

**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, December 8, 2015**, at **4:15 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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| 4:15 - 4:30 p.m. | Hooper Road Property Acquisition |
| 4:30 - 4:45 p.m. | Transportation Investment Generating Economic Recovery (TIGER) Grant Program Update |
| 4:45 - 5:15 p.m. | Sports Tourism Update |
| 5:15 - 5:30 p.m. | Closed Meeting for Consultation with the County Attorney Regarding Specific Legal Matters Requiring the Provision of Legal Advice Pertaining to Claims Made by Adriane Joy on Her Own Behalf and on Behalf of Her Son, Kylief Joy, a Minor, Pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, 1950, as Amended |
| 5:30 - 5:45 p.m. | Regular Meeting Agenda Items |
| 6:00 - 6:45 p.m. | Holiday Dinner (Café 1611) |



Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
December 3, 2015

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
December 8, 2015
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES – November 24, 2015, Regular and Special Meetings; and the
March 16 – 19, 2015, Special Meeting

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PUBLIC HEARING ITEM

254-15 Resolution – Amendments to the FY 2015-16 Annual Fiscal Plan: December,
2015.

PUBLIC COMMENTS

GENERAL AGENDA

- 255-15 Resolution – Regarding the Approval of Issuance of Bonds by the Economic
Development Authority of the City of Poquoson, Virginia for the Benefit of
Beth Sholom Home of Virginia.
- 256-15 Resolution - Award of Contract - Engineering Services for Subsurface Utility
Location and Designation.
- 257-15 Resolution - Award of Contract - Fire Station #1 HVAC Upgrades - Fairfield
District.
- 258-15 Resolution – Amendment and Restatement of The County of Henrico Flexible
Benefits Plan.
- 259-15 Resolution - Signatory Authority - Acquisition of Real Property - 4007
Hooper Road - Brookland District.
- 260-15 Resolution - Signatory Authority - Lease Amendment - 7740 Shrader Road -
Brookland District.
- 261-15 Resolution – Award of Construction Contract – Dumbarton Area Sewer
Rehabilitation – Brookland District.

- 262-15 Resolution - Award of Construction Contract - Broadwater Creek I Sewage Pumping Station Flow Equalization Basin No. 2 - Varina District.
- 263-15 Resolution – Award of Annual Contract for Engineering Services – Water Treatment Facility.
- 264-15 Resolution – Acceptance of Stormwater Local Assistance Fund (“SLAF”) Grants – Hungary Creek Steam Restoration – Project #2101.50704.28004.08222 – Brookland District and Belmont Golf Course Stream Restoration – Project #2101.50704.28004.08221 – Fairfield District.
- 265-15 Resolution – Acceptance of Roads – Brookland and Varina Districts.
- 266-15 Resolution – Settlement of Claims - *Kylief Joy and Adriane Joy*.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
December 8, 2015**

PUBLIC HEARING ITEM

RESOLUTION – Amendments to the FY 2015-16 Annual Fiscal Plan: December, 2015.

A Board paper was presented on November 24, 2015, which (a) received requests for amendments to the Annual Fiscal Plan, (b) directed their advertisement, and (c) set the date for a public hearing. The Board may now receive this paper, which, if approved, amends the Annual Fiscal Plan and appropriates funds for expenditure, as applicable, on December 8, 2015. After the public hearing, at that same meeting, this paper may be approved.

PUBLIC COMMENTS

GENERAL AGENDA

RESOLUTION – Regarding the Approval of Issuance of Bonds by the Economic Development Authority of the City of Poquoson, Virginia for the Benefit of Beth Sholom Home of Virginia.

This Board paper approves the issuance of bonds in an amount not to exceed \$10 million by the Economic Development Authority of the City of Poquoson to assist Beth Sholom Home of Virginia, a not-for-profit Virginia non-stock Virginia corporation. The bonds will finance a renovation project at the existing Beth Sholom Life Care Community Campus located at 1600 John Rolfe Parkway in the Tuckahoe District. By resolution approved following a public hearing on November 19, 2015, the Henrico Economic Development Authority recommended the Board approve the issuance of the bonds. Because the Beth Sholom campus is located in Henrico County, state and federal law require that the Board adopt a resolution approving the issuance of the Poquoson EDA bonds and concurring with the Poquoson EDA's resolution. This Board paper shall become effective on the approval of the issuance of the bonds by both the Poquoson EDA and the Poquoson City Council.

RESOLUTION - Award of Contract - Engineering Services for Subsurface Utility Location and Designation.

This Board paper awards a contract to InfraMap Corporation to provide engineering services for the location and designation of subsurface utilities.

Six proposals were received in response to RFP #15-1026-8JK. Based upon evaluation of the proposals, the Selection Committee interviewed the following firms:

InfraMap Corporation
Accumark, Inc.

