



Dinwiddie County Fire & EMS

13850 Courthouse Road
Dinwiddie, Virginia 23841
Phone: 804-469-5388

MEMORANDUM

TO: Dinwiddie County Board of Supervisors
FROM: Dennis Hale, Chief of Fire & EMS
DATE: May 16, 2023
SUBJECT: Task Order Approval, Design Services for HVAC Upgrades

Background

The County approved \$500,000 in ARPA Funds for Mechanical System Updates at McKenney and Dinwiddie Volunteer Fire Departments in the FY 23 CIP. DGJ, Inc. previously provided design services for the mechanical systems at Ford Volunteer Fire Department, so we chose them to assist with this new project. DGJ, Inc. is currently under contract with the County for as-needed Architectural and Engineering Services.

Actions

The County received a quote of \$89,622.50 from DJG, Inc. to provide design and construction administration services for the mechanical system upgrades project at McKenney and Dinwiddie Volunteer Fire Departments. The County wishes to execute an A/E Task Order for these services with DJG, Inc. When the price of services under this contract exceeds \$50,000, Board approval is needed to execute the Task Order.

Recommendation

We recommend approval of the following resolution.

BE IT RESOLVED, that the Board of Supervisors of Dinwiddie County, Virginia does hereby authorize and direct the County Administrator to execute the attached A/E Task Order to DJG, Inc. for design and construction administration services for the Mechanical Systems Upgrade project at McKenney and Dinwiddie Volunteer Fire Departments with any changes, substantive or otherwise, as may be approved by the County Administrator.