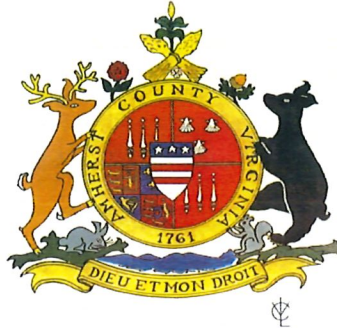


**Board of Supervisors**

L. J. Ayers III, Chair  
District 3  
Kenneth M. Campbell, Vice-Chair  
District 1  
David W. Pugh, Jr., Supervisor  
District 4  
Jennifer R. Moore, Supervisor  
District 5  
Claudia D. Tucker, Supervisor  
District 2



**County Administrator**  
Dean C. Rodgers

**County Attorney**  
Michael W. S. Lockaby

**AMHERST COUNTY BOARD OF SUPERVISORS**  
**MINUTES – January 15, 2019**

AGENDA

January 15, 2019  
Administration Building - 153 Washington Street - Public Meeting Room  
Amherst, Virginia 24521  
Meeting Convened - 7:00 p.m.

- I. Call to Order**
- II. Approval of Agenda**
- III. Invocation and Pledge of Allegiance**
- IV. Citizen Comment**
- V. Consent Agenda**
  - A. Blue Ridge Regional Jail FY18 True-up appropriation
  - B. Minutes – December 4, 2018
- VI. Old Business**
  - A. Landfill Options Analysis
- VII. New Business**
  - A. Commonwealth Attorney Appropriation
  - B. Dodd's Store Convenience Center
- VIII. County Attorney's Report**
- IX. Liaison and Committee Reports**
  - A. Local Government Council, Exec Bd., January 4, 2019
  - B. Regional Jail Board of Directors meeting, January 3, 2019
- X. Departmental Report**
  - A. General fund Availability Report
- XI. Citizen Comment**
- XII. Matters from Members of the Board of Supervisors**

**XIII. Closed Session**

A. A closed session, pursuant to Section 2.2-3711(A)(5) of the Code of Virginia, 1950, as amended, for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, on a property located in District 4.

**XIV. Adjournment**

**MINUTES**

**BOARD OF SUPERVISORS:**

PRESENT: L. J. Ayers III, Chairman                      ABSENT: Kenneth M. Campbell, Vice-Chair  
David W. Pugh, Jr., Supervisor  
Jennifer R. Moore, Supervisor  
Claudia D. Tucker, Supervisor

STAFF PRESENT: County Administrator Dean C. Rodgers  
Deputy County Administrator David R. Proffitt  
County Attorney Michael W. S. Lockaby  
EA Clerk to Board Regina M. Rice

**OTHERS PRESENT:**

**I. Call to Order**

Chairman Ayers called the meeting to order at 7:00 p.m.

**II. Approval of Agenda**

By motion of Supervisor Pugh and with the following vote, the Board amended the Agenda for January 15, 2019 by moving Item VII.A. Commonwealth Attorney Appropriation to Item V. and renumbering it as C.

AYE: Mr. Ayers, Mr. Pugh, Ms. Moore and Ms. Tucker  
NAY: None  
ABSENT: Mr. Campbell  
ABSTAIN: None

**III. Invocation and Pledge of Allegiance**

Chairman Ayers led the Invocation and Pledge of Allegiance.

**IV. Citizen Comment**

There was no public comment.

**V. Consent Agenda**

- A. Blue Ridge Regional Jail FY18 True-up appropriation
- B. Minutes – December 4, 2018

By motion of Supervisor Tucker and with the following vote, the Board approved the Consent Agenda.

AYE: Mr. Ayers, Mr. Pugh, Ms. Moore and Ms. Tucker  
NAY: None  
ABSENT: Mr. Campbell  
ABSTAIN: None

**VI. Old Business**

**A. Landfill Options Analysis**

Deputy County Administrator David Proffitt presented his report for the Board to consider additional analysis for County waste disposal options and funding. **(See Attachment A)**

Mr. Proffitt explained the options were presented to the Board by Ms. Lynn Klappich, Engineer for Draper-Aden on June 5, 2018 and September 4, 2018. A Town Hall meeting was held on October 2, 2018 to receive public comments.

