



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, May 5, 2014

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Pledge of Allegiance

### 3. Public Hearings

- A. Special Use Permit #20140404, In-Home Business - 15008 Gossom Manor Place

### 4. Citizen's Time

### 5. Minutes Acceptance

- A. Mayor and Council - Work Session - Mar 26, 2014 7:00 PM
- B. Mayor and Council - Work Session - Apr 1, 2014 7:00 PM
- C. Mayor and Council - Regular Meeting - Apr 7, 2014 7:00 PM
- D. Mayor and Council - Work Session - Apr 17, 2014 7:00 PM

### 6. Agenda Items

- A. Special Use Permit - in Home Business - 15008 Gossom Manor Place SUP#20140404
- B. Appropriation Request - Police Department
- C. Resolution - VACO, Brian Henshaw
- D. 2014 General Obligation Bond - Debt Restructuring
- E. HVAC - 2Nd Floor - 15026 Washington - Brian Henshaw
- F. Pedestrian Improvement Grant - Award of Contract - Design Phase
- G. Historic District Overlay Revisions - Marchant Schneider
- H. Consultant - Parking Ordinance Review
- I. 14740 Washington Street - Repairs
- J. Board of Zoning Appeals Appointment
- K. Appropriation Request - 14710 Washington

### 7. Department Reports

- A. Treasurer's Report - Renee DuBiel
- B. Engineer's Report - Holly Montague, PE
- C. Planner's Report - Marchant Schneider
- D. Building Official's Report - TCS, LLC
- E. Museum Report - Denise Hall
- F. Police Department Report - Chief James Roop
- G. Town Manager's Report - Brian Henshaw
- H. Event Planner's Report - Kim Ingalls

### 8. Closed Session

- A. Enter into Closed Session
- B. Certification of Closed Session

### 9. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias

G. David Leake

## 10. Adjournment



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Wednesday, March 26, 2014

7:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

### 2. Agenda Items

A. FY 2015 Draft Budget

### 3. Councilmember Time

- A. James Tobias
- B. Milt Kenworthy
- C. David Leake
- D. Mary Lou Scarbrough
- E. Rebecca Bare
- F. Katherine Harnest
- G. Steve Aitken

### 4. Adjournment

Minutes Acceptance: Minutes of Mar 26, 2014 7:00 PM (Minutes Acceptance)



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Tuesday, April 1, 2014

7:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present (7:53 PM), Vice Mayor Jay Tobias: Absent, Mayor David Leake: Present.

### 2. Agenda Items

- A. Virginia Department of Transportation Mr. Thomas Folse and Ms. Aleksandara Tuliszka
- B. April 2014 Draft Town Council Agenda

### 3. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

### 4. Adjournment

Minutes Acceptance: Minutes of Apr 1, 2014 7:00 PM (Minutes Acceptance)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, April 7, 2014

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Absent, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

### 2. Pledge of Allegiance

### 3. Minutes Acceptance

A. Mayor and Council - Work Session - Feb 25, 2014 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Kenworthy, Tobias
<b>ABSENT:</b>	Mary-Lou Scarbrough

B. Mayor and Council - Regular Meeting - Mar 11, 2014 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Kenworthy, Tobias
<b>ABSENT:</b>	Mary-Lou Scarbrough

C. Mayor and Council - Work Session - Mar 12, 2014 6:30 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Kenworthy, Tobias
<b>ABSENT:</b>	Mary-Lou Scarbrough

D. Mayor and Council - Emergency Meeting - Mar 24, 2014 7:00 AM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Kenworthy, Tobias
<b>ABSENT:</b>	Mary-Lou Scarbrough

### 4. Public Hearings

#### Planning Commission Call to Order

Commissioners present: Bare, Weir, Ring  
Commissioners absent: Robinson & Johnson

Minutes Acceptance: Minutes of Apr 7, 2014 7:00 PM (Minutes Acceptance)

Chair Weir opens up the public hearing for Saint Paul's School special use permit. The Town Planner, Marchant Schneider discloses that he has a daughter that attends this school, he does not have a financial interest in the school and feels he can perform a fair and impartial review of the application. This is a request to renew the use of a classroom trailer at 6635 Fayette Street. Councilwoman Bare reminds that this application is not for the use of the school, but rather the temporary classroom trailer.

Chair Weir calls forward anyone wishing to speak on behalf or in opposition to the application.

**Coke Whitrock**

*Mr. Whitrock provides background information on the need and use of the trailer. They anticipated it to be temporary, but there was a subsequent court ruling that changed the schools direction. They started over from scratch. He is asking for a renewal of the special use permit through August 31, 2017.*

**John Cole - Fayette Street**

*He is here to let the Council know that the use of a temporary classroom trailer has had no impact on his life. He lives just a few houses away from the school.*

**Pam Stutz - 6720 Jefferson Street**

*She is a member of Saint Paul's Church and she lives directly behind the school. She sees no impact from the use of the classroom trailer. She reminds that the parents of children attending the school shop here and*

**Ken Farren**

*His granddaughter attends Saint Paul's School and his grandson will start next year. He drove by the trailers today to look at them, he was pleased that they are clean and nice looking. He reminds that August 2017 is the drop dead date and that the school will be out of that location by then. He thinks they are a great part of the community and that it is a wonderful school.*

**Ms. Silio & Ms. Stevens**

*They both teach 4 year old pre-k at Saint Paul's School. They love being part of the school, they both teach in the modular trailer.*

**Jennifer Nelson - Preschool Administrator**

*When the modular opened in 2008 it was filled immediately and it is already full for next year. They really need that building to stay there.*

**David Jones - Minister, Saint Paul's Anglican Church**

*He is here tonight to thank the Council for all the help with the school. He appreciates the past special use permit and he hopes they will be able to continue the school.*

The Clerk enters into record seven emails received from: Krysta Ardigo, Jill Rosen, Lora Laconti of Little John Court, Lesli Ebert, Katherine Rickwald, Melanie Minor, and Nikki Adams

A. Joint Hearing - Saint Paul's Special Use Permit

<b>RESULT:</b>	<b>CLOSED [UNANIMOUS]</b>
<b>MOVER:</b>	Jay Tobias, Vice Mayor
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Kenworthy, Tobias
<b>ABSENT:</b>	Mary-Lou Scarbrough

**Planning Commission**

Weir would like to hold the public hearing open until the Planning Commission meeting on April 14.

Weir would like to know if this is based on the original special use permit, or is this being treated as a new application. The Town Planner has processed this as an entirely new application.

Chair Weir would like the following for Monday's Planning Commission meeting:

- Traffic Management Policy
- Traffic Narrative
- Exception Management
- Enrollment totals then and now
- Stormwater & any environmental issues

**Ring moves to adjourn the special meeting of the Planning Commission, Bare seconds;  
Ayes: 3 Nays: 0 Absent: Robinson & Johnson**

B. Historic District Overlay Revisions

**Susan Edwards - 6938 Little John Court**

*She has been a resident since 1996. She has been on the Town Council & the ARB. Some people bought in this town because of the Historic District Overlay. The guidelines are simple and easy to understand. She asks that we please keep the current boundaries because there is no going back the other way.*

**Pam Swinford - Jockey Club Lane**

*She doesn't know that there have been any real true complaints about the ARB review procedure, except for those who were unable to attend the meetings. This is not a big place and once you take it away, you can never have it back. Is it really costing the Town more money for the extra areas?*

**Pam Stutz - 6720 Jefferson Street**

*The historic overlay was done for a reason, it was done for the growth of the Town. She understands there are people that are unhappy that they have to fill out an application. She reminds that there will always be those who oppose the rules. She is asking that Council keep the historic overlay the way that it is and not make any changes*

**Bob Weir - 6853 Saint Paul**

*The town ordinance is open to challenge and minimizing the district is not going to destroy anyone's property values. This comes down to looking out for the Town's best interest as a corporate entity. There are people that are in favor of the reduction. He feels that reducing the district is a common sense thing.*

**Tobias**

*Asks Mr. Gravett to come forward. Gravett explains that he is considering mixed use on that property. There will be a portion of the property that is residential. They were hoping that the residential portion would not have the ARB review.*

**Susan Edwards**

*She reminds that Mr. Gravett is not a resident of this town.*

**Katherine Harnest**

*She would like it noted for the record, that as a resident, she is opposed to the revisions to the historic district.*

<b>RESULT:</b>	<b>CLOSED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Milt Kenworthy, Councilman
<b>AYES:</b>	Aitken, Bare, Harnest, Kenworthy, Tobias
<b>ABSENT:</b>	Mary-Lou Scarbrough

## 5. Citizen's Time

**Josh Mattox - 15008 Gossom Manor Place**

*He talks about the proposed Fiscal Year 2015 budget. He has recently seen the Town's current balance sheet and that the Town has over \$2,000,000 between checking, savings, money markets and CD's. He is asking Council to reconsider the increased revenue in the proposed budget that is attributable to increased assessed property values. He thinks we have the money in the bank to offset this increase and he reminds that Prince William County will also probably have an increase in property taxes this year.*

**Bull Run Middle School Students, Dev Suri and Kofi Asenso, & Noah Wong**

*The young men here this evening are with the Robotics team at Bull Run Middle School, they are here this evening to ask for the Town's financial support to go to the world championships in Anaheim, CA*

**Appropriate Funds**

Move to appropriate \$1,000 from the Town Administration: Education & Training budget line item as a gift to the Bull Run Middle School Robotics Team towards their trip to Anaheim, CA for the world competition.

**Discussion:** *Harnest asks why only \$1,000? Tobias explains that we do not really have a policy about gifts and donations and it could open up "Pandora's Box". Harnest would really like to do a \$2,000 donation to get our name on the robot. Motion stands.*

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Steve Aitken, Councilman  
**AYES:** Aitken, Bare, Harnest, Kenworthy, Tobias  
**ABSENT:** Mary-Lou Scarbrough

**6. Agenda Items****A. Special Use Permit - Saint Paul's School****B. Historic District Overlay**

Table to the next Council meeting of May 5, 2014

**RESULT:** TABLED [UNANIMOUS]  
**MOVER:** Steve Aitken, Councilman  
**SECONDER:** Katherine Harnest, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Kenworthy, Tobias  
**ABSENT:** Mary-Lou Scarbrough

**C. Bull Run Middle School - Request to Council****D. Parking Study Analysis Proposals**

Move to send the parking analysis proposals to the Planning Commission for their review

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Kenworthy, Tobias  
**ABSENT:** Mary-Lou Scarbrough

**E. The Very Thing...For Her Certificate of Appropriateness**

Move to deny request to council for approval of the Certificate of Appropriateness for a sign to be located on the Hulfish building for The Very Thing for Her

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Kenworthy, Tobias  
**ABSENT:** Mary-Lou Scarbrough

**F. Appointment of Building Official - Brian Henshaw**

Tobias asks if Mr. Smith would be open to a minor modification. He asks if Total Construction Solutions could strike the mileage provision of the contract. Mr. Smith agrees to strike.

Move to approve the proposed contract with Total Construction Solutions, LLC, authorize the Town Manager to execute the Contract, striking the mileage reimbursement provision, and authorize TCS to designate its employee, Mr. Joe Barbeau, as the Town's interim Building Official to perform the services and responsibilities identified within the contract.



**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Jay Tobias, Vice Mayor  
**SECONDER:** Katherine Harnest, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Kenworthy, Tobias  
**ABSENT:** Mary-Lou Scarbrough

#### G. Budget Amendments - Brian Henshaw

I move to amend the Fiscal Year 2014 Adopted Budget, Amendment #2014-002 by the following:

Budget Line Item	Adopted Budget	Amended Budget
<b>Revenue: Transfer of Cash</b>	\$1,048,771	\$1,055,965
<b>Reserves</b>		
<b>Total Revenue</b>	\$4,335,430	\$4,342,624
<b>Debt Service: Capital Lease: 100-09-95100-4009210</b>	\$21,794	\$28,988
<b>TOTAL EXPENSES</b>	\$4,335,430	\$4,342,624

And...

Budget Line Item	Adopted Budget	Amended Budget
<b>14710 Washington: Repairs &amp; Maintenance Services 100-04-43205-4003310</b>	\$2,500	\$1,500
<b>14710 Washington: Electrical Services 100-04-43205-4005110</b>	\$4,000	\$1,000
<b>Maintenance of General Buildings &amp; Grounds: Repairs &amp; Maintenance Services 100-04-43100-4003130</b>	\$15,000	\$19,000

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Councilman  
**SECONDER:** Katherine Harnest, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Kenworthy, Tobias  
**ABSENT:** Mary-Lou Scarbrough

#### H. Appropriations - Renee DuBiel

Move that pursuant to Policy #20100816 adopted by the Town Council on August 16, 2010, it is requested that the Council appropriate the following for the fourth quarter of Fiscal Year 2014:

AMOUNT	LINE ITEM	Action	PURPOSE
\$198,374	Police & Public Safety	Appropriate	Quarterly Appropriation
\$138,500	Administration	Appropriate	Quarterly Appropriation
\$43,615	Public Works	Appropriate	Quarterly Appropriation
\$24,591	Community Development	Appropriate	Quarterly Appropriation
\$18,237	Non-Departmental	Appropriate	Quarterly Appropriation
\$7,194	Cash on Hand	Appropriate	Pay off Capital Lease

Minutes Acceptance: Minutes of Apr 7, 2014 7:00 PM (Minutes Acceptance)

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jay Tobias, Vice Mayor
<b>SECONDER:</b>	Katherine Harnest, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Kenworthy, Tobias
<b>ABSENT:</b>	Mary-Lou Scarbrough

#### I. HVAC Replacement - 15026 Washington St.

Council requests that the Town Manager get quotes on a more energy efficient unit, 15 or 16 seer, and bring back to May Town Council meeting.

## 7. Department Reports

#### A. Treasurer's Report - Renee DuBiel

Council sets a budget work session on April 17, 2014 @ 7pm

#### B. Engineer's Report - Holly Montague

#### C. Planner's Report - Marchant Schneider

#### D. Museum Report - Denise Hall

#### E. Police Report - Chief James E. Roop

Council would like the Chief to attend either the work session or the regular meeting

#### F. Event Report - Kim Ingalls

The Council asks where are the road signs indicating there is a closure this coming weekend.

#### G. Building Inspector's Report - Joseph Barbeau, Jr.

Council thanks Joe Barbeau for his quick response to the inspection of the Food Pantry and for coming out on a weekend day.

#### H. Town Manager's Report - Brian Henshaw

## 8. Closed Session

#### A. Enter into Closed Session

Move to enter into closed session pursuant to VA 2.2-3711

A(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, specifically personnel matters of the police department

A(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically Town Rental Properties & Leases

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Katherine Harnest, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Kenworthy, Tobias, Leake
<b>ABSENT:</b>	Mary-Lou Scarbrough

#### B. Certification of Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Direct the Town Attorney to send a letter as discussed in closed session

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Katherine Harnest, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Kenworthy, Tobias, Leake
<b>ABSENT:</b>	Mary-Lou Scarbrough

## 9. Councilmember Time

A. **Steve Aitken**

B. **Rebecca Bare**

There are vacancies on the Planning Commission, please set this for

The Town has received a Community Appearance award for the renovation of the Old Post Office

C. **Katherine Harnest**

D. **Mary Lou Scarbrough**

E. **Milt Kenworthy**

F. **James Tobias**

G. **David Leake**

Mayor reminds that Earth day this Saturday. Bare encourages all 7 members of Council to help pick up trash on Earth Day

8:50 PM

## 10. Motion to Adjourn

Submitted:

Approved:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

\_\_\_\_\_  
David Leake, Mayor

Minutes Acceptance: Minutes of Apr 7, 2014 7:00 PM (Minutes Acceptance)



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Thursday, April 17, 2014

7:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Vice Mayor Jay Tobias called the meeting to order.

### 1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Absent.

### 2. Agenda Items

A. Fiscal Year 2015 Proposed Budget

### 3. Councilmember Time

- A. James Tobias
- B. Milt Kenworthy
- C. David Leake
- D. Mary Lou Scarbrough
- E. Rebecca Bare
- F. Katherine Harnest
- G. Steve Aitken

### 4. Adjournment

Minutes Acceptance: Minutes of Apr 17, 2014 7:00 PM (Minutes Acceptance)



Place

TO: Town of Haymarket Town Council  
 SUBJECT: Special Use Permit - in Home Business - 15008 Gossom Manor  
 DATE: 05/05/14

**TO: Mayor and Town Council, Members of the Planning Commission**

**SUBJECT: Joint Public Hearing - SUP# 20140404, Home Occupation, 15008 Gossom Manor Place**

**Date: May 5, 2014**

A request for a special use permit (home occupation) at 15008 Gossom Manor Place, Sherwood Forest. At its April 2014 meeting, the Planning Commission scheduled a joint public hearing with the Planning Commission and Town Council for Monday, May 5, 2014.

### **BACKGROUND**

Josh Mattox has applied to the Town for a special use permit, #SUP20140404, for permission to operate an in-home occupation (software development) at his home located at 15008 Gossom Manor Place in Sherwood Forest. The subject property is zoned R-2 and is designated Moderate Density Residential by the Town's Comprehensive Plan. Home occupations are permitted as a special use in the R-2 district; "Sec. 58-98 (8) Home occupations, in the main building of the lot". Home occupations are also subject to the development standards of Section 58-16 of the Zoning Ordinance.

### **RECOMMENDATION**

It is recommended that the Town Council and Planning Commission receive public input on this application. It is further recommended that both the Planning Commission and Town Council approve this application for special use for an in-home business to be located at 15008 Gossom Manor Place.

### **DRAFT MOTION(S)**

#### Planning Commission

1. I move that the Planning Commission recommend approval of SUP# 20140404, Mad Ox Studios, LLC, for an in-home occupation at 15008 Gossom Manor Drive as described on the special use permit application and narrative dated April 4, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations.
2. I move an alternate motion.

#### Town Council

- 1.a. I move that the Town Council approve SUP# 20140404, Mad Ox Studios, LLC, for an in-home occupation at 15008 Gossom Manor Drive as described on the special use permit application and narrative dated April 4, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations;

AND

- 1.b. I further move that the SUP shall remain in effect for a period of one year, to renew automatically

for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

OR,

2. I move an alternate motion.

**ATTACHMENTS:**

- SUP 20140404 - 15008 Gossom Manor (PDF)

APR - 4 2014



TOWN OF HAYMARKET

Date: 4-4-2014

Special Use Permit Application

Case #: SUP 20140404

Business Name: Map Ox Studios, LLC

Address: 15008 Gossom Manor Pl, Haymarket, VA 20169

Applicant's Information

Property Owner's Information

Name: JOSH MATTOX  
Address: 15008 Gossom Manor Pl  
City: HAYMARKET  
State/Zip: VA 20169  
Phone: 703-994-2433

Name: JOSH MATTOX  
Address: 15008 Gossom Manor Pl  
City: HAYMARKET  
State/Zip: VA 20169  
Phone: 703-994-2433

Type of Structure:  SFD  Multi  TH Zoning District:      Code Section:     

Name of Business: MAP OX STUDIOS, LLC  
Name of Business:     

Number of employees working from site: 1  
Number of vehicles: 0 Type:      GVH:       
Number of parking spaces set aside for this activity: 0  
Total floor area of structure devoted to activity: 81 sq. ft.  
Total floor area devoted to activity MUST be the main structure, NOT any accessory Building (please initial you will comply)  
Will accessory storage be necessary?  Yes  No  
If so, where will it be? N/A

Will the activity require any special tools or structure improvements? N/A

Applicant agrees NO signage is allowed (initial you will comply)  
In the space provided or on an attached sheet, please describe in detail your activity, including hours of operation, type of clientele, number of vehicles anticipated to visit the site in the average work day and any other changes that will affect the nature or appearance of the site.  
Video game design & development on computer. NO CLIENT VISITS. Weekends will be primary work schedule.

The above is a true representation of the activity and the method of operation upon approval:

Applicant Signature: [Signature]  
Owner's Signature: [Signature]

Approved  Rejected by Town Council Vote:      Date:       
Conditions:      Signature:       
Fee: \$200- Paid: #411 Date: 4-4-2014



**STATE CORPORATION COMMISSION**

*Richmond, March 2, 2014*

*This is to certify that the certificate of organization of*

**Mad Ox Studios, LLC**

*was this day issued and admitted to record in this office and that the said limited liability company is authorized to transact its business subject to all Virginia laws applicable to the company and its business. Effective date: March 2, 2014*



*State Corporation Commission*

*Attest:*

*Joel H. Beck*  
Clerk of the Commission



**COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION**

AT RICHMOND, MARCH 2, 2014

The State Corporation Commission has found the accompanying articles submitted on behalf of  
**Mad Ox Studios, LLC**

to comply with the requirements of law, and confirms payment of all required fees. Therefore, it  
is ORDERED that this

**CERTIFICATE OF ORGANIZATION**

be issued and admitted to record with the articles of organization in the Office of the Clerk of the  
Commission, effective March 2, 2014.

STATE CORPORATION COMMISSION

By

Judith Williams Jagdmann  
Commissioner

DLLCACPT  
CISECOM  
14-03-02-5266

SCC eFile

**ARTICLES OF ORGANIZATION  
OF  
MAD OX STUDIOS, LLC**

The undersigned, pursuant to Chapter 12 of Title 13.1 of the Code of Virginia, states as follows:

1. The name of the limited liability company is Mad Ox Studios, LLC.
2. The purpose for which the limited liability company is formed is to engage in any lawful business, purpose or activity for which a limited liability company may be formed under the Virginia Limited Liability Company Act.
3. The name of the limited liability company's initial registered agent is United States Corporation Agents, Inc. The initial registered agent is a foreign stock corporation authorized to transact business in Virginia.
4. The address of the limited liability company's initial registered office, which is identical to the business office of the initial registered agent, is 1900 CAMPUS COMMONS DRIVE, STE 100, RESTON, VA 20191. The initial registered office is located in Fairfax County, Virginia.
5. The address of the limited liability company's principal office where the records of the limited liability company are to be kept is 15008 Gossom Manor Place, Haymarket, VA 20169.

ORGANIZER:

/s/ Cheyenne Moseley Date: March 2, 2014  
Cheyenne Moseley

## NOTICE TO VIRGINIA LIMITED LIABILITY COMPANIES

Congratulations on successfully forming a Virginia limited liability company. Please take a few minutes to read the information below, which describes several statutory provisions applicable to limited liability companies.

**Company name:** The certificate of organization shows the exact name of the limited liability company as set forth in its articles of organization. If the limited liability company intends to conduct business in Virginia under a name other than its exact name, it must make the required filings under Virginia's fictitious name statutes. See § 59.1-69 *et seq.* of the Code of Virginia.

**Registered agent and registered office:** Each limited liability company is required to maintain in Virginia a registered agent and a registered office at which the registered agent may be found during normal business hours. See §§ 13.1-1015 and 13.1-1018 of the Code of Virginia. *The sole duty of the registered agent is to forward to the limited liability company at its last known address any process, notice or demand that is served on the registered agent.* Official notices and correspondence from the Commission to the company will be mailed to the registered agent at the registered office address on file in the office of the clerk of the Commission.

A limited liability company may change its registered agent and/or registered office information on file with the Commission at any time. The limited liability company must promptly change its registered agent and registered office information if its registered agent (i) moves his business office, (ii) resigns, dies or ceases to be a resident of Virginia, (iii) ceases to be a member of the Virginia State Bar, a member or manager of the limited liability company, a member or manager of a limited liability company that is a member or manager of the limited liability company, an officer or director of a corporation that is a member or manager of the limited liability company, a general partner of a general or limited partnership that is a member or manager of the limited liability company, or a trustee of a business trust that is a member or manager of the limited liability company (when that was the basis for his qualification as registered agent), or (iv) is a business entity that has had its existence canceled or terminated or its authority to transact business in Virginia canceled or revoked. To change this information, the limited liability company must file a Statement of Change on form LLC-1016. This form can be completed and filed online at <https://sccefile.scc.virginia.gov> or obtained as a pre-printed paper form upon request from the Clerk's Office. The Commission does not charge a fee to change this information.

**Annual registration fees:** On the first day of the second month preceding the month in which the limited liability company was formed, the company will be assessed an annual registration fee of \$50 by the Commission. Notice of the assessment will be mailed to the limited liability company's registered agent at the registered office address. The Commission must receive the company's annual registration fee payment on or before the due date stated in the notice of assessment, or a \$25 penalty will be imposed. *Postmarks are not considered.* See §§ 13.1-1062 and 13.1-1064 of the Code of Virginia. Annual registration fees may be paid online at <https://sccefile.scc.virginia.gov>.

**Automatic cancellation:** If the annual registration fee is not paid on or before the last day of the third month following its due date, the limited liability company's existence will be automatically canceled by operation of law. See § 13.1-1050.2 of the Code of Virginia.

**Voluntary cancellation:** A Virginia limited liability company may voluntarily have its existence canceled by delivering to the Clerk's Office articles of cancellation that comply with the requirements of law along with the filing fee. See § 13.1-1050 of the Code of Virginia. A form with instructions to prepare articles of cancellation (LLC-1050) may be obtained from the Clerk's Office. If articles of cancellation are received, processed and filed by the Commission on or before the annual registration fee due date, the limited liability company will not be required to pay the annual registration fee for that year.

**Additional assistance:** For forms or more information, visit [www.scc.virginia.gov/clk/index.aspx](http://www.scc.virginia.gov/clk/index.aspx) or contact the Clerk's Office at (804) 371-9733 or toll-free in Virginia at (866) 722-2551.

**Raising capital:** If you intend to solicit money or property from other persons to finance the operation of your business, you may need to first file certain information with the Commission's Division of Securities and Retail Franchising pursuant to the Virginia Securities Act. See § 13.1-501 *et seq.* of the Code of Virginia. For more information, visit [www.scc.virginia.gov/srf/lawsregs.aspx](http://www.scc.virginia.gov/srf/lawsregs.aspx) or contact the Division of Securities & Retail Franchising, P.O. Box 1197, Richmond, VA 23218-1197, (804) 371-9051.

(Revised 05/11)



TO: Town of Haymarket Town Council  
SUBJECT: Appropriation Request - Police Department  
DATE: 05/05/14

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## BACKGROUND

When presented with the opportunity to write a grant for purchasing equipment to assist the Haymarket Police Department in the performance of their duties, it was decided to request funding for purchase of in car computers plus necessary accessories and a variable message board. The funding was allocated as a result of a Class Action Lawsuit against Abbott Laboratories and the monies were offered to state and local government agencies by the Attorney General's Office. As a result of the grant request, the Haymarket Police Department was awarded \$30,000.00, with no match required. The purchase of the in car computers has been completed and the police department is requesting to utilize the allocated monies for the purchase of the variable message board, as requested in the grant application; the remainder will be used to purchase new docking stations for the in car computers as the current ones are somewhat outdated. We were originally told by Panasonic representative that they would work with the new computers however since that time we have found out that while they will work, they do not carry enough wattage to power the computers sufficiently and will eventually burn out. We would like to be proactive as opposed to reactive and purchase the replacement docking trays with the remaining grant funds.

It should also be noted, each year the police department receives grant monies from Byrnes Justice Foundation and this year's amount is \$854.00 which will also be used to offset the cost of the replacement docking stations with a maximum of \$100.00 to be spent out of the police department equipment budget.

Per our spending policy, I have solicited and obtained three quotes for the purchase of the variable message board. These estimates are included with this recommendation. I have also included three quotes for the purchase of the replacement docking stations.

It should also be noted that after researching the possibility of purchasing used or refurbished variable message boards, it was found that typically there are far too many maintenance and repair issues with used equipment. It should also be noted that the purchase of the variable message board was specifically requested as part of the grant funding and as such must be purchased as per grant guidelines.

## RECOMMENDATION

I would recommend that the Council approve the cost estimate from TRAMCO/Kanawha Electric & Machine Co. for the purchase of the variable message board as this is a Federal contract and there will be no added shipping cost. The representative is also willing to give our officers hands on tutorial in the use and maintenance of the unit. The variable message board will be utilized by the Haymarket Police Department in Emergency Situations where information is vital for public safety, to alert motorists to any change in traffic flow due to weather, crashes, events, etc., it would be used to alert the town residents of upcoming events both for the police department and the town, and it would also be used to alert motorists when there is a Sobriety Checkpoint taking place within the town limits. I would recommend that the

Council approve the cost estimate from GovDirect for the purchase of the replacement docking stations as these units are compatible with the new in car computers. We are requesting a fifth docking station so that five vehicles are prepared to receive one of the four MDC's.

#### RECOMMENDED MOTION

I move to authorize the Haymarket Police Department to enter into a purchase agreement with TRAMCO/Kanawha Electric & Machine Co. for the purchase of VerMac PCMS, 3-line variable message board in an amount not to exceed \$13,600. I further move to authorize the Haymarket Police Department to enter into the purchase agreement with GovDirect for the purchase of 5 mobile data computer docking stations in an amount not to exceed \$3,400. Funds to come from the Public Safety: Capital Outlay Machinery & Equipment line item.

#### ATTACHMENTS:

- Variable message board and Docking Quotes(PDF)

# Estimate / Quote / Order Form

**Date of Issue:** 12 March 2014

**Date Required:** Immediate

**P.O. Number:**

**Terms:** Net 30 Days

**Customer:** City of Haymarket Police Department

**Address:**

**State/Province:** Virginia

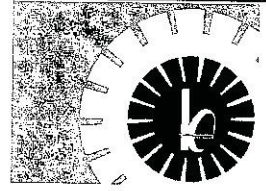
**Zip/Postal code:**

**Phone:**

**Fax:**

**Contact Name:** Donna Knupp

- Estimate
- Quote
- Order



TRAMCO / Kanawha Electric & Machine Co.  
 141 Campbell's Creek Drive  
 Charleston, WV  
 USA  
 25306  
 Phone: 304-926-2650  
 Fax: 304-926-6623  
 www.solutionk.com

**Ship To:**

City of Haymarket Police Department  
 Delivery Point TBD

Item	Description	Quantity	Unit Price	Amount
1	VerMac PCMS 1210 QS Quick Step 3 Line Message Board	1	\$13,549.59	\$13,549.59
2	No Freight Charge for Delivery		\$0.00	\$0.00
This is a GSA Sale				
<b>Comments:</b>			<b>Sub-total</b>	<b>\$13,549.59</b>
GSA Contract Buy, GS-03F-025AA. Unit Price GSA is \$13,549.59 each.				
Shipping is at no charge.			<b>Grand Total</b>	<b>\$13,549.59</b>

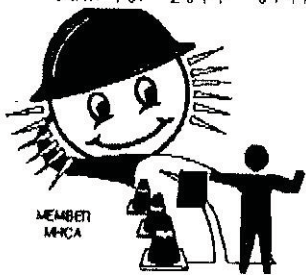
**Thank You.**  
 We appreciate your business.

- Taxable
- Non-Taxable

**Internal Use Only**

<b>Amount Paid:</b>	
<b>Date:</b>	

Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)



# SUNRISE SAFETY SERVICES

6711 Bay Meadow Drive, Suite D, Glen Burnie, MD 21060

Phone (410) 590-3905

Fax (410) 590-3906

MBE# 95-395

Maintenance of Traffic

Sales, Service & Installation

WBE #B-2928

## QUOTE

Company: Haymarket Police  
Attn: Donna Knupp  
Phone: 703-753-2700  
Fax: 703-753-1954  
Re: Sale of VMS Board

Date: 1/15/14

Email: dlegg@townofhaymarket.org

Dear Donna,  
Per your request, SUNRISE is pleased to present the following quote:

Description	Quantity	Unit Type	Unit Price	Total
Sale of Portable Variable Message Sign	1	each	\$14,900.00	\$ 14,900.00
Freight to be determined at time of order				
			TAX	\$ <del>894.00</del>
			Subtotal	\$ <del>15,794.00</del>

14,900.00

+ shipping

**NOTE: THIS QUOTE IS VALID FOR 30 DAYS**

If you have any questions or need additional information, please do not hesitate to contact me. Thank you for your consideration. We look forward to working with you on this project.

Sincerely,

  
Janet Groncki- President

Please sign upon your acceptance and fax, with approved written P.O. or Subcontract, to above number.

\_\_\_\_\_  
Authorized Representative  
Haymarket Police

**WWW.SUNRISESAFETYSERVICES.COM**

We are now accepting credit cards



Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)



**SUNRISE SAFETY SERVICES**

6711 Bay Meadow Drive, Suite D, Glen Burnie, MD 21060  
Phone (410) 590-3905  
Fax (410) 590-3906  
MBE# 95-395 WBE #B-002928

Maintenance of Traffic  
Sales, Service & Installation

**CONDITIONS FOR QUOTES**

1. Contractor shall provide suitable, secure convenient staging area.
2. Maintenance of Traffic is not included for each bid item.
3. Relocation of signage is not incidental if no contract item number exists and will be billed accordingly.
4. Covering/Uncovering & Core Drilling are not included in sign prices.
5. Sunrise does not manufacture, install or relocate extruded signs.
6. Metal sign stands are not included in sign prices, but can be purchased separately.
7. If temporary signs are unable to be placed in the ground, only then will sign stands be included in pricing.
8. Skid Mounts are not included in temporary sign installation. They will be billed according to size.
9. Lights and flags are not included in price for signs and barricades.
10. All quantities will be determined by field measurements.
11. Initial tire bottoms are provided for drums. Replacements can be purchased at \$6.00 each.
12. Minimum mobilization fee is \$500 for remove/reset of Crash Cushions within the jobsite.
13. Minimum mobilization fee is \$400 for TMA if Contractor does not give prior notice of cancellation.
14. Minimum mobilization fee is \$600 if Contractor does not give prior notice of cancellation.
16. Minimum mobilization for Pavement Markings and Raised Pavement Markers(RPM) is \$900
18. Removal of existing striping is NOT incidental to installation of temporary or permanent tape.
17. Delivery fee and /or Pick up fee applies if customer can't pickup or return items.
19. All sales and rentals are subject to 6% MD sales tax, no retainage withheld.
20. Replacement cost will be charged for traffic control items that are not returned by General Contractor.
21. Contractor is liable for damages beyond normal wear and tear for items to be returned.
22. Certificate of Insurance must be on file at Sunrise's office before pick-up or delivery of rental of Variable Message Board, Arrow Panel or Light Tower. Fuel surcharges will apply to Light Towers
23. Written purchase order or subcontract agreement is required before work is to be performed.
24. Contractor's bonding information is required on all contracts over \$10,000.00.
25. All conditions must be accepted as part of the contract unless other arrangements are made.
26. Sunrise will procure permits at the Contractor's request for an additional fee.
26. To open an account, complete the attached credit application and return ASAP.
27. Terms of Net 30 are available after approval of credit application.
28. 1.5% Finance charges will be applied per month on past due balances.
29. Credit card payments are accepted. There will be a 3% processing fee for payments exceeding \$1,000.00.
30. Retainage does not apply to any non-contract items or rentals.
31. Sales or rentals over \$10,000 will require a 35 to 50% deposit.

Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)



# Sunrise Safety Services, Inc. Credit Application for a Business Account

### Business Contact Information

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Registered Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Date Business Commenced: \_\_\_\_\_

Sole Proprietorship: \_\_\_\_\_ Partnership: \_\_\_\_\_ Corporation: \_\_\_\_\_ Other: \_\_\_\_\_

### Business and Credit Information

Primary Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

How long at current address? \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Bonding Company: \_\_\_\_\_

Bonding Company Address: \_\_\_\_\_ Telephone & Fax: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Contact Name: \_\_\_\_\_

### Business/Trade References

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Account Number: \_\_\_\_\_

Type of Account: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Account Number: \_\_\_\_\_

Type of Account: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Account Number: \_\_\_\_\_

Type of Account: \_\_\_\_\_

### Agreement

- All invoices are to be paid 30 days from the date of the invoice for sales and rentals. For Subcontract Agreements, Sunrise must be paid within 7-10 days of the General Contractor receiving payment from Owner.
- By submitting this application, you authorize Sunrise Safety Services, Inc. to make inquiries into the banking and business/trade references that you have supplied.

### Signatures

Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax this page back to Sunrise Safety Services, Inc. at 410-590-3906. Attn: Crystal Koehler, Accounts Receivable Manager, or email me directly at [ckoehler@sunrisesafety.com](mailto:ckoehler@sunrisesafety.com). Please make sure all information is filled out, including fax numbers for trade references and banking information. PLEASE

PRINT LEGIBLE

Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)

*and prices do not include shipping or crating fees*

Item #	Description	Price Each		
		1 Unit	2-3 Units	4 Units
<b>Changeable Message Display - Trailer Mounted - Hydraulic</b>				
MB14281	Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 18" high text and graphics/animations, all LED display, self contained on board computer, multiple alphanumeric fonts, powder coat paint system. Display is 142" x 81", with hydraulic style trailer. Supports up to 260 predefined messages (text and graphics). Supports storage of up to 100 changeable messages. System comes standard with eight-(8) 6-volt batteries (totaling 900 12V amps) and 220 watts of solar. NTCP Compliant.	15,598.21	14,818.30	14,077.38
MB8249	Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 10" high text and graphics/animations, all LED display, self contained on-board computer, multiple alphanumeric fonts, powder coat paint system, and display is 82" x 49", with hydraulic style trailer. Supports up to 260 predefined messages (text and graphics). Supports storage of up to 100 changeable messages. System comes standard with six-(6) 6-volt batteries (totaling 675 12V amps) and 160 watts of solar. NTCP Compliant.	13,733.02	13,046.37	12,394.05
MB9757	Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 12" high text and graphics/animations, all LED display, self contained on-board computer, multiple alphanumeric fonts, powder coat paint system. Display is 97" x 57", with hydraulic style trailer. Supports up to 260 predefined messages (text and graphics). Supports storage of up to 100 changeable messages. System comes standard with six-(6) 6-volt batteries (totaling 675 12V amps) and 160 watts of solar. NTCP Compliant.	14,094.45	13,389.72	12,720.24
<p><i>Does not include the MIB31 sign.</i></p> <p>MB31</p>	Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 18" high text, all LED display, self contained on-board computer, powder coat paint system. Display is 131" x 76", with hydraulic style trailer. Supports up to 215 predefined messages (text). Supports storage of up to 160 changeable messages. System comes standard with eight-(8) 6-volt batteries (totaling 900 12V amps) and 220 watts of solar. NTCP Compliant.	14,831.82	14,090.23	13,385.71
Item #	Description	Price Each		
		1 Unit	2-3 Units	4 Units
<b>Changeable Message Display - Trailer Mounted - Winch Style</b>				
MB8249WF	Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 10" high text and graphics/animations, all LED display, self contained on-board computer, multiple alphanumeric fonts, powder coat paint system. Display is 82" x 49", with winch style trailer (fold-n-go). Also supports up to 260 predefined messages (text and graphics). Supports storage of up to 100 changeable messages. System comes standard with four-(4) 6-volt batteries (totaling 450 12V amps) and 120 watts of solar. NTCP Compliant.	11,208.28	10,647.87	10,115.48
MB8235WT	Solar Powered, Portable Changeable Message Sign. Capable of two lines of alphanumeric 10" high text and predefined arrow patterns, all LED display, self contained on-board computer, multiple alphanumeric fonts, powder coat paint system. Display is 82" x 35", with winch style trailer (telescopic). Also supports up to 215 predefined messages (text and arrow board functions). Supports storage of up to 100 changeable messages. System comes standard with four-(4) 6-volt batteries (totaling 450 12V amps) and 120 watts of solar. NTCP Compliant.	10,526.32	10,000.00	9,500.00

Item #	Description	Price Each			
		1 Unit	2-3 Units	4 Units	
<b>MB8249WT</b>	Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 10" high text and graphics/animations, all LED display, self contained on-board computer, multiple alphanumeric fonts, powder coat paint system. Display is 82" x 49", with which style trailer (telescopic). Also supports up to 260 predefined messages (text and graphics). Supports storage of up to 100 changeable messages. System comes standard with four (4) 6-volt batteries (totaling 450 12V amps) and 160 watts of solar. NTCIP Compliant.	12,855.82	12,213.03	11,602.38	
<b>MB9757WT</b>	Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 12" high text and graphics/animations, all LED display, self contained on-board computer, multiple alphanumeric fonts, powder coat paint system. Display is 97" x 57", with which style trailer (telescopic). Also supports up to 260 predefined messages (text and graphics). Supports storage of up to 100 changeable messages. System comes standard with six (6) 6-volt batteries (totaling 675 12V amps) and 160 watts of solar. NTCIP Compliant.	13,660.47	12,977.44	12,328.57	
<b>MB3LWT</b>	Solar Powered, Portable Changeable Message Sign. Capable of three lines of alphanumeric 18" high text, all LED display, self contained on-board computer, powder coat paint system. Display is 131" x 76", with which style trailer (telescopic). Also supports up to 215 predefined messages (text). Supports storage of up to 100 changeable messages. System comes standard with six (6) 6-volt batteries (totaling 675 12V amps) and 220 watts of solar. NTCIP Compliant.	13,954.62	13,256.89	12,594.05	
<b>Options for Changeable Message Display - Trailer Mounted</b>					
<b>ADD80W</b>	Additional 80 watt solar panel.	506.49	481.16	457.11	
<b>ADD110W</b>	Additional 110 watt solar panel.	672.68	639.05	607.09	
<b>ADDBB06225</b>	Add battery pack with two-6 volt batteries for a total of 225 amps.	358.75	340.82	323.77	
<b>ADDBB422514</b>	Additional cabinet with wiring to fit middle-size style trailer.	474.83	451.09	428.54	
<b>ADDBB552514</b>	Additional cabinet with wiring to fit large style trailer.	514.40	488.68	464.25	
<b>Cell Fee</b>	Fee for setting up the modem.	474.83	451.09	428.54	
<b>CELL-Modem</b>	Cell modem.	941.75	894.67	849.93	
<b>CPAINT</b>	Custom Paint: other than white, orange or black (15 day lead time).	318.93	302.98	287.83	
<b>CT</b>	Conspicuity tape 16 ft (reflective).	44.65	42.42	40.30	
<b>EXB12360</b>	Replace battery pack with 12 volt 360 amp battery.	261.16	248.10	235.70	
<b>EXB12480</b>	Replace battery pack with 12 volt 480 amp battery.	292.81	278.17	264.26	
<b>EXT-P1</b>	Extended power package. 160 watts of solar power, six (6) additional 6-volt batteries and cabinet.	2,247.55	2,135.17	2,028.41	
<b>EXT-P2</b>	Extended power package. 220 watts of solar power, eight (8) additional 6-volt batteries and cabinet.	3,410.89	3,240.35	3,078.33	
<b>HM</b>	Hour Meter.	79.14	75.18	71.42	
<b>RADAR</b>	Radar	886.36	842.04	799.94	
<b>ST</b>	Site tube.	26.91	25.56	24.28	
<b>T&amp;R</b>	Solar Tilt & Rotate option for Changeable Message Display trailers	823.05	781.89	742.80	
<b>TAXL</b>	Axle lock for anti theft.	79.74	75.75	71.97	
<b>TBBD</b>	Bulldog coupler & adjustable height channel.	167.77	159.39	151.42	

**Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)**

<b>TBPR</b>	Pintle ring hitch coupler & adjustable height channel.	91.80	87.21	82.8
<b>TEB</b>	Electric brakes.	364.04	345.84	328.5
<b>TEXOT</b>	Extendable out riggers.	473.25	449.59	427.1
<b>THB</b>	Hydraulic brakes.	728.08	691.67	657.09
<b>TLIN</b>	Locking lug nuts.	53.81	51.12	48.57
<b>TLT</b>	LED taillights.	39.57	37.59	35.71
<b>TP</b>	Tow plate - 4" X 6" angle with 2" ball	63.31	60.15	57.14
<b>TPLUG-6</b>	6-round contact to 4-flat adaptor	18.99	18.04	17.14
<b>TPLUG-7</b>	7-round contact to 4-flat adaptor	18.99	18.04	17.14
<b>TPLUGA-6</b>	6 contact metal connector with spring.	20.50	19.47	18.50
<b>TPLUGA-7</b>	7 contact metal connector with spring.	20.50	19.47	18.50
<b>TSKID</b>	Anti-skid tape on fenders and battery compartment.	79.14	75.18	71.42
<b>TSTAT</b>	Traffic Statistics package. Able to download important traffic stats through radar. Downloadable to a user provided laptop. Includes Software CD and cable (NOT ER10)	316.56	300.73	285.69
<b>TTS</b>	15" spare tire with mount.	329.22	312.76	297.12



601 Cleveland Street Suite 415  
Clearwater, FL 33755  
Gov Direct

www.govdirect.com

Quote ID: 010907

Date: Tuesday, April 22, 2014

Expires: Thursday, May 22, 2014

**Prepared For:**

Donna Knupp  
Haymarket Police Dept.  
14710 Washington St.  
Haymarket VA 20169

**Ship To:**

Donna Knupp  
Haymarket Police Dept.  
14710 Washington St.  
Haymarket VA 20169

**Bill To:**

Donna Knupp  
Haymarket Police Dept.  
14710 Washington St.  
Haymarket VA 20169

**Prepared By:**

Will Stout  
727-754-2684  
wstout@govdirect.com

DUNS: 964651710

CAGE: 650W3

FIN: 27-3368713

All applicable sales tax applies.

Prices are based off of NET 30 cash payment.

Stock is subject to change.

## Products

MFP#	Description	Qty	Price	Ext. Price
7160-0318-02	Gamber Johnson Toughbook 31 Dock (Dual RF), Std. Lock	5	\$646.11	\$3,230.55
<b>Products Subtotal</b>				<b>\$3,230.55</b>

Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)



601 Cleveland Street Suite 415  
Clearwater, FL 33755  
Gov Direct

www.govdirect.com

## Quote Summary

### Description

Products	<b>\$3,230.55</b>
<b>Subtotal</b>	<b>\$3,230.55</b>
<b>Shipping</b>	<b>\$80.78</b>
<b>Total</b>	<b>\$3,311.33</b>

All prices and descriptions are subject to change without notice. This price list is a quotation only and is not an order or offer to sell. No contract for sale will exist unless and until one of the following occur: 1.) a purchase order has been issued by you and accepted by GovDirect or 2.) an order is place on-line and accepted by GovDirect or 3.) a written proposal is accepted by you. The prices contained in this list may not be relied upon as the price at which GovDirect will accept an offer to purchase products unless expressly agreed to by GovDirect in writing. Product specifications may be changed by the manufacturer without notice. It is your responsibility to verify product conformance to specifications of any subsequent contract. All products are subject to availability from the manufacturer. Prices quoted may not include applicable taxes. Sales tax will be included on the invoice. Products are non-returnable unless approved in writing by GovDirect within 30 days of invoice date. Those approved returns may be subject to a restocking fee. Payment terms, unless otherwise stated in writing, shall not exceed 30 days from date of invoice. Questions about these and other terms and conditions should be your sales representative.

Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)

# Haymarket Police Dept.

-Will Stout

April 22, 2014

## Building Solutions Every Day



**Will Stout**

Account Manager

1-888-TOUGH31 (sales)

727-754-2684 (direct)

727-754-2688 (main)

727-754-2684 (fax)

[www.govdirect.com](http://www.govdirect.com)

[wstout@govdirect.com](mailto:wstout@govdirect.com)

Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)

## GENERAL SALES ADMINISTRATION

T/A MAJOR POLICE SUPPLY

47 N. DELL AVENUE

KENVIL, NJ 07847

(973)584-7714 Fax (973)584-5022

www.majorpolicesupply.com

Gregg Glenn 410-627-1187

gglenn@majorpolicesupply.com

## Quotation

Quote Number:

GG4036

Quote Date:

Apr 21, 2014

Page:

1

Quoted to:

HAYMARKET PD

ATTN: DONNA LEGG

Customer ID	Good Thru	Payment Terms	PO Number	
GREGG	5/21/14	Net 30 Days		
Quantity	Item	Description	Unit Price	Extension
5.00	450-4103	DUAL PASS THRU DOCKING STATION	815.00	4,075.00
			Subtotal	4,075.00
			Sales Tax	
			Total	4,075.00

Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)





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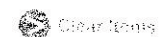
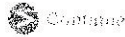
Product Categories

- ▶ [DEVMT, DOCKST, PAN, 30, 31, \[2\]HGANT, \(4\)](#)
- [View My Items](#) | [Request Quote](#)

## Request for Quote

Step 1 - Your Items

Product	Quantity	MSRP	Extended	Remove Item
 <p><b>DS-PAN-111-2</b> DEVMT, DOCKST, PAN, 30, 31, [2]HGANT, Weight: 6.60 lbs</p> <p><a href="#">Browse more in Toughbook 30 / 31 category</a></p>	4	\$1,028.61	\$4,114.44	<a href="#">Remove Item</a>
<b>Total:</b>			\$4,114.44	



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Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)

# Laptop docking station quote

Matt Tjaden <mtjaden@wirelessinc.com>

Thu 4/17/2014 9:39 AM

To: Donna Knupp <dlegg@townofhaymarket.org>;

Donna,

Here is the quote for the docking station.

Part Number 328611 Toughbook CF31 Docking Station, 2RF Ports \$856.00

Part Number 325836 DC Power Adapter For Panasonic Toughbook \$159.21

Estimated shipping \$28.00

Matt Tjaden  
Wireless communications  
703-906-1141

Sent from my iPhone

Total = 1043.21 x 4

Attachment: Variable message board and Docking Quotes (1820 : Appropriation Request - Police Department)



TO: Town of Haymarket Town Council  
SUBJECT: Resolution - VACO  
DATE: 05/05/14

---

## BACKGROUND

Recently, the Town was informed of changes to the VML Insurance coverage. Due to these changes, it prompted staff to look at other insurance carriers in general to determine if better rates could be achieved. After researching and consulting with other jurisdictions, we found the VACO (Virginia Association of Counties) Group Self Insurance Risk Pool offers much more competitive rates and provide the Town with the same coverage currently held with VML, if not additional coverage from what we currently have.

Included with this recommendation is a Resolution to switch our insurances over to the Virginia Association of Counties Group Self Insurance Risk Pool. Also included is a summary sheet of the coverage for the Town and I will be happy to provide the entire proposal if anyone is interested.

## RECOMMENDATION

I would recommend that the Town switch our coverage from VML Insurance to the Virginia Association of Counties Group Self Insurance Risk Pool by adopting the enclosed resolution.

## MOTION

I move to adopt the Resolution #20140505-1 to enter into the membership agreement with the Virginia Associations of Counties Group Self Insurance Risk Pool, coverage to be effective July 1, 2014.

## ATTACHMENTS:

- RES 20140505-1 VACO (PDF)
- VACO Quote FY 2014 (PDF)
- VML Policy 13 (PDF)

**RESOLUTION #20140505-1  
TO ADOPT THE MEMBER AGREEMENT TO JOIN  
THE VIRGINIA ASSOCIATION OF COUNTIES GROUP SELF INSURANCE RISK POOL**

WHEREAS, the Town of Haymarket desires to protect against liability and workers' compensation claims and property losses and to provide for payment of claims or losses for which the school division may be liable; and

WHEREAS, the Virginia Association of Counties Group Self Insurance Risk Pool, aka VACoRP, has been established pursuant to Chapter 27 (§ 15.2-2700 et seq.) and Title 15.2 of the code of Virginia; and

WHEREAS, it is desirable for the Town of Haymarket to join the Virginia Association of Counties Group Self Insurance Risk Pool in order to provide a method of risk sharing for liability and workers' compensation claims and property losses;

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Town of Haymarket hereby agrees to the Member Agreement entitled "Member Agreement for Virginia Association of Counties Group Self Insurance Risk Pool" which creates a group fund to pay liability and workers' compensation claims and property losses of the counties, schools and other local agencies joining the Group, and we acknowledge we have received a copy of the pertinent Plan and supporting documents.

BE IT FURTHER RESOLVED that Brian Henshaw, Town Manager is authorized to execute the member agreement to join the Virginia Association of Counties Group Self Insurance Risk Pool and to act on behalf of the Town of Haymarket in any other matter relative to the Group.

Done this 5<sup>th</sup> day of May, 2014.

ATTEST: \_\_\_\_\_  
Jennifer Preli, Clerk

\_\_\_\_\_  
David Leake, Mayor

Attachment: RES 20140505-1 VACO (1821 : Resolution - VACO)



**VACORP**

Town of Haymarket

## Contribution Summary Form

Coverage	Deductible	Contribution
<b>Property:</b> Special Form; Replacement Cost; No Coinsurance; Blanket	\$1,000	\$5,425
<b>Inland Marine:</b> Replacement Cost if Reported, otherwise Actual Cash Value	\$1,000	Included
<b>Computers</b>	\$1,000	Included
<b>Boiler &amp; Machinery</b>	\$1,000	\$356
<b>General Liability:</b> \$2,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-Audited	None	\$5,802
<b>Law Enforcement Liability:</b> \$2,000,000 Total Limit	\$2,500	Included
<b>Public Officials Liability:</b> \$2,000,000 Limit Each Wrongful Act	\$2,500	\$1,995
<b>Automobile:</b> \$2,000,000 Combined Single Limit; Comprehensive/Collision on All Autos; Automatic Coverage for Additions; Non-Audited	\$250/\$500	\$5,560
<b>Crime:</b> Blanket \$250,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud	\$250	\$715
<b>Environmental Liability:</b> \$1,000,000 Limit	\$25,000	Included
<b>Cyber Risk</b>	None	Included
<b>Workers' Compensation</b>	None	\$7,214
<b>Line Of Duty Act Coverage</b>	None	\$1,521
<b>Total Annual Contribution</b>		\$28,588
Dividend Rate Credit (subject to SCC approval)		(N/A)
Dual Program Discount, if applicable		(\$939)
<b>Grand Total Annual Contribution</b>		<b>\$27,649</b>

Quarterly installment payment terms available for Workers' Compensation and LODA coverages.

*In order to be eligible for VACORP membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime.*

*Workers' Compensation coverage is required to be eligible for LODA coverage.*



P.O. Box 3239, Glen Allen, VA 23058

1-800-963-6800 (Phone); 1-804-968-4662 (Fax); www.vmlins.org

### CONTRIBUTION SUMMARY

AT 12:01 A.M. STANDARD TIME AT YOUR ADDRESS SHOWN BELOW

Named Member: Town of Haymarket  
 Member Address: P.O. Box 1230  
 Haymarket, VA 20168

Member Type: Town

Policy Number: P-2013-2014-VML-0514-1

IN RETURN FOR THE PAYMENT OF THE CONTRIBUTION SHOWN, AND SUBJECT TO ALL THE TERMS OF THE COVERAGE DOCUMENTS, WE AGREE WITH YOU TO PROVIDE THE COVERAGE DESCRIBED BELOW.

The coverage consists of the following parts for which a contribution is indicated.  
 The contribution may be subject to adjustment

	BASIC CONTRIBUTION
AUTOMOBILE COVERAGE PART	\$8,410
LOCAL GOVERNMENT LIABILITY (Occurrence)	\$8,211
NO FAULT COVERAGE PART	INCLUDED
EXCESS LIABILITY COVERAGE PART	\$3,263
PROPERTY COVERAGE PART	\$8,442
MISCELLANEOUS PROPERTY ITEMS COVERAGE PART	\$0
BOILER AND MACHINERY COVERAGE PART	N/A
CRIME COVERAGE PART	\$385
WORKERS' COMPENSATION COVERAGE PART	\$8,503
LINE OF DUTY COVERAGE PART	\$2,600
TOTAL	\$39,815

CONTRIBUTION SHOWN IS PAYABLE: \$39,815 at inception

*Karen Nuckels*

Authorized Signature

04/24/13

Date

Attachment: VML Policy 13 (1821 : Resolution - VACO)



TO: Town of Haymarket Town Council  
SUBJECT: 2014 General Obligation Bond - Debt Restructuring  
DATE: 05/05/14

---

## BACKGROUND

One of the tasks assigned to our Town Treasurer when she was hired was to look into the refinancing of the existing Bonds for the Town. Renee had researched several options through private sector sources; in the meantime I reached to VML/VACO Finance to see about the possibilities of refinancing the Town's existing obligations. In working with Robert Lauterberg at VML/ VACO Finance, we found out that refinancing would be a very viable option and could be completed fairly quickly.

After meeting with Mr. Lauterberg, he presented us with a summary of the preliminary financial analysis. In this summary it demonstrated that the Town would be able to refinance all of its current bond obligations while not adding any additional time to the life of the bonds, while saving a little over \$9,500 a year and a total of \$114,000 over the life of the bond obligations. Furthermore, VML/ VACO will obtain three proposals for the refinancing on behalf of the Town to fulfill our procurement responsibilities.

VML/VACO works exclusively with jurisdictions throughout the Commonwealth and are very well versed and equipped to handle our refinancing needs.

## RECOMMENDATION

I would recommend that the Town adopt the Resolution of Intent, authorizing to proceed with application to, and coordination with, VML/ VACO Finance for the issuance by the Town of a refunding bond, and the execution and delivery of certain documents prepared in connection therewith.

## MOTION

I move to adopt the Resolution of Intent, RES #20140505-2, authorizing to proceed with application to, and coordination with, VML/ VACO Finance for the issuance by the Town of a refunding bond, and the execution and delivery of certain documents prepared in connection therewith.

## ATTACHMENTS:

- Resolution of Intent (PDF)
- Timeline\_Haymarket Series 2014 (PDF)

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAYMARKET, VIRGINIA, AUTHORIZING TO PROCEED WITH APPLICATION TO, AND COORDINATION WITH, VML/VACO FINANCE FOR THE ISSUANCE BY THE TOWN OF A REFUNDING BOND, AND THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS PREPARED IN CONNECTION THEREWITH**

RESOLUTION 20140505-2

**WHEREAS**, the Town of Haymarket, Virginia (the “Town”), has determined that it is advisable and in the interest of the Town to refund all or a portion of the outstanding principal amount of that certain indebtedness reflected by its General Obligation Refunding Bond, Series 2004A, its General Obligation Refunding Bond, Taxable Series 2004B, its General Obligation Refunding Bond, Series 2004C, all dated March 18, 2004, and its General Obligation Bond, Series 2005, dated September 14, 2005, each issued to SunTrust Bank (collectively, the “Refunded Bonds”); and

**WHEREAS**, the Town intends to refund the Refunded Bonds by and through the issuance of a general obligation refunding bond in an amount to be determined to accomplish such refunding; and

**WHEREAS**, the Town Manager has previously received advice and analysis by the Virginia Local Government Finance Corporation, a Virginia nonstock, nonprofit corporation, (serving as Program Administrator for VML/VACo Finance) indicating a net present value savings in excess of 5% to the Town;

**BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF HAYMARKET, VIRGINIA:**

**1. Application for Issuance of Bond.** The Council hereby authorizes and directs the Town Manager to submit an application for the assistance of VML/VACo Finance in order to complete the issuance and sale of a general obligation refunding bond of the Town to refund all or a portion of the Refunded Bond.

**2. Authorization of Solicitation of Bond Purchase.** The Council hereby authorizes VML/VACo Finance, after its review of the application and in coordination with the Town Manager, to solicit competitive bids for the refunding bond. In preparation of the solicitation, the Council authorizes and approves the Town Manager to work with Spotts Fain, P.C., as bond counsel. Consistent with the provisions set forth in Virginia Code § 15.2-2606, the Town will not need to set a public hearing for the refunding bond issuance but will need to set a date for final approval and authorization of a sale of the bond after review of the bids received.



**3. Non-binding Solicitation.** The Council understands that the solicitation is non-binding and that the Council will have final approval prior to the issuance of any refunding bond, but the Council expresses its intent to utilize the services of the VML/VACo Finance program to complete the refunding.

**4. Election to Apply Public Finance Act.** Pursuant to Section 15.2-2601 of the Virginia Code, it is hereby elected to have the Public Finance Act apply to the bond exclusively and without regard to any charter or local act that might otherwise apply.

**5. Other Actions.** All other actions of officials of the Town in conformity with the purposes and intent of this Resolution are ratified, approved and confirmed. The officials of the Town are authorized and directed to execute and deliver on behalf of the Town such application and other information, documents or certificates necessary or appropriate to carry out the transactions authorized by this Resolution, and all of the foregoing, previously done or performed by such officers of the Town, are in all respects approved, ratified and confirmed.

**6. Effective Date.** This Resolution shall take effect immediately.

Adopted: May \_\_\_\_, 2014.

\_\_\_\_\_  
Mayor of the Town of Haymarket, Virginia

**ATTEST:**

\_\_\_\_\_  
Clerk of the Town of Haymarket, Virginia

Attachment: Resolution of Intent (1830 : 2014 General Obligation Bond - Debt Restructuring)



**VML/VACo Finance  
Fixed Rate Loan Program  
Town of Haymarket, Virginia  
General Obligation Refunding Bonds, Series 2014 A & B**

***Preliminary Financing Timeline***

<b><u>Date</u></b>	<b><u>Action</u></b>
May 5th	Town Council considers Resolution of Intent authorizing VML/VACo Finance to solicit bids on the Town's behalf.
May 6th	VML/VACo Finance issues Request for Bids  SunTrust is given provisional notice of Town's intent to refinance its loans.
May 20th	Bids due from Banks
May 21st	VML/VACo presents results of bids to the Town
May 28th	Bond Counsel circulates preliminary documents, including a Final Resolution authorizing the loan, for Town Council's consideration.
June 2nd	Town Council considers Resolution authorizing the Series 2014 A & B Refunding Bonds
June 18th	Closing



TO: Town of Haymarket Town Council  
 SUBJECT: HVAC - 2Nd Floor - 15026 Washington  
 DATE: 05/05/14

---

## BACKGROUND

After noticing our electric bills have been abnormally higher at the Police Department and the Administrative Assistant noticing the continual running of the heating system upstairs, we asked our Public Works contractors, Genesis to perform an energy audit on the facility. After a detailed inspection, Genesis determined that the heating system was permanently damaged and the unit was essentially stuck in "auxiliary or emergency" heat mode. Furthermore it was determined the outside unit had undersized "feed" lines and the compressor was beyond repair.

Per our spending policy I have solicited three cost estimates for the replacement of the system, like for like. These estimates are included with this recommendation.

**New information:** Per last month's Council meeting, I went back to the three contractors to get additional quotes on higher efficiency HVAC units. All three have provided quotes for 15 SEER units and 16 SEER units.

In doing some research on SEER ratings, SEER ratings do not necessarily equate to improved efficiency. In theory the higher the rating the better energy efficiency is reached, however the SEER rating is easily compared to mpg for automobiles. Manufacturers can claim that any particular vehicle can achieve a certain "mpg", however rather or not you as an individual reach that average "mpg" depend on your personal driving style. SEER ratings for an HVAC system work in similar fashion, the ultimate use would depend on how efficient the system works. If you are not demanding extreme use, during hot or cold months and rarely touch the thermostat, then we could possibly reach peak efficiency.

Another component of selection criteria would length of time of anticipated use. Most likely the Town will still own the facility where the replacement is to occur, however increased longevity is not necessarily going to be increased if we go with a 13 SEER opposed to a 15 SEER or better. Ultimately, a residential long term user will see differences in their utility bills over an extended period of time, however it is unlikely that they would see immediate drop due to the SEER rating and the difference between a 13 or 15 SEER or higher would not be that far apart. If utilized at peak efficiency and guaranteed long term use, over time the higher SEER rating would make a difference. However, what the decision really comes down to is do we want to save a couple of thousand now or possibly over the course of the next 12-15 years?

## RECOMMENDATION

I would recommend that the Council approve the original cost estimate for the 13 SEER Unit from Brothers Mechanical Services (BMS). I would furthermore recommend us to utilize the budget line item from Vehicle/ Powered Equipment Supplies within the Public Safety line item in the approved budget.

However, if you choose to go with a higher efficient unit, I will still recommend BMS.

## RECOMMENDED MOTION

I move to authorize the Town Manager to enter into an agreement with BMS for the replacement of the

upstairs HVAC unit at the Police Department utilizing funds from the Vehicle/Powered Equipment Supplies within the Public Safety line item in the approved budget.

**ATTACHMENTS:**

- HVAC Quotes - 15026 Washington (PDF)



 "WE DO IT RIGHT THE FIRST TIME" 

Page # 1 of 3

Tuesday, April 08, 2014

Town of Haymarket  
 Attn: Brian P. Henshaw  
 14710 Washington St  
 Haymarket, VA 20169  
 703-753-2600

We are hereby proposing to furnish the Material Provide Tools, Equipment and perform the Labor necessary for the following:

1. Install one (1) High Efficiency TRANE (XL15i) 5 Ton R-410A 15.00 SEER AHRI matched system Heat Pump Unit.
2. Install one (1) High Efficiency TRANE Hyperion™ XL Series 7 (TEM7) 5 Ton R-410A Air Handler with All-aluminum coil and Variable-Speed Vortica™ Blower Motor.
3. Install one (1) 20KW Emergency Heat Backup Heater.
4. Install one (1) Energy savings Aprilaire Touch Screen Digital Programmable Thermostats.
5. Replace existing copper line-set Suction and Discharge with insulation.
6. Install one (1) Clear Condensate Drain with EZ TRAP and Cleanout.
7. Install one (1) Drain Pan with Safety Switch.
8. Install one (1) Reinforced composite equipment pad to proper support new Heat Pump.
9. REMOVE YOUR EXISTING EQUIPMENT from the premises and see to it that it's properly recycled and disposed of in accordance with all local and national standards. All refrigerant will be handled in an environmentally responsible manor in accordance with the Clean Air Act.
10. Reconnect Electrical wiring for the New HVAC System inside and outside.

### **Brothers Mechanical Services**

8996 Mike Garcia Dr • Manassas, VA 20109

Office 703-659-1369 • Fax 703-342-4317

[WWW.BMSHVACR.COM](http://WWW.BMSHVACR.COM)

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 "WE DO IT RIGHT THE FIRST TIME" 

Page # 2 of 3

Tuesday, April 08, 2014

11. All work completed will be to all LOCAL AND NATIONAL CODES.
12. Vacuum the system down to 500 Microns per MANUFACTURE REQUIREMENT.
13. ENSURE THE EQUIPMENT "ON-RATE" (BTU/HR. input during steady state operation) for the HVAC system is at the equipment nameplate value.
14. Ensure proper material selection and assembly of the HVAC System.
15. Ensure PROPER SELECTION AND FUNCTIONING OF ALL SYSTEM OPERATIONAL AND SAFETY CONTROLS.
16. Provide and Install all necessary PIPING needed for your new equipment connection points.
17. Ensure leak free CONNECTIONS at the new equipment.
18. Ensure proper selection and functioning of the SYSTEM CONTROLLER.
19. Check all INDOOR AIR QUALITY ACCESSORY OPTIONS per the manufacturer's recommendations.
20. Ensure ALL 24V ELECTRICAL REQUIREMENTS are met as related to the installed equipment.
21. Manufacture and install all required sheet metal transitions needed for Air Handler Unit.
22. COMPLETE CLEAN-UP. We don't consider the job finished until a complete clean-up of the job site and inspection is performed.
23. FULL SYSTEM STARTUP and review of installation with owner in order to educate on both operation and maintenance of new system and all installed accessories.
24. The following items are considered permanent to the building are not replaced or modified as part of a normal HVAC system replacement. Unless specifically referenced in the scope of work above, the following are not included. The existing BREAKERS and BREAKER PANEL will be re-used in their current condition.

### **Brothers Mechanical Services**

8996 Mike Garcia Dr • Manassas, VA 20109

Office 703-659-1369 • Fax 703-342-4317

[WWW.BMSHVACR.COM](http://WWW.BMSHVACR.COM)

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 "WE DO IT RIGHT THE FIRST TIME" 

Page # 3 of 3

Tuesday, April 08, 2014

The above work to be performed and completed in substantial workman like manner for the sum of Nine Thousand Nine Hundred Eighty-Nine Dollars. Total cost of \$9,989.00 is due at completion of the project. Payment Term: Net 30 Days.

- Limited Manufacture Warranty Terms:
- TRANE Heat Pump Compressor – (Term Length 5 years)
- TRANE Air Handler Internal Functional Parts - (Term Length 1 year)
- TRANE Heat Pump Condenser Coil – (Term Length 1 year)
- TRANE Heat Pump Internal Functional Parts - (Term Length 1 year)
- Aprilaire Thermostat: Functional Parts – (Term Length 5 years)
- Brothers Mechanical Services Labor Warranty – (Term Length 1 year)

Total Project Cost: \$11,517.00

Discount \$1528.00

Net Project Cost: \$9,989.00

Upgrade Option: Upgrade to 16 SEER Trane XL16i System for an additional \$1000.00

Acceptance of Contract and Authorization to Proceed.

### Brothers Mechanical Services

8996 Mike Garcia Dr • Manassas, VA 20109

Office 703-659-1369 • Fax 703-342-4317

WWW.BMSHVACR.COM

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City Hyannis State \_\_\_\_\_ Zip \_\_\_\_\_  
Address 1111 7th St Work Ph (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**OUTSIDE YOUR HOME**

- Replace existing unit  Add new unit
- Air conditioner  Heat pump
- Packaged unit \_\_\_\_\_
- Unit support  Protective gutter
- Use existing disconnect  New disconnect
- Palcoats \_\_\_\_\_
- New circuit from existing electrical panel
- \_\_\_\_\_
- \_\_\_\_\_

**INSIDE YOUR HOME**

- Replace existing unit  Add new unit
- Gas furnace  Nat. gas  L.P.  Oil
- Fan coil with supplemental electric heat \_\_\_\_\_ BTW
- Humidifier \_\_\_\_\_
- New flue \_\_\_\_\_  Use existing flue \_\_\_\_\_
- Relocate indoor unit from \_\_\_\_\_ to \_\_\_\_\_
- Easy access air filter \_\_\_\_\_
- New circuit from existing panel \_\_\_\_\_
- New wire from existing panel \_\_\_\_\_
- Rooms requiring additional air flow \_\_\_\_\_
- Add supply vent to \_\_\_\_\_
- Add return vent to \_\_\_\_\_
- Complete duct system \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**SYSTEM INSTALLATION INCLUDES**

- All labor
- Performance Control Center
  - Standard  Electronic  Programmable
- All required permits
- Removal and proper disposal of old equipment
- Check entire system for safety and efficiency
- Check and repair minor leaks in exposed ducts
- One year scheduled service

*Email: BHenahan@groundhyannis.com*

**SPECIAL AIR TREATMENT PRODUCTS FOR IMPROVING THE QUALITY OF YOUR AIR**

- MicroGuardian Air Scrubber®
- Quantum 254® UV Sterilizer
- DayPure® Air Enrichment System
- DayQuantum® Combination System
- Micro PowerGuard Air Cleaner®
- TotalFac® Source Removal System

**WARRANTIES (Under terms of warranty, routine scheduled service must be performed on system)**

\_\_\_\_ years labor    \_\_\_\_ years parts    \_\_\_\_ years on compressor    \_\_\_\_ years on heat exchanger

**GUARANTEES (All guarantees are explained on the reverse side of this agreement)**

- Comfort  No Leaks  Utility Savings  5600 No-Frustration  15600 Installation  Property Protection  Money Back

**No Surprises:** The amount quoted is what you pay. **Customer Respect:** Our technicians will not smoke or use tobacco products while on your property. They will courteously answer any questions or concerns and leave your home as neat as they found it. **Code Compliance:** The installation will comply with all existing local codes. **Drug Free:** Your work will be performed by our professional, highly trained and drug-free associates. **Satisfaction:** We will guarantee that your system meets or exceeds your expectations for quality and reliability.

*Additional options*

*1) remove ROSEER (5 ton) heat pump system this is a (2) stage heat pump with a variable speed air handler - will increase annual operating costs by at least 4500 - 10000.00*

*2) remove 15 ton (5 ton) heat pump system this is a single stage heat pump with a variable speed air handler*

We hereby authorize to complete work as specified above for the sum of CALL FRANK @ 571-247-2321 TC (94500) 02/09/15



**A & W MECHANICAL**  
HVACR-SHEETMETAL

Phone: 540-316-7727  
7255 KING WILLIAM ST., WARRENTON, VA 20187  
jasaroaw@GMAIL.COM

HAYMARKET POLICE DEPT.  
HAYMARKET,VA

4-01-14

BRIAN HENSHAW  
TOWN OF HAYMARKET  
HAYMARKET,VIRGINIA

THE FOLLOWING IS A QUOTE FOR THE HVAC WORK AT THE ADDRESS LISTED ABOVE:  
TO DEMO EXISTING 5-TON AIR HANDLER ,HEATPUMP AND REFRIGERANT PIPING.A&W WILL ALSO FURNISH AND INSTALL A NEW 5-TON AIR HANDLER,HEATPUMP,ELECTRIC HEAT PACKAGE AND PROPERLY SIZED REFRIGERANT PIPING.FURNISH AND INSTALL NEW HONEYWELL TOUCHPAD THERMOSTAT.  
THE EQUIPMENT LIST CONSISTS OF:LENNOX MERIT SERIES MOD#13HPX-060-230 HEATPUMP 13 SEER CBX25UH-060 AIR HANDLER WITH ELECTRIC HEAT ALSO LENNOX MERIT SERIES.DEBRIS AND OLD EQUIPMENT WILL BE HAULED AWAY BY A&W MECHANICAL

LENNOX DOES NOT CARRY A 15 SEER UNIT .  
THE 16 SEER QUOTE CONSISTS OF A LENNOX ELITE SERIES HEATPUMP WITH A 2-STAGE COMPRESSOR WITH A 10 YEAR WARRANTY ON COMPRESSOR WHEN REGISTERED.THE AIR HANDLER IS A LENNOX SIGNATURE SERIES WITH A VARIABLE SPEED BLOWER.  
THE 17 SEER QUOTE CONSISTS OF A LENNOX SIGNATURE SERIES HEATPUMP WITH A 2-STAGE COMPRESSOR ALSO SOLAR READY WITH A 10 YEAR WARRANTY ON COMPRESSOR.THE AIR HANDLER IS A LENNOX SIGNATURE SERIES WITH A VARIABLE SPEED BLOWER.10 YEAR WARRANTY ON COVERED COMPONENTS UPON REGISTER OF UNIT.THIS WARRANTY IS THE SAME FOR THE AIR HANDLER FOR THE 16 SEER SET UP.

PRICE IS GOOD FOR 30 DAYS

A&W HAS 1 YEAR WARRANTY  
PLEASE SIGN AND RETURN FOR ACCEPTANCE OF PROPOSAL

TOTAL PRICE :\$ 8,800.00 13 SEER  
TOTAL PRICE:\$ 11,200.00 16 SEER  
TOTAL PRICE:\$ 11,450.00 17 SEER

SIGNED: \_\_\_\_\_

Friday, April 04, 2014  
4:10 PM



“WE DO IT RIGHT THE FIRST TIME”

Page # 1 of 3

Wednesday, April 02, 2014

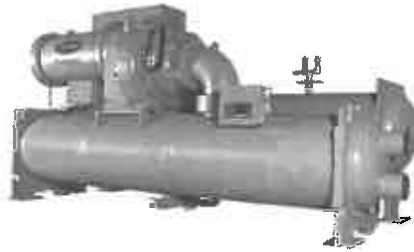
Town of Haymarket  
Attn: Brian P. Henshaw  
14710 Washington St  
Haymarket, VA 20169  
703-753-2900

We are hereby proposing to furnish the Material Provide Tools, Equipment and perform the Labor necessary for the following:

1. Install one (1) TRANE (XB13) 5 Ton R-410A 13.00 SEER Heat Pump Unit.
2. Install one (1) TRANE (GAM5) Hyperlon™ 5 Ton R-410A Air Handler with All-aluminum coil and Vortica™ Blower Motor.
3. Install one (1) 20KW Emergency Heat Backup Heater.
4. Install one (1) Aprilaire Energy savings Touch Screen Digital Programmable Thermostats.
5. Replace existing copper line-set Suction and Discharge with insulation.
6. Install one (1) Clear Condensate Drain with EZ TRAP and Cleanout.
7. Install one (1) Drain Pan with Safety Switch.
8. Install one (1) Reinforced composite equipment pad to proper support new Heat Pump.
9. REMOVE YOUR EXISTING EQUIPMENT from the premises and see to it that it's properly recycled and disposed of in accordance with all local and national standards. All refrigerant will be handled in an environmentally responsible manor in accordance with the Clean Air Act.
10. Reconnect Electrical wiring for the New HVAC System inside and outside.
11. All work completed will be to all LOCAL AND NATIONAL CODES.

**Brothers Mechanical Services**  
8996 Mike Garcia Dr • Manassas, VA 20109  
Office 703-659-1369 • Fax 703-342-4317  
[WWW.BMSHVACR.COM](http://WWW.BMSHVACR.COM)

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**"WE DO IT RIGHT THE FIRST TIME"**

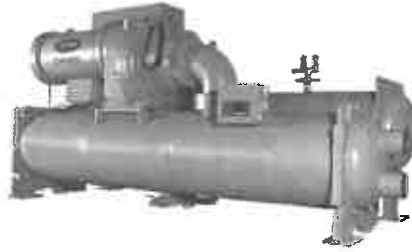
Page # 2 of 3

Wednesday, April 02, 2014

- 12. Vacuum the system down to 500 Microns per MANUFACTURE REQUIREMENT.
- 13. ENSURE THE EQUIPMENT "ON-RATE" (BTU/HR. input during steady state operation) for the HVAC system is at the equipment nameplate value.
- 14. Ensure proper material selection and assembly of the HVAC System.
- 15. Ensure PROPER SELECTION AND FUNCTIONING OF ALL SYSTEM OPERATIONAL AND SAFETY CONTROLS.
- 16. Provide and install all necessary PIPING needed for your new equipment connection points.
- 17. Ensure leak free CONNECTIONS at the new equipment.
- 18. Ensure proper selection and functioning of the SYSTEM CONTROLLER.
- 19. Check all INDOOR AIR QUALITY ACCESSORY OPTIONS per the manufacturer's recommendations.
- 20. Ensure ALL 24V ELECTRICAL REQUIREMENTS are met as related to the installed equipment.
- 21. Manufacture and install all required sheet metal transitions needed for Air Handler Unit.
- 22. COMPLETE CLEAN-UP. We don't consider the job finished until a complete clean-up of the job site and inspection is performed.
- 23. FULL SYSTEM STARTUP and review of installation with owner in order to educate on both operation and maintenance of new system and all installed accessories.
- 24. The following items are considered permanent to the building are not replaced or modified as part of a normal HVAC system replacement. Unless specifically referenced in the scope of work above, the following are not included. The existing BREAKERS and BREAKER PANEL will be re-used in their current condition.

**Brothers Mechanical Services**  
 8996 Mike Garcia Dr • Manassas, VA 20109  
 Office 703-659-1369 • Fax 703-342-4317  
 WWW.BMSHVACR.COM

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**"WE DO IT RIGHT THE FIRST TIME"**

**Page # 3 of 3**

**Wednesday, April 02, 2014**

**The above work to be performed and completed in substantial workman like manner for the sum of Six Thousand Seven Hundred Eighty-Nine Dollars. Total cost of \$6789.00 is due at completion of the project.**

- **Limited Manufacture Warranty Terms:**
- **TRANE Heat Pump Compressor – (Term Length 5 years)**
- **TRANE Air Handler Internal Functional Parts - (Term Length 1 year)**
- **TRANE Heat Pump Condenser Coil – (Term Length 1 year)**
- **TRANE Heat Pump Internal Functional Parts - (Term Length 1 year)**
- **Aprilaire Thermostat: Functional Parts – (Term Length 5 years)**
- **Brothers Mechanical Services Labor Warranty – (Term Length 1 year)**

**Total Project Cost: \$7953.00**

**Discount \$1164.00**

**Net Project Cost: \$6789.00**

**Acceptance of Contract and Authorization to Proceed.**

**Brothers Mechanical Services**  
 8996 Mike Garcia Dr • Manassas, VA 20109  
 Office 703-659-1369 • Fax 703-342-4317  
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WE DO IT RIGHT THE FIRST TIME

Page # 1 of 3

Wednesday, April 02, 2014

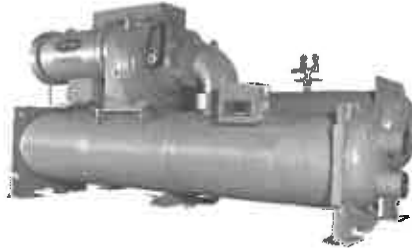
Town of Haymarket  
Attn: Brian P. Henshaw  
14710 Washington St  
Haymarket, VA 20169  
703-753-2600

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Wednesday, April 02, 2014

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**Page # 3 of 3**

**Wednesday, April 02, 2014**

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**Total Project Cost: \$7953.00**

**Discount \$1164.00**

**Net Project Cost: \$6789.00**

**Acceptance of Contract and Authorization to Proceed.**

**Brothers Mechanical Services**  
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TO: Town of Haymarket Town Council  
 SUBJECT: Pedestrian Improvement Grant  
 DATE: 05/05/14

## **Pedestrian Improvements Project (Connelly Money)**

### **BACKGROUND**

Congressman Gerry Connelly obtained for the Town a Transportation Earmark, VDOT Project 0055-233-045 UPC 97735 for Pedestrian Improvements in the amount of \$499,915. Unlike Enhancement Grant funding where there is an 80% reimbursement rate, this Transportation Earmark is 100% reimbursable.

Coordinating with Town Council, it was determined to use these funds to design and construct a shared use path on the west side of Jefferson Street to tie into and extend the shared use path that VDOT is constructing on the Old Carolina Bridge as part of the I-66 Widening Project.

A RFP for Architectural/Engineering services was issued and Town Council appointed a Selection Committee in November, 2013. Four proposals were submitted. The Selection Committee reviewed the proposals and selected two firms (Rinker Design and Toole Design Group) for Shortlist Interviews, which were held January 31, 2013.

In accordance with Federal procurement guidelines for federally funded projects, selection of professional services must be qualification based and not fee based. Therefore, after the Shortlist Interviews and the checking of references, the Selection Committee picked Rinker Design as their top-ranked firm and requested a man-hour fee proposal. Rinker Design submitted their fee-proposal March 7, 2013.

However, the Selection Committee did not come to Town Council at that time to enter into contract because the I-66 Widening Project and the design of the shared use path for that project was still in progress.

### **CURRENT STATUS**

The Town Manager and Town Engineer met with VDOT to discuss the status of the shared use path design on the I-66 Widening Project. VDOT has finally gotten to a point in their design that we can move forward with designing a shared use path to tie into their path.

Rinker Design re-submitted their man-hour/fee proposal on March 25, 2014. VDOT has reviewed and approved their man-hour/fee proposal.

\$90,000 for the expenditures and reimbursements for this project have been included in the draft 2015 Budget.

### **RECOMMENDATION**

It is the staff recommendation that Rinker Design be awarded the contract for the design and creation of Right-of-Way and Construction plans for the Pedestrian Improvements Project in the Maximum Total Compensation Payable amount of \$129,021.

### **DRAFT MOTION(S)**

1. I move that the Town Council award the design and creation of Right-of-Way and Construction Plans for the Pedestrian Improvements Project, VDOT Project 0055-233-045,



UPC 97735 to Rinker Design Associates, P.C. in the Maximum Total Compensation Payable amount of \$129,021.

Or,

2. I move an alternate motion

**ATTACHMENTS:**

- Haymarket Ped Improvements fee proposal-revised (PDF)

# SCOPE OF WORK AND FEE PROPOSAL

**Architectural and Engineering Design  
Pedestrian Improvements  
VDOT Project 0055-233-045 UPC 97735**



**Firm Name:**

**Rinker Design Associates, P.C.  
9385 Discovery Boulevard, Suite 200  
Manassas, VA 20109  
703-368-7373**

**Contact: Charles T. Henegar, P.E.  
Sharon D. Dusza, P.E.**

**Date: March 7, 2013  
Revised: March 25, 2014**

## SCOPE OF WORK - PEDESTRIAN IMPROVEMENTS DESIGN

Rinker Design Associates, P.C. (RDA) proposes to provide professional engineering, surveying, and right-of-way services to the Town of Haymarket for the Pedestrian Improvements Project which will include the following tasks as described in the Request for Proposal.

### *Task 1: Jefferson Street*

Task 1 will add a shared use path along the west side of Jefferson Street from the end of the VDOT I-66 Widening Project Number 0066-076-003, C501 UPC: 93577 at Cheyenne Way to Washington Street.

### *Task 2: Crosswalk Improvements*

Task 2 will replace existing brick crosswalks with stamped asphalt crosswalks, provide missing stamped asphalt crosswalks at the intersection of Washington Street and Jefferson Street and provide missing stamped asphalt crosswalks at the intersection of Washington Street and Fayette Street.

### *Task 3: Miscellaneous Pedestrian Improvements*

Task 3 will provide any additional miscellaneous pedestrian improvements permitted by available funding. Not currently scoped.

RDA will provide complete right-of-way and construction plans and cost estimates including roadway design; hydraulic design (including stormwater management and erosion & sediment control); traffic engineering design; traffic maintenance (MOT/TMP); permit sketches; participation in citizens and other stakeholder groups' meetings, coordination of utility design and involvement in utility conflict resolution; right-of-way acquisition services, bidding and construction administration support.

It is our assumption that the VDOT I-66 Widening Plans will be provided by the Town or the Virginia Department of Transportation (VDOT). We will coordinate our work with the Town of Haymarket's assigned project manager in accordance with the guidelines applicable to Locally Administered Projects and Road Design Manual as published by VDOT. The following is a more detailed discussion of the services we are proposing to provide under this contract.

## SURVEY

RDA will perform a complete Route Survey for the approval of the project by the Town and VDOT. Survey tasks include the following:

- RDA will research and review all available data detailing existing conditions relative to utilities, property boundaries, topography, streets and land use, which may affect the engineering design of the project. Title research will be conducted as outlined below and incorporated into the development program.
- RDA will complete field surveys of existing conditions. The surveys will include all data which may be required for the preparation of final plans, construction contract drawings and easement or street dedication plats. The survey will be in conformance with the Virginia Coordinate System of 1983, with a minimum closure of 1:35,000.

- Sufficient property corner ties will be made to permit accurate computation of all property lines affected by the proposed project. Apparent voids or overlaps in property lines will be noted and shown. The purpose of this information (provided to the Town by RDA) is to allow the Town to set or reset property corners in areas disturbed during construction as well as for plat preparation.
- A series of referenced elevation benchmarks with a maximum horizontal distance of 300 feet between each will be supplied by RDA. The benchmarks will be minimum second order results on North American Vertical Datum of 1929.
- RDA may use aerial photography for the design survey. All aerial photography will conform to the VDOT manual.
- An initial letter notifying all impacted area residents of the survey activities will be prepared and sent by RDA, on behalf of the Town of Haymarket, by certified mail at least three (3) weeks prior to the start of fieldwork. This letter is to be reviewed and approved by the Town of Haymarket prior to sending. In addition to the early notification, RDA and/or its survey crew will make every effort to advise the property owners of their presence prior to entering on any property to perform the survey work. This notification procedure should be especially adhered to on all properties that will require the cutting or trimming of trees, brush, undergrowth, etc. Crew notification may be accomplished by telephone or by survey personal directly informing each resident or landowner/caretaker.
- RDA and/or its survey crew will make every effort to avoid setting traverse and control points within the proposed construction area or any other area that will be disturbed or inaccessible during construction.
- All topography and physical features will be maintained by RDA and updated on project maps as required through the term of the contract.
- RDA will establish field controls necessary for the construction of the project. Information for the field control will be supplied to the Town once established.
- Right-of-Way Acquisition easement and/or street dedication plats conforming to Town and VDOT requirements will be provided for each affected parcel, as necessary.
- RDA will use a firm specializing in utility investigations to accurately delineate all utility facilities. See attached scope of work. Once marked in the field, RDA will field locate/survey all delineated utilities.

## ENVIRONMENTAL

***Wetland Delineation/Permits*** - RDA will perform field reconnaissance and provide a delineation of wetlands and waterways within the potential impact areas. We do not anticipate finding any such resources, but will submit a report to the Corps of Engineers Warrenton Field Office and meet onsite with the Corps representative if necessary to get a confirmation that no wetlands or waterways are present. Because we do not anticipate finding wetlands or waterways on the site, we have not included any effort for preparation and submittal of a Joint Permit Application (JPA) form.

***NEPA Coordination and Documentation/State Environmental Certification Forms*** – RDA anticipates that the level of environmental document needed to satisfy the National Environmental Policy Act (NEPA) requirements will be a Programmatic Categorical Exclusion (PCE) (assuming that the VDHR will issue a “No Adverse Effect” determination” – see below). Our price proposal is based on this assumption. RDA will provide and coordinate a NEPA Concurrence form and the PCE. If VDOT or FHWA determines that the PCE is not the appropriate level of NEPA document, and that a higher level of documentation (i.e., a full Categorical Exclusion or Environmental Assessment) will be required, a modification to this scope of work would be required and negotiated prior to initiation.

RDA will also prepare and submit an EQ-429 form to VDOT to get the project entered into their CEDAR project tracking system. We will prepare and submit project review forms to the Virginia Department of Historic Resources (VDHR) and the Virginia Department of Conservation and Recreation (VDCR) National Heritage Program, the Virginia Department of Game and Inland Fisheries (VDGIF), and the US Fish and Wildlife Service for rare, threatened, and endangered species reviews. RDA will coordinate as necessary with agencies and organizations such as the Virginia Outdoors Foundation, the Virginia and Prince William County Departments of Health, Prince William County Planning Office, and the VDCR Division of Planning and Recreational Resources. We will complete the two certifications (EQ-121 for Hazardous Materials and EQ-555 for Water Quality Permits) for the client’s signatures. The geotechnical consultant will prepare the Phase I Environmental Site Assessment (see attached proposal) to support the EQ-121 Form.

***Virginia Stormwater Management Permit*** - RDA will submit a registration statement to the Department of Conservation and Recreation for authorization under the *Virginia Stormwater Management Program (VSMP)*—*Land Disturbance* and provide the client with a Stormwater Pollution Prevention Plan (SWPPP) following plan approval. (We will submit to Prince William County if construction is not ready to begin until after the summer of 2014. Local jurisdictions are scheduled to take over construction stormwater permitting at that time.)

***Potential Additional Services*** - It is possible that additional services will be required, depending on the outcome of agency coordination, and the issues raised. If required by the agencies, we will negotiate a modification with the Town for the additional services.

- ***Cultural Resources Consulting Parties Coordination*** - Given the location of the project site within Section 106 (National Historic Preservation Act [NHPA]) resources identified in the Virginia Department of Historic Resources (VDHR) GIS database (several overlapping Civil War Battlefields), it is possible that the VDHR will request that the Town provide additional studies or coordinate the project with interested parties such as the Journey Through Hallowed Ground and the Civil War Trust. If needed, we will provide a scope of work to prepare the cover letters and information packages, and track responses prior to initiation of these additional services. If needed, we will meet with representatives of any organizations who choose to become consulting parties.
- ***4(f) Statement*** - The trail would not cross parklands, wildlife refuges, or public recreation areas, but it would cross Section 106 NHPA resources as identified above. The project is therefore subject to Section 4(f) of the Surface Transportation Act. We are assuming that the VDHR will issue a “No Adverse Effect” determination for the project, which is needed to document a “de minimis” impact under Section 4(f). If not, we may need to provide additional

studies, and/or prepare a Section 4(f) statement. If required, we will provide the Town with a scope of work and fee proposal for approval prior to initiation of these additional services.

## GEOTECHNICAL ENGINEERING

DMY Engineering will perform a design-level geotechnical investigation and Phase 1 Environmental Site Assessment. Their scope of work and project costs is attached.

## MEETINGS

A Public Involvement Program will be implemented meeting VDOT requirements for Locally Administered, Federally Funded Projects with a Programmatic Categorical Exclusion (PCE) environmental document. RDA will assist the Town with holding the appropriate citizen and Public Meetings, including preparation of flyers, handouts, and presentation materials, summarizing and preparing responses to citizen comments, preparation of a Public Meeting Transcript, and coordinating with VDOT to gain Design Approval following the Public Meeting, as needed.

Dependent on meeting type, RDA will prepare the necessary materials required for presentation of project status. This will include presentation boards, handouts, brochures, plans, etc. Presentation materials will be coordinated with Town of Haymarket prior to public meetings. RDA will attend any meetings that are required.

## PLAN DEVELOPMENT

Plans will be developed in accordance with VDOT's Local Administered Project Manual guidelines for locally-administered, federally-funded projects. At project milestones in plan development, RDA will assist the Town by completing and processing necessary documentation for VDOT authorizations and approvals.

Project development will be performed in three (3) phases, described in detail below.

**Preliminary** - During the Preliminary Phase, RDA will prepare 30% design plans including the development of a typical section for the future improvements to Jefferson Street in order to propose horizontal and vertical alignments for the trail at its ultimate location and grade, if feasible. Design will include typical sections, trail geometrics, preliminary cross sections, and preliminary drainage design including storm water management concept design if required. Plans will be submitted for VDOT and Town review.

**Field Inspection/Right of Way** - Plans will be advanced to a Field Inspection level (75%) plan. Design will include detailed Traffic Management Plans and complete drainage design. In-plan utility relocation designs will be included in the plan assembly. Traffic pedestrian signal modification design is anticipated and will be completed and included in the plan. It is assumed that the Town of Haymarket will provide digital files for the existing traffic signal. Plans for all affected properties will

be prepared by RDA. Following plan approval by VDOT, RDA will furnish Right of Way Plans and assist the Town in gaining Right of Way Authorization, and right of way acquisition will begin. RDA anticipates minimal property impacts with this project and therefore a limited amount of right of way acquisition services. It is anticipated that six properties are impacted and values for land and/or easement acquisition will be below levels that will require a detailed USPAP appraisal and appraisal review. As such, we propose to prepare a Basic Acquisition Report (BAR) in lieu of a detailed appraisal. RDA will then obtain title reports, prepare a negotiation package and pursue the necessary right-of-way and/or easement acquisition. This work will require contacting the land owners on a regular basis with follow-up visits and phone calls that may be necessary to complete the transaction, answer any questions pertaining to mortgages, title, liens, judgments, estate heirs, etc. Then, RDA will prepare a final negotiation report on refusals. In addition, the negotiation task would include preparing all documentation to support the Town of Haymarket in preparing the applicable deeds and/or deeds of partial release and subordination agreements, contacting lienholders, and monitoring obtainment of executed documents. After all of the appropriate steps have been taken and all documents have been executed and delivered, proceeds checks would be delivered to the landowners. Our team will then perform a quality control review of all negotiation packages before the final transaction. In the event of an unsuccessful negotiation, a certificate of take will be filed to initiate condemnation proceedings. If condemnation proceedings are required, we will negotiate a contract modification with the Town for additional services.

