

# Cape Charles Community Trail Construction Award Meeting Notes

September 2, 2009  
11:00 AM

## Items for Discussion

### 1. SWPPP

Heather to mail copies of the application and check to appropriate DCR offices and insert a copy of everything in Appendix A of the SWPPP. Also once received, the permit should be added to Appendix A. Two copies were provided – one to remain with the town, the other is to be given to the contractor when notice to proceed is provided.

### 2. Reimbursement #4 –

Information provided. Heather to submit.

### 3. Low Bidders Cost Estimate / Qualification of Low Bidder

A letter has been mailed to Excel Paving stating that they are the low bidder and requesting that they complete and return the qualification form within 10 days.

### 4. Project Budget / Financial Status

The current available funds for the project are \$797,428. The low bidders estimate for the base bid was \$746,283. Ideally a 5-10% (\$40,000 - \$80,000) contingency is reserved out of the project budget for unanticipated project costs. The suggestions identified below in item #5 will be utilized to reduce the project costs as needed to ensure a 5-10% contingency.

Heather to check to see if the Citizens for Central Park would like to donate some funding for the construction of the fountain.

### 5. Modifications to the plans

The tennis court, basketball court, and playground are to remain in their current location. Below are several items that were discussed to remove and / or add to the project to keep it within the budget amount.

Item to remove

- Removal of 3 benches – will be evaluated. Also discussed if necessary the removal of more benches.
- Removal of 4 trash cans- will be evaluated. Also discussed if necessary the removal of more trash cans.
- Removal / relocation of sidewalks around courts & playground – with the courts remaining in place, the sidewalks in this area will be removed or

relocated and all will be modified, in this area only, to not include the brick edging thereby reducing their cost.

- Removal of aluminum fencing in front of playground – the aluminum fence will terminate at the existing playground fence.
- Reorganization of west side of playground – in order to allow the existing playground to better respond to the proposed trail and north node it was suggested that the west side of the playground be modified slightly (basically relocating the entrance and fence on the west side to create a 90' angle with north and south fence alignment and allow the implementation of both sidewalks from the north node).

#### Bid Alternate items to include

- Fountain – the bid price on the fountain was very reasonable and this would be a good item to add in if possible.
- South node brick plaza and sidewalk connections – with the removal of some of the items above it should be possible to add in the south node brick plaza and sidewalk connections to south Peach St.
- Electric / Lights – if possible, it is also desired to run empty conduits to all light fixture locations and install a few lights. Land Studio will request an estimate for this item once the bidder qualification is complete.

#### 6. Power Pole Relocations

Land Studio will coordinate meeting with A&N to obtain and estimate for the relocation of power poles. Tom, Heather, and Jeb are to be included in that meeting.

#### 7. Next Steps

- Submittal of the SWPPP Application (Heather Arcos)
- Qualification of the low bidder – Excel (Land Studio and Massey Design) letter has been sent
- Meeting with A&N to get estimate of pole relocations (Land Studio and town staff) – contact has been made
- Submit recommendation to VDOT for Approval of Low Bidder (Land Studio and Massey Design)
- Modification of Drawings (Land Studio and Massey Design)
- Meeting with Low Bidder to discuss potential cost saving opportunities and acquire new estimate for project in consideration of the modifications