

**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 25, 2018, at 5:00 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:

5:00 - 5:30 p.m.	Planning Program Commemoration
5:30 - 5:45 p.m.	Montezuma Village Update
5:45 - 6:15 p.m.	Westwood Area Study
6:15 - 6:30 p.m.	Libbie Mill Update
6:30 - 6:45 p.m.	Regular Meeting Agenda Items



Barry R. Lawrence, CMC  
Clerk, Henrico County Board of Supervisors  
September 20, 2018

**COUNTY OF HENRICO, VIRGINIA**  
**Henrico County Board Room**  
**Board of Supervisors' Agenda**  
**September 25, 2018**  
**7:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**APPROVAL OF MINUTES** - September 11, 2018, Regular and Special Meetings

**MANAGER'S COMMENTS**

**BOARD OF SUPERVISORS' COMMENTS**

**RECOGNITION OF NEWS MEDIA**

**PRESENTATIONS**

Proclamation - Customer Service Week - October 1 - 5, 2018.

Proclamation - Fire Prevention Week - October 7 - 13, 2018.

223-18 Resolution - To Recognize and Commemorate 85 Years of Commitment by the County of Henrico to Its Planning Program.

224-18 Resolution - Commending the Glen Allen 12-Year-Old All-Stars.

**RESIGNATION**

225-18 Resolution - Resignation of Member - Keep Henrico Beautiful Committee.

**PUBLIC HEARING ITEMS**

226-18 Resolution - Amendments to the FY 2018-19 Annual Fiscal Plan to (1) Reappropriate Funds for Continuing Programs and (2) Appropriate Funds for Certain New Programs.

227-18 Resolution - Signatory Authority - Conveyance of Real Estate - Portion of Libbie Mill Library Property - Brookland District.

228-18 Resolution - Signatory Authority - Easement Agreement - Virginia Electric and Power Company - Fairfield District.

**PUBLIC COMMENTS**

**GENERAL AGENDA**

229-18 Resolution - To End the Declaration of a Local Emergency.

230-18 Resolution - Award of Contract - Architectural, Interior Design, and Engineering Services.

- 231-18 Resolution - Award of Contract - Library Headquarters Exterior Entrances Rehabilitation - Tuckahoe District.
- 232-18 Resolution - Award of Contract - Group Short-Term and Long-Term Disability Program for VRS Hybrid Plan Participants.
- 233-18 Resolution - Signatory Authority - Sixth Amendment to Libbie Mill Development Agreement - Brookland District.
- 234-18 Resolution - Approval of the FY 2019 and FY 2020 Community Services Board Performance Contract between the Virginia Department of Behavioral Health and Developmental Services and Henrico Area Mental Health & Developmental Services Board.
- 235-18 Resolution - To Initiate Consideration of Amendments to the 2026 Comprehensive Plan and Zoning Ordinance - Westwood Study Area - Brookland District.
- 236-18 Resolution - Award of Contract - Chamberlayne Farms & Chamberlayne Hills Area Sanitary Sewer Rehabilitation (SH-53) - Fairfield District.
- 237-18 Resolution - Award of Contract - Chickahominy Bluffs Phase 1 Water Replacement - Fairfield District.
- 238-18 Resolution - Award of Contract - Williamsburg Park and West Broad Park Area Sanitary Sewer Rehabilitation - Tuckahoe District.
- 239-18 Resolution - Award of Contract - Elko Water Pumping Station Improvements and Storage Tank Painting - Varina District.
- 240-18 Resolution - Signatory Authority - Agreement with CSX Transportation, Inc. - Parham Road Bridge Repairs - Brookland District.
- 241-18 Resolution - Acceptance of Roads - Varina District.



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS' RESUME  
September 25, 2018**

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**PRESENTATIONS**

**PROCLAMATION - Customer Service Week - October 1 - 5, 2018.**

The County of Henrico continues to be recognized locally, nationally, and internationally for the quality of service it provides to all its customers. This proclamation recognizes October 1 - 5, 2018, 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 7 - 13, 2018.**

Fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk from fire. The 2018 Fire Prevention Week theme is "Look. Listen. Learn. Be aware. Fire can happen anywhere." This proclamation recognizes October 7 – 13, 2018, as Fire Prevention Week and calls the observance to the attention of Henrico citizens.

