



2019

PROJECT ADMINISTRATORS HANDBOOK



Introduction

Project Administrator's Handbook

This handbook is a reference guide for those members of Prince William County staff, who are involved in the process of managing and contributing to the completion of Capital Improvement Projects. Its purpose is to provide a ready reference to all project managers to ensure that projects are properly coordinated and that no steps of the process are missed. Its focus is global to meet the needs of the seasoned project administrator as well as the new-comer to the Prince William County way of project administration. The handbook includes details of the steps that are to be followed as staff plans for a project, coordinates with organizations within the County government, involves citizens, and selects and works with designers, engineers, general contractors, and others in the construction process. The handbook is meant to satisfy the needs of all types of projects including roads, buildings, and landscaping and provides some clarification as to the differences in administration between the types of projects.

The handbook consists of four sections. The first section is the Process List. This is a sequential listing of each process used in the overall administration of a Capital project, including areas of commonality between transportation projects and facility construction projects. Section Two provides detailed descriptions of each process. Section Three contains an appendix with a glossary, list of abbreviations, agency structures, external contracts, list of forms, and list of other materials. Section Four is a list of the most recent revisions of each section of the Handbook.

The Handbook is a living document and is subject to frequent updating to keep current with changing budget, purchasing, legal guidance, and construction codes. Users of the manual, noting inconsistencies, should highlight concerns and submit them to the Department of Transportation, Mail Code DS990, (addressed to the Project Administrators Handbook Team) for revision.



Project Administrators Handbook

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Capital Projects Process List

Process	Buildings	Parks	Roads	Section
Project Kick-off				
Kick-off	✓	✓	✓	2.1.1
Planning Commission	✓	✓		2.1.2
Architectural Review Board	✓			2.1.3
Appoint A/E Selection Committee	✓	✓	✓	2.1.4
Design Scope of Work	✓	✓	✓	2.1.5
Request for Proposal (RFP)	✓	✓	✓	2.1.6
Design				
Programming	✓	✓		2.2.1
Public Hearings	✓	✓	✓	2.2.2
Public Information Meeting	✓	✓	✓	2.2.3
Alternative Analysis	✓	✓	✓	2.2.4
Contract Modifications	✓	✓	✓	2.2.5
Design Field Inspection			✓	2.2.6
Schematics	✓			2.2.7
Environmental Impact Studies	✓	✓	✓	2.2.8
Environmental Permitting	✓	✓	✓	2.2.9
Procure Interior Design	✓	✓		2.2.10
Task Order	✓	✓	✓	2.2.11
Interiors	✓	✓		2.2.12
Design Development (Buildings & Parks)	✓	✓		2.2.13
Design Development (Roads)			✓	2.2.14
Site Permitting	✓	✓		2.2.15
Survey	✓	✓	✓	2.2.16
Plat Preparation	✓	✓	✓	2.2.17
Construction Documents	✓	✓	✓	2.2.18
Building Permit Review and Permitting	✓	✓	✓	2.2.19
Invoices	✓	✓	✓	2.2.20
Construction				
Invitation for Bid (IFB)	✓	✓	✓	2.3.1
Change Order	✓	✓	✓	2.3.2
Request for Payment	✓	✓	✓	2.3.3
Draw Downs for Bond or Lease-Funded Projects	✓	✓	✓	2.3.4
Withholding and Releasing Retainage	✓	✓	✓	2.3.5
Withholding and Releasing Retainage (Design-Build)			✓	2.3.5-B
Construction Inspection			✓	2.3.6
Commissioning	✓			2.3.7
Construct (Buildings & Parks)	✓	✓		2.3.8
Construct (Roads)			✓	2.3.9
Punchlist Walk Through (Buildings)	✓	✓		2.3.10
Punchlist Walk Through (Roads)			✓	2.3.11
Construction Information on Social Media	✓	✓	✓	2.3.12
Procure & Install Furniture & Equipment	✓			2.3.13
Procure & Install OIT Data and Telecom Wiring	✓	✓		2.3.14
Internal Forces Road Construction			✓	2.3.15
Design-Build Two Phase Selection RFQ and RFP			✓	2.3.16
Active Construction Projects Lane Shift or Lane Closure Public Notification Process			✓	2.3.17



Capital Projects Process List

Process	Buildings	Parks	Roads	Section
Close-out				
Final Occupancy	✓	✓		2.4.1
Acquire Insurance	✓	✓		2.4.2
Warranty Period	✓	✓		2.4.3
VDOT Street Acceptance			✓	2.4.4
Special Event/Ribbon Cutting	✓	✓	✓	2.4.5
Plat Development	✓	✓		2.4.6
Release of Liens	✓			2.4.7
Accounting Project Close-Out	✓	✓	✓	2.4.8
VDOT Audit			✓	2.4.9
Transition of Operating Budget	✓	✓		2.4.10
Utility Relocation				
Identify Existing Utilities and Conflicts			✓	2.5.1
Negotiate Fee Arrangement			✓	2.5.2
Acquire Easements			✓	2.5.3
Upgrades (Betterments)			✓	2.5.4
Request/Authorize Work			✓	2.5.5
Dispose of Old Material			✓	2.5.6
Relocation of Utilities			✓	2.5.7
Land Acquisition				
Land Acquisition Overview			✓	2.6.1
Title Search			✓	2.6.2
Receive Plat			✓	2.6.3
Secure Appraisal			✓	2.6.4
Make the Offer			✓	2.6.5
Negotiate			✓	2.6.6
Settlement			✓	2.6.7
Condemnation (Quick-Take)			✓	2.6.8
Court Preceding			✓	2.6.9
Project Administration				
Determining Debt Sale Amount and Timing	✓	✓	✓	2.7.1
Bond/Lease Sale	✓	✓	✓	2.7.2
Arbitrage Process	✓	✓	✓	2.7.3
Post-Sale Debt Maintenance	✓	✓	✓	2.7.4
Budget Transfer	✓	✓	✓	2.7.5
Internal Payment for Development Service Fees (Journal Entries)			✓	2.7.6
Other Administrative				
Board Agenda	✓	✓	✓	2.8.1
Life Cycle Management	✓	✓		2.8.2





KICK-OFF OVERVIEW

Kick-off

2.1.1

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

Parks & Recreation
Public Works
Transportation

Process Manager

Project Managers

Parks & Recreation
Public Works
Transportation

Description

This section provides an overview of the kick-off process, which initiates implementation of the project. The project has an approved budget and is ready to be implemented.

Prior to beginning the design process, the scope, budget, and other parameters of the project must be established. A contract must be negotiated with a consultant. This contract must be in compliance with County Purchasing rules and regulations. The consultant will be selected and approved by the user committee, submitted to purchasing for contract preparation and final review and subsequently awarded by the BOCS.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **County Department** – Project management.
- ◇ **Budget and Finance** – Establish project budget.
- ◇ **Citizens** – Customers, users.
- ◇ **Employees** – Customers, users.
- ◇ **A/E Consultant** – Supplier.
- ◇ **Project Vendors** – Suppliers.
- ◇ **Boards and Commissions** – Other involved governmental agencies (e.g., Library Board, Adult Detention Center, Courts, Sheriff).
- ◇ **Purchasing** – Solicits and awards contracts.
- ◇ **BOCS** – Approves contract.

Timelines: Deadlines, Critical Path Items

- ◇ **Project Budget** – Budget must be established prior to kick-off.
- ◇ **Scope of Work**
- ◇ **Issue RFP (Proposal Evaluation)**
- ◇ **Award Contract**
- ◇ **Hire A/E consultant**

Materials

- ◇ Appointment letter
- ◇ Request for Proposal (RFP)

Forms

- ◇ Planning Level Cost Estimate

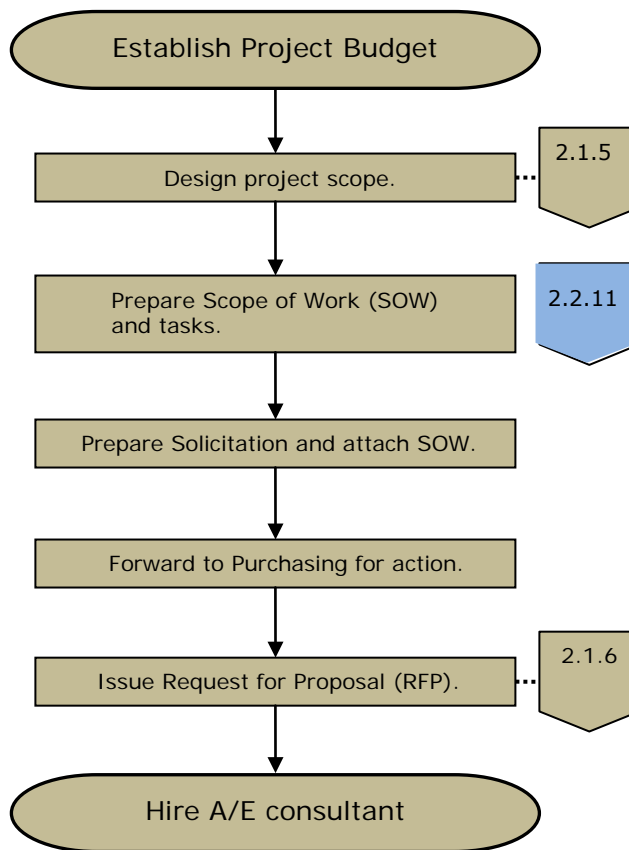


Reference to Other Processes

- ◇ Precedes 2.2.13 Design Development (Buildings and Parks)
 - ◇ Precedes 2.2.14 Design Development (Roads)
-

Process Notes

Flow Chart



PLANNING COMMISSION

Kick-off

2.1.2

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

Office of Planning

Description

As part of the initial CIP budget process, the Planning Commission reviews projects to ensure they are included in the County Comprehensive Plan.

During the early phases of a project design, a request for a Public Facilities Determination (PFD) is sent to the Planning Office. It includes a location/site map and description of the facility. If the Planning Office determines that the facility is in conformance with the location and comprehensive plan, no further action is needed. If the Planning Office does not approve the public facility review, it is then submitted to the Planning Commission to amend the comprehensive plan.

Process Manager

Project Manager

County Department

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Planning Office** – Manages Public Facilities Review (PFR) process.
- ◇ **County Department** – Provides project needs assessment.
- ◇ **Planning Commission** – Reviews public facilities for conformance to the comprehensive plan.

Timelines: Deadlines, Critical Path Items

- ◇ **Permit** – PFR must occur prior to issuance of permit.

Materials

None

Forms

- ◇ Public Facilities Review
- ◇ Public Facilities Review Application

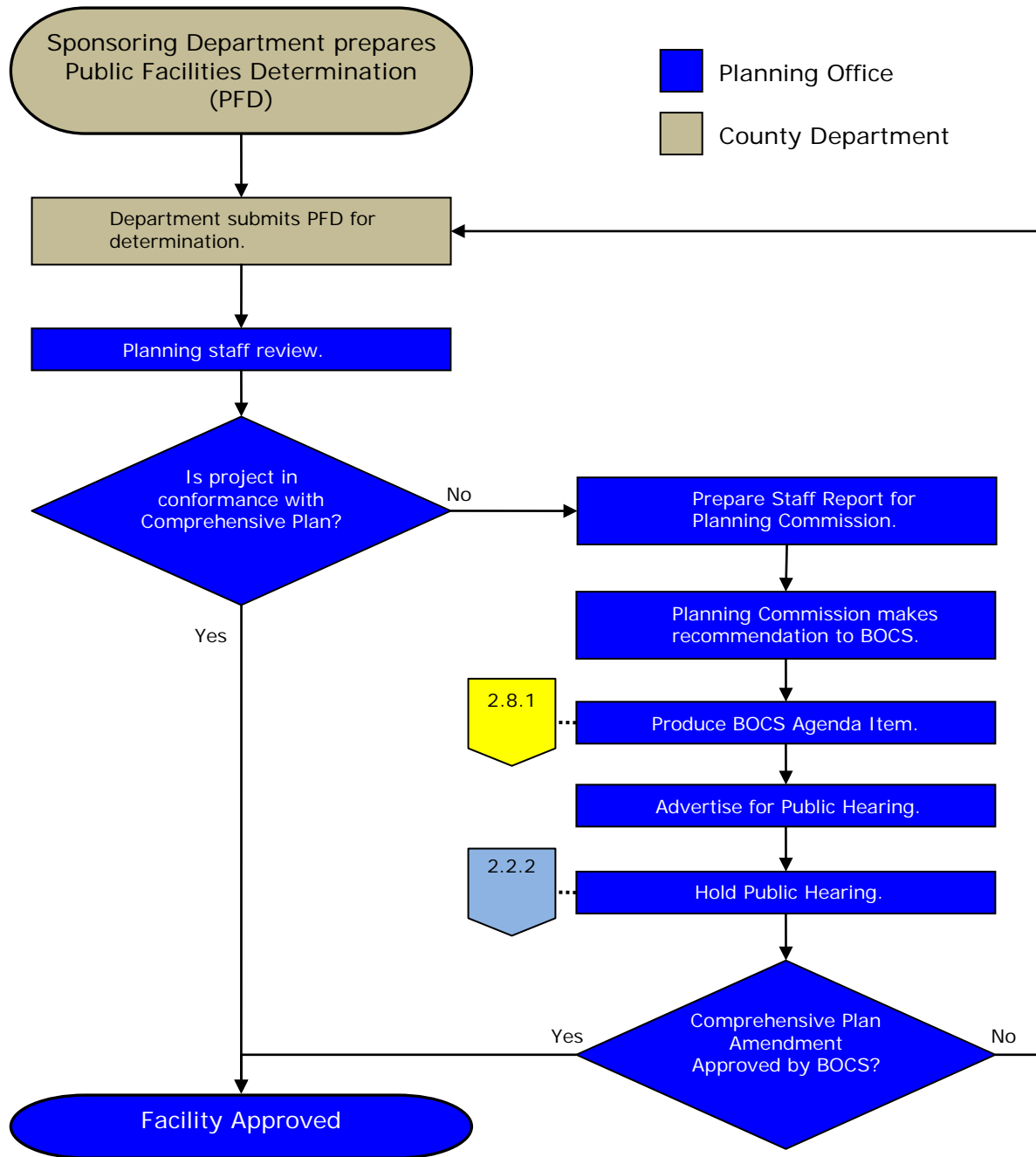
Reference to Other Processes

- ◇ Precedes 2.2.7 Schematics
- ◇ Precedes 2.2.15 Site Permitting

Process Notes



Flow Chart



ARCHITECTURAL REVIEW BOARD

2.1.3

Kick-off

Buildings	<input checked="" type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

Office of Planning

Process Manager

Project Manager

Public Works

County Architect

Description

Use of the Architectural Review Board (ARB) is rarely needed on County projects and is usually only done as a matter of courtesy for information only. Projects are taken to the Architectural Review Board on a case-by-case basis and are generally presented for projects that lie in special districts, are of special interest, or are historic in nature.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Department Project Manager** – Prepares material for ARB.
- ◇ **Architectural Review Board** – Reviews projects when deemed appropriate.

Timelines: Deadlines, Critical Path Items

- ◇ Typically precedes solicitation of RFP when deemed necessary.

Materials

None

Forms

None

Reference to Other Processes

- ◇ Precedes 2.1.6 Request for Proposal

Process Notes



APPOINT A/E SELECTION COMMITTEE

2.1.4

Kick-off

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

County Executive

Executive Management

Description

Prior to the start of any CIP project, a team needs to be assembled to review architectural/engineering proposals submitted for the specific project and to recommend the selection of the consultant. The committee is made up of various members of county government who have a vested interest in the project, and depending on whether it's a Public Works project, includes the county architect or a Transportation Project. The Project Manager's role is to facilitate the process.

Process Manager

Project Manager

*Public Works
Parks & Recreation
Transportation*

Names of potential committee members are forwarded via a letter to the County Executive for final approval and appointment. Once the list is approved, the Project Manager forwards a letter of appointment, along with a schedule of anticipated activities, to the selected members. Many of these members are often appointed as user members during the design process also.

Contacts & Roles: Organization, Entity, or Individual

◇ **Purchasing** – Where an RFP is required, a selection committee must be established.

Timelines: Deadlines, Critical Path Items

◇ A/E Selection Committee must be appointed prior to Solicitation.

Materials

- ◇ Appointment letter
- ◇ Request letter
- ◇ Request for Proposal (RFP)

Forms

- ◇ Solicitation Committee CXO Memo

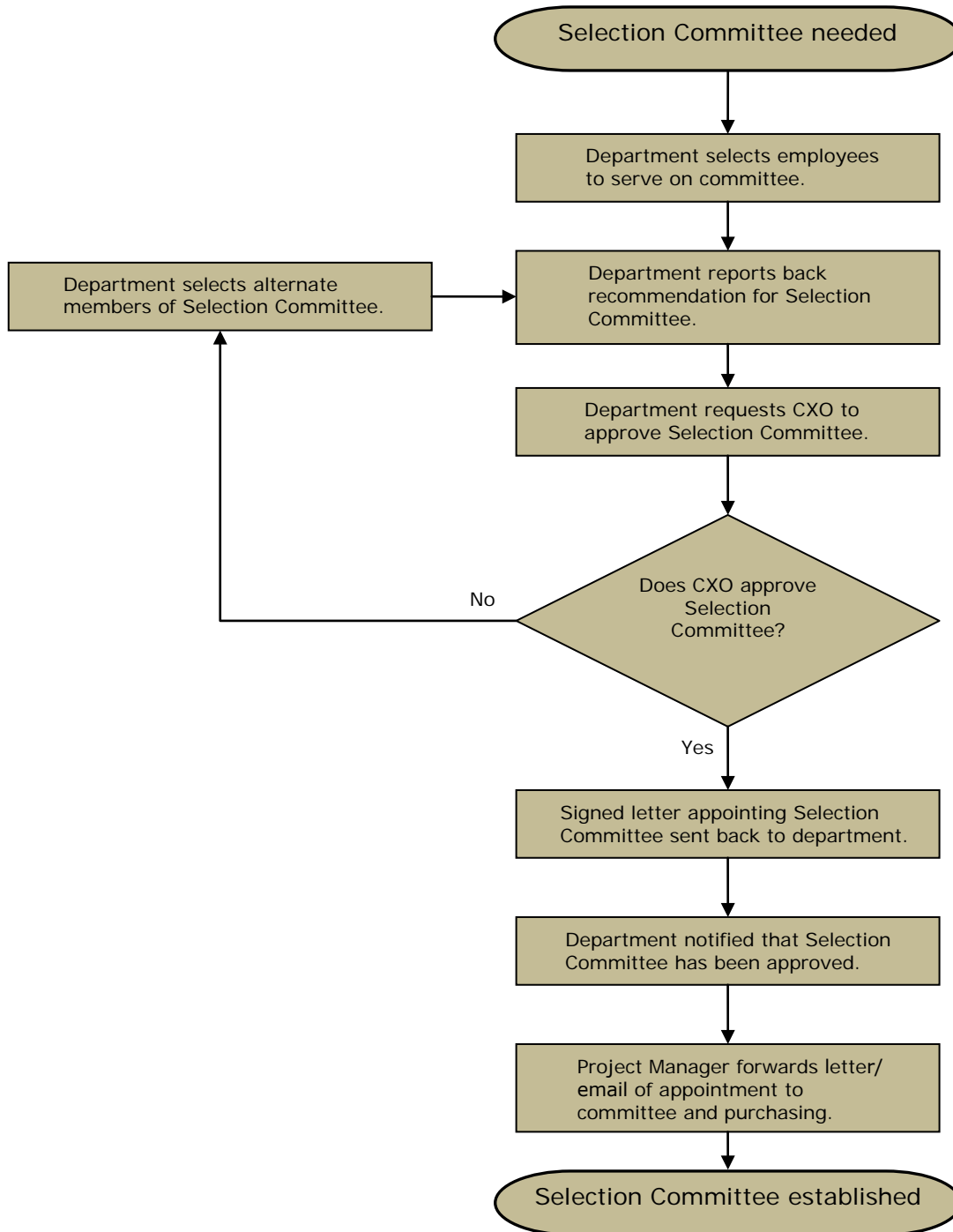
Reference to Other Processes

◇ Precedes 2.1.6 Request for Proposal

Process Notes



Flow Chart



DESIGN SCOPE OF WORK

2.1.5

Kick-off

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Parks & Recreation

Public Works

Transportation

Description

During the CIP process, a preliminary Scope of Work (SOW) is developed for the project as part of the project description. Because a project can be in the CIP for a number of years before it begins, the scope needs to be thoroughly reviewed and modified prior to submitting to Purchasing for the formal Request for Proposal (RFP) by architects and/or engineers when estimated costs exceeds the purchasing regs for procurement through task order open ended contract.

Process Manager

Project Managers

Parks & Recreation

Public Works

Transportation

This process includes reviewing the various stakeholders who will operate withing and maintain the facility and or the building, determining the special features the building may have (i.e., security systems, generators, etc.), identifying the site, and stating the needs that will be included in the project. Once this is completed, it is then forwarded to Purchasing along with a pre-encumbrance request andd Solicitation Information Form for the issuance of an RFP.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Public Works** – Coordinate and gather information on various aspects and needs of the project. This will primarily include Buildings and Grounds, Property Management, Environmental Services and Fleet Management.
- ◇ **Transportation** – Coordinate and gather information on various aspects and needs of the project. This will primarily include Planning & Programming, Capital Projects, Accounting and Fleet Management.
- ◇ **Users** – Provide feedback to coordinating department on user needs.
- ◇ **VDOT and Utilities** – Provide feedback to coordinating department on overall scope and utility impacts and relocation..
- ◇ **A/E Consultant** – Consultants may be used in the process of creating the scope of work and preliminary concepts and plans.

Timelines: Deadlines, Critical Path Items

- ◇ **Scope of Work (SOW)** – SOW is needed for the issuance of a Request for Proposal (RFP) and task order. The Scope of Work is included in the RFP.

Materials

- ◇ Scope of Work (SOW)

Forms

None

Reference to Other Processes

- ◇ Precedes 2.1.6 Request for Proposal

Process Notes



Request for Proposal (RFP)

Kick-off

2.1.6

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Purchasing

Finance

Description

A Request for Proposal (RFP) is a formal solicitation and is the purchasing mechanism used to acquire professional services where technical merit is the primary basis for award consideration. Factors such as quality, negotiated fees, availability, and offeror's capability can be award factors in the acquisition of services. An RFP is used for projects where an existing contract or open-ended professional cannot be utilized and for any project \$60,000 or above where an existing contract is not present. Existing County contracts have a threshold of \$500,000. Existing open-ended professional County contracts have a threshold of \$2,000,000. [To acquire services under existing open-ended professional County contracts, go to the Task Order process (2.2.11).]

Process Manager

Contract Specialist

Purchasing, Finance

Contacts & Roles: Organization, Entity, or Individual

- ◇ **County Agency** – Provide information as requested by Purchasing and distributes proposals.
- ◇ **Purchasing** – Purchasing and contracts process oversight.
- ◇ **BOCS** – Approves contract by resolution.

Timelines: Deadlines, Critical Path Items

Materials

- ◇ Solicitation document
- ◇ Automated forms in ASCENDND

Forms

- ◇ Solicitation Information Form

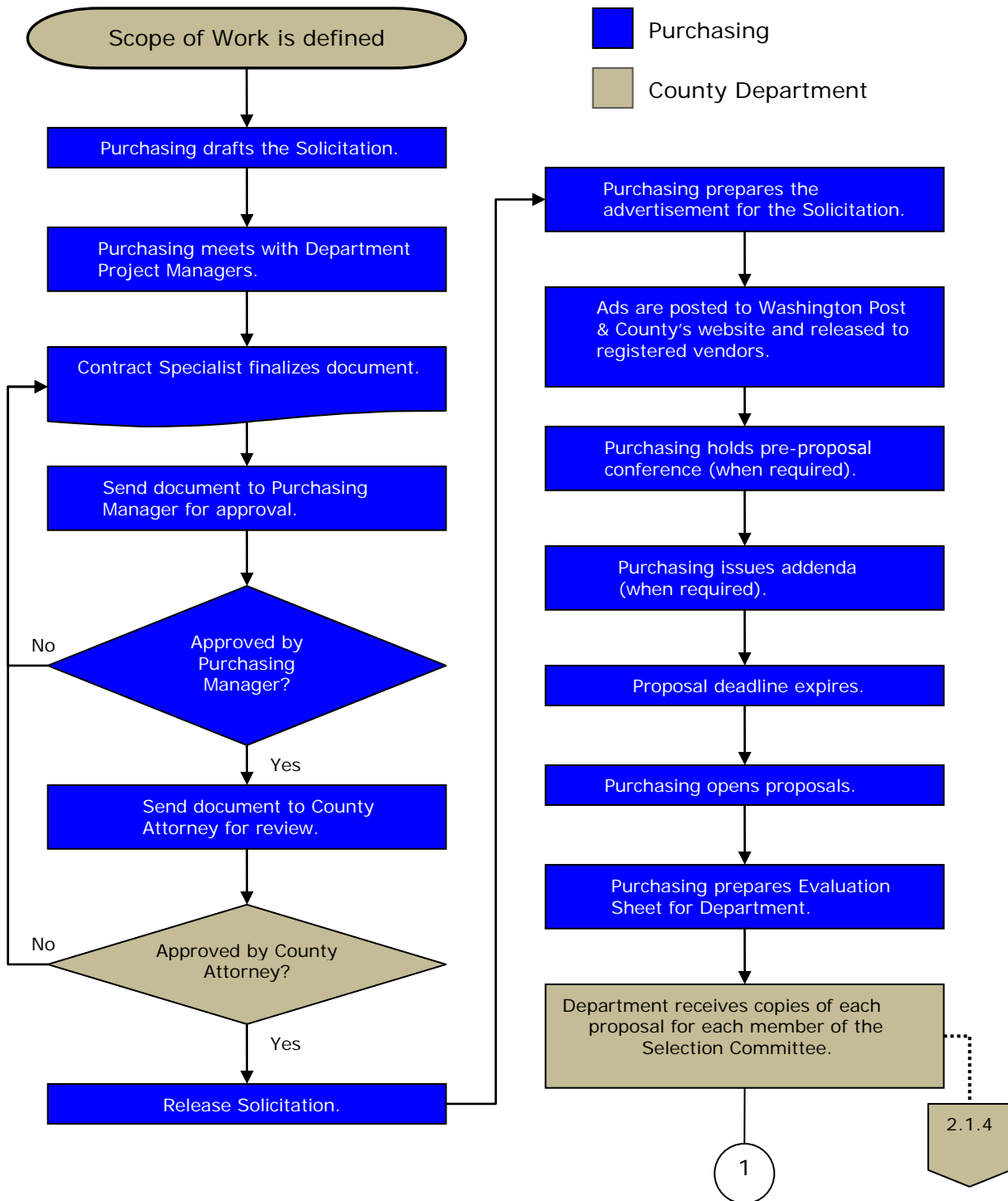
Reference to Other Processes

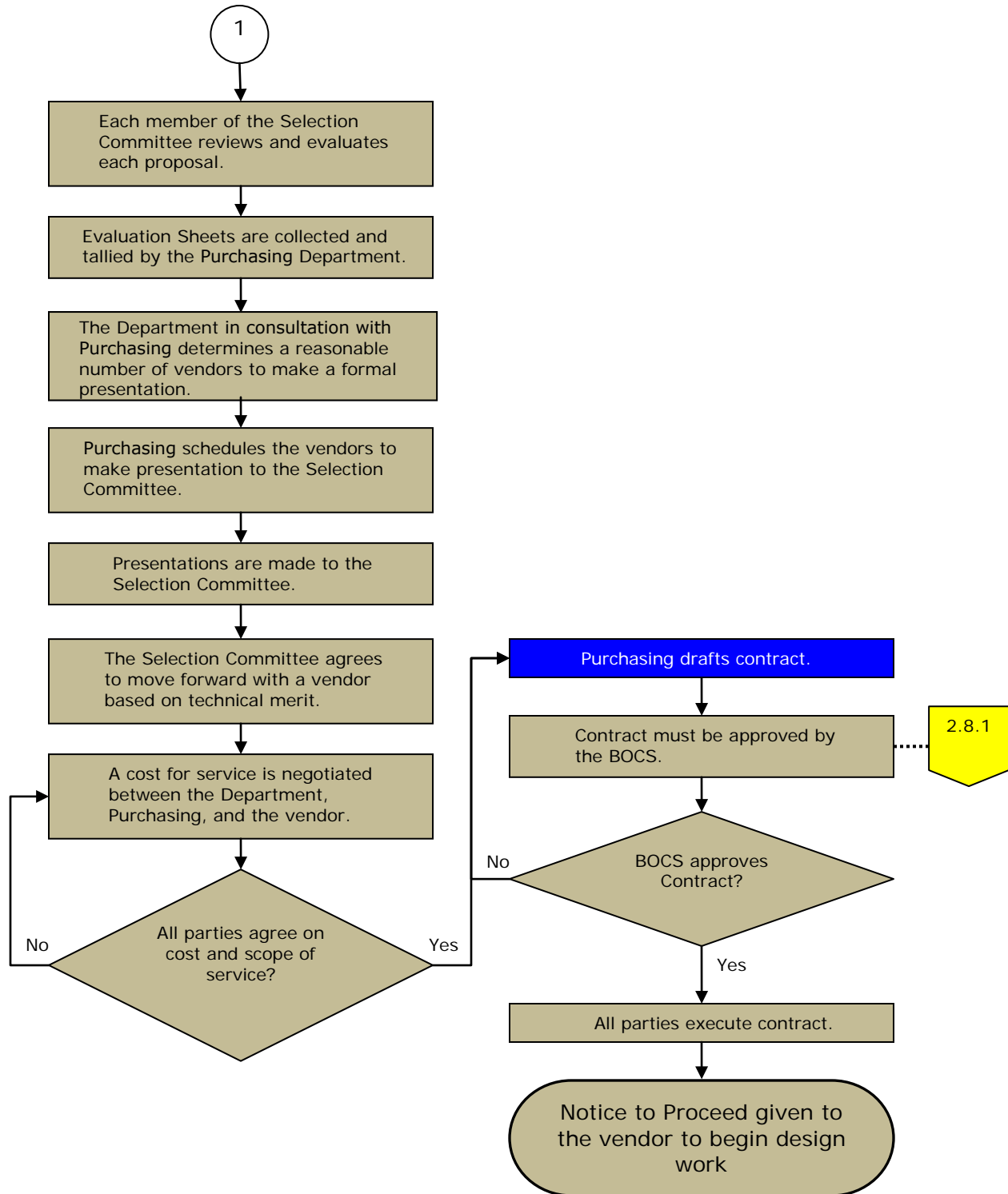
- ◇ Follows 2.1.5 Design Scope of Work
- ◇ Precedes 2.2.1 Programming

Process Notes



Flow Chart





Programming Design

2.2.1

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

*Public Works
Parks & Recreation*

Process Manager

Project Manager/Facilities Manager

*Public Works, Facilities
Construction,
Parks & Recreation*

Description

The program lays out the levels of performance sought in a facility and what it should do. It addresses the human physical and external factors influencing facility design. Also included are the external requirements and standards, such as planning & zoning ordinances, building codes and other related regulations. It is during the programming phase that the size and general character of the building are confirmed and set.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Users** – To provide specific information.
- ◇ **Buildings & Grounds (B&G)** – May provide technical information on the building systems, and subsequent operations.
- ◇ **Property Management** – To provide specific information on space standards, furniture, and interior finishes.
- ◇ **A/E Consultant** – Provide technical expertise.
- ◇ **Facilities Construction Management (FCM)** – Provide overall guidance and coordination with all user agencies and technical support.
- ◇ **Office of Information Technology (OIT)** – Provide technical information with data and telephones.
- ◇ **Environmental Services** – Provide information concerning Resource Protection Areas (RPA), etc.

Timelines: Deadlines, Critical Path Items

- ◇ Resource Protection Areas
- ◇ Geotechnical Report

Materials

- ◇ Geotechnical Report
- ◇ Building Program

Forms

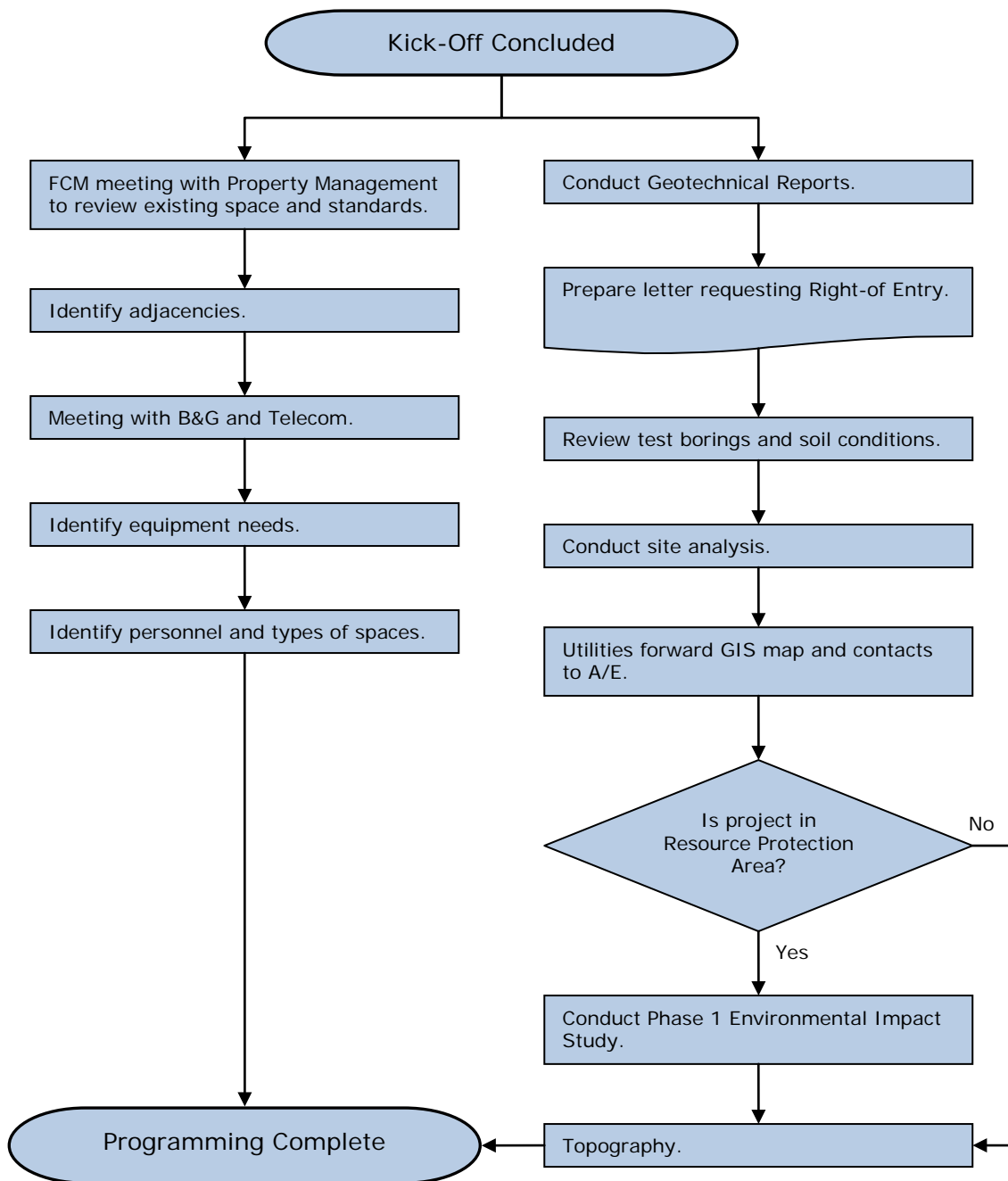
None

Reference to Other Processes

Process Notes



Flow Chart



Public Hearings

Design

2.2.2

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Clerk

BOCS
VDOT

Description

A Public Hearing is a meeting held by the County to elicit public comment on proposed or ongoing projects. [For situations in which a Public Hearing is required, see 'Process Notes' below.]

Process Manager

Project Managers

Parks and Recreation
Public Works
Transportation

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Project Manager** – prepares documentation for a public hearing.
- ◇ **County department**
- ◇ **Clerk's Office**
- ◇ **BOCS** – authorizes and holds Public Hearing.

Timelines: Deadlines, Critical Path Items

- ◇ **BOCS approves Public Hearing**
- ◇ **Advertise Public Hearing**
- ◇ **Draft BOCS Agenda Item to approve final design**

Materials

- ◇ BOCS Agenda Item for Public Hearing

Forms

None

Reference to Other Processes

Precedes 2.2.13 Design Development (Buildings and Parks)

Precedes 2.2.14 Design Development (Roads)

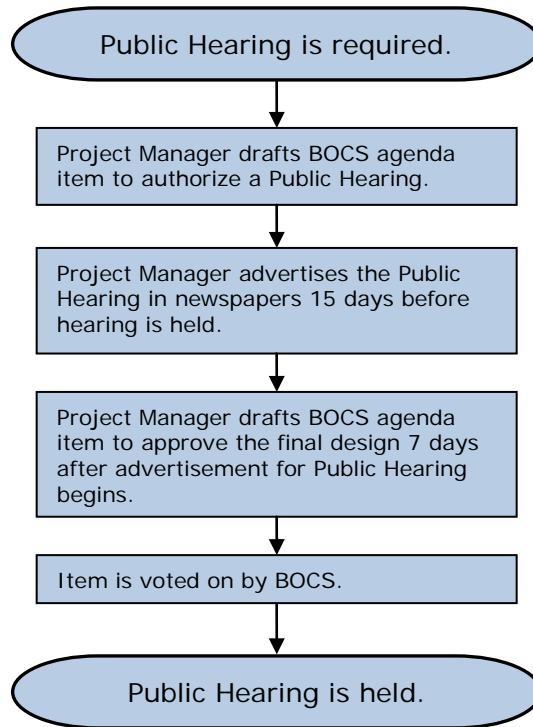
Process Notes

A Public Hearing may be required—

- ◇ when determined by the Planning Office as part of a Public Facilities Review;
- ◇ when an alternative selection is needed;
- ◇ when property acquisition is needed;
- ◇ when a utility needs to be relocated;
- ◇ or, when a Public Information Meeting has not been conducted. Not all CIP building projects require a Public information meeting. It is on a case-by-case basis.



Flow Chart (Process A – Locally Funded Project)



Flow Chart (Process B – State Funded Project)

Task/Submittal/File Documentation	Locality Responsibility	VDOT Project Coordinator Responsibility	Submittal Timing/Recordkeeping Requirements
Determination of public participation requirements	Prepare and submit to Project Coordinator	Concur with locality decision	@ Scoping
Notice of Public Hearing in newspaper (2x) and posting	Post and send notice to Project Coordinator	N/A	Not less than 30 days prior to PH approximately one week prior to Public Hearing
Notice of Willingness to Hold a Public Hearing in newspaper (2x) and other appropriate notifications	Post and send notice to Project Coordinator	Project Coordinator reviews for completeness. Support is available	Not less than 15 days prior to the expiration of willingness period and approximately one week prior to expiration date of willingness.
Draft of Project information Sheet(s) section 3.03 and Appendix A-1 of the Public Involvement Manual includes a listing of the suggested documents for Public Information session/Public Hearing.	Prepare and submit to Project Coordinator	Project Coordinator Reviews for completeness. Support is available from Public Affairs office If needed.	30 days prior to hearing
Draft Project Information Sheet(s)	N/A	Review and provide comments to locality. Support is available from Public Affairs office if needed.	10 business days
Final Project Information Sheet(s)	Prepare for public hearing	N/A	5 days prior to hearing
Conduct the Public Hearing-Section 3.05 and Appendix A-3 of the Public Involvement Manual provides guidance on holding a Public Hearing	N/A	N/A	N/A
PH Transcript Appendix A-5 (Transcript Submission) of the Public	Prepare and submit to Project Coordinator	Process in accordance with Tiered Project oversight process.	Prepared and submitted to VDOT Project Coordinator 15 days after close of written comment period; final comments provided to LPA within 15 days of their submittal
Location and/or design approval in accordance with Tier 1/ Tier 2 processes and VDOT’s Public Involvement Manual, Location and/or Design Approval Flow Charts.	N/A	Commonwealth Transportation Board for location, Chief engineer for design	45 days for Commonwealth Transportation Board approval, 30 days for design approval

Process retrieved from – LAP Manual, Project Development VDOT



Public Information Meeting

Design

2.2.3

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

*Parks & Recreation
Public Works &
Transportation*

Process Manager

Project Managers

*Parks & Recreation,
Public Works &
Transportation*

Description

The Public Information Meeting process is recommended when citizens are impacted by the project. The meeting is conducted to obtain citizens' feedback. Generally the meeting is held at about 30% and 60% of design completion. The District Supervisor attends the informational meeting.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **District Supervisor** – Attends the meeting.
- ◇ **Public Works/Transportation Director** – Conducts the meeting.
- ◇ **Citizens** – Provide feedback.
- ◇ **A/E Consultant** – Explains the project.
- ◇ **Public Works/Transportation Staff** – Attend the meeting to answer questions.

Timelines: Deadlines, Critical Path Items

Materials

- ◇ Letters to citizens

Forms

- ◇ Prince William Department of Transportation Web

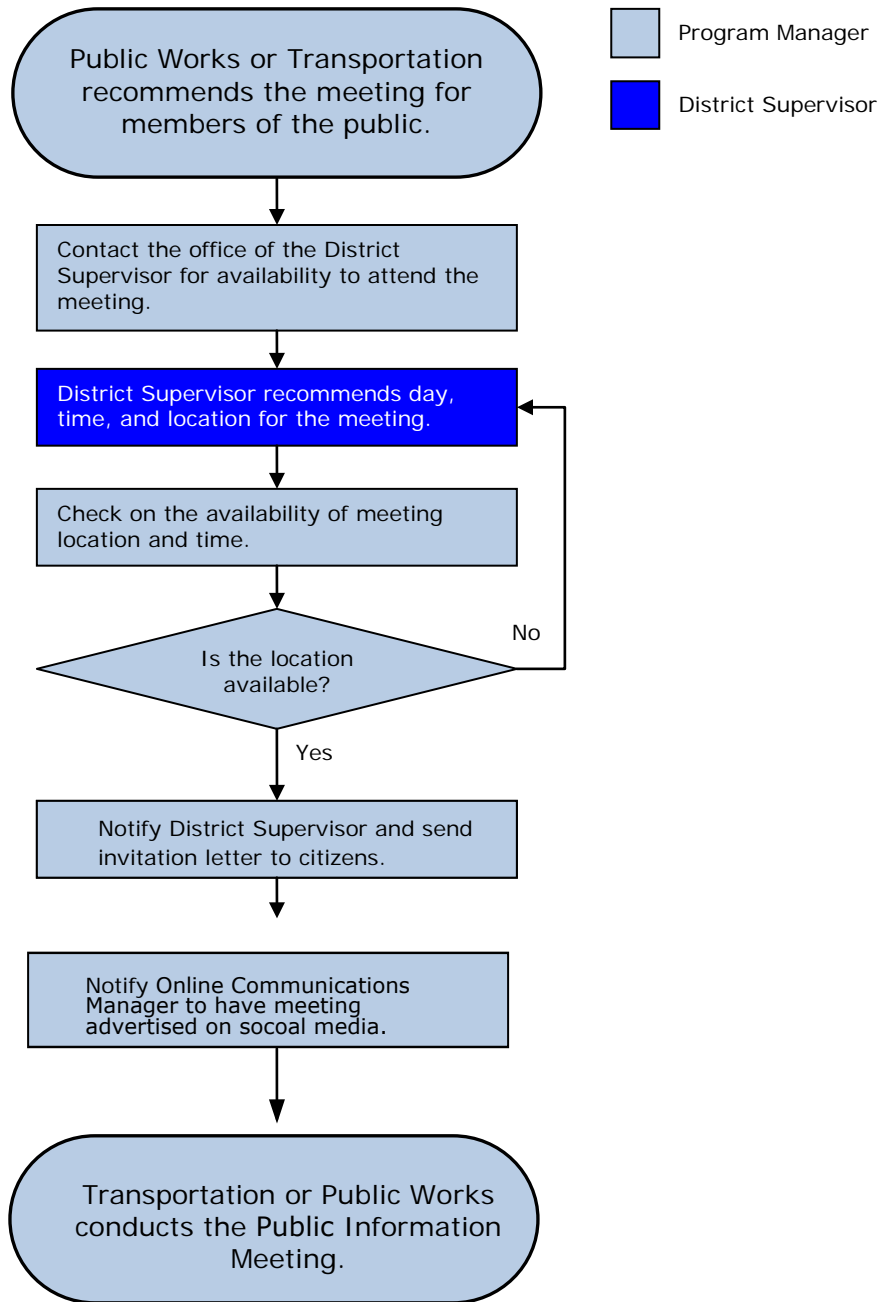
Reference to Other Processes

Occurs throughout 2.2.13 Design Development (Buildings and Parks)
Occurs throughout 2.2.14 Design Development (Roads)

Process Notes



Flow Chart



Alternative Analysis

2.2.4

Design

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

*Parks & Recreation,
Public Works &
Transportation*

Description

Alternative analysis is the opportunity for BOCS and the public to respond to alternatives in the project. In the case of roads, it may be a particular alignment; in the case of buildings, it may be location, scale, and character of the proposed facility. A number of variables can be determined in the alternative analysis. Approval of a preferred alternative allows the architectural or engineering services to proceed to final design.

Process Manager

Project Managers

*Parks & Recreation,
Public Works &
Transportation*

Contacts & Roles: Organization, Entity, or Individual

- ◇ **A/E Consultant** – Provide design, recommendations, and any materials needed for BOCS decision.
- ◇ **BOCS** – Makes selection of alignment for Roads, and determination of building character on case-by-case basis.
- ◇ **Citizens** – Provide feedback at Public Information Meetings.
- ◇ **Utility Companies** – Provide locations and impact of location on project.
- ◇ **VDOT** – Provides technical support for road alignments.
- ◇ **Other County Agencies** – Provide technical support as needed.
- ◇ **Developer** – Provides coordination as needed with prospective road alignments.

Timelines: Deadlines, Critical Path Items

- ◇ **Conceptual Plan** – Conceptual plan(s) should be in a format that can be presented in a public forum.
- ◇ **Conduct Public Hearing/Public Information Meeting (Roads)** – For road alignment either a Public Information Meeting or Public Hearing must be conducted prior to BOCS selection of the alternative.
- ◇ **BOCS Approval** – BOCS approval required for road alignment, but is optional for building character.
- ◇ **Final Plans Submitted to VDOT (Roads)** – Once an alternative is selected the Project Manager can send plans to VDOT for approval.

Materials

- ◇ BOCS Staff Report and Resolution
- ◇ Transmittals

Forms

None

Reference to Other Processes

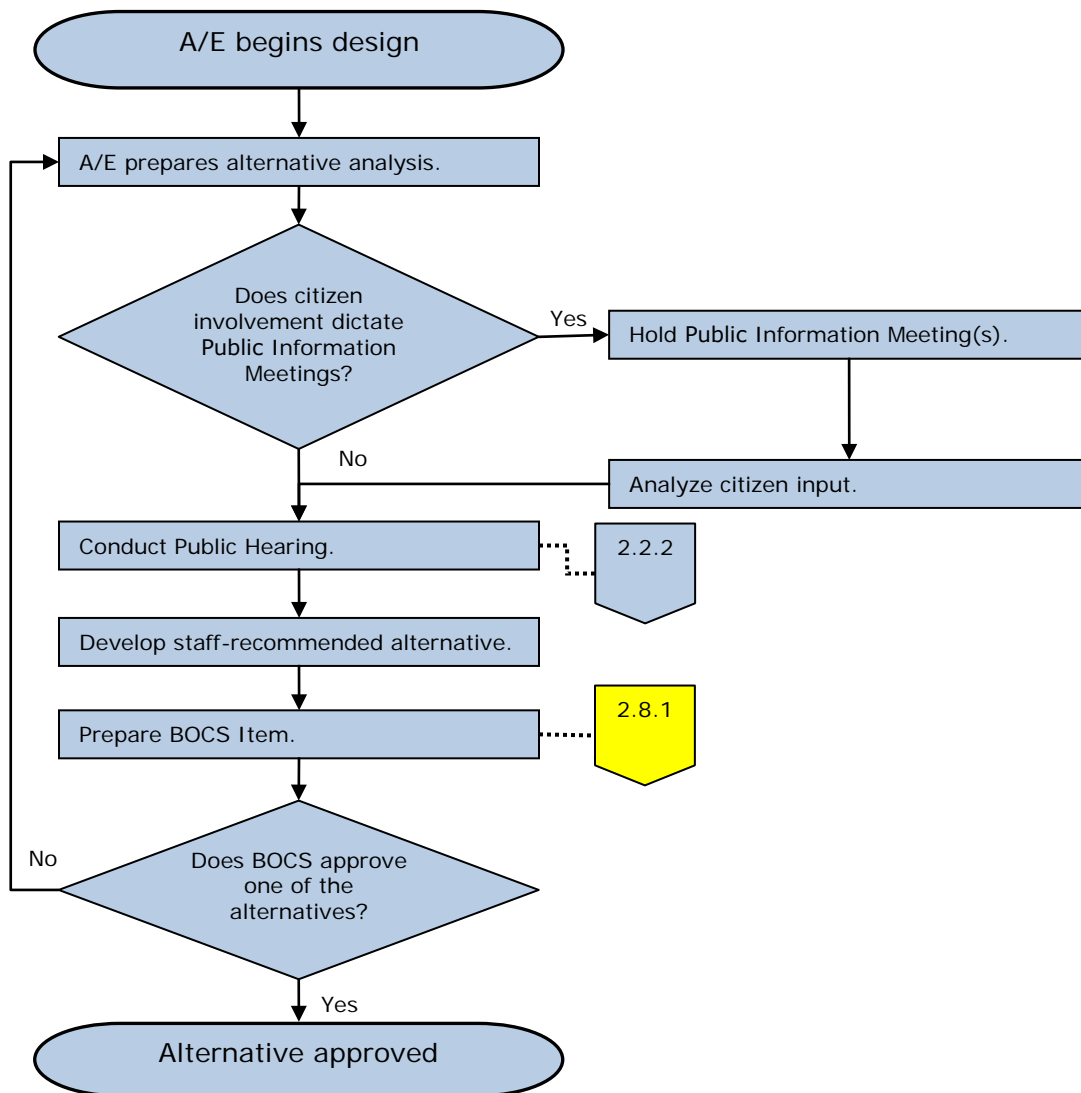
Occurs throughout 2.2.2 Public Hearings
Occurs throughout 2.2.3 Public Information Meeting
Occurs throughout 2.8.1 Board Agenda



Process Notes

- ◇ Project should already have determined beginning and end.
- ◇ Project Manager should analyze project.
- ◇ Project Manager should come up with 3-4 possible alternatives.
- ◇ Project Manager should analyze all of the possible alternatives for traffic, right-of-way impact, etc.
- ◇ Project Manager should conduct Public Hearing.
- ◇ Project Manager should gather citizen input.
- ◇ Project Manager should present recommended alternative to BOCS.

Flow Chart



Contract Modifications

2.2.5

Design

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Finance

Description

Changes to a contract for professional services are done through a contract modification. Contract modifications occur when the consultant and County agree that additional work or compensation is needed to successfully design the project. Changes may occur as a result of a change in the original scope of work, specific unforeseen obstacles which require variation from the original plan, or the addition of other features or options to the project.

Process Manager

Project Manager

Parks & Recreation

Public Works &

Transportation

Contacts & Roles: Organization, Entity, or Individual

- ◇ **A/E Consultant** – Requests and negotiates scope and cost of contract modification.
- ◇ **Departmental accounting staff** – Verify availability of funds, processes the modification, and coordinates with Purchasing.
- ◇ **Purchasing** – Review documentation, process, and approve purchase order increase and modification.
- ◇ **Project Manager** – Initiates contract modification & sends to purchasing for courtesy review. Once approved, routed through contractor/consultant and then purchasing.

Timelines: Deadlines, Critical Path Items

- ◇ **Purchasing approval**
- ◇ **BOCS approval**

Materials

- ◇ Contract Modification
- ◇ BOCS Staff Report and Resolution

Forms

- ◇ Contract Modification Form

Reference to Other Processes

Precedes 2.2.13 Design Development (Buildings)

Precedes 2.2.14 Design Development (Roads)

Occurs throughout 2.8.1 Board Agenda

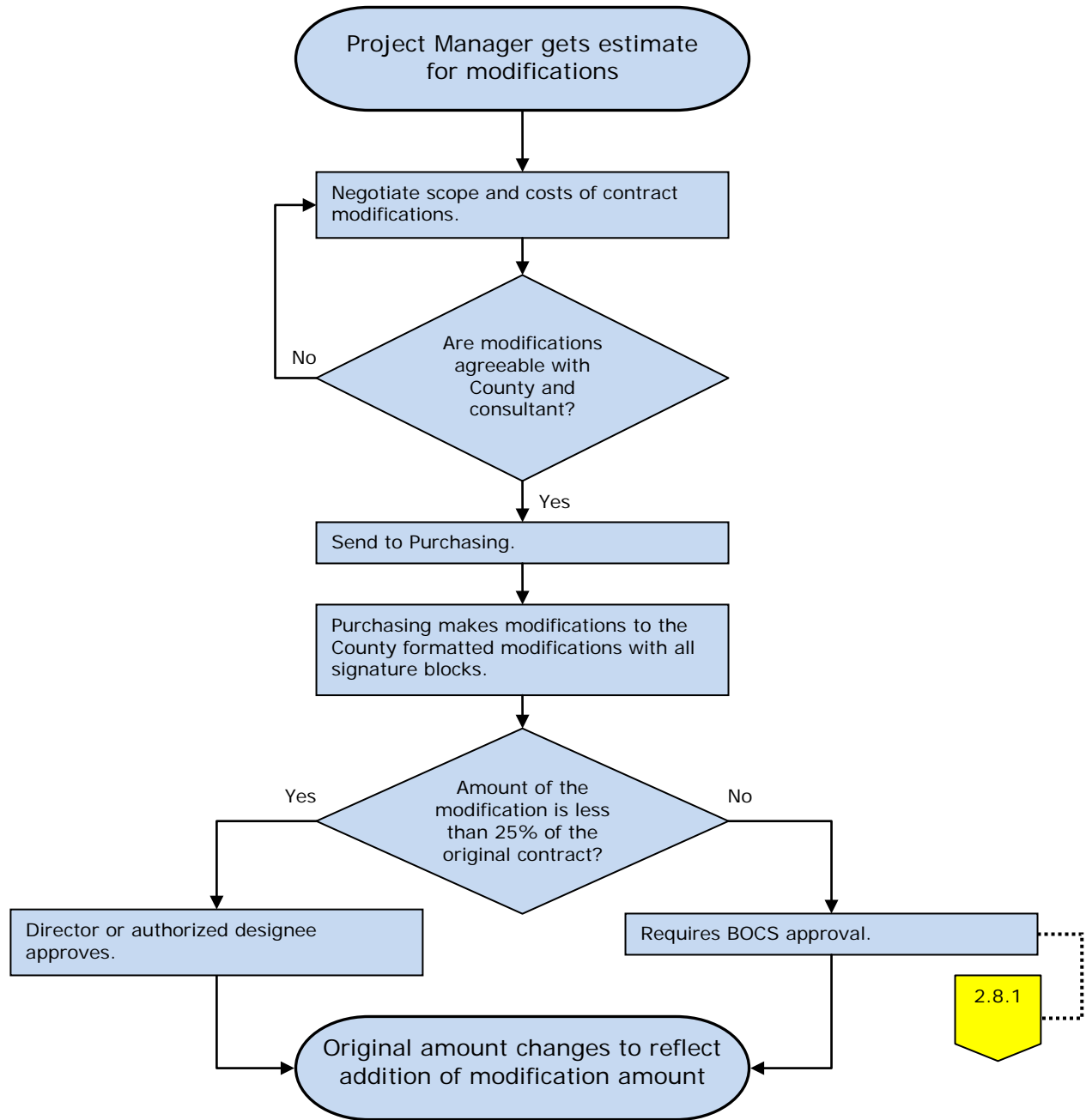


Process Notes

- ◇ Any changes in design that are outside of the original scope of work need to be modified in writing.
- ◇ The Project Manager must obtain an estimate for the modifications.
- ◇ If approved, Project Manager sends to Purchasing.
- ◇ Purchasing will make the modifications to the County Formatted Modifications with all signature blocks.
- ◇ If the amount of the modification is within 25% of the original contract, then the Director or authorized designee may approve the modification.
- ◇ If the amount of the modification is more than 25% of the original contract, then it needs to go to BOCS.
- ◇ Every time there is a contract modification, the original amount will change to the original+ the modification amount or the original + any previous modification amounts + the new modification. So, 25% should be based on that amount which is original + all modifications unless a higher amount is approved by the BOCS.



Flow Chart



Design Field Inspection

2.2.6

Design

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Description

When the design on a state and/or federal road project is 30% complete all involved parties are invited to formally review the project. As part of the review a field visit is conducted.

Process Manager

Project Manager

Transportation

Contacts & Roles: Organization, Entity, or Individual

- ◇ **A/E Consultant** – Works with department staff to review design status.
- ◇ **Department staff** – Works with A/E consultant to review design status.

Timelines: Deadlines, Critical Path Items

- ◇ **Estimates**

Materials

- ◇ **Transmittals**

Forms

None

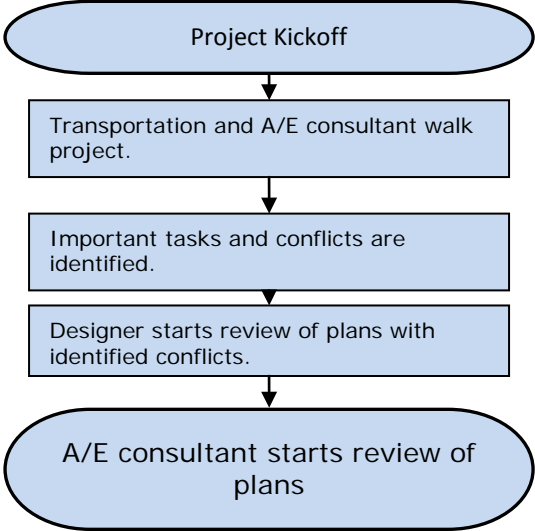
Reference to Other Processes

Concurrent 2.2.14 Design Development (Roads)

Process Notes



Flow Chart



Schematics

2.2.7

Design

Buildings	<input checked="" type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

*Parks & Recreation
Public Works*

Description

The schematics phase takes the programming information, issues or questions, and puts them into a graphic/special study. By establishing a design goal, this incorporates internal functions, human/vehicular and material flow patterns, space allocations, analysis of operating functions, adjacencies, special facilities and equipment, material handling, flexibility and expandability. Schematic plans often include 1 to 2 alternate designs.

Process Manager

**Facilities Construction
Management Project
Manager**

Public Works

Facilities Manager

Parks & Recreation

The primary objective of the schematics phase is to arrive at a clearly defined, feasible concept and present it in a way that the client can understand. A professional cost estimate is prepared as part of the approval process to ensure the project is within budget. If the budget is exceeded, then the schematic plans must be adjusted to comply with the approved budget.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Planning** – To review & advise on possible (site) conflicts.
- ◇ **Building Development** – To review & advise on building code issues.
- ◇ **Property Management (PM)** – Reviews & approves for FFE application.
- ◇ **Buildings & Grounds (B&G)** – Reviews and approves for operational issues.
- ◇ **Facilities Construction Management (FCM)** – County architect reviews for compliance to standards and architectural aesthetics.
- ◇ **Office of Information Technology (OIT)** – Reviews the technological aspects of the plan.
- ◇ **Environmental Services** – Reviews schematic design for interference with RPA.

Timelines: Deadlines, Critical Path Items

- ◇ **Review time** – In-house review by users: Buildings & Grounds, Property Management, Environmental Services and Facilities Construction Management.

Materials

- ◇ Drawings by consultants
- ◇ Building Program

Forms

None

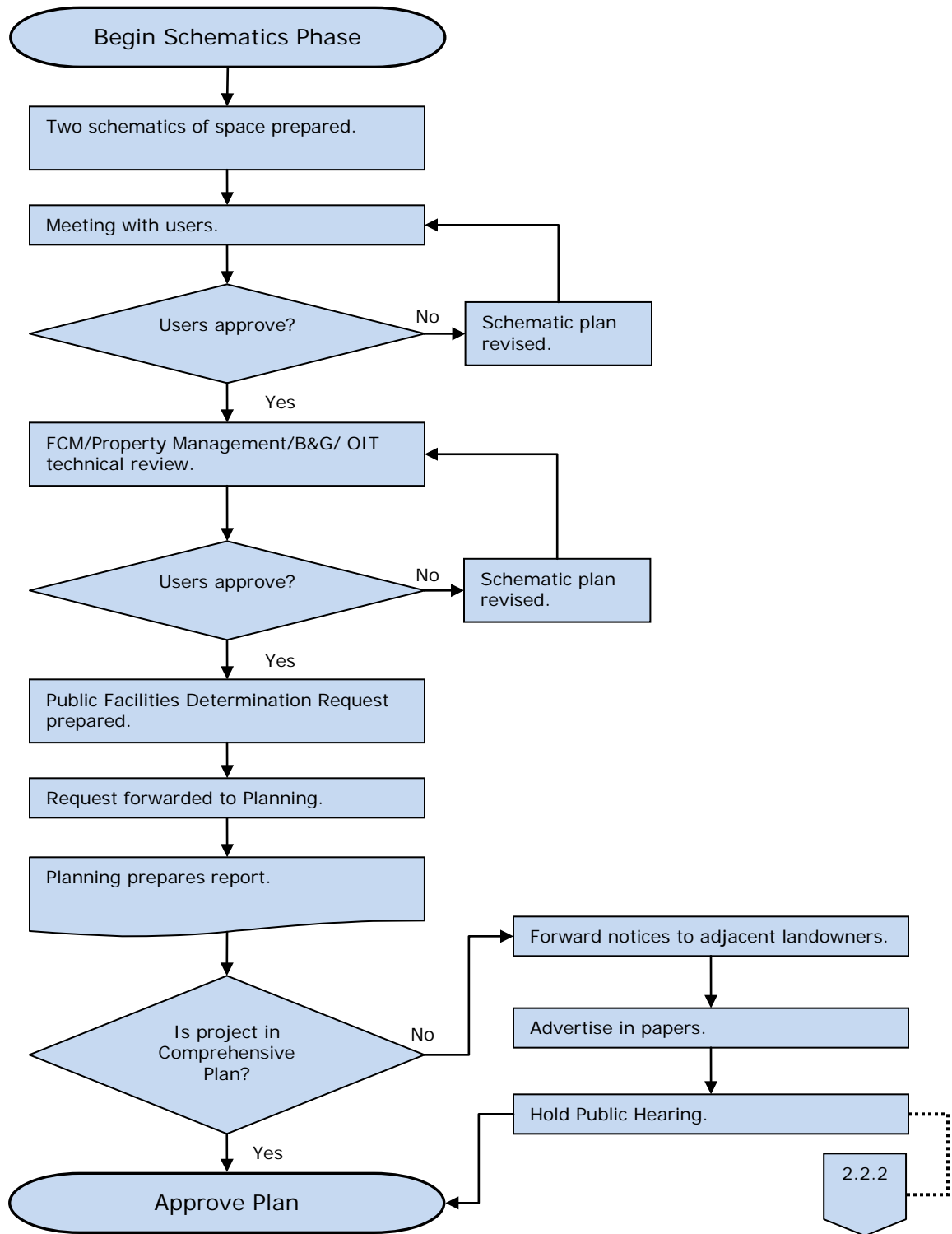
Reference to Other Processes

Precedes 2.2.2 Public Hearings

Process Notes



Flow Chart



Environmental Impact Studies

2.2.8

Design

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

*Parks & Recreation
Public Works &
Transportation*

Process Manager

Project Managers

*Parks & Recreation,
Public Works &
Transportation*

Description

Environmental impact studies must be performed by the consultant to determine the impact of the project on streams, rivers, wild life, wetlands and other environmentally sensitive ecosystems.

Contacts & Roles: Organization, Entity, or Individual

- ◇ VDOT
- ◇ Transportation
- ◇ Department of Environmental Quality (DEQ)
- ◇ BOCS
- ◇ Citizens
- ◇ Developers
- ◇ County Agencies

Timelines: Deadlines, Critical Path Items

- ◇ VDOT/Transportation Review
- ◇ 60% Plans
- ◇ NEPA Process
- ◇ Environmental Resource Survey

Materials

- ◇ NEPA Permit
- ◇ VDOT
- ◇ Transmittals

Forms

None

Reference to Other Processes

Process Notes



Environmental Permitting

Design

2.2.9

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

*Parks & Recreation
Public Works &
Transportation*

Process Manager

Project Managers

*Parks & Recreation
Public Works &
Transportation*

Description

This section outlines a process for merging the elements of the NEPA permitting process relating to all County road bond and Capital Improvements Projects (CIP). This process assures the environmentally sound and effective development of major county, state or federally funded projects.

Contacts & Roles: Organization, Entity, or Individual

- ◇ VDOT – Review and approve.
- ◇ Transportation – Review and approve.
- ◇ Department of Environmental Quality (DEQ) – Review and approve.

Timelines: Deadlines, Critical Path Items

- ◇ NEPA (National Environmental Policy Act) Preparation
- ◇ Prepare Finding of No Signification Impact (FONSI)
- ◇ Prepare Categorical Exclusion
- ◇ Prepare Environmental Impact Study (EIS)
- ◇ Prepare Record of Decision (ROD)

Materials

- ◇ EIS
- ◇ FONSI
- ◇ NEPA Permit
- ◇ ROD
- ◇ Transmittals

Forms

None

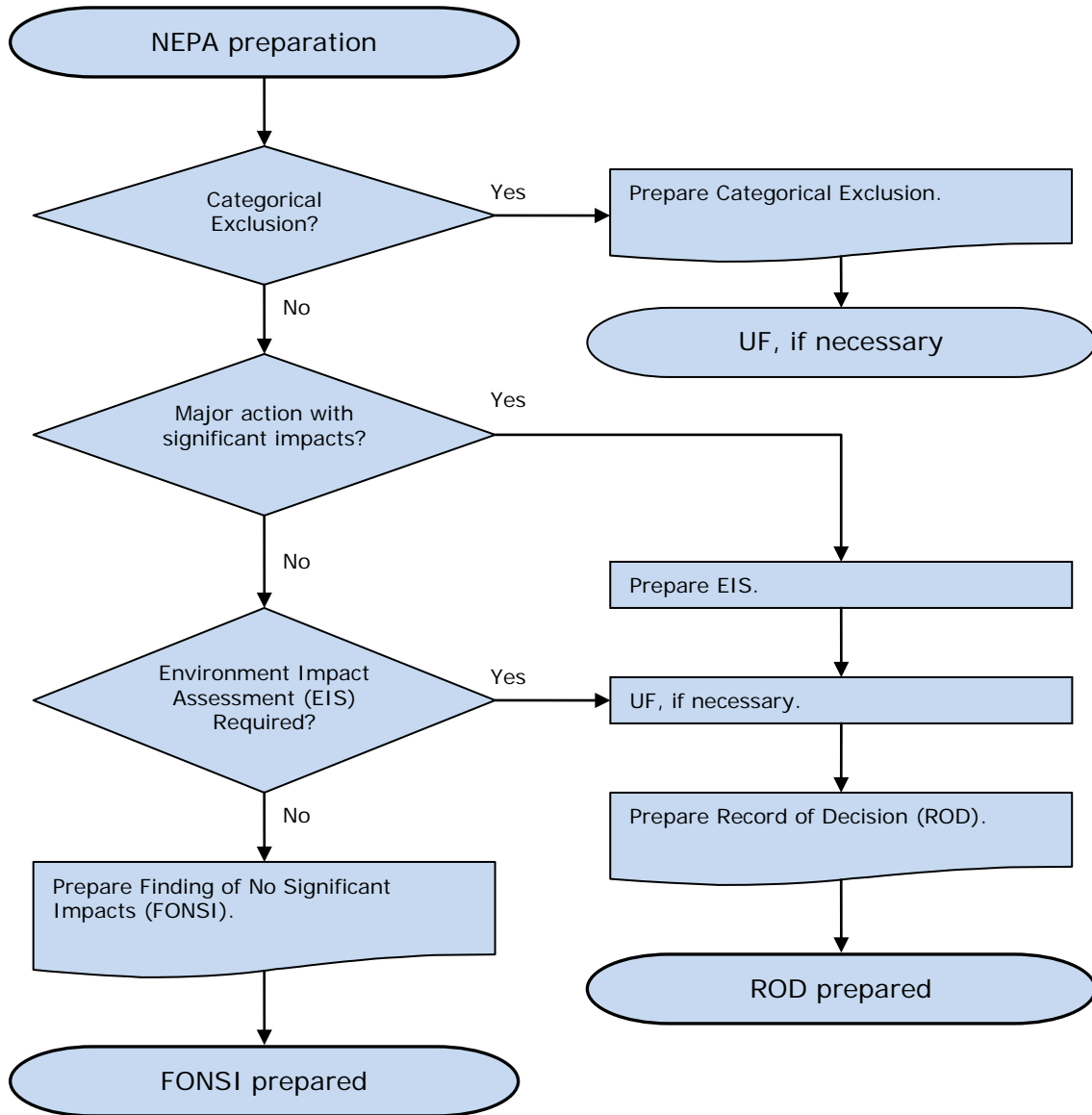
Reference to Other Processes

Precedes 2.2.8 Environmental Impact Studies

Process Notes



Flow Chart



Procure Interior Design Design

2.2.10

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

*Parks & Recreation
Public Works*

Description

Interior Design services are procured and are contracted as part of the A/E services (preferred). An alternate means of procuring services is use of Property Management's interior design contracts.s.

Process Manager

Property Management
Project Managers

*Parks & Recreation
Public Works*

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Property Management** – Review and evaluate bids if contracted separately. If interior design is procured through FMC Architect/Engineer, Property Management is involved throughout the design.
- ◇ **Users** – Provide feedback.
- ◇ **Facilities Construction Management (FCM)** – Coordinates process with architect.
- ◇ **Office of Information Technology (OIT)** – Review needs.
- ◇ **Buildings & Grounds (B&G)** – Review needs.

Timelines: Deadlines, Critical Path Items

- ◇ Schematic Design

Materials

None

Forms

- ◇ Cost Proposal form for Interior Design Services

Reference to Other Processes

Follows 2.2.1 Programming
Occurs throughout 2.2.4 Alternative Analysis
Follows 2.2.7 Schematics

Process Notes



Task Order

Design

2.2.11

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

*Parks & Recreation,
Public Works &
Transportation*

Description

A task order is a mechanism used to acquire services from an established open-ended professional services contract, briefly noting highlighted information, and/or scope of work. The forms are then forwarded to the department's Accounting staff to prepare the purchase order. The forms are then forwarded to Purchasing for approval.

Process Manager

Project Managers

*Parks & Recreation,
Public Works &
Transportation*

Task orders can be issued for other services, such as commissioning, materials testing, special inspections, third party inspections, cost estimating, etc. These are just some of the types of services used during the design/construction of a CIP project.

Contacts & Roles: Organization, Entity, or Individual

◇ **Purchasing** – Approves task order.

Timelines: Deadlines, Critical Path Items

- ◇ **Scope of Work**
- ◇ **Design Development**
- ◇ **Cost Proposal**
- ◇ **Performance Period**

Materials

- ◇ A/E consultant's proposal
- ◇ Utility Service Work Order (for task orders done for utility relocation and installation)

Forms

- ◇ Task Order Form

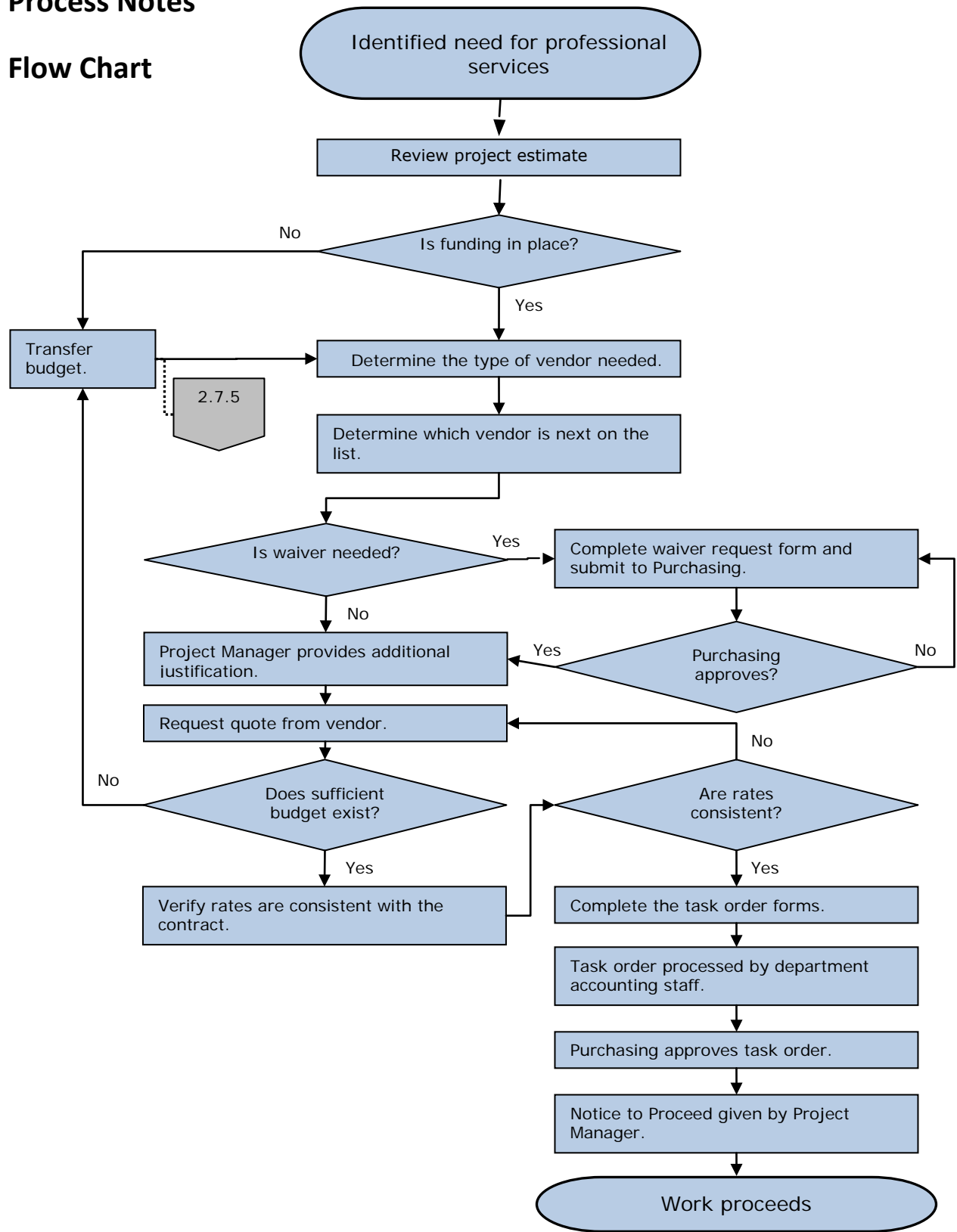
Reference to Other Processes

- Occurs throughout 2.2.13 Design Development (Buildings and Parks)
- Occurs throughout 2.2.14 Design Development (Roads)
- Occurs throughout 2.5.2 Negotiate Fee Arrangement
- Occurs throughout 2.5.7 Utility Relocations
- Occurs throughout 2.5.5 Request/Authorize Work
- Occurs throughout 2.7.5 Budget Transfer



Process Notes

Flow Chart



Interiors Design

2.2.12

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

Public Works

Description

Public Works project team meets with users to determine preliminary furniture needs for the entire building. Some examples are: How many personnel are to be moved in? Where? What departments? What specific or special needs exist? The Public Works project team will explain space and furniture standards to the user.

Process Manager

Property Management
Facilities Construction Management (FCM)
Project Managers

Parks & Recreation
Public Works

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Property Management** – Facilitate, advise, coordinate, and review the process.
- ◇ **Facilities Construction Management (FCM)** – Facilitate, advise, coordinate, and review the process.
- ◇ **Office of Information Technology (OIT)** – Facilitate, advise, coordinate, and review the process.
- ◇ **County users** – Review and provide customer requirements.
- ◇ **Buildings & Grounds (B&G)** – Facilitate, advise, coordinate, and review the process.

Timelines: Deadlines, Critical Path Items

- ◇ Schematic of Furniture Layout
- ◇ Approval of Schematic

Materials

- ◇ Building permit application (AKA space permit application; simply building permit application marked 'Interiors')

Forms

None

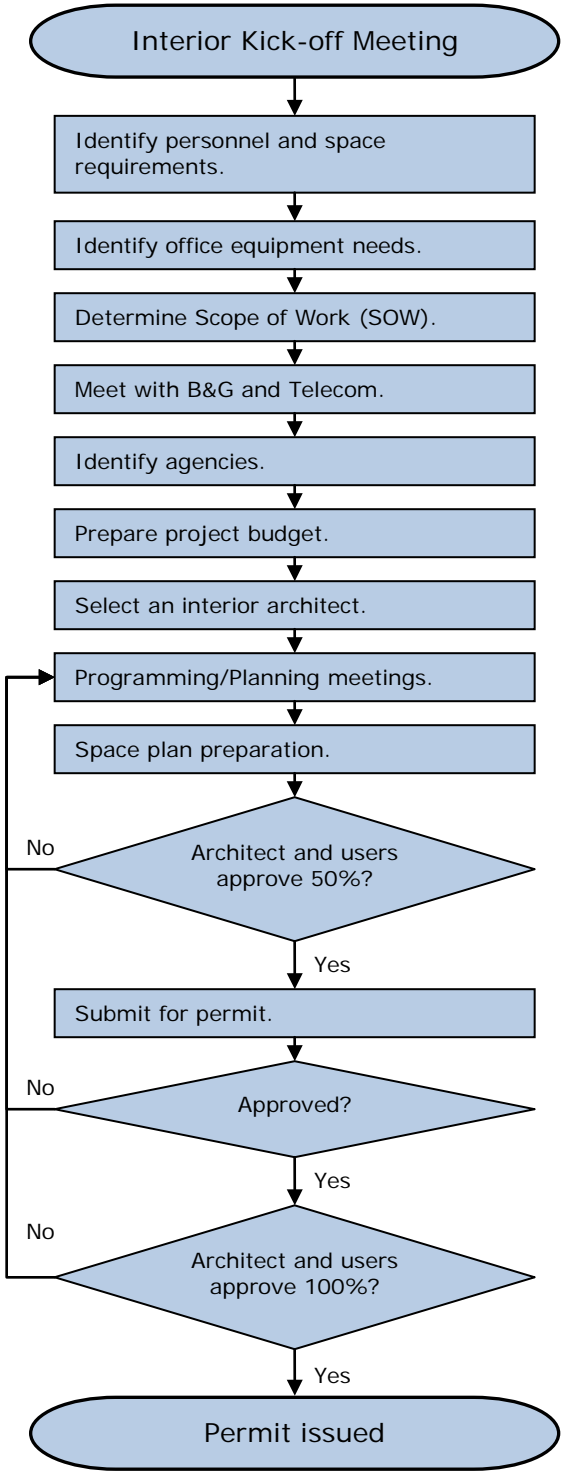
Reference to Other Processes

Concurrent 2.2.13 Design Development (Buildings)

Process Notes



Flow Chart



Design Development (Buildings & Parks)

2.2.13

Design

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

*Parks & Recreation
Public Works*

Description

Design Development (DD) for buildings defines and describes all important aspects of the project so that all that remains is the formal documentation (construction documents).