Mr. Proffitt explained that Phase 1 updates all information the County has accumulated in 2018. Phase 2 is to consider two transfer station options that would either use County-owned property on Riverview Road or utilize a private transfer station to be located in Appomattox County.

Mr. Proffitt advised that Draper-Aden would have a proposal to present at the first Board meeting in March, and said the cost would not exceed \$16,600 for the Phase 1 and 2 study.

Supervisor Pugh questioned spending \$16,600 for an additional study and believed that the County did not need to build a transfer station. He was in favor of scrapping the Phase 1 and 2 study and wait to see if the proposed transfer station in Appomattox County materialized.

The Board discussed several options that included depositing waste at the proposed Appomattox County location or continuing to deposit trash at the landfill for 18-24 months and make preparations for closure of Cell 1.

There was a discussion about the use of bond money borrowed for closure of the landfill and the possibility of using that money for other solid waste disposal options.

Finance Director Wilkes advised that tax exempt bonds require the County to spend the money in less than 24 months. If the money was not spent, it would affect the County's bond rating.

Supervisor Pugh asked if the County could use the bond proceeds to build the Dodd's Store convenience center.

Chairman Ayers said he agreed with Supervisor Pugh and wanted to look into using this money for the cost of building the Dodd's Store Convenience Center.

Supervisor Tucker commented that the County should know in the next 60 days if the Appomattox County transfer station location is approved. Chairman Ayers and Supervisor Pugh both agreed to wait for 60 days.

It was the consensus of the Board to wait 60 days to see if a private transfer station would be built in Appomattox County before considering building a transfer station at the County's landfill or at the Riverview Road site.

**VII. New Business**

**A. ~~Commonwealth Attorney Appropriation~~**

**B. Dodd's Store Convenience Center**

**BOOK 36**

MINUTES – January 15, 2019

P a g e | 652

Deputy County Administrator David Proffitt presented his report asking the Board to select a construction contractor for the Dodd's Store Convenience Center, and to ask for additional funds needed to complete that construction.

Mr. Proffitt advised the lowest construction bidder was Best Grading, Inc. at \$423,102.00. He said there were additional items including utilities, equipment and building costs that were not included in the construction bid. The additional funding required has been estimated as \$121,715.

Supervisor Tucker said the estimates for the convenience center have moved dramatically several times and she had an issue with this.

Supervisor Pugh said he understood the initial cost was \$423,000 but now the cost to the County would be \$695,000, which was very embarrassing and disappointing.

Supervisor Tucker said the County is committed to this project, however, future processes must be changed.

Chairman Ayers agreed and said this project has far exceeded the initial cost.

Mr. Rodgers advised that Draper-Aden provided the initial figure in writing, however, came back a second time and included items that were not in the construction bid.

By motion of Supervisor Tucker and with the following vote, the Board approved the selection of Best Grading Inc. to construct the Dodd's Store Convenience Center and that an additional \$121,715.00 be appropriated from a source yet to be determined.

AYE: Mr. Ayers, Mr. Pugh, Ms. Moore and Ms. Tucker  
NAY: None  
ABSENT: Mr. Campbell  
ABSTAIN: None

**VIII. County Attorney's Report**

County Attorney Lockaby advised his office has filed a claim regarding the care of a gentleman's cremation and disposal of his remains without family or finances. The Sheriff and County Administration, as required by state law, are taking care of the cremation and disposal of his remains.

Mr. Lockaby advised there may be a delay in the SCS contract that will need several approvals from federal agencies that are not open because of the government shutdown.

Mr. Lockaby said he is working with Building Official Nate Young regarding spot blight as well as collection of money on several issues that the County has filed liens.

**IX. Liaison and Committee Reports**

- A. Local Government Council, Exec Bd., January 4, 2019
- B. Regional Jail Board of Directors meeting, January 3, 2019

For Board information only.

**X. Departmental Report**

- A. General fund Availability Report

The Board is receiving a monthly report.

