

January 2021

General Manager's Report

Beach II Request for Proposals (RFP)

The Beach II site plan was recently finalized by Greenway Engineering and has been approved by Frederick County for permitting and development. This plan was the culmination of nearly two years of discussions and planning by the Master Planning Committee and I in coordination with Greenway Engineering.

The next step forward will be to begin gathering prices from qualified excavation contractors capable of completing the necessary site grading, stormwater management installations, and final ground stabilization of Phase A of the two-part site plan. Phase A includes the widening and flattening of the beach area, the installation of beach underdrains to further control sand migration, the provision of handicapped access to the beach and the relocated pier, and the addition of thirteen new parking spots.

A collaborative effort with Directors Majewski and Hair, with input from other MPC members, has resulted in a Draft Request for Proposals (RFP) which immediately follows this report. The RFP is largely complete, but a few issues will require Board input prior to finalization. Specifically, a desired start date will need to be determined, along with an RFP dissemination date, proposal submission due date, and possibly a desired completion date.

Things to consider:

- Bidders will need time to conduct site visits, seek County and/or engineer input, ask questions of LHCC, and prepare a comprehensive proposal submittal. I believe 6 weeks would be a minimum amount of time to allot before proposals are due, with 8 – 10 weeks preferable.
- Once proposals have been received, LHCC will likely need a few weeks to review, ask questions, receive responses back, and formulate a recommendation for contract awarding (if it is determined to move forward at that time considering proposal specifics).
- Does the Board wish to avoid impacting the 2021 recreational season at Beach II by setting a later start date, or would you rather try to start ASAP with the understanding that the area will need to be closed to members during the construction process.
- If the Board were to approve of dissemination now (end of January) and gave only 6 weeks for review and submittal, only allowed ten days for LHCC review/questions, etc. We would be looking at an end of March review at best. In my opinion, this would all be too rushed, but even with such a pace, if a contract were awarded at the end of March, a permit would likely not be issued until early May, perhaps mid-May, resulting in a start

of late May or early June at best (this would be dependent upon contractor availability/scheduling).

With this timeline in mind, the Beach II area would likely need to be closed all summer if we proceeded as fast as practical. An alternative would be to set a proposed late summer start date and ask the bidders work to that specified date. This could be August 1, September 1, etc.... and would allow the area to remain open during some or all the normal season. This would also allow more time for bidders to submit, LHCC to review, ask questions, etc. and more time for the Board to consider proposals prior to making a decision.

If delayed until fall, ground stabilization, grass planting, etc. may not be completed until spring. Landscaping and paving most likely would need to follow in the spring of 2022 as well, but that is not necessary an issue and may be the logical choice under the circumstances.

Beach II Planning Expense Total

The totals are in from the creation of the approved Beach II site plan. The base price of the original contract was \$30,100.00 with additional revisions, project coordination, and additional work to be billed hourly per the contracted rates. The final total came to \$40,917.50 and included some unanticipated but needed revisions and one extra.

The extra came from Greenway's assistance in applying for and obtaining the necessary U.S. Army Corp of Engineers Nationwide Permit. This add-on resulted in an additional expense of roughly \$2,200.00.

Unanticipated revisions included splitting the project into Phase A and Phase B. I requested this once it became clear that without a split, LHCC would need to spend roughly \$30k on environmental water quality offset credits (primarily due to changes in what is now Phase B). While splitting resulted in a large amount of additional work, no offset credits are required for Phase A, and if Phase B is never undertaken, no offset credit payments will be necessary. If the project had remained one phase, that offset payment would be due in full upon permitting. The end result is a savings of approximately \$25k now.

Emergency Exit, Undeveloped Area Roads

Much progress has been made on the southside emergency exit road and on problem areas in the undeveloped area roadways near Beach III and along the lakefront in that general area. Don and Ben Cook (Keystone Builders) brought in the necessary equipment, and with some assistance from our Maintenance staff, made considerable headway in addressing some of the most problematic areas along those roadways. This included replacing collapsed culvert pipes, cutting back and chipping up trees encroaching on and even growing in the ditch lines (some trees of up to 8-inch caliber had grown in some ditches after years of neglect), opening and reestablishing positive drainage through rehabilitation of existing ditches, road grading, and gravel application

in select areas. Although much progress has been made, there remains much to do, and work will continue this spring as weather, funds and scheduling allows. Plans include top dressing many of the newly reworked areas with gravel and making some needed improvements to the Beach III access road.