Process Manager

Project Managers

*Parks & Recreation
Public Works*

The DD phase produces drawings and specifications that fix and describe the size and character of the project, comprised of fully developed floor plans, interior and exterior elevators, reflected ceiling plans, wall and building sections, and basic electrical, mechanical, plumbing and fire protections system.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Facilities Construction Management (FCM)** – Manage, facilitate, and coordinate with the consultants, users, and building officials.
- ◇ **Project Manager** – Manage, facilitate, and coordinate with the consultants, users, and building officials, Property Management and Environmental Services.
- ◇ **Buildings & Grounds (B&G)** – Performs design reviews for building maintainability and control systems.
- ◇ **OIT** – Manage, facilitate, and coordinate with the consultants, users, and building officials.
- ◇ **Users** – Provide information about the building needs.

Timelines: Deadlines, Critical Path Items

- ◇ **50% Review** – Internal review by FCM, PM, B&G, and OIT for compliance to standards and needs.
- ◇ **100% Review** – Internal review by FCM, PM, B&G, and OIT for compliance to standards and needs.
- ◇ **Cost Estimate** – If over budget, project needs to be revised to fit budget or additional funding identified.

Materials

- ◇ Design drawings
- ◇ Professional cost estimate

Forms

None

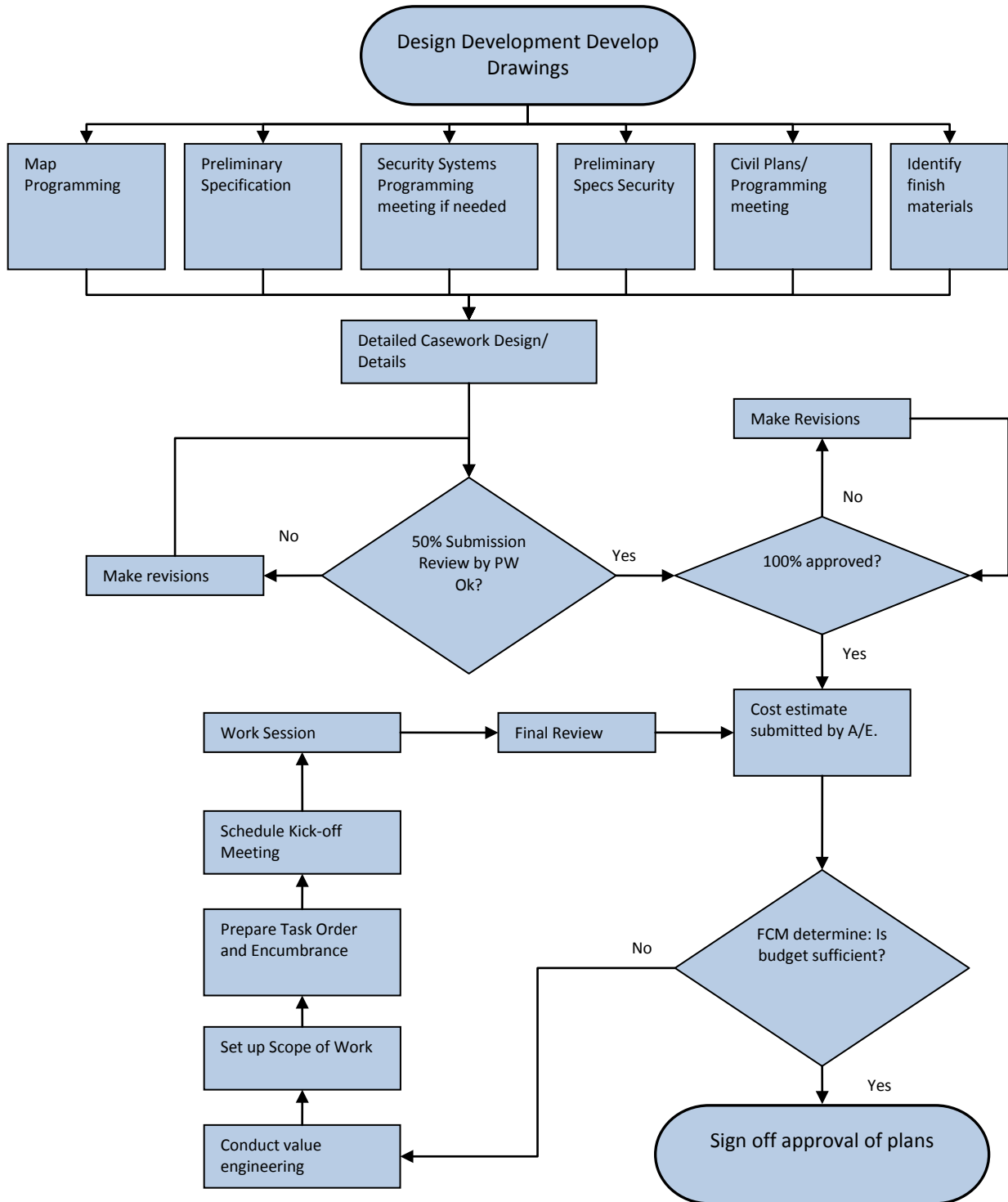
Reference to Other Processes

Follows 2.2.7 Schematics

Process Notes



Flow Chart



Design Development (Roads)

2.2.14

Design

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Description

Design Development (DD) for road projects is the process from having hired professional services to develop an approved set of plans ready for construction.

Process Manager

Project Managers

Transportation

Contacts & Roles: Organization, Entity, or Individual

- ◇ **VDOT** – Provide technical support.
- ◇ **BOCS** – Provide input and design alternative selection.
- ◇ **Citizens** – Provide alternatives and impact feedback.
- ◇ **Developers** – Provide coordination with proffered improvements in close proximity to the County project.
- ◇ **A/E Consultants** – Provide coordination.
- ◇ **County Project Managers** – Review project and provide comments.

Timelines: Deadlines, Critical Path Items

- ◇ **Public Information meeting** – Public Information meetings are sometimes necessary when citizen involvement or concern is high.
- ◇ **BOCS design approval** – BOCS makes alternative selection.
- ◇ **70% submission to VDOT** – 70% submission is the first opportunity to receive feedback from VDOT. Approval at 70% is not necessary, but incorporation of comments is required.
- ◇ **100% submission to VDOT** – Submission is required before plans can be constructed.

Materials

- ◇ BOCS Staff Report and Resolution
- ◇ Contract & Transmittals
- ◇ VDOT

Forms

None

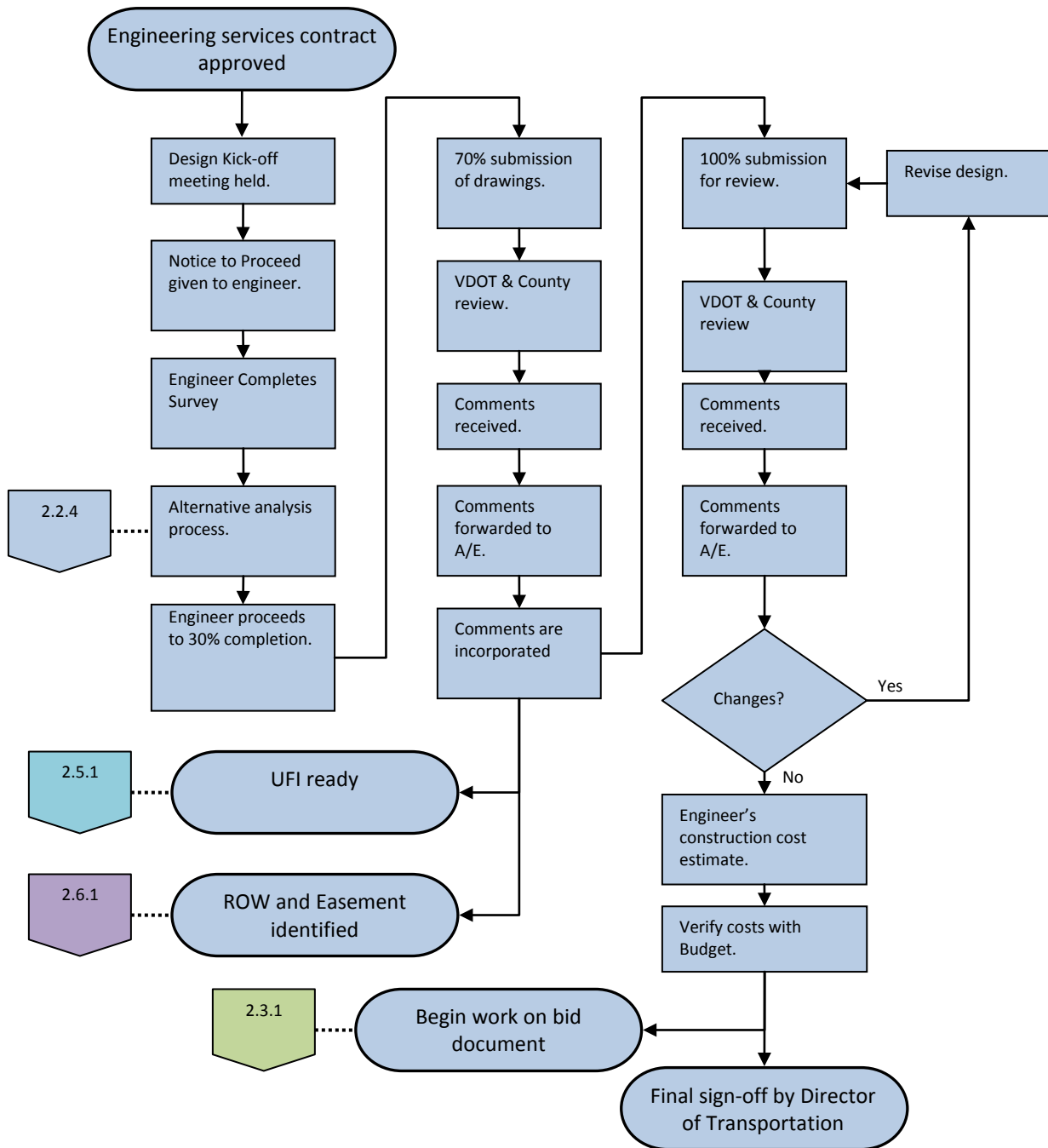
Reference to Other Processes

Follows 2.1.6 Request for Proposal
Occurs throughout 2.2.4 Alternative Analysis
Precedes 2.3.1 Invitation for Bid (IFB)
Concurrent 2.5.1 Identify Existing Utilities and Conflicts
Concurrent 2.6.1 Land Acquisition Overview



Process Notes

Flow Chart



Site Permitting Design

2.2.15

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

*Parks & Recreation
Planning Office*

Description

Site permitting is a separate permitting action from building permitting. However, a site plan must be approved prior to the issuance of a building permit. Because of the timing and the various phases a site permit goes through, the site plans are typically submitted in advance of the building permit process. The review is concurrent with the completion of the building construction drawings.

Process Manager

Plan Reviewer

*Parks & Recreation
Planning Office*

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Facilities Construction Management (FCM)** – Project management.
- ◇ **Property Management (PM)** – Project management.
- ◇ **Buildings & Grounds (B&G)** – Project management.
- ◇ **Office of Planning** – Site plan review and coordination with other review agencies.
- ◇ **Other departments (Transportation, Environmental Services, VDOT, DEQ, etc.)** – Site plan review.
Office of Planning is the lead for coordinating all comments from the review agencies.
- ◇ **A/E Consultant** – Responsible for design and resolution of issues.

Timelines: Deadlines, Critical Path Items

- ◇ **Approval of site plan** – Must be approved to obtain building permit.

Materials

- ◇ SOP 1.007.1 Reference Guide for Facilities Projects
- ◇ Permit letter
- ◇ Site plan application
- ◇ Transmittals

Forms

- ◇ Public Facilities Determination (PFD)

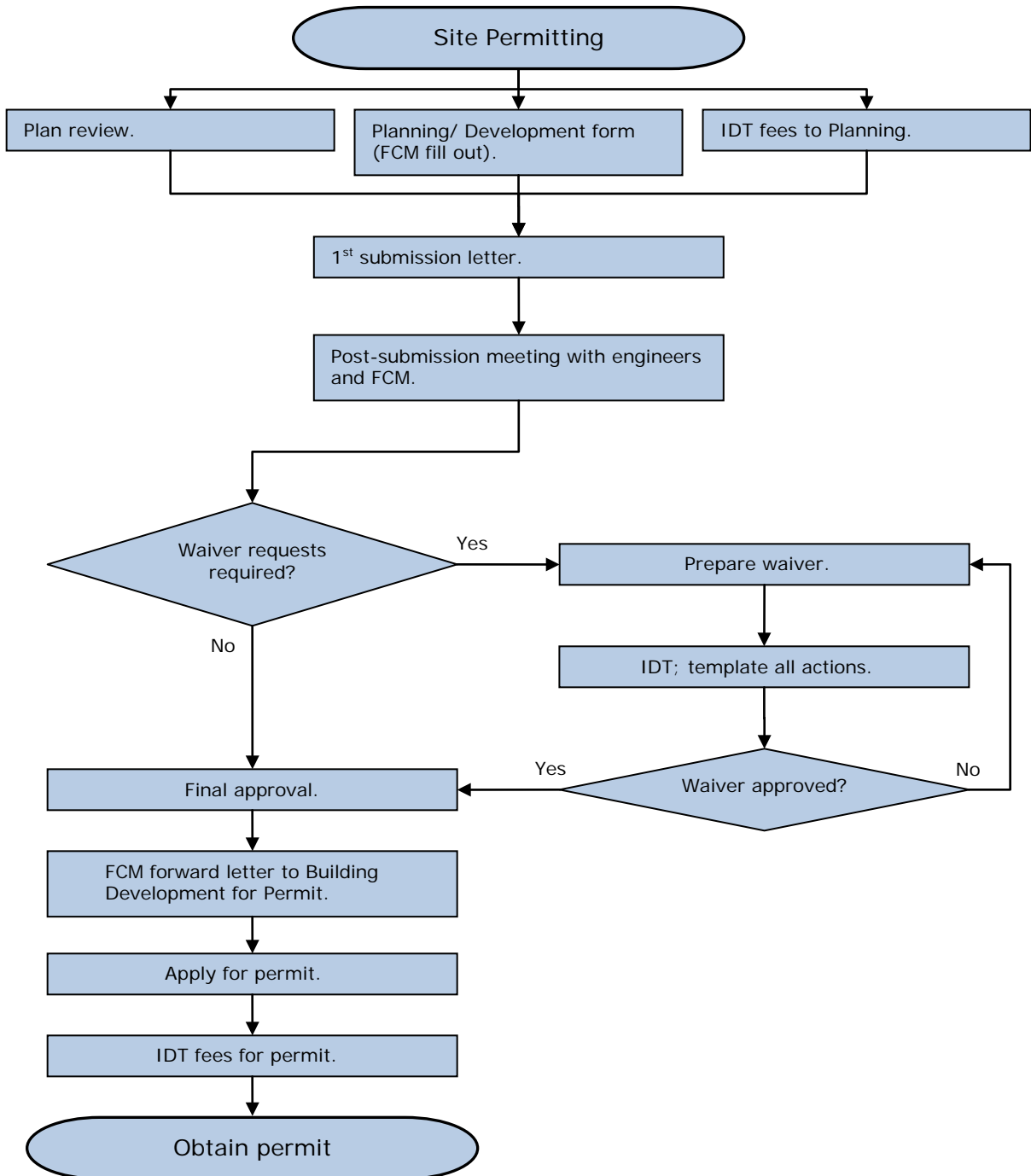
Reference to Other Processes

Precedes 2.2.20 Building Permit Review and Permitting

Process Notes



Flow Chart



Survey

Design

2.2.16

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

*Public Works &
Transportation*

Process Manager

Project Managers

*Parks & Recreation
Public Works &
Transportation*

Description

An important part of the design process is the survey. An accurate record of the impacted land is necessary for the completion of any project. The point at which the survey is done may differ between building and road projects. For design projects, the A/E procures and manages those services as part of their contract.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation (Right-of-Way)** – Titles will be needed..
- ◇ **Public Works** – Provide coordination for building projects.
- ◇ **Purchasing** – Approve the consultant if procured using the open-end professional contracts.
- ◇ **A/E Consultant** – Provide the survey.

Timelines: Deadlines, Critical Path Items

- ◇ **Confirm that survey is part of Design Contract** – Task Order only needed if survey services are not included in A/E contract.

Materials

- ◇ Contract
- ◇ Task Order (if needed)

Forms

None

Reference to Other Processes

Precedes 2.1.6 Request for Proposal
Concurrent 2.2.11 Task Orders
Precedes 2.2.13 Design Development (Buildings & Parks)
Precedes 2.2.14 Design Development (Roads)

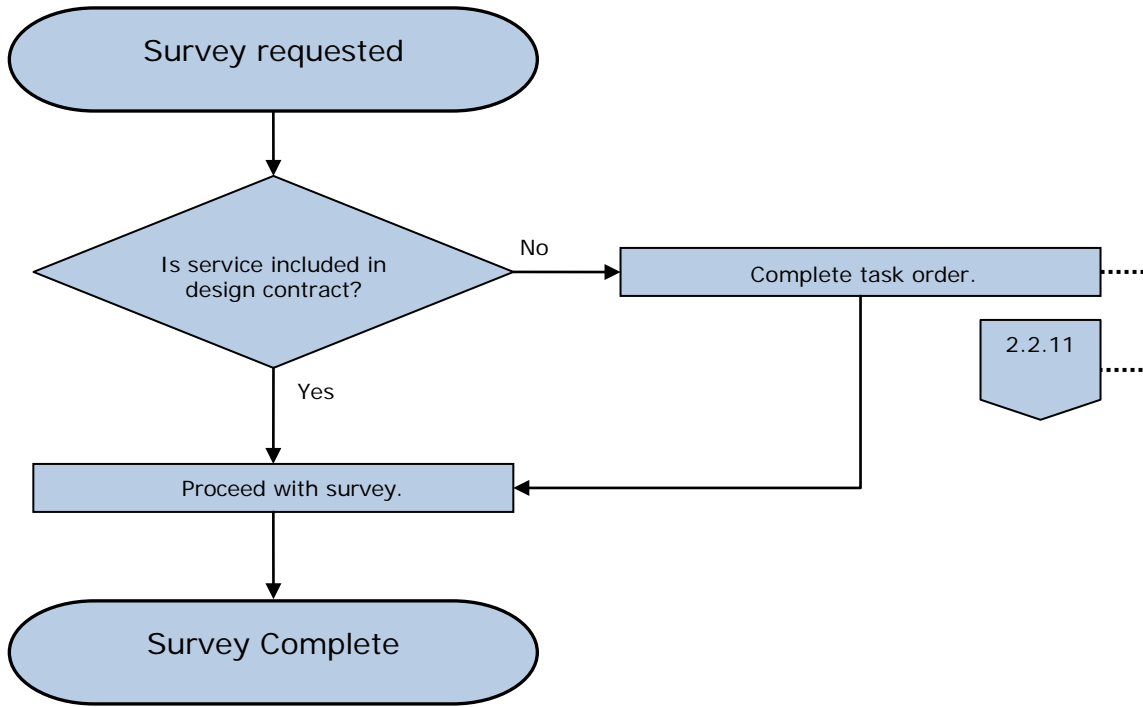
Process Notes

For Bond only:

- ◇ Survey can be done under task order.
- ◇ Survey could be part of design contract.
- ◇ If done as a task order, follow the task order process.



Flow Chart



Plat Preparation Design

2.2.17

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

*Parks & Recreation
Public Works &
Transportation*

Process Manager

Project Managers

*Parks & Recreation
Public Works &
Transportation*

Description

Legal documentation of property is required for all projects. The drawing of the property is known as the plat. The plat includes all dedications, easements or right-of-ways or other encumbrances on the site. The plat also locates buildings and associated support structures on the site, along with roads, storm water management and utilities.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **BOCS** – Approves plats if there are dedications, easements, or right-of-ways.
- ◇ **A/E Consultant** – Responsible for preparing plats.
- ◇ **Public Works and Transportation** – Manage the plat review and approval process.
- ◇ **County Attorney** – Prepare deeds and record plats.
- ◇ **Clerk of the Court** – Records deeds.
- ◇ **Utility Companies** – Conduct field inspections..

Timelines: Deadlines, Critical Path Items

- ◇ **Plan completion at 70% to 100%** – Transportation projects initiate plat preparation at 70%. Building projects initiate plat preparation prior to submission for site permitting. Revisions may be necessary as part of construction based on utility installations. CIP building projects require submission of the plat and site plan at approximately 50% of design or post design development..

Materials

- ◇ Plat
- ◇ Titles

Forms

None

Reference to Other Processes

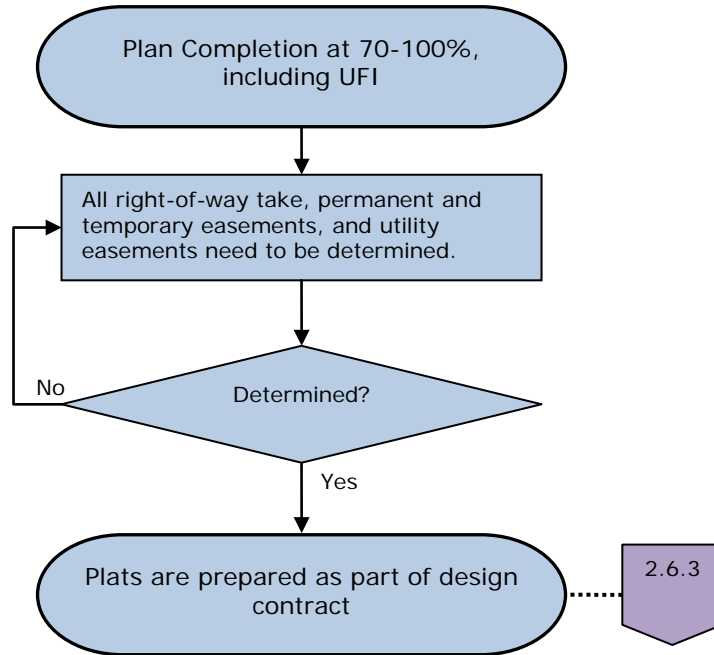
Precedes 2.2.13 Design Development (Buildings)
Precedes 2.2.14 Design Development (Roads)
Precedes 2.2.16 Survey

Process Notes

- ◇ All right-of-way take, permanent and temporary easements, and utility easements need to be determined before any plats can be prepared.
- ◇ Plats are prepared as part of Design Contract.



Flow Chart



Construction Documents

Design

2.2.18

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

*Parks & Recreation
Public Works &
Transportation*

Process Manager

Project Managers

*Parks & Recreation
Public Works &
Transportation*

Description

Construction Documents (CDs) are prepared by the A/E and reviewed by the CIP team to ensure the building and its elements meet the County's needs. They establish the contractual obligations of the owner and contractor to each other during the project; identify the responsibilities of all parties (A/E, GC, Owners); communicate the quantity, quality and relationship of all work required to construct the project; and provide the medium to solicit a firm cost for construction. CDs include, but are not limited to, bid requirements, contract forms, contract conditions, specifications, drawings, addenda and contract modifications.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **A/E Consultant** – Prepares construction documents and obtains final cost estimate.
- ◇ **Citizens** – Special provisions are occasionally annotated in the construction documents for road projects.
- ◇ **VDOT** – Special provisions and notes from VDOT are incorporated into the construction documents.
- ◇ **Project Manager** – coordinates design reviews with Property Management, Buildings & Grounds, Environmental Services, and others as necessary.

Timelines: Deadlines, Critical Path Items

- ◇ **100% plans** – Required for permitting.
- ◇ **VDOT Approvals** – VDOT approves 100% plans for road projects.
- ◇ **Cost Estimates** – Provided by an outside consultant and validate CIP estimates.
- ◇ **Specifications** – Required for permitting and provide written documentation supporting the design.

Materials

- ◇ Construction documents

Forms

None

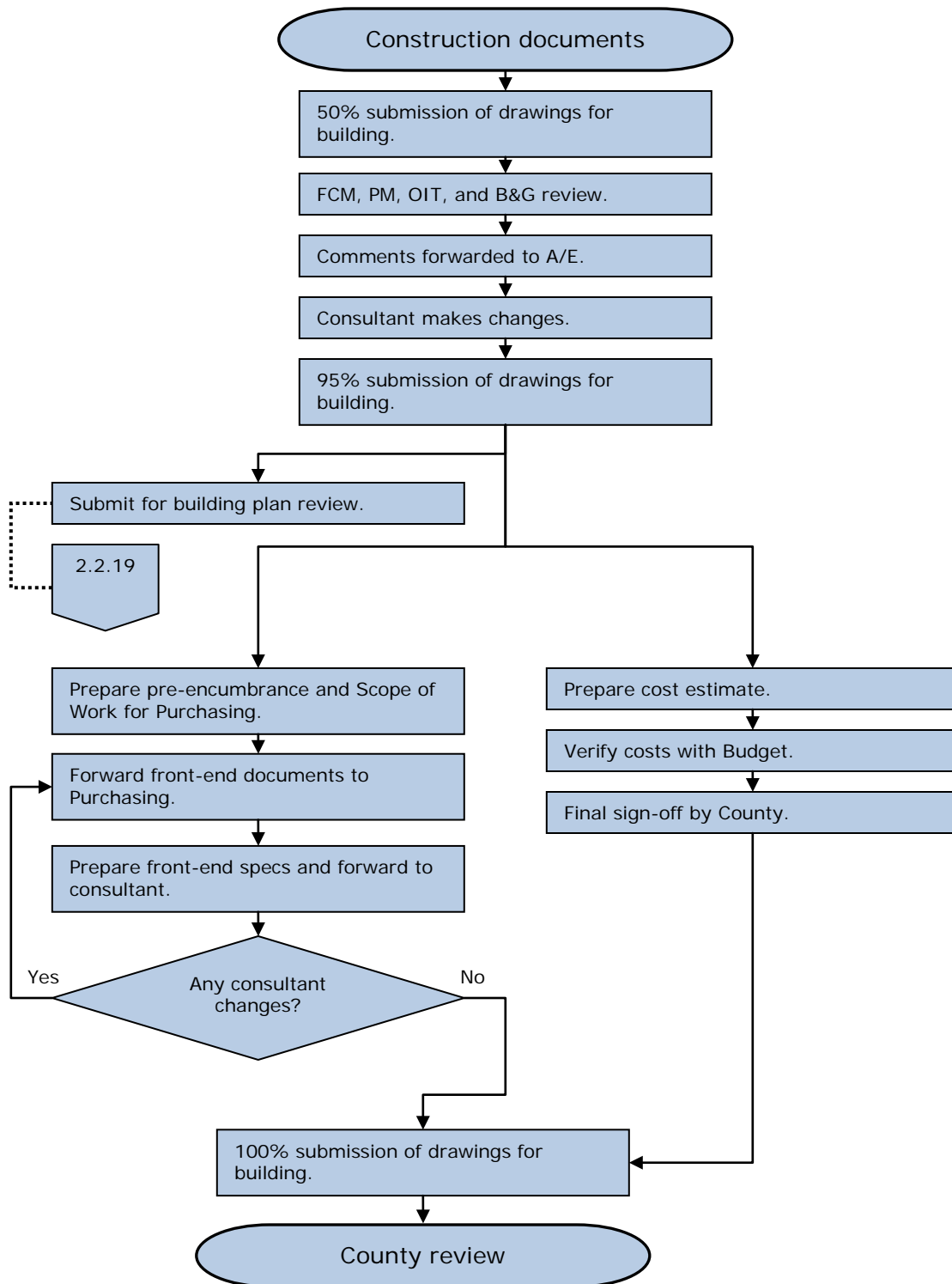
Reference to Other Processes

Follows 2.1.1 Kick-off
Follows 2.2.13 Design Development (Buildings)
Follows 2.2.14 Design Development (Roads)
Follows 2.2.17 Plat Preparation
Precedes 2.3.1 Invitation for Bid (IFB)



Process Notes

Flow Chart



Building Review and Permitting

2.2.19

Design

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Building Official

*Parks & Recreation
Public Works*

Process Manager

Plan Reviewer

*Building Development
Parks & Recreation
Public Works*

Description

All construction plans are prepared in accordance with the International Building Code (IBC) as adopted by Virginia. (Please note that this code is updated every 3 years, but not used until adopted by the State.) The architect or County Project Manager submits the initial plans to the Public Works for review. Comments generated by the reviewers are then forwarded to the A/E for resolution. Once all comments are addressed, submitted and approved by the reviewers, a building permit is issued for the project. No construction can begin on a project without having an approved permit.

For road projects, building permits are issued for structural and electrical components.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Public Works** – FCM, PM, and B&G facilitate and coordinate the submission, review comments, and completion of all tasks by consultant.
- ◇ **A/E Consultant** – Respond to review comments.
- ◇ **Planning Office** – Approve site plan as part of the overall building permit process.
- ◇ **Transportation** – Facilitate submission of plans.

Timelines: Deadlines, Critical Path Items

- ◇ **Timely response to review comments**

Materials

- ◇ Building permit application
- ◇ Transmittals
- ◇ Watershed documents

Forms

None

Reference to Other Processes

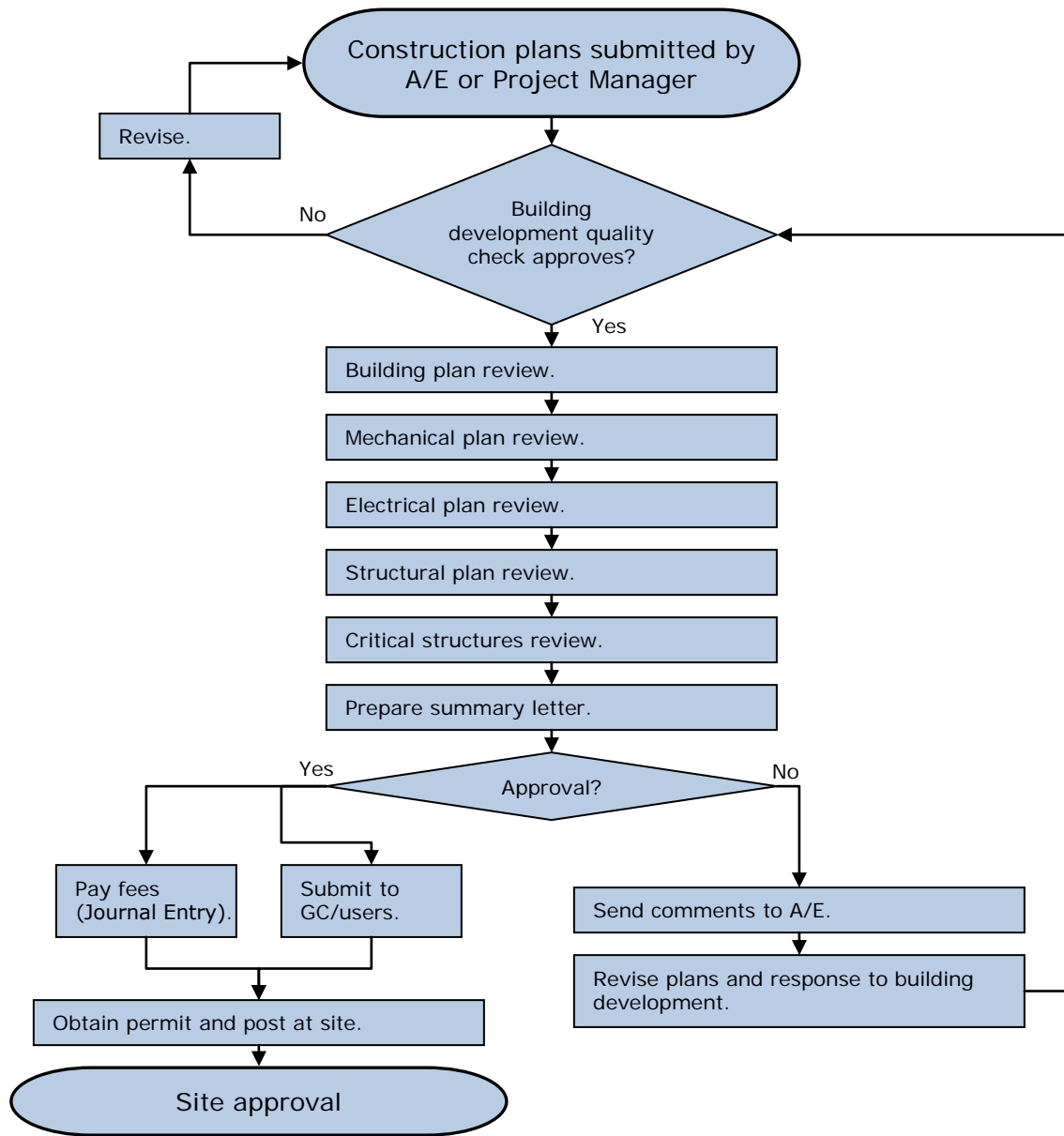
Follows 2.2.18 Construction Documents

Process Notes

The reviews are completed in sequential order. Failure of any of the reviews (building, mechanical, electrical, etc.) results in a negative assessment of the construction plans. Comments are then sent to A/E, which revises the plans. The revised plans cycle through the review process again, skipping those reviews which were positive previously. This process continues until all reviews are positive.

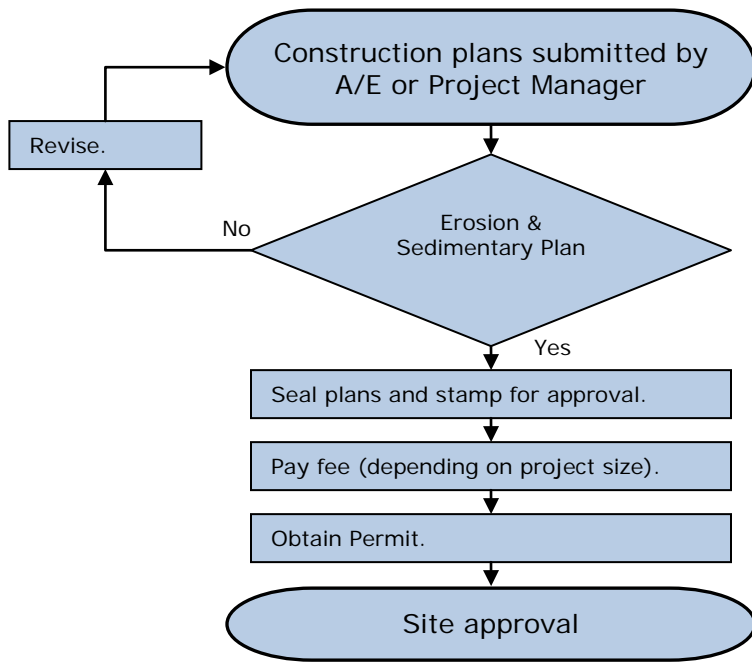


Flow Chart (Process A – Buildings)



Building Review and Permitting **Flow** **Chart (Process B – Transportation)**

2.2.19



Invoices

2.2.20

Design

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

Parks & Recreation

Public Works

Transportation

Process Manager

Project Managers

Parks & Recreation

Public Works &

Transportation

Description

Invoices on Capital Improvement Program Projects are typically paid from a Purchase Order, unless they are project expenses under \$5,000, which can be paid through a direct purchase. The review of invoices is essential for maintaining proper financial controls and project management.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation** – Receive and review invoices against a Purchase Order for accuracy and completeness.
- ◇ **Public Works** – Receive and review invoices against a Purchase Order for accuracy and completeness.
- ◇ **Accounts Payable** – Final approval of invoices.
- ◇ **A/E Consultants** – Provide the invoices.

Timelines: Deadlines, Critical Path Items

- ◇ **Project Manager Signature** – The Project Manager must sign the invoice, attesting that it is in accordance with the contract and the billable items are accurate.
- ◇ **Department approval** – Approval paths may differ across departments; however, it is the responsibility of the managing department to ensure that proper financial controls are used.
- ◇ **Accounts Payable approval** – Accounts payable will have final electronic approval on all invoices.

Materials

None

Forms

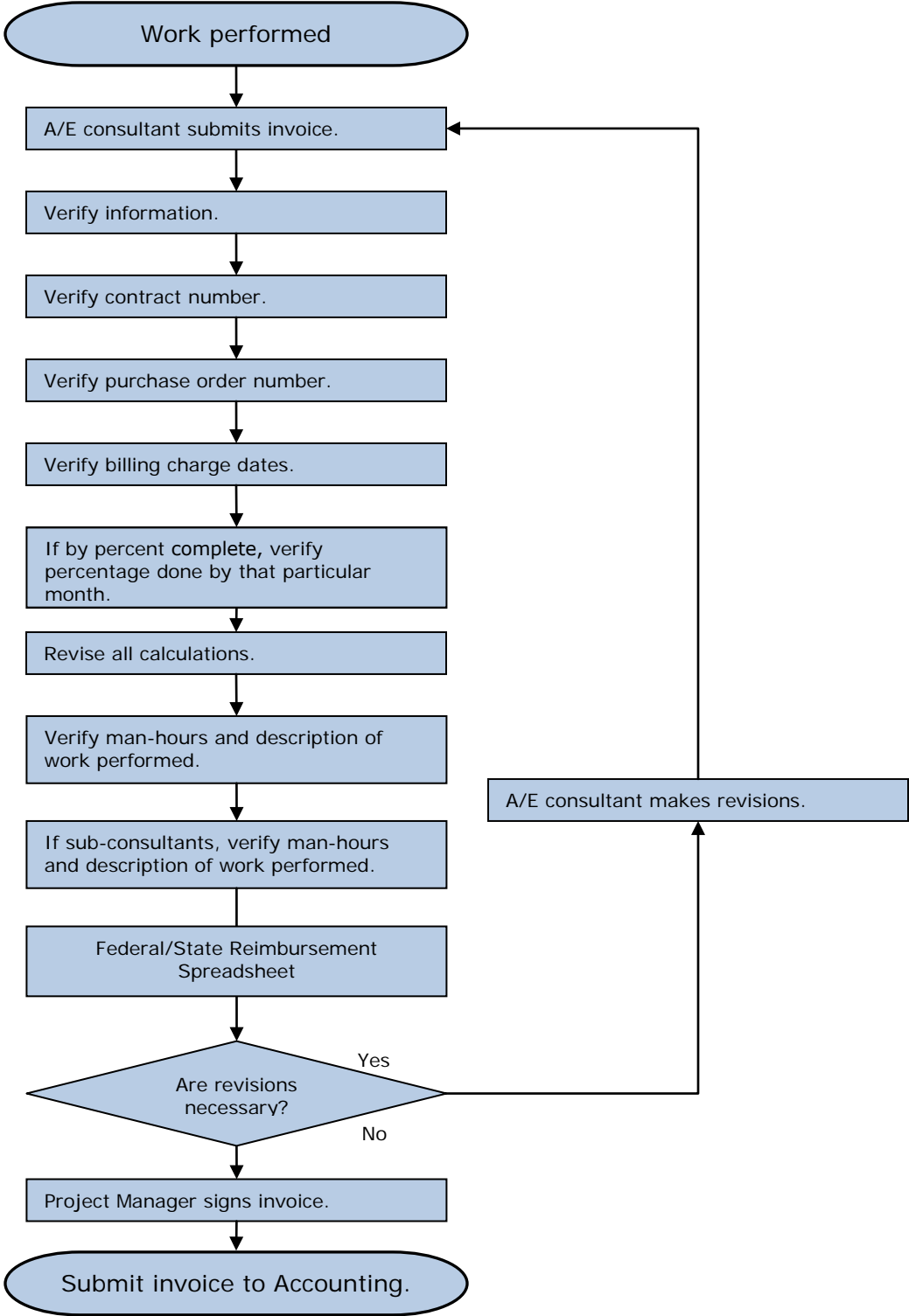
- ◇ Pre-Ascend Request Form - Invoice

Reference to Other Processes

Process Notes



Flow Chart



Invitation for Bids (IFB)

Construction

2.3.1

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director
Finance

Description

An Invitation for Bids (IFB) is a formal solicitation and is the purchasing mechanism used to acquire construction services. It is initiated by the using department and processed by the Director of Finance in accordance with established rules and regulations.

Process Manager

Purchasing
Finance

Contacts & Roles: Organization, Entity, or Individual

- ◇ **VDOT** – Provide latest special provisions for road projects.
- ◇ **Transportation** – Provide information for the IFB.
- ◇ **BOCS** – Approve the contract award.
- ◇ **Public Works** – Provide information for the IFB.
- ◇ **State Administrator** – Reviews and approves IFB documents for contract when federal or state funding involved.
- ◇ **Project Manager** – Completes Project Information Form and provides necessary supporting documentation for the contract.
- ◇ **Purchasing** – To review the Project Information Form and issue the IFB.

Timelines: Deadlines, Critical Path Items

- ◇ If not greater than or equal to \$30,000 – 3-quote process
- ◇ Is funding sufficient?
- ◇ Greater than \$100,000?
- ◇ Is solicitation approved?

Materials

None

Forms

- ◇ Capital Projects Information Form

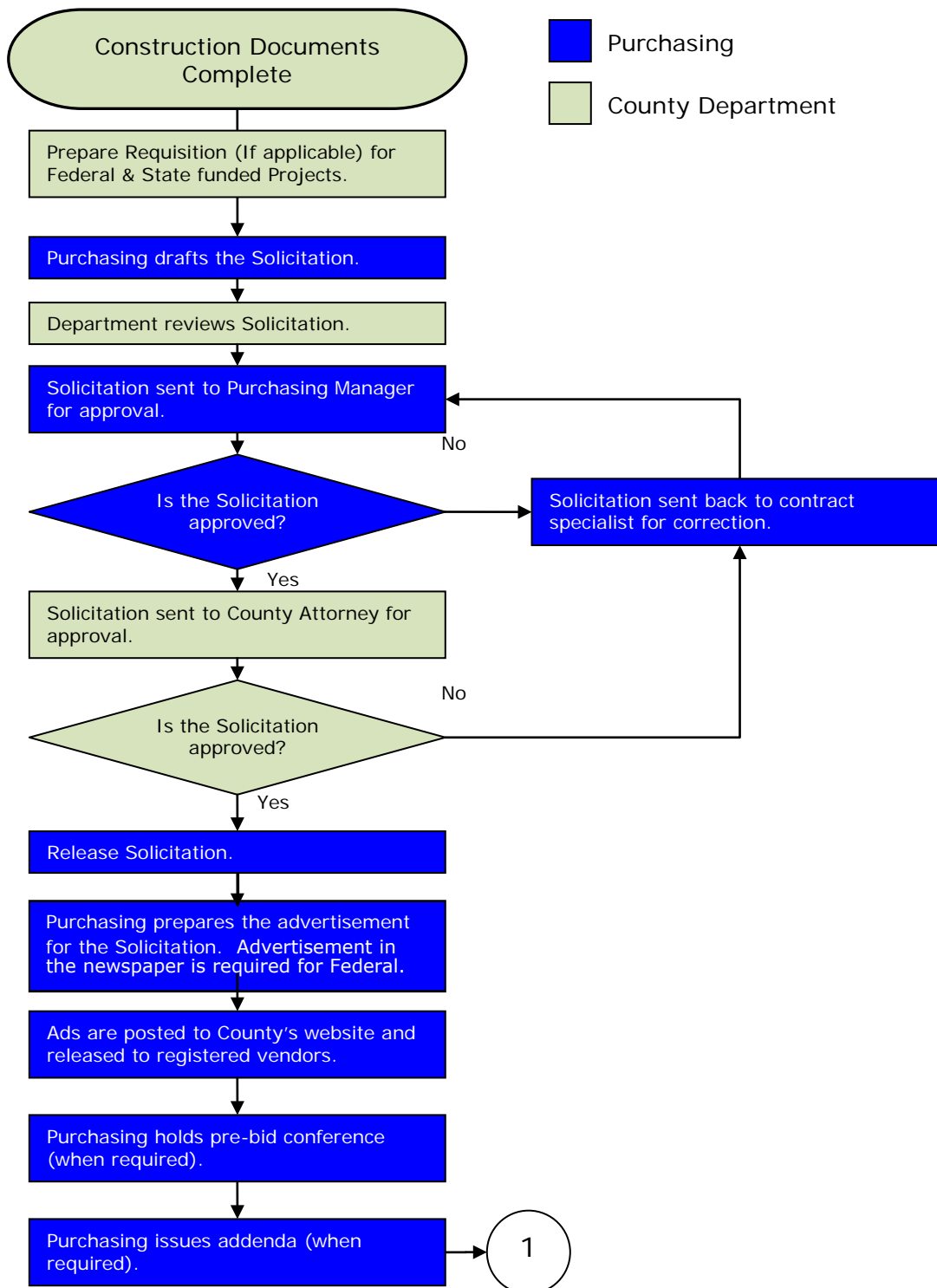
Reference to Other Processes

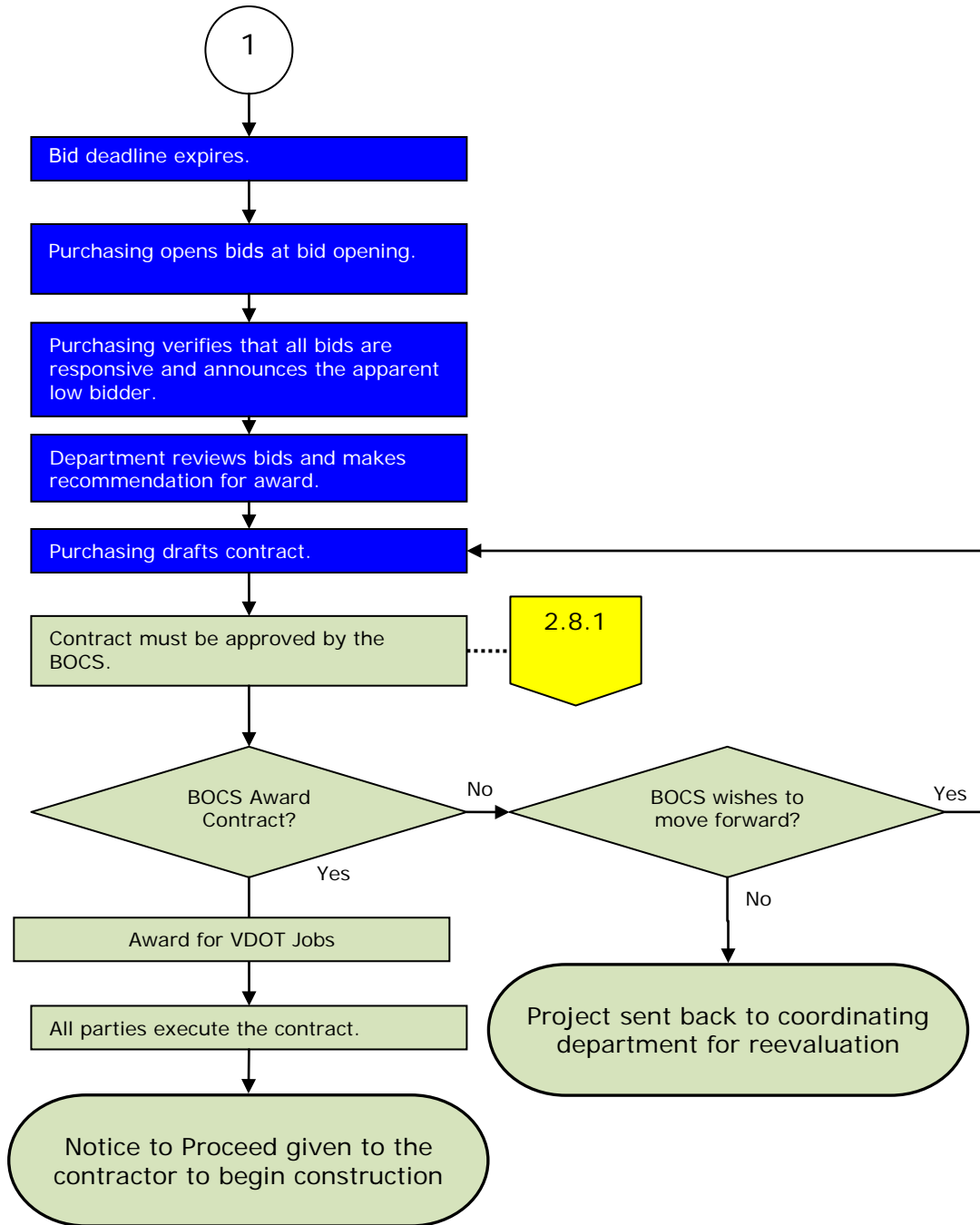
Process Notes

For federal projects or grant funding, the state administrator must review and approve the bid documents (e.g. TEA-21).



Flow Chart





Change Order Construction

2.3.2

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Finance

Description

A Change Order is a document which is signed by contractor, A/E, and owner which authorizes an addition, deletion, or revision in the work or an adjustment in the contract price or the contract terms, issued on or after the effective date of the agreement. Changes may occur as a result of a change in the original scope of work, specific unforeseen obstacles which require variation from the original plan, or the addition of other features or options to the project.

Process Manager Construction Managers

Project Managers
*Public Works &
Transportation*

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation** – Negotiate the terms of the Change Order.
- ◇ **DOT Director & Purchasing Mgr** – Approve change orders <25% of original contract value or < \$50,000.
- ◇ **BOCS** – Approve Change Order if over 25% of the original amount or \$50,000, whichever is greater.
- ◇ **Contractor** – Negotiate the terms of the Change Order.
- ◇ **Public Works/Transportation** – Negotiate the terms of the Change Order.

Timelines: Deadlines, Critical Path Items

- ◇ **Project Manager gets estimates**
- ◇ **Contractor and County successfully negotiate terms of the Change Order**
- ◇ **Transportation Director/Purchasing Mgr approve change orders less than 25% of contract value or less than \$50,000**
- ◇ **BOCS approves Change Order (when required)**
- ◇ **Changes to the original contract made**

Materials

None

Forms

- ◇ Change Order (AIA Document G701)
- ◇ Proposal Request (AIA Document G709)
- ◇ County Change Order Form

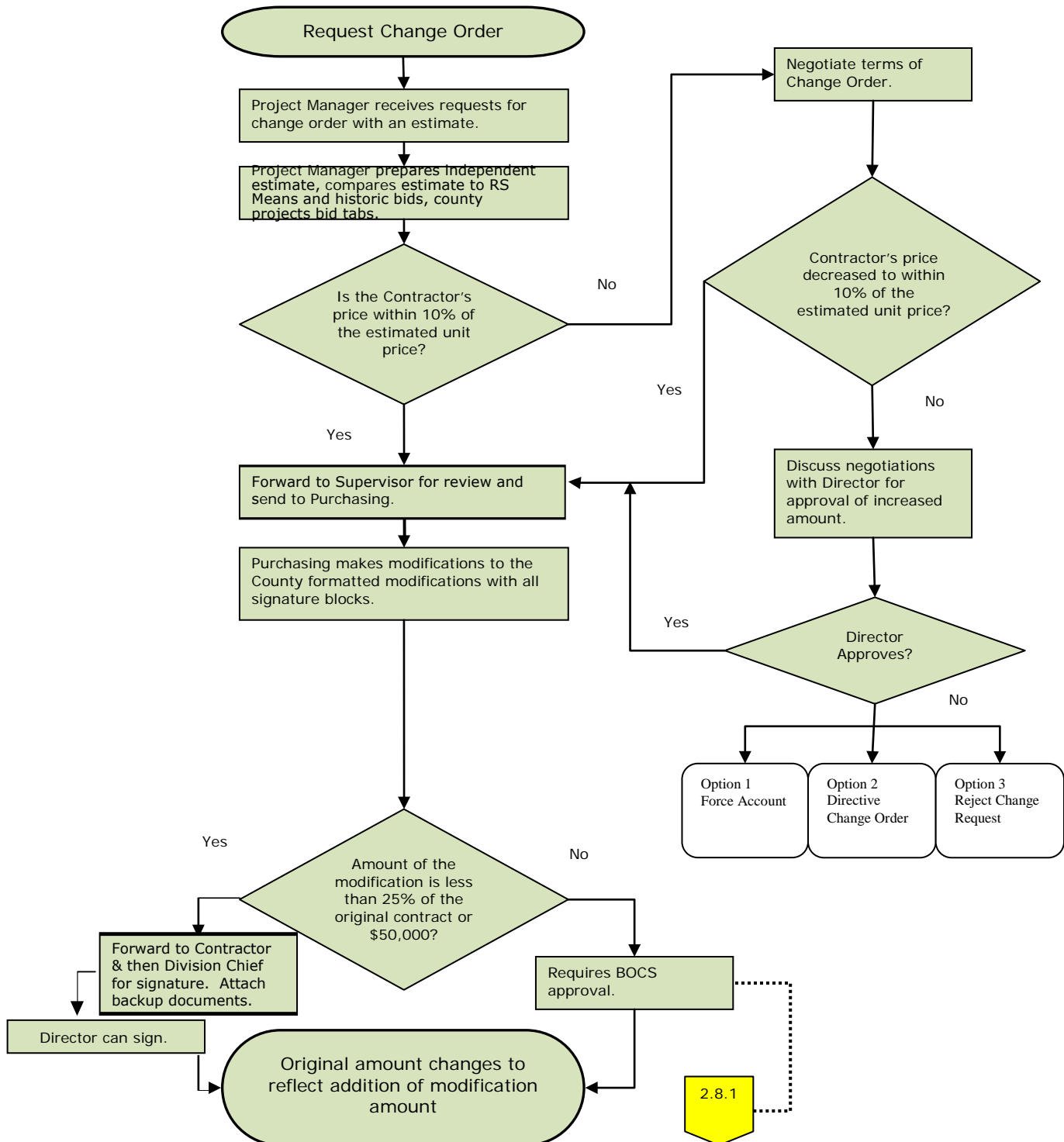
Reference to Other Processes

Follows 2.3.1 Invitation for Bids (IFB)
Concurrent 2.3.9 Construct (Roads)
Concurrent 2.3.8 Construct (Buildings)
Concurrent 2.8.1 Board Agenda

Process Notes



Flow Chart



Request for Payment Construction

2.3.3

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Directors

*Parks & Recreation
Public Works
Transportation*

Process Manager Construction Managers

*Parks & Recreation
Public Works
Transportation*

Description

Requests for payment (also known as construction invoices or application for payment) on Capital Improvement Program projects are typically paid from a Purchase Order, unless they are project expenses under \$1,000, which can be paid through a direct voucher. The review of requests for payment is essential for maintaining proper financial controls and project management. Requests for payment can provide an indication of the project progress. In building CIP projects, all requests for payment that include stored materials or prepayment for materials/services must have proof of purchase and storage as applicable. This can include, but is not limited to, photographs of the materials in storage, affidavits of purchase/storage, bills of lading and/or FCM staff observance of the materials.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation** – Receive and review requests for payment against a Purchase Order for accuracy and completeness.
- ◇ **Public Works** – Receive and review requests for payment against a Purchase Order for accuracy and completeness.
- ◇ **Accounts Payable** – Final approval of requests for payment.
- ◇ **Vendor** – Provide the requests for payment.

Timelines: Deadlines, Critical Path Items

- ◇ **Construction Manager signature** – The Construction Manager must sign the request for payment, attesting that the request is in accordance with the contract and the billable items are accurate.
- ◇ **Department approval** – Approval paths may differ across departments; however, it is the responsibility of the managing department to ensure that proper financial controls are used.
- ◇ **Accounts Payable approval** – Accounts payable will have final electronic approval on all requests for payment.

Materials

- ◇ Copies of invoices and/or internal charges

Forms

- ◇ Application and Certificate for Payment (AIA Document G702) – for buildings
- ◇ Request for Payment – for roads
- ◇ Pre-Ascend Request Form - Invoice

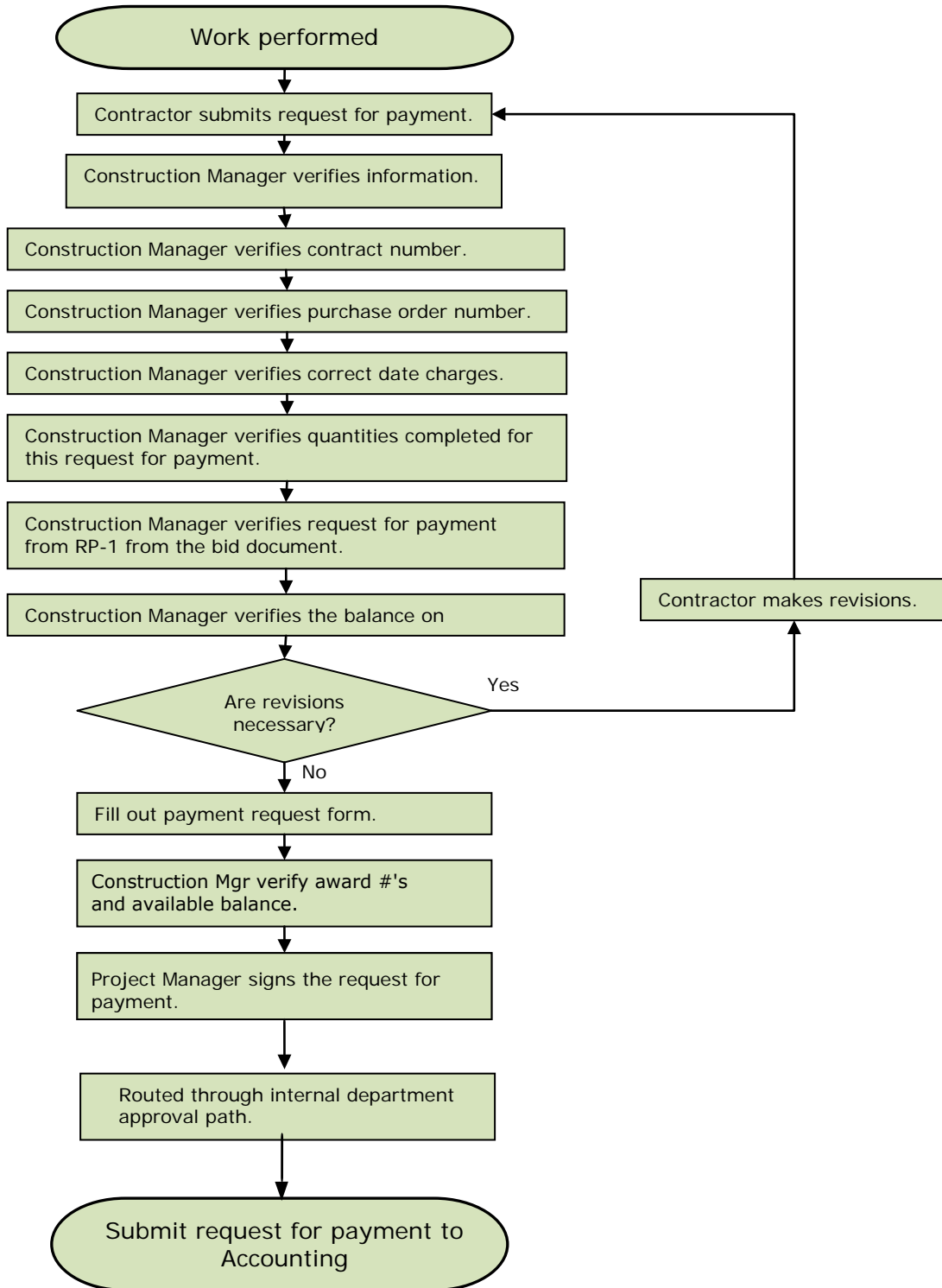
Reference to Other Processes

Concurrent 2.3.8 Construct (Buildings)
Concurrent 2.3.9 Construct (Roads)



Process Notes

Flow Chart



* Approval process and payment shall not exceed 30 days.



Draw Downs for Bond- or Lease-Funded Projects Construction

2.3.4

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Treasury Manager

Finance

Process Manager

Fiscal Services Manager

Finance

Description

Some Capital Improvement Projects are funded through debt, also know as bond sales. The County uses cash from the General Fund to pay for expenses as they occur. Periodically, County agencies are required to complete draw downs (also known as cashdraws) for projects so that the revenues from debt can supplant general fund revenues.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Department Project Managers** – Approve invoices and payments, which are the basis for, and incorporated into, draw downs. Certify information contained in draw down request.
- ◇ **Department Accounting Staff** – Prepares the draw down request.
- ◇ **Fiscal Services Manager** – Reviews draw down request after it is submitted by department. Submits the completed draw down to the internal portfolio managers.
- ◇ **Internal Portfolio Manager** – Submits the draw down data to external portfolio manager.
- ◇ **External (Third-Party) Portfolio Manager** – Releases bond proceeds cash to the County bank account.

Timelines: Deadlines, Critical Path Items

- ◇ **6-month IRS milestone** – 10% of expenses.
- ◇ **12-month IRS milestone** – 45% of expenses.
- ◇ **18-month IRS milestone** – 75% of expenses.
- ◇ **24-month IRS milestone** – 95% of expenses.
- ◇ **36-month IRS milestone** – 100% of expenses.

Materials

- ◇ Copies of invoices and/or internal charges
- ◇ Letter to Trustee/Portfolio Manager
- ◇ Summary of expenses

Forms

None

Reference to Other Processes

Follows 2.7.2 Bond/Lease Sale
Concurrent with 2.7.3 Arbitrage

Process Notes

External portfolio manager reports semi-annually based on closing date:



Arbitrage

- ◇ If all milestones are met County keeps all interest and does not perform arbitrage calculation.
- ◇ Milestones (spend & draw):
 - 6 months – 10%
 - 12 months – 45%
 - 18 months – 75%
 - 24 months – 95%
 - 36 months – 100%
- ◇ If one milestone is missed, the County performs arbitrage calculation.
- ◇ If one milestone is missed and the County earns more interest than it pays, the difference goes to the IRS.

Several things must be completed before initiating a bond draw down:

- ◇ BOCS must approve the project appropriations that include bond/lease financing support.
- ◇ Expenditures being drawn must have been paid and related processing completed.
- ◇ It is preferred that the supporting bond sale has been completed.
- ◇ The project expenditure must be appropriate for bond financing support, i.e., that it is a capital improvement and has a 20-year practical, useful life. You should not draw for operating expenses, for equipment that is not part of the facility, or for equipment/other items that do not have a 20-year useful life.

It is recommended that as each vendor payment, or direct County expense is incurred, a copy of the invoice(s) is set aside into a draw down file (filed by project by bond sale).

At regular intervals a Public Works/Transportation processor (clerk, accountant, Project Manager) should gather a full set of the invoices and signed copies of internal charges which have occurred since the last draw down was executed. (The frequency for preparing a project's draw downs depends on its rate of expenditures – draw downs should be monthly, if the project is active and expending funds frequently or at least quarterly if the project is moving slowly.)

The Public Works/Transportation processor prepares a summary of the payments/ invoices/charges the draw down will be reimbursing. The processor then prepares a cover letter to the external Portfolio Manager or Trustee as appropriate. The cover letter should be addressed to the correct person (ie. the Portfolio Manager's or Trustee's representative). The cover letter also should identify the portfolio manager's correct account number, the amount to be drawn, the cumulative total of all prior draw downs for this project, the outstanding direct proceeds balance for this project, and the remaining balance of the direct proceeds for this project after the draw down is completed. The certification of expenses should be signed by the Project Manager or by the department Director.

The cover letter, summary of the invoices, and the full set of the invoice copies and copies of signed internal charges should be assembled into one package constituting the draw down. The Public Works/Transportation manager reviews the draw down, and if correct, sends it to the department Director (or designee) for signature. Once the department Director has signed the draw down, the draw down is forwarded to Finance for review.

After reviewing the draw down Finance either returns the draw down to its originator for correction, or

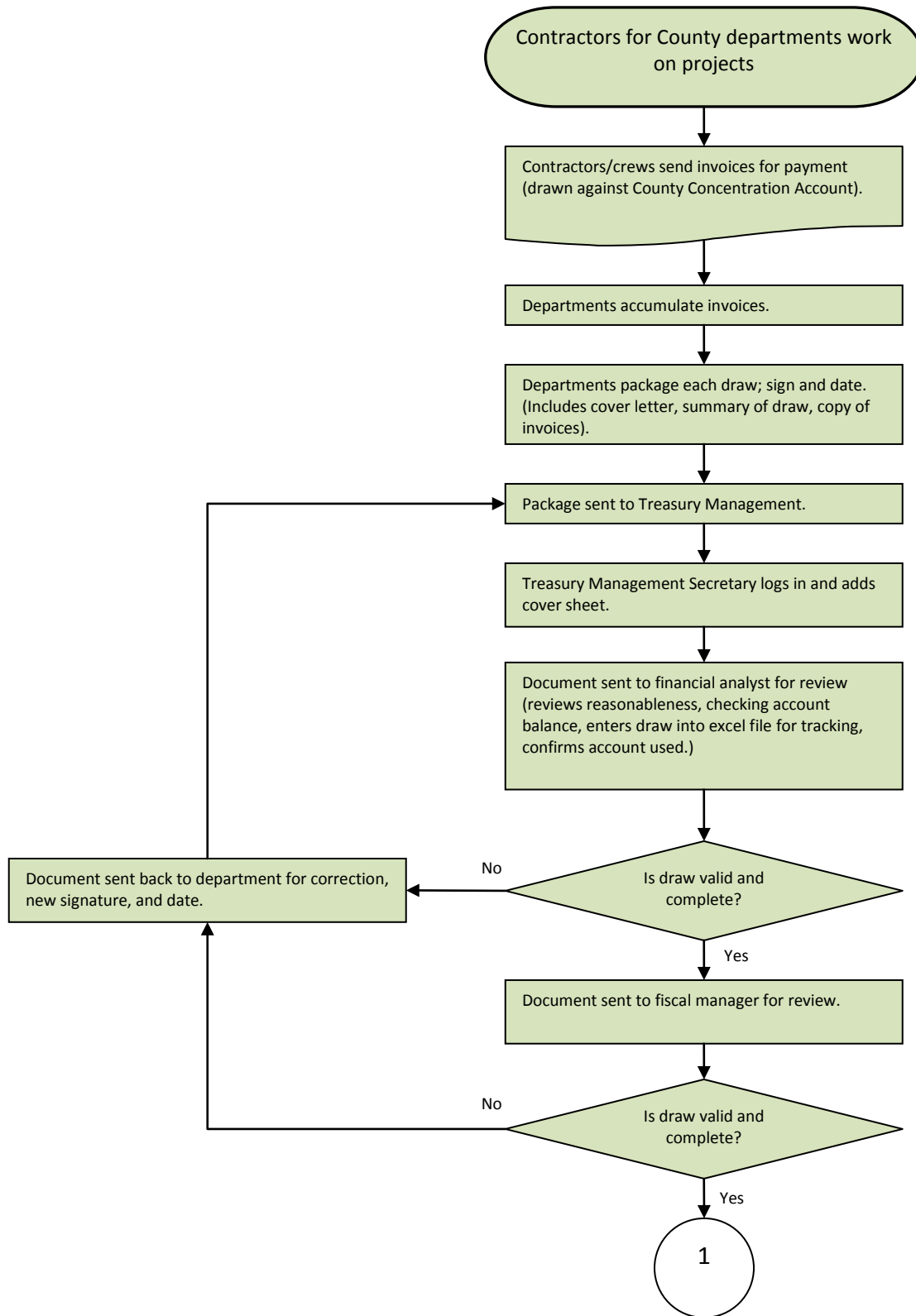


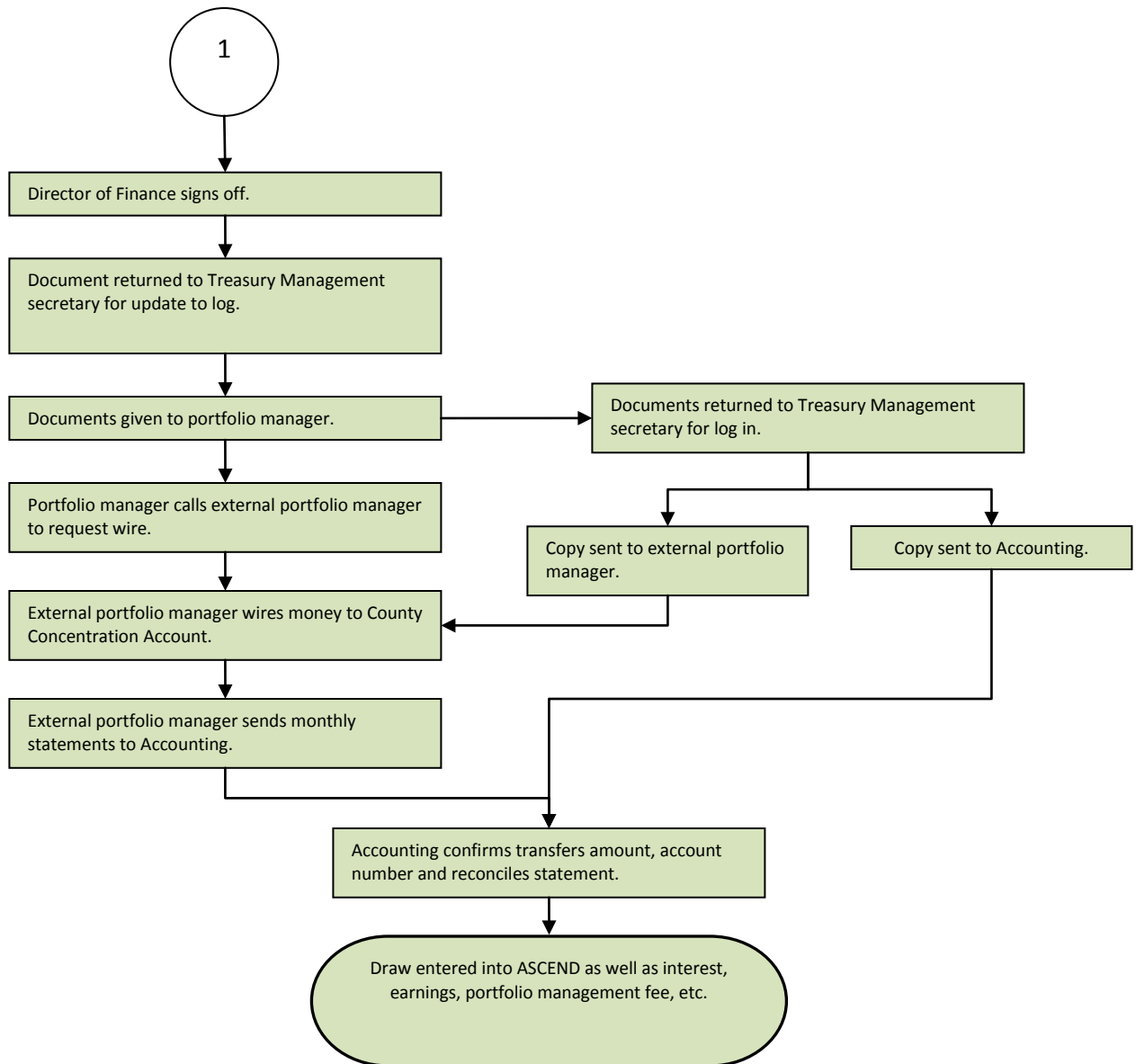
sends it to the external Portfolio Manager or trustee for their processing and for their release of the bond proceeds to the County. The external Portfolio Manager or the Trustee transfers the cash reimbursement to the County concentration account (County's primary checking account).

Note: By policy approved by the BOCS, interest earned on bond proceeds is normally transferred to the County's Capital Reserve. These transfers of interest earnings are executed periodically during the fiscal year if appropriate, and at least one time per year after the fiscal year closes. An exception can be made to this use of interest earning if and when the BOCS directly budgets and appropriates some or all of the actual interest earnings in a specific amount to a specific project.



Flow Chart





Withholding and Releasing Retainage

2.3.5

Construction

Buildings



Only on County & State Projects

Parks



Roads



Process Owner

Director

Finance

Description

The County, as owner, retains a portion of the contractors' funds with each payment, per Prince William County Purchasing regulation (Section 600.12). The typical amount is 5% of each payment. Those funds are encumbered and held in a separate account for payout at the completion of the project. Retainage provides the leverage to assure work has been completed 100% per the contract documents. It also provides funds in the event work is not completed per the contract, or is deficient. The retainage is held until the final payment is made and all punchlist work is complete.

Process Manager

Project Managers

Parks & Recreation

Public Works

Transportation

Partial release of retainage can be made following substantial completion, provided that the value of the outstanding work is less than the remaining retainage being held. Approval for partial payment requires County Architect's approval.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Project Manager** – Approves retainage.
- ◇ **Department Accounting Staff** – Processes Requests for Payment and withholds retainage.
- ◇ **General Contractor** – Submits Requests for Payment.

Timelines: Deadlines, Critical Path Items

- ◇ **50% completion** – Make determinations about withholding retainage.
- ◇ **Contractor 10% Behind** – If contractor is 10% behind on CPM schedule reinstate the 5% retainage.
- ◇ **Receipt of Request for Payment** – Contractor submits Request for Payment to the County.
- ◇ **Punchlist** – All items on the punchlist must be complete prior to release of retainage.
- ◇ **Road acceptance** – Road must be accepted by VDOT prior to release of retainage.
- ◇ **Liquidated damages** – Contractor can be assessed penalties, also known as liquidated damages, if project is not completed on or before the contract completion date.
- ◇ **Occupancy Permit** – Occupancy Permit must be issued prior to release of retainage for buildings.
- ◇ **Final Request for Payment** – Retainage cannot be released before final Request for Payment is received.



Materials

None

Forms

- ◇ Request for Payment – for roads
 - ◇ Application and Certificate for Payment (AIA Document G702) – for buildings
 - ◇ Consent of Surety to Reduction in or Partial Release of Retainage (AIA Document G707A)
 - ◇ Consent of Surety Company to Final Payment (AIA Document G707)
-

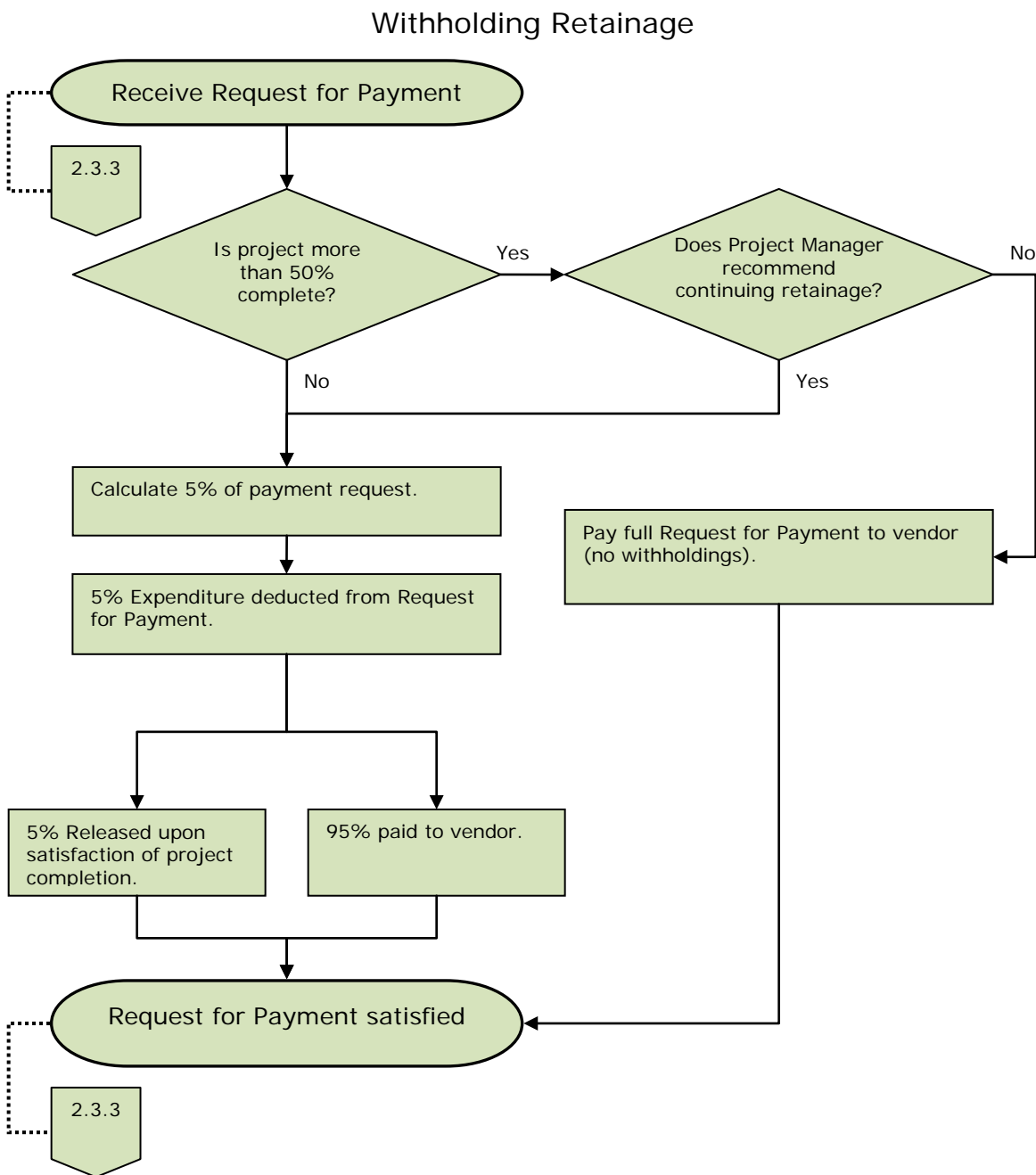
Reference to Other Processes

Follows 2.3.3 Request for Payment

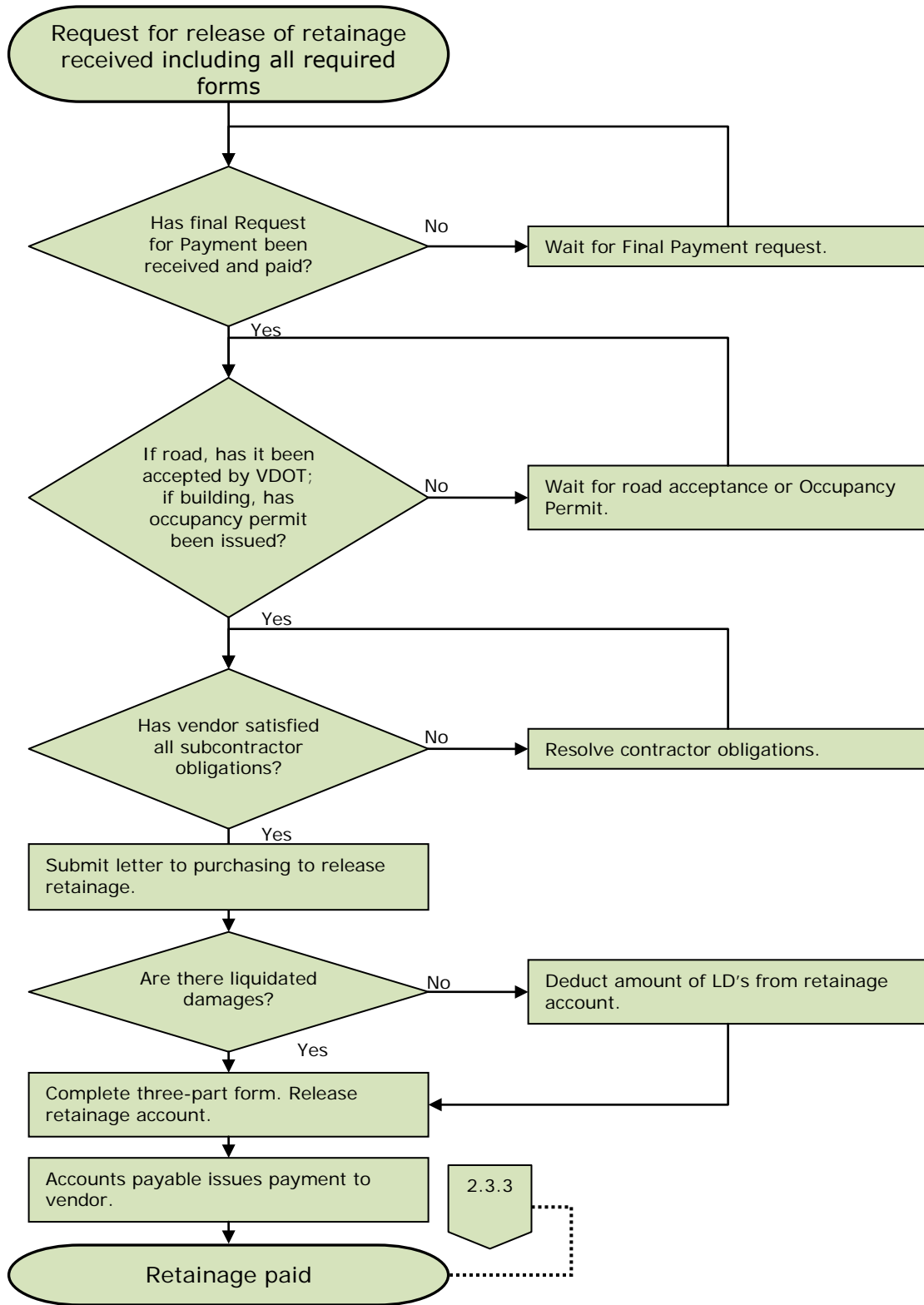
Process Notes



Flow Chart



Releasing Retainage



Withholding and Releasing Retainage (Innovative Delivery Transportation Projects/PPTA Projects/Design-Build) Construction

2.3.5-B

- Buildings
- Parks
- Roads

Process Owner	Description
<p>Director</p> <p><i>Finance</i></p>	<p>The withholding and releasing of retainage for Innovative Delivery Transportation Projects, PPTA Projects and Design-Build Projects will be determined during project negotiations.</p> <p>If negotiated, the withholding and releasing of retainage for the Innovative Transportation, PPTA, and Design-Build Projects can follow the standard Design-Bid-Build process for retainage.</p>
<p>Process Manager</p> <p>Project Managers</p> <p><i>Public Works & Transportation</i></p>	

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Project Manager** – Approves retainage.
- ◇ **Department Accounting Staff** – Processes Requests for Payment and withholds retainage.
- ◇ **General Contractor** – Submits Requests for Payment.

