

**A G E N D A**

**JAMES CITY COUNTY BOARD OF SUPERVISORS**

**READING FILE**

**May 8, 2007**

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**FOR YOUR INFORMATION**

1. Thomas Nelson Community College Historic Triangle Campus – Warhill Site Clearing/Grubbing Agreement
2. Thomas Nelson Community College Historic Triangle Campus – Warhill Site Wetlands Mitigation Agreement

050807readfile.age



# VIRGINIA COMMUNITY COLLEGE SYSTEM

James Monroe Building • 101 North Fourteenth Street • Richmond, Virginia 23219

FACILITIES MANAGEMENT SERVICES, 16<sup>TH</sup> FLOOR  
PHONE: (804)819-4920, FAX: (804)819-4762

## LETTER OF TRANSMITTAL

**DATE/** 12/20/2006

**ATTN/** Stephanie Ahrendt

**TO/** JCC Purchasing  
P.O. BOX 8784  
Williamsburg, VA 23187

**RE/** Thomas Nelson Community College  
Historic Triangle: Wetlands Mitigation  
260-17454

**WE TRANSMIT:**

- Overnight
- Ground Shipping
- Postal Mail
- Pickup
- Interagency Mail

**THE FOLLOWING:**

- Correspondence
- Contract Documents
- Drawings and Specifications
- Change Orders/Project Orders
- Other

<i>Copies</i>	<i>Item#</i>	<i>Description</i>
1		Executed Standard Agreement

### COMMENTS

One fully executed original of the TNCC HT Campus-Warhill Site Clearing/Grubbing Agreement is attached for your files. Please feel free to contact me if you have any questions.

I thank you.

**FROM/** Will Johnson (804)819-4912, wjohnson@vccs.edu  
**COPY TO/**

**SIGNED**

01-04-07 P12:03 TX

**COMMONWEALTH OF VIRGINIA  
STANDARD AGREEMENT**

Contract Number: 260-16837-01  
PARKING SPACE FUNDING SUPPLEMENT, CLEARING/GRUBBING AND EROSION  
AND SEDIMENT CONTROL

This contract entered into this 1<sup>st</sup> day of December, 2006 between James City County, General Services Department, 113 Tewning Road, Williamsburg, VA hereinafter called the "County" and Commonwealth of Virginia, State Board For Community Colleges, Virginia Community College System, 101 North 14<sup>th</sup> Street, Richmond, Virginia 23219 hereinafter called the "Purchasing Agency or Owner".

WITNESSETH that the County and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

That the County, with supplemental local trust and agency funding from the Purchasing Agency, shall provide to the Purchasing Agency services to construct 50 parking spaces, to ensure construction of a total of 750 parking spaces per the Declaration of Restrictive Covenants and Agreements between James City County and the State Board for Community Colleges, executed July 14, 2006.

In addition, the County shall provide to the Purchasing Agency services to provide clearing and grubbing and erosion and sediment control measures for the Thomas Nelson Community College's Historic Triangle building site of 4.3 acres on the Warhill Tract property in James City County, scheduled for acquisition by gift from James City County to the State Board for Community Colleges in association with the following project:

- Thomas Nelson Community College,  
Construct Historic Triangle Campus, Project Code 260-16837

**SCOPE OF PARKING SPACES:** The Purchasing Agency agrees to provide supplemental funding for all work necessary to construct the 50 parking spaces (total 750 to include ADA spaces). In consideration for said services, the Purchasing Agency shall pay to James City County, a lump sum amount of \$60,000, per the James City County proposal dated November 28, 2006, upon substantial completion and acceptance of work by the Purchasing Agency.

**SCOPE OF CLEARING AND GRUBBING and ROUGH GRADING SERVICES:** The County shall provide the Basic Services included in Proposal received from James City County to the Purchasing Agency, dated November 28, 2006 for the lump sum amount of \$98,557.40 to provide all work necessary to clear, grub, and rough grade the 4.3 acre project site per engineering plans prepared by AES Consulting Engineers, under separate contract with the Purchasing Agency. Lump sum payment for clearing, grubbing and rough grading services, is due upon substantial completion and acceptance of work by the Purchasing Agency. Acceptance of work shall not be unreasonably withheld by the Purchasing Agency.

