



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

August 6, 2014

4:00 pm & 7:00 pm Regular Meeting (Only meeting this month)

TAB AGENDA ITEMS

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE

2 - COUNTY ADMINISTRATOR'S REPORT

BOARD OF SUPERVISORS UPDATE

3 - PUBLIC COMMENTS #1 (5 minutes each)

4 - PUBLIC HEARING

None

5 - ACTION MATTERS

- S FUSD By-Laws Update and Revisions – Wayne Stephens, Public Works Director
 - T Sheriff's Office Reorganization and School Resource Officer Position – Eric Hess, Sheriff
 - U Contract Award – Radio Emergency Communications System RFP Development Consultant (~\$77,000)– Cheryl Wilkins, Emergency Services Coordinator
 - V Appointment/Agricultural –Forestal Advisory Committee, At-Large Position – Mary L. Weaver, Clerk to the Board of Supervisors
 - W Appointment/Board of Zoning Appeals, At-Large Position – Mary L. Weaver, Clerk to the Board of Supervisors
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6 - PRESENTATIONS (normally not to exceed 10 minutes each)

- X VDOT Report – Joel DeNunzio, Residency Administrator
 - YZ TJPD Regional Legislative Program – David Blount, Legislative Liaison
 - A Renaturalization Plan at Pleasant Grove Park – Jason Smith, Parks and Recreation Director
-

7 - CONSENT AGENDA

- B Minutes of July 17, 2014 – Mary Weaver, Clerk to the Board of Supervisors
 - C Resolution Recognizing Brian Ezebial Zimmer – Mary L. Weaver, Clerk to the Board of Supervisors
 - D VITA PSAP FY16 – Andrea Gaines, Director of Communications
 - E VITA WEP FY16 – Andrea Gaines, Director of Communications
 - F Pleasant Grove Electric Easement – Jason Smith, Parks and Recreations
 - G FY14 Aid to Localities Funding, Fire Department – Mary Anna Twisdale, Management Analyst
 - H FY14 End of Year Budget Transfers – Mary Anna Twisdale, Management Analyst
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8 - UNFINISHED BUSINESS

TBD

9 - NEW BUSINESS

Discussion of Department Social Services Annual Increase

10 - PUBLIC COMMENTS #2 (5 minutes each)

11 - CLOSED MEETING

TBD

RECESS – DINNER BREAK

RECONVENE @ 7:00pm

12 – PUBLIC HEARING

I SUP 14-02 & ZMP 14-01/Hotel Street Capital, LLC – Mr. Steve Tugwell, Senior Planner

13 – WORK SESSION

Strategic Initiatives Update – Steven M. Nichols, County Administrator

14 – ADJOURN



County Administrator Review

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

Fluvanna County...The heart of central Virginia and your gateway to the future!

ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use abusive language, excessive noise, or in any way incite persons to use such tactics. The Chairman and/or the County Administrator shall be the judge of such breaches, however, the Board may vote to overrule both.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

PUBLIC HEARING RULES OF PROCEDURE

1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - Speakers should approach the lectern so they may be visible and audible to the Board.
 - Each speaker should clearly state his/her name and address.
 - All comments should be directed to the Board.
 - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
 - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
 - Speakers with questions are encouraged to call County staff prior to the public hearing.
 - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
 - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
 - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
 - Further public comment after the public hearing has been closed generally will not be permitted.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

AGENDA TITLE:	Proposed Revisions to Fork Union Sanitary District (FUSD) Advisory Committee Bylaws				
MOTION(s):	I move that the Board of Supervisors adopt the revised <i>Bylaws of the Fork Union Sanitary District Advisory Committee</i> as contained in the document included as Enclosure 3 to this Agenda Item.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Wayne Stephens, Director of Public Works				
PRESENTER(S):	Wayne Stephens, Director of Public Works				
RECOMMENDATION:	Staff recommends the Board of Supervisors approve the proposed <i>Bylaws of the Fork Union Sanitary District Advisory Committee</i> contained in Enclosure 3.				
TIMING:	Routine				
DISCUSSION:	<p>The current Bylaws of the Fork Union Sanitary District, adopted in 1994, prescribe a seven member Advisory Committee which is directly appointed by the Board of Supervisors. Committee members must reside within the FUSD service area and are limited to a total of two, four-year terms. Historically, the Committee has included six “citizen” members and one member representing the water system largest customer, the Fork Union Military Academy (FUMA), although this practice has never been codified. The current Bylaws also encourage attendance at meetings by an officer of the Fork Union Fire Company. As we move forward with our efforts to improve the FUSD water system, it is important to invite and encourage participation from all affected parties. It is also important to the success of these plans to encourage longer-term commitments by those who step forward to guide FUSD towards the future. Long-term commitments are difficult to obtain, however, when persons are limited to two terms on the Advisory Board.</p> <p>In an effort to invite a wider range of participation in planning and implementing improvements to the FUSD water system, and to encourage continued commitment to those efforts, the staff recommends the Bylaws of the FUSD Advisory Board be Amended as follows:</p> <ol style="list-style-type: none"> 1) Remove the restriction on members serving for more than two four-year terms. 2) Revise the committee member appointment process to allow FUMA and the Fork Union Fire Company to each nominate one member of the Advisory Board. The Board of Supervisors would still appoint all members of the committee. 3) Minor revisions to update language for clarity and continuity. <p>The proposed revisions were discussed at the July 22, 2014, meeting of the FUSD Advisory Committee. The consensus of the members at the meeting (a legal quorum was not present) was that the proposed revisions were advisable and would offer an opportunity for better participation on the committee by interested parties in the Fork Union Sanitary District.</p>				

FISCAL IMPACT:	None				
POLICY IMPACT:	Removes term limits for Advisory Committee members Revises procedures for appointing members to the FUSD Advisory Committee Revises/updates other language for clarity and consistency				
LEGISLATIVE HISTORY:	The current Bylaws were Adopted by the Board of Supervisors on June 15, 1994.				
ENCLOSURES:	1) Copy of current Bylaws 2) "Mark-up" of current bylaws showing recommended revisions 3) Proposed <i>Bylaws of the Fork Union Sanitary District Advisory Committee</i>				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

Adopted June 15, 1994

FLUVANNA COUNTY BOARD OF SUPERVISORS

Fork Union Sanitary District
Advisory Board Bylaws

The Fork Union Sanitary District was established under the provisions of Section 21-113 et seq. of the Code of Virginia, 1950 as amended, by an order entered in the Circuit Court of Fluvanna County on the 3rd day of November, 1966, pursuant to and in accordance with general laws.

ARTICLE I. PURPOSE

There is hereby created the Fork Union Sanitary District Advisory Board (hereinafter referred to as the FUSD Advisory Board) which is to advise the Fluvanna County Board of Supervisors on matters relating to the Fork Union Sanitary District. This document supersedes all preceding charters for the Fork Union Sanitary District and reformulates the FUSD Advisory Board in accordance with these articles.

ARTICLE II. MEMBERSHIP, APPOINTMENTS AND TERMS, VACANCIES

The FUSD Advisory Board shall be composed of seven (7) voting members who shall be appointed by the Fluvanna County Board of Supervisors. Voting members must be residents of the District's service area. Terms of voting members shall be four (4) years expiring December 31 of the final year. Initial terms of office shall be as follows: One (1) term expiring December 31, 1994; two (2) terms expiring December 31, 1995; two (2) terms expiring December 31, 1996 and two (2) terms expiring December 31, 1997. The initial terms shall be determined by lot at the first regular scheduled meeting of the Advisory Board when all members are present. **Voting members may serve only two full four year terms.** All vacancies will be advertised by the county administrator and applicants will be requested to introduce themselves to the Board of Supervisors.

The Board of Supervisors member representing the Fork Union Election District shall serve as an ex officio member of the Advisory Board and may participate in FUSD Advisory Board meetings as a nonvoting member. The county administrator shall serve as the Board's nonvoting administrative officer. The Board of Supervisors member and the county administrator serve at the pleasure of the Board of Supervisors.

ARTICLE III. OFFICERS

The Fork Union Sanitary District Advisory Board shall elect annually (in January) from among its voting membership a chairperson (the presiding officer) and a vice-chairperson who shall act as presiding officer in the absence of the chairperson. The county administrator shall be the keeper of all documentation and gathered information.

ARTICLE IV. MEETINGS, QUORUM

The Fork Union Sanitary District Advisory Board shall hold one regularly scheduled meeting in January, March, May, July, September and November and may hold such additional meetings and work sessions as may be determined by the Board. A prescribed time and place for all scheduled meetings shall be selected and approved by majority vote at the January meeting and public notice given. Special meetings may be called by the chairperson or by the written request of any two members to the county administrator. Upon receipt of such request the county administrator shall notify the membership and the media of the time, place and purpose of such special meeting at least seven days in advance thereof. If the chairperson (or vice-chairperson in the absence of the chairperson) deems an emergency exists, an emergency meeting may be called by the county administrator which need not be advertised, however the county administrator shall make efforts to notify the media as time and circumstances allow.

Four of the voting members of the Board shall constitute a quorum.

One member of the Fork Union Sanitary District work force shall attend each meeting who shall inform and advise the Board on all relevant occurrences.

An officer of the Fork Union Volunteer Fire Company is requested to attend all regular meetings of the Board.

The proceedings of the FUSD Advisory Board shall be subject, where applicable, to the provisions of the Commonwealth of Virginia Freedom of Information Act.

All meetings shall be held in public and open for attendance by any resident of the County.

Minutes of all meetings shall be kept and made available to residents of the public upon request.

ARTICLE V. POWERS AND DUTIES

The FUSD Advisory Board shall investigate and be informed on matters relating to water production and supply in the FUSD and on such other matters as the Board of Supervisors may from time to time request. The chairperson or his designee shall present a status report quarterly, and in person, to the Board of Supervisors. Supervision of the FUSD work force and operations is the responsibility of the county administrator. All authorities and regulations of the Virginia Code, Title 21, Chapter 2, set forth shall govern.

ARTICLE VI. LIMITATION OF AUTHORITY

The Fork Union Sanitary District Advisory Board shall have no authority to charge the County with any liability or to incur any expenses, except as may be expressly authorized by the Board of Supervisors.

ARTICLE VII. REMOVAL OF MEMBERS

Membership of voting members automatically ceases if they move from the area serviced by FUSD or fail to attend four (4) regularly scheduled meetings in a calendar year unless excused by the chairperson prior to an absence. Vacancies shall be filled for the unexpired term.

Adopted by the Fluvanna County Board of Supervisors at a regular meeting held June 15, 1994. Ayes: Jerome J. Booker, Leonard F. Gardner, Thomas E. Payne, A. Melvin Sheridan & Donald W. Weaver Nays: None

A COPY, teste

A. Terrell Baskerville
County Administrator

Adopted ~~June 15, 1994~~ August 6, 2014

FLUVANNA COUNTY BOARD OF SUPERVISORS

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Bylaws of the Fork Union Sanitary District Advisory Committee

~~Advisory Board Bylaws~~

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- b) One voting member may be nominated by The Fork Union Military Academy (FUMA) from among its employees and staff. The nominee shall be introduced to the Board of Supervisors who, upon finding the nominee qualified, shall appoint him/her to the Advisory Committee.
- c) One voting member may be nominated by The Fork Union Fire Company from among its officers. The nominee shall be introduced to the Board of Supervisors who, upon finding the nominee qualified, shall appoint him/her to the Advisory Committee.

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In the event one or both of the entities in b) and c), above, decline(s) to nominate a voting member, then such voting member(s) shall be appointed by the Board of Supervisors as described in a), above.

~~-appointed by the Fluvanna County Board of Supervisors-~~

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~~A COPY, teste~~

~~A. Terrell Baskerville! County Administrator~~

Adopted August 6, 2014

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FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

AGENDA TITLE:	The Re-organization of the Fluvanna County Sheriff's Office.				
MOTION(s):	I move that the Board of Supervisors approve the change in the organizational structure of the Fluvanna County Sheriff's Office, which would include authorizing a re-allocation of funds. The changes would include the structure detailed in the presentation and the reallocation of funds would include eliminating the Colonel's positions and using the funds to upgrade two(2) Lieutenant positions to two (2) Captain positions; one (1) captain's position to be grade 20 and one (1) captain's position to be grade 18; also upgrading two (2) Deputy positions to two (2) Sergeant positions at grade 14; adding an new School Resource Officer; and using the remaining funds to hire a part-time Bailiff.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Sheriff Eric B. Hess				
PRESENTER(S):	Sheriff Eric B. Hess				
RECOMMENDATION:	Approve.				
TIMING:	September 1, 2014.				
DISCUSSION:	A re-alignment of resources and functions to effectively meet the mandate of the agency.				
FISCAL IMPACT:	None.				
POLICY IMPACT:	Restructuring of staff offer opportunities for increased efficiencies resulting from the elimination of overlapping services and duties A reorganization of the Sheriff's Office with an associated re-alignment of resources will lead to a possible reduction in duplicative administrative functions, coordination of departmental policies, increased training and orientation opportunities, and more efficient hiring.				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				X	

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

AGENDA TITLE:	Contract Award – Emergency Communications Radio System Consultant				
MOTION(s):	I move that the Fluvanna County Board of Supervisors approve an “Agreement For Emergency Communication Radio System Project Design And Request For Proposal Drafting Services” with RCC Consultants, Inc. for \$74,191.40, and authorize the County Administrator to execute the contract, subject to approval as to form by the County Attorney.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X	X		
STAFF CONTACT(S):	Eric Hess, Fluvanna County Sheriff, Andrea Gaines, Director of Emergency Communications, & Cheryl Wilkins, Emergency Services Coordinator				
PRESENTER(S):	Cheryl Wilkins, Emergency Services Coordinator				
RECOMMENDATION:	Approve				
TIMING:	Immediate				
DISCUSSION:	This Contract, securing professional consulting services, is the next step to competitively bid the radio communications project. The first task order reviews County needs, develops a flexible functional radio communications plan, develops an RFP to secure a competitively-bid system, assists with evaluation and selection of an offeror, and assists with contract development.				
FISCAL IMPACT:	\$74,191.40				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Presentation, Project timeline, Cover Sheet & Contract				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other*
	X	X	X		X

*Radio Communications Committee



Emergency Communications Radio System Upgrade

August 6, 2014



Current Situation

WANT this:

- Reliable "talkback" (from the users in field to dispatch) communications
- 95% Area Portable Coverage 95% of the time
- Portable Coverage in buildings (including new High School)
- Portable coverage in the Columbia and Brems Bluff areas
- AES Encryption for Law Enforcement
- Simulcast (Simultaneous Broadcast) Technology
- Improve Countywide Paging for Fire/Rescue
- Design an APCO Project 25 Digital system
- Promote interoperability with neighbors

HAVE this:

- Approx. 70% Mobile Radio Coverage
- Approx. 50% Portable Radio Coverage
- Inadequate radio channel coverage
- Old and outdated equipment
- No redundancy for system reliability

2



Radio Communications Committee

- **Various iterations of this committee over years**
- **Current membership:**
 - Sheriff Eric Hess (previously Sheriff Ryant Washington)
 - Cheryl Elliott Wilkins, Emergency Services Coordinator
 - Mike Brent, Chief, Fluvanna Fire
 - Scott Carpenter, Chief, Lake Monticello Fire
 - John Lye, Chief, Lake Monticello Water Rescue
 - Andrea Gaines, Director, E911 Communications
- **Work efforts to date:**
 - Reviewed studies/experience and document issues with current radio system
 - Defined requirements for new system
 - Reviewed Motorola proposal for new system
 - Negotiated proposal for project consultant

3



History of the Project

- **Need for upgraded system identified in late 1990s**
- **Band-Aids placed over the years on the system**
- **Money was set aside for project:**
 - FY12 \$3.5 million appropriated
 - FY13 \$4.0 million appropriated
 - FY13 **(\$100,000)** Pulled out to fund JABA/Jaunt
 - FY13 **(\$321,513.92)** Narrow-banding Cost
- **Current Funds Available: \$7,078,486.08**

4



Project Next Steps – Part 1

- **Professional Services Contract for the Emergency Communications Radio Project**
- **Task Order #1 includes:**
 - Review/update County needs assessment
 - Develop a flexible radio communications project plan that meets County needs
 - Develop “Request for Proposal” (RFP) for Radio Project Implementation (implementation, construction and testing)
 - Evaluate responding vendor proposals
 - Attend responding vendor presentations
 - Develop/review statement of work(s), acceptance test procedures and system contract(s)
 - Assist in negotiations and contract development
- **Cost: \$74,191.40**

5



Project Next Steps – Part 2 *LATER*

- **Task Order #2: Radio Project Management**
 - Oversee design review, manufacture, implementation, testing and acceptance of a new radio system
 - Project management services
- **Helps us build a new radio system**

*To be presented to Board of Supervisors in
January 2015*

6



Anticipated Process Timeline

- **Project Competitive Bid for Project Implementation Process:**
 - August 2014: Develop request for proposal (RFP) for radio upgrade project
 - Sept 15, 2014: RFP "hits the street"
 - November 15, 2014: Responses to RFP due
 - Mid-November - December, 2014: Interview Offerors, negotiate and develop contract
 - January 7, 2015: BoS approves radio upgrade project
 - Mid-January: Contract signed

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Anticipated Process Timeline

- **Project Implementation Process:**
 - Fall 2014 - January 2016: Site Preparation for any new towers
 - Mid-January: Implementation Contract signed
 - Mid-January: Part 2 task order (project management) of Professional Services Agreement issued to RCC Consultants
 - March 2015: Design Review
 - May 2015: Manufacturing begins
 - July 2015: Staging of system
 - February 2016: Installation begins
 - March 2016: Optimization of system
 - April 2016: Acceptance Testing
 - May 2016: Training and cut over of new system
 - June 2016: Final Acceptance

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Consulting Contract Motion

I move that the Fluvanna County Board of Supervisors approve an “Agreement for Emergency communications Radio System Project Design and Request for Proposal Drafting Service” with RCC Consultants, Inc., for \$74,191.40, and authorize the County Administrator to execute the contract, subject to approval as to form by the County Attorney.

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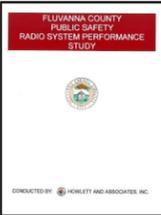
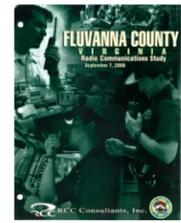
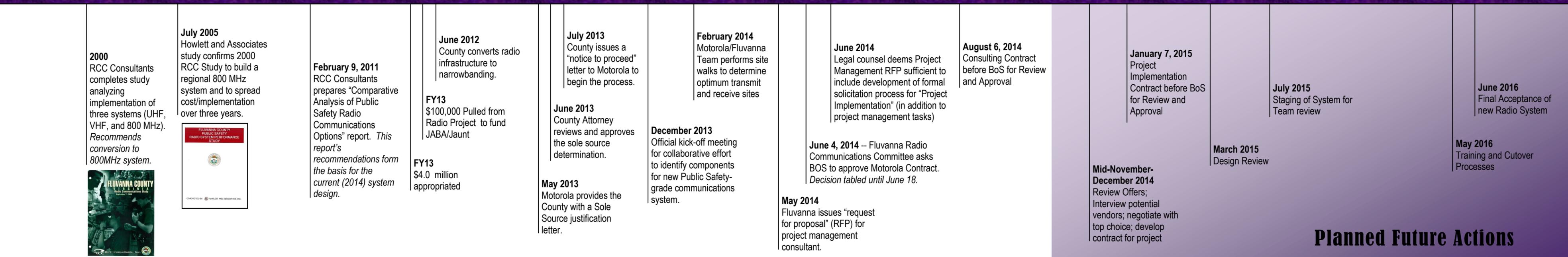
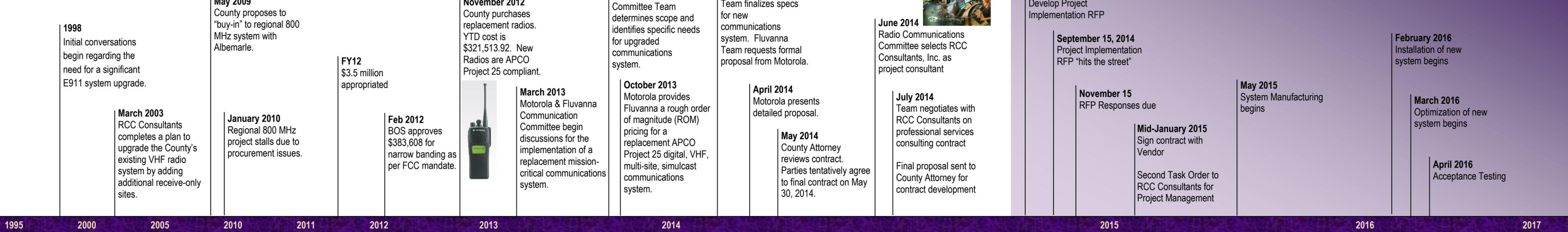


Questions?

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Fluvanna Emergency Communications Radio System

PROJECT TIMELINE



Planned Future Actions

Cover Sheet for
**Agreement for Emergency Communications Radio System Project Design
and Request for Proposal Drafting Services**
Scope of Work

Essential items in the Scope of Work (detailed in **Article 2A** of the Agreement):

Task Order #1 includes:

- Review/update County needs assessment
- Develop a flexible radio communications project functional plan that meets County needs
- Develop “Request for Proposal” (RFP) for Radio Project Implementation (implementation, construction and testing)
- Evaluate responding vendor proposals
- Attend responding vendor presentations
- Develop/review statement of work(s), acceptance test procedures and system contract(s)
- Assist in negotiations and contract development

When completed, this task order gives us a selected, competitively-bid vendor for our new radio communications system. Request to approve “Project Implementation” vendor selection and contract will be brought to the Board of Supervisors at the January 7, 2015 meeting.

Cost: \$74,191.40

Contract Contents:

Pgs 1-8	Contract Agreement
Pgs 9-46	Exhibit 1: Emergency Communications Radio System Project Management Services RFP, issued May 12, 2014
Pgs 47-111	Exhibit 2: RCC Proposal for Project Management Services, dated May 23, 2014
Pgs 112-174	Exhibit 3: Amended RCC Proposal for Project Management Services, dated July 14, 2014

AGREEMENT FOR EMERGENCY COMMUNICATION RADIO SYSTEM PROJECT
DESIGN AND REQUEST FOR PROPOSAL DRAFTING SERVICES

This **AGREEMENT FOR EMERGENCY COMMUNICATION RADIO SYSTEM PROJECT DESIGN AND REQUEST FOR PROPOSAL DRAFTING SERVICES** (the “Agreement”) made this ___ day of August, 2014 by and between Fluvanna County, Virginia (the “County”), a political subdivision of the Commonwealth of Virginia, and RCC Consultants, Inc., a Delaware corporation authorized to transact business in Virginia, (the “Consultant”) describes the professional services to be provided by Consultant to the County. In consideration of the mutual covenants and promises contained herein, the parties hereby agree as follows:

ARTICLE 1. PURPOSE AND BACKGROUND

On May 12, 2014, the County issued Request for Proposals #2014-02 (the “RFP”) for the Emergency Communications Radio System Project Management Services (the “Services”) on an as-needed task order approach as more specifically set out in such RFP attached hereto as **Exhibit 1** and incorporated herein by reference. All the provisions and requirements, including, but not limited to, the purpose and statement of needs, of the RFP are incorporated herein by reference.

The County desires to issue a task order for Part 1, as defined in Article 2 of this Agreement, of the Emergency Radio System Project under the RFP. Additional task orders shall be issued by the County to a provider of such Services as Services are needed and may include any of the services listed in the RFP, including, but not limited to, civil engineering and design, architectural design, site planning, construction phase services, inspection services, project management, drafting and associated surveying, environmental, geotechnical and architectural services.

Nothing herein shall be construed as to require the County to purchase any such Services from Consultant other than those specifically noted herein. Consultant acknowledges that it is one provider of such Services and that the County may purchase Services from any provider of Services and further that this Agreement does not limit the County’s ability to procure or purchase such Services from other providers in any way.

The Consultant submitted a response to the RFP dated May 23, 2014 (the “Initial Response”), attached hereto as **Exhibit 2** and incorporated herein by reference. The Initial Response was supplemented and modified by a supplemental response dated July 14, 2014 (the “Supplemental Response”), attached hereto as **Exhibit 3** and incorporated herein by reference. The Initial Response as modified and supplemented by the Supplemental Response shall be referred to herein as the “Response”. The County has relied on the statements of the Consultant in the Consultant’s Response in entering this Agreement and the Consultant represents and warrants that the statements made in the Response are still true and correct as of the date of this Agreement.

ARTICLE 2: SCOPE OF WORK

A. Specific Scope of Work for Part 1 of the Project

The Consultant agrees to perform all the services and work, including supplying at its own cost and expense any necessary tools, equipment or materials, necessary or desirable for completion of Part 1 of the Emergency Communication Radio System Project (the “Project”) to the sole satisfaction of the County, including, but not limited to the following:

1. Complete all those services and that work listed in “Part 1: RFP Development and Procurement Support” under the “Scope of Work” of the Supplemental Response, as set out on pages 32 through 35 of the Supplemental Response, which is specifically incorporated herein in its entirety by reference as a material part of this Agreement;
2. Review the previously developed needs assessment for the County, and update it as needed;
3. Develop and design a functional plan for the Project (the “functional design plan”) that will satisfy the County’s coverage requirements and the County’s other needs and requirements as laid out in the RFP, the Response and as communicated by the County to the Consultant from time to time during the Contract Term, as defined herein;
4. Develop a functional design plan with flexibility in tower locations, especially for tower sites not currently owned or leased by the County;
5. Communicate and meet with the County staff on an as needed basis to ensure that the functional design plan meets the County’s needs and requirements;
6. Draft one or more request for proposal(s) for the implementation, construction and testing of the fully functional design plan created by the Consultant (the “Project Implementation RFP”);
7. Develop evaluation criteria for evaluating proposals submitted in response the Project Implementation RFP;
8. Provide support at any pre-bid meeting(s) associated with the Project Implementation RFP and address questions relating to the Project Implementation RFP from interested vendors and the County on an as needed basis;
9. Supplement and amend the Project Implementation RFP on an as needed basis or as requested by the County, including the drafting of such supplements or amendments;
10. Review and Evaluate proposals submitted in response the Project Implementation RFP;
11. Attend presentation(s) of vendors who have submitted proposals in response the Project Implementation RFP as requested by the County;
12. Develop and Review statement of work(s), acceptance test procedures and system contract(s) for any contracts resulting from the Project Implementation RFP;
13. Assist the County in its negotiations with any vendor(s) relating to the Project Implementation RFP or the work described in this Article 2;
14. Do any and all related work necessary or desirable to complete any of the foregoing work (collectively the work described in this Article 2(A) shall be referred to as “Part 1 of the Project”).

The Consultant will complete all work on Part 1 of the Project consistent with the County's goal as stated in the RFP, the Consultant's Response and as communicated to the Consultant by the County to the satisfaction of the County in the County's sole discretion.

B. Task Orders

In conjunction with this Task Order for the work on Part 1 of the Project and any other task order assigned to the Consultant by the County under the RFP, the Consultant will provide the following services in addition to those listed in Article 2(A) above:

- Meet with designated County representatives to confirm scope of services, project elements, construction budget and schedule;
- If applicable, initiate and complete general survey data collection necessary to undertake the funded components of the project, including a land survey of street widths, right-of-way widths, existing built improvements (and work in progress by others), existing primary utilities, and building locations within the project area. The extent of the information gathered is to be the minimum amount necessary to allow preparation of design drawings and exhibits as applicable. Any surveys will be completed in accordance with AIA standards;
- If applicable, meet with the local VDOT Resident Engineer, if necessary, and County staff to coordinate project design and obtain concurrence and direction with respect to proposed streetscape schemes and design alternatives;
- As necessary, attend public meetings to discuss the project. The County will arrange the date and location of the meetings, and serve as facilitator; and
- Refine the plans or project based on direction from the County.

If the County desires to engage the Consultant for any other work under the RFP, then such will be done by separate written agreement executed by authorized representatives of the County and the Consultant.

ARTICLE 3: TERMS OF AGREEMENT

A. General Terms

All of the terms and provisions of the County of Fluvanna's General Terms, Conditions and Instructions to Bidders and Contractors (the "County's Terms"), which were included in the RFP at pages 9 to 34, is specifically incorporated herein by reference and made a material part of this Agreement. Where any of the provisions of the any exhibit to this Agreement directly conflict with any of the specific terms of this Agreement, this Agreement shall control. Where any of the terms of the Response conflict with the County's Terms, the County's Terms shall control.

B. Notices

The legal address for the County and for the Consultant and the addresses for delivery of notices and other documents related to the administration of this Agreement are as follows:

County:
ATTN: Mr. Joe Rodish
Fluvanna County
P.O. Box 540
Palmyra, VA 22963
Telephone: (434) 591-1930
Facsimile: (434) 591-1911
Email: jrodish@fluvannacounty.org

With a copy to:
Fluvanna County Attorney
Attn: Kristina M. Hofmann, Assistant County Attorney
414 East Jefferson Street
Charlottesville, VA 22902

Consultant:
ATTN: Michael W. Hunter
RCC Consultants, Inc.
100 Woodbridge Center Dr., Suite 201
Woodbridge, NJ 07095
Phone: (732) 404-2400
Email: mhunter@rcc.com

With a copy to:
ATTN: Dominick V. Arcuri
RCC Consultants, Inc.
4900 Cox Road, Suite 235
Glen Allen, VA 23060
Phone: (804) 422-8461
Email: darcuri@rcc.com

Any party may substitute another address for the one set forth above by giving a notice in the manner required. Any notice given by mail will be deemed to be received on the fifth (5th) day after deposit in the United States mail. Any notice given by hand will be deemed to be received when delivered. Notice by courier will be deemed to have been received on the date shown on any certificate of delivery.

C. Fees

The Consultant will complete Part 1 of the Project to the satisfaction of the County for a not to exceed total cost of SEVENTY FOUR THOUSAND ONE HUNDRED NINETY ONE AND

40/100 DOLLARS (\$74,191.40) which shall include all Hourly Fees, Reimbursable Expenses and charges and fees of any kind. The "Fee Proposal" on Page 56 of the Supplemental Response is hereby deleted in its entirety and replaced with the following:

1. Progress billings will be submitted monthly by the Consultant on written invoices to the County based on the Hourly Fees, as defined below, for only the hours of work actually performed and the Reimbursable Expenses, as defined below, actually incurred by the Consultant during that month. Payments are due within forty-five (45) days of receipt by the County of a proper invoice and shall be made consistent with Section 47 of the County's Terms.
2. Hourly Fees charged by the Consultant will be billed at those rates shown on page 58 of the Supplemental Response less a five-percent (5%) preferred customer discount based on the hourly rate for the person actually performing the services (rates vary by title). Hourly Fees will be prorated based on the portion of an hour actually worked based on increments of 6 minutes or less (i.e., a director works for \$200 per hour less a 5% discount, a director working for one-tenth of an hour will result in a fee of \$20.00 to the County). All Hourly Fees are subject to the five percent (5%) preferred customer discount.
3. There will be no charge for administrative or office staff time.
4. All work on Part 1 of the Project shall be completed for \$74,191.40 or less. Any fees in excess of \$74,191.40 shall be deemed improper and the Consultant agrees such fees are not owed by the County. The Consultant will be paid only based on the Hourly Fees for the hours of work actually performed and the Reimbursable Expenses actually incurred by the Consultant up to \$74,191.40 and thus the total amounts paid to the Consultant under this Agreement may be less than the not to exceed total cost of \$74,191.40.
5. Notwithstanding any other provision of this Agreement, the County shall pay to the Consultant a total of no more than \$69,191.40 prior to Final Completion; and thereafter only upon Final Completion shall the invoices for the actual Hourly Fees and Reimbursable Expenses incurred in excess of \$69,191.40 be deemed proper. Such invoices will be due and payable by the County within 45 days of said Final Completion up to a maximum a total Part 1 Project cost of no more than \$74,191.40.
6. Reimbursable Expenses include travel, lodging, incidental and meal expenses that are pre-approved by the County in writing in advance. An estimate of the Consultant's Reimbursable Expenses is included on page 58 of the Supplemental Response as "Travel and Per Diem Expenses" and "Miscellaneous Expenses".
7. Section 45 of the County's terms is applicable and no interest shall be owed by the County under any circumstances, this shall include interest on any late payments.
8. Any modification of the Agreement shall be executed by authorized representatives of both the County and the Consultant and shall be made consistent with Section 53 of the County's Terms.
9. In order to be more responsive to the County's needs, the Consultant may move professional fees and expenses between project tasks as needed to complete Part 1 of the Project so long as the total amount billed does not exceed \$74,191.40.
10. A summary of the estimated number of hours of work required to complete Part 1

- of the Project appears on page 57 of the Supplemental Response.
11. If this Agreement is terminated for any reason prior to Final Completion, the Consultant shall be owed only for those Hourly Fees and Reimbursable Expenses actually incurred prior to the date of the termination.
 12. Additionally, if this Agreement is terminated for any reason by either party prior to Final Completion, except in cases of termination by the Consultant due to a Default by the County, as defined in Article 3(E) below, the Consultant will be liable to the County for damages and costs incurred due to such termination including, but not limited to, the cost associated with any delays, increased cost of completion, attorneys' fees related to such termination and review of any solicitation or contract for the remaining work, the County's time and expense in issuing another solicitation for the remaining work and reviewing the responses, contracting with any contractor to complete the work and other associated costs and in addition the County may avail itself to any other remedies in law, equity or otherwise as it deems appropriate in its sole discretion.

D. Time for Completion

All of the work on Part 1 of the project consistent with the RFP, the Response, and this Agreement shall be substantially complete to the satisfaction of the County in its sole discretion no later than January 5, 2015 and shall be finally complete no later than February 6, 2015 to the satisfaction of the County in its sole discretion. The functional design plan shall be finally complete no later than January 5, 2015. The drafting of the Project Implementation RFP shall be finally complete no later than September 26, 2014. Time is of the essence with respect to completion dates. The Consultant shall submit its Certification of Substantial Completion to the County when it believes it has substantially completed the project. The County shall provide the Consultant with a rejection notice within thirty (30) days after receipt of the Certification of Substantial Completion if the County believes that the work on the project is not substantially complete for any reason and shall outline the reasons thereof. The Consultant shall submit its Certification of Final Completion when it believes it has fully completed all of the work on Part 1 of the project consistent with the RFP, Response and this Agreement. Within thirty (30) days after receipt of the Certification of Final Completion the County shall either: (i) notify the Consultant in writing that the County believes that the work on the project is not finally complete for any reason and shall outline the reason(s) therefor; or (ii) if the work on the project is deemed by the County to be finally complete, then an authorized agent of the County shall send the Consultant written notice of Acceptance of the Certificate of Final Completion ("Final Completion"). After the consultant corrects any such issues to the satisfaction of the County, it shall resubmit any Certification of Substantial Completion or Certificate of Final Completion, as applicable, which was previously rejected by the County hereunder.

E. Defaults and Termination

The County may terminate this Agreement pursuant to the applicable provisions of the County's Terms. Defaults of the Consultant shall be governed by the applicable provisions of the County's Terms.

If the County fails to pay any amounts to the Consultant when due under this Agreement, the Consultant shall notify the County of the same in writing including a request that prompt payment be made. The County shall have ten (10) days from receipt of such notice to respond by: (i) making the requested payment; or (ii) disputing the payment. The County shall be in default under this Agreement only if fails to timely respond to the Consultant's notice described *supra* (a "Default by the County"). In cases of a Default by the County, the Consultant may terminate this Agreement effective immediately upon written notice to the County and its sole and exclusive remedy shall be payment for the only those Hourly Fees and Reimbursable Expenses actually incurred prior to the termination pursuant to the fee terms of this Agreement.

Upon termination for any reason, all project related documents shall be delivered to the County immediately.

F. Miscellaneous Provisions

As appropriate to the context, the singular will include the plural and vice versa, and reference to one gender will include the others. This Agreement may be executed in one or more counterparts, each of which will be considered the Agreement for all purposes of proof. In addition to allowing electronic signatures upon an electronic copy of this Agreement, as provided by Virginia law, facsimile signatures upon any signature page will be considered to be original signatures. This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and is to be modified only by a writing signed by the parties to this Agreement. This Agreement will be binding upon and inure to the benefit of the respective parties and their successors. This Agreement is not assignable by either party, except by operation of law.

[Signature page to follow.]

Witness the following duly authorized signatures and seals:

RCC Consultants, Inc.:

County of Fluvanna, Virginia

Print Name: _____

Print Title: _____

Date: _____

Steven M. Nichols, County Administrator

Date: _____

Approved As to Form:

Fluvanna County Attorney

Date: _____

EXHIBIT 1

COUNTY OF FLUVANNA, VIRGINIA

Emergency Communications Radio System Project Management Services

Issue Date: May 12, 2014

Due Date: May 23, 2014

Time: 2:00 P.M.

RFP Number: 2014 – 02

Issuing Department: County of Fluvanna, VA
Finance Department
132 Main Street
P.O. Box 540
Palmyra, VA 22963

Procurement Contact: Joe Rodish
Purchasing Officer
Phone: 434-591-1930 ext. 1124
Email: jrodish@fluvannacounty.org

Technical Inquiries: Joe Rodish
Purchasing Officer
Phone: 434-591-1930 ext. 1124
Email: jrodish@fluvannacounty.org

The Fluvanna County Board of Supervisors is requesting sealed proposals from qualified Professional Engineering firms to perform project management services relating to the Fluvanna County Emergency Communications Radio System Project. The firm shall have the necessary expertise to perform such services as described within this solicitation.

Sealed Proposals will be received until 2:00 p.m. on May 23, 2014 for furnishing the services described herein.

Proposal documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 1st floor, Palmyra, VA 22963 or by clicking on the following link: <http://www.fluvannacounty.org/services/finance/procurement/solicitations>. All Proposals that are delivered via mail must be addressed to the “Issuing Department” listed above. Any Proposals that are hand delivered must be turned into the “Issuing Department” listed above. Any Proposals that are turned in late will be rejected and returned unopened. Any Proposals sent in via facsimile, telephone, or email shall not be considered.

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1. Purpose

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified firms to establish a contract through competitive negotiations for consulting & project management services with a firm having public safety radio engineering experience.

2. Background

The Fluvanna County radio system provides public safety radio communications for the Fluvanna County Sheriff's Office and volunteer Fire and Rescue companies.

Fluvanna County, also referred to herein as "the County" is located in Central Virginia at the foothills of the Blue Ridge Mountains. The County serves an area of 290 square miles with a population of approximately 26,000. The County Seat is located in the Town of Palmyra with its County Administration Building located at 132 Main Street. The County's fiscal year begins on July 1 and ends on June 30.

The County uses the traditional board form of government with a County Administrator. The County is governed by an elected five member Board of Supervisors.

The Firm's principal contact with the County of Fluvanna will be the Emergency Services Coordinator, or a designated representative, who will coordinate with the Firm to provide assistance to the County on an as needed basis.

Cheryl Elliot Wilkins, Emergency Services Coordinator
132 Main Street
P.O. Box 540
Palmyra, Virginia 22963
Phone number: (434) 591-1910
Fax Number: (434) 591-1913
E-mail: cwilkins@fluvannacounty.org

3. Statement of Needs

This RFP is intended to encompass a broad range of Professional Services to include but certainly not limited to:

a) Vendor Contract Review

i) The Offeror will review all aspects of the radio system upgrade project as it relates to technical systems language and project management language.

b) Detailed Design Review

i) During the procurement phase of the system upgrade, the Offeror will develop a high-level plan for the technical aspects of the upgrade. Only after a contract is signed does the Offeror develop a detailed design for the system. The detailed design will address specific system equipment requirements, connectivity requirements, performance requirements, and testing requirements.

ii) The Offeror will perform a comprehensive review of the vendor's detailed design documents, and will make specific recommendations to the County with respect to deficiencies and omissions. The Offeror also will develop questions for County submission to the vendor, will review vendor responses, and will discuss in detail with the County the benefits and disadvantages of the vendor's design.

c) Project Management

- i) The Offeror will oversee the management of the system implementation project and will provide status reports, recommendations, and guidance to the County. The following services shall be provided:
 - (1) Participate in project status meetings
 - (2) Critically review the project schedule and its ongoing status
 - (3) Review and make recommendations to the County with respect to any change orders proposed by the vendor
 - (4) Verify vendor compliance with contractual project requirements
 - (5) Review all vendor invoices and provide written recommendation to the County for payment or nonpayment
 - (6) Track and report on project financial status
 - (7) Provide a final review to verify that the vendor has met all contract technical and project requirements
 - (8) Provide a written recommendation to the County for final system acceptance and project closeout

- d) **Oversight of Contractor's Technical System Implementation**
 - i) The Offeror will inspect the vendor's installation of radio system and related equipment for compliance with the detailed system design as well as for industry accepted workmanship standards.

- e) **Coverage Acceptance Testing**
 - i) The Offeror will perform the following:
 - (1) Review the vendor's proposed radio signal coverage acceptance test and will make recommendations to the County for modifications.
 - (2) Participate alongside the County during coverage testing to ensure test plan compliance and to verify results.
 - (3) Provide to the County a written recommendation for acceptance or non-acceptance of the coverage test, as well as a recommended course of action in the case of non-acceptance.

- f) **Factory Staging and Field System Acceptance Testing**
 - i) The Offeror will:
 - (1) Develop specific system acceptance test procedures as part of the system detailed design.
 - (2) Review the testing methodology, and will make recommendations to the County for any modifications required as a result of system changes during implementation.
 - (3) Participate alongside the County during factory staging and during system acceptance testing and will verify that all tests are completed successfully.
 - (4) Provide to the County a written recommendation for acceptance or non-acceptance of factory staging and of the system, as well as a recommended course of action in the case of any test failure.

- g) **System As-built Documentation**
 - i) The Offeror will:
 - (1) Develop specific system as built Documentation requirements as part of the system detailed design.
 - (2) Review the as-built documentation as submitted by the vendor, and will point out to the County any deficiencies and omissions.

h) **Final System Acceptance/Project Closeout**

- i) The Offeror will provide a final project review to verify total contractual requirement compliance by the vendor, and will provide to the County a written recommendation for final system acceptance and project closeout. Should any contractual requirements remain unfulfilled, the Offeror will point out to the County these deficiencies, will recommend non-acceptance, and will provide a recommended path forward to the County.

i) **Addition Services**

- i) The Offeror shall include any additional services that may bring added value to the project such as “**Construction Management Services.**” These additional services may be utilized if required by the County, for any new radio sites or existing radio site located in and around the County. The above mentioned services may include but are not limited to:
- (1) Site development
 - (2) Tower erection
 - (3) Communication shelter construction
 - (4) Grounding system installation

4. Proposal Format

The County will follow the evaluation process and selection criteria described in this Request for Proposals. In order to provide each Offeror an equal opportunity for consideration, adherence to a standardized proposal format is required. The format of each proposal must contain the following elements organized into separate chapters and sections, as the Offeror may deem appropriate.

The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside his format. The following paragraphs provide guidelines to each Offeror for information to include in the proposal:

- a) **Cover Letter** - Provide a cover letter cover letter that confirms the Offeror’s understanding; of this Request for Proposal and a general understanding of the project.
- b) **Overview** - The purpose of this section is to provide Fluvanna County with an overview of the history, qualifications and abilities of the Offeror’s firm and for the Offeror to demonstrate the specific qualifications of the staff the Offeror will assign to this project if selected. At a minimum, the proposal should:
 - i) Designate a Project Manager and indicate office location.
 - ii) Include the organization chart, functional discipline, and responsibilities of project team members.
- c) **Resumes** - Provide a concise resume or description of each team member’s education, relevant professional experience, length of time employed by the Offeror and/or sub-consultant, and professional license.
- d) **Demonstrated History of Successful Projects** - Discuss the Offeror’s ability to work in harmonious, non-adversarial relationships with Fluvanna County and their agents.
 - i) The personnel named in the proposal shall remain assigned to the project throughout the period of the contract unless requested to be replaced by the County. If the County requests an individual to be replaced (including any personnel of any sub-contractor), the Offeror shall do so within 30 days of the request, and without any additional charge to Fluvanna County. No replacement may be made without submission of a resume of the proposed replacement

for approval by The County.

- e) **Proposed Sub-Consultants** - The Offeror shall clearly state whether it is proposing to subcontract any of the work herein. The names of all proposed sub-consultants shall be provided. By proposing such firm(s) or individuals, the Offeror assumes full liability for the sub-consultant's performance. The Offeror shall state the amount of previous work experience with the sub-consultant(s).
- f) **Project Approach** - Offeror's Project and Management Approach:
 - i) The purpose of this section is to provide Fluvanna County with the Offerors understanding and proposed approach to typical projects. The Offeror should discuss in detail the proposed management and project approach for performing any project awarded during the term of the Agreement.
- g) **Representative Projects:**
 - i) This section of the Offeror's Proposal should list and describe representative clients currently served focusing on general engineering projects. Describe the local office experience including the project name and location, brief description of the project, description of the scope of services provided, and principal contact person.
- h) **Effective Cost Control** - Demonstrated history of effective control of project costs and ability to accomplish work in a timely manner:
 - i) Describe the Offeror's cost control methodology
 - ii) Describe the approach for reducing project costs
 - iii) Describe the documentation, tracking and reporting system
 - iv) Describe the program for quality control.
- i) **References:**
 - i) Provide the current name, address, and telephone number of at least five (5) references the Offeror has served either currently or in the past three (3) years; preferably those where one or more of the project team members provided the same or similar services as requested herein. Indicate the Scope of Services provided to each reference.

5. Submittal Instructions

- a) Each Offeror shall submit one (1) original and four (4) copies of its proposal.
 - i) An authorized representative of the Offeror shall sign proposals. All information requested should be submitted. Failure to submit all information requested may result in the County, requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the County.
 - ii) Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph of the corresponding section of the RFP. It is also helpful to repeat the text of the requirement as it appears in the RFP. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror

desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

(1) Each proposal shall be in writing and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or email shall be rejected.

iii) Offerors shall not submit estimated man-hours or cost for services with their proposals.

6. Timeline

a) Request for Proposal issued		05/12/2014
b) Proposals due by		05/23/2014
c) Selected Firm/s Interviewed	(Approximately)	06/03/2014
d) Contract Award	(Approximately)	06/18/2014

7. Evaluation Criteria

- a) All proposals received shall be evaluated based upon the evaluation criteria listed below.
 - i) Project team qualifications and experience **(25 pts.)**
 - ii) Offerors project and management approach **(20 pts.)**
 - iii) Representative projects **(10 pts.)**
 - iv) Ability to control project costs **(25 pts.)**
 - v) References **(5 pts.)**
 - vi) Proximity and availability to Fluvanna County **(15 pts.)**
- b) Fluvanna County may arrange for discussions with Offerors submitting proposals for the purpose of obtaining additional information or clarification if needed.
- c) The Selection Committee may make such reasonable investigations as it deems proper and necessary to determine the ability of the Offeror to perform the work.
- d) Based on the consensus rankings, the highest ranked Offeror(s) will be invited to engage in discussions with the Selection Committee that may include, but are not necessarily limited to:
 - i) Explanations of the proposed approach
 - ii) Work plan
 - iii) Non-binding cost estimates
 - iv) Qualifications of the Offeror(s)
- e) Fluvanna County reserves the right to make such additional investigations as it may deem necessary to establish competency and financial stability of any Offeror. If, after the investigation, the evidence of competency and financial stability is not satisfactory, in the sole opinion of Fluvanna County, Fluvanna County reserves the right to reject the proposal.

8. Selection Process

- a) The County shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The Offerors shall be encouraged to elaborate on their qualifications and

performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. In addition, Offerors shall be informed of any ranking criteria that will be used by the public body in addition to the review of the professional competence of the Offeror. The Request for Proposal shall not, however, request that Offerors furnish estimates of man-hours or cost for services. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Proprietary information from competing Offerors shall not be disclosed to the public or to competitors. At the conclusion of discussion, outlined in this subdivision, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the County shall select in the order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Offeror ranked first. Negotiations shall then be conducted, beginning with the Offeror ranked first.

9. Contract Award

- a) If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror.
- b) In accordance with §2.2-4301.3.a of the Code of Virginia, the agreement shall be for an initial one (1) year term from the date of execution. Upon mutual consent, the County shall have the option to renew the contract up to four (4) additional one (1) year terms contingent upon need and availability of funds.
- c) Under the terms of agreement made pursuant to this RFP, no individual **Task Order** fee shall exceed \$100,000. The aggregate total of fees for all **Task Orders** issued during the any term of the Professional Services Contract shall not exceed \$500,000.
- d) The Owner may, at its sole discretion, renew the Contract for an additional one-year Contract Term provided the option to renew was indicated in the RFP. If the Owner exercises its option to renew, the next Contract Term shall begin one year from the date of the execution of this Contract, or previous renewal, or the date that the Owner notifies the Firm that the option to renew is being exercised, whichever occurs first. A new aggregate limit of \$500,000 shall apply to the second Contract Term, without regard to the dollar amounts of Project Orders issued during the first year of the Contract. Any unused amounts from the first Contract Term are forfeited and shall not carry forward to the next Contract Term. Subsequent renewals up to a maximum of four (4) one year renewals shall follow the same procedures. The maximum number of renewals is stated in **§2.2-4301, Competitive Negotiations**.
- i) The Offeror shall provide Fluvanna County with original documents, bound and suitable for distribution. In addition, all electronic copies of documents shall be provided in a format compatible with Fluvanna County's word processing and AutoCAD hardware and software. All documents, including computer disks, shall become the property of Fluvanna County upon final payment of all fees to the Consultant as forth for in the contract. The County reserves the right to alter the documents and/or specifications for its purposes, but will provide a properly initialed revision block showing County responsibility for such changes.

GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS

These General Terms, Conditions and Instructions to Bidders and Contractor (hereinafter referred to as the “General Conditions”) shall apply to all purchases and be incorporated into and be a part of each Solicitation (as defined below) and every Contract (as defined below) awarded by Fluvanna County, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as the “County”) unless otherwise specified by the County in writing. Bidders, Offerors and Contractors or their authorized representatives are expected to inform themselves fully as to these General Conditions before submitting Bids or Proposals to and/or entering into any Contract with the County: failure to do so will be at the Bidder’s/Contractor’s own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, including the County’s Procurement Policies and Procedures, Bids or Proposals on all Solicitations issued by County will bind Bidders or Offerors, as applicable, and Contracts will bind Contractors, to all applicable terms, conditions, instructions, rules and requirements herein set forth unless otherwise SPECIFICALLY set forth by the County in writing in the Solicitation or Contract. All provisions of these General Conditions are material to any contract between the County and a Contractor.

INTRODUCTION

- 1. VIRGINIA PUBLIC PROCUREMENT ACT AND ETHICS IN PUBLIC CONTRACTING:** The Virginia Public Procurement Act of Virginia Code §§ 2.2-4300 *et seq.* (hereinafter the “VPPA”) is incorporated herein by reference. Nothing in these General Conditions is intended to conflict with the VPPA and in case of any conflict, the VPPA controls. Specifically, the provisions of Article 6 of the VPPA (Virginia Code §§ 2.2-4367 through 2.2-4377) relating to ethics in contracting, shall be applicable to all Solicitations and Contracts solicited or entered into by the County. By submitting their Bids or signing any Contract, all Bidders and Contractors certify that they have not violated any of the provisions of Article 6 of the VPPA, including, but not limited to, that their Bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements.

- 2. DEFINITIONS:** The definitions of Virginia Code § 2.2-4301 are specifically incorporated herein by reference and as used in these General Conditions, whether capitalized or not, any of such defined terms have the same meaning as such terms have under the VPPA: such defined terms include: “Affiliate”, “Best Value”, “Business”, “Competitive Negotiation”, “Competitive Sealed Bidding”, “Construction”, “Construction Management Contract”, “Design-Build Contract”, “Employment Services Organization”, “Goods”, “Informality”, “Multiphase Professional Services Contract”, “Nonprofessional Services”, “Potential Bidder or Offeror”, “Professional Services”, “Public Body”, “Public Contract”, “Responsible Bidder or Offeror”, “Responsive Bidder”, “Reverse Auctioning” and “Services”. Additionally, as used in these General

Conditions, the following terms, whether capitalized or not, have the following meanings:

- a. Bid/Proposal: The offer of a Bidder or Offeror to provide specific Goods or Services at specified prices and/or other conditions specified in the Solicitation. The term “Bid” is used throughout these General Conditions and where appropriate includes the term “Proposal” or any modifications or amendments to any Bid or Proposal.
- b. Bidder/Offeror/Vendor: Any individual(s), company, firm, corporation, partnership or other organization bidding or offering on any Solicitation issued by the County and/or offering to enter into Contracts with the County. The term “Bidder” is used throughout these General Conditions and where appropriate includes the term “Offeror” and/or “Vendor”.
- c. Contract: Any contract to which the County will be a party.
- d. Contractor: Any individual(s), company, firm, corporation, partnership, or other organization to whom an award is made by the County or whom enters into any contract to which the County is a party.
- e. County: The County of Fluvanna, a political subdivision of the Commonwealth of Virginia, including where applicable all agencies and departments of the County.
- f. County Administrator: The Fluvanna County Administrator.
- g. County Attorney: The Fluvanna County Attorney.
- h. Purchasing Agent: The County Administrator is the County’s Purchasing Agent and is responsible for the purchasing activity of Fluvanna County; and has signatory authority to bind the County to all contracts and purchases made lawfully under the Fluvanna County Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all other contracts and purchases only after the contracts or purchases have been approved by a vote of the Fluvanna County Board of Supervisors.
- i. General Terms, Conditions and Instructions to Bidders and Contractors (also referred to herein as the “General Conditions”): These General Terms, Conditions and Instructions to Bidders and Contractors shall be attached to and made a part of all Solicitations by the County and all Contracts to which the County is party.
- j. His: Any references to “his” shall include his, her, their, or its as appropriate.
- k. Invitation to Bid (also referred to herein as an “IFB”): A request which is made to prospective Bidders for their quotation on Goods or Services desired by the County. The issuance of an IFB will contain or incorporate by reference the General Conditions and the other specifications and contractual terms and conditions applicable to the procurement.

- l. Purchasing Officer: The Purchasing Officer employed by the County and to whom Bidders/Contractors can submit questions relating to any Bid or Contract.
 - m. Request for Proposal (also referred to herein as a “RFP”): A request for an offer from prospective Offerors which shall indicate the general terms which are sought to be procured from Offerors. The RFP will specify the evaluation factors to be used and will contain or incorporate by reference the General Conditions and other applicable contractual terms and conditions, including any unique capabilities or qualifications that will be required of the Contractor.
 - n. Small Purchasing Procedures: The County’s Small Purchasing Procedures, being Chapter 4 of the County’s Procurement Policies and Procedures, a method of purchasing not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; and also allowing for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$50,000.
 - o. Solicitation: The process of notifying prospective Bidders or Offerors that the County wishes to receive Bids or Proposals on a set of requirements to provide Goods or Services. “Solicitation” includes any notification of the County requirements may consist of public advertising (newspaper, County’s website, or other electronic notification), the mailing of notices of Solicitation, any Invitation for Quotes (“IFQ”), Initiations to Bid (“IFB”), or Requests for Proposal (“RFP”), the public posting of notices, issuance of an Open Market Procurement (“OMP”), or telephone calls to prospective Bidders or Offerors.
 - p. State: The Commonwealth of Virginia.
3. **AUTHORITY**: The Purchasing Agent shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of goods, services, insurance and construction in accordance with the County’s Procurement Policies and Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every Solicitation, Contract and purchase order issued by the County under the County’s Small Purchasing Procedures. The Purchasing Agent has signatory authority to bind the County to all contracts and purchases made lawfully under the County’s Small Purchasing Procedures. The Purchasing Agent has responsibility and authority for negotiating, placing and when necessary modifying every other Solicitation, Contract and purchase order issued by the County except that the Purchasing Agent has signatory authority to bind the County to all other contracts and purchases ONLY after the contracts or purchases have been adopted and approved by a vote of the Fluvanna County Board of Supervisors (the “Board”).

Unless specifically delegated by the Board or the Purchasing Agent, and consistent with the limited authority granted thereto, no other County officer or employee is authorized to order supplies or Services, enter into purchase negotiations or Contracts, or in any way

obligate the County for any indebtedness. Any purchase or contract made which is contrary to such authority shall be of no effect and void and the County shall not be bound thereby.

For convenience, the County's Purchasing Officer shall serve as an intermediary between the Purchasing Agent and the Bidder or Contractor and any Bidder or Contractor may direct communications regarding any purchase, Solicitation or Contract to the Purchasing Officer; however as stated *supra* only the Board or County's Purchasing Agent can bind the County and only upon the conditions stated *supra*.

CONDITIONS OF BIDDING

- 4. COMPETITION INTENDED:** It is the County's intent to encourage and permit open and competitive bidding in all Solicitations. It shall be the Bidder's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in a Solicitation to a single source. The County must receive such notification not later than seven (7) business days prior to the deadline set for acceptance of the Bids. In submitting a Bid, the Bidder guarantees that he or she has not been a party with other Bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render the Bid of any Bidder involved void.
- 5. DISCRIMINATION PROHIBITED:** Pursuant to Virginia Code § 2.2-4310, the County does not discriminate against Bidders, Offerors or Contractors because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Whenever solicitations are made, the County shall include businesses selected from a list made available by the Department of Minority Business Enterprise. Pursuant to Virginia Code § 2.2-4343.1, the County does not discriminate against "faith-based organizations", being a religious organization that is or applies to be a contractor to provide goods or services for programs funded by the block grant provided pursuant to the Personal Responsibility and Work Reconciliation Act of 1996, P.L. 104-193.
- 6. CLARIFICATION OF TERMS:** Pursuant to Virginia Code § 2.2-4316, if any Bidder has questions or comments about the specifications or other Solicitation documents, the prospective Bidder should contact the County no later than seven (7) business days prior to the date set for the opening of Bids or receipt of Proposals. Any revisions to the Solicitation will be made only by written addendum issued by the County. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for opening of Bids/receipt of Proposals.
- 7. MANDATORY USE OF COUNTY FORM AND TERMS AND CONDITIONS:** Unless otherwise specified in the Solicitation, all Bids must be submitted on the forms provided by the County, including but not limited to, a Cover Sheet or Pricing Schedule, if applicable, properly signed in ink in the proper spaces and submitted in a sealed envelope or package. Unauthorized modification of or additions to any portion of the

Solicitation may be cause for rejection of the Bid. However, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any Bid or Proposal which has been modified. These General Conditions are mandatory provisions of all Solicitations and all Contracts of the County.

8. LATE BIDS & MODIFICATION OF BIDS: Any Bid or modification thereto received at the office designated in the Solicitation after the exact time specified for receipt of the Bid is considered a late Bid or modification thereof. The County is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder to ensure their Bid reaches County by the designated date and hour. The following rules apply to all Bids submitted to the County:

- a. The official time used in the receipt of Bids/Proposals is that time on the automatic time stamp machine in the Finance Department;
- b. Late Bids or modifications thereof will be returned to the Bidder UNOPENED, if Solicitation number, due date and Bidder's return address is shown on the container;
- c. If a Bid is submitted on time, however a modification thereto is submitted after the due date and time, then the County in its sole discretion may choose to consider the original Bid except that the County may not consider such original Bid if the Bid is withdrawn by the Bidder pursuant to Section 9 below; and
- d. If an emergency or unanticipated event or closing interrupts or suspends the County's normal business operations so that Bids cannot be received by the exact time specified in the Solicitation, then the due date/time specified for receipt of Bids will be deemed to be extended to the same time of day specified in the Solicitation on the first work day on which normal County business operations resume.

9. WITHDRAWAL OF BIDS:

- a. Pursuant to Virginia Code § 2.2-4330, a Bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw his Bid from consideration if the price bid was substantially lower than the other Bids due solely to a mistake in the Bid, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn.

If a Bid contains both clerical and judgment mistakes, a Bidder may withdraw his Bid from consideration if the price bid would have been substantially lower than the other Bids due solely to the clerical mistake, that was an unintentional

arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a Bid that shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn. The Bidder shall give notice in writing to the County of his or her claim of right to withdraw his or her Bid within two (2) business days after the conclusion of the Bid opening procedure and shall submit original work papers with such notice.

- b. A Bidder for a Contract other than for public construction may request withdrawal of his or her Bid under the following circumstances:
 - i. Bids may be withdrawn on written request from the Bidder received at the address shown in the Solicitation prior to the time of opening.
 - ii. Requests for withdrawal of Bids after opening of such Bids but prior to award shall be transmitted to the County, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, Bidder work sheets, etc. If Bid bonds were tendered with the Bid, the County may exercise its right of collection.
- c. No Bid may be withdrawn under this Section 9 when the result would be the awarding of the Contract on another Bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent (5%).
- d. If a Bid is withdrawn under the authority of this Section 9 the lowest remaining Bid shall be deemed to be the low Bid.
- e. No Bidder who, is permitted to withdraw a Bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn Bid was submitted.
- f. The County shall notify the Bidder in writing within five (5) business days of its decision regarding the Bidder's request to withdraw its Bid. If the County denies the withdrawal of a Bid under the provisions of this Section 9, it shall State in such notice the reasons for its decision and award the Contract to such Bidder at the Bid price, provided such Bidder is a responsible and responsive Bidder. At the same time that the notice is provided, the County shall return all work papers and copies thereof that have been submitted by the Bidder.
- g. Under these procedures, a mistake shall be proved only from the original work papers, documents and materials delivered as required herein. The work papers, documents and materials submitted by the bidder shall, at the bidder's request, be

considered trade secrets or proprietary information subject to the conditions of subsection F of Virginia Code § 2.2-4342.

10. ERRORS IN BIDS: When an error is made in extending total prices, the unit Bid price will govern. Erasures in Bids must be initialed by the Bidder. Carelessness in quoting prices, or otherwise in preparation of the Bid, will not relieve the Bidder. Bidders/Offerors are cautioned to recheck their Bids for possible error. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if his or her Bid is accepted.

11. IDENTIFICATION ON BID ENVELOPE: All Bids, Proposals and requested copies thereof submitted to the County shall be in a separate envelope or package, sealed and identified with the following information clearly marked on the outside of the envelope or package:

- a. Addressed as indicated on page 1 of the solicitation;
- b. Solicitation number;
- c. Title;
- d. Bid due date and time;
- e. Bidder's name and complete mailing address (return address); and
- f. Pursuant to Virginia Code § 2.2-4311.2, the Bidder's identification number issued by the State Corporation Commission, or if the bidder is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bids or proposal a statement describing why the bidder or offeror is not required to be so authorized.

If a Bid is not addressed with the information as shown above, the Bidder takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the Bid to be disqualified. Bids may be hand delivered to the designated location in the County's offices. No other correspondence or other Proposals/Bids should be placed in the envelope. Any Bidder or Offeror that fails to provide the information required in (f) above shall not receive an award unless a waiver is specifically granted by the County Administrator.

12. ACCEPTANCE OF BIDS: Unless otherwise specified, all formal Bids or Proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for opening or receipt, respectively, unless extend by mutual agreement of the parties. At the end of the one hundred twenty (120) calendar days the Bid/Proposal may be withdrawn at the written request of the Bidder. Thereafter, unless and until the Proposal is withdrawn, it remains in effect until an award is made or the Solicitation is canceled by the County. The County may cancel any Solicitation at any time by notice of such cancelation to the Bidders.

13. COMPLETENESS: To be responsive, a Bid must include all information required by the Solicitation.

- 14. CONDITIONAL BIDS:** Conditional Bids are subject to rejection in whole or in part.
- 15. RESPONSE TO SOLICITATIONS:** In the event a Bidder cannot submit a Bid on a Solicitation, the Bidder is requested to return the Solicitation cover sheet with an explanation as to why the Bidder is unable to Bid on these requirements, or if there be no cover sheet for the Solicitation a letter to the County explaining the same.
- 16. BIDDER INTERESTED IN MORE THAN ONE BID AND COLLUSION:** More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids may be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. Each bidder, as a condition of submitting a bid, shall certify that he is not a party to any collusive action as herein defined. However, a party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a Bid directly for the work, materials or supplies.
- 17. BID OPENING:** Pursuant to Virginia Code § 2.2-4301, all Bids received in response to an IFB will be opened at the date, time and place specified, and announced publicly, and made available for inspection as provided in Section 21 of these General Conditions. Proposals received in response to an RFP will be made available for inspection as provided in Section 21 of these General Conditions.
- 18. TAX EXEMPTION:** The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder.
- 19. DEBARMENT STATUS:** By submitting their Bids, Bidders certify that they are not currently debarred from submitting Bids on Contracts by the County, nor are they an agent of any person or entity that is currently debarred from submitting Bids or Proposals on Contracts by the County or any agency, public entity/locality or authority of the State.
- 20. NO CONTACT POLICY:** No Bidder shall initiate or otherwise have contact related to the Solicitation with any County representative or employee, other than the Purchasing Officer or Purchasing Agent, after the date and time established for receipt of Bids. Any contact initiated by a Bidder with any County representative, other than the Purchasing Officer or Purchasing Agent, concerning this Solicitation is prohibited and may cause the disqualification of the Bidder.
- 21. VIRGINIA FREEDOM OF INFORMATION ACT:** As provided under Virginia Code § 2.2-4342, all proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested

person, firm or corporation, in accordance with the Virginia Freedom of Information Act of Virginia Code §§ 2.2-3700 *et seq.*, except:

- a. Cost estimates relating to a proposed procurement transaction prepared by or for the County shall not be open to public inspection;
- b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect Bid records within a reasonable time after the opening of Bids but prior to award, except in the event that the County decides not to accept any of the Bids and to reopen the Contract. Otherwise, Bid records shall be open to public inspection only after award of the Contract;
- c. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect Proposal records within a reasonable time after the evaluation and negotiations of Proposals are completed but prior to award except in the event that the County decides not to accept any of the Proposals and to reopen the Contract. Otherwise, Proposal records shall be open to the public inspection only after award of the Contract;
- d. Any inspection of procurement transaction records under this Section 21 shall be subject to reasonable restrictions to ensure the security and integrity of the records;
- e. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder, Offeror or Contractor must invoke the protections of this Section 21 prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and State the reasons why protection is necessary; and
- f. Nothing contained in this Section 21 shall be construed to require the County, when procuring by “competitive negotiation” (RFP), to furnish a Statement of reasons why a particular Proposal was not deemed to be the most advantageous to the County.

22. CONFLICT OF INTEREST: Bidder/Contractor certifies by signing any Bid/Contract to/with the County that no conflict of interest exists between Bidder/Contractor and County that interferes with fair competition and no conflict of interest exists between Bidder/Contractor and any other person or organization that constitutes a conflict of interest with respect to the Bid/Contract with the County.

SPECIFICATIONS

23. OMISSIONS OR DISCREPANCIES: Any items or parts of any equipment listed in a Solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications. Should a Bidder find a discrepancy or ambiguity in, or an omission from, the Solicitation, including the drawings and/or specifications, he or she shall so notify the County within twenty-four (24) hours of noting the discrepancy, ambiguity or

omission and in any event no less than five (5) days prior to the date set for the opening of Bids. If necessary, the County will send a written addendum for clarification to all Bidders no later than three (3) days before the date set for opening of Bids. Any notification regarding specifications received less than five (5) days prior to the date set for the opening of Bids may or may not be considered by the County in its sole discretion. The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

24. BRAND NAME OR EQUAL ITEMS: Pursuant to Virginia Code § 2.2-4315, unless otherwise provided in the Solicitation, the name of a certain brand, make or manufacturer does not restrict Bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the Solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding, only the information furnished with the Bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a Bid non-responsive. Unless the Bidder clearly indicates in its Bid that the product offered is "equal" product, such Bid will be considered to offer the brand name product referenced in the Solicitation.

25. FORMAL SPECIFICATIONS: When a Solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the Bidder will be required to furnish articles in conformity with that specification.

26. CONDITION OF ITEMS: Unless otherwise specified in the Solicitation, all items shall be new, in first class condition.

AWARD

27. RESPONSIBLE BIDDERS: In determining whether a Bidder is a responsible Bidder as defined herein, at minimum, the following criteria will be considered:

- a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required under the Solicitation;
- b. Whether the Bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;

- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of previous Contracts or Services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or Services;
- f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
- g. The quality, availability and adaptability of the Goods or Services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract;
- i. The number and scope of the conditions attached to the Bid;
- j. Whether the Bidder is in arrears to the County on debt or Contract or is a defaulter on surety to the County or whether the Bidder's County taxes or assessments are delinquent; and
- k. Such other information as may be secured by the County, the Purchasing Agent or the Purchasing Officer having a bearing on the decision to award the Contract. If an apparent low Bidder is not awarded a Contract for reasons of nonresponsibility, the County shall so notify that Bidder and shall have recorded the reasons in the Solicitation or Contract file.

