

**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, September 27, 2016, at 5:30 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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| 5:30 - 5:45 p.m. | Police Division TRI-ARC Accreditation |
| 5:45 - 6:00 p.m. | Saarpfalz-Kreis, Germany, Sister City Visit |
| 6:00 - 6:15 p.m. | Public Works Revenue Sharing Program |
| 6:15 - 6:30 p.m. | Regular Meeting Agenda Items |



Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
September 22, 2016

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
September 27, 2016
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES – September 13, 2016, Regular and Special Meetings

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PRESENTATIONS

209-16 Resolution - Commending the Glen Allen 10-Year-Old All-Stars.

Proclamation - artoberVA - October 2016.

Proclamation - Customer Service Week - October 3 - 7, 2016.

Proclamation - Fire Prevention Week - October 9 - 16, 2016.

PUBLIC HEARING ITEMS

210-16 Resolution – Amendments to the FY 2016-17 Annual Fiscal Plan to (1) Reappropriate Funds for Continuing Programs and (2) Appropriate Funds for Certain New Programs.

211-16 Resolution – Abandonment of Portions of Bacova Drive – Three Chopt District.

PUBLIC COMMENTS

GENERAL AGENDA

212-16 Resolution - Award of Contract - HVAC System Replacement - Former Innsbrook Library - Three Chopt District.

213-16 Resolution - Award of Contract - Short and Long Term Disability Plans.

214-16 Resolution - Identification of Future Growth Areas for State Transportation Funding Purposes - Fairfield District.

- 215-16 Resolution - Signatory Authority - Agreement with Virginia Department of Transportation - Sidewalk Construction along Richmond-Henrico Turnpike - Fairfield District.
- 216-16 Resolution - Signatory Authority - Agreement with Virginia Department of Transportation - Sidewalk Construction along Wyndham Forest Drive and Nuckols Road - Three Chopt District.
- 217-16 Resolution - Signatory Authority - Agreement with Virginia Department of Transportation - Sidewalk Construction along Quiocassin Road - Tuckahoe District.
- 218-16 Resolution - Signatory Authority - Agreement with Virginia Department of Transportation - Sidewalk Construction along N. Parham Road - Tuckahoe District.
- 219-16 Resolution - Signatory Authority - Agreement with Virginia Department of Transportation - Sidewalk Construction along Gay Avenue - Varina District.
- 220-16 Resolution - Signatory Authority - Amendment to Contract for Engineering Design Services - Charles City Road Improvement Project - Varina District.
- 221-16 Resolution - Award of Construction Contract - Charles City Road Improvement Project - Varina District.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
September 27, 2016**

PRESENTATIONS

RESOLUTION - Commending the Glen Allen 10-Year-Old All-Stars.

On August 12, 2016, the Glen Allen Youth Athletic Association claimed a national championship in baseball for the second time in program history when its 10-year-old all-star team won the Cal Ripken World Series in Palm Beach Gardens, Florida. The team compiled a perfect 21-0 postseason record. This resolution commends and congratulates the all-stars on their championship.

PROCLAMATION - artoberVA - October 2016.

Henrico County has a thriving arts and culture community and has contributed to the Richmond and Tri-Cities region becoming a destination the world is noticing. CultureWorks has designated October as artoberVA, a month-long celebration of arts and culture throughout the region and commitment to ensuring all residents have the opportunity to experience arts and culture where they live, work, and play. This proclamation recognizes October 2016 as artoberVA in Henrico County and invites our citizens to engage and participate in arts and culture, which brings prosperity and vitality to our region and our locality.

PROCLAMATION - Customer Service Week - October 3 – 7, 2016.

The County of Henrico continues to be recognized locally, nationally, and internationally for the quality of service it provides to all of its customers. This proclamation recognizes October 3 - 7, 2016, as Customer Service Week and salutes and thanks each and every County employee for the quality of service so willingly given to both the internal and external customers of the County.

PROCLAMATION – Fire Prevention Week – October 9 - 16, 2016.

Fire is a serious public safety concern both locally and nationally, and homes are the location where people are at greatest risk from fire. Henrico's firefighters are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education. The 2016 national Fire Prevention Week theme is "Don't Wait – Check the Date! Replace Smoke Alarms Every 10 Years." This proclamation recognizes October 9 - 16, 2016, as Fire Prevention Week and encourages residents to participate with the County's first responders in the many public safety activities planned during this observance.

PUBLIC HEARING ITEMS

RESOLUTION – Amendments to the FY 2016-17 Annual Fiscal Plan to (1) Reappropriate Funds for Continuing Programs and (2) Appropriate Funds for Certain New Programs.

A Board paper was presented on September 13, 2016, that received requests to (1) reappropriate funds for continuing programs and (2) appropriate funds for certain new programs, directed their advertisement, and set the date for a public hearing. This paper, if approved after the public hearing, amends the Annual Fiscal Plan and reappropriates and appropriates funds for expenditure for the purposes indicated.