**PERIOD OF PERFORMANCE:** From December 01, 2006 and no later than June 1, 2007.

The contract documents shall consist of:

(1) This signed form;

(2) The County's memorandum of scope of services dated November 28 2006.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

JAMES CITY COUNTY:

By: *Sam B. Warner*

Title: COUNTY ADMINISTRATOR

PURCHASING AGENCY:

By: *Edward O. Watson*

Title: Edward O. Watson, PE  
Assoc. Vice Chancellor, Facilities Services

*Mut 12/15/06*

*WJ*

APPROVED AS TO FORM

*Law P. Rogers*  
COUNTY ATTORNEY



## PURCHASING

101-F MOUNTS BAY ROAD, SUITE 300, WILLIAMSBURG, VIRGINIA 23185  
(757) 253-6646

FAX: (757) 253-6753

November 28, 2006

William M. Johnson  
Capital Outlay Assistant Director  
Facilities Management Services  
Virginia Community College System  
James Monroe Building, 16th Floor  
101 N. 14th Street  
Richmond, VA 23219

Re: TNCC Warhill Tract— Parking Space Supplement, Clearing/Grubbing and  
Erosion & Sediment Control

Dear Mr. Johnson:

Please accept this correspondence as James City County's proposal letter for the following services to be performed at the TNCC Warhill Tract.

**SCOPE OF PARKING SPACE SUPPLEMENT:** James City County shall provide all work necessary to provide 50 parking spaces within the site development scope to ensure construction of a total of 750 parking spaces, including handicapped parking spaces. Lump Sum: \$60,000

**SCOPE OF CLEARING/GRUBBING and ROUGH GRADING SERVICES:** James City County shall provide all work necessary to clear, grub, and rough grade the 4.3 acre project site per engineering plans prepared by AES Consulting Engineers, under separate contractual arrangement with the State Board for Community Colleges. Lump Sum: \$98,557.40

A copy of the line item costs for the clearing/grubbing and erosion & sediment control services to be performed by Curtis Contracting is included for your reference.

Please contact me at (757) 253-6649 or [stephaniea@james-city.va.us](mailto:stephaniea@james-city.va.us) if you require any additional information about this transaction for the reimbursement agreement between VCCS and James City County.

Sincerely,

Stephanie Ahrendt, CPPO, C.P.M., VCO  
Purchasing/Management Services Director

WARHILL PPEA CONT

PAGE: 1

CONTRACT ID : TNCC - EARLY S  
 ORDER NO.

DATE NOVEMBER  
 REVISED

SCHEDULE OF ITEMS

CONTRACTOR : CURTIS CONTRACTING, INC.

MC	LINE	ITEM SPEC NUMBER	ITEM DESCRIPTION	APP QTY.	UNIT PRICE		BID TOTAL
				UNITS	DOLLARS	CTS	DOLLARS
COMMON ITEMS							
	0		MOBILIZATION	1			
				LS	306.890		306.890
	0		PERMITS / BCNDS	1			
				LS	75.990		75.990
	0		INSPECTION - QC/QA	1			
				LS	154.930		154.930
	0		SURVEY AND LAYOUT	1			
				LS	3,618.760		3,618.760
	0		CONSTRUCTION ENTRANCES - 2 LARGE	1			
				LS	2,448.870		2,448.870
	0		CLEARING AND GRUBBING	5			
				AC	7,500.000		37,500.000
	0		TEMPORARY SEDIMENT TRAP N o. 1	114			
				CY	17.810		2,030.340
	0		TEMP. SEDIMENT BASIN EXCA VATION NO. 1	976			
				CY	10.470		10,218.720
	0		SED. BASIN STRUCTURE	1			
				EA	3,103.380		3,103.380
	0		TEMP. SILT FENCE	644			
				LF	2.880		1,854.720
	0		SUPER SILT FENCE	159			
				LF	8.040		1,278.360

A = PRICE ADJUSTMENT ITEM    M = MAJOR ITEM    S = SPECIALTY ITEM  
 F = FUEL ADJUSTMENT ITEM    P = PLAN QUANTITY

TNCC ALLOCATION

WARHILL PPEA CONT

PAGE: 2

CONTRACT ID : TNCC - EARLY S  
ORDER NO.