Timelines: Deadlines, Critical Path Items

- ◇ **% of completion** – Make determinations about withholding retainage.
- ◇ **Receipt of Request for Payment** – Contractor submits Request for Payment to the County.
- ◇ **Punchlist** – All items on the punchlist must be complete prior to release of retainage.
- ◇ **Road acceptance** – Road must be accepted by the county and VDOT prior to release of retainage.
- ◇ **Liquidated damages** – Contractor can be assessed a cost, also known as liquidated damages, if project is not completed on or before the contract completion date.
- ◇ **Occupancy Permit** – Occupancy Permit must be issued prior to release of retainage for buildings.
- ◇ **Final Request for Payment** – Retainage cannot be released before final Request for Payment is received.

Materials

None

Forms

- ◇ Request for Payment – for roads
- ◇ Application and Certificate for Payment (AIA Document G702) – for buildings
- ◇ Consent of Surety to Reduction in or Partial Release of Retainage (AIA Document G707A)
- ◇ Consent of Surety Company to Final Payment (AIA Document G707)



Reference to Other Processes

Follows 2.3.3 Request for Payment

Follows 2.3.5 Withholding and Releasing Retainage (Design-Bid-Build).

Process Notes



Construction Inspection (Roads)

2.3.6

Construction

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Description

During construction, the County either provides or hires an inspector to monitor the day-to-day activities of project construction. Usually there will be a general construction inspector and a geotechnical inspector.

Process Manager

Project Manager

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Contractors** – Provide bi-weekly schedule.
- ◇ **VDOT** – Randomly inspect and give feedback about the project to County Project Manager.
- ◇ **Transportation** – Project Manager resolves issues and ensures the project is moving on schedule.
- ◇ **Citizens** – Provide feedback.
- ◇ **Public Works** – Provide Storm Water Management feedback.
- ◇ **Project inspector** – Manages field operations.

Timelines: Deadlines, Critical Path Items

- ◇ **Testing inspection** – On call tests all project materials.
- ◇ **Review quantities from GC** – Project inspector reviews and approves daily quantities.
- ◇ **Maintenance or traffic control** – Contractor contact VDOT and request a lane closure approval.

Materials

- ◇ Daily Tickets

Forms

- ◇ Daily Reporting
- ◇ Daily Testing
- ◇ Work Zone Safety Assistance

Reference to Other Processes

Concurrent with 2.3.9 Construct (Roads)



Process Notes

Below are basic job descriptions, qualifications, experience and general duties and responsibilities of the Inspector.

General Construction Inspector's Role and Responsibilities

- ◇ Inspection of clearing, grading, excavation and placement of embankments and all other required activities as proposed by the County.
- ◇ Inspection of drainage pipes, structures and stormwater management facilities, including pipe jacking.
- ◇ Inspection of curbing and paving.
- ◇ Inspection of incidental items.
- ◇ Review and monitoring of maintenance of traffic.
- ◇ Inspection of signal, signing and marking installation.
- ◇ Inspection of waterline and sanitary sewer relocations required under this contract.
- ◇ Tracking of project quantities and review of contractor invoices.
- ◇ Review of project schedules and attend the weekly project coordination meetings.
- ◇ Maintaining daily field logs.
- ◇ Inspection of Bridge and structures.
- ◇ The Construction Inspector Senior requires frequent contact with engineers and department personnel to discuss and resolve field construction issues and to obtain technical guidance in specialty areas of engineering and inspections. This position requires frequent external contact with general construction contractor personnel in an effort to schedule and coordinate project inspections and resolve problems; including local government and law enforcement agencies; to explain work under construction and coordinate traffic control with suppliers and monitor receipt of materials; including utility companies to coordinate relocation and installation; and with the public to provide information and resolve issues.

Additional duties will include:

- ◇ Monitor the work of contractors and subcontractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects of moderate to considerable complexity.
- ◇ Maintain a diary of the project and accurate time line of events.
- ◇ Independently coordinates and directs all phases of construction inspection of projects that are typically complicated by extensive traffic control, sensitive political or environmental concerns, or significant project coordination with property owners, utility companies, and local and federal government representatives.
- ◇ Verifies lines, grades, dimensions and elevations using survey and field engineering equipment.
- ◇ Coordinates and schedules phases of construction with the prime contractor and department personnel; reviews and monitors contractors' plan of operation; and advises contractors of violations and recommends adjustments to operations.
- ◇ Request clarification to construction plans; makes field measurements of pay items and conducts daily diaries, materials notebooks, as-built plans, pay quantity records, progress schedules, change orders, and monthly estimates.
- ◇ Testing Services – Contact on call geo firm to perform testing.



Process Notes Continued

Geotechnical Inspector's Role and Responsibilities

- ◊ Inspect, test and monitor excavations, bedding, drainage facilities, backfilling, soil compaction/ placement and undercut.
- ◊ Test and monitor asphalt pavement, reinforcement steel, concrete pouring, formwork and structures.
- ◊ All boring logs, testing location, classification and any results of geotechnical investigation should be represented in a report.
- ◊ Verify lines and dimensions to ensure compliance with plans.
- ◊ Perform sampling and testing on construction materials as per project standards.
- ◊ Provide daily diaries, as-built plans, log in testings.
- ◊ Advise the Engineer of violations and recommends adjustment to operations to meet project requirements.
- ◊ Provide consultation, investigations, evaluations and written documentation in the analysis of sub-surface, site conditions and other Geotechnical issues as requested by the Construction Manager.

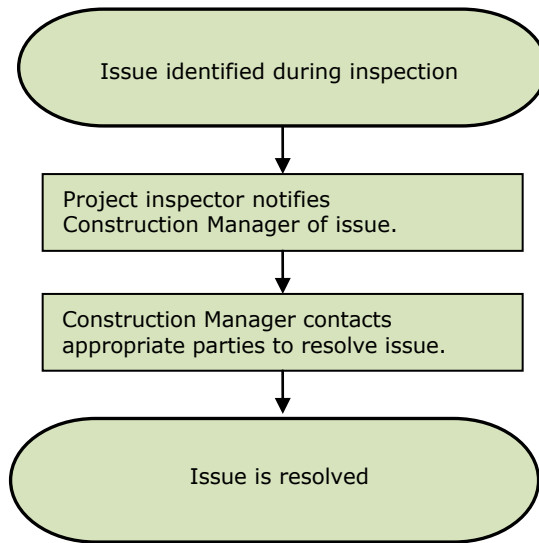
The knowledge skills and abilities of the Construction inspector and Engineering staff personnel shall include, but not limited to, the following:

- ◊ 3 years of inspection experience including a working knowledge of roadway and structure construction methods, materials, standards, construction symbols and terminology.
- ◊ Knowledge experience in mathematics including algebra, geometry, and trigonometry.
- ◊ Ability to read and interpret roadway, structure and specifications.
- ◊ Communicate effectively with County representatives and Contractor personnel.
- ◊ Expected to hold VDOT or equivalent certifications in the following disciplines:
 - ◊ Soil and Aggregate Field Compaction
 - ◊ Soil Classification and Structure Foundation
 - ◊ Asphalt Field
 - ◊ Hydraulic Cement Concrete Field
 - ◊ Erosion and sediment control inspection certification
- ◊ Engineering support staff is expected to be Virginia Licensed P.E. Having 10 years of experience in the practice of Engineering defined as where the principles and methods of Engineering are applied to consultation, investigation and evaluation of structures, processes and transportation systems.
- ◊ A materials technician will be required on site at all times when the Contractor is placing embankment, backfilling structures or drainage items and during all concrete pours. The County has provided herein in this section the requirements to be met for Test and Inspections.
- ◊ It shall be the testing firm's responsibility to ensure that Testing and Inspections are provided in accordance with requirement contained in this section.

Prior to any Testing and Inspection services, the testing firm shall provide the County with the Technicians resumes confirming the qualifications of the assigned Technicians providing these services.



Flow Chart



Commissioning Construction

2.3.7

Buildings	<input checked="" type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

Public Works

Description

Commissioning is a systematic process of assuring that a building's systems perform in accordance with the design intent and the owner's operational needs. This can include systems such as HVAC, security, plumbing, and electrical. The County has utilized a third party contract by task order to manage commissioning.

Process Manager

Project Manager

Construction Manager

Public Works, Facilities

Construction Management

(FCM)

The County has set 6 primary goals for the commissioning process:

- ◇ Provide safe and healthy workplaces.
- ◇ Optimize energy performance.
- ◇ Reduce operations costs.
- ◇ Improve orientation and training of operational/ maintenance staff.
- ◇ Provide improved project documentation.
- ◇ Provide a facility that meets the owner's needs.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Utility companies** – Project Manager coordinates with utility companies throughout process.
- ◇ **Buildings & Grounds (B&G)** – Provides feedback as it relates to maintaining systems upon completion of the project. Actively participates in installation and future maintenance issues. Manages building control system through third party contract.
- ◇ **Facilities Construction Management (FCM)** – Manages the third party commissioning contract. Facilitates sustainability concepts of the design.
- ◇ **Property Management** – Coordinates impact of systems and/or furniture on design.
- ◇ **Building Development** – Inspects projects and provides feedback on code compliance.

Timelines: Deadlines, Critical Path Items

- ◇ **Design Development** – Must begin in early part of the design process to be totally effective.
- ◇ **Construction** – Ongoing inspections are conducted during construction.
- ◇ **Substantial Completion** – Before occupancy, the commissioning agent must evaluate the systems to ensure they are in conformance with the contract documents and that all systems are functional.
- ◇ **Final Completion** – Prior to issuing the certificate of final completion, a full and comprehensive report must be delivered to the owner.

Materials

- ◇ Commissioning Report
- ◇ Intermediate Reports

Forms

None



Reference to Other Processes

Precedes 2.2.11 Task Order

Occurs throughout 2.2.13 Design Development (Building & Parks)

Occurs throughout 2.2.18 Construction Documents (Buildings & Parks)

Occurs throughout 2.3.8 Construct (Buildings & Parks)

Concurrent 2.3.10 Punchlist Walk Through (Buildings & Parks)

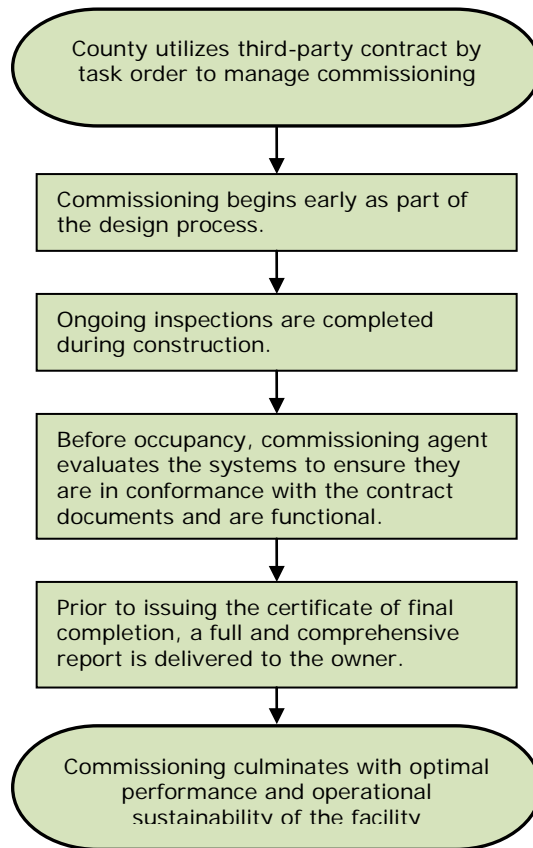
Follows 2.4.1 Final Occupancy

Process Notes

The County implements commissioning in two phases – installation verification and functional performance testing. These two processes verify and document conformance with the design intent, contract documents and optimal building performance. The commissioning process is essential to the final acceptance of the building and culminates with optimal performance and operational sustainability of the facility.



Flow Chart



Construction (Buildings & Parks)

2.3.8

Construction

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

*Public Works
Parks & Recreation*

Description

The construction of a building occurs in basic phases, many of which overlap or take place concurrently with each other. This includes clearing and grading, site work, foundations, structure and infrastructure build out, interior finish work and final cleaning of the completed building. The architect's role during this period is to interpret the intent of the construction documents, provide additional information as needed, observe progress in the field, issue change orders and complete all inspections to ensure the performance of the contractor in completing the physical work as depicted in the construction documents.

Process Manager

Project Managers

*Parks & Recreation
Public Works*

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Facilities Construction Management** – Manage the project and process, maintain budget.
- ◇ **Buildings & Grounds (B&G)** – Manage the project and process, maintain budget.
- ◇ **Property Management** – Manage the project and process, maintain budget.
- ◇ **Building Development** – Perform building inspections.
- ◇ **Fire Marshall's Office** – Perform building inspections.
- ◇ **Contractor** – Perform work.
- ◇ **Purchasing** – Support staff and contractual issues.
- ◇ **Environmental Services** – Perform site inspections.

Timelines: Deadlines, Critical Path Items

- ◇ **Individualized; varies from project to project.**

Materials

- ◇ Supplemental instruction (Provided by A/E architect)

Forms

- ◇ Change Order (AIA Document G701)
- ◇ Construction Change Directive (AIA Document G714)
- ◇ Application and Certificate for Payment (AIA Document G702)
- ◇ Proposal Request (AIA Document G709)



Reference to Other Processes

Occurs throughout 2.3.2 Change Order

Occurs throughout 2.3.3 Request for Payment

Occurs throughout 2.3.7 Commissioning

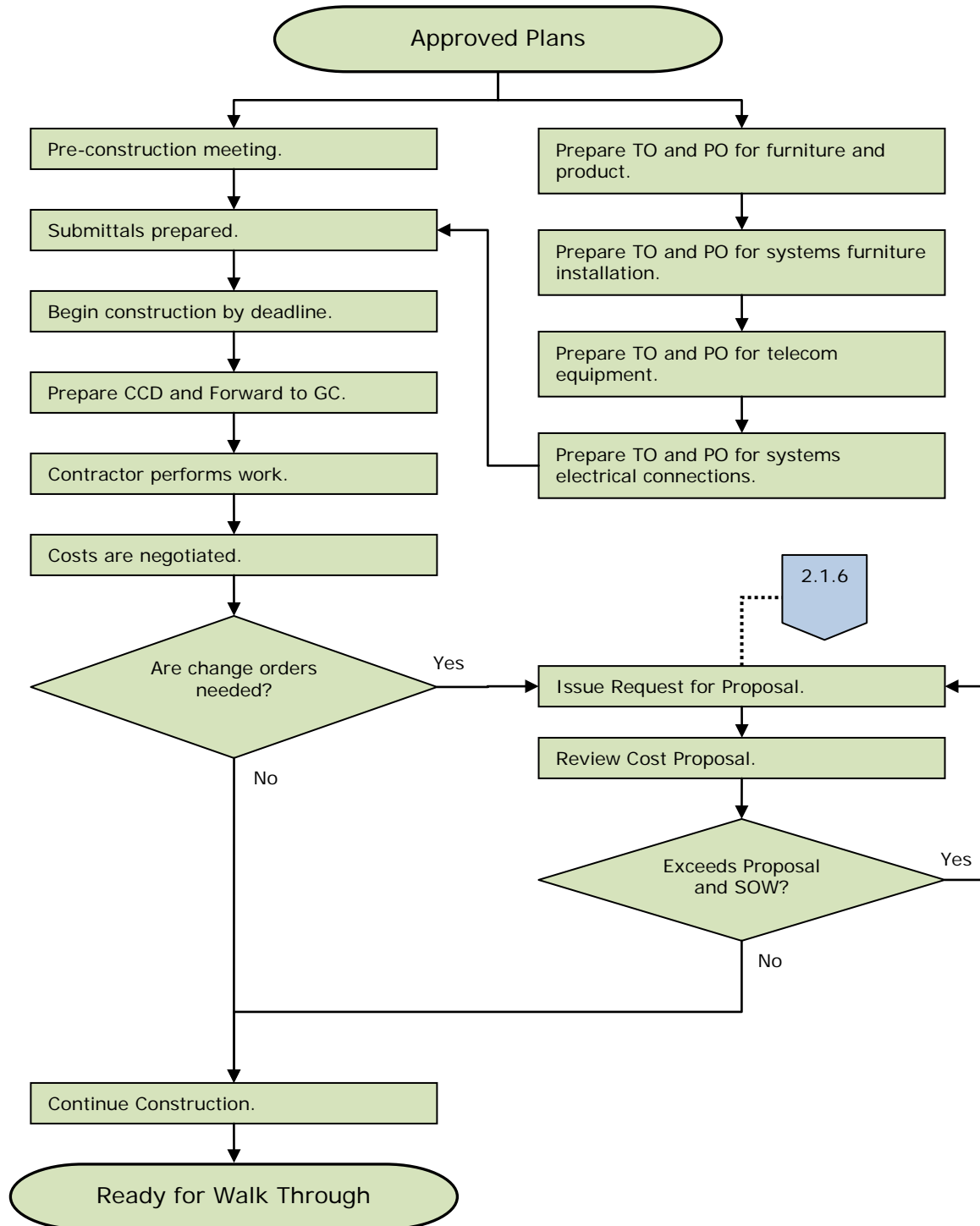
Precedes 2.3.10 Punchlist Walk Through (Buildings & Parks)

Precedes 2.4.1 Final Occupancy

Process Notes



Flow Chart



Construction (Roads)

2.3.9

Construction

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Project Managers

Transportation

Description

After plan approval by VDOT and completion of a bid package, construction is advertised and the lowest responsive and responsible bidder is awarded the construction contract.

Sometimes during the course of road construction, safety personnel are required for traffic control/routing due to Lane/Road Closure.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Contractor** – Constructs the job.
- ◇ **VDOT** – Conduct periodic inspections. Review and approve changes to the construction plans.
- ◇ **Citizens** – Make special requests that may be accommodated with the project.
- ◇ **Transportation** – Project management and inspection.
- ◇ **Consultants** – Assist in Project Management.
- ◇ **Safety/Police Department** – Work Zone Safety Assistance.

Timelines: Deadlines, Critical Path Items

- ◇ **Pre-construction meeting** – Notice to Proceed (NTP) given and contract executed.
- ◇ **Construction deadlines** – Deadlines need to be met as prescribed in the contract.

Materials

- ◇ Transmittals

Forms

- ◇ Work Zone Safety Assistance

Reference to Other Processes

Occurs throughout 2.2.18 Construction Documents

Follows 2.6.1 Land Acquisition Overview

Follows 2.5.7 Relocation of Utilities

Occurs throughout 2.3.3 Request for Payment

Occurs throughout 2.3.6 Inspection

Precedes 2.3.11 Punchlist Walk Through (Roads)

Occurs throughout 2.2.11 Task Order

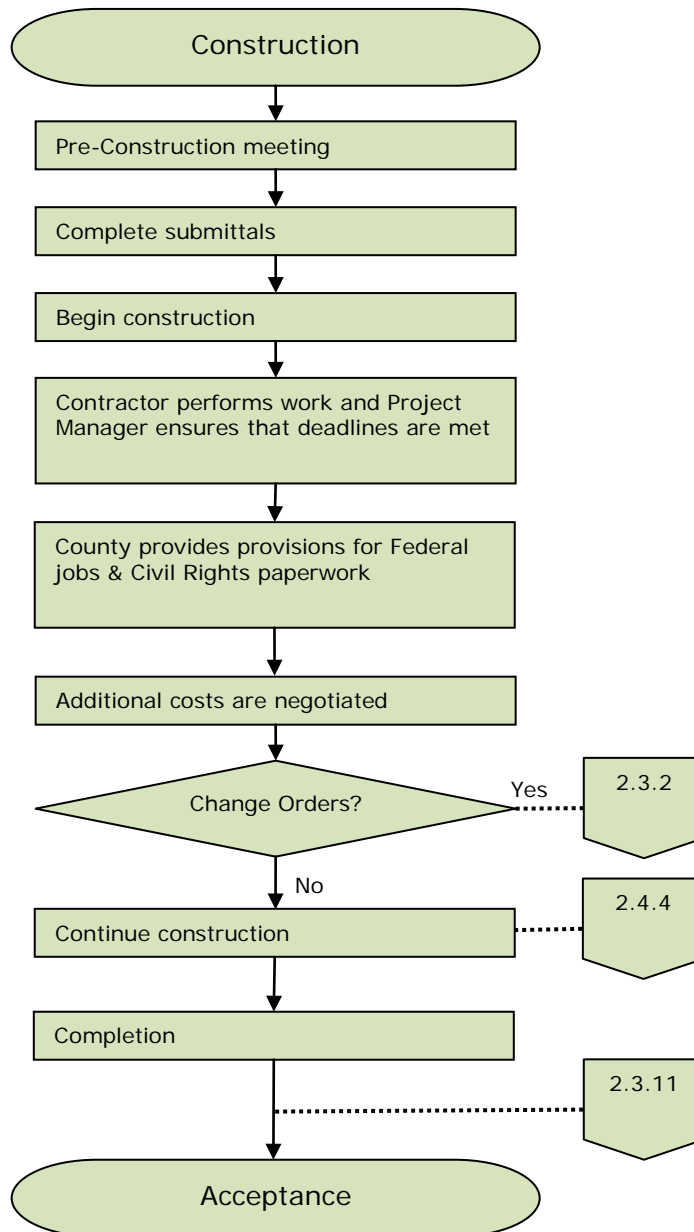
Precedes 2.4.5 Special Events/Ribbon Cutting

Occurs with 2.3.17 Lane Shifts or Lane Closure

Process Notes



Flow Chart



Punchlist Walkthrough (Buildings & Parks) Construction

2.3.10

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner	Description
<p>Director</p> <p><i>Parks & Recreation</i> <i>Public Works</i></p>	<p>The contractor initially proposes to the owner and architect that all construction is “substantially complete”, meaning that all inspections are completed, a punch list of outstanding work is done and that the building can be used by the owner for it’s intended use.</p>
<p>Process Manager</p> <p>Project Manager Facilities Construction Facilities Manager</p> <p><i>Parks & Recreation</i> <i>Public Works</i></p>	<p>The contractor prepares a comprehensive list of all work items that remain to be done. This list, called a punch list, is given to the Architect or Engineer of record to review and revise as needed. A/E will walk the site with the GC and owners representatives and review all items still remaining. Any item noted that is not complete, substandard or not in place per the terms of the contract is included on the list. Once completed, the list is signed off on by the GC, A/E, and owner, and incorporated into the Certificate of Substantial Completion.</p>

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Buildings & Grounds (B&G)** – Reviews the building for operational issues and maintenance, long-term care.
- ◇ **Property Management** – Observe the facility prior to move-in, in order to coordinate furniture installation and subsequent occupancy by users.
- ◇ **Contractor** – Conducts the punchlist walkthrough and completes identified work.
- ◇ **Users** – Review to ensure that the space meets their needs.
- ◇ **A/E Consultant** – Architect generates the punchlist and arbitrates disputes during the walkthrough.
- ◇ **Environmental Services** – Reviews site for proper drainage and environmental compliance.

Timelines: Deadlines, Critical Path Items

- ◇ **Conduct walkthrough**
- ◇ **Issue formal punchlist**
- ◇ **Completed work** – Within the contract-specified timeframe and prior to move-in.

Materials

None

Forms

- ◇ Certificate of Substantial Completion
- ◇ Punchlist
- ◇ Adjacent Property Owners Affidavit



Reference to Other Processes

Concurrent with 2.3.7 Commissioning

Follows 2.3.8 Construct (Buildings & Parks)

Precedes 2.3.13 Procure & Install Furniture & Equipment

Concurrent with 2.3.14 Procure & Install OIT Data and Telecom Wiring

Precedes 2.4.1 Final Occupancy

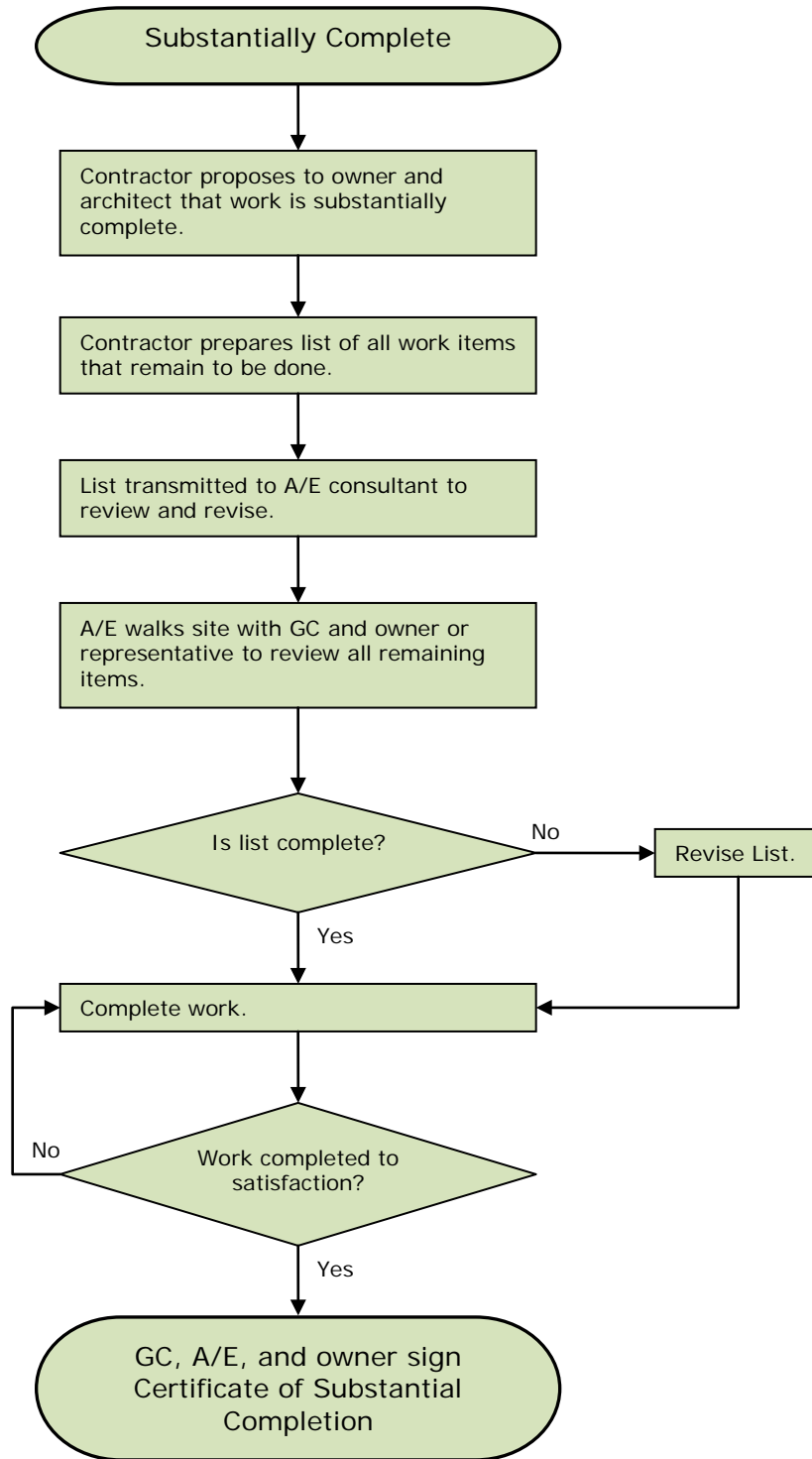
Process Notes

The Owner's representation during this walkthrough is critical, since it is the official documentation of outstanding items and establishes the baseline and distinguishes between remaining work and warranty work. The Owner's team includes the Facilities Construction Management Project Manager, a representative from B&G (usually the building engineer assigned to the building) and a representative from Property Management, who is the lead for installing systems furniture and stand alone furniture in the space. At the conclusion of the walkthrough, these three groups initial off on the punchlist.

The time to complete the punchlist items is determined by contract and is generally 60 to 90 days, depending on the complexity of the project, from the date of the walkthrough. Once all of that work is completed, any items noted are considered a warranty item or latent defect, which is a different process and part of the construction contract.



Flow Chart



Punchlist Walkthrough (Roads)

2.3.11

Construction

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Description

Punch list issues are items that are not constructed on the project properly, and they must be addressed by the contractor prior to being accepted by VDOT.

Near the completion of construction, the Project Manager, construction inspector, and the contractor walk the project and prepare a list of all items that need to be addressed by the contractor. The contractor addresses all the problems.

Process Manager

Project Managers

Transportation

The Project Manager, construction inspector, and the contractor walk the project with a VDOT representative and prepare a list of all items that still need to be fixed or addressed. The contractor addresses the problems

VDOT walks the project again and certifies that all issues are resolved.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **VDOT** – Inspects and certifies the completion of punch list items.
- ◇ **Transportation** – Provides project management and inspects.
- ◇ **Contractor** – Completes punch list items.

Timelines: Deadlines, Critical Path Items

- ◇ **Construction complete** – Construction must be substantially complete prior to punch list walkthrough.
- ◇ **VDOT first walkthrough** – Create punchlist.
- ◇ **All punch list items addressed** – Contractor and Project Manager address punch list items.
- ◇ **VDOT final walkthrough** – Insures that punch list items have been addressed.
- ◇ **Project Manager** – Issue C-5

Materials

None

Forms

◇ C-5

Reference to Other Processes

Follows 2.3.6 Inspection

Follows 2.3.9 Construct (Roads)

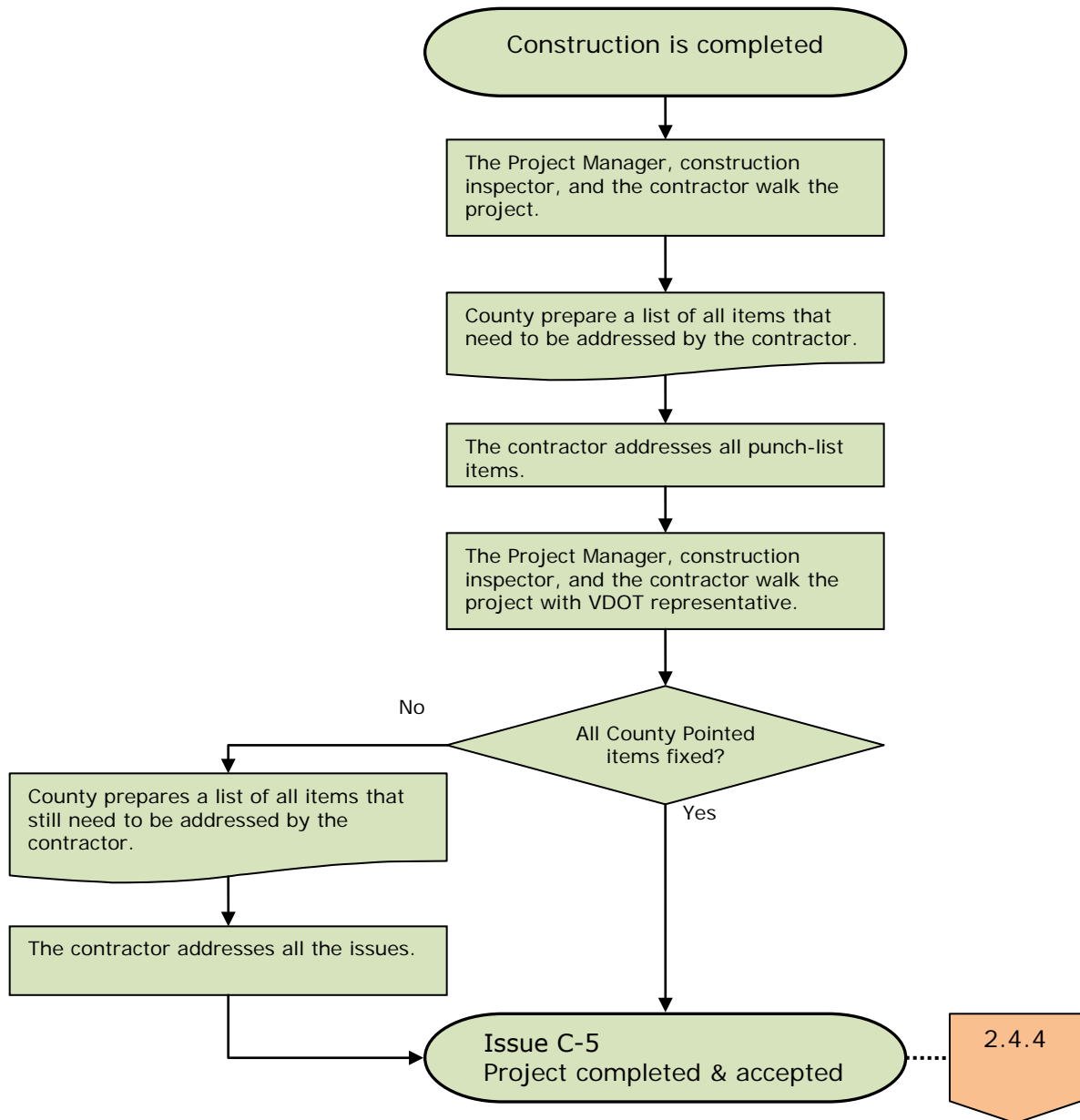
Precedes 2.4.4 VDOT Street Acceptance

Precedes 2.3.5 Withholding and Releasing Retainage



Process Notes

Flow Chart



Construction Information on Social Media

2.3.12

Construction

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director of Communications

*Office of Executive
Management*

Process Manager

Project Managers

*Public Works
Transportation*

Description

The County's Communications Department utilizes social media to notify citizens of important information due to County construction. Utilizing social media may reduce frustration to the traveling public and may also provide for a safer work zone.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Project Manager** – Drafts message to be posted.
- ◇ **Communications Department** – Approves message and posts on social media.

Timelines: Deadlines, Critical Path Items

- ◇ **Timeliness of Message Posting** – Messages should be posted prior to citizens experiencing inconveniences. A good practice is to post the message at least one week prior to an event and then throughout the duration of the construction.

Materials

None

Forms

None

Reference to Other Processes

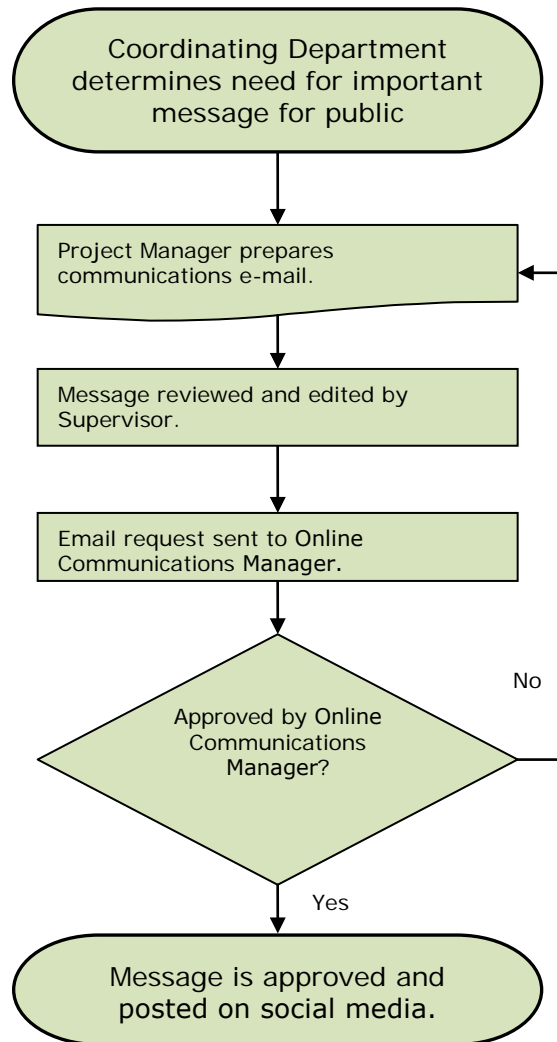
Occurs throughout 2.3.8 Construct (Buildings & Parks)
Occurs throughout 2.3.9 Construct (Roads)

Process Notes

Communication requests that items be submitted at least 10 business days in advance of posting through the Online Communications Manager.



Flow Chart



Procure & Install Furniture & Equipment Construction

2.3.13

Buildings	<input checked="" type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner
Property Management
Division Chief

Public Works

Process Manager
Property Management
Project Managers

Public Works

Description

Upon completion of construction, the Project Manager prepares a work request to office installers and office movers for cost estimate to pick-up and installs stand alone and systems furniture, as required.

Contacts & Roles: Organization, Entity, or Individual

◇ **Property Management Project Managers** – Prepare documents and implement tasks to accomplish project goals.

Timelines: Deadlines, Critical Path Items

◇ **Completion of building construction** – Prior to moving in furniture.

Materials

None

Forms

◇ Project Estimate Worksheet

Reference to Other Processes

Follows 2.2.10 Procure Interior Design

Follows 2.3.8 Construct (Buildings)

Process Notes

Contact needs to be maintained with facilities construction and Buildings & Grounds to verify moving in of furniture.



Procure & Install OIT Data and Telecom Wiring Construction

2.3.14

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Project Manager

OIT

Description

Project Manager submits a work request to pull data and telecom wiring.

Process Manager

Project Managers

OIT

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Property Management Project Managers** – Prepare documents and implement tasks to accomplish project goals.
- ◇ **OIT Project Manager** – Prepare documents and implement tasks to accomplish project goals.

Timelines: Deadlines, Critical Path Items

- ◇ **Completion of building construction** – Prior to installation of data and telecom.

Materials

None

Forms

- ◇ Project Estimate Worksheet

Reference to Other Processes

Follows 2.2.10 Procure Interior Design
Follows 2.3.8 Construct (Buildings)

Process Notes

Contact needs to be maintained with facilities construction, Buildings & Grounds, and Property Management to begin installation of data and telecom.



Internal Forces Road Construction

2.3.15

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director of
Transportation

Description

After the plan has been approved by the County and VDOT and the engineer's estimate is less than two million dollars, the Director of Transportation will review the scope of work, complexity of the project, and anticipated completion date to determine if work can be completed by the Department of Public Works Construction Services.

Process Manager

Project Managers

*Public Works &
Transportation*

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation** – Project management and inspection.
- ◇ **Public Works** – Provide a cost estimate and schedule.
- ◇ **DOT**: Conduct periodic inspections. Review and approve changes to the construction plans.

Timelines: Deadlines, Critical Path Items

- ◇ **Project Manager prepares an estimate**
- ◇ **Public Works provide their estimate of the work**
- ◇ **Director approves work (when required)**
- ◇ **Pre-construction metering**: Notice to proceed (NTP) given and agreement signed.
- ◇ **Construction deadlines**: Deadlines need to be met as prescribed in agreement.

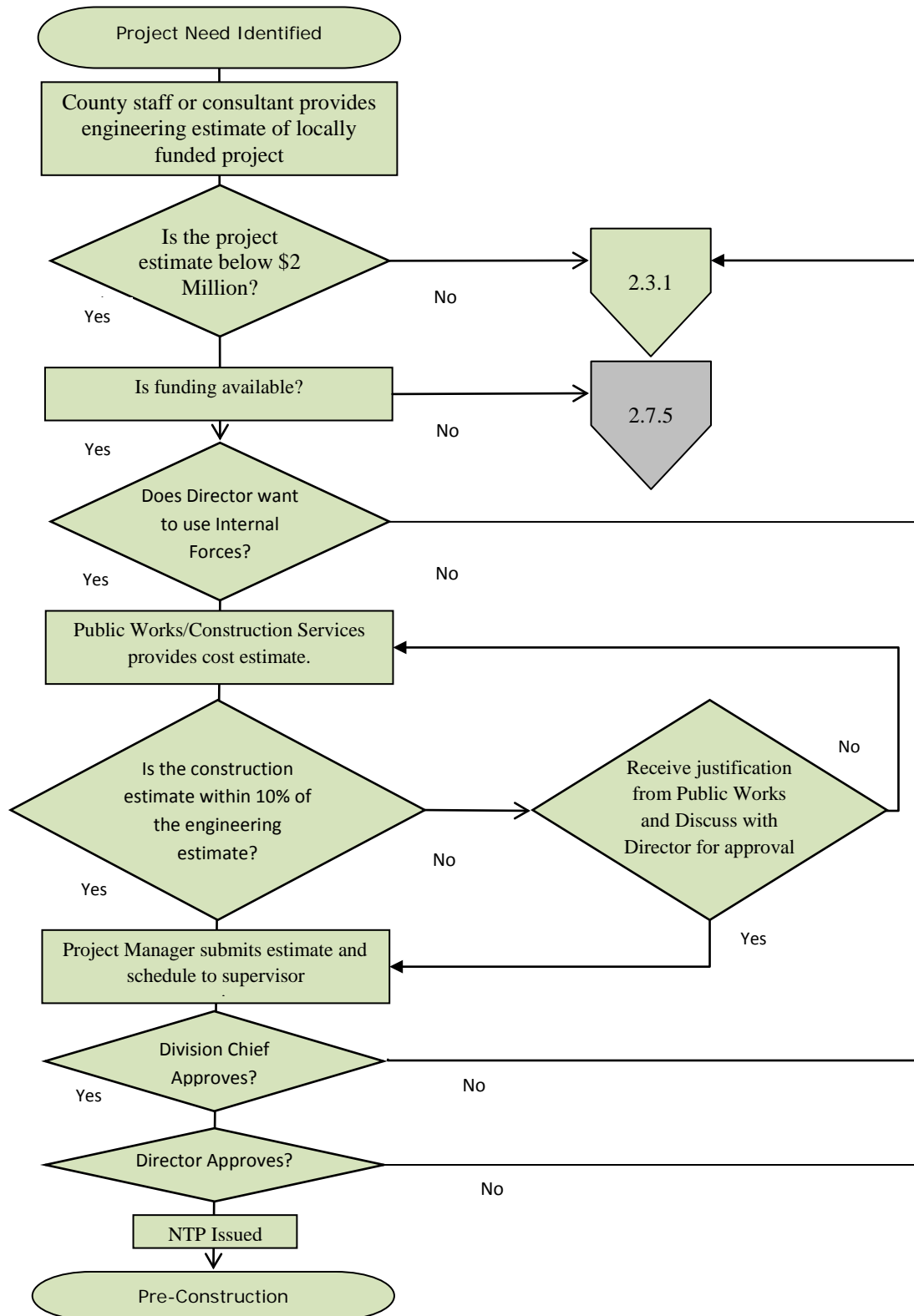
Reference to Other Processes

Follows 2.3.1 Invitation for Bids (IFB)
 Follows 2.6.1 Land Acquisition Overview
 Follows 2.56.7 Relocation of Utilities
 Occurs throughout 2.3.3 Request for payment.
 Occurs throughout 2.3.6 Inspection.
 Precedes 2.3.11 Punch list Walk Through(Roads)
 Occurs throughout 2.2.11 Task order
 Precedes 2.4.5 Special Events/Ribbon Cutting

Process Notes



Flow Chart



Design-Build Two Phase Selection Request for Qualifications (RFQ) and Request for Proposal (RFP) Construction

2.3.16

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Finance

Description

The two-phase selection process consists of an RFQ and RFP. The Statement of Qualifications (SOQ) is used to create a Short-List of the three (3) highest-ranked Offerors. Only the Offerors on the Short-List will be invited to submit a Proposal in response to the RFP. The two-phase selection process is used for complex or relatively large projects so the number of Offerors submitting a Proposal can be narrowed down to those most highly qualified Offerors. It is initiated by the using department and processed by the Director of Finance in accordance with established rules and regulations.

Process Manager

Purchasing Finance

Contacts & Roles: Organization, Entity, or Individual

- ◇ **VDOT** – Provide latest special provisions for road projects.
- ◇ **Transportation** – Provide information for RFQ and RFP.
- ◇ **BOCS** – Approve the contract award.
- ◇ **Public Works** – Provide information for RFQ and RFP.
- ◇ **State Administrator** – Reviews and approves RFQ and RFP documents for contract when federal or state funding involved.
- ◇ **Project Manager** – Completes Solicitation Information Form and provides necessary supporting document for the contract.
- ◇ **Purchasing** – To review Solicitation Information Form and issue RFQ and RFP.

Timelines: Deadlines, Critical Path Items

- ◇ RFQ and RFP

Materials

None

Forms

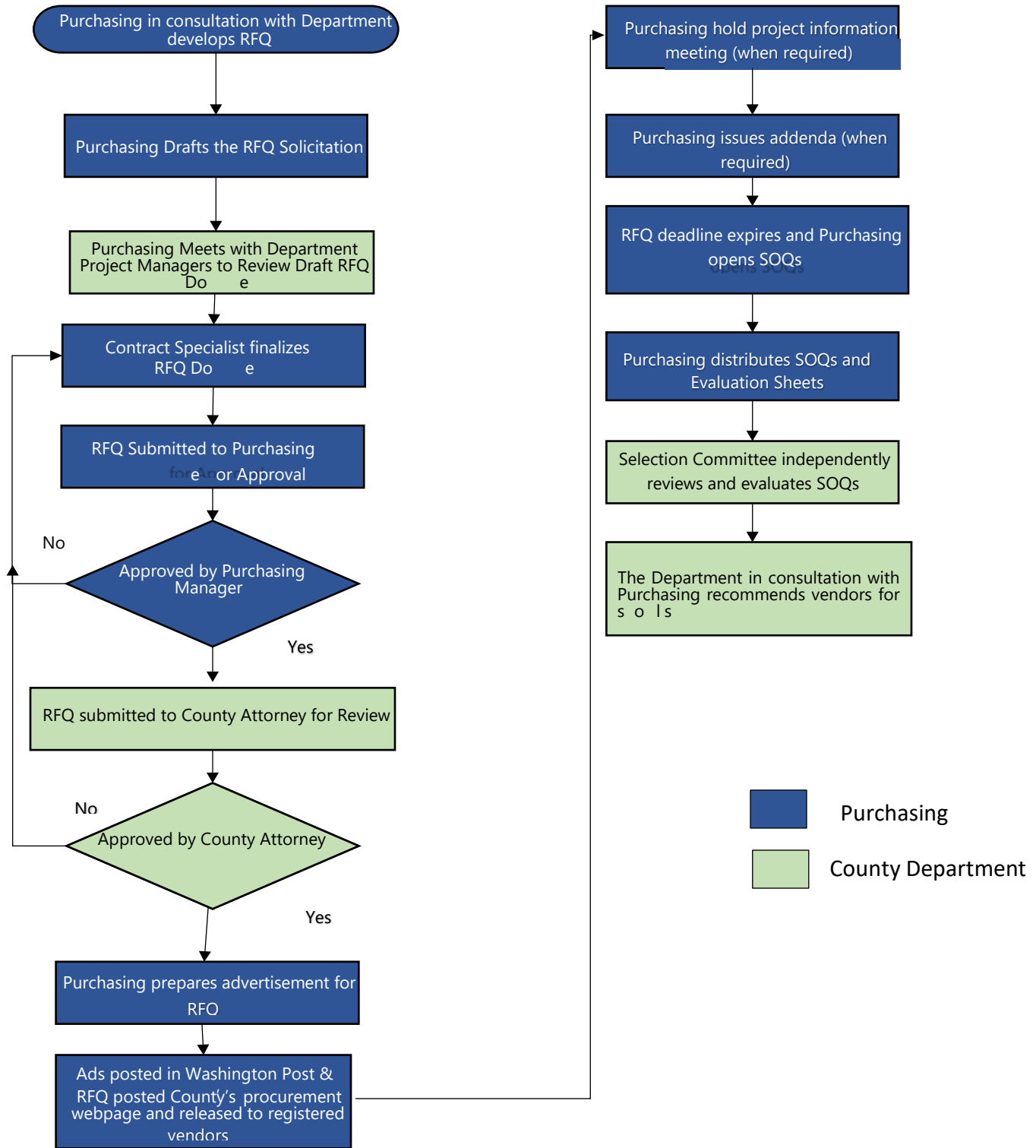
- ◇ Solicitation Information Form for Construction Projects
- ◇ Solicitation Information Form for RFP Professional Engineering

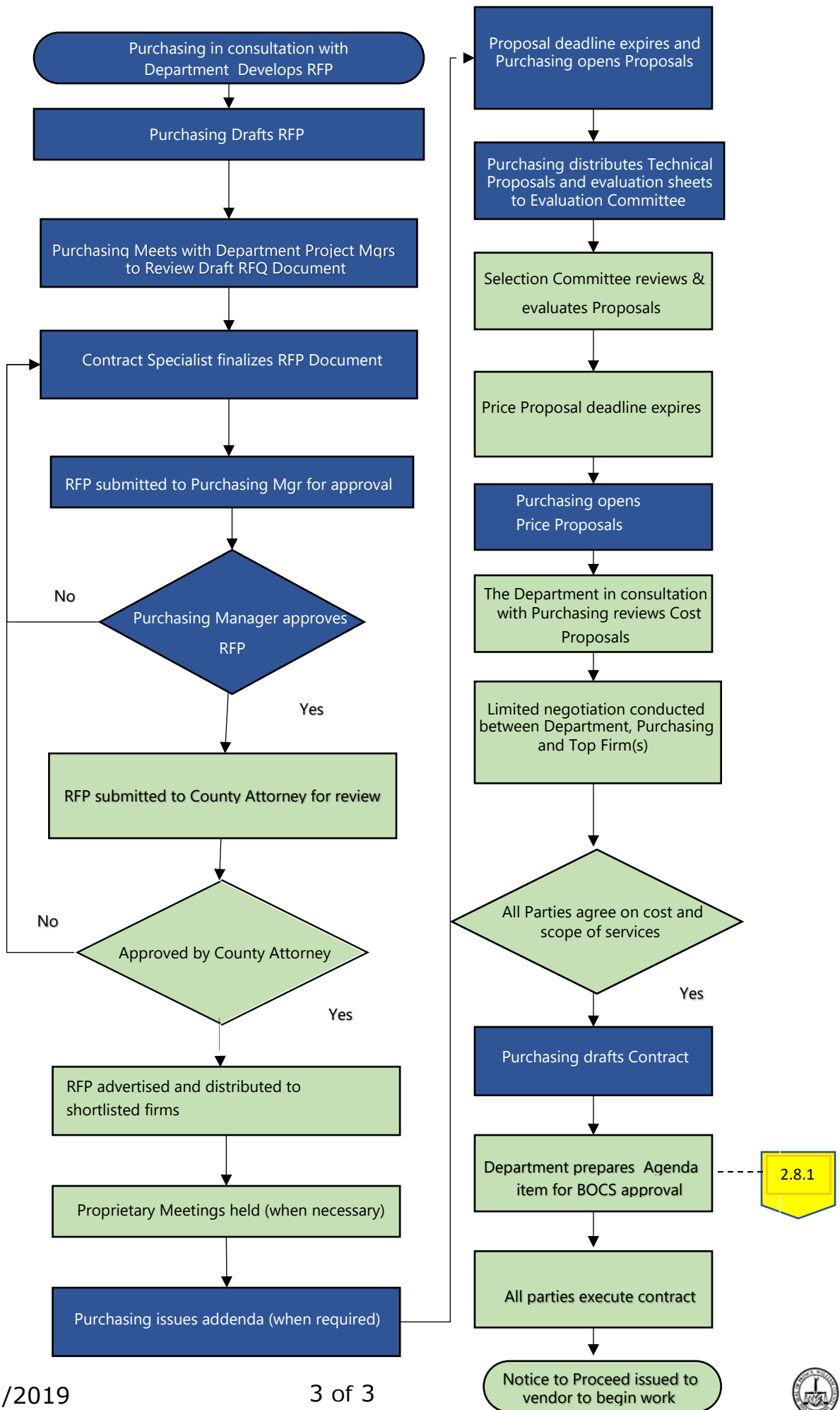
Reference to Other Processes



Design-Build Two Phase Selection FLOW CHART

2.3.16





Active Construction Projects Lane Shift or Lane Closure Public Notification Process Construction

2.3.17

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Description

This process is to get approval for lane shifts, lane closures or detours from Virginia Department of Transportation (VDOT) due to road and/or sidewalk construction. It is also to inform the public, County Supervisors' office and Management of closures.

Process Manager

Transportation

If work zone safety assistance is required (traffic control), the form must be completed. If personnel are requested and canceled, there is an automatic 2 hour charge.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Contractor** – Request lane closure approval from VDOT.
- ◇ **VDOT** – Provide approved lane closures/detours.
- ◇ **Construction Manager** – Provide copy of approved lane closures/detours and notify all interested parties.

Timelines: Deadlines, Critical Path Items

- ◇ The contractor shall be guided by the approved plan's authorized lane closure hours and contract special provisions.
- ◇ Prince William County (PWC) Department of Transportation Construction Managers must stress full compliance with VDOT's Virginia Work Area Protection Manual and Manual on Uniform Traffic Control Devices and all applicable lane closure implementation instructions at the pre-construction meetings and on progress meetings ahead of lane closure/shift events.
- ◇ The contractor shall request lane closure approval from VDOT's Lane Closure Advisory Management System (LCAMS).
- ◇ The County Construction Manager shall provide a copy of the approved detours two weeks prior to the detour date to the VDOT permit manager and to the County Transportation Management Analyst I to add to VDOT and County websites.
- ◇ Contractor shall place variable message boards to inform the traveling public one week prior to detour date.
- ◇ VDOT permit manger will add the detour plans to their website.
- ◇ The County Construction Manager shall notify the County Supervisor's office with lane closures and detours.
- ◇ Construction managers must notify PWC communications two weeks ahead of lane closure/shift events.
- ◇ Update PWC communication and media notifications as needed.



Active Construction Projects Lane Shift

2.3.17

- ◇ Issue a press release at least a one week in advance and post on the PWC and Transportation websites. Post advance notices in place per VDOT policies.
 - ◇ The contractor shall call VDOT LCAMS when the first lane closure cone/barrel has been placed.
 - ◇ The contractor shall call VDOT LCAMS when the last cone/barrel has been removed and the road is reopened back to travelling public.
-

Materials

- ◇ None

Forms

- ◇ Work Zone Safety Assistance
-

Reference to Other Processes

Can Occur throughout 2.3.9 Construction (Roads)



Final Occupancy

Close Out

2.4.1

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

*Parks & Recreation
Public Works*

Description

The contractor initially decides that the construction work is complete, including all punch list items, and is ready for a final inspection by the owner and architect. The final application for payment, along with supporting data, must accompany the contractor's request for final inspection. The supporting data includes an Affidavit of Payment of Debts and Claims (AIA form G706), Affidavit of Release of Liens (AIA form G706A), Consent of Surety (AIA form G707) and a statement of insurance turnover. Also required are all as-built drawings and site plan for the project.

Process Manager

County Architect

*Parks & Recreation
Public Works*

When the architect determines that the work is acceptable and in conformance with the contract documents, the architect will promptly issue a Certificate of Final Completion. Upon issuance of this document, or agreement that the work is finally complete, final payment and release of all remaining retainage is made.

Contacts & Roles: Organization, Entity, or Individual

◇ **General Contractor** – Submits request for final inspection.

Timelines: Deadlines, Critical Path Items

- ◇ **Contractor makes request for final inspection and application for payment** – Work must be complete before Certificate of Final Completion can be issued.
- ◇ **Certificate of Final Completion** – Architect issues Certificate of Final Completion if determined that work is acceptable.

Materials

◇ Statement of Insurance Turnover

Forms

- ◇ Contractor's Affidavit of Payment of Debts and Claims (AIA Document G706)
- ◇ Contractor's Affidavit of Release of Liens (AIA Document G706A)
- ◇ Consent of Surety Company to Final Payment (AIA Document G707)

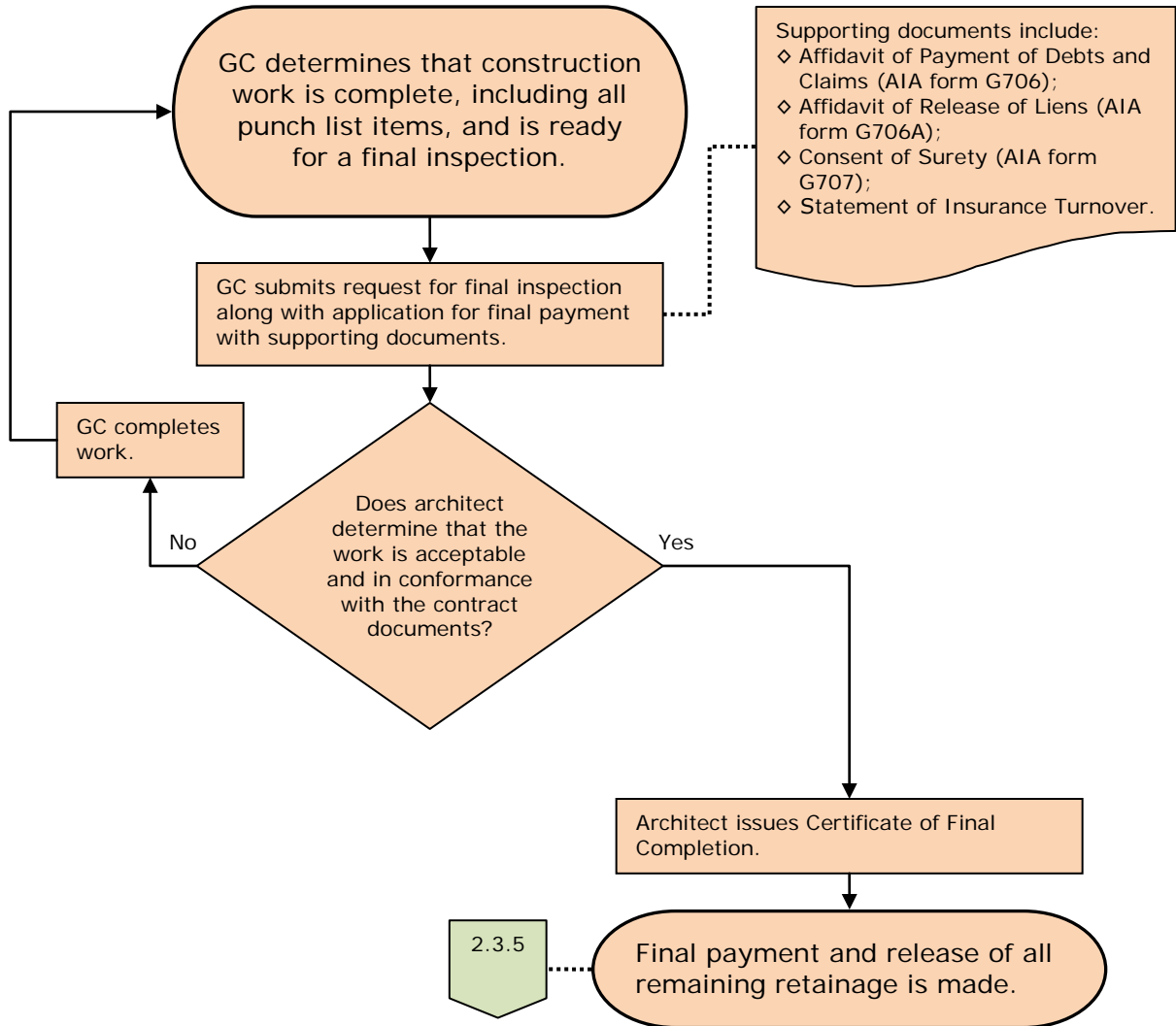
Reference to Other Processes

Follows 2.3.8 Construct (Buildings and Parks)
Follows 2.3.10 Punchlist Walkthrough (Buildings and Parks)
Precedes 2.4.2 Acquire Insurance



Process Notes

Flow Chart



Acquire Insurance

Close Out

2.4.2

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

Finance

Process Manager

Risk Management Division
Chief

Finance

Description

During construction, the contractor will have insurance on the facility. However, once the facility has reached substantial completion and the County can occupy the building, the County must add the facility to its insurance policy.

Contacts & Roles: Organization, Entity, or Individual

- ◇ Risk Management – Acquires insurance.
- ◇ Public Works – Provides building data to Risk Management.
- ◇ Insurer – Adds new facility to County’s policy.

Timelines: Deadlines, Critical Path Items

- ◇ Acquire insurance prior to occupancy

Materials

- ◇ Letter from GC to County stating change over in insurance

Forms

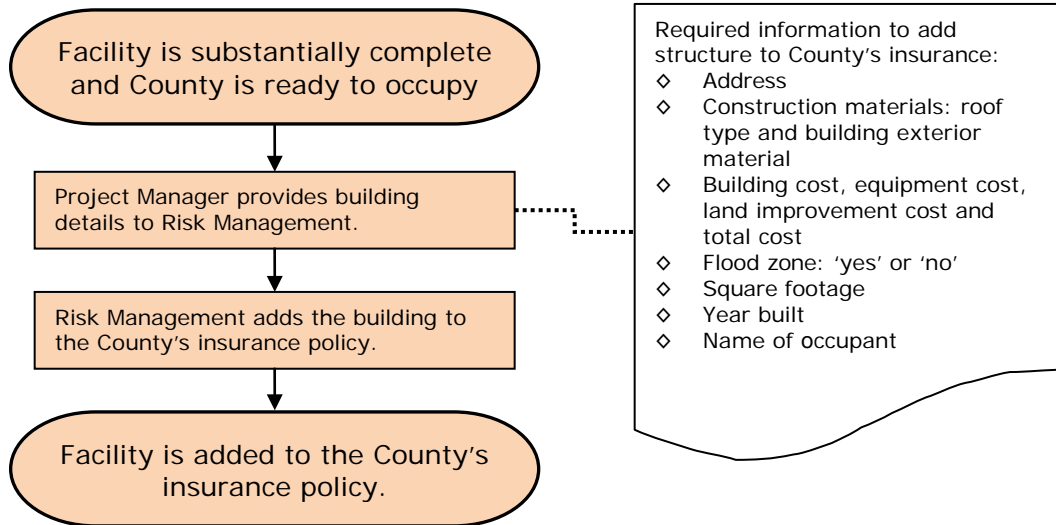
None

Reference to Other Processes

Concurrent 2.4.1 Final Occupancy



Flow Chart



Warranty Period

Close Out

2.4.3

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

Parks & Recreation

Public Works

Process Manager

**Buildings & Grounds Division
Chief**

Parks & Recreation

Public Works

Description

The warranty period begins upon satisfactory completion of construction, demonstration of meeting specifications, and acceptance by the County. Documents supporting maintenance and operations are provided. Contacts are established to support the warranty services.

The Building Engineer assigned to the site holds the documentation supporting the warranty.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **General Contractor, Subs, Architect** – Transition of responsibilities from contractor to County.
- ◇ **Buildings & Grounds (B&G)** – Receives the warranty, operates in its parameters for the specified time, and facilitates the transition of responsibilities from contractor to County. Occasionally performed via a third party contract.
- ◇ **Building occupants** – Receivers of the support efforts and maximize contractual agreements.
- ◇ **Public Works** – Maximize contractual agreements. Notifies General Contractor of areas of non-compliance.
- ◇ **Purchasing** – Maximize contractual agreements.

Timelines: Deadlines, Critical Path Items

- ◇ **Construction complete**
- ◇ **Maintenance and Operations Documents**

Materials

- ◇ Binder of all warranties from contractor

Forms

None

Reference to Other Processes

Follows 2.3.8 Construct (Buildings)

Follows 2.3.10 Punchlist Walkthrough (Buildings)

Precedes 2.4.2 Acquire Insurance



Process Notes

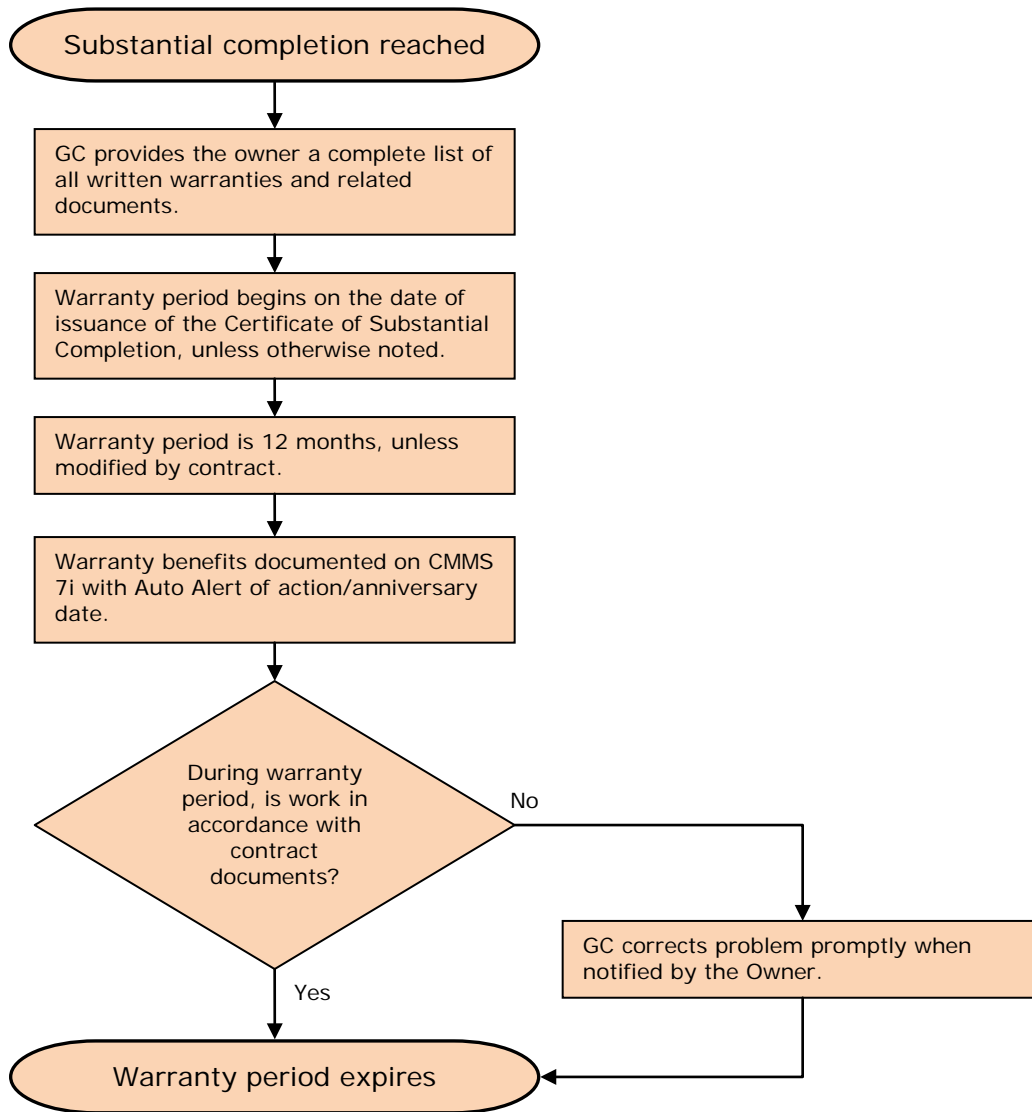
The general contractor warrants to the owner and architect that all materials and equipment will be of good quality and new (unless otherwise stated) and that the work will be free from defects and will conform to the requirements stated in the contract documents.

At the time of substantial completion, the GC will provide to the owner a complete list of all written warranties and related documents. These are listed in the specification portion of the contract documents. The warranty period begins on the date of issuance of the Certificate of Substantial Completion, unless otherwise noted.

The warranty period is 12 months, unless modified by contract. If, during that time, any work is found to be not in accordance with the contract documents, the contractor is responsible to correct it promptly when notified by the owner. In some instances or situations, extended warranties may be issued for parts of the work or included in the contract. Generally, this is for items of work or equipment that may have been replaced or repaired in the punchlist phase or during the warranty phase or may be questionable in terms of its performance. This is not a typical situation and is done on an as-needed basis, with assistance from the County Attorney's office.



Flow Chart



VDOT Acceptance Close Out

2.4.4

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Manassas Resident Engineer

VDOT

Process Manager

Project Managers

Transportation

Description

Roads constructed by the County are turned over to VDOT for operation and maintenance through the street acceptance process. The County contractor is responsible for maintenance until the road is accepted by VDOT.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **BOCS** – Requests VDOT to accept the road into the state secondary system.
- ◇ **Contractors** – Correct deficiencies.
- ◇ **VDOT** – Prepares final street acceptance documents and assumes maintenance responsibilities for the road.
- ◇ **Transportation** – Project Manager Schedule’s documentation review with VDOT and prepares the BOCS resolution and staff report.
- ◇ **Design Manager** – Reviews Plats and Plans

Timelines: Deadlines, Critical Path Items

- ◇ **All plats recorded** – Clerk of the Court records the plats.
- ◇ **All legal documents recorded** – County Attorney records legal documents.
- ◇ **As-Built Plans** – Provided by the contractor.
- ◇ **Agreement for structures** – County and state agree on maintenance of any structures.

Materials

- ◇ Bond Acceptance documents
- ◇ Transmittals

Forms

- ◇ VDOT Street Acceptance Checklist

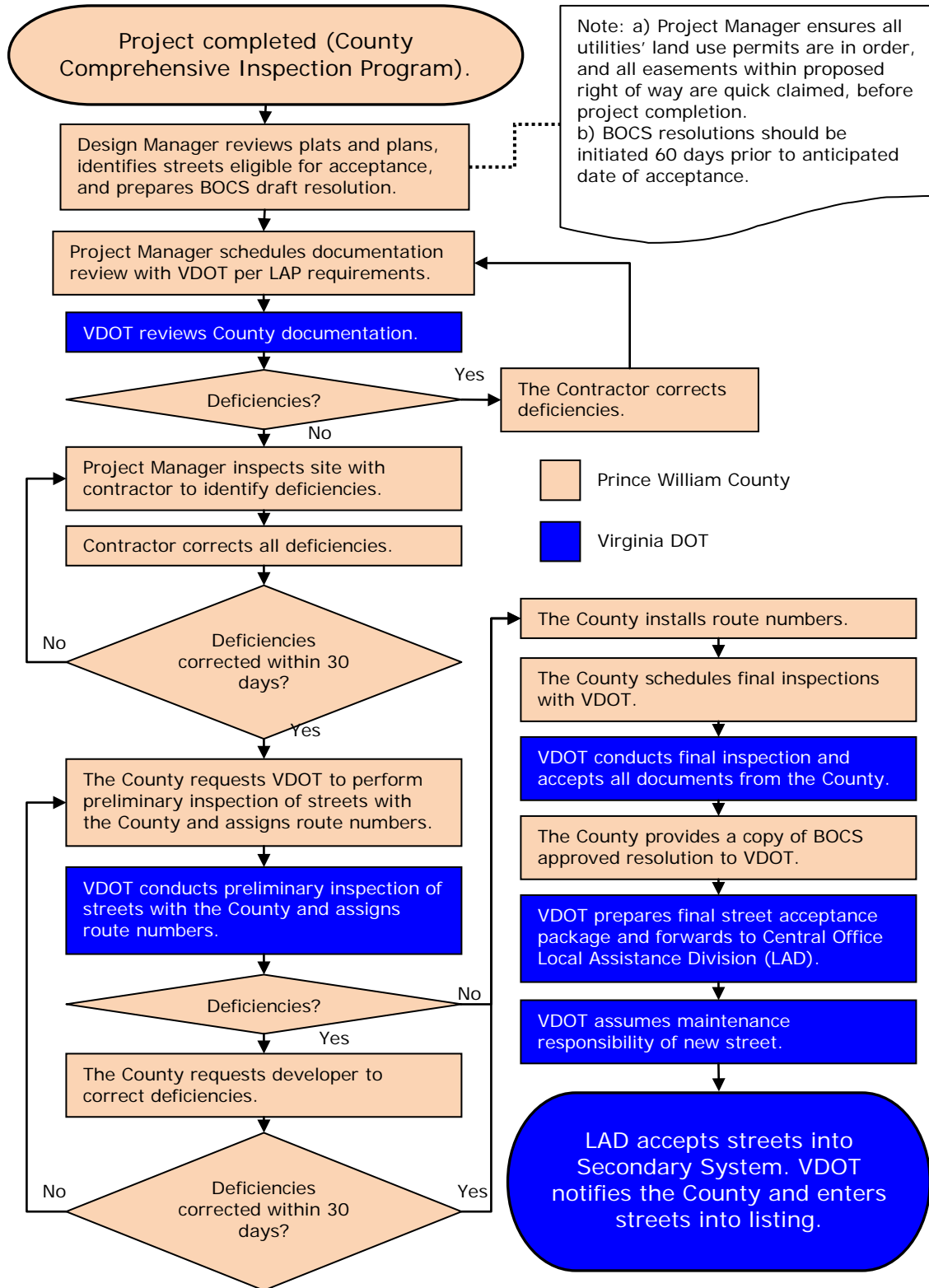
Reference to Other Processes

Precedes 2.8.1 Board Agenda
 Follows 2.3.11 Punchlist Walk Through (Roads and Buildings)
 Follows 2.3.9 Construct (Roads)

Process Notes



Flow Chart



Special Event/Ribbon Cutting

Close Out

2.4.5

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

*Office of Executive
Management*

Description

Upon completion of a capital project, a special event may be held to mark the conclusion of the project. These are usually conducted at the request or decision of the BOCS. Special events are organized and run by the Office of Communications. Department staff must provide necessary information to the Office of Communications for special events.

Process Manager

Public Information Specialist

*Office of Executive
Management,
Communications*

Contacts & Roles: Organization, Entity, or Individual

- ◇ **BOCS** – Requests, attends, or participates in special event.
- ◇ **Project Manager** – Prepares event checklist and coordinates with Communications staff.
- ◇ **Communications staff** – Confirm event date with BOCS, County Executive Office, and participants. Organize special event.
- ◇ **Contractors, subcontractors** – Invited to attend special event.
- ◇ **Other special guests** – Invited to attend special event.
- ◇ **Police** – Provide traffic safety.

Timelines: Deadlines, Critical Path Items

- ◇ **Project Completion** – Project must be substantially complete and free from user risk.

