

**TOWN OF HERNDON, VIRGINIA
WORK SESSION AGENDA
HERNDON POLICE DEPARTMENT – COMMUNITY ROOM
397 HERNDON PARKWAY
September 20, 2022
7:00 PM**

CALL TO ORDER

1. Roll Call & Determination of Quorum

GENERAL

2. Resolution 22-G-56, to accept the State of the Town Report, Fiscal Year 2022
3. Resolution 22-G-57, to award contract IFB #22-10, Center Street Water Main Replacement
4. Resolution 22-G-58, to award contract IFB #22-11, Sugarland Run South Stream Restoration
5. Resolution 22-G-59, to award Contract #D-22-02, Stormwater Management Program Services
6. Ordinance 22-O-21, to approve and authorize the Mayor to sign a second lease amendment between the Town and TWC Association Management, Inc. to amend rent and to extend the expiration date to December 31, 2023 for office space and parking spaces located at 397 Herndon Parkway

DISCUSSION

7. Town preparation for opening of Metro

ROUNDTABLE



STAFF REPORT

Town Council
September 20, 2022

Title:

Resolution- to award contract IFB #B-22-10, Center Street Watermain Replacement

Staff Contact:

John Irish, Deputy Director of Public Works
(phone) 703-435-6853
(e-mail) john.irish@herndon-va.gov

Background:

The project includes the construction of approximately 1,600 linear feet of new 16-inch diameter ductile iron watermain, and associated valves, fire hydrants, fire hydrant connections to water mains, and connections to the existing water system. The work shall be performed on Center Street from Nash Street to the intersection of Center Street and Locust Street.

On July 22, 2022, contract IFB #B-22-10, Center Street Watermain Replacement, was advertised on eVA, the state procurement site. On August 29, 2022, bid opening was held and the following bids were received:

Contractor	Bid
Sagres Construction Corporation	\$1,335,000.00
Crown Construction Services	\$1,407,816.00
A&M Concrete Corporation	\$1,469,490.00
Flippo Construction Co., Inc.	\$1,932,900.00
Anchor Construction Corporation	\$4,032,561.00

The apparent lowest bidder, Sagres Construction Corporation, has been found to be responsive and responsible.

Fiscal Impact:

Funds to support this contract are available in the Capital Project Account number 002-0888-480020. Staff recommends a contingency in the amount of \$267,000.00, which is approximately 20% of the contract amount, to be authorized.

Staff Recommendation:

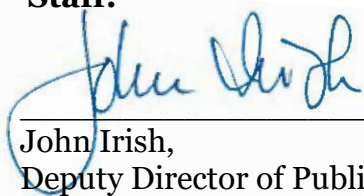
Staff recommends that the Town Council of the Town of Herndon, Virginia:

1. Award contract IFB #B-22-10, Center Street Watermain Replacement, to Sagres Construction Corporation for \$1,335,000.00.
2. Authorize a contingency of \$267,000.00.
3. Authorize the Town Manager's designee to approve contract modifications (change orders) that increase project scope and costs, utilizing the project contingency.

Attachment:

Draft Resolution

Staff:



John Irish,
Deputy Director of Public Works

TOWN OF HERNDON, VIRGINIA

RESOLUTION

SEPTEMBER 27, 2022

Resolution- to award contract IFB #B-22-10, Center Street Watermain Replacement.

WHEREAS, the Center Street Watermain Replacement is in the Capital Improvement Program; and

WHEREAS, Contract #B-22-10, Center Street Watermain Replacement, was advertised on July 22, 2022; and

WHEREAS, five (5) bids were received and opened on August 29, 2022; and

WHEREAS, the bid submitted by Sagres Construction Corporation in the amount of \$1,335,000.00 was found to be the lowest responsive and responsible bid; and

WHEREAS, it is staff's recommendation to award the contract to the lowest responsive and responsible bidder, Sagres Construction Corporation; and

WHEREAS, staff recommends in addition to the contract that a contingency of \$267,000.00, which is approximately 20 percent of the bid, be authorized; and

WHEREAS, funds to support this contract are available in the Capital Projects Account **002-0888-480020**; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby awards Contract #B-22-10, Center Street Watermain Replacement, to Sagres Construction Corporation, in the amount of \$1,335,000.00.

BE IT FURTHER RESOLVED that the Town Council of the Town of Herndon, Virginia hereby authorizes a contingency of \$267,000.00.

BE IT FURTHER RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby authorizes the Town Manager's designee to approve contract modifications (change orders) that increase project scope and costs, utilizing the project contingency.