**XI. Citizen Comment**

Mr. Bill Peters of Amherst, Virginia addressed the Board regarding Draper-Aden and a lack of confidence with this firm. He said it was the most confusing “quagmire” regarding the construction of the Dodd’s Store Convenience Center.

Mr. Rodgers commented that Draper-Aden was an excellent engineering firm, and the County has relied on Ms. Klappich of Draper-Aden for analysis. However, he said the civil engineering section of Draper-Aden used for the construction estimate of the convenience center appeared to be unreliable projecting costs.

Mr. Rodgers said that the County will continue to rely on Draper-Aden for analysis only.

**XII. Matters from Members of the Board of Supervisors**

Supervisor Tucker had no matter to discuss.

Supervisor Moore had no matter to discuss.

Supervisor Pugh had no matter to discuss.

Chairman Ayers had no matter to discuss.

**XIII. Closed Session**

A. A closed session, pursuant to Section 2.2-3711(A)(5) of the Code of Virginia, 1950, as amended, for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, on a property located in District 4.

Supervisor Tucker moved that the Amherst County Board of Supervisors convene in closed a closed session, pursuant to Section 2.2-3711(A)(5) of the Code of Virginia, 1950, as amended, for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, on a property located in District 4.

AYE:	Mr. Ayers, Mr. Pugh, Ms. Moore and Ms. Tucker
NAY:	None
ABSENT:	Mr. Campbell
ABSTAIN:	None

Supervisor Pugh motioned to come out of closed session and was approved with the following vote:

AYE:	Mr. Ayers, Mr. Pugh, Ms. Moore and Ms. Tucker
NAY:	None
ABSENT:	Mr. Campbell
ABSTAIN:	None

**CERTIFICATION OF CLOSED MEETING**

Supervisor Tucker moved that the Amherst County Board of Supervisors certify by a recorded vote that, to the best of each Board member’s knowledge, only public business matters lawfully


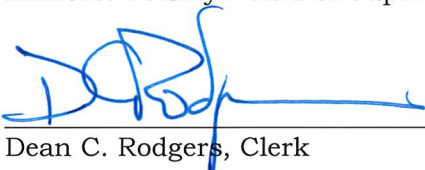
exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed, or considered in the closed session.

Mr. Ayers	AYE
Mr. Pugh	AYE
Mr. Campbell	ABSENT
Ms. Moore	AYE
Ms. Tucker	AYE

**XIV. Adjournment**

By motion of Supervisor Tucker and with the following vote, the Board adjourned at 8:11p.m.

AYE:	Mr. Ayers, Mr. Pugh, Ms. Moore and Ms. Tucker
NAY:	None
ABSENT:	Mr. Campbell
ABSTAIN:	None


L. J. Ayers III, Chairman
Amherst County Board of Supervisors

Dean C. Rodgers, Clerk



2206 South Main Street  
Blacksburg, Virginia 24060  
540.552.0444  
www.daa.com

January 14, 2019

Mr. David Proffitt, Assistant County Administrator  
Amherst County  
P.O. Box 390  
Amherst VA 24521

**RE: Proposal for Engineering Services  
Amherst County Option Evaluation – Additional Services  
Evaluation of collection sites and additional transfer operations  
Draper Aden Associates Proposal No. B05176-109B**

Dear Mr. Proffitt:

On behalf of Draper Aden Associates, thank you for allowing us the opportunity to present our proposal for professional engineering services for provision of additional services related to the option evaluation provided by Draper Aden Associates in 2018. The services required were listed in a scope of services provided by Amherst County on Friday, January 4, 2019. The work will be completed in accordance with the Master Agreement between Draper Aden Associates and Amherst County dated June 21, 2017.

## **I. PROJECT DESCRIPTION**

Since early 2018, Amherst County and Draper Aden Associates have been involved in an analysis of the County's various disposal options, the outcome of which could significantly impact the future of your solid waste management program. A final report prepared by Draper Aden Associates, dated May 15, 2018 was presented to the Board of Supervisors on June 5, 2018 at which time the Board requested additional information. Another meeting was held with the Board of Supervisors on September 4, 2018, followed by a public meeting held on October 2, 2018 at which meeting input was taken by the Board from citizens in regards to various disposal options. After this meeting, the Board has continued to explore its options internally and with various outside entities.

