

**BOARD OF SUPERVISORS  
FINANCE/GOVERNMENT OPERATIONS AND  
ECONOMIC DEVELOPMENT COMMITTEE  
ACTION ITEM**

**SUBJECT:** **AWARD AUTHORITY INCREASE/Roadway and Civil Design Services for the Russell Branch Parkway**

**ELECTION DISTRICT:** Broad Run

**CRITICAL ACTION DATE:** April 12, 2016

**STAFF CONTACTS:** Joe Kroboth, Transportation and Capital Infrastructure  
Melissa Tello, Transportation and Capital Infrastructure  
Mike Angel, Finance and Procurement

**PURPOSE:** To increase the award authority for the Roadway and Civil Design Services for the Russell Branch Parkway contract with Rinker Design Associates, PC (RDA) by \$123,045 for a new estimated amount of \$668,053.

**RECOMMENDATION:** **Staff** recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to increase the authority for the Roadway and Civil Design Services for the Russell Branch Parkway contract with Rinker Design Associates, PC by \$123,045 for a new estimated amount of \$668,053. **Staff** further recommends that the FGOEDC recommend to the Board of Supervisors that staff be authorized to execute a budget adjustment to transfer \$400,000 from the Capital Improvement Program (CIP) Contingency to the Russell Branch Parkway capital project account for the above stated purpose.

---

**BACKGROUND:** On April 4, 2008 Request for Proposal No. QQ-01413 was issued for Roadway and Civil Design Services for the Russell Branch Parkway. Twelve (12) proposals were received on May 22, 2008 and evaluated by a Proposal Analysis Group (PAG) composed of County and VDOT staff. Based on the evaluations of the proposals submitted, the PAG decided to interview two (2) firms and award the contract to Rinker Design Associates (RDA) in the estimated amount of \$339,110. Two change order were processed under staff authority for \$158,773 and \$1,475 respectively, increasing the contract amount to \$499,358. A subsequent design change for \$45,650 was issued for the design of a driveway and design of turn lanes for BF Saul and the Community Church. An award authority increase was approved by the Board for this change on February 20, 2013 for a revised contract amount of \$545,008. A change order

was processed on August 4, 2014 for field services and base mapping under staff authority for \$5,420.

**ISSUES:** The construction of the Russell Branch Parkway began in April 2015 and is currently at 65% complete. The general contractor, William A. Hazel, has been awarded additional contract time due to approved changes during construction and weather delays. A total of 93 days have been approved based on critical path impact for the project revising the completion date to July 6, 2016 as of this report. This includes additional time for resubmission of the box culvert design during the submittal phase at the beginning of construction which was required due to a change in VDOT standards from the time of original project design. Based on the extended construction contract time, extended construction administration services from RDA are required. Additionally, RDA services for street acceptance are required and those services were not included in their original scope of work. The increase in award authority is required to fully deliver the project through construction and the street acceptance process with the Virginia Department of Transportation (VDOT).

Two (2) Potential Change Orders (PCO's) are pending final approval in association with this award authority increase. The first PCO provides for additional construction administration services by RDA for an extended construction contract duration. Construction began in April 2015 and was planned for 365 calendar days. Based on approved construction change orders including time extensions to the general contractor for weather delays, the construction contract time has been extended by 93 days. RDA's construction administration services are required to extend accordingly and the cost for that change is \$48,260.

The second associated PCO, for \$69,365, is for additional professional services from RDA to support the street acceptance process upon completion of construction. This effort was not included in RDA's original scope of work and includes coordination to compile the documentation required for street acceptance by the Loudoun County Facility Standards Manual (FSM) and VDOT.

Construction is currently planned for completion in Summer 2016. Based on these two PCO's, supplemental funding will be required for additional anticipated construction phase changes. These changes include additional services for 3<sup>rd</sup> party testing and inspections for the extended construction contract time and funding for actual construction contract changes for the box culvert, additional undercut and drainage requirements based on field conditions. Staff is requesting \$400,000 from the CIP Contingency account to cover these costs and to provide the necessary contingency for the remainder of the construction contract duration.

**FISCAL IMPACT:** The budget for the Russell Branch Parkway project totals \$6,012,373.93. This funding consists of \$250,000 in local tax funding, \$2,364,381.93 in local gasoline tax funding, and \$3,397,992 in cash proffers. To date, \$5,806,068.95 has been spent or encumbered on easement acquisition, design and construction, leaving a remaining balance of \$206,304.98. While this balance is sufficient to award the additional design services requested, this would leave a remaining balance of only \$83,259.98.

Sufficient funding exists in the CIP Contingency for the requested \$400,000 in supplemental funding. The transfer of \$400,000 will leave a remaining balance of \$3,287,745 in the CIP Contingency account.

**ALTERNATIVES:**

1. Recommend to the Board of Supervisors that the Purchasing Agent be authorized to award the award authority increase for the Roadway and Civil Design Services for the Russell Branch Parkway contract award to Rinker Design Associates, PC By \$123,045 for a new estimate amount of \$668,053.
2. Recommend the Board of Supervisors authorize staff to execute a budget adjustment in the amount of \$400,000 from the CIP Contingency to the Russell Branch Parkway capital project account.
3. Do not recommend the award authority and direct staff on how to proceed.
4. Do not recommend the supplemental funding and direct staff on how to proceed.

**DRAFT MOTIONS:**

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award the award authority increase for the Roadway and Civil Design Services for the Russell Branch Parkway contract award to Rinker Design Associates, PC By \$123,045 for a new estimate amount of \$668,053.

AND

I further move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that staff be authorized to execute a budget adjustment to transfer \$400,000 from the CIP Contingency to the Russell Branch Parkway capital project account.

OR

2. I move and alternate motion.