Materials

None

Forms

- ◇ Special Events Checklist

Reference to Other Processes

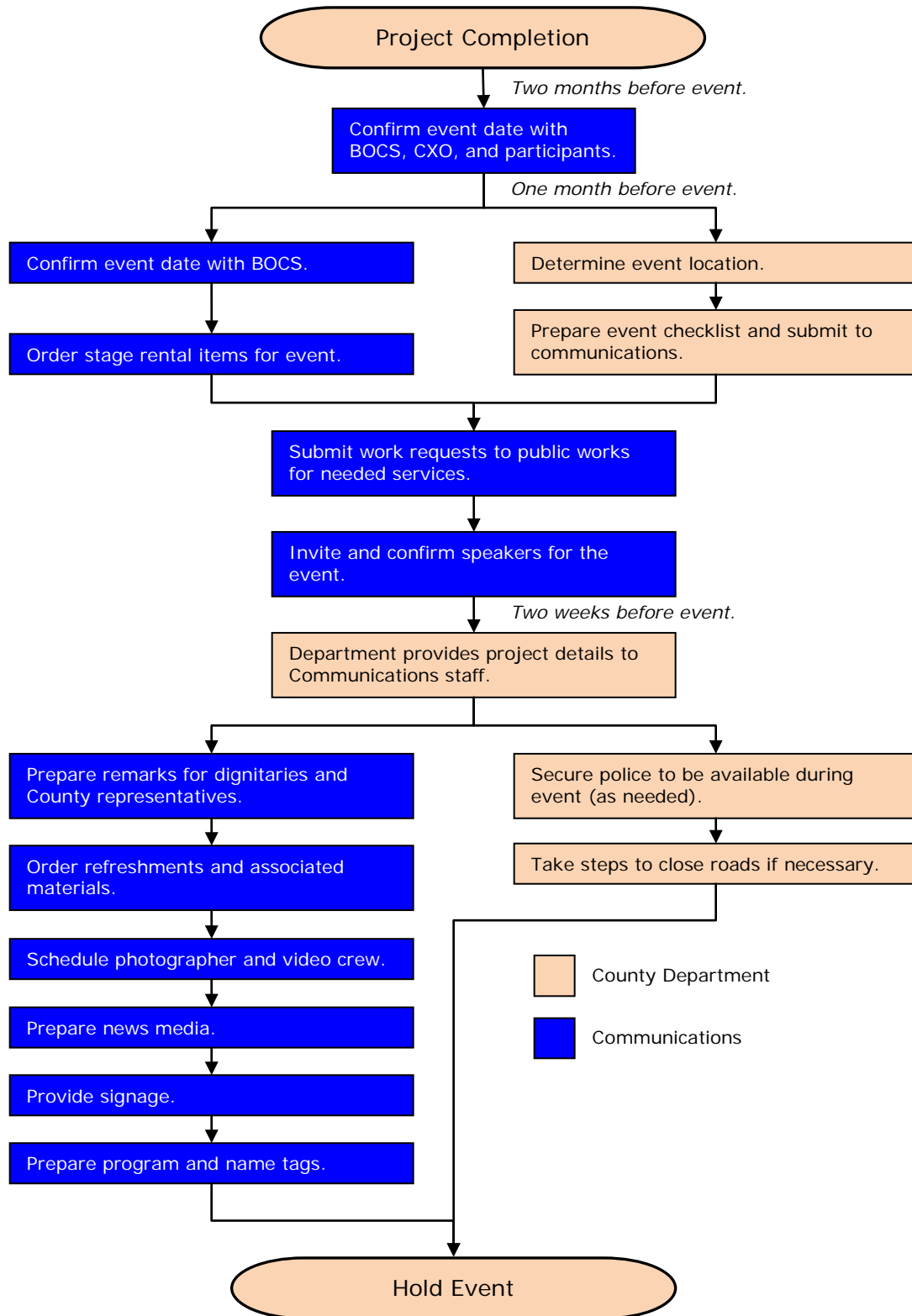
Follows 2.3.9 Construct (Roads)

Follows 2.3.8 Construct (Buildings)

Process Notes



Flow Chart



Plat Development Close Out

2.4.6

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

*Parks & Recreation
Public Works*

Description

Upon completion of infrastructure construction, Public Works requests plat preparation from the A/E consultant.

Process Manager

Project Managers

*Parks & Recreation
Public Works*

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Users** – Express specific needs in relation to their property.
- ◇ **Public Works** – Manages the preparation of plats with A/E consultant.
- ◇ **A/E Consultant** – Prepares the plat.

Timelines: Deadlines, Critical Path Items

- ◇ **Project complete**
- ◇ **Plat sent to County Attorney** – County Attorney prepares and records deeds.

Materials

None

Forms

None

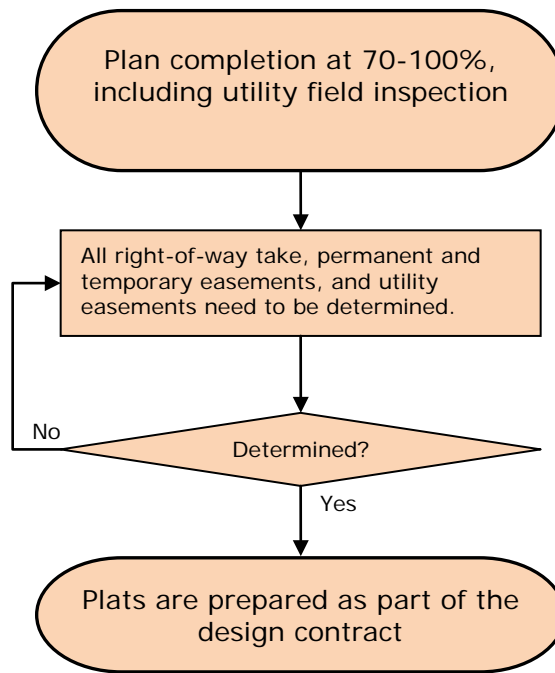
Reference to Other Processes

Follows 2.3.8 Construct (Buildings)

Process Notes



Flow Chart



Release of Liens

Close Out

2.4.7

Buildings	<input checked="" type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Directors

Public Works & Finance

Description

A lien on a project is defined as any financial encumbrance, claim, or financial security interest placed on a material supplier or subcontractor for materials and/or work performed, but not yet paid for by the General Contractor. Per the County Code/Code of Virginia, liens are not permissible on county jobs since payments are only allowed for work actually performed. The Code also stipulates that all portions of funds paid to a GC and owed to a supplier or subcontractor is to be paid to the appropriate party within 7 days of receipt of funds.

Process Manager

Project Manager

Public Works

A release of liens is a document that states all payments, barring any other arrangements between the GC/Supplier/Sub-contractor, have been made and there are no outstanding financial obligations. Even though not required by Code, releases are requested for major categories of work or high dollar items to ensure that subcontractors and suppliers are being paid in accordance to the contract. The timing can be either during the project as part of the pay request or at the completion of the project. This will be outlined in the contract documents between the GC and the County and can vary from project to project.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Project Managers** – Manage the process.
- ◇ **Purchasing** – Contract specialist may request forms for review in situations where there may be a dispute.
- ◇ **Contractor** – Supplies the release of liens.

Timelines: Deadlines, Critical Path Items

- ◇ **Release of Liens** – Must be received before a final payment can be made.

Materials

None

Forms

- ◇ Contractor's Affidavit of Release of Liens (AIA Document G706A)

Reference to Other Processes

Precedes 2.4.1 Final Occupancy

Process Notes



Accounting Project Close-Out

Close Out

2.4.8

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Finance

Process Manager

Accounting Division Chief

Finance

Description

Once a project is completed and all revenue and expenditures have been recorded in ASCEND, the Project (if applicable) needs to be closed so no further transactions can be posted to the project.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation** – Coordinate with Finance to close Project. Complete the Closure Checklist.
- ◇ **Public Works** – Coordinate with Finance to close Project. Complete the Closure Checklist.
- ◇ **Parks & Recreation** – Coordinate with Finance to close Project. Complete the Closure Checklist.
- ◇ **Finance** – Complete final review and close project in accounting system.
- ◇ **Budget** – Reviews closure of Project.

Timelines: Deadlines, Critical Path Items

- ◇ **Completion of the ASCEND OCA Closure Checklist** – Project Manager ensures that all project revenues and expenditures are finalized.

Materials

None

Forms

- ◇ Project Closure Checklist ASCEND
- ◇ Project Closure Checklist (Transportation)

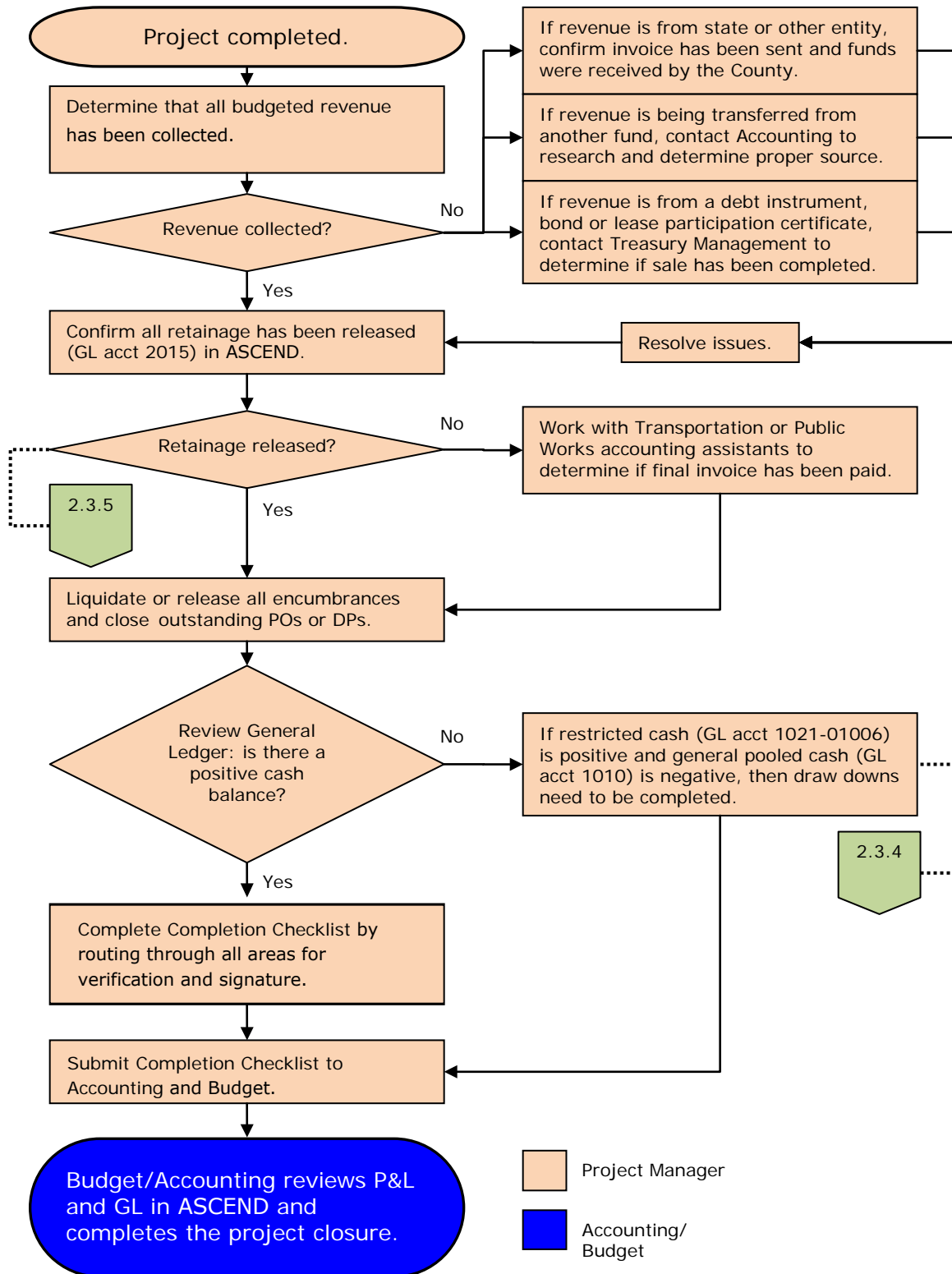
Reference to Other Processes

Occurs throughout 2.3.4 Draw Downs for Bond- or Lease-Funded Projects
Occurs throughout 2.3.5 Withholding and Releasing Retainage

Process Notes



Flow Chart



VDOT Audit Close Out

2.4.9

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Federal Highway
Administration

Description

This process may be necessary when administering state- or federally-funded projects, in which case a random audit of basic construction and project records may be conducted to verify compliance with federal and state laws and regulations and any requirements within the project agreement. Project records must be maintained for a period of not less than three years following Federal Highway Administration (FHWA) acceptance of the final voucher, and the locality shall make such records available to VDOT upon request.

Process Manager

VDOT

Contacts & Roles: Organization, Entity, or Individual

- ◇ VDOT – Requests, conducts, and approves audit.
- ◇ Transportation – Provides necessary documentation.

Timelines: Deadlines, Critical Path Items

- ◇ Project completion – Follows VDOT acceptance.

Materials

- ◇ Project Acceptance Letter
- ◇ Source of Materials C-25
- ◇ Certification Statement TL-131
- ◇ Materials Notebook TL-142
- ◇ Electronic Plans - As Built Plans

Forms

- ◇ Road Notification Inventory Form M4.01 Official Start & End Dates C-5

Reference to Other Processes

Follows 2.4.4 VDOT Street Acceptance

Process Notes

Additional information can be found *Guide for Local Administration of Virginia Department of Transportation Projects* and the Office of Management and Budget's Circular No. A-133.

http://www.virginiadot.org/business/locally_administered_projects_manual.asp
http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012



The following forms/resources and processes are to be followed only for Federal/State Projects:

CONTRACT DOCUMENTS

LPA to send VDOT a copy of LPA's written project acceptance letter.

LPA to prepare and submit C-5 to VDOT. (To include start and end dates).

LPA to prepare and submit M4.01 (Road Notification Inventory Form) to VDOT.

LPA to prepare and submit final (As Built Plans) Electronic Plans to VDOT in PDF format.

LPA to submit final C-25 source of material's form to VDOT.

LPA to submit final Materials Notebook (TL-142) to VDOT.

LPA to submit Materials Certification Statement (TL-131) to VDOT.

FINAL INVOICING

LPA to establish final contract value and provide a document to VDOT indicating that all parties are in agreement with the final contract value.

LPA to prepare final invoice and have it reviewed by an independent reviewer not affiliated with the project. LPA to submit final invoice to VDOT as well as documentation of invoice verification.



Transition of Operating Budget

2.4.10

Close Out

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

*Parks & Recreation
Public Works*

Description

This process covers the shift of operational responsibility for the structure from the contractor to the County. This shift includes County staffing, utility responsibilities, and all services. Initial funding is identified in CIP development with annual review in conjunction with the budget process.

Process Manager

**Buildings & Grounds or
Property Management
Division Chief**

*Parks & Recreation
Public Works*

NOTE: CIP designation must convert to the General Fund. Operational costs, identified in the CIP, must be approved through the annual budget process prior to completion of the facility.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Buildings & Grounds (B&G)** – Coordination of funding shift during budget cycle approximating completion. Internal shift of funding. Reports and track the funding to the General Fund. Manage funding transfer.
- ◇ **Property Management** – Manage the utility costs. Provide an estimate of the utility costs for the Parks facility, which is the basis for the General Fund budget request.

Timelines: Deadlines, Critical Path Items

- ◇ **CIP Established** – Operating and one time costs are calculated on the best available information at the time of submission of the CIP project.
- ◇ **Cost Reviews** – Conducted annually during the CIP budget process to update operating and one-time costs.
- ◇ **Establishment of General Fund Budget** – Time is critical to have funding in place and for obtaining staff, supplies, and one time items in advance of construction completion. Staffing/hiring is complex and is usually started 12 months in advance of anticipated construction completion to support building inspection, training, project management, and occupancy.

Materials

- ◇ CIP forms
- ◇ Budget (General Fund) forms

Forms

None

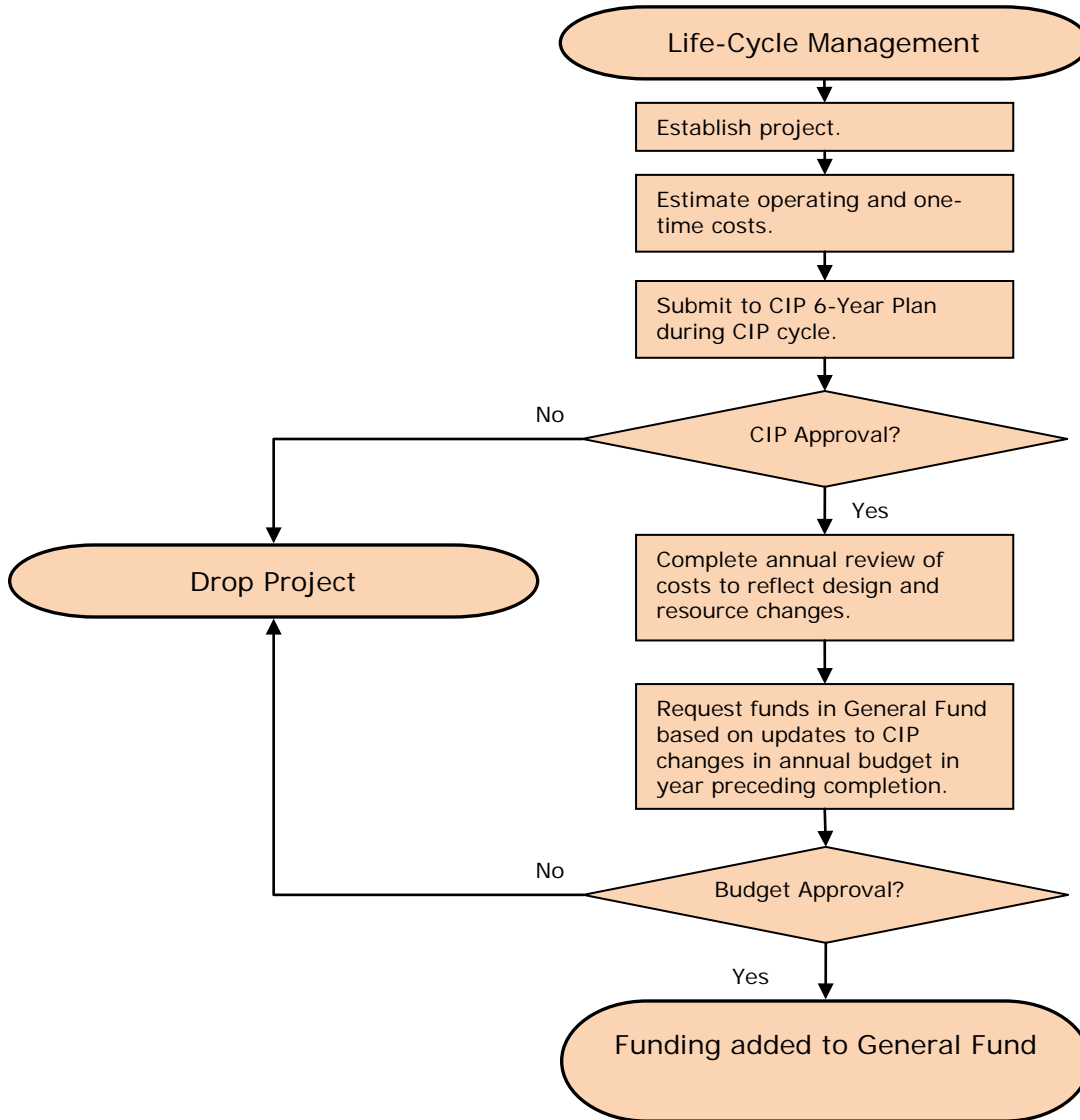
Reference to Other Processes

Precedes 2.8.2 Life Cycle Management



Process Notes

Flow Chart



Identify Existing Utilities and Conflicts

Utility Relocation

2.5.1

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Project Managers

Transportation

Description

During design, all utilities and conflicts within the project limits are identified by the consulting engineer. Utilities are identified through coordination with utility companies, reviewing old plans, and field location by a utility locating contractor. Usually pipe and culvert crossings are potential conflict areas.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Utilities Companies** – Identify and mark utilities.
- ◇ **Service Authority (PWCSA)** – Identify utilities.
- ◇ **Transportation** – Coordinates with utility companies and Service Authority team. Schedules and conducts UFI meeting.
- ◇ **A/E Consultants** - Complete UT-9's

Timelines: Deadlines, Critical Path Items

- ◇ **Determine potential conflicts**
- ◇ **Coordinate with utility companies**
- ◇ **Order test holes** – Determine exact location of the utilities.

Materials

- ◇ UFI
- ◇ Transmittals

Forms

- ◇ UT-9

Reference to Other Processes

Precedes 2.2.14 Design Development (Roads)

Process Notes

2.5.1 UFI meeting is held and utility companies are provided with project plans by the consultant engineer.

2.5.2 After review of plans, utility companies submit easement requests. Based on their request, A/E consultant prepares plats. Once all easements are finalized, utility companies submit a completed plan and estimate.

2.5.2 The A/E Consultants reviews and approves the plan and estimate and completes the P&E checklist (UT-9). Based on the approved plan and estimate, purchase orders are set up for each utility company.

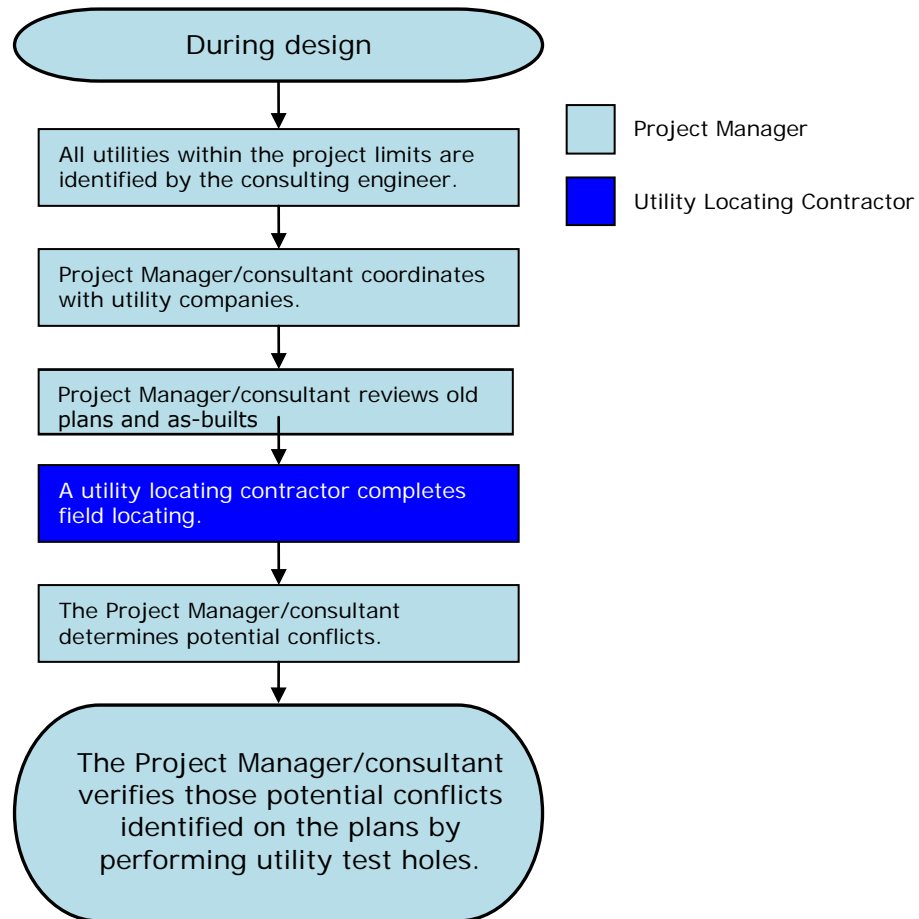


2.5.3 Right-of-way team works on acquiring easements. Once easements are acquired, a letter is sent to utility company authorizing them to initiate relocation. If the utility company is abandoning any easement, then a “quit claim” must be processed.

2.5.5 If both contractor and utility company are expected to be on the project at the same time, a special provision must be added to the bid documents that denotes coordination between the contractor and utility company.

2.5.1 Determining Potential Conflicts—Possible conflicts are identified on the plans and verified by performing utility test holes. Usually pipe and culvert crossing are potential conflict areas.

Flow Chart



Negotiate Fee Arrangement

Utility Relocation

2.5.2

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Project Managers

Transportation

Description

Utility companies will check the UT-9 from the A/E Consultant to determine priority rights. Depending on the findings this form will show the percent obligation of the utility company and Transportation.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Utility companies** – Review UT-9. Provide a cost and time estimate for relocation.
- ◇ **Transportation** – Project Manager consults with A/E consultant to review and approve estimates.
- ◇ **A/E Consultant** – Prepares Appendix 21.

Timelines: Deadlines, Critical Path Items

- ◇ **60% Plans** – Project Manager schedules UFI.
- ◇ **A/E Consultant prepares Appendix 21**
- ◇ **Utility company reviews Appendix 21**
- ◇ **Determination of responsibilities between County and utility company.**

Materials

None

Forms

◇ Appendix 21

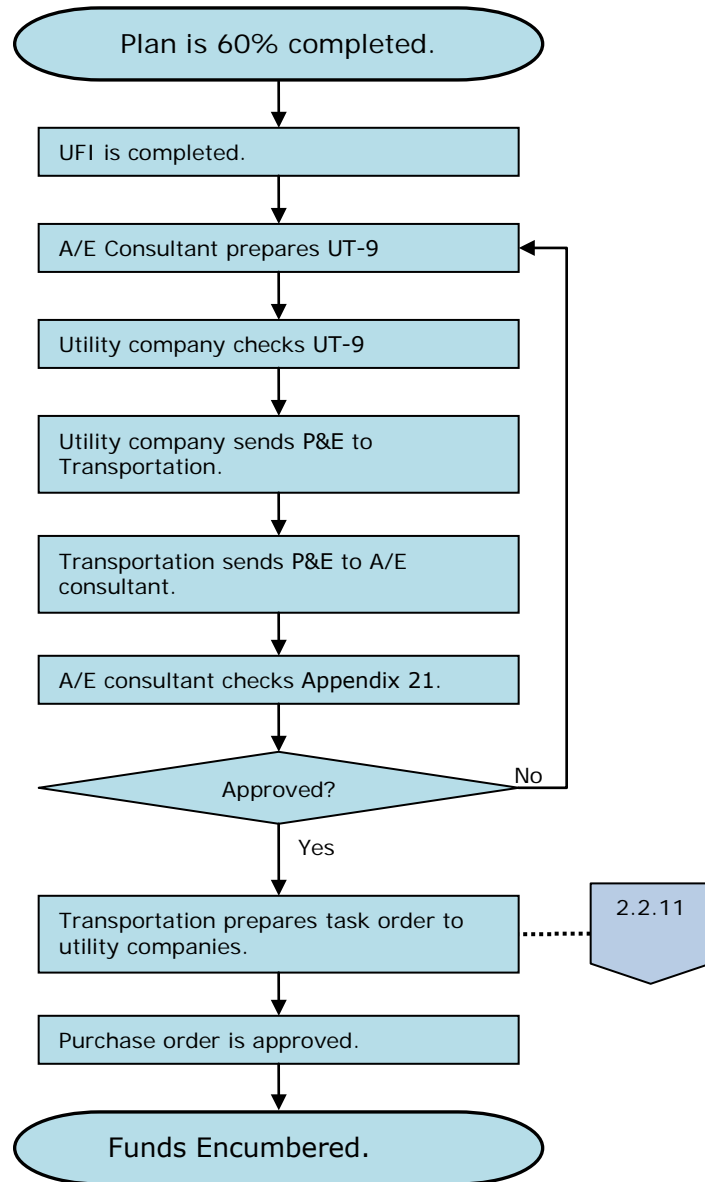
Reference to Other Processes

Precedes 2.5.1 Identify Existing Utilities and Conflicts

Process Notes



Flow Chart



Acquire Easements
Utility Relocation

2.5.3

- Buildings
- Parks
- Roads

<p>Process Owner Director</p> <p><i>Transportation</i></p> <hr/> <p>Process Manager Project Managers</p> <p><i>Transportation</i></p>	<p>Description</p> <p>The County must acquire all necessary easements, temporary or permanent, for utility relocations.</p>
---	--

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation** – Project Manager receives and approves the easement requests submitted by the utility company.
- ◇ **A/E Consultant** – Provide plans, which determine the easement requirements; submit temporary and permanent construction easements.
- ◇ **Title search company** – Provide title report.
- ◇ **Appraisal company** – Provides appraisals.
- ◇ **Utility companies** – Submit easement requests.
- ◇ **Property owner** – Reviews and negotiates compensation for easements with County Right-of-Way agent.
- ◇ **Right-of-Way agent** – Negotiates compensation for easements with property owners; prepares BOCS report.
- ◇ **BOCS** – Authorizes Public Hearings and condemnations of land for easements; grant easements and transfer to utility companies.
- ◇ **County Attorney** – Prepares COT (Certificate of Taking) and records deeds.
- ◇ **Circuit Court** – Hold easement compensation until agreement is reached with property owner.

Timelines: Deadlines, Critical Path Items

- ◇ **70% plans** – Given to utility companies to determine conflicts and relocations.
- ◇ **Order Plats** – From A/E consultant.
- ◇ **Negotiations** – Right-of-Way agent begins negotiations with property owner. The County must make a bona fide offer before preceding with COT.
- ◇ **Settlements** – If the County and the owner can successfully negotiate compensation, the County proceeds to settlement.
- ◇ **COT** – If settlement cannot be reached, the County proceeds with COT, which necessitates BOCS action.

Materials

None

Forms

None



Reference to Other Processes

Concurrent with 2.2.14 Design Development (Roads)

Concurrent with 2.4.6 Plat Development

Concurrent with 2.6.4 Secure Appraisal

Concurrent with 2.6.5 Make the Offer

Concurrent with 2.6.6 Negotiate

Concurrent with 2.6.7 Settlement

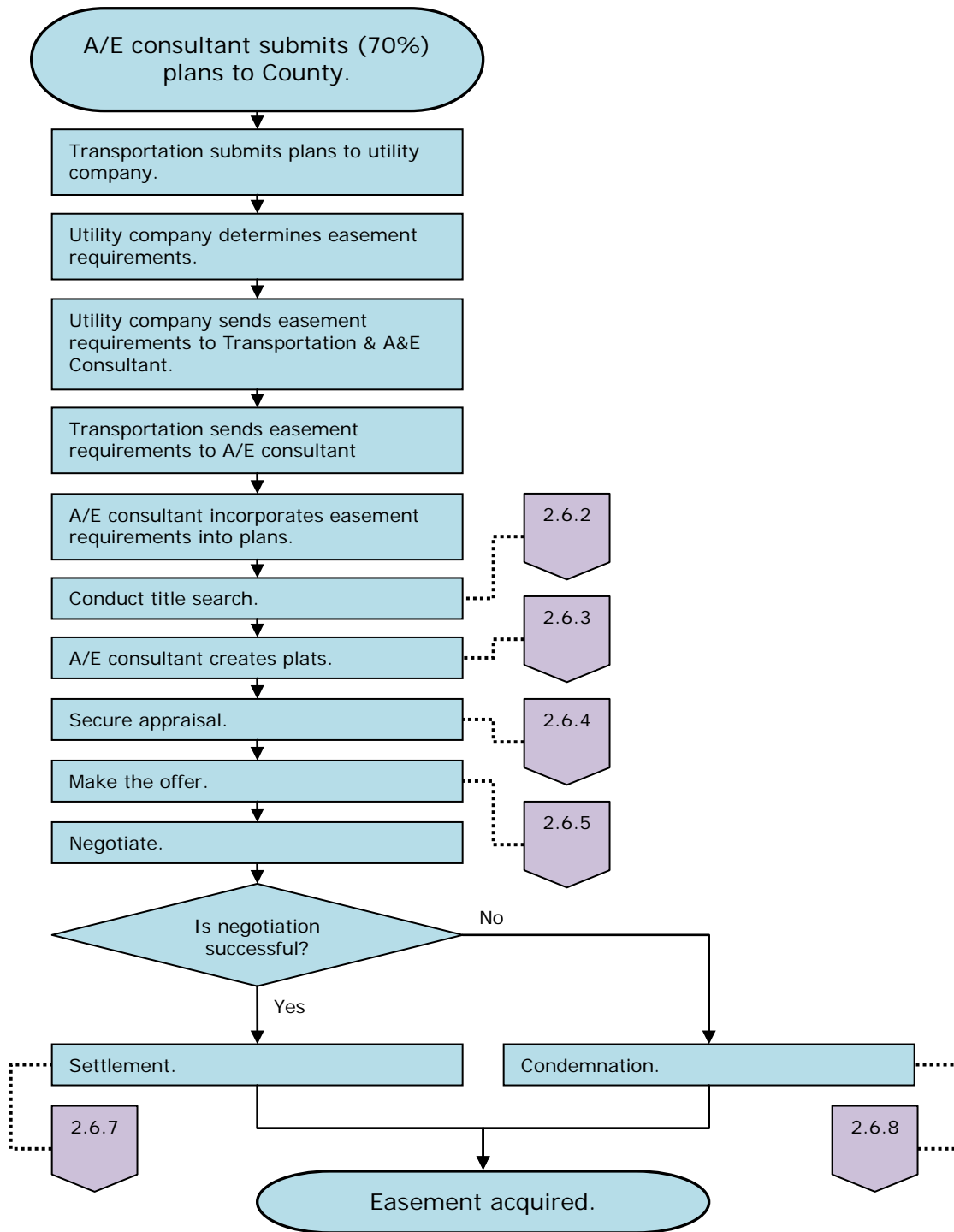
Concurrent with 2.6.8 Condemnation

Precedes 2.6.9 Court Proceeding

Process Notes



Flow Chart



Upgrades (Betterments)

Utility Relocation

2.5.4

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Project Managers

Transportation

Description

Upgrade of the utilities occurs when an existing line is under capacity and there is a road project that will relocate utilities. Service Authority decides that they will pay for upgrade.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **BOCS** – Approves betterment agreement.
- ◇ **Transportation** – Project Manager provides information to A/E consultant.
- ◇ **Service Authority (PWCSA)** – Requests betterments and approves plans.
- ◇ **A/E Consultant** – Incorporates betterments in the plans.

Timelines: Deadlines, Critical Path Items

- ◇ **Appendix 21** – Documents water or sewer conflicts.
- ◇ **PWCSA checks and recommends upgrades** – PWCSA must approve upgrades prior to incorporation in the design plans.
- ◇ **A/E consultant changes plans** – Upgrades must be incorporated into the design plans prior to construction.

Materials

None

Forms

◇ Appendix 21

Reference to Other Processes

Concurrent 2.2.14 Design Development (Roads)

Precedes 2.5.7 Relocation of Utilities

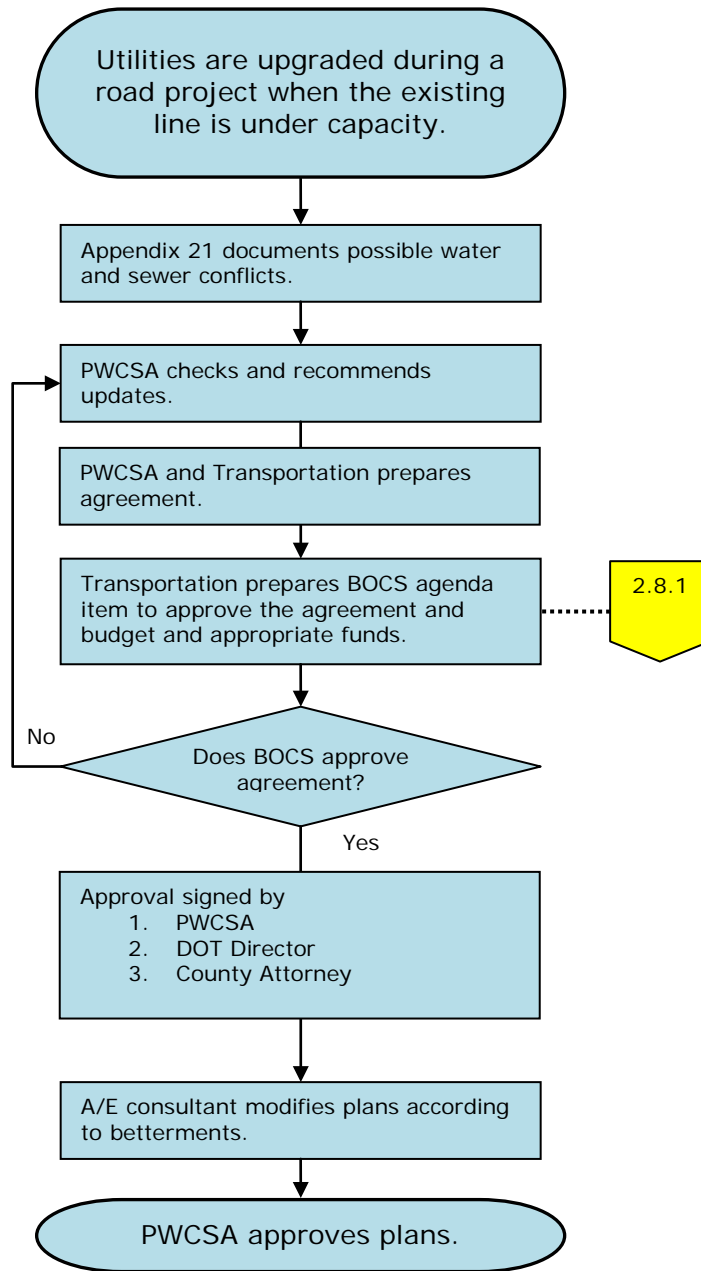
Precedes 2.3.9 Construct (Roads)

Concurrent 2.8.1 Board Agenda

Process Notes



Flow Chart



Request/Authorize Work

Utility Relocation

2.5.5

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Project Managers

Transportation

Description

Transportation needs to send a letter to the utility companies to request work to start with relocations.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Utility companies** – Provide utility relocation plans and estimates and request Notice to Proceed (NTP).
- ◇ **Transportation** – Project Manager will provide UT-9 for to utility company, review and negotiate cost estimate, checks on task order status, and if approved, sends NTP.

Timelines: Deadlines, Critical Path Items

- ◇ **Task order** – Task order must be approved before NTP can be sent.
- ◇ **Notice to Proceed (NTP)** – Project Manager sends NTP.

Materials

None

Forms

- ◇ VDOT Utility Manual (Appendix No. 4 UT-9 Utility Field Inspection)
- ◇ VDOT Utility Manual (Appendix No. 5 UT-9A Underground Utility Data Sheet)
- ◇ VDOT Utility Manual (Appendix No. 21 Plan and Estimate Check List)

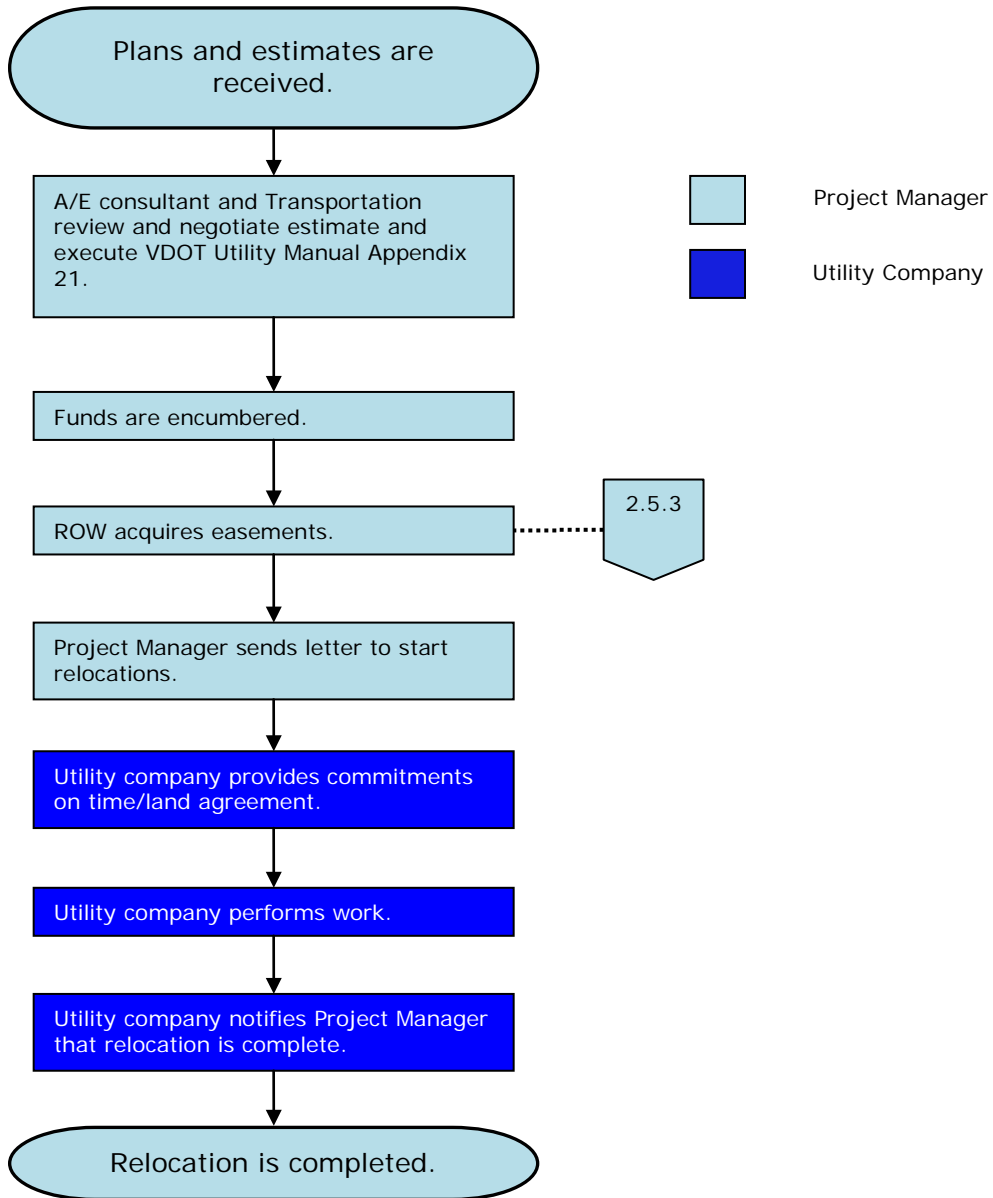
Reference to Other Processes

Precedes 2.5.2 Negotiate Fee Arrangements
Follows 2.2.11 Task Order

Process Notes



Flow Chart



Dispose of Old Material

2.5.6

Utility Relocation

Buildings

Roads

Process Owner

Director

Transportation

Process Manager

Project Managers

Transportation

Description

All utility companies are responsible for removal and disposal of all material as a result of relocations. They are responsible to inform Miss Utility of Virginia about abandoned lines and location of new lines.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation** – Project Manager informs utility companies about removal of remaining material.
- ◇ **Utility company** – Remove remaining material.

Timelines: Deadlines, Critical Path Items

- ◇ Relocation is complete
- ◇ Remove old material
- ◇ Abandon lines
- ◇ Inform Miss Utility

Materials

None

Forms

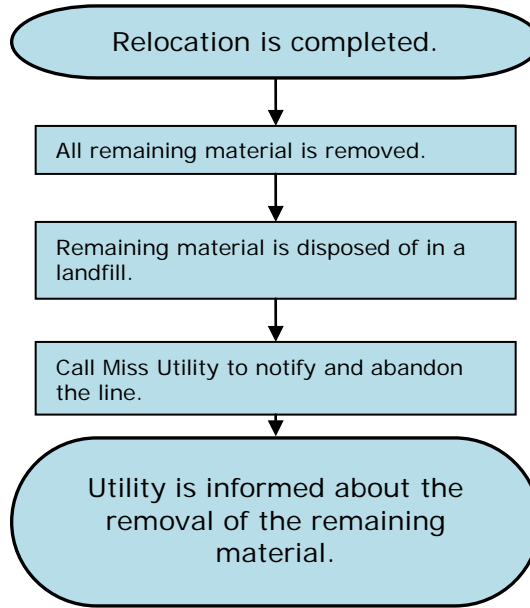
None

Reference to Other Processes

Process Notes



Flow Chart



Relocation of Utilities

Utility Relocation

2.5.7

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Project Managers

Transportation

Description

Existing utilities must be relocated to accommodate improvements to the roadway. Easements must be acquired prior to relocation. Utilities may include phone lines, cable, water and wastewater, storm sewer, gas, and electric.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation** – Project Manager oversees relocation operations.
- ◇ **Utility companies** – Provides relocations.

Timelines: Deadlines, Critical Path Items

- ◇ **Notice to Proceed (NTP)** – Work may begin when a formal notice is given to proceed.
- ◇ **Utility company performs work**

Materials

None

Forms

None

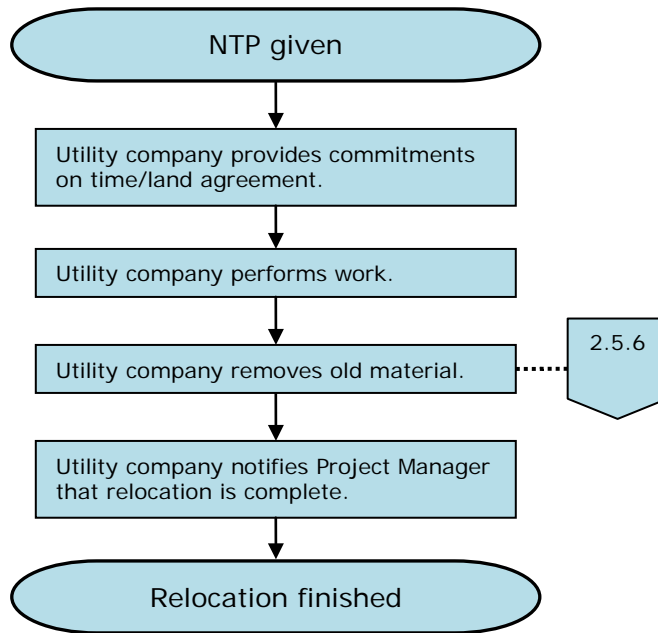
Reference to Other Processes

Follows 2.5.3 Acquire Easements
Follows 2.5.5 Request/Authorize Work
Precedes 2.3.9 Construct (Roads)

Process Notes



Flow Chart



Land Acquisition Overview

Land Acquisition

2.6.1

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Right-of-Way Agent

Transportation

Description

Acquisition is the process of acquiring real property (real estate) or some interest therein. In the course of building roads, often the County must acquire property from private owners. This section provides an overview of the acquisition process. More detailed information about individual aspects of land acquisition is found in the remaining sections of 2.6.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Engineering and Construction Firms** – Supply plans and plats.
- ◇ **Citizens** – Supply feedback on road alignment, which determines property requirements.
- ◇ **Departmental Accounting** – Prepares purchase order.
- ◇ **Finance** – Reviews acquisition.
- ◇ **Budget** – Reviews acquisition.
- ◇ **County Attorney** – Reviews acquisition.
- ◇ **County Executive** – Approve certificates of take and settlements \$300,000 - \$500,000.
- ◇ **BOCS** – Approve certificates of take and settlements over \$500,000.
- ◇ **Appraisers** – Provide appraisals.
- ◇ **Title search company** – Provide title report.
- ◇ **Project Manager** – Coordinate property acquisition with the construction schedule.

Timelines: Deadlines, Critical Path Items

- ◇ **GPIN parcel listings** – Receive from Project Manager.
- ◇ **Title Search** – Contractor.
- ◇ **Plat** – Contractor.
- ◇ **Appraisal** – Contractor.
- ◇ **Purchase Order** – Department Accounting.

Materials

- ◇ GPIN parcel listing
- ◇ Project plans
- ◇ Appraisal

Forms

None



Reference to Other Processes

Occurs throughout 2.8.1 Board Agenda

Follows 2.2.11 Task Order

Precedes 2.3.1 Invitation for Bid (IFB)

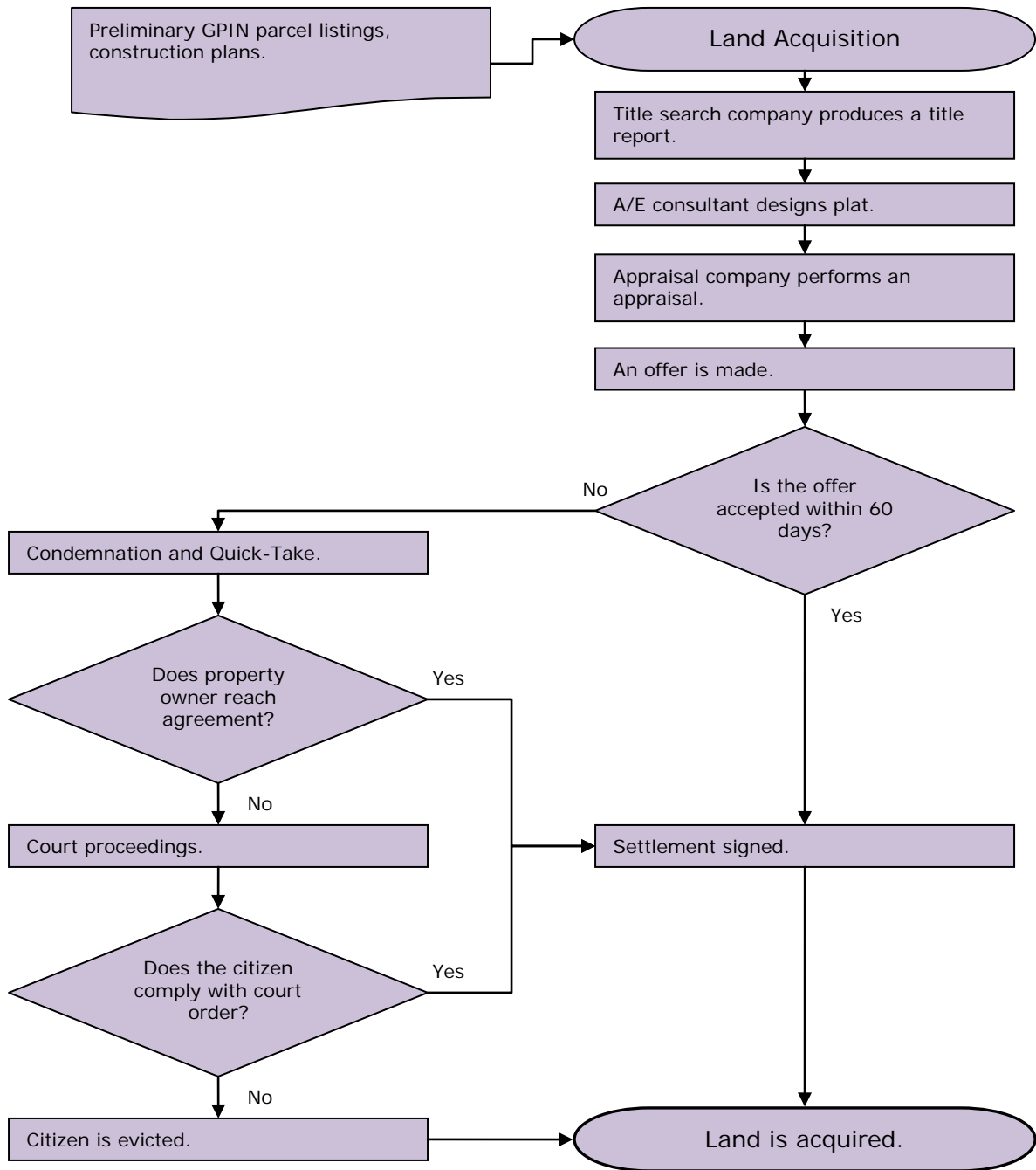
Occurs throughout 2.2.2 Public Hearings

Occurs throughout 2.3.9 Construct (Roads)

Process Notes



Flow Chart



Title Search
Land Acquisition

2.6.2

- Buildings
- Parks
- Roads

Process Owner

Director

Transportation

Process Manager

Right-of-Way Agent

Transportation

Description

The purpose of this process is to produce a title report for the acquisition of land from private property owners. The title report determines ownership of all property interests to be acquired.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Project Manager** – Provides GPIN listing.
- ◇ **Title Search Company** – Produces a title report.

Timelines: Deadlines, Critical Path Items

- ◇ **GPIN parcel listing** – Supplied by Project Manager.
- ◇ **Task and Purchase Orders** – Completed by Transportation Accounting.
- ◇ **Quote for service** – Supplied by title search company.

Materials

- ◇ Vendor contract list (located on Purchasing website)

Forms

None

Reference to Other Processes

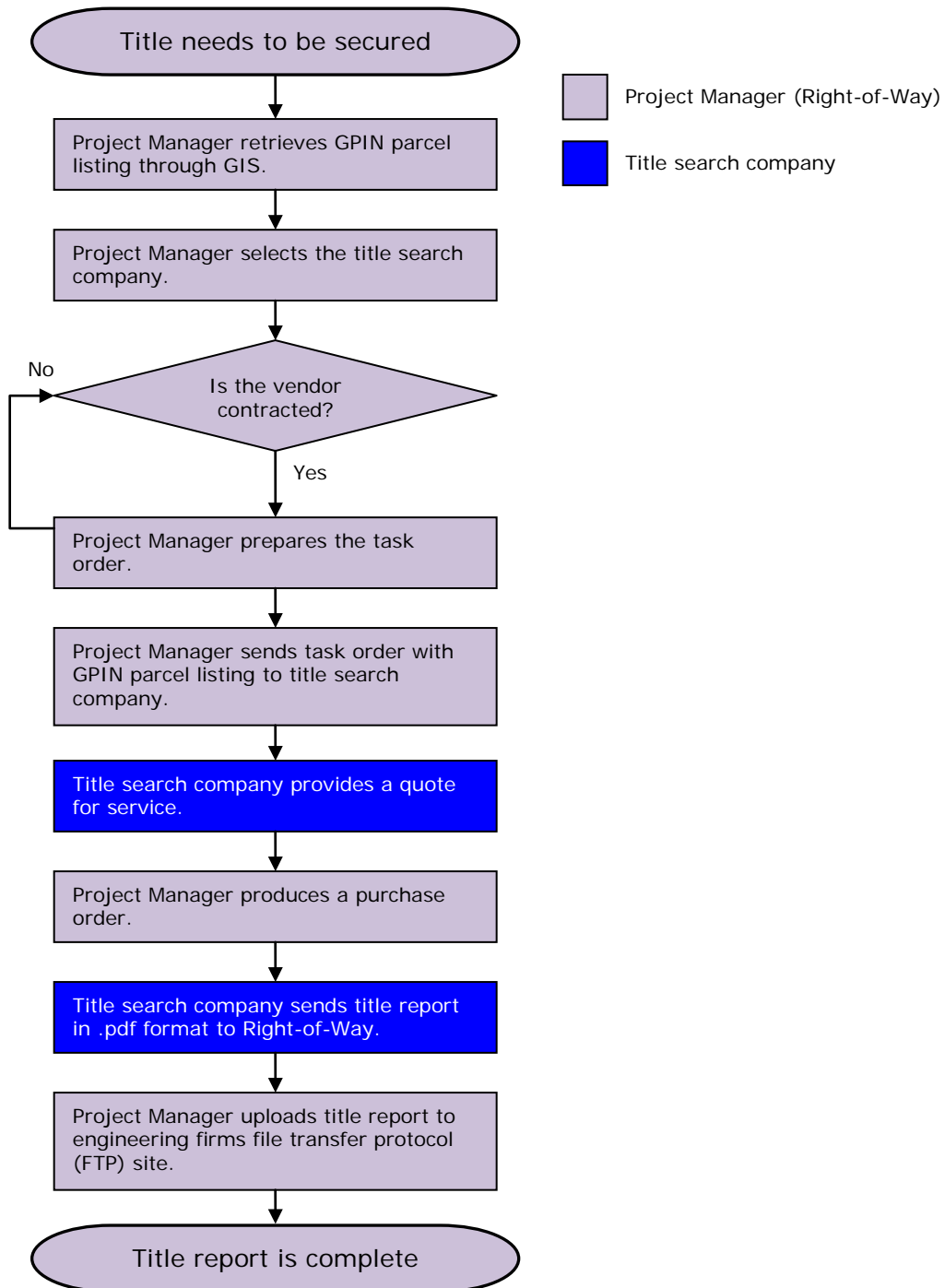
Concurrent 2.2.11 Task Order
Precedes 2.6.3 Receive Plat

Process Notes

Right-of-Way agent works with project manager to select title search company using the on-call vendor list.



Flow Chart



Receive Plat Land Acquisition

2.6.3

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Right-of-Way Agent

Transportation

Description

The purpose of this process is to produce a plat. A plat is necessary for the acquisition of land from private property owners.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Project Manager** – Coordinates distribution and approval of the plat.
- ◇ **GIS Specialist** – Reviews plat for accuracy.
- ◇ **Engineering Firm** – Produces plat.
- ◇ **Right-of-Way** – Uploads title report; reviews and approves plat.

Timelines: Deadlines, Critical Path Items

- ◇ **Title Report** – Received from title Search Company.

Materials

None

Forms

None

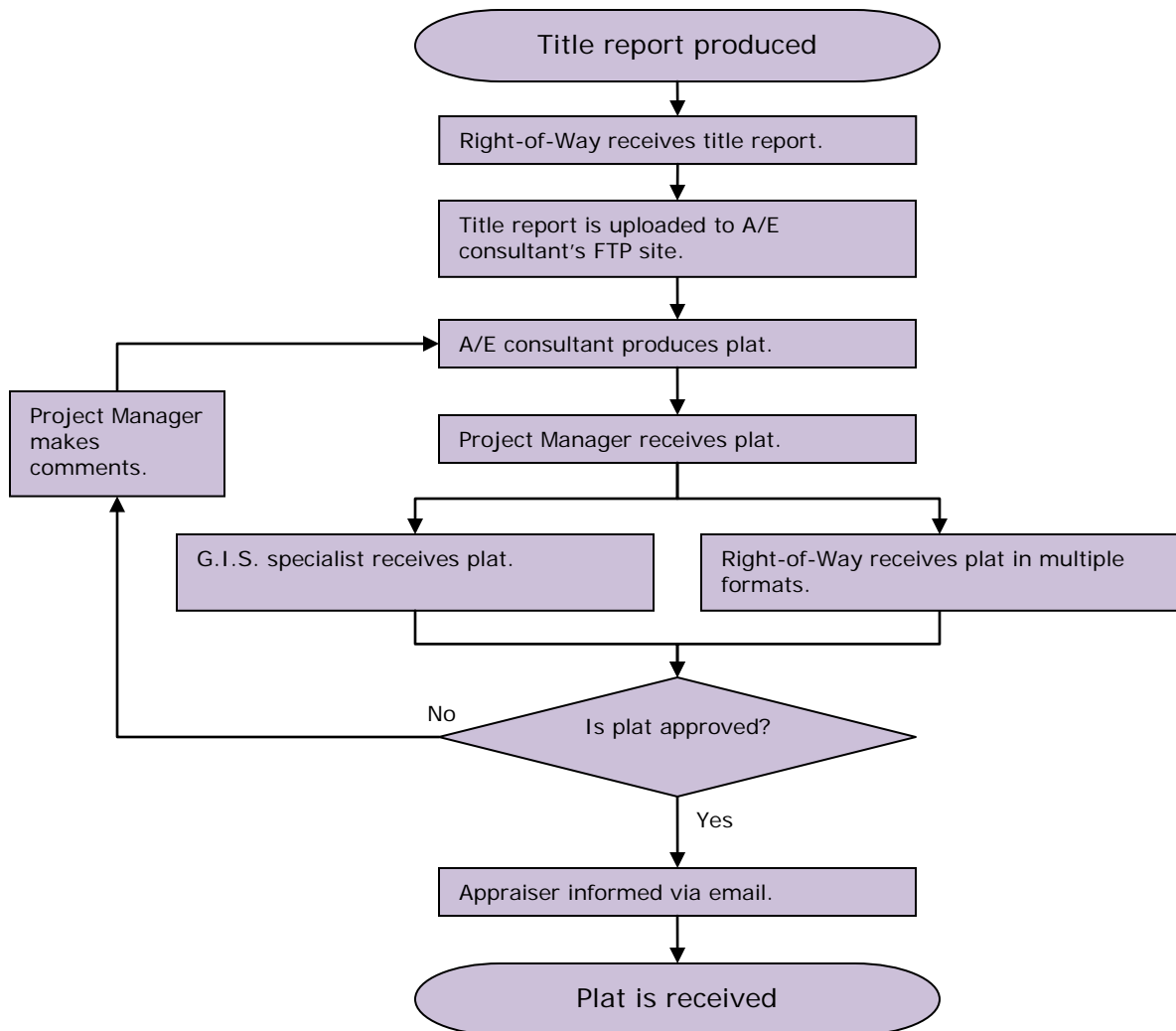
Reference to Other Processes

Follows 2.6.2 Title Search
Precedes 2.6.4 Secure Appraisal

Process Notes



Flow Chart



**Secure Appraisal
Land Acquisition**

2.6.4

- Parks
- Buildings
- Roads

Process Owner

Director
Transportation

Description

The purpose of this process is to acquire a real property (real estate) appraisal. The appraisal is the basis for determining the amount the County will offer to acquire land from a property owner.

Process Manager

Right-of-Way Agent
Transportation

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Purchasing** – Supplies a vendor contract list.
- ◇ **Transportation Accounting** – Creates task order and purchase order.

Timelines: Deadlines, Critical Path Items

- ◇ **Title Report** – Supplied by the title search company.
- ◇ **Plat** – Supplied by the engineering firm.

Materials

- ◇ GPIN parcel listing
- ◇ Vendor contract list (located on the Purchasing website)
- ◇ Construction plan
- ◇ Purchase Order

Forms

None

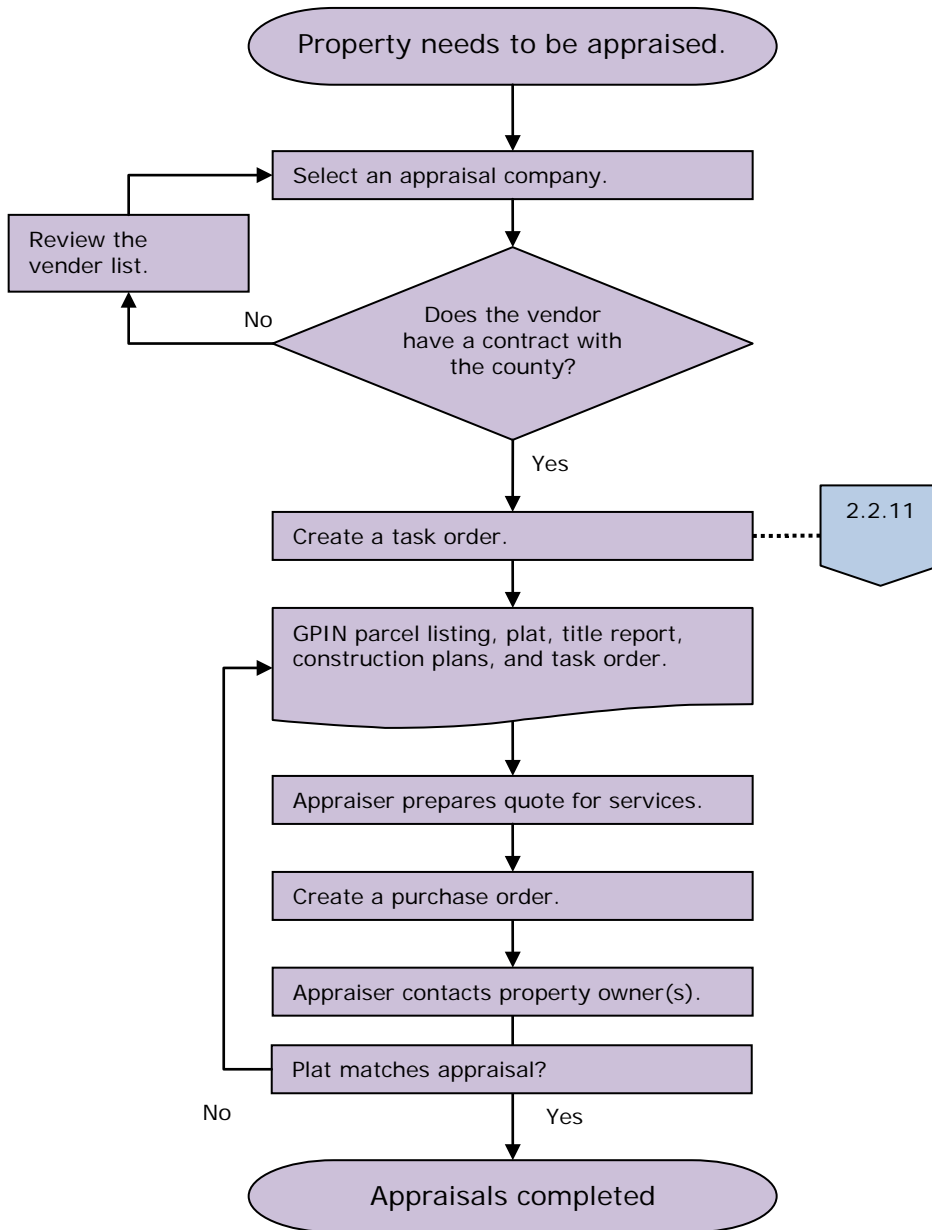
Reference to Other Processes

Concurrent with 2.2.11 Task Order
Follows 2.6.3 Receive Plat
Precedes 2.6.5 Make the Offer

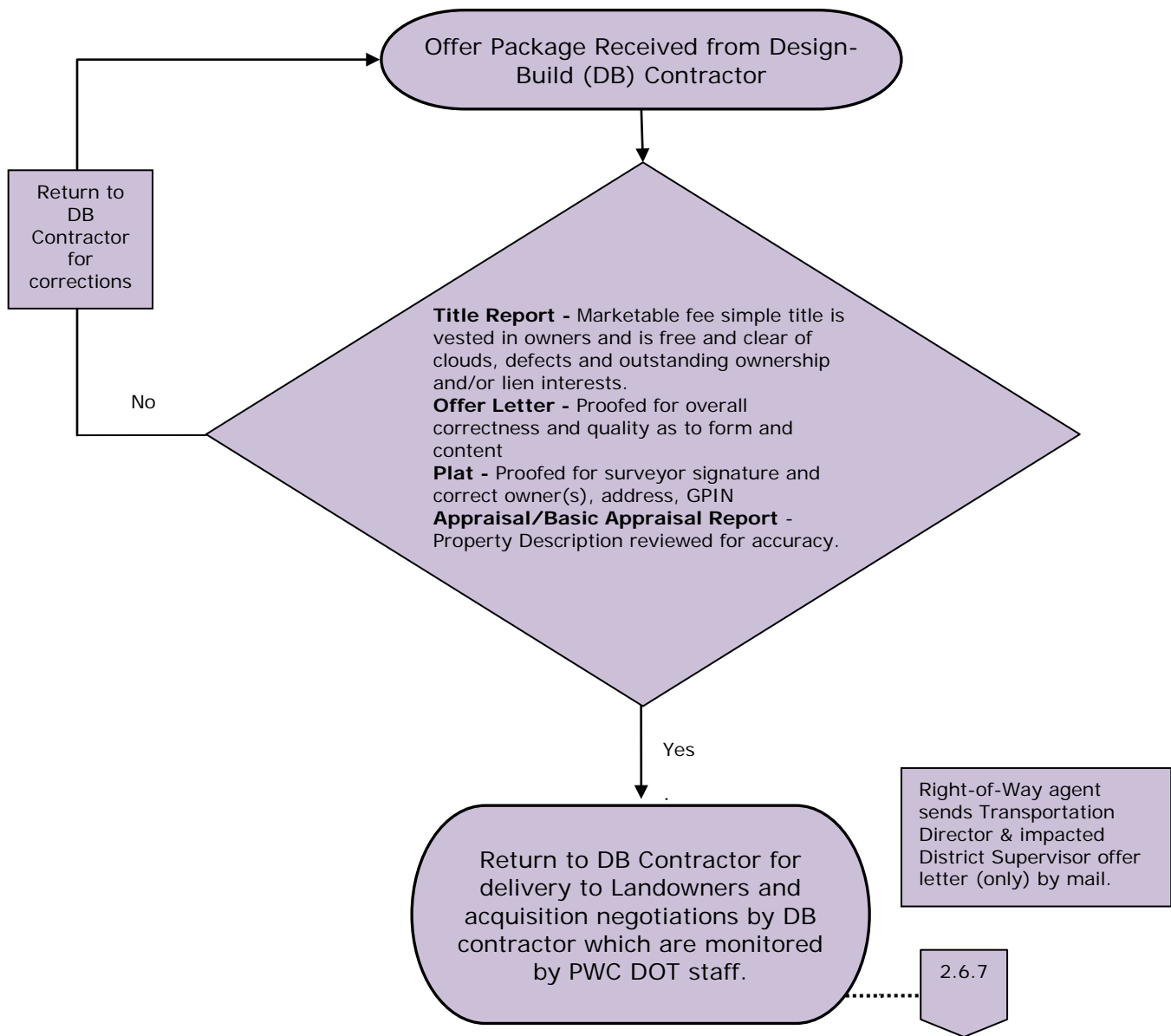
Process Notes



Flow Chart (Process A – In-House)



Flow Chart (Process B – 3rd Party/Vendor)



Make the Offer Land Acquisition

2.6.5

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Right-of-Way Agent

Transportation

Description

This section explains the process for submitting an offer letter for settlement of the acquisition of real property (real estate) or some interest therein.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Property Owner** – Accepts or rejects offer; provides information for negotiation.
- ◇ **Director of Transportation** – Monitors settlement.
- ◇ **Magisterial District Supervisor** – Monitors settlement.
- ◇ **County Attorney** – Reviews the offer, assists with negotiations, and provides information on any applicable tax liens against the property.

Timelines: Deadlines, Critical Path Items

- ◇ **If no response from property owner within 30 days of mailing the offer letter, a second letter is distributed** – Copies of all first letter documents are included in the second offer letter.
- ◇ **Negotiations end six months after a project is complete** – Court proceedings will then determine compensation.

Materials

- ◇ Appraisal
- ◇ Construction Drawing
- ◇ Easements
- ◇ Title Report
- ◇ Plat
- ◇ Right of Entry
- ◇ Mortgage Information Sheet
- ◇ Agreement

Forms

- ◇ Settlement Checklist (Property Owners)
- ◇ Settlement Checklist (Churches)
- ◇ Settlement Checklist (Corporations)
- ◇ W9 Form

Reference to Other Processes

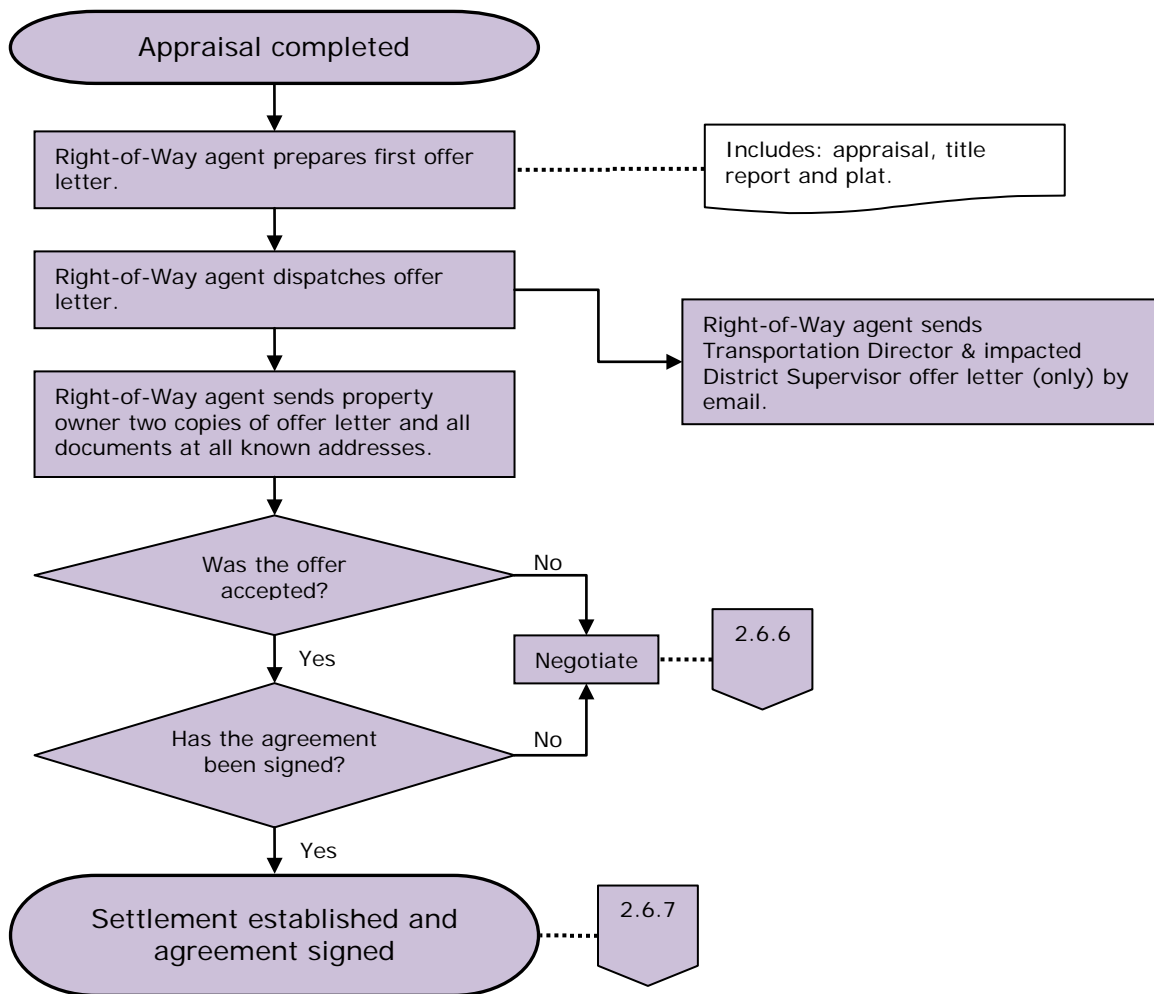
Follows 2.6.2 Title Search
 Follows 2.6.3 Receive Plat
 Follows 2.6.4 Secure Appraisal
 Precedes 2.6.6 Negotiate



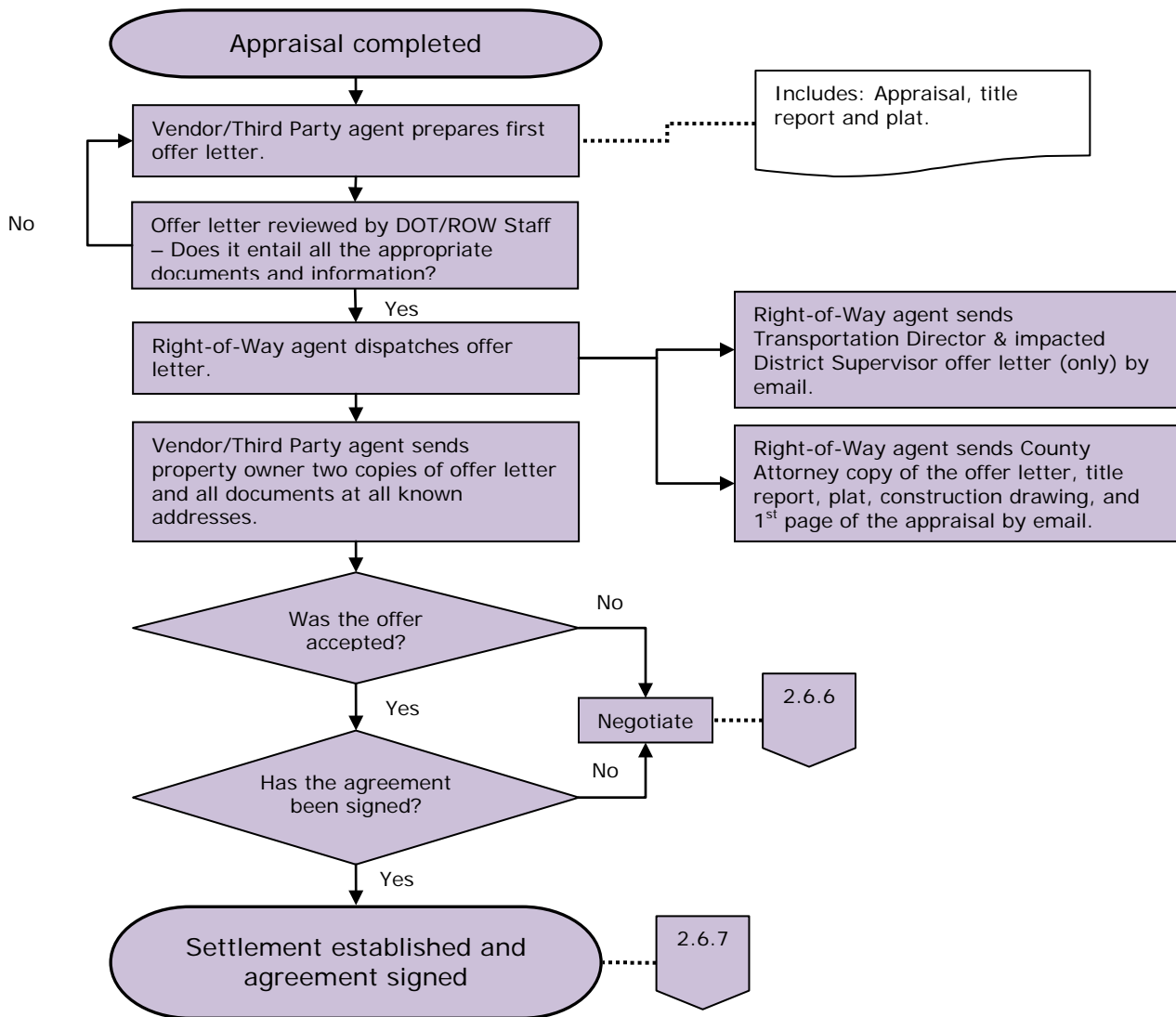
Process Notes

The offer letter consists of the appraisal, title report, plat and agreement. In addition to sending the offer letter to the property owner, sections of the offer letter are sent to the Transportation Director, impacted District Supervisor, and County Attorney. Following receipt of the offer letter, the County may enter into negotiations with the property owner in order to reach a signed agreement.

Flow Chart (Process A - In-House)



Flow Chart (Process B – 3rd Party)



Negotiate Land Acquisition

2.6.6

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Right-of-Way Agent

Transportation

Description

This section explains the process of reaching an agreement for the fair market value of real estate property.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Property Owner** – Presents information and a counter offer.
- ◇ **Appraiser** – Provides the value of a property.
- ◇ **Right-of-Way** – Reviews counter offers for acceptance or rejection. Negotiates with the property owner to reach a fair settlement.

Timelines: Deadlines, Critical Path Items

- ◇ **Condemnation** – This process allows the right of entry to a property as the negotiation process proceeds.
- ◇ **Review of a counter offer** – There is no set formula to the determination of a counter offer being accepted as reasonable. Right-of-Way's decision to approve a counter offer does not acknowledge a commitment by the County. Further review and approval of a counter offer occurs during the settlement process.