***Final Design Construction Plans*** - Final Construction Plans will be prepared for Project Advertisement. Revisions required during the right of way acquisition process will be incorporated into the final design plan. Construction details will be added to the plan assembly, as will final quantity takeoffs. Final constructability reviews will be performed, and final plan revisions incorporated. Required Special Provisions will be prepared, and final cost estimates will be prepared and submitted to the Town for review. Following plan approval, RDA will assist the Town in requesting and obtaining Authorization to Advertise the project for bidding purposes.

## **BID DOCUMENT PREPARATION AND ADVERTISEMENT OF BIDS**

RDA will assist the Town in obtaining bids and assist in pre- and post-award information. RDA will ensure all documents use same type, style and formatting.

RDA will provide the preparation of bid documents for the advertisement and construction of the project. RDA will provide to the Owner electronic versions of the specifications and plans. The Owner will produce CDs for distribution to prospective bidders. RDA will assist the Owner with preparation of addenda during bidding by providing electronically written responses to questions asked by the bidders, and preparing and providing to the Owner graphic or specification attachments for addenda.

RDA will develop a written and fully detailed Construction Cost Estimate prior to bidding/ advertisement of the project. The Town reserves the right to request RDA provide in writing current data and information it used to develop and support the cost estimate. RDA will provide detailed written explanation to VDOT in the event construction bids are 10% greater or 10% less than RDA's final cost estimate for the work.

RDA will, without additional fee, correct the drawings, specifications and/or other materials furnished under this contract if the Town finds that such revision is necessary to correct errors or deficiencies

for which RDA is responsible. RDA will be responsible for all reproduction fees resulting from the need to resubmit documents because of RDA's error and/or omissions.

RDA, following the Town's final acceptance of the Construction Documents plans and construction estimate, will assist the Town in obtaining bids and assist in awarding and preparing contracts for construction. The Town of Haymarket will prepare the "front-end" of the project manual to include, the Invitation to Bid, Instructions to Bidders, General Conditions, Supplemental Conditions and Special Conditions. RDA will provide to the Town of Haymarket a list of technical specifications that will be required for the project. The Town of Haymarket will provide to RDA the technical specifications that it has that it wishes RDA to use for the project. RDA will provide Special Provisions and any technical specifications not provided by the Town.

## CONSTRUCTION ADMINISTRATION

Scope of work and fee for construction administration will be provided at a later time as a second phase of the project.

## DELIVERABLES

RDA will provide the Town of Haymarket the following deliverables:

1. A schedule of design activities for each phase showing the initial date of notice to proceed, completion date for each design phase and bar chart showing item number of each task, duration in days and start/finish dates.
2. Proposed plans sheet list for the final trail plan set.
3. A monthly progress report describing the work accomplished to be submitted with all invoices.
4. Plans for Town review plus five (5) additional advance hard copy sets of plans for each submission required to obtain Town and VDOT approval. For each review phase, the following number of plan sets will be delivered to the Town:
  - a) Preliminary Submission Sets—8
  - b) Utility Field Inspection Sets—12
  - c) Right of Way Plan Sets—12
  - d) Final Submission Sets—20
5. Original record plats sealed by a surveyor registered in the Commonwealth of Virginia.
6. Original plans will be sealed by a principal of the firm registered in the Commonwealth of Virginia. Mylar reproducible of penciled originals, varitype letter press, stick-on letters and zipatone will not be accepted.
7. Two (2) hard copies and an electronic copy of any required special provisions.
8. One (1) hard copy and one (1) electronic copy of the final construction estimate and the quantity take off.
9. Three (3) bound and referenced copies of all design calculations all signed and sealed by the registered Professional Engineer.



10. One (1) bound copy of all deed research, including instruments and plats, of the recorded land records used to determine the limits of property, existing easements and right-of-way.
11. One (1) bound copy of the survey field book and notes signed and sealed by registered Professional Surveyor.
12. Electronic files of the entire project to be utilized for the construction as it relates to the proposed design, property corners, etc.
13. All digital map data in Microstation format (RDA will also provide a listing describing the data files and data elements included in the digital data delivery).

### *Exclusions*

- Review and Application Fees
- Trail Lighting Plans
- Landscape Plan Design
- Private Utility Design
- Post-Construction As-Built Plans
- Mitigation Plans (of any type)
- Permit Fees (unless specified)
- Environmental Mitigation Costs
- Deed Preparation
- Utility Easement and Utility Relocation Stakeout
- AA and NA appraisals in accordance with USPAP to determine fair market value
- Land Acquisition costs
- Condemnation Proceedings Services
- Work Zone TIA
- Synchro Analysis assumed not required for any pedestrian signal modification since Washington Street is not proposed for widening.

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**COST PLUS NET FEE CONTRACT  
COMPUTATION OF FEE \***

A. DIRECT LABOR, ESTIMATED (Estimated Manhours X Current Hourly Rates)		\$34,115
B. ESCALATION See Schedule		\$1,516
C. TOTAL DIRECT LABOR (A) + (B)		\$35,630
D. OVERHEAD (PAYROLL BURDEN + OVERHEAD, G&A) (C) Times 171.90%		\$61,249
E. TOTAL DIRECT LABOR PLUS OVERHEAD (C + D)		\$96,879
F. DIRECT LABOR PLUS OVERHEAD CONTINGENCY **		\$4,844
(E) Times 5%	4,843.95	
Sub #1 DMY	0.00	
Sub #2 MAUL	0.00	
G. NEGOTIATED NET FEE *** (BASED ON (E + F) WITH OVERHEAD LIMIT OF 156%)		\$9,577
H. COST OF FACILITIES CAPITAL Not Applicable		\$0
I. NONSALARIED DIRECT COSTS, ESTIMATED		\$6,424
J. NONSALARY CONTINGENCY (H + I) Times 5%		\$321
K. SUBCONSULTANT FEES		\$10,976
Sub #1 DMY	\$ 9,151.74	
Sub #2 MAUL	\$ 1,823.77	
L. MAXIMUM TOTAL COMPENSATION PAYABLE (E + F + G + H + I + J + K)		\$129,021
M. AMOUNT NOT TO EXCEED WITHOUT WRITTEN VDOT APPROVAL (L - F - J)		\$123,856

\* - Round to the nearest dollar with no cents.

\*\* - Contingency is generally 5%, but may vary depending on the difficulty of determining the exact scope of the services. Contingency provides for minor work elements which could not be precisely determined when the contract was written. The contingency may not be used without written permission from the Department.

\*\*\* - Overhead rate is limited to 156% in determining net fee.

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Computation of Direct Technical Salaries**

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ProjectManager	91	\$56.96	\$5,183.36
Senior Engineer	155	\$50.33	\$7,801.15
Project Engineer	334	\$34.01	\$11,359.34
Technician	62	\$26.20	\$1,624.40
R.O.W.Agent	108	\$29.80	\$3,218.40
Clerical	4	\$26.15	\$104.60
Land Surveyor	9	\$61.90	\$557.10
Survey Technician	52	\$37.30	\$1,939.60
Two Man Field Crew	40	\$58.17	\$2,326.80
<b>TOTAL</b>	<b>855</b>		<b>\$34,114.75</b>

**Computation of Reimbursable Costs**

Travel: 200 miles @ \$ 0.565 / mile	\$	113.00
Telephone/Postage: 2 months @ \$ 100 / month	\$	200.00
Copies/Reproductions BW 8.5"x11":40 copies/month @ \$ 0.3 / copy for 2 months	\$	24.00
Copies/Reproductions Color 8.5"x11": 40 copies/month @ \$ 0.6 / copy for 2 months	\$	48.00
Copies/Reproductions BW 11"x17":40 copies/month @ \$ 0.6 / copy for 2 months	\$	48.00
Copies/Reproductions Color 11"x17": 40 copies/month @ \$ 1.2 / copy for 2 months	\$	96.00
Plots 24"x36" BW150 plots/month @ \$ 2.2 / print for 5 months	\$	1,650.00
Plots 24"x36" Color8 plots/month @ \$ 4.4 / print for 2 months	\$	70.40
Plots "Half Scale" BW150 plots/month @ \$ 1.1 / print for 5 months	\$	825.00
Plots "Half Scale" Color plots/month @ \$ 2.2 / print for 5 months	\$	-
Delivery/Express Mail: 7 months @ \$ 50 / month	\$	350.00
Mylar Printsheets @ \$ 5 / print	\$	-
Title Reports 6ea @ \$ 500	\$	3,000.00
<b>Total</b>		<b>\$6,424.40</b>

Note: Non-Salary Direct Costs:

All non-salary direct costs, that have not been audited, are to be reasonable, billed at actual cost, must be supported and are subject to adjustment and review at the time of final audit

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Hayma

Pedestrian Improvements Pro

**Distribution of Manhours and Total Dollars for Surveys and Road Design**

This form is required for the Prime and each Sub-Consultant

TASK	SUB- ACTIVITY	Project Manager		Senior Engineer		Project Engineer		Technician		R.O.W. Agent		Clerical		Land Surveyor		Survey Technician		Two Man Field Crew		Total	
		Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar
		<b>Preliminary Engineering Location Corridor Studies</b>	<b>190</b>	7	\$398.72	9	\$452.97	29	\$986.29	4	\$104.80	2	\$59.60	2	\$52.30	0	\$0.00	0	\$0.00	0	\$0.00
<b>Environmental</b>	<b>223</b>	33	\$1,879.68	0	\$0.00	32	\$1,088.32	16	\$419.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	81	\$3,387.20
<b>Conduct Location Survey</b>	<b>313</b>	0	\$0.00	0	\$0.00	1	\$34.01	0	\$0.00	1	\$29.80	0	\$0.00	5	\$309.50	28	\$1,044.40	40	\$2,326.80	75	\$3,744.51
<b>Plan Design/Field Inspection</b>	<b>360</b>	17	\$968.32	32	\$1,610.56	110	\$3,741.10	0	\$0.00	4	\$119.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	163	\$6,439.18
<b>Utility Relocation Coordination</b>	<b>430</b>	8	\$455.68	18	\$905.94	26	\$884.26	0	\$0.00	7	\$208.60	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	59	\$2,454.48
<b>Hydraulic Plan Design</b>	<b>432</b>	4	\$227.84	16	\$805.28	34	\$1,156.34	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	54	\$2,189.46
<b>Design Hearing/Combined Hearing</b>	<b>480</b>	6	\$341.76	6	\$301.98	7	\$238.07	6	\$157.20	5	\$149.00	2	\$52.30	0	\$0.00	0	\$0.00	0	\$0.00	32	\$1,240.31
<b>Furnish Right-of-Way Plans</b>	<b>510</b>	6	\$341.76	12	\$603.96	25	\$850.25	32	\$838.40	86	\$2,562.80	0	\$0.00	4	\$247.60	24	\$895.20	0	\$0.00	189	\$6,339.97
<b>Hydraulic Review for Construction</b>	<b>512</b>	2	\$113.92	6	\$301.98	12	\$408.12	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	20	\$824.02
<b>Final Design</b>	<b>650</b>	3	\$170.88	24	\$1,207.92	38	\$1,292.38	0	\$0.00	3	\$89.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	68	\$2,760.58
<b>Approved Construction Documents</b>	<b>710</b>	5	\$284.80	32	\$1,610.56	20	\$680.20	4	\$104.80	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	61	\$2,680.36
	<b>Percent</b>	10.64%	15.19%	18.13%	22.87%	39.06%	33.30%	7.25%	4.76%	12.63%	9.43%	0.47%	0.31%	1.05%	1.63%	6.08%	5.69%	4.68%	6.82%	100.00%	100.00%
<b>TOTALS</b>		91	\$5,183.36	155	\$7,801.15	334	\$11,359.34	62	\$1,624.40	108	\$3,218.40	4	\$104.60	9	\$ 557.10	52	\$ 1,939.60	40	\$ 2,326.80	855	\$34,114

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymark

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 190 Sheet 1 of 1

190	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
<b>Preliminary Development</b>											
	Determine Alternatives and Develop Alignments	1	1	4							6
	Determine Type and Create Typical Section	1		6							7
	Develop Profiles / Grades			6							6
	Develop Templates and Cross Sections			2							2
	Summarize - Earthwork		1	2							3
	- Incidental Items		1	2							3
	- Pavement		1	2							3
	Summarize Major Items	1	1	2							4
	Sub-Total	3	5	26	0	0	0	0	0	0	34

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymark

Pedestrian Improvements Proje

**Consultant  
Distribution of Manhours**

Element 190 Sheet 2 of

	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
<b>190</b>	<b>Preliminary Engineering Location Corridor Studies</b>										
	<b>Citizen's Involvement Meeting *</b>										
v	Mail newspaper advertisement to citizens			1			1				2
#	Prepare 8 1/2 x 11 Location Map for use in advertisement			1	2						3
i	Participate in the review of data with VDOT	2	2								4
	Participate in Citizens Meeting	2	2			2					6
	Update mailing list and prepare response to citizens written comments			1	2		1				4
	Sub-Total	4	4	3	4	2	2	0	0	0	19
	Total Hours	7	9	29	4	2	2	0	0	0	53
	Total %	13.2%	17.0%	54.7%	7.5%	3.8%	3.8%	0.0%	0.0%	0.0%	100.0%

- \* One or more meetings may be required (to be determined at scope meeting)
- i Review 45 days prior to Citizens Information Meeting
- # Review 60 days prior to Citizens Information Meeting
- v 21 days prior to Citizens Information Meeting

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 313 sheet 1 of 1

	<b>Element of Work</b>	<b>Project Manager</b>	<b>Senior Engineer</b>	<b>Project Engineer</b>	<b>Technician</b>	<b>R.O.W. Agent</b>	<b>Clerical</b>	<b>Land Surveyor</b>	<b>Survey Technician</b>	<b>Two Man Field Crew</b>	<b>Total</b>
<b>223</b>	<b>Environmental</b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Wetland Delineation and Documentation	1		8	4						13
	NEPA/State Environmental Certifications	32		16	8						56
	VSMP			8	4						12
	<b>Total Hours</b>	<b>33</b>	<b>0</b>	<b>32</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>81</b>
	<b>Total %</b>	<b>40.7%</b>	<b>0.0%</b>	<b>39.5%</b>	<b>19.8%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 313 sheet 1 of 1

	<b>Element of Work</b>	<b>Project Manager</b>	<b>Senior Engineer</b>	<b>Project Engineer</b>	<b>Technician</b>	<b>R.O.W. Agent</b>	<b>Clerical</b>	<b>Land Surveyor</b>	<b>Survey Technician</b>	<b>Two Man Field Crew</b>	<b>Total</b>
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
<b>313</b>	<b>Conduct Location Survey</b>										
	Boundary and Topographic Survey					1		4	24	32	61
	Verify Utilities and Easements			1				1	4	8	14
	Total Hours	0	0	1	0	1	0	5	28	40	75
	Total %	0.0%	0.0%	1.3%	0.0%	1.3%	0.0%	6.7%	37.3%	53.3%	100.0%

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)



Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 360 Sheet 1 of 2

360	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
	<b>Plan Design/Field Inspection</b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Check Design Features (Compliance with Standards)	1	2			1					4
	Develop GEOPAK Alignment			6							6
	Develop GEOPAK Grades			6							6
	Develop Replated GEOPAK Data			1							1
	Create Cross Sections			6							6
	Create Plan Design	1		10							11
	Create Plan Grades	1		6							7
	Check Earthwork Report	1		2							3
	Summarize Grading Quantities			3							3
	Summarize Pavement Quantities			3							3
	Summarize Drainage Items			3							3
	Summarize Incidental Items			3							3
	Summarize Roadside Items			3							3
	Summarize Misc. Construction Items			3							3
	Update Cost Estimate	1		4							5
	Provide Plans for In-Depth Review	1		1							2
	Attend and Participate in the In-Depth Field Review	2	2								4
	Analyze Comments and Recommendations Received	1	1								2
	Incorporate Comments and Recommendations	1	1	2							4
	Provide Utility Coordination	1	2	4		1					8
											0
	Sub-Total	11	8	66	0	2	0	0	0	0	87

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 360 Sheet 2 of 2

Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
<b>360 Plan Design/Field Inspection</b>										
<b>Right-of-Way</b>										
Adjust Proposed Right-of-Way Lines for any Design Changes		1	2		1					4
Update Right-of-Way Data Sheet	1		2		1					4
Sub-Total	1	1	4	0	2	0	0	0	0	8
<b>Transportation Management Plan</b>										
Develop Concept MOT/Staging Plan	1	4	8							13
Quantities for Estimate		1	4							5
Sub-Total	1	5	12	0		0	0	0	0	18
<b>Signage and Pedestrian Signal Modifications</b>										
Signage and Striping Plan			6							6
Pedestrian Signal Modifications	1	12	8							21
Coordination with Utility Provider	1	2	8							11
Detail Sheet		2	6							8
QA/QC	2	2								4
Sub-Total	4	18	28	0	0	0	0	0	0	50
Total Hours	17	32	110	0	4	0	0	0	0	163
Total %	10.4%	19.6%	67.5%	0.0%	2.5%	0.0%	0.0%	0.0%	0.0%	100.0%

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 430 Sheet 1 of 1

	<b>Element of Work</b>	<b>Project Manager</b>	<b>Senior Engineer</b>	<b>Project Engineer</b>	<b>Technician</b>	<b>R.O.W. Agent</b>	<b>Clerical</b>	<b>Land Surveyor</b>	<b>Survey Technician</b>	<b>Two Man Field Crew</b>	<b>Total</b>
<b>430</b>	<b>Utility Relocation Coordination</b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Prepare UT-9's		2	4		1					7
	Distribute Plans			4							4
	Attend UFI Meeting	2	2			2					6
	Utility Plan & Estimate Review and Approval	1	4	4		1					10
	Coordinated Relocation Plan	1	2	4		1					8
	Cross Sectional Depiction of Proposed Utilities			6							6
	Meetings and Coordination	4	8	4		2					18
	<b>Total Hours</b>	<b>8</b>	<b>18</b>	<b>26</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59</b>
	<b>Total %</b>	<b>13.6%</b>	<b>30.5%</b>	<b>44.1%</b>	<b>0.0%</b>	<b>11.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 432 Sheet 1 of 1

432	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	<b>Hydraulic Plan Design</b>										
	<b>Stormwater Management</b>										
	SWM Details and Profile	1	2	4							7
	Preliminary Design of Outlet Structure		1	4							5
	Determine Inflow Hydrograph		2	4							6
	Perform Flood Routing		2	4							6
	Optimize Design	1	2	4							7
	Finalize Outlet Structure Details	1	2	4							7
	Prepare Final Documents	1	2	4							7
	Revisions		2	4							6
	Minor Structure Data		1	2							3
	Total Hours	4	16	34	0	0	0	0	0	0	54
	Total %	7.4%	29.6%	63.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 480 Sheet 1 of 1

480	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	<b>Data for Display and Distribution for Public Hearing</b>										
v	Prepare Large Scale Typical Section			2	2						4
	Prepare Special Presentation Data (Slides, Graphs, Drawings, Video Script, etc.)			4	4						8
	Sub-Total	0	0	6	6	0	0	0	0	0	12
	<b>Public Relations</b>										
	Attend Meetings Regarding Design and New Developments (as needed)										0
	Sub-Total	0	0	0	0	0	0	0	0	0	0
	<b>Public Hearing</b>										
	Participate in Data Review w / VDOT	2	2			2					6
	Participate in Hearing	3	3			3					9
	Review and Provide Summary of Public Hearing Comments	1	1								2
	Update Mailing List and Prepare Response to Citizens' Written Comments			1			2				3
	Sub-Total	6	6	1	0	5	2	0	0	0	20
	Total Hours	6	6	7	6	5	2	0	0	0	32
	Total %	18.8%	18.8%	21.9%	18.8%	15.6%	6.3%	0.0%	0.0%	0.0%	100.0%

- \* This can be a Design or a Combined Location and Design Hearing
- # 60 Days prior to meeting
- v 45 Days prior to meeting

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 510 Sheet 1 of 1

<b>510</b>	<b>Element of Work</b>	<b>Project Manager</b>	<b>Senior Engineer</b>	<b>Project Engineer</b>	<b>Technician</b>	<b>R.O.W. Agent</b>	<b>Clerical</b>	<b>Land Surveyor</b>	<b>Survey Technician</b>	<b>Two Man Field Crew</b>	<b>Total</b>
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	<b>Furnish Right-of-Way Plans</b>										
	Incorporate Approved Public Hearing Recommendations		2	4		1					7
	Finalize Proposed Right-of-Way Limits	1		2		2					5
	Update Parcel Data			2							2
	QA/QC	4	2			1					7
	Prepare Basic Acquisition Reports		8	16		2					26
	Offers and Negotiations	1			32	80					113
	Plat Preparation			1				4	24		29
	<b>Total Hours</b>	<b>6</b>	<b>12</b>	<b>25</b>	<b>32</b>	<b>86</b>	<b>0</b>	<b>4</b>	<b>24</b>	<b>0</b>	<b>189</b>
	<b>Total %</b>	<b>3.2%</b>	<b>6.3%</b>	<b>13.2%</b>	<b>16.9%</b>	<b>45.5%</b>	<b>0.0%</b>	<b>2.1%</b>	<b>12.7%</b>	<b>0.0%</b>	<b>100.0%</b>

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 512 Sheet 1 of 1

	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
512	<b>Hydraulic Review for Construction</b>	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Review Drainage and SWM Design		2	6							8
	Revisions		2	6							8
	QA/QC	2	2								4
	Total Hours	2	6	12	0	0	0	0	0	0	20
	Total %	10.0%	30.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 650 Sheet 1 of 2

650	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	<b>*Special Design Drawings</b>										
	Maintenance of Traffic/Sequence of Construction Plan, Determine Types of Construction Safety Devices Needed and Apply to Plans		4	2							6
	Final Pedestrian Signal Modifications		2	4							6
	Final Details for Curb Returns and CG-12 Curb Ramps			4							4
	Final Utility Coordination	1	4	2		1					8
	Final Signage Design and Revisions		1	2							3
											0
	Sub-Total	1	11	14	0	1	0	0	0	0	27
	<b>Right-of-Way Revisions</b>										
	Right of Way Revisions					2					2
											0
											0
	Sub-Total	0	0	0	0	2	0	0	0	0	2
	<b>Summary Takeoffs</b>										
	Prepare Grading Diagram/Summary		1	2							3
	Prepare Pavement Summary		1	2							3
	Prepare Drainage Summary		1	2							3
	Prepare Incidental Summary		1	2							3
	Prepare Underdrain Summary		1	2							3
	Prepare TMP Summary		1	2							3
	Prepare Signage and Signal Summary		1	2							3
	Independent Checks of All Summaries	1	2								3
											0
											0
											0
	Sub-Total	1	9	14	0	0	0	0	0	0	24

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)



Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 650 Sheet 2 of 2

650	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	<b>Final Design</b>										
	<b>Assembly and Checking of Construction Plans</b>										
	Assemble, Check and Incorporate Erosion and Sediment Control Plans		2	6							8
	Assemble, Check and Incorporate Quality Control Checklist Form LD-436	1	2	4							7
											0
											0
											0
	Sub-Total	1	4	10	0	0	0	0	0	0	15
	<b>Estimates</b>										
	Update Green Sheet Estimates										0
											0
											0
											0
											0
	Sub-Total	0	0	0	0	0	0	0	0	0	0
											0
	Total Hours	3	24	38	0	3	0	0	0	0	68
	Total %	4.4%	35.3%	55.9%	0.0%	4.4%	0.0%	0.0%	0.0%	0.0%	100.0%

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 710 Sheet 1 of 1

	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
<b>710</b>	<b>Approved Construction Documents</b>									
	Specifications for Pedestrian Project, Including Contracts, Bid Documents and Forms from Contracts Division	1	28	20	4					53
	Pre-Ad Meeting and Preparation	4	4							8
										0
										0
										0
										0
										0
		5	32	20	4	0	0	0	0	61
		8.2%	52.5%	32.8%	6.6%	0.0%	0.0%	0.0%	0.0%	100.0%

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

## Pedestrian Improvements Project

**VDOT CLASSIFICATIONS**

Classification Employee	Pay Rate	Average Rate
<b>PROJECT MANAGER</b>		
756	\$52.97	
774	\$60.10	
775	\$49.04	
791	\$65.72	
AVERAGE		\$56.96
<b>SENIOR ENGINEER</b>		
697	\$48.08	
661	\$46.36	
748	\$40.92	
909	\$59.93	
917	\$56.38	
AVERAGE		\$50.33
<b>PROJECT ENGINEER</b>		
736	\$36.54	
784	\$33.66	
817	\$33.66	
839	\$33.00	
928	\$32.28	
952	\$34.94	
AVERAGE		\$34.01
<b>TECHNICIAN</b>		
971	\$22.60	
930	\$24.25	
981	\$31.74	
AVERAGE		\$26.20
<b>R.O.W. AGENT</b>		
984	\$25.25	
937	\$28.33	
938	\$35.00	
963	\$30.60	
AVERAGE		\$29.80

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

CLERICAL

707	\$29.40	
777	\$25.97	
898	\$23.07	
AVERAGE		\$26.15

LAND SURVEYOR

392	\$73.32	
229	\$50.48	
AVERAGE		\$61.90

SURVEY TECHNICIAN

675	\$34.85	
769	\$39.75	
AVERAGE		\$37.30

PARTY CHIEF

119	\$34.61	
721	\$36.43	
860	\$34.72	
AVERAGE		\$35.25

INSTRUMENT MAN

667	\$22.75	
814	\$23.00	
886	\$23.00	
AVERAGE		\$22.92

TWO MAN FIELD CREW

\$58.17

Direct labor rates are certified as correct as of 2/13/2014

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Date: March 25, 2014

Town of Haymarket

## Pedestrian Improvements Project

Escalation Factors

First Year	0.50%	12 Months @	1.0050
Second Year	1.00%	12 Months @	1.0150
Third Year	1.00%	12 Months @	1.0250

Escalation Computation

			Escalation Amount
Projected Direct Labor	\$ 34,115	0.0050	\$ 171
First Year Consumption	<u>\$ 171</u>		
Balance Beginning of Year 2	\$ 33,944	0.0150	\$ 509
Second Year Consumption	<u>\$ 509</u>		
Balance Beginning of Year 3	\$ 33,435	0.0250	\$ 836
Third Year Consumption	<u>\$ 836</u>		
Total Escalation			\$ 1,516

# SCOPE OF WORK AND FEE PROPOSAL

**Architectural and Engineering Design  
Pedestrian Improvements  
VDOT Project 0055-233-045 UPC 97735**



**Firm Name:**

**DMY Engineering Consultants, LLC**

# SCOPE OF WORK AND FEE PROPOSAL

**Architectural and Engineering Design  
Pedestrian Improvements  
VDOT Project 0055-233-045 UPC 97735**



**Firm Name:**

**Mid-Atlantic Utility Locating, LLC**



Mid-Atlantic Utility Locating, L.L.C.  
 4501 Daly Drive, Suite 175  
 Chantilly, Virginia 20151  
 Phone: 703-378-0100  
 Fax: 703-378-6191  
 www.midatlanticlocating.com

March 18, 2014

Ms. Sharon Dusza, PE  
 Project Manager/Principal  
 Rinker Design Associates, P.C.  
 9385 Discovery Blvd., Ste. 200  
 Manassas, VA 20109

Subject: **Proposal for Services – Town of Haymarket Pedestrian Improvements; Prince William County, Virginia**

Dear Ms. Dusza:

Mid-Atlantic Utility Locating, LLC (Mid-Atlantic) is pleased to offer Rinker Design Associates, P.C. (Client) the following proposal to perform Utility Designating services for the above noted project. The work will be performed as noted in the Scope of Services.

## SCOPE OF SERVICES

**Utility Designating [Task 360]:** Utilizing surface geophysical techniques to determine the existence and mark the location of as many existing utilities as possible on and directly adjacent to the site. This project will consist of all locatable utilities within an approximate 900 linear foot section of Jefferson Street, extending from the roadway centerline to the adjacent building faces on the west side of roadway. This investigation will also include two separate entire intersections adjacent and in close proximity to the project area, Jefferson Street at Washington Street and Fayette Street at Washington Street, as discussed and shown outlined in red on the mark-up delivered February 26, 2013. Where non-conductive or non-locatable utilities are found, record drawings, if available at the time of the investigation, will be used to depict the approximate location of the utilities and hand-drawn field sketches will be prepared of all utilities marked in the field. This investigation will utilize both active and passive type utility detection equipment, including Ground Penetrating Radar, but will not include the use of intrusive methods of investigation such as test holes. The accuracy of the investigation is subject to factors beyond our control such as site conditions, the depth of the utilities, conductivity and access. Any depths obtained and given during this process shall be approximate and are not guaranteed. This investigation, though highly reliable, should be understood as an approximate representation of the subsurface utility systems. This task is to be completed at one (1) time for utility mapping by others. Any remarking or designation of additional areas will be performed hourly in accordance with the attached hourly schedule. Underground sprinklers, irrigation systems, building grounding systems and all gravity-flow storm and sanitary systems shall not be included in this investigation.



Ms. Sharon Dusza, P.E.  
 Project Manager/Principal  
 Rinker Design Associates, P.C.  
 March 18, 2014  
 Page 2

## **CONSULTANT FEE**

Our fees for the outlined Scope of Services, excluding hourly items, submittal fees, and reimbursables (prints, delivery service, etc.), is provided below:

<b><u>Task</u></b>	<b><u>Fee</u></b>
Utility Designating [Task 360]	Please See attached Fee Schedule

These contract fees shall be valid for a period of one (1) month from the date of this proposal. If written acceptance as provided herein is not received by Mid-Atlantic within one (1) month from the date of this proposal the right is reserved to Mid-Atlantic to withdraw or modify this proposal in whole or in part at its sole discretion.

Mid-Atlantic's Scope of Services is based upon the presumption that conditions and circumstances are standard or as represented by the Client unless otherwise readily apparent. When unusual or extenuating conditions or circumstances are encountered that extend the anticipated completion timelines for these services and this requires additional work beyond that anticipated with the original Scope of Services, such work would be subjected to an addendum to this agreement for additional compensation. When these situations occur, the Client will be notified in writing prior to commencement of the Additional Service.

## **INFORMATION TO BE PROVIDED BY CLIENT**

The following shall be provided by the Client or his designated representative and is/are a condition precedent to the obligation of Mid-Atlantic to perform work proposed:

- Access to the property
- Any available utility information

# Mid-Atlantic Utility Locating, L.L.C.

FEIN: 61-1449637

Project Name:Town of Haymarket Pedestrian Improvements VDOT Job # 0055-233-045

## Utility Designating [Task 360]

### 1) Records Research / Designating Cost

Direct Labor	Hourly Rate	Hours	Total
Senior Project Manager	\$ 157.42	1	\$ 157.42
Project Manager	\$ 88.59	1.5	\$ 132.89
Senior Utility Locator	\$ 64.35	12	\$ 772.20
Utility Locating Technician	\$ 55.82	12	\$ 669.84
Survey Party Chief	\$ 65.20	0	\$ -
Survey Technician	\$ 57.41	0	\$ -
CAD Technician	\$ 76.99	0	\$ -
Office Administration	\$ 60.95	1.5	\$ 91.43
<b>Total Hours</b>		<b>28</b>	
Total Direct Labor			\$ <u>1,823.77</u>

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

Ms. Sharon Dusza, P.E.  
Project Manager/Principal  
Rinker Design Associates, P.C.  
March 18, 2014  
Page 3

## **EXCLUDED SERVICES**

Some of these excluded services are those which Mid-Atlantic could provide, if requested, but are not anticipated to be needed at this time. In the event that a need for these services is identified, we can provide them as an addendum to this agreement or as part of a separate agreement, or in the case of services not performed by Mid-Atlantic, we can usually recommend several sources for each service.

Specific services that are not to be considered a part of this contract are as follows:

- Subsurface Utility Mapping Surveys
- Utility Locating Test Holes
- Utility Test Hole Mapping Surveys
- Site Wide Ground Penetrating Radar Investigation
- As-Builts of Gravity Sanitary and Storm Sewers

## **PAYMENT**

Invoices for services rendered will be submitted monthly with payment to be made within thirty (30) days of the end of the effective billing period. Consultant Fees billed as Lump Sum shall be payable Up to 100% Upon Completion. Hourly Estimated and Hourly Consultant Fees shall be payable Hourly as Incurred and reimbursable expenses shall be payable as Incurred.

Fees and reimbursable expenses shall be billed monthly. Amounts unpaid thirty (30) days after the invoice date, shall bear simple interest at the rate of 1% per month. No deductions shall be made from Mid-Atlantic's compensation on account of any claim, loss, retainage, penalty, or liquidated damages. Inquiries and questions regarding any invoice shall be made within twenty-one (21) days of receipt of the invoice. Failure to notify Mid-Atlantic within this time period shall constitute a waiver of any claim with respect to the content or accuracy of the invoice as well as acceptance of the services provided.

Ms. Sharon Dusza, P.E.  
Project Manager/Principal  
Rinker Design Associates, P.C.  
March 18, 2014  
Page 4

In the event that the Client fails to remit full payment within thirty (30) days of the date of the invoice, Mid-Atlantic may:

- Suspend its performance under this Agreement until such time as all outstanding invoices are paid, including any accrued finance charges and costs incurred by the Consultant in collecting the outstanding invoices, including reasonable attorneys' fees; and/or
- Terminate this Agreement upon seven (7) days prior written notice, with an opportunity for the Client to cure during such seven (7) day period by paying all outstanding invoices, including any accrued finance charges and costs incurred by the Consultant in collecting the outstanding invoices, including reasonable attorneys' fees.

In the event Mid-Atlantic elects to pursue legal action in order to collect overdue invoices or payments, all costs incurred by Mid-Atlantic in connection with collection, including reasonable attorneys' fees, will be paid by the Client and may be recovered by Mid-Atlantic. In executing this contract, the Client acknowledges his acceptance of the foregoing conditions and his willingness to be bound by the terms contained herein.

### **PROPRIETARY NOTICE**

This proposal has been prepared by Mid-Atlantic for the sole purpose of communicating to the Client our interest in performing the work identified herein, describing our approach to performing the work, and quoting fees associated with that work. The Scope of Services and fees described herein are proprietary information, based on Mid-Atlantic's research into the requirements of the project. None of the information contained in this proposal is to be shared with any parties other than the Client and Mid-Atlantic without the expressed written consent of Mid-Atlantic.

Ms. Sharon Dusza, P.E.  
Project Manager/Principal  
Rinker Design Associates, P.C.  
March 18, 2014  
Page 5

## **TERMS AND CONDITIONS**

Incorporated by reference as part of this Agreement between the Client and Mid-Atlantic are the "Standard Terms and Conditions" attached hereto as Exhibit A.

This Agreement and the attached Standard Terms and Conditions represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations or agreements, written or oral. This Agreement may be amended only by written instrument signed by all the parties.

If the Client directs Mid-Atlantic to perform services as set forth in this Agreement without signing the Agreement, such verbal direction constitutes acceptance by the Client of the terms of this Agreement including the Standard Terms and Conditions attached hereto.

Ms. Sharon Dusza, P.E.  
Project Manager/Principal  
Rinker Design Associates, P.C.  
March 18, 2014  
Page 6

We appreciate this opportunity to provide our services and look forward to working together on this project. If this proposal meets with your satisfaction, please signify in the appropriate space and return one (1) copy for our records.

**If you will be submitting a contract to Mid-Atlantic in response to this Scope of Services, please submit it to the attention of contracts@midatlanticlocating.com to prevent any processing delay.**

**Please direct all questions regarding this proposal to my attention.**

Sincerely,  
MID-ATLANTIC UTILITY LOCATING, L.L.C.



Matthew S. Ranslem  
Director

m:\maul-marketing\proposal\_fee\14 proposals\rinker\_town\_of\_haymarket\_des\1306-0102 rinker - town of haymarket des updated.docx

**ACCEPTANCE OF PROPOSAL**

The proposed description of professional services and standard terms and conditions are satisfactory and are hereby accepted. Authorization to proceed with the work is granted.

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Organization Representing

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attachment: Haymarket Ped Improvements fee proposal-revised (1834 : Pedestrian Improvement Grant)

MID-ATLANTIC UTILITY LOCATING, L.L.C.  
REIMBURSABLE EXPENSES  
EXHIBIT B

Cost to add additional insured to General Liability Policy (\$100.00 per additional insured)

Bond Paper -- 18" x 24" or 24" x 36" Prints	\$1.50
Oversized Bond Paper --over 36" Prints	\$3.00
Vellum -- 18" x 24" or 24" x 36" Prints	\$9.00
Mylar - 18" x 24" or 24" x 36" Prints	\$9.00
Oversized Mylar --over 36" Prints	\$10.00
Black and White Copying	\$0.10
Color Copy --8 1/2" x 11"	\$2.00
Color Copy --11" x 17"	\$3.00
Color Prints --18" x 24"	\$55.00
Color Prints --24" x 36"	\$80.00
Color Prints -- 36" x 48"	\$160.00
Color Prints -- 36" x 60"	\$170.00
Scan to Disk	\$5.00

Note: This list of reimbursable expenses is not all-inclusive. It does not include pass through items such as courier charges, submission fees, etc. Mid-Atlantic will bill those items directly to the client. All prices reflect per print output not per set output.



TO: Town of Haymarket Town Council  
 SUBJECT: Historic District Overlay Revision  
 DATE: 05/05/14

**SUBJECT: FINAL ACTION - AMENDMENTS TO THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY.**

The Town Council held a public hearing on April 7, 2014 regarding the amendments to the Old and Historic Haymarket Overlay District. Final action was deferred to the May 5, 2014 meeting in order to allow all Council members to vote on the matter.

**BACKGROUND**

The Council has previously deferred action pending the execution of the Boundary Line Adjustment (BLA) incorporating the former PACE West property (14600 Washington Street) into the Town's corporate boundary. The BLA was subsequently executed with the circuit court and additional notice of the April 7, 2014 public hearing was provided.

At its January 2014 meeting, the Town Council reviewed Planning Commission and Architecture Review Board (ARB) recommendations regarding an amended Old and Historic Haymarket District Overlay boundary. Members of both the Commission and ARB were in attendance to answer questions from the Town Council regarding their respective recommendations. Council subsequently directed staff to schedule a public hearing advertising the district boundary recommended by the ARB.

At its February 2013 continuation meeting, the Town Council directed staff to schedule a joint public hearing with the Planning Commission to consider amendments to the Town's historic district boundary. The district overlay boundary currently encompasses all lands within the Town's corporate limits. At its March 2013 meeting, the Planning Commission recommended an amended historic district overlay boundary and corresponding zoning text describing the boundary. The joint public hearing was held on April 1, 2013. At the conclusion of its discussion on April 1, the Council motioned to send the item back to the Planning Commission and directed the Commission to draft a formal resolution for a small central historic district with due consideration of all four entryways into the Town. Subsequent meetings held by the Commission expanded the discussion of the overlay boundary to include additional edits to the text the Old and Historic Haymarket District Overlay Ordinance regarding the ARB's review of Certificates of Appropriateness. It was later decided by the Commission that a smaller district boundary may affect the content of the various text revisions under consideration and therefore scaled back its discussion to only the historic district overlay boundary. The amended boundary recommended by the Planning Commission includes all four major corridors into downtown Haymarket and excludes most residential properties governed by HOA review.

The Planning Commission held a public hearing on December 9, 2013. All property owners within the Town were notified of the hearing via U.S. Mail. Several members of the public spoke at the hearing. Most were in favor of keeping the current boundary of the district (i.e. the entire Town) while others suggested Madison Street and Madison Court continue to be included in the district. Following the hearing, the Commission voted 3-0 to forward the attached Resolution supporting the amended district boundary as advertised.



At its December 18, 2013 meeting, the Architectural Review Board (ARB) discussed the revised district boundary and recommended 3-1 (Ring opposed) that the parcel containing Ala Carte Catering (south of Sheetz, bordering Route 15) and the entirety of the old fairgrounds property continued to be included in the overlay district. The general consensus was that these properties were “highly visible gateways” into the Town as seen from Route 15 and I-66. The ARB also recommended the Century Stair warehouse complex south of the Fosters building continued to be included in the overlay district due to the high visibility of the site from Washington Street.

All property owners within the current district boundary were notified of the April 7, 2014 public hearing via U.S. Mail. A copy of the proposed Old and Historic Haymarket District Overlay and associated Zoning Ordinance text amending the boundary are attached. A copy of the previous staff analysis and summary of the Planning Commission discussion regarding the historic district overlay is also included for the Council’s reference.

#### **DRAFT MOTION(S)**

1. I move that the Town Council adopt Ordinance ORD# 20140505 - 1 amending the boundary of the Old and Historic Haymarket District Overlay;

OR

2. I move that the Town Council forward the proposed amendment to the boundary of the Old and Historic District Overlay back to the Planning Commission for further discussion;

OR

3. I move that the Town Council take no action to amend the boundary of the Old and Historic Haymarket District Overlay;

OR

4. I move an alternate motion.

#### **ATTACHMENTS:**

- (1) ORD#20150505-1\_Section 58-553, Old and Historic Haymarket District Overlay (PDF)
- (2) 02-03-14 Proposed Old and Historic Haymarket District Overlay (PDF)
- (3) PC Resolution 12-09-13 (PDF)
- (4) PC RECOMMENDED BOUNDARY 12-09-13 (PDF)
- (5) ARB RECOMMENDED BOUNDARY 12-18-13 (PDF)
- (6) 04-01-13 Consider Amendments to Historic Overlay (PDF)

**ORDINANCE 20140505 – 1**

Enacted \_\_\_\_\_

Effective \_\_\_\_\_

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), AS AMENDED, BY AMENDING § 58-553, RELATING GENERALLY TO THE CREATION AND BOUNDARIES OF THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY**

**WHEREAS**, the Town of Haymarket, Virginia, in order to preserve the unique cultural heritage of the town, has established an overlay district known as the "Old and Historic Town of Haymarket," which includes all that area which lies within the corporate limits of the town, § 58-553; and

**WHEREAS**, the Town has enacted Article XIV, Old and Historic Haymarket District Overlay, pursuant to Code of Virginia, § 15.2-2306, as amended, for the purpose of imposing special requirements in addition to the requirements pertaining to the underlying zoning in the town, in order to protect and perpetuate those areas or structures which are of historic, architectural or cultural interest, § 58-552(a); and

**WHEREAS**, the regulations imposed in this district are intended to protect against destruction of, or encroachment upon, such historic resources, to encourage uses which will continue to preserve them and to prevent the creation of adverse environmental influences, § 58-552(b); and

**WHEREAS**, in its administration of the Ordinance, the Planning Commission and Town Council have concluded that the existing boundary of the Old and Historic Haymarket District Overlay includes areas or structures which are not of historic, architectural or cultural interest to the town; and

**WHEREAS**, a majority of those areas or structures which have been determined not to be of historic, architectural or cultural interest to the town are either subject to restrictive covenants of a Homeowners Association (HOA) or are not otherwise contiguous to an arterial street within the town (Washington Street and Jefferson Street); and

**WHEREAS**, the Planning Commission, pursuant to § 58-425, held a public hearing on December 9, 2013, and has recommended that the Old and Historic Haymarket District Overlay boundary be amended; and

**WHEREAS**, the Town Council, pursuant to § 58-425, held public hearings on February 4 and April 7, 2014, and interested citizens were heard; and

**WHEREAS**, the proposed amended Old and Historic Haymarket District Overlay boundary includes lands closely related to and bearing upon the character of areas and structures within the Town which are of historic, architectural, and cultural interest as described in the Town comprehensive plan and ordinances thus providing an area needed to control potentially adverse influences; and

**WHEREAS**, the amended Old and Historic Haymarket District Overlay Boundary includes groupings of structures which have significance relative to the patterns of development and/or interrelationships among such structures unique to the Town of Haymarket where such structures might not possess significant merit when considered alone; and

**WHEREAS**, the amended Old and Historic Haymarket District Overlay boundary includes land contiguous to arterial streets within the Town which are significant routes of tourist access to the Town and its associated areas and structures which are of historic, architectural, and cultural interest; and

**WHEREAS**, the public necessity, convenience, general welfare and good zoning practice are served by amending Old and Historic Haymarket District Overlay;

**NOW, THEREFORE, BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in this regular session, this 5<sup>th</sup> day of May, 2014:**

Date: May 5, 2014  
Regular Meeting  
Ord. No. #ORD20140505 – 1

- 1. That § 58-553 of the Code of Ordinances, Town of Haymarket (2004), as amended, is amended, as follows:

**Sec. 58-553. Creation; boundaries.**

(a) In order to preserve the unique cultural heritage of the town, there is hereby established an overlay district to be known as the "Old and Historic ~~Town of~~ Haymarket District Overlay," which shall include all that area which lies within the ~~corporate limits of the town.~~ boundary shown on the Amended Old and Historic Haymarket District Overlay map, dated February 3, 2014, which is hereby incorporated by this reference and made a part of the official zoning map of the Town. Development of property lying in this district shall comply with both the requirements of the underlying zoning district and of this overlay district. Where the requirements are in conflict, the requirements of this overlay district shall take precedence.

(b) Prior to the expansion of the ~~historic district~~ Old and Historic Haymarket District Overlay the town shall identify and inventory all areas and structures being considered for inclusion in such a district and shall establish written criteria to be used in making such determination. The town shall the identify all landmarks and designate by ordinance any building, structure, district, object, or site as part of the overlay district, subsequent to soliciting public input in a manner consistent with Code of Virginia, § 15.2-2204. The owners of such property proposed for designation shall be given written notice of the public hearing on the ordinance.

