

**HENRICO COUNTY
NOTICE OF SPECIAL MEETING
BOARD OF SUPERVISORS**

Please take notice that a special meeting of the Board of Supervisors will be held on **Tuesday, May 24, 2011 at 4:30 p.m.** in the County Manager's Conference Room located on the third floor of the Administration Building at the Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

The matters to be reviewed by the Board at this time are:

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| 4:30 – 5:15 p.m. | Proposed Ordinance Amendments Pertaining to the Public Street Frontage Requirement for Family Divisions |
| 5:15 – 5:30 p.m. | Proposed Ordinance Amendments Pertaining to Refuse Collection Container Hours |
| 5:30 – 5:45 p.m. | Historic Document on Loan to the County |
| 5:45 – 6:00 p.m. | Permanent Dog Tags |
| 6:00 – 6:45 p.m. | <i>Dinner</i> |



Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
May 19, 2011

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
May 24, 2011
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION – Rev. Angelo V. Chatmon, Pastor Pilgrim Journey Baptist Church

APPROVAL OF MINUTES – May 10, 2011 Regular and Special Meetings

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PUBLIC HEARING ITEM

122-11 Resolution – Signatory Authority – Deed of Release Terminating Temporary Turnaround Easement – Crawford Park at Greenbrooke Section B – Three Chopt District.

PUBLIC COMMENTS

GENERAL AGENDA

- 123-11 Introduction of Resolution – Receipt of Requests for Amendments to the FY 2010-11 Annual Fiscal Plan: June, 2011.
- 124-11 Resolution – Authorization to Accept Grant Funding from the FY2010 Urban Area Security Initiative (UASI) Grant Program as Managed by the Virginia Department of Emergency Management.
- 125-11 Resolution – Authorization to Accept Grant Funding from the FY2009 State Homeland Security Grant Program as Managed by the Virginia Department of Emergency Management.
- 126-11 Resolution – Authorization to Accept Grant Funding from the FY2009 Urban Area Security Initiative (UASI) Grant Program as Managed by the Virginia Department of Emergency Management.
- 127-11 Resolution – Authorization to Accept Grant Funding from the FY2010 Urban Area Security Initiative (UASI) Grant Program as Managed by the Virginia Department of Emergency Management.
- 128-11 Resolution – Award of Construction Contract – Courthouse Annex Building Roof System Replacement.
- 129-11 Resolution - Award of Contract for Architectural and Engineering Services - 1400 North Laburnum Avenue - Virginia Department of Health.

- 130-11 Resolution – Award of Contract – Modular Units at Eastern Government Center – Virginia Department of Health.
- 131-11 Resolution – Signatory Authority – Second Amendment to Sublease – Virginia Department of Health – 3810 Nine Mile Road - Varina District.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
May 24, 2011**

INVOCATION – Rev. Angelo V. Chatmon, Pastor, Pilgrim Journey Baptist Church

PUBLIC HEARING ITEM

RESOLUTION – Signatory Authority – Deed of Release Terminating Temporary Turnaround Easement – Crawford Park at Greenbrooke Section B – Three Chopt District.

Approval of this Resolution will authorize the Chairman and Clerk of the Board of Supervisors to execute a Deed of Release in a form approved by the County Attorney, terminating the County's interest in a temporary turnaround easement across land now being Lot 29, Block D of Crawford Park at Greenbrooke Section B. With the construction of Leighwood Court the easement is no longer needed. TC Lot Investments, LLC, a Virginia limited liability company, the owner of Lot 29, would like to construct a house but there is not enough buildable area outside the temporary easement. The Real Property Department has processed this request through the Departments of Public Works, Public Utilities and Planning without objection. The Directors of Real Property and Public Works recommend approval of this action.

PUBLIC COMMENTS

GENERAL AGENDA

INTRODUCTION OF RESOLUTION – Receipt of Requests for Amendments to the FY 2010-11 Annual Fiscal Plan: June, 2011.

Pursuant to Virginia Code Section 15.2-2507, amendments to the County's approved budget in excess of one percent of the County's currently adopted budget may be approved by first publishing a notice of a public hearing. The notice shall state the County's intent to amend the budget. To that end this paper is submitted, along with a list of the requested amendments, as an introduction, so the Board may authorize the required advertising for June 7, 2011. A separate paper will be submitted at the public hearing on Tuesday, June 14, 2011, for Board action in amending the Annual Fiscal Plan and appropriating funds for expenditure, as applicable. The amendments may be approved after the public hearing at that same meeting.

RESOLUTION – Authorization to Accept Grant Funding from the FY2010 Urban Area Security Initiative (UASI) Grant Program as Managed by the Virginia Department of Emergency Management.

This Board paper authorizes the County Manager to accept a \$5,000 grant from the FY2010 Urban Area Security Initiative (UASI) Grant Program as managed by the Virginia Department of Emergency Management. This grant, which does not require a local match, will be used by the Division of Fire to continue support of training initiatives to enhance local emergency shelter staff capability in the Central Virginia UASI region.

RESOLUTION – Authorization to Accept Grant Funding from the FY2009 State Homeland Security Grant Program as Managed by the Virginia Department of Emergency Management.

This Board paper authorizes the County Manager to accept a \$49,950 grant from the FY2009 State Homeland Security Grant Program as managed by the Virginia Department of Emergency Management for a project overseen by the Virginia Department of Agriculture and Consumer Services. This grant, which does not require a local match, will be used by the Division of Fire to support a regional effort among Henrico County, the City of Richmond, and New Kent County to enhance domestic pet sheltering in each locality during emergencies through the purchase of equipment and trailers.