Materials

- ◇ Offer letter documents

Forms

None

Reference to Other Processes

Follows 2.6.5 Make an Offer

Precedes 2.6.7 Settlement

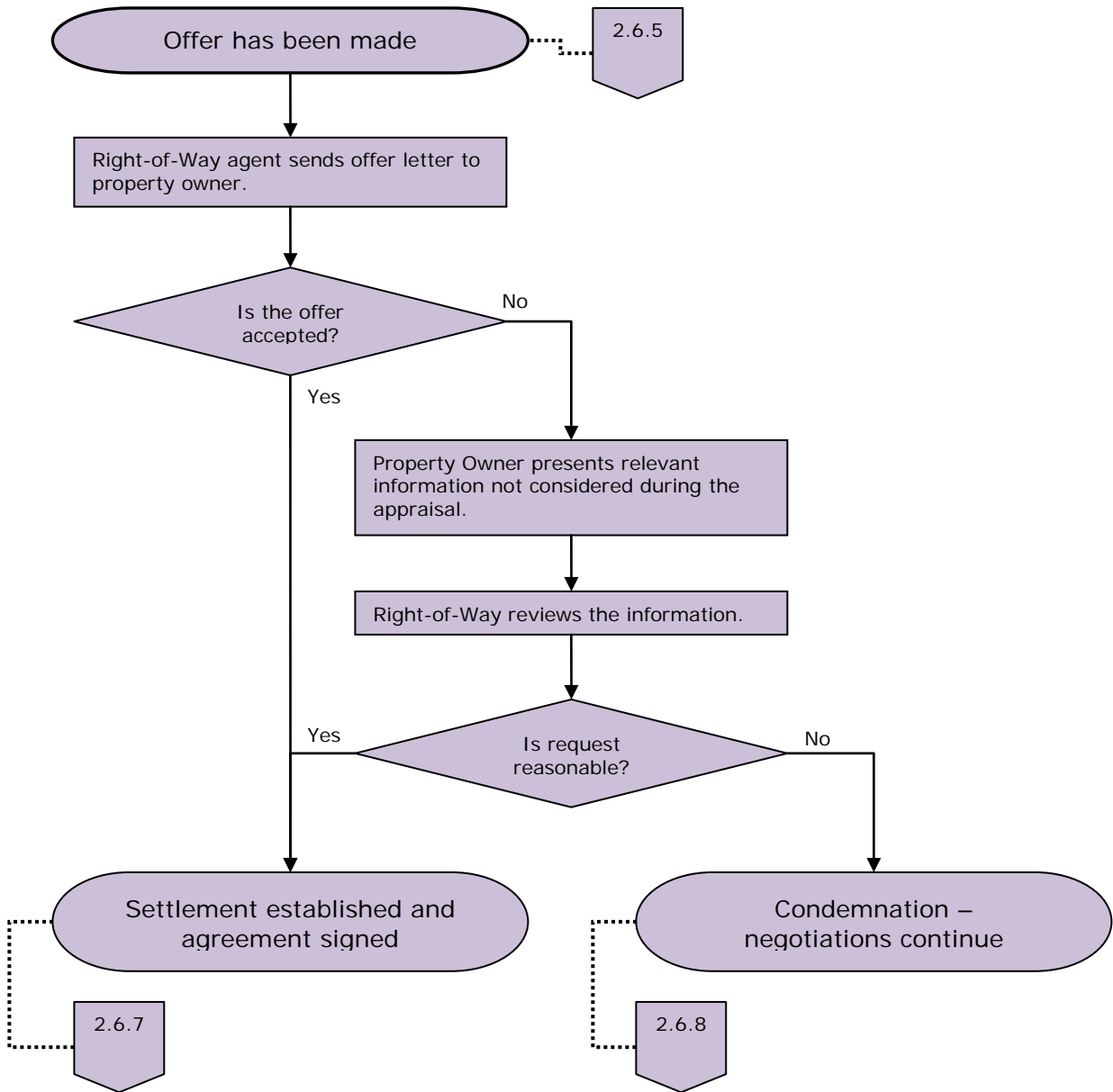
Concurrent with 2.6.8 Condemnation

Process Notes

If the initial offer is not agreed to, the County and property owner enter into negotiations to reach a settlement. The property owner presents pertinent information to the County, which was not considered during the appraisal. The County considers the information and, if the request is reasonable, the County amends its offer and settles with the property owner. If the request is unreasonable, the County condemns the property, and negotiations about the property value continue.



Flow Chart



Settlement

Land Acquisition

2.6.7

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Right-of-Way Agent

Transportation

Description

This section explains the process of settlement approval, payment, and documentation.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation Accounting** – Prepares Purchase Order.
- ◇ **County Attorney** – Records and enter a deed.
- ◇ **Right-of-Way** – Prepares all reports; oversees the settlement process.
- ◇ **Settlement Attorney** – Prepares the HUD1 form.

Timelines: Deadlines, Critical Path Items

- ◇ **Signed Agreement** – Agreement on the compensation amount must be signed prior to the preparation of the Acquisition Report.
- ◇ **HUD1 Form** – Prepared by a settlement attorney.
- ◇ **Approved Right-of-Way Acquisition Report** – The report is approved by the County Attorney, Director of Finance, Budget Director, Director of Transportation, and if needed the County Executive.
- ◇ **Deed** – Recorded by the County Attorney.

Materials

- ◇ Request for Proposal (RFP)

Forms

- ◇ Right-of-Way Acquisition Report
- ◇ HUD1

Reference to Other Processes

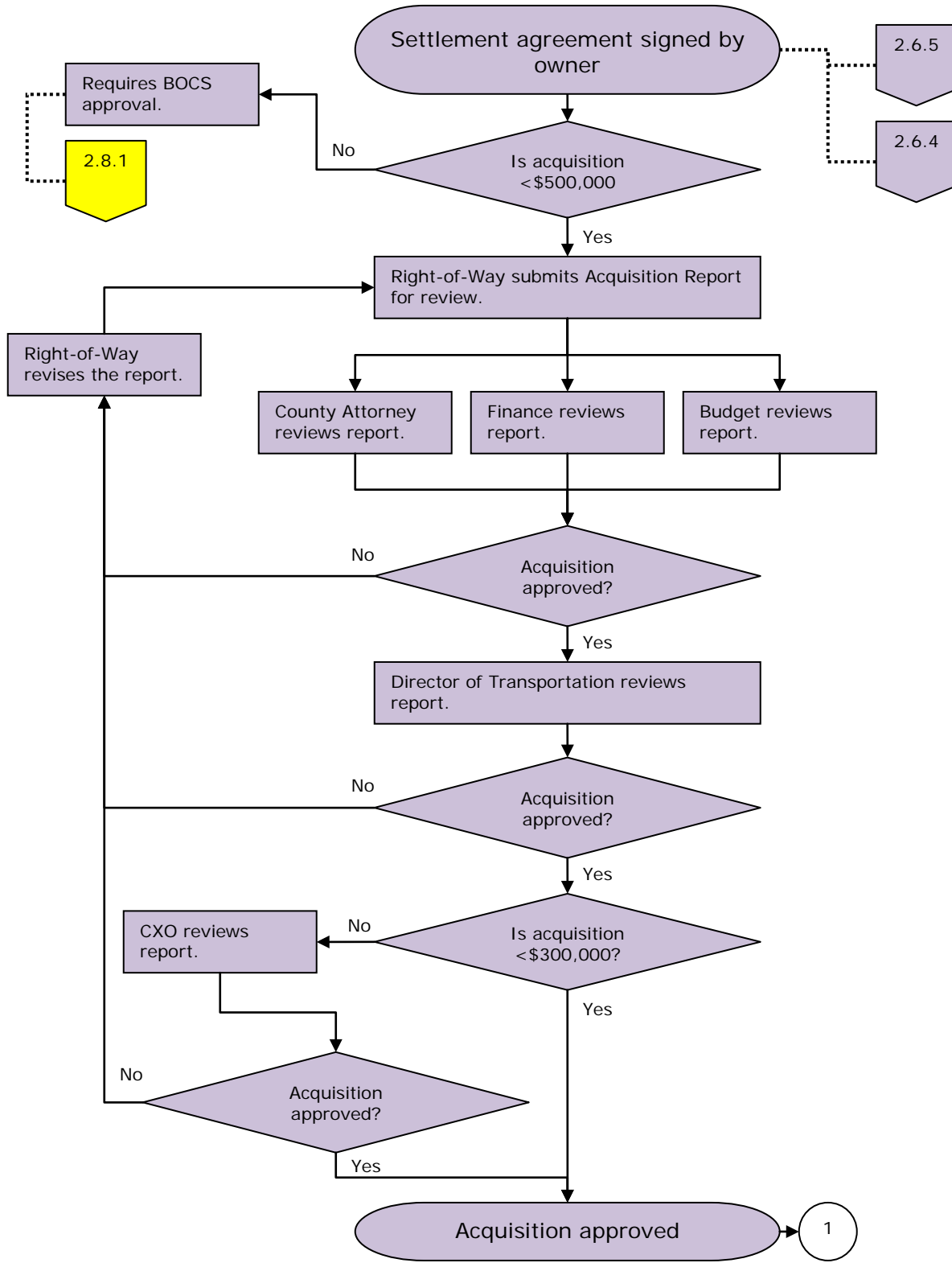
Concurrent 2.6.6 Negotiate

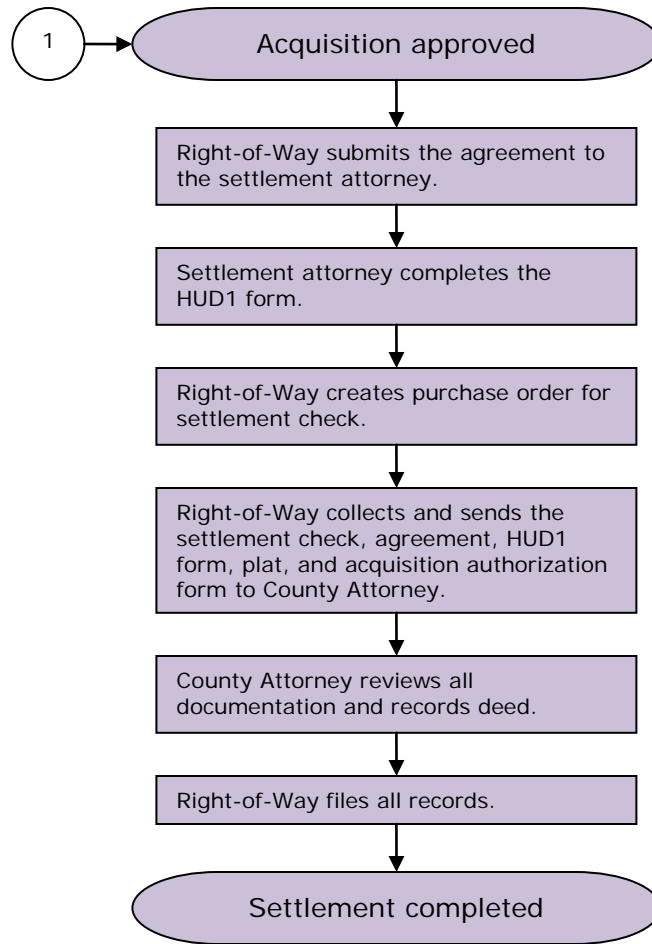
Process Notes

Once the property owner and the County representative agree on the amount of compensation, right-of-way staff produce an Acquisition Report, which is reviewed by the County Attorney, Finance, Budget, and the Director of Transportation (and the ACXO and CXO, if the compensation amount is greater than \$300,000, but less than \$500,000). All settlements over \$500,000 require approval by BOCS. Right-of-Way then begins the process of producing a check for the property owner and filing pertinent records.



Flow Chart





Condemnation (Quick-Take)

Land Acquisition

2.6.8

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Transportation

Process Manager

Right-of-Way Agent

Transportation

Description

Condemnation or eminent domain is a power of the BOCS. If settlement with the property owner cannot be reached after the initial offer, the County can condemn the property and continue negotiations with the property owner.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **County Attorney** – Files condemnation papers with the Court.
- ◇ **Transportation Accounting** – Processes payment of the property value to court.
- ◇ **Clerk to BOCS** – Coordinates Public Hearings and condemnation proceedings.

Timelines: Deadlines, Critical Path Items

- ◇ **Appraisal** – The amount of compensation filed with the courts is based on an independent appraisal.
- ◇ **Offer letter** – The offer letters have been sent to all known address of the property owner.
- ◇ **Public Hearing** – Must be advertised two weeks prior to BOCS authorizing condemnation.

Materials

- ◇ BOCS Resolution

Forms

None

Reference to Other Processes

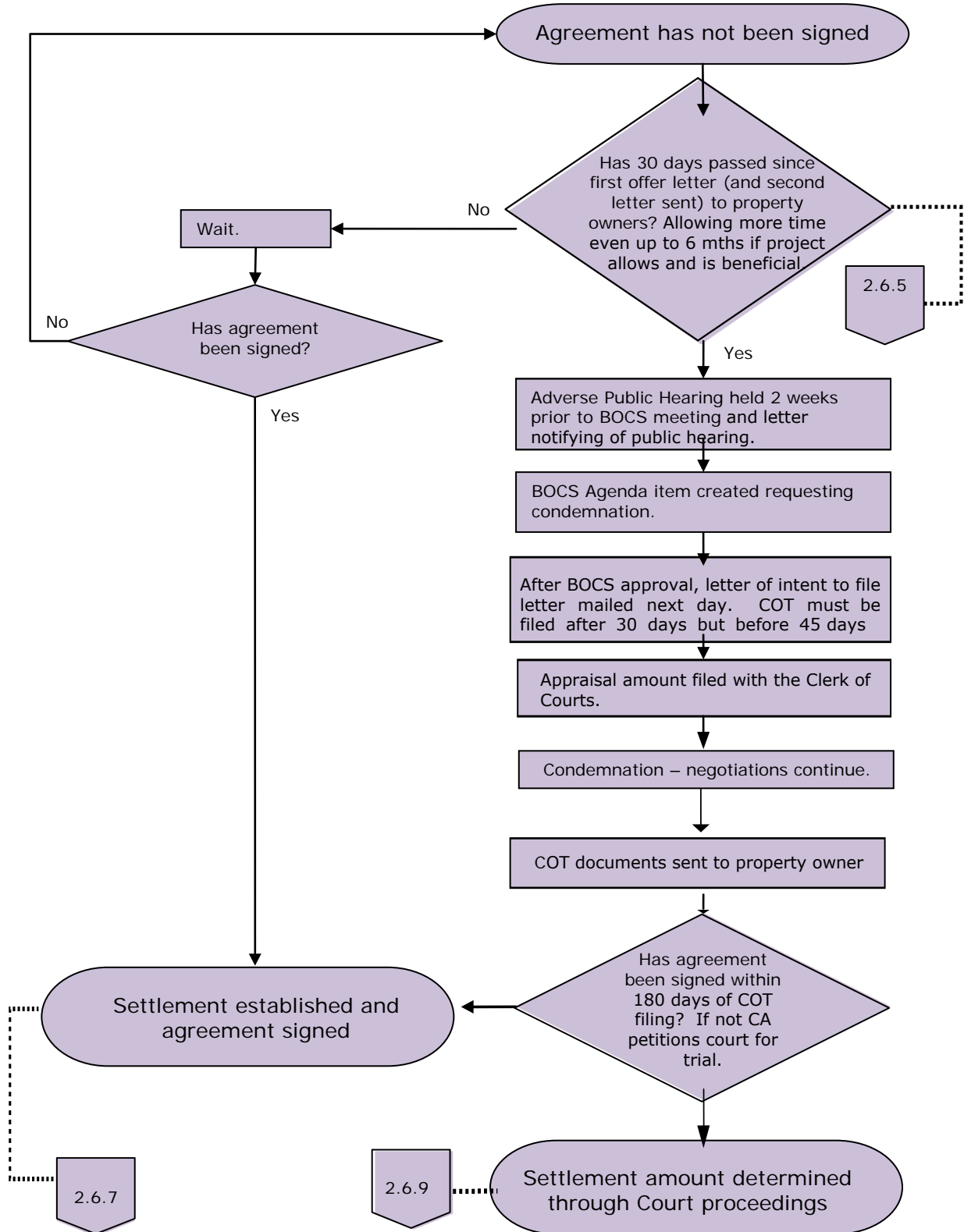
Follows 2.6.5 Make the Offer
Concurrent with 2.6.6 Negotiate
Precedes 2.6.9 Court Proceeding
Follows 2.2.2 Public Hearings
Concurrent with 2.8.1 Board Agenda

Process Notes

BOCS can only condemn a property by resolution after a public hearing is conducted. Condemnation can have benefits for the County and the property owner. If the property owner feels that the offer was unacceptable then the Court can determine the value of the property. Condemnation allows additional time for negotiation and for consideration of the offer while the County maintains the project's schedule.



Flow Chart



Court Proceedings

Land Acquisition

2.6.9

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

County Attorney

Description

If settlement cannot be reached, the condemnation will go to trial. Evidence is presented on the value of the property. After hearing testimony and viewing the property, the court will establish the binding value of the property.

Process Manager

County Attorney

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Transportation Right-of-Way** – Provides documentation of a bona fide effort to reach a settlement.
- ◇ **Property owner** – Presents evidence in court as to the value of their property.

Timelines: Deadlines, Critical Path Items

- ◇ **Condemnation** – 180 days must pass since COT Filing.

Materials

None

Forms

None

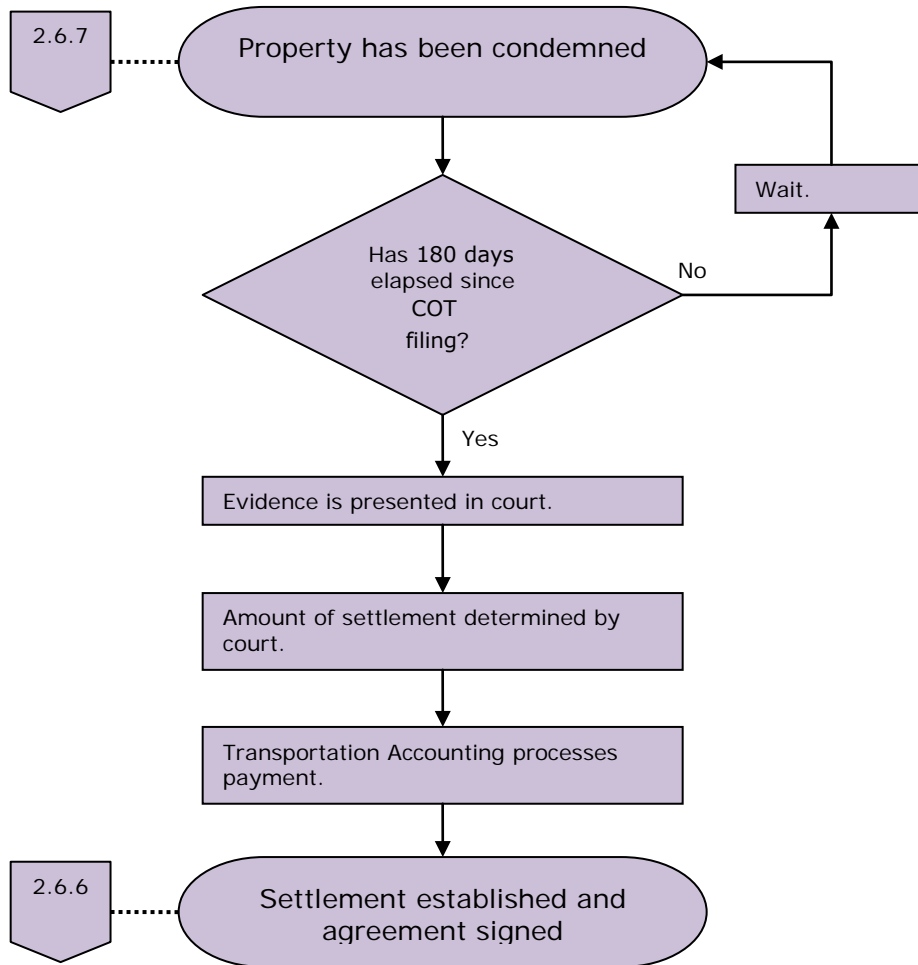
Reference to Other Processes

Follows 2.6.8 Condemnation

Process Notes



Flow Chart



Determining Debt Sale Amount and Timing

2.7.1

Project Administration

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Treasury Manager

Finance

Process Manager

Fiscal Services Manager

Finance

Description

Timely and accurate debt sales ensure a judicious use of County's assets. This process prevents the County from exceeding debt capacity, avoids payments, and allows projects to proceed on schedule.

Project Managers are responsible for determining the flow of cash on a Capital Project and providing this analysis quarterly to the Finance Department and to Budget at least annually through the CIP process and when requested in preparation for a bond sale. Budget provides cashflow analysis to Finance, who determines the amount and timing of debt sales.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Project Managers (with debt-funded projects)** – Provide cashflow analysis annually and as needed.
- ◇ **BOCS** – Approve all debt sales.
- ◇ **Finance** – Reviews cashflows, and schedules and executes debt sales.
- ◇ **Budget** – Reviews cash flow and programs cash flow in the CIP.

Timelines: Deadlines, Critical Path Items

- ◇ **CIP** – Must be reviewed and updated annually to revise the 5-year plan.
- ◇ **Bond Sale Preparation** – Cash flow estimates must be reviewed and revised as needed/requested to assist in signing and timing bond sales.

Materials

- ◇ Project cash flow worksheet

Forms

None

Reference to Other Processes

Precedes 2.7.2 Bond/Lease Sale

Process Notes

Project cashflow is key to determining the amount and timing of a financing lease or bond sale. Project cash flow estimates applies to both project revenue and expenditure cashflows.

Individual project cashflow estimates should be performed by the Project Managers at each annual CIP update and at other times as requested, including ongoing CIP meetings.

The cashflow should identify and use as a starting point the actual revenues and expenses that have been received or incurred by the project from its inception up to the date the cashflow is prepared. The



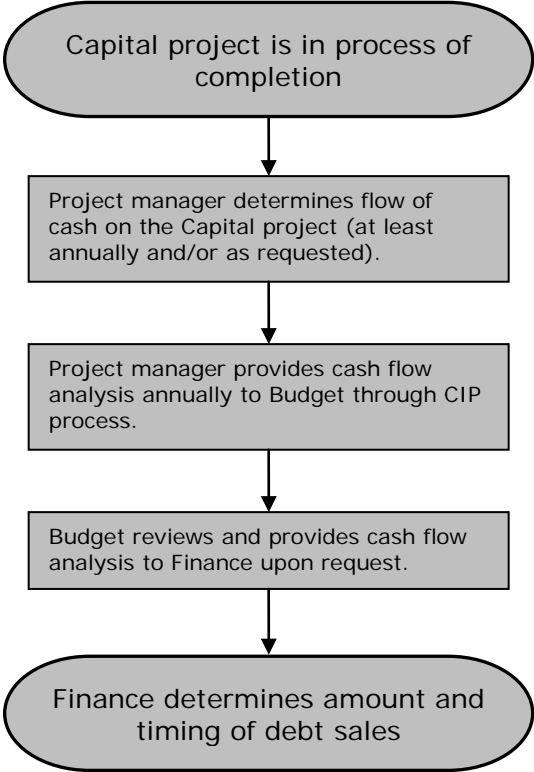
cashflow estimates should be as accurate as possible, they should not be conservative or aggressive estimates.

Public Works/Transportation managers should accumulate the cashflow schedules of all the projects for which they are responsible and place them in the appropriate package of project materials being sent to the Budget Office as part of the annual CIP update, or in response to other requests for this data.

Budget and Finance both review the project updates included in the annual CIP submission. Finance also compares these submissions to reports from the accounting system which reflect actual expenses and revenues. These project reviews, performed in connection with development of the CIP, become the means of initially establishing and scheduling the future bond sales during the CIP period and especially the bond sales in the next 12 to 16 months. These project updates and the reviews of them are also essential for determining the County’s position relative to its debt capacity limits.

Finance periodically performs a fiscal comparison of project expenditures shown in the accounting system, the current budget and on the current CIP as key components in setting the timing and size of the next bond/lease sale. Finance may request interim project cashflow updates in preparation for estimating the size and date of the next bond/lease sale series.

Flow Chart



Bond/Lease Sale
Project Administration

2.7.2

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner
Treasury Manager

Finance

Description

There is a set of specific actions that must take place for a bond sale or a lease sale to be initiated. Before describing these actions a brief discussion of the difference between the two financing types is appropriate:

Bond Sales—A bond sale is borrowing in which a legal commitment is made by the County to repay the borrowed money plus interest to the purchasers of the County’s bonds (the bondholders) at specific times and in specific amounts. These payments are normally made from tax revenues.

Lease Sales—A lease sale involves the borrowing of funds which are collateralized by some specific asset belonging to the County; the County pledges the asset as collateral for the life of the financing. The financing documents arrange for the County to lease the asset back during the life of the financing in exchange for repaying the bondholders’ money plus interest at specific times and in specific amounts agreed upon in the financing documents. Should the County fail to make payment when due, the asset can be taken from the County and leased or sold to someone else and the resulting money is given to the bondholders as repayment of their loan to the County. “Conduit sales” through the Virginia Resources Authority (VRA) use a slightly modified version of a lease sale.

Process Manager
Fiscal Services Manager

Finance

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Treasury Management** – Executes sale. Notifies departments when sales occur and provides them with account numbers and holders.
- ◇ **Transportation** – Prepare draws against the sale proceeds.
- ◇ **Public Works** – Prepare draws against the sale proceeds.
- ◇ **Bond Council** – External specialty attorney firm provides guidance/assistance to Finance Department and makes legal the declaration regarding tax exempt nature of the financing.
- ◇ **Accounting** – Processes draws and reconciles cash accounts and ASCEND.
- ◇ **Credit Raters** – Establish the formal credit rating of the County.
- ◇ **Trustee Investment Bank** – Holds bond proceeds.

Timelines: Deadlines, Critical Path Items

- ◇ Vary depending on project cashflow rates/timing.



Materials

None

Forms

None

Reference to Other Processes

Precedes 2.3.4 Draw Downs for Bond- or Lease-Funded Projects

Precedes 2.7.3 Arbitrage

Process Notes

General process for issuing bonds/leases—There are several BOCS Approvals that must be secured before any type of financing can be completed, and the specific requirements overlap but vary between financings executed through Bond Sales, and financings executed through Lease Sales. These approvals and their related documents are arranged or organized by Finance with assistance from others. The essential approvals and documents are the following:

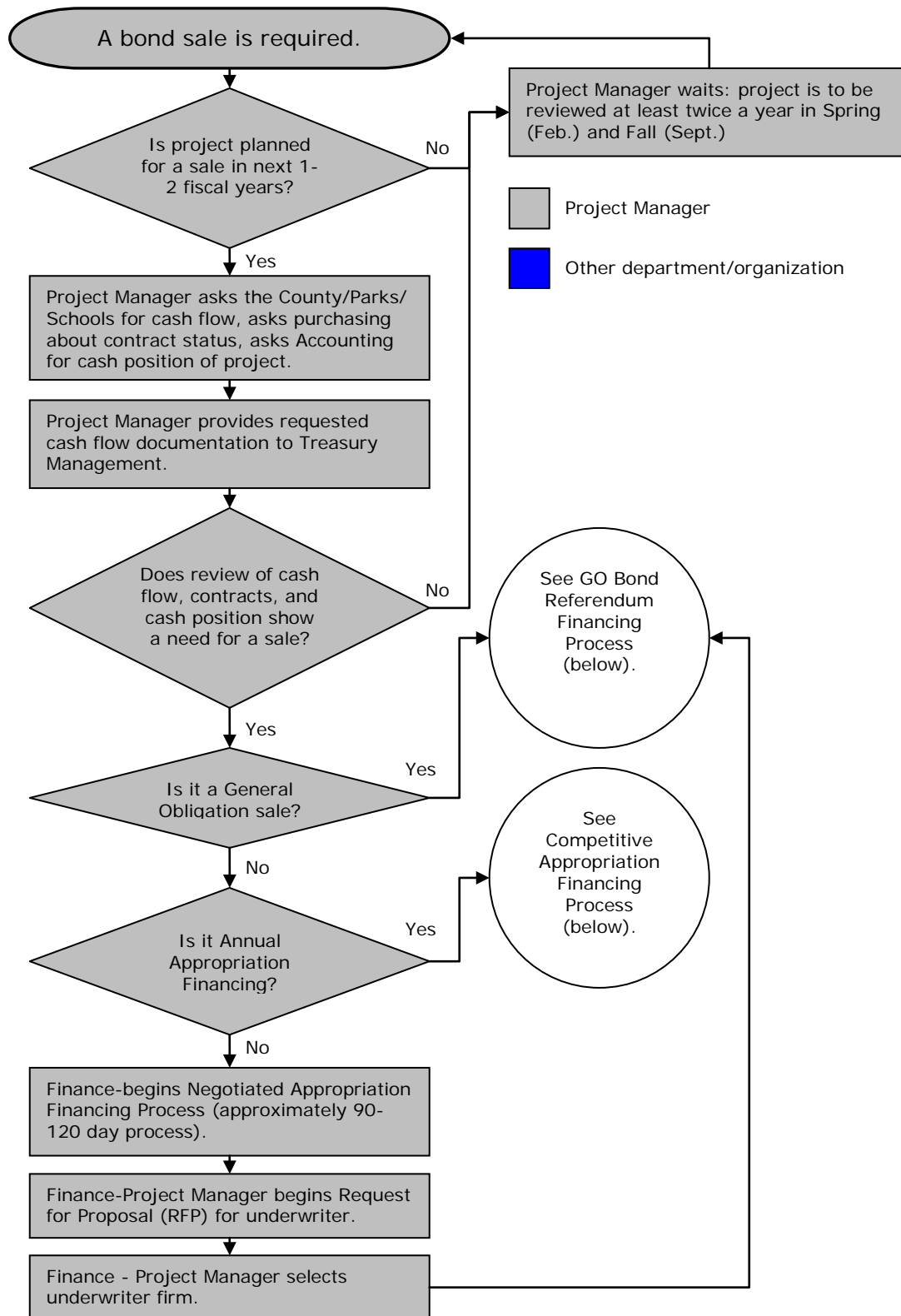
	Bonds	Leases
A sale must be included by the BOCS in the annual CIP.	◊	◊
One or more project budgets must have BOCS approved revenue appropriations from the sale, or multiple sales.	◊	◊
General Obligation (GO) Bonds require authorization by the County’s citizens at a general election before the BOCS can initiate a GO sale.	◊	
Lease financings require the selection of an underwriter based on responses to a Request For Proposal. (In VRA “conduit sales” the VRA may select the underwriter.)		◊
Lease financings require the selection of a trustee based on Request For Proposal (RFP) or Request for Bid responses. (In VRA “conduit sales”, the VRA selects the Trustee.)		◊
Lease financings require preparation of a series of leasing documents that must be approved by the BOCS. These documents are prepared by the Financial Advisor, Bond Counsel, County Attorney & Finance. [Finance/Treasury Management and the administrative staff of Transportation or Public Works should jointly review the financing at this time to set up or modify any accounting structure that should be established at this time.]		◊
A preliminary and a final Official Statement (O/S) must be prepared for any type of financing the County executes.	◊	◊
The BOCS can approve a revenue bond sale without voter approval following a Public Hearing.	◊	
The BOCS can approve lease type financings without voter approval following a Public Hearing.		◊
The staff report for the BOCS approval of any type of financing will include specific amounts to be provided to one or more specifically named projects.	◊	◊
Once approved by the BOCS a credit rating must be obtained for the financing being executed. These credit ratings are obtained from Standard and Poor’s, Moody’s and Fitch, credit rating agencies based in New York City. This requires development and delivery of an extensive presentation on the County.	◊	◊

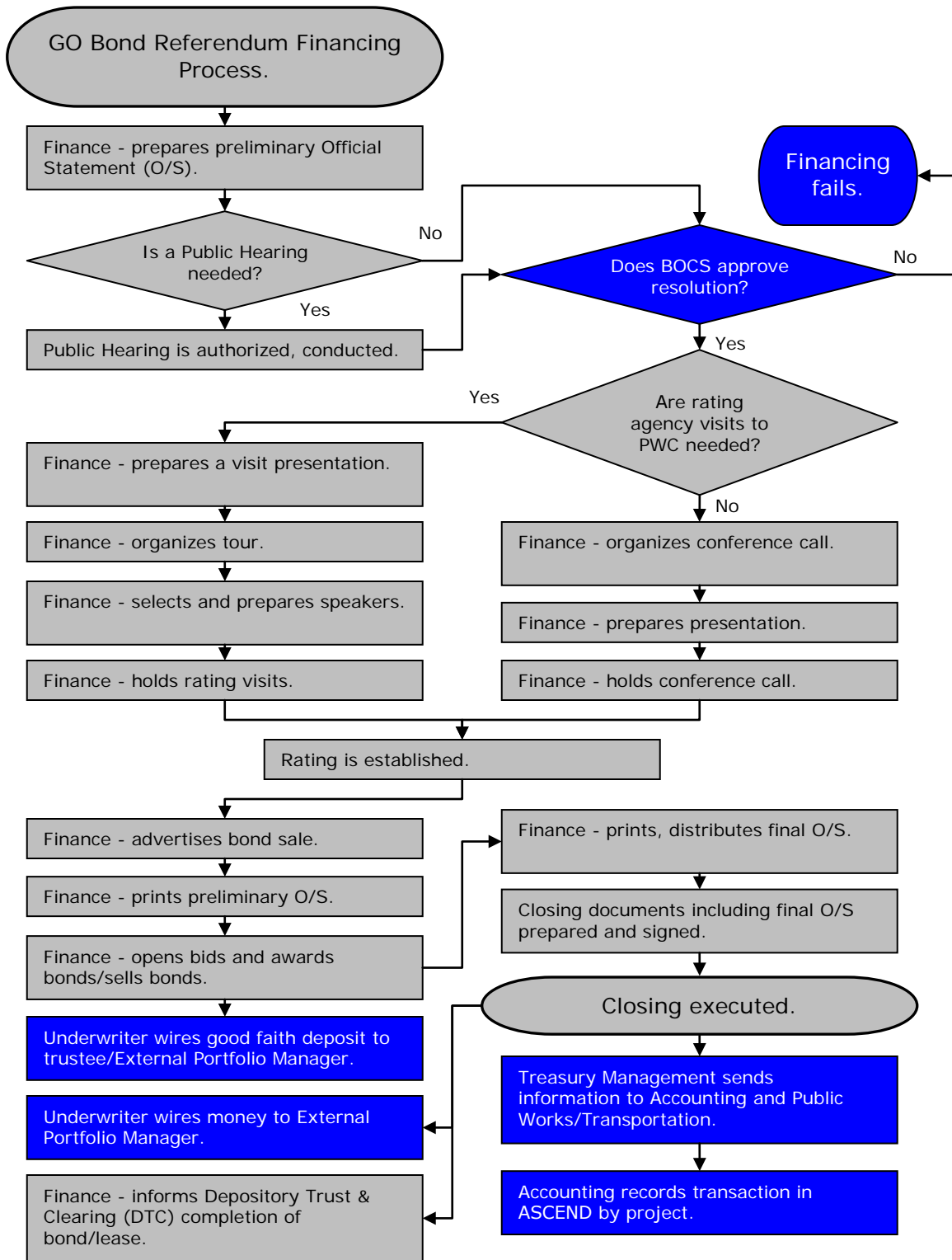


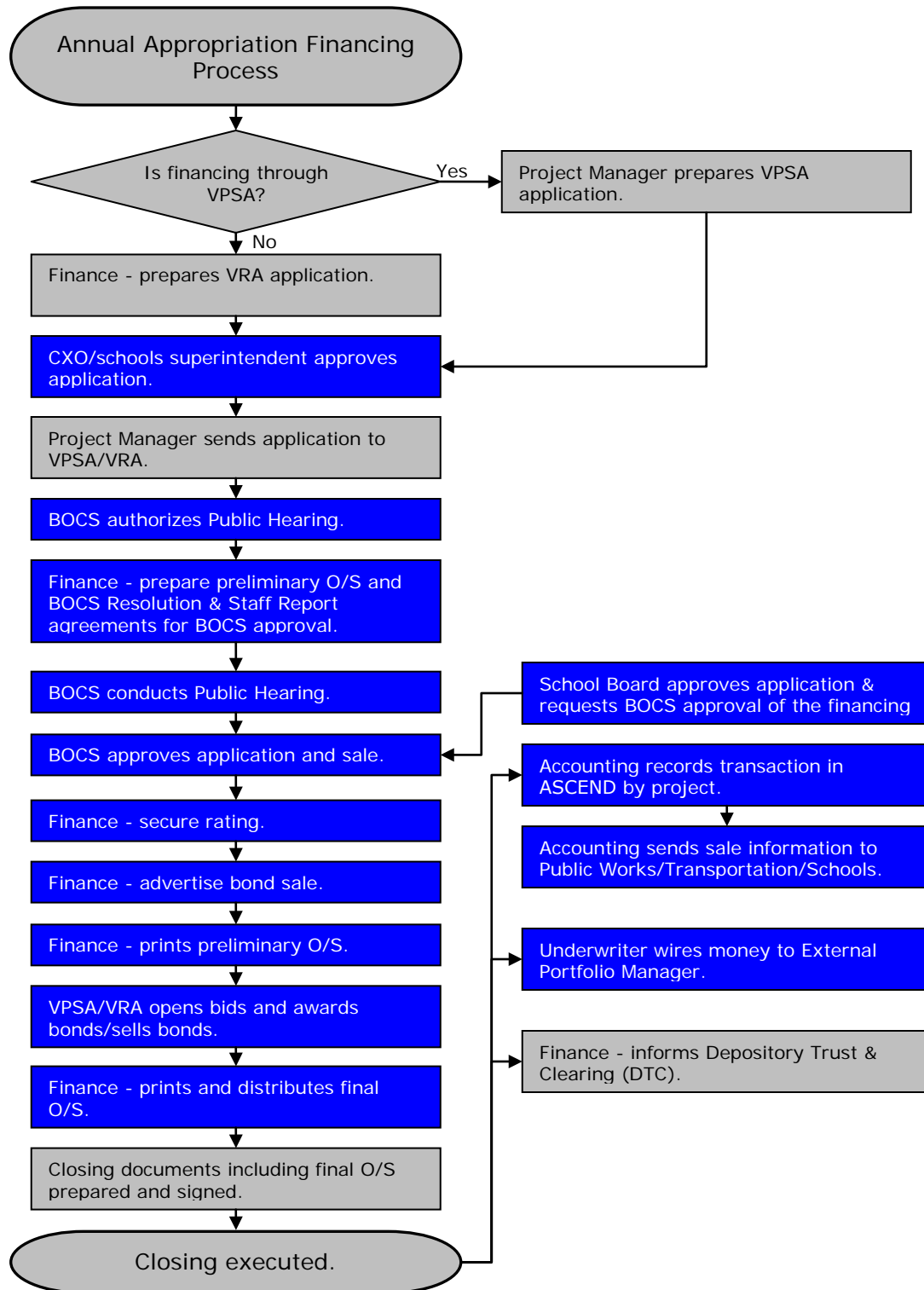
<p>Competitive financings are announced to the financial market and bids are taken on the designated sale day.</p>	<p>◇</p>	
<p>Negotiated financings are announced in the financial market and the preselected underwriter sells the bonds or lease obligations to bondholders.</p>		<p>◇</p>
<p>Closing documents are prepared to memorialize and formalize and legalize all aspects of the financing.</p>	<p>◇</p>	<p>◇</p>
<p>At the sale’s closing, the cash proceeds of the financing are transferred to the County’s external portfolio manager for retention and investment of the bond proceeds. [Finance/Treasury Management and the administrative staff of Transportation or Public Works should jointly review the portfolio and cashdraw process for the financing at this time.]</p>	<p>◇</p>	<p>◇</p>



Flow Chart







Arbitrage
Project Administration

2.7.3

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner
Treasury Manager

Finance

Description

The U.S. Internal Revenue Service (IRS) has established a set of rules regulating the use of interest earned on the proceeds of all tax-exempt financings; both bonds and lease financing proceeds are subject to these regulations. (Many County road and facility construction projects are supported by tax-exempt financings.) The IRS is particularly concerned with the reinvestment of tax exempt bonds into investment instruments that generate more interest than the borrower is paying on the tax-exempt bonds; this practice is called 'arbitrage'. Arbitrage is the net cash earned on the bond proceeds as a result of the difference between the two interest rates.

Process Manager
Fiscal Services Manager

Finance

Contacts & Roles: Organization, Entity, or Individual

- ◇ Trustees
- ◇ Internal Portfolio Manager
- ◇ Project Manager associated with debt-funded projects
- ◇ IRS
- ◇ External Portfolio Manager

Timelines: Deadlines, Critical Path Items

- ◇ 6-month IRS milestones – 10% of expenses.
- ◇ 12-month IRS milestones – 45% of expenses.
- ◇ 18-month IRS milestones – 75% of expenses.
- ◇ 24-month IRS milestones – 95% of expenses (100% if there is no retainage).
- ◇ 36-month IRS milestone – 100% of expenses (Note: To avoid paying the IRS when arbitrage is earned all of these expenditures milestones must be met).

Materials

None

Forms

None

Reference to Other Processes

Follows 2.7.2 Bond/Lease Sale
Concurrent with 2.3.4 Draw Downs for Bond- or Lease-Funded Projects

Process Notes

There are circumstances in which the IRS requires the tax exempt borrower to pay the IRS any arbitrage



earnings the borrower makes on the reinvestment of tax exempt financing proceeds.

The County may avoid paying the IRS anything and avoid doing arbitrage obligation calculations if the County complies with the IRS rules for the use of tax exempt proceeds. The key IRS rule in connection with arbitrage is this: the County must spend the bond sale proceeds in accordance with the following IRS expenditure milestones:

1. During the first 6 months after a bond sale the County must spend and draw down at least 10% of the sale proceeds (including interest earned thereon).
2. During the first 12 months after a bond sale the County must spend and draw down at least 45% of the sale proceeds (including interest earned thereon).
3. During the first 18 months after a bond sale the County must spend and draw down at least 75% of the sale proceeds (including interest earned thereon).
4. During the first 24 months after a bond sale the County must spend and draw down all of the sale proceeds (including interest earned thereon). Contractor retainage is exempted from this spending requirement resulting in up to a 5% exemption for reasonable retainage; otherwise, the requirement is that 100% of the sale proceeds must be spent.
5. By the end of the 36th month after a bond sale the County must spend and draw down all of the sale proceeds including all of the retainage payments (including interest earned).

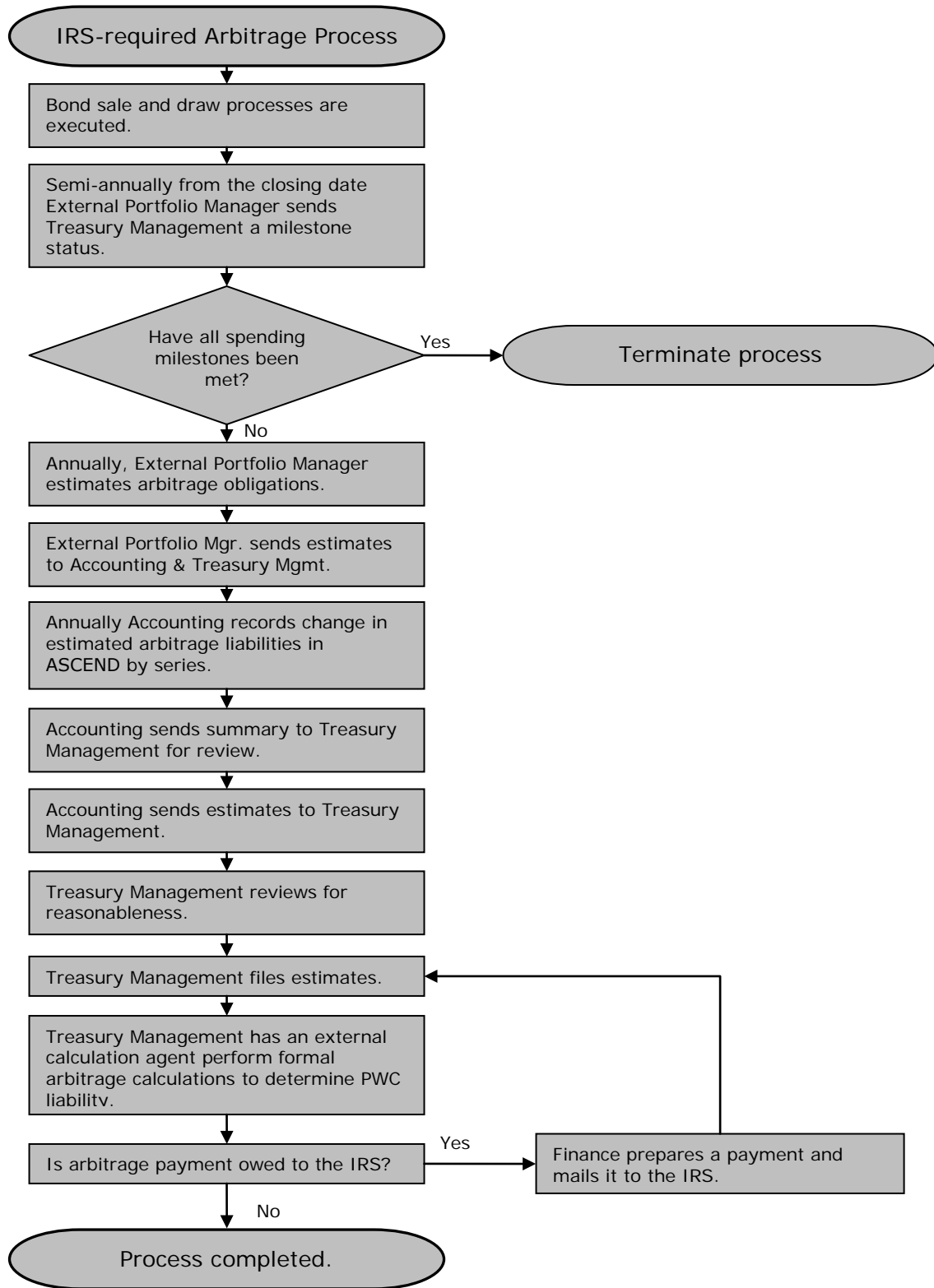
To avoid arbitrage obligation calculations and payments the County must meet all five of these spending milestones. It is important to note that if a single one of these spending milestones on a financing is not met, then that County financing becomes subject to the IRS's arbitrage payment requirements. If more interest on the proceeds is earned that is paid the excess earnings must be paid to the IRS. Though there are many other rules and requirements, these spending milestones are the most pertinent to the Project Manager.

Key factors for Project Managers:

1. Borrowed funds should not be requested before they are needed.
2. When a project receives borrowed funds, those funds should be spent before the milestone date.
3. Cashdraws should be submitted as soon as possible and always before the milestone date.

Arbitrage calculations are extremely intricate and many peculiar rules affect the arbitrage obligation; consequently, the County has these calculations performed under contract by an outside consultant specializing in this work. These calculations are arranged by Finance. Finance also arranges any and all of the actual arbitrage payments to the IRS.





Post-Sale Debt Maintenance

Project Administration

2.7.4

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Treasury Manager

Finance

Description

After a bond sale or lease sale has been completed there are a series of ongoing activities or actions which are performed by Finance from the closing of the financing until the final debt service payment is made.

The major tasks include:

- ◇ Making debt service payments when due, and in the amounts due, based on the financing agreement.
- ◇ Completing the annual information disclosure, which the U.S. Securities and Exchange Commission (SEC) requires from all tax exempt borrowers.
- ◇ Giving immediate notice to the SEC if a 'material event' takes place.

Performing arbitrage management as needed, including arbitrage obligation calculations and payments.

Process Manager

Fiscal Services Manager

Finance

Contacts & Roles: Organization, Entity, or Individual

- ◇ **BOCS** – Debt services annual appropriations.
- ◇ **Finance** – Treasury Management – Perform all required tasks for debt service payment and IRS/SEC compliance.

Timelines: Deadlines, Critical Path Items

- ◇ **N/A to project, payments every 6 months, and annual disclosure executed by Finance – Treasury Management.**

Materials

- ◇ SEC Disclosure Letter

Forms

- ◇ Wire transfer form

Reference to Other Processes

Precedes 2.7.2 Bond/Lease Sale

Concurrent with 2.7.3 Arbitrage



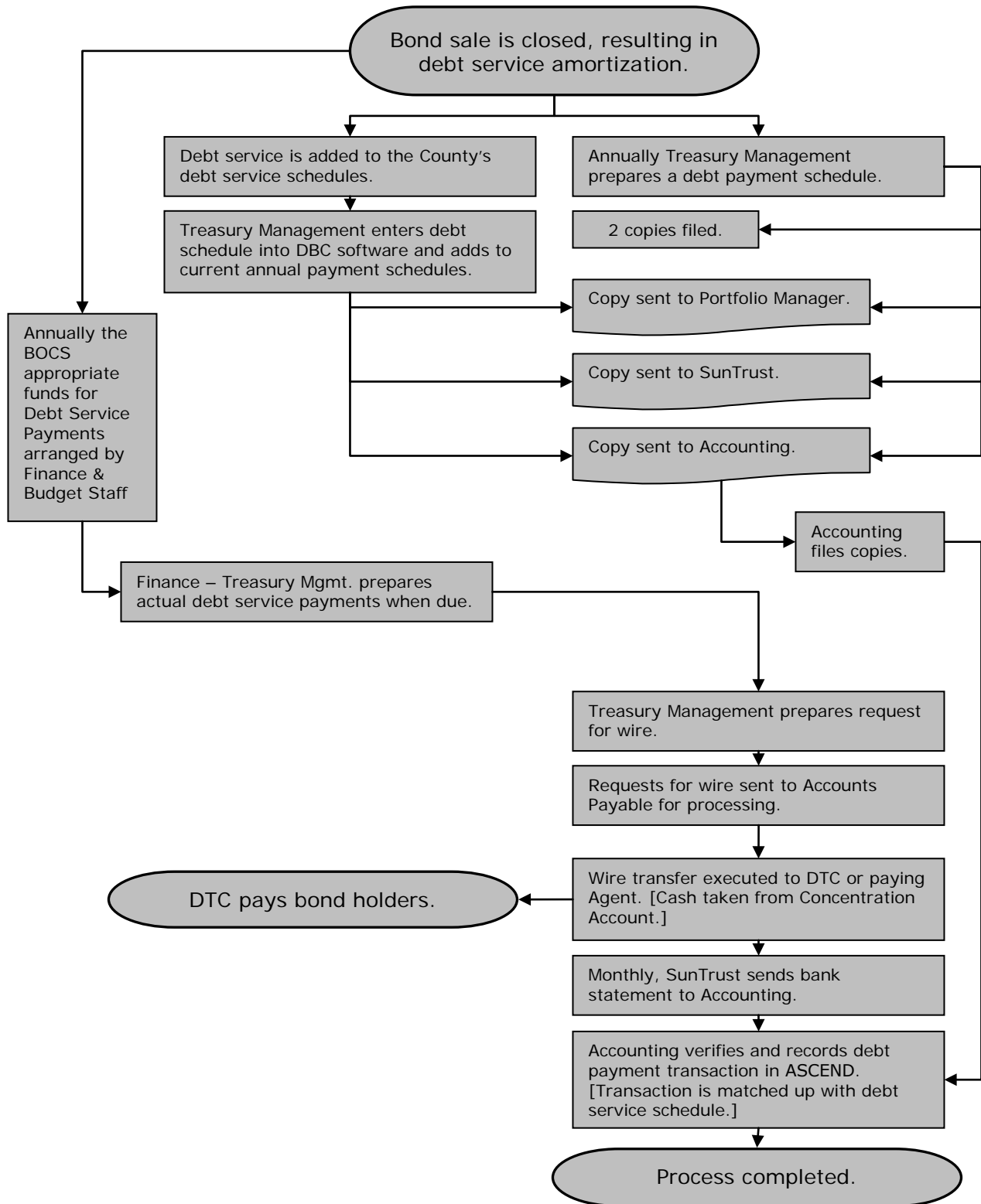
Process Notes

Major tasks in post-sale debt maintenance include:

- ◇ Making debt service payments when due, and in the amounts due, based on the financing agreement. These payments are normally made twice a year but may be organized with different payment periods and amounts. The annual principal payment is normally 1/20th of the original amount borrowed plus interest accrued.
- ◇ Completing the annual information disclosure, which the U.S. Securities and Exchange Commission (SEC) requires from all tax exempt borrowers. This report includes relatively abbreviated statements of the County's financial position, demographics, economic conditions and changes in debt position.
- ◇ Giving immediate notice to the SEC if a 'material event' takes place. Material events include: missed debt service payment(s), any other 'nonpayment' default, a draw on bond sale reserves, bond calls, refundings of bonds, credit rating changes, the sale or loss of the property collateralizing a financing, loss of tax exemption, etc.
- ◇ Performing arbitrage management as needed, including arranging arbitrage obligation calculations and payments. If a financing misses its draw down milestones it becomes subject to the U.S. Internal Revenue Service's (IRS) arbitrage regulations. Finance determines if a financing's construction draws miss the IRS's milestones. If they were missed Finance arranges to have the arbitrage calculation(s) performed by an outside consultant. At a minimum, arbitrage calculations are performed, and any payments are made as required every 5 years from the date of the original financing's sale closing. If the County owes a payment to the IRS, Finance arranges payment to the IRS using part of the funds earned as interest on the bonds without affecting the project funding.



Flow Chart



Budget Transfers
Project Administration

2.7.5

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Office of Management & Budget

Description

Budget transfers shift already budgeted funds from one expenditure code to another expenditure code. The purpose of a budget transfer is to provide sufficient operating flexibility to County departments, while ensuring adequate policy and fiscal control.

Process Manager

Accounting Staff

County Department

The level of approval needed for a given budget transfer is dependent on the amount, source, and destination of the transfer (see Process Notes).

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Project Manager** – Identifies need for budget transfer. Recommends use of funds within project budget.
- ◇ **Department Accounting Staff** – Reviews project manager request and creates budget transfer document. Submits budget transfer through internal department approvals and then to the Accounting Division of the Department of Finance.
- ◇ **Budget** – Reviews and approves/rejects all budget transfer requests.
- ◇ **Finance** – Reviews and post budget transfers into the County’s accounting system.

Timelines: Deadlines, Critical Path Items

- ◇ **Request received** – It is the responsibility of the project manager to identify budget deficiencies before a need becomes urgent.
- ◇ **Director Approval** – All budget transfers must be approved by the Department Director or his/her designee.
- ◇ **Recorded** – Budget transfers are not finalized until posted into the County’s financial system.

Materials

None

Forms

None

Reference to Other Processes

None

Process Notes

Special provisions:



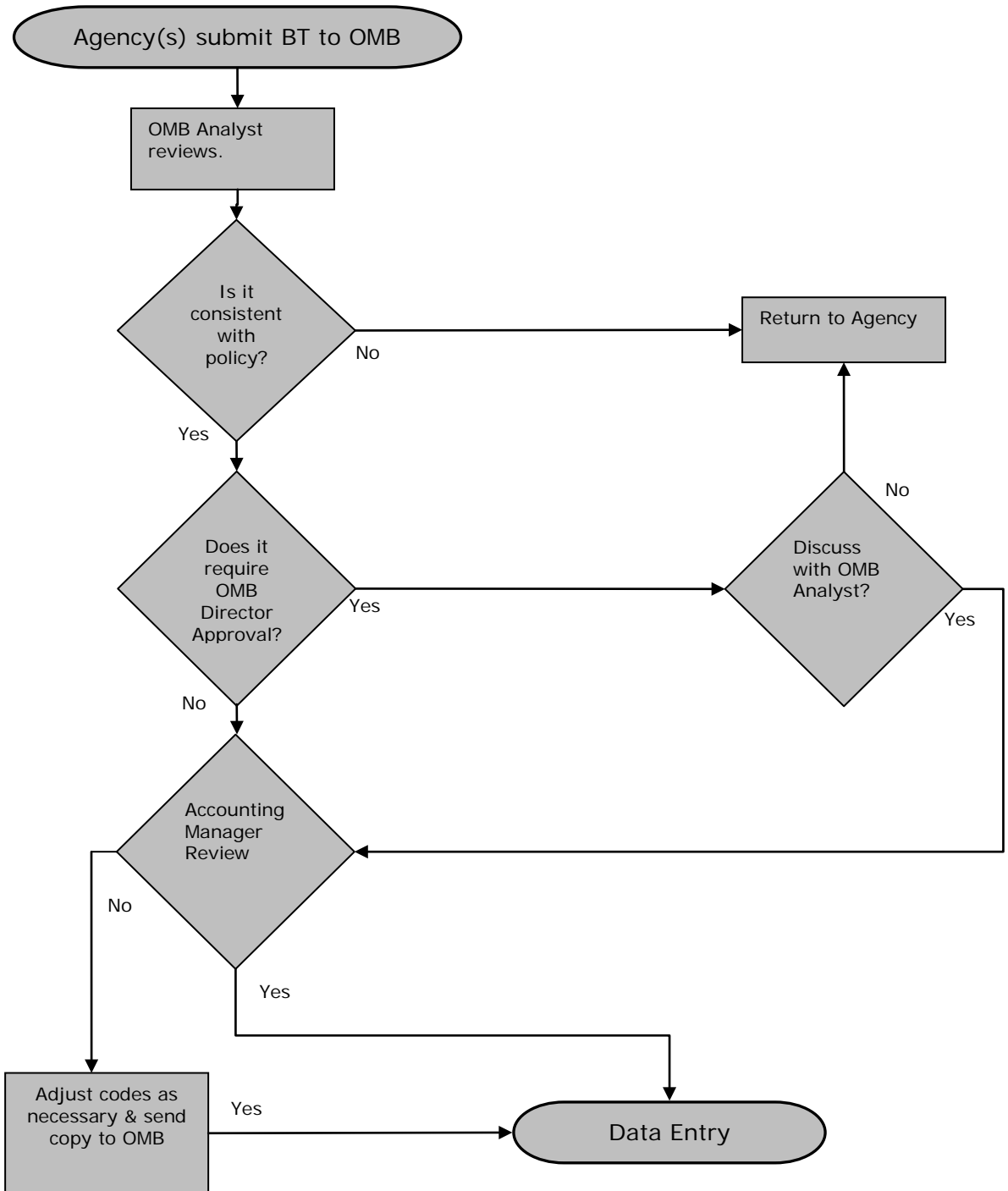
- ◇ The budget transfer process is governed by the approved Budget Transfer Policy and Procedures documents.
- ◇ All transfers that have the final approval authority of the Department Head or the Director of OMB shall go directly to Budget. Transfers requiring Board approval shall be routed via a staff report and resolution through the normal agenda process.
- ◇ Budget transfers of the same or similar nature shall not be divided into separate transfers to avoid a higher level of approval.
- ◇ Transfers involving the internal service funds [i.e. changes to the 4xxx expenditure code (object level 3)] must be approved by the Department Head(s), and the Director of OMB. Transfers into/out of a 4xxx expenditure code (object level 3) must recognize and account for their impact on the internal service fund’s revenues and expenditures (i.e. it will impact revenue code 0960 as well as an expenditure code (object level 3) in an internal service fund OCA).
- ◇ The Board of County Supervisors approval is required for any use of fund balance and all transfers into and out of capital projects.
- ◇ Should the request meet the criteria established for OMB review and approval, the requesting agency shall complete the Budget Transfer Form and submit the form to OMB. The requesting agency shall include the supporting rationale for the transfer AND, in the case of a request that meets one or more of the criteria in Section III.B. Of the Budget Transfer Policy, the agency must specifically address that criterion in the supporting rationale.
- ◇ The Board of County Supervisors shall approve any transfer that translates into a decrease in non-local revenue or an increase in local tax support requirement.
- ◇ All transfers must have a reason for request clearly stated on the budget transfer form.
- ◇ Matters not covered by this procedure shall be forwarded to the County Executive for resolution.

Budget Transfer Matrix

	Department Head Approval	BOCS Approval
(A) Transfers Within Fund, Department and Expenditure Category (Object Level 1)	\$1+	n/a
(B) Transfers Within Fund and Department Between Expenditure Categories (Object Level 1)	\$1 to \$19,999	\$20,000+
(C) Transfers Within Fund Between Departments	\$1 to \$19,999	\$20,000+
(D) Transfers Between Funds, Sub funds	\$1 to \$19,999	\$20,000+



Flow Chart



Internal Payment for Development Service Fees (Journal Entries)

2.7.6

Project Administration

Buildings	<input type="checkbox"/>
Parks	<input type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Director

Finance

Process Manager

Transportation

Description

A project may incur plan review and permit fees payable to the department of Development Services. Journal Entries are the preferred payment method over check or credit card. Journal entries shift existing available project funding from Transportation Department to another department to pay for an invoice for services and/or fees.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Project Manager** – Identifies services being needed from another department. Contacts department (Development Services Administrative Analyst I and/or Management and Fiscal Analyst II) to get a copy of the invoice, completes Pre-Ascend Request Form – Invoice, and forwards to Accounting Staff for completion.
- ◇ **Department Accounting Staff** – Reviews project manager request and completes journal entry in ASCEND. Submits journal entry in ASCEND through internal department approvals and then to the receiving agency for approvals.
- ◇ **Finance** – Reviews and post journal entry into the County's accounting system.

Timelines: Deadlines, Critical Path Items

- ◇ **Request received** – It is the responsibility of the project manager to identify service and/or fees needed by another department and process paperwork a minimum of 3 days prior to required deadline.
- ◇ **Director Approval** – All journal entries must be approved by the Department Director or his/her designee.
- ◇ **Recorded** – Journal entries are not finalized until posted into the County's accounting system.

Materials

None

Forms

- ◇ Pre-Ascend Request Form - Invoice

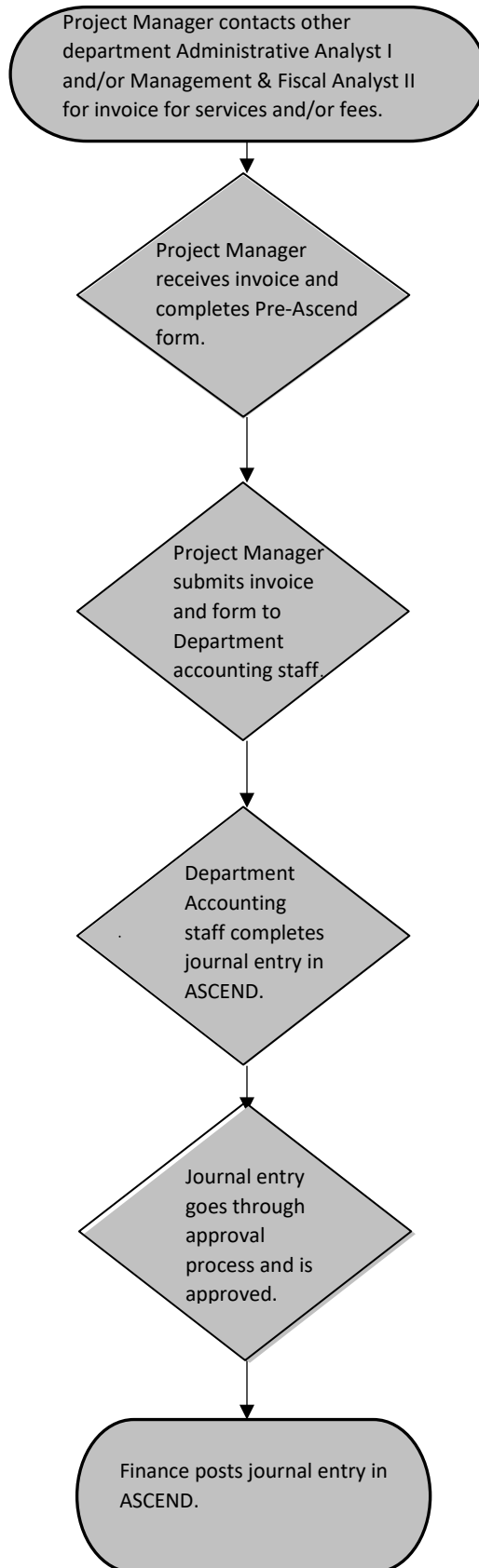
Reference to Other Processes

None

Process Notes



Flow Chart



Board Agenda
Other Administrative

2.8.1

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input checked="" type="checkbox"/>

Process Owner

Clerk of the BOCS

Office of Executive Management

Process Manager

Project Managers

Public Works & Transportation

Description

Any issue needing approval by the BOCS must be submitted through a staff report, using the framework for analysis, and resolution for presentation to BOCS.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **County Department** – Drafts staff report and resolution and follow items through the entire process.
- ◇ **BOCS** – Approves or disapproves item.
- ◇ **Reviewing Departments** – Mandatory: County Executive, County Attorney, Budget, Finance, Clerk of BOCS. Other County departments as applicable.
- ◇ **Clerk of BOCS** – Facilitate the review and distribution process and advertise Public Hearing.

Timelines: Deadlines, Critical Path Items

- ◇ **Public Hearing advertisement** – Any item requiring a Public Hearing must be submitted for advertisement to the Clerk of BOCS.
- ◇ **Close Agenda** – Date that all items must be submitted to the Clerk of BOCS.
- ◇ **Dispatch date** – All comments must be addressed.
- ◇ **Board date** – Date at which action is to be taken by BOCS.

Materials

- ◇ BOCS Resolution

Forms

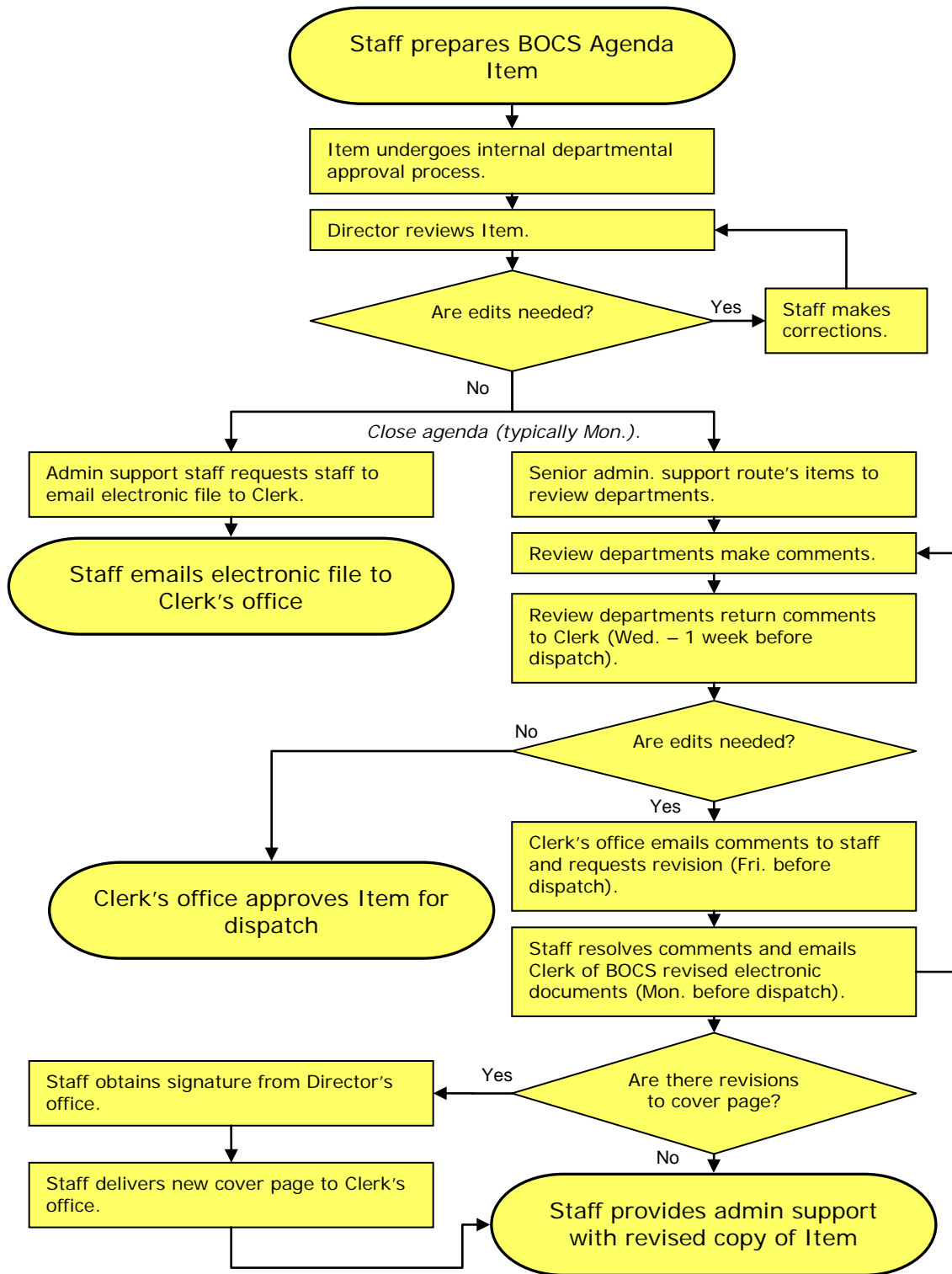
- ◇ BOCS Inter-Departmental Routing Slip

Reference to Other Processes

Process Notes



Flow Chart



Life Cycle Management

Other Administrative

2.8.2

Buildings	<input checked="" type="checkbox"/>
Parks	<input checked="" type="checkbox"/>
Roads	<input type="checkbox"/>

Process Owner

Director

Parks & Recreation
Public Works

Process Manager

Buildings & Grounds Division
Chief

Parks & Recreation
Public Works

Description

Buildings & Grounds maintains the facility and surroundings in a safe, functional, and attractive condition upon completion. Responsibility starts prior to construction completion and continues through the useful life of the facility to its removal from the County assets list.

Contacts & Roles: Organization, Entity, or Individual

- ◇ **Buildings & Grounds (B&G)** – Maintenance, cyclic replacement, renovation, etc. Maintains as-built drawings.
- ◇ **Budget** – Approves annual expenses and requisitions.
- ◇ **Purchasing** – Provides review and guidance.
- ◇ **Accounting** – Reviews and monitors financial transactions.
- ◇ **Property Management** – maintains as-built drawings.

Timelines: Deadlines, Critical Path Items

- ◇ **CIP Approval** – Basic funding.
- ◇ **Transition of funds** – Funds to General Fund budget.
- ◇ **Life Cycle Management** – Annual Fund Review.

Materials

None

Forms

- ◇ Work Request
- ◇ Asset Ownership Transfer form

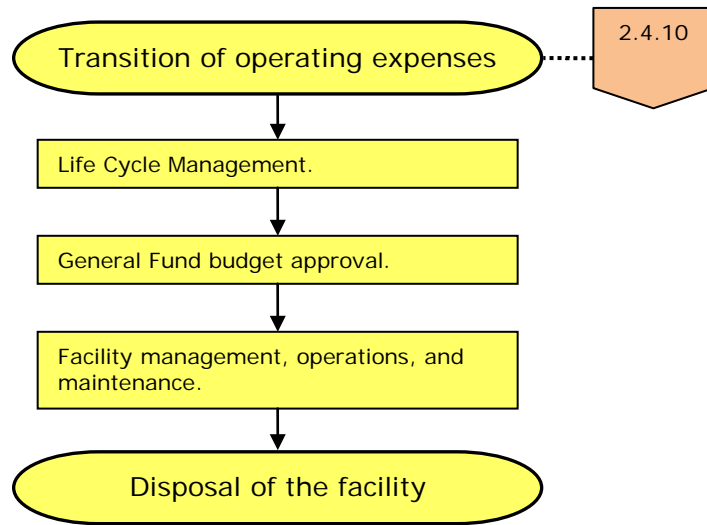
Reference to Other Processes

Follows 2.4.10 Transition of Operating Budget

Process Notes



Flow Chart



- 3.1** – Glossary
- 3.2** – Abbreviations
- 3.3** – Agency Structures
- 3.4** – External Contacts
- 3.5** - Forms
- 3.6** - Materials



Term	Definition
Budget Transfer	Process to move appropriated funds from one account or subaccount to another account or subaccount.
Capital Expenditure	The use of funds for the acquisition or construction of major capital assets (e.g. land, road, buildings).
Capital Improvement Program	The capital infrastructure component of the County's fiscal plan and implementation tool of the Strategic Plan and Comprehensive Plan.
Certificate of Take (COT)	As defined by the Virginia State Code a COT means a certificate recorded by an authorized condemnor with the court wherein condemnation proceedings are pending or are to be instituted, in connection with which the authorized condemnor has deposited funds with the court as provided in subdivision A 1 of § 25.1-305.
Certificates of Participation	According to InvestorWords.com, certificates of participation refer to "Financing in which an individual buys a share of the lease revenues of an agreement made by a municipal or governmental entity, rather than the bond being secured by those revenues" ¹ . The authority usually uses the proceeds to construct a facility that is leased to the municipality, releasing the municipality from restrictions on the amount of debt that they can incur.
Change Order	A written order signed by a person authorized under authorized by the Purchasing Regulations directing a Contractor to make changes, which the changes clause of any contract authorizes to be ordered with or without the consent of the Contractor.*
Constrained Long-Range Plan	The Financially Constrained Long-Range Transportation Plan, or CLRP, identifies all regionally significant transportation projects and programs that are planned in the Washington metropolitan area between 2008 and 2030. Over 750 projects are included, ranging from simple highway landscaping to billion-dollar highway and transit projects. Some of the projects will be completed in the near future, while others are only in the initial planning stage. The projects and programs that go into the CLRP are developed cooperatively by governmental bodies and agencies represented on the National Capital Region Transportation Planning Board (TPB). The TPB Vision, the policy framework adopted by the TPB in 1998, serves as the regional guide for project development. ⁸



Term	Definition
Construction Change Directive	A directive for changes in the Work for use where the owner and contractor have not reached an agreement on proposed changes in the Contract Sum or Contract Time. Form G714–2007 was developed as a directive for changes in the work which, if not expeditiously implemented, might delay the project. Upon receipt of a completed G714–2007, the contractor must promptly proceed with the change in the work described therein. ⁷
Contractor	Any vendor awarded a contract by the Board of County Supervisors or any using department.
Customers	Any beneficiary of the product or process.
Departments	Any County unit reporting directly to the County Executive or other board or commission.
Direct Purchase Order	A procurement instrument created by using department of exempt purchases, sole source purchases, and contract releases (blankets).*
Direct Voucher	A procurement instrument created by using department for all purchases under \$1,000 and for emergency purchases over \$1,000.*
Environmental Impact Statement	A document required by the National Environmental Policy Act (NEPA), which defines the effect of a project on natural resources and location.
Environmental Study Assessment	A Phase I Environmental Site Assessment is a report prepared for a real estate holding which identifies potential or existing environmental contamination liabilities. The analysis, often called a Phase I ESA, typically addresses both the underlying land as well as physical improvements to the property; however, techniques applied in a Phase I ESA never include actual collection of physical samples or chemical analyses of any kind. Scrutiny of the land includes examination of potential soil contamination, groundwater quality, surface water quality and sometimes issues related to hazardous substance.
Fiscal Year (FY)	The fiscal year for Prince William County begins on July 1 and ends on June 30 (e.g. Fiscal Year 2008 begins on July 1, 2007 and ends June 30, 2008).
Freedom of Information Act (FOIA)	The body of Federal law protecting the rights of individuals to have access to public documents and records.
General Fund	Primary sources of unrestricted revenue for the local government.
General Ledger	A book of final entry of all the financial accounts of the County with offsetting debits and credits.



Term	Definition
General Obligation Bonds	According to investopedia.com, a general obligation bond is "[a] municipal bond backed by the credit and 'taxing power' of the issuing jurisdiction rather than the revenue from a given project. General obligation bonds are issued with the belief that a municipality will be able to repay its debt obligation through taxation or revenue from projects. No assets are used as collateral" ³ .
Geographical Information System	A specialized, database-driven computer information system. The database contains observations of spatially distributed features, activities or events, which can be defined in space as points, lines, or areas. The GIS allows users to capture, store, display, manipulate, and analyze geographically referenced data.
Government Finance Officers Association	A professional association whose primary mission is to "enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and practices and promoting them through education, training, and leadership." ²
Inter Departmental Transfer	Process by which expenditures and/or revenues are transferred from one County agency to another County agency.
Invitation For Bids	All documents whether attached or incorporated by reference, utilized for soliciting sealed bids.*
Lease Purchase Certificates	A financing mechanism that uses a lease on the project being financed to collateralize the loan/financing. The certificates are the associated, formal, legal contract/commitment to repay the loan by making debt service payments at set times and in set amounts as described within the certificates.
Liquidated Damages	An agreement between two or more parties where a fixed sum is awarded for unsatisfactory execution of the terms in a binding contract.
Metropolitan Washington Council of Government (MWCOG or COG)	According to their website, MWCOG is "a regional organization of Washington area local governments. COG is composed of 21 local governments surrounding our nation's capital, plus area members of the Maryland and Virginia legislatures, the U.S. Senate, and the U.S. House of Representatives. COG provides a focus for action and develops sound regional responses to such issues as the environment, affordable housing, economic development, health and family concerns, human services, population growth, public safety, and transportation" ⁴ .
Modification	Any written alteration of a contract signed by the parties bound by the contract.*



Term	Definition
Northern Virginia Transportation Authority	A regional authority created by the Virginia General Assembly on July 1, 2002, charged with developing a regional transportation plan, working with Northern Virginia's communities to develop regional priorities and policies to improve air quality, and serve as an advocate for the transportation needs of Northern Virginia before the state and federal governments."
Northern Virginia Transportation Commission	The Northern Virginia Transportation Commission (NVTC) was established to manage and control the functions, affairs, and property of the Northern Virginia Transportation District--which was created by the 1964 Acts of Assembly of the Commonwealth of Virginia, Chapter 630; and the Transportation District Act. The purpose of the Act is to facilitate "planning and developing a transportation system for Northern Virginia and for the safety, comfort and convenience of its citizens and for the economical utilization of public funds" ⁵ .
Notice to Proceed	Official notice given by an authorized County representative to commence work on a project.
Official Statement	According to Scott & Stringfellow Inc., an official statement is "[a] required document published during any municipal bond offering, the Official Statement offers financial information, details of the bond offering and a legal opinion as to the validity of the offering" ⁶ .
Operating Expenditure	The use of funds on reoccurring expenses.
Organizational Cost Account	The OCA code is the lowest level of detail in ASCEND.
Participants	Any person, organization, or agency involved in the execution of a process.
Potomac Rappahannock Transportation Commission	The Potomac and Rappahannock Transportation Commission (PRTC) is a multi-jurisdictional agency representing Prince William and Stafford Counties and the cities of Manassas, Manassas Park and Fredericksburg.
Profits & Loss Analyzer (P&L)	A financial statement summarizing revenues, expenditures, and balance.
Project Manager	Refers to a County employee with general authority and responsibilities for the oversight and implementation of a task.
Public Private Education Act	A state law that allows private entities to enter into agreements to construct, improve, maintain and operate educational facilities.
Public Private Transportation Act	A state law that allows private entities to enter into agreements to construct, improve, maintain and operate transportation facilities.
Purchase Order	A procurement instrument issued by the Purchasing Office to order supplies, services, insurance, or construction.*
Request for Proposals	A request for an offer from one or more vendors and includes the general terms, which are sought from the offeror.