**RESOLUTION - To Recognize and Commemorate 85 Years of Commitment by the County of Henrico to Its Planning Program.**

The Board of Supervisors adopted the County's first Zoning Ordinance on September 5, 1933. The value of planning in Henrico County has been apparent over the past 85 years as the County's population has grown from approximately 33,000 in 1933 to an estimated 335,000 today. This resolution recognizes and commemorates 85 years of commitment by the County to its planning program and extends the Board's warmest congratulations and sincere appreciation to current and former members of the Planning Commission and Planning Department staff who have been instrumental in the County's successful planning efforts.

**RESOLUTION - Commending the Glen Allen 12-Year-Old All-Stars.**

The Glen Allen Youth Athletic Association claimed its third national championship in baseball on August 10, 2018, when its 12-year-old all-star team captured the Cal Ripken Major/70 U.S. World Series title in Branson, Missouri, the team's second national title since 2016. This resolution commends and congratulates the Glen Allen 12-Year-Old All-Stars on their 2018 World Series U.S. championship and on becoming the first two-time World Series champions in Glen Allen Youth Athletic Association history.

## **RESIGNATION**

### **RESOLUTION - Resignation of Member - Keep Henrico Beautiful Committee.**

This Board paper accepts the resignation of **Leslyn B. Broughton** from the Keep Henrico Beautiful Committee as a representative of the Brookland District.

## **PUBLIC HEARING ITEMS**

### **RESOLUTION - Amendments to the FY 2018-19 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 11, 2018, 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 - Signatory Authority - Conveyance of Real Estate - Portion of Libbie Mill Library Property - Brookland District.**

This Board paper authorizes the County Manager and Chairman of the Board of Supervisors to execute documents to convey a 0.023-acre sliver of land from the Libbie Mill Library property at 2100 Libbie Lake East Street to Midtown Land Partners, LLC, for \$3,500. The sliver is not needed for library purposes and there are no County facilities in the sliver.

The Directors of Public Library and Real Property recommend approval; the County Manager concurs.

### **RESOLUTION - Signatory Authority - Easement Agreement - Virginia Electric and Power Company - Fairfield District.**

This Board paper authorizes the Chairman to execute an easement agreement with Virginia Electric and Power Company for underground electric facilities across the County property at Vawter Park to provide more reliable service to County facilities and the surrounding properties. The underground electric facilities will replace existing overhead lines, and the easements will not interfere with the County's use of its land.

The Real Property Department has processed this request through the Division of Recreation and Parks, and the Departments of Planning, Public Utilities, and Public Works without objection; the County Manager concurs.

## **PUBLIC COMMENTS**

**GENERAL AGENDA**

**RESOLUTION - To End the Declaration of a Local Emergency.**

On September 11, 2018, the Board of Supervisors approved a resolution to confirm the declaration of a local emergency made by the County Manager on September 11, 2018, at 5:00 p.m. Virginia Code Section 44-146.21(A) requires the Board to take appropriate action to end the declared emergency when, in the Board’s judgment, all emergency actions have been taken. This Board paper is presented to end the declared emergency.

**RESOLUTION - Award of Contract - Architectural, Interior Design, and Engineering Services.**

This Board paper awards annual contracts to Moseley Architects, PC and RRMM Architects, PC to provide architectural, interior design and engineering services on an as-needed basis. On July 11, 2018, 12 proposals were received in response to RFP #18-1700-6JCK. Based upon review and evaluation of the proposals, the Selection Committee interviewed the following firms:

- Moseley Architects, PC
- BCWH, Inc.
- Enteros Design, PC
- Stantec Architecture, Inc.
- RRMM Architects, PC

Based on the written proposals and interviews, the Committee members selected Moseley Architects, PC and RRMM Architects, PC as the two top-ranked firms and received hourly rate schedules from each of the firms. The contracts will be for a one-year term and may be renewed for two additional one-year terms. Compensation for services shall be based on the hourly rate schedules. The project fees shall not exceed \$300,000 for any single project and \$1,500,000 per 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 - Library Headquarters Exterior Entrances Rehabilitation - Tuckahoe District.**

This Board paper awards a construction contract for \$251,640 to Athens Building Corporation d/b/a First Class Contracting Central for the Library Headquarters Exterior Entrances Rehabilitation project. Construction is anticipated to begin in November 2018 and be completed by March 2019.