RESOLUTION – Abandonment of Portions of Bacova Drive – Three Chopt District.

This Board paper will abandon two portions of Bacova Drive totaling 0.534 acre near Pouncey Tract Road. The School Board and Bacova, LLC, owners of the adjacent property, have requested the action. The new intersection of Bacova Drive and Liesfeld Farm Drive which serves the same citizens as the portions to be abandoned has been constructed and is open to public use.

The Directors of Real Property and Public Works recommend approval of this Board paper.

PUBLIC COMMENTS

GENERAL AGENDA

RESOLUTION - Award of Contract - HVAC System Replacement - Former Innsbrook Library - Three Chopt District.

This Board paper awards a construction contract for \$194,899 to Comfort Systems of Virginia, Inc. for replacement of the HVAC system at the former Innsbrook Library. Air conditioning units, building automation control devices, piping, and a cooling coil and fan motor will be replaced by new equipment and an open protocol control system. The project is anticipated to begin in November 2016 and should be completed by January 2017.

The County received two bids on September 8, 2016, in response to ITB# 16-1244-8JK and Addendum No.1 as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
Comfort Systems of Virginia, Inc. Chesapeake, Va.	\$194,899
eTEC Mechanical Corporation Henrico, Va.	\$200,700

Based upon a review of the bids, Comfort Systems of Virginia, Inc. is the lowest responsive and responsible bidder. 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 Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION - Award of Contract - Short and Long Term Disability Plans.

This resolution awards a two-year contract to Metropolitan Life Insurance Company for short and long term disability plans beginning on January 1, 2017.

On June 10, 2016, four proposals were received in response to RFP #16-1170-3CS. Based upon evaluation of the proposals, the selection committee interviewed the following firms:

Metropolitan Life Insurance Company
Standard Insurance Company

Based on the written proposals and interviews, the selection committee chose Metropolitan Life Insurance Company and negotiated a contract. The contract will be for a two-year term and may be renewed for three additional one-year terms.

These plans will provide similar coverage to the County's and School Board's current disability plans. Under the voluntary short-term disability plan, employees may pay for coverage of up to 60% of their gross weekly salary for up to 13 weeks, less the waiting period they elect. Under the basic long-term disability plan, the County will pay for coverage of 60% of monthly earnings after 90 days of disability for up to \$50,000 of annual salary. Employees may supplement the basic long-term disability plan by purchasing a "buy-up" option that covers 60% of their monthly earnings for annual salary amounts over \$50,000.

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

RESOLUTION - Identification of Future Growth Areas for State Transportation Funding Purposes - Fairfield District.

Legislation passed by the 2014 Virginia General Assembly requires the Commonwealth Transportation Board ("CTB") to develop a prioritization process for funding statewide transportation projects. The process developed by the CTB considers needs identified in the state's long-range multimodal transportation plan.

One identified need in the state's long-range multimodal transportation plan is location of projects within, or adjacent to, a designated Urban Development Area ("UDA") or what the CTB calls an Urban Development-like Area ("UDA-like"). Section 15.2-2223.1 of the Code of Virginia defines UDAs as areas designated by a locality for redevelopment or infill

development that are appropriate for higher density development due to proximity to transportation facilities, the availability of public utilities, or a developed area.

When it was originally adopted, the County's 2026 Comprehensive Plan ("Plan") did not designate specific areas as UDAs. The Board of Supervisors amended the Plan on September 14, 2010, to define UDAs and to designate Innsbrook as a UDA. County staff has now identified the following areas for the Board's designation as UDA-like in order to be considered in the CTB's prioritization process for state transportation project funding:

1. Magellan Parkway/Brook Road/Parham Road
2. Richmond International Raceway (RIR)

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

RESOLUTION - Signatory Authority - Agreement with Virginia Department of Transportation - Sidewalk Construction along Richmond-Henrico Turnpike - Fairfield District.

The Department of Public Works has negotiated an agreement with the Virginia Department of Transportation (VDOT) under which the County will construct 470 feet of sidewalk within the County right-of-way along the west side of Richmond-Henrico Turnpike from 175 feet north of Pinalto Drive to E. Laburnum Avenue.

The estimated cost of construction is \$395,000, and VDOT will contribute 30% of the County's actual cost of construction up to a maximum of \$393,470. The County will pay the remainder of the project cost.

The Board paper authorizes the County Manager to execute the agreement in a form approved by the County Attorney.

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

RESOLUTION - Signatory Authority - Agreement with Virginia Department of Transportation - Sidewalk Construction along Wyndham Forest Drive and Nuckols Road - Three Chopt District.