28. AWARD OR REJECTION OF BIDS; WAIVER OF INFORMALITIES: The County shall award the Contract to the lowest responsive and responsible Bidder complying with all provisions of the IFB, provided the Bid price is reasonable and it is in the best interest of the County to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose Proposal is determined, in writing, to be the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. The County reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, or to reject any or all Bids and to waive any informality in Bids received whenever such rejection or waiver is in the best interest of the County. Award may be made to as many Bidders/Offerors as deemed necessary to fulfill the anticipated requirements of the County. The County also reserves the right to reject the Bid if a Bidder is deemed to be a non-responsible Bidder. Pursuant to Virginia Code § 2.2-4319, an IFB, a RFP, any other solicitation, or any and all bids or proposals, may be canceled or rejected by the County at any time. The reasons for cancellation or rejection shall be made part of the contract file. The County shall not cancel or reject an IFB, a RFP, any other solicitation, bid or proposal solely to avoid awarding a contract to a particular responsive and responsible bidder or offeror.

29. EXCLUSION OF INSURANCE BIDS PROHIBITED: Pursuant to Virginia Code § 2.2-4320, notwithstanding any other provision of law or these General Conditions, no insurer licensed to transact the business of insurance in the State or approved to issue surplus lines insurance in the State shall be excluded from presenting an insurance bid proposal to the County in response to a RFP or an IFB; excepting that the County may debar a prospective insurer pursuant to its Debarment Policy, see Chapter 2 of the County's Procurement Policies and Procedures.

30. ANNOUNCEMENT OF AWARD: Upon the award or announcement of the decision to award a Contract as a result of this Solicitation, the County will publicly post such notice on the County's bulletin board located at 72 Main Street, 2nd Floor, Palmyra, Virginia 22963. Award results may also be viewed on the County's website.

31. QUALIFICATIONS OF BIDDERS OR OFFERORS: The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform the work/furnish the item(s) and the Bidder shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The County further reserves the right to reject any Bid or Proposal if the evidence submitted by or investigations of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work/furnish the item(s) contemplated therein.

32. TIE BIDS AND PREFERENCE FOR VIRGINIA PRODUCTS WITH RECYCLED CONTENT AND FOR VIRGINIA FIRMS:

- a. Pursuant to Virginia Code § 2.2-4328, in the case of a tie bid on an IFB only, the County may give preference to Goods, Services and construction produced in Fluvanna County or provided by persons, firms or corporations having principal places of business in Fluvanna County. If such choice is not available, preference shall then be given to Goods produced in Virginia, or for goods, services or construction provided by Virginia persons, firms, corporations, pursuant Virginia Code § 2.2-4324. If no County or State choice is available, the tie shall be decided publicly by lot. The decision by the County to make award to one or more such Bidders shall be final.
- b. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this Section 32, the County may rely upon the accuracy of the information posted on this website.
- c. Notwithstanding the provisions of subsections a and b, in the case of a tie bid in instances where goods are being offered, and existing price preferences have already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content.

- d. For the purposes of this Section 32, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

33. NEGOTIATION WITH LOWEST RESPONSIBLE BIDDER: Pursuant to Virginia Code § 2.2-4318, unless cancelled or rejected, a responsive Bid from the lowest responsible Bidder shall be accepted as submitted, except that if the Bid from the lowest responsible Bidder exceeds available funds, the County may negotiate with the apparent low Bidder to obtain a Contract price within available funds. However, the negotiation may be undertaken only under conditions and procedures described in writing and approved by the County prior to issuance of the IFB and summarized therein.

CONTRACT PROVISIONS

34. APPLICABLE LAW AND COURTS: Any Bid or Contract resulting from a Solicitation and its terms, including, but not limited to, the parties' obligations under it, and the remedies available to each party for breach of it, shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Virginia, and exclusive jurisdiction and venue of any dispute or matters involving litigation between the parties hereto shall be in the courts of Fluvanna County, Virginia. Any jurisdiction's choice of law, conflict of laws, rules, or provisions, including those of the Commonwealth of Virginia, that would cause the application of any laws other than those of the Commonwealth of Virginia, shall not apply. The Contractor shall comply with applicable federal, State and local laws, ordinances, rules and regulations in performance of the Contract.

35. PROVISION AND OWNERSHIP OF INFORMATION: The County shall make a good faith effort to identify and make available to the Contractor all non-confidential technical and administrative data in the County's possession which the County may lawfully release including, but not limited to Contract specifications, drawings, correspondence, and other information specified and required by the Contractor and relating to its work under any Contract. The County reserves its rights of ownership to all material given to the Contractor by the County and to all background information documents, and computer software and documentation developed by the Contractor in performing any Contract.

36. DOCUMENTS: All documents, including but not limited to data compilations, drawings, reports and other material, whether in hard copy or electronic format, prepared, developed or furnished by the Contractor pursuant to any Contract shall be the sole property of the County. At the direction of the County, the Contractor shall have the right to make copies of the documents produced available to other parties. The County shall be entitled to delivery of possession of all documents, upon payment in accordance with the terms of any Contract for the service incurred to produce such documents.

37. CONFIDENTIALITY: Contractor shall not publish, copyright or otherwise disclose or permit to be disclosed or published, the results of any work performed pursuant to this contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by Contractor of its services hereunder, without prior written approval of the County. Contractor, cognizant of the sensitive nature of much of the data supplied by the County, shall not disclose any information (other than information which is readily available from sources available to the general public) obtained by it in the course of providing services hereunder without the prior written approval of the County, unless disclosure of such information by it is required by law, rule or regulation or the valid order of a court or administrative agency.

38. INDEPENDENT CONTRACTOR: The Contractor and any agents, or employees of the Contractor, in the performance of any Contract shall act as an independent contractor and not as officers, employees or agents of the County.

39. INSURANCE: The Contractor agrees that, during the period of time it renders services to the County pursuant to any Contract, it shall carry (and provide the County with evidence of coverage) the following minimum amounts of insurance:

Automobile	\$500,000	Liability Medical Payment Comprehensive Collision
Public Liability	\$1,000,000	
Professional Liability	\$1,000,000	
Excess Liability	\$2,000,000	Aggregate Over Above Policy Limits (Excluding Professional Liability)
Worker's Compensation	Amount required by Virginia law	

The Contract may specifically require the Contractor to carry higher minimum amounts of insurance.

In addition, the Contractor shall require, and shall include in every subcontract, that any subcontractor providing any goods or services related to such Contract obtain, and continue to maintain for the duration of the work, workers' compensation coverage in the amount required by Virginia law.

40. KEY PERSONNEL: For the duration of any Contract, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment, or as expressly approved by the County. The Contractor shall notify the County within five (5) calendar days after the occurrence of any of these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating any proposed substitution, complete resumes for the proposed substitute, and any additional information requested by the County. The proposed substitute should have comparable qualifications to those of the person being replaced. The County will notify the Contractor within fifteen (15) calendar days after receipt of all required information of its approval or disapproval of the proposed substitution.

- 41. SEVERABILITY:** If any term, covenant or provision of these General Conditions or any Contract shall be held to be invalid, illegal or unenforceable in any respect, these General Conditions and any Contract shall remain in effect and be construed without regard to such provision.
- 42. TITLES:** The titles and section headings herein and in any Contract are inserted solely for convenience and are not to be construed as a limitation on the scope of the provisions to which they refer.
- 43. ATTORNEYS' FEES:** In the event of a dispute between the County and Contractor under any Contract which cannot be amicably resolved, in addition to all other remedies, the party substantially prevailing in any litigation shall be entitled to recover its reasonable expenses, including, but not limited to, reasonable attorneys' fees.
- 44. NO WAIVER:** Neither any payment for, nor acceptance of, the whole or any part of the services by the County, nor any extension of time, shall operate as a waiver of any provision of any Contract, nor of any power herein reserved to the County, or any right to damages herein provided, nor shall any waiver of any breach of any Contract be held to be a waiver of any other or subsequent breach. Failure of the County to require compliance with any term or condition of any Contract shall not be deemed a waiver of such term or condition or a waiver of the subsequent enforcement thereof.
- 45. NO FINANCE CHARGES:** No finance charges shall be paid by the County.
- 46. ANTITRUST:** By entering into a Contract, the Contractor conveys, sells, assigns, and transfers to the County all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States or the State, relating to the particular Goods or Services purchased or acquired by the County under said Contract. Consistent and continued tie bidding could cause rejection of Bids by the County and/or investigation for antitrust violations.
- 47. PAYMENT:** Pursuant to Virginia Code § 2.2-4352, unless more time is provided in the Solicitation or Contract, payment will be made forty-five (45) days after receipt by the County of a proper invoice, or forty-five (45) days after receipt of all Goods or acceptance of work, whichever is later. The County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provision of the Contract or any modifications thereto. Within twenty (20) days of receipt of proper invoice or of goods or services, the County shall notify the Contractor if

any defect or impropriety that would prevent payment by the payment date. The following provisions apply to such payments:

- a. Invoices for items/Services ordered, delivered/performed and accepted shall be submitted by the Contractor in duplicate directly to the payment address shown on the purchase order, Solicitation or Contract, as applicable. All invoices shall show the Contract number, purchase order number, or Solicitation number, as applicable, and as required under Virginia Code § 2.2-4354, either the individual Contractor's social security number or the Contractor's federal employer identification number, whichever is applicable.
- b. Any payment terms requiring payment in less than forty-five (45) days will be regarded as requiring payment forty-five (45) days after receipt of proper invoice or receipt of all Goods or acceptance of work, whichever occurs later. Notwithstanding the foregoing, offers of discounts for payment in less than forty-five (45) days are valid and enforceable.
- c. Pursuant to Virginia Code § 2.2-4353, the date any payment shall be deemed the date of postmark in all cases where payment is made by mail.
- d. The County's fiscal year is July 1 to June 30. Contractors are advised to submit invoices, especially for Goods and/or Services provided in the month of June, for the entire month (i.e. June 1 - June 30), so that expenses are recognized in the appropriate fiscal year.
- e. Any payment made by the Contractor to the County shall only be made in U.S. Dollars. If payment is received in foreign currency the County may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.

48. SUBCONTRACTORS: Pursuant to Virginia Code § 2.2-4354, in the event that any subcontractors are used by Contractor in connection with the work, Contractor shall:

- a. Within seven (7) days after receipt of amounts paid to the Contractor for work performed by a subcontractor, either:
 - i. Pay the subcontractor for the proportionate share of the total payment received attributable to the work performed by the subcontractor under any Contract; or
 - ii. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
- b. Contractor shall require each subcontractor to provide either (i) for an individual, their social security numbers, or (ii) for proprietorships, partnerships, and corporations to provide their federal employer identification numbers.

- c. The Contractor shall pay interest to any subcontractor on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under any Contract, except for amounts withheld as allowed in subdivision (a)(II) above. Unless otherwise provided under the terms of any Contract, interest shall accrue at the rate of one percent (1%) per month.
- d. The Contractor shall include in each of its subcontracts under any Contract a provision requiring each subcontractor to include or otherwise be subject to the above payment and interest requirements (a), (b) and (c) with respect to each lower tier subcontractor.
- e. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this Section 48 shall not be construed to be an obligation of the County. No Contract modification may be made for the purpose of providing reimbursement for such interest charge. No cost reimbursement claim may include any amount for reimbursement for such interest charge.

49. RETAINAGE ON CONSTRUCTION CONTRACTS: Pursuant to Virginia Code 2§ 2.2-4333, if a Contract for construction provides for progress payments in installments based upon an estimated percentage of completion, then the contractor shall be paid at least ninety-five percent (95%) of the earned sum when payment is due, with no more than five percent (5%) being retained to ensure faithful performance of the contract. All amounts withheld may be included in the final payment. Any subcontract related to work on a Contract that provides for similar progress payments shall be subject to the provisions above and the Contractor agrees to include such provisions in every subcontract.

50. SUCCESSORS AND ASSIGNS: The County and the Contractor bind themselves and their respective successors and assigns to any Contract. The foregoing notwithstanding, the Contractor shall not assign, sublet or transfer its interest in any Contract without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. Nothing hereinafter mentioned shall be construed as creating any personal liability on the part of any officer, agent or employee of the County, nor shall it be construed as giving any benefits hereunder to anyone other than the County and the Contractor.

51. DEFAULT: Failure of a Contractor to deliver Goods or Services in accordance with Contract terms and conditions and/or within the time specified, or within reasonable time as interpreted by the County in its sole discretion, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the County, or failure of the Contractor to act in accordance with the Contract in any material respect, as reasonably determined by the County, shall constitute a "default" by the Contractor and shall further authority for the County to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the County, for any expense incurred in

excess of Contract prices including, but not limited to, any purchase and administrative costs. Such purchases shall be deducted from the Contract quantities, if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the County. In case of any default, the County, after due oral or written notice if required in accordance with the Contract, may terminate the Contract at its option in its sole discretion effective immediately. These remedies shall be in addition to any other remedies which the County may have, including but not limited to, any remedies at law, under the Contract or in equity.

Notwithstanding the foregoing, the Contractor shall not be liable for damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the County's opinion, are beyond the control of the Contractor. Under such circumstances, however, the County may, at its sole discretion, terminate or cancel the Contract effective immediately.

52. NON-DISCRIMINATION ASSURANCES: The Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and § 2.2-4311 of the Virginia Procurement Act:

- a. During the performance of any Contract, the Contractor agrees as follows: the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Contractor, in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer. Notices, advertisements and Solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section 52.
- b. The Contractor shall include the provisions of paragraph (a) above in every subcontract or purchase over \$10,000.00 so that the provisions will be binding upon each subcontractor or Vendor.

53. MODIFICATION:

- a. Pursuant to Virginia Code § 2.2-4309, these General Conditions and any Contract entered into by the County and any Contractor shall not be subject to change, modification, or discharge except by written instrument signed by the County and Contractor, but no fixed-price contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater,

without the advance written approval of the County's Board. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of an offeror from the consequences of an error in its bid or offer.

- b. The County may, but is not obligated to, extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.
- c. Nothing in this Section 53 shall prevent the County from placing greater restrictions on contract modifications.

54. INDEMNIFICATION: Contractor agrees to indemnify, keep and save harmless the County, its officers, agents, officials, employees and volunteers against any and all claims, claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, losses, costs and expenses, including but not limited to costs of investigation, all reasonable attorneys' fees (whether or not litigation results), and the cost of any appeal, occurring or arising in connection with the Contractor's, its agents', subcontractors', employees', or volunteers' negligence or wrongful acts or omissions in connection with its performance of any Contract. The Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by any Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. Nothing contained in this Solicitation or the Contract shall be deemed to be a waiver of the County's sovereign immunity.

55. DRUG-FREE WORKPLACE: Pursuant to Virginia Code § 2.2-4312, in every Contract over \$10,000.00 the following provisions apply: During the performance of any Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a Statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this Section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this the VPPA and the County's Procurement Procedures, the employees

of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Contract.

56. TERMINATION: Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire Contract requirements;
- b. Terminated by the County upon thirty (30) days written notice to the Contractor at the County's convenience in the County's sole discretion ("termination for convenience"), unless a termination for convenience is specifically and expressly prohibited by the Contract. Any Contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of the termination;
- c. Terminated by the County for cause, default or negligence on the part of the Contractor. However, pursuant to Section 51 of these General Conditions, the County may hold the Contractor responsible for any resulting additional purchase and administrative costs. There is no advance notice requirement in the event of Termination for Cause and termination is effective immediately upon notice to Contractor of the termination for cause;
- d. Extended upon written authorization of County and accepted by Contractor, to permit ordering of unordered balances or additional quantities at Contract prices and in accordance with Contract terms.

57. APPROPRIATIONS: Notwithstanding any other provision of any Contract, the payment of the County's obligations under any Contract shall be subject to annual appropriations by the Board of Supervisors of the County in each fiscal year of monies sufficient to satisfy the same.

58. REFERENCES TO VIRGINIA LAW: Any reference in these General Conditions to the Code of Virginia or other relevant Federal, State or local law is incorporated in whole herein by reference as in effect at the time of the Solicitation or Contract as such statutory provisions may be amended or replaced by any statute dealing with the same or similar subject matter.

59. COOPERATIVE PROCUREMENT: Except as prohibited by the current Code of Virginia, all resultant Contracts will be extended to other Public Bodies of the Commonwealth of Virginia, to permit their ordering of Goods, supplies and/or Services at the prices and terms of the resulting Contract ("cooperative procurement"). By submitting any Bid or entering into any Contract with the County a Bidder/Contractor expressly authorizes cooperative procurement under Virginia Code § 2.2-4304 to the full

extent permitted by law. If any other public body decides to use any Contract, the Contractor must deal directly with that public body concerning all matters relating thereto, including but not limited to, the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. The County acts only as the "Contracting Agent" for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor's responsibility to notify the public bodies of the availability of the Contract. Fluvanna County shall not be held liable for any direct or indirect costs, damages or other claim of any kind incurred by another public body or any Contractor as a result of any cooperative procurement.

60. AUDIT: The Contractor hereby agrees to retain all books, records and other documents relative to any Contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County, its authorized agents, and/or County auditors shall have full access to and right to examine any of said materials during said period.

61. GUARANTIES AND WARRANTIES: All guarantees, representations and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on any Contract is made. In addition to any guarantees, representations and warranties required under the Contract, the Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a Contract for which the Contractor is not the patentee, assignee, licensee or owner;
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery;
- c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to the Contractor's own work or to the work of other contractors, for which the Contractor's workers are responsible;
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County; and
- e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor;
- f. At minimum supply all Goods or Services with the manufacturer's standard warranty, if applicable; and
- g. For any Contract involving Services of any nature, the Contractor further agrees to:

- i. Enter upon the performance of Services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence;
- ii. Allow Services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County;
- iii. Acknowledges that the County shall be under no obligation to compensate Contractor for any Services not rendered in strict conformity with the Contract; and
- iv. Stipulates that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the Contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of any Contract. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

62. PRICE REDUCTIONS: If at any time after the date of the Bid/Contract the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to any Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this Solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract documents. The Contractor in addition will within ten (10) days of any general price reduction notify the County of such reduction by letter. FAILURE TO DO SO IS A DEFAULT UNDER THE CONTRACT AND MAY RESULT IN TERMINATION OF THE CONTRACT IN THE COUNTY'S DISCRETION. The Contractor, if requested, shall furnish, within ten (10) days after the end of the Contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the Bid or Contract, or (2) if any such general price reductions were made, that as provided above, they were reported to the County within ten (10) days and the County was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include with respect to each price reduction (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the County was notified of any such reduction.

63. COMPLIANCE WITH IMMIGRATION LAW: Pursuant to Virginia Code § 2.2-4311.1, in every Contract the following provision applies: the Contractor does not, and

shall not during the performance of the Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

64. VIRGINIA STATE CORPORATION COMMISSION: Pursuant to Virginia Code § 2.2-4311.2, Any Bidder or Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law, at the time of the Bid, Proposal or any response to Solicitation and during the term of the Contract and any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required, to be revoked or cancelled at any time during the term or any renewal of the Contract. If the Contractor fails to remain in compliance with the provisions of this Section 64, the Contract may become void at the option of the County.

65. CLAIMS PROCEDURE:

- a. The procedure for consideration by the County of contractual claims for any Contract shall be that set forth in Virginia Code § 15.2-1243, *et seq.*
- b. In addition, pursuant to Virginia Code § 2.2-4364, contractual claims, whether for money or other relief, shall be submitted in writing to the County Administrator no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a Contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the Goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.
- c. No written decision denying a claim or addressing issues related to the claim shall be considered a denial of the claim unless the written decision is signed by the Board or the County Administrator. The contractor may not institute legal action prior to receipt of the final written decision on the claim unless the County fails to render a decision within ninety (90) days of submission of the claim. Failure of the County to render a decision within ninety (90) days shall not result in the contractor being awarded the relief claimed or in any other relief or penalty. The sole remedy for the County's failure to render a decision within 90 days shall be the contractor's right to institute immediate legal action.
- d. A Contractor may not institute legal action, prior to receipt of the County's decision on the claim, unless the County fails to render such decision within the time specified by law. A failure by the County to render a decision within the time provided by law shall be deemed a final decision denying the claim by the County.

- e. The decision of the Board or the County Administrator shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in Virginia Code § 2.2-4364.
- f. No administrative appeals procedure pursuant to Virginia Code § 2.2-4365 has been adopted for contractual claims by the County.
- g. Nothing herein shall be construed to prevent the County from instituting legal action against any Contractor or Bidder.

66. NOTICES: All written notices required or permitted under any Solicitation, Bid or Contract shall be deemed sufficient if delivered in person to the County Purchasing Agent or Bidder/Contractor, as applicable, or sent by first class mail to the County or Bidder/Contractor at the addresses set forth in the Solicitation, Bid or Contract or at such other address as a party may designate from time to time by notice given in accordance with the terms of this Section 66; except that where a Solicitation, Bid or Contract expressly requires notice to a specific individual or at a specific location, such shall control. Such notices are deemed received when actually delivered to the party or its representative or agent if hand delivered, or one (1) business day after deposited into the United States mail, if mailed.

DELIVERY

67. SHIPPING INSTRUCTIONS-CONSIGNMENT: Unless otherwise specified in the Solicitation or Contract, as applicable, each case, crate, barrel, package, etc., delivered under the Contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 3:00 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.

68. RESPONSIBILITY FOR SUPPLIES TENDERED: The Contractor shall be responsible for the materials or supplies covered by the Contract until they are delivered at the designated point. The Contractor shall additionally bear all risk on rejected materials or supplies after notice of rejection is tendered by the County. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return

the rejected materials or supplies to the Contractor at the Contractor's risk and expense or dispose of them as abandoned property.

- 69. INSPECTIONS:** The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and Services conform to the specification in the Solicitation, Bid or Contract, as applicable. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. Unless otherwise specified in the Contract, if inspection is made after delivery at the destination specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
- 70. COMPLIANCE:** Delivery must be made as ordered and in accordance with the Solicitation, Bid or Contract, as applicable, or as directed by the County when not in conflict with the Bid/Contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of Goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the County, such extension applying only to the particular item or shipment affected. Unless otherwise specified in the Contract, should the Contractor be unreasonably delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. These conditions may vary for construction Contracts.
- 71. POINT OF DESTINATION:** All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated specifically in the Solicitation, Bid or Contract, as applicable. The materials must be delivered to the "Ship To" address indicated on the purchase order or Solicitation, as applicable.
- 72. REPLACEMENT:** Materials or components that have been rejected by the County, in accordance with the terms of the Contract, shall be replaced by the Contractor at no cost to the County.
- 73. DAMAGES:** Any and all damages to property of the "County" that is the direct result of the Contractor, the employees of the Contractor and/or its subcontractors, agents, licensees, successors, or assigns, shall be the sole responsibility of the Contractor. The property shall be repaired to its last known condition prior to the damages and/or replaced at no cost to the County. The County shall approve any and all repairs/replacements prior to acceptance of the repairs/replacement.

74. PACKING SLIPS OR DELIVERY TICKETS: All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:

- a. Purchase Order Number;
- b. Name of Article and Stock Number;
- c. Quantity Ordered;
- d. Quantity Shipped;
- e. Quantity Back Ordered; and
- f. The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the Goods.

75. ADDITIONAL CHARGES: No delivery charges of any kind shall be added to any invoice; except that (i) if Goods are expressly bought F.O.B. "shipping point" under the Contract and the Contractor prepays transportation, then delivery charges shall be added to invoices; and (ii) if express delivery is authorized and substituted by the County on orders for the method specified in the Contract, then the difference between freight or mail and express charges may be added to invoice.

76. METHOD AND CONTAINERS: Unless otherwise specified, Goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.

VENDOR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: _____ Phone: _____

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

_____ Years _____ Months

4. Vendor Information:

FIN or FEI Number: _____ If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

Company:	Contact:
Phone:	Email:
Dates of Service:	\$\$ Value:

I certify the accuracy of this information.

Signed: _____ Title: _____

Date: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. ***PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.***

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Date

Authorized Signature

Print or Type Name and Title

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of _____, does hereby certify in connection with the procurement and bid to which this Certification of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 atseq.)

Signature of Company Representative

Name of Company

Date

ACKNOWLEDGEMENT

STATE OF VIRGINIA
FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of _____ and dated _____ was subscribed and sworn to before the undersigned notary public by _____ on _____.

Notary Public

My commission expires: _____

CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

B. Any person required to submit a certified statement as provided in paragraph A, above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

a false statement shall be guilty of a Class 6 felony. (1980, c.472)

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

OFFEROR STATEMENT

Undersigned Bidder hereby certifies that he/she has carefully examined all conditions and specifications of this invitation for Bid and hereby submits this bid pursuant to such instructions and instructions.

Type or Print Name & Title of Authorized Person

Signature of Authorized Person Submitting This Bid

Date

SUBSCRIBED AND SWORN to before me by the above named

_____ on the ____ day of _____, 2013

Notary Public in and for the State of _____

My commission expires: _____

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

EXHIBIT 2

Fluvanna County, Virginia

RFP 2014-02
Emergency Communications Radio System
Project Management Services
May 23, 2014



RCC Consultants, Inc.

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Emergency Communications Radio System Project Management Services

Presented to:

County of Fluvanna, Virginia

May 23, 2014 at 2:00 PM



RCC Consultants, Inc.

100 Woodbridge Center Drive, Suite 201
Woodbridge, New Jersey 07095
Website: www.rcc.com

Proposal Contact: Mark Athearn
Managing Director
4900 Cox Road, Suite 235
Glen Allen, VA 23060
Telephone: 804-422-8453
Email: mathearn@rcc.com



Mid-Atlantic Regional Office
4900 Cox Road, Suite 235
Glen Allen, VA 23060
tel: 804-353-0300
fax: 804-353-8059

COVER LETTER

May 23, 2014

Mr. Joe Rodish, Purchasing Officer
County of Fluvanna, VA
Finance Department
132 Main Street
PO Box 540
Palmyra, VA 22963

RE: Emergency Communications Radio System Project Management Services

Dear Mr. Rodish:

RCC Consultants, Inc. is pleased to submit the enclosed proposal to provide consulting and engineering services to Fluvanna County, VA. We believe this proposal offers an exceptional range of experience and the depth of resources necessary to meet the needs of the County.

As the enclosed proposal shows, RCC Consultants, Inc. specializes in the planning, design, procurement, implementation, and optimization of governmental and public safety communications and information systems. Each member of the RCC team is a seasoned veteran of the communications industry, bringing to the County years of experience in developing strategies for improving the efficiency and effectiveness of public safety communications systems. RCC offers significant benefits to the County, including:

- **Public Safety Voice and Data Communications System Expertise** – RCC is regarded as one of the best public safety communications system consulting and engineering firms in the United States. Our project teams have supported the planning, design, procurement and implementation of hundreds of advanced interoperable Public Safety radio systems.
- **Project Management Oriented Company** – RCC takes project management seriously and has implemented a companywide training program based on the Project Management Institute (PMI) project management guidelines. This standardized approach ensures that each project is professionally managed, which helps ensure that the project meets its objectives and stays on schedule and within budget.
- **Independence** – RCC is not affiliated with, nor do we have any financial interest in, any communications equipment manufacturer, distributor, or supplier. We do not receive or accept remuneration of any type from any manufacturer, distributor, or supplier for recommending any of their products. Our unbiased independent position provides our clients a capable partner in meeting their project requirements without the potential for conflicts of interest.
- **Cost Savings** – RCC's assistance in contract negotiations with the selected vendor typically improves the client's contract position in terms and conditions as well as pricing. RCC

RCC Consultants, Inc.

100 Woodbridge Center Drive, Suite 201 · Woodbridge, New Jersey 07095 · tel: 732-404-2400 · fax: 732-404-2556



maintains a database of vendor-negotiated prices for Public Safety systems and is familiar with vendors' threshold when it comes to system pricing.

RCC has extensive previous and current experience in Virginia and is well suited to effectively evaluate all possible options for the County's critical radio infrastructure. We take great pride in assisting municipalities all across Virginia and throughout the country and would be very proud to support Fluvanna County in this important public safety communications project. We look forward to an opportunity to present our team and our proposal in person in the near future and assisting the County as they transition to their next generation radio system.

I am authorized to represent RCC in this proposal and I affirm that I have neither participated in nor will I participate in any action contrary to the provisions of this proposal. If there are questions regarding our proposal or if you would like to schedule an oral presentation, I can be reached by telephone at (804) 422-8461 or by e-mail at darcuri@rcc.com.

Sincerely,

A handwritten signature in black ink that reads "Dominick V. Arcuri".

Dominick Arcuri
Sr. Vice-President, Mid-Atlantic Region

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OVERVIEW AND QUALIFICATIONS

Overview - *The purpose of this section is to provide Fluvanna County with an overview of the history, qualifications and abilities of the Offeror's firm and for the Offeror to demonstrate the specific qualifications of the staff the Offeror will assign to this project if selected. At a minimum, the proposal should:*

- i) Designate a Project Manager and indicate office location.*
- ii) Include the organization chart, functional discipline, and responsibilities of project team members.*

Who We Are

RCC Consultants, Inc. ("RCC") is a global telecommunications consulting, engineering and integration firm. A leader in the industry since 1983, RCC specializes in the design and implementation of radio communications systems, microwave and fiber optic systems, broadband, intelligent transportation systems and public safety emergency telephone systems, as well as the design of communications centers, tower sites and monitoring facilities.

The RCC Difference

RCC has a unique and deep understanding of all facets involved in the design, development and operation of telecommunications systems. This comprehensive expertise built over decades of success enables us to offer fully informed and more effective solutions to our clients. We differentiate ourselves through four aspects of our business:

- Experience** For more than 29 years, RCC has been at the forefront of wireless communications and information systems technology. We pioneered the development of comprehensive multiple layer, radio frequency engineering software tools, used by organizations around the world.
- Team** Our full-time staff of more than 130 consultants, engineers and support staff are some of the most respected and sought-after specialists in their fields. Experienced in the design and operation of all major manufacturers' platforms, our team will have a local presence and will utilize the resources of the company to perform the project tasks.
- Approach** We believe in forming strong partnerships with our clients, and our record of repeat business is testimony to our focus on complete client satisfaction. We approach every project with time-proven engineering and project management strategies that help our clients implement the right long-term solutions for their needs.
- Independence** We provide unbiased recommendations to our clients, ensuring they receive thoughtful, independent solutions. We will never accept any form of payment from manufacturers, distributors or suppliers for recommending their products.



Our People

RCC has gained the reputation of being a respected leader in all of the markets we serve because of the depth and breadth of our knowledge and experience. We have a diverse team of more than 130 professionals with a rich variety of experience and qualifications – all who are carefully matched to projects based on our clients’ specific objectives.

We are especially proud of the tenure of our team – more than 90% of our staff has been with RCC for five or more years. This longevity ensures we retain a deep wealth of knowledge, as well as consistent staffing, on our projects.

90%

More than 90% of
RCC’s staff has been
with the company
for five or more
years.

Our Participation in Industry, Standards and Regulatory Groups



RCC’s consultants and engineers are frequent contributors to nationally recognized industry and standards-setting organizations, such as the Telecommunications Industry Association (TIA), Institute of Electrical and Electronic Engineers (IEEE), Integrated Justice Information Systems (IJIS) and American National Standards Institute (ANSI).



An original signatory to the Terrestrial Trunked Radio Memorandum of Understanding (TETRA MoU) in 1994, RCC staff has served in leadership roles within the organization since its inception. We chair or serve on technical committees of the IEEE and our experts have helped forge standards that have been adopted by the IEEE. Taking an active leadership role in the industries we serve helps us to provide our clients with clear insight into new and emerging technologies.



What We Do

For more than 1,500 clients around the world, RCC has provided solutions through wireless and wired voice/data communications and information technologies. Our consultants and engineers are experts in strategic planning and direction, business analysis, system design, procurement, implementation, systems integration, monitoring and maintenance.

Our Technical Expertise

Radio Communications Systems

- All frequency bands HF, VHF, UHF, 700 MHz, 800 MHz, 900 MHz and microwave
- Digital and Analog Systems
- Conventional and Trunked Systems
- Simulcast Systems
- Cellular and Other Roaming Technologies
- Coverage Prediction Modeling
- Interference Control and Analysis
- Coverage Measurement and Verification

Microwave and Fiber Optic Transmission Systems

- Point to Point and Point to Multipoint
- Digital – Ethernet Microwave Radio Design
- Analog/Digital Interface and Conversion
- Alarm and Monitoring Systems
- Microwave Propagation Modeling
- System Optimization
- Power Supplies

Communications/Dispatch Center Planning, Facilities Design and Cost Estimating

- Consolidation/Co-location Studies
- Floor Plan Layout
- Space Planning
- Ergonomic Recommendations
- Environmental Controls
- Dispatch Console Furniture Design
- Console System Radio and Data Interfaces
- Dispatch Center Staffing and Management Operations Studies

Public Safety Emergency Telephone Systems

- E9-1-1 Emergency Telephone Number Systems
- Wireless 9-1-1 Deployment
- Wireless Location Accuracy Testing
- Automatic Call Distributor Systems

Intelligent Transportation Systems

- Traffic Management Systems
- Highway Advisory Radio Systems
- Mass Transit Communications Systems

Telephony Services

- Voice over IP (VoIP) Network Specification/Deployment
- ACD Administration
- Performance and Capacity Management
- Call Accounting Services

Information Technology And Data Systems

- Computer Aided Dispatch (CAD)
- Records Management Systems (RMS)
- Mobile Computing (MDC)
- Automatic Vehicle Location (AVL)
- Geographic Information Systems (GIS)
- Field Based Reporting (FBR)
- Wireless Data Systems – Public and Private

Data Networks

- Local and Wide Area Networks
- Broadband Wireless (WiMax, WiFi, LTE)
- Voice, Data, Video Structured Cabling Systems
- Supervisory Control and Data Acquisition

Fiber Optic Networks

- Campus Networks
- Metropolitan Networks

Communications Site Planning

- Tower Specifications
- Site Development, Planning, Zoning, Acquisition
- Lightning Protection, Grounding, Bonding
- Equipment Shelter and Room Design
- Security and Alarm Systems
- Backup Power and Fuel Systems
- Automatic Fire Suppression Systems
- Surveillance Cameras

Network Services

- Business Case and Strategic Planning
- Network Planning, Engineering and Construction
- Network Optimization and Management

Market Research

- Technology
- Market Segment Research



Our Client Industries

RCC works with clients around the world in a wide range of industries, including:

- Public Safety Agencies
- National/State/Local Governments
- Transit Authorities and Agencies
- Utilities – Electric, Gas, Water
- Airports and Ports
- Transportation Agencies
- Colleges, Universities and Public School Systems
- Manufacturers
- Retailers
- Oil/Gas Production and Transportation
- Wireless Network Operators
- Real Estate Owners and Managers
- Healthcare Facilities
- Educational Councils
- Special Authorities

Our Products

To help our clients design, operate, monitor and maintain their wireless networks, RCC has developed a suite of comprehensive radio frequency software tools called ComSite®. The suite consists of five products that can be used in combination or independently:

COMSITEDESIGN

Wireless Network Planning & Design

This high-speed software tool set supports wireless system analysis and planning, design and optimization of wireless networks in one scalable PC platform small enough for field technicians to use.

COMSITEPRO

Wireless Site Engineering

This powerful site interference analysis tool is the only tool on the market specifically designed to help identify, analyze, locate and resolve radio frequency interference (RFI).

COMSITEMANAGER

Wireless Site Management

This site management application will save you hours of work, whether you are responsible for a single wireless communications site or a nationwide communications network containing thousands of sites.

COMSITEMPE

Wireless Site Compliance

This powerful tool evaluates non-ionizing radio frequency (RF) emissions and predicts the Maximum Permissible Exposure (MPE) potential to humans at or near wireless communications sites.

COMSITEE9-1-1e

Wireless Location Accuracy

This easy-to-use tool helps you determine the location data accuracy of wireless E9-1-1 calls delivered to your Public Safety Answering Point (PSAP), based on standard and repeatable statistical methods.

For more information on the ComSite suite of products, visit the RCC website at www.rcc.com.



RCC's Public Safety and Government Practice

RCC has specialized in communications consulting for public safety and government clients since 1983. A trusted industry advisor, we help domestic and international governments, law enforcement, Fire departments, EMS, dispatch centers and other public safety agencies get the most out of their mission-critical communications systems.

We know that public safety agencies and governments have unique needs. We also know the complexities they face with their communications systems, not only in technology, but also in business planning. That's why we devote an entire practice to supporting the needs of public sector agencies – RCC's Public Safety and Government practice.

30

RCC has been a trusted advisor to public safety agencies and governments for more than 30 years.

Specialized Services for the Public Sector

RCC's Public Safety and Government practice helps our clients determine their needs and develop a solution, whether they are upgrading, improving or building new systems. With the right strategic planning, our clients' information and communications systems can deliver the increased efficiency and productivity they need, within their budget. We assist our clients with:

- **Developing strategic plans**, including definition of goals and objectives, and conducting needs assessments, technology evaluations, risk analyses and staffing reviews.
- **Designing systems and facilities using new and emerging technologies** for data, voice and video networks, emergency communications and operations centers.
- **Investigating and developing funding methodologies and financial analyses** to help justify recommended solutions.
- **Identifying and obtaining grants** in support of technology initiatives.
- **Assisting with the regulatory approvals** needed for licensure of wireless systems, antenna sites and other facilities.
- **Conducting radio frequency research** and enabling acquisition.
- **Preparing detailed specifications and procurement documents** for new or upgraded technology.
- **Assisting in negotiating contracts and service level agreements** with vendors.
- **Implementation support and installation oversight** to ensure work is completed according to the specifications, on time and within the established budget.

Technology Expertise for the Public Sector

Our consultants and engineers are experts in planning, designing, procuring and implementing communication systems. To provide the best support to our public sector clients, we have focused our Public Safety and Government practice on providing customized services in six areas: Wireless Communications, Information Systems, Mobile Data, Communications Centers, Emergency Number Systems, and Business Planning and Management.



History of RCC

RCC has a rich history as a communications pioneer. RCC was originally incorporated as RAM Communications Consultants, Inc. in 1983. During 1986 and 1987, RAM Communications Consultants developed the concept of a shared access wireless data network. This concept evolved into RAM Mobile Data, one of the first national wireless data networks in the United States. RAM Communications Consultants handled all of the procurement, technical negotiations, design, implementation, conformance testing and optimization of this national network of more than 2,000 sites.

In 1991, BellSouth Enterprises acquired an interest in RAM through the formation of RAM/BSE Communications, L.P. In 1996, RAM/BSE spun-off what is now RCC Consultants, Inc. as a separate entity. TeleCom Towers, Inc. (TTI), a venture capital firm, acquired RCC. In 1999, RCC was purchased by private equity investors, the principals of TTI, and RCC management and employees through RCC Holdings, Inc. Incorporated in the State of Delaware, RCC maintains our corporate headquarters in Woodbridge, New Jersey. Our corporate contact information is:

RCC Consultants, Inc.

100 Woodbridge Center Drive
Suite 201
Woodbridge, New Jersey 07095

Telephone: (732) 404-2400 or (800) 247-4796

Fax: (732) 404-2556

Website: www.rcc.com

Email: info@rcc.com

Regional Offices

RCC maintains five regional offices across the United States, in Harrisburg, Pennsylvania; Houston, Texas; Richmond, Virginia; San Bernardino, California and Tallahassee, Florida.

Local Offices

RCC maintains a strong virtual workforce, providing flexibility to serve our clients and their local needs. We have employees conveniently located near our clients in major metropolitan areas, including Boston, Chicago, Dallas, Los Angeles, Miami, Phoenix and Washington, D.C.

Our Company Leadership

RCC has a full-time staff of more than 130 people, with a rich variety of experience and qualifications. Our leadership team is focused on operating RCC so it is optimally structured to deliver value to our clients, while providing significant opportunities for our employees. RCC is led by:

Michael W. Hunter – President and Chief Executive Officer

Mr. Hunter, a founding employee of the firm in 1983, has served in his present position since 1987. He has worked in communications systems consulting, engineering and operations for more than 35 years, and his extensive implementation experience includes nationwide wireless data systems in the U.S., U.K., Australia and the Netherlands. He has held several leadership positions in the Association of Public-Safety Communications Officials – International (APCO), including Virginia Chapter President and National Emergency Medical Services Committee



Chairman. He is a member of the Institute of Electrical and Electronic Engineers (IEEE) Vehicular Technology Society, the National Emergency Number Association (NENA), the National Fire Protection Association and American Mensa. He earned a Bachelor of Science degree from Virginia Commonwealth University and an MBA from New York University.

Richard F. Morelli – Executive Vice President and Chief Financial Officer

Mr. Morelli is responsible for all of RCC’s financial and administrative functions. His background in economic and financial management spans more than 30 years. Before joining RCC, he provided financial and marketing support for Western Union’s \$225MM product line, as well as developed and managed programs for Western Union’s cellular industry. Mr. Morelli is a graduate of Hofstra University, where he earned a Bachelor of Science degree in Industrial Engineering, and Farleigh Dickinson University, where he earned an MBA degree, cum laude.

Nagah Ramadan – Executive Vice President, Chief Corporate Strategist, Chief Quality Officer

Mr. Ramadan has more than 35 years of engineering and management experience, with emphasis on large-scale communications systems, engineering design and construction, and system integration management. Prior to joining RCC, he was Capital Programs Director and Commissioner with the Cleveland Department of Public Utilities. He also served as a Chief Engineer with the Suez Canal Authority. Mr. Ramadan received a BSEE from the University of Alexandria (Egypt), an MBA from Cleveland State University and has completed class work for a Doctorate of Executive Management from Case Western Reserve University. He is a Certified Professional in Project Management (CPMP) and a Registered Professional Engineer (P.E.).

Carl Robert Aron – Executive Vice President

Mr. Aron has extensive experience in the licensure, operation and finance of telecommunications investments, and manages the international, information technology and telecommunications consulting areas for RCC. He practiced corporate law and litigation at New York law firm Rubin Baum from 1967 to 1990 (as partner from 1972). He served as CEO of RAM Broadcasting Corp., RCC’s predecessor, and was a founder of RCC. He has also held leadership positions with A.T. Kearney and Itron, Inc. Mr. Aron earned the A.B. at Columbia College, graduating Phi Beta Kappa, and earned the LL. B. from Harvard Law School, cum laude.

Financial Strength

Through our strong risk management discipline and sound financial strength, RCC has thrived for more than 29 years. We are deeply committed to safeguarding our financial stability. Copies of our audited financial statements for the previous three years are available upon request.

Integrity

RCC is dedicated to performance with integrity in every interaction. This commitment is the cornerstone of our past, present and future success. Our Corporate Compliance Program was established to convey our long-standing commitment to compliance with the law and our high standards of ethical business and personal conduct.

Employees participate in the Program three ways: first, by exercising good judgment and personal integrity; second, by reading, understanding and complying with our Code of Conduct



and Corporate Integrity policies and procedures; and third, by reporting any potential violations of laws or policies.

Business and Personal Ethics

RCC employees are expected to observe high standards of business and personal ethics. This requires the practice of honesty and integrity in every aspect of our dealings with our clients, partner companies, vendors, the public, our employees and governmental and regulatory authorities.

Absence of Conflict of Interest

RCC is not affiliated with, nor do we have any financial interest in, any communications equipment manufacturer, distributor or supplier. RCC does not receive or accept remuneration of any type from any manufacturer, distributor or supplier for recommending any of their products. Employees – and the company – must be free from any actual or potential conflict of interest in interactions with our clients, the public, our partners and our vendors.

Compliance with Laws and Regulations

RCC and our employees comply with all applicable laws and regulations. We take this responsibility seriously and expect that our actions will reflect our commitment to honest, ethical and professional interactions with our stakeholders.

RCC has been in continuous operations since 1983 and has never filed or had filed against it any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignees for the benefit of creditors.

There are no pending Securities Exchange Commission investigations involving RCC and there are no open or pending litigation initiated by RCC in a customer matter.

Political Contributions

Federal and state laws place complex restrictions on the making of corporate political contributions. Because RCC complies strictly with all applicable laws and regulations relating to corporate political contributions, no employee may involve RCC in any way in political campaigns. No political contributions for any candidate shall be made for or on behalf of RCC by any employee unless it has been approved by Company management under established corporate procedures. RCC resources may not be used to support any candidates or political committees.

Equal Employment Opportunity/Affirmative Action Statement

RCC is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status or any other occupationally irrelevant criteria. We promote affirmative action for minorities, women, disabled persons and veterans in all our employment practices.

Specialized Radio Services

RCC has designed and helped procure hundreds of conventional and trunked radio systems for our clients. Over the last several years, RCC has assisted clients across the country implement dozens of P25 compliant systems and is currently working with many other jurisdictions to help them upgrade their existing system to P25 compliance. RCC personnel were involved in the committees that defined the standard and stay involved today to ensure they are up to date on the latest standard developments and improvements.

To enhance radio systems for public safety agencies and governments, we provide the following specialized services:

Microwave Radio Engineering

Our experts conduct microwave path engineering and system design, including point-to-point propagation, multipath fading, diffraction and reflections along path, antenna system configuration and optimization, Fresnel and earth curvature clearance, line of site verifications, and system testing, optimization and implementation.

Radio Traffic Monitoring

The radio frequency spectrum is a limited natural resource that requires proper engineering to maximize capacity and minimize interference. Before designing or enhancing a client's system, RCC monitors radio traffic to assess channel loading to ensure we understand our client's current operating environment so we recommend the most efficient and effective solution. Using a radio receiver capable of scanning up to 20 radio channels a second, we assess the amount of radio traffic generated throughout the day. The analysis becomes a core input into the system design, and provides verifiable evidence of the need for frequencies during the licensing process.

Radio Propagation and Coverage Analysis

RCC's propagation and coverage analysis helps determine the optimum site layout and distribution, as well as radio system coverage and expected system reliability. Our consultants have developed and tested an industry-leading toolset, ComSiteDesign, to aid in radio propagation and coverage analysis. The portable toolset delivers comprehensive multi-site coverage analysis, interference analysis, multiple point-to-point and point-to-multipoint analyses.

Radio Frequency Interference Analysis

To assist with base station site engineering and frequency compatibility, RCC created another powerful software tool, ComSitePro. This tool includes a database of more than 3,000 antennas, filters, transmitters and receivers to allow engineers to determine the minimum required isolation and protection from unwanted signal.

Scope

RCC designed the microwave backhaul network supporting Pennsylvania's statewide land mobile radio network. It is believed to be the largest private microwave radio network in the U.S.

\$1MM

RCC's regulatory specialists saved more than \$1 million in licensing fees for four New Jersey towns building a shared emergency communications system.

Spectrum and Regulatory Services

Proper planning for frequencies, including how many are needed, how they will be used and how to acquire them, is essential when a radio communications system. RCC's regulatory experts assist public safety clients with frequency planning, searches and licensing applications for VHF, UHF, 700 MHz, 800 MHz and 4.9 GHz frequencies.

Our experts provide support and advice to help our clients identify, manage and control any existing or future regulatory risks. All of our work is performed in accordance with the Federal Communications Commission (FCC) or European Telecommunications Standards Institute (ETSI).

Antenna Site Planning and Engineering

RCC provides a full range of antenna site design and construction management services to support radio communications systems, including:

Site Plans and Specifications

- Planning board/permit approval process
- Tower specifications
- Antenna specifications
- Equipment shelter specifications

Power and Monitoring Systems

- Emergency generator and fuel supply systems
- Uninterruptible power supply systems
- Rectifier and battery DC power system
- Grounding and surge suppression
- Security access control, CCTV systems
- Fire detection and suppression systems
- Tower light monitoring systems

Procurement Assistance

- Construction cost estimates
- Final bid documents, including sealed construction drawings
- Option analysis (value engineering)
- Bid review, negotiation and construction contracts

Project Management

- Project scheduling
- Subcontractor coordination
- Review of equipment shop drawings
- Change order and cost management
- Start-up and system commissioning
- As-built drawings and documentation

Project Team & Staff Qualifications

RCC has assigned an executive sponsor to provide the County with fast and direct contact with higher-level management. Mr. Dominick Arcuri, PMP, P.E., ENP, Sr. Vice-President of the RCC's Mid-Atlantic region will serve as the executive sponsor and will be available to address high-level matters affecting the project. Mr. Arcuri is a certified Project Management Professional and a registered Professional Engineer in the Commonwealth of VA and has over 33 years of experience with communications systems projects.

Mr. Mark Athearn, Managing Director of the Mid-Atlantic Region, will provide operational oversight and leadership to the team. Mr. Athearn manages RCC's operations in the Mid-Atlantic region, provides business and technical expertise, program management, risk management and quality assurance to clients seeking mission critical communications

technologies. He has 30+ years of progressive experience in communications systems, including 20 years focusing on Public Safety, Utilities and Federal markets. Mr. Athearn is a veteran of the United States Navy. He joined RCC in 2013.

Mr. Wayne Campagna, based in Fluvanna County, will serve as the Project Manager and will act as the daily contact to the County. Mr. Campagna will manage all aspects of the project for RCC and will direct the RCC project resources to accomplish the identified tasks. Mr. Campagna will schedule and utilize the expertise identified in the project team as necessary to perform a particular task at hand, and may also take advantage of the broader RCC support staff as necessary to address unique or unforeseen items that may arise during execution of the project. Mr. Campagna's responsibilities include project management, planning, design and implementation of communications systems; development of budgets and specifications; bid evaluation and contract negotiation; vendor oversight; schedule development and adherence; acceptance testing; site acquisition; training; and contract change management. Mr. Campagna joined RCC in 2009, bringing more than 35 years of experience in public safety, telecommunications and higher education.

Mr. Jeff Pegram, P.E., PMP will be assigned as the lead engineer throughout the entire project. Mr. Pegram is a registered Professional Engineer in the Commonwealth of Virginia and a certified Project Management Professional. Mr. Pegram has more than 35 years of experience in the telecommunications field, focusing on electronics, land mobile, microwave, telephone and data communications, and traffic engineering. His experience includes management of major information technology projects for the Commonwealth of Virginia Department of State Police and has recently assisted Petersburg, VA, Henry County, VA and Onslow County, NC implement P25 systems.

Additional key members of the proposed RCC project team include:

Mr. Adolfo Bello, P.E., PMP: Radio Coverage Analysis;

Mr. Bello provides land mobile communications consulting, providing guidance for the improvement, enhancement and design of wireless systems. He has more than 12 years of experience in wireless network planning and engineering of voice and data systems, including 800 MHz trunking, conventional VHF, UHF, 800MHz and Cellular/PCS systems for both area service coverage and capacity. He joined RCC in 1999.

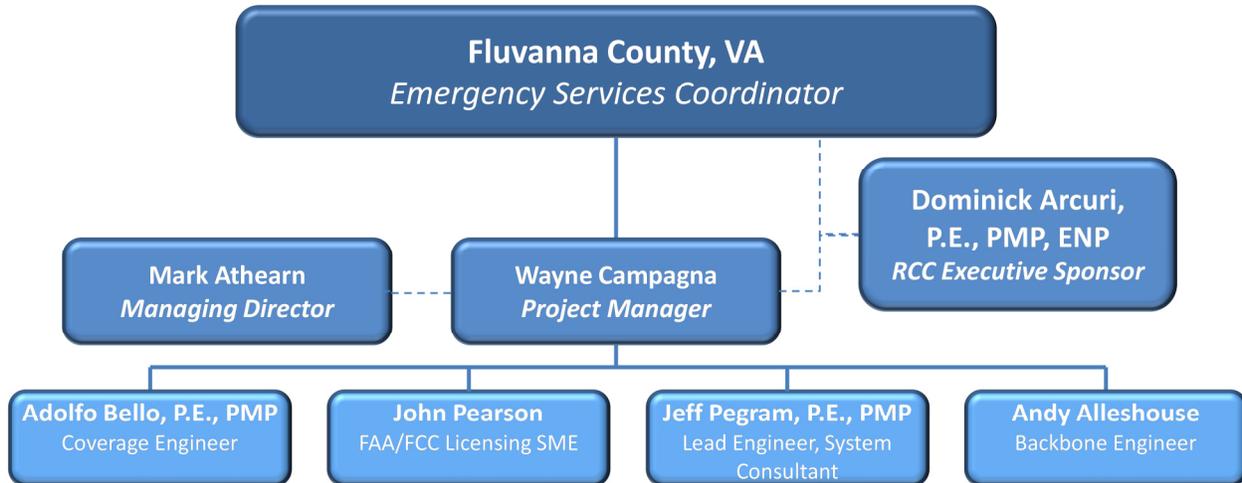
Mr. John Pearson, FCC/FAA Licensing and Regulatory SME;

Mr. Pearson is responsible for licensing issues under Part 90 of the FCC's Rules for Public Safety entities. He has extensive knowledge of the Commission's Universal Licensing System, and is responsible for regulatory issues with the Federal Aviation Administration. Additionally, he is responsible for the preparation, filing and licensing of Part 101 point-to-point microwave applications and for the preparation of co-channel interface studies. Other responsibilities include FCC research for technical support of all communications clients, preparation and filing of FAA determinations, and the preparation of maps for filings.

Mr. Andy Alleshouse, Microwave Backbone Design and Analysis SME;

Mr. Alleshouse provides consulting services in microwave network design, integration, cellular-type site evaluation, traffic routing and provisioning, equipment evaluation, site development,

budgetary costing and regulatory and standards compliancy. With more than 30 years' experience in communications transport systems design, he has managed and worked alongside engineers and consultants responsible for both fixed and wireless communications projects across the United States and in Canada, Mexico and Chile. He joined RCC in 2007.



Proximity and Availability to Fluvanna County

Mr. Campagna, Project Manager, is a resident of Fluvanna County. He and his teammates are associated with RCC's Mid-Atlantic Regional Office located in Glen Allen, Virginia. Mr. Campagna will be able to attend many meetings with the County in person.

RCC selects our teams carefully taking into consideration the needs of the project and the workload of our experts. On projects of the size and significance of Fluvanna County, we typically take a two-tier approach to team member assignments. The first tier would consist of the Project Manager and Lead Consultant. For this core team the project becomes the priority. The additional team members, typically specific subject matter experts, are brought in and out of the project on as needed basis. In all cases our subject matter expertise is distributed among multiple experts so that we do not have to depend on any specific person from outside of the core group should they become unavailable for any reason.

Depending on when this project's schedule, our proposed Project Manager and Lead Consultant will have Fluvanna County as one of their two or three primary projects and will be able to begin work immediately and will support an expeditious execution of the scope of services. This level of staffing works best for us as it allows our core team members to focus on just two or three projects so that they can give our clients priority support, yet also permits them to stay "billable" on more than one project, which keeps our rates cost effective for our clients as well.

RESUMES

Resumes - Provide a concise resume or description of each team member's education, relevant professional experience, length of time employed by the Offeror and/or sub-consultant, and professional license.

Dominick Arcuri, P.E., PMP, ENP

Senior Vice President, Mid-Atlantic, Midwest and Southeast Regions

Technical Expertise

*Conventional/Trunked Radio
Project 25
Broadband Wireless
Cellular/PCS
In-Building Wireless
Wireless Facilities*

Education

*MBA, Duke University, Fuqua
School of Business
MSEE, Syracuse University
BS, Rensselaer Polytechnic
Institute, Computer &
System Engineering*

Awards, Affiliations and Certifications

*Professional Engineer, VA
(#0402036834), NY, MO
Project Management
Professional (PMP)
Emergency Number
Professional (ENP)
Certified Wireless Network
Administrator (CWNA)
Incident Command System
(100, 120, 700)
APCO Broadband Committee
– Architecture Sub-Comm
(2012)
Telecommunications Industry
Association (TIA):*

- *TDMA Committee
Chairman, 2002*

Presentations and Publications

*NPSTC Technical Committee
– APCO Panel 2011
Wireless Technology: Acuta
Journal, Spring 2004
The Challenge of In-Building
Coverage. Radio Resource,
March 2002*

Mr. Arcuri leads the Public Safety Consulting staff in the Mid-Atlantic, Midwest and Southeast regions. He is a registered professional engineer (P.E.) and has over 32 years of experience in engineering, marketing and product management. His technical expertise includes digital private radio systems, broadband wireless, in-building wireless systems and communications facilities. Mr. Arcuri has actively participated in many industry forums including NPSTC, the APCO Broadband Committee, and the Telecommunications Industry Association (TIA), chairing the committee responsible for TDMA public safety/P25 radio systems.

Selected Professional Experience

- **City of Charlotte** – Assisted the City with the development and evaluation of a Public Safety LTE system RFP and negotiation of a contract with a manufacturer/service provider.
- **VA Region 2000** – Developed a concept design and RFP for a region-wide P25 radio system replacement for the City of Lynchburg, Amherst and Bedford Counties.
- **State of West Virginia** – Developed a comprehensive Public Safety broadband LTE plan and deployment strategy for the State.
- **State of Ohio** – Performed interoperability analysis and developed improvement recommendations and statewide interoperability plan for 700/800 MHz trunked system.
- **Michigan, North Carolina and Ohio** – Negotiated agreements with Sprint Nextel on behalf of clients and directed 800 MHz rebanding efforts for statewide systems.
- **Minnesota Department of Public Safety** – Assisted in the system assessment and evaluation of business alternatives for the roll-out and maintenance of the State of Minnesota ARMER system.
- **Richmond Convention Center** – Designed, implemented and verified a fiber-based in-building enhancement for Public Safety radio system.

Additional Experience

- **Ericsson, Inc.** – As Vice President Engineering, directed engineering team of 80 and managed \$22MM budget. Improved engineering efficiency by 50%, established future technology direction and guided the engineering team through successful acquisition and integration.
- **GE Aerospace** – As Engineering Project Manager, managed transition to production of the F-14 InfraRed Search & Track (IRST) System, accomplishing test and acceptance of 16 systems in 12 months, and reducing production test cycle times by 40% by coordinating design and manufacturing process changes and simplifying test procedures.

Mark Athearn

Managing Director

Technical Expertise

*Land Mobile Radio
Broadband/LTE
System Design and
Optimization
Wireless Voice and Data
Networks
Wide Area System Design
Engineering
Capture Management
Program Management
Process Development
Procurement Support
Financial Modeling
Budget Planning*

Education

*MS, Virginia Polytechnic
Institute and State
University, Systems
Engineering
BS, Southern Polytechnic
State University, Electrical
Engineering Technology*

Awards, Affiliations and Certifications

*Harris Excellence Award
Tyco Electronics Honor
Award for Outstanding
Performance
M/A-COM Honor Award for
Outstanding Performance
Ericsson GE Certificate of
Excellence
U.S Navy Meritorious
Advancement for
Exemplary Leadership*

Mr. Athearn manages RCC's operations in the Mid-Atlantic region, provides business and technical expertise, program management, risk management and quality assurance to clients seeking mission critical communications technologies. He has 30+ years of progressive experience in communications systems, including 20 years focusing on Public Safety, Utilities and Federal markets. Mr. Athearn is a veteran of the United States Navy. He joined RCC in 2013.

Selected Professional Experience

- **Harris Corporation (*Director, Business Development*)** – Global responsibility for sales and business development of key business strategic growth initiatives, including LTE Business start-up activities. Duties included market analysis, business plan definition, capture management, program implementation and execution. Provided leadership and direction to a multifaceted, cross-functional team to transition customers to new telecommunication technologies.
- **Harris Corporation (*General Manager, Harris Canada Systems*)** – Country manager for Harris's Canadian Operations Division (HCSI). Successfully led HCSI to its best 4 years. Grew annual sales from \$30M to \$75M. Co-led HCSI to a \$300M+ contract award for a provincial-wide telecommunications system.
- **Tyco Electronics M/A-COM Inc.** – As P25 Global Business Manager, was responsible for start-up operations and management of the P25 LMR systems business. Grew the business to \$100M+ in the first three years. Duties included business/process development, P&L, sales support, proposal development, program management, system engineering, contract execution and customer satisfaction. Also served as the Technical Lead and Capture Manager for the \$5B Integrated Wireless Network (IWN) for the U.S. Department of Homeland Security and Department of Justice.
- **Ericsson/GE** – As Systems Engineering Manager, was responsible for LMR systems sales support, proposal development, contract execution, system implementation, customer satisfaction and employee retention. Served in this capacity for the US and International regions of Asia-Pacific and Latin America and various market segments including Utilities, Federal and Data.
- **Babcock and Wilcox, NNFD** – As Systems Integration Engineer, was responsible for system design and system integration activities of large scale robotic systems, computer integrated manufacturing, test and inspection systems. Held U.S. Department of Energy Top Secret security clearances.
- **United States Navy** - Aviation Electronics Technician.

Wayne S. Campagna

Program Manager / Senior Consultant

Technical Expertise

*800 MHz Trunked Systems
Regional Planning &
Regulatory Compliance
Communications Networks
and Systems*

Education

*BS, University of Maryland
University College, Business
& Management
AA, University of Maryland
University College, Criminal
Justice/Law Enforcement*

Awards, Affiliations and Certifications

*Association of Public-Safety
Communications Officials –
International (APCO)
National Emergency Number
Association (NENA)
Project Management
Institute (PMI)*

Mr. Campagna provides project management and technical support for land mobile public safety communications systems. He also assists clients with homeland security and communications strategic planning projects. Mr. Campagna joined RCC in 2009, bringing more than 35 years of experience in public safety, telecommunications and higher education.

Selected Professional Experience

- **New River Valley (VA) 9-1-1 Emergency Communications Center -** Served as Program Manager for development of consolidation strategy for 9-1-1 services in Montgomery County, Christiansburg, Blacksburg, and Virginia Tech. Coordinated project managers on governance, radio system and staffing, and served as main point of contact for client working group. Developed Standard Operating Procedures (SOPs) for the consolidated center using CALEA standards.
- **Nelson County, VA -** Served as Project Manager for the development of a regional microwave system design, implementation of the microwave system network including the development, renovation and construction of new or existing tower sites required for the new network system operation and the transition and cutover from their existing 9-1-1 PSAP to a new constructed PSAP facility.
- **Albemarle County, VA -** Provided project management support for the County's Regional 800 MHz rebanding process and assisted with Frequency Reconfiguration Agreement (FRA) and negotiations.
- **St. Clair County, IL -** Provided project management support and assistance for the development of a state-mandated Tactical Interoperable Communications Plan (TICP) for the County.
- **Virginia Regional Planning Advisory Committee (RPAC) -** Served as Project Manager for a comprehensive region wide study on behalf of the Virginia Region 2 RPAC-I Committee. Reviewed the status of narrowbanding efforts, assessed operational needs and technical resources that would define the overall operable and interoperable needs of the Region, then provided recommendations for improving interoperable communications primarily between the Region's stakeholders and adjoining localities where applicable.
- **Wake County, NC -** Provided project management support for the development of a detailed analysis of long-term needs and planning requirements for the County's existing 800 MHz public safety radio system. The project allowed them to extend the useful life of their system for as long as possible, even beyond the vendor support timeframe. At the same time, the project recognized the County's existing system, its interaction with the state of North Carolina's VIPER radio system, and the County's local interoperability

requirements. Additionally, the study addressed the business aspect of potentially establishing a County radio shop to assume maintenance of the system beyond the vendor support timeframe

- **Augusta County, VA** - Provided project management support for the development of a public safety communications strategy for Augusta County, the Cities of Staunton and Waynesboro. Through stakeholder participation a consensus was developed for interim frequency band and conceptual system interoperable communication functionality in the near-term, while affording the political subdivisions time to evaluate and consider migration options to higher levels of interoperable communications in the future as the need may require or funding would permit.

Additional Experience

- **Charlottesville-University of Virginia-Albemarle County Emergency Communications Center** - Managed and coordinated capital projects for multi-jurisdictional operation, including construction and implementation of a 20-channel digital/analog simulcast trunked land mobile radio system, state-of-the-art consolidated PSAP facility and implementation of an in-building distributed antenna system for 25 county, city and university buildings. Provided management and oversight for Motorola 800 MHz ASTRO SmartZone 4.1- 20 Channel Digital/Analog simulcast trunked radio system. Led the 800 MHz reconfiguration-rebanding project and oversaw operations of consolidated PSAP/Emergency Communications Center.
- **Rockville, MD Police Department** – Served over 13 years as Sworn Law Enforcement Officer and provided supervision and management functions in patrol, investigations and administrative services.
- **Prince Georges Community College-Municipal Police Academy** - Instructor for Municipal Training Academy Programs.

Jeffrey D. Pegram, P.E., PMP

Director

Technical Expertise

*Mobile Data Systems
Wireless Communications
Microwave Engineering
Data Communications
Telecommunications*

Education

*BSEET, Old Dominion
University
MTI, Scranton, PA, Mobile
Radio Transmitter and
Receiver Design*

Awards, Affiliations and Certifications

*Professional Engineer
39688 (Virginia DPOR)
33429 (Maryland DLLR)
Project Management
Professional (PMP)
Federal Communications
Commission – General
Radio operators License;
Advanced Amateur Radio
Operators License
Virginia Information
Technologies Agency –
Major/Mission Critical IT
Project Management
Certification
Association of Public-Safety
Communications Officials
International (APCO)
Institute of Electrical and
Electronics Engineers (IEEE)
Electronics Technicians’
Association International
National Society of
Professional Engineers
Project Management
Institute (PMI)*

Mr. Pegram is a licensed professional electrical engineer and certified project management professional with more than 33 years of experience in the telecommunications field, focusing on electronics, land mobile, microwave, telephone and data communications, and traffic engineering. His experience includes management of major information technology projects (mission critical and/or greater than \$1M in scope) for the Commonwealth of Virginia Department of State Police. Mr. Pegram joined RCC in 2006.

Selected Professional Experience

- **Capital Region Emergency Services Telecommunications (CREST) Victoria, B.C.** – Analysis of telecommunications traffic and multi-site roaming performance for a VHF public safety trunked land mobile radio system.
- **Henry County, Virginia** – Procurement and implementation support for a countywide conventional VHF simulcast system (P-25 and analog), including site development and microwave transport.
- **City of Petersburg, Virginia** – Implementation of a P-25 800 MHz public safety trunked radio system (Motorola Astro 7.2), including site development, microwave transport, emergency communications center, and relocation of 911 system. Regulatory Compliance and interference analysis. Execution of Acceptance Testing.
- **Prince George’s County MD** – Procurement of 700 MHz digital trunked communications network, including communications center, site selection and site development issues. Development of acceptance test procedures for 700 MHz TDMA-based system.
- **State of Maryland** – Draft functional requirements for 700 MHz Statewide Interoperability Network.
- **Metropolitan Washington Airports Authority** – Review of existing communications systems, including antenna systems and site buildings. Review of vendor statements of work and consultant reports for system expansion. Development of drawings and diagrams for rooftop antenna systems and associated cabling.
- **City of Richmond, VA** – Implementation of initial phase and first expansion of 900 MHz two-way Reflex paging system, including site development.

Additional Experience

- **Commonwealth of Virginia, Department of State Police** - Telecommunications Engineer Supervisor. Technical oversight of 39 staff members with statewide responsibility for planning, budgeting, implementing and maintaining public safety communications systems.

John E. Pearson

Senior Consultant

Technical Expertise

*Regulatory Affairs
FCC/FAA Applications*

Education

*Central Methodist College,
Fayette, Missouri
Northern Virginia Community
College, Annandale,
Virginia*

Mr. Pearson is responsible for licensing issues under Part 90 of the FCC's Rules for Public Safety entities. He has extensive knowledge of the Commission's Universal Licensing System, and is responsible for regulatory issues with the Federal Aviation Administration. Additionally, he is responsible for the preparation, filing and licensing of Part 101 point-to-point microwave applications and for the preparation of co-channel interface studies. Other responsibilities include FCC research for technical support of all communications clients, preparation and filing of FAA determinations, and the preparation of maps for filings.

Selected Professional Experience

- **Commonwealth of Pennsylvania** – Provides licensing services for hundreds of Part 90 licenses and for a statewide Point-to-Point microwave system, the largest in the world. Prepared applications for tower approvals for the entire system, including successful negotiations for towers that were necessary for the expansion of the system. Assisted in the Sprint-Nextel rebanding process.
- **T-Mobile USA** – Responsible for the evaluation of more than 300 sites in the greater Philadelphia area for possible FAA issues. Participated in zoning hearings as an expert in FAA issues.
- **RAM Mobile Data** – Prepared thousands of applications for a nationwide system operating in the 935-940 MHz band. Also prepared Assignment of License applications for the acquisition of spectrum.