STAFF REPORT

**Town Council
September 20, 2022**

Title:

Resolution, to award contract IFB #B-22-11, Sugarland South Stream Restoration

Staff Contact:

John Irish, Deputy Director of Public Works
(phone) 703-435-6853
(e-mail) john.irish@herndon-va.gov

Background:

Construction of approximately 1,100 linear feet of stream restoration in the Sugarland Run Stream, as well as 250 linear feet of three side intermittent tributaries within Town of Herndon property. Stream restoration will include but are not limited to constructed riffles, rock cross vanes, rock toe revetments, plunge pools and rock outfall channels.

On July 22, 2022, contract IFB #B-22-11, Sugarland South Stream Restoration, was advertised on eVA, the state procurement site. On September 9, 2022, bid opening was held and the following bids were received:

Contractor	Bid
Geomorphic Restoration	\$698,155.17
KBS Earthworks, Inc.	\$964,209.68
Bright Construction Group	\$1,157,157.00
Triangle Contracting, LLC	\$1,197,539.50
AP Construction, LLC	\$1,235,872.75
Environmental Quality Resource	\$1,240,465.00
Shamrock Environmental Corp.	\$1,318,581.32
HGS, LLC	\$1,432,348.00
KM Contracting, LLC	\$1,594,990.00
Sagres Construction Corporation	\$2,380,000.00
Avon Corporation	\$2,481,000.00

The lowest bidder, Geomorphic Restoration, was found to be non-responsive due to the fact that the bid was missing an acknowledgment of Addendum #4, and a Licensed Virginia Contractor Class and Number. The next lowest bidder, KBS Earthworks, Inc., has been found to be responsive and responsible.

Fiscal Impact:

Funds to support this contract in the amount of \$964,209.68 are available in the Capital Project Account number 015-0880-491710. Staff recommends a contingency in the amount of \$193,000.00, which is approximately 20% of the contract amount, to be authorized.

Staff Recommendation:

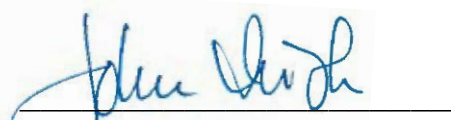
Staff recommends that the Town Council of the Town of Herndon, Virginia:

1. Award contract IFB #B-22-11, Sugarland South Stream Restoration, to KBS Earthworks, Inc., the lowest responsible and responsible bidder for \$964,209.68.
2. Authorize a contingency of \$193,000.00.
3. Authorize the Town Manager's designee to approve contract modifications (change orders) that increase project scope and costs, utilizing the project contingency.

Attachment:

Draft Resolution

Staff:



John Irish,
Deputy Director of Public Works

TOWN OF HERNDON, VIRGINIA

RESOLUTION

SEPTEMBER 27, 2022

Resolution- to award contract IFB #B-22-11, Sugarland South Stream Restoration.

WHEREAS, the Sugarland South Stream Restoration is in the Capital Improvement Program; and

WHEREAS, Contract #B-22-11, Sugarland South Stream Restoration, was advertised on July 22, 2022; and

WHEREAS, eleven (11) bids were received and opened on September 9, 2022and

WHEREAS, the bid submitted by KBS Earthworks, Inc. in the amount of \$964,209.68 was found to be the lowest responsive and responsible bid; and

WHEREAS, it is the staff's recommendation to award the contract to the lowest responsive and responsible bidder, KBS Earthworks, Inc.; and

WHEREAS, staff recommends in addition to the contract that a contingency of \$193,000.00, which is approximately 20 percent of the bid, be authorized; and

WHEREAS, funds to support this contract are available in the Capital Projects Account 015-0880-491710; and

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby awards Contract #B-22-11, Sugarland South Stream Restoration, to KBS Earthworks, Inc., in the amount of \$964,209.68.

BE IT FURTHER RESOLVED that the Town Council of the Town of Herndon, Virginia hereby authorizes a contingency of \$193,000.00.

BE IT FURTHER RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby authorizes the Town Manager's designee to approve contract modifications (change orders) that increase project scope and costs, utilizing the project contingency.

STAFF REPORT

Town Council
September 20, 2022

Title:

Resolution- to award Contract #D-22-02, Stormwater Management Program Services.