DATE NOVEMBER  
REVISED

SCHEDULE OF ITEMS

CONTRACTOR : CURTIS CONTRACTING, INC.

0	TREE PROTECTION	1180		
		LF	2.330	2,749.400
0	ROCK CHECK DAMS	1		
		EA	1,556.960	1,556.960
0	SAFETY FENCE	192		
		LF	2.340	449.280
0	DUST CONTROL	10		
		HR	62.110	621.100
0	DOMESTIC WATER SERVICE 8" TAP	1		
		LS	4,437.070	4,437.070
0	INLET PROTECTION	1		
		EA	184.470	184.470
0	TEMPORARY SEEDING	5		
		AC	2,899.690	14,498.450
0	EC-2 FABRIC	650		
		SY	3.120	2,028.000
0	TOPSOIL PLACEMENT 4" DEP TH	91		
		CY	36.160	3,290.560
0	SEDIMENT BASIN BAFFLE	26		
		LF	68.640	1,784.640
0	CLASS I RIPRAP	33		
		TON	110.730	3,654.090
0	REMOVE EXIST CURB	23		
		LF	21.140	486.220

A = PRICE ADJUSTMENT ITEM    M = MAJOR ITEM    S = SPECIALTY ITEM  
F = FUEL ADJUSTMENT ITEM    P = PLAN QUANTITY

WARHILL PPEA CONT  
CONTRACT ID : TNCC - EARLY S  
ORDER NO.

PAGE: 3

DATE NOVEMBER  
REVISED

SCHEDULE OF ITEMS

CONTRACTOR : CURTIS CONTRACTING, INC.

0	CG-6 CURB AND GUTTER	13		
		LF	17.400	226.200
TOTAL ITEMS IN SECTION 0001				98,557.400
TOTAL BID				98,557.400





# VIRGINIA COMMUNITY COLLEGE SYSTEM

James Monroe Building • 101 North Fourteenth Street • Richmond, Virginia 23219

FACILITIES MANAGEMENT SERVICES, 16<sup>TH</sup> FLOOR

PHONE: (804)819-4920, FAX: (804)819-4762

## LETTER OF TRANSMITTAL

DATE/ 12/07/06

ATTN/ Stephanie Ahrendt

TO/ JCC Purchasing  
P.O. BOX 8784  
Williamsburg, VA 23187

RE/ Thomas Nelson Community College  
Historic Triangle: Wetlands Mitigation  
260-17454

**WE TRANSMIT:**

- Overnight
- Ground Shipping
- Postal Mail
- Pickup
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**THE FOLLOWING:**

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- Other

<i>Copies</i>	<i>Item#</i>	<i>Description</i>
1		Executed Standard Agreement

### COMMENTS

One fully executed original of the Wetlands Mitigation Agreement is attached for your files. Please feel free to contact me if you have any questions.

I thank you.

FROM/ Will Johnson (804)819-4912, wjohnson@vccs.edu

COPY TO/

SIGNED

12-11-06 A10:13 IN

**COMMONWEALTH OF VIRGINIA  
STANDARD AGREEMENT**

Contract Number: 260-17454  
WARHILL TRACT WETLANDS MITIGATION

This contract entered into this 2<sup>nd</sup> day of November, 2006 between James City County. General Services Department, 113 Tewing Road, Williamsburg, VA hereinafter called the "County" and Commonwealth of Virginia, State Board For Community Colleges, Virginia Community College System, 101 North 14<sup>th</sup> Street, Richmond, Virginia 23219 hereinafter called the "Purchasing Agency or Owner".