(Ord. of 1-3-1994; Ord. No. 20121113-4, § 1, 11-13-2012; Ord. No. 20140407-1, § 1, 04-07-2014)

**ORDER OF THE COUNCIL**

\_\_\_\_\_  
David Leake, Mayor  
On Behalf of the Town Council of  
Haymarket, Virginia

**ATTEST:**

\_\_\_\_\_  
Jennifer Preli, Town Clerk

**MOTION:**

Date: \_\_\_\_\_

**SECOND:**

Regular Meeting

Ord. No. \_\_\_\_\_

Attachment: (1) ORD#20150505-1\_Section 58-553, Old and Historic Haymarket District Overlay (1829 : Historic District Overlay Revision)

Date: May 5, 2014  
Regular Meeting  
Ord. No. #ORD20140505 – 1

**RE:**

**ACTION:**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_

**Jennifer Preli, Town Clerk**

Attachment: (2) 02-01-14 Proposed Old and Historic Haymarket District Overlay (1328) - Historic District Overlay Revision

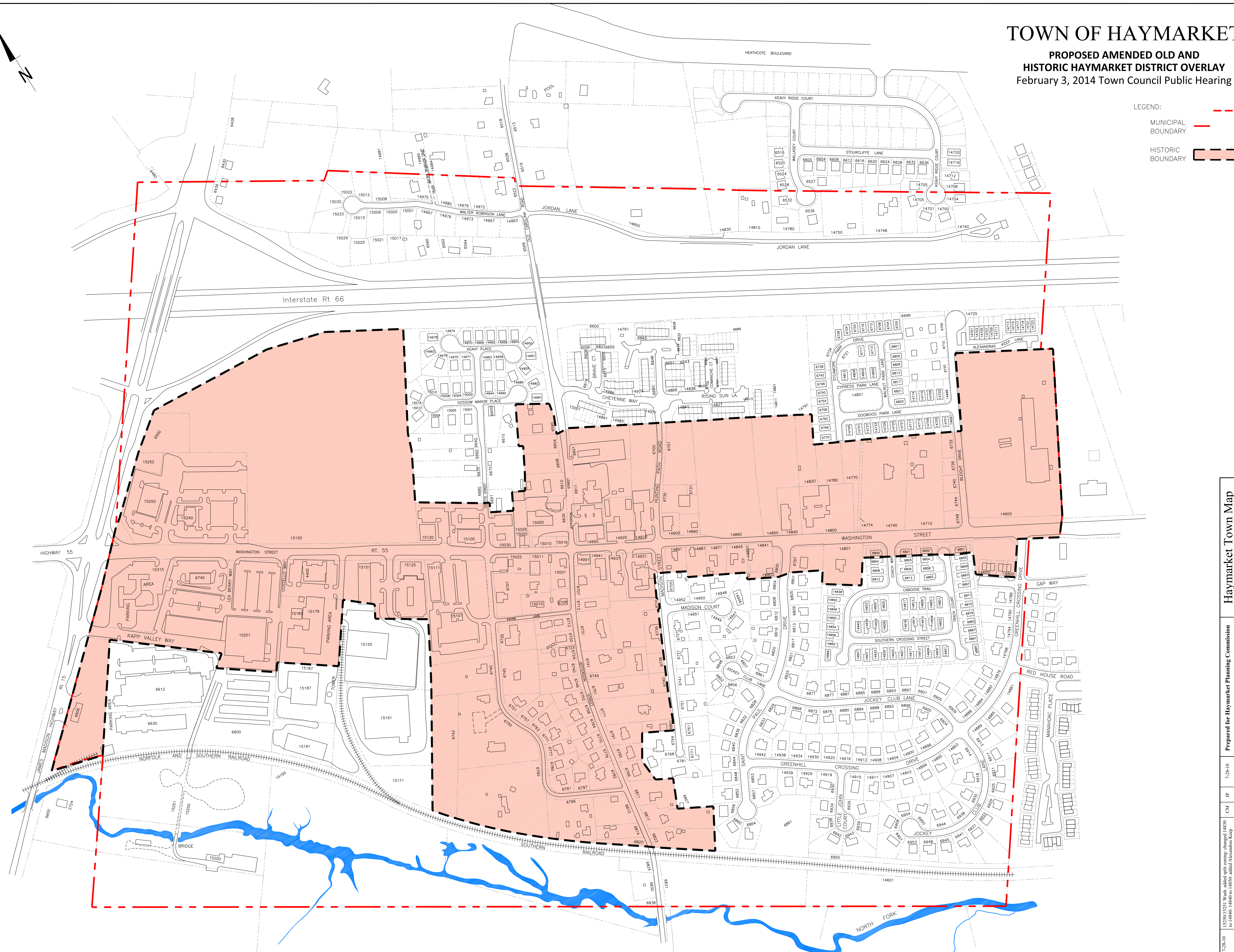
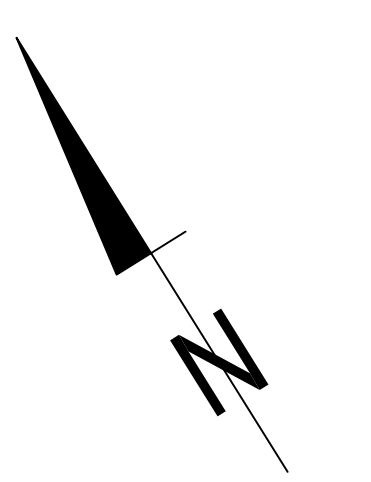
# TOWN OF HAYMARKET

## PROPOSED AMENDED OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY

February 3, 2014 Town Council Public Hearing

LEGEND:

- MUNICIPAL BOUNDARY (Dashed red line)
- HISTORIC BOUNDARY (Dashed black line)



REV.	DATE	ISSUES	BY	APP.	DATE
F	7-28-10	15280/15251 Wash. added split zoning; changed 14830 to 14840; 14841 to 14850; added Alexandria Keep	CM	JP	7-28-10
GI	8-17-10	Added Piedmont Mews / GI and IDS 15250 & 15251	CM	JP	8-5-10
H	4-22-13	14830 Wash. chg from R-1 to R-1 / chg 6765 Fry to 6763 / corr. lot line, 6610 Fry / vacated lot line in 6710 / chg 15280 and 15251 / added CS - overall map update	CM	JP	4-22-13
I	12-2-13	Added Historic Overlay	CM	JP	12-2-13
J	02-20-14	Added Historic Overlay	CM	JP	02-20-14

PREPARED FOR: Haymarket Planning Commission  
BASE-BUILD DATA PREPARED BY: Prince William County Department of Technology, GIS Division  
DRAWN BY: Chris Moran

### Haymarket Town Map

PROPOSED AMENDED OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY  
February 3, 2014 Town Council Public Hearing  
SCALE: 1" = 150'  
REV. H  
DATE: 1-1-2014  
DWG. NAME: Haymarket Mayor's Map

**PLANNING COMMISSION RESOLUTION  
RES#20131209**

**A RESOLUTION RECOMMENDING AMENDMENTS TO THE  
CODE OF HAYMARKET, VIRGINIA, CHAPTER 58, ARTICLE  
XIV, OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY**

WHEREAS, the Town of Haymarket, Virginia, in order to preserve the unique cultural heritage of the town, has established an overlay district known as the "Old and Historic Town of Haymarket," which includes all that area which lies within the corporate limits of the town, § Sec. 58-553; and

WHEREAS, the Town has enacted Article XIV, Old and Historic Haymarket District Overlay, pursuant to Code of Virginia, § 15.2-2306, as amended, for the purpose of imposing special requirements in addition to the requirements pertaining to the underlying zoning in the town, in order to protect and perpetuate those areas or structures which are of historic, architectural or cultural interest, § Sec. 58-552(a); and

WHEREAS, the regulations imposed in this district are intended to protect against destruction of, or encroachment upon, such historic resources, to encourage uses which will continue to preserve them and to prevent the creation of adverse environmental influences, § Sec. 58-552(b); and

WHEREAS, in its administration of the Ordinance, the Planning Commission has concluded that the Old and Historic Haymarket District Overlay includes areas or structures which are not of historic, architectural or cultural interest to the town; and

WHEREAS, a majority of those areas or structures which have been determined not to be of historic, architectural or cultural interest to the town are either subject to restrictive covenants of a Homeowners Association (HOA) or are not otherwise contiguous to an arterial street within the town (Washington Street and Jefferson Street); and

WHEREAS, amending the boundary of the Old and Historic Haymarket District Overlay to exclude areas or structures which have been determined not to be of historic, architectural or cultural interest to the town will reduce the number of Certificate of Appropriateness (COA) applications required to erect, reconstruct, alter, restore or raze a building within the Old and Historic Haymarket District Overlay, § Sec. 58-554; and

WHEREAS, reducing the number of Certificate of Appropriateness (COA) applications will result in a cost savings to the Town through a reduction in staff time and resources required to process such applications as well as reduce a duplicative layer of regulation imposed on homeowners subject to an HOA; and,

WHEREAS, the Planning Commission, pursuant to § Sec. 58-425, held a public hearing on December 9, 2013, and has recommended that the Old and Historic Haymarket District Overlay boundary be amended; and

WHEREAS, the public necessity, convenience, general welfare and good zoning practice are served by amending Old and Historic Haymarket District Overlay;

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission does hereby recommend an amendment to the text § Sec. 58-553 as outlined in the attached text and amended Old and Historic Haymarket District Overlay map, dated December 9, 2013.

Done this 9<sup>th</sup> day of December, 2013

PLANNING COMMISSION  
TOWN OF HAYMARKET, VIRGINIA

BY \_\_\_\_\_  
CHAIRMAN

ATTEST:

\_\_\_\_\_  
Clerk

Voting Aye: \_\_\_\_\_

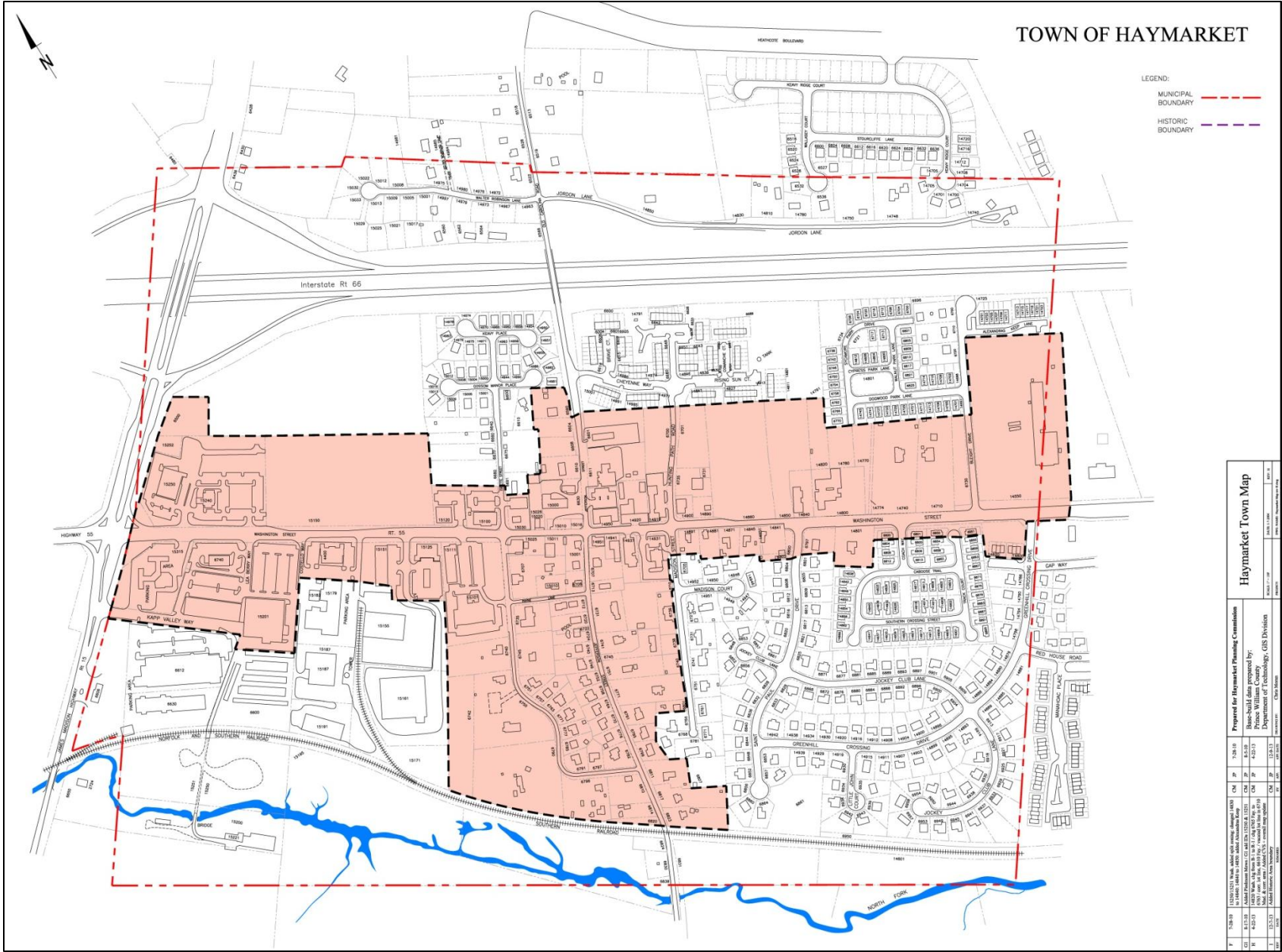
Voting Nay: \_\_\_\_\_

Abstaining: \_\_\_\_\_

Absent: \_\_\_\_\_

Attachment: (3) PC Resolution 12-09-13 (1829 : Historic District Overlay Revision)

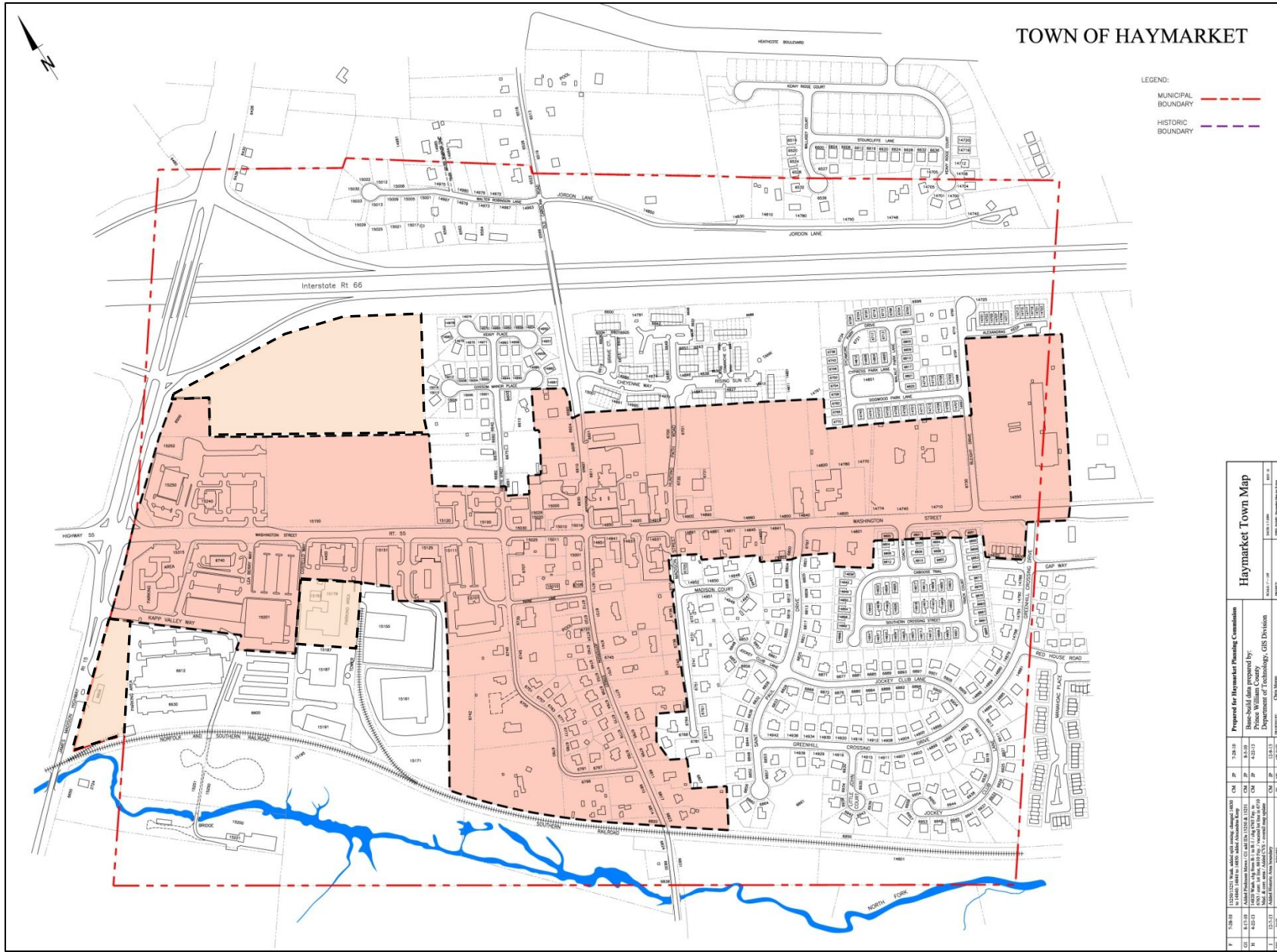
PLANNING COMMISSION RECOMMENDATION – AMENDED OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY 12-09-13



Attachment: (4) PC RECOMMENDED BOUNDARY 12-09-13 (1829 : Historic District Overlay Revision)



ARCHITECTURAL REVIEW BOARD RECOMMENDATION – AMENDED OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY 12-18-13



Attachment: (5) ARB RECOMMENDED BOUNDARY 12-18-13 (1829 : Historic District Overlay Revision)



## INTEROFFICE MEMORANDUM

**TO:** MAYOR AND TOWN COUNCIL, MEMBERS OF THE PLANNING COMMISSION  
**FROM:** MARCHANT SCHNEIDER, TOWN PLANNER  
**SUBJECT: \*\*JOINT PUBLIC HEARING\*\* CONSIDER AMENDMENTS TO THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY BOUNDARIES OF THE TOWN OF HAYMARKET, VIRGINIA**  
**DATE:** 04-01-13  
**CC:** STAFF

**Please see packet page 53 for additional materials**

At its February 2013 continuation meeting, the Town Council directed staff to schedule a joint public hearing with the Planning Commission to consider amendments to the Town's historic district boundaries. The district overlay boundaries currently encompass all lands within the Town's corporate limits. At its March 2013 meeting, the Planning Commission recommended an amended historic district overlay boundary and corresponding zoning text (see attached). Should the Town Council further consider the amendment, it is recommended that the Council adopt a resolution of intent to amend Zoning Ordinance pursuant to Section 58-425 and 15.2-2285 of the Code of Virginia. Staff will provide a brief presentation to Town Council regarding the proposed amendments.

### **BACKGROUND**

The Old and Historic Haymarket District Overlay was created in the late 1990s. The Town's Zoning Ordinance and Comprehensive Plan speak to the Town's intent and goals with regard to preservation of the Town's areas and structures which are of historic, architectural, and cultural interest to the Town. Currently all property owners within the Town's corporate limits must file a Certificate of Appropriateness (COA) when improving the exterior of existing structures or constructing new structures. The Town Council previously considered amending the district overlay boundaries in July 2011. The Council voted down the proposal 4-3. In the fall of 2012, the Council's liaison on the Architectural Review Board (ARB) inquired as to the whether or not the Town should consider pursuing a Certified Local Government (CLG) status with the Virginia Department of Historic Resources. Designation as a CLG would give the Town access to, among other resources, state and federal resources, matching grants, technical assistance, and a network of other state CLGs. Participation in the CLG program is subject to several requirements, one of which is minimum qualifications for ARB members. During the Council and Planning Commission discussion of the CLG certification, the question again arose as to whether the existing boundaries of the district overlay should be amended.

## **PLANNING COMMISSION REVIEW AND RECOMMENDATION**

During its discussion, the Commission noted several potential benefits to amending the historic district overlay boundaries:

1. A more defined and compact district overlay would aide in CLG certification.
2. A more defined and compact district overlay would be a “true” overlay district and would allow for greater flexibility in many areas of the Zoning Ordinance text (i.e. signage, allowable uses, etc.).
3. A more defined and compact district overlay would eliminate the COA requirement for residents and businesses outside of a more narrowly defined district overlay. In many instances, the same residents are already subject to architectural covenants through respective Homeowner’s Associations (HOAs).
4. The reduction of the number of COA’s would result in a cost savings to the Town (i.e. reduction of staff / ARB resources necessary to process applications).
5. The reduction in the size of the district overlay would limit the number of residents / businesses that otherwise have to incur the cost of a COA.

The revised district overlay boundaries recommended by the Planning Commission remove all residential developments subject to HOAs as well as residential structures along the east side of Madison Street. The revised boundaries also remove commercial and industrial properties on the west side of Town that do not include contributing historic resources listed in the Comprehensive Plan; however, the revised boundaries do continue to include the Town’s eastern and southern entrance corridors. The Commission also recommended corresponding Zoning Ordinance text amendments.

The Planning Commission is concurrently considering an entrance corridor overlay which would take the place of the exiting district overlay boundary governing the commercial and industrial properties on the west side of town.

## **STAFF REVIEW AND RECOMMENDATION**

Staff recommends that the Council consider amendments to the district overlay boundaries which better align with the intent of the Old and Historic Haymarket District Overlay; however, it is noted that § 15.2-2306 of State Code does permit “...parcels of land contiguous to arterial streets or highways found by the governing body to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures, or districts therein, or in a contiguous locality...” to be included in a local historic district overlay. Due to the high visibility of the Town’s western entrance corridor and its linkage to the Journey Through Hallowed Ground National Heritage Area, and due to the considerable investment made by property owners within the corridor, staff does recommend that the western entrance corridor continue to be included in the historic district overlay as permitted by the State Code.

Staff will make a brief presentation at the April 1 meeting providing some additional background regarding the historic district overlay, the various historic district designations, opportunities and weaknesses of the existing district overlay boundaries, historic district vs. entrance corridor overlays, and recommendations regarding next steps.

**DRAFT MOTIONS**

1. I move that the Town Council instruct staff to draft a Resolution of Intent to Amend Chapter 58, Article XIV, Old and Historic Haymarket District Overlay.

Or,

2. I move that the Town Council take no action regarding \_\_\_\_\_.

Or,

3. I move an alternate motion.



TO: Town of Haymarket Town Council  
 SUBJECT: Consultant - Parking Ordinance  
 DATE: 05/05/14

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At its April 14, 2014 meeting, the Planning Commission recommended two firms to complete a parking ordinance and needs assessment; EPR and the Berkley Group in that order. The estimated cost proposed by each group was \$14,750 and \$14,950 respectively. It was the consensus of the Planning Commission and Staff that both proposals met the requirements of the RFP; EPR more so with regard to local knowledge and project understanding. The two proposals are attached.

### **BACKGROUND**

In April 2014 the Town Council directed staff and the Planning Commission to evaluate proposals received in response to an RFP for a parking ordinance and needs assessment. In February 2014 the Town Council authorized staff to advertise a Request for Proposals (RFP) to conduct an analysis of parking demand within the Town as well as an analysis the Town's Parking Ordinance. Staff had previously reviewed the RFP with the Planning Commission (January 2014) and returned to the Council in February with the recommended RFP and budget not to exceed \$15,000. Four firms responded to the Town's RFP; the Berkley Group, Gorove/Slade Associates, EPR, and Gerald Forsburg Associates.

At its December 2013 meeting, the Town Council directed the Planning Commission to review the Town's Parking Ordinance and return to the Council in March 2014 with recommended changes. The Commission discussed the Council's directive at their December 2013 meeting and instructed the Town Planner to work with Town Manager to draft a Request for Proposals (RFP) to conduct an analysis of the parking demand for existing and planned land uses within the Town as well as an analysis the Town's Parking Ordinance. The RFP would include recommendations regarding parking standards and/or alternate parking options. The general consensus of the Commission was that the current parking ordinance, combined with no on-street parking along the Town's major corridors or municipal parking, hampered redevelopment within the Town and limited the Town's ability to achieve its desired "walking town". As such, a holistic approach would be appropriate.

### **RECOMMENDATION**

It is the recommendation of Staff that EPR, P.C. be awarded the contract for the Town of Haymarket Parking Ordinance and Needs Assessment. A budget appropriation will be necessary to award the contract.

### **DRAFT MOTION(S)**

1.a. I move that the Town Council award EPR, P.C., in association with Herd Planning and Design and Sympoetica, be awarded the contract for the Town of Haymarket Parking Ordinance and Needs Assessment based on their proposal dated March 13<sup>th</sup>, 2014.

OR,

1.b. I move that the Town Council award the Berkley Group, in association with the Renaissance Planning Group, be awarded the contract for the Town of Haymarket Parking Ordinance and Needs Assessment based on their proposal dated March 14, 2014.

AND,

- 1.c. I further move that the Town Council appropriate and allocate funds from the Capital Reserves for the said service, not to exceed \$15,000.

OR,

2. I move an alternate motion

**ATTACHMENTS:**

- (1) EPR - Proposal for Parking Ordinance and Needs Assessment(PDF)
- (2) Berkley Group Parking Ordinance and Needs Assessment Proposal (PDF)

# Proposal For:

Parking Ordinance and Needs Assessment  
The Town of Haymarket, VA



Submitted by:

**EPR, P.C.**

In Association with

**Herd Planning & Design  
Sympoetica**

March 13th 2014

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)



EPR, P.C. - "Engineering & Planning Resources"  
637 Berkmar Circle, Charlottesville, VA 22901

# Cover Letter

Mr. Brian Henshaw  
Town Manager  
15000 Washington Street, Suite 100  
Haymarket, Virginia 20168

March 13, 2014

**RE: Parking Ordinance and Needs Assessment – Proposal to Provide Professional Planning Services**

Dear Mr. Henshaw,

EPR, P.C., in association with Herd Planning & Design and Sympoetica, is pleased to submit the attached proposal to assist the Town in addressing this parking planning and ordinance review project. Milt Herd, Barry Carpenter, and I have worked extensively together in the past on community planning efforts and look forward to assisting Haymarket with this effort.

Our team will provide the expertise necessary to efficiently work through this process with the Town. EPR staff includes traffic engineers/planners familiar with municipal parking operations and planning. Our project engineer is a former City Traffic Engineer for Charlottesville and in that role was instrumental in shaping their parking standards and policies. Herd Planning & Design is the Commonwealth's most experienced municipal planning firm relative to ordinance review and growth area planning, and Sympoetica brings unparalleled strength with vision planning and providing compelling graphics that support the planning process and resulting ordinance and design guidance.

The attached proposal includes the information requested in the Town's request for proposals. Should you have any questions or need anything further as you review our proposal, please contact me at (804) 647-7700/w.wuensch@epr-corp.com, or Milt Herd (deputy/co project manager) at 703-669-6711/mh@herdplanning.com. On behalf of our project team, thank you for this opportunity to provide your qualifications and expression of interest to assist the Town with this important growth planning effort.

Very truly yours,  
EPR, P.C.

Bill Wuensch, P.E., PTOE  
Principal

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)



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Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

## Section 01

# Project Understanding and Requirements

# Project Understanding and Requirements

The Town of Haymarket is experiencing issues with its current parking ordinance brought on by new development (such as Payne's Lane) and redevelopment proposals (such as the Sportsplex) that call into question the appropriateness of that ordinance's principles and suburban-style land use-based standards. New uses for adaptively re-used industrial buildings and proposed new mixed-use projects have unique parking demands and opportunities that are not applicable to the current ordinance requirements, thereby making site plan approval difficult.

An initial element of a comprehensive review and update of the parking strategies is to update and modify the Town's current parking ordinance. Any new ordinance should mesh well, and strike a balance with, the Town's broader comprehensive planning and connectivity goals, particularly for the Town Center area.

Key elements of this study should include:

- A review and analysis of the Town's current parking ordinance. This task will evaluate the applicability of the current ordinance to the reality and requirements of contemporary land uses, and importantly, mixed- and shared-use projects. This review will also focus on the current ordinance's parking standards in comparison to current real estate industry parking standards and best practices (ULI, ITE and NPA, for example), and to current standards required by selected area and surrounding jurisdictions.
- An inventory of existing public and private parking lots within the Town. This inventory will identify current parking capacity, conditions and deficiencies/needs. For instance, restaurant uses typically may exhibit a deficiency of parking approved under older ordinance provisions. Attention will be paid to possible needs for municipal parking facilities and their locations. Relative areas of parking demand (excessive vs. weak), areas of "competition for parking", and areas of parking conflicts will be identified. Although much of this assessment can be gleaned from analytical methods, there is a need to incorporate direct input from select stakeholders, through informal interviews; these stakeholders should represent the development community, key Town institutions, and historic downtown advocates. This will provide the analytical baseline for testing the merits of various parking standards alternatives in a very real manner specific to Haymarket.
- Integration of the parking needs assessment and ordinance review to form a comprehensive baseline set of conditions. This overall "snapshot" of the Town's current parking environment



Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

will allow for testing and evaluation of alternative parking principles and standards, particularly affording some fine tuning for more specific uses and mixes of uses, and to identify the optimal standards for new development and redevelopment proposals.

- Identify opportunities. It should be noted that some existing commercial areas, if developed under older parking requirements, may effectively be "over-parked" under a new, updated parking standard. These types of situations actually create an opportunity for removing excess parking and replacing it with more green space, walkways or infill development fronting the streetscape -- all of which can contribute to the Town's future vision.
- The end result of this study should be a product which covers the "nuts and bolts of parking", including a total update and re-write of the existing parking ordinance, a quantitative analysis of current parking conditions, and a vision for how the new parking ordinance will dramatically improve the function and image of Haymarket, particularly the downtown core. The new ordinance will include illustrative instructional graphics to aid in its application to new development proposals, and be fully ready to be reviewed and adopted by the Planning Commission and Council, and then integrated into the existing zoning ordinance.

Several particular considerations and factors provide a back-drop to this study:

- Walkability. The Town wishes to become more walkable, a feature which is consistent with its historic roots, but also with current economic and demographic trends. Yet its parking standards, like those of so many other jurisdictions, are out of date and "suburban" in nature. This inhibits businesses from locating or expanding in ways that respond to market needs and the desires of the Town for business vitality.
- Expectations. Businesses and their customers still demand convenient and adequate parking, particularly for retail uses. Balancing conflicting forces is a central challenge in revising parking standards for Haymarket.
- Perception. No matter how much parking there might be in an historic downtown neighborhood, it is very common for retailers to perceive that parking is inadequate. This is due in part to the contrast between large parking lots in suburban malls with the scattered, infill parking spots common to historic neighborhoods. Various methods can help correct inaccurate perceptions, including improved wayfinding and signage as well as strategic placement and design of infill parking areas. The key, however, is to make an objective determination of



Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

whether the Town is overparked or underparked, or some combination thereof and how to make the parking supply most accessible and useful.

- **Supply and Demand.** The key to Haymarket having an appropriate level of parking over the long term is to first get an accurate picture of the existing supply, then prepare a reasonable forecast of the future demand, and then determine how the supply can best be created to match the demand. The supply has to be addressed in terms of number of spaces, but also location and access of spaces, in relation to the uses that create the demand.
- **Balancing Needs.** The end result must be a set of policies and regulations that properly balance the real need for parking in today's environment (and the future expected environment), with perceived needs and expectations of residents and businesses. It must also balance the ability to provide parking (land availability and funding) with the need for it.



Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

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## Section 02

### Team Introduction

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# Team Introduction

The team assembled for this project has been working together for more than a decade to address planning efforts across the Commonwealth. Our team provides the Town with the a strong mix of transportation / parking engineer and operations experience, zoning ordinance and land development code writing expertise, and expertise in providing clear and compelling graphics to support design guidelines and ordinances.

This Team consists of the following closely associated firms:

## **EPR, P.C. –**

EPR will provide overall project management and will address transportation and parking conditions assessment and mitigation strategies. Bill Wuensch, P.E., PTOE will lead the effort for EPR and he will be supported by Jean Alexander, P.E., a former municipal traffic engineer for the City of Charlottesville.

## **Herd Planning –**

Milt Herd, AICP (FAICP induction in April 2014), will provide the review of the Town's ordinances, make comparisons to neighboring jurisdictions, and bring in consideration of parking policies and standards as endorsed by the UVA APA, and other organizations involved with parking policy and planning.

## **Sympoetica –**

Barry Carpenter of Sympoetica will contribute to the team's planning and analysis process and prepare supporting parking guideline illustrations to be used in meetings, and in the final ordinance and design guideline recommendations.

Firm overviews are provided on the following pages.



EPR, P.C.

EPR, P.C., a Charlottesville based firm, began as Engineering & Planning Resources, P.C in 2004, and then was re-incorporated as EPR, P.C. in 2011. Our philosophy is that building quality client relationships is essential to a successful business enterprise and paramount to the success of our Clients. EPR is a professional corporation and is certified with the Commonwealth as a SWaM firm (Small, Woman, and Minority Owned Firm).

EPR is a civil and multimodal transportation engineering and planning firm. EPR is experienced in working with state agencies, communities, and the private sector throughout the mid-Atlantic on diverse projects that address a wide gamut of transportation design and planning challenges. Within the planning realm, EPR has a unique focus on local, regional and regional planning through the integration of transportation, land use, and urban design considerations.

EPR provides expertise in traffic design and transportation planning to state agencies, counties, municipalities, MPOs, and the private sector. EPR leads and supports a wide variety of multimodal transportation engineering and planning projects.

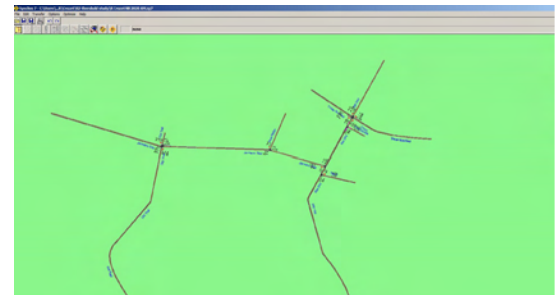
EPR is currently on-call to the Central Virginia MPO, VDOT (TIA review services), City of Charlottesville, Fauquier County, and City of Lynchburg Virginia providing multimodal transportation planning and engineering services.

EPR's Traffic Engineering and Planning Services include:

- Traffic Operations Analyses
- Traffic Impact Studies
- Access Management Studies
- Traffic Control Device Design
- Bicycle and Pedestrian Planning and Design
- Neighborhood Traffic Calming
- Signal Timing Studies
- Multimodal Corridor Studies
- Transit Analyses
- Long Range Transportation Plans
- Small Area Transportation Plans
- Parking Studies
- Traffic Data Collection
- Roadway and Site Lighting
- Road and Site Engineering

**Contact**

Bill Wuensch, P.E., PTOE  
637 Berkmar Circle  
Charlottesville, VA 22901  
(804) 647-7700 (m)  
w.wuensch@epr-corp.com  
www.epr-pc.com



Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819) : Consultant - Parking Ordinance





## Firm Description

Herd Planning & Design, Ltd. provides collaborative community planning services for local governments and non-profit community organizations throughout Virginia, including comprehensive plans, urban design plans, and zoning and subdivision regulations. It is located in Leesburg.

Milton Herd, AICP, founded the firm in 1991. He has over 30 years of successful, award-winning experience in land use planning, zoning, and public consensus-building, in both urban and rural communities, with a focus on rural areas and small cities and towns. He has conducted public planning projects in over 80 communities throughout Virginia (25% of all the localities in Virginia).

Herd Planning & Design typically serves as the prime consultant leading a multi-discipline team of specialists assembled to meet specific client needs. Herd also serves as a subcontractor on other project teams.

### Services include:

- Preparing comprehensive plans and land use plans
- Preparing zoning and subdivision ordinances
- Facilitating consensus building processes
- Providing research, analysis, and expert testimony on a variety of topics

### Awards:

Milton Herd has led or helped author 14 plans and ordinances that have received awards from state or national organizations. As a consultant, eight of his firm's planning projects have received awards from local Chapters of the American Planning Association and the Virginia Association of Counties. Prior to establishing the firm, He was Planning Director for the County of Loudoun, Virginia, where he directed the preparation of six award-winning planning documents, including the County's General Plan adopted in 1991, which won the National Award for comprehensive planning from the American Planning Association (APA) in 1994.

## Contact

Milton Herd, AICP  
Herd Planning & Design, Ltd.  
303 Riding Trail Ct. NW  
Leesburg, Virginia 20176  
(703) 669-6713 (voice)  
milton@herdplanning.com  
www.herdplanning.com

## Relevant Experience

Milton Herd has prepared many zoning and subdivision regulations for counties, cities, and towns throughout Virginia. These have included complete overhauls of entire zoning ordinances (Town of Warrenton, Botetourt County, etc.) as well as major amendments to create new districts or other key provisions. Several of these efforts have involved mixed-use provisions, including form-based codes (Villages of Crozet and Marshall, Virginia).

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

Specific examples of zoning and subdivision ordinance work include:

**Gloucester County, Virginia and the Gloucester Main Street Preservation Trust - Zoning Ordinance amendments for the historic Court House Village and Gloucester Point**

Milton Herd led a consulting team in preparing a Sub-Area Plan for the historic Court House village (adopted February 5, 2013), and is now engaged in preparing major zoning ordinance amendments to implement the plan. The effort aimed at fostering compatible, mixed-use, walkable development in these two historic areas.

**Albemarle County, Virginia - Form-Based Code for the Village of Crozet**

Milton Herd served on the consulting team that prepared a form-based code for the unincorporated Village of Crozet to implement the Crozet Master Plan. Herd provided technical advice on the zoning regulations and assisted with facilitating a series of public input meetings, and a series of Steering Committee meetings that resulted in a broad community consensus for the new code. (2007)

**Rockingham County, Virginia - Mixed-Use Zoning District**

Milton Herd led the effort to assist Rockingham County in preparing a mixed-use district that encourages compact, walkable, urban environments, consistent with the UDA legislation. (2011) (He served as a member of Renaissance Planning Group's team)

**Botetourt County, Virginia - New Zoning Ordinance, 1999-01; New TND District 2008**

Milton Herd led the effort to overhaul the County's entire zoning ordinance in 2001, and then led the effort to prepare a mixed-use district that incorporates the principles of new urbanism. A major project is now underway using the provisions of the new district.

**Town of Warrenton, Virginia - New Zoning Ordinance, 2005-06**

Milton Herd led the effort to overhaul the Town's zoning ordinance.

**Accomack County, Virginia - Update of Comprehensive Plan, Zoning and Subdivision Ordinances 2007-2009**

Milton Herd led a multi-discipline team in a major update of the County's comprehensive plan, zoning and subdivision ordinances, which included a downzoning of the rural areas.

**Westmoreland County, Virginia - Update of Zoning and Subdivision Ordinances 2000-2006**

Milton Herd led a multi-discipline team in overhauling the County's zoning and subdivision ordinances.



# Sympoetica

Sympoetica was established in 1986 as Strategic Land Planning, Inc. In 2001, in celebration of the company's 15th anniversary and the beginning of 21st Century, we changed our name to Sympoetica, a name that reflects our collaborative approach to community planning. Barry Carpenter, ASLA, and Phoebe Kilby, AICP, founders and principals, began the practice in Alexandria, Virginia. In 1994, we moved to Woodstock, Virginia, where we have expanded our practice to serve clients throughout the Shenandoah Valley, Virginia and the United States. Our website at [www.sympoetica.net](http://www.sympoetica.net) provides additional background on our firm, our experience and planning philosophy.

Dedicated to land use planning, community and mixed use campus design that is responsive to User and community needs, we specialize in plans and initiatives that create quality places to live and work while preserving the unique historic, recreational and natural resources and sense of place of each community. Our practice offers expertise in new and innovative planning and design forms, such as traditional neighborhood development, and Context Sensitive Solutions (CSS) and Complete Streets thoroughfare design. Sympoetica employs the latest in community involvement techniques to identify and resolve conflicting issues and goals in the public planning environment. We have a real knowledge and appreciation of the development process, regulatory controls, zoning techniques, and political sensitivities that can come into play in community planning and development implementation efforts. Our private-sector community design work informs us of the market and financial impacts of public plans and ordinances.

Most relevant to significant public and private strategic planning efforts are our planning and design studies for mixed use communities, municipal master plans, facility and parking analyses, pedestrian/bicycle facilities, roadway corridor, and park/recreation studies within Virginia. Recent revitalization plans and design guidelines for historically significant and revitalized street corridors include those for Princess Anne Street in Fredericksburg, Laskin Road and 30th Street in Virginia Beach, Fifth Street in Lynchburg, Gallows Road in Merrifield, Fairfax County, and the Lexington Downtown Core. We led the effort to prepare the 2004 Comprehensive Plan Update and select zoning ordinance revisions for the City of Harrisonburg. We prepared the City of Lynchburg's Traditional Neighborhood Development ordinance, and recently completed three major corridor studies which have been incorporated into the Comprehensive Plan. More detailed plan products are included in the Project Graphics section.

Professional planning and design services include:

- Downtown, Mixed-Use Area and Community Master Planning
- Corridor Planning and Design, and Townscape Design
- Comprehensive Land Use Planning and Special Area Planning
- Zoning Ordinance, Master Planning & Design Guideline Illustration
- Community & Corridor Design Guidelines
- Park, Recreation, Trails & Heritage Planning

## Contact

Barry Carpenter, ASLA, President  
Sympoetica  
2073 Saumsville Road  
Maurertown, Virginia 22644  
Telephone: (540) 459-9590  
Fax: (888) 418-7381  
E-mail: [barryc@sympoetica.net](mailto:barryc@sympoetica.net)

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819) - Consultant - Parking Ordinance

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## Section 03

# Project Approach

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Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

# Project Approach

## Key Objectives

- Produce a thorough and technically sound analysis of the current and future parking supply and demand in the Town, particularly for the town center and commercial areas, where parking issues are significant.
- Involve key stakeholders in the process in order to understand and consider their concerns and ideas, and to ensure that the recommendations from the study have the best chance at broad approval within the community.
- Produce practical and effective recommendations for amending the Town's parking regulations to ensure that the parking requirements will be sufficient to provide adequate parking while also fostering healthy and appropriate business development within the Town and support the achievement of the Town's long-term goals.

## Overall Tasks

- Analyze the parking and land use conditions in the Town to determine how much parking the Town has currently and how much it will likely need in the future.
- Evaluate the various tools available for achieving the correct amount, type, and location of the needed parking, and select or create the most appropriate tools, with no preconceptions about which techniques will be most effective for Haymarket, and
- Prepare regulatory and policy recommendations for implementing the tools that will best achieve the Town's goals.

The entire process will be completed within a six to eight week time frame, subject to the preferences of Town officials. The team will maintain close contact and collaboration with Town staff throughout the process.

## Specific Tasks

1. Kickoff meeting

Team members will visit the Town to meet with staff and key stakeholders, and begin the data collection and analysis. Any necessary refinements to schedule or process can be made with staff at this time.

2. Stakeholder discussion (same day as kickoff)

The team will interview several stakeholders with varying interests or viewpoints to assist in understanding issues and perspectives. Interviews will be scheduled in advance. Some discussions may be individual interviews, others may be conducted as focus groups, depending on the nature and availability of the participants.

3. Base mapping

The team will prepare base map data using available GIS resources, enhanced by field verification.

#### 4. Field inventory / interpretation / map results

In conjunction with or in proximity to the Kickoff meeting, team members will conduct a field inventory of exist and potential parking supply based on existing facilities, land uses and zoning. Pertinent information to be compiled includes:

- Parking Supply and Utilization – Determining adequacy of existing and future parking demand requires evaluation of existing conditions, and consideration of potential future uses within the study area. Park impacts can also spill over to nearby residential areas, therefore also requiring careful consideration potential nearby off-site parking impacts. The general approach for this study effort is described as follows:
  - o Utilization and Occupancy Survey – The Consultant will work with Town Staff to identify a day of the week that represents typical, or perhaps heavier than typical, weekday parking conditions. A team of data collectors will circulate through the study area once per hour and make notes of which public parking spaces are occupied each hour, along with license plate data (last four numbers), so that occupancy times can be discerned. The data will be shown graphically for use in further analysis. This data will reveal percentage of parking utilized, by block face or area, by time of day. Also, the approximate length of stay per parking space will become evident from the data. For the private parking lots, a general qualitative assessment will be made at least once per three hours within the study period. The study period will be 8AM to 6PM.
  - o Future Demand Projections – The Consultant will work with Town Staff to identify likely/potential future development scenarios and types of uses that may be anticipated in the future. Park demand projections will be calculated using sources such as the Institute of Transportation Engineers (ITE) Parking Generation Manual, ULI, and other industry references.

#### 5. Review of existing ordinance and comp plan, etc.

The team will evaluate the current Town ordinances and relevant Town policies with regard to parking, land use, and related matters. This will help determine the issues, strengths, weaknesses, and opportunities of existing regulations in light of current and future parking needs, and long-term Town goals. An estimate of future needs based upon current zoning and the future land use plan will be compared to the existing supply and the methods available for providing parking.

#### 6. Best practices recommendations for parking supply (ITE and ULI)

The team will examine the most credible sources for parking techniques, including the Institute of Transportation Engineers (ITE), Urban Land Institute (ULI), and other useful sources including other jurisdictions who have dealt successfully with similar issues. Drawing upon the best practices from the region, state, and nation, will provide the most helpful menu of tools from which to choose.

#### 7. Supporting illustrative drawings for ordinances

In conjunction with the analysis of best practices and the preparation of recommended ordinance revisions, the team will provide illustrations of the most appropriate techniques for Haymarket, to show their application to forthcoming new development and redevelopment types.

#### 8. Prepare Ordinance revisions

In conjunction with the illustrations in Task 7, the team will prepare and submit draft recommendations for amending the Town parking regulations, as well as any related policy recommendations or other related tools.

### 9. Project meeting with client (1)

Throughout tasks 3 through 9, the team will be in telecom contact with the Town Manager and Planner. In Task 3, the team will visit the Town to meet with Town staff (and other officials as may be defined by the Town Manager), discuss the draft recommendations for regulatory and policy amendments, as well as the timing and substance of the next steps.

### 10. Internal project meetings

The team will have internal team meetings during the course of the work, as needed.

### 11. Reporting

The team will submit all materials in draft form to the Town Manager or his designee in conjunction with each Task in the work plan.

### 12. Meet with Town Council

Once draft products have been completed and refined in response to comments from Town staff, the team will compile into a final report for formal presentation to the Town Council. The team will attend a meeting of Council which could be a joint meeting of the Council and Planning Commission, or another format as desired by the Town.

## Estimated Study Schedule & Cost

In order to assist the Town in the most effective manner possible, we plan to fast-track this study such that the draft report will be completed within an approximate two month timeframe. This schedule aids in keeping our estimated study cost to \$14,750, lump sum and inclusive of direct costs.

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## Section 04

# Relevant Experience

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Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)



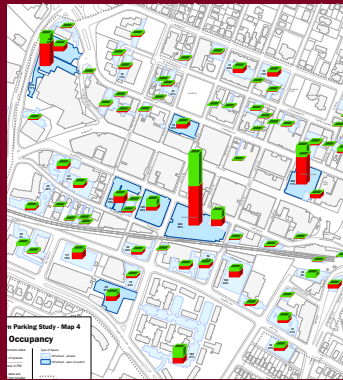
# Relevant Experience

The proposed team for this assignment has provided similar services to localities in Virginia and elsewhere. The following provide a summary of relevant qualifications for this contract.