Based on the written proposals and interviews, the Selection Committee chose InfraMap Corporation as the top-ranked firm. The contract will be for a one-year term and may be renewed for two additional one-year terms. Compensation for services shall be based on unit cost rate schedules, and the project fees shall not exceed \$300,000 for any single project or \$1,500,000 in any one-year term.

The Director of General Services and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract - Fire Station #1 HVAC Upgrades - Fairfield District.

This Board paper awards a construction contract to Haley Builders, Inc. in the amount of \$119,000 for the Fire Station #1 HVAC Upgrade Project.

The project will replace the existing HVAC system (window AC units, ductless mini-split systems, and packaged through-the-wall units) with three AC package units that include natural gas furnace sections, electric duct heaters, air distribution systems, and controls.

The County received five bids on November 3, 2015, as follows.

<u>Bidder</u>	<u>Total Bid Amount</u>
Haley Builders, Inc.	\$ 119,000
Southworth Mechanical Corporation	\$ 126,720
Fife Mechanical	\$ 127,000
Dominion Energy Management	\$ 131,841
The Hyperion Group	\$ 156,900

Haley Builders, Inc. has been determined to be the lowest responsive and responsible bidder with a bid of \$119,000.00. The construction is anticipated to begin in February 2016.

The Board paper also authorizes the County Manager, or the Purchasing Director as his designee, to execute change orders not to exceed 15% of the original contract amount.

The Director of General Services and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION – Amendment and Restatement of The County of Henrico Flexible Benefits Plan.

This Board paper would amend and restate The County of Henrico Flexible Benefits Plan. The Plan was last amended on December 10, 2013. It provides procedures for employees to make contributions to health savings and flexible spending accounts for their health care and child care expenses. It also allows employees to pay their health insurance premiums on a pre-tax basis.

The Plan must be amended and restated as of January 1, 2015, to comply with changes in IRS requirements due to federal health care reform. These changes are technical in nature. In addition, the Board paper would adopt a Plan amendment effective January 1, 2016.

The Director of Human Resources recommends approval of this Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority — Acquisition of Real Property - 4007 Hooper Road - Brookland District.

This Board Paper authorizes the County Manager to execute an agreement to acquire 4007 Hooper Road in the Brookland District. This 0.09-acre property adjoins property owned by the County and will be used for future expansion of the Government Center. The purchase price is \$25,000.

The Directors of General Services and Real Property recommend approval of this Board paper, and the County Manager concurs.

RESOLUTION - Signatory Authority - Lease Amendment - 7740 Shrader Road - Brookland District.

This Board paper authorizes the County Manager to execute a lease amendment for 1,902 square feet of office space at 7740 Shrader Road. The Human Resources Employee Health Clinic has occupied the space since 2006.

The amendment will extend the lease one year beginning on February 1, 2016, and terminating on January 31, 2017. The current annual rent of \$29,763.02 will remain unchanged.

The Directors of Human Resources and Real Property recommend approval of the Board paper.

RESOLUTION - Award of Construction Contract - Dumbarton Area Sewer Rehabilitation - Brookland District.

This Board paper awards a contract in the amount of \$3,090,437 to Lyttle Utilities, Inc. to rehabilitate or replace approximately two miles of sewer piping. The project area is

approximately bounded by Pinehurst Road to the north, Impala Drive to the east, Irisdale Avenue to the south, and Staples Mill Road to the west.

The project will maintain the reliability of the sewer system by rehabilitating or replacing deteriorated piping installed in the early 1950s and the early 1970s. The work will begin in February 2016 and will be completed by March 2017. Funding for the contract will be provided by the Water and Sewer Revenue Fund.

Four bids were received on November 3, 2015, in response to ITB #15-1051-9VK and Addenda Nos. 1, 2 and 3:

<u>Bidders</u>	<u>Bid Amounts</u>
Lyttle Utilities, Inc. Richmond, VA	\$3,090,437
J. Sanders Construction Company West Point, VA	\$3,096,117
G. L. Howard, Inc. Rockville, VA	\$3,348,250
C. T. Purcell, Inc. Montpelier, VA	\$3,911,899

Based upon a review of the bids, Lyttle Utilities, Inc. is the lowest responsive and responsible bidder.

This Board paper awards the contract to Lyttle Utilities, Inc. and grants signatory authority to the County Manager to execute the contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount.

The Director of Public Utilities and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

RESOLUTION - Award of Construction Contract - Broadwater Creek I Sewage Pumping Station Flow Equalization Basin No. 2 - Varina District.

This Board paper awards a contract to Ulliman Schutte Construction, LLC for \$4,494,000 to provide a 2.2 million gallon concrete flow equalization basin at the Broadwater Creek I sewage pumping station.

The project will increase sewage storage capacity during periods of high wet weather flows. The work will begin in March 2016 and will be completed by November 2017. Funding will be provided by the Water and Sewer Revenue Fund.