Based on our discussions to date including our meeting with County Waste of Virginia (CWV) on November 28, 2018, it is likely that the County will move from its landfill operation (with construction of the next cell scheduled for 2019), to some kind of transfer operation, which could become operational in 2 – 3 years if constructed by the County. However, additional options are under consideration given the opportunities recently presented by CWV relative to its future plans for operations in Central Virginia. Of key importance and interest to the County is the potential construction of a CWV transfer station in Concord, Virginia stated by CWV to be constructed and operational within one year.

As we know, the challenge to the County at this time, is the usage of a loan which was previously obtained by the County for the construction of the next landfill cell. This loan is approximately \$4.0M and previous discussions on options have indicated that it could fund not only the construction of a transfer station at the Kentmoor Farm site but also closure of Cell 1 of the landfill.

In the course of follow up conversations with the County and CWV, the County has determined that another option for the loan might be to construct new or to improve existing convenience centers with consideration of transport of the waste to the proposed CWV transfer station or to Region 2000. The subject of this proposal and the requested services relate to this new option.

## **II. SCOPE OF SERVICES**

On Friday, January 4, 2019, the County provided Draper Aden Associates with a scope of services for the additional evaluation. Later that day, we had a discussion that helped clarify the scope provided. Below is our Scope of Work based on the information provided by the County:

### **Phase 1 - Verification of Assumptions from Previous Evaluation**

Under this phase, Draper Aden Associates will revisit the assumptions and information provided in the report entitled, "Amherst County – Disposal Option Evaluation," dated May 15, 2018 and follow up information provided to the Board of Supervisors at various meetings. Specifically we will consider:

- **Task 1** - Update of information as may be appropriate for continued operation, by the County of its existing landfill. For the evaluation, it is assumed that this facility would receive residential and commercial waste for disposal at the landfill, with disposal and handling of household hazardous materials, recyclables, green waste, etc. to continue at the existing landfill location. This will require discussions with the Public Works Director and/or Finance Director to determine if personnel, equipment, or material cost assumptions have changed since the original report. Given that the County is involved in budget preparations for FY 2020, this is an appropriate time for these discussions.

Part of this evaluation, to support activities under Phase 2, will require determination of costs associated directly with the wood waste handling, metals recycling and other peripheral activities at the landfill that may be continued even if the landfill is closed. This was not considered in the previous evaluation as either facility under consideration, e.g. landfill or transfer station were to be located at Kentmoor Farm Road and would have supported these operations with existing personnel and equipment. Under options below, the transfer operation may be located elsewhere and hence additional costs may be incurred to handle these materials.



Importantly, given the discussion with CWV and the probable transfer station at Concord, Virginia, it is appropriate for this option to be evaluated in light of the potential loss of a significant portion of the CWV tonnage. The County can provide us with this tonnage.

- **Task 2** - Update information as may be appropriate for closure of the County's landfill. This could include timing of closure given the current landfill operations, potential loss of CWV waste in the next year or so, and configuration. While major changes in the cost for closure of the landfill are not anticipated it is appropriate to reconsider construction costs based on the current market.
- **Task 3** - Update information as may be appropriate for development of a transfer station as located in the previous evaluation. For the evaluation, it is assumed that this facility would receive residential and commercial waste for transport outside of the County, with disposal and handling of household hazardous materials, recyclables, green waste, etc. to continue at the existing landfill location.

Information to be re-evaluated would be infrastructure construction costs, transport and disposal costs to a landfill outside of the County, and operation of the transfer station. Operations of the transfer station will require discussion with the Public Works Director and/or Finance Director on personnel, equipment and materials. It is not anticipated that significant changes in costs will occur; however the CWV – Green Ridge Recycling and Disposal Facility in Cumberland County will be considered as an alternate disposal site.

For this evaluation, no change in the design of the facility is considered, i.e. the facility will continue to be considered as a top-load non-mechanical operation. In addition, no improvements to Kentmoor Farm Road will be considered as this was not part of the previous discussion.