Additional Experience

- **RAM/BSE Paging Company, L.P.** – Assistant Secretary. Responsible for all aspects of licensing before the FCC for all RAM Broadcasting Corporation's paging subsidiaries and affiliates. Thorough knowledge of Part 22 of the Commission's Rules. Familiar with Parts 17, 80, 90 and 101 of the Rules. Negotiated and maintained site leases for installation and support of paging transmitters and antennas. Maintained numerous databases, prepared Federal Aviation Administration filings for antenna structure clearances, and had day-to-day contact with FAA officials.
- **Goldberg, Godles, Wiener & Wright** – Legal Assistant. Responsible for preparation and prosecution of FCC applications for cellular, paging, SMRS, point-to-point microwave and VSAT earth station facilities. Participated in mass media and cellular comparative hearings. Performed research regarding various aspects of FCC regulation, including paging, radio and television, private land mobile, satellite earth stations and experimental radio services.

Adolfo Bello, P.E. , PMP

Sr. Communication Systems Engineer

Technical Expertise

Land Mobile Radio Network Engineering
Simulcast Coverage and Time Delay Interference Analysis
Intermodulation Analysis
Transmitter Noise Receiver Desensitization Analysis
Coverage Acceptance Testing & Data Analysis
Microwave Point-to-Point Path Engineering
Traffic Analysis and Engineering
Project Management

Education

MBA, Rutgers University
MSEE, Florida State University
BSEE, Florida State University, cum laude
Project Management, Sheridan Institute
Fluent in Spanish

Awards, Affiliations and Certifications

Licensed Professional Engineer – NJ, MI
Project Management Professional (PMP)
Beta Gamma Sigma Honor Society
IEEE

Presentations

Wireless Network Planning Principles
Principles of Radio Wave Propagation
Transmitter Noise and Receiver Desense Principles

Mr. Bello provides land mobile communications consulting, providing guidance for the improvement, enhancement and design of wireless systems. He has more than 12 years' experience in wireless network planning and engineering of voice and data systems, including 800 MHz trunking, conventional VHF, UHF, 800MHz and Cellular/PCS systems for both area service coverage and capacity. Mr. Bello also has experience in frequency reuse planning for interference minimization for land mobile radio and cellular/PCS systems. Additionally, Mr. Bello assists our customers with the efficient use of RCC's Wireless Network Planning Tools for network engineering and optimization. He joined RCC in 1999.

Selected Professional Experience

- **CREST, British Columbia** – Project Manager for the analysis of drive test data, in-building measurements, and site measurement data to determine coverage and interference. The project was completed on schedule.
- **State of Michigan Rebanding, MI** – Lead engineer for the processing, design and evaluation of field gathered data to perform before and after comparative analysis.
- **Adams County EMA, IL** – Lead engineer and expert witness for the evaluation of potential radio frequency interference between communication systems. Adams County EMA was ultimately satisfied with the outcome.
- **Jefferson Parish 911, LA** – Lead engineer for the evaluation of Wireless 911 Location Accuracy as captured by the Public Safety Answering Points.
- **City of Houston HEC** – Lead Engineer in the evaluation of Maximum Permissible Exposure (MPE) levels of non-ionizing radiation (NIR) for a proposed self-supporting tower at an emergency communications facility.
- **Los Angeles County, CA** – Team member performing wireless site survey, data system frequency planning, and radio coverage analysis.
- **ICETEL Cellular** – Lead Instructor of multiple classes on the principles of radio systems engineering including TDMA, GSM, CDMA and WCDMA.
- **Airspan Networks** – Lead Engineer in the design of WiMAX wireless network based on design requirements of coverage, capacity, and cost.

Additional Experience

- **OMNICOM, Inc. (Acquired by RCC Consultants)** – As Communications Engineer, analyzed and designed 800 MHz, UHF and VHF public safety

<p><i>Intermodulation Interference Principles</i> <i>CDMA IS-95 and CDMA2000 Network Planning</i> <i>WCDMA Network Planning Principles</i></p> <p>Publications</p> <p><i>B.W. Kwan, L.J. Tung, Adolfo Bello, et al. Study of Surge Voltage Induced by Lightning on Transmission Lines. XXXII Southeastern Symposium on System Theory: Tallahassee, Florida. IEEE Conference Proceedings. March 5-7, 2000.</i></p> <p><i>A. Bello, B.W. Kwan, and L.J. Tung. Electronic Implementation of Fuzzy Systems. IEEE SMC '97 Conference: Orlando, Florida. IEEE Conference Proceedings. October 12-15, 1997.</i></p>	<p>radio systems; provided RF propagation analysis, microwave path survey, terrain/elevation analysis and topographic map reading; submitted APCO, FAA and FCC forms for licensing purposes; and served as EIT's supervisor and domain network administrator.</p>
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Andy R. Alleshouse

Senior Consultant

Technical Expertise

*Microwave System Design
Project Management
Traffic Engineering
Transport Network
Engineering
Cost Estimates*

Education

*AS, ITT Technical Institute,
Electronic Engineering
Certificate, George
Washington University,
Communication
Engineering, Continuing
Engineering Education
Program*

Awards, Affiliations and Certifications

*FCC General Radio Operator's
License*

Presentations and Publications

*Microwave Design and
Implementation Standards
(AT&T Wireless Services,
Inc., August 2002)
SEL Microwave test
procedures (ITT USTS,
September 1978)*

Mr. Alleshouse provides consulting services in microwave network design, integration, cellular-type site evaluation, traffic routing and provisioning, equipment evaluation, site development, budgetary costing and regulatory and standards compliancy. With more than 30 years' experience in communications transport systems design, he has managed and worked alongside engineers and consultants responsible for both fixed and wireless communications projects across the United States and in Canada, Mexico and Chile. He joined RCC in 2007.

Selected Professional Experience

- **Port Authority of New York and New Jersey** – Served as lead consultant for microwave projects, including network design, standards development, equipment evaluation, ancillary network review, site surveys, system implementation, and Part 15 and Mil Standard EMI/RFI emissions testing.
- **NJ Transit** – Rebanding for 12-site 800 MHz statewide system; reviewed and commented on proposed microwave replacement.
- **St. Louis Region Council of Governments** – Assisted with a proposed design for multi-ring microwave system consisting of 65 hops. Provided system cost estimates, microwave and transport design.
- **Baltimore County, MD** – Assisted in developing site specifications. Provided microwave network design and routing analysis.
- **Nationwide Common carrier** – Project-managed multi-state site audits for FCC and FAA compliance.
- **International Vendor** – Reviewed nationwide RFP and provided guidance for microwave response.

Additional Experience

- **Harris Stratex (Formerly Harris)** – As Project Engineer, reviewed microwave designs, wrote project scopes of work and services price quotes, formulated cutover and testing procedures and managed projects, including tracking time and costs.
- **AT&T Wireless** – As Manager Microwave Engineering (Eastern U.S.), designed and implemented microwave systems, focusing on project planning, technical standards and procedures, system reliability and speed to market. Participated in regulatory FCC and FAA issues.
- **Micronet, Inc.** – Microwave Engineer, analog and digital microwave video transmission facilities including fiber systems.
- **ITT / USTS** – Project Engineer, nationwide microwave network design and implementation of high capacity, long haul microwave and fiber networks between major cities. Chief systems troubleshooter.

DEMONSTRATED HISTORY OF SUCCESSFUL PROJECTS

Demonstrated History of Successful Projects - Discuss the Offeror's ability to work in harmonious, non-adversarial relationships with Fluvanna County and their agents.

i) The personnel named in the proposal shall remain assigned to the project throughout the period of the contract unless requested to be replaced by the County. If the County requests an individual to be replaced (including any personnel of any sub-contractor), the Offeror shall do so within 30 days of the request, and without any additional charge to Fluvanna County. No replacement may be made without submission of a resume of the proposed replacement for approval by The County.

Fluvanna County requests that the offer be able to work in a harmonious and non-adversarial relationship with Fluvanna County and their agents. RCC is a successful organization because of its focus and commitment to its customers. RCC has spent 30+ years serving thousands of clients throughout the public safety community and throughout the world and in doing so has established itself as a reputable, customer focused organization. All of our personnel, from our senior management to our technical staff to our administration personnel all understand the importance of good customer relations.

In addition and as requested, RCC agrees that personnel named in this proposal shall remain assigned to the project through the period of performance unless requested to be replaced by the County. Furthermore, RCC agrees and will make every attempt to perform a personnel replacement within 30 days of the request and at no additional charge to the County.

The following section describes in more detail RCC history of successful projects.

P25 Leadership, Excellence and Experience

Experience and qualifications are consistent evaluation criteria used to help select consultants for public safety radio systems. However, evaluating and measuring the relevance of respondents' claims of experience and qualifications can be a daunting task.

We believe that experience and qualifications are the most important and valuable traits that a consultant brings to its clients. We recognize our experience enables us to develop and refine solutions, helping our clients achieve their objectives. We have learned this while performing more than 4,000 communications and information systems projects for governments, public safety agencies, and other essential service organizations over more than 30 years of operation.

RCC leads all other consulting firms in P25 system development knowledge and experience. An overview of RCC's P25 system development history begins with RCC's direct participation in the P25 Radio System Standards development process that helped pave the way for today's P25 Phase 2 TDMA based radio systems. RCC's Dominick Arcuri served as Chairman of the Telecommunications Industry Association (TIA) TR-8 Project 25 TDMA Standards Committee.

Public Safety Radio - Including P25 - Experience

Perhaps no other consulting firm has a better understanding of the public safety communications and governmental communications systems than RCC. RCC has or is currently assisting more than 300 public safety agencies with the planning, design, procurement and implementation of

advanced public safety communications networks. Of these, RCC has worked with more than 200 agencies in the design and/or implementation of advanced trunked interoperable radio systems.

RCC has provided or is providing consulting services for more than 50 independent P25 communication system projects throughout the country. RCC leads all other consulting firms in P25 system development knowledge and experience. An overview of RCC's P25 system development experience begins with RCC's direct participation in the P25 Radio System Standards development process that helped pave the way for today's P25 Phase 2 TDMA based radio systems. RCC's Dominick Arcuri served as Chairman of the Telecommunications Industry Association (TIA) TR-8 P25 TDMA Standards Committee.

We have assisted clients such as Fairfax County, VA plan and implement two large 800 MHz trunked radio systems, one serving public safety and the other serving other county agencies. RCC has maintained a full-time engineer dedicated to helping the County in the planning and implementation of the systems and, now, in their management and operation. Our work in Fairfax also supports some public safety communications interoperability planning for the National Capital Region (Metropolitan Washington DC Area). We are now helping the County develop migration plans to P25.

Our P25 experience includes assisting the City of Houston, TX to implement a 48 site, \$130 million 700 MHz P25 Phase 2 trunked radio system to support public safety and other City users. We are currently assisting the East-West Gateway Council of Governments in the St. Louis area in the planning and procurement of a regional P25 700/800 MHz system that will network the Illinois counties of Madison, Monroe and St. Clair; the Missouri counties of Franklin, Jefferson, St. Charles and St. Louis County; and the City of St. Louis.

Our P25 experience includes systems operating in VHF and UHF in addition to 700/800 MHz systems. Figure 1 shows the distribution of our P25 project experience.

Additionally, as indicated in Figure 2, RCC has extensive experience in the Commonwealth of Virginia as well as other Mid-Atlantic states.

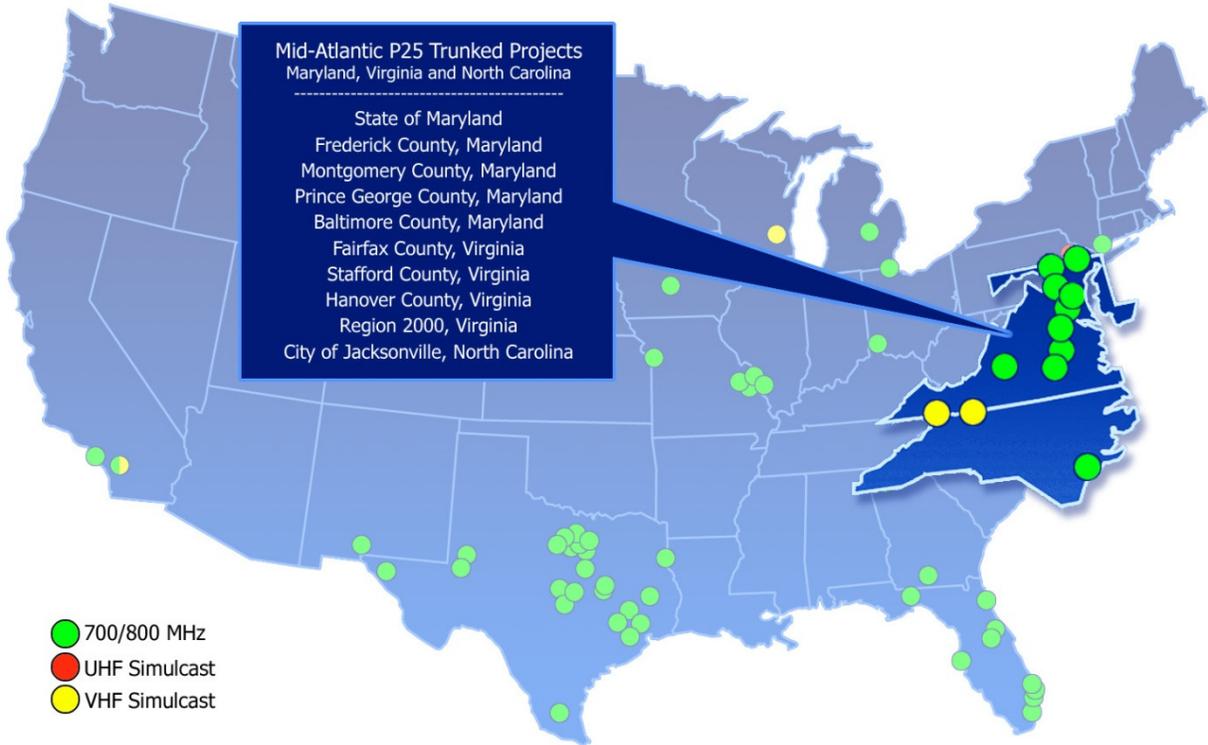


Figure 1. More P25 Experience – RCC has more P25 experience than any other consulting firm. We have helped more than 50 clients plan, procure, or implement P25 systems.

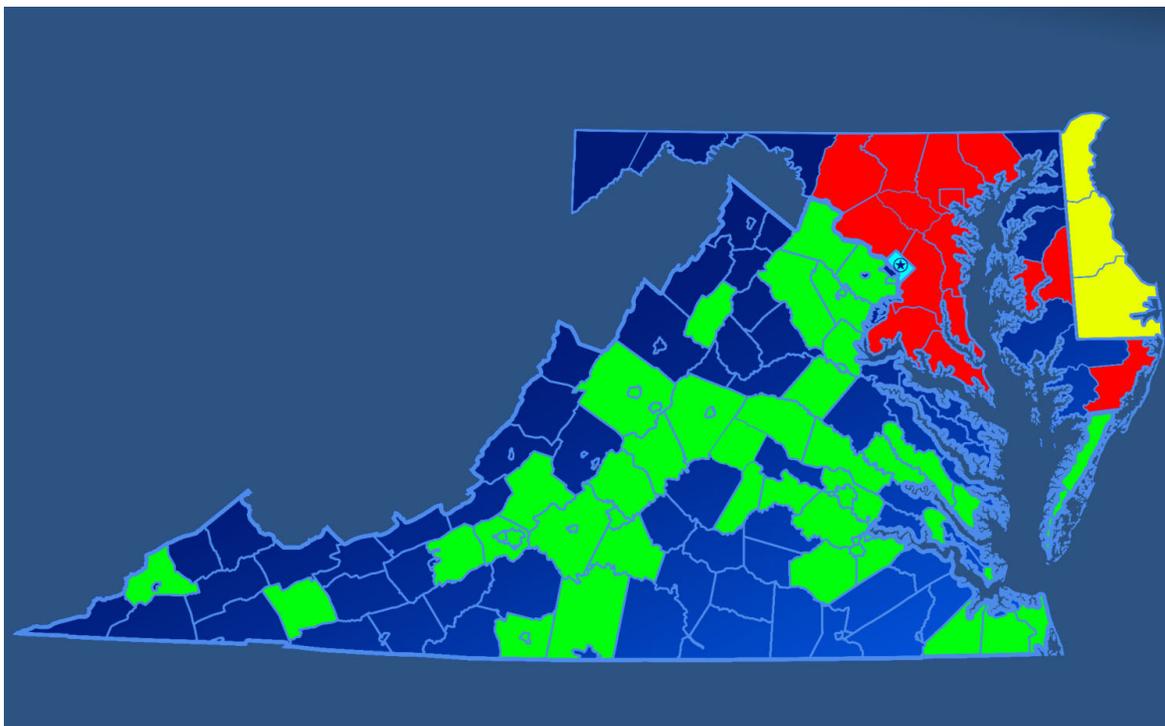


Figure 2. Mid-Atlantic Experience – RCC has extensive experience in Virginia and other Mid-Atlantic states.

PROPOSED SUB-CONSULTANTS

***Proposed Sub-Consultants** - The Offeror shall clearly state whether it is proposing to subcontract any of the work herein. The names of all proposed sub-consultants shall be provided. By proposing such firm(s) or individuals, the Offeror assumes full liability for the sub-consultant's performance. The Offeror shall state the amount of previous work experience with the sub-consultant(s).*

RCC does not intend to subcontract any of the professional services work described herein. RCC employs on a full time basis approximately 100 experts of different specialties which allows us to scale our efforts up and down as needed to meet our clients' needs.

PROJECT APPROACH

Project Approach - Offeror's Project and Management Approach:

i) The purpose of this section is to provide Fluvanna County with the Offeror's understanding and proposed approach to typical projects. The Offeror should discuss in detail the proposed management and project approach for performing any project awarded during the term of the Agreement.

How We Do It

At the foundation of our relationship with every client is a strategic, disciplined approach to providing long-term solutions. During the past 30 years, we have developed comprehensive engineering and project management practices to create our time-tested approach that ensures success for our clients.

Our Project Approach

According to Standish Group's *Chaos 2007 REX: A Standish Research Exchange*, a staggering 39% of projects with budgets exceeding \$10 million failed. Failure is defined as either total abandonment or failure to meet one or more of the key project objectives within the budget and time allocated. Proper project management and planning are vital to ensuring a project's success.

RCC has managed more than 4,000 communications and information systems projects for organizations big and small. To ensure the success of each project, we utilize a companywide project approach based on the Project Management Institute (PMI)'s global best practices.

"If You Fail to Plan, You Plan to Fail"

RCC's five-step approach to any project starts with project initiation and planning. Through our decades of experience, we have found that proper planning can reduce risk, ensure alignment of objectives, capitalize on efficiencies and ultimately lead to project success.

Once planning is complete, the project moves into the execution phase. This is often where the bulk of the work plan is executed, and depending on the project, tasks can range from developing specifications to designing radio systems to installing tower sites.

A key step in our project management approach is monitoring and control. This is an iterative process, and only after successful acceptance testing can a project be considered closed out.

Throughout an RCC project's lifecycle, there is extensive communication among the project team and with our client. By communicating regularly, all stakeholders are kept informed, promoting collaboration and reducing re-work.

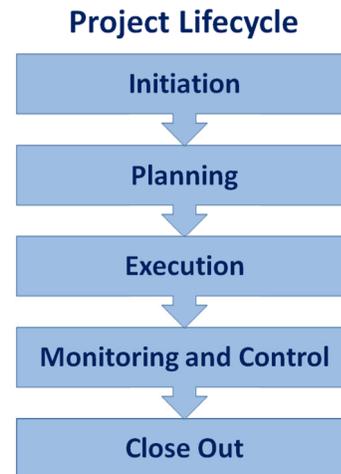


Figure 3. RCC's Project Management Approach
RCC utilizes a companywide, shared model, based on PMI's global best practices, to ensure the success of each and every project.

A Companywide, Shared Model

All of our project managers, and many of our engineers, have participated in more than 50 hours of project management training. The training teaches the best practices from PMI, as well as the specific, practical application of those practices for telecommunications engineering projects.

Through our application of a consistent project management methodology, which we employ for all engagements, we ensure consistent and efficient delivery for our clients.

Quality Assurance Commitment

RCC is built on a solid foundation of quality products and services that meet our client needs and add value to every project. We are committed to maintaining strict quality requirements based on International Organization for Standardization (ISO) and Total Quality Management standards. Our project managers, consultants and engineers are all trained in adherence to these standards, and for larger projects, we assign an Executive Sponsor who is accountable for the quality assurance and success of a project.

To ensure every project meets our high quality standards, we have developed an internal quality management process based on recognized quality management objectives:

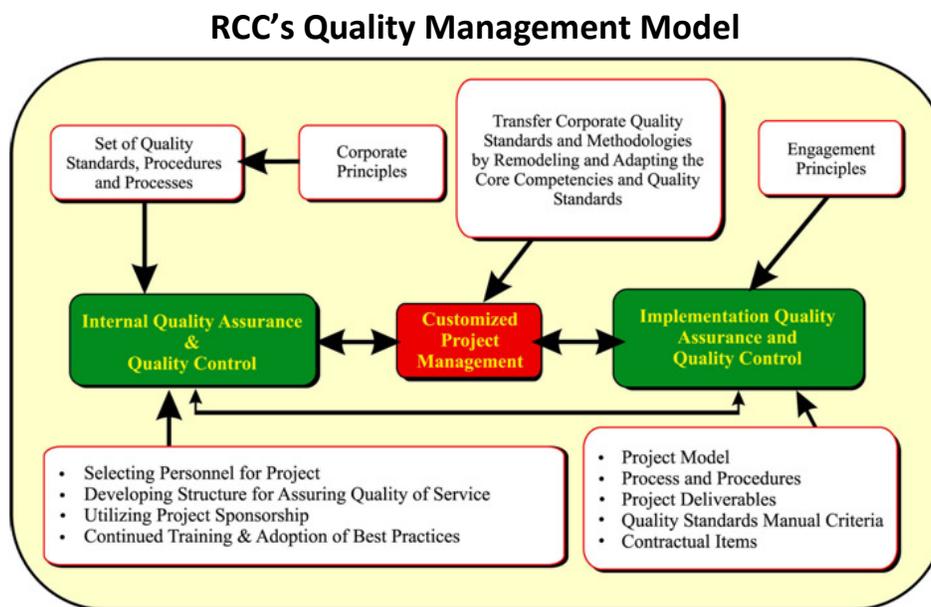


Figure 4. RCC's Quality Management Model

RCC's Quality Management Model supports the unique requirements of each project. Quality management ensures client satisfaction and has equal priority with deliverable execution, schedule management and cost control.

RCC's model includes six quality management concepts that support the unique requirements of each project:

- Quality Policy
- Quality Objectives
- Quality Assurance
- Quality Control
- Quality Audit
- Quality Program Plan

We begin each project by taking the time to fully understand the needs of our clients. We then tailor our quality management oversight to meet those needs. Our project manager has the ultimate responsibility for quality management during the project.

Quality management has equal priority with deliverable execution, schedule management and cost control. Quality management within RCC is an ever-improving system for integrating the processes and procedures necessary to provide cost-effective services that are fully acceptable to our clients.

Scope of Work

RCC has unparalleled experience in the field of public safety radio systems and is best suited to support Fluvanna County. Our proven project approach fits well with the specific requirements outlined by the County. RCC proposes the following scope of work to assist the County during its radio system upgrade implementation:

Vendor Contract Review

RCC will review the vendor's proposed contract language and will provide recommendations to the County with respect to the technical systems language and project management language aspects of the proposed contract. RCC has extensive experience with communications systems agreements (vendor contracts), and we are familiar with language that protects our clients as well as with language that has not been beneficial. RCC does not provide attorney services, nor does it provide legal advice. These are appropriately addressed by the County's attorney. RCC's review of the proposed contract language is specifically related to those portions of the proposed contract that directly affect the technical system aspects and the project management aspects of the vendor agreement document.

Upon request from the County, RCC will provide examples of wording that has been particularly effective in past contracts, as well as examples of entire contracts that have served RCC's clients well.

Detailed Design Review

During the procurement phase of the system upgrade, the vendor typically will develop a high-level plan for the technical aspects of the upgrade. Only after a contract is signed does the vendor develop a detailed design for the system. The detailed design will address specific system equipment requirements, connectivity requirements, performance requirements, and testing requirements.

RCC will perform a comprehensive review of the vendor's detailed design documents, and will make specific recommendations to the County with respect to deficiencies and omissions. RCC also will develop questions for County submission to the vendor, will review vendor responses, and will discuss in detail with the County the benefits and disadvantages of the vendor's design.

Project Management

RCC will oversee the management of the system implementation project and will provide status reports, recommendations, and guidance to the County. RCC will provide the following services:

- Participate in project status meetings
- Critically review the project schedule and its ongoing status
- Review and make recommendations to the County with respect to any change orders proposed by the vendor
- Verify vendor compliance with contractual project requirements
- Review all vendor invoices and provide written recommendation to the County for payment or nonpayment
- Track and report on project financial status
- Provide a final review to verify that the vendor has met all contract technical and project requirements
- Provide a written recommendation to the County for final system acceptance and project closeout

Oversight of Contractor's Technical System Implementation

RCC will inspect the vendor's installation of radio system and related equipment for compliance with the detailed system design as well as for industry accepted workmanship standards.

Coverage Acceptance Testing

RCC will review the vendor's proposed radio signal coverage acceptance test and will make recommendations to the County for modifications. RCC will participate alongside the County during coverage testing to ensure test plan compliance and to verify results. RCC will provide to the County a written recommendation for acceptance or non-acceptance of the coverage test, as well as a recommended course of action in the case of non-acceptance.

Factory Staging and Field System Acceptance Testing

Specific system acceptance test procedures will be developed by the vendor as part of the system detailed design. RCC will review the testing methodology, and will make recommendations to the County for any modifications required as a result of system changes during implementation. RCC will participate alongside the County during factory staging and during system acceptance testing and will verify that all tests are completed successfully. RCC will provide to the County a written recommendation for acceptance or non-acceptance of factory staging and of the system, as well as a recommended course of action in the case of any test failure.

System As-built Documentation

Specific system as built Documentation requirements will be developed by the vendor as part of the system detailed design. RCC will review the as-built documentation as submitted by the vendor, and will point out to the County any deficiencies and omissions.

Final System Acceptance/Project Closeout

RCC will provide a final project review to verify total contractual requirement compliance by the vendor, and will provide to the County a written recommendation for final system acceptance

and project closeout. Should any contractual requirements remain unfulfilled, RCC will point out to the County these deficiencies, will recommend non-acceptance, and will provide a recommended path forward to the County.

Additional Services: Radio Site Construction Management

RCC can provide construction management services for any new radio sites which might be required as well as modifications for any existing sites. Construction management services can include site development, tower erection, communication shelter construction, and grounding system installation.

REPRESENTATIVE PROJECTS AND REFERENCES

Representative Projects:

i) This section of the Offeror's Proposal should list and describe representative clients currently served focusing on general engineering projects. Describe the local office experience including the project name and location, brief description of the project, description of the scope of services provided, and principal contact person.

References:

i) Provide the current name, address, and telephone number of at least five (5) references the Offeror has served either currently or in the past three (3) years; preferably those where one or more of the project team members provided the same or similar services as requested herein. Indicate the Scope of Services provided to each reference.

The following project profiles feature several Virginia-based government clients and other government and municipal clients for whom RCC has performed consulting and engineering services which are similar in nature to those sought by the County.

In addition it should be noted that Wayne Campagna, the Project Manager for this opportunity, has served as the PM of record for the following clients: County of Nelson, Virginia; New River Valley Emergency Communications Authority; Virginia Region 2 RPAC-I Committee; County of Augusta, Virginia; County of Albemarle; Virginia, and Richmond Capital Region.

Project: Managing Implementation of a P25 VHF Land Mobile Radio System for Nelson County, Virginia

Client:	Nelson County, Virginia
Description:	Nelson County sought to upgrade to a new P25 VHF Land Mobile Radio System that would meet the County’s long-term Public Safety/Service radio communications requirements. The County is home to nearly 15,000 people across 474 square miles, and is part of the Charlottesville, VA Metropolitan Statistical Area.
RCC’s Role:	<p>RCC is providing the following services for this project:</p> <ul style="list-style-type: none">• Reviewed vendor proposals and provided feedback to the County.• Reviewed the contract with the successful vendor, looking out for the County’s best interests.• Conducted a Critical Design Review (CDR).• Providing oversight of the successful contractor’s system implementation, coverage acceptance testing, system acceptance testing and final system acceptance. <p>RCC is providing these services under a cooperative procurement contract created by Fairfax County, Virginia.</p>
Status:	Ongoing
Contact:	Susan Rorrer Information Systems Director P.O. Box 336 Lovingson, Virginia 22949 (434) 263-7122 SRorrer@nelsoncounty.org

Project: Narrowbanding and Phase II Upgrades for Augusta County, Virginia's UHF Radio System

Client:	Augusta County, Virginia
Description:	To ensure compliance with the FCC's Narrowbanding mandate, Augusta County planned Narrowbanding and Phase II upgrades to their 6-site, 7-channel conventional simulcast UHF radio system. The County retained RCC to assist in the development and implementation of the upgrades.
RCC's Role:	<p>RCC is providing the following services for this project:</p> <ul style="list-style-type: none">• Providing project management and engineering support throughout the course of the project.• Coordinating new tower sites that were required, rehabilitation of existing County tower facilities, FCC regulatory requirements and efforts and meetings with the National Radio Astronomy Observatory (NRAO).• Providing independent oversight of the contracted vendor's system implementation.• Meeting regularly with the radio system vendor and the County's project manager to ensure that all vendor contractual services were provided.• Independently assessing the contractor's change orders throughout the project.
Status:	Ongoing
Contact:	Donna Good Director P.O. Box 590 Verona, Virginia 24482 (540) 245-5503 dgood@co.augusta.va.us



Project: Comparative Analysis of Public Safety Radio Communications Options for Fluvanna County, Virginia

Client: Fluvanna County, Virginia

Description: Fluvanna County had several options available for frequency bands, technologies and approaches to upgrade their communications system. They engaged RCC Consultants to review their current systems and resources and make recommendations and cost estimates regarding retention and improvement of their high band VHF, migration to a new system at UHF, or expansion of the existing trunked system of an adjacent county.

RCC's Role: RCC provided the following services during this project:

- Visited existing sites and potential locations to collect equipment inventory and system configuration information.
- Visited existing and potential sites to verify locations and confirm site information, such as ground elevation, structure height, floor space and available power.
- Prepared system diagrams and floor plans.
- Prepared custom antenna pattern for existing obsolete antenna to assess current coverage.
- Prepared conceptual system designs and coverage predictions using ComsiteDesign software.
- Reviewed spectrum availability using FCC license databases.
- Prepared equipment lists and cost estimates for options.
- Participated in discussion of options with operational and technical representatives.
- Prepared and presented a final report, containing the information and recommendations.

Status: Complete

Contact: Tammy Johnson
Director of Communications
160 Commons Blvd.
Palmyra, Virginia 22963
(434) 589-8211
tjohnson@fluvannasheriff.com



Project: Project Management, Public Safety Land Mobile Radio Subject Matter Expertise

Client: Fairfax County, Virginia

Description: Now in its 18th year serving Fairfax County, Virginia full time, RCC continues to provide project management, engineering, vendor oversight, FCC licensing, wireless policy guidance and related services to the County's Department of Information Technology.

RCC's Role: Fairfax County first engaged the services of RCC on a part time basis in 1993 to develop a Needs Assessment Report in connection with a planned upgrade of numerous conventional analog public safety radio systems to a new countywide digital trunked radio system. RCC assisted the County with development of a Request for Proposals, and supported the County throughout the entire system procurement process, including evaluation and scoring of proposals, negotiations with the highest rated offeror, and support during a difficult protest and litigation initiated by the vendor that was not selected. In March of 1996, the County engaged the services of RCC on a full time basis to provide project management, engineering, and vendor oversight services for the implementation of the new digital trunked radio system. Since the completion of the first digital trunked public safety radio system project, RCC has provided similar support in other major procurements, including a three site expansion to the original network, a new, independent 800 MHz trunked voice radio network to serve the County's public service/local government users, technology design for a new multi-agency PSAP, and, most recently, a major system upgrade of the original digital trunked public safety radio system to state of the art Project 25 technology. Originally an 18-month contract, this engagement evolved into a 17-year full time staff augmentation contract that continues to this day.

In its role in Fairfax County, RCC also supported the efforts of the entire National Capital Region (NCR) to create and maintain one of the largest, most sophisticated and most successful multi-jurisdictional voice radio interoperability networks in the United States. From 1997-1999, RCC facilitated the large and small group work sessions that lead to the development of a network that today consists of nearly 40,000 interoperable public safety subscriber radios in and around the NCR.

RCC played a key role in the creation of a coordinated regional approach to 800 MHz Rebanding in the NCR by developing a concept for regional program management and coordination during the 800 MHz band reconfiguration process. RCC supported the region's efforts to accomplish rebanding without impacting the NCR's complicated and intricate web of interoperable public safety subscriber radios and provided oversight to the Regional Program Management Office established to manage and coordinate the regional rebanding process in the NCR.



Contract	2010
Award Date & Value:	Approximate value (P25) \$12 million
Contact:	Stephen L. Brundage Director of Communication Technologies and Regional Initiatives 12000 Government Center Parkway, Suite 361 Fairfax, Virginia 22035 (703) 324-2398

Project: Procuring a VHF High Band P25 Digital Radio System for Henry County, Virginia

Client: Henry County, Virginia

Description: Henry County’s existing public safety and public service radio communications system provided inadequate coverage and was subject to narrowbanding. The County engaged RCC Consultants to evaluate options for improvement.

RCC’s Role: RCC provided the following services for this project:

- Conducted cost and performance analysis. Results showed VHF High Band was the preferred option for the County due to its mountainous terrain, as well as interoperability and cost vs. coverage considerations.
- Developed a Request for Proposals (RFP) document to solicit proposals for provision of the radio system.
- Assisted in the review of three vendor proposals.
- Participated in a second RFP and procurement process for the construction and renovation of antenna sites and equipment rooms.

The system configuration includes:

- Countywide mobile and portable radio coverage in light buildings, with improved in-building coverage in defined areas of heavy buildings.
- Six voice channels operating in the P25 digital simulcast mode from four transmit receive sites.
- Two voice channels operating analog simulcast from four transmit/receive sites for fire and EMS alerting. Existing alert monitor pagers were reprogrammed for narrowband operation.
- Digital operation on law enforcement channels with AES encryption.
- P25 interface for PTT ID and emergency with the existing Orbacom dispatch console system.
- Digital loop microwave system connects base station sites with the Martinsville Henry County 9-1-1 Center. A new equipment room was constructed at the Center for the microwave and common radio network equipment, interoperability switch and Next Generation 9-1-1 equipment.
- Three new towers erected with equipment shelters and standby power systems. A fourth site required tower reinforcement, and antenna relocation and renovation of an existing shelter to meet R-56 standards.

Status: Complete

Contact: Dale Wagoner, Director of Public Safety Project Manager, (276) 634-4664



Project: Needs Analysis, Procurement and Implementation of an 800 MHz P25 Digital Voice System for Prince William County, Virginia

Client:	Prince William County, Virginia
Description:	<p>To provide voice radio communications for approximately 4,500 users within the jurisdiction, Prince William County public safety and local government agencies utilize an 8-site simulcast, Motorola SmartZone 4.1, 800 MHz, 15-channel digital trunked system. Because the equipment was aging and nearing end of manufacturer support for the existing system, and to enhance interoperability, the County desired to replace its system.</p> <p>The County retained RCC Consultants to assist in the needs analysis, procurement and implementation of a new system. RCC has provided expert assistance to Prince William County on microwave and radio systems projects since the mid-1990s.</p>
RCC's Role:	<p>RCC is providing the following services for this project:</p> <ul style="list-style-type: none">• Perform a needs analysis to document coverage, capacity and interoperability requirements.• Develop final system design requirements, including capacity study, radio coverage studies, and changes to the microwave backhaul network.• Develop budgetary cost estimates for the proposed system.• Analyze 800 MHz frequency availability.• Develop Request for Proposals including contractual terms and conditions.• Evaluate proposals and assist with contract negotiations.• Implementation services and acceptance testing. <p>RCC has performed the needs analysis and is currently developing an RFP for the replacement P25 radio system. The RFP will be for an 800 MHz P25 digital trunked simulcast system, dispatch consoles, installation, training and maintenance of the installed system.</p>
Status:	In progress
Contact:	Chief Scott Boggs Prince William County Department of Fire and Rescue 5 County Complex Court Suite 270 Prince William, VA 22192 (571) 722-4305 sboggs@pwcgov.org



Project: Design, Procurement and Implementation Assistance for a Regional Public-Safety 700/800 MHz Trunked Simulcast Radio System

Client:	County of Hanover, Virginia
Description:	<p>RCC is assisting the County of Hanover with four separate tasks in this project:</p> <ul style="list-style-type: none">• Task I – Assessment and recommendation of vendor 800 MHz radio system proposal.• Task II – FCC and regulatory coordination of radio sites.• Task III – Assistance with radio vendor negotiations for multi-site trunked simulcast system.• Task IV – Technical and administrative project management and vendor oversight throughout the radio system implementation.
RCC's Role:	<p>RCC has provided the following services during this project:</p> <ul style="list-style-type: none">• Task I – The County retained RCC to perform a review of a vendor-proposed regional public safety 700/800 MHz trunked simulcast radio system design. During the evaluation, RCC recognized inefficiencies in the design and recommended major changes to significantly improve the coverage performance without significantly affecting the system's cost.• Task II – RCC worked with the County to coordinate radio frequencies and sites for the new radio system. We provided extensive assistance with local zoning special-use permit coordination, including multiple presentations to the County's Board of Supervisors, Planning Commission and Emergency Communications Center Management personnel.• Task III – RCC assisted the County with technical and contractual negotiations for the radio system.• Task IV – RCC worked closely with the County's project manager, its Radio Committee, and its vendor to provide technical and project management expertise, as well as vendor technical and civil site work implementation oversight and coordination. We continue to work closely with the County in the testing and implementation environment.
Status:	Tasks I-III complete; Task IV in progress
Contact:	Philip M. Heins Director of Emergency Communications P.O. Box 470, 7522 County Complex Road Hanover Courthouse Hanover, VA 23069-0470 (804) 537-6142



Project: Needs Assessment, Procurement, Implementation and Project Management for New 700 MHz Radio System in Stafford County

Client:	Stafford County, Virginia
Description:	RCC is currently providing Stafford County with technical and project management assistance during the implementation phase of the County's new 10-channel, 13-site, 700 MHz digital simulcast trunked public safety radio system.
RCC's Role:	<p>RCC has provided the following services during this project:</p> <ul style="list-style-type: none">• Produced an in-depth needs assessment for the County.• Prepared a Request for Proposal based on the findings, with detailed specifications.• Solicited proposals from qualified vendors.• Assisted the County in equipment and vendor evaluations.• Provided assistance in contract negotiations. <p>Since January 2008, RCC has provided project management and technical oversight for the implementation phase of the system. That phase is ongoing, and the County expects to cut-over to the new radio system in late 2010.</p>
Status:	In Progress
Contact:	Ms. Carol Adams Communications Director 1225 Courthouse Road Stafford, VA 22555 (540) 658-4712

EFFECTIVE COST CONTROL

Effective Cost Control - Demonstrated history of effective control of project costs and ability to accomplish work in a timely manner:

- i) Describe the Offeror's cost control methodology*
- ii) Describe the approach for reducing project costs*
- iii) Describe the documentation, tracking and reporting system*
- iv) Describe the program for quality control.*

RCC employs a customized Project Management Plan (PMP) for each client, specifically tailored to the client's unique situation and needs. In order to effectively address the requirements of this section and in order to present a holistic view, RCC has included a description of our typical PMP. This PMP will demonstrate our history and describe our processes and methodologies related to Effective Cost Control and other aspects related to effective project management. As requested, RCC will describe the following:

1. Our cost control methodology
2. Our approach for reducing project costs
3. Our methods for documentation, tracking and reporting system
4. Our program for quality control.

Project Management Plan

1. Introduction

This Project Management Plan (PM Plan) will provide to the project team and stakeholders a brief description of the project including the background information and scope of work; a risk management plan outline; the project organization and responsibilities; the management approach; the project directory; the work breakdown structure; the project schedule; the schedule management plan; the scope/change management plan; the quality management plan; the cost management plan; and the communication management plan.

The primary audience of the PM Plan is the project team and stakeholders. The PM Plan also will serve as a guide for any new members of the project team who join the team while the project is underway.

Living Document: It is intended that this PM Plan will serve as a road map for the project team members and stakeholders. It is a living document and will be modified as necessary. Each page is dated and includes a revision number. The original version will be assigned Revision No. 00. If revision is necessary, the latest revision, to include the new date, will supersede all older versions.

The majority of projects will be performed in four major phases, although some projects will contain a subset of these phases. The four major phases are described in the Section 2 of the document under Project Description.

2. Project Description

RCC Consultants, Inc. (RCC) will provide the management and technical expertise necessary to assist the client with successful achievement of the goals of the project. This effort involves development of a Request for Proposals (RFP), evaluation of the resultant proposals, recommendation of a vendor, and negotiations with the selected vendor. Upon contract execution between the County and the selected vendor, RCC will provide management and technical assistance to the County throughout the design, manufacturing, construction, testing, acceptance, cutover, and closeout portions of the project.

The project contains the following phases:

- PHASE 1: Development of System Performance Specifications
- PHASE 2: Preparation of RFP for Acquisition and Implementation of the System(s)
- PHASE 3: Solicitation, Evaluation, and Award of Vendor Contract
- PHASE 4: System(s) Vendor Design, Implementation, Testing, and Acceptance

Deliverables

To ensure compliance with the project goals, and specifically the project acceptance criteria, the following program deliverables have been established:

1. PHASE 1
 - 1.1. County or Regional PM Plan
 - 1.2. Prepared FCC license and regulatory filings
 - 1.3. Sustainability report for existing systems
 - 1.4. Draft specifications document
2. PHASE 2
 - 2.1. Vendor-neutral procurement documents
3. PHASE 3
 - 3.1. RFP Addenda in response to Vendors' questions
 - 3.2. Evaluation report & presentation
 - 3.3. Final recommendation report
4. PHASE 4 (RCC Deliverables)
 - 4.1. Acceptance test report comments
 - 4.2. Factory Staging Results and Recommendation
 - 4.3. New System Sustainability Report
 - 4.4. Engineering Design Validation Report
 - 4.5. Post Installation / Quality Report
 - 4.6. Project Closeout Checklist
 - 4.7. Project Punchlist and resolution notification
 - 4.8. Final Acceptance Recommendation
5. PHASE 4 (Vendor Deliverables)
 - 5.1. To be determined (TBD) during vendor contract negotiations

3. Risk Management Plan

A risk identification and response plan (RM PLAN) will be developed and will be modified and administered as necessary throughout the duration of the project. The RM PLAN identifies the risks which might affect this project, qualifies and quantifies the risks, and identifies responses for the risks identified as warranting a response. The response plan will include the determination and selection of the primary and backup strategies, and will assign these risks to individuals and/or groups for responsibility. For each significant risk, a risk manager will be assigned to monitor, identify, and respond to the risks in a pre-emptive manner.

The County's Project Manager will review and approve the risk identification and response plan.

4. Organization and Responsibilities

The project organization structure (see Organization Structures & Communication Flow Chart) consists of the County, their stakeholders and RCC Consultants, Inc. RCC will serve as the County's technical consultant and partner in managing the project and ensuring that performance, quality, cost and schedule objectives are met. The RCC project team is organized around four disciplines at the functional level. They are the management team, the RF engineering team, the regulatory team, and the facilities team. Together these teams constitute the *RCC Core Team* working on the project.

The RCC Project Manager will represent the County's interests throughout the project and will be responsible, with assistance of RCC Consultants, for coordinating with the stakeholders, managing the project's day to day operation, and for providing technical leadership and guidance.

Wayne Campagna is RCC's Program Manager. During Phases One through Four, he will be the primary point of contact for the County and will be responsible for managing RCC's resources, scope of work, adherence to project schedule, and budget. He also will assess project risk and will guide development of risk mitigation activities with RCC's Lead Engineer.

Jeff Pegram is RCC's Lead Engineer. Throughout each of the four phases, he will be responsible for managing activities and tasks for engineering and technical efforts. He will work closely with Project Manager and with RCC subject matter experts.

5. Management Approach

The Project Management Process will include a systematic project management approach to accomplish the following project goals and objectives:

1. Compliance with Contract: Ensure the system is engineered in conformance to the contract requirements.
2. Quality: Ensure the project is developed and work is performed maintaining the highest quality.
3. Schedule Control: Develop and maintain the master schedule, clearly identifying the phases of the project and critical milestones.
4. Cost Control: Ensure the project is completed within the allocated budget with minimal change orders.

- 5. Information Management: Develop a Management Information, Document Control, and Reporting System that will provide easy access to project related information and its status for all team members. This will take the form of a web-based project portal for which a configuration and management plan will be developed.

The project’s management approach flow is depicted in the following chart.

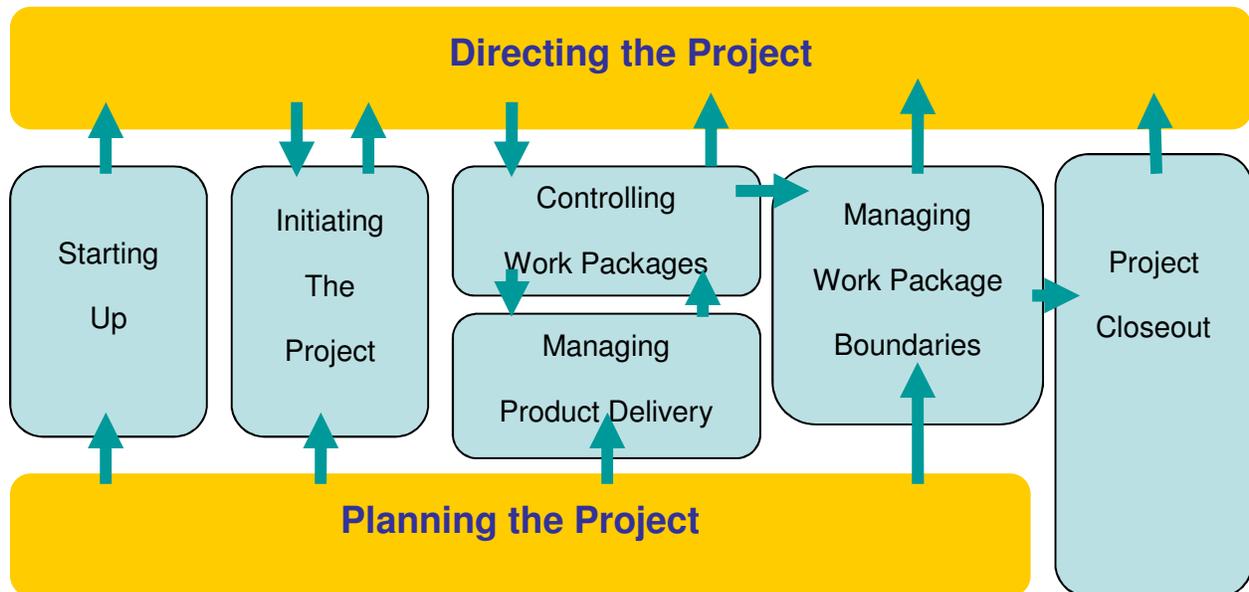


Figure 5. Management Approach Flow Chart

6. Project Directory

The project directories (Project Team and Stakeholders) will be created and maintained by RCC and will be updated and modified as appropriate throughout the duration of the project.

7. Work Breakdown Structure

The Project Work Breakdown Structure (WBS) will be created and maintained by RCC and will be updated and modified as appropriate throughout the duration of the project.

8. Schedule

The Project Schedule will be maintained by RCC, and will be tracked, updated, and modified as appropriate throughout the duration of the project.

9. Schedule Management Plan

RCC will prepare an accurate and detailed Critical Path Method (CPM) schedule utilizing the Microsoft Project software platform. The initial version of the project schedule, after review and approval by the County’s project manager, will become the schedule baseline. The schedule will

effectively freeze the dates associated with tasks. Only if subsequent significant changes occur with respect to project tasks, task durations, task start/finish dates, or task intertie logic will the schedule be re-baselined. This will occur only if mutually agreed upon by the County and RCC's Project Manager.

RCC will monitor critical path activities throughout the life of the project. In the baseline schedule, RCC and the County will establish discrete milestones. The progress of the project will be measured against established milestone on a bi-weekly basis. Corrective action will be identified and implemented in case of milestone deviation.

Potential critical-activities that may impact timely execution of the work will be identified throughout the life of the project. A corrective action plan and action items will be developed to constantly monitor and take timely actions to avoid any slippage of critical-activities. The critical-activities will be revisited in each progress meeting and once each quarter to measure the effectiveness of the proactive management efforts. Schedule slippage, if any, will be identified by the regular CPM schedule updates, and corrective action will be recommended and implemented.

10. Scope/Change Management Plan

RCC will work with the County to provide prompt response to Requests for Proposals (RFPs) for scope changes in the work and will obtain necessary approval from the County's representative before executing any changes in contract.

RCC will accept change order requests only from the County's representative. Upon receipt of a change order request, RCC's Program Manager will review it for scope, cost, and schedule implications. If additional information and/or clarification are required, RCC will coordinate with other parties as appropriate.

If the change order has no cost or schedule impact, the change will be executed immediately after the County's approval.

If the change affects cost and/or schedule, a complete change order proposal, with required documentation will be submitted by RCC to the County's representative for review and approval.

If the County's representative requires additional information or clarification, RCC will provide it promptly. After receipt of written approval from the County's representative, RCC will execute the change in a timely fashion.

11. Quality Management Plan

RCC will maintain quality standard objectives for the key elements of quality: fitness for use, performance, safety, and reliability. The RCC Quality model is presented below.

Process control will be managed by a series of quality steps. At the heart of this system are the same elements inherent in the ISO Standards and Total Quality Managements Standards – Plan, Document, Communicate, Monitor, and Refine.

RCC's Quality Assurance and Quality Control Program flow diagram appears below.

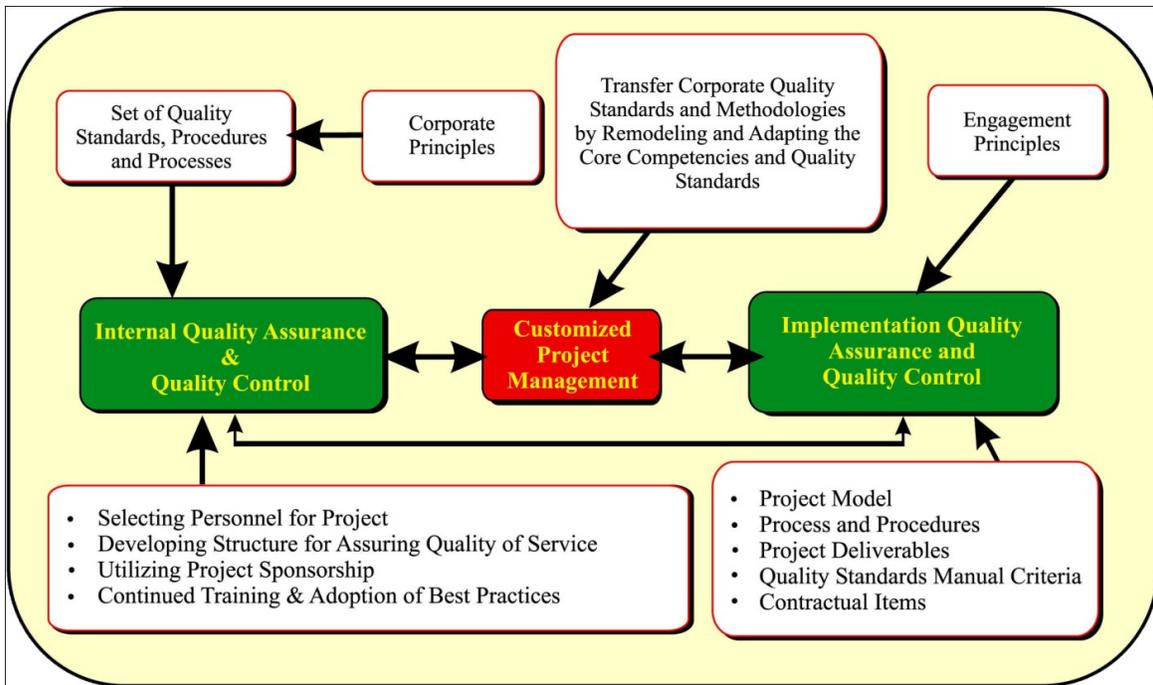


Figure 6. RCC Quality Assurance and Quality Control Program

12. Cost Management Plan

RCC will develop and implement an effective and well-organized cost control system so that project costs can be kept within the project budget. Cost control will not only monitor cost and record data, but also will analyze the data in order to take corrective action when appropriate.

The following systematic approach will be followed to control project cost:

1. Establish budgets for all authorized work (by contract) with separate cost account numbers.
2. Establish budgets for all planned work (future contracts) with separate cost account numbers.
3. Establish a management reserve budget and undistributed budgets (contingencies) with a separate cost account numbers.
4. Record/accumulate direct & indirect costs for each cost account number (contract) on a monthly basis.
5. Incorporate contractual changes (for change orders and new contracts authorized by the County's Project Manager) in a timely manner, recording the effects of such changes in budgets.
6. Adjust the management reserve cost account for the contractual changes (for change orders and new contracts authorized by Contracting/Procurement Officer) in a timely manner, recording the effects of such changes in budgets.
7. Document changes to the budget for all authorized new contracts and contractual changes. Provide the Contracting/Procurement Officer and the Project Manager or

authorized representative access to all of the foregoing information and supporting documents.

8. Based on performance of work and future conditions, develop revised estimate for cost at completion or "Estimate at Completion (EAC)" and identify additional funding requirements based on scope changes.
9. Compare the budget, actual, and estimate at completion and report variance.
10. Identify on a monthly basis, in the detail needed by management for effective control, budgeted cost, actual cost, estimate to complete and variance.

13. Communication Management Plan

Successful delivery of a complex project depends on clear communication between the County, RCC, and the project stakeholders. RCC's Organization Structure & Communication Chart illustrates these lines of communication. RCC's Executive Sponsor, Program Manager, Lead Engineer and other team members will be available by e-mail and land and wireless phones for quick and immediate response to the County's project needs.

A single Program Manager is assigned to oversee project compliance with the scope of work, schedule, and budget. The Lead Engineer is the senior systems engineer assigned to the project and is responsible for both the engineering and strategy, as well as for monitoring the scope of work. A senior RCC executive is assigned as an Executive Sponsor and will provide the County with direct access to RCC's senior management. The Lead Engineer, Program Manager, and Executive Sponsor constitute RCC's project management team responsible for the day-to-day management of the project.

A web based project portal will be established and placed in regular use by project team members. The portal will be the primary communications method for certain project team members and stakeholders, those more closely involved with the project.

RCC will implement the following to augment the communication plan:

RCC will implement a formal document referred to as a Request for Information (RFI). The purpose of this document is to request clarification for issues or information about which RCC has questions or is unsure. RCC will use this document to pose a direct question to the County's project manager. RCC will maintain a RFI log to track all outstanding questions, i.e. questions for which answers have not been received by RCC. In this way, fewer misunderstandings will occur and questions will likely be more readily understood and answered by the County.

In addition to the RFI, RCC will implement an Issue Tracking Report (ITR). The issue tracking report will be a multi column report intended to capture and track any outstanding issues related to the project. Each issue will be individually numbered and will remain in the open section of the ITR until the issue is fully resolved, at which time it will be closed and will move to the closed section of the ITR. This will allow a single document to act as both an open issues list as well as a historical document that captures the resolution of previous issues.

In weeks when project status meetings are held, RCC will include an updated ITR as an appendix to the project status report. In weeks when no project status meeting is to be held, RCC

will transmit an updated ITR to the County' project managers. If the ITR has not changed to from the previous week, RCC will resubmit the same ITR to the County project management team so that they will always be in possession of a current ITR.

APPENDIX A: REQUIRED FORMS

Vendor Data Sheet

VENDOR DATA SHEET

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: Mark Athearn Phone: (804) 422-8453

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

31 Years 4 Months

4. Vendor Information:

FIN or FEI Number: 22-2661497 If Company, Corporation, or Partnership

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

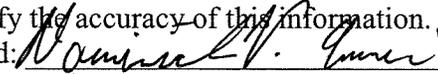
Company: Nelson County, Virginia	Contact: Susan Rorrer
Phone: 434-263-7122	Email: SRorrer@nelsoncounty.org
Dates of Service: 7/2012 - Current	\$\$ Value: \$104,645

Company: Augusta County, Virginia	Contact: Donna Good
Phone: 540-245-5503	Email: dgood@co.augusta.va.us
Dates of Service: 7/2013 - Current	\$\$ Value: \$220K

Company: Fluvanna County, Virginia	Contact: Tammy Johnson
Phone: 434-589-8211	Email: tjohnson@fluvannasheriff.com
Dates of Service: 9/2010 - 5/2011	\$\$ Value: ~\$28K

Company: Fairfax County, Virginia	Contact: Stephan L. Brundage
Phone: 703-324-2398	Email:
Dates of Service: 2010 - Current	\$\$ Value: \$12 million

I certify the accuracy of this information.

Signed:  Title: Sr. Vice President

Date: May 22, 2014

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

Authority to Transact Business in Virginia

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in The Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator, as applicable. If this quote for goods or services is accepted by the County of Fluvanna, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

B. Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is F144594-1 _____.

C. Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9) RCC Holdings, Inc.

Legal Name of Offeror/Bidder RCC Consultants, Inc.

Date May 22, 2014

Authorized Signature 

Print or Type Name and Title Dominick Arcuri, Sr. Vice President

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

Certification of No Collusion

CERTIFICATION OF NO COLLUSION

The undersigned, acting on behalf of RCC Consultants, Inc., does hereby certify in connection with the procurement and bid to which this Certification of No Collusion is attached that:

This bid is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this bid the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 17 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 atseq.)

Dominick V. Arcuri
Signature of Company Representative

RCC Consultants, Inc.
Name of Company

May 22, 2014
Date

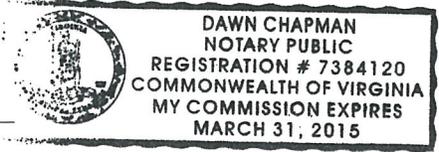
ACKNOWLEDGEMENT

STATE OF VIRGINIA
FLUVANNA COUNTY, to wit:

The foregoing Certification of No Collusion bearing the signature of Dominick Arcuri and dated May 22, 2014 was subscribed and sworn to before the undersigned notary public by Dominick Arcuri on May 22, 2014.

[Signature]
Notary Public

My commission expires: March 31, 2015



CODE OF VIRGINIA

& 18.2-498.4. Duty to provide certified statement:

A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

B. Any person required to submit a certified statement as provided in paragraph A, above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

a false statement shall be guilty of a Class 6 felony. (1980, c.472)

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Offeror Statement



OFFEROR STATEMENT

Undersigned Bidder hereby certifies that he/she has carefully examined all conditions and specifications of this invitation for Bid and hereby submits this bid pursuant to such instructions and instructions.

Dominick Arcuri, Sr. Vice President

Type or Print Name & Title of Authorized Person

Dominick V. Arcuri

Signature of Authorized Person Submitting This Bid

May 22, 2014

Date

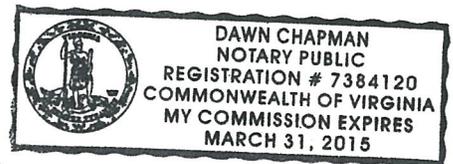
SUBSCRIBED AND SWORN to before me by the above named

Dominick Arcuri on the *22nd* day of *May*, 201*4*

[Signature]

Notary Public in and for the State of *Virginia*

My commission expires: *March 31, 2015*



PLEASE RETURN THIS PAGE WITH BID SUBMISSION

Emergency Communications Radio System Project Management Services

Presented to:

County of Fluvanna, Virginia

Update July 14, 2014



RCC Consultants, Inc.

100 Woodbridge Center Drive, Suite 201
Woodbridge, New Jersey 07095
Website: www.rcc.com

Proposal Contact: Dominick Arcuri

Sr. Vice President
4900 Cox Road, Suite 235
Glen Allen, VA 23060
Telephone: 804-422-8461
Email: darcuri@rcc.com



Mid-Atlantic Regional Office
4900 Cox Road, Suite 235
Glen Allen, VA 23060
tel: 804-353-0300
fax: 804-353-8059

COVER LETTER

July 14, 2014

Mr. Joe Rodish, Purchasing Officer
County of Fluvanna, VA
Finance Department
132 Main Street
PO Box 540
Palmyra, VA 22963

RE: Emergency Communications Radio System Project Management Services

Dear Mr. Rodish:

RCC Consultants, Inc. is pleased to submit the enclosed proposal to provide consulting and engineering services to Fluvanna County, VA. We believe this proposal offers an exceptional range of experience and the depth of resources necessary to meet the needs of the County.

As the enclosed proposal shows, RCC Consultants, Inc. specializes in the planning, design, procurement, implementation, and optimization of governmental and public safety communications and information systems. Each member of the RCC team is a seasoned veteran of the communications industry, bringing to the County years of experience in developing strategies for improving the efficiency and effectiveness of public safety communications systems. RCC offers significant benefits to the County, including:

- **Public Safety Voice and Data Communications System Expertise** – RCC is regarded as one of the best public safety communications system consulting and engineering firms in the United States. Our project teams have supported the planning, design, procurement and implementation of hundreds of advanced interoperable Public Safety radio systems.
- **Project Management Oriented Company** – RCC takes project management seriously and has implemented a companywide training program based on the Project Management Institute (PMI) project management guidelines. This standardized approach ensures that each project is professionally managed, which helps ensure that the project meets its objectives and stays on schedule and within budget.
- **Independence** – RCC is not affiliated with, nor do we have any financial interest in, any communications equipment manufacturer, distributor, or supplier. We do not receive or accept remuneration of any type from any manufacturer, distributor, or supplier for recommending any of their products. Our unbiased independent position provides our clients a capable partner in meeting their project requirements without the potential for conflicts of interest.
- **Cost Savings** – RCC's assistance in contract negotiations with the selected vendor typically improves the client's contract position in terms and conditions as well as pricing. RCC

RCC Consultants, Inc.

100 Woodbridge Center Drive, Suite 201 · Woodbridge, New Jersey 07095 · tel: 732-404-2400 · fax: 732-404-2556



maintains a database of vendor-negotiated prices for Public Safety systems and is familiar with vendors' threshold when it comes to system pricing.

RCC has extensive previous and current experience in Virginia and is well suited to effectively support the upgrade to the County's critical radio infrastructure. We take great pride in assisting municipalities all across Virginia and throughout the country and would be very proud to support Fluvanna County in this important public safety communications project. We look forward to an opportunity to present our team and our proposal in person in the near future and assisting the County as they transition to their next generation radio system.

I am authorized to represent RCC in this proposal and I affirm that I have neither participated in nor will I participate in any action contrary to the provisions of this proposal. If there are questions regarding our proposal, I can be reached by telephone at (804) 422-8461 or by e-mail at darcuri@rcc.com.

Sincerely,

A handwritten signature in black ink that reads "Dominick V. Arcuri".

Dominick Arcuri
Sr. Vice-President, Mid-Atlantic Region

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OVERVIEW AND QUALIFICATIONS

Who We Are

RCC Consultants, Inc. (“RCC”) is a global telecommunications consulting, engineering and integration firm. A leader in the industry since 1983, RCC specializes in the design and implementation of radio communications systems, microwave and fiber optic systems, broadband, intelligent transportation systems and public safety emergency telephone systems, as well as the design of communications centers, tower sites and monitoring facilities.

The RCC Difference

RCC has a unique and deep understanding of all facets involved in the design, development and operation of telecommunications systems. This comprehensive expertise built over decades of success enables us to offer fully informed and more effective solutions to our clients. We differentiate ourselves through four aspects of our business:

- Experience** For more than 31 years, RCC has been at the forefront of wireless communications and information systems technology. We pioneered the development of comprehensive multiple layer, radio frequency engineering software tools, used by organizations around the world.
- Team** Our full-time staff of more than 120 consultants, engineers and support staff are some of the most respected and sought-after specialists in their fields. Experienced in the design and operation of all major manufacturers’ platforms, our team will have a local presence and will utilize the resources of the company to perform the project tasks.
- Approach** We believe in forming strong partnerships with our clients, and our record of repeat business is testimony to our focus on complete client satisfaction. We approach every project with time-proven engineering and project management strategies that help our clients implement the right long-term solutions for their needs.
- Independence** We provide unbiased recommendations to our clients, ensuring they receive thoughtful, independent solutions. We will never accept any form of payment from manufacturers, distributors or suppliers for recommending their products.

Our People

RCC has gained the reputation of being a respected leader in all of the markets we serve because of the depth and breadth of our knowledge and experience. We have a diverse team of more than 120 professionals with a rich variety of experience and qualifications – all who are carefully matched to projects based on our clients’ specific objectives.

90%

More than 90% of
RCC’s staff has been
with the company
for five or more
years.



We are especially proud of the tenure of our team – more than 90% of our staff has been with RCC for five or more years. This longevity ensures we retain a deep wealth of knowledge, as well as consistent staffing, on our projects.

Our Participation in Industry, Standards and Regulatory Groups



RCC's consultants and engineers are frequent contributors to nationally recognized industry and standards-setting organizations, such as the Telecommunications Industry Association (TIA), Institute of Electrical and Electronic Engineers (IEEE), Integrated Justice Information Systems (IJIS) and American National Standards Institute (ANSI).



An original signatory to the Terrestrial Trunked Radio Memorandum of Understanding (TETRA MoU) in 1994, RCC staff has served in leadership roles within the organization since its inception. We chair or serve on technical committees of the IEEE and our experts have helped forge standards that have been adopted by the IEEE. Taking an active leadership role in the industries we serve helps us to provide our clients with clear insight into new and emerging technologies.



What We Do

For more than 1,500 clients around the world, RCC has provided solutions through wireless and wired voice/data communications and information technologies. Our consultants and engineers are experts in strategic planning and direction, business analysis, system design, procurement, implementation, systems integration, monitoring and maintenance.

Our Technical Expertise

Radio Communications Systems

- All frequency bands HF, VHF, UHF, 700 MHz, 800 MHz, 900 MHz and microwave
- Digital and Analog Systems
- Conventional and Trunked Systems
- Simulcast Systems
- Cellular and Other Roaming Technologies
- Coverage Prediction Modeling
- Interference Control and Analysis
- Coverage Measurement and Verification

Microwave and Fiber Optic Transmission Systems

- Point to Point and Point to Multipoint
- Digital – Ethernet Microwave Radio Design
- Analog/Digital Interface and Conversion
- Alarm and Monitoring Systems
- Microwave Propagation Modeling
- System Optimization
- Power Supplies

Communications/Dispatch Center Planning, Facilities Design and Cost Estimating

- Consolidation/Co-location Studies
- Floor Plan Layout
- Space Planning
- Ergonomic Recommendations
- Environmental Controls
- Dispatch Console Furniture Design
- Console System Radio and Data Interfaces
- Dispatch Center Staffing and Management Operations Studies

Public Safety Emergency Telephone Systems

- E9-1-1 Emergency Telephone Number Systems
- Wireless 9-1-1 Deployment
- Wireless Location Accuracy Testing
- Automatic Call Distributor Systems

Intelligent Transportation Systems

- Traffic Management Systems
- Highway Advisory Radio Systems
- Mass Transit Communications Systems

Telephony Services

- Voice over IP (VoIP) Network Specification/Deployment
- ACD Administration
- Performance and Capacity Management
- Call Accounting Services

Information Technology And Data Systems

- Computer Aided Dispatch (CAD)
- Records Management Systems (RMS)
- Mobile Computing (MDC)
- Automatic Vehicle Location (AVL)
- Geographic Information Systems (GIS)
- Field Based Reporting (FBR)
- Wireless Data Systems – Public and Private

Data Networks

- Local and Wide Area Networks
- Broadband Wireless (WiMax, WiFi, LTE)
- Voice, Data, Video Structured Cabling Systems
- Supervisory Control and Data Acquisition

Fiber Optic Networks

- Campus Networks
- Metropolitan Networks

Communications Site Planning

- Tower Specifications
- Site Development, Planning, Zoning, Acquisition
- Lightning Protection, Grounding, Bonding
- Equipment Shelter and Room Design
- Security and Alarm Systems
- Backup Power and Fuel Systems
- Automatic Fire Suppression Systems
- Surveillance Cameras

Network Services

- Business Case and Strategic Planning
- Network Planning, Engineering and Construction
- Network Optimization and Management

Market Research

- Technology
- Market Segment Research



Our Client Industries

RCC works with clients around the world in a wide range of industries, including:

- Public Safety Agencies
- National/State/Local Governments
- Transit Authorities and Agencies
- Utilities – Electric, Gas, Water
- Airports and Ports
- Transportation Agencies
- Colleges, Universities and Public School Systems
- Manufacturers
- Retailers
- Oil/Gas Production and Transportation
- Wireless Network Operators
- Real Estate Owners and Managers
- Healthcare Facilities
- Educational Councils
- Special Authorities

Our Products

To help our clients design, operate, monitor and maintain their wireless networks, RCC has developed a suite of comprehensive radio frequency software tools called ComSite®. The suite consists of five products that can be used in combination or independently:

COMSITEDESIGN

Wireless Network Planning & Design

This high-speed software tool set supports wireless system analysis and planning, design and optimization of wireless networks in one scalable PC platform small enough for field technicians to use.