Term	Definition
Request for Quotations	A request for an offer from one or more vendors under an open market procurement where the estimated cost is less than \$50,000.*
Requisition	A document or documents, in a form prescribed by the Director of Finance, which shall constitute demand by the using department for the provision of supplies, services, insurance, or construction.*
Scope of Work	A statement of work expected to be performed, which may include deliverables and an expected level of performance.
Six-Year Secondary Road Plan	A document showing the allocation of state funds toward local transportation projects over a six-year period.
Solicitation	The process of notifying vendors that the County wishes to receive bids or proposals on a set of requirements to provide supplies, services, insurance, or construction. Solicitation documents include Request for Quotation (RFQ), Request for Proposal (RFP), and Invitation for Bid (IFB).*
Stake Holders	Any person, organization, or agency who has a vested interest in the outcome of a process.
Task Order	A specific work agreement issued to a vendor on an existing open-ended contract. Vendor's are pre-qualified and must be used in sequential order unless special circumstances dictate the use of a waiver. Waivers must be approved by the Purchasing Office prior to issuance of a task order.
Transportation & Roadway Improvement Program (TRIP)	TRIP is a Prince William County program that provides funding by magisterial district for the construction of capital improvements to PWC's local roadways and other transportation facilities, specifically small-scale projects.
Transportation Improvement Plan	A three-year program of federal, state, and locally funded transportation projects for which MPO approval is required.
Utility Field Inspection	The on-site location and marking of utilities (e.g. water, sewer, cable, telecommunications, etc.) that may be in conflict with proposed construction activities.
Virginia Railway Express	A state funded commuter rail.
Virginia Resources Authority	An organization created by the general assembly used to finance local capital projects for public safety, transportation, wastewater, flood prevention & dam safety, solid waste, water, federal facility development, brownfield remediation and redevelopment, airports, land conservation & preservation, and wireless broadband.



Term	Definition
------	------------

* Defined as per the Prince William County Purchasing Regulations Section 100.04.

¹ http://www.investorwords.com/810/Certificate_of_Participation.html

² http://www.gfoa.org/index.php?option=com_content&task=view&id=76&Itemid=96

³ <http://www.investopedia.com/terms/g/generalobligationbond.asp>

⁴ <http://www.mwcog.org/about/>

⁵ <http://www.thinkoutsidethecar.org/nvtc/background.asp>

⁶ <http://www.scottstringfellow.com/ss/glossary.asp#O>

⁷ http://www.aia.org/docs_series_g

⁸ <http://www.mwcog.org/clrp/>

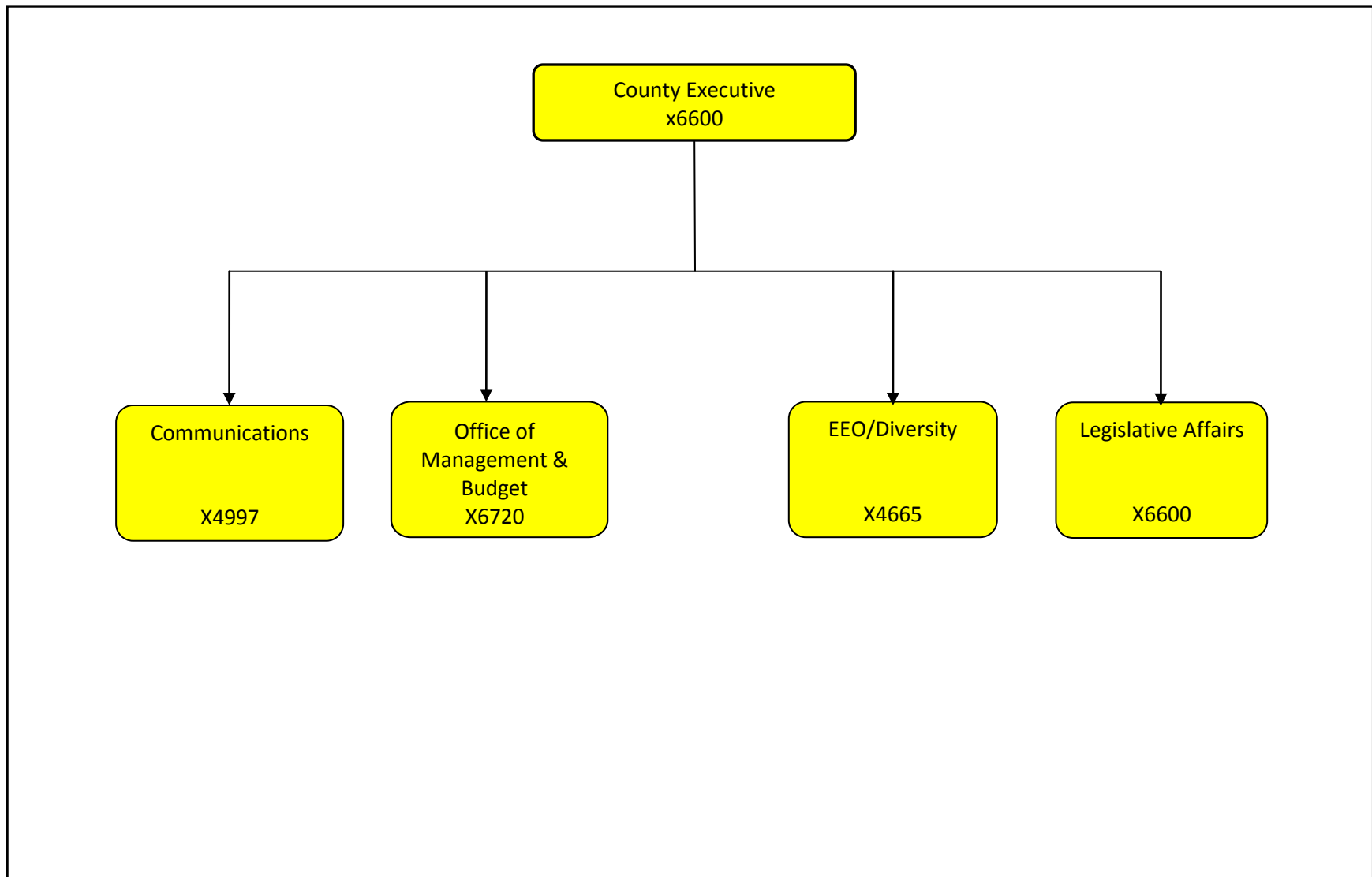


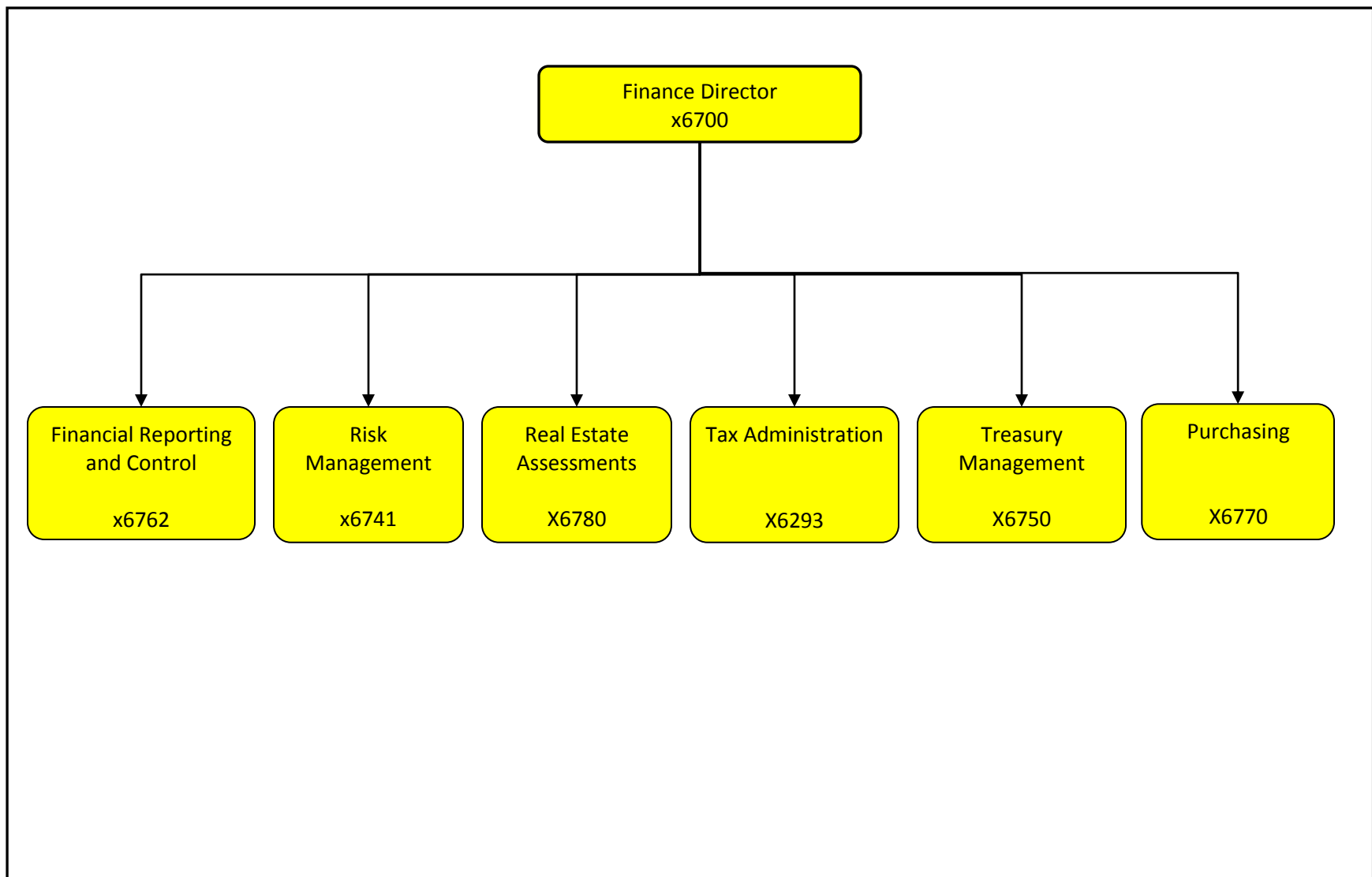
Abbreviation	Full Name
A/E	Architect/Engineer
A/E	Architecture/Engineering
ADA	Americans with Disabilities Act
AIA	American Institute of Architects
B&G	Buildings and Grounds
BOCS	Board of County Supervisors
BT	Budget Transfer
CCD	Construction Change Directive
CIP	Capital Improvement Program
CLRP	Constrained Long-Range Plan
CO	Change Order
COP	Certificates of Participation
COT	Certificate of Take
CTB	Commonwealth Transportation Board
CXO	County Executive Office
CY	Calendar Year
DEQ	Department of Environmental Quality
DOT	Department of Transportation
DOIT	Department of Information Technology
DPO	Direct Purchase Order
EIS	Environmental Impact Study
FCM	Facilities Construction Management
FOIA	Freedom of Information Act
FONSI	Finding of No Significant Impact
FY	Fiscal Year
GC	General Contractor
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Geographical Information System
GL	General Ledger
GO	General Obligation Bonds
GPIN	Grid Parcel Identification Number
IDT	Inter Departmental Transfer (also see REA)
IFB	Invitation For Bids
LD	Liquidated Damages
LP	Lease Purchase Certificates
MWCOG	(Metropolitan Washington) Council of Government
NEPA	National Environmental Policy Act
NTP	Notice to Proceed
NVTA	Northern Virginia Transportation Authority
NVTC	Northern Virginia Transportation Commission
OEM	Office of Executive Management

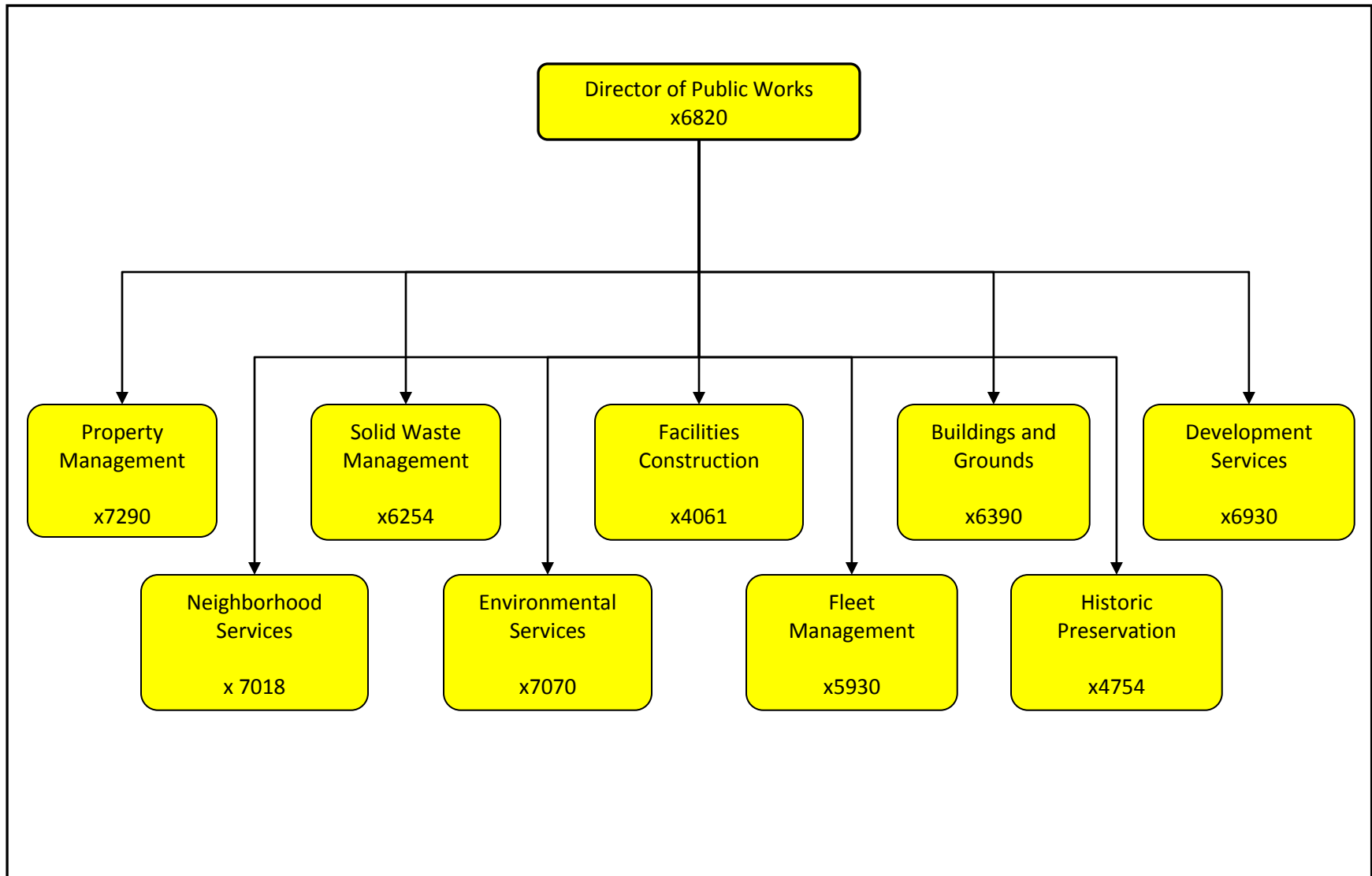


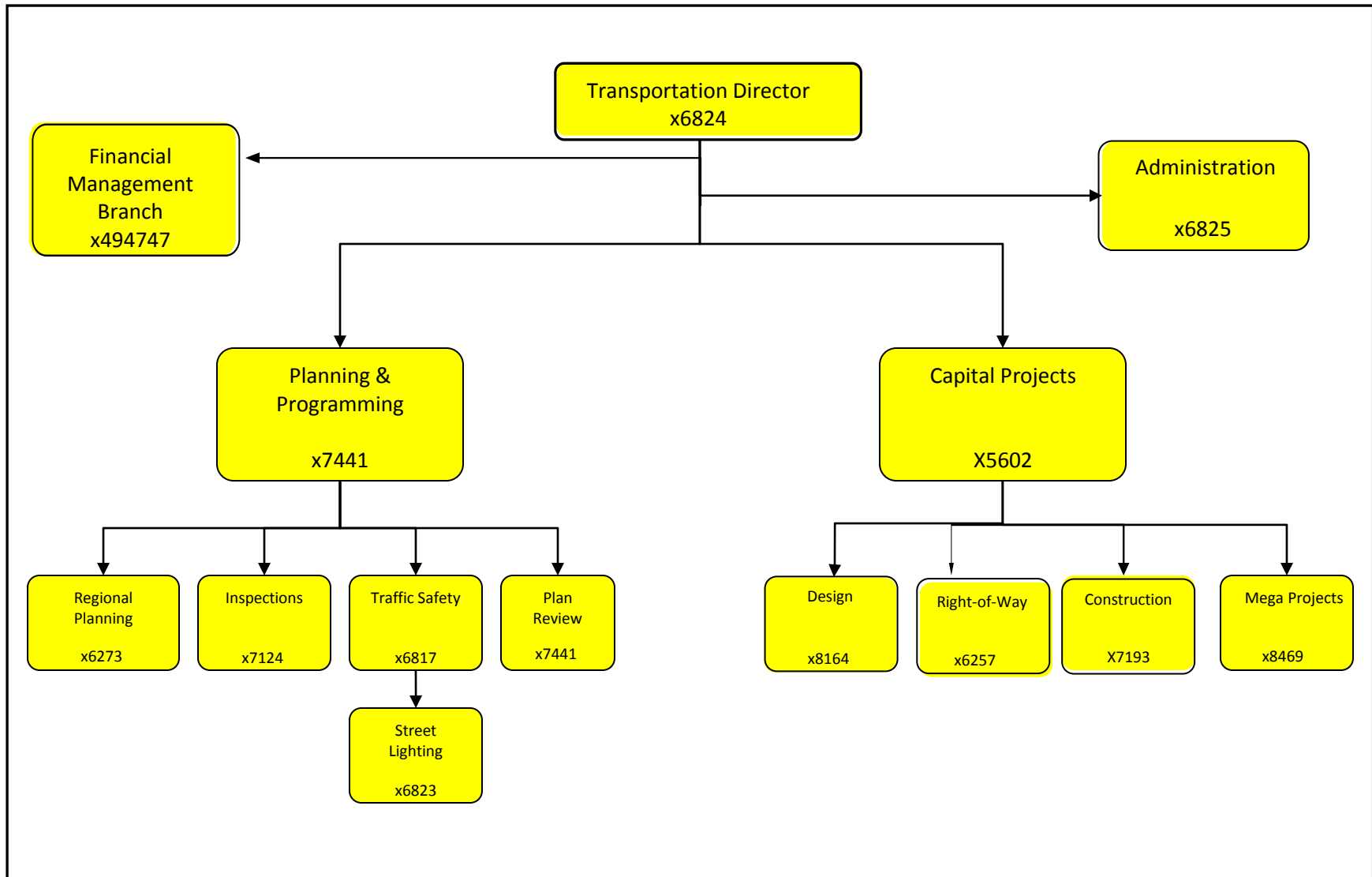
Abbreviation	Full Name
OMB	Office of Management and Budget
OS	Official Statement
P&L	Profits & Loss Analyzer
PM	Project Manager
PO	Purchase Order
PPEA	Public Private Education Act
PPTA	Public Private Transportation Act
Prop. Mgmt.	Property Management
PRTC	Potomac Rappahannock Transportation Commission / OmniRide
Purch	Purchasing
PW	Public Works
PWCSA	Prince William County Service Authority
REA (aka IDT)	Revenue and Expenditure Adjustment
RFI	Request for Information
RFP	Request for Proposals
RFQ	Request for Quotations
ROD	Record of Decision
ROW	Right-of-Way
SA	Service Authority
SC	Subcontractor
SOW	Scope of Work
Sq. FT.	Square Foot
SSYP	Six-Year Secondary Road Plan
TEA-21	Transportation Equity Act for the 21st Century
TIP	Transportation Improvement Plan
TO	Task Order
TRIP	Transportation & Roadway Improvement Program
UFI	Utility Field Inspection
VDOT	Virginia Department of Transportation
VRA	Virginia Resources Authority
VRE	Virginia Railway Express

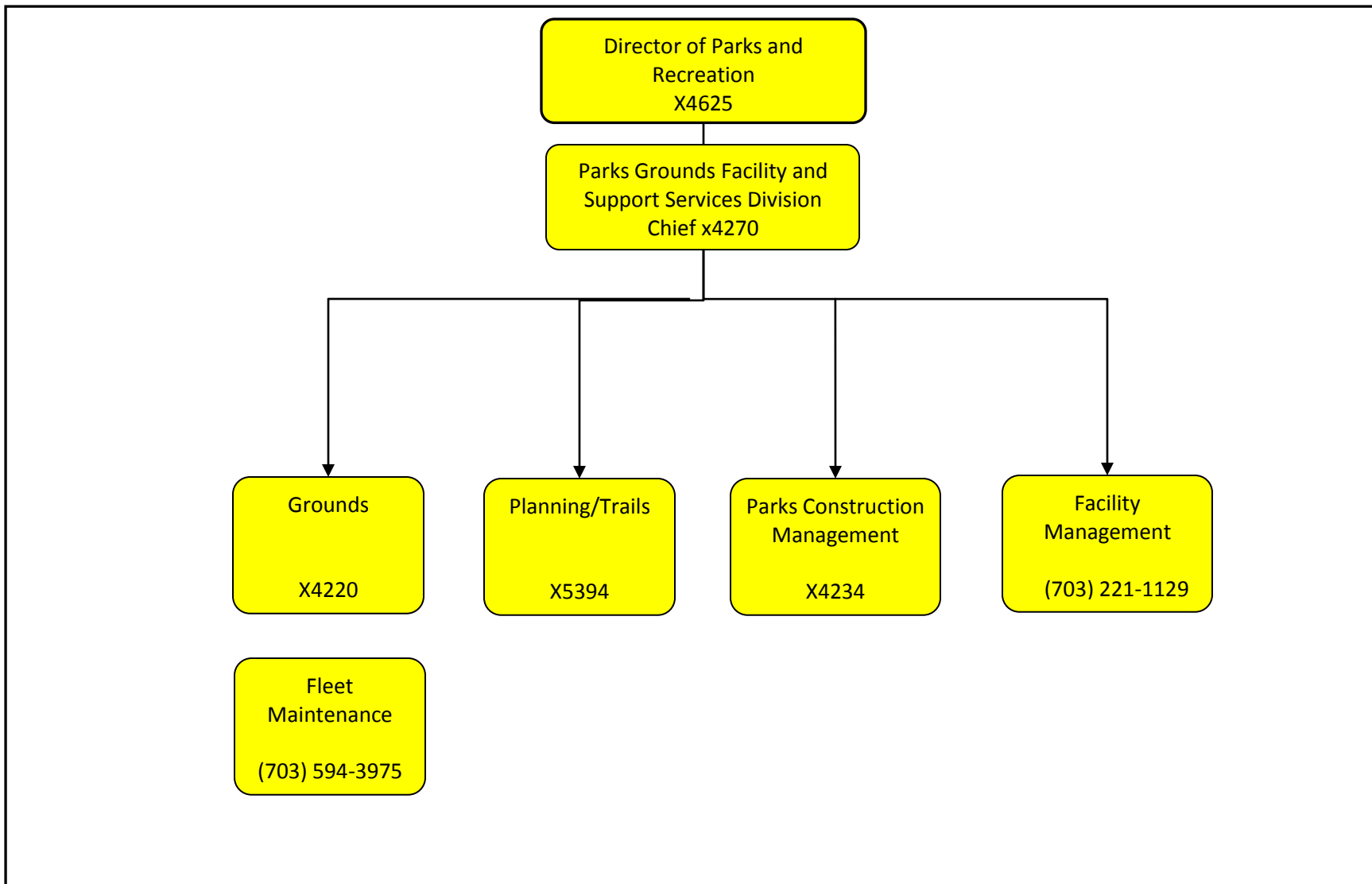












External Contacts

Section 3.4

Organization	Title	Name	Phone	Email
AT&T	OSP Engineer, Proj Program Mgmt	Marc Bianco		mb458f@att.com
Century Link (Army)	Senior Engineer	Noah Dobbins	703.464.7529	Noah.Dobbins@CenturyLink.com
Colonial Pipeline Company	Relocation Project Manager	Heath Bryant	678-762-2269	HBryant@colpipe.com
Columbia Gas	Associate Field Engineer	Christopher E. Scott	540-341-4544	christopherScott@nisource.com
Comcast	Construction Supervisor	Amy Goad	202-815-9919	Amy_Goad@comcast.com
Dominion Power	Project Manager	David Ojumu	571-203-5165	david.o.ojumu@dominionenergy.com
Fiberlight	Project Manager	Wayne Haithcox	571-421-7575	wayne.haithcox@fiberlight.com
Level 3 Communications	OSP Engineer	Boyd Williams	703.639.9758	Boyd.Williams@centurylink.com
Manassas Electric	Asst Director/Electrical Services	David Jones	703-257-8351	djones@ci.manassas.va.us
Metroduct	Operations Manager	Travis Walter	703-335-5301	tjwalter@metroductsystems.com
Miss Utility	n/a	n/a	811	n/a
Northern Virginia Electric Cooperative	Distribution Designer	Carol Comstock	703-754-6732	CComstock@NOVEC.COM
Prince William County Service Authority	Inspection Manager	Conrad Holtslag	703-898-3433	choltslag@pwcs.org
Prince William County Service Authority	Project Engineer II	Edward Kovalchuk	703-375-7944	E.Kovalchuk@pwcsa.org
Summit IG	OSP Engineer	Chip Turner	703-376-3703	cturner@summitig.com
Verizon	Construction - Local Manager	Joe Zych	540-903-4188	joezych@msn.com
VDOT ITS	Engineer	David Smallwood	703-334-0208	David.smallwood@vdot.virginia.gov
VDOT	Permits Manager	Art Klos	703-366-2004	a.klos@vdot.virginia.gov
Virginia Dept. of Health	Permits	Maria Michellbork	n/a	Maria.Michellbork@VDH.Virginia.gov
Virginia DEQ	Permit Construction	Mariana Lupini	n/a	mariana.Lupini@deq.virginia.gov
Washington Gas	SP Engineer II	Michael Stablein	703-750-4270	mstablein@washgas.com
Williams gas Pipeline Atlantic - Gulf	Engineer II	Austin Bennett	434-964-2126	Austin.Bennett@williams.com
Zayo Group	Operations PM, Mid-Atlantic Region	Brad Leatherman	703-928-0649	bradley.leatherman@zayo.com



Form Name	References
Adjacent Property Owners Affidavit	2.1.2
Appendix 21	2.5.1, 2.5.2, 2.5.4
Application and Certificate for Payment (AIA Document G702)	2.3.3, 2.3.5, 2.3.8
Asset Ownership Transfer form	2.8.2
BOCS Inter-Departmental Routing Slip	2.8.1
C-5	2.3.11, 2.4.9
Certificate of Substantial Completion	2.3.10
Change Order (AIA Document G701)	2.3.2, 2.3.8
Consent of Surety Company to Final Payment (AIA Document G707)	2.3.5, 2.4.1
Consent of Surety to Reduction in or Partial Release of Retainage (AIA Document G707A)	2.3.5
Construction Change Directive (AIA Document G714)	2.3.8
Contractor's Affidavit of Payment of Debts and Claims (AIA Document G706)	2.4.1
Contractor's Affidavit of Release of Liens (AIA Document G706A)	2.4.1, 2.4.7
Cost Proposal form for Interior Design Services	2.2.10
Daily Report	2.3.6
Daily Testing	2.3.6
HUD1	2.6.7
Planning Level Cost Estimate	2.1.1
Pre-Ascend Request Form - Invoice	2.2.20, 2.3.3, 2.7.6
Project Closure Checklist	2.4.8
Project Closure Checklist ASCEND	2.4.8
Project Estimate Worksheet	2.3.13, 2.3.14
Proposal Request (AIA Document G709)	2.3.2, 2.3.8
Public Facilities Determination (PFD)	2.2.15
Public Facilities Review	2.1.2
Public Facilities Review Application	2.1.2
Punchlist	2.3.10
Request for Payment – Information Required to Obtain Contractor Payment	2.3.3, 2.3.5
Request for Payment	2.3.3, 2.3.5
Request for Payment with Retainage	2.3.3, 2.3.5
Right-of-Way Acquisition Report	2.6.7
Settlement Checklist (Churches)	2.6.5
Settlement Checklist (Corporations)	2.6.5
Settlement Checklist (Property Owners)	2.6.5
Solicitation Committee CXO Memo	2.1.4
Solicitation Information Form for Construction Projects	2.3.16
Solicitation Information Form for RFP Professional Engineering Services	2.1.6, 2.3.16
Special Events Checklist	2.4.5
Task Order Form	2.2.11
VDOT Street Acceptance Checklist	2.4.4
W9 Form	2.6.5
Wire transfer form	2.7.4
Work Request	2.8.2
Work Zone Safety Assistance	2.3.9, 2.3.17

Forms follow in alphabetic order as shown on the list above.



Appendix No. 21
Revised 8-26-03

PLAN AND ESTIMATE CHECK LIST

Utility Owner

Estimate Amount:

Project Utility Co. Share

PPMS VDOT Share

(Indicate yes, no, or n/a in space provided by each item)

(X) 1. Check Form UT-9 to determine responsibility of payment. Does it agree with utility plans and estimate?

() 2. Does permit inventory (LUPS) show any new facilities which have been installed?

() 3. Is there a narrative statement describing existing and proposed facilities?

() 4. Do plans show existing and proposed right of way lines?

() 5. Are utilities referenced to road plan stations?

() 6. Do plans contain legend?

() 7. Do plans show existing and proposed utility facilities?

() 8. Is temporary work necessary?

() 9. Does proposed adjustment conflict with road construction or other utility adjustments?

() 10. Is special provision necessary?

() 11. Are profiles or cross sections of proposed crossings included?

() 12. Has proposed adjustment been checked with all highway plan revisions?

() 13. Does plan and estimate include only state responsibility portion of adjustment?

() 14. Does plan and estimate include total adjustment with State's responsibility pro-rated?

() 15. Do estimate and plan quantities agree?

() 16. In your opinion, do plans show most practical and economical adjustment?

() 17. Do plans show betterment?

() 18. Is betterment credit allowed in estimate? Check breakdown.

() 19. Conduit:

() a. Is underground conduit proposed?

() b. Is there sufficient justification for number of ducts proposed?

() c. Are bridge attachments proposed?

() 20. In your opinion, does estimate show an unreasonable costs? (Engineering, right of way, material, force labor, contract labor, etc.) If "yes" explain in comments.

() 21. Is utility company requesting use of contract work?

Is request adequate? ()

() 22. Does estimate provide sufficient salvage credit? Check breakdown.

() 23. Is work schedule included?

() 24. Interstate:

() a. Does adjustment generally conform to AASHTO Policy?

() b. Are proposed poles, anchors, manholes, etc., located within limited access right of way?

() c. If so, is there any alternative?

() d. Are aerial and underground crossings held to a minimum?

() 25. Primary:

() a. Are proposed facilities located on right of way?

() b. Is right of way 33.53 meters (110 feet) or over?

() c. Has utility signed comprehensive agreement?

() d. Are proposed facilities located according to agreement?

() 26. Is information on real property interest and/or rights included?

() 27. Are any environmental permits needed?

() 28. LIST ANY COMMENT REGARDING PLANS AND ESTIMATE ON BACK OF FORM.

BY _____ DATE _____

Copy of this check list should be maintained in the District Utilities Engineer's file on each project.

Copy

to State Utilities Engineer with Plan & Estimate.

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF PAGES

TO (OWNER): PROJECT: APPLICATION NO: Distribution to:
 FROM (CONTRACTOR): VIA (ARCHITECT): ARCHITECT'S PROJECT NO: OWNER
 CONTRACT FOR: CONTRACT DATE: ARCHITECT
 CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL			
Approved this Month			
Number	Date Approved		
TOTALS			
Net change by Change Orders			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 By: _____ Date: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ _____
2. Net change by Change Orders \$ _____
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ _____
4. TOTAL COMPLETED & STORED TO DATE \$ _____
 (Column G on G703)
5. RETAINAGE:
 - a. ____ % of Completed Work \$ _____
 (Column D + E on G703)
 - b. ____ % of Stored Material \$ _____
 (Column F on G703)
 - Total Retainage (Line 5a + 5b or Total in Column I of G703) \$ _____
6. TOTAL EARNED LESS RETAINAGE \$ _____
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ _____
8. CURRENT PAYMENT DUE \$ _____
9. BALANCE TO FINISH, PLUS RETAINAGE \$ _____
 (Line 3 less Line 6)

State of: _____ County of: _____
 Subscribed and sworn to before me this _____ day of _____, 1980
 Notary Public:
 My Commission expires: _____

AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied for.)
 ARCHITECT:

By: _____ Date: _____
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

STAFF REPORT INTER-DEPARTMENTAL ROUTING

Today's Date _____ Initiating Department: _____

Staff Contact Person: _____ Phone: _____ Fax: _____

Presenter at BOCS Meeting: _____

Report Title _____

Date of Board of County Supervisors Meeting: _____

Agenda Position: CXO Time Consent Dept. Public Hearing Time: _____
 (check one) (check one) 2:00 p.m. 7:30 p.m.

ROUTING SCHEDULE

	Approved	Disapproved	REVIEW		<input type="checkbox"/> Returned to _____ for corrections as required by _____ <input type="checkbox"/> Returned to _____ for response to comments from _____ <input type="checkbox"/> Corrections due back to the Clerk to the Board by 12:00 noon, Monday, _____ <div style="text-align: right;">COMMENTS</div>
			In	Out	
ATCXO/ Clerk			Date	Date	
			Time	Time	
County Attorney			Date	Date	
			Time	Time	
Budget Director			Date	Date	
			Time	Time	
Director of Finance			Date	Date	
			Time	Time	
*DCXO- SLR			Date	Date	
			Time	Time	
*DCXO-CM All financial- related items			Date	Date	
			Time	Time	
*DCXO-EJ			Date	Date	
			Time	Time	

*If Required – Please Cross Out Agency NOT Receiving Item for Review

**STAFF REPORT
INTER-DEPARTMENTAL ROUTING**

Initiating Department: _____

Report Title: _____

Date of Board of County Supervisors Meeting: _____

Use this page only if additional agencies are required.

ROUTING SCHEDULE

	Approved	Disapproved	REVIEW		COMMENTS
			In	Out	
			Date	Date	
			Time	Time	
			Date	Date	
			Time	Time	
			Date	Date	
			Time	Time	
			Date	Date	
			Time	Time	
			Date	Date	
			Time	Time	

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
REPORTING STARTING AND COMPLETION OF PROJECTS
LOCALLY ADMINISTERED PROJECTS

State Project No.	UPC	Federal Project No.
Locality/Local Sponsor PRINCE WILLIAM COUNTY	Local Project No.	

Contractor:

Project Description / Phase:

.

	DATE STARTED	DATE COMPLETED
Contract Work	_____	_____
Local Forces	_____	_____
Utilities	_____	_____

This project / phase is complete. All work has been inspected and deemed acceptable by the Locality or Project Sponsor for Enhancement projects. It is certified that work was completed in accordance with approved plans and specifications.

- This work was completed within VDOT right of way; land-use permit is on file.
- This work was completed outside VDOT right of way.

A final inspection was performed on _____ (date). _____ of VDOT was in attendance.

Unless noted below, the project termini were not altered during construction.

REMARKS OR EXPLANATIONS:

Local Official Signature

Printed Name

Title

Local Acceptance Date

Once completed, a copy should be provided to the VDOT Project Coordinator for further distribution within VDOT

Received By: _____
VDOT Project Coordinator Signature

Date: _____

CERTIFICATE OF SUBSTANTIAL COMPLETION

AIA DOCUMENT G704

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

PROJECT:
(name, address)

ARCHITECT:

ARCHITECT'S PROJECT NUMBER:

TO (Owner):

┌

CONTRACTOR:

└

CONTRACT FOR:

└

DATE OF ISSUANCE:

┌

CONTRACT DATE:

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as

which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

DEFINITION OF DATE OF SUBSTANTIAL COMPLETION

The Date of Substantial Completion of the Work or designated portion thereof is the Date certified by the Architect when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents.

A list of items to be completed or corrected, prepared by the Contractor and verified and amended by the Architect, is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed to in writing.

ARCHITECT BY DATE

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above Date of Substantial Completion.

CONTRACTOR BY DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at _____ (time) on _____ (date).

OWNER BY DATE

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note—Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage; Contractor shall secure consent of surety company, if any.)

CHANGE ORDER

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PROJECT:
(name, address)

CHANGE ORDER NUMBER:

DATE:

TO CONTRACTOR:
(name, address)

ARCHITECT'S PROJECT NO:

CONTRACT DATE:

CONTRACT FOR:

The Contract is changed as follows:

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was \$
 Net change by previously authorized Change Orders \$
 The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was \$
 The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased)
 (unchanged) by this Change Order in the amount of \$
 The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be . . . \$

The Contract Time will be (increased) (decreased) (unchanged) by () days.
 The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

_____ ARCHITECT	_____ CONTRACTOR	_____ OWNER
_____ Address	_____ Address	_____ Address
_____ BY	_____ BY	_____ BY
_____ DATE	_____ DATE	_____ DATE

**CONSENT OF
SURETY COMPANY
TO FINAL PAYMENT**

AIA DOCUMENT G707

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

PROJECT:
(name, address)

TO (Owner)

ARCHITECT'S PROJECT NO:
CONTRACT FOR:

CONTRACTOR:

CONTRACT DATE:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety Company)

, SURETY COMPANY,

on bond of (here insert name and address of Contractor)

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not
relieve the Surety Company of any of its obligations to (here insert name and address of Owner)

, OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,
the Surety Company has hereunto set its hand this

day of

19

Surety Company

Signature of Authorized Representative

Attest:
(Seal):

Title

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS, Current Edition

CONSENT OF SURETY TO REDUCTION IN OR PARTIAL RELEASE OF RETAINAGE

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

AIA DOCUMENT G707 A

PROJECT:
(name, address)

TO (Owner)

┌

└

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

┌

└

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety as it appears in the bond).

, SURETY,

on bond of (here insert name and address of Contractor as it appears in the bond)

, CONTRACTOR,

hereby approves the reduction in or partial release of retainage to the Contractor as follows:

The Surety agrees that such reduction in or partial release of retainage to the Contractor shall not relieve the Surety
of any of its obligations to (here insert name and address of Owner)

, OWNER,

as set forth in the said Surety's bond.

IN WITNESS WHEREOF,
the Surety has hereunto set its hand this

day of

19

Surety

Signature of Authorized Representative

Attest:
(Seal):

Title

CONSTRUCTION CHANGE DIRECTIVE

AIA DOCUMENT G714

(Instructions on reverse side. This document replaces AIA Document G713, Construction Change Authorization.)

- OWNER
- ARCHITECT
- CONTRACTOR
- FIELD
- OTHER

PROJECT:
(name, address)

TO CONTRACTOR:
(name, address)

DIRECTIVE NO:

DATE:

ARCHITECT'S PROJECT NO:

CONTRACT DATE:

CONTRACT FOR:

You are hereby directed to make the following change(s) in this Contract:

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

- Lump Sum (increase) (decrease) of \$ _____.
- Unit Price of \$ _____ per _____.
- as provided in Subparagraph 7.3.6 of AIA Document A201, 1987 edition.
- as follows:

2. The Contract Time is proposed to (be adjusted) (remain unchanged). The proposed adjustment, if any, is (an increase of _____ days) (a decrease of _____ days).

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Signature by the Contractor indicates the Contractor's agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this Construction Change Directive.

_____ ARCHITECT	_____ OWNER
_____ Address	_____ Address
_____ BY _____	_____ BY _____
_____ DATE _____	_____ DATE _____

_____ CONTRACTOR
_____ Address
_____ BY _____
_____ DATE _____

CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS

AIA Document G706

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

TO (Owner)

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

PROJECT:
(name, address)

CONTRACT DATE:

State of:

County of:

The undersigned, pursuant to Article 9 of the General Conditions of the Contract for Construction, AIA Document A201, hereby certifies that, except as listed below, he has paid in full or has otherwise satisfied all obligations for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or his property might in any way be held responsible.

EXCEPTIONS: (If none, write "None". If required by the Owner, the Contractor shall furnish bond satisfactory to the Owner for each exception.)

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA DOCUMENT G707, CONSENT OF SURETY, may be used for this purpose. Indicate attachment: (yes) (no).

The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA DOCUMENT G706A).

CONTRACTOR:

Address:

BY:

Subscribed and sworn to before me this
day of 19

Notary Public:

My Commission Expires:

CONTRACTOR'S AFFIDAVIT OF RELEASE OF LIENS

AIA DOCUMENT G706A

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

TO (Owner)

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

PROJECT:

(name, address)

State of:

County of:

The undersigned, pursuant to Article 9 of the General Conditions of the Contract for Construction, AIA Document A201, hereby certifies that to the best of his knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS: (If none, write "None". If required by the Owner, the Contractor shall furnish bond satisfactory to the Owner for each exception.)

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR:

Address:

BY:

Subscribed and sworn to before me this
day of

19

Notary Public:

My Commission Expires:



COUNTY OF PRINCE WILLIAM

PROPERTY MANAGEMENT

9517 Innovation Drive, Manassas, Virginia 20109
 (703) 792-7290 Metro 631-1703 Fax: (703) 792-330-5435

COST PROPOSAL

DATE:	50% Submittal due:	100% Submittal due:	
CONTRACTOR PROVIDING SERVICE:			
CONTRACT NAME AND NUMBER:	Interior Design Services		
CONTRACT EXPIRATION DATE:		OPTION YEAR:	
CONTRACTOR'S ADDRESS:			
CONTRACTOR'S CONTACT:		PHONE:	
		FAX:	
COUNTY PROJECT MANAGER:		PHONE:	
		CELL:	
PROJECT NAME AND NUMBER:			
BUILDING#; FL#; PROJECT ADDRESS:			
COUNTY END USER:		PHONE:	

SCOPE OF WORK: _This project entails the design of

Programming

- General
- Report
- Blocking/Option Development
- 1 Option
- 2 – 3 Options
- Schematics
- 50% Submittal
- 75% Submittal
- Base Building Plan
- Area of Project
- Entire Floor
- Other
- Construction Documents
- Design Intent
- Complete Bid Set
- Electrical
- Mechanical
- Structural
- Plumbing
- Fire Evacuation Drawings

Existing Systems Furniture Plans

- In Existing Format
- Component With Panel Plan
- Electric Infeed Locations
- New Systems Furniture Plans
- Spec plus Format
- CAP Format
- Systems Furniture Product
- Equity Panels
- Saxony, Opal
- Sennit, Oatmeal
- Other
- Components
- Equity soft gray
- neutral
- other
- Reuter
- Electric
- 6/8 Wire
- 10 Wire

Project Name and Number:

Contractor:

Contract Name and Number: Interior Design Services

Expiration Date:

<u>QTY</u>	<u>LABOR DESCRIPTION</u>	<u>HR. RATE</u>	<u>SURVEY</u>	<u>SCHEMATICS</u>	<u>INSTALL PLANS</u>	<u>REVIEW MEETING</u>	<u>TOTAL HRS</u>	<u>TOTAL</u>
	INTERIORS							
	Principal							
	Senior Designer							
	Junior Designer							
	CAD Draftsman							
	Project Manager							
	Field Installation Supervisor							
	Project Engineer							
	Reimbursable Expenses	Each						
	Photocopies							
	Floppy Disks							
	Color Copies							
		Per S.F.						
	Bluelines							
	Mylars							
	Vellums							
		TOTAL						

ESTIMATED COST (Not to Exceed):		\$ _____	
<i>(To be filled in by contractor prior to start of work)</i>			
PRICE FIRM THROUGH (Minimum of 120 days):		DATE:	
PERIOD OF PERFORMANCE:		DATE:	
<i>(Services shall be performed and deliverables provided by)</i>			
ESTIMATE PREPARED IN ACCORDANCE WITH THE ABOVE SCOPE OF WORK BY:			
		DATE:	
<i>(Contractor)</i>			
AUTHORIZED BY:		DATE:	
<i>(County Rep/Project Manager, Property Management)</i>			
WORK COMPLETED:		DATE:	
<i>(Contractor)</i>			

Instructions: Contractor to FAX estimate to (703) 330-5435 authorization by County Rep/Project Manager by _____ at 5:00PM . Contractor to notify County Rep/Project Manager if job cost exceeds estimate. Contractor to submit authorized copy with invoice. 8/10/07

Soils

The undersigned arrived on site, as requested, to observe the placement of compaction of soils for _____ (give locations and provide site sketch for exact test locations). Please see the attached sketch.

Utilizing the Nuclear Method (ASTM D-2922) to check compaction of soils; test results indicated that the compacted material, at the areas and elevations tested, met or exceeded the project requirements of _____% the maximum dry density as obtained in our laboratory by using the Standard Proctor Method (ASTM D-698) (with the exception of _____ (give location (s) of areas that failed). The contractor was notified and _____ (describe what action was taken).

The soils observed on this date appeared to be placed in compliance with project drawings and specifications with regards to lift thickness and moisture content. (with the exception of _____ (describe what failed and why).

Supplementary forms:

Compaction Summary Sheet-attached to field report

Prince William County forms-only used in Prince William, attached to field report

Additional notes on soil reporting:

- * Always include a sketch showing the location of fill placement **AND** the locations of where you took your tests.
- * If you get failing test results for any area, make sure that you record the specific location and that you do eventually get a passing testing that same location (or detail the reason why not.) An uncorrected failing test should be recorded as a deficiency.
- * Be sure to include an elevation or depth below subgrade to provide test locations vertically, in addition to the horizontal locations provided by the sketch.
- * Compaction test results higher than 102-1035 probably indicate an incorrect proctor for the soil you are testing. Call you project engineer for instruction.
- * Prince William County requires One-Point-Proctor tests for soils for work for subgrades of roads that will be turned over to the state. See your project engineer or supervisor to get the special forms.
- * Be aware that you will need to do a +4 correction if the percentage of gravel changes.
- * When giving locations, be specific and used fixed markers. Examples:
 - Three 8" lifts at sanitary trench from manhole #8 to 30' north of manhole #8
 - Fill at building pad # 2
 - Backfill from station 1+50 to station 2+75
 - Be sure to check project specifications for the appropriate compaction percentage.
- * **TECHNICIAN REMEMBER TO ALWAYS (ALL REPORTS) GIVE THE PINK COPY TO CONTRACTOR BEFORE LEAVING THE JOB SITE. ESPECIALLY IF A DEFICIENCY EXISTED FOR THAT DAY.**



21A/21B or CR6

The undersigned arrived on site, as requested, to observe placement and compaction of subbase [VDOT No. 21A or 21B graded aggregate, CR6, VDOT No. 57 course aggregate] (pick one) for _____ (give location of subbase placement and provide site sketch for exact test locations). Please see the attached sketch.

Utilizing the Nuclear Method (ASTM D-2922) (or the Sand Cone Method (ASTM S-1556) (write only the method used) to check compaction of subbase [VDOT No. 21A or 21B graded aggregate, CR6, VDOT No. 57 course aggregate] (pick one); test results indicated that the compacted material, at the areas and elevations tested, met or exceeded the project requirements of _____ % the maximum dry density as obtained (if from supplier, give the company name) in our laboratory by using the Standard Proctor Method (ASTM D-698) (or the Modified Proctor Method (ASTM D-1557) (write only the proctor method used), (with the exception of _____ (give locations (s) of areas that failed). The contractor was notified and _____ (describe what action was taken).

The subbase observed on this date appeared to be placed in compliance with project drawings and specifications with regards to lift thickness and moisture content. (with the exception of _____ (describe what failed and why).

Supplementary forms;

Compaction Summary Sheet-attached to field report
Prince William County forms as necessary

Additional notes on 21A or 21B testing;

- * Always include a sketch showing exact placement and test locations.
- * Find out what quarry the material is coming from. Call the quarry and ask for a proctor value for the material they are hauling. The quarry will give you the following; 1. Dry density of the material; 2. The percent of +4 material ; 3. The specific gravity of the +4; and 4. The optimum moisture content of the -4 material. Use these numbers with the nomograph to perform a +4 correction and moisture content correction.
- * The type of equipment used to compact 21A, 21B or CR6 determines allowable lift thickness. If a jumping-jack is used for compaction, lifts should not exceed 3" in thickness (uncompacted). If a large steel-drum roller is used, 21A, 21B or CR 6 can be placed in up to 6' lifts.
- * Do not test for compaction on an area of subbase that has an excessive amount of course or fine aggregate.
- * **TECHNICIAN REMEMBER TO ALWAYS (ALL REPORTS) GIVE THE PINK COPY TO CONTRACTOR BEFORE LEAVING THE JOB SITE, ESPECIALLY IF A DEFICIENCY EXISTED FOR THAT DAY.**



Geotechnical Consulting & Testing, Inc.



4899 Prince William Parkway
Woodbridge, Virginia 22192
Phone (703) 730-4160

21505 Greenoak Way
Dulles, Virginia 20166
Phone (703) 421-4000

NUCLEAR DENSITY TEST FOR SOIL OR AGGREGATE DIRECT TRANSMISSION ONLY

Project: _____ Date: _____
Producer: _____ Plant Location: _____
Nuc. Gauge Mod. No. _____ Serial No: _____

FIELD TEST NUMBER:

STREET	_____	_____	_____	_____
STATION	_____	_____	_____	_____
REFERENCE TO CENTER LINE	_____	_____	_____	_____
ELEVATION	_____	_____	_____	_____
TYPE OF TEST	_____	_____	_____	_____
METHOD OF COMPACTION	_____	_____	_____	_____
COMPACTED DEPTH OF LIFT	_____	_____	_____	_____
GAUGE DEPTH SETTING	_____	_____	_____	_____

DENSITY DETERMINATION

(A) WET DENSITY PCF	_____	_____	_____	_____
(B) MOISTURE WT.PCF	_____	_____	_____	_____
(C) DRY DENSITY PCF (A-B)	_____	_____	_____	_____
(D) PERCENT MOISTURE (C/G)	_____	_____	_____	_____
(E) MAXIMUM DRY WT. PCF	_____	_____	_____	_____
(F) OPTIMUM MOISTURE CONTENT	_____	_____	_____	_____
(G) CORRECTED MAX. DRY WT.	_____	_____	_____	_____
(H) CORRECTED OPTIMUM MOIST.	_____	_____	_____	_____
(I) % DENSITY (C/G) X 100	_____	_____	_____	_____
(J) % DENSITY REQUIRED	_____	_____	_____	_____

4 DETERMINATION

(A) WT. OF TOTAL SAMPLE & PAN	_____	_____	_____	_____
(B) WT. OF PAN	_____	_____	_____	_____
(C) NET WT. OF SAMPLE (A/B)	_____	_____	_____	_____
(D) WT OF +4 MAT. & PAN	_____	_____	_____	_____
(E) WT. OF PAN	_____	_____	_____	_____
(F) NET WT OF +4 MAT. (D/E)	_____	_____	_____	_____
(G) % OF +4 MAT. (F/C) X 100	_____	_____	_____	_____

Technician: _____
Cert No. _____
Observed by: _____

(PWC Inspector)

SEAL

I CERTIFY THAT THE REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

(Signature)

(Date)



Geotechnical Consulting & Testing, Inc.

□ 4899 Prince William Parkway
Woodbridge, VA 22192
(703) 730-4160

□ 21505 Greenoak Way
Dulles, VA 20166
(703) 421-4000

COMPACTION TEST REPORT Utilities/Backfill

Engineering Report #: _____
Project Name: _____
Contractor: _____
Compaction Method: _____
Gauge Serial #: _____ DS: _____ MS: _____

Test Date: _____
GCT Project No.: _____
Inspector: _____

#	Sta	Test Location (see below) Street and/or Utility	Structure		Elev	#	DC	MC	Density		M%	% Comp
			From	To	-SG				Wet	Dry		

PROCTOR INFORMATION

#	Detailed Soil Description	Dry Density	M%	+4%	Corrected	
					Density	M%

Choose from one of the following for TEST LOCATION.

- SAN = Sanitary Main
- SAN LAT = Sanitary Lateral (Lot #)
- STM = Stormwater
- WM = Water Main (Road Name Here)
- WS = Water Services (Lot #)
- Roadway (Example: Northborne Drive)
- CG = Curb & Gutter (Road Name Here)
- SWM Dam = Dam Embankment
- Use SG for finished grading ONLY
- General Fill (No Utility BF)

(NO "TICK" MARKS)

Planning Level Cost Estimate-

Project Start Year : 20##

Date:

Construction Cost Estimate :
Estimate Year :
Project Start Year :

PE Design		Design	Management
PE Design (consultant fees)	5%-20% of construction		
PWC PM Fees/Costs	25%-35% of PE		\$0.00
VDOT PM Fees/Costs	5%-15% of PE		\$0.00
Permits	5% of PE		\$0.00
Environmental Fees/Costs			\$0.00
PE Subtotals		\$0.00	\$0.00
PE TOTAL	\$0.00		

Right of Way		ROW	Management
Right of Way Acquisition			
Utility Relocation			
Environmental Mitigations			
ROW/Utility Relocations Subtotals		\$0.00	\$0.00
ROW/Utility Relocation TOTAL	\$0.00		

CONSTRUCTION		Construction	Management
Construction (contractor cost)	100% of estimate		
PWC PM and CEI Fees	15%-30% of estimate		\$0.00
VDOT PM and CEI Fees	2%-5% of estimate		\$0.00
Construction Subtotals		\$0.00	\$0.00
Construction TOTAL	\$0.00		

Current TOTAL COST	(PE, ROW and Construction present value)	\$0.00
---------------------------	--	---------------

Planning Level Cost Estimate-

Current Cost Estimate with Contingencies

Date:

CONTINGENCIES

PE Design Contingency	10%-40% of PE Design	0.0
ROW Contingency	0% for Right of Way	0.0
Construction Contingency	10%-40% of Construction	30.0
PM and CM Contingency	10% for PWC+VDOT Project Management	0.0

	Design	Management
PE Subtotals	<u>\$0.00</u>	<u>\$0.00</u>
PE TOTAL	\$0.00	

	ROW	Management
ROW Subtotals	<u>\$0.00</u>	<u>\$0.00</u>
ROW TOTAL	\$0.00	

	Construction	Management
Construction Subtotals	<u>\$0.00</u>	<u>\$0.00</u>
Construction TOTAL	\$0.00	

Estimated Budget TOTAL COST (PE, ROW and Construction present value with contingencies)	\$0.00
--	---------------

Planning Level Cost Estimate-

Future Cost Estimate

Date:

CURRENT COST YEAR : 0

Current TOTAL COST (PE, ROW and Construction present value with contingencies) **\$0.00**

FUTURE COST YEAR : 2021

Delay in years 2 years
 Inflation Rate 2.5%-5.0% per annum 4.00 %

	Design	Management
PE Design Subtotals	\$0.00	\$0.00
PE Design TOTAL	\$0.00	

	ROW	Management
ROW Subtotals	\$0.00	\$0.00
ROW TOTAL	\$0.00	

	Construction	Management
Construction Subtotals	\$0.00	\$0.00
Construction TOTAL	\$0.00	

Future TOTAL COST (PE, ROW and Construction future value with contingencies) **\$0.00**

Cost in delaying project \$0.00



A. Settlement Statement (HUD-1)

B. Type of Loan

1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> RHS	3. <input type="checkbox"/> Conv. Unins.	6. File Number:	7. Loan Number:	8. Mortgage Insurance Case Number:
4. <input type="checkbox"/> VA	5. <input type="checkbox"/> Conv. Ins.				
C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.					
D. Name & Address of Borrower:			E. Name & Address of Seller:		F. Name & Address of Lender:
G. Property Location:			H. Settlement Agent:		I. Settlement Date:
			Place of Settlement:		

J. Summary of Borrower's Transaction

100. Gross Amount Due from Borrower	
101. Contract sales price	
102. Personal property	
103. Settlement charges to borrower (line 1400)	
104.	
105.	
Adjustment for items paid by seller in advance	
106. City/town taxes to	
107. County taxes to	
108. Assessments to	
109.	
110.	
111.	
112.	
120. Gross Amount Due from Borrower	
200. Amount Paid by or in Behalf of Borrower	
201. Deposit or earnest money	
202. Principal amount of new loan(s)	
203. Existing loan(s) taken subject to	
204.	
205.	
206.	
207.	
208.	
209.	
Adjustments for items unpaid by seller	
210. City/town taxes to	
211. County taxes to	
212. Assessments to	
213.	
214.	
215.	
216.	
217.	
218.	
219.	
220. Total Paid by/for Borrower	
300. Cash at Settlement from/to Borrower	
301. Gross amount due from borrower (line 120)	
302. Less amounts paid by/for borrower (line 220)	()
303. Cash	<input type="checkbox"/> From <input type="checkbox"/> To Borrower

K. Summary of Seller's Transaction

400. Gross Amount Due to Seller	
401. Contract sales price	
402. Personal property	
403.	
404.	
405.	
Adjustment for items paid by seller in advance	
406. City/town taxes to	
407. County taxes to	
408. Assessments to	
409.	
410.	
411.	
412.	
420. Gross Amount Due to Seller	
500. Reductions In Amount Due to seller	
501. Excess deposit (see instructions)	
502. Settlement charges to seller (line 1400)	
503. Existing loan(s) taken subject to	
504. Payoff of first mortgage loan	
505. Payoff of second mortgage loan	
506.	
507.	
508.	
509.	
Adjustments for items unpaid by seller	
510. City/town taxes to	
511. County taxes to	
512. Assessments to	
513.	
514.	
515.	
516.	
517.	
518.	
519.	
520. Total Reduction Amount Due Seller	
600. Cash at Settlement to/from Seller	
601. Gross amount due to seller (line 420)	
602. Less reductions in amounts due seller (line 520)	()
603. Cash	<input type="checkbox"/> To <input type="checkbox"/> From Seller

The Public Reporting Burden for this collection of information is estimated at 35 minutes per response for collecting, reviewing, and reporting the data. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. No confidentiality is assured; this disclosure is mandatory. This is designed to provide the parties to a RESPA covered transaction with information during the settlement process.

L. Settlement Charges

700. Total Real Estate Broker Fees		Paid From Borrower's Funds at Settlement	Paid From Seller's Funds at Settlement
Division of commission (line 700) as follows :			
701. \$	to		
702. \$	to		
703. Commission paid at settlement			
704.			

800. Items Payable in Connection with Loan			
801. Our origination charge	\$	(from GFE #1)	
802. Your credit or charge (points) for the specific interest rate chosen	\$	(from GFE #2)	
803. Your adjusted origination charges		(from GFE #A)	
804. Appraisal fee to		(from GFE #3)	
805. Credit report to		(from GFE #3)	
806. Tax service to		(from GFE #3)	
807. Flood certification to		(from GFE #3)	
808.			
809.			
810.			
811.			

900. Items Required by Lender to be Paid in Advance			
901. Daily interest charges from	to	@ \$	/day (from GFE #10)
902. Mortgage insurance premium for	months to		(from GFE #3)
903. Homeowner's insurance for	years to		(from GFE #11)
904.			

1000. Reserves Deposited with Lender			
1001. Initial deposit for your escrow account		(from GFE #9)	
1002. Homeowner's insurance	months @ \$	per month \$	
1003. Mortgage insurance	months @ \$	per month \$	
1004. Property Taxes	months @ \$	per month \$	
1005.	months @ \$	per month \$	
1006.	months @ \$	per month \$	
1007. Aggregate Adjustment		-\$	

1100. Title Charges			
1101. Title services and lender's title insurance		(from GFE #4)	
1102. Settlement or closing fee	\$		
1103. Owner's title insurance		(from GFE #5)	
1104. Lender's title insurance	\$		
1105. Lender's title policy limit \$			
1106. Owner's title policy limit \$			
1107. Agent's portion of the total title insurance premium to	\$		
1108. Underwriter's portion of the total title insurance premium to	\$		
1109.			
1110.			
1111.			

1200. Government Recording and Transfer Charges			
1201. Government recording charges		(from GFE #7)	
1202. Deed \$	Mortgage \$	Release \$	
1203. Transfer taxes		(from GFE #8)	
1204. City/County tax/stamps	Deed \$	Mortgage \$	
1205. State tax/stamps	Deed \$	Mortgage \$	
1206.			

1300. Additional Settlement Charges			
1301. Required services that you can shop for		(from GFE #6)	
1302.	\$		
1303.	\$		
1304.			
1305.			

1400. Total Settlement Charges (enter on lines 103, Section J and 502, Section K)			

DOT Pre-Ascend Request Form - Invoice

To be completed by Requestor Revised 1/9/2018



Select Analyst			
Select Transaction Type			
Date			
Requestor			
Ascend PO or Task Order#			
Check Request Pick up			
Fund Type Use 1st and 2nd column for operating and 3rd and 4th column for projects	Operating(GL) COA	Project PATEO	Project PATEO
Total amount of invoice			
Indicate if expense is to be split and % (Yes and %) or No			
Select Title/Name operating Type in Project Name			
Project # If split funding include all			
Select Fund for Oper Type in for Project			
Department #			
Program #			
Activity#			
Object/expense			
Project Task:			
Organization			
Award #			
Blue = information to be entered	Gray = select from a drop down list		Black = no information
Description & Billing instructions (indicate who to bill, and amount of this transaction to bill). Indicate if last payment and PO to be closed after payment. If more than 2 awrds use additional sheet.			

Prince William County Department of Transportation Project Closure Checklist

Project Name _____

Date _____

Project Manager _____

Project Number _____

Please sign indicating you have reviewed (and checked off) activities relating to your respective responsibilities.

PROJECT MANAGER SIGNATURE _____

DATE _____

Activity	YES	NO	N/A	Comments
All environmental issues have been resolved and finalized.				
All outstanding and/or potential utility issues, including relocation invoices have been identified and paid.				
All notice of intent to file claim /claims and issues have been identified and resolved.				
All contractor assessed damages have been identified and resolved.				
All the contract requirements for bonds have been met and released (bid, performance, labor, etc.)				
All field office refunds for electric services, phone, water, etc., have been identified and collected.				
All punch list items are completed.				
The project has been accepted by the County and VDOT and C-5 has been issued.				
All internal service obligations and bills have been identified and paid. (Construction Crew, Cost Recoveries, IDT's, etc.)				
All Agency proffers, donations and other funds have been identified and received.				
All pending or potential litigation has been identified and forwarded to the County Attorney and resolved.				
All Board Resolutions have been resolved.				
Project close out has been submitted to VDOT.				
All contract work is completed, billed, and paid or released by PWC including retainage.				
Final invoice mailed to VDOT.				

RIGHT OF WAY SIGNATURE _____

DATE _____

Activity	YES	NO	N/A	Comments
All right of way issues have been identified, settled and/or paid.				
All pending or potential litigation has been identified and forwarded to the County Attorney and resolved.				
Estimated outstanding right of way liability				Amount \$

AGENCY ACCOUNTING SIGNATURE _____

DATE _____

Activity	YES	NO	N/A	Comments
All general ledger payable and receivable balances are zero.				
All field office refunds for electric services, phone, water, etc., have been identified and collected.				
All revenue agreements have been identified, billed and received. (Bonds, Service Authority, VDOT, etc.)				
All revenue and expense budgets have been reconciled and appropriate transfers made.				
All hours have been billed and recovered through cost recovery.				
All outstanding invoices have been paid.				
All retainage funds have been released.				
All purchase orders have been closed.				

PURCHASING SIGNATURE _____

DATE _____

Activity	YES	NO	N/A	Comments
Purchase orders are closed and related procurement documents for project closure have been received.				

MANAGEMENT & FISCAL ANALYST SIGNATURE _____

DATE _____

Activity	YES	NO	N/A	Comments
BT to Close Project - Financially				

Attachments:

- Project Funds Available Data Dump Report
- Project Awards Fund Summary

APPROVALS _____

DATE _____

Division Chief _____

Agency Senior Account _____

Administrative Analyst _____

Director _____

Finance/Accounting Division _____

Budget _____

Prince William County Project Closure Checklist ASCEND

Agency Name _____

Agency Number _____

Project Name _____

Project OCA# _____

OCA Description _____

Project Manager _____

Performance Start Date _____

Review Date _____

Project Number _____

Funding Sources – Check all that Apply

- General Fund Debt State Federal Other
 Proffers VRE PRTC TRIP/Revenue Sharing

Please sign indicating you have reviewed (and checked off) activities relating to your respective responsibilities. Comments and action items for activities which have been checked “NO” should be documented on page 4.

Project Manager Signature _____

Date _____

<u>ACTIVITY</u>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NA <input type="checkbox"/>
All contract work is completed, billed, and paid or released by PWC including retainage.			
All contractor claims and issues have been identified and resolved.			
All contractor assessed damages have been identified and resolved.			
All the contract requirements for bonds have been met and released (bid, performance, labor, etc.)			
All VDOT issues have been identified and resolved.			
The project has been accepted by VDOT			
All internal service obligations and billings have been identified and paid.(Construction Crew, OIT, Planning, Cost Recoveries, IDT's)			



Project Closure Checklist ASCEND

ACTIVITY (Project Manager continued)	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Agency proffers, donations and other funds been identified and received.			
All debt and miscellaneous revenue agreements have been identified, billed and received? (Bonds, Service Authority, VDOT, etc.)			
All pending or potential litigation has been identified and forwarded to the County Attorney and resolved.			
All Board Resolutions have been resolved.			
All environmental issues have been resolved and finalized.			
All outstanding and/or potential utility issues, including relocation invoices have been identified and paid.			
All field office refunds for electric services, phone, water etc., have been identified and collected.			

RIGHT OF WAY SIGNATURE _____

DATE _____

ACTIVITY	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All right of way issues have been identified, settled and/or paid.			
All pending or potential litigation has been identified and forwarded to the County Attorney and resolved.			

AGENCY ACCOUNTING SIGNATURE _____

DATE _____

ACTIVITY	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All general ledger payable and receivable balances are zero.			
All field office refunds for electric services, phone, water etc., have been identified and collected.			
All retainage funds have been released.			
All debt and miscellaneous revenue agreements have been identified, billed, and received. (Bonds, Service Authority, VDOT, etc.)			
All revenue and expense budgets have been reconciled and appropriate transfers made.			

Project Closure Checklist ASCEND

ACTIVITY (Agency Accounting Continued)	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All hours have been billed and recovered through cost recovery.			
All outstanding invoices have been paid.			

Purchasing Signature _____ **Date** _____

ACTIVITY	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchase orders are closed and related procurement documents for project closure have been received.			

Signature _____ **Date** _____

ACTIVITY	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All respective work done by this internal service fund agency has been completed, billed, and funds have been received.			

Signature _____ **Date** _____

ACTIVITY	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All respective work done by this internal service fund agency has been completed, billed, and funds have been received.			

Signature _____ **Date** _____

ACTIVITY	YES	NO	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All respective work done by this internal service fund agency has been completed, billed, and funds have been received.			

Approvals

Date

Management and Fiscal Analyst _____
Division Chief _____
Agency Senior Accountant _____
Business Manager _____
Director _____
Forward to Finance/ Accounting Division _____

Comments and Action Items

Comment or Action Item	Responsible Party	Date Completed

Comments and Action Items Continued

Comment or Action Item	Responsible Party	Date Completed

PROJECT ESTIMATE WORKSHEET

Project Name: _____

Project Tasks	# of units	Cost per unit	Total
SYSTEMS FURNITURE			
Design for systems furniture			
Standard workstations		\$750.00	\$0.00
Straight workstations		\$500.00	\$0.00
File banks/bookcases		\$50.00	\$0.00
All new product - EQUITY			
Standard workstations		\$7,500.00	\$0.00
Straight workstations		\$5,000.00	\$0.00
File banks/bookcases		\$1,500.00	\$0.00
All new product - CURRENTS			
Standard workstations		-	
Straight workstations		-	
File banks/bookcases		-	
Systems product, reconfiguration			
Standard workstations		\$3,200.00	\$0.00
Straight workstations		\$2,000.00	\$0.00
File banks/bookcases		\$600.00	\$0.00
Existing systems teardown			
Standard workstations		\$150.00	\$0.00
Straight workstations		\$100.00	\$0.00
File banks/bookcases		\$75.00	\$0.00
Installation of systems			
Standard workstations		\$525.00	\$0.00
Straight workstations		\$250.00	\$0.00
File banks/bookcases		\$125.00	\$0.00
Electrical			
Disconnections		\$25.00	\$0.00
Connections		\$150.00	\$0.00
Subtotal:			\$0.00 <input type="checkbox"/>

Project Tasks	# of units	Cost per unit	Total
FREESTANDING FURNITURE			
Chairs (Allseating)			
Task chairs		\$550.00	\$0.00
Executive chairs		\$900.00	\$0.00
Conference/guest chairs		\$375.00	\$0.00
Desks (Kimball - Affinity)			
Standard double pedestal		\$1,025.00	\$0.00
Secretarial "L"\$		\$1,400.00	\$0.00
Executive "L"		\$1,450.00	\$0.00
Executive "U"		\$2,000.00	\$0.00
Tables (Kimball - Affinity)			
Rectangular, 84 x 42		\$800.00	\$0.00
Round, 48 diameter		\$675.00	\$0.00
Bookcases (Kimball)			
2-shelf wood		\$375.00	\$0.00
4-shelf wood		\$650.00	\$0.00
File cabinets (Kimball)			
2-drawer, wood		\$650.00	\$0.00
4-drawer, wood		\$1,050.00	\$0.00
Computer tables (Kimball)			
		\$400.00	\$0.00
		Subtotal:	\$0.00 <input type="checkbox"/>

Project Tasks	# of units	Cost per unit	Total
MISCELLANEOUS COST			
Permits			
		\$125.00	\$0.00
Move			
Employee in systems furniture		\$75.00	\$0.00
Employee in freestanding furniture		\$125.00	\$0.00
Shared furniture (i.e. reception & CR)		\$125.00	\$0.00
Construction			
Design		\$0.00	\$0.00
Construction materials		\$0.00	\$0.00
Labor		\$0.00	\$0.00
		Subtotal:	\$0.00 <input type="checkbox"/>
		TOTAL:	\$0.00 <input type="checkbox"/>

PROPOSAL REQUEST

AIA DOCUMENT G709

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

PROJECT:
(name, address)

PROPOSAL REQUEST NO:

OWNER:

DATE:

TO: (Contractor)

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATED:

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Description: (Written description of the Work)

Attachments: (List attached documents that support description)

ARCHITECT:

BY:

WOODBRIDGE, VA
PLOTTED: 2018/11/19 11:54:48
R:\105\41050-PWC-Fire_Station_22\DWG\Sheet\CD\CO.0-PWC COVER SHEET.dwg (1) 2018/11/15 15:02:52 Patrick Van Nuy

GENERAL NOTES

- This site has been addressed by the Prince William County Mapping Office as: **PRINCE WILLIAM COUNTY FIRE STATION 22**, 7500 CENTURY PARK DR, MANASSAS, VA 20109 (addresses for subdivision lots shall appear on the approved plot for recordation).
- Addresses assigned are for the layout of individual businesses or dwelling units and are for exterior doors as shown on this plan only. Any deviation in design or layout will require that a revised plan be submitted to the Office of Mapping for re-addressing. It is the responsibility of the developer to inform the County Office of Mapping before a change in layout occurs and to submit complete and accurate information for re-addressing. Prince William County does not assume any responsibility where re-addressing is required even though tenants have already occupied a portion of the building.
- Methods and materials used in the construction of the improvements herein shall conform to the current County construction standards and specifications and/or current VDOT standards and specifications.
- The contractor or developer is required to notify the Prince William County Department of Public Works in writing three (3) days prior to the beginning of the construction and specifically request inspection before beginning 703-792-7070.
 - Installation of approved erosion control devices.
 - Clearing and Grading.
 - Subgrade excavation.
 - Installing storm sewers or culverts.
 - Setting curb and gutter forms.
 - Placing curb and gutter.
 - Placing other concrete.
 - Placing gravel base.
 - Placing any bituminous surfacing.
 - Installing water mains outside the Service Authority's boundaries.
 - Installing sanitary sewer outside the Service Authority's boundaries.
- Measures to control erosion and siltation, including detention ponds serving as silt basins during construction, must be provided prior to issuance of the site development permit. The approval of these plans in no way relieves the developer or his agent of the responsibilities contained in the Virginia Erosion and Sediment Control Handbook.
- A permit must be obtained from the Office of the Resident Engineer, Virginia Department of Transportation (VDOT) Prince William County, prior to construction in existing State right-of-way, 707-366-1900.
- Approval of this plan does not guarantee issuance of an entrance permit by VDOT when such permit is required under State law.
- The exact location of all guard rails will be determined by VDOT personnel. A joint inspection will be held with the Developer, County Representatives, and Representatives, of the Virginia Department of Transportation (VDOT) to determine if and where guard rail and/or paved ditches will be needed. The developer will be responsible for providing guardrail and paved ditches as determined by this joint inspection. Refer to Virginia Department of Transportation (VDOT) Guard Rail and Paved Ditch Specifications.
- An approved set of plans and all applicable permits must be available at the construction site. Also, a representative of the developer must be available at all times.
- Warning signs, markers, barricades or flagmen should be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
- All unsuitable material shall be removed from the construction limits of the roadway before placing embankment.
- All pavement sections on the approved plans are based on a minimum CBR value of 10. CBR tests are to be performed by the engineer and submitted to the Prince William County Planning Office for review prior to placement of base material. CBR values less than 10 will require submittal of revised pavement section.
- All roadside ditches at grades of more than 5% shall be paved with cement concrete to the limits indicated on the plans and as required at the field inspection.
- All springs shall be capped and piped to the nearest storm sewer manholes or curb inlet. The pipe shall be minimum 6" diameter and conform to VDOT standard SB-1.
- All standard street name signs, traffic control devices, and street lights shall be installed by the developer when the first building unit is occupied.
- Construction debris shall be containerized in accordance with the Virginia Litter Control Act; no less than one litter receptacle shall be provided at the construction site.
- The contractor shall provide adequate means of cleaning mud from trucks and/or other equipment prior to entering public streets, and it is the contractors responsibility to clean streets, alley dust, and to take whatever measures are necessary to insure that the streets are maintained in a clean, mud and dust free condition at all times.
- * Notification shall be given to the appropriate utility company (Service Authority, Virginia-American Water Company, or Dale Service Corporation) prior to construction of water and/or sanitary sewer lines. Information should also be obtained from the appropriate authority concerning permits, cut sheets, and connections to existing lines.
- All sanitary sewers and water mains and appurtenances shall be constructed in accordance with the current standards and specifications of Prince William County and/or the Service Authority.
- The developer and/or contractor shall be responsible to supply all utility companies with copies of plans that have been approved by Prince William County and advising them that all grading shall conform to the approved plans, and further that the utility companies shall be responsible for honoring these plans and the finished grades in the installation of their utility lines.
- Contractors shall notify operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition. Names and telephone numbers of the operators underground utility lines in Prince William County appear below. These numbers shall also be used to serve in an emergency condition.

Washington Gas Light Co.	Service Authority
Virginia Power Co.	703-335-7900
Northern Virginia Electric Co-op	(After hours-Emergency 335-7990)
Columbia Gas of Virginia	Virginia-American Water
Continental Telephone of VA	703-491-2136
Colonial Pipeline Co.	Dale Service Corporation
Transcontinental Gas Pipe Line Corp.	703-494-4161
- The service Authority requires that a clean-out be placed within one foot (0.3 meters) of the property line.
- The location of existing utilities shown in these plans are taken from existing records. It shall be the contractors responsibility to verify the exact horizontal and vertical location of all existing utilities as needed prior to construction. The contractor shall inform the engineer of any conflicts arising from his existing utility verification and the proposed construction.
- The developer will be responsible for any damage to the existing streets and utilities which occurs as a result of his construction project within or contiguous to the existing right-of-way.
- All utilities placed under existing streets shall be bored or jacked.
- When grading is proposed within easements of utilities, letters of permission from all involved companies must be provided to Prince William County Planning Office prior to issuance of grading and/or site development permits.
- The developer will be responsible for the relocation of any utilities which is required as a result of his project. The relocation should be done prior to construction.
- Before burning, blasting, transportation or storage of explosives in Prince William County, a permit shall be obtained from the Fire Marshal's Office, 792-6360.
- Fire and Rescue Services must be notified immediately (703-792-6810) in the event that unusual items such as tanks, cylinders, unidentified containers, etc. which could contain potentially hazardous materials are discovered or observed. All activities must cease and not be resumed until authorization to proceed is given by the Fire Marshal's Office.
- Sidewalk underdrains shall be installed per Section 650.65 of the Design and Construction Standards Manual.
- All walkways outside of the right-of-way limits will be maintained by the homeowners association.
- Maintenance of the Storm Drainage or Storm Water Management facilities located therein shall be pursuant to Section 700 of the Prince William County Design and Construction Standards Manual.
- If units shown on this plan will be occupied in phases, a phasing plan must be approved by the engineering inspection branch prior to the issuance of any occupancy permits. (Detached single family subdivision exempt.)
- All known gravesites. Gravesites shown on this plan will be protected in accordance with state law. In the event gravesites are discovered during construction, the County's Archaeologist must be notified immediately (792-6830). All activities must cease and not be resumed until authorization to proceed is given by the County Archaeologist.
- Roof top mechanical equipment, if any, must be enclosed within a wall or similar screening barrier, designed in harmony with the building.
- Individual sign permits will be required from the Zoning Office for all free standing and facade signs prior to erecting the signs.
- All buffer areas shall be screened according to the Design and Construction Standards Manual.
- For proffer statements and proffer analyses, see project booklet.
- For waivers see sheet(s) L200.
- Anticipated sewage flows: _____
- Anticipated fire flows: BALLS FORD ROAD EAST FLOW AT 20 PSI=3482 GPM, BALLS FOR ROAD WEST FLOW AT 20 PSI=2838 GPM
- Distance to nearest existing school or proposed school site: 0.83 MILES

LEGEND

EXISTING INTERMEDIATE CONTOUR		32	FLOW LINE	
EXISTING INDEX CONTOUR		230	FENCELINE	
EXISTING CONTOUR		32	EXISTING UTILITY POLE	
PROPOSED EDGE OF PAVEMENT		EX. E/P	PROPOSED UTILITY POLE	
PROPOSED EDGE OF PAVEMENT		PROP. E/P	EXISTING WATERLINE W/ TEE	
EXISTING CURB AND GUTTER		EX. C. & G	PROPOSED WATERLINE W/ TEE	
PROPOSED CURB AND GUTTER		CG-6	EXISTING FIRE HYDRANT	
TRANSITION FROM CG-6 TO CG-6R		CG-6 CG-6R	PROPOSED FIRE HYDRANT	
EXISTING TELEPHONE LINE		T	EXISTING WATER VALVE	
PROPOSED TELEPHONE LINE		T	PROPOSED WATER VALVE	
EXISTING STORM SEWER		EX. 15" RCP	PROPOSED WATER METER	
PROPOSED STORM SEWER		PROP. 15" RCP	EXISTING REDUCER	
EXISTING SANITARY SEWER		S	PROPOSED REDUCER	
PROPOSED SANITARY SEWER		S	STOP SIGN	
EXISTING ELECTRIC SERVICE		E	HANDICAP RAMP (CG-12)	
PROPOSED ELECTRIC SERVICE		E	INDICATES LOCATION OF STD VDOT CG-12 AND/OR JURISDICTIONAL STANDARD RAMP CONSTRUCTION	
EXISTING GAS LINE		G	PARKING INDICATOR	
PROPOSED GAS LINE		G	INDICATES THE NUMBER OF TYPICAL PARKING SPACES	
PROPERTY LINE		P	TEST PIT LOCATION	
EASEMENT LINE		E	CRITICAL SLOPE	
CENTERLINE		C	SLOPES TO BE SEED, MULCHED & TACKED PURSUANT TO SECTION 710.030 PRINCE WILLIAM COUNTY DESIGN & CONSTRUCTION STANDARDS MANUAL	
LIMITS OF CLEARING AND GRADING		12.0	VEHICLES PER DAY COUNT	
EXISTING SPOT ELEVATION		+ 12.0	PROPOSED BUILDING ENTRANCE	
PROPOSED SPOT ELEVATION		+ 12.0	EXISTING STREET LIGHT	
EXISTING TREE DRIP LINE		15" OAK	PROPOSED STREET LIGHT	
EXISTING TREE		15" OAK	PROPOSED STREET NAME SIGN	
PROPOSED TREE		15" OAK	PROPOSED SANITARY LATERAL CLEANOUT	
			SANITARY MANHOLE IDENTIFIER	
			STORM DRAIN STRUCTURE IDENTIFIER	

SURVEY AND TOPOGRAPHIC INFORMATION

- Horizontal and vertical control surveys were performed by **TIMMONS GROUP** in **NAD83**.
- All elevations must be referenced to the National Geodetic Vertical Datum of 1929 (NGVD 29).
- Source of topographic mapping is **TIMMONS GROUP** dated **JANUARY 2018**.
- Boundary survey was performed by **TIMMONS GROUP** dated **JANUARY 2018**.
- The application of the professional's seal and signature as required by Section 1.14 of the STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS RULES AND REGULATIONS shall be evidence that: the boundary data is correct to the best of the land surveyor's knowledge, and complies with the minimum standards and procedures of the said Board; the topographic information is accurate to within one-half of the contour interval, as shown. Application of the seal and signature indicates acceptance of responsibility for the work shown hereon.