Importantly, given the discussion with CWV and the probable transfer station at Concord, Virginia, it is appropriate for this option to be evaluated in light of the potential loss of a significant portion of the CWV tonnage. The County can provide us with this tonnage.

At the end of this phase a memorandum summarizing our findings will be provided. Two meetings with the County are included under this Phase. This Phase will be billed on an hourly not to exceed basis.

## **Phase 2 – Evaluation of Alternate Transfer Options**

Under this phase, Draper Aden Associates will consider the newer options discussed after our meeting with CWV on November 28, 2018. Specifically at that meeting new ideas that were discussed included the following:

- Construction of a transfer station at Riverview Road site (Permit 216) including use of a mechanical load system.
- Direct haul from the County's convenience centers to the probable transfer station at Concord, Virginia without the construction of a transfer station.
- Development of several additional convenience centers to replace the older container sites.

Below is the list of requested services relative to this as provided by the County on January 4, 2019.

- **Task 1** - Closure of the County's landfill and development of a transfer station at its Riverview Road (Permit 216) site. For the evaluation, it is assumed that this facility would receive residential and commercial waste for transport outside of the County, with disposal and handling of household hazardous materials, recyclables, green waste, etc. to continue at the existing landfill location. On November 19, 2018, the County was provided with a detailed conceptual analysis of the construction of a top load, non-mechanical transfer station. The analysis included a comparison of the capital costs of this option against the facility at Kentmoor Farm Road.

Under this task, Draper Aden Associates will utilize the capital costs for the facility as provided in November 2018 and expand the evaluation to include cost for operation, transport, hauling and continued operations at the existing Kentmoor Farm Road site for green waste, metals recycling and other operations as requested by the County. The County must provide information on these operations.

Importantly, given the discussion with CWV and the probable transfer station at Concord, Virginia, it is appropriate for this option to be evaluated in light of the potential loss of a significant portion of the CWV tonnage. The County can provide us with this tonnage.

In addition, based on our discussion with CWV, we will provide an alternate design considering a slab on grade, mechanical operation as described by CWV. As I have indicated, I have been in communication with Marathon Equipment and they have some alternate ideas to the Blok-Pak described by CWV. This operation will be considered on the eastern side of the pipeline. We will provide the capital cost for the operation including equipment for comparison purposes.

It should be noted that since this site was used for waste disposal and since there is limited information on the actual location of the disposal areas, this site is a high risk for potential issues with the subsurface conditions.

- **Task 2** – Utilization by the County of the proposed CWV transfer station in Concord, Virginia as described by CWV with disposal and handling of household hazardous materials, recyclables, green waste, etc. to continue at the existing landfill location. Under this option, the County would only be responsible for costs associated with use of the CWV transfer station for waste collected from the County's convenience centers and other County owned or

operated facilities (e.g. schools). All other waste generated by others including but not limited to the Town of Amherst, commercial and business sector and other CWV collections would be handled directly by the waste generator, which could include use of the CWV facility, Region 2000, or other transfer or disposal facility. Costs for the other generators would not be addressed under this task.

To evaluate this option, the discussion will center around the cost to transport waste to the proposed Concord transfer station, and around the tipping fee quoted by CWV at our meeting i.e. \$50/ton. This fee includes the operation by CWV of the transfer station, and all hauling and disposal costs. The County incurs limited liability through the use of this facility with actual liability defined by contract.

Convenience center collection and transport costs will be provided by the County on either a per mile or per ton basis. It should be noted that some assumptions will be needed for estimation of tonnage and therefor hauls from any new facilities. The County will assist with these estimates.

Currently, Draper Aden Associates has a copy of the contract between Botetourt County and CWV for the operation of a future transfer station in Botetourt County. (This is public information.) Assumptions included in this contract relative to annual CPI index increases and other items will be considered under this option as they may impact the County's future costs.

At the end of this phase a memorandum summarizing our findings will be provided. Two meetings with the County are included under this Phase. This Phase will be billed on an hourly not to exceed basis.

