



**Urbanna Town Council
SPECIAL CALLED MEETING
Wednesday, March 4, 2026 - 6:00pm
Middlesex Volunteer Fire Department - 330 Virginia Street, Meeting Room - Urbanna, Virginia**

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call of Members
4. Special Meeting Matter
 - a. Engineering Proposal Regarding the Marina Bridge
5. Public Comment & Council Response to Public Comment
6. Adjourn or Recess



Agenda Item Summaries – Opening the Meeting
MARCH 4, 2026 SPECIAL CALLED MEETING

Agenda Item: 1 – CALL TO ORDER

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Mayor: Councilmember _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. ***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.



**TOWN
COUNCIL**

Agenda Item Summary

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Agenda Item: 4 – SPECIAL MEETING MATTER

4.a. Engineering Proposal Regarding the Marina Bridge

Jeremy Schlusel, PE, Senior Vice President with Whitman, Requardt & Associates, LLP will be present to review the proposed Scope of Work and answer questions from Council.



February 27, 2026

Mr. P.S.T. "Ted" Costin
Town Administrator
Town of Urbanna
P.O. Box 179
Urbanna, VA 23175

Re: Emergency Repairs to Oyster Rd Access Road to Town Marina

Dear Mr. Costin:

Per our various phone calls and e-mails, Whitman, Requardt & Associates, LLP (WRA) is pleased to submit this scope for the emergency project to restore access to the Town of Urbanna Marina via the bridge located on Oyster Rd. WRA was contacted by the Town in mid-December 2025 to perform a site visit of this non-NBI bridge structure located on Oyster Rd to assess its condition. With this bridge being classified as a non-NBI structure, which is defined as a bridge or culvert that carries vehicular traffic equal to or less than 20 feet measured along the center of the roadway, there is no requirement or formal review of the bridge to document its condition on an annual basis. Thus, very little documentation was available to understand its past history and condition. Upon arriving on site and evaluating the condition of the bridge, it was the opinion of WRA that the bridge be closed immediately due to the significant deterioration present. The Town, working with the VDOT Fredericksburg District Structure & Bridge office, closed the bridge to the public due to its condition.

Since the initial closure of the bridge structure in late December 2024, WRA has worked with the Town to develop various plans to plans to restore access. Per discussions with the Town, the following scope is proposed to restore access on a temporary basis with temporary bridge structure:

- Development of Project Estimates – WRA has developed and will modify the preliminary budget estimate for the Town to review to understand the financial implications for the temporary and permanent replacement bridge structure. This document will be used by the Town to seek either State or Federal funding (or combination) and will be based on tools developed by the VDOT Cost Estimation guidance.
 - The assumption with this cost estimate is full replacement of the bridge structure with a new bridge structure. The new bridge structure will be longer than 20 ft, this will enable the Town in the future to seek funding from VDOT for future maintenance. In addition, due the bridge being greater than 20 ft, this new bridge structure will require a Bridge Safety Inspection on an annual basis.

- Development of Emergency Access solution – WRA will develop plans for a temporary bridge structure to restore access to the Town Marina. Based on preliminary discussions, the following items will be designed to facilitate this project
 - **Options** – WRA will review various options for this project, to include, but not be limited to cast-in-place concrete, precast concrete, and prefabricated type structures. As part of this abbreviated study, WRA will also review the layout of the temporary solution to potentially develop a solution which will minimize impact to the access in the future. As part of this analysis, a construction schedule evaluation will be completed.
- For the purposes of development of the scope, WRA will develop the fee proposal based on the following:
 - **Bridge Structure** – to expedite the project, WRA will design a cast-in-place (CIP) concrete bridge which will bear on the approach roadway such that the bottom of the bridge is approximately 3-6-inches above the current closed bridge. After internal discussion at WRA, the CIP is the fastest option to restore the connectivity to the Marina. The bridge structure thickness is anticipated to be between 18 to 24-inches thick and will incorporate a guard rail system on the side due to its height above the roadway.
 - Due to the proposed length of the temporary bridge structure, it is assumed that this will require a bridge safety inspection (BSI) per current VDOT policy if it were to remain in place more than 24 months. At this time, we are anticipating that the temporary bridge will be about 25 ft in length, this takes into account the foundation portions as well as the portion bridging the deficient bridge. The temporary condition needs to be sufficiently behind the existing foundations to not exert undue pressure on the existing conditions.
 - An initial BSI will be required to open the bridge, which will include a Load Rating for the bridge records
 - **Approach Roadway** – Due to the raised emergency access bridge (see above), a soil and asphalt ramp will be required to gain access to the bridge elevation. The ramp profile will be designed to accommodate a to-be-determined vehicle type after discussions with the Town on what type of truck/trailer combinations could potentially use this facility. In addition, WRA will review the approach roadway geometrics to ensure that truck/trailer combination selected can safely navigate the slight approach roadway curvature.
 - This work will also include appropriate traffic signage to notify the traveling public as appropriate for the conditions ahead to ensure an errant vehicle does not turn on Oyster Rd .
 - **Survey** – To ensure the proper geometrics are accounted for, a limited site survey will be performed per industry standard for a highway project, which includes documentation of the utilities, the existing sheet pile walls, property information (to supplement on-hand information) and topography.