PRINCE WILLIAM COUNTY SANITATION AUTHORITY

- THIS PLAN COMPLIES WITH THE NEW PRINCE WILLIAM COUNTY SERVICE AUTHORITY UTILITY STANDARDS MANUAL WHICH WENT INTO EFFECT ON FEBRUARY 1, 2017. ALL UTILITY PERMITS ISSUED AFTER THIS DATE MUST COMPLY WITH THE CONSTRUCTION CRITERIA IN THE NEW MANUAL, INCLUDING ANY REVISIONS WHICH HAVE BEEN ISSUED.

BMP CREDIT

- APPLICANT SHALL PROVIDE A PROOF OF PURCHASE OF THE OFFSITE NUTRIENT CREDITS (FROM THE NONPOINT SOURCE CREDIT BANKS APPROVED BY THE DEQ) IN THE FORM OF PURCHASE AND SALE AGREEMENT PRIOR TO APPLYING FOR THE LAND DISTURBANCE PERMIT OR THE CONSTRUCTION GENERAL PERMIT, WHICHEVER COMES FIRST.

DESIGNATED PLANS EXAMINER CERTIFICATE

1ST SUBMISSION REVIEWED AND RECOMMENDED FOR SUBMISSION

DESIGNATED PLANS EXAMINER	REG. NUMBER	DATE
---------------------------	-------------	------

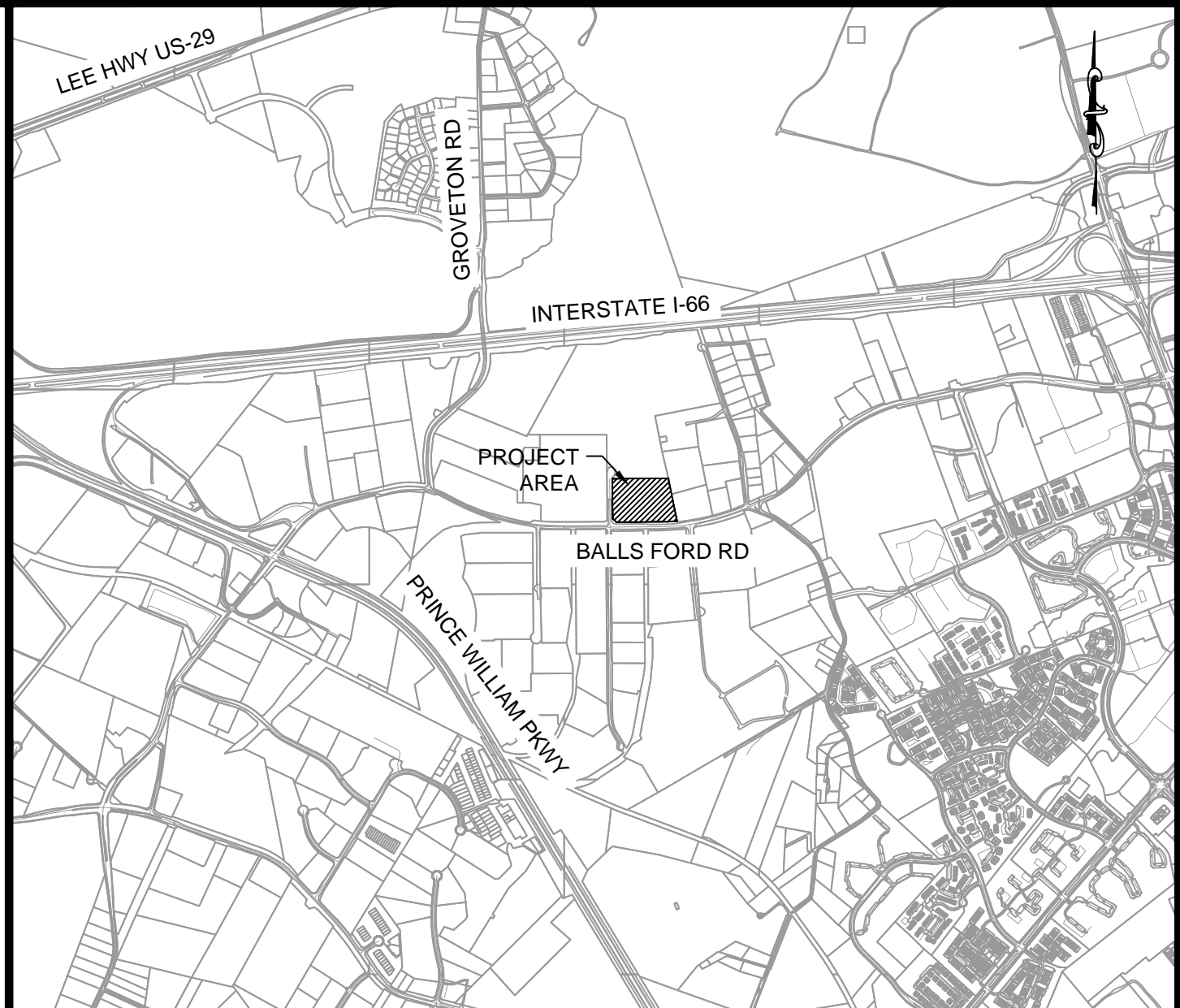
2ND SUBMISSION REVIEWED AND RECOMMENDED FOR SUBMISSION

DESIGNATED PLANS EXAMINER	REG. NUMBER	DATE
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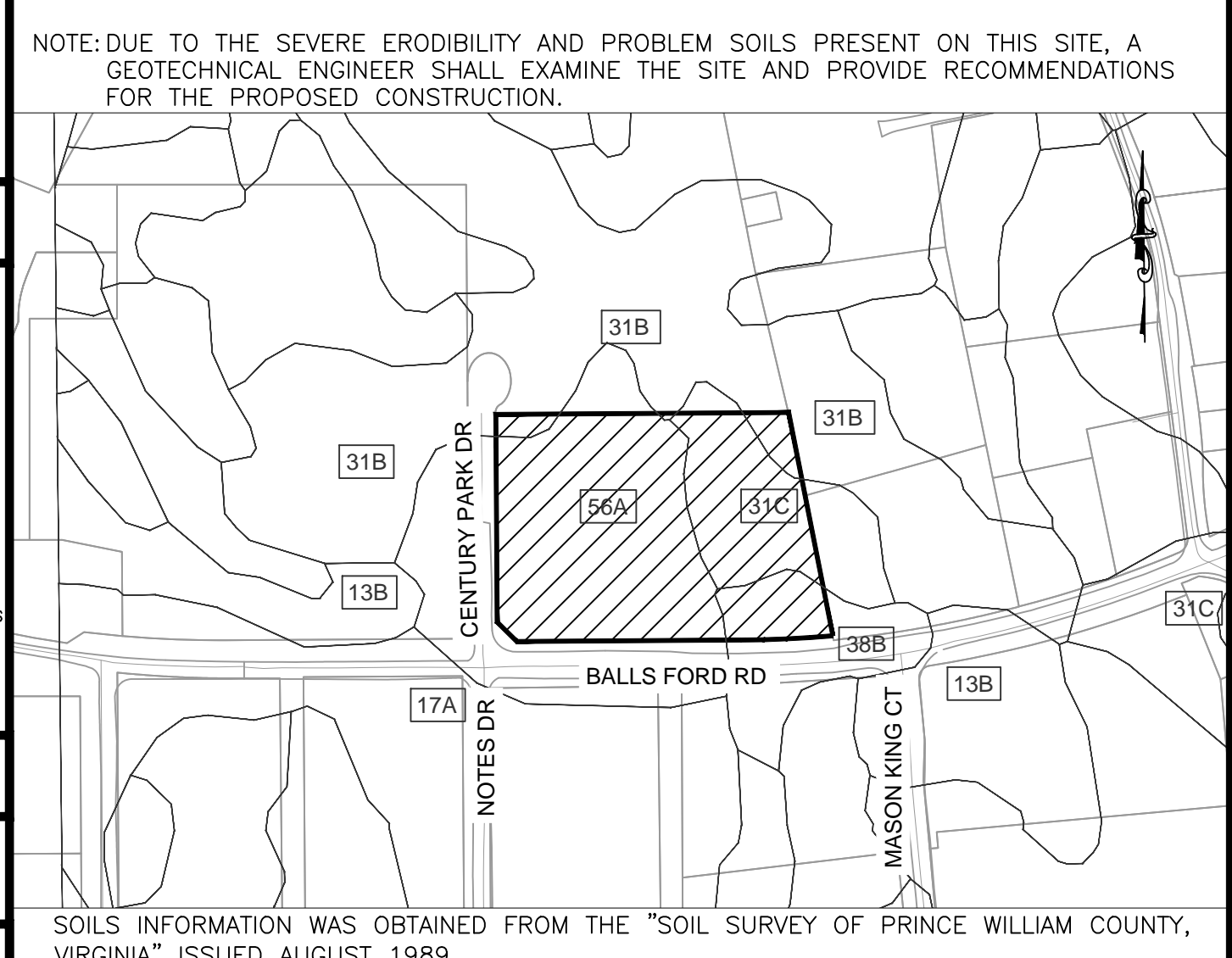
BOND ESTIMATE

PERFORMANCE BOND:	LANDSCAPE ESCROWS:
TOTAL CONSTRUCTION COST: \$667,425	TOTAL COST: \$41,240
A. ADMINISTRATIVE COST- 10% OF TOTAL CONSTRUCTION COST, NOT TO EXCEED \$50,000: \$50,000	SILTATION AND EROSION ESCROWS:
COMPOUNDED ANNUALLY AT 3.0% PER YEAR OF THE TOTAL CONSTRUCTION COST: \$20,023	TOTAL COST: \$147,005
TOTAL PERFORMANCE BOND: \$787,448	ADMIN 10%: \$14,700
	TOTAL SILTATION AND EROSION ESCROW AMOUNT: \$161,705

VICINITY MAP



SOILS MAP



SCALE 1"=400'

SOILS DATA

UNIT	POTENTIAL	SLOPE	PERMEABILITY	ERODIBILITY	AVAILABLE WATER CAPACITY	SURFACE RUNOFF	FLOODING	DEPTH TO ROCK	K
31B	D	2-7%	JACKLAND - SURFACE - MODERATE SUBSOIL - VERY SLOW SUBSTRATUM - MODERATE	MODERATE	MODERATE	SLOW TO MEDIUM	NONE	GREATER THAN 5'	0-0.07
31C	D	7-15%	JACKLAND - SURFACE - MODERATE SUBSOIL - VERY SLOW SUBSTRATUM - MODERATE	MODERATE	MODERATE	MEDIUM	NONE	GREATER THAN 5'	0-0.07
38B	B	0-5%	MEADOW/LAKE LOAM SURFACE - MODERATELY RAPID SUBSOIL - MODERATE TO MODERATELY RAPID SUBSTRATUM - MODERATE	SLIGHT TO MODERATE	HIGH	SLOW TO MEDIUM	NONE	GREATER THAN 5'	0.07-0.30
56A	D	0-2%	WAXPOOL SILT LOAM SURFACE - MODERATE SUBSOIL - SLOW TO VERY SLOW SUBSTRATUM - MODERATELY RAPID	SLIGHT	MODERATE	SLOW	NONE	GREATER THAN 5'	0-0.08

REVIEWED BY: _____ APPROVED BY: _____

This plan has been reviewed and has been found to be in general conformance with the requirements of Prince William County. The developer is hereby authorized to obtain all necessary land development permits, subject to all designs, procedures, materials and workmanship being in compliance with lawful requirements. If not bonded or permitted (if applicable) within five (5) years of the authorized date or lawfully extended, this authorization will expire. A valid agreement and bond with Prince William County must be maintained to assure plan and permit validity.

Sheet List Table

Sheet Number	Sheet Title
C000	PWC COVER SHEET
C100	GENERAL NOTES AND DETAILS
C101	GENERAL NOTES AND DETAILS
C102	GENERAL NOTES AND DETAILS
C200	EQUIPMENT OWNERS
C201	EXISTING CONDITIONS & DEMOLITION PLAN
C202	EXISTING EASEMENT PLAN
C203	PROPOSED EASEMENT PLAN
C300	E&S PHASE 1
C301	E&S PHASE 2
C302	E&S NOTES AND DETAILS
C303	E&S NOTES AND DETAILS
C304	E&S NOTES AND DETAILS
C305	POLLUTION PREVENTION PLAN
C306	SOILS IDENTIFICATION MAP
C307	BORING LOGS
C308	BORING LOGS
C309	GEOTECHNICAL INVESTIGATION
C400	SITE LAYOUT PLAN
C401	FIRE LANE & MARKING PLAN
C402	SIGHT DISTANCE
C500	UTILITY PLAN
C501	WATERLINE & PROFILE DETAILS
C502	SANITARY SEWER PROFILE & DETAILS
C503	PWCSA INFORMATION SHEET
C504	PWCSA INSPECTOR SHEET
C600	GRADING PLAN
C601	DETAILED GRADING PLAN
C602	STORM SEWER PROFILE
C603	STORM SEWER COMPUTATIONS
C604	STORM SEWER DETAILS
C605	STORM SEWER DETAILS
C606	STORM SEWER DETAILS
C607	DITCH COMPUTATIONS
C608	DITCH COMPUTATIONS
C609	DITCH COMPUTATIONS
C700	BMP AREA MAP
C701	SWM COMPUTATIONS
C702	SWM COMPUTATIONS
C703	CHANNEL & FLOOD PROTECTION ANALYSIS
C704	CHANNEL & FLOOD PROTECTION COMPUTATIONS
C705	STORMWATER MANAGEMENT COMPUTATIONS
C706	STORMWATER MANAGEMENT COMPUTATIONS
C707	STORMWATER MANAGEMENT NOTES
C708	OVERALL DRAINAGE AREA COMPUTATIONS
C709	OVERALL SWM COMPUTATIONS
C710	EXISTING SEDIMENT BASIN COMPUTATIONS
C711	OVERALL SWM COMPUTATIONS
C712	STORMWATER MANAGEMENT FORTY-TWO YEAR STORM COMPUTATIONS
C713	STORMWATER MANAGEMENT FORTY-TWO YEAR STORM COMPUTATIONS
C800	UNIT PRICE LIST
L100	LANDSCAPE PLAN
L200	LANDSCAPE DETAILS
L201	LANDSCAPE DETAILS
ED-01A	SITE PHOTOGRAPHIC PLAN
R200	TRAFFIC SIGNAL SUMMARY OF QUANTITIES
R300	TRAFFIC SIGNAL PLAN
R301	TRAFFIC SIGNAL PLAN FUTURE WIDENING

58 TOTAL SHEETS

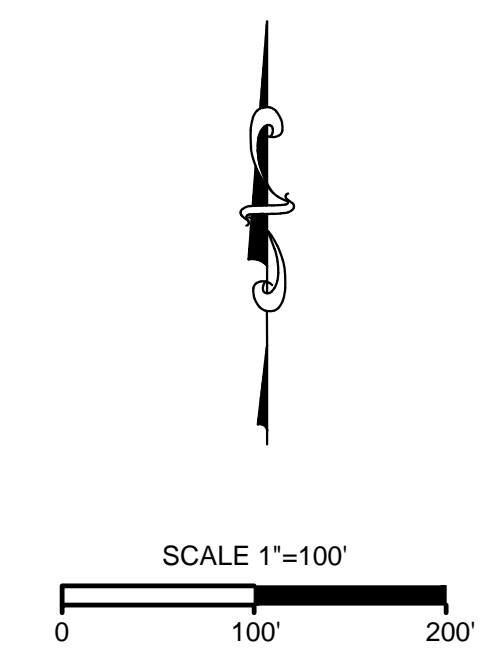
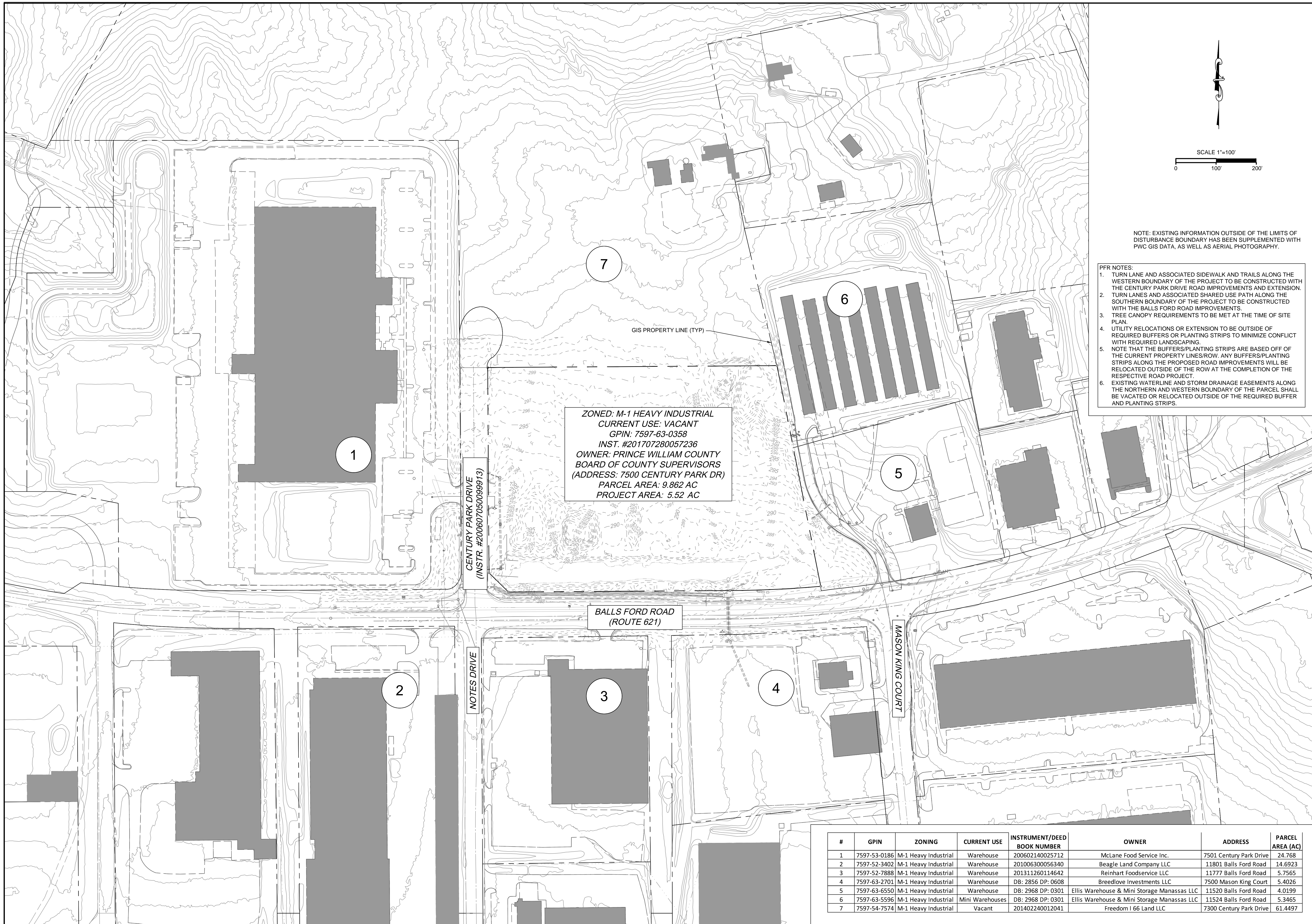
REVISIONS

DATE	DESIGNER	NO.	DESCRIPTION
07/31/18	LTF	1	QA/QC SUBMISSION
09/13/18	LTF	2	PWC FIRST SUBMISSION
11/02/18	LTF	3	PWC SECOND SUBMISSION

PRINCE WILLIAM COUNTY COVER SHEET

PROJECT NAME: PRINCE WILLIAM COUNTY FIRE STATION 22	TIMMONS GROUP NO.: 41050
SUBDIVISION or SITE PLAN NAME: PRINCE WILLIAM COUNTY FIRE STATION 22	PLAN NUMBER: SPR2019-00035S02
MAGISTERIAL DISTRICT: GAINESVILLE	PLAN TYPE: SITE PLAN
OWNER: PRINCE WILLIAM COUNTY BOARD OF COUNTY SUPERVISORS	DATE OF PLAN: (MM/DD/YYYY) 07/31/2018
OWNER ADDRESS: 1 COUNTY COMPLEX CT WOODBRIDGE, VA 22192	PRESENT ZONING & USE: M-1 - VACANT
OWNER PHONE#: (703) 791-7308	
DEVELOPER: PWC DEPARTMENT OF PUBLIC WORKS	DEVELOPER PHONE#: (703) 792-4061
DEVELOPER ADDRESS: 5 COUNTY COMPLEX CT WOODBRIDGE, VA 22192	DEVELOPER FAX#:
NAME, ADDRESS, & TELEPHONE NO. of ENGINEER: TIMMONS GROUP 20110 ASHBROOK PLACE, SUITE 100 ASHBURN, VA. 20147	
ARCHITECT or SURVEYOR CERTIFYING PLAN: PARCEL IDENTIFICATION NUMBERS: GPIN 7597-63-0358	
TOTAL AREA: 9.8626 ACRES PROJECT AREA: 5.52 ACRES DISTURBED AREA: 5.52 ACRES IMPERVIOUS AREA: 2.22 ACRES BMP STORAGE: 24,342 CF	
RELATED PLANS TRACKING NUMBERS (Including Rez. & S.U.P.): FN-SP04-00340	

Subdivision/Site Plan Name: PRINCE WILLIAM COUNTY FIRE STATION 22
PWC File Number: SPR2019-00035S02



NOTE: EXISTING INFORMATION OUTSIDE OF THE LIMITS OF DISTURBANCE BOUNDARY HAS BEEN SUPPLEMENTED WITH PWC GIS DATA, AS WELL AS AERIAL PHOTOGRAPHY.

PFR NOTES:

- TURN LANE AND ASSOCIATED SIDEWALK AND TRAILS ALONG THE WESTERN BOUNDARY OF THE PROJECT TO BE CONSTRUCTED WITH THE CENTURY PARK DRIVE ROAD IMPROVEMENTS AND EXTENSION.
- TURN LANES AND ASSOCIATED SHARED USE PATH ALONG THE SOUTHERN BOUNDARY OF THE PROJECT TO BE CONSTRUCTED WITH THE BALLS FORD ROAD IMPROVEMENTS.
- TREE CANOPY REQUIREMENTS TO BE MET AT THE TIME OF SITE PLAN.
- UTILITY RELOCATIONS OR EXTENSION TO BE OUTSIDE OF REQUIRED BUFFERS OR PLANTING STRIPS TO MINIMIZE CONFLICT WITH REQUIRED LANDSCAPING.
- NOTE THAT THE BUFFERS/PLANTING STRIPS ARE BASED OFF OF THE CURRENT PROPERTY LINES/ROW. ANY BUFFERS/PLANTING STRIPS ALONG THE PROPOSED ROAD IMPROVEMENTS WILL BE RELOCATED OUTSIDE OF THE ROW AT THE COMPLETION OF THE RESPECTIVE ROAD PROJECT.
- EXISTING WATERLINE AND STORM DRAINAGE EASEMENTS ALONG THE NORTHERN AND WESTERN BOUNDARY OF THE PARCEL SHALL BE VACATED OR RELOCATED OUTSIDE OF THE REQUIRED BUFFER AND PLANTING STRIPS.

#	GPIN	ZONING	CURRENT USE	INSTRUMENT/DEED BOOK NUMBER	OWNER	ADDRESS	PARCEL AREA (AC)
1	7597-53-0186	M-1 Heavy Industrial	Warehouse	200602140025712	McLane Food Service Inc.	7501 Century Park Drive	24.768
2	7597-52-3402	M-1 Heavy Industrial	Warehouse	201006300056340	Beagle Land Company LLC	11801 Balls Ford Road	14.6923
3	7597-52-7888	M-1 Heavy Industrial	Warehouse	201311260114642	Reinhart Foodservice LLC	11777 Balls Ford Road	5.7565
4	7597-63-2701	M-1 Heavy Industrial	Warehouse	DB: 2856 DP: 0608	Breedlove Investments LLC	7500 Mason King Court	5.4026
5	7597-63-6550	M-1 Heavy Industrial	Warehouse	DB: 2968 DP: 0301	Ellis Warehouse & Mini Storage Manassas LLC	11520 Balls Ford Road	4.0199
6	7597-63-5596	M-1 Heavy Industrial	Mini Warehouses	DB: 2968 DP: 0301	Ellis Warehouse & Mini Storage Manassas LLC	11524 Balls Ford Road	5.3465
7	7597-54-7574	M-1 Heavy Industrial	Vacant	201402240012041	Freedom I 66 Land LLC	7300 Century Park Drive	61.4497

TIMMONS GROUP

PRINCE WILLIAM COUNTY FIRE STATION 22

GAINESVILLE MAGISTERIAL DISTRICT-MANASSAS, VA

ADJACENT OWNERS

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YOUR VISION ACHIEVED THROUGH OURS.

REVISION DESCRIPTION
 01/03/18 SUBMISSION
 PWC FIRST SUBMISSION
 PWC SECOND SUBMISSION

DATE	DATE
07/31/18	07/31/18
09/13/18	
11/02/18	

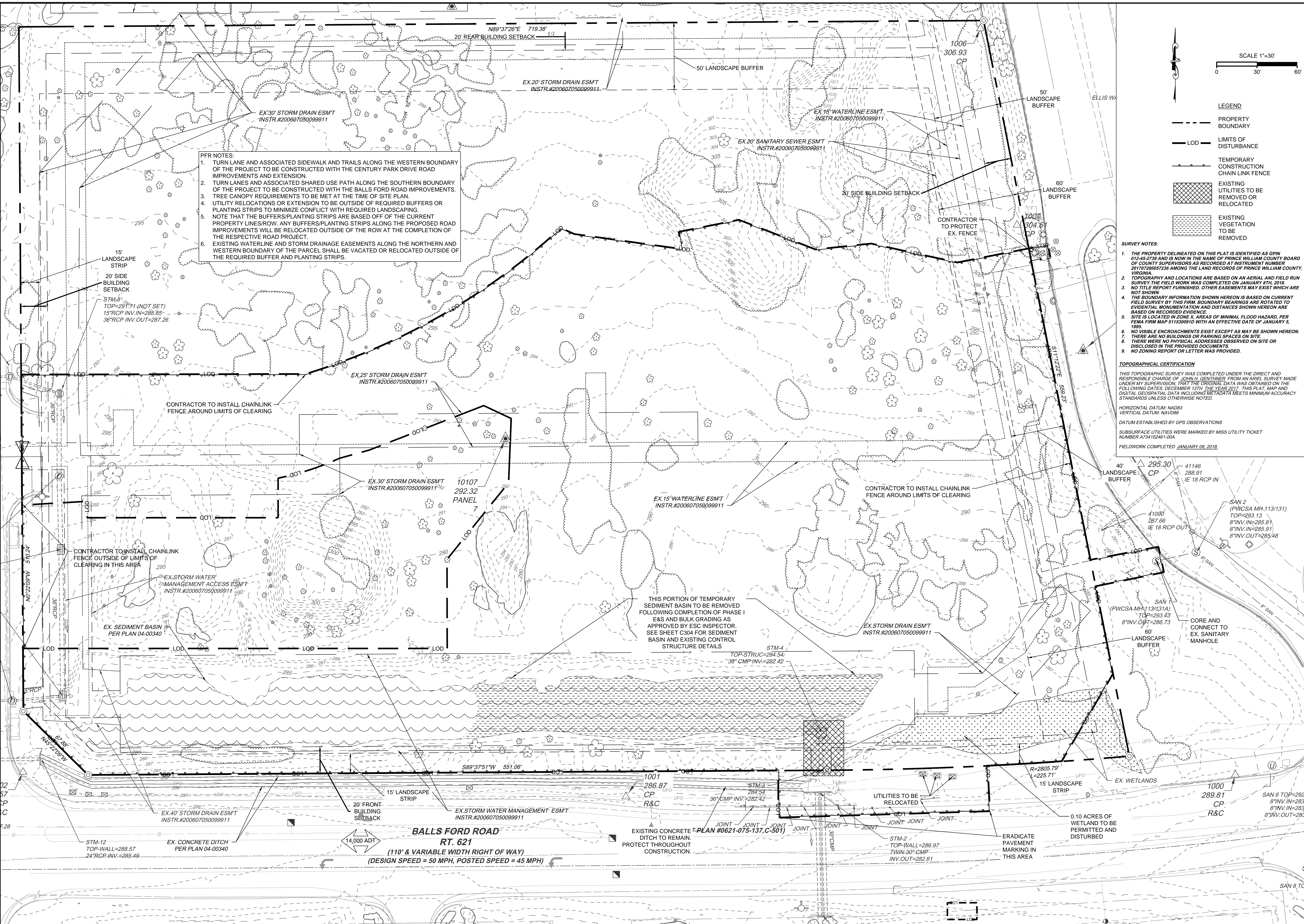
DRAWN BY
BP

CHECKED BY
LTF

SCALE
SEE PLAN

JOB NO.
41050

SHEET NO.
C200



PFR NOTES:

- TURN LANE AND ASSOCIATED SIDEWALK AND TRAILS ALONG THE WESTERN BOUNDARY OF THE PROJECT TO BE CONSTRUCTED WITH THE CENTURY PARK DRIVE ROAD IMPROVEMENTS AND EXTENSION.
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LEGEND

- PROPERTY BOUNDARY
- LIMITS OF DISTURBANCE
- TEMPORARY CONSTRUCTION CHAIN LINK FENCE
- EXISTING UTILITIES TO BE REMOVED OR RELOCATED
- EXISTING VEGETATION TO BE REMOVED

SURVEY NOTES:

- THE PROPERTY DELINEATED ON THIS PLAT IS IDENTIFIED AS GPIN 012-45-2739 AND IS NOW IN THE NAME OF PRINCE WILLIAM COUNTY BOARD OF COUNTY SUPERVISORS AS RECORDED AT INSTRUMENT NUMBER 2017022809238 AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.
- TOPOGRAPHY AND LOCATIONS ARE BASED ON AN AERIAL AND FIELD RUN SURVEY THE FIELD WORK WAS COMPLETED ON JANUARY 8TH, 2018.
- NO TITLE REPORT FURNISHED. OTHER EASEMENTS MAY EXIST WHICH ARE NOT SHOWN.
- THE BOUNDARY INFORMATION SHOWN HEREON IS BASED ON CURRENT FIELD SURVEY BY THIS FIRM. BOUNDARY BEARINGS ARE ROTATED TO EVIDENTIAL MONUMENTATION AND DISTANCES SHOWN HEREON ARE BASED ON RECORDED EVIDENCE.
- SITE IS LOCATED IN ZONE X, AREAS OF MINIMAL FLOOD HAZARD, PER FEMA FIRM MAP 51530901D WITH AN EFFECTIVE DATE OF JANUARY 5, 1995.
- NO VISIBLE ENCROACHMENTS EXIST EXCEPT AS MAY BE SHOWN HEREON.
- THERE ARE NO BUILDINGS OR PARKING SPACES ON SITE.
- THERE WERE NO PHYSICAL ADDRESSES OBSERVED ON SITE OR DISCLOSED IN THE PROVIDED DOCUMENTS.
- NO ZONING REPORT OR LETTER WAS PROVIDED.

TOPOGRAPHICAL CERTIFICATION

THIS TOPOGRAPHIC SURVEY WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF JOHN H. GENTHNER FROM AN AERIAL SURVEY MADE UNDER MY SUPERVISION. THAT THE ORIGINAL DATA WAS OBTAINED ON THE FOLLOWING DATES: DECEMBER 13TH, THE YEAR 2017. THIS PLAT, MAP AND DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

HORIZONTAL DATUM: NAD83
VERTICAL DATUM: NAVD83
DATUM ESTABLISHED BY GPS OBSERVATIONS
SUBSURFACE UTILITIES WERE MARKED BY MISS UTILITY TICKET NUMBER A734102461-00A
FIELDWORK COMPLETED JANUARY 08, 2018.

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20110 Ashland Road, Suite 20147
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REVISION	DATE	DESCRIPTION
01	07/31/18	CV/C SUBMISSION
02	09/13/18	PWC FIRST SUBMISSION
03	11/02/18	PWC SECOND SUBMISSION

YOUR VISION ACHIEVED THROUGH OURS.

DATE	DATE
07/31/18	07/31/18

DRAWN BY: BP
DESIGNED BY: BP
CHECKED BY: LTF
SCALE: SEE PLAN

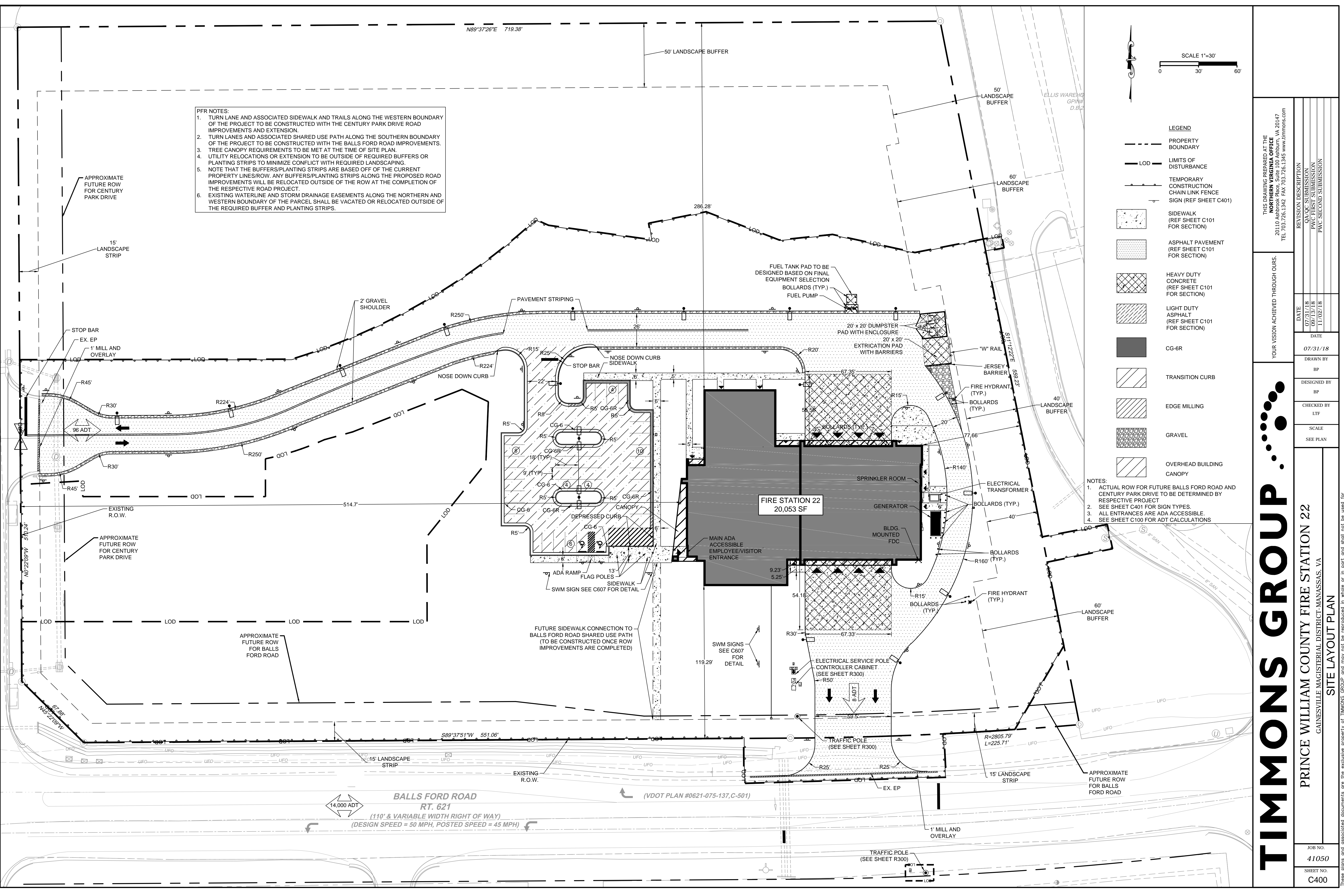
TIMMONS GROUP

PRINCE WILLIAM COUNTY FIRE STATION 22
GAINESVILLE MAGISTERIAL DISTRICT-MANASSAS, VA

EXISTING CONDITIONS & DEMOLITION PLAN

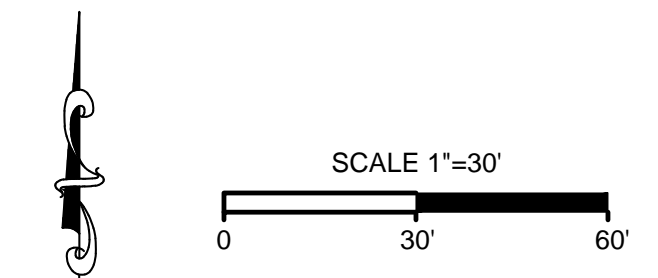
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JOB NO.	SHEET NO.
41050	C201



PFR NOTES:

- TURN LANE AND ASSOCIATED SIDEWALK AND TRAILS ALONG THE WESTERN BOUNDARY OF THE PROJECT TO BE CONSTRUCTED WITH THE CENTURY PARK DRIVE IMPROVEMENTS AND EXTENSION.
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LEGEND

- PROPERTY BOUNDARY
- LIMITS OF DISTURBANCE
- TEMPORARY CONSTRUCTION CHAIN LINK FENCE SIGN (REF SHEET C401)
- SIDEWALK (REF SHEET C101 FOR SECTION)
- ASPHALT PAVEMENT (REF SHEET C101 FOR SECTION)
- HEAVY DUTY CONCRETE (REF SHEET C101 FOR SECTION)
- LIGHT DUTY ASPHALT (REF SHEET C101 FOR SECTION)
- CG-6R
- TRANSITION CURB
- EDGE MILLING
- GRAVEL
- OVERHEAD BUILDING CANOPY

NOTES:

- ACTUAL ROW FOR FUTURE BALLS FORD ROAD AND CENTURY PARK DRIVE TO BE DETERMINED BY RESPECTIVE PROJECT
- SEE SHEET C401 FOR SIGN TYPES
- ALL ENTRANCES ARE ADA ACCESSIBLE
- SEE SHEET C100 FOR ADT CALCULATIONS

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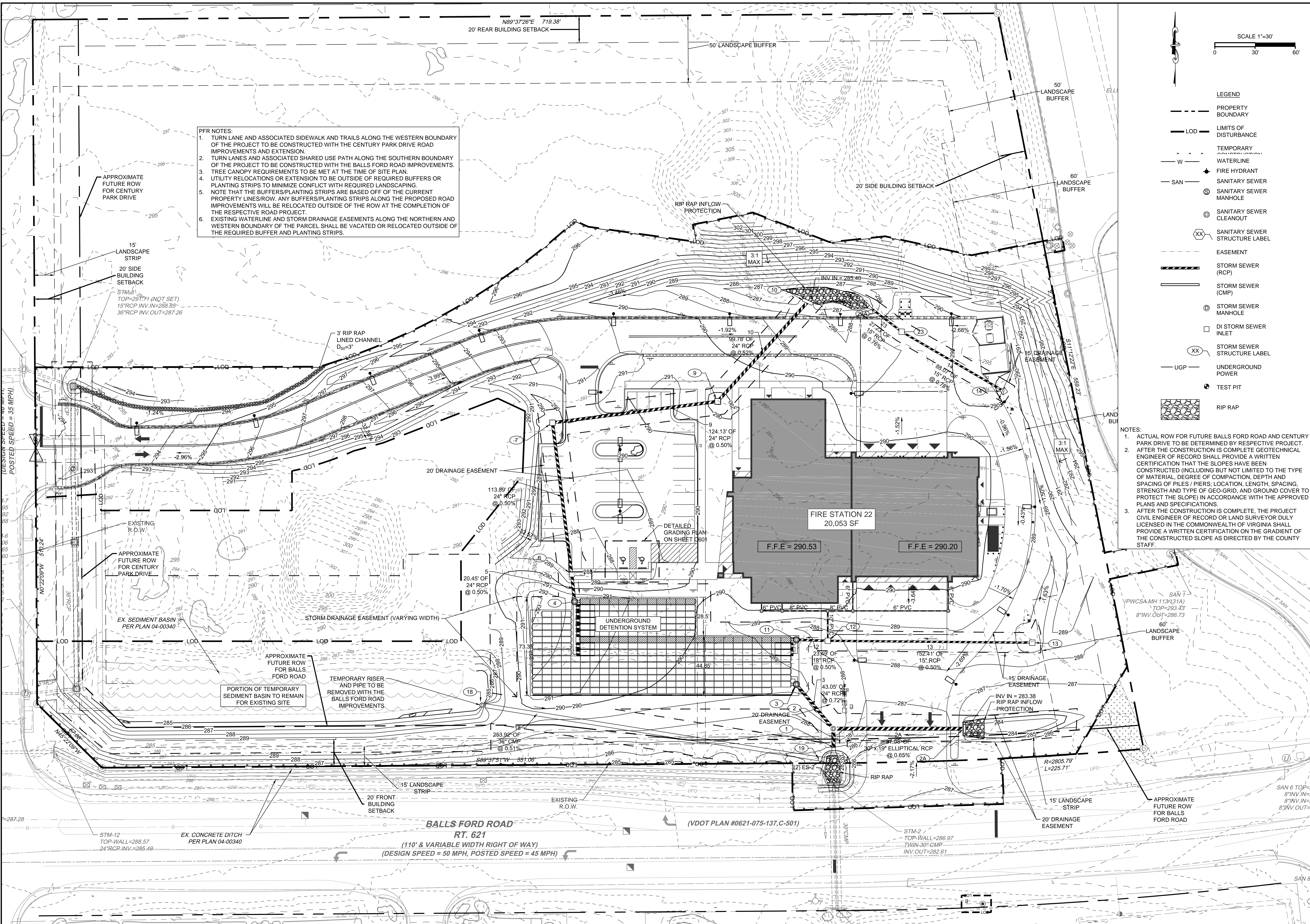
DATE	REVISION DESCRIPTION
07/31/18	CV/OC SUBMISSION
09/13/18	PWC FIRST SUBMISSION
11/02/18	PWC SECOND SUBMISSION

TIMMONS GROUP

PRINCE WILLIAM COUNTY FIRE STATION 22
 GAINESVILLE MAGISTERIAL DISTRICT-MANASSAS, VA
 SITE LAYOUT PLAN

JOB NO.	41050
SHEET NO.	C400

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PFR NOTES:

1. TURN LANE AND ASSOCIATED SIDEWALK AND TRAILS ALONG THE WESTERN BOUNDARY OF THE PROJECT TO BE CONSTRUCTED WITH THE CENTURY PARK DRIVE ROAD IMPROVEMENTS AND EXTENSION.
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5. EXISTING WATERLINE AND STORM DRAINAGE EASEMENTS ALONG THE NORTHERN AND WESTERN BOUNDARY OF THE PARCEL SHALL BE VACATED OR RELOCATED OUTSIDE OF THE REQUIRED BUFFER AND PLANTING STRIPS.

SCALE 1"=30'

LEGEND

- PROPERTY BOUNDARY
- LOD LIMITS OF DISTURBANCE
- - - W TEMPORARY CONSTRUCTION WATERLINE
- SAN SANITARY SEWER
- ⊙ SANITARY SEWER MANHOLE
- ⊙ SANITARY SEWER CLEANOUT
- ⊙ SANITARY SEWER STRUCTURE LABEL
- - - EASEMENT
- STORM SEWER (RCP)
- STORM SEWER (CMP)
- ⊙ STORM SEWER MANHOLE
- ⊙ DI STORM SEWER INLET
- ⊙ STORM SEWER STRUCTURE LABEL
- UGP UNDERGROUND POWER
- ⊙ TEST PIT
- ⊙ RIP RAP

NOTES:

1. ACTUAL ROW FOR FUTURE BALLS FORD ROAD AND CENTURY PARK DRIVE TO BE DETERMINED BY RESPECTIVE PROJECT.
2. AFTER THE CONSTRUCTION IS COMPLETE GEOTECHNICAL ENGINEER OF RECORD SHALL PROVIDE A WRITTEN CERTIFICATION THAT THE SLOPES HAVE BEEN CONSTRUCTED (INCLUDING BUT NOT LIMITED TO THE TYPE OF MATERIAL, DEGREE OF COMPACTION, DEPTH AND SPACING OF PILES / PIERS; LOCATION, LENGTH, SPACING, STRENGTH AND TYPE OF GEO-GRID, AND GROUND COVER TO PROTECT THE SLOPE) IN ACCORDANCE WITH THE APPROVED PLANS AND SPECIFICATIONS.
3. AFTER THE CONSTRUCTION IS COMPLETE, THE PROJECT CIVIL ENGINEER OF RECORD OR LAND SURVEYOR DULY LICENSED IN THE COMMONWEALTH OF VIRGINIA SHALL PROVIDE A WRITTEN CERTIFICATION ON THE GRADIENT OF THE CONSTRUCTED SLOPE AS DIRECTED BY THE COUNTY STAFF.

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REVISION DESCRIPTION	DATE
CV/C SUBMISSION	07/31/18
PWC FIRST SUBMISSION	09/13/18
PWC SECOND SUBMISSION	11/02/18

DATE: 07/31/18
 DRAWN BY: BP
 DESIGNED BY: BP
 CHECKED BY: LTF
 SCALE: SEE PLAN

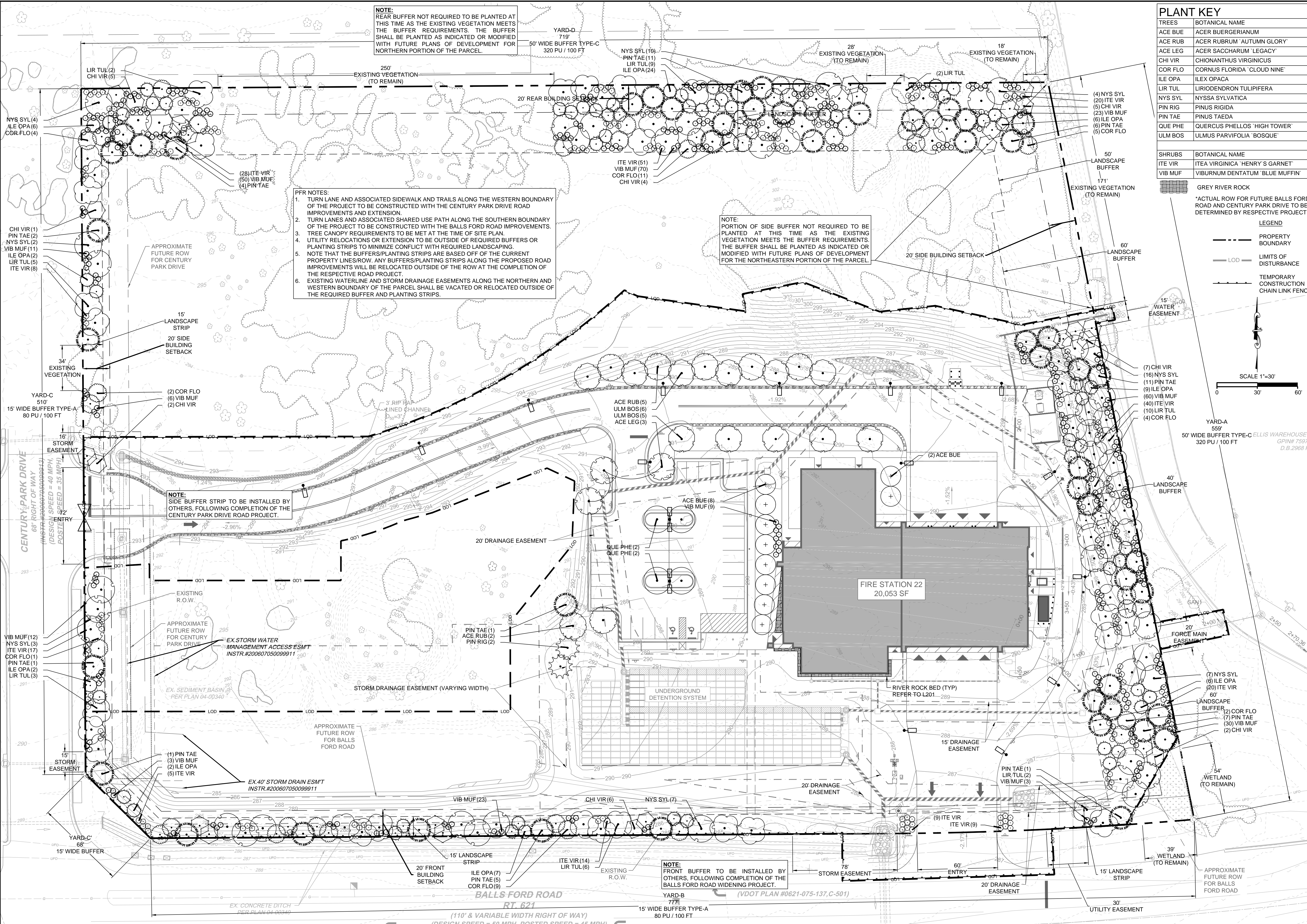
TIMMONS GROUP

PRINCE WILLIAM COUNTY FIRE STATION 22
 GAINESVILLE MAGISTERIAL DISTRICT-MANASSAS, VA

GRADING PLAN

JOB NO. 41050
 SHEET NO. C600

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NOTE:
 REAR BUFFER NOT REQUIRED TO BE PLANTED AT THIS TIME AS THE EXISTING VEGETATION MEETS THE BUFFER REQUIREMENTS. THE BUFFER SHALL BE PLANTED AS INDICATED OR MODIFIED WITH FUTURE PLANS OF DEVELOPMENT FOR NORTHERN PORTION OF THE PARCEL.

- PR NOTES:**
- TURN LANE AND ASSOCIATED SIDEWALK AND TRAILS ALONG THE WESTERN BOUNDARY OF THE PROJECT TO BE CONSTRUCTED WITH THE CENTURY PARK DRIVE ROAD IMPROVEMENTS AND EXTENSION.
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 - UTILITY RELOCATIONS OR EXTENSION TO BE OUTSIDE OF REQUIRED BUFFERS OR PLANTING STRIPS TO MINIMIZE CONFLICT WITH REQUIRED LANDSCAPING.
 - NOTE THAT THE BUFFERS/PLANTING STRIPS ARE BASED OFF OF THE CURRENT PROPERTY LINES/ROW. ANY BUFFERS/PLANTING STRIPS ALONG THE PROPOSED ROAD IMPROVEMENTS WILL BE RELOCATED OUTSIDE OF THE ROW AT THE COMPLETION OF THE RESPECTIVE ROAD PROJECT.
 - EXISTING WATERLINE AND STORM DRAINAGE EASEMENTS ALONG THE NORTHERN AND WESTERN BOUNDARY OF THE PARCEL SHALL BE VACATED OR RELOCATED OUTSIDE OF THE REQUIRED BUFFER AND PLANTING STRIPS.

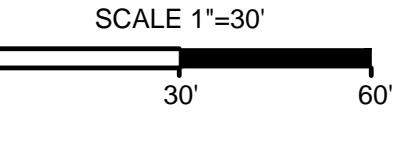
NOTE:
 PORTION OF SIDE BUFFER NOT REQUIRED TO BE PLANTED AT THIS TIME AS THE EXISTING VEGETATION MEETS THE BUFFER REQUIREMENTS. THE BUFFER SHALL BE PLANTED AS INDICATED OR MODIFIED WITH FUTURE PLANS OF DEVELOPMENT FOR THE NORTHEASTERN PORTION OF THE PARCEL.

NOTE:
 SIDE BUFFER STRIP TO BE INSTALLED BY OTHERS, FOLLOWING COMPLETION OF THE CENTURY PARK DRIVE ROAD PROJECT.

NOTE:
 FRONT BUFFER TO BE INSTALLED BY OTHERS, FOLLOWING COMPLETION OF THE BALLS FORD ROAD WIDENING PROJECT.

PLANT KEY	
TREES	BOTANICAL NAME
ACE BUE	ACER BUERGERIANUM
ACE RUB	ACER RUBRUM 'AUTUMN GLORY'
ACE LEG	ACER SACCHARUM 'LEGACY'
CHI VIR	CHIONANTHUS VIRGINICUS
COR FLO	CORNUS FLORIDA 'CLOUD NINE'
ILE OPA	ILEX OPACA
LIR TUL	LIRODENDRON TULIPIFERA
NYS SYL	NYSSA SYLVATICA
PIN RIG	PINUS RIGIDA
PIN TAE	PINUS TAEDA
QUE PHE	QUERCUS PHELLOS 'HIGH TOWER'
ULM BOS	ULMUS PARVIFOLIA 'BOSQUE'
SHRUBS	BOTANICAL NAME
ITE VIR	ITEA VIRGINICA 'HENRY'S GARNET'
VIB MUF	VIBURNUM DENTATUM 'BLUE MUFFIN'
GREY RIVER ROCK	
*ACTUAL ROW FOR FUTURE BALLS FORD ROAD AND CENTURY PARK DRIVE TO BE DETERMINED BY RESPECTIVE PROJECT	

LEGEND	
---	PROPERTY BOUNDARY
---	LIMITS OF DISTURBANCE
---	TEMPORARY CONSTRUCTION CHAIN LINK FENCE



TIMMONS GROUP
 PRINCE WILLIAM COUNTY FIRE STATION 22
 GAINESVILLE MAGISTERIAL DISTRICT-MANASSAS, VA
 LANDSCAPE PLAN

THIS DRAWING PREPARED AT THE CORPORATE OFFICE
 1001 Builders Park Blvd., #1000, Fairfax, VA 22035
 TEL: 804-280-6500 FAX: 804-560-0106 www.timmons.com

REVISION DESCRIPTION	DATE
CV/C SUBMISSION	07/31/18
PWC FIRST SUBMISSION	09/13/18
PWC SECOND SUBMISSION	11/02/18

YOUR VISION ACHIEVED THROUGH OURS.

DATE: 8/29/2018
 DRAWN BY: CG, EM
 DESIGNED BY: EM
 CHECKED BY: EM
 SCALE: 1" = 30'

JOB NO. 41050
 SHEET NO. L100

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December 4, 2018

TO: Bryce Barrett, Planner
Department of Planning

Thru; Lou Ann Dorrier, County Architect
Department of Public Works

FROM: Thomas Bruun, Director
Department of Public Works

RE: Public Facility Review #PFR2019-00005, Fire Station 22 – Letter of Commitment
Gainesville Magisterial District

The Prince William County Department of Public Works is requesting a Public Facility Review (PFR) under §15.2-2232 Code of Virginia to allow for the construction of a 20,053 Square Foot Fire Station with up to four apparatus bays located at 7500 Century Park Drive. The site is identified on County Maps as GPIN: 7597-63-0358. The following commitments are intended to offset some of the impacts of the proposal and to generally render the application more consistent with the Comprehensive Plan and comments received at the November 16, 2018 Post-Submission meeting.

Site design

1. Public Works commits to develop the property in substantial compliance with the plan entitled “Prince William County Fire Station 22” dated July 31, 2018 and revised on December 3, 2018 (the “Plan”).
2. The limits of disturbance will be as shown on the Plan and subject to minor modifications in connection with final site plan review or final engineering.
3. The maximum impervious surface resulting from the facility construction will be approximately as shown on the Plan. Compliance will be shown on final site plan.

Police

4. The site lighting will maintain an average of 2.0 foot candles in parking and pedestrian areas
5. All other applicable zoning requirements for height and illumination levels on site will be met and considerations made to utilize Crime Prevention through Environmental Design (CPTED) best practices at time of site plan review.

Water and Sewer

6. Public Works commits to design and construct all on-site and off-site water and sanitary sewer utility improvements necessary to develop the subject property in accordance with the Service Authority’s USM, and County and State requirements, standards and

regulations at time of site plan review.

Transportation

7. Public Works commits to coordinate with the lead engineering firm Rinker Design Associates, P.C. to reflect the approved **Balls Ford Road Widening** plans and the lead engineering firm for the **Transform I-66 Outside the Beltway** project regarding the right-of-way for all construction related easements and road construction
8. Public Works commits to providing pedestrian connection from the entrance of the fire station to the trail proposed along Balls Ford Road project as shown on the plan and subject to minor modifications in connection with final site plan review or final engineering.
9. Public Works commits to providing directional signage to ensure the emergency vehicle egress on Balls Ford is not utilized as an entrance. Compliance will be shown on final site plan.

Watershed

10. Public Works commits to minimize conflicts with existing utilities and easements with landscaping buffers. Compliance will be shown on final site plan.
11. The Northern portion of the Property will remain undisturbed in lieu of required buffers.
12. The required landscape strips along Balls Ford Road and Century Park Drive will be installed after completion of the **Balls Ford Road Widening** and **Transform I-66 Outside the Beltway** road improvements. Such landscape strip shall be on the subject property and outside the required utility easements parallel to the roads. Compliance will be shown on final site plan.



Rebecca Horner, AICP, CZA
Director of Planning

COUNTY OF PRINCE WILLIAM

5 County Complex Court, Suite 210
Prince William, Virginia 22192-9201
(703) 792-7615 FAX (703) 792-4401

www.pwcgov.org/planning

PLANNING
OFFICE

Application Package for Public Facility Review (PFR)

Contents

Instructions.....	2
Application for a Public Facility Review	4
Application for Deferral of Traffic Impact Analysis (TIA).....	5
Cultural Resources Assessment and Record Check	6

INSTRUCTIONS

Before submission of a Public Facility Review (PFR) application please complete a Public Facility Determination Request Form in order to determine if a PFR application is required. [Form Link](#)

All applicable items contained in this application package must be completed and submitted. Additional information may be requested during the quality control review.

Please attach additional pages where necessary to identify all requested information clearly.

Submission Requirements

I. Completed PFR Application

- PFR Fee in accordance with the current [Fee Schedule](#). Checks should be made payable to “Prince William County”.
- Application for a Public Facility Review – Page 4
 - Fill in the case name.
 - Identify the public facility.
 - List all affected parcels by GPIN and indicate the zoning and acreage of each parcel.
 - Describe the location of the property.
 - Give names of the property owner(s), authorized agent(s), applicant, and engineer. Please check the box next to the contact person to whom correspondence on the application should be sent.
 - Sign the application.
- Application for Deferral of Traffic Impact Analysis (TIA) – Page 5
- Cultural Resources Assessment and Record Check – Page 6

II. The following copies and types of plans:

- a. 25 folded copies – Large plans to accurately depict the layout, up to 24” x 36” (11” x 17” preferred).
- b. 1 copy – Reduced (8.5” x 11”) plan.
- c. A scale of no less than 1”=200’
- d. Contour interval no greater than 5’
- e. Date of plan, north arrow match lines, and sheet numbers.
- f. Vicinity map, preferably at 1”=2,000’

- g. Present zoning (including Overlay Districts) of the project parcel(s) and all adjacent parcels, along with their present use. Provide the project name and plan number of adjacent development as assigned by Prince William County, if applicable.
- h. The project parcel(s) GPIN and all adjacent parcels' GPINs.
- i. Total project site acreage
- j. Generalized proposed structures and/or buildings including number and size, street access layout, off-street parking, recreation areas, open space, improvements to existing street and right-of-way, buffers, vehicles per day, and stormwater management facilities.
- k. Existing easements, covenants, and any other restriction shown.
- l. Existing drainage facilities, including major culverts, ponds, and streams.
- m. Location of all existing improvements and buildings on site.
- n. Electronic version of plans in Adobe pdf format (submitted on a CD).
- o. Location of existing vegetation and approximate grading and clearing limits.

III. On a case-by-case basis, staff may request additional information to analyze the application.

For further information please call the Planning Office at 703-792-7615 or email your question to planning@pwcgov.org.

APPLICATION FOR A PUBLIC FACILITY REVIEW
TO THE PLANNING COMMISSION OF PRINCE WILLIAM COUNTY, VIRGINIA

Case Name: _____

Public Facility Review to allow the following (state the purpose of the application):

G.P.I.N.	Zoning	Acres
_____	_____	_____
_____	_____	_____
_____	_____	_____

Property Location (Describe the location of the property by distance, in feet or portion of a mile, and direction from an intersection of two (2) public roads or streets.)

The name(s), mailing address(es), and telephone number(s) of owner(s), authorized agent(s), applicant, and engineer(s) as applicable are (attach additional pages if necessary):

Owner of Property

Authorized Agent(s)

Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Contract Purchaser/Lessee

Engineer

Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip _____	City/State/Zip _____
Phone: _____	Phone: _____
Email: _____	Email: _____

*Please check the box next to the contact to which correspondence should be sent.

I have read this application, understand its intent, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Prince William County officials and other authorized government agents on official business to enter the property as necessary to process this application.

Signed this _____ day of _____, _____.

Signature of Applicant, Owner, or Authorized Agent

APPLICATION FOR DEFERRAL OF TRAFFIC IMPACT ANALYSIS (TIA)

(To be completed with assistance from PWC Transportation Department)

www.pwcgov.org/Transportation or (703)792-6825

To be completed by applicant:	
Applicant Name: _____	Phone: _____
Proposed Use: _____	
Address: _____	Lot Size: _____
Please mark: Rezoning Special Use Permit Other: _____	

To be completed by applicant:				To be completed by PWC Transportation Department:				
Tract/Use	Area	Zoning	Land Use	ITE Code	(ITE Latest Edition Trip Rate)	Trips/24 Hours	Trips/AM Peak	Trips/PM Peak
Total								
1200 Daily Trips or 100 Peak Hour Trips						Yes		
						No		

FOR OFFICE USE ONLY

A TIA (three copies and two information disks) is required to be submitted with the application. The consultant preparing the analysis must meet with the PWC Department of Transportation and VDOT to discuss the scope and requirements of the analysis before beginning the analysis. Additionally, at the scoping session, VDOT will determine whether a 527 review is required, as well as the applicable fee.

A TIA is not required to be submitted at this time. The traffic generated by the proposed development does not appear to exceed the thresholds established in §602.01 of the Prince William County Design and Construction Standards Manual (DCSM). However, **a TIA may be required later in the rezoning/special use permit process or during the site plan review process if subsequent details warrant a TIA. The applicant should also be aware that a 527 review may be required by VDOT and may want to contact VDOT to verify whether a 527 review will be warranted.**

A TIA has been waived by the Director for the following reasons: _____

Reviewed by (print name): _____

Date: _____

Additional Notes:

Cultural Resources Assessment and Record Check for Pending Development Applications

This is a desk review of the project and is subject to change if additional information becomes available.
Contact the Planning Office at 703-792-7615 or planning@pwcgov.org for more information.

Project Name: _____

Project GPIN/Address: _____

Applicant Name: _____ **Phone #:** _____

Fax #: _____ **Email:** _____

Visual Inspection Findings: _____

COUNTY ARCHAEOLOGIST OFFICIAL USE

County Records Check: (Verify reference to site on the following)

- | | | | | |
|--|-----|-------|----|-------|
| 1. Prince William County Cultural Resources Map (GIS) | Yes | _____ | No | _____ |
| 2. 1820 Prince William County Map (Wood) | Yes | _____ | No | _____ |
| 3. 1901 Prince William County Map (Brown) | Yes | _____ | No | _____ |
| 4. 1904 Army Maneuvers Map | Yes | _____ | No | _____ |
| 5. 1915-1927 USGS 15 Minute Quad Maps | Yes | _____ | No | _____ |
| 6. 1933 Virginia Highway Map | Yes | _____ | No | _____ |
| 7. Eugene Scheel's Historic Prince William Map | Yes | _____ | No | _____ |
| 8. Eugene Scheel's African American Heritage Map | Yes | _____ | No | _____ |
| 9. County Register of Historic Sites (CRHS) | Yes | _____ | No | _____ |
| 10. High Sensitivity Areas – Historic Sites Map | Yes | _____ | No | _____ |
| 11. High Sensitivity Areas – Prehistoric Sites Map | Yes | _____ | No | _____ |
| 12. The Official Military Atlas of the Civil War | Yes | _____ | No | _____ |
| 13. Civil War Map from the Library of Congress | Yes | _____ | No | _____ |
| 14. American Battlefield Protection Program Maps | Yes | _____ | No | _____ |
| 15. Map of Fairfax, Loudoun, & Prince William Counties | Yes | _____ | No | _____ |
| 16. USGS Topographic Maps | Yes | _____ | No | _____ |
| 17. Other _____ | | | | |

Findings:

_____ A CRHS or a Prehistoric or Historic High Sensitivity Area is checked on the list above, therefore, a Phase I Cultural Resources Survey* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.

_____ There is a medium to high potential for finding archaeological sites and or historic structures on the project area, therefore, a Phase I Cultural Resources Survey* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.

_____ No archaeological and historic sites or graves are recorded on the project area.

_____ Further cultural resource review by the County Archaeologist is not warranted due to ground disturbance or recommendations of no further work from prior cultural resource survey reports.

Comments: _____

County Archaeologist Signature: _____ Date: _____

This assessment is valid for one year from the County Archaeologist's signature date.

*All scopes of work must be approved by the County Archaeologist prior to initiation of work.