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

# Downtown Charlottesville Parking Study

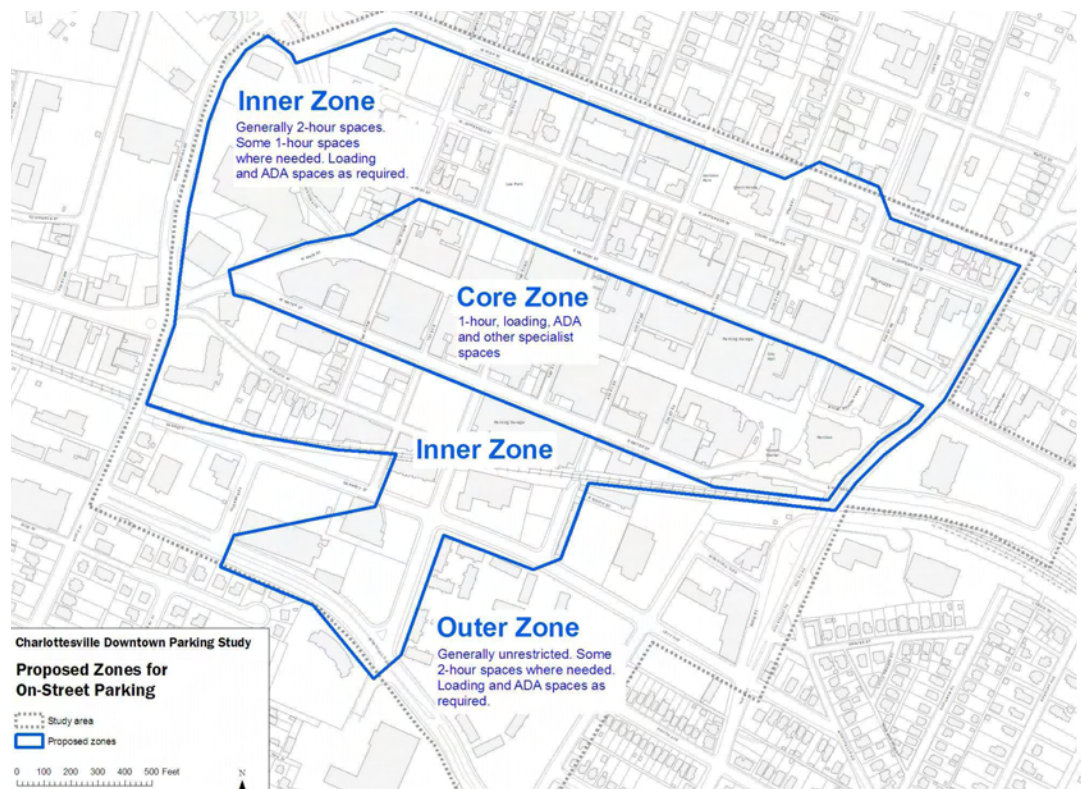
Charlottesville, VA



EPR staff have been working with the City of Charlottesville for over 12 years. Wuensch, P.E., PTOE, while with a previous firm, and in cooperation with MAB, Inc. led a parking inventory and utilization effort, and identification of alternative strategies for meeting the parking demand in the downtown business district of the City. This inventory and utilization effort entailed an extensive GIS mapping exercise and hourly utilization surveys for each block face in the study district. The findings from the utilization study were used to provide recommendations for alternative strategies to meet the hourly and daily parking demand. As part of the study effort, the City ordinances and development standards were reviewed and suggestions provided for in-lieu parking fees and reducing parking demand through travel demand management and multimodal strategies. Jeanie Alexander, P.E., former City Traffic Engineer in Charlottesville, managed this effort for the City and is now on staff with EPR. She implemented many of the changes per the study's recommendations.

### Reference:

Jim Tolbert, AICP  
Director of Neighborhood Development Services  
434-970-3182

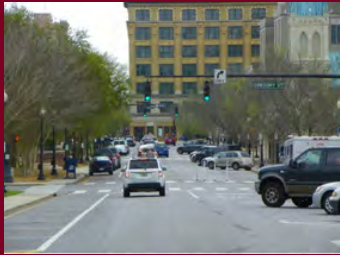


Project Examples  
EPR

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

# Pensacola Downtown Parking and Circulation

Pensacola, FL



EPR worked closely with the City of Pensacola and the Downtown Improvement Board (DIB) to improve parking, pedestrian circulation, and access to the central business district street setting serves as the heart of the central business district. The DIB was interested in creating an environment that slowed traffic, allowed for safer pedestrian movements, and preserved the existing parking supply. EPR conducted a data collection effort and modeled the traffic flows to determine if reducing travel to one lane in each direction would be feasible. In addition, EPR developed concepts for arranging parking to angled configurations on one side and parallel on the other side of the street. The angled parking concepts included both pull-in and back-in parking. The concepts for parking, lane changes, and curb bulb-outs were presented and discussed with the DIB and City and the final recommendation was to utilize the back-in parking configuration. EPR refined the concept and provided details for signing and markings for use in implementing the concept. The City re-marked the roadway and made other physical improvements per the plan and are enjoying an improved downtown street environment per their goals and vision.

Reference:  
Franklin "Kim" Kimbrough  
Downtown Improvement Board  
41 North Jefferson Street Suite 401  
Pensacola, FL 32502  
phone: 850.434.5371  
fax: 850.434.7275  
email: [dib@downtownpensacola.com](mailto:dib@downtownpensacola.com)

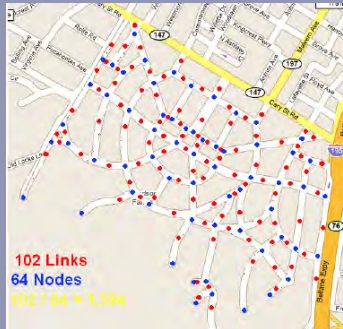


Project Examples  
EPR

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819) : Consultant - Parking Ordinance

# Rockingham County – Mixed-Use Zoning District

County of Rockingham, VA



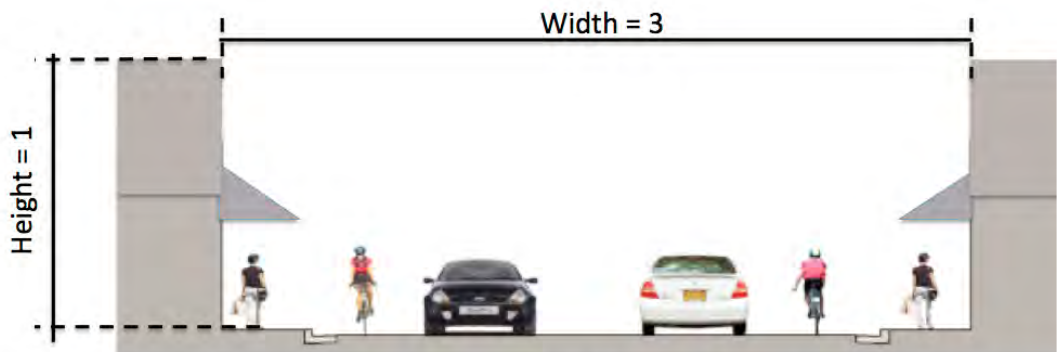
Milton Herd led the effort to prepare a Mixed-Use Zoning District for the urbanized areas of the County, as part of a UDA grant project. Herd was on the team led Renaissance Planning Group and was assigned to lead the Rockingham portion of the work.

He worked closely with the County staff and Planning Commission to examine options for zoning regulations that would help foster mixed-use development, using the principles of new urbanism.

Herd Planning & Design has led or served on teams for several other planning and zoning projects in Rockingham County during the past 10 years, including:

- Countywide Comprehensive Plan (2003), led by Milton Herd
- McGaheysville Area Plan (2006), led by Milton Herd
- North Valley Pike Corridor Plan (2010) led by Renaissance Planning Group

Reference:  
Rhonda Cooper  
Planning Director  
(540) 564-3033,  
rcooper@rockinghamcountyva.gov



**A minimum height - to - width ratio of 1 to 3 shall pertain to at least 60% of the total linear street frontage of any given block. Height - to - width is the ratio of the height of the front facades of buildings that face each other across the street, to the horizontal distance that separates them.**

Fig 1.

Project Examples  
HPD

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

# Sub-Area Plan for the Historic Court House Village Gloucester, VA

County of Gloucester and Gloucester Main Street Preservation Trust

Herd Planning & Design led a community visioning process, and prepared a land use plan for the historic Court House Village of Gloucester County. The project focused on fostering economic development while preserving the historic character of the village and surrounding area. Renaissance Planning Group was a team member.

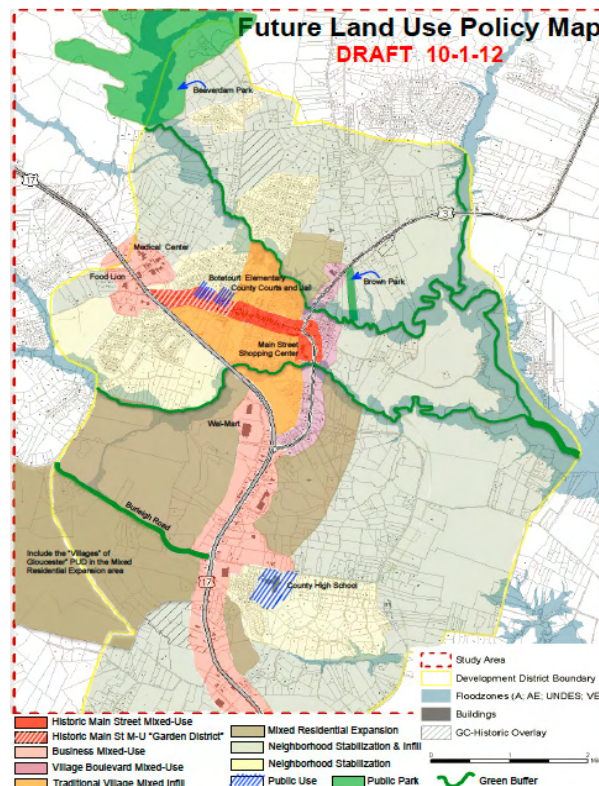
Key Components of the process included two public visioning forums, and a series of meetings with a citizen stakeholders committee. The project is jointly funded by the Trust and the County, and will become an element of the County's Comprehensive Plan. The plan includes visual representations of desired future development patterns to ensure compatibility in the context of population and job growth.

### Reference:

Anne Ducey-Ortiz  
County Planning Director  
(804) 693-1224  
aducey@gloucesterva.info

Jenny Crittenden  
Executive Director of the Trust  
(804) 695-0700  
director@mspt.org

Conceptual Future Street View - Sample Location



Typical Existing Street View



Conceptual Future Plan View - Sample Location



Project Examples  
HPD

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

# Revisions to TND Zoning and Subdivision Regulation

Botetourt County, VA

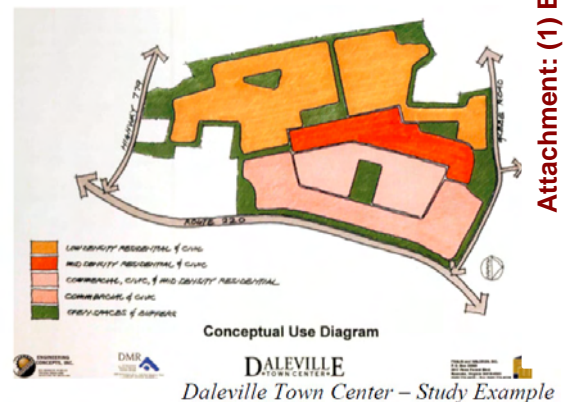
Milton Herd prepared revisions to the County's Traditional Neighborhood Development District (TND) to ensure compliance with the updated comprehensive plan.

He worked with a study committee of appointed and elected leaders to prepare revisions to the TND Zoning District, as well as to prepare coordinated revisions to the County's subdivision ordinance.

He researched the best practices of localities in Virginia and other states to determine the most effective ways of handling TND issues and standards. This work resulted in revised standards that enjoyed the full support of the study committee and moved forward to the Planning Commission and Board of Supervisors for adoption in early 2008.



*Lansdowne Town Center – Study Example*



Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

Project Examples  
HPD

## Project References

### Rockingham County, Virginia

**Address:** P.O. Box 1252, Harrisonburg, VA 22803-1252

**Contact/Title:** Rhonda Cooper, Planning Director

**Phone Number:** (540) 564-3030 **Email:** [rcooper@rockinghamcountyva.gov](mailto:rcooper@rockinghamcountyva.gov)

**Projects:**

**Herd Planning & Design** has led or serve on teams for several planning and zoning projects in *Rockingham County* during the past 10 years, working with Rhonda Cooper on each one. These include:

- Countywide Comprehensive Plan (2003), led by Milton Herd
- McGaheysville Area Plan (2006), led by Milton Herd
- North Valley Pike Corridor Plan (2010) led by Renaissance Planning Group
- Urban Development Areas implementation program, led by Renaissance Planning Group. including the new Mixed-Use Zoning District (2011) led by Milton Herd.

### Gloucester County, Virginia

**Address:** 6582 Main Street, Gloucester, VA 23061

**Contact/Title:** Anne Ducey-Ortiz, Planning Director

**Phone Number:** 804-693-1224 **Email:** [aducey@gloucesterva.info.us](mailto:aducey@gloucesterva.info.us)

**Projects:**

In 2012-2013, **Herd Planning & Design** led a team in preparing a sub-area plan for the historic Court House Village area, in conjunction with the Gloucester Main Street Preservation Trust. The process included a significant and successful public input process with the general public and with a citizen Steering Committee. Herd is currently preparing major revisions to the zoning and subdivision ordinances to implement the plan.

### Shenandoah County, Virginia

**Address:** 600 N. Main Street, Woodstock, VA 22664

**Contact/Title:** Brandon Davis, Planning Director

**Phone Number:** (540) 459-6190 **Email:** [BDavis@shenandoahcountyva.us](mailto:BDavis@shenandoahcountyva.us)

**Project:**

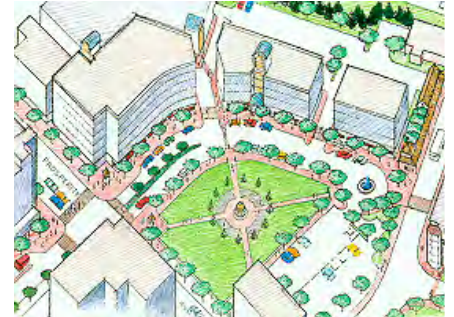
In 2008-2010, **Herd Planning & Design** led a team to prepare major amendments to the comprehensive plan and zoning ordinance to implement *Shenandoah County's* vision for the rural areas, known as the "Community Planning Project" (CPP). It was an effort to determine how best to concentrate development in and around the towns, and to preserve farmland for the long-term. Herd facilitated a robust public involvement effort and conducted rigorous analysis of multiple implementation options. The project concluded with amendments to the zoning and subdivision ordinances that downzoned most of the rural areas, yet provided incentives for cluster development to mitigate the impact on landowners.

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

# Mixed-Use Project Master Planning

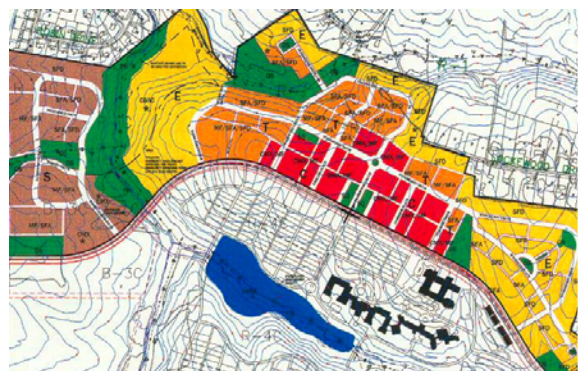
Merrifield Metro Revitalization Area Mixed Use Master Plan, Fairfax County, Virgir  
2000 / Study Adopted / Revitalization Underway

Client:  
Mr. Robert H. Mortensen, Chairman  
Merrifield Suburban Area Task Force  
(571) 259-1620  
RHMORT@aol.com



Wyndhurst Traditional Neighborhood Development, Lynchburg, Virginia: 2004 / Proj  
Complete / Constructed

Client:  
Mr. Mark Borel, President  
Borel Construction  
P.O. Box 640, Lynchburg, VA 24505  
Telephone: (434) 528-0950  
maborel@verizon.net



Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

Project Examples  
Sympoetica



# Comprehensive Land Use Planning, Revitalization Planning & Community Design

Harrisonburg Comprehensive Plan, City of Harrisonburg, Virginia: 2004 / Stu Complete & Adopted

Client:  
Stacy Turner, Director  
Dept. of Planning & Community Development  
409 S. Main Street  
Harrisonburg, VA 22801  
(540) 432-7700  
sturner@ci.harrisonburg.va.us

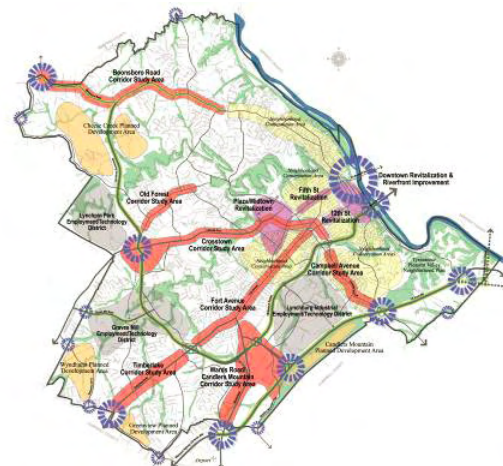


Lynchburg Comprehensive Plan, City of Lynchburg, Virginia: 2002 / Study Complete & Adopted

2004 Honorable Mention, Outstanding Plan Award for a Comprehensive Plan by the Virginia Chapter of the American Planning Association.



Client:  
Mr. Tom Martin, City Planner  
Department of Community Development  
City of Lynchburg, City Hall  
900 Church Street  
Lynchburg, VA 24504  
(434) 455-3909  
tom.martin@lynchburgva.gov  
maborel@verizon.net



Your City, Your Comprehensive Plan

Plan Framework

City Limits  
City Center  
Neighborhood Center  
Urban Center  
Rural Center  
City Limits

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

Project Examples  
Sympoetica

# Comprehensive Land Use Planning, Revitalization Planning & Community Design

Stephens City Comprehensive Plan 2011-2031 Town of Stephens City, Virginia  
*Illustrations in Support of the Town's Comprehensive Planning Effort*

Client:  
Brian Henshaw, Assistant Town Manager  
& Director of Planning  
1033 Locust Street  
Stephens City, VA 22655  
(540) 869-3087  
Mr. Henshaw is now Town Manager  
For Haymarket, VA  
(703) 753-2600  
bhenshaw@townofhaymarket.org



Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

Project Examples  
Sympoetica

# Facility Master Planning

Municipal Building Facility Location & Program Study, Town of Stephens City, Virginia

Client:  
Mike Kehoe, Town Manager  
Brian Henshaw, Assistant Town Manager  
1033 Locust Street  
Stephens City, VA 22655  
(540) 869-3087  
mkehoe@stephenscityva.us



Current Municipal Building Renovation/Expansion



Former BB&T Bank Building Renovation



Former Peoples Bank Building Renovation/Expansion



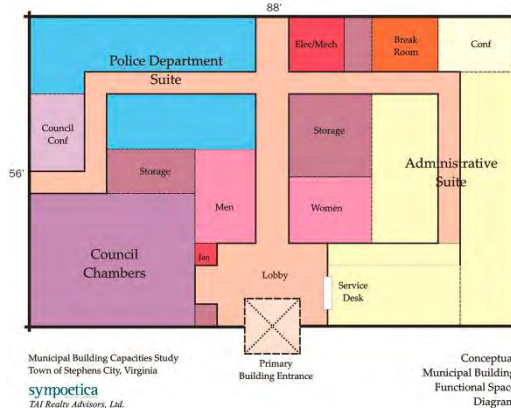
Old Stephens City School Renovation/Expansion



Greenfield Site #1: Stephens Landing II New Building



Greenfield Site #2: Bypass/West Wy New Building



**Alternative S1**  
**Municipal Building Capacities Study**  
Town of Stephens City, Virginia  
TAI Realty Advisors, Ltd. symoetica  
www.syoet.com

# Downtown Parking Studies

Downtown Core Parking Analysis, Town of Woodstock, Virginia

Client:  
Larry Bradford  
Town Manager  
(Recently Retired)  
Telephone:  
(540) 325-1730



Off-Street Parking

- Public Parking (Town)
- Employee Parking (County)
- Institutional Parking (Banks & Churches)

On-Street Parking

- Street Parking (Town)

Map Legend:

- Map Scale: 1 inch = 50 feet
- North Arrow
- Map Date: 08/14/10
- Map Title: Downtown Core Parking Analysis

Select Current Parking Facility Location, Access & Capacity (Estimate)

Downtown Core Parking Analysis

Town of Woodstock, Virginia

symoetica

August 2010

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

# Downtown Master Planning

Lexington Downtown Plan, City of Lexington, Virginia  
Symoetica as Sub-consultant to Cooper Planning and with EPR, P.C.

Client:  
Michael Zehner, Director  
Planning & Development,  
City of Lexington, VA  
300 East Washington Street, 24450  
(540) 463-5310  
mzehner@lexingtonva.gov



Lexington Downtown Enhancement Plan  
Themes: New Nelson St. Corridor / Expanded Main St. Corridor & Historic Gateway Center  
Preferred Plan Illustration



Project Examples  
Symoetica + EPR

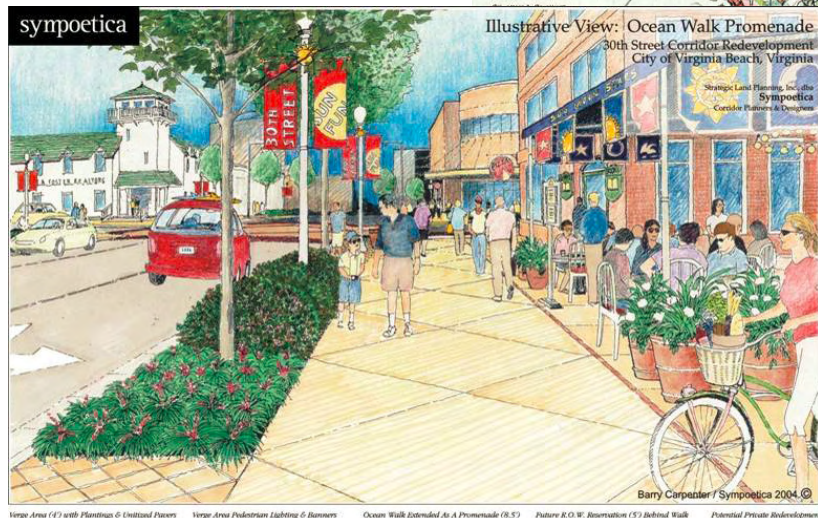
Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

# Zoning Ordinance, Master Planning & Design Guideline Illustrations

Selected Illustrations for Multiple Virginia Communities



Figure 6.5.3-2: Illustration of an open-air Market Pavilion



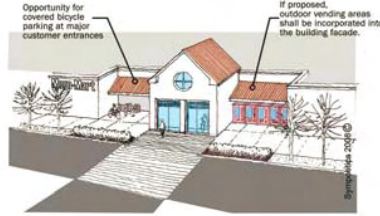
Barry Carpenter / Sympoetica 2004

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

Project Examples  
Sympoetica

# Zoning Ordinance, Master Planning & Design Guideline Illustrations

## Selected Illustrations for Multiple Virginia Communities



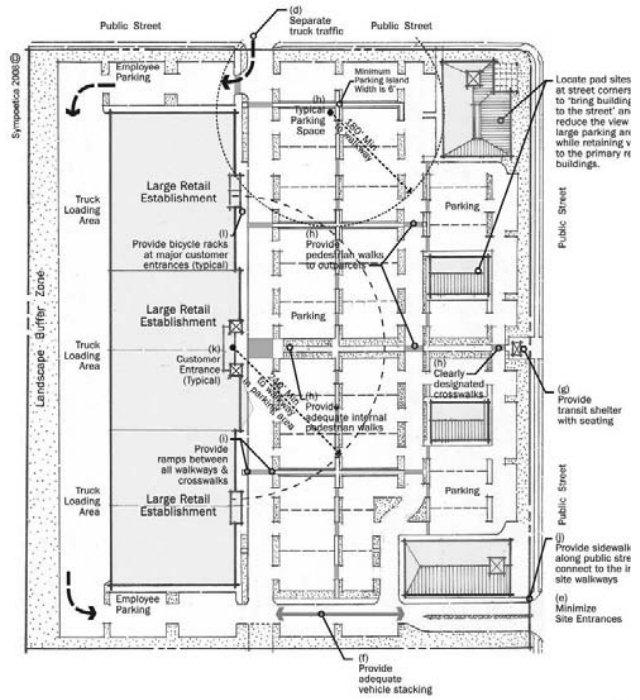
12/8/08 Revision

Section 35.1-43.28, Building Design & Sustainability  
Zoning Ordinance Illustrative Graphics  
Department of Community Development  
City of Lynchburg, Virginia  
sympoetica



6/6/08 Draft

Department of Community Development  
City of Lynchburg, Virginia  
Section 35.1-43.25, Transportation



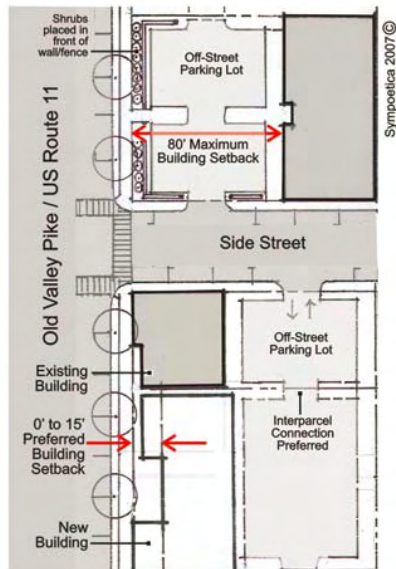
6/5/08 Revit

Section 35.1-43.25, Transporta  
Zoning Ordinance Illustrative Graph

Department of Community Developn  
City of Lynchburg, Virgi

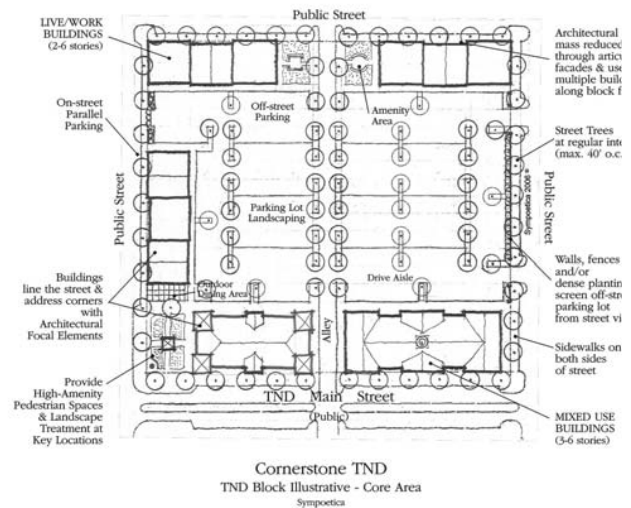
Scale in Feet  
0 50 100

Prepared  
sympoetica  
Community Planners & Design  
www.sympoetica.com



Placement of  
New Buildings

Figure 5.3.2-1  
Design Guidelines  
Old Valley Pike Corridor Overlay District



Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

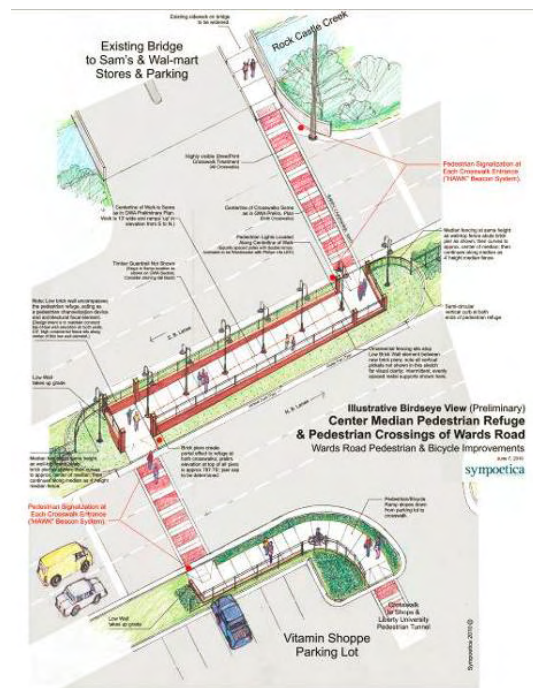
# Pedestrian / Bicycle / Corridor Master Planning

Wards Road / Liberty University Area, Pedestrian & Bicycle Master Plan, City Lynchburg, Virginia (Team with EPR, P.C.)

Client:  
Mr. Tom Martin, City Planner  
Department of Community Development  
City of Lynchburg, City Hall  
900 Church Street  
Lynchburg, VA 24504  
(434) 455-3909  
tom.martin@lynchburgva.gov



Pedestrian/Bicycle Design Charrette



At-Grade Crossing Option



Greenway Trail



Bicycle & Pedestrian Bridge Over Roadway (City of Lynchburg)



Bicycle & Pedestrian Tunnel Under Railroad (Liberty University)

Project Examples  
Symoetica + EPR

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

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## Section 05

# Project Staffing

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Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)



# Project Team

As previously noted, our project team members have a long history of working together to deliver successful community planning projects across the Commonwealth. An overview of our team, roles, and resumes is as follows:

**Bill Wuensch, P.E., PTOE, Project Manager/Transportation Engineer –**

Bill will serve as the overall project manager, in close coordination with our Co-Project Manager, Milt Herd. Bill's experience is a mix of traffic operations, parking planning, and long range transportation planning. He has worked in Virginia City's such as Charlottesville and Lynchburg for over a decade helping to address their traffic engineering, long range planning, multimodal plans, and parking concerns. Bill has also been serving as an on-call transportation engineer for Fauquier County over the past three years helping to create small area plans for the service districts.

**Jeanie Alexander, P.E., Parking Analyst/Traffic Engineer –**

Jeanie will serve as the lead parking analyst. She was the City Traffic Engineer in Charlottesville for five years and managed the downtown parking study, overall parking operations planning, and special studies related to parking. In her role, she worked extensively with merchants associations, neighborhood associations, and any interested parties to address parking needs, including strategies to mitigate parking demand.

**Milt Herd, AICP, Deputy Project Manager/Community Planner -**

Milt will serve as deputy project manager and will lead the ordinance and code writing effort for our team. Milt is a leading community planner in Virginia and has provided code audits, ordinance revisions, comprehensive plans and all types of related community planning efforts to more than 75 localities throughout Virginia.

**Barry Carpenter, Community Planner/Designer –**

Barry is a community and multimodal planner who has unparalleled expertise and passion for providing his drawings that illustrate the vision, or design intent, of plans. Barry will serve as a project planner and illustrator of ideas and concepts conceived of throughout the planning process.

Resumes for the key staff are provided in the following pages.

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)



## William L. Wuensch, P.E., PTOE

Director of Transportation Engineering and Planning

### Overview

Mr. Wuensch is a transportation engineer/planner who understands the importance of a transportation system that provides for multimodal mobility options within the context of the community and region. He works with stakeholders and agencies to understand and address the livability of a region or community by finding solutions that balance and optimize vehicle capacity needs, traffic circulation and parking opportunities, travel demand management, transit service strategies, and the needs of pedestrians and bicyclists. He has consulted with communities and agencies in the northeast, mid-Atlantic, and Florida providing transportation planning and engineering services.

### Relevant Experience

Bill's expertise is primarily focused in the area of multimodal transportation engineering and integrated land use and transportation planning. He has worked with numerous communities and regions to identify alternative future scenarios for growth and resulting transportation needs. His technical background includes extensive experience in the conduct of long range planning studies, road alignment studies, roadway and site designs, design of traffic control device plans, and traffic operational analyses. His multimodal planning experience includes work with communities to improve the walking and bicycling environment, transit accessibility, and analysis of transit station access needs, and integrated land use and transportation multimodal corridor studies that consider urban form, land use policy, and the multimodal environment. He is highly conversant in traffic flow theory, transportation system design standards, and cost sensitive design considerations, and is knowledgeable of industry software applications for traffic operations analyses and design.

### Example Projects

#### Charlottesville Parking Study

Bill assisted with policy research and recommendations, assessment of parking demand and utilization, and development of recommendations for an updated parking plan for the downtown business district in Charlottesville. Innovative policy recommendations included creating maximum parking requirements, allowing fee in lieu of parking, assessment of what a new parking structure would be necessary, and also a new on-street parking scheme within the planning area.

#### Downtown Parking Reconfiguration, Pensacola Downtown Improvement Board Pensacola

Bill served as lead project engineer for development of concepts for reconfiguring traffic circulation and parking on key downtown streets in Pensacola.

#### Fauquier County On-Call Transportation Engineering

Bill is serving as the County's transportation engineer on an on-call basis. Typical assignments include interfacing with VDOT on land use and transportation issues and review of TIAs.

#### On-Call Services for City of Charlottesville, VA

Bill has provided traffic engineering assistance to the City of Charlottesville for the past ten years. For a 14-month period, he served as the City's Temporary City Traffic Engineer. Typical assignments through this contract included traffic operations analysis, responding to citizen concerns, preparation and review of traffic studies, signal retiming, neighborhood traffic calming, and assisting with the update to the City's long-range transportation plan. Recently, Bill has provided concepts and designs for curb extensions and pavement markings to improve pedestrian safety at several intersections throughout the City.

#### Continuing Traffic Engineering and Planning Services, City of Lynchburg, VA

Bill has provided traffic engineering assistance to the City of Lynchburg for the nine years. Projects have ranged from signalization plans, intersection and corridor studies, downtown maintenance of traffic for CSO, study of Harvard Street and intersections along Wards Ferry Road, and dozens of other assignments.

Experience:  
22 Years

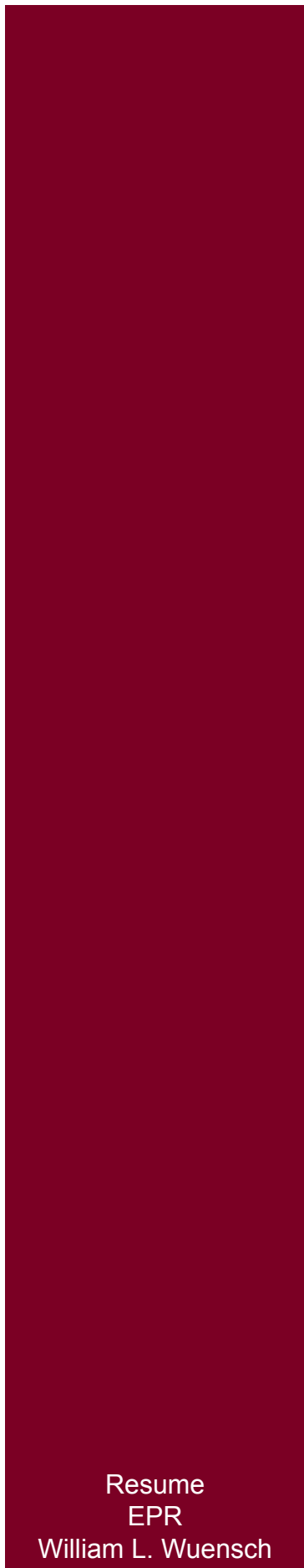
Education:  
B. S. Civil Engineering  
University of Central Florida  
1992

Registration:  
Professional Engineer VA  
and FL, PTOE Certification  
from ITE

Affiliations:  
American Society of Civil  
Engineers  
Institute of Transportation  
Engineers  
American Planning  
Association  
Adjunct Faculty Instructor  
University of Virginia

Resume  
EPR  
William L. Wuensch

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 - Consultant - Parking Ordinance)



Resume  
EPR

William L. Wuensch

### East Albemarle Subarea Study, Albemarle County, VA

Bill served as the technical analysis lead a study that examined existing and future tra conditions on key roadways in eastern Albemarle County. The deliverable for this proj included a summary of existing and future volumes on key roadway links, a level of serv analysis for those links, identification of specific projects that may be needed in the future address capacity/safety/intersection operations, and a summary overview of potential tra service improvements to the eastern portion of the County. The effort culminated in a pu meeting with stakeholders in the eastern part of the County that included a brief presentat to the stakeholders.

### Multimodal Corridor Studies, Virginia Department of Transportation and Metropolitan Plann Organizations

Bill has served in a lead technical position and project manager on several multimodal corri studies. Recent Virginia projects include Route 360 in Amelia County, Route 250 in NW Fluvan SW Louisa Counties, Routes 20/15 in the Town of Orange, and Route 29 in Greene Cou Multimodal corridor studies consider traffic operations characteristics relative to the desi adjacent land uses. Typical recommendations include specifics of preferred typical sectio intersection improvements, sidewalk and bicycle facilities and transit accommodations. The studies typically include heavy stakeholder involvement to clearly explore the four plann questions: Where are we now, Where are we going (trend scenario), Where do we want to and How do we get there (preferred scenario). This experience blends transportation and la use concerns into a fully integrated land use and transportation based corridor study.

### Central Virginia 2035 Long Range Transportation Plan Update

Bill managed the year 2035 update to the Central Virginia Long Range Transportation P Update. This update to the LRTP included a scenario planning exercise whereby alternat land use scenarios are examined across the region. The process was public process intens and required extensive modeling using a GIS plug-in module that created trip tables bas on urban form and mix and intensity of development. The trend scenario, based on curr future land use maps, was be compared to alternative future land use scenarios, th compared using such measures of effectiveness as vehicle miles traveled, costs for new roa required, proximity to walkable mixed use areas, and others based on the values expres by the stakeholders. This process was conducted over a 12-month period and included tra operational assessments of key roads/intersections, multimodal considerations, fund projections, recommendations to be considered by the localities in their next comprehens plan update, and development of a new constrained and vision project list.

### VDOT UDA Initiative

EPR is a subconsultant to Renaissance Planning Group for the VDOT UDA contract. is providing technical traffic technical analysis for the small area studies to identify cont sensitive solutions to transportation issues associated with their identified growth areas. has conducted transportation analyses for UDA studies in Montgomery County and Fauqu County, Virginia.

### NC-54 Multimodal Corridor Study, Durham Chapel Hill Carrboro MPO

Bill served as deputy PM and lead traffic planner for a corridor study of a controversial h volume arterial facility between I-40 and US 501. This integrated land use-transportation st examined scenarios for building out the adjacent growth areas considering that three light stations would develop within the planning horizon for the study. Recommendations inclu innovative intersection plans, interchange concepts, park'n'ride plans, improved bicycle & pedestrian facilities, and a variety of strategies for enhanced bus transit service. Also, r connectivity and access management strategies were considered. The project proc included an extensive public outreach effort with stakeholders and the conduct of three la public meetings.

### Downtown Mobility Study - City of Bradenton, Florida

Bill served as lead project traffic engineer for a mobility study for congested portions Bradenton and Palmetto, two neighboring cities in west central Florida. The goal of the st was to develop strategies to relieve congestion through the central business districts & identify solutions that were context sensitive. Alternatives examined included converting t way bridges to one-way pairs over the Manatee River, converting a one-way pair in Manate two-way operation, and providing additional linkages to adjacent arterial facilities as necess to relieve traffic and create a more context sensitive environment in both downtown areas.

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

# Jeanie Alexander, P.E.

Senior Transportation Engineer/Planner

## Overview

Jeanie Alexander is a licensed professional engineer with 16 years of experience in traffic engineering and transportation planning. She has experience working in both the public and private sectors on a variety of projects. Her technical experience includes signing and striping projects, traffic signal optimization, neighborhood traffic management, traffic calming, bicycle and pedestrian improvements, parking, site plan and traffic impact study review, traffic safety improvements and work zone permit reviews. The success of these projects hinged on coordination with agencies, and communication with the public, City Council and the Planning Commission. As the City Traffic Engineer for the City of Charlottesville her goal was to find safe, cost effective transportation solutions that improved travelers' mobility across all modes of transportation.

## Example Projects

### City of Charlottesville Parking Management

- Managed a parking study of the downtown area. The goal was to determine the best use of the spaces downtown based on the supply, demand and enforcement protocols. The addition of parking meters and changes to the fee structure parking tickets were evaluated as part of this process.
- Managed the City's permit parking system. The purpose of permit parking in Charlottesville is to protect on-street parking in residential areas from use by commuters. The majority of the permit parking zones are near the University of Virginia and Downtown Charlottesville. These areas have little off-street parking and a much demand for parking from non-residents.
- Managed the City's parking change request process. Any interested person can initiate the process to change the use of on-street parking spaces with the City. The process includes a public comment period. The City Traffic Engineer ultimately decides whether or not to make the change.
- Implemented the City's first back-in angle parking area. To maximize the parking in a redeveloping area of downtown the use of angled parking was found to create the most spaces. However, as research has shown, traditional angled parking comes with higher crash rates due to limited sight lines exiting parking spaces. The back angled parking was initially implemented as a pilot and remains in place today.

### Charlottesville East-West Bicycle Corridor Improvements, City of Charlottesville

Jeanie led the effort to create a bicycle friendly corridor spanning the City of Charlottesville from its western to eastern borders. The route travels through the University of Virginia downtown Charlottesville and various neighborhoods. The improvements include new bicycle lanes, updated lane markings, improved signing, bicycle detection (including markings and signs), removal of on-street parking and the first shared lane markings within the City. The effort included meetings with the Bicycle Safety Committee, presentations to City Council and meetings with local business owners and residents. In 2012, Charlottesville was recognized by the League of American bicyclists as a Silver Level Bike Friendly Community.

### Pedestrian Improvements, City of Charlottesville

While with the City of Charlottesville, Jeanie led the effort for many pedestrian improvements. The most notable were focused in the downtown and UVA areas and included upgrading traffic signals within the City to uniform hand/man, countdown, push-button actuated operation, bringing curb ramps up to ADA standards, installing LED crosswalks at ten locations, installing audible pedestrian signals at ten locations and establishing an ongoing Pedestrian Safety Committee. Jeanie worked closely with this committee to achieve these goals and in 2012 the



Experience:  
16 Years

Education:  
BS, Civil Engineering  
University of Virginia  
Minor  
Urban and Environmental  
Planning

Registrations:  
Registered Professional  
Engineer - Virginia

Affiliations:  
Institute of Transportation  
Engineers

Resume  
EPR  
Jeanie Alexander

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

City was recognized as a Silver Level Walk Friendly Community.

### Special Events, City of Charlottesville

As a member of the City's Special Events Committee Ms. Alexander reviewed the traffic implications of road races, parades, festivals and other events impacting City streets. Beyond the committee, working with the Secret Service and others, she facilitated the transportation modifications needed to prepare for presidential candidate Obama to visit Charlottesville. In addition, she worked with UVA staff on traffic issues related to John Paul Jones Arena, UVA football and other UVA events.

### School Traffic Improvements, City of Charlottesville

Jeanie, working with the Pedestrian Safety Committee and with the approval of the City School Board, reduced the speed limits to 15 mph on the roadways adjacent to four City Schools to encourage pedestrian activity and improve pedestrian safety. She also worked with principals at two elementary schools to improve the traffic flow at arrival and dismissal.

### FDOT District 3 – Districtwide Miscellaneous Traffic Operations On-Call Contract

As the District 3 on-call consultant, Jeanie managed traffic engineering studies and design projects for turn lane improvements, traffic signal installation and military base access improvements. The projects included coordination with the client, sub consultants, utility companies and local officials.

### West Florida Regional Planning Council On-Call

Jeanie served as the project manager and lead engineer for several corridor studies, long range transportation plan updates, bicycle and pedestrian plans, a transit facility siting and transit access barrier study. Each project involved extensive public involvement, presentation to MPO board members and presentations to local elected officials. The primary focus of the corridor studies was to improve safety through access management. The recommendations included adding medians, closing median breaks, optimizing signal timings and consolidating driveways.

The long range transportation plan updates and bicycle and pedestrian plans examined multiple scenarios with varied land use and transportation improvements. The plans provided the basis for prioritizing transportation improvements for three MPOs.

Jeanie led the search for a new site for the Bay County Transit Agency and a study of barriers to transit access in Pensacola. Both projects relied heavily on GIS analysis, field visits and on-site coordination with the local leaders.

### Bicycle Safety Related City Code and State Legislation Changes

Jeanie proposed changes to Charlottesville's City Code requiring children age 14 and under to wear helmets while bicycling in Charlottesville. City Council adopted these changes and Jeanie coordinated with the City Police Department to provide helmets to children in need.

Jeanie petitioned the state legislature to allow for bicyclists to travel in the contraflow direction on one-way streets. The change was passed by the House transportation subcommittee, House and Senate transportation subcommittee. It was defeated by two votes in the Senate.

### Escambia County On-Call

Jeanie provided on-call traffic engineering services for Escambia County. Typical assignments included review of TIAs, traffic operations analysis, signal timing and neighborhood traffic management.

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819) : Consultant - Parking Ordinance

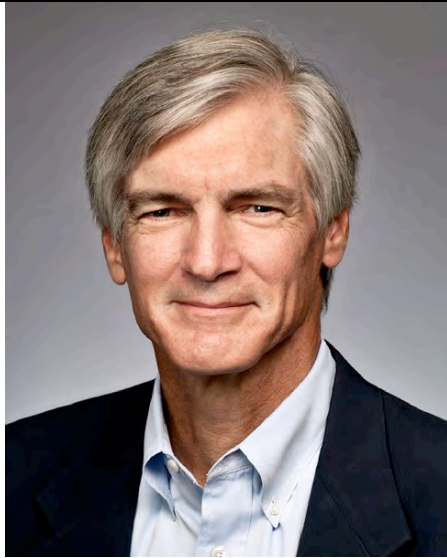
Resume  
EPR  
Jeanie Alexander

**Milton J. Herd, AICP**

303 Riding Trail Court NW  
Leesburg, VA 20176

phone: 703 669-6713  
fax: 703 669-6716

e-mail: [milton@herdplanning.com](mailto:milton@herdplanning.com)  
web: [www.herdplanning.com](http://www.herdplanning.com)



**Summary**

Mr. Herd is a consulting land use planner, urban designer, and facilitator with over 30 years of award-winning experience in local government planning. He specializes in preparing comprehensive plans, land use plans, strategic plans, urban design plans, and zoning regulations.

Projects have ranged from large-scale community plans and regulations to smaller scale neighborhood plans. When serving as prime contractor, he has held responsibility for managing all procedural and technical aspects of projects.

He has served public clients in 25% of all the localities in Virginia (over 130 projects in over 80 localities), as well as public projects in nine other states. Fourteen of the projects he has led have won state or national planning awards. Each of the major projects he has led has involved complex public consensus building processes in conjunction with sophisticated analytic efforts.

As a consultant, he has prepared more than 50 comprehensive plan elements, 20 major zoning and/or subdivision ordinance amendments, and 20 special public facilitation processes (in addition to public involvement in comprehensive plans). As Planning Director for Loudoun County, he supervised 50 professional planners.

**Comprehensive Plans (examples)**

- Loudoun County General Plan (1991)  
*(APA National Planning Award 1994)*
- City of Winchester, Comprehensive Plan, (2011)  
*(Virginia APA Award 2013)*
- Augusta County, VA Comprehensive Plan (1994)  
*(Virginia APA Award 1995)*
- Amelia County, VA Comprehensive Plan (1995 and 2001)  
*(Virginia APA Award 1996)*
- Rockingham County, VA Comprehensive Plan (2003)
- Accomack County, VA Comprehensive Plan (2007)
- Gloucester County, VA, Court House Village Plan (2012)

**Major Public Participation Processes (examples)**

- Vision Plan for the Town of La Plata, Maryland (2000)  
*(Maryland APA Award 2000)*
- Governance for the 21<sup>st</sup> Century (1998-99)  
*(Virginia APA Award 2000)*
- Strategic Plan for the City of Wildwood, New Jersey (1998)
- Willis Wharf Vision Plan (1994)  
*(Virginia APA Award 1997)*
- Round Hill Design Charrette, Loudoun County, VA (2001)  
*(VACO Planning Award 2003)*

**Experience**

**1991 – Present**

President, Herd Planning & Design, Ltd. (Leesburg, VA)

**1988 - 1991**

Planning Director, Loudoun County, VA

**1984 - 1988**

Chief of Comprehensive Planning, Loudoun County, VA

**1978 - 1984**

Planner, Loudoun County, VA

**Education**

**Bachelor of Design in Architecture**

(with Honors), University of Florida, 1973

**Master of Arts in Architecture**

(urban planning concentration), University of Florida, 1977

**Graduate studies** in Urban Planning,

University of Virginia, 1979 - 84

**Basic Economic Development**

Course, University of North Carolina 1985

**Mediation for the Professional,**

Center for Dispute Settlement, Washington, D. C., 1995

**Form-Based Codes - Introductory**

Course, FBCI, Alexandria, VA 2005.