The County received three bids on September 6, 2018, in response to ITB No. 18-1728-7JCK with the following results:

<b>Bidder</b>	<b>Total Bid</b>
Athens Building Corporation d/b/a First Class Contracting Central Richmond, VA	\$251,640.00

Brooks & Company General Contractors, Inc. Richmond, VA	\$328,700.15
Richmond Primoid, Inc. Richmond, VA	\$367,450.00

Based upon a review of the bids, Athens Building Corporation d/b/a First Class Contracting Central 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. Funding to support the contract is available within the project budget.

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

**RESOLUTION - Award of Contract - Group Short-Term and Long-Term Disability Program for VRS Hybrid Plan Participants.**

This Board paper would award a contract for a group short-term and long-term disability program for VRS hybrid plan participants. The County’s program, required by Chapter 11.1 of Title 51.1 of the Code of Virginia, has been administered by Standard Insurance Company since 2014.

Under the contract, hybrid plan participants with at least one year of service will receive income replacement between 60% and 100% (depending on their length of service) for up to 125 work days. After 125 work days, employees will receive long-term disability income replacement of 60% for as long as the disability lasts or they reach the normal VRS retirement age.

The County received five proposals on June 29, 2018, in response to RFP#18-1670-5CHS. Upon review of the written proposals, the selection committee interviewed the following firms:

Standard Insurance Company  
Madison National Life Insurance Company, Inc.

The selection committee chose Standard Insurance Company as the top-ranked firm to provide the program for a two-year term beginning on January 1, 2019. The County has the option to extend the term for three additional one-year periods.

The County will pay the premiums for VRS hybrid plan participants. The monthly charge for General Government employees, Schools non-professional employees, and Henrico Economic Development Authority employees will be 0.59 percent of monthly creditable compensation. The monthly charge for Schools professional employees will be 0.27 percent.

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

**RESOLUTION - Signatory Authority - Sixth Amendment to Libbie Mill Development Agreement – Brookland District.**

This Board paper authorizes the County Manager to execute a Sixth Amendment to the Development Agreement between the County and Midtown Land Partners, LLC (commonly known as “Gumenick”). The Sixth Amendment relates to Gumenick’s construction of a new office building and parking deck on the vacant property next to the Libbie Mill Library. It provides for the County to convey to Gumenick an 8’ wide and 131’ long strip of land that currently comprises part of the parcel on which the Libbie Mill Library is located in exchange for \$3,500. It also provides that each party will share its parking facilities with the other, among other terms.

The Directors of Public Library and Real Property recommend approval; the County Manager concurs.

**RESOLUTION - Approval of the FY 2019 and FY 2020 Community Services Board Performance Contract between the Virginia Department of Behavioral Health and Developmental Services and Henrico Area Mental Health & Developmental Services Board.**

Virginia Code § 37.2-508 provides that a performance contract negotiated between the Virginia Department of Behavioral Health and Developmental Services (the Department) and the Henrico Area Mental Health & Developmental Services Board (HAMHDS) is to serve as the primary accountability and funding mechanism between the Department and HAMHDS. Section 37.2-508 further provides that the performance contract is to be submitted by HAMHDS for approval by formal vote of the governing body of each political subdivision that established HAMHDS.

Under the terms of § 37.2-508, the performance contract must:

- delineate the responsibilities of the Department and HAMHDS;
- specify conditions that must be met for the receipt of state-controlled funds;
- identify the groups of individuals to be served with state-controlled funds;
- contain specific outcome measures for individuals receiving services, provider performance measures, satisfaction measures for individuals receiving services, and participation and involvement measures for individuals receiving services and their family members;
- contain mechanisms that have been identified or developed jointly by the Department and HAMHDS and that will be employed collaboratively by HAMHDS and the state hospital to manage the utilization of state hospital beds;
- establish an enforcement mechanism should HAMHDS fail to be in substantial compliance with its performance contract; and
- include reporting requirements and information about revenues, costs, services and individuals receiving services in a consistent, comparable format determined by the Department.



