

**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, October 23, 2018, at 5:15 p.m.** in the County Manager's Conference Room 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:

- | | |
|------------------|---|
| 5:15 - 5:45 p.m. | 2019 General Assembly Overview |
| 5:45 - 6:00 p.m. | Proposed R5-A General Residence District Amendments |
| 6:00 - 6:15 p.m. | Voluntary Benefits |
| 6:15 - 6:30 p.m. | Closed Meeting for Consultation with Legal Counsel Regarding Specific Legal Matters Requiring the Provision of Legal Advice by Such Counsel Pertaining to a Workers' Compensation Claim, Pursuant to Section 2.2-3711(A)(8) of the Code of Virginia, as Amended. |
| 6:30 - 6:45 p.m. | Regular Meeting Agenda Items |



Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
October 18, 2018

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
October 23, 2018
7:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

APPROVAL OF MINUTES - October 9, 2018, Regular and Special Meetings; and
April 16, 2018, Special Joint Meeting

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PRESENTATIONS

Proclamation - Adoption Month - November 2018.

254-18 Resolution - To Recognize and Commemorate 50 Years of the Countywide
Utility System.

RESIGNATION

255-18 Resolution - Resignation of Member - Henrico Area Mental Health &
Developmental Services Board.

PUBLIC HEARING ITEM

256-18 Resolution - Signatory Authority - Quitclaim of Portions of a Drainage
Easement - Eastgate Town Center - Fairfield District.

PUBLIC COMMENTS

GENERAL AGENDA

257-18 Resolution - Award of Contract - Third-Party Administrator for Voluntary
Benefits.

258-18 Resolution - Award of Contract - Enterprise Land Management System.

259-18 Resolution - To Accept a Grant from the U.S. Department of Justice,
Edward Byrne Memorial Justice Assistance Grant Program to Provide
Enhanced Protection for Officers by Procuring a Tactical Robot that will
Respond to Hazardous Situations and Detect Human, Chemical, Biological,
Radiological, Nuclear and Explosive Threats.

260-18 Resolution - Signatory Authority - Acquisition of Real Property - 1300 New
Market Road - Varina District.

- 261-18 Resolution - Award of Contract - Fuel Storage Tank Replacement - New Market, Rooty Branch, Virginia Center, and White Oak Sewage Pumping Stations - Three Chopt, Fairfield and Varina Districts.
- 262-18 Resolution - Award of Engineering Services Contract - Richmond-Henrico Turnpike Improvements - Fairfield District.
- 263-18 Resolution - Approval of Settlement of Worker's Compensation Claim - Walter Ferguson.



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
October 23, 2018**

PRESENTATIONS

PROCLAMATION - Adoption Month - November 2018.

National Adoption Month was instituted in 1995 by a presidential proclamation. It is observed each year in November and is a collective national effort to find permanent, loving families for children in the foster care system. The National Adoption Month initiative is supported by the Children's Bureau of the United States Department of Health and Human Services in partnership with AdoptUSKids and the Child Welfare Information Gateway. This proclamation recognizes November 2018 as Adoption Month in Henrico County and calls upon Henrico citizens to participate in appropriate programs and activities to help provide adoptive homes to Henrico children.

RESOLUTION - To Recognize and Commemorate 50 Years of the Countywide Utility System.

On October 23, 1968, the Board of Supervisors authorized the acceptance, operation, and maintenance of the water and sewer systems of the County's sanitary districts as a single, countywide utility system. The County has invested over \$5 billion in its public and wastewater systems, including more than 3,100 miles of pipe and 43 pumping and storage facilities. This resolution recognizes and commemorates 50 years of commitment to the countywide utility system and extends the Board's warmest congratulations and sincere appreciation to current and former members of the Department of Public Utilities who have been instrumental in the delivery of water and wastewater services to homes and businesses in Henrico.

RESIGNATION

RESOLUTION - Resignation of Member - Henrico Area Mental Health & Developmental Services Board.

This Board paper accepts the resignation of **Brenda A. Brown** from the Henrico Area Mental Health & Developmental Services Board as the Fairfield District representative.

PUBLIC HEARING ITEM

RESOLUTION - Signatory Authority - Quitclaim of Portions of a Drainage Easement - Eastgate Town Center - Fairfield District.

This Board paper authorizes the Chairman to execute quitclaim deeds releasing the County's interest in unneeded portions of a drainage easement across properties located at Eastgate Town Center. The owners of the properties, Eastgate Town Center, LLC and Wal-Mart Real Estate Business Trust, respectively, have requested the action. There are no

County facilities in the portions of the easement subject to the request, the County does not need them, and the owners have dedicated replacement easements to the County.

The Directors of Public Works, Planning, and Real Property recommend approval of this Board paper; the County Manager concurs.

PUBLIC COMMENTS

GENERAL AGENDA

RESOLUTION - Award of Contract - Third-Party Administrator for Voluntary Benefits.

This Board paper would award a contract for services of a third-party administrator for voluntary benefits to be offered to County and School Board employees. Voluntary benefits are benefits covered by insurance that is not provided as an employee benefit, such as long-term care, accident, ID theft, and legal assistance benefits. The administrator will make available and administer a variety of insurance programs for benefits that employees can select and pay for through payroll deductions.