Submitted January 18, 2021by:

Mike Goodwin, LHCC GM

RFP
Phase A development, Beach II
(date and year)

REQUEST FOR PROPOSAL (RFP)

Lake Holiday Beach II
Phase A Site Development
Site Plan Number 27-20

ISSUING OFFICE

Lake Holiday Country Club, Inc.
General Manager, Mike Goodwin

(Date)

RFP
Phase A development, Beach II
(date and year)

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PART I

GENERAL INFORMATION

I-1. Purpose and Scope. Lake Holiday Country Club, Inc. (“Lake Holiday”) intends to award a contract for the development of Lake Holiday’s Beach II common area, Parcel No: 18-A-28C based upon responses from this Request for Proposal (RFP). Site development will be undertaken (*timing to be determined with Board input*). The intent is to issue a contract using the Best Value Process. Lake Holiday may issue a contract to the Offeror with the best value and not necessarily the lowest price. Lake Holiday reserves the right to reject all proposals and not award a contract.

I-2. Issuing Office and Points of Contact (POC). Lake Holiday Country Club, Inc., Lake Holiday General Manager, Mike Goodwin, gm@lakeholidaycc.org, 540-931-0951, or Jill Whitacre, office@lakeholidaycc.org, 540-931-0951.

I-3. Subcontracting. Use of subcontractors must be identified in the proposal. Any subcontractors hired after award which were not identified in the proposal shall be approved by the Lake Holiday POC. Use of subcontractors without disclosure to Lake Holiday POC may be grounds for breach of contract.

I-4. Lake Holiday is not liable for any costs incurred in preparation of the proposal.

I-5. Questions may be directed to the POC who will provide a timely response. All questions and answers will be provided to all individuals who show an interest in providing a proposal.

I-6. Site Visits. Offerors may conduct site visits prior to proposal submissions. Contact the POC at 540-931-0951 to set up a time for a site visit.

I-7. Proposals. To be considered, proposals must be delivered to Lake Holiday at 1045 Lake View Dr, Cross Junction, VA 22625 by (*date to be determined*) and must be submitted using the format provided in Part II. Either electronic or hard copies may be submitted.

I-8. Best and Final Offers. Lake Holiday reserves the right to conduct discussions with any or all Offerors to obtain “Best and Final” offers.

I-9. Signed Proposal. Receipt of a signed proposal shall be considered an offer on the part of the Offeror. The terms, conditions and specifications of this proposal will become part of the contract if deemed approved and accepted by the Lake Holiday Homeowners Association Board (The Board). The Offeror, to whom this contract is awarded, shall execute a written contract with Lake Holiday to perform the work as outlined in these specifications and in accordance with all the conditions as described in this RFP.

I-10. Proposal Contents.

I-10.A. All proposals will be held in confidence and will not be revealed/disclosed with competitors. However, if a contract is executed, the contract is available for the audit purposes

RFP

Phase A development, Beach II

(date and year)

to the membership of Lake Holiday and any other audit agent working for Lake Holiday. If there is any proprietary data/work product within the contents of the proposal, the Offeror shall mark as such and Lake Holiday will take prudent care to protect such data.

I-10.B. All employees of the offeror shall be covered under Standard General liability and worker compensation laws.

I-11. Award. The Board, at its sole discretion, intends to award this contract to the most responsible, responsive Offeror. Price will be a consideration but will not be the determining factor in our selection. The award of this contract will be based on “Best Value.” “Best Value” will allow the Board to consider factors beyond pricing such as whether the responsible Offeror is able to meet and/or exceed the required specifications. Award of the contract signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the Lake Holiday Homeowners Association.

PART II

WORK STATEMENT/SCHEDULE

II-1. Lake Holiday is seeking professional services for the development of Parcel No: 18-A-28C, known as Beach II, in accordance with Phase A of site plan 27-20.

Specifically, Lake Holiday is seeking qualified proposals from Responsible Land Disturbers for installation of erosion controls, rough grading, installation of drainage control devices/measures, final grading, and soil stabilization per the approved plan's specifications and in accordance with all local, State, and Federal codes and regulations.

II-2. Digital copies of the site plan #27-20 will be available to all bidders. A hard copy is available for review/bidding purposes in the Lake Holiday Office. Schedule appointment with the General Manager for viewing.