COMSITEPRO

Wireless Site Engineering

This powerful site interference analysis tool is the only tool on the market specifically designed to help identify, analyze, locate and resolve radio frequency interference (RFI).

COMSITEMANAGER

Wireless Site Management

This site management application will save you hours of work, whether you are responsible for a single wireless communications site or a nationwide communications network containing thousands of sites.

COMSITEMPE

Wireless Site Compliance

This powerful tool evaluates non-ionizing radio frequency (RF) emissions and predicts the Maximum Permissible Exposure (MPE) potential to humans at or near wireless communications sites.

COMSITEE9-1-1e

Wireless Location Accuracy

This easy-to-use tool helps you determine the location data accuracy of wireless E9-1-1 calls delivered to your Public Safety Answering Point (PSAP), based on standard and repeatable statistical methods.

For more information on the ComSite suite of products, visit the RCC website at www.rcc.com.



RCC's Public Safety and Government Practice

RCC has specialized in communications consulting for public safety and government clients since 1983. A trusted industry advisor, we help domestic and international governments, law enforcement, Fire departments, EMS, dispatch centers and other public safety agencies get the most out of their mission-critical communications systems.

We know that public safety agencies and governments have unique needs. We also know the complexities they face with their communications systems, not only in technology, but also in business planning. That's why we devote an entire practice to supporting the needs of public sector agencies – RCC's Public Safety and Government practice.

30

RCC has been a trusted advisor to public safety agencies and governments for more than 30 years.

Specialized Services for the Public Sector

RCC's Public Safety and Government practice helps our clients determine their needs and develop a solution, whether they are upgrading, improving or building new systems. With the right strategic planning, our clients' information and communications systems can deliver the increased efficiency and productivity they need, within their budget. We assist our clients with:

- **Developing strategic plans**, including definition of goals and objectives, and conducting needs assessments, technology evaluations, risk analyses and staffing reviews.
- **Designing systems and facilities using new and emerging technologies** for data, voice and video networks, emergency communications and operations centers.
- **Investigating and developing funding methodologies and financial analyses** to help justify recommended solutions.
- **Identifying and obtaining grants** in support of technology initiatives.
- **Assisting with the regulatory approvals** needed for licensure of wireless systems, antenna sites and other facilities.
- **Conducting radio frequency research** and enabling acquisition.
- **Preparing detailed specifications and procurement documents** for new or upgraded technology.
- **Assisting in negotiating contracts and service level agreements** with vendors.
- **Implementation support and installation oversight** to ensure work is completed according to the specifications, on time and within the established budget.

Technology Expertise for the Public Sector

Our consultants and engineers are experts in planning, designing, procuring and implementing communication systems. To provide the best support to our public sector clients, we have focused our Public Safety and Government practice on providing customized services in six areas: Wireless Communications, Information Systems, Mobile Data, Communications Centers, Emergency Number Systems, and Business Planning and Management.



History of RCC

RCC has a rich history as a communications pioneer. RCC was originally incorporated as RAM Communications Consultants, Inc. in 1983. During 1986 and 1987, RAM Communications Consultants developed the concept of a shared access wireless data network. This concept evolved into RAM Mobile Data, one of the first national wireless data networks in the United States. RAM Communications Consultants handled all of the procurement, technical negotiations, design, implementation, conformance testing and optimization of this national network of more than 2,000 sites.

In 1991, BellSouth Enterprises acquired an interest in RAM through the formation of RAM/BSE Communications, L.P. In 1996, RAM/BSE spun-off what is now RCC Consultants, Inc. as a separate entity. TeleCom Towers, Inc. (TTI), a venture capital firm, acquired RCC. In 1999, RCC was purchased by private equity investors, the principals of TTI, and RCC management and employees through RCC Holdings, Inc. Incorporated in the State of Delaware, RCC maintains our corporate headquarters in Woodbridge, New Jersey. Our corporate contact information is:

RCC Consultants, Inc.

100 Woodbridge Center Drive
Suite 201
Woodbridge, New Jersey 07095

Telephone: (732) 404-2400 or (800) 247-4796

Fax: (732) 404-2556

Website: www.rcc.com

Email: info@rcc.com

Regional Offices

RCC maintains five regional offices across the United States, in Harrisburg, Pennsylvania; Houston, Texas; Richmond, Virginia; San Bernardino, California and Tallahassee, Florida.

Local Offices

RCC maintains a strong virtual workforce, providing flexibility to serve our clients and their local needs. We have employees conveniently located near our clients in major metropolitan areas, including Boston, Chicago, Dallas, Los Angeles, Miami, Phoenix and Washington, D.C.

Our Company Leadership

RCC has a full-time staff of more than 120 people, with a rich variety of experience and qualifications. Our leadership team is focused on operating RCC so it is optimally structured to deliver value to our clients, while providing significant opportunities for our employees. RCC is led by:

Michael W. Hunter – President and Chief Executive Officer

Mr. Hunter, a founding employee of the firm in 1983, has served in his present position since 1987. He has worked in communications systems consulting, engineering and operations for more than 35 years, and his extensive implementation experience includes nationwide wireless data systems in the U.S., U.K., Australia and the Netherlands. He has held several leadership positions in the Association of Public-Safety Communications Officials – International (APCO), including Virginia Chapter President and National Emergency Medical Services Committee



Chairman. He is a member of the Institute of Electrical and Electronic Engineers (IEEE) Vehicular Technology Society, the National Emergency Number Association (NENA), the National Fire Protection Association and American Mensa. He earned a Bachelor of Science degree from Virginia Commonwealth University and an MBA from New York University.

Richard F. Morelli – Executive Vice President and Chief Financial Officer

Mr. Morelli is responsible for all of RCC’s financial and administrative functions. His background in economic and financial management spans more than 30 years. Before joining RCC, he provided financial and marketing support for Western Union’s \$225MM product line, as well as developed and managed programs for Western Union’s cellular industry. Mr. Morelli is a graduate of Hofstra University, where he earned a Bachelor of Science degree in Industrial Engineering, and Farleigh Dickinson University, where he earned an MBA degree, cum laude.

Nagah Ramadan – Executive Vice President, Chief Corporate Strategist, Chief Quality Officer

Mr. Ramadan has more than 35 years of engineering and management experience, with emphasis on large-scale communications systems, engineering design and construction, and system integration management. Prior to joining RCC, he was Capital Programs Director and Commissioner with the Cleveland Department of Public Utilities. He also served as a Chief Engineer with the Suez Canal Authority. Mr. Ramadan received a BSEE from the University of Alexandria (Egypt), an MBA from Cleveland State University and has completed class work for a Doctorate of Executive Management from Case Western Reserve University. He is a Certified Professional in Project Management (CPMP) and a Registered Professional Engineer (P.E.).

Carl Robert Aron – Executive Vice President

Mr. Aron has extensive experience in the licensure, operation and finance of telecommunications investments, and manages the international, information technology and telecommunications consulting areas for RCC. He practiced corporate law and litigation at New York law firm Rubin Baum from 1967 to 1990 (as partner from 1972). He served as CEO of RAM Broadcasting Corp., RCC’s predecessor, and was a founder of RCC. He has also held leadership positions with A.T. Kearney and Itron, Inc. Mr. Aron earned the A.B. at Columbia College, graduating Phi Beta Kappa, and earned the LL. B. from Harvard Law School, cum laude.

Financial Strength

Through our strong risk management discipline and sound financial strength, RCC has thrived for more than 31 years. We are deeply committed to safeguarding our financial stability. Copies of our audited financial statements for the previous three years are available upon request.

Integrity

RCC is dedicated to performance with integrity in every interaction. This commitment is the cornerstone of our past, present and future success. Our Corporate Compliance Program was established to convey our long-standing commitment to compliance with the law and our high standards of ethical business and personal conduct.

Employees participate in the Program three ways: first, by exercising good judgment and personal integrity; second, by reading, understanding and complying with our Code of Conduct



and Corporate Integrity policies and procedures; and third, by reporting any potential violations of laws or policies.

Business and Personal Ethics

RCC employees are expected to observe high standards of business and personal ethics. This requires the practice of honesty and integrity in every aspect of our dealings with our clients, partner companies, vendors, the public, our employees and governmental and regulatory authorities.

Absence of Conflict of Interest

RCC is not affiliated with, nor do we have any financial interest in, any communications equipment manufacturer, distributor or supplier. RCC does not receive or accept remuneration of any type from any manufacturer, distributor or supplier for recommending any of their products. Employees – and the company – must be free from any actual or potential conflict of interest in interactions with our clients, the public, our partners and our vendors.

Compliance with Laws and Regulations

RCC and our employees comply with all applicable laws and regulations. We take this responsibility seriously and expect that our actions will reflect our commitment to honest, ethical and professional interactions with our stakeholders.

RCC has been in continuous operations since 1983 and has never filed or had filed against it any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignees for the benefit of creditors.

There are no pending Securities Exchange Commission investigations involving RCC and there are no open or pending litigation initiated by RCC in a customer matter.

Political Contributions

Federal and state laws place complex restrictions on the making of corporate political contributions. Because RCC complies strictly with all applicable laws and regulations relating to corporate political contributions, no employee may involve RCC in any way in political campaigns. No political contributions for any candidate shall be made for or on behalf of RCC by any employee unless it has been approved by Company management under established corporate procedures. RCC resources may not be used to support any candidates or political committees.

Equal Employment Opportunity/Affirmative Action Statement

RCC is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status or any other occupationally irrelevant criteria. We promote affirmative action for minorities, women, disabled persons and veterans in all our employment practices.

Specialized Radio Services

RCC has designed and helped procure hundreds of conventional and trunked radio systems for our clients. Over the last several years, RCC has assisted clients across the country implement dozens of P25 compliant systems and is currently working with many other jurisdictions to help them upgrade their existing system to P25 compliance. RCC personnel were involved in the committees that defined the standard and stay involved today to ensure they are up to date on the latest standard developments and improvements.

To enhance radio systems for public safety agencies and governments, we provide the following specialized services:

Microwave Radio Engineering

Our experts conduct microwave path engineering and system design, including point-to-point propagation, multipath fading, diffraction and reflections along path, antenna system configuration and optimization, Fresnel and earth curvature clearance, line of site verifications, and system testing, optimization and implementation.

Radio Traffic Monitoring

The radio frequency spectrum is a limited natural resource that requires proper engineering to maximize capacity and minimize interference. Before designing or enhancing a client's system, RCC monitors radio traffic to assess channel loading to ensure we understand our client's current operating environment so we recommend the most efficient and effective solution. Using a radio receiver capable of scanning up to 20 radio channels a second, we assess the amount of radio traffic generated throughout the day. The analysis becomes a core input into the system design, and provides verifiable evidence of the need for frequencies during the licensing process.

Radio Propagation and Coverage Analysis

RCC's propagation and coverage analysis helps determine the optimum site layout and distribution, as well as radio system coverage and expected system reliability. Our consultants have developed and tested an industry-leading toolset, ComSiteDesign, to aid in radio propagation and coverage analysis. The portable toolset delivers comprehensive multi-site coverage analysis, interference analysis, multiple point-to-point and point-to-multipoint analyses.

Radio Frequency Interference Analysis

To assist with base station site engineering and frequency compatibility, RCC created another powerful software tool, ComSitePro. This tool includes a database of more than 3,000 antennas, filters, transmitters and receivers to allow engineers to determine the minimum required isolation and protection from unwanted signal.

Scope

RCC designed the microwave backhaul network supporting Pennsylvania's statewide land mobile radio network. It is believed to be the largest private microwave radio network in the U.S.

\$1MM

RCC's regulatory specialists saved more than \$1 million in licensing fees for four New Jersey towns building a shared emergency communications system.

Spectrum and Regulatory Services

Proper planning for frequencies, including how many are needed, how they will be used and how to acquire them, is essential when a radio communications system. RCC's regulatory experts assist public safety clients with frequency planning, searches and licensing applications for VHF, UHF, 700 MHz, 800 MHz and 4.9 GHz frequencies.

Our experts provide support and advice to help our clients identify, manage and control any existing or future regulatory risks. All of our work is performed in accordance with the Federal Communications Commission (FCC) or European Telecommunications Standards Institute (ETSI).

Antenna Site Planning and Engineering

RCC provides a full range of antenna site design and construction management services to support radio communications systems, including:

Site Plans and Specifications

- Planning board/permit approval process
- Tower specifications
- Antenna specifications
- Equipment shelter specifications

Power and Monitoring Systems

- Emergency generator and fuel supply systems
- Uninterruptible power supply systems
- Rectifier and battery DC power system
- Grounding and surge suppression
- Security access control, CCTV systems
- Fire detection and suppression systems
- Tower light monitoring systems

Procurement Assistance

- Construction cost estimates
- Final bid documents, including sealed construction drawings
- Option analysis (value engineering)
- Bid review, negotiation and construction contracts

Project Management

- Project scheduling
- Subcontractor coordination
- Review of equipment shop drawings
- Change order and cost management
- Start-up and system commissioning
- As-built drawings and documentation

Project Team & Staff Qualifications

RCC has assigned an executive sponsor to provide the County with fast and direct contact with higher-level management. Mr. Dominick Arcuri, PMP, P.E., ENP, Sr. Vice-President of the RCC's Mid-Atlantic region will serve as the executive sponsor and will be available to address high-level matters affecting the project. Mr. Arcuri is a certified Project Management Professional and a registered Professional Engineer in the Commonwealth of VA and has over 33 years of experience with communications systems projects.

Mr. Mark Athearn, Managing Director of the Mid-Atlantic Region, will provide operational oversight and leadership to the team. Mr. Athearn manages RCC's operations in the Mid-Atlantic region, provides business and technical expertise, program management, risk management and quality assurance to clients seeking mission critical communications

technologies. He has 30+ years of progressive experience in communications systems, including 20 years focusing on Public Safety, Utilities and Federal markets. Mr. Athearn is a veteran of the United States Navy. He joined RCC in 2013.

Mr. Wayne Campagna, based in Fluvanna County, will serve as the Project Manager and will act as the daily contact to the County. Mr. Campagna will manage all aspects of the project for RCC and will direct the RCC project resources to accomplish the identified tasks. Mr. Campagna will schedule and utilize the expertise identified in the project team as necessary to perform a particular task at hand, and may also take advantage of the broader RCC support staff as necessary to address unique or unforeseen items that may arise during execution of the project. Mr. Campagna's responsibilities include project management, planning, design and implementation of communications systems; development of budgets and specifications; bid evaluation and contract negotiation; vendor oversight; schedule development and adherence; acceptance testing; site acquisition; training; and contract change management. Mr. Campagna joined RCC in 2009, bringing more than 35 years of experience in public safety, telecommunications and higher education.

Mr. Jeff Pegram, P.E., PMP will be assigned as the lead engineer throughout the entire project. Mr. Pegram is a registered Professional Engineer in the Commonwealth of Virginia and a certified Project Management Professional. Mr. Pegram has more than 35 years of experience in the telecommunications field, focusing on electronics, land mobile, microwave, telephone and data communications, and traffic engineering. His experience includes management of major information technology projects for the Commonwealth of Virginia Department of State Police and has recently assisted Petersburg, VA, Henry County, VA and Onslow County, NC implement P25 systems.

Additional key members of the proposed RCC project team include:

Mr. Adolfo Bello, P.E., PMP: Radio Coverage Analysis;

Mr. Bello provides land mobile communications consulting, providing guidance for the improvement, enhancement and design of wireless systems. He has more than 12 years of experience in wireless network planning and engineering of voice and data systems, including 800 MHz trunking, conventional VHF, UHF, 800MHz and Cellular/PCS systems for both area service coverage and capacity. He joined RCC in 1999.

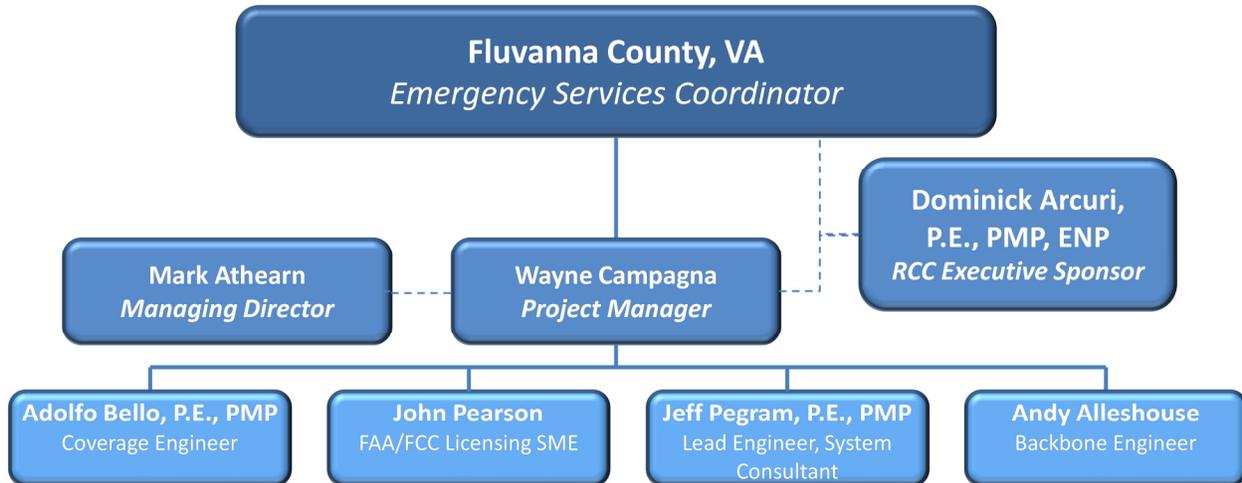
Mr. John Pearson, FCC/FAA Licensing and Regulatory SME;

Mr. Pearson is responsible for licensing issues under Part 90 of the FCC's Rules for Public Safety entities. He has extensive knowledge of the Commission's Universal Licensing System, and is responsible for regulatory issues with the Federal Aviation Administration. Additionally, he is responsible for the preparation, filing and licensing of Part 101 point-to-point microwave applications and for the preparation of co-channel interface studies. Other responsibilities include FCC research for technical support of all communications clients, preparation and filing of FAA determinations, and the preparation of maps for filings.

Mr. Andy Alleshouse, Microwave Backbone Design and Analysis SME;

Mr. Alleshouse provides consulting services in microwave network design, integration, cellular-type site evaluation, traffic routing and provisioning, equipment evaluation, site development,

budgetary costing and regulatory and standards compliancy. With more than 30 years' experience in communications transport systems design, he has managed and worked alongside engineers and consultants responsible for both fixed and wireless communications projects across the United States and in Canada, Mexico and Chile. He joined RCC in 2007.



Proximity and Availability to Fluvanna County

Mr. Campagna, Project Manager, is a resident of Fluvanna County. He and his teammates are associated with RCC's Mid-Atlantic Regional Office located in Glen Allen, Virginia. Mr. Campagna will be able to attend many meetings with the County in person.

RCC selects our teams carefully taking into consideration the needs of the project and the workload of our experts. On projects of the size and significance of Fluvanna County, we typically take a two-tier approach to team member assignments. The first tier would consist of the Project Manager and Lead Consultant. For this core team the project becomes the priority. The additional team members, typically specific subject matter experts, are brought in and out of the project on as needed basis. In all cases our subject matter expertise is distributed among multiple experts so that we do not have to depend on any specific person from outside of the core group should they become unavailable for any reason.

Depending on when this project's schedule, our proposed Project Manager and Lead Consultant will have Fluvanna County as one of their two or three primary projects and will be able to begin work immediately and will support an expeditious execution of the scope of services. This level of staffing works best for us as it allows our core team members to focus on just two or three projects so that they can give our clients priority support, yet also permits them to stay "billable" on more than one project, which keeps our rates cost effective for our clients as well.

RESUMES

Dominick Arcuri, P.E., PMP, ENP

Senior Vice President, Mid-Atlantic, Midwest and Southeast Regions

Technical Expertise

*Conventional/Trunked Radio
Project 25
Broadband Wireless
Cellular/PCS
In-Building Wireless
Wireless Facilities*

Education

*MBA, Duke University, Fuqua
School of Business
MSEE, Syracuse University
BS, Rensselaer Polytechnic
Institute, Computer &
System Engineering*

Awards, Affiliations and Certifications

*Professional Engineer, VA
(#0402036834), NY, MO
Project Management
Professional (PMP)
Emergency Number
Professional (ENP)
Certified Wireless Network
Administrator (CWNA)
Incident Command System
(100, 120, 700)
APCO Broadband Committee
– Architecture Sub-Comm
(2012)
Telecommunications Industry
Association (TIA):*

- *TDMA Committee
Chairman, 2002*

Presentations and Publications

*NPSTC Technical Committee
– APCO Panel 2011
Wireless Technology: Acuta
Journal, Spring 2004
The Challenge of In-Building
Coverage. Radio Resource,
March 2002*

Mr. Arcuri leads the Public Safety Consulting staff in the Mid-Atlantic, Midwest and Southeast regions. He is a registered professional engineer (P.E.) and has over 32 years of experience in engineering, marketing and product management. His technical expertise includes digital private radio systems, broadband wireless, in-building wireless systems and communications facilities. Mr. Arcuri has actively participated in many industry forums including NPSTC, the APCO Broadband Committee, and the Telecommunications Industry Association (TIA), chairing the committee responsible for TDMA public safety/P25 radio systems.

Selected Professional Experience

- **City of Charlotte** – Assisted the City with the development and evaluation of a Public Safety LTE system RFP and negotiation of a contract with a manufacturer/service provider.
- **VA Region 2000** – Developed a concept design and RFP for a region-wide P25 radio system replacement for the City of Lynchburg, Amherst and Bedford Counties.
- **State of West Virginia** – Developed a comprehensive Public Safety broadband LTE plan and deployment strategy for the State.
- **State of Ohio** – Performed interoperability analysis and developed improvement recommendations and statewide interoperability plan for 700/800 MHz trunked system.
- **Michigan, North Carolina and Ohio** – Negotiated agreements with Sprint Nextel on behalf of clients and directed 800 MHz rebanding efforts for statewide systems.
- **Minnesota Department of Public Safety** – Assisted in the system assessment and evaluation of business alternatives for the roll-out and maintenance of the State of Minnesota ARMER system.
- **Richmond Convention Center** – Designed, implemented and verified a fiber-based in-building enhancement for Public Safety radio system.

Additional Experience

- **Ericsson, Inc.** – As Vice President Engineering, directed engineering team of 80 and managed \$22MM budget. Improved engineering efficiency by 50%, established future technology direction and guided the engineering team through successful acquisition and integration.
- **GE Aerospace** – As Engineering Project Manager, managed transition to production of the F-14 InfraRed Search & Track (IRST) System, accomplishing test and acceptance of 16 systems in 12 months, and reducing production test cycle times by 40% by coordinating design and manufacturing process changes and simplifying test procedures.

Mark Athearn

Managing Director

Technical Expertise

*Land Mobile Radio
Broadband/LTE
System Design and
Optimization
Wireless Voice and Data
Networks
Wide Area System Design
Engineering
Capture Management
Program Management
Process Development
Procurement Support
Financial Modeling
Budget Planning*

Education

*MS, Virginia Polytechnic
Institute and State
University, Systems
Engineering
BS, Southern Polytechnic
State University, Electrical
Engineering Technology*

Awards, Affiliations and Certifications

*Harris Excellence Award
Tyco Electronics Honor
Award for Outstanding
Performance
M/A-COM Honor Award for
Outstanding Performance
Ericsson GE Certificate of
Excellence
U.S Navy Meritorious
Advancement for
Exemplary Leadership*

Mr. Athearn manages RCC's operations in the Mid-Atlantic region, provides business and technical expertise, program management, risk management and quality assurance to clients seeking mission critical communications technologies. He has 30+ years of progressive experience in communications systems, including 20 years focusing on Public Safety, Utilities and Federal markets. Mr. Athearn is a veteran of the United States Navy. He joined RCC in 2013.

Selected Professional Experience

- **Harris Corporation (*Director, Business Development*)** – Global responsibility for sales and business development of key business strategic growth initiatives, including LTE Business start-up activities. Duties included market analysis, business plan definition, capture management, program implementation and execution. Provided leadership and direction to a multifaceted, cross-functional team to transition customers to new telecommunication technologies.
- **Harris Corporation (*General Manager, Harris Canada Systems*)** – Country manager for Harris's Canadian Operations Division (HCSI). Successfully led HCSI to its best 4 years. Grew annual sales from \$30M to \$75M. Co-led HCSI to a \$300M+ contract award for a provincial-wide telecommunications system.
- **Tyco Electronics M/A-COM Inc.** – As P25 Global Business Manager, was responsible for start-up operations and management of the P25 LMR systems business. Grew the business to \$100M+ in the first three years. Duties included business/process development, P&L, sales support, proposal development, program management, system engineering, contract execution and customer satisfaction. Also served as the Technical Lead and Capture Manager for the \$5B Integrated Wireless Network (IWN) for the U.S. Department of Homeland Security and Department of Justice.
- **Ericsson/GE** – As Systems Engineering Manager, was responsible for LMR systems sales support, proposal development, contract execution, system implementation, customer satisfaction and employee retention. Served in this capacity for the US and International regions of Asia-Pacific and Latin America and various market segments including Utilities, Federal and Data.
- **Babcock and Wilcox, NNFD** – As Systems Integration Engineer, was responsible for system design and system integration activities of large scale robotic systems, computer integrated manufacturing, test and inspection systems. Held U.S. Department of Energy Top Secret security clearances.
- **United States Navy** - Aviation Electronics Technician.

Wayne S. Campagna

Program Manager / Senior Consultant

Technical Expertise

*800 MHz Trunked Systems
Regional Planning &
Regulatory Compliance
Communications Networks
and Systems*

Education

*BS, University of Maryland
University College, Business
& Management
AA, University of Maryland
University College, Criminal
Justice/Law Enforcement*

Awards, Affiliations and Certifications

*Association of Public-Safety
Communications Officials –
International (APCO)
National Emergency Number
Association (NENA)
Project Management
Institute (PMI)*

Mr. Campagna provides project management and technical support for land mobile public safety communications systems. He also assists clients with homeland security and communications strategic planning projects. Mr. Campagna joined RCC in 2009, bringing more than 35 years of experience in public safety, telecommunications and higher education.

Selected Professional Experience

- **New River Valley (VA) 9-1-1 Emergency Communications Center -** Served as Program Manager for development of consolidation strategy for 9-1-1 services in Montgomery County, Christiansburg, Blacksburg, and Virginia Tech. Coordinated project managers on governance, radio system and staffing, and served as main point of contact for client working group. Developed Standard Operating Procedures (SOPs) for the consolidated center using CALEA standards.
- **Nelson County, VA -** Served as Project Manager for the development of a regional microwave system design, implementation of the microwave system network including the development, renovation and construction of new or existing tower sites required for the new network system operation and the transition and cutover from their existing 9-1-1 PSAP to a new constructed PSAP facility.
- **Albemarle County, VA -** Provided project management support for the County's Regional 800 MHz rebanding process and assisted with Frequency Reconfiguration Agreement (FRA) and negotiations.
- **St. Clair County, IL -** Provided project management support and assistance for the development of a state-mandated Tactical Interoperable Communications Plan (TICP) for the County.
- **Virginia Regional Planning Advisory Committee (RPAC) -** Served as Project Manager for a comprehensive region wide study on behalf of the Virginia Region 2 RPAC-I Committee. Reviewed the status of narrowbanding efforts, assessed operational needs and technical resources that would define the overall operable and interoperable needs of the Region, then provided recommendations for improving interoperable communications primarily between the Region's stakeholders and adjoining localities where applicable.
- **Wake County, NC -** Provided project management support for the development of a detailed analysis of long-term needs and planning requirements for the County's existing 800 MHz public safety radio system. The project allowed them to extend the useful life of their system for as long as possible, even beyond the vendor support timeframe. At the same time, the project recognized the County's existing system, its interaction with the state of North Carolina's VIPER radio system, and the County's local interoperability

requirements. Additionally, the study addressed the business aspect of potentially establishing a County radio shop to assume maintenance of the system beyond the vendor support timeframe

- **Augusta County, VA** - Provided project management support for the development of a public safety communications strategy for Augusta County, the Cities of Staunton and Waynesboro. Through stakeholder participation a consensus was developed for interim frequency band and conceptual system interoperable communication functionality in the near-term, while affording the political subdivisions time to evaluate and consider migration options to higher levels of interoperable communications in the future as the need may require or funding would permit.

Additional Experience

- **Charlottesville-University of Virginia-Albemarle County Emergency Communications Center** - Managed and coordinated capital projects for multi-jurisdictional operation, including construction and implementation of a 20-channel digital/analog simulcast trunked land mobile radio system, state-of-the-art consolidated PSAP facility and implementation of an in-building distributed antenna system for 25 county, city and university buildings. Provided management and oversight for Motorola 800 MHz ASTRO SmartZone 4.1- 20 Channel Digital/Analog simulcast trunked radio system. Led the 800 MHz reconfiguration-rebanding project and oversaw operations of consolidated PSAP/Emergency Communications Center.
- **Rockville, MD Police Department** – Served over 13 years as Sworn Law Enforcement Officer and provided supervision and management functions in patrol, investigations and administrative services.
- **Prince Georges Community College-Municipal Police Academy** - Instructor for Municipal Training Academy Programs.

Jeffrey D. Pegram, P.E., PMP

Director

Technical Expertise

Mobile Data Systems
Wireless Communications
Microwave Engineering
Data Communications
Telecommunications

Education

BSEET, Old Dominion
University
MTI, Scranton, PA, Mobile
Radio Transmitter and
Receiver Design

Awards, Affiliations and Certifications

Professional Engineer
39688 (Virginia DPOR)
33429 (Maryland DLLR)
Project Management
Professional (PMP)
Federal Communications
Commission – General
Radio operators License;
Advanced Amateur Radio
Operators License
Virginia Information
Technologies Agency –
Major/Mission Critical IT
Project Management
Certification
Association of Public-Safety
Communications Officials
International (APCO)
Institute of Electrical and
Electronics Engineers (IEEE)
Electronics Technicians’
Association International
National Society of
Professional Engineers
Project Management
Institute (PMI)

Mr. Pegram is a licensed professional electrical engineer and certified project management professional with more than 33 years of experience in the telecommunications field, focusing on electronics, land mobile, microwave, telephone and data communications, and traffic engineering. His experience includes management of major information technology projects (mission critical and/or greater than \$1M in scope) for the Commonwealth of Virginia Department of State Police. Mr. Pegram joined RCC in 2006.

Selected Professional Experience

- **Capital Region Emergency Services Telecommunications (CREST) Victoria, B.C.** – Analysis of telecommunications traffic and multi-site roaming performance for a VHF public safety trunked land mobile radio system.
- **Henry County, Virginia** – Procurement and implementation support for a countywide conventional VHF simulcast system (P-25 and analog), including site development and microwave transport.
- **City of Petersburg, Virginia** – Implementation of a P-25 800 MHz public safety trunked radio system (Motorola Astro 7.2), including site development, microwave transport, emergency communications center, and relocation of 911 system. Regulatory Compliance and interference analysis. Execution of Acceptance Testing.
- **Prince George’s County MD** – Procurement of 700 MHz digital trunked communications network, including communications center, site selection and site development issues. Development of acceptance test procedures for 700 MHz TDMA-based system.
- **State of Maryland** – Draft functional requirements for 700 MHz Statewide Interoperability Network.
- **Metropolitan Washington Airports Authority** – Review of existing communications systems, including antenna systems and site buildings. Review of vendor statements of work and consultant reports for system expansion. Development of drawings and diagrams for rooftop antenna systems and associated cabling.
- **City of Richmond, VA** – Implementation of initial phase and first expansion of 900 MHz two-way Reflex paging system, including site development.

Additional Experience

- **Commonwealth of Virginia, Department of State Police** - Telecommunications Engineer Supervisor. Technical oversight of 39 staff members with statewide responsibility for planning, budgeting, implementing and maintaining public safety communications systems.

John E. Pearson

Senior Consultant

Technical Expertise

*Regulatory Affairs
FCC/FAA Applications*

Education

*Central Methodist College,
Fayette, Missouri
Northern Virginia Community
College, Annandale,
Virginia*

Mr. Pearson is responsible for licensing issues under Part 90 of the FCC's Rules for Public Safety entities. He has extensive knowledge of the Commission's Universal Licensing System, and is responsible for regulatory issues with the Federal Aviation Administration. Additionally, he is responsible for the preparation, filing and licensing of Part 101 point-to-point microwave applications and for the preparation of co-channel interface studies. Other responsibilities include FCC research for technical support of all communications clients, preparation and filing of FAA determinations, and the preparation of maps for filings.

Selected Professional Experience

- **Commonwealth of Pennsylvania** – Provides licensing services for hundreds of Part 90 licenses and for a statewide Point-to-Point microwave system, the largest in the world. Prepared applications for tower approvals for the entire system, including successful negotiations for towers that were necessary for the expansion of the system. Assisted in the Sprint-Nextel rebanding process.
- **T-Mobile USA** – Responsible for the evaluation of more than 300 sites in the greater Philadelphia area for possible FAA issues. Participated in zoning hearings as an expert in FAA issues.
- **RAM Mobile Data** – Prepared thousands of applications for a nationwide system operating in the 935-940 MHz band. Also prepared Assignment of License applications for the acquisition of spectrum.

Additional Experience

- **RAM/BSE Paging Company, L.P.** – Assistant Secretary. Responsible for all aspects of licensing before the FCC for all RAM Broadcasting Corporation's paging subsidiaries and affiliates. Thorough knowledge of Part 22 of the Commission's Rules. Familiar with Parts 17, 80, 90 and 101 of the Rules. Negotiated and maintained site leases for installation and support of paging transmitters and antennas. Maintained numerous databases, prepared Federal Aviation Administration filings for antenna structure clearances, and had day-to-day contact with FAA officials.
- **Goldberg, Godles, Wiener & Wright** – Legal Assistant. Responsible for preparation and prosecution of FCC applications for cellular, paging, SMRS, point-to-point microwave and VSAT earth station facilities. Participated in mass media and cellular comparative hearings. Performed research regarding various aspects of FCC regulation, including paging, radio and television, private land mobile, satellite earth stations and experimental radio services.

Adolfo Bello, P.E. , PMP

Sr. Communication Systems Engineer

Technical Expertise

Land Mobile Radio Network Engineering
Simulcast Coverage and Time Delay Interference Analysis
Intermodulation Analysis
Transmitter Noise Receiver Desensitization Analysis
Coverage Acceptance Testing & Data Analysis
Microwave Point-to-Point Path Engineering
Traffic Analysis and Engineering
Project Management

Education

MBA, Rutgers University
MSEE, Florida State University
BSEE, Florida State University, cum laude
Project Management, Sheridan Institute
Fluent in Spanish

Awards, Affiliations and Certifications

Licensed Professional Engineer – NJ, MI
Project Management Professional (PMP)
Beta Gamma Sigma Honor Society
IEEE

Presentations

Wireless Network Planning Principles
Principles of Radio Wave Propagation
Transmitter Noise and Receiver Desense Principles

Mr. Bello provides land mobile communications consulting, providing guidance for the improvement, enhancement and design of wireless systems. He has more than 12 years' experience in wireless network planning and engineering of voice and data systems, including 800 MHz trunking, conventional VHF, UHF, 800MHz and Cellular/PCS systems for both area service coverage and capacity. Mr. Bello also has experience in frequency reuse planning for interference minimization for land mobile radio and cellular/PCS systems. Additionally, Mr. Bello assists our customers with the efficient use of RCC's Wireless Network Planning Tools for network engineering and optimization. He joined RCC in 1999.

Selected Professional Experience

- **CREST, British Columbia** – Project Manager for the analysis of drive test data, in-building measurements, and site measurement data to determine coverage and interference. The project was completed on schedule.
- **State of Michigan Rebanding, MI** – Lead engineer for the processing, design and evaluation of field gathered data to perform before and after comparative analysis.
- **Adams County EMA, IL** – Lead engineer and expert witness for the evaluation of potential radio frequency interference between communication systems. Adams County EMA was ultimately satisfied with the outcome.
- **Jefferson Parish 911, LA** – Lead engineer for the evaluation of Wireless 911 Location Accuracy as captured by the Public Safety Answering Points.
- **City of Houston HEC** – Lead Engineer in the evaluation of Maximum Permissible Exposure (MPE) levels of non-ionizing radiation (NIR) for a proposed self-supporting tower at an emergency communications facility.
- **Los Angeles County, CA** – Team member performing wireless site survey, data system frequency planning, and radio coverage analysis.
- **ICETEL Cellular** – Lead Instructor of multiple classes on the principles of radio systems engineering including TDMA, GSM, CDMA and WCDMA.
- **Airspan Networks** – Lead Engineer in the design of WiMAX wireless network based on design requirements of coverage, capacity, and cost.

Additional Experience

- **OMNICOM, Inc. (Acquired by RCC Consultants)** – As Communications Engineer, analyzed and designed 800 MHz, UHF and VHF public safety

Intermodulation Interference Principles
CDMA IS-95 and CDMA2000 Network Planning
WCDMA Network Planning Principles

Publications

B.W. Kwan, L.J. Tung, Adolfo Bello, et al. Study of Surge Voltage Induced by Lightning on Transmission Lines. XXXII Southeastern Symposium on System Theory: Tallahassee, Florida. IEEE Conference Proceedings. March 5-7, 2000.

A. Bello, B.W. Kwan, and L.J. Tung. Electronic Implementation of Fuzzy Systems. IEEE SMC '97 Conference: Orlando, Florida. IEEE Conference Proceedings. October 12-15, 1997.

radio systems; provided RF propagation analysis, microwave path survey, terrain/elevation analysis and topographic map reading; submitted APCO, FAA and FCC forms for licensing purposes; and served as EIT's supervisor and domain network administrator.

Andy R. Alleshouse

Senior Consultant

Technical Expertise

*Microwave System Design
Project Management
Traffic Engineering
Transport Network
Engineering
Cost Estimates*

Education

*AS, ITT Technical Institute,
Electronic Engineering
Certificate, George
Washington University,
Communication
Engineering, Continuing
Engineering Education
Program*

Awards, Affiliations and Certifications

*FCC General Radio Operator's
License*

Presentations and Publications

*Microwave Design and
Implementation Standards
(AT&T Wireless Services,
Inc., August 2002)
SEL Microwave test
procedures (ITT USTS,
September 1978)*

Mr. Alleshouse provides consulting services in microwave network design, integration, cellular-type site evaluation, traffic routing and provisioning, equipment evaluation, site development, budgetary costing and regulatory and standards compliancy. With more than 30 years' experience in communications transport systems design, he has managed and worked alongside engineers and consultants responsible for both fixed and wireless communications projects across the United States and in Canada, Mexico and Chile. He joined RCC in 2007.

Selected Professional Experience

- **Port Authority of New York and New Jersey** – Served as lead consultant for microwave projects, including network design, standards development, equipment evaluation, ancillary network review, site surveys, system implementation, and Part 15 and Mil Standard EMI/RFI emissions testing.
- **NJ Transit** – Rebanding for 12-site 800 MHz statewide system; reviewed and commented on proposed microwave replacement.
- **St. Louis Region Council of Governments** – Assisted with a proposed design for multi-ring microwave system consisting of 65 hops. Provided system cost estimates, microwave and transport design.
- **Baltimore County, MD** – Assisted in developing site specifications. Provided microwave network design and routing analysis.
- **Nationwide Common carrier** – Project-managed multi-state site audits for FCC and FAA compliance.
- **International Vendor** – Reviewed nationwide RFP and provided guidance for microwave response.

Additional Experience

- **Harris Stratex (Formerly Harris)** – As Project Engineer, reviewed microwave designs, wrote project scopes of work and services price quotes, formulated cutover and testing procedures and managed projects, including tracking time and costs.
- **AT&T Wireless** – As Manager Microwave Engineering (Eastern U.S.), designed and implemented microwave systems, focusing on project planning, technical standards and procedures, system reliability and speed to market. Participated in regulatory FCC and FAA issues.
- **Micronet, Inc.** – Microwave Engineer, analog and digital microwave video transmission facilities including fiber systems.
- **ITT / USTS** – Project Engineer, nationwide microwave network design and implementation of high capacity, long haul microwave and fiber networks between major cities. Chief systems troubleshooter.

DEMONSTRATED HISTORY OF SUCCESSFUL PROJECTS

Fluvanna County requests that the offer be able to work in a harmonious and non-adversarial relationship with Fluvanna County and their agents. RCC is a successful organization because of its focus and commitment to its customers. RCC has spent 30+ years serving thousands of clients throughout the public safety community and throughout the world and in doing so has established itself as a reputable, customer focused organization. All of our personnel, from our senior management to our technical staff to our administration personnel all understand the importance of good customer relations.

In addition and as requested, RCC agrees that personnel named in this proposal shall remain assigned to the project through the period of performance unless requested to be replaced by the County. Furthermore, RCC agrees and will make every attempt to perform a personnel replacement within 30 days of the request and at no additional charge to the County.

The following section describes in more detail RCC history of successful projects.

P25 Leadership, Excellence and Experience

Experience and qualifications are consistent evaluation criteria used to help select consultants for public safety radio systems. However, evaluating and measuring the relevance of respondents' claims of experience and qualifications can be a daunting task.

We believe that experience and qualifications are the most important and valuable traits that a consultant brings to its clients. We recognize our experience enables us to develop and refine solutions, helping our clients achieve their objectives. We have learned this while performing more than 4,000 communications and information systems projects for governments, public safety agencies, and other essential service organizations over more than 30 years of operation.

RCC leads all other consulting firms in P25 system development knowledge and experience. An overview of RCC's P25 system development history begins with RCC's direct participation in the P25 Radio System Standards development process that helped pave the way for today's P25 Phase 2 TDMA based radio systems. RCC's Dominick Arcuri served as Chairman of the Telecommunications Industry Association (TIA) TR-8 Project 25 TDMA Standards Committee.

Public Safety Radio - Including P25 - Experience

Perhaps no other consulting firm has a better understanding of the public safety communications and governmental communications systems than RCC. RCC has or is currently assisting more than 300 public safety agencies with the planning, design, procurement and implementation of advanced public safety communications networks. Of these, RCC has worked with more than 200 agencies in the design and/or implementation of advanced trunked interoperable radio systems.

RCC has provided or is providing consulting services for more than 50 independent P25 communication system projects throughout the country. We have assisted clients such as Fairfax County, VA plan and implement two large 800 MHz trunked radio systems, one serving public safety and the other serving other county agencies. RCC has maintained a full-time engineer

dedicated to helping the County in the planning and implementation of the systems and, now, in their management and operation. Our work in Fairfax also supports some public safety communications interoperability planning for the National Capital Region (Metropolitan Washington DC Area). We have recently helped the County transition its system to P25.

Our P25 experience includes assisting the City of Houston, TX to implement a 48 site, \$130 million 700 MHz P25 Phase 2 trunked radio system to support public safety and other City users. We are currently assisting the East-West Gateway Council of Governments in the St. Louis area in the planning and procurement of a regional P25 700/800 MHz system that will network the Illinois counties of Madison, Monroe and St. Clair; the Missouri counties of Franklin, Jefferson, St. Charles and St. Louis County; and the City of St. Louis.

Our P25 experience includes systems operating in VHF and UHF in addition to 700/800 MHz systems. Figure 1 shows the distribution of our P25 project experience.

Additionally, as indicated in Figure 2, RCC has extensive experience in the Commonwealth of Virginia as well as other Mid-Atlantic states.

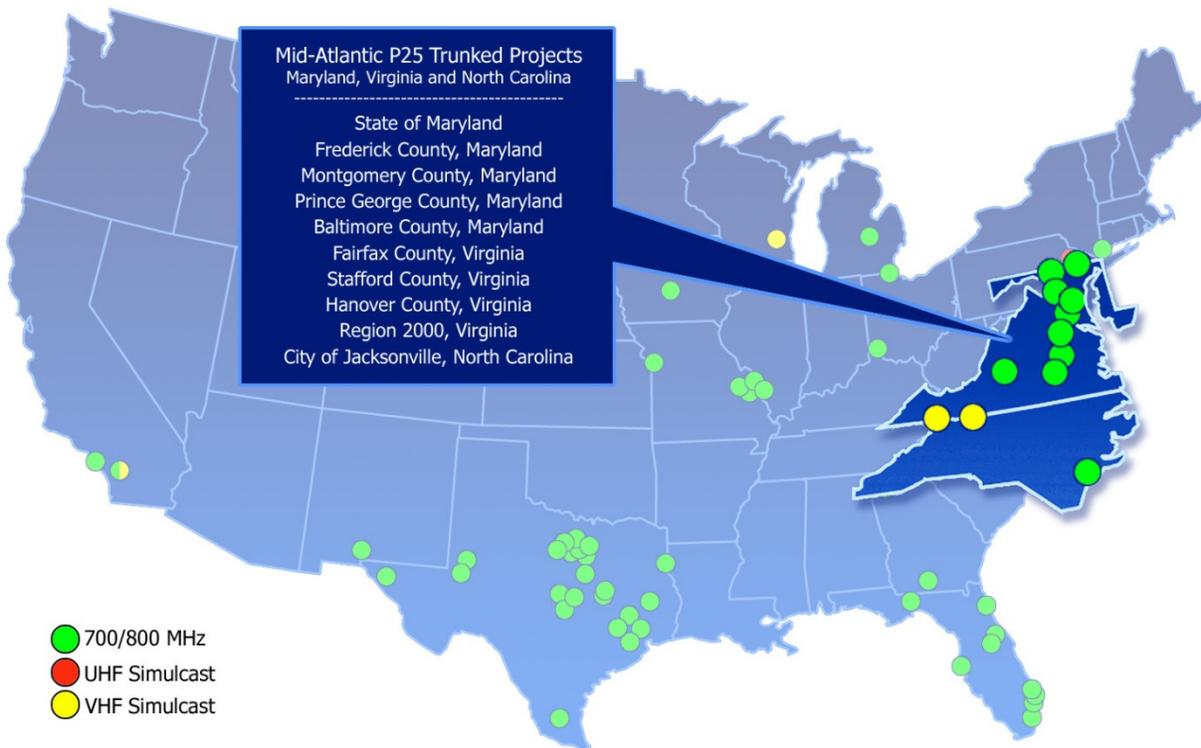


Figure 1. More P25 Experience – RCC has more P25 experience than any other consulting firm. We have helped more than 50 clients plan, procure, or implement P25 systems.

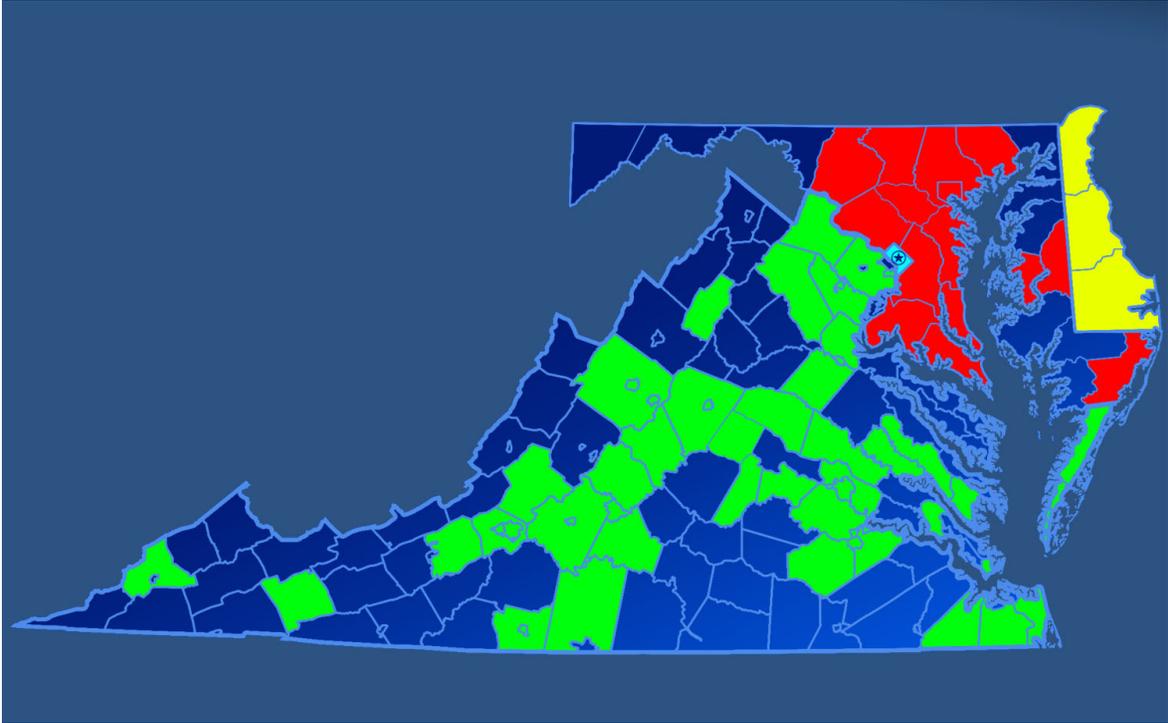


Figure 2. Mid-Atlantic Experience – RCC has extensive experience in Virginia and other Mid-Atlantic states.

PROPOSED SUB-CONSULTANTS

RCC does not intend to subcontract any of the professional services work described herein. RCC employs on a full time basis approximately 100 experts of different specialties which allows us to scale our efforts up and down as needed to meet our clients' needs.

PROJECT APPROACH

How We Do It

At the foundation of our relationship with every client is a strategic, disciplined approach to providing long-term solutions. During the past 30 years, we have developed comprehensive engineering and project management practices to create our time-tested approach that ensures success for our clients.

Our Project Approach

According to Standish Group's *Chaos 2007 REX: A Standish Research Exchange*, a staggering 39% of projects with budgets exceeding \$10 million failed. Failure is defined as either total abandonment or failure to meet one or more of the key project objectives within the budget and time allocated. Proper project management and planning are vital to ensuring a project's success.

RCC has managed more than 4,000 communications and information systems projects for organizations big and small. To ensure the success of each project, we utilize a companywide project approach based on the Project Management Institute (PMI)'s global best practices.

"If You Fail to Plan, You Plan to Fail"

RCC's five-step approach to any project starts with project initiation and planning. Through our decades of experience, we have found that proper planning can reduce risk, ensure alignment of objectives, capitalize on efficiencies and ultimately lead to project success.

Once planning is complete, the project moves into the execution phase. This is often where the bulk of the work plan is executed, and depending on the project, tasks can range from developing specifications to designing radio systems to installing tower sites.

A key step in our project management approach is monitoring and control. This is an iterative process, and only after successful acceptance testing can a project be considered closed out.

Throughout an RCC project's lifecycle, there is extensive communication among the project team and with our client. By communicating regularly, all stakeholders are kept informed, promoting collaboration and reducing re-work.

A Companywide, Shared Model

All of our project managers, and many of our engineers, have participated in more than 50 hours of project management training. The training teaches the best practices from PMI, as well as the specific, practical application of those practices for telecommunications engineering projects.

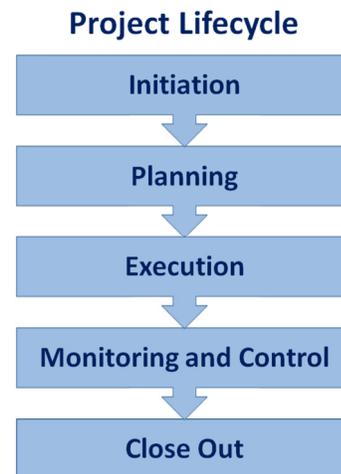


Figure 3. RCC's Project Management Approach
RCC utilizes a companywide, shared model, based on PMI's global best practices, to ensure the success of each and every project.

Through our application of a consistent project management methodology, which we employ for all engagements, we ensure consistent and efficient delivery for our clients.

Quality Assurance Commitment

RCC is built on a solid foundation of quality products and services that meet our client needs and add value to every project. We are committed to maintaining strict quality requirements based on International Organization for Standardization (ISO) and Total Quality Management standards. Our project managers, consultants and engineers are all trained in adherence to these standards, and for larger projects, we assign an Executive Sponsor who is accountable for the quality assurance and success of a project.

To ensure every project meets our high quality standards, we have developed an internal quality management process based on recognized quality management objectives:

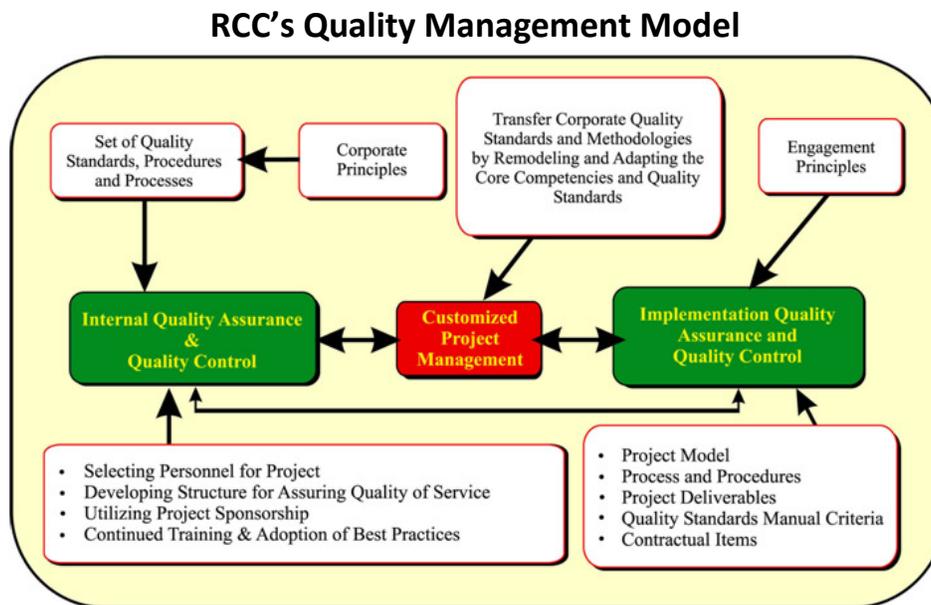


Figure 4. RCC's Quality Management Model

RCC's Quality Management Model supports the unique requirements of each project. Quality management ensures client satisfaction and has equal priority with deliverable execution, schedule management and cost control.

RCC's model includes six quality management concepts that support the unique requirements of each project:

- Quality Policy
- Quality Objectives
- Quality Assurance
- Quality Control
- Quality Audit
- Quality Program Plan

We begin each project by taking the time to fully understand the needs of our clients. We then tailor our quality management oversight to meet those needs. Our project manager has the ultimate responsibility for quality management during the project.

Quality management has equal priority with deliverable execution, schedule management and cost control. Quality management within RCC is an ever-improving system for integrating the processes and procedures necessary to provide cost-effective services that are fully acceptable to our clients.

Scope of Work

RCC has unparalleled experience in the field of public safety radio systems and is best suited to support Fluvanna County. Our proven project approach fits well with the specific requirements outlined by the County. RCC proposes the following scope of work to assist the County during in developing a Request For Proposal (RFP) and choosing a vendor/solution, and implementing the system upgrade. The scope will be presented in two parts.

Part 1: RFP Development and Procurement Support

RFP Development & Incorporation of Comments

RCC will review the previously developed needs assessment for the County, update it as necessary and begin development of a vendor-neutral, requirements-based RFP incorporating the specific County requirements.

The RFP will address the following major components:

- Functional Design Plan;
- Coverage Requirements;
- Radio Frequency and Regulatory Requirements (FCC & FAA);
- Technical specifications for equipment components;
- Installation standards;
- Acceptance test criteria for equipment, functionality and coverage effectiveness;
- Proposal evaluation criteria;
- Other necessary commercial sections; and
- Transition plan.

The RFP will be suitable for distribution to interested vendors for development of their competitive proposals. The RFP will be functional and performance-based and will define the functions that need to be supported, the services required, and the performance that must be achieved. In doing so, the RFP shall:

- Focus on system and facility functional requirements and performance;
- Include the functional requirements of the radio users;
- Provide for system scalability and integration through standard interfaces;
- Ensure P25 compliance (if required by the County);
- Require a package-oriented approach for future growth;

- Define installation standards for radio sites and equipment;
- Detail system reliability, service, and support requirements;
- Include radio console (workstation) and interface requirements to external systems;
- Describe a radio design which meets the required call volumes and coverage requirement;
- Encourage maximum consolidation benefits and synergy whenever possible;
- Include legacy system compatibility whenever possible (maximize existing assets and services);
- Encourage maximum redundancy, fault-tolerance, and back-up/recovery capabilities;
- Address Homeland Security interoperability issues and guidelines;
- Provide for technical and operational training, including related training documentation and methodology;
- Provide guidelines for equipment and coverage acceptance test procedures;
- Provide support and ongoing maintenance requirements for both hardware and software;
- Validate that the proposing vendors have the adequate product, scope, and experience to meet the County's system demands; and
- Position the County for a flexible, highly competitive RFP document and acquisition process.

After development of a draft RFP, RCC will deliver the draft and discuss with the County any comments and updates. RCC will then update the RFP based on the comments received and provide the final RFP to the County as a deliverable item. RCC assumes that the County's procurement department will prepare the final commercial documents for distribution to potential system providers or integrators.

Deliverables: *Draft and final RFP document*

Development of Evaluation Criteria

Prior to release of the RFP, RCC, together with the County, will develop the evaluation criteria to be used for evaluation of the RFP responses. The evaluation criteria will, at minimum, include the following items:

- Vendor qualification;
- Quality of proposal and presentation;
- RF coverage performance criteria;
- System performance and flexibility;
- Potential single points of failure;
- System redundancy;
- System training;

- Availability of local support and parts;
- Life cycle system cost.

Deliverable: Proposal evaluation criteria

Support of Pre-Bid Meeting and Questions

Following release of the RFP, RCC will attend the pre-proposal conference and provide an overview of the project and system specification. Following the pre-proposal conference, RCC will act as technical advisor to the County and assist with preparation of technical addendums and responses to vendor questions.

Deliverables: Pre-proposal conference presentation and technical addendums

Proposal Evaluation and Support

Throughout the procurement process, RCC will provide services to augment the County's planning and execution of the radio system purchase. RCC's extensive experience in reviewing vendor proposals, identifying critical issues, concerns, and discrepancies; inquiring about alternative solutions based upon a particular vendor's equipment platform; and judging the validity of the proposed costs, will be very helpful through this critical process.

RCC, in conjunction with County personnel, shall review and evaluate proposals for compliance with the System Design portion of the RFP. RCC will provide technical advice in the proposal evaluation and vendor selection process. RCC will also assist the County with drafting questions to vendors. RCC will evaluate vendor technical responses to previously issued questions and prepare technical responses.

Deliverable: Proposal evaluations, questions and summary

Attend Oral Presentations

As part of the evaluation process, RCC anticipates that the County will schedule oral presentations with two or more of the respondents to give them an opportunity to present their proposal and their approach to the project. RCC proposes to support these presentations acting as the County's technical representative.

Deliverables: Attendance at oral presentations, vendor questions and presentation summary

Develop/Review Contract Deliverables

RCC will assist the County with development of and/or review of the proposed vendor Statement of Work (SOW), Acceptance Test Procedure (ATP) and system contract to help protect the County and minimize project risk during implementation.

It is common for the proposing vendor to include a SOW for their proposed project as part of their proposal. RCC will review this to ensure it is accurate and that it includes all necessary items for a turn-key project to update the County's system. This document will likely go through multiple revisions during the negotiations process.

RCC will include a proposed ATP for the system in the RFP that RCC develops. The vendor's compliance to this ATP will be a requirement of the proposal. In spite of this requirement, the responding vendors are likely to propose changes to the ATP or in many cases submit their own version of the ATP with their proposal. One of the tasks of the negotiations process will be to work out a mutually-acceptable ATP that effectively confirms the system performance and protects the County.

RCC will also review the system purchase contract proposed by the vendor(s) from a primarily technical nature and make recommendations to the County. RCC assumes that the County will also have a legal team reviewing the system purchase contract.

Deliverables: Proposed ATP, Comments on vendor SOW and system purchase contract

Assist with Negotiations

RCC will participate in the negotiations meetings with the preferred vendor to assist the County in finalizing contract documents. As described above, RCC's primary focus will be on the SOW and ATP, although RCC will provide assistance to the County in review of the system purchase contract and other documents as well.

Deliverables: Comments and revisions to ATP, vendor SOW and system purchase contract

Part 2: Project Management and System Implementation Support

Vendor Contract Review (The effort for this task has been eliminated since it overlaps with the negotiations support task)

Detailed Design Review

During the procurement phase of the system upgrade, the vendor typically will develop a high-level plan for the technical aspects of the upgrade. Only after a contract is signed does the vendor develop a detailed design for the system. The detailed design will address specific system equipment requirements, connectivity requirements, performance requirements, and testing requirements.

RCC will perform a comprehensive review of the vendor's detailed design documents, and will make specific recommendations to the County with respect to deficiencies and omissions. RCC also will develop questions for County submission to the vendor, will review vendor responses, and will discuss in detail with the County the benefits and disadvantages of the vendor's design.

Project Management

RCC will oversee the management of the system implementation project and will provide status reports, recommendations, and guidance to the County. RCC will provide the following services:

- Participate in project status meetings
- Critically review the project schedule and its ongoing status
- Review and make recommendations to the County with respect to any change orders proposed by the vendor
- Verify vendor compliance with contractual project requirements
- Review all vendor invoices and provide written recommendation to the County for payment or nonpayment
- Track and report on project financial status
- Provide a final review to verify that the vendor has met all contract technical and project requirements
- Provide a written recommendation to the County for final system acceptance and project closeout

Oversight of Contractor's Technical System Implementation

RCC will inspect the vendor's installation of radio system and related equipment for compliance with the detailed system design as well as for industry accepted workmanship standards.

Coverage Acceptance Testing

RCC will review the vendor's proposed radio signal coverage acceptance test and will make recommendations to the County for modifications. RCC will participate alongside the County during coverage testing to ensure test plan compliance and to verify results. RCC will provide to the County a written recommendation for acceptance or non-acceptance of the coverage test, as well as a recommended course of action in the case of non-acceptance.

Factory Staging and Field System Acceptance Testing

Specific system acceptance test procedures will be developed by the vendor as part of the system detailed design. RCC will review the testing methodology, and will make recommendations to the County for any modifications required as a result of system changes during implementation. RCC will participate alongside the County during factory staging and during system acceptance testing and will verify that all tests are completed successfully. RCC will provide to the County a written recommendation for acceptance or non-acceptance of factory staging and of the system, as well as a recommended course of action in the case of any test failure.

System As-built Documentation

Specific system as built Documentation requirements will be developed by the vendor as part of the system detailed design. RCC will review the as-built documentation as submitted by the

vendor, and will point out to the County any deficiencies and omissions and work with the vendor to correct the documentation.

Final System Acceptance/Project Closeout

RCC will provide a final project review to verify total contractual requirement compliance by the vendor, and will provide to the County a written recommendation for final system acceptance and project closeout. Should any contractual requirements remain unfulfilled, RCC will point out to the County these deficiencies, will recommend non-acceptance, and will provide a recommended path forward to the County.

Additional Services: Radio Site Construction Management - Optional

RCC can provide construction management services for any new radio sites which might be required as well as modifications for any existing sites. Construction management services can include site development, tower erection, communication shelter construction, and grounding system installation.

REPRESENTATIVE PROJECTS AND REFERENCES

The following project profiles feature several Virginia-based government clients and other government and municipal clients for whom RCC has performed consulting and engineering services which are similar in nature to those sought by the County.

In addition it should be noted that Wayne Campagna, the Project Manager for this opportunity, has served as the PM of record for the following clients: County of Nelson, Virginia; New River Valley Emergency Communications Authority; Virginia Region 2 RPAC-I Committee; County of Augusta, Virginia; County of Albemarle; Virginia, and Richmond Capital Region.

Project: Managing Implementation of a P25 VHF Land Mobile Radio System for Nelson County, Virginia

Client:	Nelson County, Virginia
Description:	Nelson County sought to upgrade to a new P25 VHF Land Mobile Radio System that would meet the County’s long-term Public Safety/Service radio communications requirements. The County is home to nearly 15,000 people across 474 square miles, and is part of the Charlottesville, VA Metropolitan Statistical Area.
RCC’s Role:	<p>RCC is providing the following services for this project:</p> <ul style="list-style-type: none">• Reviewed vendor proposals and provided feedback to the County.• Reviewed the contract with the successful vendor, looking out for the County’s best interests.• Conducted a Critical Design Review (CDR).• Providing oversight of the successful contractor’s system implementation, coverage acceptance testing, system acceptance testing and final system acceptance. <p>RCC is providing these services under a cooperative procurement contract created by Fairfax County, Virginia.</p>
Status:	Ongoing
Contact:	Susan Rorrer Information Systems Director P.O. Box 336 Lovingson, Virginia 22949 (434) 263-7122 SRorrer@nelsoncounty.org

Project: Narrowbanding and Phase II Upgrades for Augusta County, Virginia's UHF Radio System

Client:	Augusta County, Virginia
Description:	To ensure compliance with the FCC's Narrowbanding mandate, Augusta County planned Narrowbanding and Phase II upgrades to their 6-site, 7-channel conventional simulcast UHF radio system. The County retained RCC to assist in the development and implementation of the upgrades.
RCC's Role:	<p>RCC is providing the following services for this project:</p> <ul style="list-style-type: none">• Providing project management and engineering support throughout the course of the project.• Coordinating new tower sites that were required, rehabilitation of existing County tower facilities, FCC regulatory requirements and efforts and meetings with the National Radio Astronomy Observatory (NRAO).• Providing independent oversight of the contracted vendor's system implementation.• Meeting regularly with the radio system vendor and the County's project manager to ensure that all vendor contractual services were provided.• Independently assessing the contractor's change orders throughout the project.
Status:	Ongoing
Contact:	Donna Good Director P.O. Box 590 Verona, Virginia 24482 (540) 245-5503 dgood@co.augusta.va.us



Project: Comparative Analysis of Public Safety Radio Communications Options for Fluvanna County, Virginia

Client: Fluvanna County, Virginia

Description: Fluvanna County had several options available for frequency bands, technologies and approaches to upgrade their communications system. They engaged RCC Consultants to review their current systems and resources and make recommendations and cost estimates regarding retention and improvement of their high band VHF, migration to a new system at UHF, or expansion of the existing trunked system of an adjacent county.

RCC's Role: RCC provided the following services during this project:

- Visited existing sites and potential locations to collect equipment inventory and system configuration information.
- Visited existing and potential sites to verify locations and confirm site information, such as ground elevation, structure height, floor space and available power.
- Prepared system diagrams and floor plans.
- Prepared custom antenna pattern for existing obsolete antenna to assess current coverage.
- Prepared conceptual system designs and coverage predictions using ComsiteDesign software.
- Reviewed spectrum availability using FCC license databases.
- Prepared equipment lists and cost estimates for options.
- Participated in discussion of options with operational and technical representatives.
- Prepared and presented a final report, containing the information and recommendations.

Status: Complete

Contact: Tammy Johnson
Director of Communications
160 Commons Blvd.
Palmyra, Virginia 22963
(434) 589-8211
tjohnson@fluvannasheriff.com



Project: Project Management, Public Safety Land Mobile Radio Subject Matter Expertise

Client: Fairfax County, Virginia

Description: Now in its 18th year serving Fairfax County, Virginia full time, RCC continues to provide project management, engineering, vendor oversight, FCC licensing, wireless policy guidance and related services to the County's Department of Information Technology.