Staff Contact:

John Irish, Deputy Director of Public Works
(phone) 703-435-6853
(e-mail) john.irish@herndon-va.gov

Background:

On June 6, 2022, the Town issued a Request for Proposal for a Stormwater Management Program Services contract to support design and engineering efforts required for the Town's Capital Improvement Program (CIP) projects, the Town's annual MS4 report, and other Town Council approved efforts. The intent of the award is to provide the ability to secure engineering services on an "as-needed" contract for discrete work to be performed on a task order basis. This contract is a one (1) year contract that may be extended for four (4) one-year periods. No minimum volume of work is guaranteed.

Initial proposals were received from three firms:

Bowman
Kimley-Horn & Associates, Inc.
Wood, PLC

The evaluation committee selected Wood, PLC and Kimley-Horn & Associates, Inc. as the top-rated firms. Negotiations with Wood, PLC and Kimley-Horn have resulted in favorable hourly rates for the variety of professional and non-professional disciplines and supporting tasks that will be awarded for the assigned work to the amounts indicated:

	Hourly Rates	Hourly Rates
	<u>Wood, PLC</u>	<u>Kimley-Horn & Associates, Inc.</u>
Principal	\$223.55	\$280.00
Project Manager	\$178.22	\$235.00
Senior Engineer	\$172.90	\$185.00
Project Engineer	\$139.19	\$140.00
Junior Engineer	\$98.29	\$115.00
Senior Planner	\$178.12	\$185.00
Project Planner	-	\$140.00
Planner	\$104.67	\$115.00
Senior Environmental Scientist	\$171.90	\$170.00
Project Environmental Scientist	-	\$130.00
Environmental Scientist	\$94.08	\$110.00
GIS Manager	\$162.62	-

Senior GIS Analyst	\$119.79	-
GIS Analyst	\$86.56	-
Administrative	\$80.61	\$100.00

Fiscal Impact:

Funds to support individual Task Orders will be provided from the appropriate Capital Improvement and Stormwater accounts.

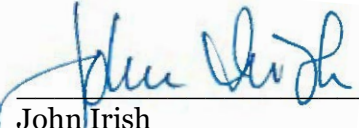
Staff Recommendation:

Staff recommends Town Council award Contract #D-22-02, Stormwater Management Program Services to Wood, PLC and Kimley-Horn & Associates, Inc.

Attachments:

Draft Resolution

Staff:



John Irish
Deputy Director of Public Works

TOWN OF HERNDON, VIRGINIA

RESOLUTION

SEPTEMBER 27, 2022

Resolution- to award Contract #D-22-02, Stormwater Management Program Services.

WHEREAS, general engineering services are required for Capital Improvement Program (CIP) projects; and

WHEREAS, stormwater management program services task order consultants have been determined to be a cost effective and efficient means in completing task requirements in support of the execution of the Town's MS4 Program, the Stormwater Management Program and other Town Council approved efforts; and

WHEREAS, RFP #D-22-02 was advertised on June 6, 2022 and clearly identified the nature of the intended services; and

WHEREAS, on June 28, 2022, the Town received three proposals from stormwater services firms; and

WHEREAS, the evaluation committee selected Wood, PLC and Kimley-Horn & Associates, Inc. as the best qualified to provide stormwater management program services for town projects; and

WHEREAS, negotiations with both firms have resulted in favorable hourly rates and unit costs for the variety of professional and non-professional disciplines and supporting tasks that will be required for the assigned work as follows:

	Hourly Rates	Hourly Rates
	<u>Wood, PLC</u>	<u>Kimley-Horn & Associates, Inc.</u>
Principal	\$223.55	\$280.00
Project Manager	\$178.22	\$235.00
Senior Engineer	\$172.90	\$185.00
Project Engineer	\$139.19	\$140.00
Junior Engineer	\$98.29	\$115.00
Senior Planner	\$178.12	\$185.00
Project Planner	-	\$140.00
Planner	\$104.67	\$115.00
Senior Environmental Scientist	\$171.90	\$170.00
Project Environmental Scientist	-	\$130.00
Environmental Scientist	\$94.08	\$110.00
GIS Manager	\$162.62	
Senior GIS Analyst	\$119.79	

GIS Analyst	\$86.56	-
Administrative	\$80.61	\$100.00; and

WHEREAS, funds to support individual Task Orders will be provided from the appropriate Capital Improvement and Stormwater accounts.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Herndon, Virginia, hereby awards Contract #D-22-02, Stormwater Management Services, to Wood, PLC and Kimley-Horn & Associates, Inc. at the negotiated hourly and unit rates, and hereby authorizes the Mayor to sign the contract.

STAFF REPORT

Town Council
September 20, 2022

Title:

Ordinance, to approve and authorize the Mayor to sign a second lease amendment between the Town and TWC Association Management, Inc. to amend rent and to extend the expiration date to December 31, 2023 for office space and parking spaces located at 397 Herndon Parkway.