### **Phase 3 – Evaluation of Collection System Improvements**

In consideration of required improvements to the County's collection system and the removal of the last remaining in-ground sites from further usage as required by CWV, the County would like to consider various collection system improvements. Draper Aden Associates has been requested to provide analysis and cost estimates for several solid waste collection system improvements. Based on our discussion, the County would like to provide "complete" conceptual costs to include conceptual capital construction costs, equipment costs and operations. Equipment costs for compactors, roll off boxes, and attendant shed will be provided by the appropriate vendors. Operations costs to include personnel, utilities, maintenance and hauling must be provided by the County and can be based on the operations at existing facilities.

It is our understanding that any new site or generic site should consider one-compactor and two recycling bins (Similar to the recently designed collection center). It is assumed that bulky waste will be taken directly to the landfill if operational, transfer station if constructed or collection center at the landfill if designed appropriately for receipt of bulky waste.

The following scope of services will be based on using readily, available information and observations during one site visit.

**Task 1** – Draper Aden Associates will prepare up to two concept designs, and refine one option, based on County comments, for a staffed convenience center on property purchased by the County adjacent to its current Boxwood Farm Road site. We will develop an opinion of probable project cost for the chosen concept, which will include capital construction costs, equipment and operations. It is our understanding that the County has purchased this property and that a home had once set on this site but burned. The County has indicated that a well and potential septic system may be available. Task will be billed on a lump sum/% complete basis.

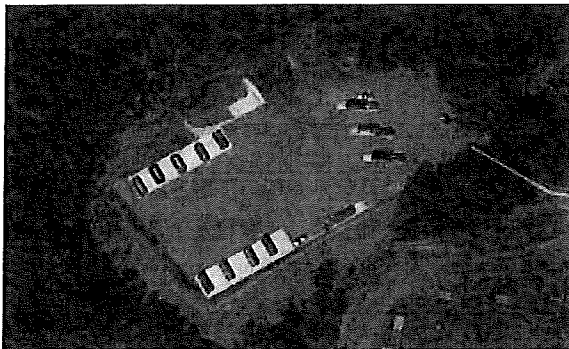
**Task 2** – Draper Aden Associates will meet with the County to discuss and consider alternatives for the concept plan for a staffed convenience center at the current Kentmoor Farm Road landfill property submitted to the County on December 20, 2017. Based on your input, we will revise the concept plan and develop an opinion of probable project cost for the refined concept, which will include capital construction costs, equipment and operations. Task will be billed on a lump sum basis/% complete basis.

**Task 3** – Draper Aden Associates will provide a generic sketch plan and order of magnitude opinion of probable project costs for a hypothetical staffed convenience placed at an unknown location at which land could be obtained. For this concept the County advised us to assume the site is flat. The generic sketch plan and order of magnitude estimate will also assume the following conditions.

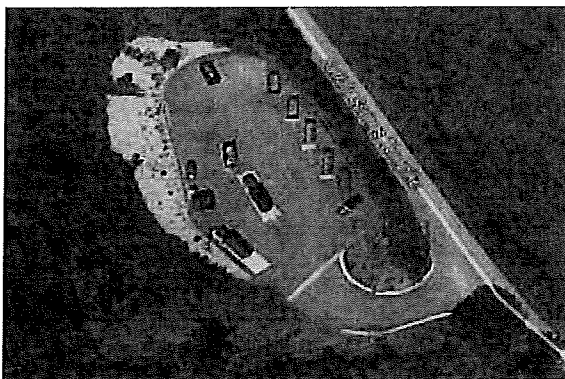
1. Site distance is adequate.
2. A convenience center is allowable under current zoning.
3. Turning lanes are not required.
4. One compactor and two recycling roll-offs will be installed.
5. 3-phase power is available or alternate equipment will be used.
6. Subsurface conditions are suitable.
7. Future site is not in a flood plain nor have wetlands present.
8. Minimal earthwork will be needed to provide positive drainage.
9. Total land disturbance area will be less than one acre.
10. Relocation of existing infrastructure (utilities and roadways) will not be required.