III-3. Offerors will be responsible for:

- Obtaining the required land disturbance permit along with any other necessary permits as identified in the approved plan. Please note that Lake Holiday has a current . U.S. Army Corp of Engineers Nationwide Permit (42) valid through 3/18/2022 for the Beach II project (attachment C)
- Compliance with all applicable requirements and provisions detailed in the General Notes and in the Erosion and Sediment (E&S) Control Narrative of site plan #27-20 (hereafter referred to as the Site Plan). Please note that all Lake Holiday roadways are privately owned, therefor interactions with and inspections by VDOT officials as outlined in the site plan narrative will not be necessary. However, adherence to the various VDOT specifications contained in the narratives is still required.
- The supply and installation of all erosion and sediment control measures/materials necessary and as detailed in the Site Plan (Phase A).
- All earthworks necessary for the development of Phase A as detailed in the Site Plan.
- The stockpiling of all excess cut/fill material from the project. The site plan designates two parcels as approved stockpile locations. However, the Association owns a third location which is closer to the Beach II site and which should be an acceptable alternative with County approval. The successful bidder will need to coordinate the stockpile location with the County prior to stockpiling the excess material and will be responsible for erosion and sediment control of the stockpile in accordance with County requirements.
- Greenway Engineering's Dirt Takeoff Estimate indicates an export volume of 1,515.8 cubic yards of material. Though these estimates are believed to be accurate, bidders should exercise due diligence in evaluating this estimate for accuracy when preparing proposals.
- The supply and installation of all drainage control devices such as culverts, geotextile fabric, underdrains, stabilization matting, ditches, berms, rip rap, stone, etc. as detailed in the Site Plan (Phase A).

RFP

Phase A development, Beach II

(date and year)

- The proper placement and compaction of all necessary fill materials to achieve the desired final topography as detailed in the Site Plan (Phase A).
- The installation and compaction of base materials in preparation for curb construction and paving as specified in the Site Plan (Phase A).
- Placement of topsoil, all final grading.
- Soil stabilization and seeding
- Coordination of all necessary Frederick County inspections before and during the project.
- Taking appropriate actions to protect the lake from sediment infiltration at all times during the project and until soil stabilization has been achieved.
- Bidders are required to acknowledge that they have fully considered all requirements of the Site Plan, read and understand the requirements contained in the Site Plan's General Notes and E&S Narrative, and that they have taken due diligence to plan and price accordingly. Add on charges for items/work, which were discoverable through site inspections, thorough plan review, interactions with permitting agencies, etc. (due diligence) will be disputed. Change orders must be approved by Lake Holiday representatives in advance of any additional work not covered by the contract such as unforeseen/undiscoverable items such as bedrock, springs, etc. which may result in legitimate additional charges.
- Offeror needs to provide a Schedule in their proposal showing their projected work schedule from the proposed start date through to final completion (*Proposed start date to be determined*). **Does the Board wish to prohibit Sunday work, or restrict work hours, etc.? Discuss.**
- Provide a rate sheet for any work not included in the contract that may become necessary due to unforeseen site conditions.

PART III

CRITERIA FOR SELECTION

III-1. Responsive Proposals. Proposal shall be timely. Any proposals received after review of all submitted proposals may not be considered.

III-2. Evaluation of Proposal. Proposals will be reviewed, evaluated and rated by the Lake Holiday Board of Directors. A selection will be made using the Best Value method of responsive/responsible proposal. LAKE HOLIDAY RESERVES THE RIGHT TO REJECT ALL PROPOSALS SUBMITTED UNDER THIS REQUEST FOR PROPOSAL AND NOT MAKE AN AWARD.

III-3. Evaluation Criteria.

RFP

Phase A development, Beach II

(date and year)

III-3.A. Proper Qualification of Offeror. Offeror must have at least 3 years of professional experience in performing required service. Offeror must be a certified Responsible Land Disturber and have a valid VA Contractor's license.

III-3.B. Soundness of Approach. Offeror should provide approach of performing service in a sound manner.

III-3.C. Cost. Costs should be considered reasonable; however, Lake Holiday will evaluate on best value as opposed to lowest price.

III-3.D. Warranties. Evaluators will review what, if any, warranties as to length, applicable, and valid warranties for the service provided.