TO: **Mayor and Town Council**

FROM: **Charles A. Mumaw, P.E. Project Manager**

DATE: **August 28, 2024**

SUBJECT: **Project Manager's Activity Report**

June 2024 to July 2024

Purpose: Provide the Town Council with an update on project activity from June through July 2024.

Background/Discussion:

East Broad Way Phase 2A: Volkert sent the 100% plans to VDOT for review on December 22, 2023. VDOT has returned comments to Volkert and they are currently reviewing and coordinating with Town staff. Volkert entered into the RW phase upon being given the OK by VDOT last year. Volkert is making progress in obtaining property rights with residents and businesses for this phase of the project. All 20 property owners have signed off on offers and Town staff have recorded all of the deeds of easements. Letters requesting authorization to advertise the IFB have been transmitted to VDOT.

Dominion has subcontract with PIKE to move poles, which began the week of June 24, 2024. Pole relocation finished with 5 new poles being set in new locations that will accommodate the curb and gutter. Dry utilities on those poles have begun with Dominion power at the top. Volkert has assembled an invitation for bid (IFB) package and will assist Town staff upon approval and release by VDOT. Volkert is currently working on VDOT comments for the IFB. VDOT must authorize the Town to advertise for construction.

HID to LED Lighting Conversion: Phase Three conversion will be scoped out in September, 2024 with an emphasis on Fox Meadow and Town Center areas.

Quarter Branch Barn Improvements/Storage: Town staff presented the Infrastructure Committee's recommended priority list of items to the Town Council on October 27, 2022. The following table outlines the Infrastructure Committee's list and the Town Council's reorganized priorities. Task 1 has been completed. The office space weatherization project began earlier this spring and Q Powers of Annandale is 95% complete with the office space and bathroom.

Description of Tasks: **(*Completion date)**	Infrastructure Committee priority	Town Council

		Approved priorities
Paint barn trim to cover up splotchy spots **(*12/2/2022)**	1	1
Install concrete pad with partition walls for bays to store materials.	2	2
Expand the mezzanine in the barn for storage of dry materials.	3	4
Winterize interior spaces for staff and committee workstations. **(*July, 2024)**	4	5
Add asphalt to the entire parking lot area for staff and park patrons	5	6
Add gates to the storage bays to match the barn architecture.	6	3

Town staff continues to solicit contractors for proposals for the construction of the storage facility for materials. Millings from E Pennsylvania Ave have been placed at the barn parking lot and will be cleaned up by the end of August, 2024 pending renovations at Park Place well site.

South Loudoun and South Locust Streetscapes Improvements: The Town's consulting engineer, Kimley-Horn, has submitted 90% construction drawings based on Town Council's recommended concept to the Town staff and VDOT.

The 90% design plans were submitted to the Town on June 18, 2024 ahead of schedule. Kimley-Horn and Town staff will be sorting through the VDOT comments as they are presented. Kimley-Horn presented the project for a Public Hearing at the October 12, 2023 Town Council meeting, which was voted by Resolution 2023-10-0001 to continue forward.

In addition, Kimley-Horn and Town staff have secured full funding for the construction of this project through the VDOT Smart Scale program. The Town received $2M in Loudoun County grant funds and $6,460,000 in VDOT funds that will go towards the anticipated total project cost of $8,460,256.

Construction could start as early as July 1, 2025. Anticipated construction duration is estimated to be 16 to 20 months, with 4 months for final completion and closeout. Kimley-Horn has indicated that the 90% plans should be ready to submit to VDOT and Town staff for review in July, 2024.

Quarter Branch Road Watermain replacement: The Town's consulting engineer, J2 Engineering, Inc. submitted 100% construction plans for review by Town staff on March 28, 2024. Town staff have reviewed these plans and are coordinating the next milestone with J2. J2 is assisting Town staff with the creation of an IFB and contractor selection in the summer now that federal funding has been selected for this project. Additional maintenance of traffic (MOT) measures have been requested by VDOT prior to approval of a land use permit (LUP). J2 is working on a more robust MOT in July/August, 2024.