The order of magnitude estimates provided will be generic in nature and will not be suitable for budgeting, as actual costs can be greatly affected by specific site conditions and location, and permitting requirements. This should be considered as a baseline only. Task will be billed on a lump sum/% complete basis.

**Task 4** – Draper Aden Associates will prepare one concept design for each site, and refine each option, based on County comments, for upgrades at the existing Coolwell (580 Coolwell Road, Amherst VA) and Pedlar Convenience Center (4102 Buffalo Springs Turnpike, Elon, VA) sites, to include an additional compactor operation at each. We will develop an opinion of probable project cost for the chosen concept, which will include capital construction costs, equipment and operations. Below are aerial photos from Google maps indicating the “current” condition of the site. While there appears to be sufficient space at Coolwell for an expansion, the Pedlar site may pose a significant challenge. Task will be billed on a lump sum/% complete basis.



Coolwell Site – Google Maps



Pedlar Convenience Center – Google Maps

**Task 5**– Draper Aden Associates will prepare up to two concept designs, and refine one option, based on County comments, for a staffed convenience center on the County’s Riverview Road property (Permit 216) with consideration of future expansion as a transfer station (mechanical load option only). We will develop an opinion of probable project cost for the chosen concept, which will include capital construction costs, equipment and operations. Fee will be evaluated after Phase 2 is completed.

At the end of this phase, Draper Aden Associates will prepare a letter report including the concept plans and a summary of our findings and recommendations. We will provide this letter as a draft in PDF format

for your review and comment. Based on your comments, we will finalize the report and deliver a PDF and one hard copy to the County. We will attend two meetings with the County as part of this phase.

#### **Phase 4 – Presentations and Meetings with County and Board of Supervisors**

At this time, we are assuming that two meetings with County staff are included under each phase above. However, it is probable that several meetings with the Board of Supervisors may also be required. Previous meetings with the Board have included the preparation of a PowerPoint, attendance at the meeting and some follow-up. Under this Phase we are provided a fee on a per meeting basis for meetings other than those include in the phases above.

### **III. ASSUMPTIONS**

Assumptions for the evaluations for Phases 1 and 2 will remain similar to those outlined in the report dated May 15, 2018, Section 1.3, Pages 6 and 7.

Assumptions for the evaluation for Phase 3 include the following:

- Work will be based on VGIN or other topographic information which is NOT suitable for final design but can be used for the conceptual and generic evaluations. The County will be responsible for providing information on any utilities at the site(s) as may be required.
- Analysis and/or evaluation of off-site utility, stormwater management, roadway, and other improvements are not included in this scope of services. Improvements to adjacent roadways are not included in this proposal.
- Assumptions relative to utility or E&S requirements will be generic only as specific information on each site is not available for our use.
- For the evaluations, the utilities that may need to be addressed include sanitary sewer, storm sewer, potable water, and electricity. The County will be responsible for providing information on any utilities at the site(s) as may be required.
- The concept design provided conceptual only and not suitable for construction. The concept plans and estimates will be prepared without benefit of, and not limited to, topographic surveys, site distance evaluations, environmental review, and geotechnical information. They are suitable for planning purposes and contain a 20% contingency.
- Operational costs will be provided by the County.
- Equipment costs will be provided by the appropriate Vendor.
- Construction costs will be based on best available data from VDOT bid tabulations and other sources All electronic information, data, and documents provided to us from any party will be in a format suitable for direct use by Draper Aden Associates and will not require any significant reformatting or conversion. We are not responsible for the accuracy of information provided to us by the County for use on this project.
- If the scope of the project is revised by any party after acceptance of this proposal, we reserve the right to re-negotiate our schedule and fee accordingly.

- Any additional out-of-town travel or meetings authorized by your office will be invoiced on a time and materials basis in addition to the fee presented herein.

#### **IV. DELIVERABLES**

Deliverables have been indicated under each task above.

#### **V. SCHEDULE**

The County has indicated that it would like to have this information for Phases 1 and 2 for presentation to the Board of Supervisors at their March 5, 2019 meeting with a potential follow up meeting on March 19, 2019. The schedule for Phase 3 will be determined after Phases 1 and 2 are completed.

