



COUNTY OF LOUISA

MEMORANDUM

TO: The Honorable Members of the Board of Supervisors

FROM: Sam Massie, Purchasing Coordinator
James Smith, Parks, Recreation & Tourism Director

CC: Christian Goodwin, County Administrator

DATE: August 28, 2023

RE: A Resolution to Approve and Award a Contract for Professional Services Related to Synthetic Turf Fields Installation

I. Background:

a. Project Description

The County of Louisa and Louisa County Public Schools are issuing this Request for Proposal (“RFP”) to solicit sealed proposals from qualified Offerors to establish a contract through competitive negotiations for the professional planning, design, permitting and construction administration services to assist the County with implementation of two synthetic turf multipurpose fields, as well as parking and access to those fields.

b. Need

The County of Louisa and Louisa County Public Schools are soliciting proposals for the creation of two synthetic turf multipurpose fields on the middle school/high school campus.

In addition to site improvements, there is a solar electricity generation project that will be constructed near the field site. The Field project will need to be coordinated with the solar project as the interconnection between switch gear will run through the proposed parking lot.

A topographic survey and geotechnical investigation have already been completed and will be provided to the successful vendor.

A. Schematic Design

- a. The successful vendor will prepare a set of schematic development plans consisting of the following:
 - i. Title Sheet
 - ii. Existing Conditions Plans
 - iii. Site Demolitions Plan
 - iv. Site Layout Plan
 - v. Schematic Grading Plan
 - vi. Schematic Stormwater Management Plan
- b. The successful vendor will prepare a Basis of Design Narrative for the Schematic Submission.
- c. The successful vendor will prepare a schematic level professional opinion of probable construction costs.
- d. The schematic design will be submitted to the client for review.
- e. One design meeting will be conducted during this phase to review the schematic plans and obtain comments and answer any questions.

B. Design Development

- a. The successful vendor will prepare a set of design development plans consisting of the following:
 - i. Title Sheet
 - ii. Existing Conditions Plan
 - iii. Demolitions Plan
 - iv. Site Layout Plan
 - v. Site Grading Plan
 - vi. Stormwater Management Plan
 - vii. Erosion and Sediment Control Plans
 - viii. Site Details
 - ix. Site Electrical Plan
 - x. Photometric Plan for Sports Lighting
- b. The successful vendor will prepare a Basis of Design Narrative for the Design Development Submission.
- c. The successful vendor will prepare draft technical specifications for CSI Division 1-33.
- d. The successful vendor will prepare a design development level of professional opinion of probable construction cost.
- e. The design development package will be submitted to the client for review.
- f. One design meeting will be conducted during this phase to review the design development plans and answer any questions.

C. Permitting

- a. The successful vendor will advance the design development documents to permit level documents for review and approval by the County of Louisa. The successful vendor will coordinate the site plan review process with County review agencies.
- b. Upon approval of the Erosion and Sediment control plans by, the successful vendor will prepare a Stormwater Pollution Prevention Plan as part of coverage under the general permit for a construction activity.

D. Construction Documents

- a. The successful vendor will advance the design development documents and permit documents to construction level drawings.
- b. The successful vendor will prepare a final project manual for the project which will include the technical specifications (CSI Divisions 1-33).
- c. The successful vendor will hold a final review meeting with the client to review the documents prior to releasing the bid.

E. Bidding and Construction Administration

- a. The construction portion of this project will be not an open bid. The County of Louisa intends to use cooperative purchasing agreements for material purchase and construction.
- b. During construction, the successful vendor will provide construction administration services as follows:
 - i. Review all submittals required by the technical specifications.
 - ii. Review of contractor generated requests for information.
 - iii. Periodic site visits during construction.
 - iv. Final punch list generation and follow up
 - v. Review of final certification documents
 - vi. Professional certification for constructed stormwater management BMPs
- c. As mentioned above, the successful vendor will conduct periodic site visits during the construction to review contractor progress and installation of the project stormwater management systems.

c. Project Budget

Funds for such services are included in the various GL #'s.

d. Request for Proposals

On August 9, 2023, the County issued a Request for Proposals inviting qualified firms to submit proposals professional planning, design, permitting and construction administration services to assist the County with implementation of two synthetic turf multipurpose fields, as well as parking and access to those fields, which will be awarded to the firm who they determine most closely satisfies the needs of the County of Louisa.

- e. The Selection Committee consisted of Sam Massie, Purchasing Coordinator, Chris Coon, Deputy County Administrator, James Smith, Parks, Recreation & Tourism Director and Todd Weidow, LCPS Maintenance Director.

II. Current Situation:

a. Proposals/Bids

Two (2) proposals were received by the closing date of August 25, 2022.

- CHA Consulting, Inc.
- GordonUS, LLC

1 Woolfolk Avenue • Post Office Box 160 • Louisa, Virginia 23093
(540) 967-0401 • (866) 325-4131

b. Short Listed Firms

The selection committee reviewed and evaluated the proposals. Interviews with the following firms were conducted on August 25, 2023 and August 28, 2023:

- CHA Consulting, Inc.
- GordonUS, LLC

c. Selected Firms

After careful consideration, the selection committee determined that CHA Consulting, Inc. would be the most qualified firm to meet the needs of the County of Louisa.

d. Justification

CHA Consulting is already very familiar with Louisa County and this project in particular, and are committed to an expedient timeline. They have also completed several hundred more installation projects like this than GordonUS, LLC, and the localities they provided as examples were more similar to Louisa County.

III. Recommendation

The recommendation is for the Board of Supervisors to approve and award the contract for Professional Services Related to Synthetic Turf Fields Installation to CHA Consulting, Inc. for a period of one year, with no option to renew.