

**PLANNING GRANT
VIRGINIA DRINKING WATER FUND**



COMMONWEALTH of VIRGINIA

KAREN REMLEY, M.D., M.B.A., F.A.A.P.
STATE HEALTH COMMISSIONER

J. WESLEY KLEENE, Ph. D., P.E.
DIRECTOR, Office of Drinking Water

DEPARTMENT OF HEALTH
OFFICE OF DRINKING WATER

January 30, 2009

Madison Building
109 Governor Street, 6th Floor
Richmond, VA 23219
Phone: 804-864-7500
Fax: 804-864-7521

Subject: Southampton County
Water – Southampton County Board of Supervisors
Drewryville Well
WSAG – 32-09

Mr. Julien Johnson, Jr.
Southampton County Board of Supervisors
P.O. Box 400
Courtland, VA 23837

Re: Drinking Water Program
Financial and Construction Assistance
Planning/Design Grant

Dear Mr. Johnson:

We have reviewed your application received on August 13, 2008 for a planning grant. Subsequent to our review, it is our pleasure to offer you the enclosed Planning Grant Agreement which reflects funding not to exceed \$25,000 for the above referenced project. The agreement includes the information you provided in your application for project description, costs, and activities start and completion dates or was provided based on our project experience.

Please review the Agreement and indicate your acceptance by signing on page 4. Should you deem it necessary to make any changes to the Agreement, please do so on the enclosed document and initial the changes.

Please note the following general conditions that must be satisfied with this grant agreement:

1. Conformance to the Virginia Public Procurement Act including the procurement of engineering services. You must make a good faith effort to solicit MBE/WBE participation and you must provide documentation of your efforts to solicit MBE/WBE participation.
2. Final payment of grant funds will be made upon successful completion of the project and in accordance with the agreed upon reimbursement schedule.
3. Before any grant disbursement can be made, you will be required to submit documentation that you have properly procured the services of an engineer or others as appropriate. We may reimburse you for up to one half of the grant amount when the engineering documents are submitted to the appropriate Office of Drinking Water Field Office and are under review for approval. The remaining one half of the grant amount will be reimbursed when the engineering documents are approved by the field office.

Mr. Julien Johnson, Jr.
January 30, 2009
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Please send the following information to Tom Slack, Project Officer, at the address above within thirty days of the date of this letter if the procurement of engineering services has actually occurred. If procurement has not yet occurred, please provide us with the information as soon as possible.

If you procure by Request for Proposal (RFP) or a Request for Quotation (RFQ), please provide:

- 1) Documentation of your good faith efforts to solicit MBE/WBE participation
- 2) Proof of date RFP or RFQ was issued (copy of advertisement)
- 3) Copy of executed contract
- 4) Copy of evaluation criteria used
- 5) Ranking of respondents
- 6) Statement detailing with whom negotiations were conducted

If you procure under the Small Purchases provision of the Virginia Public Procurement Act for professional services, which are expected not to exceed \$30,000, your procurement may be performed in accordance with Section 2.2-4303(H) of the Act. Attached is a form (to be returned by you) which may assist you in documenting your conformance with this Act.

If you have any questions or need clarification concerning the foregoing, please contact me at 804-864-7489. **Please return the Agreement to me no later than March 20, 2009.**

Sincerely,



Steven D. Pellei, P.E.

Director

Division of Construction Assistance, Planning, and Policy

JDK/teh
Enclosures

c: The Honorable L. Louise Lucas
The Honorable Frederick M. Quayle
The Honorable William K. Barlow
The Honorable Roslyn C. Tyler
Hampton Roads PDC
FCAP Project Engineers
Southeast Field Office (w/enclosure)
Thomas Slack, FCAP Project Officer @ ODW Central Office (w/enclosure)
J. Dale Kitchen, P. E., FCAP Project Supervisor @ Lexington (w/enclosure)

SOUTHAMPTON COUNTY

26022 Administration Ctr. Dr.
P.O. Box 400
Courtland, Virginia 23837



757-653-3015
Fax: 757-653-0227

July 30, 2008

Virginia Department of Health
Office of Drinking Water
109 Governor Street, 6th Floor
Richmond, VA 23219

RE: Financial and Construction Assistance Program
Readiness to Proceed

Dear Sir or Madam:

In regular session on June 23, 2008, the Board of Supervisors of Southampton County authorized submittal of the attached planning grant application and committed to a \$3,000 local match, if the \$25,000 planning grant is approved.

If you have questions, or if I may be of further assistance in this regard, please advise.

Sincerely,

Michael W. Johnson
County Administrator