions regarding the content of this agreement, please do not hesitate to call us.

Respectfully Submitted,

GC&T


Tiffany Harlow, P.E.
Senior Project Engineer


Mark Hood, P.E.
Vice President



GEOTECHNICAL CONSULTING & TESTING, INC.
21505 Greenoak Way, Dulles, Virginia 20166

Proposal For Engineering Services
And Work Authorization Form
Agreement 215D-7761

This agreement is entered into on the Thirty First Day of March, Two Thousand and Fifteen, between Geotechnical Consulting & Testing, Inc. (GC&T) and Bowman Consulting Group ("Client") for the technical services as outlined herein:

Project Name: Denver Drive
Manassas Park, Virginia

Type of Services: Subsurface Investigation and Geotechnical Report

Client Name: Bowman Consulting Group
Address: 14020 Thunderbolt Place, Suite 300
Chantilly, Virginia 20151

Representative: Roy Waugh, P.E.
Tel: 703-464-1000

**ALL PARTIES AGREE TO THE CONSIDERATIONS SET FORTH AS
FOLLOWS:**

PROJECT DESCRIPTION AND SCOPE OF WORK

The proposed project will consist of replacing an existing corrugated metal arch culvert with a double box culvert on Denver Drive in Manassas Park, Virginia.

We propose a surface investigation consisting of drilling four (4) soil test borings to a depth of approximately 15 feet each below existing grades, or prior refusal on rock. Soil samples will be collected from the boring locations for Sieve analysis and Atterberg limits testing. Based on the findings, GC&T will issue a geotechnical report to present all findings, laboratory work, and recommendations.

Please be advised that the proposed scope of services are intended for geotechnical purposes only and will not address any environmental-related issues, such as the presence or potential presence of hazardous materials, asbestos-containing materials, and/or the discovery/disclosure of any subsurface soil or groundwater contaminants.



Field Investigative Work

Task 110: Traffic Control (MOT)	\$ 950.00
Task 110: Project Coordination and Utility Clearance	\$ 170.00
Task 120: Boring Stakeout	\$ 340.00
Task 140: 4 Soil Test Borings (Day Rate Minimum)	\$ 2,000.00
Task 155: On-site Engineer to Log Borings	\$ 680.00
Task 158: Asphalt Patching (4 Patches)	\$ 200.00
Subtotal	\$ 4,340.00

Laboratory Testing

Task 804: Sieve Analysis	2 tests @	\$75.00/ea.	\$ 150.00
Task 803: Atterberg Limits	2 tests @	\$75.00/ea	\$ 150.00
Task 801: Natural Moisture	4 tests @	\$10.00/ea	\$ 40.00
Subtotal			\$ 340.00

Task 111: Geotechnical Report Preparation (4 copies)

Geotechnical Engineer	20 hrs	@	\$ 85.00/hr	\$ 1,700.00
Principal Engineer	4 hrs	@	\$ 140.00/hr	\$ 560.00
CAD Operator	4 hrs	@	\$ 65.00/hr	\$ 260.00
Clerical	4 hrs	@	\$ 35.00/hr	\$ 140.00
Subtotal				\$ 2,660.00

Lump Sum Budget \$ 7,340.00

Add Alt:

Task 135: VDOT Permitting and Surety Bond	\$ 1,500.00
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ADDITIONAL WORK

Services performed that are beyond the scope of services identified above either upon the Client's requests or due to any unforeseen circumstances are considered as 'additional work'. Time required by GC&T personnel to meet with design team members, public agencies, citizens, committees and/or County/City Officials, before or after the report is issued, is considered as 'additional work' and should not be considered as part of the proposed budget presented herein.

GENERAL CONDITIONS

Invoices will be rendered for the work performed and are due and payable upon receipt. Payment of all invoices are the sole responsibility of the Client and are not subject to the



approval of any other parties. In the event of nonpayment of the account within thirty (30) days from the date of each invoice, the client agrees to pay a late charge of 1 ½% per month on the unpaid balance until such account is paid in full.

If the account remains delinquent for more than forty-five (45) days, Geotechnical Consulting & Testing, Inc. shall have the right to cease all further work on the project by giving written notice to the client. If the account is delinquent and the delinquent account is placed in the hands of our attorney for collection, the client agrees to waive the benefit of all exemptions as to the delinquent account and further agrees to pay all expenses incurred in collecting the same, including without limitation a reasonable attorney's fee and all court cost. All field reports, laboratory test reports, field notes, compaction reports and certifications shall remain property of GC&T if the account is delinquent and/or the account in the hands of our attorney.

This agreement may be terminated with or without cause by either party on ten (10) day written notice. This provision or any other provisions of this agreement shall not be construed to relieve the client of an obligation to pay GC&T for all work performed through the effective date of termination. This agreement and the special and general conditions noted herein constitute the entire agreement and understanding between the two parties named herein.

ACCEPTED AND AUTHORIZED TO PROCEED,
Bowman Consulting Group (Client)

_____ DATE _____
Mr. Roy Waugh, P.E. (Authorized Agent of Client)

ACCEPTED BY
GC&T


_____ DATE 3-31-15
Mark Hood, P.E., Vice President