The Department of Public Works has negotiated an agreement with the Virginia Department of Transportation (VDOT) under which the County will construct 465 feet of sidewalk within the County right-of-way. The sidewalk will run along the south side of Wyndham Forest Drive from 300 feet east of Nuckols Road to Nuckols Road and 200 feet south of Wyndham Forest Drive to Wyndham Forest Drive.

The estimated cost for construction is \$275,000, and VDOT will contribute 30% of the County's actual cost of construction up to a maximum of \$270,430. The County will pay the remainder of the project cost.

The Board paper authorizes the County Manager to execute the agreement in a form approved by the County Attorney.

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

RESOLUTION - Signatory Authority - Agreement with Virginia Department of Transportation - Sidewalk Construction along Quiocassin Road - Tuckahoe District.

The Department of Public Works has negotiated an agreement with the Virginia Department of Transportation (VDOT) under which the County will construct 990 feet of sidewalk within the County right-of-way along the south side of Quiocassin Road from Blue Jay Lane to Starling Drive.

The estimated cost of construction is \$925,000, and VDOT will contribute 44% of the County's actual cost of construction up to a maximum of \$920,834. The County will pay the remainder of the project cost.

The Board paper authorizes the County Manager to execute the agreement in a form approved by the County Attorney.

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

RESOLUTION - Signatory Authority - Agreement with Virginia Department of Transportation - Sidewalk Construction along N. Parham Road - Tuckahoe District.

The Department of Public Works has negotiated an agreement with the Virginia Department of Transportation (VDOT) under which the County will construct 937 feet of sidewalk within the County right-of-way along the west side of N. Parham Road from 200 feet south of Three Chopt Road to 650 feet south of Fargo Road.

The estimated cost of construction is \$715,000, and VDOT will contribute 30% of the County's actual cost up to a maximum of \$721,580. The County will pay the remainder of the project cost.

The Board paper authorizes the County Manager to execute the agreement in a form approved by the County Attorney.

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

RESOLUTION - Signatory Authority - Agreement with Virginia Department of Transportation - Sidewalk Construction along Gay Avenue - Varina District.

The Department of Public Works has negotiated an agreement with the Virginia Department of Transportation (VDOT) under which the County will construct 1,700 feet of sidewalk within the County right-of-way along the south side of Gay Avenue from Millers Lane to 850 feet west of S. Laburnum Avenue.

The estimated cost of construction is \$895,000, and VDOT will contribute 30% of the County's actual cost of construction up to a maximum of \$906,143. The County will pay the remainder of the project cost.

The Board paper authorizes the County Manager to execute the agreement in a form approved by the County Attorney.

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

RESOLUTION - Signatory Authority - Amendment to Contract for Engineering Design Services - Charles City Road Improvement Project - Varina District.

On December 14, 2005, the Board of Supervisors approved a contract with Michael Baker, Jr., Inc. for the lump sum fee of \$1,084,121.76 for design and construction plans for improvements to Charles City Road from west of Laburnum Avenue to east of Monahan Road. Since that time, the Board has approved four contract amendments totaling \$575,740.56 for additional engineering design services for the project.

On January 26, 2016, the Board approved an agreement between the County and Dominion Virginia Power extending the project limits on Charles City Road an additional 434 feet between Miller Road and Lisle Road. The Department of Public Works has negotiated a fixed lump sum fee of \$45,828.25 for additional engineering services related to the project limit extension, and this Board paper authorizes the County Manager to execute a contract amendment. Funds for these services will be provided from the Capital Projects Fund Project #00984.

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

RESOLUTION - Award of Construction Contract - Charles City Road Improvement Project - Varina District.

This Board paper awards a construction contract to Blakemore Construction Corporation, Inc. in the amount of \$2,949,472.98 for the Charles City Road Improvement project. The project will widen Charles City Road to a four lane divided roadway between Miller Road and Lisle Road with curb, gutter and drainage improvements. The project also includes coordination with CSX for track widening and replacement and the installation of new traffic signals at Charles City Road, Airport Drive, and Route 895. The construction is anticipated to begin in October 2016.

For selection and evaluation purposes, the lowest responsive bid was determined by multiplying unit prices times the unit quantities specified in the bid document.

The County received four bids on September 7, 2016, in response to ITB No. 16-1224-7JK and Addenda Nos. 1, 2, and 3 as follows:

Bidder	Total Bid Amount
Blakemore Construction Corporation, Inc. Rockville, Virginia	\$2,949,472.98
Central Contracting Co., Inc. Richmond, Virginia	\$3,028,631.40
Howard Brothers Contractor, Inc. Lanexa, Virginia	\$3,198,529.52
J R Caskey, Inc. Oilville, Virginia	\$3,887,495.02

Based upon a review of the bids, Blakemore Construction Corporation, Inc. is the lowest responsive and responsible bidder.

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