Second Elevated Water Tank: The Town's consulting engineer, CHA, submitted 30% design and construction plans for review by Town staff on October 16, 2023. Town staff have reviewed the plans and coordinated the next milestone in December. CHA is working on the 60% plans and will submit it for review in August pending the geotechnical evaluation from test pits collected on Friday April 19, 2024.

Watermain Redundancy Project: The Town's consulting engineer, CHA has assembled approximately 10 watermain links in the water system that could provide added overall system pressure and reliability. Town staff met with CHA in early January to review the missing links. CHA provided a matrix to describe the pros and cons of each link with a map of those links on March 1,2024. Town staff will review and prioritize the missing links in accordance with the recommendations presented by CHA.

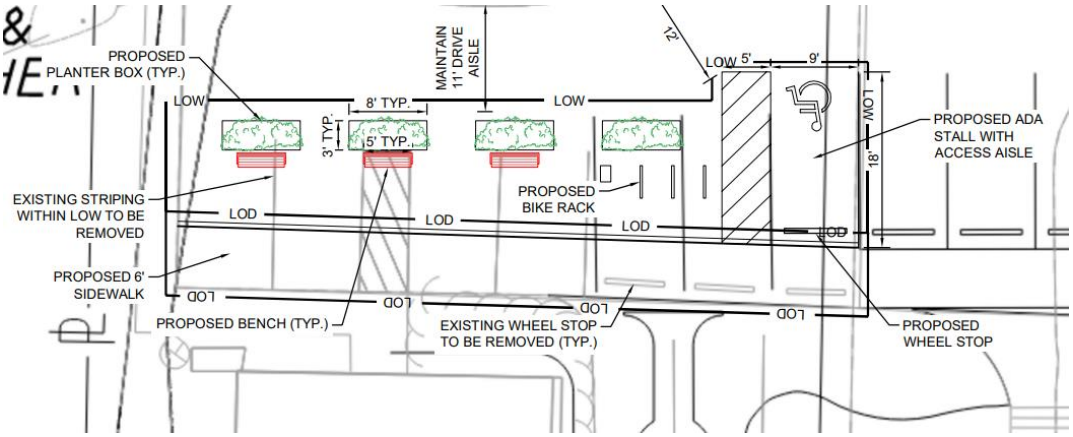
Town Square Improvements: The Infrastructure Committee (IC) met on January 30, 2024 to discuss the changes to the Veterans Memorial with the addition of the Space Force to the memorial area. After discussions, the IC voted unanimously to recommend that the Town Council move $10,000 from the Town Green CIP to the Town Square CIP for this endeavor. Town staff continues to coordinate with the designer and contractor to establish a cost estimate in line with the CIP. Construction should begin this summer.

Clock Tower Renovations: Town staff has reached an agreement with Bell Foundry Christoph, who installed the Clock Tower, to propose a lasting solution to the needed repairs at a price that is in line with the CIP budget. The Town Council has approved a replacement contract with Bell Foundry Christoph. Town staff will need to hire a crane and operator to assist with the repairs. A Land Use Permit has been obtained from VDOT to close portions of Town Square for repairs, if needed, and Town staff will set up the MOT and provide flagger services where necessary. Repairs are scheduled for later this summer.

One-way Traffic (Pennsylvania Avenue, Church Street and Light Street): Wells and Associates has submitted the one-way traffic stripping and signage design to Town staff and has been forwarded to VDOT for review. Upon approval of the design, Town Council will be presented with the scope, associated project costs and timeline.

Council Chambers Improvements: The Infrastructure Committee (IC) met on February 13, 2024 to discuss safety/security improvements to the front of the Council Chambers. Town staff purchased 6 used benches and has placed 4 in front of the council chambers and one in front of the museum. Two large concrete planters have been purchased from Willows and have been planted with flowers in front of the council chambers.

Town staff applied for grant funding from AARP to pay for 3 bike racks in March, 2024. The Town was selected to receive a Flagship Grant of $1,939.00 through the 2024 AARP Community Challenge grant program on May 9, 2024. Town staff has ordered the bike racks and will install them and follow up with grant reporting requirements as needed.



Town Hall Improvements: Staff has contracted with Q Power construction to make safety/security improvements at Town Hall. The contractor began construction on Monday July 29th. Pieces and Parts to finish the project are on order and due to be in for completion by the end of August. The majority of the project was completed on August 8.