WITNESSETH that the County and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

That the County shall provide to the Purchasing Agency services to mitigate identified wetlands, 0.38 acres, more or less, on the Warhill Tract property in James City County, schedule for acquisition by gift from James City County to the State Board for Community Colleges in association with the following project: for the following project.

- Thomas Nelson Community College,  
Construct Historic Triangle Campus, Project Code 260-16837

SCOPE OF CONTRACT: The Contractor shall provide the Basic Services included in Proposal received from James City County to the Purchasing Agency, dated 11/07 2006 for the lump sum amount of \$89,400. Payment is due upon completion of mitigation efforts to the mutual satisfaction of James City County and the Virginia Community College System.

PERIOD OF PERFORMANCE: From Date of Award through final completion.

The contract documents shall consist of:

- (1) This signed form;
- (2) The County's memorandum of scope of services dated November 7, 2006.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

JAMES CITY COUNTY:

By: Sanford B. Wanner  
Title: Sanford B. Wanner  
County Administrator

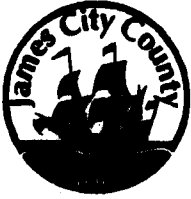
PURCHASING AGENCY:

By: Edward O. Watson  
Title: Edward O. Watson, PE  
Assoc. Vice Chancellor, Facilities Services

MCH 12/1/06

APPROVED AS TO FORM

Franklin  
COUNTY ATTORNEY



## PURCHASING

101-F MOUNTS BAY ROAD, SUITE 300, WILLIAMSBURG, VIRGINIA 23185  
(757) 253-6646

FAX: (757) 253-6753

November 7, 2006

William M. Johnson  
Capital Outlay Assistant Director  
Facilities Management Services  
Virginia Community College System  
James Monroe Building, 16th Floor  
101 N. 14th Street  
Richmond, VA 23219

Re: TNCC Warhill Tract—Environmental and Cultural Resources Services

Dear Mr. Johnson:

Please accept this correspondence as James City County's proposal letter for wetlands mitigation and related environmental and cultural resource services performed by Timmons Engineering at the TNCC Warhill Tract.

A copy of the James City County purchase order issued to Timmons and the Timmons Scope of Services is included for your reference.

Please contact me at (757) 253-6649 or [stephaniea@james-city.va.us](mailto:stephaniea@james-city.va.us) if you require any additional information about this transaction for the reimbursement agreement between VCCS and James City County.

Sincerely,

Stephanie Ahrendt, CPPO, C.P.M., VCO  
Purchasing/Management Services Director

**PURCHASE ORDER**  
**COUNTY OF JAMES CITY, VIRGINIA**

Purchase Order No: 270174

Vendor No: 26312

**TIMMONS ENGINEERING**  
 1001 BOULDERS PKWY  
 SUITE 300  
 RICHMOND VA 23225

Date;	25-Sep-2006	PO # must appear on all invoices and packages	
Fund	Activity	Exp Code	Amount
013	045	1100	\$89,400.00

**ORIGINAL PURCHASE ORDER**  
**PREVIOUSLY FAXED**  
**\*\* DO NOT DUPLICATE \*\***

Ship To: WARHILL SPORTS COMPLEX

**SUBMIT INVOICES IN TRIPLICATE**

To  
 JAMES CITY COUNTY  
 ACCOUNTING OFFICE  
 PO BOX 8784  
 WILLIAMSBURG, VIRGINIA 23187-8784

Item	Description of Articles or Services	Quantity	Unit	Unit Price	Amount
<b>PO FOR STATE SHARE OF ENVIRONMENTAL AND CULTURAL RESOURCES ENGINEERING SERVICES FOR TNCC SITE AT WARHILL</b>					
1	ENVIRONMENTAL PERMITTING: ENVIRONMENTAL SERVICES (VWP)	1	EA	\$35,000.00	\$35,000.00
2	COMPENSATORY MITIGATION COST	1	EA	\$49,400.00	\$49,400.00
3	PROJECT MANAGEMENT COST	1	EA	\$5,000.00	\$5,000.00
				<b>Total</b>	<b>\$89,400.00</b>

**Delivery Date:**

\*\*\*\* The conditions of this order may not be modified by any verbal understanding\*\*\*\*

This PO subject to James City County's General Terms and Conditions.