RESOLUTION – Authorization to Accept Grant Funding from the FY2009 Urban Area Security Initiative (UASI) Grant Program as Managed by the Virginia Department of Emergency Management.

This Board paper authorizes the County Manager to accept a \$10,000 grant from the FY2009 Urban Area Security Initiative (UASI) Grant Program as managed by the Virginia Department of Emergency Management. This grant, which does not require a local match, will be used by the Division of Fire to continue support of training initiatives to enhance local emergency shelter staff capability within the Central Virginia UASI region.

RESOLUTION – Authorization to Accept Grant Funding from the FY2010 Urban Area Security Initiative (UASI) Grant Program as Managed by the Virginia Department of Emergency Management.

This Board paper authorizes the County Manager to accept a \$72,000 grant from the FY2010 Urban Area Security Initiative Grant Program as managed by the Virginia Department of Emergency Management. This grant, which does not require a local match, will be used by the Division of Fire to support efforts to enhance domestic pet sheltering in the Central Virginia UASI region during emergencies through the purchase of equipment and trailers.

RESOLUTION – Award of Construction Contract – Courthouse Annex Building Roof System Replacement.

This resolution awards a contract to **Old Dominion Roofing & Construction, Inc.** in the amount of **\$287,175** for the removal and replacement of the 16,338 square foot roof system at the Courthouse Annex Building. All work will be performed on weekends and between 6:00 PM and 7:00 AM on weekdays. It is anticipated that the project will be completed within 120 calendar days from the date the County issues the notice to proceed.

Three bids were received on April 5, 2011 in response to Bid Request No.11-8960-11JK and Addendum No.1 for the Courthouse Annex Building Roof System Replacement.

<u>Bidder</u>	<u>Base Bid</u>
Old Dominion Roofing & Construction, Inc.	\$ 287,175
Patel Services LLC / DBA Sanger Roofing	\$ 320,950
Roof Systems of VA, Inc.	\$ 336,300

Funding to support this contract is available within the project budget.

RESOLUTION – Award of Contract for Architectural and Engineering Services – 1400 North Laburnum Avenue – Virginia Department of Health.

This resolution awards a contract to **Moseley Architects** for architectural and engineering services necessary for the construction of a new 10,287 square foot health clinic at 1400 North Laburnum Avenue for the Virginia Department of Health. Services will include (1) provision of overall design services, construction contract administration, interior furnishings and equipment design, site civil design, plan of development administration, site lighting and landscape plan, and parking design, and (2) provision of all necessary architectural and engineering services to apply for LEED Silver Certification for the new building. It is anticipated that the design process will be completed by July 2012.

On February 18, 2011, eighteen proposals were received in response to RFP #11-8991-1CS. Based upon review and evaluation of the proposals, the Selection Committee (consisting of Carla Bennett, Al Ciarochi, Edward Bass, Lee Pambid, and Richard Morse) interviewed the following offerors:

Moseley Architects
BCWH Architects
Worley Associates Architects

The Committee subsequently selected **Moseley Architects** as the first-ranked offeror and negotiated a fixed fee of **\$441,811**.

Funding to support this contract is available within the project budget.

RESOLUTION – Award of Contract – Modular Units at Eastern Government Center – Virginia Department of Health.

This resolution awards a contract to **Spectrum Building Systems, Inc.** (“**Spectrum**”), the lowest responsive and responsible bidder, for the manufacture, delivery, installation, and removal of modular units to house on a temporary basis the Eastern Henrico County Public Health Clinic. The negotiated total contract amount consists of the following components:

36 monthly payments of \$12,351.51 each =	\$444,660.12
Delivery and Set-up Modular Units =	\$154,333.00
Dismantle and Removal Modular Units=	\$ 55,526.00
Total Contract Amount =	\$654,519.12

The delivery and installation is scheduled to be completed within 90 days from the date the County issues the written notice to proceed.

Four bids were received on March 29, 2011 in response to Bid Request No. 11-9000-2CE:

<u>Bidder</u>	<u>Bid</u>
Spectrum Building Systems, Inc.	\$687,219.00
M Space Holdings, LLC	\$721,942.00
Mobilease Modular Space, Inc.	\$727,600.00
Sustainable Modular Management	\$751,296.00

Because **Spectrum’s** bid exceeded the construction budget for the project, the County negotiated with **Spectrum** to reduce its bid by **\$32,699.88** through the use of substitute building materials and equipment for a final bid price of **\$654,519.12**.

Funding to support the contract is available within the project budget.

RESOLUTION – Signatory Authority – Second Amendment to Sublease – Virginia Department of Health – 3810 Nine Mile Road – Varina District.

Approval of this resolution will authorize and direct the County Manager to execute a Second Amendment to Sublease (the “Amendment”), in a form approved by the County Attorney, for a three year and two month extension term commencing July 1, 2011. The Amendment is between the County of Henrico, Virginia, as lessor, and the Commonwealth of Virginia, Department of General Services, as lessee. Under the Amendment, the Virginia Department of Health will occupy approximately 9,600 gross sq. ft. of office and clinic space in modular facilities to be located on the County-owned Glen Echo property during the extension term of the Amendment. The amount of annual rent is \$50,184. The Directors of Health, General Services and Real Property recommend approval of this paper.