On June 19, 2018, the Department provided to HAMHDS a Letter of Notification setting out the amount of state and federal funding that would be available to HAMHDS during FY 2019, and HAMHDS and the Department negotiated a FY 2019 and FY 2020 Community Services Board Performance Contract. HAMHDS approved the FY 2019 and FY 2020 Community Services Board Performance Contract on September 20, 2018, and recommended it to the Boards of Supervisors of Henrico, Charles City, and New Kent Counties, the three political subdivisions that established it.

The FY 2019 and FY 2020 Community Services Board Performance Contract submitted for approval by this Resolution is based on the requirements of § 37.2-508, on the FY 2018-2019 budget approved by this Board on April 24, 2018, on the Letter of Notification to HAMHDS for FY 2019, and on local contributions approved by the Charles City County Board of Supervisors and the New Kent County Board of Supervisors.

**RESOLUTION - To Initiate Consideration of Amendments to the 2026 Comprehensive Plan and Zoning Ordinance - Westwood Study Area - Brookland District.**

This Board paper would initiate the Planning Department’s preparation of amendments to the 2026 Comprehensive Plan and the zoning ordinance for review by the Planning Commission and its recommendation to the Board. The purpose of the amendments is to encourage redevelopment of the Westwood study area. The study area is generally located between Staples Mill Road (U.S. Route 33), West Broad Street (U.S. Route 250) and the CSX railway. The Planning Department recently completed a study of land uses and development in the area.

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

**RESOLUTION - Award of Contract - Chamberlayne Farms & Chamberlayne Hills Area Sanitary Sewer Rehabilitation (SH-53) - Fairfield District.**

This Board paper would award a construction contract for \$4,793,450 to Enviroscape, Inc. for the Chamberlayne Farms & Chamberlayne Hills Area Sanitary Sewer Rehabilitation (SH-53) project. This project will rehabilitate approximately 6.6 miles of 8-inch, 10-inch, and 12-inch diameter sanitary sewer pipe in the Chamberlayne Farms and Chamberlayne Hills subdivisions in the area approximately bounded by E. Parham Road (north), Diane Lane (east), Wilkinson Road (south), and Dade Road (west).

The work is expected to begin in November 2018 and to be completed by December 2020. Funding will be provided by the Water and Sewer Revenue Fund.

Six bids were received on July 26, 2018, in response to Invitation to Bid No. 18-1692-6CLE and Addenda Nos. 1 and 2:

<u>Bidders</u>	<u>Bid Amount</u>
Enviroscape, Inc. Sandston, VA	\$ 4,793,450
Insituform Technologies, LLC Chesterfield, MO	\$ 5,492,129

G. L. Howard, Inc. Rockville, VA	\$ 5,669,850
Pleasants Construction, Inc. Clarksburg, MD	\$ 6,025,000
IPR Northeast, LLC Beltsville, MD	\$ 6,590,750
Walter C. Via Enterprises, Inc. Mattaponi, VA	\$ 7,657,172

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

The Board paper awards the contract to Enviroscape, 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 the Board paper, and the County Manager concurs.

**RESOLUTION - Award of Contract - Chickahominy Bluffs Phase 1 Water Replacement - Fairfield District.**

This Board paper would award a construction contract for \$856,564 to Walter C. Via Enterprises, Inc. for the Chickahominy Bluffs Phase 1 Water Replacement project. This project will replace approximately 3,180 linear feet of 8-inch and 4-inch diameter water pipe along Fulham Court, Westmeath Lane, Chickahominy Bluffs Road, and Chickahominy Bluffs Court.

The work is expected to begin in November 2018 and to be completed by November 2019. Funding will be provided by the Water and Sewer Revenue Fund.

Three bids were received on August 14, 2018, in response to Invitation to Bid No. 18-1710-6CLE and Addendum No. 1:

<u>Bidders</u>	<u>Bid Amount</u>
Walter C. Via Enterprises, Inc. Mattaponi, VA	\$856,564
Franklin Mechanical Contractors, Inc. Kilmarnock, VA	\$1,062,264
Tidewater Utility Construction, Inc. Suffolk, VA	\$1,649,971

Based upon a review of the bids, Walter C. Via Enterprises, Inc. is the lowest responsive and responsible bidder.