- This survey will be supplemented in the future to gather additional information for the full project, including appropriate survey for the hydraulic analysis.
- **Geotechnical** – WRA will perform a limited geotechnical site evaluation to understand the approach roadway soil conditions to ensure that the proposed emergency temporary structure does not overstress the gravel roadway/causeway structural supports.
 - WRA will discuss if geotechnical borings are required at this current time or will be required at a later date with the scope for the full replacement
- **Environmental Permitting** – WRA will review the various agencies to determine what, if any, permits are required for this temporary condition. Depending on the type of funding received, it will affect the necessary environment approvals (ie NEPA). At this time, at a minimum USACE, VMRC, DEQ review and or permitting is expected.
- **Utilities** – Due to the nature of these repairs, as part of the survey, WRA will evaluate the utilities that are on-site and will review the prior rights. This information will be used as part of the future project to understand who is responsible for the relocation of the utilities along the corridor for the re-building of the bridge structure. As part of this work, WRA would propose test pits to understand the depth to the existing utilities; this information will be used to make sure the temporary condition does not place an undue load on the in-ground utilities. In addition, WRA will either work with the Town or can design the water and wastewater relocation which will be required as part of the re-building of the bridge.
- **Hydraulics** – WRA will review the requirements to satisfy the Town, County, and or State requirements for drainage and or hydraulics at this location. This may or may not result in some drainage type facility along this roadway. This study will also document that the proposed project impact to the waterway opening
- **Construction** – Once the project plans are completed, WRA will provide a minimum of Contractor names to the Town for the purposes of solicitation of bids for the project.
 - **Construction Administration/Inspection** – To ensure that the project is administered and inspected for compliance with the plans, WRA can provide these services. This effort would be per industry standards, but using VDOT guidelines as a basis to properly track the work for potential reimbursement by a State or Federal Funding mechanism.

Deliverables – Final bridge rehabilitation plans will be prepared by WRA in accordance with the AASHTO LRFD Bridge Design Specifications, 8th Edition, 2017, and VDOT Modifications; and, if required for sub-structure AASHTO Standard Specifications for Highway Bridges, 16th Edition, 1996, 1997 and 1998 Interim Specifications, and VDOT Modifications. All plans will be completed in Customary U.S. Units of measurements. WRA will coordinate all efforts with the Town. Final plans will be prepared on regular plan-size (full-size) sheets.



The final submission will consist of the following:

- Electronic files in MicroStation format
- Digitally signed plans in PDF in accordance with current VDOT policy for use in providing to the Contractors

As part of the plan submission, WRA will provide Estimated Quantities for development of Construction cost estimates. In addition, if required, WRA will either develop or update any Special Provisions. WRA will participate in two (2) review meetings, including a biddability and emergency Contractor presentation meetings.

Minor revisions will be made to the Plans based on review comments from others that may be received after the Final Submission. Individual plan sheets that are revised will be submitted in electronic format, as described above for the Final Submission.

Bridge Load Rating

WRA will develop a Load Rating and associated files for the temporary superstructure conditions in accordance with the latest guidelines as set forth by the VDOT IIM-S&B-86 at the completion of the design. In addition, WRA upon completion of the project will provide the final as-built load rating.

SCHEDULE

The exact schedule is TBD based on conversations with the Town, but based on the current discussions, the temporary design can be completed in about 4 weeks from NTP (with no survey, which can be obtained during design to update the final temporary plans). Depending upon the funding type, it will impact the overall duration of the final design phase, plus our goal would be to align the advertisement of the plans to work around time of year restrictions for work in the water, tree clearing, and bats.



COMPENSATION

We are in the process of obtaining 3rd party quotes for services which WRA does not provide, such as Surveying, Geotechnical Boring/Material Analysis, and cultural resource evaluations. Based on similar projects the below value are estimated fees for the services on this project to provide a rough order of magnitude and once the final scope is fully understood, we will adjust and provide a formal fee proposal for approval.

Design	\$ 750,000 (est.)
Construction Support/Inspection	\$ 150,000 (est.)
Total	\$ 900,000 (est.)

Should the schedule or design basis of this proposal be changed, we reserve the right to renegotiate.

We are available at your convenience to discuss this proposal and are looking forward to working with you and the Town on this project. Please contact me should you have any questions.

Very truly yours,

Whitman, Requardt and Associates, LLP



Jeremy Schlussel, PE
Sr. Vice President

Enclosures
cc:





**TOWN
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Agenda Item: 5 – PUBLIC COMMENT & COUNCIL RESPONSE TO PUBLIC COMMENT

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up. If anyone has not signed up but would like to speak, Mayor will add their name to the list.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters pertaining only to the material presented regarding the marina bridge.



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Agenda Item: 6 – ADJOURN OR RECESS

At a meeting of the council, a motion to adjourn shall be always in order, needs no second, and shall be decided without debate.

Motion, Voice Vote (all in favor, any opposed), Mayor declares meeting adjourned or recessed