



October 7, 2026

Ms. Cathy Schafrik
County Administrator
Greene County
40 Celt Road
Stanardsville, Virginia 22973

Ref: Stanardsville Wastewater Improvements Project
WWA Project No. 224013.00

Dear Ms. Schafrik:

We are pleased to submit this engineering fee proposal for construction administration services for the Stanardsville Wastewater Improvements Project.

Construction Phase Services include:

1. Construction administration, including shop drawing review, response to contractor generated RFI's, payment request review and authorization, change order preparation, monthly progress meetings, periodic construction inspection, final inspection, and record drawing preparation.

We propose to provide construction phase services for a lump sum fee of \$ 175,000. Invoices will be monthly based on our estimate of percent completion. Estimated duration of this project is 720 calendar days.

Invoicing for this project will be monthly based on our estimate of percent completion. Payment for these services will be within 30 calendar days from the time the invoice is issued by WW Associates, Inc.

We are available to proceed upon execution of this proposal. Should this proposal be deemed acceptable, please sign below and forward an executed copy to this office. Your signature will be considered our Notice to Proceed.

We appreciate the opportunity to be of continued service to Greene County and are looking forward to the completion of this important project. We are available to begin these services immediately upon authorization.

968 Olympia Drive ■ Charlottesville, VA 22911
Telephone (434) 984-2700 ■ Fax (434) 978-1444

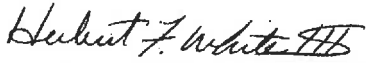
Lynchburg ■ Charlottesville

Should this proposal be deemed acceptable, please sign below and return a signed copy to this office.

Sincerely,

WW Associates, Inc.

Greene County, Virginia



Herbert F. White III, P.E.
President

Cathy Schafrik
County Administrator

**RESOLUTION TO ALLOW THE COUNTY ADMINISTRATOR
TO RATIFY THE PROPOSAL FOR ENGINEERING SERVICES
FOR THE CONSTRUCTION PHASE OF THE STANARDSVILLE
WASTEWATER IMPROVEMENTS PROJECT**

WHEREAS, the County of Greene has a permit from the Virginia Department of Environmental Quality (DEQ) to operate the Stanardsville Wastewater Treatment Plant; and

WHEREAS, the permit is set to expire at the end of December 2027; and

WHEREAS, DEQ officials have told the County the permit would not be eligible for renewal, requiring the closure of the Stanardsville Wastewater Treatment Plant; and

WHEREAS, Greene County solicited bids for the construction of the closure of the Stanardsville Wastewater Treatment Plant and other improvements; and

WHEREAS, WW Associates, Inc., the County's engineering consultant has reviewed the bid documentation and recommended award of the construction contract, contingent upon funding availability; and.

WHEREAS, WW Associates, Inc., has submitted a proposal for the engineering services to take place during the construction phase of the project in the amount of one hundred seventy-five thousand dollars (\$175,000.00); and

WHEREAS, per the Board of Supervisors' Procurement Policy, all contracts that are greater than fifty thousand dollars (\$50,000.00) must have Board of Supervisors approval prior to the County Administrator's signature; and

WHEREAS, once financing is secured for the project, the funds in the amount of one hundred seventy-five thousand dollars (\$175,000.00) will need to be appropriated to the correct line in the 2026-2027 budget of the County of Greene, Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Greene County Board of Supervisors that:

1. The County Administrator is hereby authorized to execute a contract with WW Associates, Inc., in the amount of \$175,000.00 for the construction phase engineering of the Stanardsville Wastewater Improvements Project; and
2. The County Administrator is further authorized to make the necessary accounting actions in the 2026-2027 budget.

**ADOPTED BY THE GREENE COUNTY BOARD OF SUPERVISORS ON
October 13, 2026.**

Motion:

Second:

Votes:

Steve Catalano: _____
Marie Durrer: _____
Tim Goolsby: _____
Davis Lamb: _____
Matthew Hartung: _____

Steve Catalano, Chair
Greene County Board of Supervisors

ATTEST: _____
Cathy Schafrik, Clerk
Greene County Board of Supervisors