



## MEMORANDUM

**TO: PROCUREMENT FILE**

**FROM: SCOTT SCHILLER, ENGINEERING MANAGER**

**SUBJECT: CONSTRUCTION CONTRACT AWARD – SCOTTSVILLE  
WATER TREATMENT PLANT LT2 IMPROVEMENTS –  
LITTLETON AND ASSOCIATES, INC.**

**DATE: JULY 17, 2020**

Rivanna Water and Sewer Authority (RWSA) conducts routine regulatory sampling of the raw water from Totier Creek and Totier Creek Reservoir for compliance with the EPA Long Term 2 Enhanced Surface Water Treatment Rule (LT2). The rule provides risk-based guidance on the needed level of treatment for deactivation of microbial pathogens. This project includes the construction of ultraviolet (UV) disinfection at the Scottsville Water Treatment Plant to meet these rules.

A Request for Bids was issued on June 23, 2020. A virtual pre-bid conference was held on June 30, 2020 and bids were opened on July 15, 2020. Three competitive bids were received for the project with bid values ranging from \$143,500 to \$153,427. The apparent low bidder was Littleton and Associates, Inc. of Covington, VA with a total bid value of \$143,500.

Our design engineer, SEH, has reviewed the bid documents submitted by Littleton and Associates and verified that the bid and attached documents are both responsive and responsible.

Since the value of this construction contract is under \$200,000, and in accordance with the RWSA Purchasing Manual, the Executive Director is authorized to award the contract without affirmative action from the RWSA Board of Directors.

As a result, the purpose of this memorandum is to document the Executive Director's intent to award this project to Littleton and Associates, Inc. in the amount of \$143,500.