#### **VI. FEES**

The County has requested that the fees be broken out so that they can determine the work that can be supported under their existing budget. The following table summarizes the fees as requested:

<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>FEE</b>
Phase 1	Verification of assumptions from previous report	\$8,500
Phase 2	Evaluation of alternate transfer options	\$8,100
Phase 3	Evaluation of collection system improvements	Per task as requested
Task 1	Boxwood Farm Road	\$5,700
Task 2	Kentmoor Farm Road	\$5,200
Task 3	Hypothetical site	\$5,300
Task 4	Improvements to Coolwell and Pedlar	\$4,300
Task 5	Riverview Road	\$5,800
Phase 4	BOS meetings	\$1,200

#### **VII. SUPPLEMENTAL SERVICES**

If necessary or requested, we can provide the following supplemental services in addition to those outlined above, including, but not limited to, the following:

- Assistance with RFPs or negotiations with third party solid waste providers.
- Presentation graphics and/or attendance or presentations at meetings, beyond what is included above.

- Additional topographic, boundary, easement, or right-of-way and utility surveys, beyond what is included above, and preparation of easement plats.
- Subsurface utility engineering.
- Site electrical, lighting, data, and communication system design; irrigation system design.
- Structural design, including any site retaining walls above three feet in height.
- Environmental services and/or geotechnical services.
- Traffic studies.
- Floodplain studies and/or permitting
- Capacity analysis of existing utility systems.
- Analysis of or design of upgrades, extensions, or relocations to existing off-site utilities or off-site road improvements.
- Bid and construction phase services, including but not limited to, inspection services, construction quality assurance/quality control, special inspections, materials testing, field survey and stake out, etc.
- Preparation of record drawings and as-built surveys, including a stormwater management facility as-built certification report. Please note the stormwater management certification report is a requirement by the Virginia Stormwater Management Program; we will provide a fee once the stormwater management facility(ies) are selected for this project.

## **VIII. LIMITATIONS**

Conceptual designs and costs are based on available information and are not construction documents or opinions of probable construction costs. They are for planning and comparison purposes only.

Draper Aden Associates conceptual costs are made on the basis of Engineer's experience and qualifications as well as information provided by others. Our costs represent our best judgment given the information available for the evaluations. However, we have no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, we cannot and do not guarantee that final designs, or bid costs will not vary from the conceptual designs or estimates provided for this work.

Our scope sets forth our understanding of the work which was used for development of our fees. Any additional services requested can be undertaken on a time and material basis or negotiated lump sum fee based on your requirements in addition to the fees outlined herein. If any additional services should become necessary or desirable, a Request for Additional Services will be submitted.

On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal for engineering services. If this proposal meets with your approval, please sign the Authorization to Proceed below and return it to us. Please keep a copy of the proposal for your records.

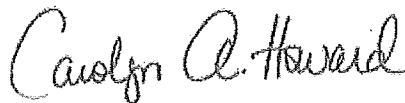


Mr. David Proffitt, Assistant County Administrator  
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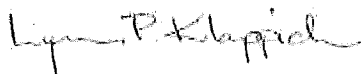
We look forward to working with you on this project. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,

**Draper Aden Associates**



Carolyn A. Howard, P.E.,  
Vice President



Lynn P. Klappich, CSI, CCCA  
WRE Program manager

Attachments: None

cc: Mr. Dean Rodgers, County Administrator  
Mr. Keith Stevens, County Public Works Director  
Mr. Don Marickovich, P.E., DAA

**AUTHORIZATION TO PROCEED**

**Proposal for Engineer Services  
AMHERST COUNTY – OPTIONS EVALUATION – ADDITIONAL SERVICES  
Draper Aden Associates Proposal No. B051760109B**

I/We agree and accept Draper Aden Associates' proposal to provide the above described services. Please check below those Phases being authorized:

- ☐ Phase 1 – Verification of Assumptions from Previous Evaluations
- ☐ Phase 2 – Evaluation of Alternate Transfer Options
- ☐ Phase 3 – Evaluation of Collection System Improvements

We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Draper Aden Associates will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

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Printed Name

Title

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Signature

Date