RCC's Role: Fairfax County first engaged the services of RCC on a part time basis in 1993 to develop a Needs Assessment Report in connection with a planned upgrade of numerous conventional analog public safety radio systems to a new countywide digital trunked radio system. RCC assisted the County with development of a Request for Proposals, and supported the County throughout the entire system procurement process, including evaluation and scoring of proposals, negotiations with the highest rated offeror, and support during a difficult protest and litigation initiated by the vendor that was not selected. In March of 1996, the County engaged the services of RCC on a full time basis to provide project management, engineering, and vendor oversight services for the implementation of the new digital trunked radio system. Since the completion of the first digital trunked public safety radio system project, RCC has provided similar support in other major procurements, including a three site expansion to the original network, a new, independent 800 MHz trunked voice radio network to serve the County's public service/local government users, technology design for a new multi-agency PSAP, and, most recently, a major system upgrade of the original digital trunked public safety radio system to state of the art Project 25 technology. Originally an 18-month contract, this engagement evolved into a 17-year full time staff augmentation contract that continues to this day.

In its role in Fairfax County, RCC also supported the efforts of the entire National Capital Region (NCR) to create and maintain one of the largest, most sophisticated and most successful multi-jurisdictional voice radio interoperability networks in the United States. From 1997-1999, RCC facilitated the large and small group work sessions that lead to the development of a network that today consists of nearly 40,000 interoperable public safety subscriber radios in and around the NCR.

RCC played a key role in the creation of a coordinated regional approach to 800 MHz Rebanding in the NCR by developing a concept for regional program management and coordination during the 800 MHz band reconfiguration process. RCC supported the region's efforts to accomplish rebanding without impacting the NCR's complicated and intricate web of interoperable public safety subscriber radios and provided oversight to the Regional Program Management Office established to manage and coordinate the regional rebanding process in the NCR.



Contract	2010
Award Date & Value:	Approximate value (P25) \$12 million
Contact:	Stephen L. Brundage Director of Communication Technologies and Regional Initiatives 12000 Government Center Parkway, Suite 361 Fairfax, Virginia 22035 (703) 324-2398

Project: Procuring a VHF High Band P25 Digital Radio System for Henry County, Virginia

Client: Henry County, Virginia

Description: Henry County's existing public safety and public service radio communications system provided inadequate coverage and was subject to narrowbanding. The County engaged RCC Consultants to evaluate options for improvement.

RCC's Role: RCC provided the following services for this project:

- Conducted cost and performance analysis. Results showed VHF High Band was the preferred option for the County due to its mountainous terrain, as well as interoperability and cost vs. coverage considerations.
- Developed a Request for Proposals (RFP) document to solicit proposals for provision of the radio system.
- Assisted in the review of three vendor proposals.
- Participated in a second RFP and procurement process for the construction and renovation of antenna sites and equipment rooms.

The system configuration includes:

- Countywide mobile and portable radio coverage in light buildings, with improved in-building coverage in defined areas of heavy buildings.
- Six voice channels operating in the P25 digital simulcast mode from four transmit receive sites.
- Two voice channels operating analog simulcast from four transmit/receive sites for fire and EMS alerting. Existing alert monitor pagers were reprogrammed for narrowband operation.
- Digital operation on law enforcement channels with AES encryption.
- P25 interface for PTT ID and emergency with the existing Orbacom dispatch console system.
- Digital loop microwave system connects base station sites with the Martinsville Henry County 9-1-1 Center. A new equipment room was constructed at the Center for the microwave and common radio network equipment, interoperability switch and Next Generation 9-1-1 equipment.
- Three new towers erected with equipment shelters and standby power systems. A fourth site required tower reinforcement, and antenna relocation and renovation of an existing shelter to meet R-56 standards.

Status: Complete

Contact: Dale Wagoner, Director of Public Safety Project Manager, (276) 634-4664



Project: Needs Analysis, Procurement and Implementation of an 800 MHz P25 Digital Voice System for Prince William County, Virginia

Client:	Prince William County, Virginia
Description:	<p>To provide voice radio communications for approximately 4,500 users within the jurisdiction, Prince William County public safety and local government agencies utilize an 8-site simulcast, Motorola SmartZone 4.1, 800 MHz, 15-channel digital trunked system. Because the equipment was aging and nearing end of manufacturer support for the existing system, and to enhance interoperability, the County desired to replace its system.</p> <p>The County retained RCC Consultants to assist in the needs analysis, procurement and implementation of a new system. RCC has provided expert assistance to Prince William County on microwave and radio systems projects since the mid-1990s.</p>
RCC's Role:	<p>RCC is providing the following services for this project:</p> <ul style="list-style-type: none">• Perform a needs analysis to document coverage, capacity and interoperability requirements.• Develop final system design requirements, including capacity study, radio coverage studies, and changes to the microwave backhaul network.• Develop budgetary cost estimates for the proposed system.• Analyze 800 MHz frequency availability.• Develop Request for Proposals including contractual terms and conditions.• Evaluate proposals and assist with contract negotiations.• Implementation services and acceptance testing. <p>RCC has performed the needs analysis and is currently developing an RFP for the replacement P25 radio system. The RFP will be for an 800 MHz P25 digital trunked simulcast system, dispatch consoles, installation, training and maintenance of the installed system.</p>
Status:	In progress
Contact:	Chief Scott Boggs Prince William County Department of Fire and Rescue 5 County Complex Court Suite 270 Prince William, VA 22192 (571) 722-4305 sboggs@pwcgov.org



Project: Design, Procurement and Implementation Assistance for a Regional Public-Safety 700/800 MHz Trunked Simulcast Radio System

Client:	County of Hanover, Virginia
Description:	<p>RCC is assisting the County of Hanover with four separate tasks in this project:</p> <ul style="list-style-type: none">• Task I – Assessment and recommendation of vendor 800 MHz radio system proposal.• Task II – FCC and regulatory coordination of radio sites.• Task III – Assistance with radio vendor negotiations for multi-site trunked simulcast system.• Task IV – Technical and administrative project management and vendor oversight throughout the radio system implementation.
RCC’s Role:	<p>RCC has provided the following services during this project:</p> <ul style="list-style-type: none">• Task I – The County retained RCC to perform a review of a vendor-proposed regional public safety 700/800 MHz trunked simulcast radio system design. During the evaluation, RCC recognized inefficiencies in the design and recommended major changes to significantly improve the coverage performance without significantly affecting the system’s cost.• Task II – RCC worked with the County to coordinate radio frequencies and sites for the new radio system. We provided extensive assistance with local zoning special-use permit coordination, including multiple presentations to the County’s Board of Supervisors, Planning Commission and Emergency Communications Center Management personnel.• Task III – RCC assisted the County with technical and contractual negotiations for the radio system.• Task IV – RCC worked closely with the County’s project manager, its Radio Committee, and its vendor to provide technical and project management expertise, as well as vendor technical and civil site work implementation oversight and coordination. We continue to work closely with the County in the testing and implementation environment.
Status:	Tasks I-III complete; Task IV in progress
Contact:	Philip M. Heins Director of Emergency Communications P.O. Box 470, 7522 County Complex Road Hanover Courthouse Hanover, VA 23069-0470 (804) 537-6142



Project: Needs Assessment, Procurement, Implementation and Project Management for New 700 MHz Radio System in Stafford County

Client:	Stafford County, Virginia
Description:	RCC is currently providing Stafford County with technical and project management assistance during the implementation phase of the County's new 10-channel, 13-site, 700 MHz digital simulcast trunked public safety radio system.
RCC's Role:	<p>RCC has provided the following services during this project:</p> <ul style="list-style-type: none">• Produced an in-depth needs assessment for the County.• Prepared a Request for Proposal based on the findings, with detailed specifications.• Solicited proposals from qualified vendors.• Assisted the County in equipment and vendor evaluations.• Provided assistance in contract negotiations. <p>Since January 2008, RCC has provided project management and technical oversight for the implementation phase of the system. That phase is ongoing, and the County expects to cut-over to the new radio system in late 2010.</p>
Status:	In Progress
Contact:	Ms. Carol Adams Communications Director 1225 Courthouse Road Stafford, VA 22555 (540) 658-4712

EFFECTIVE COST CONTROL

RCC employs a customized Project Management Plan (PMP) for each client, specifically tailored to the client's unique situation and needs. In order to effectively address the requirements of this section and in order to present a holistic view, RCC has included a description of our typical PMP. This PMP will demonstrate our history and describe our processes and methodologies related to Effective Cost Control and other aspects related to effective project management. As requested, RCC will describe the following:

1. Our cost control methodology
2. Our approach for reducing project costs
3. Our methods for documentation, tracking and reporting system
4. Our program for quality control.

Project Management Plan

1. Introduction

This Project Management Plan (PM Plan) will provide to the project team and stakeholders a brief description of the project including the background information and scope of work; a risk management plan outline; the project organization and responsibilities; the management approach; the project directory; the work breakdown structure; the project schedule; the schedule management plan; the scope/change management plan; the quality management plan; the cost management plan; and the communication management plan.

The primary audience of the PM Plan is the project team and stakeholders. The PM Plan also will serve as a guide for any new members of the project team who join the team while the project is underway.

Living Document: It is intended that this PM Plan will serve as a road map for the project team members and stakeholders. It is a living document and will be modified as necessary. Each page is dated and includes a revision number. The original version will be assigned Revision No. 00. If revision is necessary, the latest revision, to include the new date, will supersede all older versions.

The majority of projects will be performed in four major phases, although some projects will contain a subset of these phases. The four major phases are described in the Section 2 of the document under Project Description.

2. Project Description

RCC Consultants, Inc. (RCC) will provide the management and technical expertise necessary to assist the client with successful achievement of the goals of the project. This effort involves development of a Request for Proposals (RFP), evaluation of the resultant proposals, recommendation of a vendor, and negotiations with the selected vendor. Upon contract execution between the County and the selected vendor, RCC will provide management and technical

assistance to the County throughout the design, manufacturing, construction, testing, acceptance, cutover, and closeout portions of the project.

The project contains the following phases:

- PHASE 1: Development of System Performance Specifications
- PHASE 2: Preparation of RFP for Acquisition and Implementation of the System(s)
- PHASE 3: Solicitation, Evaluation, and Award of Vendor Contract
- PHASE 4: System(s) Vendor Design, Implementation, Testing, and Acceptance

Deliverables

To ensure compliance with the project goals, and specifically the project acceptance criteria, the following program deliverables have been established:

1. PHASE 1
 - 1.1. County or Regional PM Plan
 - 1.2. Prepared FCC license and regulatory filings
 - 1.3. Sustainability report for existing systems
 - 1.4. Draft specifications document
2. PHASE 2
 - 2.1. Vendor-neutral procurement documents
3. PHASE 3
 - 3.1. RFP Addenda in response to Vendors' questions
 - 3.2. Evaluation report & presentation
 - 3.3. Final recommendation report
4. PHASE 4 (RCC Deliverables)
 - 4.1. Acceptance test report comments
 - 4.2. Factory Staging Results and Recommendation
 - 4.3. New System Sustainability Report
 - 4.4. Engineering Design Validation Report
 - 4.5. Post Installation / Quality Report
 - 4.6. Project Closeout Checklist
 - 4.7. Project Punchlist and resolution notification
 - 4.8. Final Acceptance Recommendation
5. PHASE 4 (Vendor Deliverables)
 - 5.1. To be determined (TBD) during vendor contract negotiations

3. Risk Management Plan

A risk identification and response plan (RM PLAN) will be developed and will be modified and administered as necessary throughout the duration of the project. The RM PLAN identifies the risks which might affect this project, qualifies and quantifies the risks, and identifies responses for the risks identified as warranting a response. The response plan will include the

determination and selection of the primary and backup strategies, and will assign these risks to individuals and/or groups for responsibility. For each significant risk, a risk manager will be assigned to monitor, identify, and respond to the risks in a pre-emptive manner.

The County's Project Manager will review and approve the risk identification and response plan.

4. Organization and Responsibilities

The project organization structure (see Organization Structures & Communication Flow Chart) consists of the County, their stakeholders and RCC Consultants, Inc. RCC will serve as the County's technical consultant and partner in managing the project and ensuring that performance, quality, cost and schedule objectives are met. The RCC project team is organized around four disciplines at the functional level. They are the management team, the RF engineering team, the regulatory team, and the facilities team. Together these teams constitute the *RCC Core Team* working on the project.

The RCC Project Manager will represent the County's interests throughout the project and will be responsible, with assistance of RCC Consultants, for coordinating with the stakeholders, managing the project's day to day operation, and for providing technical leadership and guidance.

Wayne Campagna is RCC's Program Manager. During Phases One through Four, he will be the primary point of contact for the County and will be responsible for managing RCC's resources, scope of work, adherence to project schedule, and budget. He also will assess project risk and will guide development of risk mitigation activities with RCC's Lead Engineer.

Jeff Pegram is RCC's Lead Engineer. Throughout each of the four phases, he will be responsible for managing activities and tasks for engineering and technical efforts. He will work closely with Project Manager and with RCC subject matter experts.

5. Management Approach

The Project Management Process will include a systematic project management approach to accomplish the following project goals and objectives:

1. Compliance with Contract: Ensure the system is engineered in conformance to the contract requirements.
2. Quality: Ensure the project is developed and work is performed maintaining the highest quality.
3. Schedule Control: Develop and maintain the master schedule, clearly identifying the phases of the project and critical milestones.
4. Cost Control: Ensure the project is completed within the allocated budget with minimal change orders.
5. Information Management: Develop a Management Information, Document Control, and Reporting System that will provide easy access to project related information and its status for all team members. This will take the form of a web-based project portal for which a configuration and management plan will be developed.

The project’s management approach flow is depicted in the following chart.

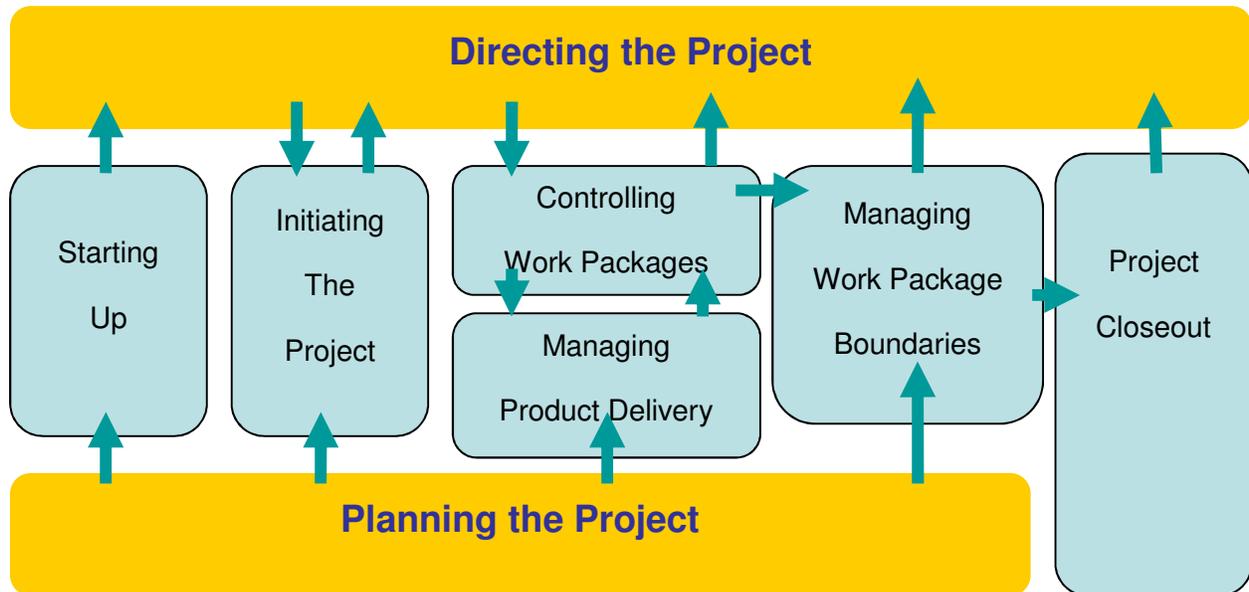


Figure 5. Management Approach Flow Chart

6. Project Directory

The project directories (Project Team and Stakeholders) will be created and maintained by RCC and will be updated and modified as appropriate throughout the duration of the project.

7. Work Breakdown Structure

The Project Work Breakdown Structure (WBS) will be created and maintained by RCC and will be updated and modified as appropriate throughout the duration of the project.

8. Schedule

The Project Schedule will be maintained by RCC, and will be tracked, updated, and modified as appropriate throughout the duration of the project.

9. Schedule Management Plan

RCC will prepare an accurate and detailed Critical Path Method (CPM) schedule utilizing the Microsoft Project software platform. The initial version of the project schedule, after review and approval by the County’s project manager, will become the schedule baseline. The schedule will effectively freeze the dates associated with tasks. Only if subsequent significant changes occur with respect to project tasks, task durations, task start/finish dates, or task intertie logic will the schedule be re-baselined. This will occur only if mutually agreed upon by the County and RCC’s Project Manager.

RCC will monitor critical path activities throughout the life of the project. In the baseline schedule, RCC and the County will establish discrete milestones. The progress of the project will be measured against established milestone on a bi-weekly basis. Corrective action will be identified and implemented in case of milestone deviation.

Potential critical-activities that may impact timely execution of the work will be identified throughout the life of the project. A corrective action plan and action items will be developed to constantly monitor and take timely actions to avoid any slippage of critical-activities. The critical-activities will be revisited in each progress meeting and once each quarter to measure the effectiveness of the proactive management efforts. Schedule slippage, if any, will be identified by the regular CPM schedule updates, and corrective action will be recommended and implemented.

10. Scope/Change Management Plan

RCC will work with the County to provide prompt response to Requests for Proposals (RFPs) for scope changes in the work and will obtain necessary approval from the County's representative before executing any changes in contract.

RCC will accept change order requests only from the County's representative. Upon receipt of a change order request, RCC's Program Manager will review it for scope, cost, and schedule implications. If additional information and/or clarification are required, RCC will coordinate with other parties as appropriate.

If the change order has no cost or schedule impact, the change will be executed immediately after the County's approval.

If the change affects cost and/or schedule, a complete change order proposal, with required documentation will be submitted by RCC to the County's representative for review and approval.

If the County's representative requires additional information or clarification, RCC will provide it promptly. After receipt of written approval from the County's representative, RCC will execute the change in a timely fashion.

11. Quality Management Plan

RCC will maintain quality standard objectives for the key elements of quality: fitness for use, performance, safety, and reliability. The RCC Quality model is presented below.

Process control will be managed by a series of quality steps. At the heart of this system are the same elements inherent in the ISO Standards and Total Quality Managements Standards – Plan, Document, Communicate, Monitor, and Refine.

RCC's Quality Assurance and Quality Control Program flow diagram appears below.

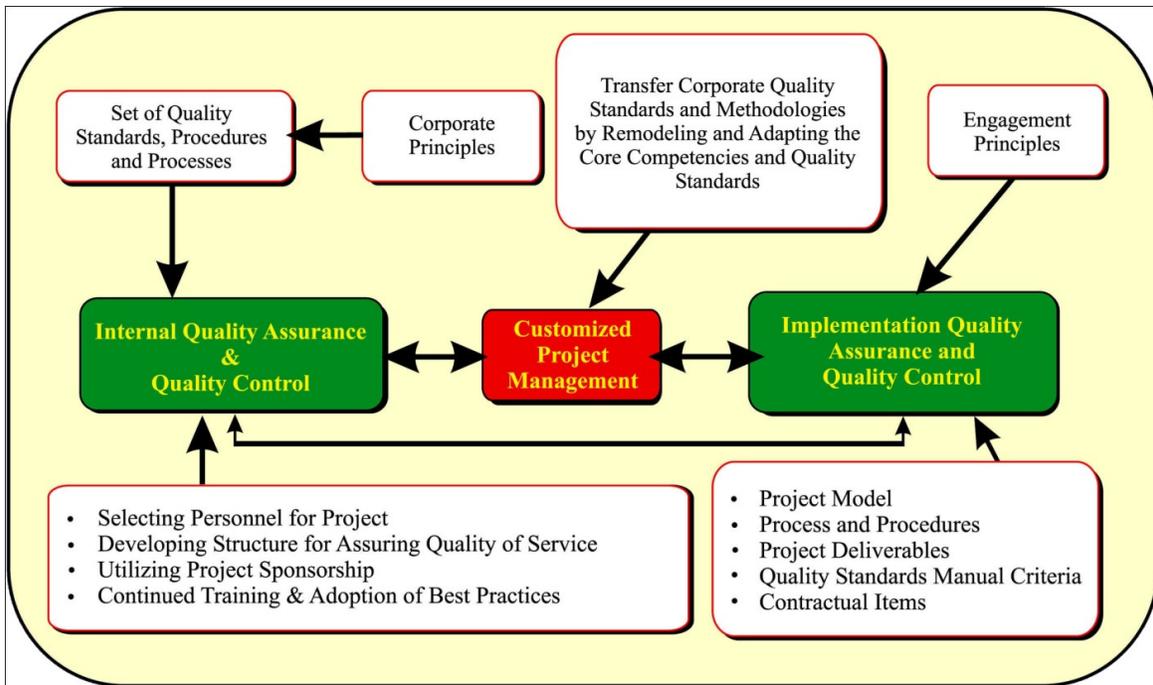


Figure 6. RCC Quality Assurance and Quality Control Program

12. Cost Management Plan

RCC will develop and implement an effective and well-organized cost control system so that project costs can be kept within the project budget. Cost control will not only monitor cost and record data, but also will analyze the data in order to take corrective action when appropriate.

The following systematic approach will be followed to control project cost:

1. Establish budgets for all authorized work (by contract) with separate cost account numbers.
2. Establish budgets for all planned work (future contracts) with separate cost account numbers.
3. Establish a management reserve budget and undistributed budgets (contingencies) with a separate cost account numbers.
4. Record/accumulate direct & indirect costs for each cost account number (contract) on a monthly basis.
5. Incorporate contractual changes (for change orders and new contracts authorized by the County's Project Manager) in a timely manner, recording the effects of such changes in budgets.
6. Adjust the management reserve cost account for the contractual changes (for change orders and new contracts authorized by Contracting/Procurement Officer) in a timely manner, recording the effects of such changes in budgets.
7. Document changes to the budget for all authorized new contracts and contractual changes. Provide the Contracting/Procurement Officer and the Project Manager or

authorized representative access to all of the foregoing information and supporting documents.

8. Based on performance of work and future conditions, develop revised estimate for cost at completion or “Estimate at Completion (EAC)” and identify additional funding requirements based on scope changes.
9. Compare the budget, actual, and estimate at completion and report variance.
10. Identify on a monthly basis, in the detail needed by management for effective control, budgeted cost, actual cost, estimate to complete and variance.

13. Communication Management Plan

Successful delivery of a complex project depends on clear communication between the County, RCC, and the project stakeholders. RCC’s Organization Structure & Communication Chart illustrates these lines of communication. RCC’s Executive Sponsor, Program Manager, Lead Engineer and other team members will be available by e-mail and land and wireless phones for quick and immediate response to the County’s project needs.

A single Program Manager is assigned to oversee project compliance with the scope of work, schedule, and budget. The Lead Engineer is the senior systems engineer assigned to the project and is responsible for both the engineering and strategy, as well as for monitoring the scope of work. A senior RCC executive is assigned as an Executive Sponsor and will provide the County with direct access to RCC’s senior management. The Lead Engineer, Program Manager, and Executive Sponsor constitute RCC’s project management team responsible for the day-to-day management of the project.

A web based project portal will be established and placed in regular use by project team members. The portal will be the primary communications method for certain project team members and stakeholders, those more closely involved with the project.

RCC will implement the following to augment the communication plan:

RCC will implement a formal document referred to as a Request for Information (RFI). The purpose of this document is to request clarification for issues or information about which RCC has questions or is unsure. RCC will use this document to pose a direct question to the County’s project manager. RCC will maintain a RFI log to track all outstanding questions, i.e. questions for which answers have not been received by RCC. In this way, fewer misunderstandings will occur and questions will likely be more readily understood and answered by the County.

In addition to the RFI, RCC will implement an Issue Tracking Report (ITR). The issue tracking report will be a multi column report intended to capture and track any outstanding issues related to the project. Each issue will be individually numbered and will remain in the open section of the ITR until the issue is fully resolved, at which time it will be closed and will move to the closed section of the ITR. This will allow a single document to act as both an open issues list as well as a historical document that captures the resolution of previous issues.

In weeks when project status meetings are held, RCC will include an updated ITR as an appendix to the project status report. In weeks when no project status meeting is to be held, RCC

will transmit an updated ITR to the County' project managers. If the ITR has not changed to from the previous week, RCC will resubmit the same ITR to the County project management team so that they will always be in possession of a current ITR.

FEE PROPOSAL

The proposed fees for RCC's services are:

Part 1: RFP Development and Procurement Support:	\$74,191.40
Part 2: Project Management and System Implementation Support:	\$99,943.52

Pricing Assumptions

- Progress billings will be submitted monthly based on the work performed during that month. Payments are due within 30 days of invoice. Payments not paid within 30 days will be assessed a late fee of 1.5% per month.
- The fees and rates contained herein shall remain valid for 120 days from the date of this proposal.
- Professional fees are based on the estimated hours for the Scope of Work defined in this document. This may be adjusted by agreement of both parties if the scope of work is modified or if additional hours are needed and agreed upon.
- RCC's proposal assumes no retainage is being withheld. RCC's proposal may require adjustment based on the amount and duration of retainage withheld by the County.
- RCC's professional fees do not include structural analyses, soil boring (geo-technical) analyses, environmental impact studies, coordination fees, path analyses, or land survey fees.
- Electrical, mechanical, structural, civil, or other design engineering services not specifically indicated in this proposal have not been proposed. Services specifically requiring a registered Professional Engineering review, certification, or seal are not proposed unless otherwise explicitly stated in this proposal.
- In order to be more responsive to the County's needs, RCC respectfully reserves the right to move professional fees & expenses between project tasks, as needed, to complete the scope of work, as long as the total amount billed to the County does not exceed the contract amount.
- A summary of the proposed professional fees are provided in the following tables.



July 3, 2014		
RCC CONSULTANTS, INC. TECHNICAL SERVICES CONTRACT Fluvanna County, VA Fluvanna County, VA RFP & Procurement Support		
Task#	Description	Hours
1	Review previously developed requirements	24
2	Develop RFP	112
3	Update	10
4	Attend Pre-proposal	16
5	Answer questions	28
6	Perform evaluations	184
7	Attend Oral presentations	28
8	Assist with negotiations	32
* ON SITE TASKS		TOTAL
		434

Table: Effort Assumed by Task – RFP Development and Procurement Support



July 3, 2014			
RCC CONSULTANTS, INC. TECHNICAL SERVICES CONTRACT			
Fluvanna County, VA			
Fluvanna County, VA			
RFP & Procurement Support			
Direct Engineering Expenses			
	Hours	Rate	Subtotal
Director	102	\$ 200.00	\$ 20,400.00
Managing Consultant	44	\$ 185.00	\$ 8,140.00
Senior Consultant	288	\$ 170.00	\$ 48,960.00
Senior Consultant		\$ 170.00	\$ -
Senior Consultant		\$ 170.00	\$ -
Consultant		\$ 160.00	\$ -
Total	434		\$ 77,500.00
			\$ 77,500.00
Travel and Per Diem Expenses			
		Rate	Subtotal
Round Trip Airline Fares #1 @		\$ 500.00	
Lodging @		\$ 600.00	
2 Man Days per Diem @		\$ 50.00	\$ 100.00
Days Rental Vehicle @		\$ 70.00	
480 Miles @		\$ 0.56	\$ 266.40
Total			\$ 366.40
			\$ 366.40
Preferred Customer Discount			\$ (3,875.00)
			\$ (3,875.00)
Miscellaneous Expenses			
Incidentals			\$ 200.00
			\$ 200.00
Total			\$ 74,191.40
			\$ 74,191.40

Table: Proposed Fees – RFP Development and Procurement Support



RCC CONSULTANTS, INC. TECHNICAL SERVICES CONTRACT Fluvanna County, VA Fluvanna County, VA Radio System Upgrade Implementation		July 14, 2014
Task#	Description	Hours
1	Vendor Contract Review	
2	Detailed Design Review	82
3	Project Management	192
4	Oversight of Contractor's Technical System Implementation	79
5	Coverage Acceptance Testing	75
6	Factory Staging and Field System Acceptance Testing	114
7	System As-built Documentation	40
8	Final System Acceptance/Project Closeout	16
* ON SITE TASKS		TOTAL
		598

Table: Effort Assumed by Task – Implementation Support



July 14, 2014			
RCC CONSULTANTS, INC. TECHNICAL SERVICES CONTRACT			
Fluvanna County, VA			
Fluvanna County, VA			
Radio System Upgrade Implementation			
Direct Engineering Expenses			
	Hours	Rate	Subtotal
Director	14	\$ 200.00	\$ 2,800.00
Managing Consultant	14	\$ 185.00	\$ 2,590.00
Senior Consultant	570	\$ 170.00	\$ 96,900.00
Senior Consultant		\$ 170.00	\$ -
Senior Consultant		\$ 170.00	\$ -
Consultant		\$ 160.00	\$ -
Total	598		\$ 102,290.00
			\$ 102,290.00
Travel and Per Diem Expenses			
		Rate	Subtotal
1 Round Trip Airline Fares #1 @		\$ 500.00	\$ 500.00
5 Lodging @		\$ 150.00	\$ 750.00
5 Man Days per Diem @		\$ 50.00	\$ 250.00
5 Days Rental Vehicle @		\$ 70.00	\$ 350.00
1564 Miles @		\$ 0.56	\$ 868.02
Total			\$ 2,718.02
			\$ 2,718.02
Preferred Customer Discount			\$ (5,114.50)
			\$ (5,114.50)
Miscellaneous Expenses			
Incidentals			\$ 50.00
Total			\$ 99,943.52

Table: Proposed Fees – Implementation Support

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

AGENDA TITLE:	Appointment to the Agricultural/Forestral Advisory Committee, At-Large Position				
MOTION(s):	I move to appoint _____ to the Agricultural/Forestral Advisory Committee, with a term to begin immediately and to terminate June 30, 2018.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Mary Weaver, Clerk to the Board of Supervisors				
PRESENTER(S):					
RECOMMENDATION:	Approval				
TIMING:	Normal				
DISCUSSION:	Applicants who have shown an interest in this position are: Rebecca Ragsdale				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Boards and Commissions Applications				
REVIEWS	Legal	Finance	Purchasing	HR	Other

Interest in Agricultural/Forestral Advisory Committee

Rivanna

Last Name **First Name** **Date Recieved**

Mailing Address **City** **State** **Postal Code**

Home Phone **Work Phone** **Cell Phone/Other**

Fax **Email Address**

Physical Address **City** **State** **Postal Code**

Education and Experience:

I have worked in local government for more than 12 years. I began my career in Frederick County, VA and am now with Albemarle County, where I'm employed as a Senior Planner. I have a variety of experience in land use planning, zoning, historic preservation and other local government issues. Bachelor's degree in Urban and Environmental Planning, UVA. High school and elementary education in Nottoway, VA. I am not a member of any committees at this time. In my professional experience I have provided staff support to a variety of committees and boards, including the Historic Resources Advisory Committee, Agricultural and Forestal district committee, Board of Zoning appeals, Community Advisory Councils, Planning commission, and Board of Supervisors. I am a member of the Virginia Association of Zoning Officials (VAZO) and have obtained the Certified Zoning Administrator (CZA) certification with that organization. Also, I have completed Certified Board of Zoning Appeals member training through PlanVirginia.

Civic Activities and Committee Memberships:

American Cancer Society Fundraising/Relay of Life volunteer. Beautiful Gate church. I have a 13-year-old daughter in the Fluvanna County School system, entering 8th grade this Fall. Past volunteer with Madison House in charlottesville and church Sunday school teacher.

Interest in Committee:

I would like to contribute to the community where I lived for the past 8 years and hope that my professional skills and experience can be of a benefit to Fluvanna County.

Comments:

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

SUBJECT:	Appointment to the Board of Zoning Appeals, At-Large position, replacing Dr. Frank Gallo, who resigned.
MOTION(s):	I move to recommend to the Circuit Court _____, for appointment to the Board of Zoning Appeals, At-Large position, with a term to begin immediately and to terminate on December 31, 2014.
STAFF CONTACT:	Mary Weaver
RECOMMENDATION:	Approval
TIMING:	Normal
DISCUSSION:	Applicants who have shown an interest in this position are: Carol Walker
FISCAL IMPLICATIONS:	None
POLICY IMPLICATIONS:	None
LEGISLATIVE HISTORY:	None
ENCLOSURES:	Boards and Commissions Applications

Interest in Board of Zoning Appeals (BZA)

Palmyra

Last Name Walker **First Name** Carol M. **Date Recieved** 7/28/2014
Mailing Address 1017 Union Mills Road **City** Troy **State** VA **Postal Code** 22974-
Home Phone (434) 977-4796 **Work Phone** **Cell Phone/Other** (434) 987-0206
Fax **Email Address** cwalker405@aol.com
Physical Address **City** **State** **Postal Code**

Education and Experience:

Vice President and bookkeeper, small business contractor; prior real estate and insurance agent; VASAP intake Counselor; substitute teacher (Oakland School). BA in English, UNC/Chapel Hill, NC.

Civic Activities and Committee Memberships:

Election official (current). Member Grace Episcopal Church, Keswick, VA. Social Services Board member 2003 (?) Social Services Board Chair (2010?)

Interest in Committee:

Having been involved in zoning issues for years and studying the laws, etc., I feel I have an understanding of how the County operates on these issues and would be helpful.

Comments:

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: 06 August 2014

AGENDA TITLE:	VDOT Report				
MOTION(s):	N/A				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	N/A				
PRESENTER(S):	Joel DeNunzio, Residency Administrator				
RECOMMENDATION:	N/A				
TIMING:	N/A				
DISCUSSION:	VDOT Report update				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	August VDOT Report and Map				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	N/A



Culpeper District
Fluvanna County Monthly Report
August 2014

Preliminary Engineering			
PROJECT	LAST MILESTONE	NEXT MILESTONE	AD DATE
Route 53 Safety Project – Intersection Improvements at Route 618	Right of Way	Advertisement	TBD
Route 656, Bridge replacement over Holman Creek	Field Inspection	Right of Way	TBD
Route 15/53 Roundabout	Preliminary Design	Public Hearing	TBD
Route 600 – Reconstruction	--	Project Scoping – 2015	TBD
Route 633 – Reconstruction	--	Project Scoping – 2015	TBD
Route 629 – Bridge Replacement	--	Project Scoping	TBD

Construction Activities

- **Guardrail Repair GR07-967-096, N501**
Scope: Guardrail repairs – on call – District wide.
Next Major Milestone: Contract ***Renewed.***
Contract Completion: July 1, 2014.
- **Route 6 Hardware River Bridge**
Scope: Bridge Replacement
Next Major Milestone: Construction underway. Construct roadway realignment and bridge.
Contract Completion: August 14, 2015
- **Route 6 Rivanna River Bridge**
Scope: Bridge Replacement
Next Major Milestone: Construction underway. Install box culvert extension, cofferdams.
Contract Completion: November 20, 2015

- **Surface Treatment Schedule ST7A-967-F14, P401**
Scope: Albemarle, Greene, Fluvanna, Louisa Counties
Next Major Milestone: Start in Albemarle County June 25, 2014
Contract Completion: November 1, 2015
- **Route 600 Culvert Rehabilitation**
Scope: Replace pipe near the intersection of Route 53 by installation of a steel wall case liner.
Next Major Milestone: Projected to start work in August 2014.
Proposed Completion: October 20, 2014
- **Route 621 Lantre Lane**
Rural Rustic—State forces have been adding base stone in preparation of upcoming surface treatment.
- **Route 675 Canal Street**
Rural Rustic—State forces have been ditching and adding base stone in preparation of upcoming surface treatment.
- **Route 687 Radicel Circle**
Rural Rustic—State forces have been replacing pipes in preparation of upcoming surface treatment. Will be completed by the end of June, weather permitting

Traffic Engineering Studies

Completed

- **Route 612 Winnsville Road**
Speed Study; complete
VDOT Study Number—065-0612-20140429-011

Under Review

- **Route 53**
Speed study; pending
VDOT Study Number—065-0053-20140701-011

Maintenance Activities

VDOT Area Headquarter crews completed the following activities during the past month. For specific route activities, please contact the Charlottesville Residency Office.

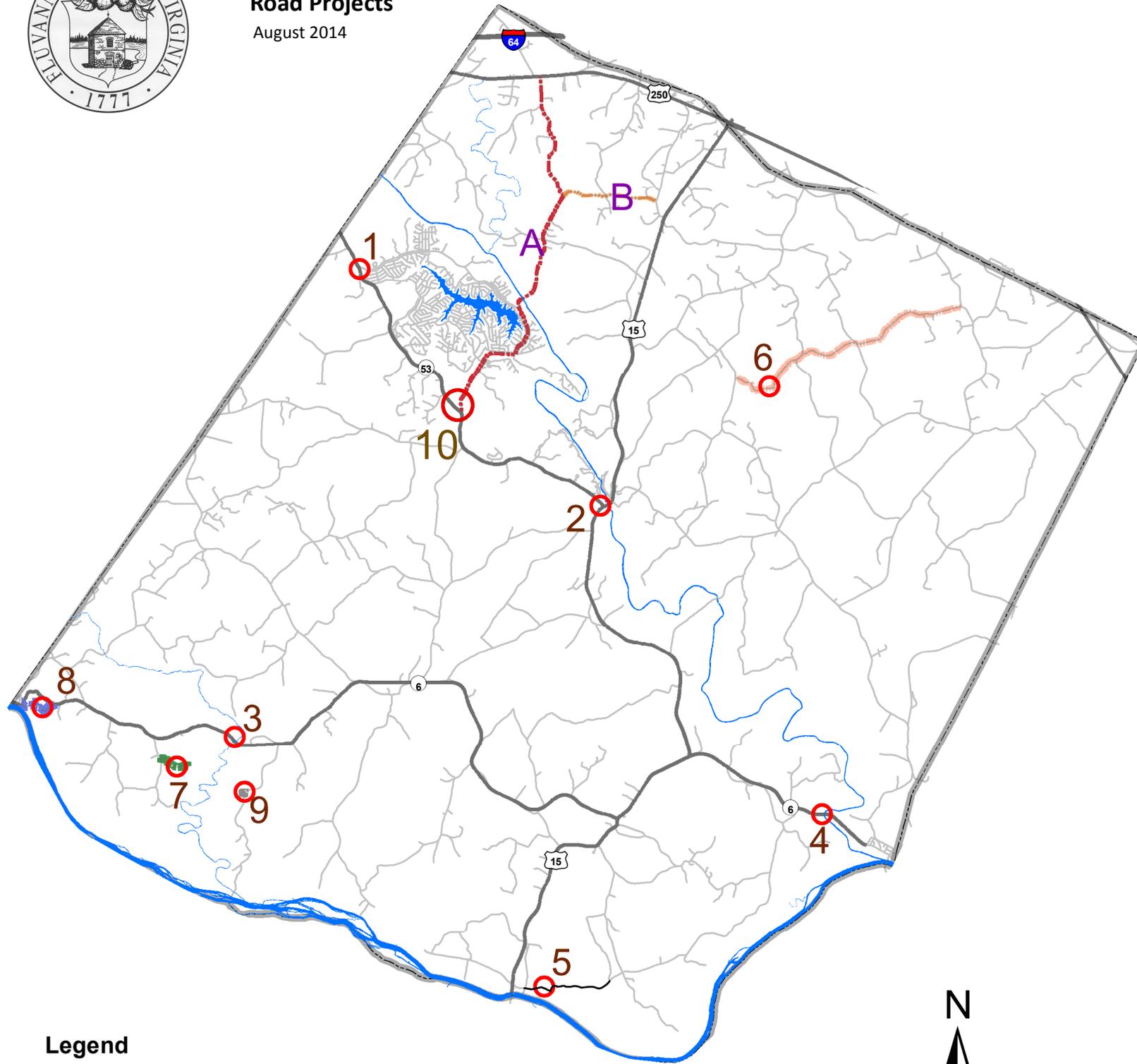
- **Mowing was completed on all primary routes as well as 44 secondary routes**
- **Debris removal along 1 primary route and 2 secondary routes**
- **Culvert maintenance performed on 1 primary route and 1 secondary route**
- **Patching was performed on 4 secondary routes**
- **Shoulders repaired on 1 secondary route**
- **Trimming along 4 secondary routes**



Fluvanna County

Road Projects

August 2014



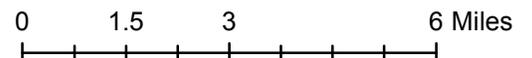
Legend

Engineering and Construction

- 1 Rte 53 Safety Project - Intersection Improvements @ Rte 618
- 2 Route 15/53 Roundabout
- 3 Rte 6 Bridge Replacement (Hardware)
- 4 Rte 6 Bridge Replacement (Rivanna)
- 5 Rte 656 Bridge Replacement (Holman)
- 6 Rte 629 (Deep Creek Rd) Bridge Replacement
- 7 Rte 621 (Lantre Ln) surface treatment
- 8 Rte 675 (Canal St) surface treatment
- 9 Rte 687 (Radical Circle) surface treatment
- 10 Route 600 Culvert Rehabilitation

Road Reconstruction

- A Rte 600 (South Boston Rd) - Reconstruction
- B Rte 633 (North Boston Rd) - Reconstruction



FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: 06 August 2014

AGENDA TITLE:	TJPD Regional Legislative Program				
MOTION(s):	N/A				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	N/A				
PRESENTER(S):	David Blount, Legislative Liaison				
RECOMMENDATION:	N/A				
TIMING:	N/A				
DISCUSSION:	First draft of the 2015 Thomas Jefferson Planning District Legislative				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	N/A

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

SUBJECT:	Pleasant Grove Park Renaturalization Plan.
MOTION(s):	N/A
STAFF CONTACT:	Jason Smith, Parks and Recreation Director
RECOMMENDATION:	N/A
TIMING:	N/A
DISCUSSION:	Will be presenting the facts related to Pleasant Grove Park and the opportunities we have to make the area more marketable and desirable for all to use in moving forward with a renaturalization plan. I will have the following community partners present to speak as well: Walter Hussey with Fluvanna Mater Naturalists, Lorien Huemoeller (Wildlife Biologist) with Natural Resource Conservation Service (NRCS) and Virginia Department of Game and Inland Fisheries (VDGIF) and Will Shaw, Public Works Assistant Director.
FISCAL IMPLICATIONS:	N/A
POLICY IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	N/A
ENCLOSURES:	N/A

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 06, 2014

AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors regular meeting minutes.				
MOTION(s):	I move the regular meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, July 02, 2014 be adopted.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Mary L. Weaver, Clerk to the Board of Supervisors				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Draft minutes for July 16, 2014				
REVIEWS	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	N/A

**FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
July 16, 2014, 7:00 pm**

MEMBERS PRESENT: Mozell Booker, Chairperson
Bob Ullenbruch, Vice-Chairperson
Donald W. Weaver
Mike Sheridan
Tony O'Brien

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Mary Weaver, Clerk to the Board of Supervisors

CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chairperson Booker called the meeting of Wednesday, July 16, 2014, to order at 7:00 p.m., in the Circuit Courtroom in Palmyra, Virginia; and the Pledge of Allegiance was recited, after which, Chairperson Booker called for a moment of silence.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Appointment on tonight's agenda for the Agricultural/Forestral Advisory Committee has been deferred to the August 6, 2014, no current candidates.
- Suggested to consider deferring SUP 14-02 & ZMP 14-01/Hotel Street Capital, LLC to the August 6, 2014 meeting.
- New Senior Service Program opened on July 14, 2014 hosted at the Scottsville VFW.
- Kudos to Gail Parrish and Malinda Payne for training and assistance in implementation of the MUNIS Employee Self-Service (ESS) Program
- Library has had great participation with summer events such as; Mike Klee's Magic Show, Chesapeake Bay's critters and more.
- Kudos to Cheryl Wilkins and Bobby Popowicz for creating an Infrastructure and Economic Development Road Map for the county.
- Congratulations to Kenney Mills, president of Sav-On Cleaning Services, LLC, for 47 years in business.
- New state laws on hunting on Sundays and maximum 35 MPH speed limit on all gravel and nonsurface-treated roads.
- Preparing Pleasant Grove for Grand Opening and Wine Festival with tree work, mowing & trimming and adding an additional electrical service box.
- Working on a new Pleasant Grove sign to possibly include an LED Announcements Roller, cost estimate pending.
- Virginia Cooperative Extension is celebrating their 100th Year Anniversary and will hold their annual dinner for the Board of Supervisors on September 17, 2014 at 5:30 pm, in the Morris Room.
- Schools no longer have an end of the year shortfall. Have approximately \$70,000 remaining balance.
- VACo Conference in November 9-11, 2014, Supervisors please let Mary Weaver know ASAP if attending.
- New Management Analyst on board, Mary Anna Twisdale, great addition to the team.
- County Administrator on vacation July 24 – August 1, 2014. Bobby Popowicz, Director of Community Development. will be acting administrator.
- Upcoming meetings
 - Wednesday, August 6, 2014 – 4 & 7:00 pm, Regular Meeting

Chairperson Booker moved agenda item – SUP 14-02 & ZMP 14-01/Hotel Street Capital, LLC up to beginning of meeting.

SUP 14-02 & ZMP 14-01/Hotel Street Capital, LLC – Chairperson Booker informed the Board of additional information that has come to their attention on this request and inquired about having additional time to review.

The Board discussed.

MOTION:

Mr. O'Brien moved that the Board of Supervisors defer SUP 14:02 & ZMP 14:01 to the August 6, 2014 Board meeting at 7:00 pm. Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Booker, Ullenbruch, Sheridan, O'Brien and Weaver. NAYS: None. ABSENT: None.

BOARD OF SUPERVISORS UPDATE

Mr. Sheridan was unable to attend the Recreation Advisory Board.

Mr. Weaver's committees have not met.

Mr. O'Brien was on vacation.

Mrs. Booker attended the extension agency meeting, other committees did not meet.

PUBLIC COMMENTS #1

Chairperson Booker opened the floor for the first round of public comments.

With no one wishing to speak, Chairperson Booker closed the first round of public comments.

PUBLIC HEARING

SUP 14-03/Jeff & Gayle Stoneman, Commercial Kennel – Mr. Steve Tugwell, Senior Planner, addressed the Board in regards to this request to operate a commercial kennel. Mr. Jeff Stoneman, applicant, was present and spoke in regards to the number of dogs that will be housed at one time and the requirements for vaccinations.

Chairperson Booker reviewed the rules and process for Public Hearings.

Chairperson Booker opened the floor for the Public Hearing.

- Frank Gallo, Palmyra District – addressed the Board in regards to additional conditions for this request for waste pick up and vaccination requirements.
- Carol Parson, Cunningham District – addressed the Board in regards to concern about noise of a gun club as an adjoining property owner.
- Marvin Moss, Columbia District – addressed the Board in regards to this property being A-1 zoning, doesn't feel this parcel shouldn't be A-1.
- Robert Earl, Cunningham District – addressed the Board in regards to planning process of Special Use Permits.

With no one else wishing to speak Chairperson Booker closed the Public Hearing.

Board discussed adding conditions for vaccination requirements and maximum limit of dogs housed at one time.

MOTION:

Mr. Weaver moved that the Board of Supervisors approve SUP 14:03, with respect to 2.631 acres of Tax map 30, Section A, Parcel 84B, with the following nine conditions:

1. Prior to development of the site, a site development plan that meets the requirements of the Fluvanna County Zoning Ordinance, must be submitted for review and approval.
2. The site must meet all Virginia Department of Transportation requirements.
3. The site must meet the requirements set forth by the Virginia Department of Health.
4. The property shall be maintained in a neat and orderly manner so that the visual appearance from the road and adjacent properties is acceptable to County officials.
5. The Board of Supervisors, or its representative, reserves the right to inspect the business for compliance with these conditions at any time.
6. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.
7. Dogs shall be housed indoors between the hours of 7pm and 7am.
8. There shall not be more than 60 dogs housed onsite at any given time, with not more than 8 dogs allowed outside at any given time.
9. Dog excrement to be removed from the premises not less than weekly, and to be stored in closed containers until disposal.

Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Booker, Ullenbruch, Sheridan, O'Brien and Weaver. NAYS: None. ABSENT: None.

SUP 14-04/Joyce Parr, The Light Academy – Mr. Jay Lindsey, Planner, addressed the Board in regards to this request to allow for an educational facility. Applicant was present and spoke in regards to hours of operation and activities being offered.

Chairperson Booker opened the floor for the Public Hearing.

- Robert Earl, Cunningham District – addressed the Board in regards to lighting and no crosswalks in the area.

With no one else wishing to speak Chairperson Booker closed the Public Hearing.

Board discussed lack of lighting and crosswalks in that area. Staff will get with VDOT and ask them to consider adding lighting to the parking lot along with crosswalks. Board decided to remove the hours of operation condition recommended by the Planning Commission.

MOTION:

Mr. Ullenbruch moved that the Board of Supervisors approve SUP 14:04, with respect to 6.343 acres of Tax Map 18A, Section 4, Parcel 13A, with the following three conditions:

1. The maximum number of students on-site at any time during the academic year shall be fifty (50);
2. The Board of Supervisors, or representative, reserves the right to inspect the business for compliance with these conditions at any time; and
3. Under Sec. 22-17-4 F (2) of the Fluvanna County Code, the Board of Supervisors has the authority to revoke a Special Use Permit if the property owner has substantially breached the conditions of the Special Use Permit.

Mr. O'Brien seconded. The motion carried, with a vote of 5-0. AYES: Booker, Ullenbruch, Sheridan, O'Brien and Weaver. NAYS: None. ABSENT: None.

ACTION MATTERS

Appointment/Agricultural Forestral Advisory Committee, At-Large Position – This item was deferred, no interested candidates at this time.

PRESENTATIONS

Additional School Resource Officer (SRO) – Sheriff Eric Hess, reviewed with the Board the history of and need for additional School Resource Officer for the Fluvanna Public Schools. SROs key role is to be a positive role model for students. Currently the schools have only one SRO for county schools. The current SRO is assigned in the high school spending most of his time reacting to incidents where it should be proactive. Response time is usually delayed to diffuse incidents because he is tied up with a previous incident. The Board discussed the importance of this position. Ms. Gena Keller, School Superintendent, spoke on the increased need for an additional SRO. We need to teach young children the police are there to help them. Mrs. Susan Muir, Social Services, agreed with the need, concerned that one isn't enough. The Board **directed staff** to compile financial figures for an SRO and return with a request.

Fluvanna County Fair Update – Mr. Jason Smith, Parks & Recreation Director, reviewed with the Board continuing progress and program information for the upcoming County Fair. The slogan for this year is "Down on the Farm;" each year there will be a contest for a new slogan each year. Several community groups are involved in putting together several events: Fun Zone, Home Arts and Crafts competition, Talent Showcase, music, horse show, dunk tank and many more).

Capital Improvements Plan (CIP) Schedule Change – Mr. Steve Nichols, County Administrator, reviewed with the Board a proposed schedule change for the FY16/21 Capital Improvements Plan process. Proposed moving kick off date to August 1, 2014, increasing the CIP Item threshold \$20k to a higher amount, move lower dollar value items back to departmental budgets, move lower dollar value items into Capital Reserve Maintenance Fund process and remove Maintenance & Repair items from the CIP to the operational budget. Mr. Nichols asked for direction from the Board. The Board **directed staff** to return to the Board with specific dollar value recommendations for the Capital Improvements Plan process.

CONSENT AGENDA

The following items were approved under the consent agenda:

MOTION:

Mr. Weaver moved to approve the consent agenda, which consisted of:

- Minutes of July 02, 2014.
- VPPA Amendments
- FY14 Voluntary Contributions – 2nd Half,
 - \$50.00 – Transfer to DSS: Special Welfare Fund
 - \$230.00 – County Library: Books/Publications
 - \$360.00 – Sheriff’s Office: Other Operating Supplies
 - \$220.00 – General Fund: BOS Contingency
 - \$748.92 – Transfer to Schools: Instruction
- FY14 Fluvanna County Public Schools Budget Supplement – 2nd half Voluntary Contributions, \$748.92.
- Letter of Support for Seven Islands Conservation Easement Application.
- FY14 Cell Tower Budget Supplement, \$16,000.00.

Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Booker, Ullenbruch, Sheridan, O’Brien and Weaver. NAYS: None. ABSENT: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENTS #2

Chairperson Booker opened the floor for the second round of public comments.

- Robert Earl, Cunningham District – addressed the Board in regards to the Real Estate market and house sales prices increasing.

With no one else wishing to speak, Chairperson Booker closed the second round of public comments.

CLOSED MEETING

MOTION TO ENTER INTO A CLOSED MEETING:

At 9:23 p.m., Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the Virginia Code Section 2.2-3711A.1, 2.2-3711A.3 and 2.2-3711A.7 for discussion of Personnel Matters, Real Estate and Legal Matters. Mr. O’Brien seconded. The motion carried, with a vote of 5-0. AYES: Booker, Ullenbruch, Sheridan, O’Brien and Weaver. NAYS: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION:

At 10:36 p.m., Mr. Weaver moved the closed meeting be adjourned and the Fluvanna County Board of Supervisors reconvene again in open session and **“BE IT RESOLVED** to the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, 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.” Mr. Ullenbruch seconded. The motion carried, with a roll call vote of 5-0. AYES: Booker, Ullenbruch, Sheridan, O’Brien and Weaver. NAYS: None. ABSENT: None.

ADJOURN

MOTION:

At 10:37 p.m., Mr. Sheridan moved to adjourn the meeting of Wednesday, July 16, 2014. Mr. Ullenbruch seconded. The motion carried, with a vote of 5-0. AYES: Booker, Ullenbruch, Sheridan, O’Brien and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Mary L. Weaver, Clerk

Mozell H. Booker, Chairperson

DRAFT

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

AGENDA TITLE:	Resolution Recognizing Brian Ezebial Zimmer				
MOTION(s):	I move the Fluvanna County Board of Supervisors adopt the resolution entitled "Recognizing Brian Ezebial Zimmer Award of Eagle Scout Status".				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Mary L. Weaver, Clerk to the Board of Supervisors				
PRESENTER(S):	N/A				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	Brian has completed all the requirements and has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	N/A	N/A	N/A	N/A	N/A



BOARD OF SUPERVISORS

**County of Fluvanna
Palmyra, Virginia**

RESOLUTION

Recognizing Brian Ezebial Zimmer Award of Eagle Scout Status

WHEREAS, the Boy Scouts of America was incorporated by Mr. William D. Boyce on February 8, 1910; and

WHEREAS, the Boy Scouts of America was founded to promote citizenship, training, personal development and fitness of individuals; and

WHEREAS, Brian Ezebial Zimmer has completed all the requirements for becoming an Eagle Scout; and

WHEREAS, Brian has been examined by an Eagle Scout Board of Review and deemed worthy of the Eagle Scout award; and

WHEREAS, Boy Scout Troop 138 will be convening an Eagle Scout Court of Honor on August 24, 2014 at 2:00 p.m. at St. Peter and Paul Catholic Church, 4309 Thomas Jefferson Pkwy, Palmyra, Virginia; and

WHEREAS, the Fluvanna County Board of Supervisors fully supports the programs of the Boy Scouts of America and recognizes the important services they provide to the youth of our Country.

NOW, THEREFORE BE IT RESOLVED that the Fluvanna County Board of Supervisors joins Brian's family and friends in congratulating him on his achievements, the award of Eagle Scout status and acknowledges the good fortune of the County to have such an outstanding young man as one of its citizens.

Adopted this 6th, day of August 2014 by the Fluvanna County Board of Supervisors

Mozell H. Booker, Chairperson

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

AGENDA TITLE:	The Virginia Information Technologies Agency FY'16 Wireless E-911 PSAP Grant.				
MOTION(s):	<ol style="list-style-type: none"> 1) I move to authorize submission of the Wireless E-911 PSAP Grant Program application to the Virginia E-911 Services Board and if awarded, accept an award in the amount of up to \$150,000 to fund the purchase of E-911 - related equipment. 2) Further, I move to authorize the County Administrator to execute contracts and agreements associated with this grant, subject as to form by the County Attorney; and authorize a supplemental appropriation for the FY'16 E 9-1-1 in the amount of up to \$150,000 to revenue and expenditure accounts assigned by Finance. 				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Andrea Gaines, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
PRESENTER(S):	Andrea Gaines, Director of Communications				
RECOMMENDATION:	Ratify and accept the Virginia Information Technologies Agency FY'16 Wireless E-911 PSAP Grant.				
TIMING:	Routine.				
DISCUSSION:	Grant funds will be used to replace/purchase equipment related to E-911.				
FISCAL IMPACT:	<ul style="list-style-type: none"> • State grant award of up to \$150,000. • This state grant award is to be used to purchase outdated and/or new equipment for the E-911 Center. • Award period: July 1, 2015 to June 30, 2016. • No additional match funding is required. • No extensions are allowed. 				
POLICY IMPACT:	<p>An example of a necessary replacement/purchase would be for the purchase of new servers to house our E911 programs. Currently the servers which house some of our software are outdated.</p> <p>Also, the funding could be also used to strengthen our call accounting system. While our system is relatively new, it performs the minimum functions in terms of running call reports, and some of the funding could be used to enhance this feature.</p> <p>Replacing and/or updating additional equipment within the E-911 Center will support the strategic goals for emergency response service to the public and continuously meet the public expectations.</p>				
LEGISLATIVE HISTORY:	This grant was previously awarded to the E-911 Center in FY'13, FY'14, and FY'15				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

AGENDA TITLE:	Virginia Information Technologies Agency FY'16 Wireless E-911 PSAP Education Program grant award.				
MOTION(s):	<p>1) I move to authorize submission of the Virginia Information Technologies Agency(VITA) FY'16 Wireless E-911 PSAP Education Program grant application and if awarded, accept an award in the amount of \$2,000 to fund educational training for the Sheriff's Office E911 Center staff.</p> <p>2) Further, I move to authorize the County Administrator to execute contracts and agreements associated with this grant, subject as to form by the County Attorney; and authorize a supplemental appropriation for the FY'16 E 9-1-1 in the amount of \$2,000 to revenue and expenditure accounts assigned by Finance.</p>				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Andrea Gaines, Sheriff's Office Staff; Sheriff Eric B. Hess, Sheriff				
PRESENTER(S):	Andrea Gaines, Director of Communications				
RECOMMENDATION:	Ratify and accept the Virginia Information Technologies Agency FY'16 Wireless E-911 PSAP Education Program grant.				
TIMING:	Routine.				
DISCUSSION:	<ul style="list-style-type: none"> • Grant funds will be used for education/training that is specific to 9-1-1 public safety communications. • Grant funds may include conferences and/or coursework. 				
FISCAL IMPACT:	<ul style="list-style-type: none"> • State grant award of \$2,000. • This state grant award is to be used by the E-911 Center for lodging, registration, and meal costs associated with training for E-911 staff. • Award period: July 1, 2015 to June 30, 2016. • No additional match funding is required. • No extensions are allowed. 				
POLICY IMPACT:	Training will enhance the skill set of the E-911 staff.				
LEGISLATIVE HISTORY:	This grant was previously awarded to the E-911 Center in FY'13, FY'14, and FY'15.				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

SUBJECT:	Approval of Electrical line easement contract that will provide electricity at the Pleasant Grove Park amphitheater stage site.
MOTION(s):	N/A
STAFF CONTACT:	Jason Smith, Parks and Recreation Director
RECOMMENDATION:	Approve
TIMING:	N/A
DISCUSSION:	Contract is required before work can be started. This will supply the necessary electrical needs for all performances at the amphitheater stage at Pleasant Grove Park. This is a grant funded CIP project and all necessary fees as stated in the attached documents will be paid using CIP funds approved by the BOS for FY 14.
FISCAL IMPLICATIONS:	\$3,563.00
POLICY IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	N/A
ENCLOSURES:	Cost letter, sketch of proposed line leading to stage and easement contract.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

AGENDA TITLE:	FY14 Aid to Localities Funding- Fire Department				
MOTION(s):	I move the Board of Supervisors approve the supplemental appropriation of \$12,160 for the FY14 State Fire Program's Aid to Localities pass through funding.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Mary Anna Twisdale, Management Analyst				
PRESENTER(S):	Mary Anna Twisdale, Management Analyst				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Routine.				
DISCUSSION:	<p>Each locality in the Commonwealth receives annual funding to be passed on to the Fire Departments. The allocation is different each year and the budgeted difference for FY14 is as follows:</p> <p>The funding amount in FY14 was \$81,909, which is \$12,160 over the budgeted amount.</p> <p>This supplemental appropriation would authorize staff to appropriate the additional revenue and expense.</p>				
FISCAL IMPACT:	Aid to Localities funding is based on a formula allocation. The Commonwealth sends this funding to the County as a direct pass through to the Fire Departments.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

AGENDA TITLE:	FY14 End of Year Budget Transfers				
MOTION(s):	<p>1) I move the Board of Supervisors approve a budget transfer for \$13,000 from Animal Control and \$9000 from Miscellaneous Non-Departmental Personnel Contingency to E911 due to overages in personnel costs.</p> <p>2) I move the Board of Supervisors approve a budget transfer for \$7,000 from Public Works, \$22,000 from Convenience Center, \$16,000 from Landfill and \$7,000 from Miscellaneous Non-Departmental Full Time Wages to Facilities due to overages in repair and maintenance costs.</p> <p>3) I move the Board of Supervisors approve a budget transfer for \$65,000 from Miscellaneous Non-Departmental Full Time Wages to General Services due to overages in heating and electrical costs.</p> <p>4) I move the Board of Supervisors approve a budget transfer for \$12,000 from the County Attorney and \$40,000 from Miscellaneous Non-Departmental Personnel Contingency to the Board of Supervisors due to overages in Davenport legal fees.</p>				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Mary Anna Twisdale, Management Analyst				
PRESENTER(S):	Wayne Stephens, Public Works Director Eric Dahl, Director of Finance				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Routine.				
DISCUSSION:	After a review of departmental budgets and year to date costs, a budget transfer is being requested for the below named departments. The departments receiving an increase are currently over budget at the end of FY14.				
FISCAL IMPACT:	<p>The following FY14 budget changes will be made:</p> <ul style="list-style-type: none"> • Decrease: Animal Control \$13,000 • Decrease: Miscellaneous Non-Departmental Personnel Contingency \$49,000 • Decrease: Public Works \$7,000 				

	<ul style="list-style-type: none"> • Decrease: Convenience Center \$22,000 • Decrease: Landfill \$16,000 • Decrease: County Attorney \$12,000 • Decrease: Miscellaneous Non-Departmental Full Time Wages \$72,000 • Increase: E911 \$22,000 • Increase: Facilities \$52,000 • Increase: General Services \$65,000 • Increase Board of Supervisors \$52,000 				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: August 6, 2014

AGENDA TITLE:	SUP 14:02 & ZMP 14:01– Hotel Street Capital, LLC				
MOTION(s):	<p>I move that the Board of Supervisors approve/deny/defer SUP 14:02, a request for a special use permit to allow for major utilities in conjunction with a Master Plan Amendment (MPA) with respect to approximately 220.56 acres of Tax Map 30, Section A, Parcel 110 and 10 acres of Tax Map 19, Section A, Parcel 39C, [if approved] subject to the eleven (11) conditions listed in the staff report.</p> <p>I move that the Board of Supervisors approve/deny/defer ZMP 14:01 of the attached ordinance for ZMP 14:01, a request to amend the Fluvanna County Zoning Map with respect to approximately 220.56 acres of Tax Map 30, Section A, Parcel 110 and 10 acres of Tax Map 19, Section A, Parcel 39C, for an aggregate of 230.56 acres, to amend the same from R-3, Residential, Planned Community (conditional) to R-3, Residential, Planned Community (conditional).</p>				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	x				
STAFF CONTACT(S):	Steve Tugwell, Senior Planner				
PRESENTER(S):	Steve Tugwell, Senior Planner				
RECOMMENDATION:	<p>At its meeting on June 25, 2014, the Planning Commission recommended denial of SUP 14:02 (5-0); Mrs. Eager moved to recommend denial, Zimmer seconded; Ayes: Bibb, Eager, Gaines, Johnson, and Zimmer.</p> <p>At its meeting on June 25, 2014, the Planning Commission recommended denial of ZMP 14:01 (5-0); Mrs. Eager moved to recommend denial, Johnson seconded; Ayes: Bibb, Eager, Gaines, Johnson, and Zimmer.</p>				
TIMING:	Immediate decision requested at current meeting.				
DISCUSSION:	Request to amend the Fluvanna County Zoning Map with respect to approximately 220.56 acres of Tax Map 30, Section A, Parcel 110 and 10 acres of Tax Map 19, Section A, Parcel 39C, for an aggregate of 230.56 acres, to amend the same from R-3, Residential, Planned Community (conditional) to R-3, Residential, Planned Community (conditional); and request for a special use permit for major utilities in conjunction with a Master Plan Amendment (MPA) with respect to 220.56 acres of Tax Map 30, Section A, Parcel 110 and 10 acres of Tax Map 19, Section A, Parcel 39C.				
FISCAL IMPACT:	-				

<p>POLICY IMPACT:</p>	<p>Regarding ZMP 14:01, The Board of Supervisors may:</p> <ul style="list-style-type: none"> • Approve this request, allowing the master plan amendment from R-3, Residential, Planned Community (conditional) to R-3, Residential, Planned Community (conditional); OR • Deny this request, preventing the master plan amendment from R-3 Residential, Planned Community (conditional) to R-3, Residential, Planned Community (conditional); OR • Defer this request and make a final decision at a later date; and <p>Regarding SUP 14:02, The Board of Supervisors may:</p> <ul style="list-style-type: none"> • Approve this request, allowing the major utilities in conjunction with a Master Plan Amendment (MPA); OR • Deny this request, preventing the major utilities in conjunction with a Master Plan Amendment (MPA); OR • Defer this request and make a final decision at a later date 				
<p>LEGISLATIVE HISTORY:</p>	<p>Review of a proposed rezoning request in accordance with Chapter 22, Article 17 of the Fluvanna County Code (Zoning Ordinance: Conditional rezoning)</p> <p>Application was received on April 1, 2014</p> <p>Planning Commission reviewed the request on June 25, 2014; and</p> <p>Review of proposed major utilities in accordance with Chapter 22, Article 4 of the Fluvanna County Code (Zoning Ordinance: Uses permitted by special use permit only).</p> <p>Planning Commission reviewed the request on June 25, 2014</p>				
<p>ENCLOSURES:</p>	<p>Staff Report (with accompanying attachments)</p>				
<p>REVIEWS</p>	<p>Legal</p>	<p>Finance</p>	<p>Purchasing</p>	<p>HR</p>	<p>Other</p>
					<p>X</p>



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540 Palmyra, VA 22963 (434) 591-1910 FAX (434) 591-1911 www.co.fluvanna.va.us

STAFF REPORT

To: Fluvanna County Board of Supervisors
Case Number: ZMP 14:01 & SUP 14:02
Tax Map: Tax Map 30, Section A, Parcel 110 &
Tax Map 19, Section A, Parcel 39C

From: Planning Staff
District: Palmyra
Date: August 6, 2014

General Information: This request is scheduled to be heard by the Board of Supervisors on Wednesday, August 6, 2014 at 7:00 pm in the Circuit Courtroom in the Courts Building.

Owner/Applicant: Hotel Street Capital, LLC

Representative: Justin M. Shimp, P.E., Shimp Engineering, P.C.

Requested Action: To amend the Fluvanna County Zoning Map with respect to approximately 220.56 acres of Tax Map 30, Section A, Parcel 110, and 10 acres of Tax Map 19, Section A, Parcel 39C, for an aggregate of 230.56 acres, to amend the same from R-3, Residential, Planned Community (conditional) to R-3, Residential, Planned Community (conditional). (Attachment A)

Location: The affected property is located in the Palmyra Election District on the western side of State Route 15 (James Madison Highway) and Route 644 (Friendship Road) approximately 0.25 miles north of Route 661 (Rescue Lane). (Attachment B)

Existing Zoning: R-3, Residential, Planned Community (conditional)

Proposed Zoning: R-3, Residential, Planned Community (conditional) - amended

Existing Land Use: The Laurel Ridge Golf Course and Clubhouse previously existed on the property. The Golf Course has closed and the Clubhouse is vacant.

Adjacent Land Use: Adjacent properties are zoned A-1, Agricultural, General. Camp Friendship is adjacent to the property to the north.

Comprehensive Plan: This parcel is located within the Palmyra Community Planning Area.