The County received 12 proposals on July 6, 2018, in response to RFP#18-1698-6CHS for the services of the third-party administrator. Based upon review of the written proposals, the selection committee interviewed the following firms:

Pierce Insurance Agency, Inc./ NBC Benefits, Inc.
You Decide, Inc.
Empower Benefits Inc. dba Corestream
The Pierce Group Benefits, LLC.

The selection committee selected Pierce Insurance Agency, Inc. as the top-ranked firm to provide services for a two-year term beginning on January 1, 2019. NBC Benefits, Inc. will serve as a sub-consultant to Pierce Insurance Agency during the term of the contract. The County has the option to extend the term for three additional two-year periods.

Pierce Insurance Agency, Inc. will apply commission dollars received from carriers to offset all fees related to its administration of voluntary benefits.

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

RESOLUTION - Award of Contract - Enterprise Land Management System.

This Board paper would award a contract for an enterprise land management system to Computronix (USA), Inc. for \$2,959,570. The system software will improve the ability of divisions in Community Development and Community Operations to share information about permitting, land management, code enforcement, and public maintenance.

The County received seven proposals on June 20, 2016, in response to RFP#16-1154-3CS. Based upon review of the written proposals, the Selection Committee interviewed the following firms:

Computronix (U.S.A.), Inc.
Tyler Technologies
Accela, Inc.

The selection committee selected Computronix (U.S.A.), Inc. and negotiated a fixed-price contract in the amount of \$2,959,570 for software licensing and implementation services in the two years of the contract. The contract also provides for annual maintenance fees of approximately \$250,000.

The contract gives the County the option to extend the term annually for operation and maintenance of the system through its useful life.

The Director of Information Technology and the Purchasing Director recommend approval of the Board paper, and the County Manager concurs.

RESOLUTION - To Accept a Grant from the U.S. Department of Justice, Edward Byrne Memorial Justice Assistance Grant Program to Provide Enhanced Protection for Officers by Procuring a Tactical Robot that will Respond to Hazardous Situations and Detect Human, Chemical, Biological, Radiological, Nuclear and Explosive Threats.

This Board Paper accepts a grant in the amount of \$67,351 from the U.S. Department of Justice, Edward Byrne Memorial Justice Assistance Grant Program. The Division will use this grant, which requires no local match, to provide enhanced protection for officers by procuring a tactical robot that will respond to hazardous situations and detect human, chemical, biological, radiological, nuclear and explosive threats.

RESOLUTION - Signatory Authority - Acquisition of Real Property - 1300 New Market Road - Varina District.

This Board paper authorizes the County Manager to execute the purchase agreement and any other documents necessary to acquire 0.375 acres, more or less, at 1300 New Market Road as additional land for the future Midview Park. The sellers, Floyd Lois Walls, Jr., and Everett Hugh Ragland, have agreed to sell the property for \$39,100.

The Directors of Recreation and Parks and Real Property recommend approval of this Board paper; the County Manager concurs.

RESOLUTION - Award of Contract - Fuel Storage Tank Replacement - New Market, Rooty Branch, Virginia Center, and White Oak Sewage Pumping Stations - Three Chopt, Fairfield and Varina Districts.

This Board paper would award a contract for \$680,047.58 to Advanced Fueling Systems, Inc. to replace deteriorated fuel storage tanks and to perform associated work at the New Market, Rooty Branch, Virginia Center, and White Oak Sewage pumping stations.

The work will begin in January 2019 and is to be completed by January 2020.

Four bids were received on August 28, 2018, in response to ITB No. 18-1721-7CLE and Addendum

No. 1. The bidders and bid amounts are as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Advanced Fueling Systems, Inc. Ashland, VA	\$ 680,047.58
Total Environmental Concepts, Inc. Gaithersburg, MD	\$ 686,158.00
Oil Equipment Sales & Service Co., Inc. Chesapeake, VA	\$ 724,997.68
Waco, Inc. Sandston, VA	\$ 839,347.00

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

The Board paper awards the contract to Advanced Fueling Systems, 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 Engineering Services Contract - Richmond-Henrico Turnpike Improvements - Fairfield District.

This Board paper would award a contract to Rummel, Klepper & Kahl, LLP (RK&K) to provide engineering services for the Richmond-Henrico Turnpike Improvements project. The project will widen the Richmond-Henrico Turnpike from Laburnum Avenue to near the CSX/Buckingham Branch Railroad. The finished roadway will be a four-lane curb and gutter roadway with a raised median, and turn lanes will be provided for connecting streets and driveways. A shared use path is planned for the east side of the roadway, and there will be a sidewalk along the west side.

Nine proposals were received on February 2, 2018, in response to RFP #17-1526-10JCK. Based upon review and evaluation of the proposals, the selection committee interviewed the following firms:

Clark Nexsen, Inc.
Morton Thomas & Associates, Inc. (AMT)
Rummel, Klepper & Kahl, LLP (RK&K)

Based on the written proposals and interviews, the committee selected RK&K as the top-ranked firm and negotiated a fixed price contract of \$3,163,425.21.

This project is funded through Virginia Department of Transportation SMART SCALE Program.

The Director of Public Works and the Purchasing Director recommend that the contract be awarded to RK&K, and the County Manager concurs.

RESOLUTION - Approval of Settlement of Worker's Compensation Claim - Walter Ferguson.

The purpose of this Board paper is to authorize settlement of the worker's compensation claim of Walter Ferguson. The Self-Insurance Trustees have approved this settlement and recommend it to the Board.