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)

**Awards**

Directed and/or helped author 14 award-winning planning products:

- City of Winchester Comprehensive Plan, (APAVA Planning Award, 2013)
- Round Hill Design Charrette, (VACO Planning Award, 2003)
- Vision Plan for Town of La Plata, Maryland (2000) (Maryland APA Award)
- Governance for the 21<sup>st</sup> Century (Virginia APA Award, 2000)
- Willis Wharf Vision Plan (VA APA Award, 1997)
- Battlefield Network Plan, Frederick County, Virginia (VA APA Award, 1997)
- Amelia County Comp. Plan (1995-2015) (VA APA, 1996)
- Augusta County Comp. Plan (1994-2014) (VA APA Award, 1995)
- Loudoun County General Plan (National Planning Award, APA, 1994)
- Rural Village and Rural Hamlet Zoning Ordinances (VA APA Award, '92)
- Historic District Guidelines (VA APA, 1988)
- Eastern Loudoun & Dulles North Area Plans (VA APA 1982 & '87)

**Associations, Certifications, and Leadership**

- American Institute of Certified Planners (AICP) (1984 - ) **Selected for Induction into the College of Fellows (FAICP) 2014**
- Qualified Planning Expert, Virginia Circuit Court (1992 – 2014)
- American Planning Assoc'tn (APA)
- Congress for the New Urbanism (CNU)
- Citizens Planning & Education Association of VA (CPEAV)
- Loudoun County Design Cabinet (2003 - )
- Board of Directors, Waterford Foundation (1996-02)
- Vice Chairman, Board of Directors, EcoVillage (2002 - 08)
- Chairman, Board of Directors, Bluemont Concert Series (2007 -)
- Steering Committee for Crescent District Form-Based Code, Town of Leesburg (2008 – 2012)
- Chairman, Loudoun County Zoning Ordinance Action Group (2012 - )
- Town of Leesburg Planning Commission (2013 - )

**Zoning Ordinances (examples)**

- Form-Based Code for the Village of Crozet (team member) (2007)
- Mixed-Use urban zoning districts for Rockingham County and Botetourt County.
- Zoning Ordinance Overhauls for Montgomery, Botetourt, Orange, and Westmoreland Counties, VA
- Zoning and Subdivision Ordinance Revisions for Amelia County, VA (1995, 1998, 2003)
- Zoning and Subdivision Ordinance Overhaul, Town of Warrenton, VA (2006)
- Rural Village & Rural Hamlet Zoning Ordinances, Loudoun County (1990 - 91) (APA VA Awards 1992)

**Expert Testimony (examples)**

- On behalf of Augusta County, VA - Lofton Farms v. Board of Supervisors (1998)
- On behalf of Stafford Lakes Ltd Partnership - land condemnation case in Stafford County (2007)
- On behalf of Loudoun County, VA – multiple land use cases 1992 - 2009

**Speaking (examples)**

Guest speaker or panelist at over 100 professional conferences, covering a variety of planning topics, including:

- Visioning and Other Public Participation Processes
- Growth Management Techniques
- Fiscal Impact of Development
- Historic and Agricultural Preservation Techniques
- Zoning Review Processes
- Urban Design and Placemaking
- Form-Based Codes

**Teaching**

*Faculty member* - Certified Planning Commissioners Program conducted by CPEAV (1992 – present).

*Adjunct professor* in planning and preservation at the Center for Graduate and Professional Studies at Goucher College, in Baltimore, Maryland (2004 – present).

*Adjunct lecturer* in placemaking at the University of Virginia School of Architecture, Charlottesville, VA, 2009.

**Writing**

Published articles in professional journals and newsletters on Rural Cluster Development, Urban Design Principles, Planning Processes, Fiscal Impacts, and Conditional Zoning.

Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)



## Principal Resume

### J. Barry Carpenter, ASLA, President Principal Master Planner & Designer

Barry Carpenter is an award-winning master planner and designer with over thirty-five years of experience in community master planning & design, town planning, corridor planning and park & trail planning and design. He has proven skills in private and public sector projects and has a thorough understanding of local government processes. He is a member of the American Society of Landscape Architects. He has participated in numerous Urban Land Institute Advisory Panels on mixed-use projects nationally; for four years he was on the Smart Growth Alliance Project Recognition Jury in the Washington, DC region. Mr. Carpenter's innovative work on Transit-Oriented Development has been published nationally in *Urban Land* and *Landscape Architecture* magazines. He has substantial experience in master planning studies statewide for cities, towns, counties, regional governments and private developers. Notable projects include:

#### Urban, Community and Corridor Planning & Design:

- *Merrifield Metro Revitalization Area Mixed Use Master Plan*, Fairfax County, VA
- *Lexington Downtown Master Plan*, City of Lexington, VA
- *Woodstock Business Enhancement Plan & Implementation Activities*, Town of Woodstock, VA
- *Downtown Revitalization Study*, Town of Boonsboro, MD
- *Woodstock Downtown Core Parking Analysis & Forum*, Town of Woodstock, VA
- *Wyndhurst Traditional Neighborhood Development Master Plan & Design*, Lynchburg, VA
- *Cornerstone Traditional Neighborhood Development Master Plan & Design*, Lynchburg, VA
- *Municipal Building Facility Location & Program Study*, Town of Stephens City, VA
- *Stephens City Comprehensive Plans 2001 - 2021 and 2005 - 2025*, Town of Stephens City, VA
- *Harrisonburg Comprehensive Plan, 2004 Update*, City of Harrisonburg, VA
- *Lynchburg Comprehensive Plan 2002-2020*, City of Lynchburg, VA
- *New Market Growth & Annexation Area Plan / Community Design*, Town of New Market, VA
- *Wards Road Area Pedestrian & Bicycle Plan*, City of Lynchburg, VA
- *Campbell Avenue Corridor Master Plan*, City of Lynchburg, VA
- *Fifth Street Corridor Master Plan & Design Guidelines Study*, City of Lynchburg, VA
- *Laskin Road & 30<sup>th</sup> Street Resort Area Corridor Master Plan*, City of Virginia Beach, VA
- *Blue Ridge Parkway / Skyline Drive Gateway Studies: Augusta County and The City of Waynesboro; Rockbridge County and The City of Buena Vista; Rockingham County and The Town of Elkton*, for the Central Shenandoah Planning District Commission
- *US Route 11 South Corridor Study: City of Harrisonburg & Rockingham, County, VA*, Harrisonburg-Rockingham Metropolitan Planning Organization
- *Princess Anne Street Corridor, Historic Overlay District Design Guidelines*, City of Fredericksburg, VA
- *Old Valley Pike Corridor Overlay District Ordinance & Design Guidelines*, Shenandoah County, VA
- *Transit-Oriented Development Prototypes*, Washington Metro Area, for the Chesapeake Bay Foundation's "Patterns of Community: *The FuturePlan Project*

#### Park, Recreation and Rails-to-Trails Planning & Design:

- *Indian Spring Wetland Park Master Plan*, Town of Woodstock, Virginia
- *Fairview Park Master Plan*, Town of Woodstock, Virginia
- *The Town Green On Main Street*, Town of Woodstock, Virginia
- *Long Branch Park & Recreation Master Plan*, Arlington County, Virginia
- *Warrenton Branch Rails-to-Trails Master Plan*, Warrenton, Virginia
- *New River Trail State Park Development and Management Plan*, Southwest Virginia
- *Multiple Park & Recreation Master Plans*, Fauquier County, Virginia



## PROFESSIONAL EXPERIENCE

President / Vice President, Sympoetica, Woodstock, VA, 1986 to present  
Associate/Senior Associate, EDAW, Inc., Atlanta, GA, & Alexandria, VA, 1979-1986  
Senior Planner/Urban Designer, City of Durham, North Carolina, 1976-1979  
Associate, Design Workshop, Inc., Raleigh, North Carolina, 1974-1976  
Land Planner/Landscape Architect, The Rouse Company, 1972-1974

## EDUCATION

Bachelor of Landscape Architecture (Honors), North Carolina State University, 1972  
Real Estate Development Process, Urban Land Institute Real Estate Development School, University of Wisconsin at Madison, 1987  
Community Economic Development Course, Virginia Institute of Economic Development, Virginia Tech, 1994  
Principles in Real Estate, Lord Fairfax Community College, 2003  
Career Studies Certificate in Fine Arts, Lord Fairfax Community College, 2011

## HONORS/AWARDS/MEMBERSHIPS

Valley Conservation Council, 2013 Better Models for Development Award, Best Town Conservation Area, for Indian Spring Wetland Park, Woodstock, VA (Master Plan)

American Planning Association Outstanding Plan Award (Virginia Chapter, 2003) for "Manassas Park Center Master Plan and Park Center Design Standards and Guidelines"

American Planning Association (Virginia Chapter) Meritorious Award, 1997, for "Newfair Transit-Oriented Development," Fairfax County, VA

Award for Excellence in Planning, Maryland Economic Growth, Resource Protection & Planning Commission, 1995, for "Eastover Transit-Oriented Development," Prince George's County, MD

American Planning Association (Virginia Chapter) Distinguished Award, 1992, for "New River Trail State Park," Southwestern Virginia

Merit Award, ASLA Professional Awards Program, 1982, for "Fairfax Center Area Plan," Fairfax County, VA

ASLA Certificate of Merit Award, 1972

Member, Resort Design Jury, American Resort Development Association Annual Awards Program, 1995-1999

Member, Regional Open Space Preservation Advisory Board - Region I, Commonwealth of Virginia, 1997 to 1999

Member, Smart Growth Alliance Project Recognition Jury, Washington, DC region, 2002 to 2006

Member, American Society of Landscape Architects

[Sympoetica / Project Personnel / Page 2](#)

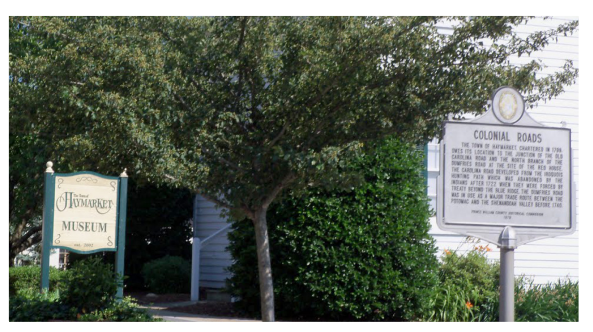
Attachment: (1) EPR - Proposal for Parking Ordinance and Needs Assessment (1819 : Consultant - Parking Ordinance)



A request for proposals for a

# PARKING ORDINANCE AND NEEDS ASSESSMENT

for the Town of Haymarket, Virginia



March 14, 2014

Submitted by:



RENAISSANCE PLANNING GROUP



March 6, 2014

Mr. Brian P. Henshaw  
Town Manager  
Town of Haymarket  
P.O. Box 1230  
15000 Washington Street  
Haymarket, VA 20168

Re: Parking Ordinance and Needs Assessment RFP

Dear Mr. Henshaw:

The Berkley Group, in partnership with Renaissance Planning Group, is pleased to submit this proposal for your consideration. I hope you find that it directly responds to the Request for Proposals (RFP) criteria. It is intended to be a realistic proposal that effectively addresses the Town of Haymarket's Parking Ordinance and Needs Assessment project.

The Berkley Group is committed to quality planning work for local governments. Our principals have spent their careers in local government and look forward to assisting the Town on this project. In order to provide the Town with the best combination of experience and skills, we have teamed with Renaissance Planning Group in Charlottesville, Virginia for this project. Together, our team of professionals seasoned in the analysis of transportation, land use and development ordinances, can conduct a parking needs assessment with subsequent ordinance implementation efficiently and effectively due to our direct, in-depth experience and our sincere commitment to you.

I am pleased to serve as Project Manager for this collaborative team. In addition to the group's previous projects and clients, as the Project Manager, my primary references for this project are:

- ❖ Elizabeth Via-Gossman (703-257-8224), Community & Economic Development Director  
City of Manassas
- ❖ Richard West (703-221-3400), Public Works Director  
Town of Dumfries
- ❖ Chris Lawrence (540-983-0607), Town Manager  
Town of Vinton

We look forward to meeting with you to discuss this project further. Thank you for your thoughtful consideration of this proposal.

Best Regards,

Darren K. Coffey, AICP, CZA  
Principal, Project Manager

105 CRESMONT ROAD, TROY, VIRGINIA 22974

[darren@theberkleygroupllc.com](mailto:darren@theberkleygroupllc.com)

434/981-2026

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Attachment: (2) Berkley Group Parking Ordinance and Needs Assessment Proposal (1819 : Consultant - Parking Ordinance)

## PROJECT APPROACH

The foundation for **The Berkley Group's** approach is our knowledge and experience preparing studies, plans, and ordinances for a wide variety of localities in Virginia and beyond. The rationale is based on three fundamental values:

- ***An open and collaborative process*** that includes key stakeholders will result in the most effective parking needs assessment and ordinance.
- ***Sound technical analysis*** will drive the final product. A needs assessment that is grounded with a clear understanding of the principles of planning, design, land use, and economics will provide the best product for the Town.
- ***Being responsive, flexible, open, creative, and cooperative*** in working with Town officials will produce the greatest possible outcome.



In addition to these values, coordination, communication, and implementation are the primary components of a successful project. The Berkley Group's approach and understanding of the scope of work is derived from our experience as local government staff and private consultants facilitating a variety of studies, plans, and ordinance amendments for a variety of localities. We have teamed with **Renaissance Planning Group** for this project to maximize expertise and better leverage professional resources. Renaissance is a firm that specializes in the disciplines of transportation and land use planning, engineering and multimodal transportation, not just on the single element of parking. Our projects combine many of the transportation challenges local staffs deal with regularly — traffic congestion and impacts, transit, pedestrian mobility, bicycle circulation, roadway design, safety, in addition to parking analysis. Transforming streets into pleasant, pedestrian-friendly space while maintaining traffic safety and efficiency is a common element on many of our projects, and it is also a high priority of Renaissance staff. While this study focuses primarily on parking in Haymarket, it is our view that parking is but one of the key transportation elements that make up a thriving and vibrant town.

This project requires an expertise in project management and multimodal transportation planning in order to effectively perform the parking needs assessment and translate the results into a usable report with an adopted ordinance. While the parking assessment itself is a central component to the project, an assessment without political and community buy-in will not be successfully implemented. ***Project execution and implementation within the broader context of a walkable community is the primary objective of the parking needs assessment and ordinance.***

The consultants are dedicated to this project and ensure that tasks are performed efficiently and effectively, communications are proactive and responsive, and the project stays on schedule. **Darren Coffey, Project Manager**, is ***skilled at managing multiple projects at one time.*** The Berkley Group has the capacity with its current workload and will work closely with Town staff.

## SCOPE OF WORK

### *Understanding of Project Objectives*

The Scope of Work is outlined in the Request for Proposals. The purpose of this study is to assess the impact of potential and existing development on the Town's parking needs and to review the Town's parking ordinance and to perform a parking needs assessment. As the Town's economy continues to grow, the importance of parking in terms of availability location, use and functionality is an important concern. This study will provide the basis for modification of the Town's Parking Ordinance and identify the needs for the Town's Capital Improvements Plan. *The Berkley Group team will provide all of the services outlined in the RFP's Scope of Work efficiently, effectively and within budget.*

### *Phase 1 - Data Collection*

#### **Task 1 – Assessment of Current Parking Conditions**

Task Objective: To determine the status of the existing parking supply in Haymarket and to coordinate with Town staff and relevant stakeholders.

#### Existing Parking Supply:

- Meet with appropriate Town staff to review historical information on the supply of parking in the study area.
- Obtain latest GIS mapping and database for existing parking from the Town.
- Conduct review to develop and/or update the GIS inventory of parking supply.
- Review any previously collected surveys of existing parking.
- Coordinate with the staff and relevant stakeholders on an approach to the inventory of existing public and private parking supply.

#### Stakeholder Coordination:

- Meet with appropriate Town staff and establish who should be included in a Town Parking Stakeholder group.
- Communicate with the stakeholders as to project objectives, schedule, meetings with Town and consultant team members, and conduct initial meeting.
- Conduct periodic presentations to the Stakeholder group to share information and gather additional feedback.

### *Phase 2 – Analysis*

#### **Task 2 – Town Parking Assessment**

Task Objective: To provide a thorough analysis of the existing parking supply and utilization in the study area.

- Conduct assessment and documentation of existing public and private parking supply inventory in the Town.
- Present existing parking supply inventory to the Stakeholders and obtain specific needs. For example, loading zones, parking durations, etc.
- Determine if existing inventory and designations of parking spaces is consistent with the stakeholder needs.

- Conduct a limited build-out analysis, per currently known development projects to identify future parking demand.
- Identify deficiencies in the existing parking supply.
- Identify opportunities to improve drivers' ability to identify and locate parking within the study area. For example, wayfinding recommendations.

### ***Phase 3 – Develop Short-Term and Long-Term Strategies***

#### **Task 3 – Town Parking Recommendations**

Task Objective: To prepare a recommended plan for the utilization of parking in the study area.

- Prepare GIS based mapping of recommended parking plan for the Town.
- This plan will include recommended placement of all parking improvements, including existing and potential locations for proposed public parking and loading zones.
- Recommend potential structured public parking garage locations for the Town, if needed and desired, as an incentive to private redevelopment and new development.
- Identify opportunities to reduce the potential demand for parking in the Town through improved transportation demand management strategies.

#### **Task 4 – Parking Ordinance Recommendations, Funding Options and Final Report**

Task Objective: To provide draft and final recommendations and reports of the project study.

- Prepare an assessment of deficiencies in the current parking ordinance and prepare a technical memorandum including recommended modifications to the parking ordinance and any other relevant Town ordinances.
- The recommendations will consider ways to resolve conflicts between parking needs and the Comprehensive Plan and Zoning Ordinance.
- Prepare recommendations on potential funding options to implement public parking improvements, wayfinding improvements and municipal parking lots/structured parking.
- Prepare draft report to the Town documenting all phases of the study.
- Revised draft report based on comments received from the Town.
- Provide final report and all project data to the Town in digital form.
- During the study period, the Berkley Group team will make up to three presentations and briefings for Town staff, Town Council, stakeholders, and others as designated by the Town.

<b>PROJECT SCHEDULE</b>				
<i>Phase/Task</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>
<b><u>Data Collection:</u></b> Kickoff Meeting with Staff				
Obtain latest GIS mapping and database for existing parking from the Town; review previously collected surveys/plans.				
Conduct review to develop and/or update the GIS inventory of parking supply.				
Coordinate with the staff and relevant stakeholders on an approach to the inventory of existing public and private parking supply.				
<b><u>Analysis:</u></b> Conduct assessment and documentation of existing public and private parking supply inventory in the Town. Determine if existing inventory and designations of parking spaces is consistent with the stakeholder needs.				
Present existing parking supply inventory to the Stakeholders and obtain specific needs. For example, loading zones, parking durations, etc. Identify deficiencies in the existing parking supply.				
Conduct a limited build-out analysis, per currently known development projects to identify future parking demand. Identify opportunities to improve drivers' ability to identify and locate parking within the study area.				
<b><u>Develop Short- and Long-Term Strategies:</u></b> Town Parking Recommendations				
Ordinance language recommendations, funding options, and final report				

Attachment: (2) Berkley Group Parking Ordinance and Needs Assessment Proposal (1819 : Consultant - Parking Ordinance)



## TEAM CREDENTIALS

**Darren Coffey - certified planner (AICP), certified zoning administrator (CZA), and Project Manager** - worked in local government for over 18 years managing projects, creating and implementing plans and studies, and developing and amending ordinances. The clear and straightforward drafting of ordinances is critical to their effective implementation. Darren has significant ordinance development experience including Blacksburg, Manassas, Fluvanna County, and Louisa County. This successful track record is due to clear writing, close collaboration with the Staff and elected body, conducting public venues such as developers roundtables, and close cooperation with competent legal counsel well-versed in land use matters. *Effective ordinances are ones born out of such an inclusive process, ones that are consistent with the Comprehensive Plan, and that are legally accurate and consistent.*

**Drew Williams, AICP**, has been involved with a number of parking studies serving as a public works planner and assistant director in Harrisonburg. The studies included an analysis of parking supply, identification of deficiencies, documentation of needed improvements, funding, and so on. The nature of the Town of Haymarket's parking needs assessment and ordinance development is very similar to the studies conducted in the City of Harrisonburg, as well as other localities throughout the Commonwealth.

In addition to the relevant experience of The Berkley Group's principals, the **Renaissance Planning Group** adds significant depth and expertise to the team in their parking needs assessment and study experience, as well as their multimodal facility development record.

**Vlad Gavrilovic, AICP**, is a principal with Renaissance Planning Group and has over 28 years of experience in the integration of land use, urban design and transportation planning practice. He has managed a wide variety of complex projects throughout his career and has designed innovative and context sensitive solutions for communities around the country. His experience includes land use and transportation planning, multi-modal transportation design, urban design, environmental planning, and facilitation and consensus building. Recently, he was project manager for Virginia's first complete streets design manual, the *Multimodal System Design Guidelines for the Department of Rail and Public Transportation*, which has recently been adopted by VDOT as an addition to its Road Design Manual. He is familiar with parking policy and implementation, from the perspective of the public and private sector and has worked on parking policy and code issues with numerous local governments in Virginia, as well as in private development projects.

**Jason Espie, AICP**, is comfortable working in scales from the region to the street, and approaches challenges asking how to best integrate planning, transportation, engineering and urban design perspectives. One of his areas of expertise is in conducting corridor studies including projects in Augusta, Rockingham, and Greene counties, as well as numerous localities in North Carolina. Jason also has significant transportation study experience as demonstrated on projects in Loudoun and Fairfax counties and Randolph County, WV.

**Jessica Dimmick, EIT**, is trained as a civil engineer who continues to advance her planning, policy, communication, and facilitation skills through multimodal transportation and land use projects at site, corridor, regional, and statewide scales. Jessica has a wide variety of experience with multimodal and other transportation related projects.

**Dan Hardy, P.E., PTP**, is a transportation engineer and principal with Renaissance Planning Group and has experience in developing transportation solutions that balance transportation and land use options to optimize multimodal travel demand and transportation network services in congested communities. He is the former director of transportation for Montgomery County, Maryland and his expertise includes both developing and applying growth management policies and practices.

## RELEVANT EXPERIENCE

As you will see in our qualifications package, our team brings extensive local, state and regional knowledge, national experience, creativity, and a track record of success on projects similar to the Haymarket parking study. In Charlottesville, we conducted a similar study for the City that was very successful in recommending a plan for the utilization of parking in the downtown that included a parking-exempt district to encourage redevelopment in the downtown. Renaissance Planning Group was also a pioneer in developing Florida's Multimodal Transportation Districts and has consulted for numerous municipalities on downtown development codes that deal with complex parking issues. For example, we assisted the City of Destin with a series of analyses and recommendations for its parking code, including recommended parking requirements for shopping centers and restaurants in the City.

The strengths of the Berkley/Renaissance team include the following:

- Experience and knowledge of Virginia localities similar to the Town of Haymarket;
- Transportation planners and engineers who have successfully led some of the more complex transportation planning projects in Virginia as well as smaller traffic and parking studies, and who are recognized for their expertise and excellent client relationships;
- Direct project experience featuring central business district parking and ordinance work;
- Expertise, commitment, and availability of directly qualified staff members; and
- Effective proposed work plan and approach for completion of the study.

## FIRM PROFILES



### *Who We Are*

The Berkley Group is a leading local government consulting firm. Our principals have spent their professional careers working at all levels of local government, including organization management. Our experience provides us with a unique perspective for our clients – allowing us to understand the interconnectedness of projects with multiple community goals. We are a firm with strong ties to the Commonwealth of Virginia and understand the challenges facing local governments today. We provide personal attention and superior service delivery to our clients. Our primary focus is assisting and partnering with smaller localities throughout the Commonwealth.

### *The Berkley Approach*

Our passion is to help local government succeed. We understand that local governments are continually asked to do more with less. As a result, political pressure increases along with citizens' expectations, meanwhile important community initiatives are delayed due to funding constraints or political will. The Berkley Group partners with local governments to offer an expert, neutral third-party perspective to transform ideas into action and advance projects. ***Our proficient local government team has facilitated thousands of public meetings.***



## RENAISSANCE PLANNING GROUP

Renaissance Planning Group is a planning, design, and policy analysis consulting firm dedicated to creating cities that work. We specialize in the integration of transportation, land use, urban design, and technology for communities to create thoughtful, lasting plans and policies. We have a staff of 37 people located in offices throughout the mid-Atlantic and Southeast. We are particularly skilled in working with communities in transition, most notably those seeking to transform existing patterns of development into more livable and sustainable patterns supported by robust multimodal transportation systems. Our core philosophy is placemaking – which is the art of creating livable physical environments supportive of transit, walking, bicycling and social interaction through urban design and multimodal transportation planning. The firm provides services primarily to public sector agencies, including metropolitan planning organizations, regional planning commissions, local governments, transit agencies, and state and federal agencies. The professional staff members of Renaissance Planning Group are skilled in developing innovative and effective policy approaches and technical methods, as well as building public consensus for equitable solutions that create economic value and livable communities.

### *Berkley Group Key Services*

- ✓ Land Use & Transportation Planning
- ✓ Grant Writing & Administration
- ✓ Capital Improvement Program Development
- ✓ Project Planning & Management
- ✓ Locally Administered VDOT Projects
- ✓ Comprehensive Plans
- ✓ Zoning & Subdivision Ordinances
- ✓ Public Involvement
- ✓ Community Issues Facilitation
- ✓ Expert Testimony

### *Our Clients*

- Town of New Market
- Town of Dumfries
- City of Manassas
- Town of Culpeper
- Central Shenandoah Planning District Commission
- George Washington Regional Commission
- Town of Bowling Green
- Town of Payson, Arizona



DARREN KEMPER COFFEY,  
AICP, CZA

**EXPERIENCE**  
20 Years

**EDUCATION**  
MA in Geography, Rutgers  
University, New Brunswick, NJ  
(1993)

BS in Economics and  
Geography, James Madison  
University, Harrisonburg, VA  
(1992)

**AFFILIATIONS**  
American Institute of Certified  
Planners (AICP), 2000-present  
Virginia Association of Zoning  
Officials Certified Zoning  
Administrator (CZA),  
2008-present

## SUMMARY

In-depth local government background; skilled in planning, administration, facilitation, negotiation, analysis, and oral and written communications. Familiar with capabilities of GIS, word-processing, spreadsheet, database, presentation, statistical and financial software. Provide leadership and vision; take initiative; independent worker, but team oriented; efficient, effective, responsive and responsible.

## WORK HISTORY

### **Principal, Berkley Group (6/10-present)**

Created a consulting firm to partner with and support small localities with a variety of plans, projects, and issues of local concern. The firm has over 30 years of collective experience in local government and specializes in public involvement, community mediation, project development & management, grant writing & administration, Comprehensive Plan development, Zoning & Subdivision Ordinances, Revenue Sharing development & administration, and other community enhancement projects.

### **Planning & Community Development Director, Fluvanna County, (6/08-3/12)**

Responsible for all planning, zoning, and code inspection activities in Fluvanna County. Administer and amend zoning and subdivision ordinances, revise and amend comprehensive plan, implement desired policies and procedures, and facilitate special projects. Attend and participate in Board of Supervisor meetings and oversee all work of the Planning Commission. Provide support to the County Administrator and Assistant County Administrator. Served as Interim County Administrator from November 2011 until March 2012.

### **Community Development Director, Louisa County, (2/05-6/08)**

Responsible for all planning, zoning, and inspection activities in Louisa County. Administer zoning and subdivision ordinances, amend comprehensive plan and related ordinances, modernize office procedures and processes, and facilitate special projects. Attend and participate in Board of Supervisor meetings and organize and help facilitate all Planning Commission work, committees, and work sessions. Provide support to the County Administrator and Deputy County Administrator as needed. Supervise a department of over 18 employees.

### **Community Development Manager, Town of Blacksburg, (3/04-2/05)**

Direct the town's Community Development Block Grant (CDBG) programs and projects, as well as the town's neighborhood enhancement (code enforcement) program. Wrote and implemented the town's first Consolidated Plan to meet federal requirements for receiving CDBG funds for low-moderate income activities. Act as town liaison to regional organizations and the Housing Advisory Board. Supervise three full-time employees.

**Town Planner, Town of Blacksburg, (4/99-3/04)**

Responsible for all long range planning projects. Manage the successful implementation of the town's first CDBG grant. Create, implement, and administer the Neighborhood Planning program, Blacksburg Historic District, and mini-grant program. Develop and implement the 2001 Comprehensive Plan and related studies (e.g., Cost Analysis of Land Uses and Economic Development studies), Blacksburg Parks Master Plan, and a regional park master site plan. Assist Development Administrator with zoning development/enforcement, plan review, staff reports/presentations. Staff liaison to the Long Range Planning committee of the Planning Commission and the Corridor Committee. Supervise the Comprehensive Planner and numerous intern positions.

**Planner, Mecklenburg County Park and Recreation Department, (2/95-4/99)**

Park Planner for the North Park Region including the creation of master plans; land acquisition/development; identification of long range needs; and provision of technical support for regional staff. Conduct community workshops. Update the Park Master Plan and Greenway Master Plan with planning team members and the Planning Commission. Annually redevelop the department's Capital Needs Assessment (CNA) and derive funding proposals. Manage construction projects including trails, playgrounds, shelters, and recreation centers. Initiated a new GIS position and centralized database development/management. Serve as the department's transit liaison for the 2025 Integrated Transit/Land-Use Plan. Implement joint use agreements with other public agencies.

## PROFESSIONAL ACCOMPLISHMENTS

**Planning**

- Dumfries, VA Comprehensive Plan Update (2013-)
- Manassas, VA Zoning Ordinance Diagnostic & Amendment (2013- )
- Payson, AZ General Plan Update [with TischlerBise] (2013)
- Buckingham County, VA Comp Plan/Zoning & Subdivision Ordinance Diagnostic (2013)
- Fluvanna County Comprehensive Plan (2009)
- Louisa County Comprehensive Plan (2006)
- Louisa County Shoreline Management Regulations
- Affordable housing programs, policies, and committees
- Blacksburg Consolidated Plan
- 2001 Blacksburg eComprehensive Plan
- Neighborhood Planning program for Town of Blacksburg
- Blacksburg Historic District development and implementation
- Brown Farm Park Site Master Plan development
- Mecklenburg County Park Master Plan update
- Mecklenburg County Greenway Master Plan

**Economic Development**

- Oversee Zion Crossroads commercial development
- Managed Blacksburg's Cost of Land Use Study
- Capital Improvements Programs
- 1995 & 97 Two-Thirds Bonds
- 1995 General Obligation Bond
- Capital Needs Assessment
- ISTE/TEA-21 Enhancement Grants

**Project Management**

- Water Supply Master Plan
- Telecommunications Master Plans
- DHCD grants for housing,
- Modernize County's Permit Software to web-based platform
- Roanoke-Lee Street Affordable Housing Project
- SkatePark -- Mecklenburg County's first skateboard park
- Nevin Community Park
- Mallard Creek Community Park - Phase II
- Mallard Creek Recreation Center
- Mallard Creek Greenway expansion
- Hornets' Nest Park redesign and rehabilitation
- Americans with Disability Act upgrades



ANDREW D. WILLIAMS,  
AICP

**EXPERIENCE**  
13 Years

**EDUCATION**

BA in Public and Urban Affairs,  
Virginia Polytechnic Institute  
and State University,  
Blacksburg, VA (2002)

Minor (s): Political Science and  
History. Emphasis on  
Urbanization and development,  
policy development

**AFFILIATIONS**

American Planning Association  
(9/02 – present)

Harrisonburg-Rockingham  
Metropolitan Planning  
Organization (HRMPO)  
(4/03-01/14)

Rebuilding Together, Executive  
Board (3/05-10/06)

American Institute of Certified  
Planners (5/06 – present)

**SUMMARY**

Strong planning and public works background; strong emphasis in project management, grant writing, research, analysis, and written and oral presentations. Familiar with engineering concepts, public involvement and facilitation, budget development/management, and traffic management systems. Pursues leadership; strong inter-personal skills; efficient and good team worker.

**WORK HISTORY**

**Principal, Berkley Group (6/10-present)**

Created a consulting firm to partner with and support small localities with a variety of plans, projects, and issues of local concern. The firm has over 30 years of collective experience in local government and specializes in public involvement, community mediation, project development & management, grant writing & administration, Comprehensive Plan development, Zoning & Subdivision Ordinances, Revenue Sharing development & administration, and other community enhancement projects.

**Assistant Public Works Director, City of Harrisonburg (7/07-1/14)**

Oversee day-to-day operations of the 115 employee Department, which include street maintenance, traffic engineering, capital infrastructure planning, project management, sanitation disposal and a municipal waste incinerator. Develop and manage annual \$21 million department operating budget. Coordinate project development and management. Administer grants; manage transportation project and VDOT programs in the City.

**Senior Planner, Central Shenandoah Planning District Commission (10/06-7/07)**

Project management for VDOT grants throughout the district. Develop Water Supply Plan for Shenandoah River Basin and Upper James River Basin. Completed Harrisonburg-Rockingham Regional Jail Expansion Study. Assist with management of the Harrisonburg-Rockingham MPO.

**Transportation Planner/Transportation Superintendent, City of Harrisonburg (9/02-10/06)**

Director of Neighborhood Traffic Calming Program and coordinator for Transportation Safety Commission. Develop transportation component of the 2004 City of Harrisonburg Comprehensive Plan. Assist City Planner and staff with Planning Commission applicant reviews. Update Major Street Plan with Public Works/Community Development staff. Appointed member of the Technical Advisory Committee for the Metropolitan Planning Organization. Administrative Assistant for Transportation Safety Commission. Assist zoning administrator and city engineer with development review. Coordinate multi-interested groups. Supervise intern positions. Coordinate road projects with numerous field crews. Development of 2005 Pedestrian Facilities Plan and rewrote 2005 Bicycle Plan.

**Transportation Planner, Town of Blacksburg (10/01-7/02)**

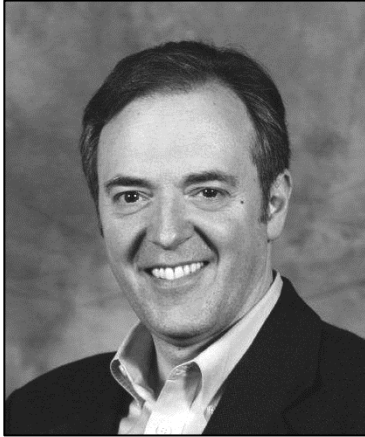
Coordinator of Neighborhood Traffic Control Program. Advisory staff member for Traffic Committee. Work extensively with neighborhood organizations, conducting traffic studies. Assist Town Engineer and Zoning Administrator in development and proposed development.

PROFESSIONAL ACCOMPLISHMENTS

- Developed and Manage Transportation Management Program in City of Harrisonburg
- Manage administration of City's Erickson Ave/Stone Spring Road: \$63 million project
- Written grants through VDOT and DEQ resulting in over \$50 million in awards and implementation.
- Managed Harrisonburg's Streetscape & Wayfinding Program and spearheaded efforts to write Master Streetscape Plan (anticipate adoption in early 2014).
- Harrisonburg 2005 Design and Construction Standards Manual Rewrite and Readoption.
- Serve on Steering Committee for VDOT's Urban Construction Initiative.
- Re-development of Neighborhood Traffic Control Program (Blacksburg).

Attachment: (2) Berkley Group Parking Ordinance and Needs Assessment Proposal (1819 : Consultant - Parking Ordinance)





**VLAD GAVRILOVIC, AICP**  
**PLANNING & DESIGN**  
**PRINCIPAL**

**EXPERIENCE**  
 28 Years

**EDUCATION**  
 Master of Urban and  
 Environmental Planning,  
 University of Virginia  
 Bachelor of Architecture,  
 University of Illinois

**AFFILIATIONS**  
 American Institute of Certified  
 Planners, No. 91410  
 University of Virginia,  
 Department of Planning,  
 Adjunct Faculty, Instructor in  
 Environmental Planning and  
 Design, 2000-2003  
 George Washington University,  
 CCEW Division of Landscape  
 Design, Instructor in Design  
 Theory, 1992-1995  
 American Federation of Garden  
 Clubs Certification Program,  
 Instructor in Urban Design  
 History, 1997-8

## SUMMARY

Vlad Gavrilovic is a principal with Renaissance Planning Group and has over 25 years of experience in the integration of land use, urban design and transportation planning practice. He has managed a wide variety of complex projects throughout his career and has designed innovative and context sensitive solutions for communities throughout the country. His experience includes land use and transportation planning, multi-modal transportation design, urban design, environmental planning, and facilitation, public involvement and consensus building.

Vlad's work has included projects for a wide variety of state, regional and local government clients, including state transportation agencies, regional planning organizations and MPOs, and localities at a wide variety of scales. He has served on the American Institute of Architects Committee of the Environment, and has taught planning and design at George Washington University and the University of Virginia. He has a particular focus on the development of integrated solutions that cross the boundaries of professional disciplines such as transportation planning, urban design, community planning, and economic development to address the challenges of modern society as it deals with the built and natural environments.

## STATEWIDE PLANNING

- VTRANS Statewide Transportation Policy Plan Updates – Virginia Office of Intermodal Planning & Investment
- VSTP Statewide Surface Transportation Plan Updates – Virginia Office of Intermodal Planning & Investment
- Multimodal System Design Guidelines, Virginia Department of Rail and Public Transportation, Richmond, VA
- On-Call Services for the Office of Intermodal Planning and Investment Services (OIPI) – Virginia Department of Public Transportation
- Transportation Efficient Land Use and Design Guide for Virginia, VDOT

## TRANSPORTATION & CORRIDOR PLANS

- US Route 29 Statewide Plan – Virginia Department of Transportation
- Local Government Assistance for Urban Development Areas – Virginia Department of Transportation
- US Route 30 Master Plan – Smart Growth Coalition of Westmoreland County
- Transit Plan Update – Loudoun County, Virginia
- Route 419 Intergovernmental Cooperation Plan – Roanoke Valley Area Metropolitan Planning Organization
- Route 522 Corridor Design Guidelines and Overlay District Ordinance – Virginia Department of Transportation





- Thoroughfare Plan – Augusta County, Virginia
- Central Virginia 2035 Long Range Transportation Plan Update – Region 2000, Lynchburg, Virginia
- Greene County Multimodal Corridor Study US 29/US 33 - Thomas Jefferson Planning District Commission
- Village Transportation Links Plan – Montgomery County, Virginia
- Caverns Road Interchange Master Plan – Town of Mount Jackson, Virginia
- Special Area Study for Williamsburg Road/Technology Boulevard Corridor – Henrico County, Virginia
- Route 58 Economic Development and Land Use Plan – Isle of Wight County, Virginia

## COMPREHENSIVE AND MASTER PLANNING

- Vision and Master Plan for the Neck Area of Charleston and North Charleston, SC - Berkeley-Charleston-Dorchester Council of Governments
- Comprehensive Plan Update – Chesterfield County, Virginia
- Comprehensive Plan – Town of Morrisville, North Carolina
- Comprehensive Plan Update – James City County, Virginia
- Comprehensive Plan Update – City of Winchester, Virginia
- Rural Village Plans – Montgomery County, Virginia
- Comprehensive Plan and Zoning Updates – Northampton County, Virginia
- Comprehensive Plan – Powhatan County, Virginia

## URBAN DESIGN

- Bladensburg Town Center – City of Bladensburg, Maryland
- Stonestreet Area Redevelopment Initiative – City of Rockville, Maryland
- Streetscape Master Plan – Town of Round Hill, Virginia
- National Mall Master Plan for Site Improvements – The Smithsonian Institution
- Waterfront Design Guidelines and Master Plan – Town of Cape Charles, Virginia
- Round Hill Design Charrette – Loudoun County, Virginia
- Toano Community Character Area Study – James City County, Virginia
- East Central Florida Vision – Private Client





**JASON ESPIE, AICP**  
**PROJECT MANAGER**

#### EXPERIENCE

6 Years - Land Use and  
Transportation Planning

12 Years – Project  
Management in Community  
Development, Conservation  
and Communications

#### EDUCATION

Master of Urban and  
Environmental Planning,  
University of Virginia

Bachelor of Arts in World  
History, Cum Laude, State  
University of New York,  
College at Purchase

#### AFFILIATIONS

American Institute of Certified  
Planners, No. 023469

American Planning Association

## SUMMARY

Jason brings a diversity of expertise and experience to integrated land use and transportation projects at Renaissance. Jason is comfortable working in scales from the region to the street, and approaches challenges asking how to best integrate planning, transportation, engineering and urban design perspectives. He is skilled in guiding communities through planning processes, facilitating workshops that help frame the issues, trade-offs, and make complex information digestible. Jason has years of experience in technical aspects of planning methods, tools, and visualization techniques. He has built and operated land use models using GIS tools such as CorPlan, and CommunityViz, and has experience tailoring data inputs for Travel Demand Models. Jason's years of professional experience includes community development, public involvement, communications and IT, and project management. For ten years prior to his graduate studies in planning, Jason managed projects and grants for The Mountain Institute, an international conservation and development non-profit organization engaged in community based-conservation and policy development. Before joining Renaissance, Jason worked for the Institute for Environmental Negotiation on numerous community involvement and land use planning projects.

### **Richmond Road Corridor Plan – Virginia Department of Transportation**

With funding from the Virginia Department of Transportation (VDOT) Multimodal Planning Grant Program, Jason served on a team of planners, engineers and designers to identify context-sensitive transportation improvements along the Route 250 corridor between the historic small town of Staunton and rural Augusta County where the corridor intersects with Interstates 64 and 81. The project involved a series of meetings with local landowners and developers as well as community workshops and technical analysis. It culminated in multimodal transportation project recommendations as well as urban design guidelines to support future economic and community development initiatives.

### **Countywide Transit Network Study - Fairfax County Department of Transportation**

Renaissance Planning Group is conducting a countywide transit network study to determine the type of transit systems needed to accommodate desired economic growth throughout the County over the next several decades. The study includes developing recommendations for the location of the Metrorail extension, streetcar or light-rail systems, and dedicated lanes for bus rapid transit systems or treatments. Jason is leading the land use and station areas analysis for future potential stations, as well as providing lead GIS technical oversight.

### **US 70 Corridor Study - French Broad River Metropolitan Planning Organization**

The French Broad River Metropolitan Planning in North Carolina contracted Renaissance to conduct a corridor study for a nine-mile section of US 70, a major east-west corridor that connects the City of Asheville to the City of Black Mountain and the unincorporated community of Swannanoa. The project integrated land use and transportation planning to produce a multimodal, comprehensive corridor vision plan with recommendations for implementation. Jason led the scenario planning tasks, using GIS and CorPlan; developed reports, mapping and illustrative diagramming of road sections; and supported public involvement and workshop facilitation.



### **North Valley Pike Corridor Strategic Plan – Rockingham County, Virginia**

US Route 11 (North Valley Pike) has long served as one of Rockingham County's major north-south transportation corridors and a major gateway to downtown Harrisonburg. Rockingham County contracted Renaissance to create a long-range strategic plan for this growth area of the County. The plan provides a guiding vision for the future preservation and development for this corridor, with supportive transportation strategies and design standards. Jason served as the project manager with primary responsibility for coordinating the team, overseeing the land use and transportation analysis, facilitating the public involvement process, and producing recommendations and guidelines to help achieve the desired vision for this area.

### **Greene County Multimodal Corridor Study US 29/US 33 – Thomas Jefferson Planning District Commission**

The Thomas Jefferson Planning District Commission contracted with Renaissance to conduct a multimodal study for the US 29 and US 33 corridors in Greene County, Virginia. The project goals were to improve the existing transportation system along US 29 and US 33, improve access to and between area businesses, coordinate inputs to the Greene County Comprehensive Plan update, and identify and prioritize cost-effective public and private transportation projects while coordinating with the larger VDOT funded US Route 29 Corridor Study. Scenario planning was a major component of this project. The final study included transportation network improvements, design guidelines, and desired land use place types for the growth areas in Greene County. Jason served as the project manager for this corridor study, overseeing every aspect of the project from initial scoping and analysis to final recommendations and reporting.

### **Transit Plan Update – Loudoun County, Virginia**

Jason helped facilitate the public involvement and land use integration components of a comprehensive transit plan update for one of the fastest growing counties in the United States. In addition to public workshops, the project included targeted workshops with transit-dependent populations [with Michael Baker Associates].

### **Farmville Regional Airport Access Study – Virginia Department of Transportation, Multimodal Transportation Planning Office**

As part of a Virginia Department of Transportation multimodal on-call consultant team, Renaissance supported the public involvement process, conducted stakeholder interviews, and provided a land use policy audit for the Farmville Regional Airport Access Study. Jason managed this project for Renaissance.

### **NCHRP 08-78: Estimating Walking and Bicycling Demand for Planning and Project Development**

Renaissance is leading a multi-disciplinary team in creating a guidebook for practitioners on estimating and forecasting bicycling and walking activity. The guidebook will include methods for estimating bike/pedestrian demand and activity at the regional, corridor, activity centers and site levels. The project is engaged in original research to measure and quantify the key socioeconomic, environmental, and transportation system factors that influence non-motorized tripmaking, including rates, route/path choice, destination choice, land use design and facilities. A key objective is to better quantify the benefits of smart growth development policies on mobility, accessibility, and traffic congestion. Jason role is to support the analytical research, methods and data assessment.





JESSICA DIMMICK, EIT  
PLANNER/ENGINEER

**EXPERIENCE**  
6 Years

**EDUCATION**  
Bachelor of Science in Civil Engineering,  
Lafayette College  
Graduate Coursework in Urban and  
Environmental Planning,  
University of Virginia

**AFFILIATIONS**  
Pennsylvania State Engineer-in-Training  
No. ET014482  
Women's Transportation Seminar,  
Central Virginia Chapter  
American Planning Association  
Virginia Chapter

## SUMMARY

Trained as a civil engineer, Jessica joined Renaissance in 2008 with a highly technical background in traffic engineering and transportation design. She has continued to hone her analytical skills while advancing her planning, policy, communication, and facilitation skills through multimodal transportation and land use projects at site, corridor, regional, and statewide scales.

## REPRESENTATIVE PROJECTS

### **Multimodal System Design Guidelines – Virginia Department of Rail and Public Transportation (DRPT)**

Jessica held a lead role throughout the development of these guidelines, which provide a process for holistic multimodal planning at regional, local, and corridor scales. Jessica utilized her expertise with the VDOT Road Design Manual, ITE/CNU's *Designing Walkable Urban Thoroughfares*, and other bicycle and pedestrian design manuals from AASHTO and NACTO to create a set of roadway engineering parameters for multimodal corridor design that reflects the surrounding context and fits within the broader multimodal system.