Zoning History:

A special use permit (SUP 95:13) was approved for this site on January 17, 1996 to allow for the golf course. A special exception permit (SEP 91:05) was approved on October 16, 1991 to allow for a hotel/conference center on Tax Map 19, Section A, Parcels 39 & 39A and the final site plan (SDP 06:11) for the resort and conference center was approved on July 25, 2008. SUB 06:96 was approved on April 14, 2008 which subdivided the 10 acre parcel (19-A-39C) off of Tax Map 19, Section A, Parcel 39. ZMP 08:05 was denied on February 18, 2009. ZMP 09:02 was approved on May 20, 2009. ZMP 12:02 was denied on February 19, 2014. (Attachment C)

Procedural Timeline:

- March 12, 2014 – Pre-application meeting.
- April 1, 2014 – Submittal of Poplar Ridge Master Plan Amendment and Special Use Permit applications.
- April 10, 2014 – Notice of a complete application sent to applicant.
- April 15, 2014 – Neighborhood meeting.
- April 17, 2014 – Technical Review Committee meeting.
- May 14, 2014 – Planning Commission Work Session.
- June 25, 2014 – Planning Commission Public Hearing. (Denied 5-0)
- July 16, 2014 – Board of Supervisors Public Hearing. (Deferred to the August 6, 2014 Board of Supervisors meeting 5-0).
- August 6, 2014 – Board of Supervisors Public Hearing.

Statement of Intent:

The Statement of Intent indicates the purpose of the zoning district and describes the characteristics of uses generally found within the district.

The Statement of Intent for the R-3, Residential, Planned Community Zoning District is as follows:

“This district is intended to permit compact village-style residential development and associated institutional uses, community serving mixed uses, open spaces, and creative design in accordance with a master plan. The development should occur in a manner that will protect and preserve the natural resources, trees, watersheds, contours and topographic features of the land; and to protect and enhance the natural scenic beauty of the area.... The scale of the housing and the commercial use should be appropriate to support the residential needs at a neighborhood scale.”

(Attachment D)

Analysis:

The applicant is requesting a master plan amendment of existing R-3, Residential, Planned Community (conditional), on two (2) parcels totaling 230.56 acres, Tax Map 30-A-110 (220.56 acres), and Tax Map 19-A-39C (10 acres). The existing zoning was approved on May 20, 2009 (ZMP 09:02), and included master plan approval for 254 residential units, and 63 hotel rooms. The prior plan included single-family detached, single-family attached, and townhome dwelling type housing. The proposed amended plan is limited to single-family attached, and single-family detached dwelling types, and excludes townhomes as a dwelling type.

The maximum gross density permitted based on the aggregate total acreage of 230.56 is 1.375 dwelling units per acre. The land-use table on sheet 3 of the plan identifies maximum residential density at 175 single-family detached units, and 156 single-family attached units, for a maximum residential density of 331 units. This number appears to exceed their existing approval by 14 units, however the applicant has explained this difference due to the potential for more or less units in a given block, than what is shown on the master plan, but still not exceeding 317 units. 331 units is also the number stated on Anish Jantrania, Ph.D's report to Mr. Shimp dated March 31, 2014, and 331 units is stated on the traffic signal analysis report dated April 1, 2014. But again, the resulting density will not exceed 317 units on 230.56 acres, after accounting for the potential shift in the number of units by block. Maximum commercial density is 74,000 square feet. The plan is also providing a minimum of 20 park & ride spaces with the first phase of commercial development.

(Attachment E)

Areas H-1, H-2, and H-3 are shown as “*reserved areas*”, and may include parks, recreational areas, and minor utilities. Any future commercial or residential development proposed within these designated “*reserved areas*” shall require prior approval of a future amendment to this preliminary master plan by the Board of Supervisors. Development within any “*reserved areas*” shall not occur until or unless the Fluvanna County Board of Supervisors approves a future amendment to the master plan. In conjunction with this master plan amendment, the applicant is requesting a special use permit for major utilities, in order to establish on-site water service, and sewage disposal infrastructure. Placement or partial placement, of the proposed water and sewage disposal systems may be permitted within the designated “*reserved areas*”, only with an approved special use permit for major utilities. Areas H-1, H-2, and H-3 comprise 67.02 acres of the site, or 29% of the aggregate total acreage. A 22.12 acre riparian buffer is shown between the proposed development and the Rivanna River, as required by Sec. 22-24-5 of the Tree Protection section of the zoning ordinance.

According to the submitted master plan amendment, this site includes 27% open space, or 62 acres. The R-3, Residential, Planned Community section of the zoning ordinance (Sec. 22-27-12) requires three (3) groups of recreational amenities for units of 101, or greater. The open space in this amendment includes community greens/gardens, trailheads with benches, “primitive” walking trails, picnic pavilion, rectangular ballfield, playground, and a swimming pool/clubhouse. Additionally, the plan states that “*a golf course, which was approved as a permitted use in the previous R-3 preliminary master plan, is retained as a permitted use in*

reserved area blocks H-1c and H-2". This is consistent with the option to utilize parks and recreational amenities within an open space or reserved area. The proposed recreational facilities appear to meet the requirements of Sec. 22-27-12 of the zoning ordinance. (Attachment E)

Schools data:

The applicant has proffered the following for schools: *"For each dwelling unit constructed on the property, the owner shall contribute cash to Fluvanna County for funding the items as delineated in the attached adopted FY 2015-19 "C.I.P" under the heading "schools", as follows: Two thousand dollars (\$2,000.00) for each dwelling unit. The cash contribution for each dwelling unit shall be paid at the time of the issuance of the certificate of occupancy for such dwelling unit"*.

(Attachment F)

Special Use Permit for major utilities:

When evaluating special use permit applications, staff utilizes two (2) general guidelines as set forth in the zoning ordinance:

1. The proposed use should not tend to change the character and established pattern of the area or community.

Major utilities require a Special Use Permit in the R-3 zoning district. Public water supply is not available to this site, nor is the availability to connect to a sanitary sewer facility. Therefore an SUP is required for major utilities in order to establish onsite centralized water and sewer systems.

The master plan amendment proposes a maximum gross density of 1.375 dwelling units per acre, or 317 units per 230.56 acres, and not more than 74,000 sq. ft. of commercial space. While located within the Palmyra Community Planning Area, a development of this scale may change the character and established pattern of the area by nature of its residential density in that surrounding residential is served by individual water wells and drainfields.

If this master plan amendment is approved, subdivision and site plans must be submitted for review, and subsequent tree protection, riparian protection, and buffering and screening requirements must be in compliance prior to plan approval and site development.

2. The proposed use should be compatible with the uses permitted by-right in that zoning district and shall not adversely affect the use/or value of neighboring property.

Surrounding parcels are zoned A-1 (Agricultural, General), which permits single-family detached, and single-family attached (duplexes) by-right, but on a much smaller scale and density.

The zoning ordinance allows one (1) accessory dwelling unit per parcel; detached garages, and storage barns. The proposed master plan amendment utilizing onsite water and sewer facilities to serve a much higher density residential development may impact neighboring property, though the data provided by the applicant's experts state sufficient water supply for the proposed units, no impact to surrounding groundwater, and a workable onsite sewage disposal system.

By-right uses that are similar (in operation or size of structures) include single-family detached and attached residences (duplexes) home occupations, equestrian facilities, farm sales, non-commercial greenhouses, and accessory dwellings.

This plan is proposing a centralized water and sewer system, and as such will require a special use permit for major utilities. The master plan amendment application plan states that, “*sewage disposal will be provided via on-site central treatment works*”. And, “*the treatment works shall be operated by a licensed utility company and will provide subsurface disposal of septic effluent in accordance with applicable local and state ordinances*”. The Virginia Department of Health has preliminarily stated that “*a huge drainfield will be required*”, and “*they say they have more than sufficient area of suitable soil for the project*”, “they” referring to the applicant. The current zoning allows connection to the Palmyra area wastewater treatment plant, however, the wastewater treatment plant does not have the capacity to serve the proposed development. This site is within proximity of the Palmyra Regional Service Facility, however they are not required to connect because pursuant to County Code Sec. 21-4-14, the proposed site is greater than four-hundred feet in distance from the facility. If the master plan amendment and special use permit requests are approved, this development will then be subject to County site plan and subdivision review processes. As part of those processes, independent and incremental evaluations of on-site water and sewer capabilities must be reviewed and approved prior to development. Additionally, a hydrological study may be required in order to adequately determine the feasibility of such on-site water and sewer facilities to serve the proposed number of units. If the Special Use Permit for major utilities is approved, staff is recommending the following conditions:

1. The design, construction, operation, and maintenance of the central water and sewer systems shall comply with all local, State, and Federal requirements as not to have a detrimental impact on the Rivanna River, surrounding properties, or the water supply of surrounding properties.
2. Pursuant to Sec. 19-6-6 of the Fluvanna County Subdivision Ordinance, a bond shall be required with surety in an amount and form acceptable to the county, to insure that the improvements are completed at the expense of the subdivider.
3. The water system shall be adequate to provide fire suppression.
4. The project shall comply with all Virginia erosion and sediment control regulations as specified in the 1992 Virginia Erosion and Sediment Control Handbook as amended.
5. For construction of the water and sewer system occurring adjacent to existing development, adequate dust and siltation control measures shall be taken to prevent adverse effects on the adjacent property. It is intended that the present and future results of the proposed extension not create adverse effects on the public health, safety, comfort, or convenience, or value of the surrounding property and uses thereon.
6. Vehicular access to all residences along the affected right-of-ways shall be maintained at all times.

7. All construction activity for the central utility system shall occur between 7:00 a.m. and 5:00 p.m. Monday through Friday.

8. The applicant shall avoid removing trees and bushes along the water and sewer corridor, except as shown on the approved site plan. Trees and bushes damaged during construction shall be replaced with a tree or bush of equal type as approved by the Planning Director.

9. The Homeowner's Association or other owner of the utilities as approved by the State Corporation Commission shall be responsible for all maintenance of the on-site central water and sewer systems in perpetuity, and the responsibility for maintenance shall not be borne by the County of Fluvanna or any other public agency. Prior to final master plan approval, applicant is to provide evidence satisfactory to the Director of Planning of financial security sufficient to guarantee operations, maintenance, repair and replacements of the systems in their entirety. Such evidence shall be submitted annually until five (5) years from the date that ninety (90) % of the units in the final master plan are sold and using the system.

10. The utility system permitted by these special use permits shall be limited to development areas shown on the Preliminary Master Plan Amendment for Poplar Ridge dated June 3, 2014. Any expansion of the system will require an amendment to these permits.

11. Start of construction, as defined in the Fluvanna County Zoning Ordinance, shall have commenced within twenty-four months of this special use permit approval, or the permit shall be void. This special use permit is not severable. Invalidation of any word, phrase, clause, sentence, or paragraph shall invalidate the remainder.

(Attachment G)

Roadways & VDOT:

According to the submitted plan amendment, *“the new roads within the development shall be private with the exception of State Route 644 (Friendship Road)”*. Private roads shall be constructed as identified in the road design guidelines table on sheet 5 of the master plan amendment application. All materials and drainage shall comply with VDOT standards. Notes on the plan state that *“roads shall remain private and neither the County of Fluvanna, nor VDOT shall be responsible for maintenance of the private roads”*. It is further stated that *“The HOA for the development shall maintain funding as necessary for maintenance and snow removal for the private road network within the development”*.

Frontage Improvements: With regards to *“Poplar Ridge, and vehicular access of the same, the applicant has proffered the following: “Contemporaneously with, and as part of, frontage improvements along James Madison Highway (U.S. Route 15) required in connection with any subdivision plat or site plan for the property, the owner shall construct such turn lanes and improvements to the horizontal alignment, vertical alignment and cross-section of James Madison Highway (U.S. Route 15) as shown in the preliminary master plan, and as reasonably necessary to provide safe and convenient access to Poplar Ridge provided, however, that the owner’s responsibility under this proffer shall be limited to the extent of the Property’s frontage only. Improvements constructed in accordance with this proffer shall be designed and*

constructed to applicable VDOT standards, including, without limitation, VDOT's Geometric Design Standards which may be amended from time to time".

VDOT comments from the "Poplar Ridge Traffic Signal Analysis: May 23, 2014

- In reviewing the development plans there are several large areas labeled "Future Development Area" (see Sheet 5 of 6) that were not included in the traffic analysis, but will affect the connections to Route 644 and Route 15 and may require additional improvements to these connections. The proposed development is planning uses at these connections that would restrict further intersection improvements if necessary for full development of the site. This is not acceptable. These future development areas should be evaluated in the traffic study to ensure that the full impacts are identified and addressed during the design and construction of the proposed development;
- Sheet 5 of 6, VDOT understands that the roads in Poplar Ridge shall be private with the exception of the public street (Rte. 644) that bisects the commercial property in Block A;
- Sheet 5 of 6, given the large increase in traffic volume on Rte. 644, the existing angle of intersection of Rte. 644 needs to be increased for traffic safety purposes, the desirable angle of intersection is 90 degrees. VDOT still recommends that a roundabout be constructed at this location, a roundabout would eliminate the need for the additional turn and receiving lanes as well as the need for possible future signalization to handle the "Future Development Area";
- The alignment of Rte. 644 has to be built to state standards which will include a horizontal curve instead of the intersection as shown on the Preliminary Masterplan. The private roads (B and C) will be under stop control where they intersect Rte. 644;
- Sheet 5 of 6, 225 ft. is the minimum corner clearance from the edge of the proposed right turn lane on Rte. 15 to the closest edge of the proposed entrances to the parking lots serving the commercial property in Block A;
- Proffer #2 regarding "Frontage Improvements" makes reference to "Rural Collector Road" geometric design standards, however, it should be noted that Rte. 15 has a functional classification of Rural Minor Arterial and that VDOT's GS-2 Standards apply. It shall be the developer's responsibility for acquiring any additional Right of Way and/or easements necessary to make the road improvements (turn lanes, road shoulders, ditches, fill/cut slopes, sight distance, etc.) as per VDOT's appropriate Geometric Design Standards.

Subsequent comment from Charles Proctor at VDOT: June 25, 2014

- My comments are based on the study developed for the Stonehenge Estates Development that was dated March 27, 2009 (MORE THAN 5 YEARS OLD). Any prior study done

for the Rivanna Resort Development is no longer available. Generally studies more than 2 years old should be updated to insure they remain valid.

- The Stonehenge TIA was based on a development consisting of 342 Townhouse/Condo units (the trip generation is higher for Single Family Dwelling units), 30,000 Sq Ft of General Office and 40,000 Sq Ft of Shopping Center type commercial generating 7020 additional daily trips on the road network. This study was based on a 2015 build-out which is not the case for the current Popular Ridge development plan. Also the density and makeup of the development is different, which may result in different trip generations from what was originally done for the Rivanna Resorts development.
- The results of the Stonehenge study show that 150 ft by 150 ft right and left turns lanes were required on Route 15 at the southern Route 644 intersection in addition to the geometric improvements to the connection to address the existing sight distance and intersection skew issues. The study also recommended right and left turn lanes on Route 644 at the approach to the Route 15 intersection to address the side street approach delay and queue. The minimum turn lane length is 100 ft with a 100 ft taper on the Route 644 approach. Signal Warrants were estimated as part of the study, but the warrants were not met.
- With these improvements the Stonehenge study states that the overall delay in the PM peak hour period for the intersection will increase approximately 6 seconds with the Eastbound approach (from Route 644) increasing approximately 10 seconds and dropped from a LOS of B to an LOS of C. These delays were acceptable for the Stonehenge Development based on its development size and build-out time frame.
- For the Popular Ridge Development though similar to the Stonehenge development the type and density of units are different, which will have a different trip generation, and the build-out years are different, which mean the existing and background traffic are probable greater and the delay on the side street approach will be higher.
- As a note the Stonehenge Study also analyzed the effects on the intersection in Palmyra and found that the side streets at those intersections (at Courthouse Rd and at Palmyra Ave/Church St) experienced increases in delay from 6 to 27 seconds. At Courthouse in particular the Westbound side street delay went from 24 to 72 second, which is a level of Service F. The study did not recommend any improvements for these intersections.

Subsequent comment from Mark Wood at VDOT: June 25, 2014

- The realignment of the Rte. 644/15 intersection as shown on the Site Development Plan for Rivanna River Resort (approved 7/25/2008) will address VDOT's angle of intersection comment. The Rivanna River Resort site plan only showed a right turn taper and storage lane, construction of both the right turn and left turn lanes now proffered may require additional Right of Way and easements to construct in accordance with VDOT standards. It should be noted that any additional Right of Way and easements will be the developer's responsibility to obtain.

(Attachment H)

Neighborhood Meeting:

At the April 15, 2014 Neighborhood Meeting, there were approximately 15 citizens present, and had the following comments and questions:

- What has changed with this plan?
- How will wells impact neighboring wells and the Rivanna River?
- What is meant by the future development plan?
- Why was the name of the project changed?
- Why is this project economically feasible now?
- Who does this project benefit? What will it bring the county financially?
- Where will the residents of this proposed community work?
- How many units will be rental units?
- What happened to Nahor Village?
- Why are we continuing to build these subdivisions?
- What is the average cost of a house in Fluvanna County?
- What will be the square footage per unit?
- Water and sewer information?
- I wouldn't send my child to Camp Friendship with this type of development nearby.
- What type of impact will this development have on traffic?
- What is the right-of-way width coming into Camp Friendship?
- Significant concern about the proposed on-site water well drilling, and possibly draining the Rivanna River and existing nearby wells and water supplies.
- Why do you expect new business to survive at this development when there are empty buildings and businesses already in Fluvanna.
- There was concern on what type of impact this development will have on Camp Friendship.
- Will there be proffers or restrictions that govern the number of units.

(Attachment H)

Technical Review Committee:

At the April 17, 2014 Technical Review Committee (TRC) meeting, the following comments were received:

1. The Fire Dept. commented that they are strongly concerned with the cluster housing that is being proposed. As indicated on sheet 6 of the Poplar Ridge Master plan Proposal there is only 24', 30' and 40' spacing between the residences. This creates a potential for more than one residence burning should one catch on fire due to the close proximity to each other. This generally requires large amounts of water to contain the burning structure; and

If built, they request that an adequate water system be installed to provide fire with an adequate amount of water and Fire Hydrant connections. Fire flows are figured by the sq. footage of fire load. Hydrants should not be more than 800' apart and threads must be National Standard.

2. E & S

3. Planning staff:

- a. How does this plan comply with the comp. plan requirement to show impact on surrounding groundwater?
- b. How many units were approved for the resort center?
- c. Was the resort center proposed to be located on the separate 10-acre parcel?
- d. Is there an approved site plan for the resort center?
- e. State exactly what is changing with this amendment on the title sheet, including all prior land-use approvals for both Tax Map 30-A-110, and 19-A-39C.
- f. Are H1, H2, and H3 part of the open space?
- g. What are the H1, H2, and H3 areas proposed for?
- h. Sec. 22-7-4 (f) asks that pedestrian and bicycle facilities, including sidewalks and trails, with proposed cross-sections. Are sidewalks and trails proposed?
- i. What will the design of the buildings be? Are there architectural guidelines that will be proffered into this development?
(Attachment I)

Comprehensive Plan:

The following sections of the comprehensive plan should be considered when reviewing this project:

Vision section

Fluvanna County through self-reliance, self-sufficiency, and self-government is the ideal place to raise families, foster entrepreneurship, and do business in the Commonwealth.

— *Fluvanna County Board of Supervisors (2012)*

Fluvanna County's vision is based on the following key principles, which are used as guides for future development, governance, and land use policies for the county:

That good government is no substitute for self- government,

That our government should reflect the values and principles of the people,

That solidarity and prosperity are the proper means of fostering communities,
That people forge economies and communities,
That our rural character and natural resources are part of Fluvanna's unique heritage, and should be preserved where practical,
That the individual citizens and taxpayers of Fluvanna consist of our community, and that their individual interests and rights subordinate the collective desires of our government,
That a comprehensive, accessible, and quality system of education enabling a modern, highly skilled 21st century workforce is to be fostered,
That future development be fiscally prudent while respecting individual property rights,
That our infrastructure requirements are maintained and first-class,
That our public safety personnel are properly equipped and compensated in a manner and means that respects their sacrifice,
That Fluvanna's rich community heritage and our history be the cornerstones of our shared identity moving forward into the 21st century,
That our rights as enumerated in the Virginia Declaration of Rights and the Virginia Constitution are to be maintained both in letter and in spirit.

As a continuing effort for Fluvanna County's vision of becoming "*the most livable and sustainable community in the United States*", measuring smart-growth and implementing our key goals are essential elements to this process. According to the Vision 2029 section of the Comprehensive Plan, "*Land use is recognized as directly related to quality of life.*" Towards this end, land use and land use implications are taken into consideration when an application for rezoning is evaluated. An example of such coordinated planning is the types of development within the community planning areas. It may not be adequate simply for a rezoning applicant to apply for an upzoning because a property is within a community planning area. Each application is independently considered by the county to see if the proposed development is well planned, consistent with the Comprehensive Plan, and shares compatibility with the surrounding community. As part of a successful rezoning process, the applicant is encouraged to meet with neighbors, the community, and county officials well in advance of application submittal. This process is beneficial not only to the applicant, but to the greater community.

Land Use chapter, Community Planning Area section

Palmyra

This historic village area is the county seat, and has a regional park, the new county high school campus, a library, a public safety center, and other municipal services. The area should remain a village, and surrounding growth should be a mixture of uses and residential dwelling types that support a variety of incomes.

Commercial and neighborhood streets, along with rural roads, make up the transportation network, along with sidewalks, trails, and bicycle lanes. Open space includes Pleasant Grove, neighborhood parks, and greenways, along with the town square.

A mixture of medium and small commercial businesses combines with office, civic and residential uses to form a village-like neo-traditional development or series of interconnected developments. Commercial and office structures do not exceed three stories, and residential density is up to four dwelling units per acre (4 du/ac). Density may be increased with incentives such as open space, affordable housing, or transfer of development rights, depending on the zoning district standards.

Community Design chapter, Community Plans section

Palmyra Community Plan Overview

Existing assets within the community should be properly integrated with new development in order to promote a cohesive, well-planned community. New housing should be allowed that complements existing historic resources and provides an expanded population base for local businesses. Economic development is appropriate in this area, and opportunities for tourism, including commercial uses that complement the historic aspects of Palmyra and its government center, should be promoted.

Neighborhood Mixed-Use

The neighborhood mixed-use community element incorporates multiple uses into a walkable, pedestrian-friendly environment with compact block sizes. Ideally, neighborhood mixed-use areas will include a mix of retail and office uses at the center, with connected residential uses at the edge. A centralized public water space is encouraged to establish the identity of the center as focal point and important civic space in the community.

Neighborhood Residential

Neighborhood residential areas should provide a range of residential housing types and lot sizes. Generally, this includes a balance of single-family residences and some multifamily housing. A central neighborhood park is an excellent asset for a neighborhood center, and is strongly encouraged. Connections should be made to surrounding neighborhoods and commercial centers wherever possible. Where roadway connections are not feasible, greenway connections are recommended. Neighborhood residential centers typically border higher-density neighborhood mixed-use areas. In some cases, some small commercial and institutional uses may be incorporated into the neighborhood residential community element.

Village

Villages are characterized by a small, mixed-use core surrounded by residential uses. An essential component of villages is their strong connection to surrounding natural features and open spaces. Despite their small scale and limited density, villages typically have a generous amount of mixed use, often in the form of a major civic use. Outside of a small mixed-use center, villages are generally characterized by single-family residential uses. By focusing development around the center, a green buffer may be created at the perimeter of the village, closely integrating open spaces with the developed area.

This proposed development is located on the northern fringe of the Palmyra Community Planning Area and not within the Palmyra village core where many of the historic resources are located. Conventionally, community planning areas are typically designed for higher density projects within the county. The impacts to local businesses may be positive with the addition of more residents in the core of the County, however, considerations should also be given to the impacts to local schools, additional traffic, and the local water supply.

(Attachment J)

Planning Commission: (June 25, 2014)

The Planning Commission considered this request at their June 25, 2014 meeting. Mr. Payne advised the Commission that they have two different applications before them to review, and two different procedures and standards of review. Mr. Payne read from Sec. 22-17-4 D. of the zoning ordinance, which identifies the considerations the governing body shall review a special use permit application against. They are, (a) the proposed use shall not tend to change the character and established pattern of the area or community in which it proposes to locate; and (b) the proposed use shall be compatible with the uses permitted by right in that zoning district and shall not adversely affect the use and/or value of neighboring property.

Mr. Payne further advised the Commission that they must find to their satisfaction, that each of those criteria have been met in order to approve the permit for major utilities. Mr. Payne went on to say that *“in your judgment, has the applicant met the burden on to establish, that the water system has adequate supply and will not adversely affect the neighborhood”*. With regard to the onsite sewerage system, Mr. Payne stated that the same issues apply, *“has the applicant established to your satisfaction that there is available sewerage for the use as proposed”*.

During Planning Commission discussion, Mr. Bibb stated that *“development should be required to show its projected impact on surrounding groundwater supplies, particularly within the context of the diminishing and limited supply of water available in any given area. Mitigating this impact on surrounding property owners is of utmost importance, especially in any discretionary zoning action, along with other potential impacts such as storm water and traffic, among other externalities. Fluvanna citizens have major concerns with groundwater availability”*. Mr. Bibb went on to express his concerns that Dr. Evans was only providing theory about groundwater and his estimation of groundwater, and at the work session it was brought up that a test well may be the best way to determine groundwater at the site. Mr. Bibb stated that he didn't *“have as much trouble with the sewer”*. Mrs. Eager stated that she also has concerns about the water, and said *“I'm not sure how we recommend approval when independent and incremental evaluations for the onsite water and sewer haven't been provided”*. There was some discussion about the time limit for taking action on the application, and whether or not the applicant has provided all of the information they need. Mr. Shimp stated *“I think our position is we've got those items addressed”*.

Mr. Tom Ross, managing partner for Hotel Street Capital, LLC addressed the Commission. Mr. Ross stated *“we certainly feel like we've demonstrated an adequate amount of information, more than adequate from the experts, that water is available in sufficient quantities, and to make the*

distinction between the idea that the health department requires a test well to be drilled and that somehow proves that there's water or not water, I don't think that's the case at all. I think there's water on the site and that's what the expert said". Mrs. Eager stated "well, I think that Mr. Shimp told us what we needed to hear. When he said we could dig around in the dirt a little bit, that's not a test well, to see how it would affect the neighbors, and I don't think we should go forward with this until we're sure that it won't affect the neighbors".

Ms. Eager moved to recommend denial of the attached ordinance for the master plan amendment (ZMP 14:01), and Mr. Johnson seconded. The motion carried with a vote of 5-0. AYES: Bibb, Eager, Johnson, Gaines, and Zimmer.

Ms. Eager moved to recommend denial of the special use permit (SUP 14:02), and Mr. Zimmer seconded. The motion carried with a vote of 5-0. AYES: Bibb, Eager, Johnson, Gaines, and Zimmer.

Conclusion and things to consider:

When reviewing this master plan amendment, and request for a special use permit for major utilities, the Board of Supervisors should take into consideration the potential adverse impacts that the development may have on the Palmyra area.

This project appears to achieve consistency with the established R-3, Residential, Planned Community section of the ordinance, and within the permitted residential density requirements prescribed by Sec. 22-7-8. Traffic should be carefully considered when reviewing this application. 331 additional residential units would generate an increase in traffic which will impact the roadways in the area.

Consideration should also be given to the availability of water, and water sustainability. It is very important to note that without the availability of public water and sewer supply to this location, a special use permit may still be required in either scenario, be it to develop the property in accordance with the existing zoning, or in accordance with the Master Plan Amendment (if approved).

Suggested Motions:

I move that the Board of Supervisors **approve/deny/defer** SUP 14:02, a request for a special use permit to allow for major utilities in conjunction with a Master Plan Amendment (MPA) with respect to approximately 220.56 acres of Tax Map 30, Section A, Parcel 110 and 10 acres of Tax Map 19, Section A, Parcel 39C, [if approved] subject to the eleven (11) conditions listed in the staff report. ; and

I move that the Board of Supervisors **approve/deny/defer** ZMP 14:01 of the attached ordinance for ZMP 14:01, a request to amend the Fluvanna County Zoning Map with respect to approximately 220.56 acres of Tax Map 30, Section A, Parcel 110 and 10 acres of Tax Map 19, Section A, Parcel 39C, for an aggregate of 230.56 acres, to amend the same from R-3, Residential, Planned Community (conditional) to R-3, Residential, Planned Community (conditional).

(Attachment K)

Attachments:

A – Applications, owner’s letter of permission, letter of a complete application, and APO letter

B – Aerial Vicinity Map

C – Existing zoning approval letter with proffers

D – R-3, Residential, Planned Community process and ordinance section

E – Submitted plan and applicant’s narrative, Zoning Administrator’s letter of determination

F – Potential impact to local schools data

G – Anish Jantrania, Ph.D’s flow and area calculations letter, and response letter to Wayne Stephens, P.E., County Engineer comments with regard to the SUP, Wayne Stephens email dated 5/28/2014, email exchange between County Attorney and Planning & Zoning Administrator

H – Traffic Impact Analysis and email response from Mark Wood, and Chuck Proctor with VDOT

I - TRC comments and applicant’s response letter, emails

J – Comprehensive Plan excerpts

K – Proposed ordinance and submitted proffers

L – Rivanna Conservation Society letter, Piedmont Group of the Sierra Club email, and comments from Katie Clossin

Copy:

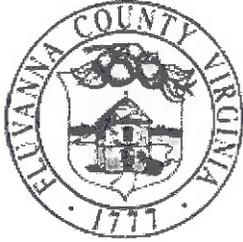
Owner/Applicant: Hotel Street Capital, LLC, 31 Garrett Street, Warrenton, VA 20186

Representative: Mr. Justin M. Shimp/Shimp Engineering, P.C., 201 E. Main Street, Charlottesville, VA 22902, and Mr. Keith B. Smith, 35 Acre Lane, Palmyra, VA 22963

File

Reset Form

Print Form



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
Application for Rezoning

Received

APR 01 2014

Planning Dept.

Owner of Record: Hotel Street Capital, LLC

Applicant of Record: Same as Owner of record.

E911 Address: 31 Garrett St. Warrenton, Va. 20186

E911 Address:

Phone: Fax:

Phone: Fax:

Email:

Email:

Representative: Keith Smith

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

E911 Address: 35 Acre Lane, Palmyra Va. 22963

Phone: 1-434-531-0795 Fax:

Is property in Agricultural Forestal District? No Yes

Email: keithsmith011163@gmail.com

If Yes, what district:

Tax Map and Parcel(s): TM 30-A-110 & TM19-A-39c

Deed Book Reference: BD 859 Pg 634 & BD 859 Pg 631

Acreege: 230.50 Zoning: R-3

Deed Restrictions? No Yes (Attach copy)

Location of Parcel: On the west side of Rt. 15 approx. a mile north on Rt. 15 from the No. intersection of Rt. 1001 and Rt. 15.

Requested Zoning: N/A

Proposed use of Property: Master Planned Community

Affidavit to Accompany Petition for Rezoning

By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the Board of Supervisors during the normal discharge of their duties in regard to this request.

I/We, being duly sworn, depose and say that we are Owner/Contract Owner of the property involved in this application and that we have familiarized ourselves with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this application, and that the foregoing statements and answers herein contained and the information on the attached map to the best of our ability present the argument on behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of our knowledge.

Date: 04-01-2014

Signature of Owner/Applicant:

Subscribed and sworn to before me this

day of

April

20 14

Register #

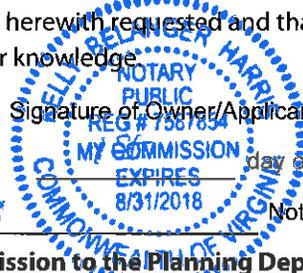
758754

My commission expires:

8/31/2018

Notary Public:

Kelly Belanger Harris



All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.

Table with columns for Date Received, Pre-Application Meeting, PH Sign Deposit Received, Application #, Mailing Costs, Proffer or Master Plan Amendment, Election District, Planning Area, Public Hearings, Planning Commission, Board of Supervisors, Advertisement Dates, APO Notification, Date of Hearing, Decision.

Reset Form

Received

Print Form



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA

APR 01 2014

Application for Special Use Permit (SUP)

Planning Dept.

Owner of Record: Hotel Street Capital, LLC

Applicant of Record: Same as owner of record

E911 Address: 31 Garrett St. Warrenton Va. 20186

E911 Address: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

Email: _____

Email: _____

Representative: Keith Smith

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

E911 Address: 35 Acre La. Palmyra Va. 22963

Phone: 1-434-531-0795 Fax: _____

Is property in Agricultural Forestal District? No Yes

Email: keithsmith011163@gmail.com

If Yes, what district: _____

Tax Map and Parcel(s): TM 30-A-110 & TM 19-A-39C

Deed Book Reference: DB 859 Pg 634 & DB 859 Pg 631

Acres: 230.56 Zoning: R3

Deed Restrictions? No Yes (Attach copy)

Request for a SUP in order to: Utilities, major

Proposed use of Property: Master Planned Community

*Two copies of a plan must be submitted, showing size and location of the lot, dimensions and location of the proposed building, structure or proposed use, and the dimensions and location of the existing structures on the lot.

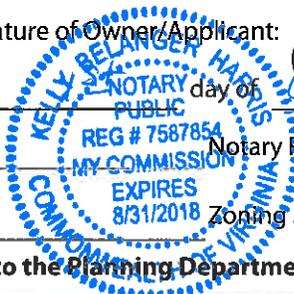
By signing this application, the undersigned owner/applicant authorizes entry onto the property by County Employees, the Planning Commission, and the board of Supervisors during the normal discharge of their duties in regard to this request and acknowledges that county employees will make regular inspections of the site.

Date: 04-01-2014

Signature of Owner/Applicant: _____

Subscribed and sworn to before me this _____ day of _____, 2014

My commission expires: 8/31/2018



Notary Public: Kelly Belanger Harris

Certification: Date: 4/1/14

Zoning Administrator: _____

All plats must be folded prior to submission to the Planning Department for review. Rolled plats will not be accepted.

OFFICE USE ONLY

Date Received: 4/1/14 Pre-Application Meeting: _____ PH Sign Deposit Received: _____ Application #: SUP 14 : 002

\$800.00 fee plus mailing costs paid: \$800 ch# 1968 Mailing Costs: \$20.00 Adjacent Property Owner(APO) after 1st 15, Certified Mail

Amendment of Condition: \$400.00 fee plus mailing costs paid: _____

Telecommunications Tower \$1,500.00 fee plus mailing costs paid: _____ \$5,500 w/Consultant Review paid: _____

Election District: Palmyra Planning Area: Palmyra

Public Hearings

Planning Commission

Board of Supervisors

Advertisement Dates: _____ Advertisement Dates: _____

APO Notification: _____ APO Notification: _____

Date of Hearing: _____ Date of Hearing: _____

Decision: _____ Decision: _____

Describe briefly the **improvements** proposed. State whether new buildings are to be constructed, existing buildings are to be used, or additions made to existing buildings.

The proposed use is Major Utilities, this includes treatment systems for water and sewer for the development.

NECESSITY OF USE: Describe the reason for the requested change.

The proposed SUP applies to a property within the Growth Area that is not supported by public water and cannot be supported by public sewer. The current Palmyra WWTP does not even have the capacity for the 30,000 GPD of sewer capacity that was previously reserved for the property. The SUP supports the County's vision for planned development districts in the development area and allows for technically superior central water and sewer facilities compared to the by-right alternatives.

PROTECTION OF ADJOINING PROPERTY: Describe the effects of the proposed use on adjacent property and the surrounding neighborhood. What protection will be offered adjoining property owners?

The proposed central sewer systems are heavily regulated by the Virginia Department of Health, and adequate capacity for the development is available for both primary and reserve systems. Required groundwater testing and monitoring for the sewer system ensures that the facility will always treat effluent and prevent impacts to adjoining property owners. The proposed water system is subject to the testing requirements outlined on the preliminary master plan. These requirements, developed by Nick Evans, PHD, ensure that a protocol is followed for any wells within close proximity to an existing well outside the property boundary. This protocol ensures that community wells on the Poplar Ridge site will not interfere with, or have adverse impacts on wells on adjoining properties.

ENHANCEMENT OF COUNTY: Why does the applicant believe that this requested change would be advantageous to the County of Fluvanna? (Please substantiate with facts.)

The SUP allows the development of a planned district within the growth area. This directly supports the County's vision of development within central planned districts in the County. These districts are within close proximity to County Services and major transportation corridors. The development of Poplar Ridge will prevent rural sprawl development, encourage a high quality of development, and be consistent with the goals and land use vision of the Fluvanna County Comprehensive Plan.

PLAN: Furnish plot plan showing boundaries and dimensions of property, width of abutting right-of-ways, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping, etc. Architect's sketches showing elevations of proposed buildings and complete plans are desirable and may be required with the application. Remarks:

Please refer to the utility section of the submitted preliminary master plan for the applicable schematic locations for the Major Utilities.

Reset Form

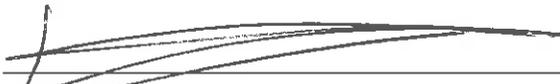
Print Form



COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
Public Hearing Sign Deposit

Name: Hotel Street Capital, LLC
Address: 31 Garrett St.
City: Warrenton
State: Va. Zip Code: 20186

I hereby certify that the sign issued to me is my responsibility while in my possession. Incidents which cause damage, theft, or destruction of these signs will cause a partial or full forfeiture of this deposit.


Applicant Signature

04-01-2014
Date

*Number of signs depends on number of roadways property adjoins.

OFFICE USE ONLY	
Application #: BZA _____ : CPA _____ : SUP _____ : ZMP _____ : ZTA _____ :	
\$90 deposit paid per sign*:	Approximate date to be returned:

Steven Tugwell

Received

APR 01 2014

Fluvanna County

Dear Mr. Stewart,

Please consider this email to be my official request to authorize two specific representatives on behalf of Hot application (TM 30 A 110 & TM 19 A 39C). Please send all correspondence via email to:

Justin Shimp, P.E. Justin@shimp-engineering.com, The principal engineer for the project.

Keith Smith keithsmith011163@gmail.com, Our authorized agent and local representative.

In addition, please continue to copy us via U.S. Mail at our address listed on the application.

Sincerely,

Hotel Street Capital

By

Thomas James Ross II, Manager
31 Garrett Street
Warrenton, VA 20186
[540-347-1000](tel:540-347-1000)-Office
[540-349-8166](tel:540-349-8166)-Fax

PLEASE NOTE The information contained in this message is privileged and confidential and is intended only for the use of the individual or entity named ; you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication



COUNTY OF FLUVANNA

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April 10, 2014

Justin M. Shimp, P.E. (Shimp Engineering, P.C.)
201 E. Main Street, Suite M
Charlottesville, VA 22902

Re: Notice of a complete application regarding ZMP 14:01 and SUP 14:02

Dear Mr. Shimp:

Pursuant to Sec. 22-7-3 (b) of Article 7 of the Fluvanna County Zoning Ordinance, the Master Plan Amendment application (ZMP 14:01), and the Special Use Permit application (SUP 14:02) are hereby deemed to be complete applications.

We have the letter of authorization from the property owners, as well as a completed page three (3) of the Special Use Permit application, therefore these two (2) items may proceed with the regularly scheduled meetings that follow.

Planning staff is reviewing these applications, and will provide written comments at the Technical Review Committee meeting that is scheduled for Thursday, April 17, 2014 at 10 a.m. in the Historic Courthouse in Palmyra, VA.

If you have any questions, do not hesitate to contact me at 434-591-1910 or jstewart@fluvannacounty.org.

Sincerely,

Jason M. Stewart, AICP
Planning and Zoning Administrator
Dept. of Planning & Community Development

Cc: Mr. Keith B. Smith
File

Memorandum

DATE: July 23, 2014

RE: APO'S for **SUP 14:02 & ZMP 14:01** Public Hearing Letters

TO: Steve Tugwell, Senior Planner

FROM: Kelly Belanger Harris

Please be advised the attached letter went out to the attached list of Adjacent Property Owners for the **August 6, 2014** Board of Supervisors meeting re: **SUP 14:02 & ZMP 14:01—Poplar Ridge**



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NOTICE OF PUBLIC HEARING

July 23, 2014

«Owner»

«Address»

«City_State» «ZIP_Code»

TMP# «TMP»

Re: Public Hearing on ZMP 14:01 & SUP 14:02

Dear «Owner»:

This letter is to notify you that the Fluvanna County Board of Supervisors will hold a public hearing on the above referenced items on **Wednesday, August 6, 2014 at 7:00 PM** in the Circuit Court Room at the Fluvanna County Courts Building in Palmyra, VA. The requests are described as follows:

SUP 14:02 - *Hotel Street Capital, LLC* – A request for a special use permit to allow for major utilities in conjunction with a Master Plan Amendment of rezoning ZMP 09:02 with respect to 220.56 acres of Tax Map 30, Section A, Parcel 110, and 10 acres of Tax Map 19, Section A, Parcel 39C. The property is currently zoned R-3 (Residential, Planned Community) and is located on the western side of State Route 15 (James Madison Highway) at its intersection with State Route 644 (Friendship Road), approximately 0.25 miles north of State Route 661 (Rescue Lane). The property is located within the Palmyra Election District. According to the 2009 Comprehensive Plan, the property is within the Palmyra Community Planning Area.

ZMP 14:01 – *Hotel Street Capital, LLC* – A Master Plan Amendment of rezoning ZMP 09:02 with respect to 220.56 acres of Tax Map 30, Section A, Parcel 110, and 10 acres of Tax Map 19, Section A, Parcel 39C. The affected property is located in the Palmyra Election District on the western side of State Route 15 (James Madison Highway) and Route 644 (Friendship Road) approximately 0.25 miles north of Route 661 (Rescue Lane). The property is located in the Palmyra Election District and is within the Palmyra Community Planning Area.

The applicant or applicant’s representative must be present at the Planning Commission meeting. The tentative agenda and staff report will also be available for review by the public in the Fluvanna County Planning and Community Development Department during working hours (8:00 a.m. – 5:00 p.m., Monday through Friday). If you have any questions, please feel free to contact me at 434-591-1910.

Sincerely,

Steve Tugwell
Senior Planner

ZMP 14:01 SUP 14:02 Adjacent Property Owners

TMP#	Owner	Address	City, State	Zip Code
19 A 31, 31B, 31C, 31D, 38	C RAYMOND ACKENBOM	P.O. BOX 145	PALMYRA, VA	22963
19 17 1, 2	D BURDELL CAVANAUGH	11889 JAMES MADISON HWY	PALMYRA, VA	22963
19 A 30	CAVANAUGH, THOMAS N EST C/O THOMAS CAVANAUGH, JR.	1030 EAST ANDREWS AVE	HENDERSON, NC	27536
19 A 40B	COMCAST OF CALIFORNIA ETC	ONE COMCAST CENTER 1701 JOHN F. KENNEDY BLVD, 32ND FL	PHILADELPHIA, PA	19103
30 A 119A	CSX TRANSPORTATION	500 WATER ST	JACKSONVILLE, FL	32202
19 A 37	DOGPOINT FARM PALMYRA VA LLC	P.O. BOX 132	SOMERSET, MA	02726
19 A 39B	FLUVANNA COUNTY	P.O. BOX 299	PALMYRA, VA	22963
19 A 39	FRIENDSHIP CAMP, INC	P.O. BOX 145	PALMYRA, VA	22963
30 A 110, 19 A 39C	HOTEL STREET CAPITAL LLC	31 GARRETT ST	WARRENTON, VA	20186
19 17 3	VICTOR & ALICE RIVERA	11416 COVENTRY GROVE CIRCLE	LITHIA, FL	33547
30 A 112, 112A	WILLIAM ALFRED TALLEY, JR.	P.O. BOX 10	PALMYRA, VA	22963
19 6 1A	JANET E.VAUGHN, EST. C/O FRANCIS D. CHAMBERLAYNE	1817 FAIRMONT AVE	RICHMOND, VA	23223
19 6 1	FLUVANNA HABITAT FOR HUMANITY	3661B LAKE MONTICELLO RD	PALMYRA, VA	22963
REPRESENTATIVE	JUSTIN SHIMP/SHIMP ENGINEERING	201 E. MAIN ST, SUITE M	CHARLOTTESVILLE	22902

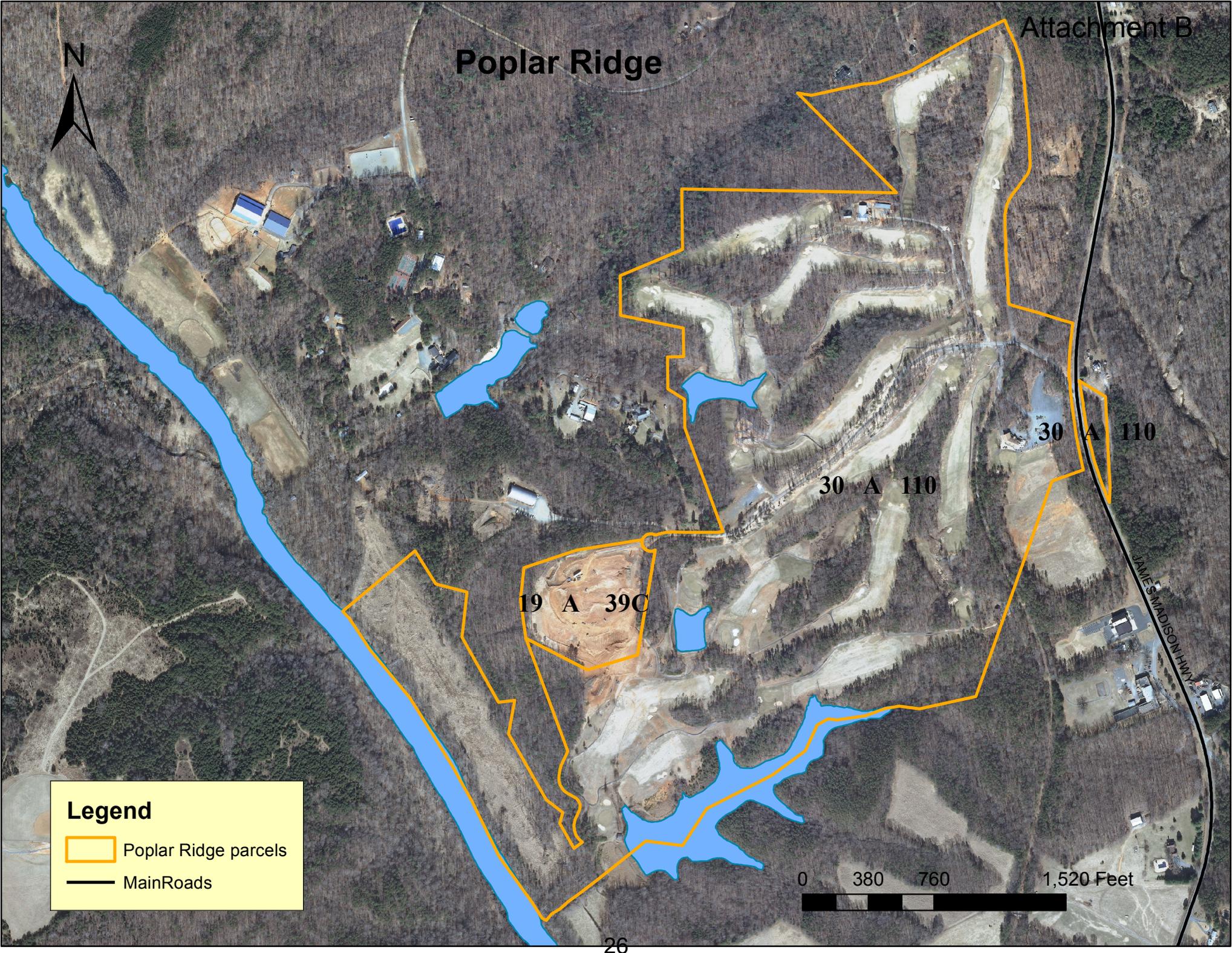
ZMP 14:01 & SUP 14-02 Property Owners Adjacent to Adjacent Property Owners

TMP#	Owner	Address	City, State	Zip Code
19 A 32	CHARLES R.ACKENBOM, JR.	P.O. BOX 145	PALMYRA, VA	22963
19 A 22, 40	ALEXANDER, EMMA PURCELL, LAND & LUMBER CORP.	P.O. BOX 666	LOUISA, VA	23093
19 A 31A	RUTH ELDER ANDERSON	15404 JAMES MADISON HWY	PALMYRA, VA	22963
19 A 29	PEARLIE P. CARTER C/O NELLIE LEWIS	461 E. RIVER ROAD	FORK UNION, VA	23055
19 17 4	D. BURDELL CAVANAUGH	11880 JAMES MADISON HWY	PALMYRA, VA	22963
19 5 4	GLADYS & HELEN CAVANAUGH,	15258 JAMES MADISON HWY	PALMYRA, VA	22963
19 5 3	INA MAE CAVANAUGH	15234 JAMES MADISON HWY	PALMYRA, VA	22963
19 A 24, 25; 19 5 1	ROBERTA C. CAVANAUGH	642 FRIENDSHIP ROAD	PALMYRA, VA	22963
19 5 2	THOMAS N. CAVANAUGH, ESTATE C/O THOMAS CAVANAUGH, JR.	1030 EAST ANDREWS AVE	HENDERSON, NC	27536
19 A 33	MEGHAN CROAL	P.O. BOX 145	PALMYRA, VA	22963
30 2 1	FLUVANNA COUNTY SCHOOL BOARD	14455 JAMES MADISON HIGHWAY	PALMYRA, VA	22963
30 A 119B	FLUVANNA HERITAGE TRAIL INC.	P.O. BOX 501	PALMYRA, VA	22963
19 A 28	FLUVANNA HOUSING FOUNDATION	P.O. BOX 413	PALMYRA, VA	22963
19 A 47	LISA A. GARNER, ET AL C/O LAURE MCGRUDER	15446 JAMES MADISON HWY	PALMYRA, VA	22963

ZMP 14:01 SUP 14:02 Adjacent Property Owners

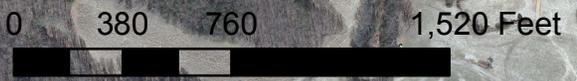
19 A 49	LUCY A GROOMS, ET AL C/O CONSTANCE PAYNE DAVIS	750 GREENWAY PLACE	DAYTONA BEACH, FL	32114
19 A 23	GLORIA J. HUBERT	771 FRIENDSHIP ROAD	PALMYRA, VA	22963
19 A 26	JOHN R. & JOAN B KEY	1352 CLOVERDALE RD	BREMO BLUFF, VA	23022
19 A 44	LINDA E MORGAN MAIR	111 SKYVIEW LANE	NEW ROCHELLE, NY	10804
19 A 36	L.P. & BRAXTON L. MCGRUDER	15446 JAMES MADISON HWY	PALMYRA, VA	22963
19 A 33A	DOROTHY P. MEADORS	1204 AGNESE ST.	CHARLOTTESVILLE, VA	22901
19 A 27	DAVID T. RICHARDSON	3080 PARK AVE. APT. 6H	BRONX, NY	10451
19 5 5	DAVID C SPENCER	15316 JAMES MADISON HWY	PALMYRA, VA	22963
30 A 113; 30 4 1, 2, 3; 30 3 2, 4A	ELEANOR W. TALLEY	P.O. BOX 10	PALMYRA, VA	22963
19 14 2, 4, 4A	DAVID W. & MARY W. TILMAN	P.O. BOX 238	PALMYRA, VA	22963
30 17 7	WOOD PROPERTY INVESTMENTS LLC	216 Highview Lane	CHARLOTTESVILLE, VA	22901

Poplar Ridge



Legend

-  Poplar Ridge parcels
-  Main Roads





COUNTY OF FLUVANNA

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P.O. Box 540 Palmyra, VA 22963 (434) 591-1910 FAX (434) 591-1911 www.co.fluvanna.va.us

May 21, 2009

Phil Carrow
 Rivanna Woods Golf Club, LP
 3504 Wedgewood Court
 Keswick, Va 22947

REF: ZMP 09:02 (Tax Map Parcels 30-A-110 and 19-A-39C)

Dear Mr. Carrow:

Please accept this letter as notification of the action taken on May 20, 2009 by the Board of Supervisors with regard to the request referenced above. Your request to amend the Fluvanna County Zoning Map with respect to approximately 220.56 acres of Tax Map 30, Section A, Parcels 110 and 10 acres of Tax Map 19, Section A, Parcel 39C, for an aggregate of 230.56 acres, to conditionally rezone the same from A-1, Agricultural, General to R-3, Residential, Planned Community was **approved (5-0)** by the Board of Supervisors with the following eleven (11) proffers:

1. The units in **“The Point at The Rivanna Resort”** will be sold subject to the attached **“Residential density yield plan dated 02/27/09.”**
2. Rivanna Woods Golf Club L.P. proffers the attached Preliminary Master Plan for land use purposes. All vegetative buffers, building and parking locations adjoining existing Public Road Rights-of Ways shall be as per the attached Preliminary Master Plan. Necessary site developments shall be determined during the site plan approval process.
3. The golf course at **“The Point at The Rivanna Resort ”** shall not become a private club but shall remain open to the public. The golf course property (composed of the 18 holes, club house and support facilities) shall not be used for any land use other than uses associated with the operation and support of the golf course.

4. Rivanna Woods Golf Club L.P. makes a cash proffer of \$5,000.00 per residential unit constructed at the proposed **“The Point at The Rivanna Resort”** project which funds shall be used for the construction of the new Fluvanna County High School to offset any possible additional expenses that this rezoning might cost the Fluvanna County Public Schools. In the event the proffered funds cannot be used for this purpose, they should be used for the development costs for the Pleasant Grove Community Center. The cash proffer shall be due and payable at closing of the sale of each unit(s) or prior to the issuance of a certificate of occupancy for such unit(s), whichever occurs first.
5. Rivanna Woods Golf Club L.P. shall pay \$1,000.00 to the Fluvanna / Louisa Housing Foundation per residential unit constructed at the proposed **“The Point at The Rivanna Resort”**. This money shall be earmarked for emergency repairs for Fluvanna County residents earning less than 80% of the area medium income. This proffer shall be due and payable at closing of the sale of each unit(s) or prior to the issuance of a certificate of occupancy for such unit(s), whichever occurs first.
6. Rivanna Woods Golf Club L.P. will improve Rt. 644 / Rt. 15 as provided in the traffic impact study and VDOT’s requirements associated with the site plan approval.
7. The applicant shall proffer up to \$50,000 to the construction of a future traffic light, if required by VDOT as result of future additional development in the area, at the intersection of Route 15 and Route 644. If the construction of the improvements is not started within 5 years of the successful final site plan approval of ZMP 09:02, this proffer shall expire.
8. Rivanna Woods Golf Club L.P. will provide a water and sewer tap connection location for the Palmyra Fire Station, located on Route 15, adjacent to the property. This is to facilitate the expansion of sewer services in the greater Palmyra area as the service area has been designed. Palmyra Fire Department and or /others will be responsible for application for service, application fee, required permitting by any prevailing authority, connection and construction expenses and or other fees and any required engineering.
9. Rivanna Woods Golf Club L.P. will provide one water and sewer tap connection location on Rt. 15 to facilitate the expansion of sewer services in the greater Palmyra area as the service area has been designed. The expanding entity and or /others will be responsible for application for service, application fee, required permitting by any prevailing authority, connection and construction expenses and or other fees and any required engineering.
10. Rivanna Woods Golf Club L.P. shall proffer the exterior commercial architectural guidelines in “Block #1 Commercial Center” at “The Point at The Rivanna Resort” to be consistent with the architectural design and materials use for the new Palmyra Fire Station located on Rt. 15, as determined by the convening County authority for site plan approval.

11. Rivanna Woods Golf Club L.P. shall proffer the following residential exterior architectural guidelines at “the Point at The Rivanna Resort”.

1. Siding;
No vinyl, aluminum and or metal siding shall be allowed. Only architectural grade natural siding products shall be allowed; such as cement fiber board siding, wood or equal.
2. Roofing;
Only architectural grade roofing and metal roofing or any combination there of shall be allowed. No three tab shingles shall be allowed.
3. Foundation covering;
All concrete and or masonry foundations above grade shall be embossed with either a brick and or stone pattern.

If I can be of any further assistance, please feel free to contact me.

Sincerely,

Darren K. Coffey
Planning Director

cc: Keith Smith, 6342 Thomas Jefferson Parkway, Palmyra, VA 22963
ZMP 09:02 File

12-31-08

Article 7. Residential, Planned Community, District R-3

Sec. 22-7-1. Statement of intent.

This district is intended to permit compact village-style residential development and associated institutional uses, community serving mixed uses, open spaces, and creative design in accordance with a master plan. The development should occur in a manner that will protect and preserve the natural resources, trees, watersheds, contours and topographic features of the land; and to protect and enhance the natural scenic beauty of the area and support. The scale of the housing and the commercial use should be appropriate to support the residential needs at a neighborhood scale.

Sec. 22-7-2. Establishment-- Request and master plan.

Request for establishment of a residential planned community shall be made initially to the planning commission and subsequently to the governing body accompanied by a "Master Plan" for the proposed community.

Sec. 22-7-3. Same-- Application.

- a) The applicant shall submit a sketch plan and meet with the Planning Director for a pre-proposal conference.
- b) Applicant submits a Preliminary Master Plan to the Planning Director. Within ten days the Planning Director shall review the preliminary master plan application for completeness, and if it is incomplete, so notify the subdivider, specifying instructions for its completion.
- c) After its determined to be complete, the applicant shall furnish with a rezoning application for establishment of a Residential Planned Community, thirty (30) copies of a Preliminary Master Plan prepared by a surveyor, engineer, landscape architect, or architect, duly authorized by the State to practice as such.
- d) After approval, R-3 zoning is established and the master plan governs development of the site. The master plan may be amended with the approval by the Planning Commission of a master plan amendment.

Sec. 22-7-4. Required information on Preliminary Master Plan.

- (a) The location of the open areas which shall comprise not less than twenty-five (25) percent of the whole. The open areas shall include parks, recreation facilities, residential

12-31-08

clubhouse grounds, lakes, trails, and land or water left in undisturbed natural condition and unoccupied by building lots, structures, streets and roads and parking lots. This area may be used for active recreation facilities identified in Section 22-7-12. The open areas of the tract shall be delineated due to their noteworthy features and value to the continued rural character of the county, including, but not limited to, lands with high scenic, open space and water quality protection values including riparian corridors and wildlife habitat; high environmental sensitivity such as steep slopes, wetlands, floodplains; high recreational value and/or having noteworthy historical, archaeological or cultural features.

- (b) The plan shall also indicate the general location of the various types of land uses, including the general location of any village centers, and the residential density classifications of each residential area.
- (c) Areas for residential development, with maximum proposed number of units, density calculations, and plot plans of typical units provided.
- (d) Areas for commercial and/or institutional development, with maximum proposed square footages and floor area ratios indicated. The location of all buildings and improvements, and their proposed use, other than single-family dwellings, and the location of any public buildings shall be shown.
- (e) Street layout, with indication of which are to be dedicated to public use and which are to be held in private ownership, and a brief description of maintenance arrangements; street functional classification; and proposed street cross-sections.
- (f) Pedestrian and bicycle facilities, including sidewalks and trails, with proposed cross-sections.
- (g) Orientation to surrounding community by extending the overall development and preservation pattern, tree protection and buffers, general building design, covenants and restrictions.
- (h) The general location of all public and private roads shall be indicated on the plan.
- (i) Adequate provisions for general sewer, storm drainage, and water supply shall be shown on the plan.
- (j) Demonstrate compliance with the Comprehensive Plan.

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Sec. 22-7-5. Development -- Final Master plan.

(a) Requirements for Submittal

- a. Five (5) copies of the final Master Plan. The final plan shall be prepared by a licensed surveyor, engineer, landscape architect, or architect.
- b. The Final Plans shall be consistent with the Master Plan as approved. The applicant may vary from the Master Plan to any degree if it does not vary the basic concept or character of the development.
- c. Any departure from the Master Plan shall be approved by the Planning Commission.

(b) Final Master Plan Requirements:

- a. All the Preliminary Master Plan Information.
- b. Existing and proposed property lines.
- c. Plans and Specifications for roads, pedestrian facilities, parking areas, Stormwater Management facilities, water and sewer system, active recreational facilities, and any other infrastructure elements proposed and shall be in compliance with Virginia Stormwater Management Regulations.
- d. Homeowners Association documents for County Attorney approval; if any roads, open space, or other facilities are proposed for ownership by such association.
- e. Final plat meeting the requirements of Chapter 19.
- f. Site Development Plan for commercial, institutional, multi-family meeting the requirements of Chapter 22-23.
- g. Performance bond for improvements as provided in Chapter 19.
- h. The applicant shall furnish with a Final Plan a proposed deed of easement including restrictions safeguarding the permanent use of open areas and preventing encroachment thereupon and any deeds for any land dedicated to the county as part of the Master Plan for approval by the County Attorney.

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- i. When the Final Plan and deed of dedication shall have been approved by both the Planning Director and the County Attorney as being in conformity with this chapter and the Preliminary Master Plan, the Final Plan shall be approved for recordation and recorded. Thereafter, no modification may be made in any Final Plan except by an amended Final Master Plan submitted as provided for the original Final Master Plan.

Sec. 22-7-6. Reserved.

Sec. 22-7-7. Additional land.

Additional land area may be added to an existing Residential Planned Community if it is adjacent, is not separated by a public road, and forms a logical addition to the existing Residential Planned Community. The land must also be under the same ownership or control as the Residential Planned Community.

The procedure for an addition shall be the same as if an original application were filed, and all of the requirements of this chapter shall apply.

Sec. 22-7-8. Permitted residential density.

Maximum gross residential density: 2.9 residential units per acre.

Sec. 22-7-9.1. Uses permitted by right.

The following uses shall be permitted by right:

Agricultural Uses

Conservation areas

Civic Uses

Public parks and recreational areas

Public uses

Commercial Uses

Bakeries

Butcher shops

Financial institutions

Home occupations

Medical clinics

Offices

Personal improvement services

Personal service establishments

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Pharmacies
 Restaurants, general
 Restaurants, small
 Retail stores, general
 Retail stores, neighborhood convenience
 Retail stores, specialty
 Studios, fine arts

Miscellaneous Uses

Accessory uses
 Greenhouses, non-commercial
 Kennels, private
 Marinas, private non-commercial
 Utilities, minor

Residential Uses

Dwellings, accessory
 Dwellings, multi-family
 Dwellings, single-family attached
 Dwellings, single-family detached
 Dwellings, townhouse
 Dwellings, two-family
 Group homes

(Ord. 10-21-09; Ord. 11-3-10)

Sec. 22-7-9.2. Uses permitted by special use permit only.

The following uses shall be permitted by special use permit only:

Agricultural Uses

Equestrian facilities

Civic Uses

Educational facilities
 Public assembly
 Public recreation assembly
 Religious assembly

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Commercial Uses

Adult retirement communities
 Assisted living facilities
 Bed and breakfasts
 Car washes
 Daycare centers
 Family daycare homes
 Gas stations
 Grocery stores
 Hospitals
 Hotels
 Laundromats
 Lodges
 Nursing homes
 Outdoor recreation facilities
 Restaurants, fast food
 Self-storage facilities
 Taxidermists
 Veterinary offices

Miscellaneous Uses

Telecommunication facilities
 Utilities, major

(Ord. 10-21-09; Ord. 11-3-10)

Sec. 22-7-10. Limitations.

- (a) Commercial uses shall be located in "Village Centers" shown on the Final Master Plan and on the Final Plan, Village Centers shall be light commercial and office areas.
- (b) The amount of commercial area will be determined by the approved Final Master Plan.
- (c) The scale of the services provided in the Village Center shall be to provide neighborhood shopping and business convenience for nearby residential areas.
- (d) No trailer parks, trailer camps, or trailer courts may be permitted.

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- (e) Uses in a Residential Planned Community shall be permissible only in the general location shown on the approved Master Plan as previously set forth.

Sec. 22-7-11. Building location and design requirements.

- a) The proposed location, arrangement, and design of non residential structures shall not be a detriment to the existing adjacent areas, and the prospective development of the Residential Planned Community. Therefore, structures shall be designed in a manner to facilitate the creation of a convenient, attractive and harmonious community.
- b) Open spaces between structures shall be protected where necessary by adequate covenants, conveyances, or dedications running with the land. The lot size, setback lines, lot coverage, width and frontage on the public street will be determined by the approved Master Plan.

Sec. 22-7-12. Recreation Requirements.

Active Recreation facilities may be located within the required open space and shall be provided as follows unless specifically exempted by an approved proffer:

Group A

Bicycling, walking, fitness, and equestrian trails, open play area (minimum ½ area), sitting area, picnic table units, tot lot equipment, community gardens that may be located within the required open space

Group B

Picnic shelter (3-4 picnic table units with grill), tennis court(s), multi-use court, active playground with equipment.