Copies are available upon request or at:  
[www.james-city.va.us/resources/fms/div\\_fms\\_purchasing.html](http://www.james-city.va.us/resources/fms/div_fms_purchasing.html)  
 Point of contact Purchasing 757-253-6646

**NOTE: Vendor Shall Provide Materials Safety Data Sheets and Extra Labels With Materials When Shipped**

*9/25/06 to*  
*Dist to: AP*  
*See Sperry*  
*Steve Hoch*  
*J. Ahrendt (hand copy)*

Certified As To Availability of Funds	Date	Initialed (Director)	Authorized Signature
<i>Approved attached</i>	<i>9/25/06</i>		<i>[Signature]</i> 9/25/06

**FEE PROPOSAL FOR  
ENVIRONMENTAL and CULTURAL RESOURCES SERVICES  
THOMAS NELSON COMMUNITY COLLEGE - WARHILL TRACT SITE  
JAMES CITY COUNTY, VIRGINIA**

**SCOPE OF SERVICES - STATE**

**I. ENVIRONMENTAL PERMITTING**

**A. Virginia Water Protection Permit**

1. Prepare and submit a Joint Permit Application (JPA) for a Virginia Water Protection (VWP) Permit 1 to the Virginia Department of Environmental Quality (DEQ) to obtain authorization for jurisdictional impacts to the isolated wetland on the TNCC Warhill Tract Site.
2. Provide a narrative description detailing the purpose and need for the project to justify the proposed jurisdictional area impacts.
3. Compile a detailed wetland impacts summary under the proposed plan in an effort to demonstrate avoidance and minimization or impact justification.
4. Provide required drawings depicting the proposed impacts in relation to the site development.
5. Reply to Requests for Additional Information posed by DEQ as a result of the permit application.
6. Provide an analysis of mitigation alternatives sufficient to satisfy the compensatory mitigation requirements commensurate with the permit.
7. Negotiate issuance of the permit from DEQ.
8. Submit Fee Form and Fee of \$600 required for the permit being requested.
9. Negotiate compensatory mitigation with DEQ and provide payment for agreed upon mitigation.
10. Provide permit compliance services associated with the requested permit including construction monitoring and reporting, flagging of non-impacted wetland areas within 50 feet of impact areas and coordination with DEQ.

<b>ENVIRONMENTAL SERVICES FEE*</b>	<b>\$ 35,000.00</b>
<b>COMPENSATORY MITIGATION COST**</b>	<b>\$ 49,400.00</b>

\* This fee proposal is based on the assumption that impacts to wetlands will be between one-tenth and one-half of an acre and that DEQ will issue a VWP-1. In the event that any of the above conditions change, this scope of services and fee proposal will need to be revisited.

\*\* The compensatory mitigation estimate is based on the following information:

Current survey mapping provided to Timmons Group from others indicates 0.38 acres of isolated wetlands confirmed by the U.S. Army Corps of Engineers (COE) COE #04-R3274 within the development footprint of the proposed improvements. Compensatory mitigation will be achieved through purchase of wetland credits at an approved private wetland mitigation bank. Mitigation for the proposed impacts will be on a 2:1 basis (as required by the permit), resulting in 0.76 credits required for purchase. Private wetland mitigation banks are market driven, and fluctuate with respect to credit availability and costs. Current price ranges for wetland credits range from \$55,000 to \$75,000 per credit. Compensatory mitigation cost basis is as follows (0.76 x \$65,000 = \$49,400.00)

**FEE SUMMARY**

<b>I. Environmental Permitting</b>	
A. Environmental Services (VWP)	\$ 35,000.00
B. Compensatory Mitigation Cost	\$ 49,400.00
<b>II. Project Management</b>	<b>\$5,000.00</b>
<b>TOTAL</b>	<b><u>\$ 89,400.00</u></b>

*Handwritten notes:*  
 etc to P.A. 9/25/06