Jessica helped the team develop the methodology for designating and designing connected networks for all modes within a region that correlate to surrounding land uses and density, and how to make design tradeoffs in constrained rights-of-way. Jessica produced and narrated three web movies that explain the guidelines, and engaged a 50-member steering committee representing numerous state agencies, transit agencies, and local and regional planners throughout the two-year project.

### **Countywide Transit Network Study – Fairfax County, Virginia**

Jessica analyzed congestion metrics from the regional travel demand model to compare various land use and transportation scenarios. She engaged various transit providers in a dialogue about future Metrorail extensions and prepared a white paper to document the various factors, implications, and perspectives. Jessica conducted an extensive literature review of long-range transportation plans, initiatives, and studies within the Washington DC metro, and compiled the relevant findings for future transit planning in Fairfax County in a technical memorandum for reference in future project tasks.

### **Countywide Transit Network Study – Fairfax County, Virginia**

Jessica analyzed congestion metrics from the regional travel demand model to compare various land use and transportation scenarios. She engaged various transit providers in a dialogue about future Metrorail extensions and prepared a white paper to document the various factors, implications, and perspectives. Jessica conducted an extensive literature review of long-range transportation plans, initiatives, and studies within the Washington DC metro, and compiled the relevant findings for future transit planning in Fairfax County in a technical memorandum for reference in future project tasks.

### **2035 Virginia Surface Transportation Plan Update – Virginia Department of Transportation and Department of Rail and Public Transportation**

Jessica led the coordination effort for the graphic design of the 2035 VSTP Update. This included the development of a graphically rich two-sided fold-out pamphlet with maps that served as the executive summary. She coordinated the public outreach effort, which included a round of in-person



public meetings across the state and virtual 'open house.' She facilitated meetings with multiple state modal agencies and coordinated the development of the graphic design of the final report.

#### **VTrans2035 Update – Virginia Office of Intermodal Planning and Investment**

Jessica coordinated several regional forums and public meetings to engage stakeholders across the state. The regional forums were an innovative way to connect stakeholders virtually through phone and internet to engage in discussions on statewide goals and investment priorities. Jessica also coordinated aspects of graphic design.

#### **Urban Development Area Local Government Assistance – Virginia Department of Transportation**

Jessica developed a quantitative analysis of the potential for transportation benefits, such as reduced travel time and distances, that would result from the adoption and implementation of Urban Development Area policies. The analysis compares the theoretical difference between the transportation impact of new development resulting from compact mixed use development patterns versus less compact single use patterns.

#### **Route 29 Corridor Plan – Virginia Department of Transportation**

Throughout this multi-jurisdictional effort, Jessica has facilitated numerous meetings with local decision-makers, elected officials, and citizens. She compiled local land use plans and helped to create meaningful exercises to solicit feedback about the future of the corridor and possible access management policies. She assisted in writing several white papers that discuss recommendations for the corridor.

#### **Multimodal Planning Services – Virginia Department of Transportation**

As part of a comprehensive town-wide transportation plan funded by Virginia Department of Transportation's multimodal transportation planning grant program, Jessica analyzed the Routes 15 and 20 corridors within the Town of Orange, Virginia using Synchro to determine future levels of congestion and possible strategies for mitigation. The project focused on coordination of alleviating traffic impacts while providing accommodations for other modes of travel.

#### **Stonehenge Estates Traffic Impact Study – Fluvanna County, Virginia**

Jessica was the primary analyst for a mixed-use development in Fluvanna County. She performed detailed trip generation estimates, analyzed future scenarios, performed fieldwork, and documented all findings for a submittal to the Virginia Department of Transportation in accordance with the State's Chapter 527 guidelines.

#### **On-Call Traffic Engineering and Planning Services – City of Charlottesville, Virginia**

Jessica has assisted with a number of projects for the City of Charlottesville. She has prepared multiway stop warrants for select intersections throughout the city and reviewed a Traffic Impact Analysis, among other tasks.





DANIEL HARDY, P.E., PTP  
PRINCIPAL

**EXPERIENCE**  
25 Years

**EDUCATION**  
Masters of Science in Civil  
Engineering, Michigan State  
University, June 1988

Bachelor of Science in Civil  
Engineering, Michigan State  
University, June 1986

**REGISTRATIONS**  
Professional Engineer, Virginia,  
No. 0402 030062

Professional Engineer,  
Maryland, No. 23060

Professional Transportation  
Planner, No. 213

**AFFILIATIONS**  
ITE Sustainability Task Force  
Chair, 2009–2012  
ITE Transportation Planning  
Council Chair, 2007–2009  
ITE Transportation Planning  
Council Executive Committee,  
2003–present  
Washington DC Section ITE  
(WDCSITE) President, 2000

TRB Transportation &  
Sustainability Committee

## SUMMARY

Dan Hardy is a principal with Renaissance Planning Group and has experience in developing transportation solutions that balance transportation and land use options to optimize multimodal travel demand and transportation network services in congested communities.

Prior to joining Renaissance, Dan served as the Transportation Planning Chief for the Montgomery County Planning Department. Dan managed a 15-person Transportation Planning Division responsible for transportation elements of Countywide growth policies, master plans, and development review cases in a rapidly growing County of nearly one million residents with high expectations for involvement in decision making. His expertise includes both developing and applying growth management policies and practices.

### **Parking Policy Study – Montgomery County Planning Department and Department of Transportation**

Dan led the Planning Department's participation in this multi-agency study that will guide the revision of sections of the County code addressing parking standards for new development (Section 59-E). The proposal strengthens the linkage between parking policy and alternative commute objectives and emphasizes private sector provision of publicly available parking to serve the County's next generation of mixed-use, infill development. The study recommends developing shared parking benefit districts with progressive parking minimums related to commute mode share goals in area master plans.

### **Parking Credits for Bikeshare – Montgomery County Planning Department**

Dan led the development of a study to assess the value of private-sector provision of Capital Bikeshare stations in reducing site parking requirements and Adequate Public Facilities impacts. The study assessed alternative methods for calculating peak hour trip generation and peak parking demands associated with the mode share attributable to bikeshare stations, as well as the process for incentivizing developer participation in the implementation and expansion of the regional bikeshare system in Montgomery County.

### **Dulles Toll Road Independent Economic Analysis – Metropolitan Washington Airports Authority**

Renaissance Planning Group performed an independent economic analysis of residential and commercial growth trends in the primary market area for the Dulles Toll Road as an element of the Metropolitan Washington Airports Authority analysis of toll rate increases. The Dulles Toll Road revenue is a funding source for the extension of the Metrorail Silver Line to Dulles Airport. The Renaissance Planning Group analysis developed adjustments to the Metropolitan Washington Council of Governments Round 8.0 forecasts of population, housing, and employment in five year increments through 2050. The analysis was correlated to the recently released 2010 census counts and considered current macroeconomic trends, parcel-level land use data, anticipated planning and zoning changes, and local institutional knowledge. The TAZ-level forecasts incorporated parcel-level analysis of development suitability indicators including property zoning, land use mix, and transit proximity. Dan led the TAZ-level forecasting process for the 2012 edition and supervised the development of an update for 2014.

### **Economic Impact Study – Metropolitan Washington Airports Authority**

Renaissance Planning Group conducted an analysis of the regional impact generated by construction activity on transportation projects underway by the



Airports Authority including improvements to the Dulles Access Road and the construction of the Silver Line. The study also assessed the value of these projects in saving travel time and improving regional accessibility.

#### **Countywide Transit Network Study - Fairfax County Department of Transportation**

Renaissance Planning Group is conducting a countywide transit network study to determine the type of transit systems needed to accommodate desired economic growth throughout the County over the next several decades. The study includes developing recommendations for the location of the Metrorail extension, streetcar or light-rail systems, and dedicated lanes for bus rapid transit systems or treatments. The study also includes recommendations on how the system can be phased and funded over time, identifying trigger points in corridor evolution that support increased transit investment. Dan serves as the project manager.

#### **Biennial Growth Policy – Montgomery County Planning Department**

Dan led the biennial review and amendment process for the Montgomery County Growth Policy transportation analyses used to guide both long-range plans and development review from 2007 to 2011. The County uses a two-tiered transportation test consisting of a Policy Area Mobility Review and a Local Area Transportation Review to define mobility expectations, set corresponding Level of Service standards, and establish private sector exactions and impact tax rates for transportation and schools. The Growth Policy serves as the County's policy document. Detailed information on transportation impact analyses for site development is contained in the Planning Board's *Local Area Transportation Review and Policy Area Mobility Review Guidelines*.

#### **Context-Sensitive Road Construction Code and Design Guidelines – Montgomery County Planning Department**

Montgomery County adopted a new road construction code in 2007 that established new objectives for context sensitivity, multimodal accommodation, and stormwater management. These changes also introduced two new classifications, controlled major highway and minor arterial, to better balance regional travel needs with adjacent community interests. In 2008, the County Council also adopted new design standards for design elements such as target speeds, street tree placement, and typical sections. Dan served as a senior advisor for the Planning Department on these initiatives.

#### **East of the Riverway Connections – City of Asheville, NC**

The East of the Riverway Connections plan provides a holistic vision and priority implementation steps for connecting communities within South Asheville. This plan is a component of the larger East of the Riverway livable communities effort funded by the US Department of Transportation's TIGER II grant. The plan leverages the economic activity in the emerging River Arts District and seeks to reduce both physical and cultural barriers that limit connections between the River Arts District; the adjoining residential communities such as WECAN, South French Broad, Erksine-Walton, and Livingston Heights, and other destinations such as Downtown Asheville, Mission Hospital, and AB Tech. The plan emphasizes enhancing access to health, education, food, and job opportunities for a diverse range of local residents. Dan served as the project manager for the plan development.



### STAFF ASSISTANCE

The Berkley Group will act as an extension of Town staff on this project so that the partnership between the consultant and the Town is seamless. Our approach emphasizes close collaboration and teamwork involving the core Town staff and the consultant team functioning as a cohesive unit.

The first administrative requirement will be for the Berkley Group and Town staff to review the existing project scope to ensure that the scope of services and deliverables can be accomplished on time and on budget. The Berkley Group will need the Town to provide access to necessary information including existing studies, ordinances, and previous ordinances.


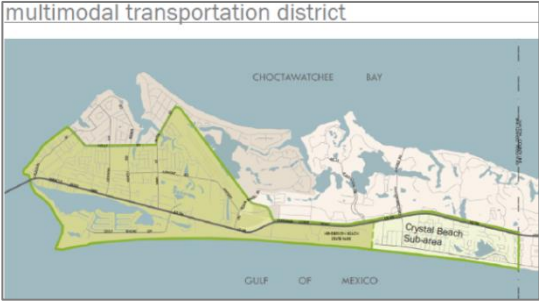
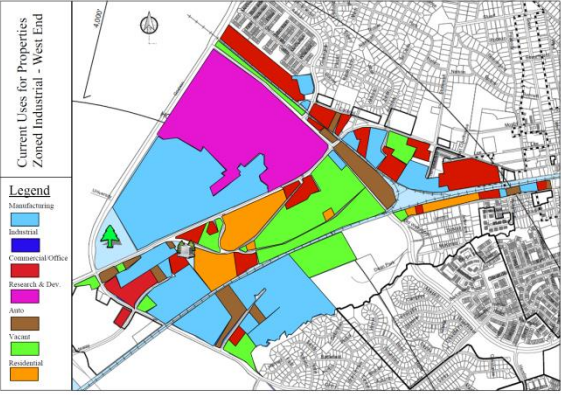
Additionally, we will look to Town staff to organize meetings with external stakeholders to seek input on the project. Stakeholders may include Town representatives, neighborhood interest groups, businesses, and any other entities identified by Town officials. Town assistance is needed to identify and reach out to identified stakeholders, ensure adequate meeting space and materials, proper advertising and directional signage, ADA compliance as necessary, and so on. *Stakeholder buy-in and participation results in the best possible product.*



The Berkley Group believes in a team-based approach, with local government experts acting in concert with Town officials. In that way, *this project will accurately reflect the Town’s vision and goals*, and not those of the consultant or any one interest group.



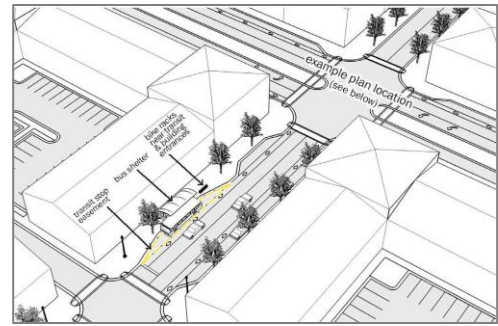
## RELEVANT EXPERIENCE

Project/Client	Description
<p style="color: #008000; font-weight: bold;">Downtown Parking Study City of Charlottesville, VA</p>	<p>Renaissance worked with Martin/Alexiou/Bryson and the City of Charlottesville to update the City's 2000 Downtown Parking Study. The update provided direction to the City on parking supply and management strategies to keep the downtown a viable place to conduct business and ensure that it remains a safe and walkable place to live, work, and play. Throughout the process, Renaissance worked to address the needs and concerns of a stakeholder group comprised of residents, businesses, law enforcement, the development community, and Charlottesville Transit Service.</p> 
<p style="color: #008000; font-weight: bold;">Parking Code Recommendations City of Destin, FL</p>	<p>As part of a continuing transportation and comprehensive planning services contract with the coastal City of Destin, Florida, Renaissance assisted the City with the analysis and recommendations for its parking code. Specifically, the City had issues with the parking requirements for shopping centers and restaurants within the context of its Multimodal Transportation District (MMTD). Renaissance drew upon its long time work with the City and its understanding of multimodal transportation planning and development codes to analyze and the recommendations for shopping center and restaurant parking requirements within its code. Renaissance also addressed how the City's parking strategy helped or hindered the implementation of the MMTD within the overall City objective of creating a more vibrant downtown and Harbor.</p> 
<p style="color: #008000; font-weight: bold;">Zoning Ordinance Update City of Manassas, VA</p>	<p>The Berkley Group teamed with Herd Planning to review, and update the City's zoning ordinance, comprehensively for the first time since its original adoption in 1946. The purpose of this project is to correct long-standing technical issues with the ordinance and ensure compliance with all state and federal regulations. The Berkley Group has already performed a diagnostic on the City's industrial zones reviewing best practices, relevant judicial opinions and organization recommendations. Currently, The Berkley Group is assisting the City with reviewing its definitions and uses.</p> 

Attachment: (2) Berkley Group Parking Ordinance and Needs Assessment Proposal (1819 : Consultant - Parking Ordinance)

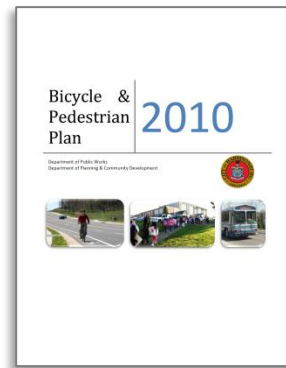
**Multimodal  
Transportation District  
Implementation  
City of Destin, FL**

Renaissance assisted the City with the development and implementation of a multimodal transportation district (MMTD) covering most of the City. With highly congested roadways during the peak season and physical, environmental, and social barriers to road expansion, the City is looking for innovative methods to mitigate transportation impacts of new development. The MMTD shifts concurrency from an absolute focus on capacity to a more holistic analysis that deals with congestion, site design, and multimodal level of service.



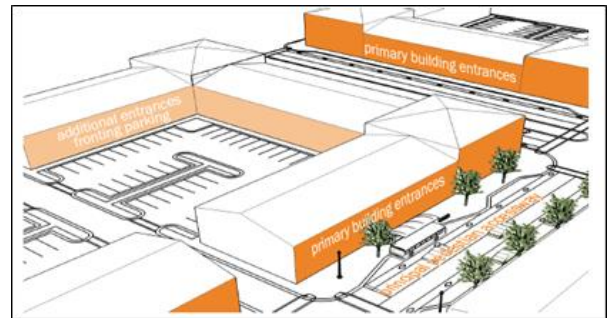
**Pedestrian/Bicycle  
Plan  
City of  
Harrisonburg, VA**

While with the City of Harrisonburg, Drew Williams led the effort to author the city's initial pedestrian plan, which was later integrated with the Bicycle Plan. The Plan focused on prioritizing links between pedestrian facilities, connecting transit facilities and stops; and laid the framework for the City's greenway infrastructure. Nearing completion of the Plan, City Council unanimously decided to provide funding to implement project priorities.



**Multimodal Policy  
Audit  
Town of Dumfries,  
VA**

Renaissance was part of a team of consultants selected by VDOT to assist Virginia localities as part of a Multimodal Planning grant program developed by VDOT. In 2009, Renaissance assisted the Town of Dumfries, VA in assessing its transportation system and recommending multimodal improvements to increase travel choices and address safety and congestion issues. Renaissance's extensive experience in developing and implementing Multimodal Transportation Districts (MMTDs) in Florida, as well as its numerous multimodal projects throughout Virginia were instrumental in their ability to quickly provide a Multimodal Transportation Audit for the town and develop a series of targeted recommendations for street and service improvements. The Audit document was organized comprehensively to look at the roadway network, transit system and compatible land uses as a unified view of multimodal transportation for the long term future. It included a set of design guidelines as well as policy and code recommendations for the Town.



Attachment: (2) Berkley Group Parking Ordinance and Needs Assessment Proposal (1819 : Consultant - Parking Ordinance)

## REFERENCES

The following table is a summary of a few of our clients. We encourage you to contact these references at your convenience.

Client	Project Description	Dates of Service	Contact Information
<b>Town of Dumfries</b> <i>Berkley Group</i>	<ul style="list-style-type: none"> <li>• Transportation programs and project management</li> <li>• Miscellaneous Staff Support Services</li> </ul>	January 2011 – Present	Richard West Public Works Director (703) 221-4133 <a href="mailto:rwest@dumfriesva.gov">rwest@dumfriesva.gov</a>
<b>City of Manassas</b> <i>Berkley Group</i>	<ul style="list-style-type: none"> <li>• Zoning Ordinance Assessment and Update</li> </ul>	June 2013 – Present	Elizabeth Via-Gossman Community Development Director (703) 257-8224 <a href="mailto:evia-gossman@ci.manassas.va.us">evia-gossman@ci.manassas.va.us</a>
<b>Buckingham County</b> <i>Berkley Group</i>	<ul style="list-style-type: none"> <li>• Comprehensive Plan, Zoning Ordinance and Subdivision Ordinance Diagnostic</li> </ul>	February – August 2013	Rebecca Cobb Zoning Administrator (434) 969-4242 <a href="mailto:rcobb@buckinghamcounty.virginia.gov">rcobb@buckinghamcounty.virginia.gov</a>
<b>City of Charlottesville</b> <i>Renaissance Planning Group</i>	<ul style="list-style-type: none"> <li>• Downtown Parking Study</li> </ul>	June 2007 – November 2008	Jeanie Alexander Traffic Engineer (434) 970-3182 <a href="mailto:alexanderj@charlottesville.org">alexanderj@charlottesville.org</a>
<b>VDOT</b> <i>Renaissance Planning Group</i>	<ul style="list-style-type: none"> <li>• Route 29 Corridor Plan</li> </ul>	October 2008 – July 2010	Charles Rasnick VDOT Transportation and Mobility Planning (804) 225-3710 <a href="mailto:charles.rasnick@vdot.virginia.gov">charles.rasnick@vdot.virginia.gov</a>
<b>Destin, FL</b> <i>Renaissance Planning Group</i>	<ul style="list-style-type: none"> <li>• Shopping Center and Restaurant Parking Requirements</li> </ul>	October-November 2005	R. Ashley Grana Planning Manager (850) 837-4242 <a href="mailto:agrana@cityofdestin.com">agrana@cityofdestin.com</a>

## NON-BINDING COST ESTIMATE

<i>Project Task</i>	<i>Proposed Fee</i>	<i>Project Percentage</i>
Phase I – Data collection (current conditions)	\$ 2,750	18.4%
Phase II - Analysis of existing parking and utilization	\$ 7,700	51.5%
Phase III – Develop short- and long-term strategies	\$ 4,150	27.8%
Non-Direct Costs	\$ 350	2.3%
<b>TOTAL COST</b>	<b>\$ 14,950</b>	<b>100.0%</b>

## DEMONSTRATED PERFORMANCE

The Berkley Group is excited about the opportunity to serve the Town of Haymarket for this project. Briefly, here is why the Berkley Group Team is the best choice for working with the Town on this project.

### Successful Experience

Our team has substantial experience managing planning projects and their implementation in localities throughout Virginia. The Berkley Group co-owner and the Project Manager, **Darren Coffey (AICP, CZA)**, has over *19 years of local government experience*, with the past 15 years serving Virginia localities; creating and implementing programs; and creating, interpreting, enforcing, and updating local ordinances. *We will draft an ordinance that will serve the Town's current and future needs.* In addition, the Renaissance Planning Group has developed numerous transportation studies at all scales for municipalities throughout Virginia, including parking studies with similar needs and issues as the Town of Haymarket. *We understand the technical and functional issues involved in this parking study.*

### Efficiency

Our team is streamlined. Darren Coffey will be Town staff's contact, lead facilitator, and project manager. He will have support from the team as needed based on their previous community facilitation and planning expertise. Our team is efficient, works well together, is dedicated to this project, and can *begin immediately to collaborate with Town staff on the project milestones.*

### Cost-effectiveness

We bring resources that are based on a strong, real world experience and *offer an excellent value for the Town's needs.* This project needs a dedicated professional who understands people, local government, and how to develop an ordinance that will be politically supported and implemented by the community.

### Excellent Public Involvement Skills

The Berkley Group brings proven consensus-building and community involvement practices to *ensure the process is inclusive, straightforward and understandable.* There are few initiatives a local government can pursue that have the potential to be as controversial as updating and rewriting sensitive policies for localities. Successful implementation of the project hinges on effectively addressing stakeholder concerns with a comprehensive and open process.

### Motivation

Our team is highly motivated. The principals are the individuals that will work with you directly on this project. Our goal is to finish projects *within budget* while exceeding expectations.



TO: Town of Haymarket Town Council  
 SUBJECT: 14740 Washington Street - Repairs  
 DATE: 05/05/14

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## BACKGROUND

For the past several months we have been working with various consultants and contractors to make the needed repairs to the Town's property at 14740 Washington Street, currently occupied by the Food Pantry. To this date we have accomplished the following:

- Had an airborne mold test performed that determined that nothing is inherently dangerous in the air;
- Had our building inspector (now Official) perform an emergency inspection to determine the immediate integrity of the structure, his determination was that nothing was inherently dangerous about the structure and made some recommendations to curtail the standing water in the cellar and have a structural engineer inspect and create a report of the structure;
- Installed a sump pump in the cellar, to curtail the standing water in the cellar;
- Hired a Structural Engineer to perform an assessment on the structure and produce a report with recommendations, (his report is included in your packet);

Since receiving the report from Dave Hall, I have consulted with Genesis Contracting and Consulting (our Public Works Company) and they have reviewed the report and are generating an estimate on the work on re-pointing and repairing the cracks in the foundation, put down a plastic barrier in the crawl space, examine any needed roof repairs and figure out a solution to the rain runoff down the outside cellar steps. None of these individual projects would exceed the spending policy, however combined they may exceed the spending policy, so as not to compartmentalize the repair efforts it may be in our best interest to move forward with completing these tasks as quickly as possible.

Now with regard to the mold issue within the rear portion of the structure, we still need to remove and remediate the mold from the back rooms at 14740. Previously, Pam Stutz, Board President of the Pantry had received an estimate on the removal and remediation from the back rooms. I have taken this estimate; and have obtained two additional estimates for the removal and remediation of the mold in the rear portion of the structure. This removal and remediation will remove all of the materials out of back rooms with only bare exposed walls and flooring remaining.

## RECOMMENDATION

I would recommend that we proceed with the ServiceMaster estimate for the mold removal and remediation of the rear rooms at 14740.

Furthermore, I would recommend that you allow me to work with Genesis in completing the proposed scope of work from Dave Hall's Structural Engineering Report.

## MOTION

I move that we authorize the Town Manager to enter into a contract with Servicemaster to have the mold removal and remediation of the rear rooms at 14740 Washington Street;

And have the Town Manager work with Genesis Contracting and Consulting to address the work recommended within the Structural Engineer's Report not to exceed \$7500.

**ATTACHMENTS:**

- Dave Hall Structural Report (April 2014) (PDF)
- Mold Estimate (PDF)
- TOWN-OF-HAYMARKET\_MOLD (PDF)
- Puro Clean Estimate-short (PDF)



## Structural Engineer Report

Date: April 14, 2014

Subject: Town of Haymarket Food Pantry – 14740 Washington Street



Photo 1 – View of front of subject house

This report is a follow-up report to the subject address for an overall structural assessment of the building and its compatibility for its current use. The building is a one-story frame house constructed on a block masonry foundation around circa 1925. The current use of the building is for a community food bank where food is stacked on shelves. The floor framing appears to be full 2x8's spanning around 8'-10', depending on their location which are in turn supported by 4X4 posts sitting on the concrete floor. The following photos depict the existing joist system and general existing condition of the foundation.



Photo 2 – View of joists with possible crack where indicated



Photo 3 – View of joists with possible crack where indicated

[www.drhengineers.com](http://www.drhengineers.com)  
 410 Rosedale Court; Warrenton, Virginia 20186  
 (540) 349-7840 Fax (540)301-0331

Attachment: Dave Hall Structural Report (April 2014) (1835 : 14740 Washington Street - Repairs)

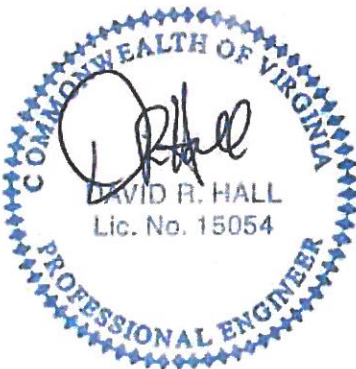


Photo 4 – View of foundation showing some settlement and dirt crawl space Photo 5– View of foundation showing settlement crack at corner.

The foundation is considered sound but does need to have some masonry repairs made in the form of pointing the masonry joints that have opened. I calculated the floor joists and would rate the floor at approximately 45-50 psf based on visible components. Commercial use of a structure requires a 50 psf life load for design load. Light storage requires 125 psf. It would be up to the Town Building Official to classify the use of the building as storage or light commercial use. The existing floors felt sound without much deflection so as long as heavy stacks of food are placed near outer walls the existing floor should be sufficient. Consideration may want to be given with stacking food on pallets which can help spread load across a larger area instead of shelves with 4 legs. I would also recommend that the occupancy load be controlled to prevent overloading the floors with people.

My main concern about the structure is that there is bare earth in the cellar and obvious water intrusion which needs to be addressed. It is understood a new sump pump was installed which will help to keep water under control in the cellar, however, it is also recommended that all exposed earth be covered with 6 mil plastic to help mitigate condensation from the earth and a dehumidifier installed to also help mitigate moisture in the space from gathering on the framing and causing possible rot and/or mold problems. I would also recommend the structure be inspected periodically to assure there is no further degradation.

It should be noted that this report is based solely on my observations of the visible components at the time of my visit and my previous experience with similar structures. Any existing or latent conditions differing from observed conditions or unseen issues which may be uncovered or appear at a later date will need to be further evaluated and I reserve my right to revise this report at that time. I trust this evaluation will be of assistance; however, should you have any questions, please call me.



[www.drhengineers.com](http://www.drhengineers.com)  
410 Rosedale Court, Suite 110; Warrenton, Virginia 20186  
(540) 349-7840 Fax (540)301-0331



Project: haymarket pantry  
 Location: Existing floor joists  
 Floor Joist  
 [2009 International Building Code(2005 NDS)]  
 2.0 IN x 8.0 IN x 12.0 FT @ 16 O.C.  
 #2 - Southern Pine - Dry Use  
 Section Adequate By: 53.3%  
 Controlling Factor: Moment



page  
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StruCalc Version 8.0.113.0 4/14/2014 4:43:06 PM

DEFLECTIONS		Center
Live Load	0.23	IN L/632
Dead Load	0.07	in
Total Load	0.30	IN L/486
Live Load Deflection Criteria: L/360 Total Load Deflection Criteria: L/240		

REACTIONS		A	B
Live Load	400	lb	400
Dead Load	120	lb	120
Total Load	520	lb	520
Bearing Length	0.46	in	0.46

BEAM DATA		Center
Span Length	12	ft
Unbraced Length-Top	0	ft
Unbraced Length-Bottom	0	ft
Floor sheathing applied to top of joists-top of joists fully braced.		
Floor Duration Factor	1.00	

MATERIAL PROPERTIES			
#2 - Southern Pine			
	Base Values	Adjusted	
Bending Stress:	Fb = 975 psi	Fb' = 1346 psi	
	Cd=1.00 CF=1.20 Cr=1.15		
Shear Stress:	Fv = 175 psi	Fv' = 175 psi	
	Cd=1.00		
Modulus of Elasticity:	E = 1600 ksi	E' = 1600 ksi	
Min. Mod. of Elasticity:	E_min = 580 ksi	E_min' = 580 ksi	
Comp. ⊥ to Grain:	Fc ⊥ = 565 psi	Fc ⊥' = 565 psi	

**Controlling Moment:** 1560 ft-lb  
 6.0 Ft from left support of span 2 (Center Span)  
 Created by combining all dead loads and live loads on span(s) 2

**Controlling Shear:** 468 lb  
 At a distance d from left support of span 2 (Center Span)  
 Created by combining all dead loads and live loads on span(s) 2

Comparisons with required sections:	Req'd	Provided
Section Modulus:	13.91 in3	21.33 in3
Area (Shear):	4.01 in2	16 in2
Moment of Inertia (deflection):	48.59 in4	85.33 in4
Moment:	1560 ft-lb	2392 ft-lb
Shear:	468 lb	1867 lb

**NOTES**

**LOADING DIAGRAM**



**JOIST LOADING**

Uniform Floor Loading	Center
Live Load	LL = 50 psf
Dead Load	DL = 15 psf
Total Load	TL = 65 psf
TL Adj. For Joist Spacing wT =	86.7 plf

Attachment: Dave Hall Structural Report (April 2014) (1835 : 14740 Washington Street - Repairs)


**SERVPRO OF NPWC #8793**

11430 Balls Ford Road  
 Manassas Va 20109  
 (703)368-4399  
 Tax ID # 54-2053690  
 Franchise #8793

Client: Town of Haymarket  
 Property: 14740 Washington St  
 Haymarket, VA 20168

Home: (703) 753-2600

Operator Info:  
 Operator: DCOLLINS

Estimator: Don Collins  
 Business: 11430 Balls Ford Road  
 Manassas, VA 20109

Business: (703) 368-4399

Type of Estimate: Water Damage  
 Date Entered: 4/22/2014                      Date Assigned:

Price List: VADC7X\_APR14  
 Labor Efficiency: Restoration/Service/Remodel  
 Estimate: TOWN\_OF\_HAYMARKET

***\*Please note: If no indoor air quality testing or surface sampling has been performed, it can be difficult to confirm if the contents inside the impacted area(s) are contaminated without a written protocol regarding the contents. SERVPRO will provide a professional opinion to the customer regarding how to proceed (i.e. clean/salvage, or disposal), but SERVPRO is not responsible for any replacement costs and/or damages as a result of any items not addressed in the remediation scope or estimate. This estimate provided by ServPro for mold remediation services, is based on a visual inspection using moisture-detection equipment and professional judgement in accordance with industry-standard practices recommended by the IICRC & Clean Trust. No Industrial Hygienist is involved, and no indoor air quality (IAQ) testing has been performed.***

***\*Please note: At times during the remediation project, the scope of work may change due to unforeseen damages that require additional service that is not included in this estimate. SERVPRO will contact the responsible party if any additional work or equipment is needed to complete the recommended service. SERVPRO will not supplement this estimate without prior authorization.***

Attachment: Mold Estimate (1835 : 14740 Washington Street - Repairs)


**SERVPRO OF NPWC #8793**

11430 Balls Ford Road  
 Manassas Va 20109  
 (703)368-4399  
 Tax ID # 54-2053690  
 Franchise #8793

**TOWN\_OF\_HAYMARKET**
**Main Level**
**General Conditions**

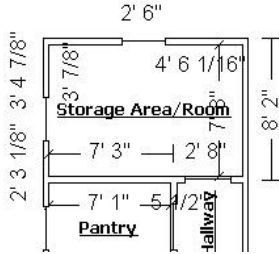
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
1. Add for HEPA filter (for canister/backpack vacuums) Hepa Filter for the backpack vacuum	0.50 EA	0.00	51.36	25.68
2. Add for personal protective equipment (hazardous cleanup)	4.00 EA	0.00	9.38	37.52
3. Respirator - Full face - multi-purpose resp. (per day)	4.00 DA	0.00	7.61	30.44
4. Respirator cartridge - HEPA only (per pair)	4.00 EA	0.00	8.65	34.60
5. Personal protective gloves - Heavy duty (per pair) Gloves used for demo	2.00 EA	0.00	3.98	7.96
6. Personal protective gloves - Disposable (per pair) Gloves used for cleaning	4.00 EA	0.00	0.49	1.96
7. Haul debris - per pickup truck load - including dump fees	2.00 EA	125.78	0.00	251.56
8. Equipment setup, take down, and monitoring (hourly charge)	1.00 HR	0.00	44.72	44.72
9. Equipment decontamination charge - per piece of equipment	2.00 EA	0.00	37.78	75.56
10. Containment Barrier/Airlock/Decon. Chamber Line Item for the 6mil poly used for the Decon Chamber.	112.00 SF	0.00	0.76	85.12
11. Negative air fan/Air scrubber (24 hr period) - No monit. <b>Charge is for (1) 500cfm air scrubber for (3) days.</b>	3.00 DA	0.00	70.00	210.00
12. Add for HEPA filter (for negative air exhaust fan)	0.25 EA	0.00	186.36	46.59
13. Dehumidifier (per 24 hour period) - No monitoring <b>Charge is for (1) dehumidifiers for three days of drying time.</b>	3.00 EA	0.00	51.00	153.00
Totals: General Conditions				1,004.71

Attachment: Mold Estimate (1835 : 14740 Washington Street - Repairs)



**SERVPRO OF NPWC #8793**

11430 Balls Ford Road  
 Manassas Va 20109  
 (703)368-4399  
 Tax ID # 54-2053690  
 Franchise #8793



**Storage Area/Room**

**Height: 6' 11"**

261.68 SF Walls	86.25 SF Ceiling
347.93 SF Walls & Ceiling	86.25 SF Floor
9.58 SY Flooring	37.83 LF Floor Perimeter
37.83 LF Ceil. Perimeter	

- Window - Goes to Floor**
- Door**
- Window - Goes to Floor**

- 2' 6" X 0"**
- 2' 8" X 0"**
- 2' 6" X 0"**

- Opens into Exterior**
- Opens into HALLWAY**
- Opens into Exterior**

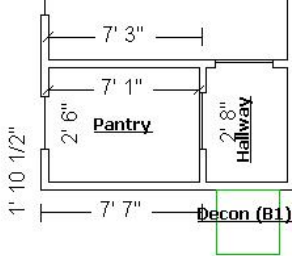
DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
14. HEPA Vacuuming - Detailed - (PER SF) Initial Hepa Vacuum of the affected areas per the IICRC S520	347.93 SF	0.00	0.66	229.63
15. Tear out baseboard and bag for disposal - up to Cat 3	37.83 LF	0.64	0.00	24.21
16. Tear out trim and bag for disposal - up to Cat 3	21.00 LF	0.64	0.00	13.44
17. Tear out and bag wet insulation - Category 3 water	270.12 SF	0.75	0.00	202.59
18. Tear out wet non-salvageable carpet, cut/bag - Cat 3 water	86.25 SF	0.57	0.00	49.16
19. Tear out wet carpet pad, cut/bag - Category 3 water	86.25 SF	0.54	0.00	46.58
20. Tear out tackless strip and bag for disposal	37.83 LF	0.64	0.00	24.21
21. Tear off plaster on wood lath	347.93 SF	1.24	0.00	431.43
22. Sand exposed framing - Floor	86.25 SF	0.00	1.57	135.41
23. Sand exposed framing - Walls	261.68 SF	0.00	1.49	389.90
24. Clean stud wall - Heavy	261.68 SF	0.00	0.71	185.79
25. Clean floor or roof joist system	86.25 SF	0.00	0.63	54.34
26. Clean floor - Heavy	86.25 SF	0.00	0.42	36.23
27. HEPA Vacuuming - Detailed - (PER SF) Final Hepa Vacuum of all areas per the IICRC S520	434.18 SF	0.00	0.66	286.56
28. Deodorize building - Hot thermal fog	596.56 CF	0.00	0.05	29.83
<b>Totals: Storage Area/Room</b>				<b>2,139.31</b>

Attachment: Mold Estimate (1835 : 14740 Washington Street - Repairs)



**SERVPRO OF NPWC #8793**

11430 Balls Ford Road  
 Manassas Va 20109  
 (703)368-4399  
 Tax ID # 54-2053690  
 Franchise #8793



**Pantry**

**Height: 6' 11"**

172.92 SF Walls	38.37 SF Ceiling
211.28 SF Walls & Ceiling	38.37 SF Floor
4.26 SY Flooring	25.00 LF Floor Perimeter
25.00 LF Ceil. Perimeter	

**Door** 2' 8" X 0" **Opens into HALLWAY**  
**Window - Goes to Floor** 2' 6" X 0" **Opens into Exterior**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
29. HEPA Vacuuming - Detailed - (PER SF) Initial Hepa Vacuum of the affected areas per the IICRC S520	211.28 SF	0.00	0.66	139.44
30. Tear out trim and bag for disposal - up to Cat 3	21.00 LF	0.64	0.00	13.44
31. Tear out and bag wet insulation - Category 3 water	124.83 SF	0.75	0.00	93.62
32. Tear off plaster on wood lath	211.28 SF	1.24	0.00	261.99
33. Sand exposed framing - Floor	38.37 SF	0.00	1.57	60.24
34. Sand exposed framing - Walls	172.92 SF	0.00	1.49	257.65
35. Clean stud wall - Heavy	172.92 SF	0.00	0.71	122.77
36. Clean floor or roof joist system	38.37 SF	0.00	0.63	24.17
37. Clean floor - Heavy	38.37 SF	0.00	0.42	16.12
38. HEPA Vacuuming - Detailed - (PER SF) Final Hepa Vacuum of all areas per the IICRC S520	249.65 SF	0.00	0.66	164.77
39. Deodorize building - Hot thermal fog	265.38 CF	0.00	0.05	13.27

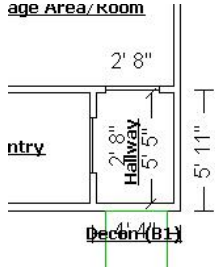
Totals: Pantry 1,167.48

Attachment: Mold Estimate (1835 : 14740 Washington Street - Repairs)



**SERVPRO OF NPWC #8793**

11430 Balls Ford Road  
 Manassas Va 20109  
 (703)368-4399  
 Tax ID # 54-2053690  
 Franchise #8793



**Hallway**

**Height: 6' 11"**

127.96 SF Walls	20.76 SF Ceiling
148.72 SF Walls & Ceiling	20.76 SF Floor
2.31 SY Flooring	18.50 LF Floor Perimeter
18.50 LF Ceil. Perimeter	

**Door** 2' 8" X 0" **Opens into STORAGE\_AREA**  
**Door** 2' 8" X 0" **Opens into PANTRY**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
40. Containment Barrier/Airlock/Decon. Chamber	21.00 SF	0.00	0.76	15.96
41. Peel & seal zipper - heavy duty	1.00 EA	0.00	12.82	12.82
42. HEPA Vacuuming - Detailed - (PER SF)	148.72 SF	0.00	0.66	98.16
Initial Hepa Vacuum of the affected areas per the IICRC S520				
43. Tear out baseboard and bag for disposal - up to Cat 3	18.50 LF	0.64	0.00	11.84
44. Tear out and bag wet insulation - Category 3 water	58.23 SF	0.75	0.00	43.67
45. Tear out trim and bag for disposal - up to Cat 3	42.00 LF	0.64	0.00	26.88
46. Tear off plaster on wood lath	148.72 SF	1.24	0.00	184.41
47. Sand exposed framing - Floor	20.76 SF	0.00	1.57	32.59
48. Sand exposed framing - Walls	127.96 SF	0.00	1.49	190.66
49. Clean stud wall - Heavy	127.96 SF	0.00	0.71	90.85
50. Clean floor or roof joist system	20.76 SF	0.00	0.63	13.08
51. Clean floor - Heavy	20.76 SF	0.00	0.42	8.72
52. HEPA Vacuuming - Detailed - (PER SF)	169.49 SF	0.00	0.66	111.86
Final Hepa Vacuum of all areas per the IICRC S520				
53. Deodorize building - Hot thermal fog	143.62 CF	0.00	0.05	7.18
<b>Totals: Hallway</b>				<b>848.68</b>

**Kitchen**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
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Attachment: Mold Estimate (1835 : 14740 Washington Street - Repairs)


**SERVPRO OF NPWC #8793**

11430 Balls Ford Road  
 Manassas Va 20109  
 (703)368-4399  
 Tax ID # 54-2053690  
 Franchise #8793

**CONTINUED - Kitchen**

DESCRIPTION	QNTY	REMOVE	REPLACE	TOTAL
54. Negative air fan/Air scrubber (24 hr period) - No monit.	3.00 DA	0.00	70.00	210.00
55. Add for HEPA filter (for negative air exhaust fan)	0.25 EA	0.00	186.36	46.59
After reading the IH protocol I feel this is a requirement based on the readings in the report.				
Totals: Kitchen				256.59
Total: Main Level				5,416.77
<b>Line Item Totals: TOWN_OF_HAYMARKET</b>				<b>5,416.77</b>

**Grand Total Areas:**

562.56 SF Walls	145.38 SF Ceiling	707.94 SF Walls and Ceiling
145.38 SF Floor	16.15 SY Flooring	81.33 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	81.33 LF Ceil. Perimeter
145.38 Floor Area	167.83 Total Area	562.56 Interior Wall Area
411.67 Exterior Wall Area	52.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

Attachment: Mold Estimate (1835 : 14740 Washington Street - Repairs)


**SERVPRO OF NPWC #8793**

11430 Balls Ford Road  
 Manassas Va 20109  
 (703)368-4399  
 Tax ID # 54-2053690  
 Franchise #8793

**Summary for Dwelling**

Line Item Total	5,416.77
<b>Replacement Cost Value</b>	<b>\$5,416.77</b>
Less Deductible	(175.00)
<b>Net Claim</b>	<b>\$5,241.77</b>

---

 Don Collins

Attachment: Mold Estimate (1835 : 14740 Washington Street - Repairs)




**SERVPRO OF NPWC #8793**

11430 Balls Ford Road  
 Manassas Va 20109  
 (703)368-4399  
 Tax ID # 54-2053690  
 Franchise #8793

**Recap by Room**
**Estimate: TOWN\_OF\_HAYMARKET**
**Area: Main Level**

<b>General Conditions</b>	<b>1,004.71</b>	<b>18.55%</b>
<b>Storage Area/Room</b>	<b>2,139.31</b>	<b>39.49%</b>
<b>Pantry</b>	<b>1,167.48</b>	<b>21.55%</b>
<b>Hallway</b>	<b>848.68</b>	<b>15.67%</b>
<b>Kitchen</b>	<b>256.59</b>	<b>4.74%</b>
<hr/>		
<b>Area Subtotal: Main Level</b>	<b>5,416.77</b>	<b>100.00%</b>
<hr/>		
<b>Subtotal of Areas</b>	<b>5,416.77</b>	<b>100.00%</b>
<hr/>		
<b>Total</b>	<b>5,416.77</b>	<b>100.00%</b>

Attachment: Mold Estimate (1835 : 14740 Washington Street - Repairs)

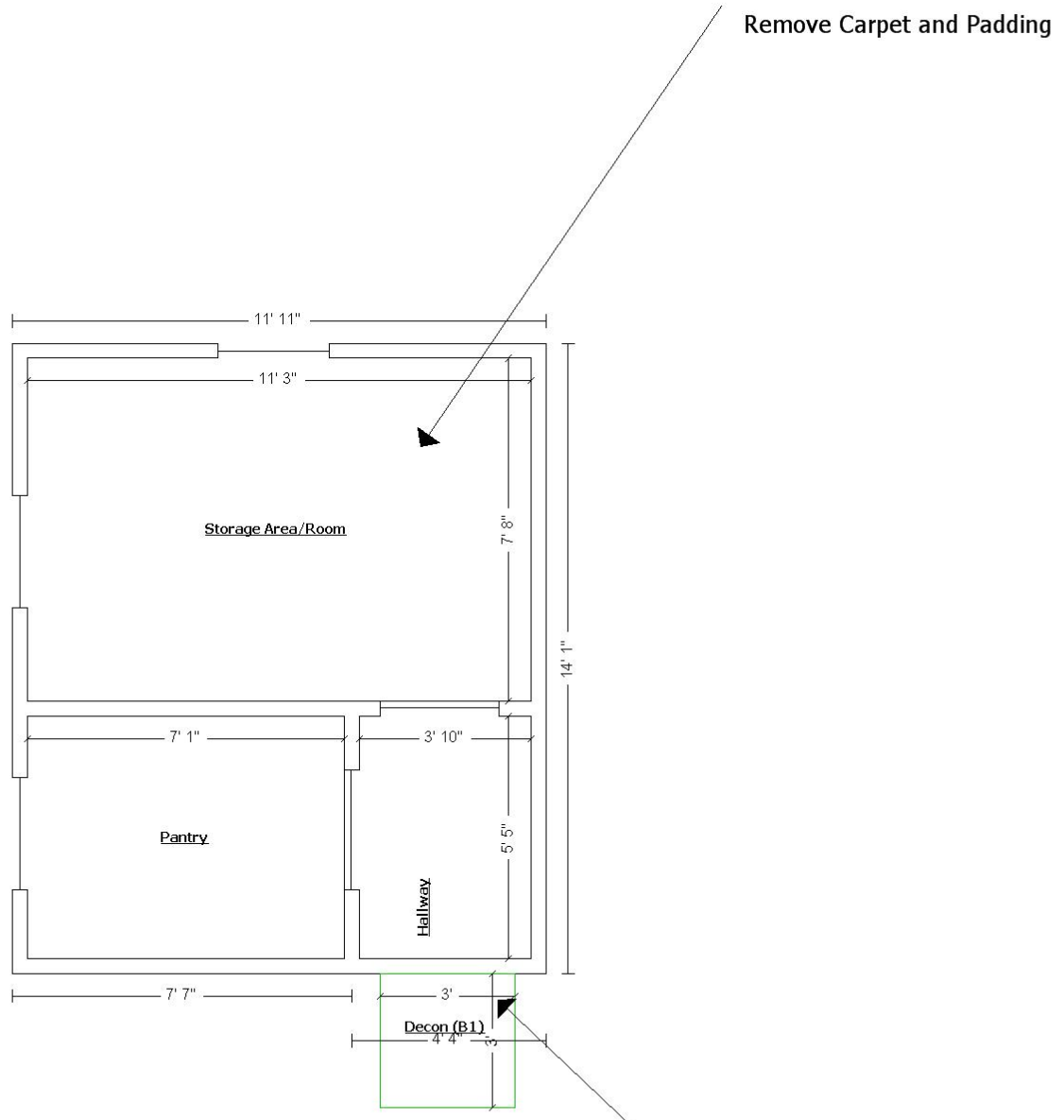

**SERVPRO OF NPWC #8793**

11430 Balls Ford Road  
 Manassas Va 20109  
 (703)368-4399  
 Tax ID # 54-2053690  
 Franchise #8793

**Recap by Category**

<b>Items</b>	<b>Total</b>	<b>%</b>
<b>CLEANING</b>	<b>602.35</b>	<b>11.12%</b>
<b>GENERAL DEMOLITION</b>	<b>1,679.03</b>	<b>31.00%</b>
<b>HAZARDOUS MATERIAL REMEDIATION</b>	<b>1,871.22</b>	<b>34.54%</b>
<b>WATER EXTRACTION &amp; REMEDIATION</b>	<b>1,264.17</b>	<b>23.34%</b>
<b>Subtotal</b>	<b>5,416.77</b>	<b>100.00%</b>

Attachment: Mold Estimate (1835 : 14740 Washington Street - Repairs)



Remove Carpet and Padding

Containment

**ServiceMaster of Fairfax, Inc.**  
**DBA ServiceMaster by Simmons**  
**43676 Trade Center Place #155**  
**Dulles, VA 20166**  
**VA 703-631-0544 MD 301-610-6011**  
**email: team@servicemastebysimmons.com**  
**4/23/2014**

Insured: Town of Haymarket  
 Property: 14740 Washington Street  
 Haymarket, VA 20169

Home: (703) 753-2600

Estimator: Carlos Eduardo Angarita  
 Business: 43676 Trade Center Pl N0. 155  
 Dulles, VA 20166

Business: (703) 631-0544

**Member Number:** \_\_\_\_\_ **Policy Number:** \_\_\_\_\_ **L/R Number:** \_\_\_\_\_  
**Type of Loss:** Other **Cause of Loss:** Other

Coverage	Deductible	Policy Limit
Dwelling	\$0.00	\$0.00
Other Structures	\$0.00	\$0.00
Contents	\$0.00	\$0.00

Date Contacted: 4/21/2014 11:00 AM

Date of Loss: 4/21/2014

Date Received: 4/21/2014 11:00 AM

Date Inspected: 4/22/2014 2:00 PM

Date Entered: 4/23/2014 3:13 PM

Price List: VADC7X\_APR14  
 Restoration/Service/Remodel

### Summary for Dwelling

Line Item Total		2,725.31
Material Sales Tax	@ 5.300%	22.92
<b>Replacement Cost Value</b>		<b>\$2,748.23</b>
<b>Net Claim</b>		<b>\$2,748.23</b>

\_\_\_\_\_  
 Carlos Eduardo Angarita

Attachment: TOWN-OF-HAYMARKET\_MOLD (1835 : 14740 Washington Street - Repairs)

**Mold Estimate**

The following estimate is for professional mold remediation based on visual inspection only. No IH scope or testing has been provided to us.