The Board paper awards the contract to Walter C. Via Enterprises, 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 the Board paper, and the County Manager concurs.

**RESOLUTION - Award of Contract - Williamsburg Park and West Broad Park Area Sanitary Sewer Rehabilitation - Tuckahoe District.**

This Board paper would award a construction contract for \$1,791,300 to Enviroscope, Inc. for the Williamsburg Park and West Broad Park Area (SH-15 Part 1, Phase 2) sanitary sewer rehabilitation project. This project will rehabilitate approximately 7,650 linear feet of 8-inch diameter sanitary sewer pipe and replace approximately 875 linear feet of 12-inch and 10-inch diameter sanitary sewer pipe located in Williamsburg Park and West Broad Park subdivisions in the area approximately bounded by Larkwood Road (north), Prestwick Road and Biscayne Road (east), Yardley Court (south), and Skipwith Road (west).

The work is expected to begin in November 2018 and to be completed by October 2019. Funding will be provided by the Water and Sewer Revenue Fund.

Eight bids were received on July 12, 2018, in response to Invitation to Bid No. 18-1687-4CLE and Addenda Nos. 1 and 2:

<u>Bidders</u>	<u>Bid Amount</u>
Enviroscope, Inc. Sandston, VA	\$ 1,791,300
G. L. Howard, Inc. Rockville, VA	\$ 1,947,800
Layne Inliner, LLC Orleans, IN	\$ 2,012,594
C. T. Purcell Excavating, Inc. Montpelier, VA	\$ 2,270,530
IPR Northeast, LLC Beltsville, MD	\$ 2,447,000
Tidewater Utility Construction, Inc. Suffolk, VA	\$ 2,579,540
Walter C. Via Enterprises, Inc. Mattaponi, VA	\$ 2,879,257
Am-Liner East, Inc. Berryville, VA	\$ 3,433,456

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

The Board paper awards the contract to Enviroscope, 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 the Board paper, and the County Manager concurs.

**RESOLUTION - Award of Contract - Elko Water Pumping Station Improvements and Storage Tank Painting - Varina District.**

This Board paper would award a construction contract for \$658,850 to MEB General Contractors, Inc. for the Elko Water Pumping Station improvements and storage tank painting project. This project will abandon a drinking water well and remove associated pumping equipment, replace deteriorated equipment, and clean and paint the exterior of two three million-gallon concrete ground water storage tanks at 3741 Portugee Road between Memorial Drive and Technology Boulevard.

The work is expected to begin in November 2018 and to be completed by December 2019. Funding will be provided by the Water and Sewer Revenue Fund.

Four bids were received on July 24, 2018, in response to Invitation to Bid No. 18-1697-6CLE and Addendum No. 1:

<u>BIDDERS</u>	<u>BID AMOUNT</u>
MEB General Contractors Inc. Chesapeake, VA	\$658,850
Southwood Building Systems, Inc. Ashland, VA	\$832,725
Horizon Brothers Painting Corp Howell, MI	\$848,600
Waco, Inc. Sandston, VA	\$880,150

Based upon a review of the bids, MEB General Contractors, Inc. is the lowest responsive and responsible bidder.

The Board paper awards the contract to MEB General Contractors, 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 the Board paper, and the County Manager concurs.

**RESOLUTION - Signatory Authority - Agreement with CSX Transportation, Inc. - Parham Road Bridge Repairs - Brookland District.**

This Board paper would authorize the County Manager to execute an agreement with CSX Transportation, Inc. ("CSX") for the repairs of the Parham Road Bridge. Under the agreement, the County will be permitted to work on the bridge over CSX's tracks and will pay the actual costs incurred by CSX for engineering, inspections, flagging, and signal work. The estimated cost of CSX's work is \$531,529.

Funding for project costs will be provided from the Capital Projects Fund.

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

**RESOLUTION - Acceptance of Roads - Varina District.**

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

0.74 mile of Castleton, Section 3, a Resubdivision of Castleton Section 1 Future Development - Varina District

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