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date		
1	3/15/2018	Vestibule	100	Crash doors near icemaker		Needs panic hardware/RG	26-Mar		
2	12/15/2017	Vestibule	100	Columns need to be prepped/painted	Paintworx	Completed		FCM	26-Mar
3	12/12/2017	Vestibule	100	Floor needs to be re-surfaced - there are flaws	Dickerson	Item stricken/RG		FCM	26-Mar
4	12/12/2017	Vestibule	100	Storefront frame needs to be repainted	Design Glazing	Needs touchup/RG	26-Mar		
5	3/15/2018	Break room	101	Need caulking between curtain wall and linoleum		Noted	26-Mar		
6	12/15/2017	Break room	101	Window frame to vestibule paint is incomplete	Design Glazing	Completed		FCM	26-Mar
7	12/12/2017	Break room	101	Columns need to be prepped/painted	Paintworx				
8	12/12/2017	Break room	101	Scratches on counter surfaces need to be sanded/polished	DES	Stainless steel counters	26-Mar		
9	3/15/2018	Corridor	103	Column near stairs on LL south needs painting	Paintworx	Vinyl base in lieu of paint	26-Mar		
10	3/15/2018	Corridor	103	Terrazzo base on column outside Data Room #112		Noted	26-Mar		
41	12/15/2017	Corridor	403	Column needs scuffmaster paint at bottom, stopped early	Paintworx	See item #9		FCM	26-Mar
42	12/15/2017	Corridor	403	Columns need to be prepped/painted	Paintworx	See item #9		FCM	26-Mar
13	3/15/2018	Fitness	404	OK		See item #14	26-Mar		
14	12/12/2017	Fitness	104	Water fountain spout replaced/cleaned, paint residue	Cmaster	Noted	26-Mar		
15	3/15/2018	Fitness storage	105	OK				FCM	15-Mar
16	3/15/2018	Vestibule women's locker	106	OK				FCM	15-Mar
17	3/15/2018	First Aid, women's locker	107	OK		Refrigerator moved in	26-Mar	FCM	15-Mar
18	3/15/2018	Women's locker	108	Small refrigerator to be moved here		Completed		FCM	26-Mar
19	3/15/2018	Women's locker	108	Transition for threshold from hallway		Noted	26-Mar		
20	1/3/2018	Women's shower	109	Grab bar installed in wrong location; replace damaged wall tile above shower seat.	I-Tiles	Completed		FCM	26-Mar

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date		
21	1/3/2018	Women's rm	110	Provide engraved plates at all receptacles	FLBE	Plate outside Rm 107	26-Mar		
22	3/15/2018	Elec closet	111	OK				FCM	15-Mar
23	3/15/2018	Data Room	112	OK				FCM	15-Mar
24	1/3/2018	Stair 1	113	Conceal exposed conduit	FLBE	Item stricken/RG		FCM	26-Mar
25	3/15/2018	Janitor	114	Broken hose hanger		Noted	26-Mar		
26	3/15/2018	Janitor	114	Needs transition strip		Noted	26-Mar		
27	3/15/2018	Men's locker vestibule	115	Needs sign in corridor (number & function)		Completed		FCM	26-Mar
28	3/15/2018	Men's locker	116	Caulk on lockers 24, 54-55, 88		Noted	26-Mar		
29	3/15/2018	Men's locker	116	Lockers 50-51 have dings in metal		Noted	26-Mar		
30	1/3/2018	Men's locker	116	Current status of power strip configuration and locker remains open; mockup is not followed; appears to be some issue with concealment of electrical cord wire and placement of plug to electrical outlet and their location		Install quads on each locker (parts on order)	26-Mar		
31	3/15/2018	First Aid, men's locker	117	OK				FCM	15-Mar
32	3/15/2018	First Aid, men's locker	118	OK				FCM	15-Mar
33	3/15/2018	First Aid, men's locker	119	OK				FCM	15-Mar
34	1/3/2018	Men's toilet	120	Label access doors	Acme	Noted	26-Mar		
35	1/3/2018	Men's toilet	120	Provide engraved plates at all receptacles	FLBE	Noted	26-Mar		
36	3/15/2018	Men's shower	121	OK				FCM	15-Mar
37	3/15/2018	Men's toilet	122	OK				FCM	15-Mar
38	3/15/2018	Vestibule	123	Needs sign in corridor (number & function)		Item stricken		FCM	26-Mar
39	3/15/2018	Roll call room	124	Pressure filler for columns		Noted	26-Mar		
40	3/15/2018	Roll call room	124	Transitions for thresholds		Noted	26-Mar		
41	3/15/2018	Corridor	125	Outside Rms 152-164, paint bottoms (under wainscoting) dark grey		Completed		FCM	26-Mar
42	3/15/2018	Sgts Squad A	126	Damaged squares of carpet need to be replaced					

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date		Signoff/	date
43	3/15/2018	Sgts Squad A	126	Patch holes in wall near TV					
44	3/15/2018	Sgts Squad B	127	Patch holes in wall near TV					
45	3/15/2018	Sgts Squad C	128	Patch holes in wall near TV					
46	1/3/2018	Sgts Squad C	128	Provide sealant white that matches ceiling tile around columns, so that it hides the split in the tile	K-Plus/Paintworx				
47	3/15/2018	Report writing workrm	129	OK				FCM	15-Mar
48	3/15/2018	Report writing	130	OK				FCM	15-Mar
49	3/15/2018	Storage	131	OK				FCM	15-Mar
50	3/15/2018	Sgts Squad D	132	Patch holes in wall near TV					
51	12/12/2017	Sgts Squad D	132	No door stop	SGC	Item stricken/RG	26-Mar		
52	3/15/2018	Sgts Squad F	133	Patch holes in wall near TV					
53	3/15/2018	Sgts Squad E	134	Patch holes in wall near TV					
54	3/15/2018	Corridor	135	Damaged square of carpet (outside #138) to be replaced		Completed		FCM	26-Mar
55	3/15/2018	Lieutenant	136	OK				FCM	15-Mar
56	3/15/2018	Copy/break rm	137	OK				FCM	15-Mar
57	3/15/2018	Lieutenant	138	OK				FCM	15-Mar
58	3/15/2018	Lieutenant	139	OK				FCM	15-Mar
59	3/15/2018	Deputy Dist Cmdr	140	OK				FCM	15-Mar
60	3/15/2018	Open office	141	OK				FCM	15-Mar
61	3/15/2018	Conference rm	142	Remove textured wallpaper; paint grey -- LAD to select color (throughout)		Item stricken		FCM	26-Mar
62	3/15/2018	Captain	143	HVAC has slight rattle; needs adjustment		Needs change order to complete b/c duct	26-Mar		
63	3/15/2018	Captain	143	Move blower over one square					
64	3/15/2018	Lieutenant	144	OK				FCM	15-Mar
65	3/15/2018	Sergeant	145	OK				FCM	15-Mar
66	3/15/2018	Lieutenant	146	OK				FCM	15-Mar
67	3/15/2018	Lieutenant	147	Caulk/glue on sidelight (hallway side) needs to be cleaned off		Completed		FCM	26-Mar

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date		Signoff/ date	
68	3/15/2018	Public Safety Techs	148	OK				FCM	15-Mar
69	3/15/2018	Armory	149	Sprinklerhead (outside entrance to room) is missing a flange		Noted	26-Mar		
70	3/15/2018	Armory	149	Stainless steel counters scratched		Need to be polished/buffed	26-Mar		
71	3/15/2018	Restroom outside armory	150	Need transition strips		Noted	26-Mar		
72	3/15/2018	Restroom outside armory	151	Need transition strips		Noted	26-Mar		
73	3/15/2018	Communications	152	Threshold needs transition strip		Noted	26-Mar		
74	3/15/2018	Service Corridor	153	OK				FCM	15-Mar
75	3/15/2018	Mechanical	154	OK				FCM	15-Mar
76	3/15/2018	Demark	155	OK				FCM	15-Mar
77	3/15/2018	Electrical	156	Ductwork - needs packing of opening between steel and concrete		Noted	26-Mar		
78	1/3/2018	Electrical	156	Provide electrical raceway identification on conduits not utilizing colored conduits	FLBE	Noted	26-Mar		
79	3/15/2018	B&G	157	OK				FCM	15-Mar
80	3/15/2018	Janitor	159	OK				FCM	15-Mar
81	3/15/2018	Monitor room	160	Need transition strips		Noted	26-Mar		
82	3/15/2018	Vestibule	161	OK				FCM	15-Mar
83	3/15/2018	Juvenile rm 1	162	Walls need to be painted		Completed		FCM	26-Mar
84	3/15/2018	Bag & tag	163	Paint on door jamb		Completed		FCM	26-Mar
85	1/3/2018	Bag & tag	163	Repair excessive dip in floor as you enter room from terrazzo corridor	CCA	Item stricken		FCM	26-Mar
86	3/15/2018	Juvenile rm 2	164	OK				FCM	15-Mar
87	3/15/2018	Evidence processing	165	OK				FCM	15-Mar
88	3/15/2018	Secure vestibule	166	Bolt on the gun safe at the sallyport needs to be cut flush					
89	3/15/2018	Suspect Processing	167	Being redone					

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date		
90	1/3/2018	Suspect Processing	167	Checker plates to be installed with countersunk flash fasteners - reinstall	William	Check detail; may not need to be countersunk/RG	26-Mar		
91	3/15/2018	Restroom	168	OK				FCM	15-Mar
92	3/15/2018	EDP1	169	OK				FCM	15-Mar
93	3/15/2018	Interview	170	Need transition strips					
94	3/15/2018	EDP2	171	OK				FCM	15-Mar
95	3/15/2018	Vestibule	172	OK				FCM	15-Mar
96	3/15/2018	Stairwell	173	OK				FCM	15-Mar
97	3/15/2018	Sallyport	174	Door needs to be adjusted		North door /RG	26-Mar		
98	3/15/2018	Exit from support bldg	175	Coal tar surface ok?					
99	3/15/2018	Support bldg	175	Doors need adjustment - can see daylight/feel outside air at bottom					
100	3/15/2018	Support bldg	175	Epoxy and scratches on floors					
101	3/15/2018	Support bldg	175	Exterior door needs paint					
102	3/15/2018	Bulk storage	176	OK				FCM	15-Mar
103	3/15/2018	Patrol bikes	177	Paint outer door frame (near top)					
104	3/15/2018	K-9	178	OK				FCM	15-Mar
105	3/15/2018	Storage	179	OK				FCM	15-Mar
106	3/15/2018	Sprinkler	181	Full plate - exterior					
107	3/15/2018	Sprinkler	181	Missing a switchbox					
108	3/15/2018	Sprinkler	181	Reset damper					
109	3/15/2018	Sprinkler	181	Weatherstripping to exterior door					
110	3/15/2018	Vestibule	200	As noted below					
111	1/3/2018	Vestibule	200	Adjust weather stripping around doors	Design Glazing				
112	1/3/2018	Vestibule	200	Both sets of doors are dragging and sticking on each other - adjust doors to seat properly in frame and work independently from adjoining door	Design Glazing				
113	1/3/2018	Vestibule	200	Paint exterior door where bondo has occurred if paint does not match replacement door	Design Glazing				

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date		Signoff/	date
114	1/3/2018	Vestibule	200	Repaint columns	SGC				
115	12/12/2017	Vestibule	200	Need to replace felt on side of metal doors where they meet each other to seal out the cold air	Design Glazing				
116	3/15/2018	Lobby	201	Arms on door closers need to be identical		Completed		FCM	26-Mar
117	3/15/2018	Lobby	201	Bubbling where end of X bars meet ceiling, left side (facing front)/drywall	SGC	Completed		FCM	26-Mar
118	3/15/2018	Lobby	201	Cleaning of glazed areas (throughout)					
119	1/3/2018	Lobby	201	Install light fixtures H1 & H2 lights	FLBE	Completed		FCM	29-Mar
120	1/3/2018	Lobby	201	Provide switch for display case light	FLBE	Check detail/RG			
121	12/18/2017	Lobby	201	Top of crossbars in vault of lobby ceiling sloppy, needs sanding/touchup	SGC	Duplicate of item #117		FCM	26-Mar
122	12/12/2017	Lobby	201	Sharp edge on display	SGC	Item stricken		FCM	26-Mar
123	12/11/2017	Lobby	201	Drywall mud around top of crossbars in vaulted ceiling of lobby is sloppy, needs work	SGC	Duplicate of item #117		FCM	26-Mar
124	1/3/2018	Lobby men's	202	Label access doors	ACME	Completed		FCM	26-Mar
125	3/15/2018	Vestibule	203	OK				FCM	15-Mar
126	3/15/2018	IA waiting	204	OK				FCM	15-Mar
127	3/15/2018	IA conf rm	206	Remove textured wallpaper; paint grey - LAD to select color		In progress; paper has been	26-Mar		
128	12/12/2017	IA conf rm	206	Space in corner cabinet, repair required	DES				
129	12/18/2017	Copy rm	208	Column needs prep, paint	SGC	Completed		FCM	29-Mar
130	1/3/2018	IA break rm	209	Provide proper FCO for sheet vinyl	CCA				
131	3/15/2018	Internal Affairs	210	OK				FCM	15-Mar
132	3/15/2018	IA office	211	OK				FCM	15-Mar
133	3/15/2018	Admin Support Asst	212	OK				FCM	15-Mar
134	3/15/2018	Storage	213	OK				FCM	15-Mar
135	3/15/2018	Women's rm	214	Floor needs cleaning; 3/29, noted gouge in floor in front of toilet		Noted/see photo	29-Mar		
136	3/15/2018	Women's rm	214	Hole in door near lever needs plug		Completed		FCM	29-Mar
137	1/3/2018	Women's rm	214	Provide label for access door	ACME	Completed		FCM	29-Mar

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date		
138	1/3/2018	Women's rm	214	Remove grout from tile face at door location and throughout space	I-Tiles	Noted/see photo	29-Mar		
139	3/15/2018	Men's rm	215	OK				FCM	15-Mar
140	3/15/2018	Corridor	216	OK				FCM	15-Mar
141	3/15/2018	Stair	217	OK				FCM	15-Mar
142	12/12/2017	Data closet	218	Wall paint incomplete	Paintworx				
143	1/3/2018	Electrical	219	Cavity between exterior wall and door needs to be filled	SGC	Completed		FCM	29-Mar
144	1/3/2018	Electrical	219	Housing of DSS-4A is not seated near equipment label	ACME/FLBE				
145	3/15/2018	Janitor closet	220	Replace drain cover and clean out drain		Room locked	29-Mar		
146	1/3/2018	Janitor closet	220	Noise from above ceiling	ACME	Item stricken/RG	26-Mar		
147	1/3/2018	Janitor closet	220	Repaint storm line	Paintworx	Room locked	29-Mar		
148	3/15/2018	Executive toilet	221	OK				FCM	15-Mar
149	3/15/2018	Chief's corridor	222	Corner guards		Noted	29-Mar		
150	12/12/2017	Chief's corridor	222	Corner edge of floor molding not correct, should be beveled	SGC				
151	3/15/2018	Deputy Chief	223	OK				FCM	15-Mar
152	3/15/2018	Chief	224	OK				FCM	15-Mar
153	3/15/2018	Admin Support Coord	225	OK				FCM	15-Mar
154	3/15/2018	Chief Aide	226	OK				FCM	15-Mar
155	3/15/2018	Chief's coffee area	227	OK				FCM	15-Mar
156	3/15/2018	Copy room	228	Surface scuff marks; need sealant or caulk		Completed		FCM	29-Mar
157	1/3/2018	Copy room	228	Install transition strip at door threshold	CCA	Completed		FCM	29-Mar
158	12/18/2017	Copy room	228	Gouge in caulk next to door	K-Plus				
159	3/15/2018	Conference	229	Remove textured wallpaper; paint grey		Per RG - in progress; paper has been removed	29-Mar		
160	1/3/2018	Conference	229	Provide IR extender	FLBE/ACME				
161	12/18/2017	Assistant Chief	230	Corner on right needs repair -cracked	SGC				

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date		Signoff/ date	
162	3/15/2018	Admin Support Coord	231	OK				FCM	15-Mar
163	3/15/2018	Assistant Chief	232	OK				FCM	15-Mar
164	3/15/2018	File area	233	OK				FCM	15-Mar
165	3/15/2018	Admin Support Asst	234	OK				FCM	15-Mar
166	3/15/2018	Reception	235	OK				FCM	15-Mar
167	12/18/2017	Chief's Office waiting area	236	Door to 222 needs trim paint, (removal of) excess caulk	Paintworx	Completed		FCM	29-Mar
168	12/18/2017	Chief's Office waiting area	236	Overspray on storefront	Paintworx	Completed		FCM	29-Mar
169	12/18/2017	Chief's Office waiting area	236	Wall paint needed around reception desk	Paintworx	Completed		FCM	29-Mar
170	3/15/2018	Corridor	237	OK				FCM	15-Mar
171	3/15/2018	PIO suite	238	OK				FCM	15-Mar
172	3/15/2018	PIO office	239	OK				FCM	15-Mar
173	3/15/2018	Elevator equipt	240	OK				FCM	15-Mar
174	3/15/2018	Stair 2	241	OK				FCM	15-Mar
175	3/15/2018	Corridor	242	OK				FCM	15-Mar
176	1/3/2018	Front desk	243	Remove glue from carpet tile	CCA				
177	3/15/2018	Vestibule	244	Crimp in door striping near hinge - cut out and sand		Completed		FCM	29-Mar
178	3/15/2018	Report taking	245	OK				FCM	15-Mar
179	3/15/2018	Lobby women's bath	246	OK				FCM	15-Mar
180	3/15/2018	FTSD Conference rm	247	OK				FCM	15-Mar
181	3/15/2018	Corridor	248	As noted below					
182	1/3/2018	Corridor	248	Complete AV & security	FLBE/Owner				
183	1/3/2018	Corridor	248	Repair dent in light at stairwell	FLBE				
184	3/15/2018	Chair storage rm	249	OK				FCM	15-Mar
185	3/15/2018	Training room	250	Install blank plates in data drops		Noted	29-Mar		

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date		Signoff/ date	
186	1/3/2018	Training room	250	Investigate noise coming from grille near 249	ACME	Item stricken/RG		FCM	26-Mar
187	1/3/2018	Training room	250	Provide 5 gang stainless steel plates for	FLBE	Noted	29-Mar		
188	1/3/2018	Training room	250	Verify proper mech operation; currently excessive noise in space	ACME	Item stricken/RG		FCM	26-Mar
189	3/15/2018	Vestibule	251	OK				FCM	15-Mar
190	3/15/2018	Storage rm 4	253	OK				FCM	15-Mar
191	1/3/2018	AV Storage	254	Repair dent in light fixture	FLBE	Room locked/inaccessible	29-Mar		
192	1/3/2018	Kitchen	255	Repair or replace cabinet door above sink - currently scratched near handle	DES	Completed		FCM	29-Mar
193	1/3/2018	Chief's storage	256	Fan loud	ACME	Item stricken/RG		FCM	26-Mar
194	12/12/2017	Chief's storage	256	Fan very loud	ACME	Item stricken/RG		FCM	26-Mar
195	3/15/2018	Planning	257	OK				FCM	15-Mar
196	3/15/2018	Assistant Chief	258	OK				FCM	15-Mar
197	3/15/2018	Admin Support Coord	259	OK				FCM	15-Mar
198	3/15/2018	Division Chief	260	OK				FCM	15-Mar
199	3/15/2018	Janitor	261	OK				FCM	15-Mar
200	3/15/2018	Women's rm	262	Doorsill needs transition strip		Noted	29-Mar		
201	3/15/2018	Women's rm	262	handicap stall needs stopper on wall behind door					
202	1/3/2018	Women's rm	262	Remove paint from toilet partitions	Paintworx	Scratches on door - see photo	29-Mar		
203	12/18/2017	Women's rm	262	Wall where partition attaches needs to be redone (head rail)	SGC	Completed		FCM	29-Mar
204	12/12/2017	Women's rm	262	Threshold is needed under door	SGC	Item stricken/duplicate		FCM	29-Mar
205	3/15/2018	Men's rm	263	Doorsill needs transition strip		Noted	29-Mar		
206	12/18/2017	Open office	264	Window frames are scratched - need to be painted	Paintworx	Noted - see photo; also noted in adjoining space #293	29-Mar		

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date		
207	3/15/2018	Security equipt rm	265	Flooring at entrance bubbling, needs repair		Noted	29-Mar		
208	1/3/2018	Security equipt rm	265	Install transition strip at door threshold	CCA	Noted	29-Mar		
209	1/3/2018	Security equipt rm	265	Repair gyp board walls	CCA	Noted	29-Mar		
210	1/3/2018	Security equipt rm	265	Rework flooring (material underneath floor surface)	CCA	Stricken - duplicate of item #207		FCM	29-Mar
211	3/15/2018	ITMB	266	Blank plates in drops (throughout)					
212	1/3/2018	ITMB	266	Install doors at electric closet per change order	SGC	Per RG - pending	26-Mar		
213	1/3/2018	ITMB	266	Investigate noise coming from grille	ACME	Item stricken		FCM	29-Mar
214	1/3/2018	ITMB	266	Repair damage to door frame 272 and 273 at door and side light	All Phase	Completed		FCM	29-Mar
215	1/3/2018	ITMB	266	Repair damaged door frame at 270 at door & sidelight	All Phase			FCM	29-Mar
216	1/3/2018	ITMB	266	Repair damaged door frame at 271 at door & sidelight	All Phase			FCM	29-Mar
217	1/3/2018	ITMB	266	Replace or repair door frame 276	SGC/All Phase			FCM	29-Mar
218	12/18/2017	ITMB	266	Corners need corner guards	All Phase				
219	12/18/2017	ITMB	266	Dirty wall covering	Paintworx				
220	12/18/2017	ITMB	266	Window frame needs caulk	SGC				
221	3/15/2018	ITMB workroom	267	OK				FCM	15-Mar
222	3/15/2018	Lieutenant	268	OK				FCM	15-Mar
223	3/15/2018	Systems Developer	270	Window screws don't match; paint for uniformity		Completed		FCM	29-Mar
224	12/12/2017	Systems Developer	270	Missing screws on interior window frames	Design Glazing	Completed		FCM	29-Mar
225	3/15/2018	Lt/MIS Coordinator	271	Window screws don't match; paint for uniformity		Completed		FCM	29-Mar
226	3/15/2018	MF Analyst	272	Window screws don't match; paint for uniformity		Completed		FCM	29-Mar
227	1/3/2018	MF Analyst	272	Inner core of diffuser out of square	ACME				

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date		Signoff/ date	
228	1/3/2018	MF Analyst	272	Prep and repaint door and window frame	Paintworx	Completed		FCM	29-Mar
229	3/15/2018	Admin Analyst	273	Window screws don't match; paint for uniformity		Completed		FCM	29-Mar
230	1/3/2018	Comm/Telecom	274	Provide ID for all Allen Bradley starter switches in space	FLBE	Noted	29-Mar		
231	1/3/2018	Comm/Telecom	274	Remove foil tape from filter grille	ACME				
232	3/15/2018	Admin Specialist	275	See comments - info only		Dent in overhead systems furniture (PM gets this)			
233	1/3/2018	Admin Specialist	275	Investigate noise coming from grille	ACME	Item stricken/RG		FCM	26-Mar
234	12/12/2017	Admin Analyst	275	Damaged and missing ceiling tiles	All Phase	Completed		FCM	29-Mar
235	3/15/2018	Copy room 3	276	Caulk/glue bootprints on floor - clean		Completed		FCM	29-Mar
236	12/12/2017	Copy room 3	276	Tile floor needs cleaning	Cleanmaster	Cleaned; however, there are now gouges and scratches in floor tile. See photo	29-Mar		
237	12/18/2017	Storage	277	Scratched door	SGC	Noted	29-Mar		
238	1/3/2018	Corridor	278	Repair scratches in elevator frame and	SGC				
239	1/3/2018	Stair 3	279	Install threshold at door leading to roof; excessive gap	SGC/All Phase				
240	1/3/2018	Stair 3	279	Provide caulking at perimeter of door frame to roof; prep and paint frame and door	SGC				
241	12/12/2017	Stair 3	279	Large gap at bottom of door leading to roof	SGC	Per RG - material ordered	26-Mar		
242	3/15/2018	Elevator equipt	280	OK				FCM	15-Mar
243	3/15/2018	Interview suite	281	Column outside this room needs to be sanded and bonded					
244	3/15/2018	Interview	282	Missing threshold drops		Noted	29-Mar		
245	3/15/2018	Interview	283	Missing threshold drops		Noted	29-Mar		
246	1/3/2018	Interview	283	Confirm need for sound seals on door frame	Owner	Item stricken/RG		FCM	26-Mar

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date		
247	4/3/2018	Interview	283	Fan loud		Item stricken/RG		FCM	26-Mar
248	3/15/2018	Interview	284	Missing threshold drops		Noted	29-Mar		
249	3/15/2018	Interview	284	Pilot light outside room does not energize		Noted	29-Mar		
250	4/3/2018	Interview	284	Fan loud	ACME	Item stricken/RG		FCM	26-Mar
251	3/15/2018	Interview	285	Missing threshold drops		Noted	29-Mar		
252	1/3/2018	Interview	285	All items on Owner list still apply					
253	4/3/2018	Interview	285	Fan loud	ACME	Item stricken/RG		FCM	26-Mar
254	12/18/2017	Interview	285	Seams in wall covering visible; excess glue	Paintworx	Noted	29-Mar		
255	3/15/2018	Restroom	286	Trap primer		There is now glue on floor which needs to be removed	29-Mar		
256	3/15/2018	Monitor room	287	Threshold and plates		Noted	29-Mar		
257	3/15/2018	Copy room	288	Stopper on wall behind refrigerator door		Item stricken		FCM	29-Mar
258	12/18/2017	Copy room	288	Dent in wall behind door	All Phase	Completed		FCM	29-Mar
259	3/15/2018	CID supervisor	289	OK				FCM	15-Mar
260	3/15/2018	CID supervisor	290	OK				FCM	15-Mar
261	3/15/2018	CID supervisor	291	OK				FCM	15-Mar
262	3/15/2018	CID supervisor	292	OK				FCM	15-Mar
263	3/15/2018	Detectives	293	Window scratches, see item 206 for comments on adjoining space		Noted - see photo	29-Mar		
264	3/15/2018	CID conf rm	294	Cracked plate on wall needs to be replaced		Completed		FCM	29-Mar
265	3/15/2018	CID conf rm	294	Window frame needs sanding/painting/caulking		Noted	29-Mar		
266	1/3/2018	CID conf rm	294	Install carpet in floor access panel recess	CCA	Completed/RG		FCM	26-Mar
267	4/3/2018	CID conf rm	294	Install markable surface on gyp board columns	Paintworx	Item stricken/RG		FCM	26-Mar
268	1/3/2018	CID conf rm	294	Wall plate upside down	FLBE				
269	3/15/2018	Electrical	295	OK				FCM	15-Mar
270	3/15/2018	General item	GEN	Check door handles - some play in all					
271	1/3/2018	General item	GEN	At all exposed steel columns on this project, properly prepare columns for finish paint	All				

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date			Signoff/date
272	1/3/2018	General item	GEN	Provide ARC flash hazard warning labels on all panelboards and disconnects; ensure the label provides the following information taken from the arc-flash hazard analysis: location, nominal voltage, flash protection boundary, hazard risk category, incident energy, working distance, engineering report number, revision number, and issue date.	FLBE				
273	1/3/2018	General item	GEN	Provide AWI certification of all casework	DES				
274	1/3/2018	General item	GEN	Provide electrical raceway identification on conduits not utilizing colored conduits	FLBE				
275	1/3/2018	General item	GEN	Repaint structural columns inside toilet locations including repairs to divots and scratches; caulk either side of column.	Paintworx/K-Plus	Completed/RG		FCM	26-Mar
276	1/3/2018	General item	GEN	Rework finish on column including patching scratches and divots, sand and repaint where necessary	Paintworx	Completed/RG		FCM	26-Mar
277	3/15/2018	General item	GEN	Crimp in door striping near hinge - cut out and sand (throughout)		Door to 203 complete; left side of door to 244	29-Mar		
278	3/26/2018	General item	GEN	All stainless steel counters/work surfaces on level 1 have multiple scratches; need to be buffed.					
289	3/26/2018	General item	GEN	Elevator doors - film needs to be stripped and doors cleaned					



RINKER DESIGN ASSOCIATES, P.C.

Engineering • Surveying • Land Planning
Transportation • Right of Way • Environmental

Punch List Site Visit

Date: December 29, 2017

Attended by: Sharon Dusza, Tim Freeland: RDA, Gary Morrison, PWC Buildings & Grounds

Job Name/Number: Prince William County Central District Police Station 13175-001

Prepared by: Sharon Dusza, RDA; Ashby Thompson, RDA

Punchlist Items:

Itemized below are deficiencies for all site work located outside of the highway response course that we found during our site visit on December 29, 2017.

General:

- Parge all lift holes at curb inlets.
- Remove large stones and fine grade, reseed in grassed areas.
- Parking Spaces not properly spaced at 9'. Contractor to survey or provide documentation of parking space dimensions for all parking spaces on site.
- Repaint all chipping/peeling paint.
- Repair/replace gouges/chips in curb & gutter.
- Replace concrete where cracking.
- Clean gravel, straw, trash, debris from site
- Verify that all pole lights work

1. Cracked curb.



20171229_132855.jpg

Punchlist

Project Name: Central District Police Station

On 1-11-2018 and 1-25-2018 an Exterior; Roof and Support Building Punchlist Inspection of the Central District Police Station project located in Prince William County, Virginia was performed. The following is a list of items found. Failure to include any items on this list does not alter the responsibility of the Contractor to complete all of the work in accordance with the Contract Documents.

Item #	Date Noted	Bldg Area	Room #	Type	Issue	Status
1	1/11/2018	General Item	NA	Gen	Redo granular at all tar seams throughout entire roof - granular are of the wrong color (gray) at various locations and is lightly applied at all locations	Defer to Architect
4	1/11/2018	General Item	NA	Gen	At the metal panels excessive gaps in the spline metal within the reveals an numerous locations - in particular at corners leaving excessive voids. Make corrections to eliminate these voids	Complete
5	1/11/2018	General Item	NA	Gen	Copings - complete crimping at the drip edge - currently the coping has been crimped at various locations but is not continuous	Defer to Architect
6	1/11/2018	General Item	NA	Gen	Clean all galvanized steel supporting the louvres and provide TU galvanized at rusted locations	Defer to Architect
7	1/11/2018	General Item	NA	Gen	At all metal panels - adjust to provide a uniform reveal between panels at both vertical and horizontal joints	Defer to Architect
8	1/11/2018	General Item	NA	Gen	Remove silt from brick	Defer to Architect
9	1/11/2018	General Item	NA	Gen	Provide threshold at all ext. doors	Complete
10	1/11/2018	General Item	NA	Gen	Paint all lintels at windows throughout bldg.	Defer to Architect
11	1/11/2018	General Item	NA	Gen	All masonry at Security Wall - Clean brick - removing silt	Defer to Architect
12	1/11/2018	General Item	NA	Gen	Remove zip strip and provide caulking at all joints between concrete and masonry	Defer to Architect
13	1/11/2018	General Item	NA	Gen	Cut the gate post on the S, N, E walls center gate down so that cap of post is below the precast masonry	Incomplete
14	1/11/2018	General Item	NA	Gen	Install Snow Guards (Bar Type) at all Metal Roof Locations per Contract.	Complete
17	1/25/2018	General Item		Gen	Provide flat steel cover plate at OHCDs through out project where excessive gap exists between steel and brick work - paint steel to match lintel	Defer to Architect
18	1/25/2018	General Item		Gen	Install Snow Guards standing seam roof	Complete
19	1/25/2018	General Item		Gen	Install pedestals+F275	Defer to Architect
21	1/25/2018	General Item		Gen	Verify proper operation of all wall hydrants	Defer to Architect
23	1/25/2018	General Item		Gen	Soffit metal panels at windows installed in an unworkman like manner	Defer to Architect
24	1/25/2018	General Item		Gen	Crimp coping continuously not just at 5' on center	Defer to Architect
25	1/25/2018	General Item		Gen	Provide mortar or caulking at vertical joints in precast	Defer to Architect
26	1/25/2018	General Item		Gen	Cut down all clean outs flush with grade and verify if concrete pads required	Defer to Architect
27	1/25/2018	General Item		Gen	Clean all excessive concrete from concrete curbs and light pole bases	Defer to Architect
28	1/25/2018	General Item		Gen	Ensure standing grass throughout	Defer to Architect
31	1/25/2018	General Item		Gen	Paint all lintel steel at window heads	Complete
32	1/25/2018	General Item		Gen	Provide caulking at base of metal panels to brick work currently excessive gap	Defer to Architect
33	1/25/2018	General Item		Gen	Repair all damaged precast at all locations - if repair is detectable by naked eye replace precast	Defer to Architect
35	1/11/2018	Roof N to S End			Splines at the stair tower have slipped leaving excessive gap exposed structure	Defer to Architect
41	1/11/2018	Roof N to S End			Install missing cover at overflow drains - middle of bldg.	Complete
42	1/11/2018	Roof N to S End			Install missing flashing seam adjacent to the stink pipe behind the aluminum panel entry	Complete
44	1/11/2018	Roof N to S End			Remove ladder from roof	Complete
45	1/11/2018	Roof N to S End			Provide roof manufactures final certification for roof installation	Defer to Architect
46	1/11/2018	Roof N to S End			Excessive gap in coping - gravel stop - raised entry roofing above the aluminum wall panel	Defer to Architect

47	1/11/2018	Roof N to S End		Remove excessive caulk at coping joints along the E wall	Defer to Architect
48	1/11/2018	Roof N to S End		The raised roofing area above the entry are not accessible - review at a later date	Defer to Architect
52	1/11/2018	Roof N to S End		Reveal splines have slipped at the stair tower at the S - make corrections necessary	Defer to Architect
53	1/11/2018	Roof N to S End		Reveals and metal panel at the stair tower at the S, are not uniformed - and vary in width size - adjust for uniform reveals	Defer to Architect
54	1/11/2018	Roof N to S End		Provide threshold at access door from bldg. to roof	Complete
55	1/11/2018	Roof N to S End		Rework trim at perimeter of access door to roof and provide caulking as necessary	Defer to Architect
56	1/11/2018	Roof N to S End		Remove chalk lines from metal panels	Defer to Architect
59	1/11/2018	Roof N to S End		Provide splash blocks at downspouts at all locations where downspouts dump to roof	Incomplete
61	1/11/2018	Roof N to S End		Make entire roof look like the roofing that has been replaced on the W side of the S stair tower - currently the correct granular have been utilized as this location however it is still missing at the curb seams	Defer to Architect
63	1/11/2018	Roof N to S End		Provide missing metal at reveal at the stair tower at the S end - numerous locations	Defer to Architect
64	1/11/2018	Roof N to S End		Metal at reveals at the stair tower at the S, is discolored - does not match. Replace	Defer to Architect
68	1/11/2018	Roof N to S End		Verify light over access door is operational	Defer to Architect
69	1/11/2018	Dumpster Pad and Mech. Yard		Fill 6x6 steel tube columns with concrete and install steel cap at the top of each column	Defer to Architect
71	1/11/2018	Dumpster Pad and Mech. Yard		Provide receivers for the cane latch at all gates - provide at closed and open positions	Complete
74	1/11/2018	Dumpster Pad and Mech. Yard		Provide caulking at zipped strip expansion at joint between concrete and brick work	Defer to Architect
76	1/11/2018	Dumpster Pad and Mech. Yard		Repair damage at gate right hand leaf of dumpster enclosure	Complete
77	1/11/2018	Dumpster Pad and Mech. Yard		Verify operation of wall packs	Defer to Architect
78	1/11/2018	Dumpster Pad and Mech. Yard		Replace brick at wall pack behind generator - currently excessive gap	Complete
79	1/11/2018	Dumpster Pad and Mech. Yard		Remove protective tape from stair nosing and clean concrete	Complete
81	1/11/2018	Dumpster Pad and Mech. Yard		Clean brick adjacent to mech. Room door	Incomplete
82	1/11/2018	Dumpster Pad and Mech. Yard		Clean precast above mech. Room door	Incomplete
83	1/11/2018	Dumpster Pad and Mech. Yard		Replace brick above mech. Room door where core drill has occurred and is now leaving a void in the wall	Complete
84	1/11/2018	Dumpster Pad and Mech. Yard		Rework gates to a plumb condition - currently gates are racked in place - in particular gate at the S end	Complete
85	1/11/2018	Dumpster Pad and Mech. Yard		Repair or replace gate that's damaged at the top in front of transformer	Complete
87	1/11/2018	Dumpster Pad and Mech. Yard		Verify empty conduit adjacent to retaining wall	Defer to Architect
88	1/11/2018	Dumpster Pad and Mech. Yard		Provide caulking at control joint at the SW corner of support bldg.	Defer to Architect
90	1/11/2018	Dumpster Pad and Mech. Yard		Complete work at the dirt island SW corner of support bldg. and establish grass	Complete
91	1/11/2018	Dumpster Pad and Mech. Yard		Raise cleanout within asphalt area on W side of sally port and install cleanout cover	Complete
93	1/11/2018	Dumpster Pad and Mech. Yard		Provide closure plate between bldg. steel and brick at OHD of sally port	Defer to Architect
95	1/11/2018	Dumpster Pad and Mech. Yard		Paint gas line gray	Defer to Architect
96	1/11/2018	Dumpster Pad and Mech. Yard		Adjust gas line so it is not touching the handrail	By gas company

98	1/11/2018	South Building Elevation		Rework all metal panels above at the canopy above the double doors	Defer to Architect
102	1/11/2018	South Building Elevation		Clean louvre	Complete
103	1/11/2018	South Building Elevation		Repaint door signage - fire exit door - do not block - currently painting is blurry	Complete
104	1/11/2018	South Building Elevation		Clean all brick work at the end of main bldg.	Complete
105	1/11/2018	South Building Elevation		Provide missing lock at sprinkler room door	Incomplete
106	1/11/2018	South Building Elevation		Patch and repair brick work where conduit for electric meter penetrates the bldg.	Complete
107	1/11/2018	South Building Elevation		Adjust the end cap of the aluminum panel eyebrow canopy at the upper level - currently the end cap panel is cockeyed	Incomplete
108	1/11/2018	South Building Elevation		Rework coping on the left hand side of the stair tower where it meets the aluminum panel	Defer to Architect
109	1/11/2018	South Building Elevation		Adjust the height of the "haggard" ground box outside of the service corridor - currently it is sitting low or below the asphalt surface	Complete
110	1/11/2018	South Building Elevation		Clean precast all locations on bldg.	Defer to Architect
111	1/11/2018	South Building Elevation		Remove debris from steel lintels and paint steel lintels at all door locations	Defer to Architect
112	1/11/2018	South Building Elevation		When reworking canopy above sprinkler room and service corridor, extend canopy tight to brick on right side to eliminate the 1 1/2" caulk joint	Complete
113	1/11/2018	Dumpster Pad and Mech. Yard		Replace damage to gate at this end of generator enclosure	Complete
114	1/11/2018	Dumpster Pad and Mech. Yard		Patch overcut asphalt at the removal bollards	Complete
118	1/11/2018	Security Fencing at Rear Yards		Verify proper bolt security gates - currently bolts extend up at the driving surface	Defer to Architect
119	1/11/2018	Security Fencing at Rear Yards		Clean mortar joint at all inside corners of security fencing	Defer to Architect
120	1/11/2018	Fuel Tank Storage		Move the lightening protection conduits at the fuel tank storage to the inside of enclosure as opposed as it is currently mounted on ext.	Complete
121	1/11/2018	Fuel Tank Storage		Clean all CMU within the fuel tank enclosure	Complete
122	1/11/2018	Fuel Tank Storage		PU masonry within fuel tank enclosure	Complete
123	1/11/2018	Fuel Tank Storage		Remove mud off walls of fuel tank enclosure	Complete
125	1/11/2018	Fuel Tank Storage		Remove overspray of hydro seed at the brick work on E side of fuel tank enclosure	Incomplete
126	1/11/2018	Security Fencing at Rear Yards		Remove silt and over seed at all brick piers and chain-link fence locations	Defer to Architect
127	1/11/2018	Security Fencing at Rear Yards		Cut all metal post tops at chain-link fence that extends up to the precast to just above the horizontal top rail to ensure post cap are below the precast	Incomplete
128	1/11/2018	Security Fencing at Rear Yards		Replace damaged brick at pier at the SE corner and the 1st pier on the S end heading N	Complete
129	1/11/2018	Security Fencing at Rear Yards		Repair damaged protective coating at gates and post on the E	Complete
130	1/11/2018	Security Fencing at Rear Yards		Excessive gap between finish grade and chain-link fencing, 2nd panel to the left of right hand gate	Incomplete
131	1/11/2018	Security Fencing at Rear Yards		Fence panel 6, 7 8 , 10 on the E security wall have excessive gap between grade and bottom rail of fence	Incomplete
132	1/11/2018	Security Fencing at Rear Yards		Adjust ALL Chain Link Fences to provide a Maximum 2" between finish grade and fence fabric (323113-3.1.1 - page 5)	Incomplete
133	1/11/2018	Security Fencing at Rear Yards		Remove paint from brick pier on the N - 1st pier from the gate wall	Defer to Architect
137	1/11/2018	Security Fencing at Rear Yards		Provide caulking at joint between concrete and brick pier and brick wall	Complete
138	1/11/2018	Security Fencing at Rear Yards		Provide caps at stop posts installed at the end of security gate track	Incomplete
139	1/11/2018	Security Fencing at Rear Yards		Remove concrete splatter from man door on the inside and repaint	Complete
140	1/11/2018	Security Fencing at Rear Yards		Repair damaged brick at man door jamb	Complete

will complete by

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will complete by

141	1/11/2018	Security Fencing at Rear Yards			Install door position switch at man door	Complete
144	1/25/2018	Support Bldg			Install thresholds at ext. doors	Complete
146	1/25/2018	Support Bldg			Caulk door frames to CMU and lintels to CMU	Complete
148	1/25/2018	Support Bldg			Provide weather stripping at OHCD currently light bleed and top, sides and bottom of doors	Complete
149	1/25/2018	Support Bldg			Verify proper operation of the climovent system	Defer to Architect
158	1/25/2018	Support Bldg			Paint all conduit and piping in space	Incomplete
159	1/25/2018	Support Bldg			Ensure proper operation of OHDs	Defer to Architect
160	1/25/2018	Support Bldg			Recoat the floor - currently where the floor has been cut for the vehicle sensor is done in an unworkman like manner and is unacceptable	Defer to Architect
161	1/25/2018	Support Bldg			Remove floor drain cover under wash station - currently epoxy paint has covered the access	Defer to Architect
162	1/25/2018	Support Bldg			Remove protective film from SF above CD	Defer to Architect
164	1/25/2018	Support Bldg			Explain why excessive gap under CD on the N end	Defer to Architect
167	1/25/2018	Support Bldg			PU drywall at joint between roof structure and wall prior to painting	Complete
168	1/25/2018	Support Bldg			Verify proper operation of all systems	Defer to Architect
170	1/25/2018	Support Bldg			Provide soap CMU at unused gas penetration in wall	Defer to Architect
172	1/25/2018	Support Bldg			Extend CJ at CMU adjacent to storage room door 176 to finish floor	Defer to Architect
174	1/25/2018	Support Bldg			Paint all exposed ductwork in space	Incomplete
175	1/25/2018	Support Bldg			Extend CJ to finish floor adjacent to the kennel door	Defer to Architect
176	1/25/2018	Support Bldg			Paint steel columns all the way to roof structure	Complete
177	1/25/2018	Support Bldg			Install control mechanism to the OHCD at the S end	Defer to Architect
186	1/25/2018		179		Paint exposed conduits at ceiling	Complete
190	1/25/2018		179		Seal door frame to finish floor	Complete
193	1/25/2018		178		Sand smooth doorframe and repaint door frame and door	Complete
195	1/25/2018		178		Remove paint from wall runner at ceiling	Complete
199	1/25/2018		178		Replace gates at kennel - currently gates are too wide causing the hinge side to project out	Complete
206	1/25/2018		178		Verify electrical outlet adjacent to the dog bathing station - currently there is a cover plate installed	Complete
207	1/25/2018		178		Paint CMU under dog bathing station	Complete
208	1/25/2018		178		Install door stop	Complete
212	1/25/2018		177		Seal all wall penetrations at CMU prior to painting	Complete
217	1/25/2018		177		Provide mortar at head joint above wall base on back wall	Defer to Architect
222	1/25/2018		177		Paint conduits	Complete
223	1/25/2018		177		Provide engraved cover plates at electrical devices and	Complete
224	1/25/2018		177		GC storing materials in this room - additional items may be discovered once GC has vacated space	Defer to Architect
226	1/25/2018		176		Paint housekeeping pad	Complete
228	1/25/2018		176		Provide missing CMU at plumbing for the wall hydrant	Defer to Architect
231	1/25/2018		176		Complete electrical in corner	Defer to Architect
232	1/25/2018		176		Paint conduits	Complete
234	1/25/2018		176		Ensure backboard for the altronix is fire treated - currently no labels shown	Defer to Architect
236	1/25/2018		176		Paint saddles at piping	Complete
237	1/25/2018		176		Paint sprinkler piping	Complete
238	1/25/2018		176		Paint all thread and Kendorf metal	Complete
245	1/25/2018	Support Bldg			Explain why the control sensors at the S end - conduit runs through the fire strobe	Defer to Architect
246	1/25/2018	Support Bldg			Verify proper warning strobes at OHDs - currently they are fire strobes	Defer to Architect
248	1/25/2018	S of Support Bldg			Paint electrical conduit to match adjacent surface	Complete
254	1/25/2018	S of Support Bldg			Wash down brick	Complete
256	1/25/2018	S of Support Bldg			Adjust metal panels reveals currently they are not uniformed	Complete
257	1/25/2018	S of Support Bldg			Rework corners at overhang - excessive gaps	Complete
259	1/25/2018	E of Support Bldg			Provide caulking at perimeter of louvre	Defer to Architect
261	1/25/2018	E of Support Bldg			Adjust metal panels reveals currently they are not uniformed	Defer to Architect

Painted at 8' wall

Painted at 8'

262	1/25/2018	E of Support Bldg		Rework mortar at top course above flashing and head joints	Defer to Architect
264	1/25/2018	E of Support Bldg		Paint conduits to match brick color	Complete
265	1/25/2018	E of Support Bldg		Replace panels at gable overhang: currently 2 joints are vertical, the remainder of joints follow slope of roof.	Defer to Architect
268	1/25/2018	N of Support Bldg		Rework asphalt in area - currently patches are unacceptable	Defer to Architect
269	1/25/2018	N of Support Bldg		Adjust metal panels reveals currently they are not uniformed	Defer to Architect
270	1/25/2018	N of Support Bldg		Rework brick work at top course adjacent to the flashing and vertical head joints	Defer to Architect
271	1/25/2018	N of Support Bldg		Remove unused gas penetration and provide brick	Defer to Architect
272	1/25/2018	N of Support Bldg		Clean underside of canopy - if staining cannot be removed then paint canopy decking	Defer to Architect
273	1/25/2018	N of Support Bldg		Sand canopy steel and repaint	Defer to Architect
274	1/25/2018	N of Support Bldg		Paint gas line	Defer to Architect
275	1/25/2018	N of Support Bldg		Provide caulk joint between steel and brick under canopy	Complete
276	1/25/2018	N of Support Bldg		Verify gutter at canopy - currently sagging in middle where joints occur	Incomplete
277	1/25/2018	N of Support Bldg		Paint downspout boots	Complete
278	1/25/2018	N of Support Bldg		Provide closure steel at jambs of the CD to close off gap between brick and steel	Defer to Architect
279	1/25/2018	N of Support Bldg		Remove paint from brick behind the man door	Complete
280	1/25/2018	N of Support Bldg		Clean all brick work	Complete
281	1/25/2018	N of Support Bldg		Paint conduits at security gates to match brick	Complete
282	1/25/2018	N of Support Bldg		Paint conduits in platform at security gate motor black to match gate	Complete
283	1/25/2018	N of Support Bldg		Repaint steel at canopy	Complete
286	1/25/2018	N of Support Bldg		Seal gaps in gutter of canopy - currently gaps at several locations	Complete
288	1/25/2018	N of Support Bldg.		Metal at top right of the window is discolored from the remaining metal - replace	Defer to Architect
290	1/25/2018	E Elev. Main Bldg		Provide closure plate at CD to close gap between brick and steel	Complete
295	1/25/2018	E Elev. Main Bldg		Provide caulking at perimeter of louvre above man door	Defer to Architect
298	1/25/2018	E Elev. Main Bldg		Adjust metal panels reveals currently they are not uniformed	Defer to Architect
300	1/25/2018	E Elev. Main Bldg		Provide weather striping at top of door	Complete
303	1/25/2018	E Elev. Main Bldg		Paint downspout boot	Complete
304	1/25/2018	E Elev. Main Bldg		Replace damage brick left hand side of OHD at the bottom	Defer to Architect
308	1/25/2018	E Elev. Main Bldg		Paint conduit to match brick work at the left hand of main bldg.	Complete
309	1/25/2018	E Elev. Main Bldg		Adjust metal panels reveals currently they are not uniformed	Defer to Architect
311	1/25/2018	E Elev. Main Bldg		Seal gaps and holes in decking	Complete
313	1/25/2018	E Elev. Main Bldg		Sand smooth canopy steel and repaint. (Both Canopies)	Defer to Architect
315	1/25/2018	E Elev. Main Bldg		Explain unused conduit penetrations at bldg.	Defer to Architect
316	1/25/2018	E Elev. Main Bldg		Provide caulking at perimeter of AL SF	Complete
317	1/25/2018	E Elev. Main Bldg		Provide caulking at perimeter of louvres in wall	Defer to Architect
318	1/25/2018	E Elev. Main Bldg		Adjust sun shade fins to all match same angle	Defer to Architect
321	1/25/2018	E Elev. Main Bldg		Remove protective film from cleanouts in sidewalk	Defer to Architect
323	1/25/2018	E Elev. Main Bldg		Paint lintels at windows	Defer to Architect
325	1/25/2018	E Elev. Main Bldg		Excessive gap at right end of soffit CW system adjacent to the overflow	Defer to Architect
326	1/25/2018	E Elev. Main Bldg		Cut EJ material and provide caulking at all site concrete	Defer to Architect
327	1/25/2018	E Elev. Main Bldg		Install mortar or caulk at vertical joints at precast per contract	Defer to Architect
329	1/25/2018	E Elev. Main Bldg		Rework metal panels at first punch Curtain Wall, right side of large CW system	Defer to Architect
330	1/25/2018	E Elev. Main Bldg		Jambs at punch windows are not perpendicular to the window frame system - they splay in and out - correct	Defer to Architect
332	1/25/2018	E Elev. Main Bldg		Note: All comments for canopies above apply to All canopies on this project.	Defer to Architect
333	1/25/2018	E Elev. Main Bldg		Explain unused conduit penetrations at bldg. - cut these conduits back flush and cap at brick	Defer to Architect
334	1/25/2018	E Elev. Main Bldg		PU mortar at right hand side of break room window jamb	Complete
337	1/25/2018	E Elev. Main Bldg		Damaged metal panel under 3rd window from the N end	Defer to Architect
338	1/25/2018	E Elev. Main Bldg		PU mortar joints in brick work various locations	Defer to Architect
339	1/25/2018	E Elev. Main Bldg		Paint conduits in platform at security gate motor black to match gate	Complete
343	1/25/2018	N Elev. Main Bldg		Repair or replace damage precast at head of window	Incomplete
344	1/25/2018	N Elev. Main Bldg		Provide mortar or caulking at vertical joints in precast	Complete
346	1/25/2018	N Elev. Main Bldg		Damaged metal panels at Stairtower	Defer to Architect

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347	1/25/2018	E Elev. Main Bldg.			Repair gap in reveal at 1st punch window from the CW system right hand side ????	Defer to Architect
349	1/25/2018	N Elev. Main Bldg.			Replace cracked concrete at bottom of stairs	Incomplete
350	1/25/2018	N Elev. Main Bldg.			Install missing device at metals panels at stairwell currently open electrical	Defer to Architect
352	1/25/2018	N Elev. Main Bldg.			Provide caulking at perimeter of punch window at NW corner	Complete
354	1/25/2018	N Elev. Main Bldg.			Paint lintel at window heads (Typical at all Lintel locations on this project)	Complete
356	1/25/2018	N Elev. Main Bldg.			Extend CJ to grade between window and stairwell	Complete
357	1/25/2018	N Elev. Main Bldg.			Cut and remove unused conduit in corner adjacent to stairwell	Complete
358	1/25/2018	E Elev. Main Bldg			Cut down conduits to grade and provide cleanout cap and verify if concrete is required at these locaitons	Complete
361	1/25/2018	E Elev. Main Bldg			Excessive gap at left end window	Complete
362	1/25/2018	E Elev. Main Bldg			Excessive gap at first alcove left hand on left side	Complete
363	1/25/2018	E Elev. Main Bldg			Caulk joint between soffit and brick pilasters	Complete
365	1/25/2018	E Elev. Main Bldg			Adjust sun shading to point at same angle at all locations	Defer to Architect
366	1/25/2018	E Elev. Main Bldg			Rework metal at top of window frames across the front	Defer to Architect
367	1/25/2018	E Elev. Main Bldg			Metal work under windows not pluumb and level - rework	Defer to Architect
368	1/25/2018	E Elev. Main Bldg			Excessive gap between metal panel and window frame throughout	Defer to Architect
372	1/25/2018	E Elev. Main Bldg			Rework joint between precast sill and brick work	Defer to Architect
373	1/25/2018	E Elev. Main Bldg			Clean lambs tongue overflow on left hand side of entry	Complete
375	1/25/2018	E Elev. Main Bldg			Explain pipe penetration below the wall hydrant left hand side of entry	Defer to Architect
376	1/25/2018	E Elev. Main Bldg			Rework metal panels at entry at soffit currently significant slopes is unacceptable	Defer to Architect
378	1/25/2018	E Elev. Main Bldg			Rework entry canopy currently significant bow on right side	Defer to Architect
379	1/25/2018	E Elev. Main Bldg			Rework all end caps at all eyebrow metal panel installation	Defer to Architect
380	1/25/2018	E Elev. Main Bldg			Provide continous crimp at coping	Defer to Architect
381	1/25/2018	E Elev. Main Bldg			Rework metal at entry where canopy meets metal panels	Defer to Architect
382	1/25/2018	E Elev. Main Bldg			Adjust metal panels reveals currently they are not uniformed	Defer to Architect
383	1/25/2018	E Elev. Main Bldg			Redo blue reveal at vertical metal panels	Defer to Architect
384	1/25/2018	E Elev. Main Bldg			Re insall precast at right hand side of vertical blue metal panels	Defer to Architect
385	1/25/2018	E Elev. Main Bldg			Rework precast installation at top of pilasters currently projectiong excessively over brick work	Defer to Architect
386	1/25/2018	E Elev. Main Bldg			Provide caulking between CW system and brick work- all joint locations	Defer to Architect
395	1/25/2018	E Elev. Main Bldg			Caulk joint at end of steel lintel where it meets the brick work	Complete
396	1/25/2018	E Elev. Main Bldg			Caulk joint between lintel and brick pilasters	Complete
401	1/25/2018	E Elev. Main Bldg			Damaged metal panels at variuos locaitons - replace panels	Defer to Architect
402	1/25/2018	E Elev. Main Bldg			Rework spline at metal panels	Defer to Architect
403	1/25/2018	E Elev. Main Bldg			Adjust metal panels reveals currently they are not uniformed	Defer to Architect
405	1/25/2018	E Elev. Main Bldg			Repaint gas line gray and adjust so as not to touch metal handrail	Defer to Architect
406	1/25/2018	E Elev. Main Bldg			Rework overhang at the S end - at end of overhang	Defer to Architect
407	1/25/2018	E Elev. Main Bldg			Provide caulking at perimeter of all window frames	Complete
408	1/25/2018	Gen			Clean all precast removing silt from precast - numerous locations	Defer to Architect
410	1/25/2018	E Elev. Main Bldg			Rework metal drip edge under precast at front plaza walls	Defer to Architect
411	1/25/2018	E Elev. Main Bldg			Clean brick work at plaza walls	Incomplete
412	1/25/2018	E Elev. Main Bldg			Replace damaged precast where electriciaan installed electrical devices at plaza	Complete
413	1/25/2018	Gen			Install missing caulking at joints in precast	Defer to Architect
415	1/25/2018	E Elev. Main Bldg			Rework overhang metal - currently bowed significantly above entry door	Defer to Architect
416	1/25/2018	Front Plaza			Remove exposed CMU at the bottom of the stairs at the front plaza and install brick	Complete
418	1/25/2018	Elevators			Not inspected inoperable.	Defer to Architect
419	1/25/2018	General		GEN	Ensure overcurrent protective devices settings have been made by authorized service representative.	Complete
420	1/25/2018	General		GEN	Provide ARC Flash Hazard warning labels on all panelboards and disconnects ensure the label provides the following information taken from the arc-flash hazard analysis. Location, nominal voltage, Flash protection boundary, hazard risk category, incident energy, working distance, engineering report number-revision number and issue date.	Complete
421	1/25/2018	General		GEN	Complete all Cx activities / demonstrations required.	Complete

With canopy

425	1/25/2018	General		GEN	Provide electrical raceway identification on conduits not utilizing colorized conduit.	Defer to Architect
426	1/25/2018	General		GEN	Provide engraved laminate tags for all electrical equipment. EMON DMON meters, ATS, Transformers, disconnects, etc.	Complete
427	1/25/2018	General		GEN	Complete TAB	Complete
428	1/25/2018	General		GEN	Complete HVAC water treatment analysis	Complete
429	1/25/2018	General		GEN	Complete and confirm water sterilization of domestic water is complete.	Complete
430	1/25/2018	General		GEN	Provide engraved laminate tags for concealed electrical equipment	N/A
433	1/25/2018		Site		FDC is not chrome as specified.	Incomplete
434	1/25/2018		Site		Exterior receptacles have the incorrect while in use cover. Replace all with Die Cast Aluminum as specified and approved.	Complete
436	1/25/2018		Site		Remove tape and confirm operation of sump pump drain. Provide splash block.	Complete
437	1/25/2018		Site		Remove all conduits/piping around permitted of building utilized for temporary services.	Complete
438	1/25/2018		Site		Electrical handholes to be flush with ground.	Defer to Architect
441	1/25/2018		Site		Several Light poles are not plug. Shim and correct.	Defer to Architect
442	1/25/2018		Site		Light pole base skirts are not sitting flush to concrete.	Defer to Architect
443	1/25/2018		Site		Remove light pole bolt cut ends from grass.	Defer to Architect
444	1/25/2018		Site		Weatherized enclosures receptacle covers shall be stainless, with engraved panelboard and circuit.	N/A
445	1/25/2018		Site		Bolt skirt missing from southern 4 way light pole.	Incomplete
448	1/25/2018		Site		repaved drive lisle to remove noticeable patches.	On Separate List
449	1/25/2018		Site		Paint gas line	Defer to Architect
450	1/25/2018		Site		Polish downspout boots	Complete
451	1/25/2018		Site		paint all exposed electrical conduit same color as structure.	Complete
452	1/25/2018		Site		Plug un used conduits	Complete
453	1/25/2018		Site		Lightning conductor exposed and unattached near bike rack. Ground/complete.	Defer to Architect
454	1/25/2018		Site		Site light near fuel station. Half of the distribution array is not functioning.	Defer to Architect
455	1/25/2018		Support Bldg. Bay		Engraved Laminate tags for disconnects, etc.	N/A
456	1/25/2018		Support Bldg. Bay		Paint all exposed mechanical piping and ductwork.	Complete
457	1/25/2018		Support Bldg. Bay		Remove all tape / rust and concrete from drains and restore factory finish.	Complete
462	1/25/2018		Support Bldg. Bay		Replace burned out overhead lighting	Incomplete
463	1/25/2018		Support Bldg. Bay		Provide engraved panelboard and circuit on all receptacles. This included overhead receptacles.	N/A
465	1/25/2018		Support Bldg. Bay		Grout all sleeves to CMU and pack annular space	Defer to Architect
466	1/25/2018		Support Bldg. Bay		Receptacle under keypad not provided with while in use cover	Incomplete
467	1/25/2018		Support Bldg. Bay		why has 1/2" conduit been utilized? Specs call for a minimum of 3/4" conduit.	Defer to Architect
469	1/25/2018		179		Grout all sleeves to CMU and pack annular space	Defer to Architect
471	1/25/2018		179		Label J box covers	Incomplete
473	1/25/2018		178		Receptacle not provided under k-9 bath	Complete
474	1/25/2018		178		Receptacle under k-9 bath to have while in use cover	Complete
476	1/25/2018		178		Unused coach rod plates left on CMU remove/ patch holes.	Defer to Architect
477	1/25/2018		178		Provide escutcheons where pipes penetrate ceiling	Complete
478	1/25/2018		178		Light switch is to be with Occ. Sensor.	Complete
483	1/25/2018		177		Provide extension handles on all valves.	Defer to Architect
485	1/25/2018		177		Fully apply color identification on conduits.	Incomplete
487	1/25/2018		176		Rework and request reinspection.	Defer to Architect

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488	1/25/2018		176	Panel UP3 - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Complete
489	1/25/2018		176	Plywood does not appear to be fire rated. Additionally plywood if fire treated labels have been painted over.	Defer to Architect
491	1/25/2018		176	Provide nylon bushings on conduits.	Incomplete
492	1/25/2018		176	Complete wiring / piping and replace face shell	Defer to Architect
493	1/25/2018		176	Mechanical insulation is to cover all specialties.	Defer to Architect
494	1/25/2018		Ext Sally port	Lightning conductor has been installed exposed. Concealed conductor and conduit inside building.	Defer to Architect
495	1/25/2018		Ext Fuel Station	Lightning protection not concealed inside enclosure. This area was not submitted for approval of routing. Rework cabling to not drape across stone work.	Defer to Architect
496	1/25/2018		Generator yard	Provide engraved laminate tag on disconnects	N/A
498	1/25/2018		Generator yard	Galv coat all cut ends of unistrut	Complete
499	1/25/2018		Generator yard	Patch hole in brick at sally port	Complete
500	1/25/2018		180	Panel H3 - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
501	1/25/2018		180	Panel HM3 - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
502	1/25/2018		180	Panel XH3 - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
503	1/25/2018		180	Panel 2MLA - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
504	1/25/2018		180	Label all lighting contactors	Could not get into room
505	1/25/2018		180	Clean spilt system and pan	Could not get into room

506	1/25/2018		180		Seal all conduits	Could not get into room
507	1/25/2018		180		Paint gas piping	Could not get into room
508	1/25/2018		180		Provide new ductwork section where holes has been cut.	Could not get into room
509	1/25/2018		180		Panel L3 - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
510	1/25/2018		180		Panel EL3 - Circuit "1" tripped, Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
511	1/25/2018		180		Panel ML3 - Provide engraved laminate tag, Proper common trip breaker not provided wire providing trip not acceptable. Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
512	1/25/2018		180		Clean air compressor	Could not get into room
513	1/25/2018		180		Complete BAS work	Could not get into room
514	1/25/2018		180		Paint exposed compressor piping	Could not get into room
515	1/25/2018		180		Light switch is to be with Occ. Sensor.	Could not get into room
516	1/25/2018		Generator		Remove items from generator	Could not get into room
517	1/25/2018		Generator		Panel board cover left open	Complete
519	1/25/2018		Generator		Light burned out in generator	Complete
520	1/25/2018		Generator		Remove fuel soaked rags from fuel overfill.	Defer to Architect
521	1/25/2018		Generator		Clean interior surfaces	Complete
522	1/25/2018		Fuel Kiosk		Provide final coats of paint on conduits and wire raceways	Complete
524	1/25/2018		Roof		Provide correct while in use receptacle cover and provide engraved cover with panelboard and circuit.	N/A
527	1/25/2018		Roof		Provide engraved laminate tags on disconnects.	Incomplete
533	1/25/2018		Roof		Provide domes for all roof drains	Complete
534	1/25/2018		RTU-1		Damage to energy wheel media RTU-1	Defer to Architect
535	1/25/2018		RTU-1		Return all interior surfaces to factory condition.	Defer to Architect
536	1/25/2018		RTU-1		All specialties to be insulated	Defer to Architect
537	1/25/2018		RTU-1		Comb all damage from pre-heat coil	Defer to Architect
538	1/25/2018		RTU-2		Damage to energy wheel media RTU-1	Defer to Architect
539	1/25/2018		RTU-2		Return all interior surfaces to factory condition.	Defer to Architect
540	1/25/2018		RTU-2		All specialties to be insulated	Defer to Architect
541	1/25/2018		RTU-2		Comb all damage from pre-heat coil	Defer to Architect
					MEP Comments	

Labels can be ins

Prince William County Department of Transportation DOT Accounting
Request for Payment
Information Required to Obtain Contractor Payment Form for a Project

Name of Project -

Project Number –

Name of Contractor -

Contract No. -

PO Number -

Contract Date -

Original Contract Amount -

Retainage to be Held Yes or No -

Retainage %

Please return to Sandra Lewis as soon as Contract has been approved.

**PRINCE WILLIAM COUNTY DEPARTMENT OF TRANSPORTATION
 CONTRACTOR 'S REQUEST FOR PAYMENT
 PROJECT NAME
 Contractor Name**

CONTRACT NO. _____ PO# _____ Project # _____

CONTRACT DATE _____ INVOICE DATE _____

REQUEST FOR PAYMENT NO. _____

SUBMISSION OF (CHECK ONE)

_____ **PROGRESS PAYMENT** _____ **SEMI-FINAL PAYMENT**

NOTE: SUBMISSION OF FINAL APPLICATION FOR PAYMENT SHALL BE FOR RETAINAGE ONLY

ORIGINAL CONTRACT AMOUNT _____

CHANGE ORDERS _____

ADJUSTED CONTRACT AMOUNT INCLUDING CHANGE ORDERS _____

(1) ORIGINAL WORK EARNED LESS PREVIOUS STORED MATERIALS _____

(2) CHANGE ORDER WORK EARNED _____

(3) PRICE ADJUSTMENT "ASPHALT" _____ -

(4) PRICE ADJUSTMENT "STEEL GUARD RAIL" _____ -

(5a) STORED MATERIALS PREVIOUS REQUEST _____

(5b) ADDITIONAL MATERIALS ON HAND THIS REQ _____ -

(5c) REMOVED MATERIALS ON HAND THIS REQ _____ -

(5d) BALANCE MATERIALS ON HAND (5a+5b-5c) \$ _____ -

(5) TOTAL AMOUNT MATERIALS EARNED & STORED _____ -

(6) TOTAL AMOUNT EARNED (1+2+3+4+5) \$ _____ -

(7) TOTAL AMOUNT PREVIOUSLY INVOICED _____

(8) TOTAL AMOUNT DUE CONTRACTOR THIS INVOICE (6-7) \$ _____ -

*srl

Approved by: Contractor

DATE _____

Signed _____

Approved by: Prince William County

DATE _____

Signed _____

PRINCE WILLIAM COUNTY DEPARTMENT OF TRANSPORTATION
 CONTRACTOR 'S REQUEST FOR PAYMENT WITH RETAINAGE
 (Name of Project)
 (Contractor's Name)

CONTRACT NO. _____ PO# _____ Project # _____

CONTRACT DATE _____ INVOICE DATE _____

REQUEST FOR PAYMENT NO. _____

SUBMISSION OF (CHECK ONE)

_____ PROGRESS PAYMENT _____ SEMI-FINAL PAYMENT
 NOTE: SUBMISSION OF FINAL APPLICATION FOR PAYMENT SHALL BE FOR RETAINAGE ONLY

ORIGINAL CONTRACT AMOUNT _____

CHANGE ORDERS _____

ADJUSTED CONTRACT AMOUNT INCLUDING CHANGE ORDERS \$ _____

(1) ORIGINAL WORK EARNED LESS PREVIOUS STORED MATERIALS _____

(2) CHANGE ORDER WORK EARNED _____

(3) PRICE ADJUSTMENT "ASPHALT" _____

(4) PRICE ADJUSTMENT "STEEL GUARD RAIL" _____

(5a) STORED MATERIALS PREVIOUS REQUEST _____

(5b) ADDITIONAL MATERIALS ON HAND THIS REQ _____ -

(5c) REMOVED MATERIALS ON HAND THIS REQ _____ -

(5d) BALANCE MATERIALS ON HAND (5a+5b-5c) \$ _____ -

(5) TOTAL AMOUNT MATERIALS EARNED & STORED _____ -

(6) TOTAL AMOUNT EARNED (1+2+3+4+5) \$ _____ -

(7) RETAINAGE WITHHELD YEAR-TO-DATE (line 6*5%) \$ _____ -

(8) TOTAL RETAINAGE WITHHELD THRU LAST REQUEST _____

(9) RETAINAGE WITHHELD CURRENT REQUEST (7-8) \$ _____ -

(10) TOTAL AMOUNT PREVIOUSLY INVOICED _____

(11) TOTAL AMOUNT DUE CONTRACTOR THIS INVOICE (6-7)-10 \$ _____ -

Note: Submission of Final Application for Payment shall be for Retainage only.

*srl

Approved by: Contractor

DATE _____ Signed _____

Approved by: Prince William County

DATE _____ Signed _____



**Right-of-Way Acquisition Report
Compensation Approval Form**

TRACKING No.

SUBMITTED

Project: _____

Recipient: Location: _____

Compensation for: Fee Simple Easement Damages Relocation

Approximate Sq Footage: _____ Appraisal Amount: \$ _____

Amount of Compensation: _____ Object: _____

	Approval Signature	Date	Due Date
--	---------------------------	-------------	-----------------

County Attorney:	_____	_____	<u> **/**/** </u>
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Director of Finance:	_____	_____	<u> **/**/** </u>
----------------------	-------	-------	-------------------

Budget Director:	_____	_____	<u> **/**/** </u>
------------------	-------	-------	-------------------

	Final Approval	Date	Due Date
--	-----------------------	-------------	-----------------

Director of Transportation:	_____	_____	<u> **/**/** </u>
-----------------------------	-------	-------	-------------------

ACXO >\$300,000	_____	_____	<u> **/**/** </u>
-----------------	-------	-------	-------------------

County Executive > \$300,000	_____	_____	<u> **/**/** </u>
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Prince William County Transportation Department Settlement Check List

In an effort to expedite your settlement as quickly as possible, please provide the following information and mail to Prince William County Department of Transportation, 5 County Complex Court, Suite 290, Prince William, VA 22192, Attn: Scott Hatten Mailstop DS990. If you have questions please contact Mr. Scott Hatten at: 703-792-6257 or shatten@pwcgov.org

For Churches

Please complete all which apply:

Parties Authorized To Sign (place additional signers on back of sheet):

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Enclosed

- Completed Mortgage Information Sheet Signed W-9
- Corporate Resolution authorizing sale of land/easements/ROW to Prince William County
- Corporate Resolution designating authorized signer for corporate land transactions
- Copies of all Petitions/Orders of Designating Trustees
- Board Minutes approving resolutions (if applicable)
- Signed/notarized Deed Signed/notarized Agreement
- Signed Utility easements (Verizon, NOVEC, Dominion, Comcast, Washington Gas, etc.)
- Signed Right-Of-Entry Agreements Copy of current title policy

How would you like to conduct settlement: By Fed-Ex __ In-person __

To whom and where the documents should be sent: Name _____

Title: _____ Phone: _____ Fax: _____

Address: _____

City, State, Zip _____ Email: _____

Prince William County Transportation Department Settlement Check List

In an effort to expedite your settlement as quickly as possible, please provide the following information and mail to Prince William County Department of Transportation, 5 County Complex Court, Suite 290, Prince William, VA 22192, Attn: Scott Hatten, Mailstop DS990. If you have questions please contact Mr. Scott Hatten at: 703-792-6257 or shatten@pwcgov.org

For Corporations

Please complete all which apply:

Parties Authorized To Sign:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Enclosed

- | | |
|--|---|
| <input type="checkbox"/> Completed Mortgage Information Sheet | <input type="checkbox"/> Signed W- 9 |
| <input type="checkbox"/> Copy of Articles of Incorporation, | <input type="checkbox"/> Copy of SCC certificate in good standing |
| <input type="checkbox"/> Current Operating Agreement and all amendments, if none Certification there is no Operating Agreement | |
| <input type="checkbox"/> Corporate Resolution authorizing sale of land/easements/ROW to Prince William County | |
| <input type="checkbox"/> Corporate Resolution designating authorized signer for corporate land transactions | |
| <input type="checkbox"/> Board Minutes approving resolutions (if applicable) | |
| <input type="checkbox"/> Signed/notarized Deed | <input type="checkbox"/> Signed/notarized Agreement |
| <input type="checkbox"/> Signed Utility easements (Verizon, NOVEC, Dominion, Comcast, Washington Gas, etc.) | |
| <input type="checkbox"/> Signed Right-Of-Entry Agreements | <input type="checkbox"/> Copy of current title policy |

How would you like to conduct settlement: By Fed-Ex ___ In-person ___

To whom and where the documents should be sent: Name _____

Title: _____ Phone: _____ Fax: _____

Address: _____

City, State, Zip _____ Email: _____

Prince William County Transportation Department Settlement Check List

In an effort to expedite your settlement as quickly as possible, please provide the following information and mail to Prince William County Department of Transportation, 5 County Complex Court, Suite 290, Prince William, VA 22192, Attn: Scott Hatten, Mailstop DS990. If you have questions please contact Mr. Scott Hatten at: 703-792-6257 or shatten@pwcgov.org

For Property Owners

Please complete all which apply – if applicable:

Name: _____ Name: _____

Address: _____ city, state, zip: _____

Phone: _____ Office: _____ Cell: _____

Contact Email: _____

Enclosed

- Completed Mortgage Information Sheet (copy of statement)
- Signed W-9 Copy of title policy Signed/notarized Agreement Signed Deed
- Are you planning to refinance soon ? Yes _____ No _____

New lender contact information _____

- Signed/notarized Agreement Signed Right-Of-Entry Agreements
- Signed Utility easements (Verizon, NOVEC, Dominion, Comcast, Washington Gas, etc.)
- Power -of-Attorney/ Court Orders appointing Trustee
- Student Loans paid off: Yes _____ No _____ Copy of payment slip
- 10. If represented by Counsel – Name, Address, Phone, Fax, Email _____



Date

TO: name
County Executive

FROM: title

RE: Approval of Selection Committee for the Purpose of Interviewing, Evaluating, and Selecting Consulting Services for name of project

I. Background: in chronological order is as follows:

- A. project name - short description.
- B. Budget – Funds are
- C. Request for Proposals – A Request for Proposals (RFP) has been prepared to solicit proposals from consultants for NAME OF PROJECT.
- D. Selection Committee Approval – The County Executive must approve the Selection Committee whose function is to interview, evaluate, and select a design consultant in accordance with County Purchasing Regulations.

II. Current Situation is as follows:

- A. Proposal Due Date – Proposals from consultants are due _____
- B. Selection Committee Recommendation – The recommended committee members to interview, evaluate, and select the most applicable candidates are as follows:

1. Name & title
2. Name & title
3. Name & title
4. Name & title

C. Selection Committee Approval – This Selection Committee requires the approval of the County Executive in accordance with Prince William County Purchasing Regulations.

III. Recommendation is that the Selection Committee identified above be approved for the purpose of interviewing, evaluating, and selecting a design consultant for the NAME OF PROJECT. A check in the appropriate box and a signature on the line at the bottom of this memo provides approval of the recommendation.

_____ Approved

_____ Disapproved

County Executive

Date

Cc: _____, Purchasing Manager

SOLICITATION INFORMATION FORM FOR CONSTRUCTION PROJECTS

SUBMITTED BY:

DATE SUBMITTED:

This form must accompany the following 100% final completed and approved electronic documents. Submit the above documents to Contract Specialist as word/excel files. Ensure each file reflects in lower left corner of each page a document creation or origination date.

- Contract Special Provisions (CSP)
- Special Provisions / Copied Note (VSP)
- Schedule of Unit Prices

GENERAL

The following information is requested to assist the Contract Specialist in preparing your construction solicitation. Failure to provide a detailed response to the questions herein may result in delay in the Contract Specialist completing the final solicitation document and/or rejection of your requisition to proceed with review of your solicitation.

Please furnish the following information if applicable, to your project:

1. Name of Project (name indicated in CIP and as shown on the plans)

2. Full description of Work and overview of project (Include location/address)

Provide generalized background, important details and related project information

3. Detail how project is funded (state/county/federal, etc.) Note: Federal and State funded projects have different front-end documents than projects funded 100% by PWC
4. Provide COA number.
5. Provide date of approval of plans (no solicitation will be advertised without **final approved plans** – no exceptions).
6. Provide Name/phone number of contact person for contracting Department.
7. Provide a “suggested schedule” of activities for advertising, pre-bid conference, opening bids, and award. In an effort to determine award date by BOCS, it is recommended Engineer review the BOCS Agenda meeting schedule dates including, the date for Close of Agenda date for preparation of Staff Report and the Agenda Dispatch date.
8. Provide Prince William County employees’ name/phone number whom Purchasing will coordinate solicitation front-end document preparation and address technical question
9. Provide Name/phone number of contact person of Engineer firm (Designer)
10. Provide Design Engineering consultants ‘construction estimate (attached excel Schedule of Unit Prices from Design Consultant)
11. Indicate amount Bidders must pay to CD ROM bidding documents & Plans.
12. Indicate Number calendar days or the specific date for construction contractor to complete the work.
13. Specify or provide details regarding (PWC or Consultant) providing construction over-sight/on-site construction activities.
14. Indicate who will provide construction inspections/testing services
15. Describe additional related details

Form Completed By: _____

Date: _____

SOLICITATION INFORMATION FORM
FOR RFP PROFESSIONAL ENGINEERING SERVICES

SUBMITTED BY: _____

DATE SUBMITTED: _____

GENERAL

The following information is requested to assist the Contract Specialist in preparing your RFP solicitation. Failure to provide a detailed response to the questions herein may result in delay in the Contract Specialist completing the final solicitation document and/or rejection of your requisition to proceed with review of your solicitation.

Please furnish the following information if applicable, to your project:

1. Name of Project (name indicated in CIP and as shown on the plans)
2. Brief description and overview of project (Include location/address)
3. Describe how project is funded (state/county/federal, etc.) Provide OCA number.
4. Provide generalized background, important details and related project information.
5. Does solicitation require prior to advertisement review/approval by any governmental agency (VDOT/FHWA)? Is so state governmental agency. Provide names of approval agencies i.e. VDOT. Include contact person name and number
6. **Submit/attach a copy of any/all jurisdictional agreements, including VDOT/FHWA grants**

7. Does this project require CTB or any other governmental agency approval for award

8. Provide Prince William County employees' name/phone number whom Purchasing will address technical questions

9. Provide a "suggested schedule" of activities for advertising, RFP due date, Proposal Evaluation timeline, Negotiations and award. In an effort to determine award date by BOCS, it is recommended Engineer review the BOCS Agenda meeting schedule dates including, the date for Close of Agenda date for preparation of Staff Report and the Agenda Dispatch date.

10. Describe additional related details

Form Completed By: _____

Date: _____



Special Event Checklist Information

Type of Event	
Date of Event (including time of event)	
Project Description	
Location of Event	
Is there is a street sign in the background for photo opportunity?	
Event Format: <ul style="list-style-type: none">• Do you need chairs?• Do you need audio speakers?• Do you need a podium?• Do you need a stage?• Do you need a tent?• Do you need a refreshment table?	
Speaker(s) for Event	
Guests for the Event (those who should receive an invitation for the event)	
Dignitaries who need to be recognized <ul style="list-style-type: none">• If yes, who?	
Refreshments needed for the event? <ul style="list-style-type: none">• If yes, what kind of refreshments?	
Directions to Event	
Is an event program needed? <ul style="list-style-type: none">• If yes, what is the schedule?	
Do you need nametags for the event? <ul style="list-style-type: none">• If yes, who needs nametags?	

Once this form has been completed, please forward to Communications for their use in planning the event

PRINCE WILLIAM COUNTY TASK ORDER

TASK ORDER NO. []

TASK ORDER DATE []

MODIFICATION NO. (If making a change to an existing Task Order, insert a modification number to indicate the change, e.g. 001, 002)

CONTRACT NAME []

CONTRACT NO. []

PROJECT NAME

PROJECT NO.

PWC REPRESENTATIVE, (Contact/Title)
/ (Dept./Div)
/ (Phone/Email)

VENDOR /CONTRACTOR (Business Name)
(Address)
(Contact/Title)
/ (Phone/Email)

Precedence of Documents

In the event of inconsistencies among documents, the following shall take precedence:

- 1. Contract Number between the Parties.
- 2. PWC Purchase Order/Task Order issued, and it's attachment(s). (Identify attachments)

, , , ,

Task Order Amount

Total Task Order Amount, not to exceed - \$ without prior written County approval.

Period of Performance

Vendor/Contractor shall begin performance within calendar days from receipt of a Purchase Order. Scope of Work shall be completed within calendar days *or* by (a specific date).

Scope of Work

In accordance with the Provisions of the Contract/Purchase Order/Task Order referenced above, the Vendor/Contractor shall provide: (Specify or attach a detailed Scope of Work including any supporting document, e.g. Deliverables, Deliverable Schedule, Proposal, Cost Estimate, Fee Schedule.)

**USING DEPARTMENT HEAD OR PROJECT
MANAGER'S SIGNATURE AND DATE**

**VENDOR/CONTRACTOR'S SIGNATURE
AND DATE**

Signature Date

Signature Date

Print Name and Title

Print Name and Title

**PURCHASING MANAGER'S SIGNATURE
AND DATE**

Signature Date
Adam Manne, Purchasing Manager

(Task Orders exceeding \$15,000 must be signed by the Using Department Head and the Vendor, and the original hard copy must be sent to Purchasing for the Purchasing Manager's signature.)

**VIRGINIA DEPARTMENT OF TRANSPORTATION
MANASSAS RESIDENCY**

Check List for PWC Bond Acceptance Documents

Project:

- Record Plats** – All plats must be recorded and show the deed book, page number and date, or the instrument number.
- Legal Instruments** - quit claim deeds, vacated easements, turn-around easements, etc. All documents must be recorded and show the deed book, page number and date, or the instrument number.
- Construction Plans** - Compact disc containing “full scale” as-built plans on TIFF files.
- Typical Section** - Chart with typical section and right-of-way information.
- Composite** – (1) copy of a project sketch showing changes to primary and secondary system of highways including additions, abandonment’s and discontinuances with corresponding mileage for each segment.
- Draft Resolution** – (1) copy of the B.O.S. draft resolution.
- Land Use Permit Applications / Utilities** – Applications submitted from all companies with utilities in R/W. Applications must include (2) copies of a plan sheet or sketch with locations of utilities highlighted.
- Land Use Permit Applications / P.W.C.** – Applications submitted from P.W.C. for landscaping, sidewalks not maintained by VDOT, etc. Applications must include (2) copies of plans. Landscaping plans must be pre-approved by V.D.O.T.
- Maintenance Agreements** – Agreements for extrinsic structures (dams, tunnels, etc.), concrete driveways in ditch sections, VDOT snow removal access, etc.

- Notes: 1. All information must be legible.
2. If an item is not required, indicate N/A in the appropriate check box.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

WIRE TRANSFER NOTIFICATION

TRANSFER TO:

DATE PREPARED

NAME

AMOUNT

PREPARED BY

FOR REPETITIVE WIRES:

APPROVED

PRIN/

EFFECTIVE DAY AND DATE OF WIRE
(ENSURE BANK BUSINESS DAY)

OR

NON-REPETITIVE BENEFICIARY ACCOUNT:

BENEFICIARY BANK:

ACCOUNT NAME

ACCOUNT NUMBER

ABA NUMBER

ORIGINATOR(S):

ADDRESS

PWC

CITY/STATE

NAME(S)

FOR DISBURSEMENTS USE ONLY:

DESCRIPTIVE INFORMATION TEXT 1

PROCESSED BY

TEXT 2

AUTHORIZATION

:CONFIRMATION:


VERIFIED TO BANK POSTING AND DATE

NUMBER DATE TIME

Work Request Form

Please do not use special characters like '&'. These may cause the form to give errors.

Short Description:

Date/time of Submission: Date 

Requestor Name:

Requestor's Phone #:

Requesting Agency:

Onsite Point of Contact:

Phone #:


Address for work:

Building #:

City:

Zipcode:

Description of Requested Work:

Requested Completion Date: Date 

(10 working days for standard requests)

IDT Code(if applicable):

Authorized By:





Prince William County Department of Transportation
Work Zone Safety Assistance

Date: _____

Shift: Day/Night (Circle One)

Police Officer's Name (Print) _____

Badge # _____

PWC DOT Supervisor/ Representative (Print) _____

Project Name _____

Project Number _____

Location Worked _____

Hours Worked(From-To) Include am/pm _____

Total Hours _____

Notes Example - Job cancelled after arrival

Police Officers Signature _____

PWC DOT Supervisor/Representative Signature _____

PWC DOT Construction Chief Signature _____

Copy of completed Time Sheet will be sent to Katherine Gaskins and DOT Accounting By DOT Supervisor

Materials Name	References
Agreement	2.6.5
Appraisal	2.6.1, 2.6.5
Automated forms in ASCEND	2.1.6
Binder of all warranties from contractor	2.4.3
BOCS Item for Public Hearing	2.2.2
BOCS Resolution	2.6.8, 2.8.1
BOCS Staff Report and Resolution	2.2.4, 2.2.5, 2.2.14
Bond Acceptance documents	2.4.4
Budget (General Fund) forms	2.4.10
Building permit	2.2.19
Building Program	2.2.1
CIP forms	2.4.10
Commissioning Report	2.3.7
Construction documents	2.2.18
Construction Drawing	2.6.5
Construction plan	2.6.4
Consultant's proposal	2.2.11
Contract	2.2.16
Contract Modification	2.2.5
Copies of invoices and/or internal charges	2.3.3, 2.3.4
Daily Tickets	2.3.6
Design drawings	2.2.13
Drawings by consultants	2.2.7
Easements	2.6.5
EIS	2.2.9
FONSI	2.2.9
Geotechnical Report	2.2.1
GPIN parcel listing	2.6.1, 2.6.4
Intermediate Reports	2.3.7
Letter from GC to County stating change over in insurance	2.4.2
Letter to Trustee/Portfolio Manager	2.3.4
Letters to citizens	2.2.3
Mortgage Information Sheet	2.6.5
NEPA Permit	2.2.8, 2.2.9
Offer letter	2.6.6
Permit letter	2.2.15
Plat	2.2.17, 2.6.5
Professional cost estimate	2.2.13
Project cashflow worksheet	2.7.1
Project plans	2.6.1
Purchase Order	2.6.4
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Right of Entry	2.6.5
ROD	2.2.9
Scope of Work (SOW)	2.1.5
Site plan application	2.2.15
Solicitation document	2.1.6
Summary of expenses	2.3.4
Supplemental instruction	2.3.8
Task Order	2.2.11, 2.2.16



Title Report	2.6.5
Titles	2.2.17
Transmittals	2.2.4, 2.2.6, 2.2.8, 2.2.9, 2.2.14, 2.2.15, 2.2.19, 2.3.9, 2.4.4, 2.5.1
UFI	2.5.1
Utility Service Work Order	2.2.11
VDOT	2.2.8, 2.2.14
Vendor contract list	2.6.2, 2.6.4





Section	Section Title	Revision Date
1	Process Matrix	2/20/2015
2.1.1	Kick-off	6/1/2019
2.1.2	Planning Commission	2/20/2015
2.1.3	Architectural Review Board	2/20/2015
2.1.4	Appoint Selection Committee	6/1/2019
2.1.5	Design Scope of Work	6/1/2019
2.1.6	Requests for Proposal (RFP)	6/1/2019
2.2.1	Programming	2/20/2015
2.2.2	Public Hearings	6/1/2019
2.2.3	Public Information Meeting	6/1/2019
2.2.4	Alternative Analysis	6/1/2019
2.2.5	Contract Modifications	6/1/2019
2.2.6	Design Field Inspection	2/20/2015
2.2.7	Schematics	6/1/2019
2.2.8	Environmental Impact Studies	6/1/2019
2.2.9	Environmental Permitting	6/1/2019
2.2.10	Procure Interior Design	6/1/2019
2.2.11	Task Order	6/1/2019
2.2.12	Interiors	2/20/2015
2.2.13	Design Development (Buildings & Parks)	2/20/2015
2.2.14	Design Development (Roads)	6/1/2019
2.2.15	Site Permitting	2/20/2015
2.2.16	Survey	6/1/2019
2.2.17	Plat Preparation	6/1/2019
2.2.18	Construction Documents	6/1/2019
2.2.19	Building Permit Review and Permitting	2/20/2015
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2.3.1	Invitation for Bid (IFB)	6/1/2019
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2.3.5-B	Withholding and Releasing Retainage (Design-Build)	2/20/2015
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2.3.9	Construct (Roads)	6/1/2019
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2.3.11	Punchlist Walk Through (Roads)	6/1/2019
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2.3.14	Procure & Install OIT Data and Telecom Wiring	2/20/2015
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2.4.5	Special Event/Ribbon Cutting	2/20/2015
2.4.6	Plat Development	2/20/2015
2.4.7	Release of Liens	2/20/2015
2.4.8	Accounting Close-Out	6/1/2019
2.4.9	VDOT Audit	2/20/2015



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2.5.1	Identify Existing Utilities and Conflicts	6/1/2019
2.5.2	Negotiate Fee Arrangement	6/1/2019
2.5.3	Acquire Easements	2/20/2015
2.5.4	Upgrades (Betterments)	6/1/2019
2.5.5	Request/Authorize Work	2/20/2015
2.5.6	Dispose of Old Material	2/20/2015
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2.6.3	Receive Plat	2/20/2015
2.6.4	Secure Appraisal	2/20/2015
2.6.5	Make the Offer	2/20/2015
2.6.6	Negotiate	2/20/2015
2.6.7	Settlement	2/20/2015
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2.8.1	Board Agenda	6/1/2019
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3.5	Capital Project Forms	6/1/2019
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