Seven bids were received on November 4, 2015, in response to IFB #15-1010-7CE and Addenda Nos. 1, 2 and 3. The bidders and bid amounts are as follows:

<u>Bidders</u>	<u>Bid Amounts</u>
Ulliman Schutte Construction, LLC Miamisburg, OH	\$4,494,000
Mid Eastern Builders, Inc. Chesapeake, VA	\$4,527,500
Southwood Building Systems, Inc. Ashland, VA	\$4,556,550
J. Sander Construction Co. West Point, VA	\$4,863,393
English Construction Company, Inc. Lynchburg, VA	\$4,894,000
F. L. Showalter, Inc. Lynchburg, VA	\$5,015,600
TA Loving Company Goldsboro, NC	\$5,210,000

Based upon a review of the bids, Ulliman Schutte Construction, LLC is the lowest responsive and responsible bidder.

This Board paper awards the contract to Ulliman Schutte Construction, LLC and grants signatory authority to the County Manager to execute the contract in a form approved by the County Attorney. The County Manager, or the Purchasing Director as his designee, is authorized to execute change orders within the scope of the project budget not to exceed 15% of the original contract amount.

The Director of Public Utilities and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

RESOLUTION - Award of Annual Contract for Engineering Services - Water Treatment Facility.

This Board paper awards an annual contract for engineering services to Whitman, Requardt & Associates, Inc. to provide engineering studies, designs, cost estimates and construction administration for modifications and improvements to the Water Treatment Facility, including the Raw Water Pump Station and the river intake facilities. Projects will include those identified in the Capital Improvement Program as well as projects necessary to address operational, maintenance and emergency conditions.

Three proposals were received in response to RFP 15-1019-7CE and Addendum No.1. After review and evaluation of the proposals, the Selection Committee interviewed the following firms:

Whitman, Requardt & Associates, Inc.
O'Brien & Gere Engineers, Inc.
HDR Engineering, Inc.

Based on the written proposals and interviews, the Selection Committee selected Whitman, Requardt & Associates, Inc. as the top-ranked firm and negotiated hourly rate schedules. Whitman, Requardt & Associates, Inc. and DPU will jointly determine the engineering services to be provided for each project. Fees shall not exceed \$300,000 for any single project nor \$1,500,000 for all projects in each one-year term. The contract term will be for the period January 1, 2016, to December 31, 2016, with the option to renew for two additional one-year terms. Funding for all projects will be provided by the Water and Sewer Revenue Fund.

The Director of Public Utilities and the Purchasing Director recommend approval of this Board paper, and the County Manager concurs.

RESOLUTION - Acceptance of Stormwater Local Assistance Fund (“SLAF”) Grants - Hungary Creek Stream Restoration - Project #2101.50704.28004.08222 – Brookland District and Belmont Golf Course Stream Restoration - Project #2101.50704.28004.08221 – Fairfield District.

This resolution will authorize the County Manager to take all necessary administrative steps to accept Stormwater Local Assistance Fund (“SLAF”) grants for the Hungary Creek and the Belmont Stream Restoration Projects.

The Virginia Department of Environmental Quality has awarded the County \$183,562 for the Hungary Creek Stream Restoration Project and \$173,563 for the Belmont Golf Course Stream Restoration Project.

The Hungary Creek project will restore approximately 2,000 linear feet of Hungary Creek and also rehabilitate sewer crossings in the vicinity of the project. The project will use natural stream stabilization methods to restore the creek. The Board of Supervisors awarded a contract on May 12, 2015, for the construction of the project in the amount of \$882,571.25.

The Belmont Golf Course project will restore approximately 2,000 linear feet of North Run and Upham Brook. The project will use natural stream stabilization methods to restore the stream. The estimated cost of this project is \$850,000. The project is currently undergoing engineering design.

Funding to support these projects also is available through the Environmental Fund.

The Director of Public Works recommends acceptance of these grant funds.

RESOLUTION – Acceptance of Roads – Brookland and Varina Districts.

This Board paper would accept the following named and described sections of roads into the County road system for maintenance.

- 1) 0.02 miles of Eddleton Estates – Brookland District.

- 2) 0.40 miles of White Oak Technology Park, Section D – A Dedication of a Portion of Engineered Wood Way – Varina District.
- 3) 0.30 miles of White Oak Technology Park, Section E – A Dedication of a Portion of White Oak Creek Drive – Varina District.

The Director of Public Works recommends approval of this Board paper, and the County Manager concurs.

RESOLUTION – Settlement of Claims - *Kylief Joy and Adriane Joy.*

The purpose of this Board paper is to authorize settlement of claims made by Adriane Joy on her own behalf and on behalf of her son, Kylief Joy, a minor. The settlement has been approved by the Self-Insurance Trustees.