Group C

Community Center/Clubhouse/ Fitness Center, Indoor Swimming Pool, Athletic fields for private unorganized activities (Baseball, football/soccer) – minimum 2 acres

< 14 Residential Units	Group A - Choice of two or more Minimum of one acre of recreation area
15-60 Residential Units	Group A – Choice of two or more Group B – Choice of two or more Minimum of three acres of recreation area

12-31-08

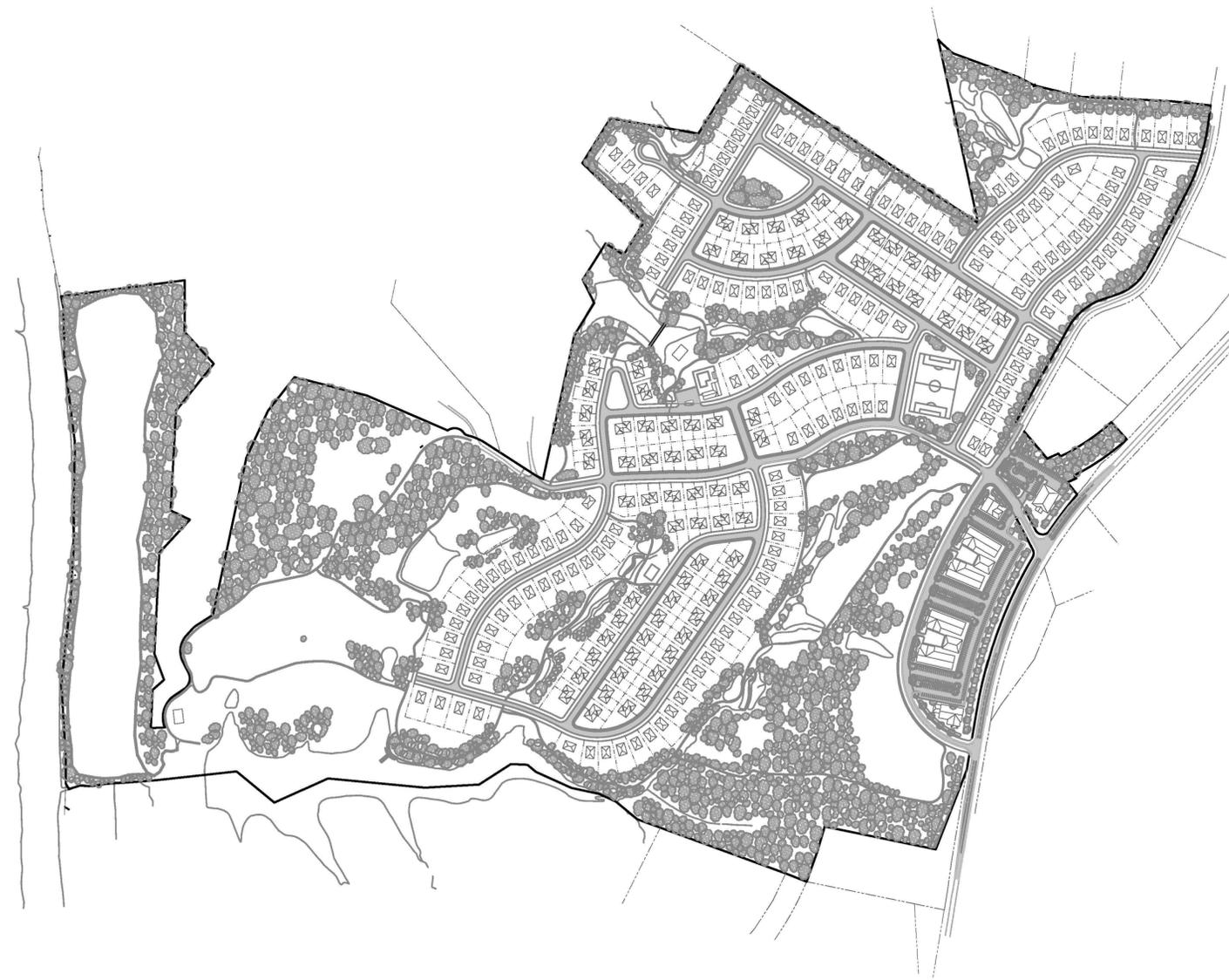
61- 100 residential units

Group A – Choice of three
Group B- Choice of three
Minimum of six acres of active recreation

101 + residential units

Group A- Choice of three
Group B – Choice of three
Group C – Choice of one
Minimum of eight acres of active recreation

PRELIMINARY MASTER PLAN AMENDMENT FOR POPLAR RIDGE



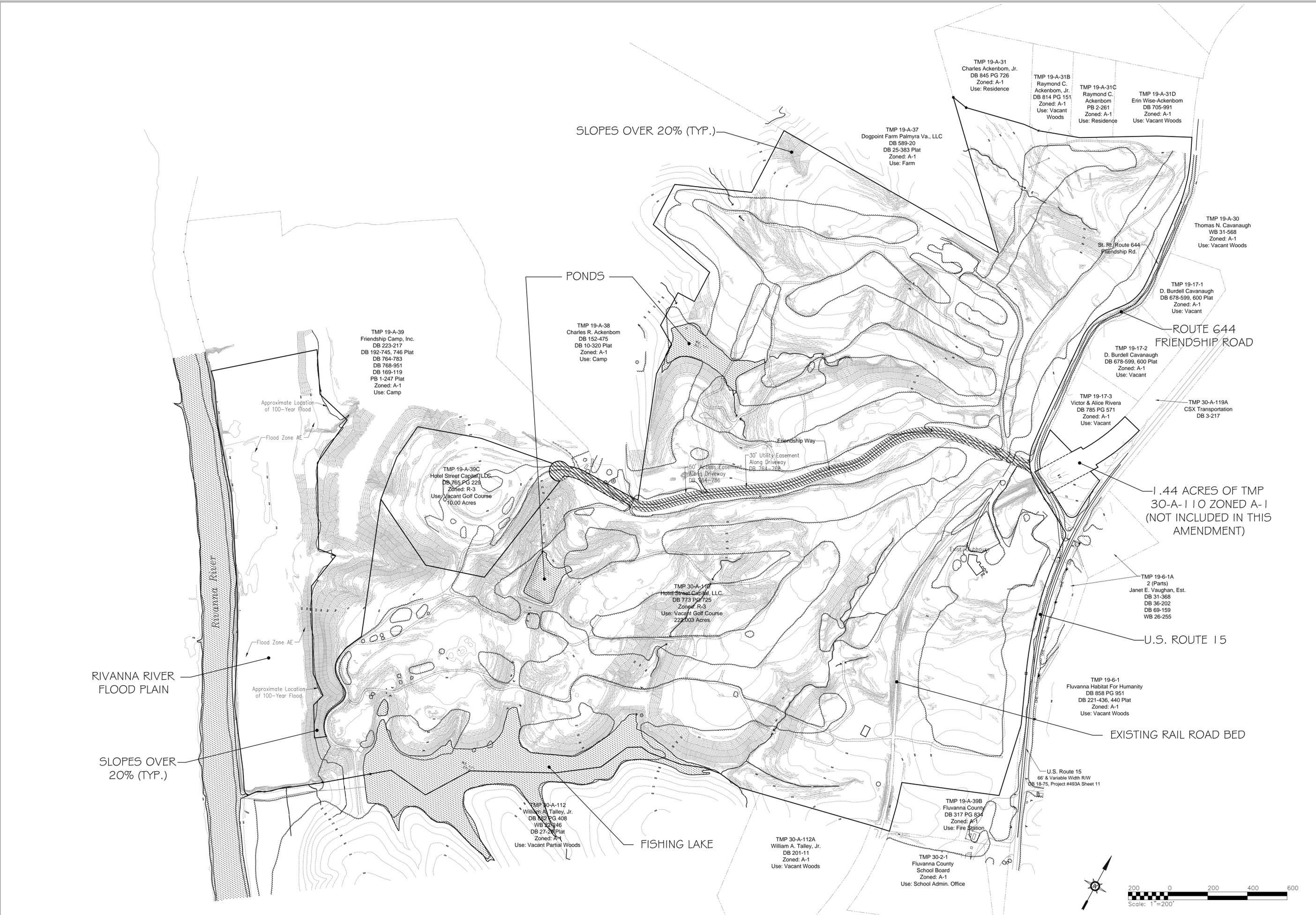
FORMERLY THE POINT AT THE RIVANNA RESORT
TAX MAP 30, SECTION A, PARCEL 110 and
TAX MAP 19, SECTION A, PARCEL 39C
PALMYRA DISTRICT, FLUVANNA COUNTY, VIRGINIA
MARCH 31, 2014
Revised June 3, 2014



201 EAST MAIN STREET, SUITE M
CHARLOTTESVILLE, VA 22902
(434) 207-8086

SHEET INDEX

- C1 - COVER SHEET
- C2 - EXISTING CONDITIONS
- C3 - PRELIMINARY MASTER PLAN
- C4 - AMENITIES PLAN
- C5 - UTILITY PLAN
- C6 - DESIGN GUIDELINES

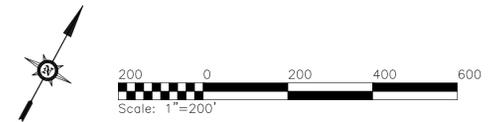


EXISTING CONDITIONS

Rev #	Date	Description
1	06-03-2014	VOOT AND COUNTY COMMENTS

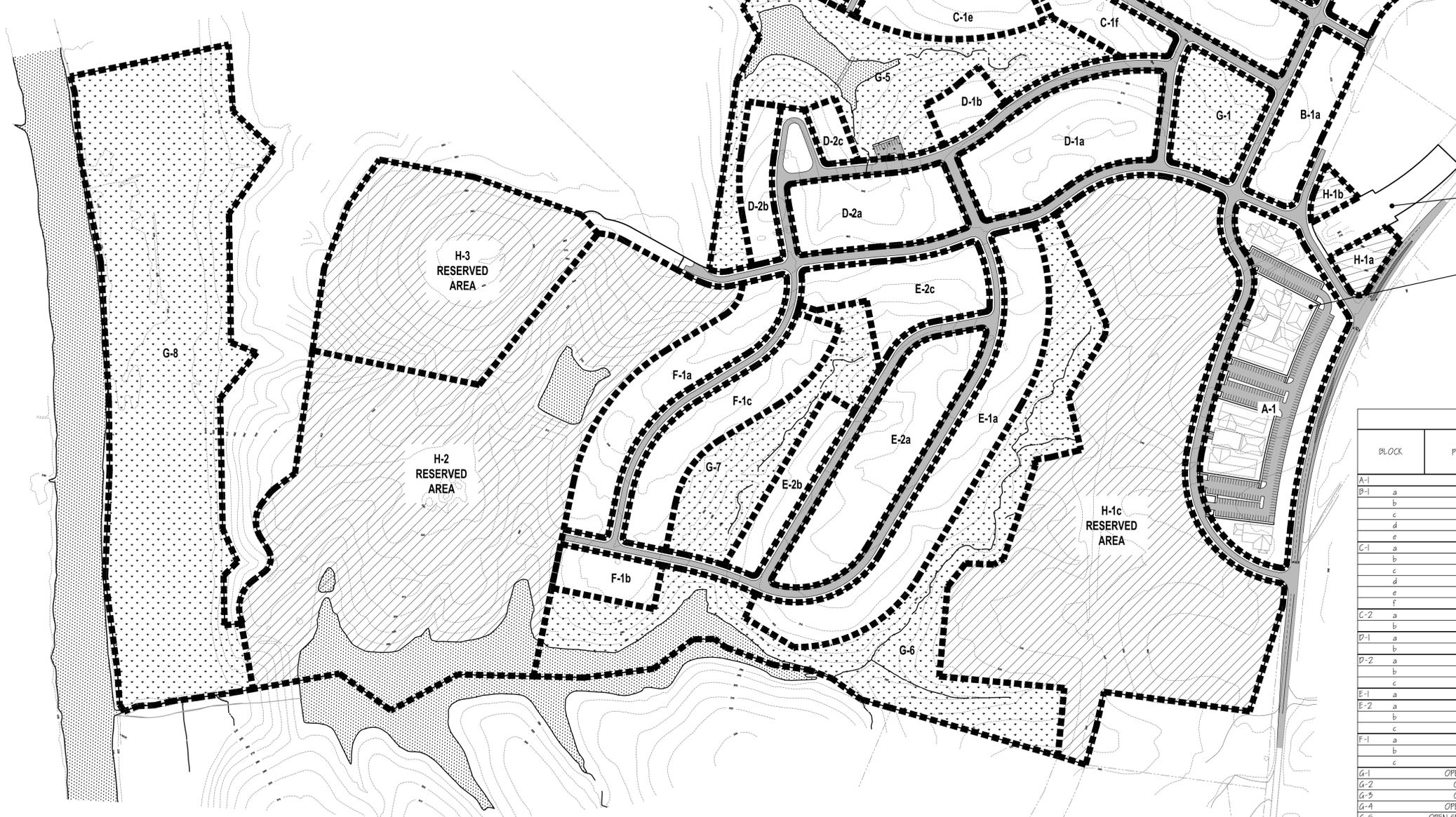
PRELIM. MASTERPLAN AMENDMENT FOR:
POPLAR RIDGE
 FLUVANNA COUNTY, VIRGINIA

Date	03/31/2014
Scale	1" = 200'
Sheet No.	2 OF 6
File No.	11.022



LAND USE NOTES:

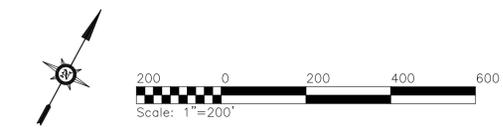
- ★ RESERVED AREAS (H-1, H-2, and H-3) shall require approval of a future amendment to this Preliminary Master Plan by the Fluvanna County Board of Supervisors in accordance with Section 22-7 of the Fluvanna County Zoning Ordinance prior to any residential and/or commercial development. Minor Utilities, Public Parks and Recreation areas, and Conservation Areas shall be permitted in these RESERVED AREAS in accordance with Section 22-7-9.1 and Major Utilities shall be permitted in these areas in accordance with Section 22-7-9.2 of the Fluvanna County Zoning Ordinance.
- ★★ A Golf Course, which was approved as a permitted use in the previous R-3 Preliminary Master Plan, is retained as a permitted use in RESERVED AREA Blocks H-1c and H-2 in accordance with the note provided above.
- ★★★ While individual Block Densities may be higher in accordance with the Land Use Table on this sheet, the maximum gross density permitted for the entire Poplar Ridge development shall be 1,375 dwelling units per acre (or 317 units per 230.56 acres).
- ★★★★ The entire area of Block G-8 (22.45 acres) shall be maintained as a Riparian Protection Area of the Rivanna River in accordance with Section 22-22.1 of the Fluvanna County Zoning Ordinance.



1.44 ACRES OF TMP 30-A-110 ZONED A-1 (NOT INCLUDED IN THIS R-3 MASTER PLAN AMENDMENT)

OWNER/DEVELOPER SHALL PROVIDE A MINIMUM OF 20 PARK & RIDE SPACES WITH FIRST PHASE OF COMMERCIAL DEVELOPMENT

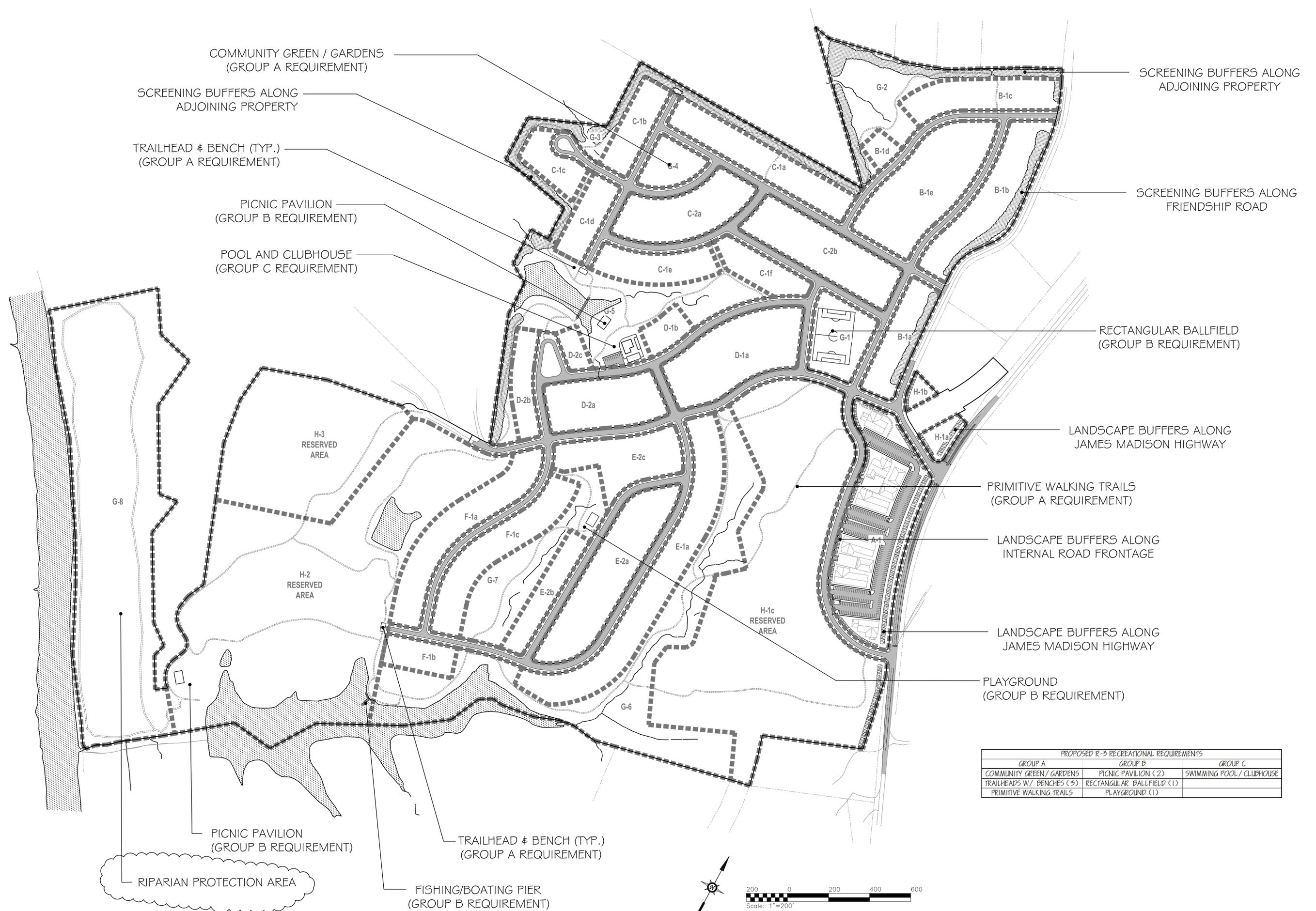
LAND USE TABLE						
BLOCK	PROPOSED LAND USE	ACREAGE	TOTAL ACRES	MAXIMUM RESIDENTIAL DENSITY (UNITS)	MAXIMUM COMMERCIAL DENSITY (SQUARE FEET)	PERCENTAGE OF DISTRICT
A-1	COMMERCIAL		7.86	0	74,000	3%
B-1	a SFD		14.92	55	0	6%
	b SFD					
	c SFD					
	d SFD					
	e SFD					
C-1	a SFD		11.29	46	0	5%
	b SFD					
	c SFD					
	d SFD					
	e SFD					
	f SFD					
C-2	a SFA		7.28	50	0	3%
	b SFA					
D-1	a SFD AND SFA		5.45	22	0	2%
	b SFD					
D-2	a SFA		4.98	54	0	2%
	b SFA					
	c SFA					
E-1	a SFD		6.14	25	0	3%
	b SFA					
	c SFA					
E-2	a SFA		9.48	68	0	4%
	b SFA					
	c SFA					
F-1	a SFD		8.50	55	0	4%
	b SFD					
	c SFD					
G-1	OPEN SPACE RECREATION	2.3	62.00	0	0	27%
G-2	OPEN SPACE BUFFER	5.08				
G-3	OPEN SPACE BUFFER	3.59				
G-4	OPEN SPACE RECREATION	1.26				
G-5	OPEN SPACE RECREATION / BUFFER	9.19				
G-6	OPEN SPACE BUFFER	15.98				
G-7	OPEN SPACE RECREATION / BUFFER	4.48				
G-8	OPEN SPACE BUFFER / RIPARIAN PROTECTION AREA*****	22.12				
H-1	a RESERVED AREA*	0.65	67.02	0*	0*	29%
	b RESERVED AREA*	0.56				
	c RESERVED AREA* / GOLF**	25.89				
H-2	RESERVED AREA* / GOLF**	29.20				
H-3	RESERVED AREA*	10.94				
	ROAD RIGHT-OF-WAY	25.64			N/A	11%
	TOTAL R-3 DISTRICT	230.56		317***	74,000	100%



PRELIMINARY MASTER PLAN

PRELIM. MASTERPLAN AMENDMENT FOR:
POPLAR RIDGE
 FLUVANNA COUNTY, VIRGINIA

Date: 03/31/2014
 Scale: 1" = 200'
 Sheet No.: 3 OF 6
 File No.: 11.022



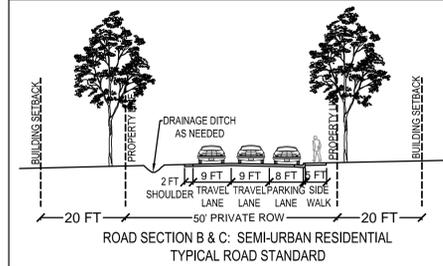
PROPOSED R-3 RECREATIONAL REQUIREMENTS		
GROUP A	GROUP B	GROUP C
COMMUNITY GREEN/ GARDENS	PICNIC PAVILION (2)	SWIMMING POOL/ CLUBHOUSE
TRAILHEADS W/ BENCHES (3)	RECTANGULAR BALLFIELD (1)	
PRIMITIVE WALKING TRAILS	PLAYGROUND (1)	

AMENITIES PLAN

Rev #	Date	Description
1	06-03-2014	VOOT AND COUNTY COMMENTS

PRELIM. MASTERPLAN AMENDMENT FOR:
POPLAR RIDGE
 FLUVANNA COUNTY, VIRGINIA

Date	03/31/2014
Scale	1" = 200'
Sheet No.	4 OF 6
File No.	11.022



EXISTING POND TO BE MODIFIED FOR ON-SITE STORMWATER MANAGEMENT

NEW STORMWATER MANAGEMENT FACILITY (TYP.)

UTILITY, INFRASTRUCTURE, & SWM NARRATIVE:

SANITARY SEWER:
 Sewage disposal will be provided via onsite central treatment works. (Major Utility) The treatment works shall be operated by a licensed utility company and will provide subsurface disposal of septic effluent in accordance with applicable local and state ordinances.

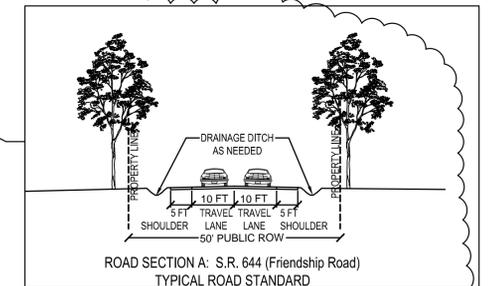
WATER SERVICE:
 Water service for the site will be provided by an onsite central water system. (Major Utility) The water system will be operated by a licensed utility company in accordance with the applicable local and state ordinances. If onsite wells are used as a source for water then the testing procedures as outlined on sheet 6 shall be implemented.

ROAD NETWORK:
 The new roads within the development shall be private with the exception of Road A (State Route 644 Friendship Road). Private roads shall be constructed per the road design guidelines on this sheet. All materials and drainage design shall be in conformance with VDOT standards. Roads shall remain private and the neither the County of Fluvanna, nor VDOT shall be responsible for maintenance of the private roads. The HOA for the development shall maintain funding as necessary for maintenance and snow removal of the private road network within the development.

SWM STRATEGY:
 Storm Management shall be provided for the site through a variety of methods to ensure compliance with the Storm Water Management guidelines developed by DEQ. Existing ponds will be converted to permanent detention basins and modified as required to comply with the applicable regulations. Open space areas with existing streams and wetland areas will be improved as practicable for increasing potential of infiltration and detention of storm water runoff.

GRAPHIC LEGEND:

- Proposed Storm Water Management Area
- Proposed Sanitary Drainfield Locations
- Proposed water Well/Treatment Location
- Proposed Fire Hydrant Location

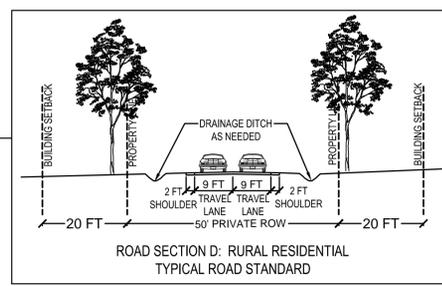


NOTE: State Route 644 alignment and Section detail is shown conceptually as per Sheet S10 of approved Site Development Plan for Rivanna River Resort, dated 11-16-2007 and last revised on 07-22-08.

EXISTING POND TO BE MODIFIED FOR ON-SITE STORMWATER MANAGEMENT

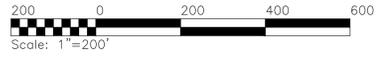
NEW STORMWATER MANAGEMENT FACILITY (TYP.)

- POTENTIAL WELL LOCATION FOR BLOCK A I
- POTENTIAL DRIP SYSTEM LOCATION FOR BLOCK A
- STORMWATER MANAGEMENT AND STREAM RESTORATION AREA WITH SERIES OF TREATMENT, INFILTRATION, AND DETENTION MEASURES AS REQUIRED BY VA DEQ.



ROAD SECTION D: RURAL RESIDENTIAL TYPICAL ROAD STANDARD

Road Design Guidelines					
KEY	Road Type	Design Speed	Min. Horizontal Radius	Maximum Grade	Notes
(A)	Rural Local Street (No On-Street Parking)		PER VDOT		
(B)	Primary Connecting Roadway (With On-Street Parking)	25 MPH	110 FT	10 %	PRIVATE
(C)	Subdivision Access Road (TH or SFD) (No On Street Parking)	20 MPH	110 FT	16 %	PRIVATE
(D)	Subdivision Access Road (TH or SFD) (With On Street Parking)	20 MPH	110 FT	10 %	PRIVATE



UTILITIES PLAN

Date	06-03-2014
Rev #	1
Description	VDOT AND COUNTY COMMENTS

PRELIM. MASTERPLAN AMENDMENT FOR:

POPLAR RIDGE

FLUVANNA COUNTY, VIRGINIA

Date: 03/31/2014
 Scale: 1" = 200'
 Sheet No. 5 OF 6
 File No. 11.022

Architectural and Landscape Standards:

Architectural Guidelines:

General Requirements:

Structures within Poplar Ridge shall be designed to be generally compatible with the surrounding neighborhoods. An Architectural Review Committee (ARC) shall be established by the Developer (or future HOA) for the purpose of reviewing architectural plans for the development and providing comments.

Exterior materials used within Poplar Ridge shall be chosen from the materials listed hereinafter for the specific use (commercial or residential) and be of a low maintenance character in the interest of maintaining a quality appearance.

Architectural Standards for Commercial Uses:

Commercial and Civic Structures:

- Massing of commercial and civic structures shall be broken up in such a manner as to avoid boxy appearing buildings. Use of gables, offsets, and similar details to break down the mass of the building is strongly encouraged.
- Buildings shall maintain a consistent street edge with at least one street oriented entrance.
- Use of multiple, yet compatible wall materials is encouraged.
- Use of arches, columns, quoins, and similar details is encouraged.
- Storefront metal shall be factory finished. Mill finish aluminum is prohibited.
- Accessory structures shall be constructed of materials similar to the main structure on the lot.

Permitted Wall Materials

- A. Brick
- B. Stone, natural or portland cement simulated (Cultured Stone or similar)
- C. Fiber reinforced cementitious siding (Hardiplank or similar)
- D. Wood siding, painted or stained
- E. Wood or fiber reinforced cement shingles
- F. Architectural precast concrete (cast stone)
- G. Stucco

Permitted Visible Roofing Materials

- A. Standing seam metal
- B. Slate
- C. Simulated slate
- D. Architectural shingles designed to simulate slate.

Permitted Trim Materials

- A. Fiber reinforced cementitious trim (Hardietrim, Hardiesoffit, or similar)
- B. Cellular PVC
- C. Wood, painted or stained
- D. Factory finished aluminum clad wood (fascia & rake boards)
- E. Vented or unvented aluminum or vinyl soffit panels

Permitted Window Materials

- A. Painted Wood
- B. Clad (aluminum or fiberglass) wood
- C. Extruded fiberglass or aluminum
- D. Aluminum Storefront
- E. Divided light windows shall have SDL or true divided light muntins.
- F. Vinyl

Permitted Door Materials

- A. Wood
- B. Insulated metal
- C. Fiberglass
- D. Aluminum storefront

Other Permitted Materials

- A. Fabric awnings
- B. Cellular PVC railings
- C. Metal railings
- D. Factory finished aluminum or natural copper gutters & downspouts
- E. Wood or vinyl shutters

Architectural Standards for Residential Uses:

Permitted Wall Materials

- A. Any material permitted in Commercial Uses plus the following:
- B. Vinyl siding
- C. Painted concrete foundations with simulated brick face

Permitted Visible Roofing Materials

- A. Any material permitted in Commercial Uses plus the following:
- B. Architectural shingles designed to simulate wood shakes (Timberline or similar)

Permitted Trim Materials

- A. Any material permitted in Commercial Uses

Permitted Window Materials

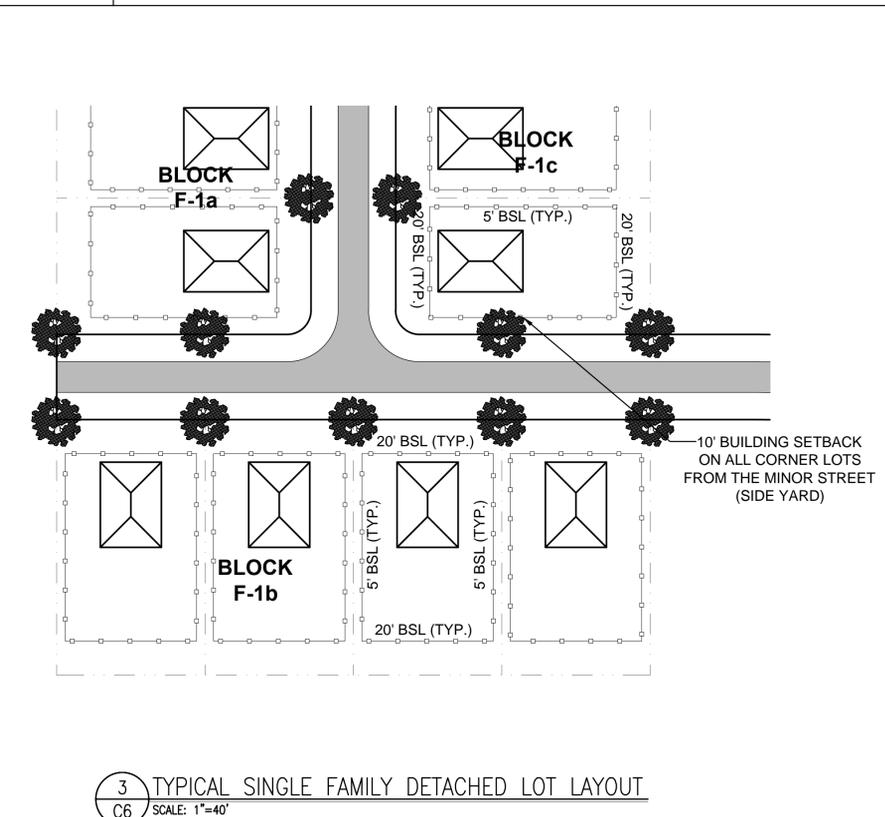
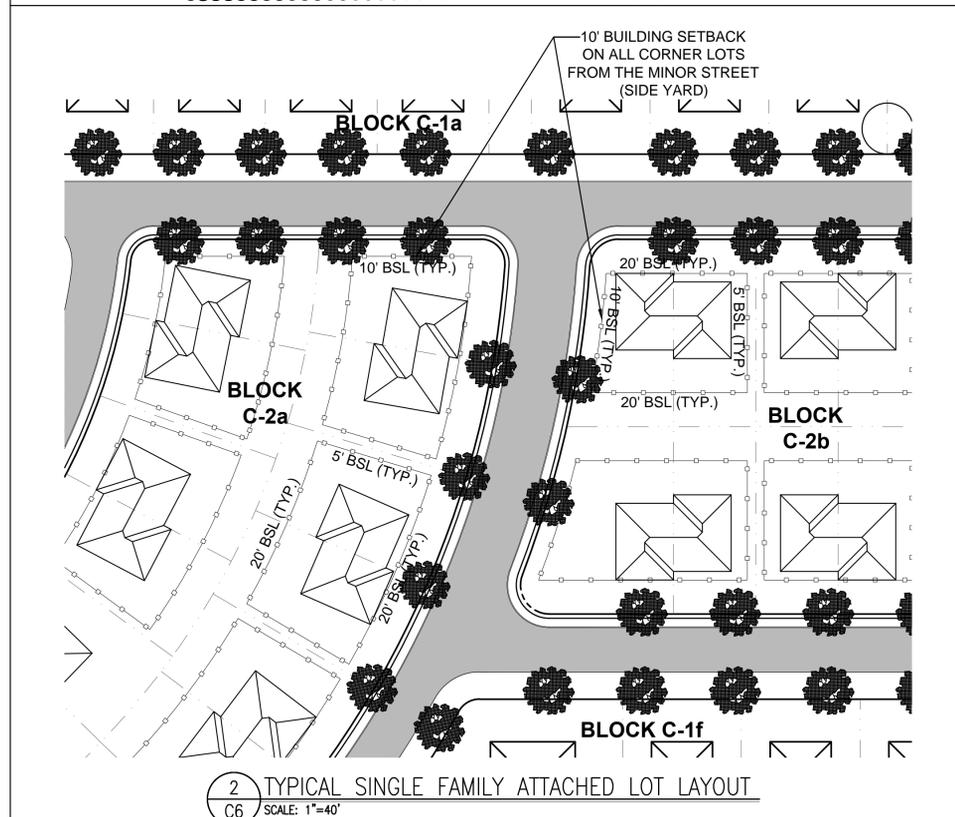
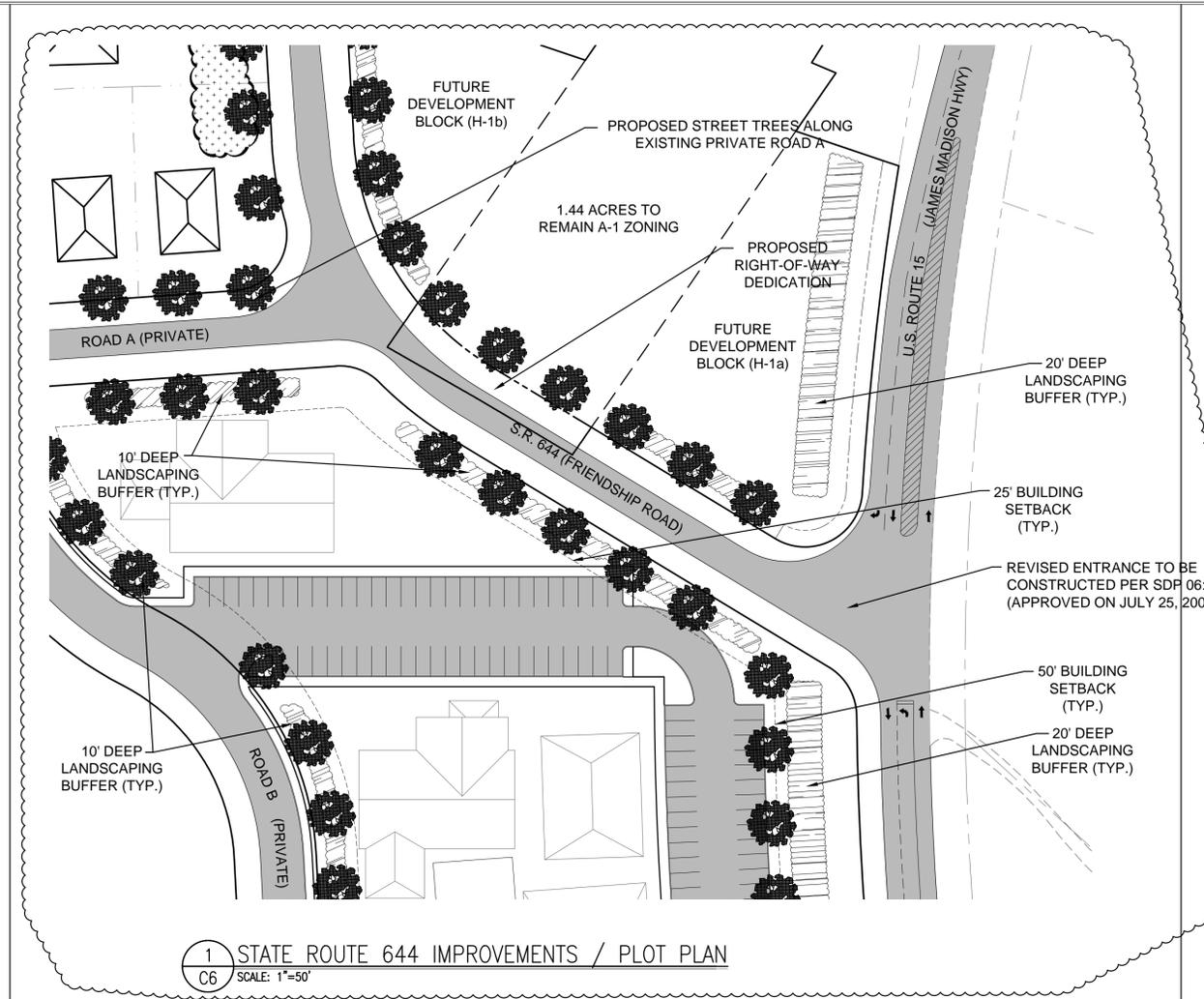
- A. Any material permitted in Commercial Uses.

Permitted Door Materials

- A. Any material permitted in Commercial Uses.

Other Permitted Materials

- A. Any material permitted in Commercial Uses plus the following:
- B. Pressure treated wood railings.



GROUNDWATER TESTING PROTOCOL FOR WELL SYSTEMS:

In conjunction with the development of a central water system utilizing onsite groundwater wells the following assessment will be required by a professional geologist or similarly qualified individual (hereafter the Geologist):

- Geologic Mapping.
- A fracture Trace Analysis & Electric Resistivity Geophysical Survey.
- Prepare an inventory of existing groundwater wells within 1,000 feet of the property line.

The aforementioned steps will form the basis for determining optimal drilling sites for construction of the first well. Design specifications will be in accordance with VDH guidelines. If a blown yield measurement by the driller indicates sufficient capacity for use the following testing procedure shall commence:

- Pump test shall be performed for 72 hours.
- Any public well within 500' of the well being tested shall be pumped at its rated capacity simultaneous with the new well for the duration of the test to evaluate possible interference between the two wells. If the Geologist determines that significant interference is present the well site will be abandoned and a new well site developed.
- Two observation wells shall be installed in locations selected by the geologist to monitor ground water impacts from wells on the north and east sides of the site.
- When a well site is selected a review of wells within the area shall be performed. The owner of any offsite well within 1000' of the proposed well site will be notified of the proposed well. The new well installation will then commence. If the offsite well owner grants the geologist permission to monitor their well and agrees to follow the testing protocol as outlined by the geologist the offsite well shall be monitored for interference with the new well site. If the geologist determines that significant interference is present, the proposed well site shall be abandoned and a new site developed.

SHIMP ENGINEERING, P.C.
ENGINEERING - LAND PLANNING - PROJECT MANAGEMENT
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CHARLOTTEVILLE, VA 22902
JUSTIN@SHIMP-ENGINEERING.COM

DESIGN STANDARDS

Rev #	Date	Description
1	06-03-2014	VOOT AND COUNTY COMMENTS

PRELIM. MASTERPLAN AMENDMENT FOR:

POPLAR RIDGE
FLUVANNA COUNTY, VIRGINIA

Date	03/31/2014
Scale	N/A
Sheet No.	6 OF 6
File No.	11.022



PROJECT MANAGEMENT
CIVIL ENGINEERING
LAND PLANNING

Planning Dept.

APR 01 2014

Received

April 1st, 2014

Mr. Jason Stewart
Planning and Zoning Administrator
County of Fluvanna, Virginia

(Delivered by Hand)

**Regarding: Poplar Ridge R3 Master Plan Amendment (Formally the Point at the Rivanna Resort)
Poplar Ridge Major Utility SUP
Fluvanna County Tax Map 30-A-110 and 19-A-39C**

Dear Mr. Stewart;

Shimp Engineering, P.C. is pleased to present the attached amended R3 master plan and proffers for the above referenced project. As we discussed at our pre-application meeting we are now proposing a new project, titled Poplar Ridge, as a master plan amendment to the prior R3 approval for the property.

Attached with this letter are 30 copies of the revised preliminary master plan, 30 copies of an illustrative concept plan showing a likely development of the proposed master plan, one copy of a traffic analysis showing the required improvements on route 15 for the development of this project, and one copy of an updated letter from North West Cascade confirming that adequate soils are available on the site for onsite disposal. As previously discussed with prior project submittals adequate groundwater yield for onsite wells has been previously established. A new requirement for well testing has been provided on sheet 6 of the master plan which should be reviewed in conjunction with the special use permit application for Major Utilities.

Please advise if you have any questions about our submittal, we look forward to hearing from you within 10 days confirming that the application is complete as submitted.

Sincerely,

Justin Shimp, P.E.



June 4, 2014

Mr. Steve Tugwell
Senior Planner
Fluvanna County
Department of Planning & Community Development
P.O. Box 540
Palmyra, VA 22963

**Regarding: ZMP 14:01, Hotel Street Capital Master Plan Amendment and
SUP 14:02, Hotel Street Capital request for major utilities in conjunction with ZMP 14:01
Resubmittal of Application**

Dear Mr. Tugwell,

We are happy to resubmit the Poplar Ridge ZMP and SUP applications for consideration at the regular meeting of the Fluvanna County Planning Commission on June 25, 2014. Please find the following documents enclosed:

- a) 10 copies of the Poplar Ridge Master Plan Amendment, revised June 3, 2014,
- b) 1 copy of signed and notarized proffers for the above application, and
- c) 10 copies of the Poplar Ridge SUP application for Major Utilities.

Please let us know if you require anything further for the public hearing.

Best Regards,

A handwritten signature in black ink, appearing to be "Justin Shimp", written over a horizontal line.

Justin Shimp, P.E.
Shimp Engineering, P.C.

Received

JUN 04 2014

Planning Dept.



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540 Palmyra, VA 22963 (434) 591-1910 FAX (434) 591-1911 www.co.fluvanna.va.us

June 10, 2014

Re: Zoning Determination for subject property (Tax Parcel Numbers 30-A-110 and 19-A-39C), also known as "Poplar Ridge" Master Plan Amendment (ZMP 14:01), and accompanying Special Use Permit request (SUP 14:02)

To whom it may concern:

The Zoning Administrator has made the determination that the Master Plan approved at (Tax Parcel Numbers 30-A-110 and 19-A-39C) by the Fluvanna County Board of Supervisors allows 254 residential units and 63 hotel rooms to be developed according to the terms of the Master Plan (ZMP 09:02) and Site Development Plan (SDP 06-11). Expansion or enlargement of the Master Plan would be subject to the approval of the Planning Commission and potentially the Board of Supervisors as well if warranted by the extent of the deviation from the original Master Plan.

If you have any further questions please contact me at jstewart@fluvannacounty.org or at (434) 591-1910

Sincerely,



Jason Stewart, AICP
Planning & Zoning Administrator

Projection Methodology 1

High Growth	Students Per Unit	SFD Units	SFA Units	Total
		175	156	331
Single Fam Detached Ratio	0.94	164.5		
Single Family Attached Ratio	1.19		185.64	
				350.14

Projection Methodology 2

K12 Projection*	Fluvanna Households	K12 per Household	Poplar Households	Projected K12
3594	10,566	0.3401476	331	113

* Weldon Cooper School Efficiency Review of Fluvanna County Public Schools

Projection Methodology

K12 Projection*	Fluvanna Households	K12 per Household	Poplar Households	Projected K12
3712	9,449	0.3928458	331	130

* Weldon
Cooper
School
Efficiency
Review of
Fluvanna
County Public
Schools



Experts in non-sewered development

A Division of Northwest Cascade Inc.

Attachment G
Received

APR 01 2014

Planning Dept.

March 31, 2014

Justin M. Shimp, P.E.
President
Shimp Engineering, P.C.
201 E. Main Street, Suite M
Charlottesville, VA 22902

Subject: Flow and Area Calculations for the Revised Development Unit Numbers

Dear Justin:

As per your email dated March 25th, we understand that the revised numbers for the proposed Palmyra Development are as following:

Single Family Detached:	175
<u>Single-Family Attached:</u>	<u>156</u>
Total Residential Units:	331 units
General Office:	20,000
Restaurant (no drive-through):	8,000
Financial Institution:	4,000
<u>General Retail Use:</u>	<u>42,000</u>
Total Commercial space:	74,000 square feet

You have asked us to recalculate the design flow and area requirements for the revised numbers and to determine the effect of the revised numbers on area availability for subsurface disposal of treated wastewater on the property.

The revised numbers for the development units indicate significant reduction in both the overall number of the residential units (from more than 800 to less than 400) and commercial space (from more than 150,000 sqft to less than 75,000 sqft). Since the wastewater flow generated from a development is directly proportional to the number of development units, reduction in the number of development units will result in reduced amount of wastewater flow. Using the same unit flow numbers for both the residential and commercial space, we have determined that the designed wastewater flow from the proposed development units would be 132,000 gallons per day (GPD), which is less than half (about 47%) compared to the flow from originally proposed development units.

10412 John Bananola Drive • P.O. Box 73399 • Puyallup, WA 98373
www.ncswastewater.com 800-444-2371 phone 253-848-2545 fax

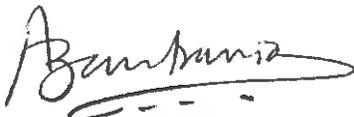
Following table gives the details on the design wastewater flow from the revised number of development units:

Revised Calculation - March 2014			GPD/Unit	
Residential	Units	GPD	Residential Detached	400
Single Family Detached	175	70,000	Residential Attached	300
Single Family Attached	156	46,800	Commercial	200 per 1,000 sqft
Total for Residential	331	116,800	Restaurent	50 per 200 sqft
Commercial	SqFt	GPD		
General Office	20,000	4,000		
Restaurant (no drive-through)	3,000	2,000		
Financial Institution	4,000	800		
General Retail Use	42,000	8,400		
Total for Commercial	74,000	15,200		
TOTAL FLOW GPD =		132,000	47% of the previous proposal	

The land area required for subsurface disposal of treated wastewater (drainfield area) will also be reduced as the amount of wastewater is reduced. Based on the conservative loading rate (half a gallon per day per square foot) that we use for determining land area requirements at this preliminary stage, estimated area for draifield for the revised development units would be 6.6 acres primary and 6.6 acres reserved area, total of 13.2 acres. Our soil scientist (John Harper, AOSE, CPSS) has identified at least 40 acres of drainfield area, which is more than double what would be needed for the proposed development. Thus, we have more than 2x safety factor available for the drainfield area.

Please let me know if you or anyone from Fluvanna County have any additional questions related to wastewater system for the proposed Palmyra development.

Sincerely,



Anish Jantrania, Ph.D., P.E.
Senior Project Manager.



PROJECT MANAGEMENT
CIVIL ENGINEERING
LAND PLANNING

May 7, 2014

Mr. Wayne Stephens, PE – County Engineer
Public Works Department
County of Fluvanna, Virginia

Regarding: April 16, 2014 Comments on SUP Application 14-002 – Poplar Ridge Utilities

Dear Mr. Stephens,

Thank you for providing comments regarding our Special Use Permit application for major utilities for the Poplar Ridge R3 development project. Please consider the following responses to your comments:

General:

- 1) *Based on the development plan included in the application package, the developer's computed average daily flows of 132,000 gpd. appear reasonable.*

We are in agreement and no further response is provided.

- 2) *There are currently no public water or sewer systems in the Palmyra area which can supply the public water and sewer demands for a project of the size of Poplar Ridge, and it is unlikely that public water or sewer service on such a scale will be available to the Palmyra CDA in the near future. The County has no public water system, and the public sewer system has insufficient capacity to serve the proposed needs of the project. The sewage collection system does not currently extend to any of the parcels associated with the project. The Palmyra Area Wastewater Treatment Plant (WWTP) currently operates under a Virginia Pollutant Discharge Elimination System (VPDES) Permit which allows it to discharge average flows of 39,900 gallons. Based on recent average daily flows, it appears the plant has excess capacity of no more than 20,000 gpd.*

We are in agreement, but please note that the current County approved master plan for the property dictates a connection to the Palmyra Area WWTP for 342 residential units and additional commercial development. The proposed plan will address sewer service needs via onsite infiltration, we believe this to be better for us, better for the County and better for the environment.

3) Several of the comments and concerns I noted in my memorandum of November 15, 2013, regarding the proposed Walker's Ridge project have not yet been addressed. These apply to this proposed project at a scale and to an extent appropriate to the reduced size of the project.

Hydrogeologic Reports, Feasibility Assessments, Soil Reports, and Site Capacity Studies were provided by our consultants on the Walker's Ridge project. This information was submitted to Fluvanna County on October 30, 2013. We received your comment letter, dated November 15, and responded to your comments the following week on November 22, 2013. We have not been informed of any comments that were not addressed in our response.

Water:

4) In my opinion, the application does not provide sufficient information to determine whether there is a reasonable likelihood of finding sufficient groundwater resources to provide the estimated demands, and I do not agree that adequate yields for on-site wells has been previously established in prior submittals. The proposed 331 residential units will require a minimum total well yield of 166 gpm. This is not an insubstantial amount, especially given that the median well yield of other wells drilled in the area has been reported by the developer to be 8gpm.

Please consider the following four points:

- 1) The current by-right zoning for the property allows a central water system with connections for 342 residential units (we are requesting a reduction in the current application).
- 2) A "Feasibility Study of Groundwater Potential of The Walker's Ridge Development" prepared by Eaton Geological Consulting, LLC and dated October 25, 2013, provides professional documentation supporting on-site sustainable withdrawals on the order of 212,239 gallons per day (GPD), supporting a maximum of 707 equivalent residential units. "Eaton Geological Consulting, LLC finds that the groundwater potential of this site is sufficiently favorable that it would be feasible to conduct geophysical survey work and drill test wells." This professional recommendation was made for a project with over two times as many residential units proposed as the current proposal.
- 3) On October 28, 2013, The Center for Sustainable Groundwater provided a preliminary assessment of the potential for off-site impacts of the groundwater usage at the site, based on an estimated (at that time) of 952 residential units. Dr. Nick Evans, in his assessment, found that a) there would be sufficient groundwater recharge on the site to meet the demand for 952 residential units, b) most of the groundwater used would be returned to the ground as recharge through a sanitary drainfield system, and c) each surface water bodies located on site (4 ponds and the adjacent Rivanna River) each constitutes a hydrologic buffer that recharges groundwater contained in the surrounding rocks. Dr. Evans has served for over 10 years as the Director and chairman of the Thomas Jefferson Soil and Water Conservation District, he has published a technical report on "The role of groundwater ecosystem services

in determining an optimal sustainable population size for the Charlottesville/Albemarle community”, he has published “Water Resources in Fluvanna County: present conditions and recommendations for preservation and restoration”, and he has published a “Hydrogeologic Database for Fluvanna County, Virginia.”

4) The current proposal includes three conditions for locating onsite water well sites and four conditions for determining groundwater impacts from wells drilled on-site. These restrictions are not applicable to the current zoning.

5) *The application includes no details regarding the locations and routes of the proposed water distribution system, the location and type(s) of proposed storage tank(s), treatment facilities or any other infrastructure related to the proposed water system. At the very least, a preliminary plan for the water system should be provided.*

In paragraph D of Section 22-17-4 of the Fluvanna County Zoning ordinance, three guidelines are provided for consideration of a special use permit. The third guideline (c) requires a current survey of the subject property and a sketch plan of the proposed improvements. A preliminary plan for the water system is well beyond the scope of this requirement, however, please consider the attached SUP Application Plan that includes a “conceptual layout” for sewer and water distribution systems and facilities. Please note that this conceptual plan is not provided as a condition of approval for the SUP and, with or without approval of the SUP, the Owner/Developer reserves the right to develop on-site water and sewer in accordance with state and local code requirements.

Sewer:

6) *In my opinion, the developer has not provided sufficient information to determine whether is a reasonable likelihood that the available soils on the site are of sufficient quantity and quality to be support an on-site disposal system of the size and scope required for the developer's projected flows.*

The current by-right zoning allows a maximum of 342 residential units to connect to the Palmyra Area Wastewater Treatment Plant which, as noted in comment #1, does not have capacity for the development. An on-site central sewerage system is a reasonable alternative if the County is not inclined to expand the capacity of the facility at this time. A “Soil Feasibility Study” was prepared on October 29, 2013 by Environmental Soil Consultants, LLC and a “Preliminary Feasibility Assessments of Drainfield Site Capacity” was prepared on November 1, 2013 by NCS Wastewater Solutions. The study and assessments conclude that there is an adequate amount of area and soils available to support an on-site wastewater disposal system for 952 residential units (almost three times what is currently proposed).

7) *The application includes no details regarding the locations and routes of proposed gravity sewer lines pump stations, force mains, treatment facilities or any other infrastructure related to the proposed sewage collection, treatment and disposal system. At*

the very least, a preliminary plan for the proposed sewer system should be provided.

Please see the response to comment # 5 above.

8) In order to perform a proper preliminary assessment of the soils on the site, it is recommended that the applicant be required to provide a map at minimum scale 1" = 200' and which shows the currently mapped soils for the site overlain with topography, the former golf course layout, and the locations and computed areas of all proposed/preliminary drip disposal drainfield locations.

Please see the response to comment # 5 above. This requested information is provided in the attached SUP Application Plan.

In conclusion, we have provided (in addition to the information required in Section 22-17-4 of the Fluvanna County Ordinance) a conceptual plan for on-site major utilities, site overlays as requested, documentation for on-site water system capacities (for over twice as many residential units as proposed), documentation for on-site sewer system capacities (for over three times as many residential units as proposed), a reasonable alternative to expanding the Palmyra Area WWTP, and we have offered conditions of approval that will further meet the requirements of zoning ordinance. If the County has other resources available for our consideration, we would be anxious to explore these options. As always, we welcome the opportunity to meet with you or any County Staff, Planning Commissioner or Supervisor to discuss this matter further and we will make ourselves available at your convenience.

Sincerely,

Justin Shimp, P.E.

Attachments:
SUP Concept Plan

CC:
Steven Tugwell
Dr. Nick Evans
Dr. Scott Eaton
Mr. Anish Jantrania
Mr. Keith Smith

Steven Tugwell

From: Wayne Stephens
Sent: Wednesday, May 28, 2014 8:56 AM
To: Jay Lindsey
Cc: Steven Tugwell; Robert Popowicz
Subject: RE: tomorrow night

Importance: High

Jay,

At this point it is doubtful that I will make it to the meeting tonight.

However, I have reviewed the latest materials provided by the developer's engineer regarding the soils on the site, and have verified that the currently proposed mass drainfield areas are not located coincident with previously disturbed soils on the former golf course, and are located in areas which, according to existing soils mapping, represent the most suitable soils for drainfields. I have no comment on the proposed locations of the five wastewater treatment plants, as I am not familiar with the County's siting requirements for such facilities. However, since the layout provided by the developer is conceptual in nature, I assume the locations and numbers of treatment plants is subject to change during final design and site planning.

While I continue to have concerns regarding the long-term viability of the sewage treatment and disposal methods proposed for the project, the Virginia Department of Health has technical review and oversight authority/responsibility for such projects, and I will defer to that agency's expertise regarding such matters.

Regarding the proposed water system, the developer's proposed hydrogeologic testing procedures are most definitely a 'step in the right direction'. At this point, lacking a hydrogeological testing ordinance, the information provided by the developer may have to suffice. While I am not 100% satisfied with the level of detail in the information provided by the developer to date, that which has been made available indicates that there is a high probability that some level of sustainable groundwater can be developed on the site. A phase 2 hydrogeological investigation, with drilling and testing of wells, is the only way to actually determine whether sufficient groundwater resources are available to serve the entirety of the project as it is proposed.

Should the Commission recommend approval of the SUP, I strongly urge that conditions be included which will protect the County from any and all liability for ever having to take over ownership, operations and/or maintenance responsibilities for the privately owned and operated water and/or sewer systems proposed with this project. It is my opinion that the County should take steps to assure that any and all financial and legal liability for system failure(s) and associated remedies should remain with the developer/owner of the systems, in perpetuity; and that, in the event it is necessary at some time in the future to connect the properties within the project to publically owned water and/or sewer systems, the entire cost of such connection(s) be borne by the owners of said properties.

Please call me if you have any questions. If my status regarding attendance at the meeting changes I will let you know.

Thanks.

Wayne

J. Wayne Stephens, PE

Director of Public Works, County Engineer
Fluvanna County Virginia
P.O. Box 540
Palmyra, VA 22963

(434) 591-1925
(434) 591-1924 (FAX)
wstephens@fluvannacounty.org

From: Jay Lindsey
Sent: Tuesday, May 27, 2014 11:13 AM
To: Wayne Stephens
Subject: tomorrow night

Hi Wayne,

Just confirming that you can still come to the meeting tomorrow night.

Thanks,
Jay

Planning Commission Questions
Regarding SUP 14-02 & ZMP 14-01/Hotel Street Capital, LLC (Poplar Ridge)
 Prior to June 25, 2014, Planning Commission Public Hearing

Principal issues outlined by County Attorney with comments by Jason Stewart, Planning and Zoning Administrator:

- (1) Sufficiency of water supply—burden is on applicant to establish that SUP is consistent with uses by right and will not be of detriment to neighboring properties—What evidence provided? In Shimp letter on p. 82, says there is “no specific information regarding sufficiency of water”

STEWART - As noted on the applicant’s submitted plan with the SUP, the applicant has to satisfy the requirements of VDH as part of the site plan process. The plan provides testing procedures to verify groundwater capacity. For example if it’s found out that they only have capacity for 100 houses, they are pretty much capped by that regardless of how many they are finally approved for. I think the PC needs to weigh the information in this plan in their decision making process about whether it’s enough information to make a decision.

- (2) Sufficiency of sewerage—no evidence of sufficient area/type of soil—note SUP B/P—VDH relies on allegations of applicant (“huge drainfield . . . they say they have more than sufficient area”), not facts supplied

STEWART - The applicant’s SUP plan shows it’s going to be a mass dripfield system that is approved and regulated by DEQ . The applicant’s experts at the Work Session seemed confident that they would get their approval from state. I think the PC has heard the applicant and their experts present their case at the work sessions and TRC along with Mr. Stephens’ comments. Again, they will need to weigh all of that information to determine if they think they have enough information to make a decision on the SUP.

- (3) Lack of impact on adj. properties, particularly with respect to water resources—SUP B/P (see also p. 7)

STEWART - Sheet 6 of the Master Plan talks groundwater testing protocol for well systems and how they affect neighboring properties.

- (4) VDOT concerned about traffic implications (see esp. pp. 5, 78 (Att. H))

- a. Reservation of area for additional development makes it impossible to analyze full impact

- b. No reservation of area for additional improvements to accommodate additional burdens
- c. Recommendation of roundabout (not provided) (Note existing proffers contribute to traffic signal)

STEWART - The traffic study cited shows no need for a roundabout and the existing proffer for a traffic signal expired in May of 2014. We are still waiting on final comments from VDOT. (Note: The latest VDOT comments received on the day of the PC meeting (June 25) is that the Poplar Ridge proposal doesn't increase traffic volumes over what is already approved for the site (2009 rezoning).

(5) Fire protection

- a. Units built too close together
- b. Sufficiency of water supply for fire protection—no evidence of supply or sufficiency of distribution for fire protection

STEWART - Fire hydrants will have to comply with building code to determine distance and separation. Water availability for fire protection would have to be verified at least at the site plan stage by VDH.

(6) Compatibility with adjacent properties, particularly low density SFD's and Camp Friendship

STEWART - It's in neighborhood residential in the CPA. I think it's perfectly valid for the PC to consider the compatibility with the adjoining properties with deference to the Comp Plan and also existing conditions. The BOS approved the Master Plan in 2009 but there is talk about shrinking the CPA and growth area in Palmyra.

(7) Not consistent with Comprehensive Plan—PC/BOS entitled to construe Plan

- a. Not village scale
- b. Not primarily detached SFD's
- c. Highest density in village at extreme edge

STEWART - I think the Comp Plan is vague in regards to village vs neighborhood residential. Poplar Ridge appears to be almost all in what we call neighborhood residential. The 2009 Master Plan doesn't exceed the density requirements of the ordinance and the new proposal is certainly not Traditional Neighborhood Development. I think the PC and the Board have a fair amount of leeway to decide what's appropriate based upon the Comp Plan.

Transcript of portion of Planning Commission Public Hearing of June 25, 2014

Summary of comments by County Attorney to Planning Commission:

You have before you two applications, they are obviously directly and intimately related, but they are two different applications and they are two different procedural avenues and standards for you. And I've identified what I think are some of the issues that are really important for you at this point.

Special Use Permit (SUP) - For water and sewer utilities.

Two primary criteria to review; if you find that the application meets these criteria, then it would be appropriate for you to approve SUP. If you are unable to find that the use meets these criteria, then the application should be denied for the SUP.

The two criteria are set out in Section 22-17-4 in the Zoning Ordinance.

- **One is (*reading*,) "The proposed use shall not tend to change the character and established pattern of the area or community in which it proposes to locate."**
- **And two is (*reading*,)" The proposed use shall be compatible with the uses permitted by right in that zoning district and shall not adversely affect the use and/or value of neighboring property."**

Sufficiency of the water supply.

- The issue here is, in your judgment, has the applicant met the burden to establish that the water system has adequate supply and will not adversely affect the neighborhood.
- I noted there was one comment noted in the Staff Report where Mr. Shimp said he had, quote, "no specific information regarding sufficiency of water."
- The issue is, has the applicant established that there is sufficient water on this property and has the applicant established that the operation and proposed system will not adversely affect neighboring properties. If you find that the applicant has established that sufficiency, you are free to approve. If you find that the applicant has not established that sufficiency, then you should recommend denial.

Sufficiency of the sewerage

- And the same issue applies; that is, has the applicant established to your satisfaction that there is available sewerage for the use as proposed.

Now, as to both of these, the other thing that the applicant needs to establish to your satisfaction is that the uses will not adversely affect neighboring properties.

I note that although I wasn't at the Work Session, I've heard the comments, read the Staff Report, and read the prior comments; it appears to me that the expert opinions that were given are predictions of

the conditions. The applicant's position appears to be that proving the adequacy of water and the adequacy of sewerage will be done in accordance with Health Dept. regulations at a later time. The applicant's position is that conditions are such that, if this is approved, and we go forward with these tests, we believe that the tests will prove that there is adequate water and sewer facility.

If you consider that to be sufficient, then they've met the burden. If you don't, then I think it wouldn't be appropriate for you to approve.

Rezoning Request (ZMP)

The fourth item that I think is important for you, is the traffic implications. You have the concerns stated by VDOT. The question is whether you believe the applicant has met its burden in establishing whether the plan adequately addresses the traffic issues.

As to fire protection, frankly I think that's an easier question, because the building code does address fire protection, fire walls, and that sort of thing, but that's another one where, that's a proper consideration for you to have as to the rezoning.

The next issue as to the rezoning is the compatibility of the proposed development with neighboring properties, particularly low-density, single-family dwellings and Camp Friendship. Those uses are there and I think it would be appropriate for you to consider whatever impact you find would be likely to occur as to the other existing uses as a result of this development. If you believe that the developments are compatible, then that's a matter in the development's favor. If you believe they're incompatible, that's on the other side....if you will.

The final issue is the issue of the comprehensive plan. And the comprehensive plan as you know, is not rigid, is not absolute, it's not a matter of taking a number out of it and plugging it in and saying that's absolute, it's not.

The issues that I think are raised by the comprehensive plan are the scale of Palmyra Village, the character of the development, whether they're single-family units, but they're single-family detached and attached. They're roughly equal; is that consistent with the character of the village? And the third is the density of the project with respect to the location.

It's been noted that this is the northern edge of the development area in the plan. And I think you have the right to consider the fact the location of this property with respect to the development area. So, not every square foot of the development area is entitled to have the highest density ...or even the very highest, or very close to the highest density set out in front of you. So, you're entitled to interpret, because ultimately it's the Board's decision, it's your responsibility with respect to making a recommendation.

With reference to the previous plan (2009 Rezoning)

I think the applicant has made a pretty cogent argument that the existing plan was either a mistake when it was approved, or it is no longer appropriate. And I note that there are a couple of things that (*can't hear*) the note I made on it, made it before you Mr. Shimp, was accurate. The note I made on his comment was that the plan won't work. That it's not well-planned. He was speaking on a number of things, but two of the items that appear in this, is that that plan was dependent on public utilities,

particularly sewer. We now know that water is not going to be there anytime soon. We'd like to think it will be there eventually, but we have no specific timeline to that. As to the sewer, we know what happened to that. And that is, the county established the sewer plan and we believed we had significant available sewer service and then DEQ changed the rules. So we don't even enough to serve public facility, let alone the privately owned facility.

So, my point in raising this is, that, Mr. Shimp may be right, probably is right, that the existing plan would be very difficult to develop. But I suggest that, that point, cuts two ways. Number one, it suggests that there ought to be some other zoning on this property, and that's what I take away from Mr. Shimp's comments. What that zoning is, is not necessarily, doesn't have necessarily one answer. It could be a number of different things (*can't hear*.) But I think the other thing to take away to this, is to not do it again. And what I mean by that is, if you grant an SUP for a water system without knowing that water is available to serve that system, and that the water, installation, and use will, if you can't say that that won't adversely affect the neighbors, we'll find out when we get to the next stage, you're putting yourself right back in the same position. And that is, you will approve a plan that won't work. And I think that's exactly why our R3 ordinance requires utilities to be approved by SUP, so they're approved in advance.

Now, again, I'm not telling you to approve or disapprove it, that's your prerogative, but I wanted you to have some of these thoughts in terms of just organizing your thought, trying to give you the questions I thought you should answer.

SUP APPLICATION PLAN FOR MAJOR UTILITIES POPLAR RIDGE



FORMERLY THE POINT AT THE RIVANNA RESORT
TAX MAP 30, SECTION A, PARCEL 110 and
TAX MAP 19, SECTION A, PARCEL 39C
PALMYRA DISTRICT, FLUVANNA COUNTY, VIRGINIA
MARCH 31, 2014

SHIMP
ENGINEERING^{PC}

PROJECT MANAGEMENT
CIVIL ENGINEERING
LAND PLANNING

201 EAST MAIN STREET, SUITE M
CHARLOTTESVILLE, VA 22902
(434) 207-8086

SHEET INDEX

- C1 - COVER SHEET
- C2 - EXISTING CONDITIONS
- C3 - CONCEPTUAL UTILITY PLAN
- C4 - DESIGN GUIDELINES

SHIMP ENGINEERING, P.C.
 ENGINEERING - LAND PLANNING - PROJECT MANAGEMENT
 207 E. MAIN ST., SUITE 10
 CHARLOTTEVILLE, VA 22901
 PHONE: 434-337-8000
 FAX: 434-337-8000
 WWW.SHIMPEngineering.com

LEGEND

	LAKES / PONDS		ABANDONED GOLF COURSE GREENS AND TEEBOXES
	STEEP SLOPES (OVER 20% TYP.)		ACCESS EASEMENT
	AREAS WITH SOILS UNSUITABLE FOR DRAINFIELDS		

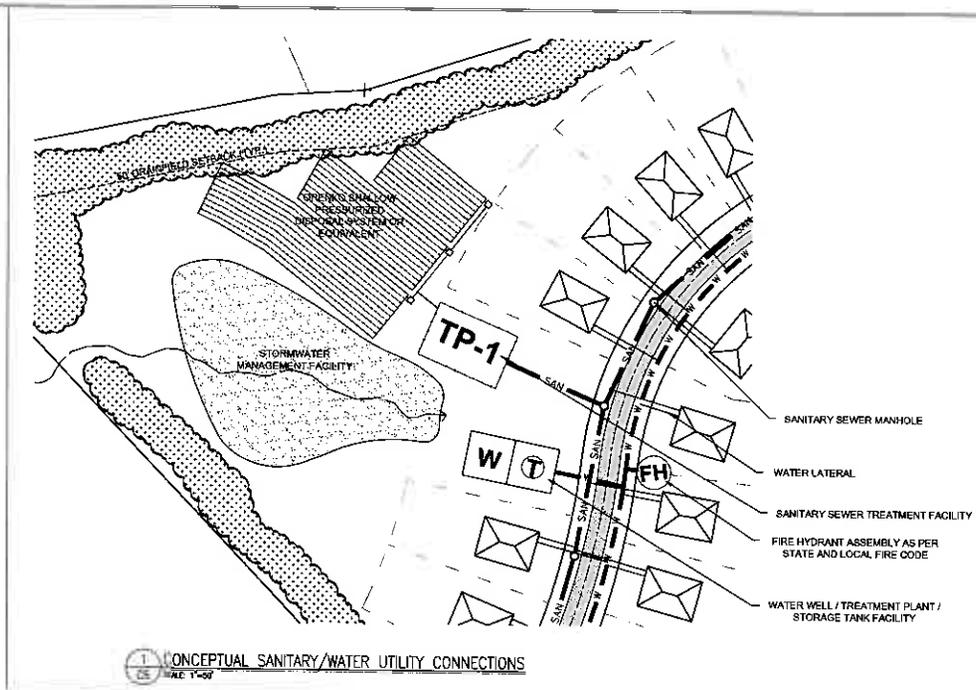


EXISTING CONDITIONS

NO.	DATE	DESCRIPTION

SUP APPLICATION PLAN FOR:
POPLAR RIDGE
 FLUVANNA COUNTY, VIRGINIA

Date: 04/30/2014
 Scale: 1"=200'
 Sheet No.: 2 OF 4
 File No.: 11.022



GROUNDWATER TESTING PROTOCOL FOR WELL SYSTEMS

In conjunction with the development of a central water system utilizing onsite groundwater wells the following assessment will be required by a professional geologist or similarly qualified individual (hereafter the Geologist):

- Geologic Mapping.
- A Fracture Trace Analysis & Electric Resistivity Geophysical Survey.
- Prepare an Inventory of existing groundwater wells within 1,000 feet of the property line.

The aforementioned steps will form the basis for determining optimal drilling sites for construction of the test well. Design specifications will be in accordance with VDM guidelines. If a blow yield measurement by the dither indicates sufficient capacity for use the following testing procedures shall commence:

- Pump test shall be performed for 72 hours.
- Any public well within 500' of the well being tested shall be pumped at its rated capacity simultaneous with the new well for the duration of the test to evaluate possible interference between the two wells. If the Geologist determines that significant interference is present the well site will be abandoned and a new well site developed.
- Two observation wells shall be installed in locations selected by the geologist to monitor ground water impacts from wells on the north and east sides of the site.
- When a well site is selected a review of wells within the area shall be performed. The owner of any offsite well within 1000' of the proposed well site will be notified of the proposed well. The new well installation will then commence. If the offsite well owner grants the geologist permission to monitor their well and agree to follow the testing protocol he outlined by the geologist the offsite well shall be monitored for interference with the new well site. If the geologist determines that significant interference is present, the proposed well site shall be abandoned and a new site developed.