Estimate cost is for demo and mold remediation only and does not include plumbing, replacing cabinets, drywall, flooring or other structural materials.

Estimate cost does not include HVAC system and duct work cleaning but we recommend HVAC and duct work be cleaned.

Payment is due in full when we start work.

ServiceMaster of Fairfax's tax ID# is 54-0880174.

ServiceMaster of Fairfax has been owned and operated by the Simmons Family since 1962! If you have any questions or comments our team can not answer, please don't hesitate to call Stephen Simmons direct at 703-631-0544 or email [stephen@servicemasterbysimmons.com](mailto:stephen@servicemasterbysimmons.com). Thank you for your business!

Please contact our adjuster if you believe a supplement to this estimate is needed. Before we will consider a supplement to this estimate, we must have the opportunity to re-inspect the damages prior to the supplemental work being done.

Town of Haymarket

## ServiceMaster of Fairfax, Inc.

4/23/2014

Page: 3

Insured: Town of Haymarket  
 Property: 14740 Washington Street  
 Haymarket, VA 20169

Home: (703) 753-2600

Estimator: Carlos Eduardo Angarita  
 Business: 43676 Trade Center Pl N0. 155  
 Dulles, VA 20166

Business: (703) 631-0544

**Member Number:****Policy Number:****L/R Number:****Type of Loss:** Other**Cause of Loss:** Other

<b>Coverage</b>	<b>Deductible</b>	<b>Policy Limit</b>
Dwelling	\$0.00	\$0.00
Other Structures	\$0.00	\$0.00
Contents	\$0.00	\$0.00

Date Contacted: 4/21/2014 11:00 AM

Date of Loss: 4/21/2014

Date Received: 4/21/2014 11:00 AM

Date Inspected: 4/22/2014 2:00 PM

Date Entered: 4/23/2014 3:13 PM

Price List: VADC7X\_APR14  
 Restoration/Service/Remodel

**Summary for Other Structures**

Line Item Total	0.00
<b>Replacement Cost Value</b>	<b>\$0.00</b>
<b>Net Claim</b>	<b>\$0.00</b>

---

 Carlos Eduardo Angarita

Attachment: TOWN-OF-HAYMARKET\_MOLD (1835 : 14740 Washington Street - Repairs)

**Mold Estimate**

The following estimate is for professional mold remediation based on visual inspection only. No IH scope or testing has been provided to us.

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Town of Haymarket

## ServiceMaster of Fairfax, Inc.

4/23/2014

Page: 5

Insured: Town of Haymarket  
 Property: 14740 Washington Street  
 Haymarket, VA 20169

Home: (703) 753-2600

Estimator: Carlos Eduardo Angarita  
 Business: 43676 Trade Center Pl N0. 155  
 Dulles, VA 20166

Business: (703) 631-0544

**Member Number:****Policy Number:****L/R Number:****Type of Loss:** Other**Cause of Loss:** Other

<b>Coverage</b>	<b>Deductible</b>	<b>Policy Limit</b>
Dwelling	\$0.00	\$0.00
Other Structures	\$0.00	\$0.00
Contents	\$0.00	\$0.00

Date Contacted: 4/21/2014 11:00 AM

Date of Loss: 4/21/2014

Date Received: 4/21/2014 11:00 AM

Date Inspected: 4/22/2014 2:00 PM

Date Entered: 4/23/2014 3:13 PM

Price List: VADC7X\_APR14  
 Restoration/Service/Remodel

**Summary for Contents**

Line Item Total	0.00
<b>Replacement Cost Value</b>	<b>\$0.00</b>
<b>Net Claim</b>	<b>\$0.00</b>

---

 Carlos Eduardo Angarita

Attachment: TOWN-OF-HAYMARKET\_MOLD (1835 : 14740 Washington Street - Repairs)



**Mold Estimate**

The following estimate is for professional mold remediation based on visual inspection only. No IH scope or testing has been provided to us.

Estimate cost is for demo and mold remediation only and does not include plumbing, replacing cabinets, drywall, flooring or other structural materials.

Estimate cost does not include HVAC system and duct work cleaning but we recommend HVAC and duct work be cleaned.

Payment is due in full when we start work.

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Please contact our adjuster if you believe a supplement to this estimate is needed. Before we will consider a supplement to this estimate, we must have the opportunity to re-inspect the damages prior to the supplemental work being done.

ServiceMaster of Fairfax, Inc.

TOWN-OF-HAYMARKET

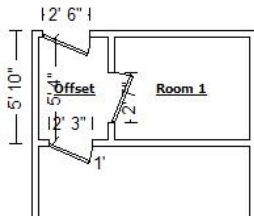
Miscellaneous

CAT	SEL	DESCRIPTION	QNTY	UNIT PRICE	RCV	DEPREC.	ACV
	CALC						
1. WTR	EQ	Equipment setup, take down, and monitoring (hourly charge)					
	6		6.00 HR	44.72	268.32	(0.00)	268.32
Travel, equipment set up and take down, atmosphere and moisture readings:							
Day 1: 2							
Day 2: 2							
Day 3: 2							
5. WTR	NAFAN>	Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit.					
	1*3		3.00 DA	105.00	315.00	(0.00)	315.00
6. WTR	FHEPA>	Add for HEPA filter (for neg. air machine/vacuum - Large)					
	1		1.00 EA	238.49	238.49	(0.00)	238.49
7. WTR	DHM>>	Dehumidifier (per 24 hour period) - XLarge - No monitoring					
	1*3		3.00 EA	101.25	303.75	(0.00)	303.75
1 LGR R200 for 3 days							
8. WTR	BARR	Containment Barrier/Airlock/Decon. Chamber					
	10*15		150.00 SF	0.59	88.50	(0.00)	88.50
31. DMO	PU	Haul debris - per pickup truck load - including dump fees					
	2.50		2.50 EA	125.78	314.45	(0.00)	314.45
<b>Totals: Miscellaneous</b>					<b>1,528.51</b>	<b>0.00</b>	<b>1,528.51</b>

Main Level

Offset

Height: 8'



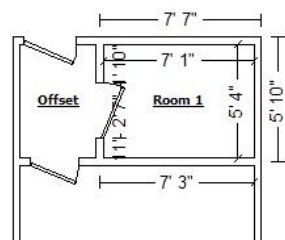
142.67 SF Walls	19.11 SF Ceiling
161.78 SF Walls & Ceiling	19.11 SF Floor
2.12 SY Flooring	17.83 LF Floor Perimeter
17.83 LF Ceil. Perimeter	

CAT	SEL	DESCRIPTION	QNTY	UNIT PRICE	RCV	DEPREC.	ACV
	CALC						
17. CLN	F-	Clean floor					
	F		19.11 SF	0.29	5.54	(0.00)	5.54
9. WTR	GRM	Apply anti-microbial agent					
	F		19.11 SF	0.19	3.63	(0.00)	3.63
18. WTR	DRYW	Tear out wet drywall, cleanup, bag for disposal					
	WC		161.78 SF	0.66	106.77	(0.00)	106.77
19. WTR	GRM	Apply anti-microbial agent					
	WC		161.78 SF	0.19	30.74	(0.00)	30.74

Attachment: TOWN-OF-HAYMARKET\_MOLD (1835 : 14740 Washington Street - Repairs)

CONTINUED - Offset

CAT	SEL CALC	DESCRIPTION QNTY	UNIT PRICE	RCV	DEPREC.	ACV
Treat open cavities						
26. WTR	BASED PF	Baseboard - Detach 17.83 LF	0.82	14.62	(0.00)	14.62
27. WTR	INS C	Tear out and bag wet insulation 19.11 SF	0.53	10.13	(0.00)	10.13
<b>Totals: Offset</b>				<b>171.43</b>	<b>0.00</b>	<b>171.43</b>



Room 1

Height: 8'

- 198.67 SF Walls
- 236.44 SF Walls & Ceiling
- 4.20 SY Flooring
- 24.83 LF Ceil. Perimeter
- 37.78 SF Ceiling
- 37.78 SF Floor
- 24.83 LF Floor Perimeter

CAT	SEL CALC	DESCRIPTION QNTY	UNIT PRICE	RCV	DEPREC.	ACV
13. CON	ROOM 1	Contents - move out then reset 1.00 EA	38.75	38.75	(0.00)	38.75
16. CLN	F- F	Clean floor 37.78 SF	0.29	10.96	(0.00)	10.96
2. WTR	GRM F	Apply anti-microbial agent 37.78 SF	0.19	7.18	(0.00)	7.18
14. WTR	DRYW WC	Tear out wet drywall, cleanup, bag for disposal 236.44 SF	0.66	156.05	(0.00)	156.05
15. WTR	GRM WC	Apply anti-microbial agent 236.44 SF	0.19	44.92	(0.00)	44.92
Treat open cavities						
24. WTR	BASED PF	Baseboard - Detach 24.83 LF	0.82	20.36	(0.00)	20.36
28. WTR	INS C+5.4*8	Tear out and bag wet insulation 80.98 SF	0.53	42.92	(0.00)	42.92
<b>Totals: Room 1</b>				<b>321.14</b>	<b>0.00</b>	<b>321.14</b>

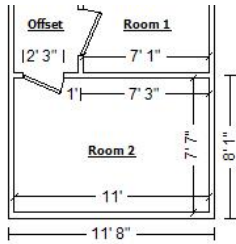
Attachment: TOWN-OF-HAYMARKET\_MOLD (1835 : 14740 Washington Street - Repairs)

ServiceMaster of Fairfax, Inc.

Town of Haymarket

4/23/2014

Page: 9



Room 2

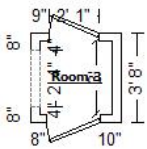
Height: 8'

297.33 SF Walls	83.42 SF Ceiling
380.75 SF Walls & Ceiling	83.42 SF Floor
9.27 SY Flooring	37.17 LF Floor Perimeter
37.17 LF Ceil. Perimeter	

CAT	SEL	DESCRIPTION	RCV	DEPREC.	ACV
	CALC	QNTY UNIT PRICE			
12. CON	ROOM 1	Contents - move out then reset 1.00 EA 38.75	38.75	(0.00)	38.75
3. WTR	GRM F	Apply anti-microbial agent 83.42 SF 0.19	15.85	(0.00)	15.85
11. CLN	FCCSTN F	Clean and deodorize carpet - heavy staining 83.42 SF 0.52	43.38	(0.00)	43.38
20. WTR	DRYW WC	Tear out wet drywall, cleanup, bag for disposal 380.75 SF 0.66	251.30	(0.00)	251.30
21. WTR	GRM WC	Apply anti-microbial agent 380.75 SF 0.19	72.34	(0.00)	72.34
Treat open cavities					
25. WTR	BASED PF	Baseboard - Detach 37.17 LF 0.82	30.48	(0.00)	30.48
29. WTR	INS C+11*2*8+7.7*8	Tear out and bag wet insulation 321.02 SF 0.53	170.14	(0.00)	170.14
<b>Totals: Room 2</b>			<b>622.24</b>	<b>0.00</b>	<b>622.24</b>

Room 3

Height: 8'



81.94 SF Walls	9.28 SF Ceiling
91.22 SF Walls & Ceiling	9.28 SF Floor
1.03 SY Flooring	9.85 LF Floor Perimeter
12.19 LF Ceil. Perimeter	

Missing Wall - Goes to Floor		2' 4" X 6' 8"	Opens into Exterior		
CAT	SEL	DESCRIPTION	RCV	DEPREC.	ACV
	CALC	QNTY UNIT PRICE			
4. WTR	GRM F	Apply anti-microbial agent 9.28 SF 0.19	1.76	(0.00)	1.76
22. WTR	DRYW WC	Tear out wet drywall, cleanup, bag for disposal 91.22 SF 0.66	60.21	(0.00)	60.21
23. WTR	GRM WC	Apply anti-microbial agent 91.22 SF 0.19	17.33	(0.00)	17.33

Attachment: TOWN-OF-HAYMARKET\_MOLD (1835 : 14740 Washington Street - Repairs)

## CONTINUED - Room 3

CAT	SEL CALC	DESCRIPTION QNTY	UNIT PRICE	RCV	DEPREC.	ACV
Treat open cavities						
30. CLN	F-	Clean floor				
	F	9.28 SF	0.29	2.69	(0.00)	2.69
<b>Totals: Room 3</b>				<b>81.99</b>	<b>0.00</b>	<b>81.99</b>
<b>Total: Main Level</b>				<b>1,196.80</b>	<b>0.00</b>	<b>1,196.80</b>
<b>Line Item Totals: TOWN-OF-HAYMARKET</b>				<b>2,725.31</b>	<b>0.00</b>	<b>2,725.31</b>

**Grand Total Areas:**

720.60 SF Walls	149.59 SF Ceiling	870.19 SF Walls and Ceiling
149.59 SF Floor	16.62 SY Flooring	89.69 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	92.02 LF Ceil. Perimeter
149.59 Floor Area	176.15 Total Area	720.60 Interior Wall Area
578.62 Exterior Wall Area	66.02 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

**Recap by Room**

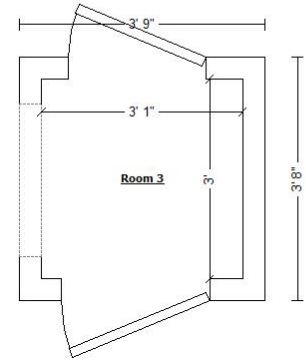
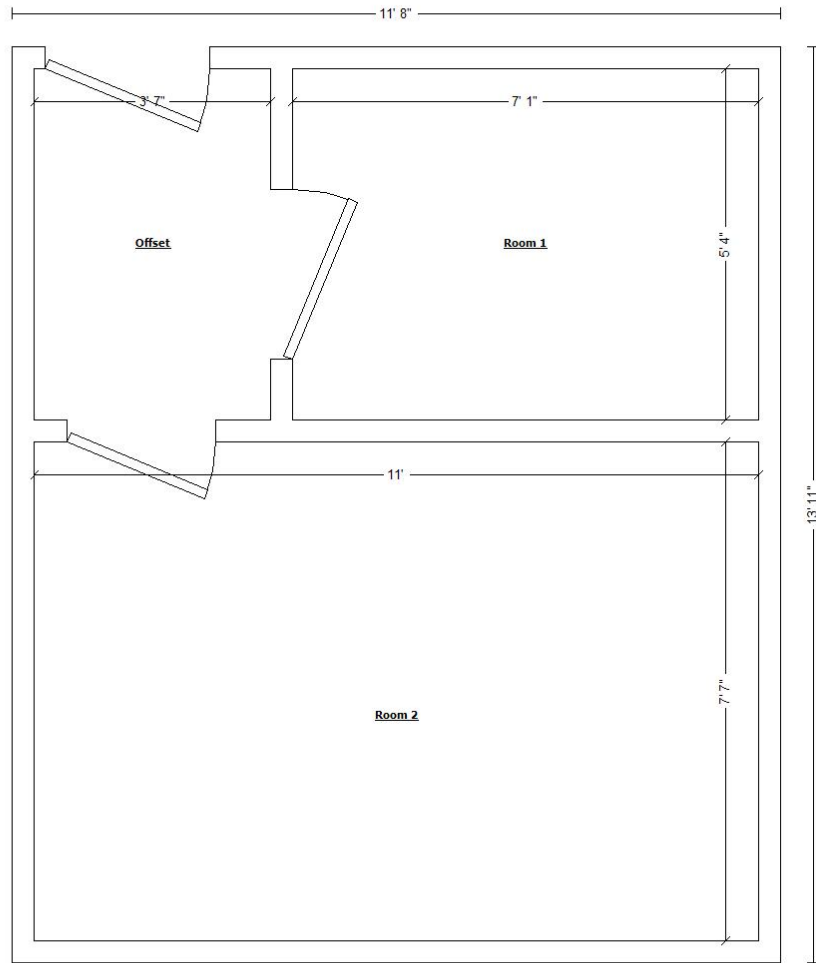
**Estimate: TOWN-OF-HAYMARKET**

<b>Miscellaneous</b>	<b>1,528.51</b>	<b>56.09%</b>
<b>Area: Main Level</b>		
Offset	171.43	6.29%
Room 1	321.14	11.78%
Room 2	622.24	22.83%
Room 3	81.99	3.01%
<hr/>		
<b>Area Subtotal: Main Level</b>	<b>1,196.80</b>	<b>43.91%</b>
<hr/>		
<b>Subtotal of Areas</b>	<b>2,725.31</b>	<b>100.00%</b>
<hr/>		
<b>Total</b>	<b>2,725.31</b>	<b>100.00%</b>

Attachment: TOWN-OF-HAYMARKET\_MOLD (1835 : 14740 Washington Street - Repairs)

## Recap by Category

<b>Items</b>		<b>Total</b>	<b>%</b>
CLEANING		62.57	2.28%
CONTENT MANIPULATION		77.50	2.82%
GENERAL DEMOLITION		314.45	11.44%
WATER EXTRACTION & REMEDIATION		2,270.79	82.63%
Subtotal		2,725.31	99.17%
Material Sales Tax	@ 5.300%	22.92	0.83%
<b>Total</b>		<b>2,748.23</b>	<b>100.00%</b>






**PuroClean Certified Restoration Specialist**

Warrenton, Va 20188

Client: Food Pantry  
 Property: 14740 Washington St  
 Haymarket, VA

**Operator Info:**

Operator: BDALRYMP

Estimator: Brett Dalrymple

Business: (540) 316-6100

E-mail: bdalrymple@puroclean.com

**Reference:**

Business: (540) 316-6100

Company: PuroClean

Business: 53 Main St #525  
 Warrenton, VA 20188

**Type of Estimate:**

Date Entered: 2/24/2014

Date Assigned: 2/24/2014

Date Est. Completed: 2/24/2014

Date Job Completed:

Price List: VAAR7X\_JAN14

Labor Efficiency: Restoration/Service/Remodel

Estimate: FOOD\_PANTRY

Thank you for choosing PuroClean Certified Restoration Specialists.

This is a preliminary estimate for Microbial Remediation, PuroClean will set up containment, set up negative air and dehumidification. We will remove all contaminated finishes. Clean all surfaces including hepa vacuuming and wiping down with a anti microbial treatment, All work shall be completed following the EPA guidelines or New York City Guidelines, using proper remediation equipment, PPE wear and labor. This estimate does not include any repairs of the area. Due to the mold not being visible, this estimate may change during the process. We will inform the owner of any changes prior to commencement of that additional work.

PLEASE NOTE: Although it may not be required, we always suggest that you contact a hygenist to perform post testing of the area. Mold spores are microscopic, and the only way to be 100% certain that the mold is at an acceptable level, is for a Hygenist to come out and take air samples and write a clearance report, If a Hygenists is not called in to perform testing, the homeowner will not hold PuroClean Certified Restoration Specialists or any of its officers or agents liable.

After remediation is completed, it is recomended that the homeowner have their ducts cleaned. That cost is not provided in this estimate.

Please feel free to call or email me with any questions or concerns.

Thanks,

Attachment: Puro Clean Estimate-short (1835 : 14740 Washington Street - Repairs)



**PuroClean Certified Restoration Specialist**

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Warrenton, Va 20188

Dennis O'Brien  
PuroClean Certified Restoration Specialists

Attachment: Puro Clean Estimate-short (1835 : 14740 Washington Street - Repairs)


**PuroClean Certified Restoration Specialist**

Warrenton, Va 20188

**FOOD\_PANTRY**
**Main Level**
**Main Level**

DESCRIPTION	QNTY
60. Cleaning Technician - per hour	16.00 HR
63. HEPA Vacuuming - hourly charge	3.00 HR
61. Content Manipulation charge - per hour	4.00 HR
Above line items to do a wipe down of all surfaces in the other areas of the home other then the contained areas	
62. Neg. air fan/Air scrub.-XLrg (per 24 hr period)-No monit.	5.00 DA

**Backroom**
**Height: 8'**

DESCRIPTION	QNTY
38. Neg. air fan/Air scrub.-XLrg (per 24 hr period)-No monit.	5.00 DA
39. Water Extraction & Remediation Technician - per hour	3.00 HR
34. Remove Light fixture	1.00 EA
35. Finish Carpenter - per hour	1.00 HR
Labor to detach shelving	
23. Tear out wet drywall, cleanup, bag - Cat 3	384.68 SF
37. Window blind - horizontal or vertical - Detach	1.00 EA
24. Tear out and bag wet insulation - Category 3 water	234.68 SF
25. Tear out trim and bag for disposal - up to Cat 3	97.50 LF
31. Tear out wet non-salvageable carpet, cut/bag - Cat 3 water	84.68 SF
32. Tear out wet carpet pad, cut/bag - Category 3 water	84.68 SF
33. Tear out tackless strip and bag for disposal - Category 3	37.50 LF
26. Sand wood	100.00 SF
27. HEPA Vacuuming - hourly charge	3.00 HR
28. Apply anti-microbial agent	469.36 SF
29. Cleaning Technician - per hour	5.00 HR
30. Seal the surface area w/anti-microbial coating - one coat	100.00 SF
56. Content Manipulation charge - per hour	2.00 HR

**Storage**
**Height: 8'**

DESCRIPTION	QNTY
40. Remove Light fixture	1.00 EA
41. Finish Carpenter - per hour	3.00 HR
Labor to detach shelving	
42. Tear out wet drywall, cleanup, bag - Cat 3	234.67 SF
44. Tear out and bag wet insulation - Category 3 water	136.00 SF

FOOD\_PANTRY

2/26/2014

Page: 3

Attachment: Puro Clean Estimate-short (1835 : 14740 Washington Street - Repairs)


**PuroClean Certified Restoration Specialist**

Warrenton, Va 20188

**CONTINUED - Storage**

DESCRIPTION	QNTY
45. Tear out trim and bag for disposal - up to Cat 3	64.67 LF
49. Sand wood	100.00 SF
50. HEPA Vacuuming - hourly charge	2.00 HR
51. Apply anti-microbial agent	272.00 SF
52. Cleaning Technician - incl. cleaning agent - per hour	4.00 HR
53. Seal the surface area w/anti-microbial coating - one coat	100.00 SF
54. Clean floor	37.33 SF
57. Content Manipulation charge - per hour	1.00 HR

Hall	Height: 8'
DESCRIPTION	QNTY
5. Containment Barrier/Airlock/Decon. Chamber	30.00 SF
6. Peel & seal zipper - heavy duty	1.00 EA
7. Tear out wet drywall, cleanup, bag - Cat 3	147.67 SF
8. Tear out and bag wet insulation - Category 3 water	52.25 SF
9. Tear out trim and bag for disposal - up to Cat 3	75.42 LF
10. Sand wood	100.00 SF
13. HEPA Vacuuming - hourly charge	1.00 HR
11. Apply anti-microbial agent	168.11 SF
12. Cleaning Technician - incl. cleaning agent - per hour	3.00 HR
14. Seal the surface area w/anti-microbial coating - one coat	100.00 SF
55. Clean floor	20.44 SF

Gp	QNTY
DESCRIPTION	QNTY
1. Dumpster load - Approx. 30 yards, 5-7 tons of debris	1.00 EA
2. Equipment setup, take down, and monitoring (hourly charge)	4.00 HR
3. Add for personal protective equipment - Heavy duty	4.00 EA
58. Add for HEPA filter (for negative air exhaust fan)	2.00 EA
59. Add for HEPA filter (for canister/backpack vacuums)	1.00 EA

Grand Total

7,840.18



TO: Town of Haymarket Town Council  
SUBJECT: Board of Zoning Appeals Appointment  
DATE: 05/05/14

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TO: Town of Haymarket Town Council  
SUBJECT: Appropriation Request - 14710 Washington  
DATE: 05/05/14

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## BACKGROUND

In having our Public Works Contractor (Genesis Contracting and Consulting, LLC) install the sump pump at the Food Pantry they encountered a safety issue while tying into the breaker panel. Genesis had submitted an invoice for the sump pump installation and also included a separate invoice for the additional electrical work needed on the breaker panel. I did not find out about the change order until I was reviewing the invoices this past Friday, Vice-Mayor Tobias also questioned the second invoice as this caused the project to go over the defined spending policy. I did reach out to Genesis to inform them that they needed to contact me prior to proceeding with any additional work or cost above the estimate or prior to creating a change order. Genesis explained the following to me, "In this situation the scope called for a new designated circuit for the pump. While installing that we uncovered a safety issue in the panel and addressed it right then. If I had pulled my electrician off the site to wait for approval and dispatched him again, the town of Haymarket would have been charge a return trip and minimum."

While I regret that the work took place prior to the approval by Council with the overage, I do believe that they acted in the best interest of the Town from a cost saving standpoint and a safety standpoint. Had I known about the change order prior to receiving it, I would have had to call a special meeting to get the approval from the Council to proceed with the completion of the work or delay the completion of the work until the next scheduled Council meeting which would have been two-three weeks. For future projects, it may be in our best interest to allow for a 10% contingency in case the project runs slightly above the project estimate.

## RECOMMENDATION

I would request that the Council approve the attached invoice from Genesis Contracting and Consulting, LLC for the additional electrical work for the installation of the sump pump.

## MOTION

I move to approve the expenditure for the attached invoice for \$225 for Genesis which resulted in a \$182 overage of the Town's defined spending policy for the sump pump installation at the Food Pantry.

## ATTACHMENTS:

- Genesis Invoice- Sump Pump Overage- Food Pantry (PDF)

Genesis Contracting and Consulting LLC  
 10164 Elgin Way  
 Bristow, VA 20136  
 703-501-2380/ In.#P73000  
 EIN# 90-0421887

# Invoice

Date 4/15/2014  
 Invoice # 540

**Bill To**

Town of Haymarket

**Ship To**

P.O. #

Terms

Due on receipt

Ship Date 4/15/2014

Due Date 4/15/2014

Other

Item	Description	Qty	Price	Amount
change order	4-4-14 Food Pantry - Sump pump Change order- ( When installing new circuit for pump, we found (2) circuits that were on a light load and they needed to be bonded and put a new breaker).		225.00	225.00
		Subtotal		\$225.00
		Sales Tax (0.0%)		\$0.00
		Total		\$225.00
		Payments/Credits		\$0.00
		Balance Due		\$225.00

**Genesis Contracting and Consulting LLC**  
 marc@genesis-cc.com

703-501-2377

Attachment: Genesis Invoice- Sump Pump Overage- Food Pantry (1842 : Appropriation Request - 14710 Washington)



TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 05/05/14

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**ATTACHMENTS:**

- May Treasurer's Report (PDF)



**Town of Haymarket**  
**Treasurer's Report**  
 July 1, 2013 through April 29, 2014

	Year-To-Date Budget	Year-To-Date Actual	Over Budget	Under Budget	Net
1. GENERAL PROPERTY TAXES	320,758.39	307,990.47		(12,767.92)	(12,767.92)
OTHER LOCAL TAXES	887,189.86	787,698.20		(99,491.66)	(99,491.66)
PERMITS, FEES & LICENSES	36,628.81	53,313.12	16,684.31		16,684.31
FINES & FORFEITURES	62,291.67	79,297.56	17,005.89		17,005.89
REVENUE FROM COMMONWEALTH	189,564.48	191,797.22	2,232.74		2,232.74
MISCELLANEOUS	10,176.38	15,659.88	5,483.50		5,483.50
RENTAL (USE OF PROPERTY)	199,188.79	176,985.23		(22,203.56)	(22,203.56)
INTEREST ON BANK DEPOSITS	830.56	1,733.06	902.50		902.50
SAFETY LU/MAP 21 GRANT	915,890.23	245,130.25		(670,759.98)	(670,759.98)
TRANSFER OF CASH RESERVES	7,194.00	0.00		(7,194.00)	(7,194.00)
	<b>2,629,713.17</b>	<b>1,859,604.99</b>	<b>42,308.94</b>	<b>(812,417.12)</b>	<b>(770,108.18)</b>

**Summary of Expenditures**

01 - ADMINISTRATION	437,538.59	468,840.15	31,301.56		31,301.56
03 - PUBLIC SAFETY	631,564.44	556,348.09		(75,216.35)	(75,216.35)
04 - PUBLIC WORKS	186,644.14	172,590.30		(14,053.84)	(14,053.84)
07 - PARKS, REC & CULTURAL	33,744.34	27,988.47		(5,755.87)	(5,755.87)
08 - COMMUNITY DEVELOPMENT	2,376,875.29	269,873.61		(2,107,001.68)	(2,107,001.68)
09 - NON-DEPARTMENTAL	406,080.13	213,451.13		(192,629.00)	(192,629.00)
	<b>4,072,446.93</b>	<b>1,709,091.75</b>	<b>(2,363,355.18)</b>	<b>(2,394,656.74)</b>	<b>(2,363,355.18)</b>

**2. Additional Appropriations:**

None

**3. Line Items Over 4th Qtr Appropriations:**

	Year-To-Date Budget	Year-To-Date Actual	Over Budget
- ADMINISTRATION			
11100 - TOWN COUNCIL			
Salaries & Wages - Regular	19,435.00	27,200.00	7,765.00
12110 - TOWN ADMINISTRATION			
Accounting Services	16,711.10	33,442.72	16,731.62
Office Supplies	3,158.77	2,906.94	251.83
Computer, Internet & Website	0.00	3,012.28	3,012.28
12210 - LEGAL SERVICES			
Legal Services	66,444.44	87,846.22	21,401.78

Attachment: May Treasurer's Report (1825 : Treasurer's Report)

**Town of Haymarket  
Treasurer's Report  
July 1, 2013 through April 29, 2014**

	Year-To-Date Budget	Year-To-Date Actual	Over Budget	Under Budget	Net
<b>- PUBLIC SAFETY</b>					
<b>31100 · POLICE DEPARTMENT</b>					
Legal Services	12,043.06	13,473.13	1,430.07		
Maintenance Service Contracts	996.67	6,182.10	5,185.43		
Electrical Services	1,661.10	4,019.48	2,358.38		
Computer, Internet & Website	2,641.17	3,505.12	863.95		
Telecommunications	3,903.60	4,664.12	760.52		
Equipment Rental	415.27	947.94	532.67		
Office Supplies	2,803.13	4,165.30	1,362.17		
Police Supplies	2,242.50	2,817.44	574.94		
<b>34100 · BUILDING OFFICIAL</b>	<b>45,680.56</b>	<b>64,665.00</b>	<b>18,984.44</b>		
<b>- PUBLIC WORKS</b>					
Trash Removal Contract	55,647.23	55,990.81	343.58		
<b>43100 · MAINT OF GENERAL BLDG &amp; GROUNDS</b>					
Repairs/Maintenance Services	16,325.00	17,415.44	1,090.44		
Website & Internet Svcs	9,966.67	12,418.81	2,452.14		
<b>72200 · MUSEUM</b>					
Salaries & Wages - Part Time	9,966.67	11,220.84	1,254.17		
Repairs & Maintenance Services	3,322.23	3,726.84	404.61		
Telecommunications	1,245.83	1,864.31	618.48		

Attachment: May Treasurer's Report (1825 : Treasurer's Report)



TO: Town of Haymarket Town Council  
 SUBJECT: Engineer's Report  
 DATE: 05/05/14

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### Enhancement Project

- The concrete barriers have been installed; the traffic shifted and work is now occurring behind the concrete barriers/barrels.
- The contractor submitted a revised schedule on April 22, still showing the project will be completed on schedule.
- Change Order: A change order for an additional \$2,107.50 was approved in order to change the temporary pavement markings from tape to paint. Especially during the wet spring with varying temperatures, tape would be prone to unravelling/not sticking to the pavement so it was determined that changing to paint is the better option for the traveling public. This changes the contract amount from \$1,663,470.03 to \$1,665,577.53. Contingencies (change orders) were budgeted when planning for the 2015 budget.

### I-66 Widening Project

- Construction on the I-66 widening project began a week late due to the weather.

### I-66/Route 15 Interchange Project

- The bids were submitted by design-builders and an Intent to Award letter was issued to Lane Construction/Rinker Design.
- The Lane Construction/Rinker Design team proposes a different interchange concept (Diverging Diamond) than the one that VDOT had proposed (Semi-Directional with Fly-Over).
- The non-successful design-builder has submitted a protest to this award. VDOT is reviewing the protest and has until April 28 to respond.
- No project award or interchange concept design will be official until the Commonwealth Transportation Board (CTB) approves it. This could be as soon as May but could be later due to the protest.
- Bottom line: The interchange layout could possibly change but it is too early to tell what will happen. As information becomes available, I will inform the Town Council and Town Staff.

### VSMP Authority

- At the end of March, the governor signed a bill making changes to the VSMP program. One of the outcomes of this bill is that since the Town is not a MS-4 Town, we now have the option of having the Department of Environmental Quality (DEQ) run the VSMP program for us. Previously, the only options were to run our own program or have Prince William County run the program for us.
- DEQ has stated that they will NOT backcharge the Town for any expenses exceeding the permit fees. However, since they will be responsible for running the VSMP programs statewide for anyone that opts out of running the program themselves as well as their overseeing/coordination efforts, they expect there to be a bottleneck in reviewing plans and issuing VSMP Permits.
- The Town has until April 30 to notify DEQ if we want them to run the VSMP program for us or if we still want to run the program ourselves.
- It is staff's recommendation and intent to notify the DEQ that we want them to run the program for us. The Town can always choose to take over the VSMP program and run it ourselves at a future date.

- There will be new Ordinances/Ordinance changes coming to the Town Council for adoption in the upcoming months to make the DEQ our VSMP Authority and to conform to the new Stormwater Management/BMP regulations.

**Site Plans**

- Sheetz: The site plan has been reviewed and comments returned to the applicant.
- Chick-fil-a: The Special Use Permit has been submitted and is under review. An amended site plan has not been submitted at this time.
- Haymarket Self Storage: The environmental documents have been submitted and are under review by myself and the DEQ.



TO: Town of Haymarket Town Council  
SUBJECT: Planner's Report  
DATE: 05/05/14

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- Chic-Fil-A Restaurant with Drive-Thru. Staff continues to review the Applicant's special use permit application and requested zoning text amendments.
- Sheetz. Staff is finishing their review of the Applicant's preliminary site plan, special use permit, and requested zoning text amendments.
- St. Paul's SUP - Classroom Trailer. The Planning Commission reviewed the application at their April meeting. The commission requested the plot plan, traffic management plan, and development conditions be amended to reflect current conditions.
- Comprehensive Plan Update. The Planning Commission and staff will be reviewing updates to the Comprehensive Plan at a work session on April 28.



TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report  
 DATE: 05/05/14

**Inspections Report for the Month April 2014, for the Town of Haymarket, by Joseph E. Barbeau, Jr.  
 Inspections:**

- April 1

Performed an Inspection for the under slab work at the Power Yoga Studio project at 15111 Washington Street, prior to the placement of Concrete. Work was approved.

- April 4

Performed an Electrical Inspection for new power and low-voltage installations at 4426/4428 Costello Way, this is for the new offices of United Health Care at that location. Work was approved.

Met with Brian to discuss the new Application forms, to be generated for use in the Permitting process, to reflect Code requirements and job tracking issues.

- April 10

Checked site of demolition of structure at the beginning of Jordan Lane (14830 area). This structure has been removed, debris is gone, and seeding straw placement to prevent erosion is in place. 5 Cans of Hazardous liquid, gallon cans (intact) of products such as paint stripper were found on site, owner was ordered to remove the same to a qualified disposal facility. This will be further checked to ensure compliance. Beyond that this project has been accomplished and accepted.

Inspected deck footer for an installation at 14971 Keavy Place, depth and soil conditions were acceptable, contractor in the field was notified to install joist hangers on this structure as required by the Code to prevent deflection during cyclonic or seismic events, Contractor agreed to comply. Work was approved to place concrete.

Inspected Alice's Kitchen project to review movement of Sprinkler Head and the approaching finalization of this project. Sprinkler head relocation has been approved, contractor is awaiting acceptance of PWC Health Department to request Final Inspection.

- April 11

Meeting with Doug, Brian, and Sherrie to determine role responsibilities with appointment to Building Official status for Total Construction Solutions. Further discussed new application forms, and legal basis and methods for the application of Permitting Fees.

Met with the Developer and Contractor to resolve the exterior lighting issues at Alexandra's Keep. This work was stopped due to lack of required permitting. This discussion was to determine how to remedy this situation and move forward. The Developer provided stamped Engineered reports and drawing certifying that this work was done in accordance with the applicable Codes. The unpermitted work will be Permitted after the fact to allow the Town to be compensated for this completed work. All new work is to be permitted and inspected. The Contractor further agreed to dig an inspection pit alongside one of the existing concrete stantions so that the depth, installation, and soil conditions could be determined by my inspection. Lastly, this developer was put on notice that working without the benefit of proper permitting and inspection is a violation of the law, codes, and ordinances, and will not be tolerated in the future.

- April 15

Inspection to verify depth, soil conditions, and installation of concrete stanchions at Alexandra's Keep, per previous section. This work was approved.

Inspection of completed deck installation at 14971 Keavy Place. This work was approved.

- April 17

Final Inspections for Gas, Plumbing, Electrical, Mechanical, and Building work for the basement build out at 6804 Coach Way. All work was approved.

Inspection of underground Electrical work to install outdoor lighting at 14830 Jordan Lane was conducted. This work was approved.

- April 21

Inspection for wall closure rough trade work at the Power Yoga Studio at 15111 Washington Street was conducted. All trade work was accepted and approved.

- April 28

Pending Inspection for deck footers at 14955 Keavy Place.

Pending Final Inspection for the Installation of a Gas fired Furnace at 6836 Saint Paul Drive.

**Document Review:**

- April 7

Reviewed proposed changes to the Sprinkler system at 15111 Washington Street, the Power Yoga Studio, modifications to this existing system are to relocate Sprinkler heads and lines to accommodate current needs and requirements. This work has been approved.

- April 18

Review of Engineering Report submitted to the Town regarding the Food Pantry Structure on Washington Street. Commentary on mold remediation and water seepage issues was made to Brian. Re-classification of this structures Occupancy and Load can now be determined, further inspections to ensure that this structure is monitored will be scheduled, and plans to mitigate these issues will be developed.

- April 21

Reviewed Plans for a deck installation at 14955 Keavy Place. Plans were approved.

- April 25

Pending review for another deck installation on Keavy Place.



TO: Town of Haymarket Town Council  
SUBJECT: Museum Report  
DATE: 05/05/14

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#### **Earth Day - 2014**

The Haymarket Museum was open for Earth Day. The Museum saw over 100 visitors on Earth Day with over 75 goodie bags handed out to children who visited the Museum. On display were the original doors to the Old Post Office building. Also several people showed interest in volunteering.

#### **Advertisement in the Bull Run Observer**

The Haymarket Museum advertised in the April 18<sup>th</sup> edition of the Bull Run Observer. The ad will run an additional 5 times over the next 3 months letting the public know what will be on exhibit at the Museum as well as our operational hours. Since the April 18<sup>th</sup> advertisement, I have been contacted several times regarding the volunteer program.

#### **Town of Haymarket Health & Fitness Expo**

On March 12<sup>th</sup> myself along with the Town Clerk, Jennifer Preli met with Wendy Adkins and Sosan Azmeh of Carient Heart & Vascular for a preliminary meeting.

In the meeting we discussed; possible site location, vendor participation, proper advertising, sponsorship as well as a "grass-roots" campaign of getting the word out. We are currently looking at the event to be held on a Saturday in one of the following months; August - 2014, October - 2014 or May- 2015.

**Update** - PWC Parks & Rec. should have available dates by weekend May 9<sup>th</sup> 2014.

#### **Museum Attendance for April 2014**

4/12 - 103 \* Earth Day





TO: Town of Haymarket Town Council  
SUBJECT: Police Department Report  
DATE: 05/05/14

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**ATTACHMENTS:**

- May 2014 Police Report (PDF)

Town Police Statistics for  
January, February, & March 2014

Activity	January	February	March	Total
Mileage	4645	2799	3028	10472
Parking Tickets	3	8	10	21
Uniform Traffic Summons	78	54	70	202
Criminal Felony	0	1	0	1
Criminal Misdemeanor	5	1	9	15
Reports	13	7	14	34
Complaints	151	148	135	434
Accidents	1	1	2	4
Hours Worked	616.5	704.5	815	2136

Criminal Stats for March 2014  
Haymarket Police Department

1. Suspicious Person = 4
2. DUI Lookout = 3
3. Citizen Assist = 1
4. Suspicious Vehicles = 6
5. Larceny Past = 1
6. Alarm Calls = 1
7. Business Check = 1
8. Domestic = 4
9. Animal Call = 1 (Beavers)
10. Accidents = 4
11. Traffic Obstruction = 4
12. Motorist Assist = 7
13. Funeral Escort = 1
14. Unresponsive Child = 1
15. BOL for Reckless = 2
16. Disorderly = 4
17. DUI = 3
18. Drugs = 4
19. Medical Emergency = 1
20. Assault Past = 1



Attachment: May 2014 Police Report (1822 : Police Department Report)



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 05/05/14

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#### **Food Pantry Repairs Update:**

- Sump Pump has been installed and cellar is dry. There is still dampness around the walls.
- We have received Dave Hall's structural report, I have included for your information.
- I have already been working with Genesis to get estimates on the repairs. At this time none of the suggested repairs per Dave's report individually run over the spending policy, however in order to complete the tasks quickly, it may be in our best interest to have them work on the multiple issues at the same time so as not to compartmentalize the repairs.
- I have also reached out to two other companies to remove and remediate the back room that does have mold issues.
- Please keep in mind that the mold test was proven not to be anything dangerous, however it is still in the walls and should be removed and remediated the proper way. I have included a memorandum and recommendation for the removal and remediation of the mold in the back room. This process should be able to be completed within two days and will leave the back rooms unfinished, which I believe is the best approach since the rooms are only utilized as storage at this time and no long term use for the facility has been determined.

#### **Upstairs HVAC System in PD:**

- Memorandum and recommendation included in packet.

#### **Resolution for Refinance:**

- Resolution included in packet.

#### **Resolution for VACO Insurance:**

- Memorandum and recommendation included in packet.

#### **Earth Day Update:**

- A post report from our Event Coordinators is included.

#### **Bike to Work Day:**

- I am continuing to work with Jared Nieters (One of the Haymarket Bicycles shop owners) to help sponsor "Bike to Work Day" on Friday, May 16<sup>th</sup>.
- We will be assisting by providing some drinks and light snacks for the Bike Pit Stop.
- Participants can get a quick check up on their bikes and will be given some give items by various sponsors.
- We will trying to promote this event in the coming month and are really going to focus on the day being not just "Bike to Work Day" but also just encouraging residents to "Just Bike".
- We will also participate by having a table set up and be available to discuss how the Town is working on becoming more pedestrian and bicycle friendly.
- This participation also ties in nicely with our HEAL initiative.

#### **RFP for Town Center Master Plan:**

- I have already begun putting together the RFP for the Engineering and Design for the Town Center Master Plan.

- To expedite the process, I would like to suggest that you allow staff handle the process and bring a recommendation of two proposals back to Council to decide upon.
- Staff will also forward a recommendation to Council for selection.
- The proposals submitted are all public record and the process will be transparent throughout.
- An alternative idea would be to have the Mayor appoint a subcommittee for the selection of an engineering/ consultant firm.

**Election Day:**

- Town office will be closed.

**Comprehensive Plan Update:**

- I am continuing to work with Marchant to wrap up the Comprehensive Plan Update



TO: Town of Haymarket Town Council  
SUBJECT: Event Planner's Report  
DATE: 05/05/14

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#### Earth Day Event Post Report:

Earth Day was GREAT! We got lucky with beautiful weather and a great day. I would like to extend a very special thanks to Rebecca Bare - she got there very early and volunteered - as she does with every single event.

We had a FABULOUS group of kids from Battlefield High that helped all day with trash and other needs. The Beer Garden raised money for Children with disabilities @ Rainbow Riding Center! They were very happy and are looking forward to the next event! We have received very positive feedback about the event and we had no issues!

Last but not least, the Haymarket Police were wonderful! They were kind to everyone and went out of their way to be extra friendly to attendees. Chief Roop was an immense help, as always. He made himself available for anyone that needed anything.

What I love most about these events, is it gives us an opportunity to showcase Haymarket and all of the GOOD that comes with it!



TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 05/05/14

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The Virginia State Code allows for government entities to enter into closed session discussions for specific purposes outlined in VA §2.2-3711. The Haymarket Town Council will enter into closed session discussions this evening for the following purpose:



TO: Town of Haymarket Town Council  
SUBJECT: Certification of Closed Session  
DATE: 05/05/14

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§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Certification: To the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.