Staff Contact:

Scott Robinson, Director of Public Works
(703) 787-7388
scott.robinson@herndon-va.gov

Lesa J. Yeatts, Town Attorney
(703) 787-7370
lesa.yeatts@herndon-va.gov

Description:

The Ordinance for consideration approves a Second Lease Amendment with TWC Association Management, Inc. for rental of office space in the Town's building located at 397 Herndon Parkway. This business is a residential property management firm.

The current leased area is 5,439 square feet (sq. ft.) of proprietary office space and eighteen unreserved parking spaces with an annual base rental rate of \$21.38 per sq. ft., which is equivalent to \$9,692.60 per month in rent. The current lease term expires on December 31, 2022.

This second amendment extends the lease term for an additional one (1) year from January 1, 2023, through December 31, 2023. The lease amendment includes an option for two (2) additional 1-year renewals. Rent will be \$9,065.00 per month (\$20.00/sq.ft. annually). If TWC chooses to exercise the renewal option, they will pay rent escalated at 3% over the then current base rental amount and escalates 3% per annum.

Fiscal Impact:

Rental income from TWC Association Management, Inc. for the extended lease term from January 1, 2023, to December 31, 2023 is \$108,780.00.

Staff Recommendation:

The Mayor and Town Council approve the attached Ordinance as proposed.

Attachments:

1. Ordinance
2. Second Lease Amendment

Prepared and Approved by:



Scott Robinson, Director of Public Works



Lesa J. Yeatts, Town Attorney

TOWN OF HERNDON, VIRGINIA

ORDINANCE

SEPTEMBER 27, 2022

Ordinance- to approve and authorize the Mayor to sign a second lease amendment between the Town and TWC Association Management, Inc. to amend rent and to extend the expiration date to December 31, 2023 for office space and parking spaces located at 397 Herndon Parkway.

BE IT ORDAINED by the Town Council of the Town of Herndon, Virginia that:

1. The Town Council approves this Second Lease Amendment dated August 1, 2022. This instrument amends the original Lease Agreement dated July 25, 2011, as amended by the First Lease Amendment dated July 11, 2017.
2. This instrument amends the rent for 5,439 square feet of proprietary office space and eighteen unreserved parking spaces to be \$9,065.00 per month (\$20.00/sq. ft. annually) effective on January 1, 2023.
3. This instrument extends the lease for an additional period of 1 year commencing on January 1, 2023, and expiring on December 31, 2023, with an option for two (2) 1-year renewals at the end of the extended lease term. If exercising the renewal option, the tenant will pay escalated rent of 3% over the then base rental amount and escalates 3% per annum.
4. The lease amendment may contain any other terms consistent with this ordinance agreed to by the Mayor and the Town Manager.
5. The Mayor is authorized to sign and deliver this lease amendment on such form as approved by the Town Attorney and any other instrument necessary or convenient to evidence, amend, or extend this lease, consistent with this ordinance.
6. This ordinance shall be effective on and after the date of its adoption.

SECOND LEASE AMENDMENT

This second lease amendment dated August 1, 2022 between the Town of Herndon, Virginia ("Landlord") and TWC Association Management, Inc., a Virginia corporation ("Tenant").

PROVIDES

In consideration of the rent paid to Landlord and the leased space provided to Tenant, the parties agree that:

1. Effective January 1, 2023, the lease dated July 25, 2011, as amended by the Lease Amendment dated July 11, 2017, is amended and confirmed, with necessary changes. Effective January 1, 2023 the rent shall be \$9,065.00 per month (\$20.00/s.f.).
2. The lease is extended for an additional period of 1 year commencing January 1, 2023, and expiring on December 31, 2023.
3. The Tenant shall have two (2) 1 year renewal options at the end of the extended lease term and shall give Landlord at least 6 months notice of its intent to exercise such renewal. The terms of such renewal are that Tenant will pay rent escalated at 3% over the then current Base Rental amount and escalates 3% per annum.
4. Landlord will continue to retain the current security deposit of \$8,611.75 as security payment for the Base Rent and additional rent, if any.
5. In all other respects the lease dated July 25, 2011, is confirmed.

TOWN OF HERNDON, VIRGINIA

ATTEST:

by: _____
Sheila A. Olem
Mayor

Town Clerk

TWC ASSOCIATION MANAGEMENT, INC.

by: 
Kim Hendon
Vice President

APPROVED AS TO FORM:

Lesa J. Yeatts
Town Attorney