SHIMP ENGINEERING, P.C.
 ENGINEERING - LAND PLANNING - PROJECT MANAGEMENT
 207 E. MAIN ST., SUITE 3
 CHARLOTTE, VA 23002
 PHONE: (434) 327-8008
 FAX: (434) 327-8009
 WWW.SHIMPEngineering.com

DESIGN STANDARDS / DETAILS
DATE
BY
APPROVED

SUP APPLICATION PLAN FOR:
POPLAR RIDGE
 FLUVANNA COUNTY, VIRGINIA

Date	04/30/2014
Scale	N/A
Sheet No.	4 OF 4
File No.	11.022

APR 01 2014

Planning Dept.

TO: JUSTIN SHIMP, P.E.	FROM: BILL WUENSCH, PE, PTOE
ORGANIZATION: SHIMP ENGINEERING	DATE: APRIL 1ST, 2014
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
RE: POPLAR RIDGE TRAFFIC SIGNAL ANALYSIS	YOUR REFERENCE NUMBER:

MEMORANDUM

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY FOR YOUR USE

Poplar Ridge Traffic Signal Analysis

Background Information

In this memo, as an update to the prior Walkers Ridge TIS, EPR examined the new Poplar Ridge Development, as provided in March, 2014, to explore the trip generation of the new development, and if any traffic signal is needed at any of the three intersections that the new development might impact. The new development includes 331 residential units and 74,000 square feet commercial uses, which are specified as:

- 175 single-family detached houses;
- 156 single-family attached houses;
- 20,000 square feet offices;
- 42,000 square feet general retail (specialty retail);
- 4,000 square feet financial institution (drive-in bank);
- and, 8,000 square feet high-turnover restaurant;

The access to the new development will be via three entrances, as shown in **Figure 1**:

- the main entrance at the southern intersection of Route 15 and Route 644;
- the 2nd entrance south to Route 644 on Route 15;
- and, the 3rd entrance on Route 644.

The intersections this memo examined, as shown in **Figure 2**, include:

- the southern intersection of Route 15 and Route 644 – the main entrance;
- the intersection of Route 15 and the 2nd entrance – the 2nd entrance;
- and, the northern intersection of Route 15 and Route 644.

Existing (2014) and Background (2026) Traffic Volumes

In this memo, the Poplar Ridge Development is assumed to be completed in 12 years, in the year 2026. The existing (2014) and background (2026) traffic volumes were calculated from 2012 traffic count data in the prior Walkers Ridge TIS report by using a 1% per year background growth rate.

Site Trip Generation, Distribution, and Assignment

Site trip generation was calculated per ITE Trip Generation (9th Edition). Land use code 210 was used for single-family detached houses, land use code 230 was used for single-family attached houses, land use code 710 was used for offices, land use code 826 was used for general retail (specialty retail), land use code 912 was used for financial institution (drive-in bank), and land use code 932 was used for high-turnover restaurant.

According to VDOT's Traffic Impact Analysis Regulations Administrative Guidelines, the internal capture trip was assumed as the smaller of 15% residential or 15% nonresidential trips generated. The pass-by trip was assumed as 25% of the trips to general retail (specialty retail) and high-turnover restaurant and 40% of the trips to financial institution (drive-in bank).

Table 1 summarized the trip generation for the Poplar Ridge Development.

Table 1 Poplar Ridge Development Site Trip Generation

Use Description	ITE	Qty	Daily	AM		PM	
				in	out	in	out
Single Family Detached	210	175	1,840	35	106	116	68
Single Family Attached	230	156	947	13	61	58	29
Office	710	20,000	386	46	6	17	84
Specialty Retail	826	42,000	1,861	0	0	54	68
Drive-In Bank	912	4,000	593	28	21	49	49
High-Turnover (Sit-Down) Restaurant	932	8,000	1,017	48	39	47	32
	total		6,645	170	234	341	329
internal capture			418	7	25	26	15
Peak Hour Trips After Reductions (driveway trips)			6,226	162	209	315	315
Pass-by			957	23	18	45	44
Primary Trips			5,270	139	190	270	270
	total peak		5,270	330		540	

Site trip distribution was developed based on the site plan and an examination of the existing traffic volumes travelling from north and south on Route 15.

Build Traffic Volumes

The trips generated from the Poplar Ridge Development were calculated and assigned to the roadway network, and then added to the background (2026) traffic volumes.

Figure 3 provided the illustration for the build (2026) traffic volumes.



Intersection Laneages

Based on the site plan as provided and the build (2026) traffic volumes, this memo recommends that the three study intersections be configured as following:

The southern intersection of Route 15 and Route 644 – the main entrance –

- Northbound (Free) – a through lane and a left turn lane;
- Southbound (Free) – a through lane and a right turn lane;
- Eastbound (Stop) – a left / right turn combined lane.

The intersection of Route 15 and the 2nd entrance – the 2nd entrance –

- Northbound (Free) – a through lane and a left turn lane;
- Southbound (Free) – a through / right turn combined lane;
- Eastbound (Stop) – a left / right turn combined lane.

The northern intersection of Route 15 and Route 644 –

- Northbound (Free) – a through / left turn combined lane;
- Southbound (Free) – a through / right turn combined lane;
- Eastbound (Stop) – a left / right turn combined lane.

Turn lane warrant sheets for the northbound left turn and the southbound right turn at the southern intersection of Route 15 and Route 644 and the northbound left turn at the intersection of Route 15 and the 2nd entrance are provided in the attachment.

Build (2026) Traffic Operations

The build (2026) conditions were simulated with Synchro (version 8), and the resulting levels of service for the proposed configuration of the intersections were shown in Table 2.

Table 2 Build (2026) Condition LOS and Delay

	2026 Build AM		2026 Build PM	
	LOS	DELAY	LOS	DELAY
Southern Route 15/Route 644 (Main Entrance)				
EBL/EBR	C	16.3	C	21.0
NBL	A	8.2	A	9.0
NBT	A	0.0	A	0.0
SBT	A	0.0	A	0.0
SBR	A	0.0	A	0.0
Overall	A	4.0	A	4.5
Route 15/2nd Entrance (2nd Entrance)				
EBL/EBR	B	12.9	C	16.7
NBL	A	8.2	A	8.4
NBT	A	0.0	A	0.0
SBT/SBR	A	0.0	A	0.0
Overall	A	0.8	A	2.8
Northern Route 15/Route 644				
EBL/EBR	B	14.7	C	17.1
NBL/NBT	A	0.0	A	0.0
SBT/SBR	A	0.0	A	0.0
Overall	A	0.4	A	0.4

The results indicated that, **with the new development and the proposed configurations, the three intersections and all movements will operate at LOS C or better.**

Conclusions

This memo leads to following principal conclusions:

- Based on the new Poplar Ridge Development, in daily, the development will generate 5,270 new trips to/from the site, and cause 957 existing trips changing to pass-by trips to/from the site.
- The total peak hour trips to/from the site are 162 ingress (139 new trips and 23 pass-by trips) and 209 egress (190 new trips and 18 pass-by trips) in the morning peak hour, and 315 ingress (270 new trips and 45 pass-by trips) and 315 egress (270 new trips and 44 pass-by trips) in the afternoon peak hour.
- A 100 feet left turn storage lane and a full-width right turn storage lane at the southern intersection of Route 15 and Route 644, and a 75 feet left turn storage lane at the intersection of Route 15 and the 2nd entrance are recommended based on turn lane warrant.
- No traffic signal is recommended based on the traffic operation analyses or MUTCD traffic signal warrant.

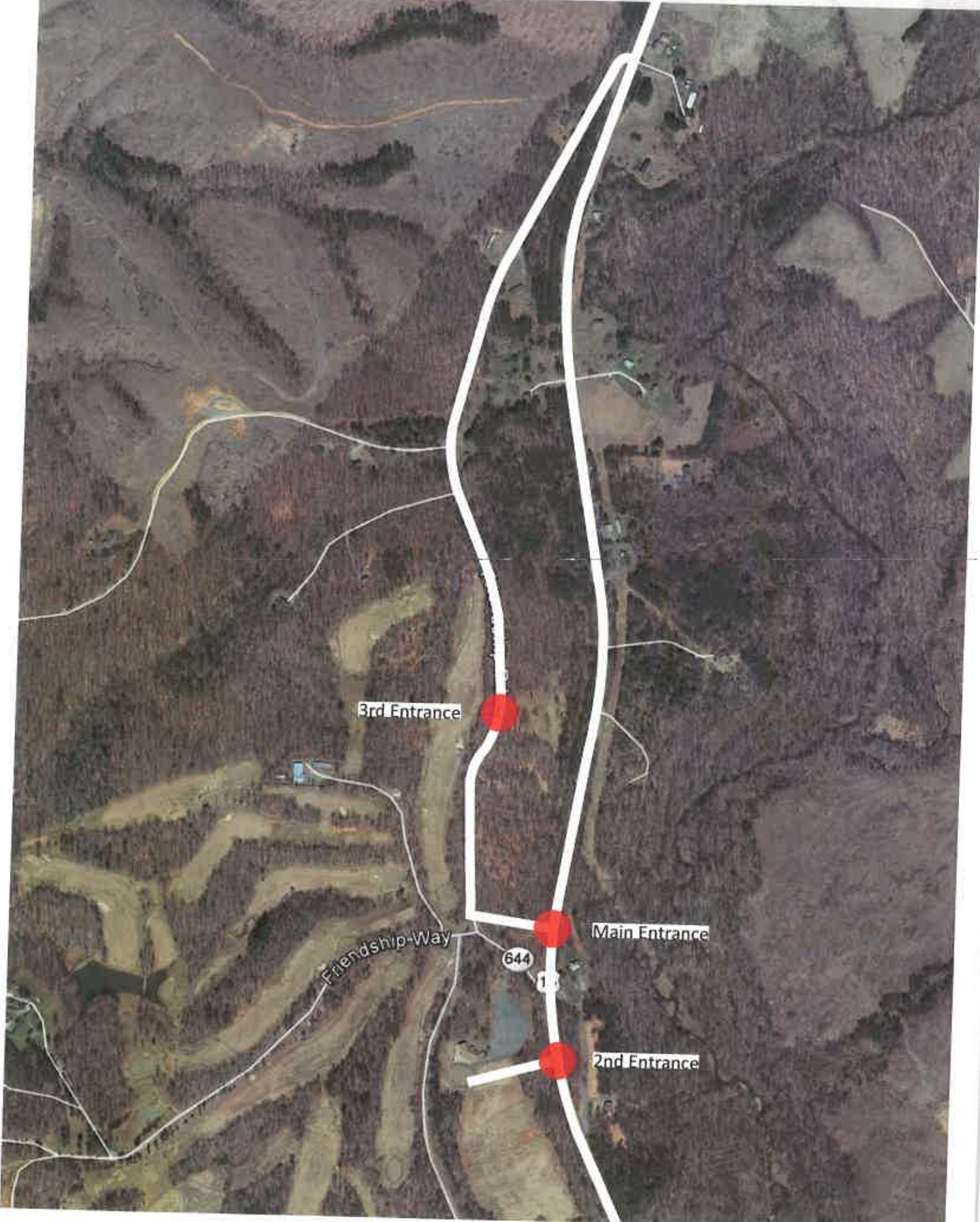
Attached:

- Figure 1 – Figure 3
- Turn Lane Warrant Sheets
- Synchro Output for Build Conditions

Attachment

Attachment A Figure 1 – Figure 3

Figure 1 Site Entrances



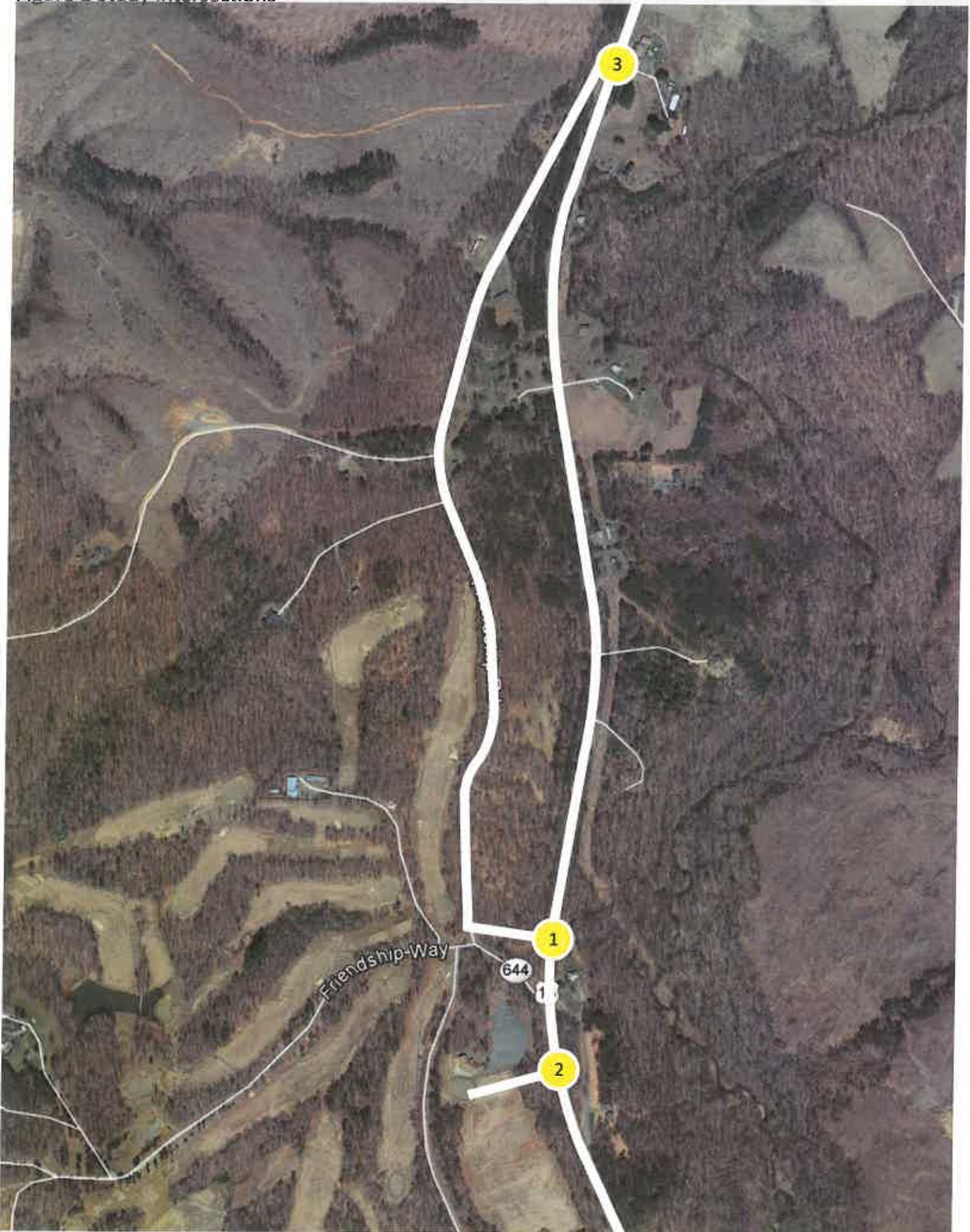
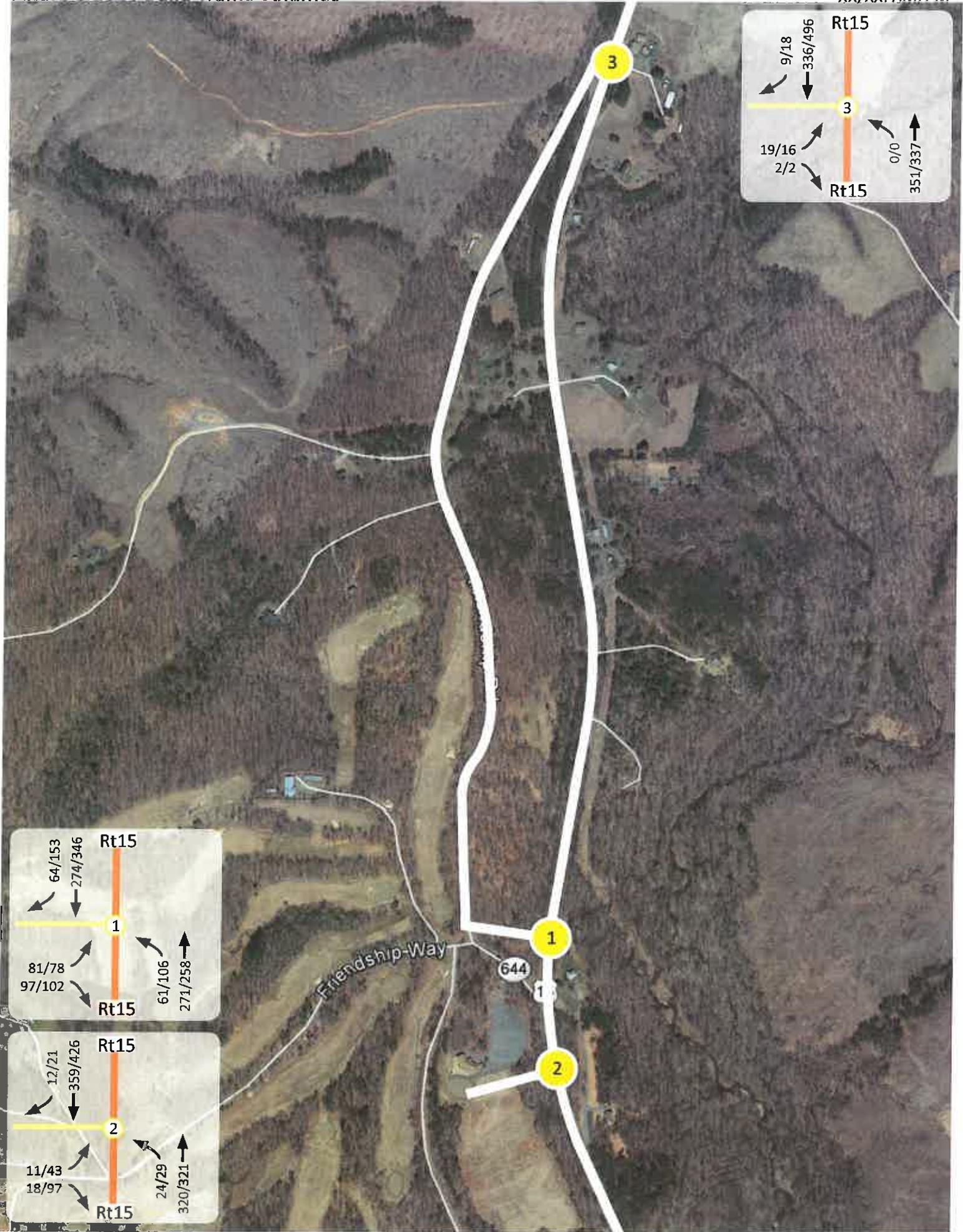


Figure 3 2026 Build Traffic Volumes



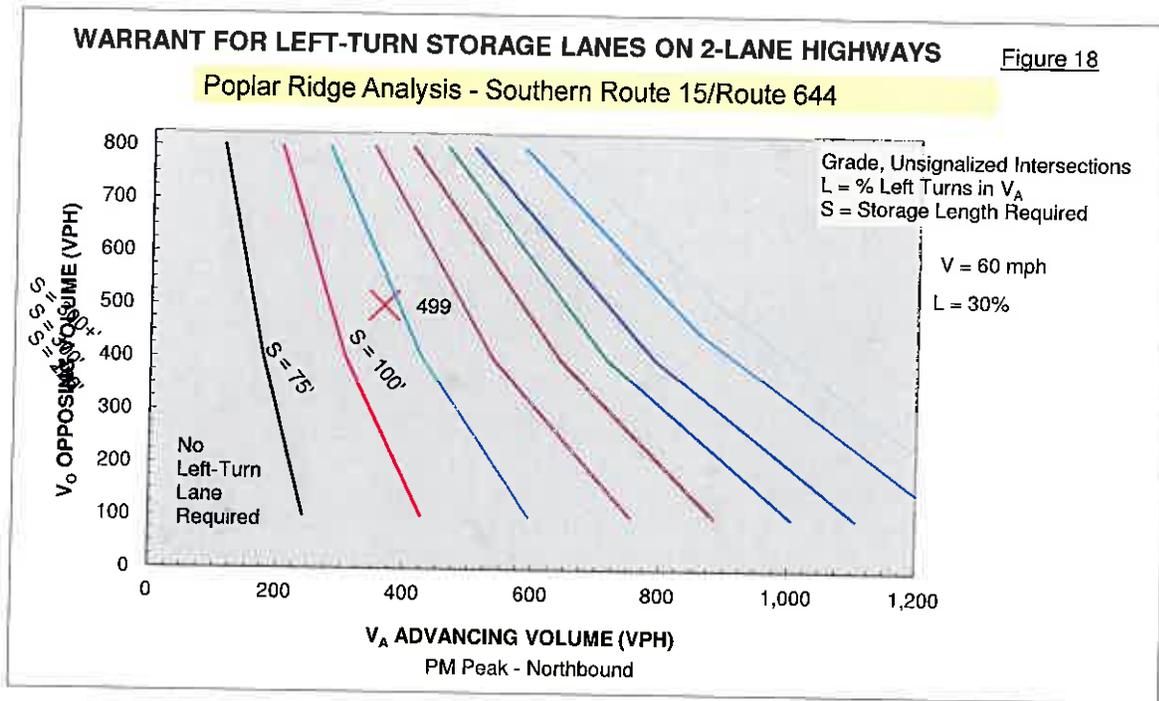
Attachment B Turn Lane Warrant Sheets

WARRANT FOR LEFT-TURN STORAGE LANES ON TWO-LANE HIGHWAYS

Project:	Poplar Ridge Analysis	Analysis Date:	2014
Intersection:	Southern Route 15/Route 644	Data Date:	2014
Approach Direction:	Northbound	Projection Year:	2026
Peak Hour:	PM Peak		
Peak Hour Left Turns (V_L):	106 vph		
Advancing Volume (V_A):	364 vph (Northbound Approach)		
Opposing Volume (V_O):	499 vph (Southbound Approach)		
Operating/Design Speed (V):	60 mph		

% Left Turns in V_A (L): **30%** (Calculated Value: 29.1%)
 Optional % Left Turn Override:
 (100' storage required based on chart)
 % Trucks in V_L : **0%** (0' additional storage for trucks)

CONCLUSION: 100' LEFT-TURN STORAGE REQUIRED

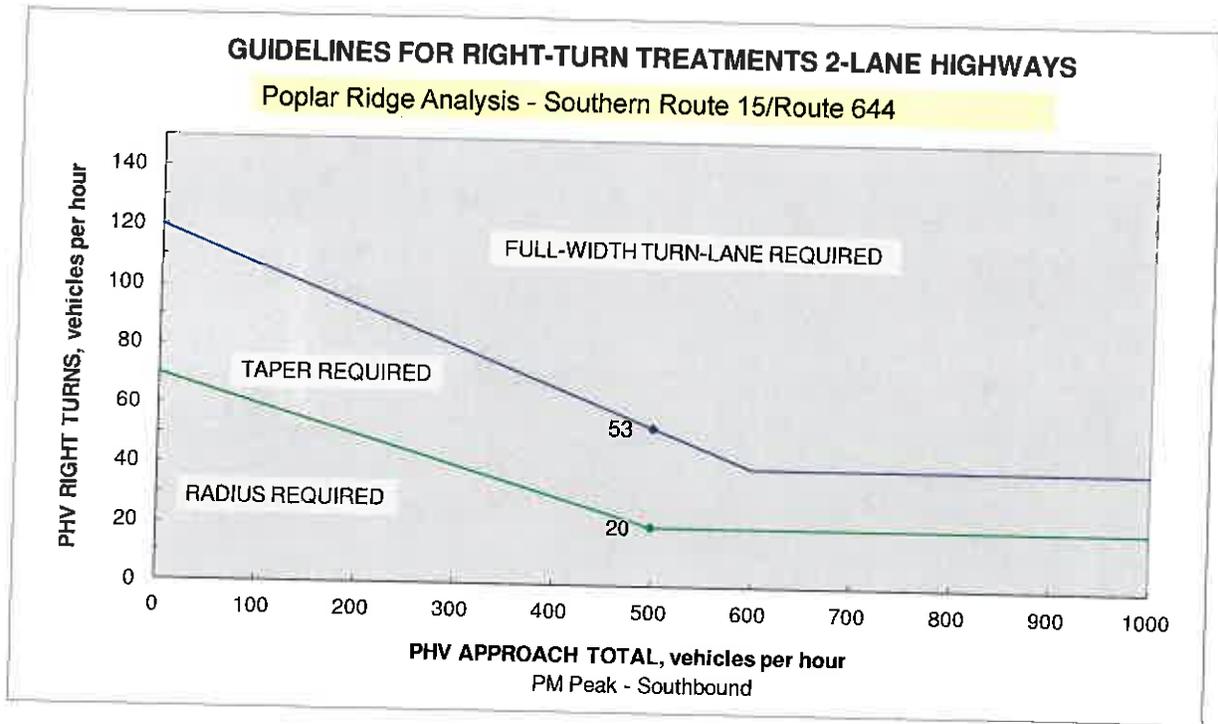


Source: Highway Research Record Number 211 - Figure 18

GUIDELINES FOR RIGHT-TURN TREATMENTS ON 2-LANE HIGHWAYS

Project:	Poplar Ridge Analysis		Analysis Date:	2014
Intersection:	Southern Route 15/Route 644		Data Date:	2014
Approach Direction:	Southbound		Projection Year:	2026
Peak Hour:	PM Peak			
PHV Right Turns:	153	vph		
PHV Approach Total:	499	vph		

CONCLUSION: FULL-WIDTH RIGHT-TURN LANE AND TAPER REQUIRED



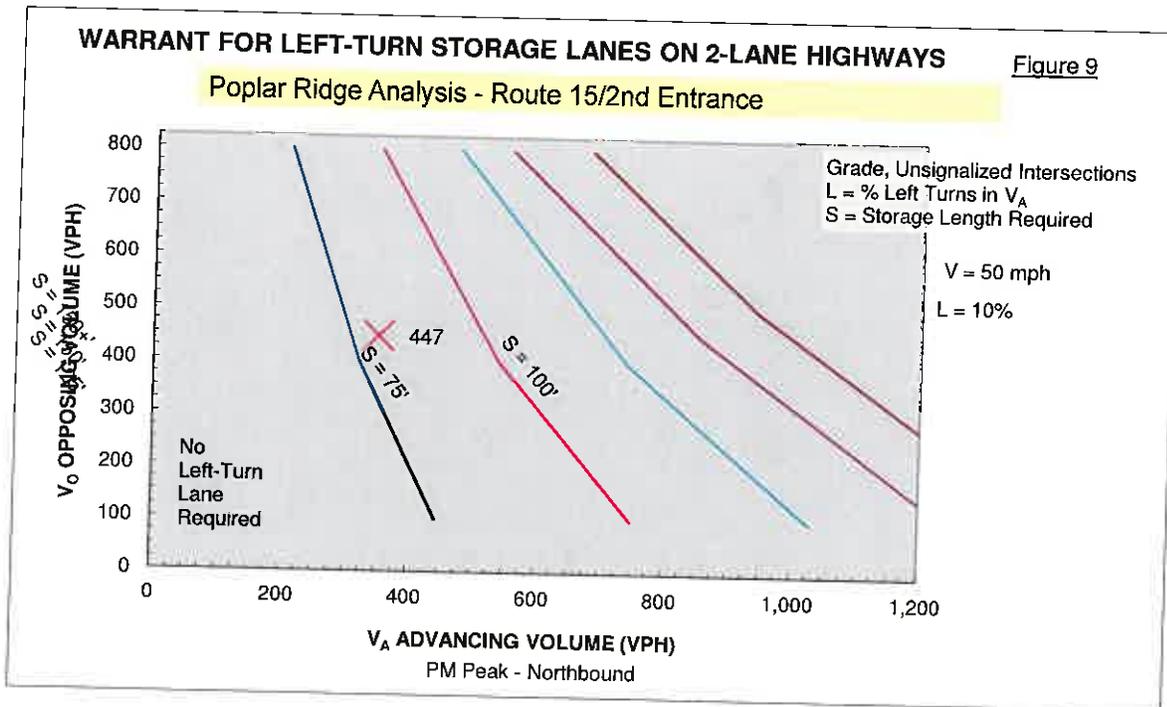
Source: VDOT Minimum Standards of Entrances to State Highways - Figure 5

WARRANT FOR LEFT-TURN STORAGE LANES ON TWO-LANE HIGHWAYS

Project:	Poplar Ridge Analysis	Analysis Date:	2014
Intersection:	Route 15/2nd Entrance	Data Date:	2014
Approach Direction:	Northbound	Projection Year:	2026
Peak Hour:	PM Peak		
Peak Hour Left Turns (V_L):	29 vph		
Advancing Volume (V_A):	350 vph (Northbound Approach)		
Opposing Volume (V_O):	447 vph (Southbound Approach)		
Operating/Design Speed (V):	50 mph		

% Left Turns in V_A (L): **10%** (Calculated Value: 8.3%)
 Optional % Left Turn Override:
 (75' storage required based on chart)
 % Trucks in V_L : **0%** (0' additional storage for trucks)

CONCLUSION: 75' LEFT-TURN STORAGE REQUIRED



Source: Highway Research Record Number 211 - Figure 9

Attachment C Synchro Output for Build Conditions

HCM Unsignalized Intersection Capacity Analysis

5: Route 15 & 2nd Entrance

3/28/2014

						
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	11	18	24	320	359	12
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	12	20	26	348	390	13
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	797	397	403			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	797	397	403			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	97	97	98			
cM capacity (veh/h)	348	653	1155			
Direction, Lane #	EB 1	NB 1	NB 2	SB 1		
Volume Total	32	26	348	403		
Volume Left	12	26	0	0		
Volume Right	20	0	0	13		
cSH	490	1155	1700	1700		
Volume to Capacity	0.06	0.02	0.20	0.24		
Queue Length 95th (ft)	5	2	0	0		
Control Delay (s)	12.9	8.2	0.0	0.0		
Lane LOS	B	A				
Approach Delay (s)	12.9	0.6		0.0		
Approach LOS	B					
Intersection Summary						
Average Delay			0.8			
Intersection Capacity Utilization			29.9%		ICU Level of Service	A
Analysis Period (min)			15			

HCM Unsignalized Intersection Capacity Analysis

6: Route 15 & 1st Entrance

3/28/2014

						
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	81	97	61	271	274	64
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	88	105	66	295	298	70
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	725	298	367			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	725	298	367			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	76	86	94			
cM capacity (veh/h)	370	742	1191			
Direction, Lane #	EB 1	NB 1	NB 2	SB 1	SB 2	
Volume Total	193	66	295	298	70	
Volume Left	88	66	0	0	0	
Volume Right	105	0	0	0	70	
cSH	509	1191	1700	1700	1700	
Volume to Capacity	0.38	0.06	0.17	0.18	0.04	
Queue Length 95th (ft)	44	4	0	0	0	
Control Delay (s)	16.3	8.2	0.0	0.0	0.0	
Lane LOS	C	A				
Approach Delay (s)	16.3	1.5		0.0		
Approach LOS	C					
Intersection Summary						
Average Delay		4.0				
Intersection Capacity Utilization		38.2%		ICU Level of Service		A
Analysis Period (min)		15				

HCM Unsignalized Intersection Capacity Analysis

7: Route 15 & Route 644 (Northern)

3/28/2014

						
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	19	2	0	351	336	9
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	21	2	0	382	365	10
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	752	370	375			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	752	370	375			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	95	100	100			
cM capacity (veh/h)	378	676	1183			
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	23	382	375			
Volume Left	21	0	0			
Volume Right	2	0	10			
cSH	395	1183	1700			
Volume to Capacity	0.06	0.00	0.22			
Queue Length 95th (ft)	5	0	0			
Control Delay (s)	14.7	0.0	0.0			
Lane LOS	B					
Approach Delay (s)	14.7	0.0	0.0			
Approach LOS	B					
Intersection Summary						
Average Delay			0.4			
Intersection Capacity Utilization		28.5%		ICU Level of Service		A
Analysis Period (min)			15			

HCM Unsignalized Intersection Capacity Analysis

5: Route 15 & 2nd Entrance

3/28/2014

						
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	43	97	29	321	426	21
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	47	105	32	349	463	23
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	886	474	486			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	886	474	486			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	85	82	97			
cM capacity (veh/h)	306	590	1077			
Direction, Lane #	EB 1	NB 1	NB 2	SB 1		
Volume Total	152	32	349	486		
Volume Left	47	32	0	0		
Volume Right	105	0	0	23		
cSH	459	1077	1700	1700		
Volume to Capacity	0.33	0.03	0.21	0.29		
Queue Length 95th (ft)	36	2	0	0		
Control Delay (s)	16.7	8.4	0.0	0.0		
Lane LOS	C	A				
Approach Delay (s)	16.7	0.7		0.0		
Approach LOS	C					
Intersection Summary						
Average Delay			2.8			
Intersection Capacity Utilization		39.1%		ICU Level of Service		A
Analysis Period (min)			15			

HCM Unsignalized Intersection Capacity Analysis

6: Route 15 & 1st Entrance

3/28/2014

						
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Volume (veh/h)	78	102	106	258	346	153
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	85	111	115	280	376	166
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	887	376	542			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	887	376	542			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	70	83	89			
cM capacity (veh/h)	279	670	1026			
Direction, Lane #	EB 1	NB 1	NB 2	SB 1	SB 2	
Volume Total	196	115	280	376	166	
Volume Left	85	115	0	0	0	
Volume Right	111	0	0	0	166	
cSH	417	1026	1700	1700	1700	
Volume to Capacity	0.47	0.11	0.16	0.22	0.10	
Queue Length 95th (ft)	61	9	0	0	0	
Control Delay (s)	21.0	9.0	0.0	0.0	0.0	
Lane LOS	C	A				
Approach Delay (s)	21.0	2.6		0.0		
Approach LOS	C					
Intersection Summary						
Average Delay		4.5				
Intersection Capacity Utilization		44.7%		ICU Level of Service		A
Analysis Period (min)		15				

HCM Unsignalized Intersection Capacity Analysis

7: Route 15 & Route 644 (Northern)

3/28/2014



Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	2			1	1	
Volume (veh/h)	16	2	0	337	496	18
Sign Control	Stop			Free	Free	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	17	2	0	366	539	20
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type				None	None	
Median storage (veh)						
Upstream signal (ft)						
pX, platoon unblocked						
vC, conflicting volume	915	549	559			
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	915	549	559			
tC, single (s)	6.4	6.2	4.1			
tC, 2 stage (s)						
tF (s)	3.5	3.3	2.2			
p0 queue free %	94	100	100			
cM capacity (veh/h)	303	536	1012			
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	20	366	559			
Volume Left	17	0	0			
Volume Right	2	0	20			
cSH	318	1012	1700			
Volume to Capacity	0.06	0.00	0.33			
Queue Length 95th (ft)	5	0	0			
Control Delay (s)	17.1	0.0	0.0			
Lane LOS	C					
Approach Delay (s)	17.1	0.0	0.0			
Approach LOS	C					
Intersection Summary						
Average Delay		0.4				
Intersection Capacity Utilization		37.2%		ICU Level of Service		A
Analysis Period (min)		15				

Steven Tugwell

From: Wood, Mark, P.E., L.S (VDOT) <James.Wood@VDOT.virginia.gov>
Sent: Friday, May 23, 2014 2:18 PM
To: Steven Tugwell
Cc: Barron, L. Marshall (VDOT); Proctor, Charles C. (VDOT); Reed, James M. (VDOT); Jason Stewart
Subject: Poplar Ridge Traffic Study (Rte. 15 & Rte. 644), Fluvanna County
Importance: High

VDOT has reviewed the Poplar Ridge (formerly Walkers Ridge) traffic study Bill Wuensch performed for the development and we have the following comments:

- In reviewing the development plans there are several large areas labeled “Future Development Area” (see Sheet 5 of 6) that were not included in the traffic analysis, but will affect the connections to Route 644 and Route 15 and may require additional improvements to these connections. The proposed development is planning uses at these connections that would restrict further intersection improvements if necessary for full development of the site. This is not acceptable. These future development areas should be evaluated in the traffic study to ensure that the full impacts are identified and addressed during the design and construction of the proposed development.
- Sheet 5 of 6, VDOT understands that the roads in Poplar Ridge shall be private with the exception of the public street (Rte. 644) that bisects the commercial property in Block A.
- Sheet 5 of 6, given the large increase in traffic volume on Rte. 644, the existing angle of intersection of Rte. 644 needs to be increased for traffic safety purposes, the desirable angle of intersection is 90 degrees. VDOT still recommends that a roundabout be constructed at this location, a roundabout would eliminate the need for the additional turn and receiving lanes as well as the need for possible future signalization to handle the “Future Development Area”.
- The alignment of Rte. 644 has to be built to state standards which will include a horizontal curve instead of the intersection as shown on the Preliminary Masterplan. The private roads (B and C) will be under stop control where they intersect Rte. 644.
- Sheet 5 of 6, 225 ft. is the minimum corner clearance from the edge of the proposed right turn lane on Rte. 15 to the closest edge of the proposed entrances to the parking lots serving the commercial property in Block A.
- Proffer #2 regarding “Frontage Improvements” makes reference to “Rural Collector Road” geometric design standards, however, it should be noted that Rte. 15 has a functional classification of Rural Minor Arterial and that VDOT’s GS-2 Standards apply. It shall be the developer’s responsibility for acquiring any additional Right of Way and/or easements necessary to make the road improvements (turn lanes, road shoulders, ditches, fill/cut slopes, sight distance, etc.) as per VDOT’s appropriate Geometric Design Standards.

J. Mark Wood, P.E., L.S.
 Area Land Use Engineer
 Virginia Department of Transportation
 Land Development – South
 P.O. Box 1017
 11430 James Madison Highway
 Troy, VA 22974
 Phone: (434) 589-7932
 Cell: (540) 223-5240
 Fax: (434) 589-3967

Steven Tugwell

From: Wood, Mark, P.E., L.S (VDOT) <James.Wood@VDOT.virginia.gov>
Sent: Wednesday, June 25, 2014 3:26 PM
To: Steven Tugwell; Justin Shimp; Proctor, Charles C. (VDOT)
Cc: Keith Smith
Subject: RE: Poplar Ridge

Steve,

In response to item #3 below I offer the following:

- The realignment of the Rte. 644/15 intersection as shown on the Site Development Plan for Rivanna River Resort (approved 7/25/2008) will address VDOT's angle of intersection comment. The Rivanna River Resort site plan only showed a right turn taper and storage lane, construction of both the right turn and left turn lanes now proffered may require additional Right of Way and easements to construct in accordance with VDOT standards. It should be noted that any additional Right of Way and easements will be the developer's responsibility to obtain.
- Chuck Proctor will respond to item #1 and #2 below.

J. Mark Wood, P.E., L.S.
 Area Land Use Engineer
 Virginia Department of Transportation
 Land Development – South
 P.O. Box 1017
 11430 James Madison Highway
 Troy, VA 22974
 Phone: (434) 589-7932
 Cell: (540) 223-5240
 Fax: (434) 589-3967
 Email: Mark.Wood@VDOT.Virginia.gov

From: Steven Tugwell [<mailto:stugwell@fluvannacounty.org>]
Sent: Tuesday, June 24, 2014 4:48 PM
To: Justin Shimp; Wood, Mark, P.E., L.S (VDOT); Proctor, Charles C. (VDOT)
Cc: Keith Smith
Subject: RE: Poplar Ridge

Justin,

Any update from VDOT?

Thanks,
 Steve

From: Justin Shimp [<mailto:justin@shimp-engineering.com>]
Sent: Monday, June 23, 2014 8:34 AM

Steven Tugwell

From: Proctor, Charles C. (VDOT) <Charles.Proctor@VDOT.Virginia.gov>
Sent: Wednesday, June 25, 2014 5:32 PM
To: Steven Tugwell; Justin Shimp; Wood, Mark, P.E., L.S (VDOT)
Cc: Keith Smith
Subject: RE: Poplar Ridge

Steven,

My comments are based on the study developed for the Stonehenge Estates Development that was dated March 27, 2009 (MORE THAN 5 YEARS OLD). Any prior study done for the Rivanna Resort Development is no longer available. Generally studies more than 2 years old should be updated to insure they remain valid.

The Stonehenge TIA was based on a development consisting of 342 Townhouse/Condo units (the trip generation is higher for Single Family Dwelling units), 30,000 Sq Ft of General Office and 40,000 Sq Ft of Shopping Center type commercial generating 7020 additional daily trips on the road network. This study was based on a 2015 build-out which is not the case for the current Poplar Ridge development plan. Also the density and makeup of the development is different, which may result in different trip generations from what was originally done for the Rivanna Resorts development.

The results of the Stonehenge study show that 150 ft by 150 ft right and left turns lanes were required on Route 15 at the southern Route 644 intersection in addition to the geometric improvements to the connection to address the existing sight distance and intersection skew issues. The study also recommended right and left turn lanes on Route 644 at the approach to the Route 15 intersection to address the side street approach delay and queue. The minimum turn lane length is 100 ft with a 100 ft taper on the Route 644 approach. Signal Warrants were estimated as part of the study, but the warrant were not met.

With these improvements the Stonehenge study states that the overall delay in the PM peak hour period for the intersection will increase approximately 6 seconds with the Eastbound approach (from Route 644) increasing approximately 10 seconds and dropped from a LOS of B to an LOS of C. These delays were acceptable for the Stonehenge Development based on its development size and build-out time frame.

For the Poplar Ridge Development though similar to the Stonehenge development the type and density of units are different, which will have a different trip generation, and the build-out years are different, which mean the existing and background traffic are probable greater and the delay on the side street approach will be higher.

As a note the Stonehenge Study also analyzed the effects on the intersection in Palmyra and found that the side streets at those intersection (at Courthouse Rd and at Palmyra Ave/Church St) experienced increases in delay from 6 to 27 seconds. At Courthouse in particular the Westbound side street delay went from 24 to 72 second, which is a level of Service F. The study did not recommend any improvements for these intersections.

Let me know if this address your questions.

Thanks,

Chuck

Charles C. Proctor III
 Culpeper District
 Planning and Land Development Section



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540 Palmyra, VA 22963 (434) 591-1910 FAX (434) 591-1911 www.co.fluvanna.va.us

April 25, 2014

Mr. Keith B. Smith
35 Acre Lane
Palmyra, VA 22963

**Re: SUP 14:02 & ZMP 14:01 Hotel Street Capital, LLC (Master Plan Amendment of ZMP 09:02, and Special Use Permit application for major utilities)
Tax Map: 30-A-110 & 19-A-39C**

April 17, 2014 TRC Comments

Dear Mr. Smith:

The following comments are the result of the Technical Review Committee meeting. Comments are outlined below:

1. The Fire Dept. commented that they are strongly concerned with the cluster housing that is being proposed. As indicated on sheet 6 of the Poplar Ridge Master plan Proposal there is only 24', 30' and 40' spacing between the residences. This creates a potential for more than one residence burning should one catch on fire due to the close proximity to each other. This generally requires large amounts of water to contain the burning structure; and

If built, they request that an adequate water system be installed to provide fire with an adequate amount of water and Fire Hydrant connections. Fire flows are figured by the sq. footage of fire load. Hydrants should not be more than 800' apart and threads must be National Standard.

2. E & S
3. Planning staff:
 - a. How does this plan comply with the comp. plan requirement to show impact on surrounding groundwater?
 - b. How many units were approved for the resort center?
 - c. Was the resort center proposed to be located on the separate 10-acre parcel?

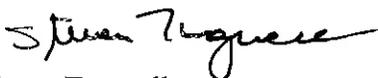
- d. Is there an approved site plan for the resort center?
- e. State exactly what is changing with this amendment on the title sheet, including all prior land-use approvals for both Tax Map 30-A-110, and 19-A-39C.
- f. Are H1, H2, and H3 part of the open space?
- g. What are the H1, H2, and H3 areas proposed for?
- h. Sec. 22-7-4 (f) asks that pedestrian and bicycle facilities, including sidewalks and trails, with proposed cross-sections. Are sidewalks and trails proposed?
- i. What will the design of the buildings be? Are there architectural guidelines that will be proffered into this development?

Please note:

Planning staff has requested comments from VDOT, Erosion and sedimentation, and the Health Dept., and will forward those comments in writing to the applicant as soon as they become available.

If you have any questions or need additional information, please contact me at 434-591-1910.

Sincerely,



Steve Tugwell
Senior Planner
Dept. of Planning & Community Development

cc: Mr. Justin M. Shimp, P.E., Shimp Engineering, P.C., 201 E. Main Street, Suite M., Charlottesville, VA 22902
File



PROJECT MANAGEMENT
CIVIL ENGINEERING
LAND PLANNING

May 1, 2014

Mr. Steven Tugwell, Senior Planner
Department of Planning & Community Development
Fluvanna County, Virginia

Regarding: SUP 14:02 & ZMP 14:01 Hotel Street Capital, LLC (Master Plan Amendment of ZMP 09:02, and Special Use Permit application for major utilities)
Tax Map: 30-A-110 & 19-A-39C

April 17, 2014 TRC Comment Responses

Dear Mr. Tugwell,

Thank you for your letter dated April 25, 2014 providing comments received at the Technical Review Committee meeting on April 17th. Please consider the responses below to the concerns raised at the meeting:

Comment #1: *The Fire Department commented that they are strongly concerned with the cluster housing that is being proposed. As indicated on sheet G of the Poplar Ridge Master plan Proposal there is only 2'-, 30' and 40' spacing between the residences. This creates a potential for more than one residence burning should one catch on fire due to the close proximity to each other. This generally requires large amounts of water to contain the burning structure; and if built, they request an adequate water system be installed to provide fire with an adequate amount of water and fire hydrant connections. Fire flows are figured by the square footage of fire load. Hydrants should not be more than 800' apart and threads must be National Standard.*

Response: All final site development plans and subdivision plats will be in compliance with the Virginia Statewide Fire Prevention Code and with the Fluvanna County Fire Protection and Public Safety Code. Dry hydrants, Fire hydrants, adequate fire flow, and fire apparatus access will be provided in accordance with these State and Local code requirements. The building separations shown on the Poplar Ridge Master Plan are consistent with building setbacks allowed by-right in rural cluster developments within Fluvanna County. Furthermore, with a fire station located adjacent to the Poplar Ridge site, response times for fires within the development will be at a minimum.

Comment #2: *E&S*

Response: An Erosion and Sediment Control Plan and Narrative are not requirements in an R3 Preliminary Master Plan and we assume that E & S comments have not been provided for this reason. If the

R3 Master Plan revision and special use permit application are approved; an erosion plan and narrative will be provided along with any future site plans, road plans, and subdivision plats for Poplar Ridge.

Comment #3: *Planning Staff:*

- a. How does this plan comply with the comprehensive plan requirement to show impact on surrounding groundwater?*
- b. How many units were approved for the resort center?*
- c. Was the resort center proposed to be located on the separate 10-acre parcel?*
- d. Is there an approved site plan for the resort center?*
- e. State exactly what is changing with this amendment on the title sheet, including all prior land-use approvals for both Tax Map 30-A-110 and 19-A-39C.*
- f. Are H1, H2, and H3 part of the open space?*
- g. What are the H1, H2, and H3 areas proposed for?*
- h. Sec. 22-7-4 (f) asks that pedestrian and bicycle facilities, including sidewalks and trails, with proposed cross-sections. Are sidewalks and trails proposed?*
- i. What will the design of the buildings be? Are there architectural guidelines that will be proffered into this development?*

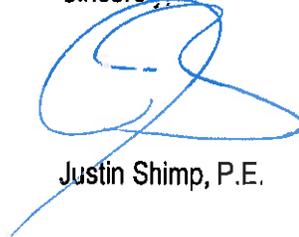
Response:

- a. **Impact on surrounding groundwater:** The Natural Environment chapter of the Fluvanna County Comprehensive Plan contains four paragraphs containing information on groundwater resources and recommendations based on this information. The two references provided within this section of the Comprehensive Plan are the UVA Climatology Office and the Virginia Water Resource Research Center at Virginia Tech. In evaluating these two agencies, it is evident that very little information and resources have been provided to evaluate groundwater resources; and no specific information can be found that pertains to Fluvanna County.
Two reports were provided by consultants for this project. These reports were prepared by geologists, hydrogeologists, engineers, and soil scientists specifically for this site. Dr. Nick Evans, in 1999, published a 57 page report titled "Groundwater resources of Fluvanna County" and in 2001 he published "A Hydrogeologic Database for Fluvanna County". Dr. Evans report shows that there is no impact on surrounding groundwater from the proposed development of Poplar Ridge.
- b. **Resort Center units:** It could be argued that SEP 91:05 (approved October 6, 1991) allows up to 100 units for the resort Center. From Sheet A-2 of the approved Preliminary Master Plan for ZMP 09:02, Block 2 (Commercial Resort) is approved (per SDP 11-2006) for a maximum of 88 residential units, 9 commercial units, and up to 30,000 square feet of restaurant and meeting area.
- c. **Separate 10-acre parcel:** The Owner/Developer of the resort is no longer associated with this property and the resort center is not proposed with the revised preliminary master plan. We do not know what the intentions of the previous owner were regarding the plat for the resort center.
- d. **Approved site plan:** SDP 06:11 was approved on July 25, 2008 for the resort and conference center.
- e. **Changes to the preliminary master plan:** A note will be added to sheet #1 to explain that the following items are changed from the current approved preliminary master plan (ZMP 09:02): remove golf course, remove resort and conference center, remove multi-family housing, remove

- townhomes, add swimming and fitness center, add additional single-family and attached homes, add future development areas, and reconfigure road alignments and street design.
- f. H1, H2, and H3: Blocks H1, H2, and H3 are labelled as Future Development Areas, and as such, they are not included in any open space calculations for the development.
 - g. As Future Development Areas, without any proposed density, infrastructure, or land use provided; these areas will require a future amendment to the Preliminary Master Plan before they can be developed for any use that would require a site plan or subdivision plat.
 - h. Sidewalks and trails: Sidewalks and trails are proposed and are shown on sheets 4, 5, and 6.
 - i. Architectural Guidelines: Architectural Guidelines are provided on Sheet 6 of the Preliminary Master Plan.

As always, we welcome the opportunity to meet with you or any County Staff, Planning Commissioner or Supervisor to discuss these comments further and will make ourselves available at your convenience. We look forward to our work session with the Planning Commission on the 14th.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Justin Shimp', with a long horizontal stroke extending to the left.

Justin Shimp, P.E.

Steven Tugwell

From: Miller, Charles (VDH) <Charles.Miller@vdh.virginia.gov>
Sent: Thursday, May 15, 2014 4:22 PM
To: Steven Tugwell
Subject: FW: April 17 TRC meeting

Steve,

These were my only comments for April 17th meeting.

Thanks,
 Charles

From: Miller, Charles (VDH)
Sent: Tuesday, May 06, 2014 10:56 AM
To: 'Steven Tugwell'
Subject: RE: April 17 TRC meeting

Steve,

I met with Don Hackler, AOSE who is a member of Beulah Church, to discuss future expansion plans for the church. He stated that the plans are to do the expansion in three phases. Prefers to use the existing drainfield, but design and install necessary components for timed dosing. He has submitted his soil evaluation and area to be used in the future when needed. Sounds reasonable to me and I didn't see any problems with their plans. Would like to see design for timed dosing by time of final.

I have talked with Anish Jantrania several times regarding central water and sewer for what is now being called Poplar Ridge. I have not received any technical data or soil study info at this point, but it's a little early for that, I'm sure. John Harper who Anish referred to doing the soil evaluation is an AOSE, licensed by the state and my previous experience with NW Cascade has been satisfactory. A huge drainfield area will be required, but they say they have more than sufficient area of suitable soil for the project. Will have to be approved by our engineers.

Thanks,
 Charles

From: Steven Tugwell [<mailto:stugwell@fluvannacounty.org>]
Sent: Thursday, April 24, 2014 9:52 AM
To: Miller, Charles (VDH)
Subject: April 17 TRC meeting

Hi Charles,

Did you have any comments to provide for last week's TRC meeting? If so, could you please send them to me?

Thanks!

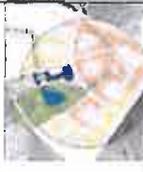
COMMUNITY ELEMENT MATRIX						
						
Regional Mixed Use	Regional Employment	Neighborhood Mixed Use	Neighborhood Residential	Village	Rural Cluster	Rural Preservation
Street Types						
Commercial street Main street Neighborhood street	Commercial street Main street Neighborhood street	Commercial street Main street Neighborhood street	Neighborhood street	Commercial street Neighborhood street Rural road	Neighborhood street Rural road	Rural road
Block Size						
400-800 ft.	400-800 ft.	300-600 ft	200-600 ft.	200-600 ft.	200 ft.-varies	Varies
Building Height						
2-6 stories	2-6 stories	2-4 stories	1-3 stories	1-3 stories	1-2 stories	1-2 stories
Frontage						
Commercial storefront	Commercial storefront	Storefront Porch	Storefront Porch Residential yard	Storefront Porch Residential yard	Porch Residential yard	Porch Residential yard Open space
Parking						
Structured On-street Surface	On-street Surface	On-street Surface Residential	On-street Surface Residential	On-street Surface Residential	Residential	Residential Unstructured
Mix of Uses						
Large commercial (25-40%) Storefront retail (25-40%) Civic (10-25%) Office (10-25%) Restaurant (10-25%) Multifamily residential (5-20%)	Office (25-75%) Health/medical (10-25%) Light industrial (10-25%) Storefront retail (5-20%) Multifamily residential (5-20%)	Storefront retail (25-75%) Civic (10-25%) Office (10-25%) Restaurant (10-25%) Multifamily residential (10-35%) Single-family residential (5-20%)	Single-family residential (25-75%) Multifamily residential (25-50%) Limited retail (10-25%)	Storefront retail (10-25%) Civic (10-25%) Office (10-25%) Restaurant (5-20%) Multifamily residential (25-50%) Single-family residential (25-75%)	Single-family residential (50-100%) Multifamily residential (25-50%) Limited retail (10-25%)	Single-family residential (10%) Country stores (5%)
Density						
Commercial FAR: 2.0 Residential DUA: 10-15	Commercial FAR: 2.0 Residential DUA: 10-15	Commercial FAR: 1.0 Residential DUA: 8-10	Commercial FAR: 0.5 Residential DUA: 4-8	Commercial FAR: 0.75 Residential DUA: 4-6	Commercial FAR: 0.5 Residential DUA: 2-6 (net)	Commercial FAR: 0.1 Residential DUA: 0.5-0.1
Open Space						
Town square Pocket park	Pocket park	Town square Pocket park Neighborhood park	Neighborhood park Recreational park	Neighborhood park Recreational park Passive open space	Neighborhood park Recreational park Passive open space	Recreational park Agriculture and forest land Passive open space

Figure LU-21, Community Element Matrix

Palmyra Community Plan

Overview

Palmyra serves as the centrally located county seat and governmental center. The village proper has abundant natural and social resources that together form a vibrant village atmosphere. These assets include the historic courthouse and Old Stone Jail as well as the Main Street residences and businesses, the county administrative offices and courthouse, and the businesses that front Route 15 and Route 53.

Growth in the Palmyra area should occur at a village scale, with economic and residential development complementing the existing conditions and fostering street life. Existing and new development must be served by a safe, efficient, multimodal transportation system that respects pedestrians, bicyclists, and motorists. Finally, new development and improvements to the transportation system should not compromise the underlying natural and social fabric unique to Palmyra and Fluvanna County.

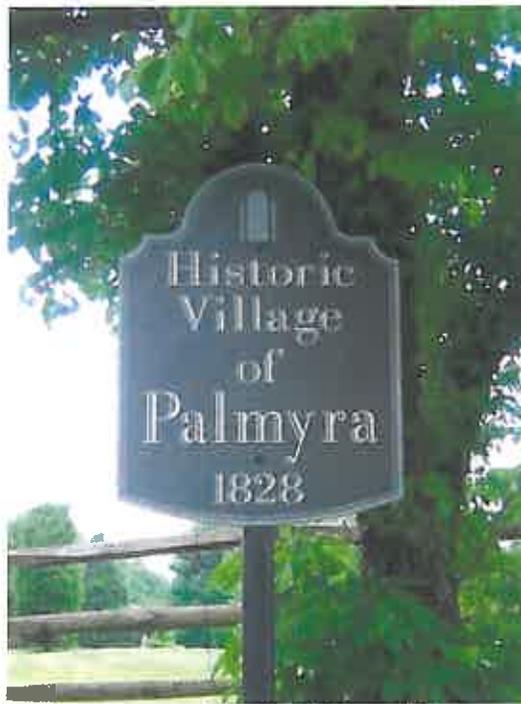


Figure CD-13, Sign for Village of Palmyra

Development in the immediate area of the village of Palmyra should reflect the unique village style of development that currently exists. The area to the immediate south and southwest of the village should develop as a neighborhood mixed-use area.



Figure CD-14, Old Stone Jail

Existing assets within the community should be properly integrated with new development in order to promote a cohesive, well-planned community. New housing should be allowed that complements existing historic resources and provides an expanded population base for local businesses. Economic development is appropriate in this area, and opportunities for tourism, including commercial uses that complement the historic aspects of Palmyra and its government center, should be promoted.

The recommendations of the Palmyra Community Plan aim to fulfill the following goals:

- To enhance and maintain the village-scale atmosphere of Palmyra.
- To improve the safety, efficiency, and diversity of the transportation system.
- To protect the social and environmental resources of the area.

Recommendations

Enhance village character.

- Encourage active use of Confederate Park by improving access to the park.
- Improve the streetscape by burying utility lines, completing the sidewalk network through the existing village, installing streetlamps, and constructing a centrally located town clock.
- Install a gateway median and welcome signs on Route 15.

Guide village-scaled development.

- Develop guidelines to foster village-scaled developments that include a mix of building types, commercial uses, local jobs, increased retail options such as shopping, cafés and restaurants, and affordable housing.
- Seek out commercial uses that complement historic features and integrate new development with existing assets.
- Explore expansion of the historic district to include the area south of Stoneleigh Road and east of Route 15.
- Provide sewer and water service to existing and new village areas to make desired compact form possible.



Figure CD-15, Historic Courthouse

Improve the safety and efficiency of the transportation system.

- Coordinate short- and long-term transportation recommendations with the forthcoming Northwest Fluvanna / Southwest Louisa Corridor Study.
- Increase transportation choices by improving bus service, increasing participation in RideShare, and developing visible and accessible park-and-ride locations.
- Implement a coordinated plan to improve safety on Route 15 that includes roundabouts or other safety and capacity improvements, a median island, and curb and gutter enhancements for access management.
- Create short- and long-term solutions to improve connectivity to Pleasant Grove.
- Enhance the pedestrian network by improving access and coordinating pedestrian improvements with streetscape enhancements and traffic-calming measures.

- Ensure that pedestrian and bicycle facilities on Route 15 mirror those on the new Route 15 bridge.
- Explore the long-term option of constructing a pedestrian/bicycle bridge over the Rivanna River as part of a larger network of trails in the surrounding area.

Protect social and environmental resources.

- Consider alternative uses for the Palmyra School, including reinstating the facility as a community school or site for after-school programs.
- Encourage development that fosters social interaction and takes advantage of the natural beauty of the area.
- Actively preserve open space and the rural character of the area by clustering new development on a village scale, partnering with local and regional agencies, and analyzing the size of the Palmyra community planning area.
- Support the county's efforts to develop a stormwater management ordinance and a dark-sky ordinance.

Implementation

The implementation strategies that follow are presented in three general time frames—immediate, short-term, and long-term. Priority for individual projects is not implied in this list and should be considered in the context of funding availability. Designation as short-term or long-term is not meant to be a final categorization, nor is it tied to a specific time period.



Figure CD-16, Palmyra Community Study Area

Immediate

- Form a steering committee (completed).
- In addition to assisting with implementing the Palmyra Community Plan, the steering committee will assist the county with the Comprehensive Plan update.
- Combine pedestrian and pavement improvements with sewer work.
- Funnel any available construction or safety funds to improvements on Route 15 to alleviate potential increases in speed due to new geometry (concurrent with construction of new Route 15 bridge).

Short-Term

- Draft village development guidelines.
- Construct roundabout tied to new bridge alignment.
- Apply TEA grant money to expansion of rail trail and construction of parks.
- Expand water and sewer service beyond the government district.
- Develop interim connections to Pleasant Grove.

A primary agent of sprawl development is often the sporadic rezoning of properties throughout a locality. Spot zoning is the reclassifying of one or more tracts of land primarily for the private interests of one or more landowners instead of furthering the welfare of the entire community as part of an overall zoning plan. There must be valid reasons for any zoning amendment that are substantially related to the public welfare and necessity. It is not sufficient that an applicant merely show that there is no neighborhood objection to the requested amendment. Three questions may be asked as a litmus test for spot zoning:

- (1) Is the proposed change contrary to the established land-use pattern?
- (2) Is the proposed land-use change in conformance with the Comprehensive Plan?
- (3) Would the proposal create an isolated zoning district unrelated to similar districts?

Zoning applications for residential, commercial, or industrial development should be well planned and integrated with the future vision of that area. Critical items include buffers and screening between incompatible uses, connectivity and walkability, adequate infrastructure, sustainable and attractive design, and other factors that will mitigate any adverse impacts, and result in a fiscally responsible and value-added development for the community. Applications that do not address a project's external costs to the community and provide a clear fiscal benefit to the county will not be favorably received. This decision is subjective, and completely within the purview of the Board of Supervisors; however, this plan will be used as a reference in evaluating all such discretionary projects.

Future Land-Use Tools

In addition to the county's land-use assessment policy, ag/forestry districts, conservation easements, and cluster development regulations, as well as the land-use concepts that will be discussed below, additional policies and programs should be considered both to help implement the Zion Crossroads urban development area and the community planning areas, but also to achieve the county's rural preservation vision.

Innovative transfer of development rights (TDR) and purchase of development rights (PDR) programs should be seriously examined to encourage a transfer of density from the designated rural preservation or rural residential areas to the Zion Crossroads urban development area. These programs are allowed under state law, but have yet to be fully, or widely, implemented in a Virginia community. County funding of a TDR program may not be needed, but should be examined for its potential impact on such a program. A PDR program, at least initially, would need to be funded by the county.

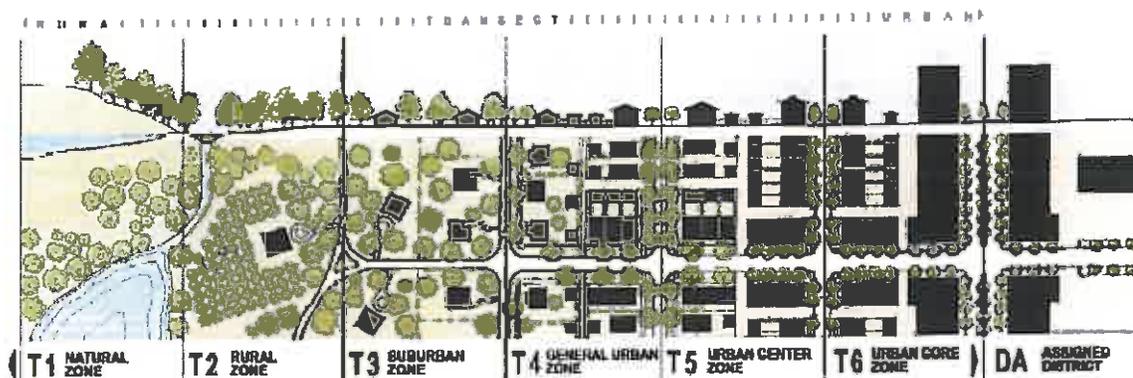
Utilities, specifically sewerage systems, need to be carefully controlled and regulated. Both centralized and decentralized systems have serious long-term maintenance challenges that need to be proactively addressed by the county in close coordination with the Virginia Department of Health. These regulations and controls are designed not to control land use but rather to assist in the implementation of the prescribed land-use plan in a sustainable and environmentally responsible manner.

Design Elements and Standards

The design elements and standards described in this section set the stage for how development should occur and what type of development should be permitted. The *transect concept* sets a framework for how development density and level of activity should be configured along an urban-to-rural continuum. *Traditional neighborhood development* describes what type of development should be permitted. *Community elements* set forth the standards for development along the transect continuum.

The Transect Concept

A transect is the continuum of zones from the town or city business district core outward through a high-density, mixed-use city center; a general-use area, including multifamily housing; an edge area of single-family housing and schools; and finally reserves of green space. Figure LU-7 shows how the areas can work together.



Source: Duany Plater-Zyberk & Company

Figure LU-7, Transect Concept

The transect focuses growth in more concentrated urban centers, thereby allowing for the preservation of rural land. The transect is also a device for planning walkable neighborhoods, in which pedestrians can travel comfortably from one destination to another within about a quarter-mile walk.

Within the transect concept, traditional neighborhood development (TND) captures the function and form of development.

Traditional Neighborhood Development (TND)

The TND model, also frequently interchanged with the terms *new urbanism* or *neotraditional development*, offers a blueprint for the greater community based on traditional community development patterns that were prevalent prior to the enormous expansion of the car-dominated suburbs in the post-World War II era. In other words, what is old is new again—and the traditional model worked well.

Function is the basic building block in traditional neighborhood developments. The emphasis is on human-scale design sized for easy walking distance, town and neighborhood centers, public spaces, civic uses, and other features that foster a sense of community. This type of development is also characterized by an interconnected network of narrow streets. Narrow street widths, on-street parking, street trees, and other features are intended to slow local traffic and create a safe, attractive environment for pedestrians, in addition to cars. Transit and bicycle travel are also accommodated. The grid pattern of streets includes collectors and arterials, but also provides a variety of routes for local traffic.

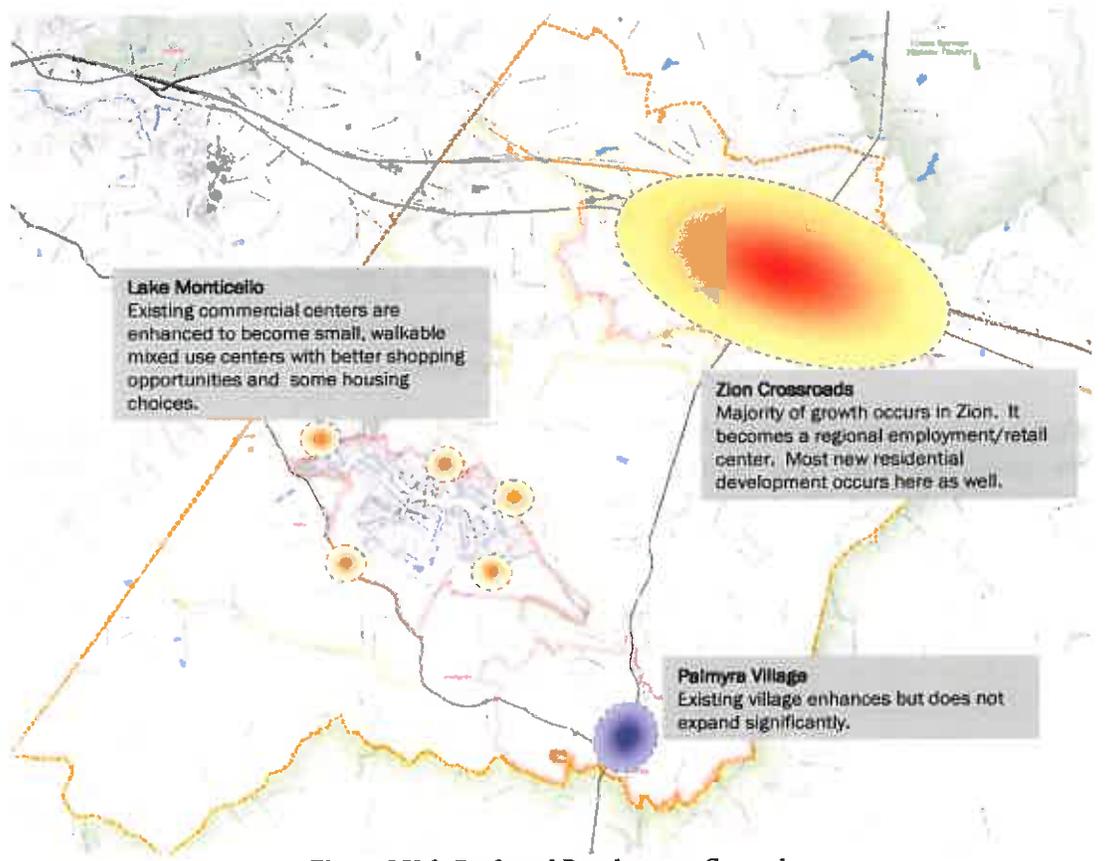


Figure LU-8, Preferred Development Scenario

Street Types

Neighborhood streets are the primary street type within the neighborhood residential element. Because of the residential character of these centers, commercial streets are limited.

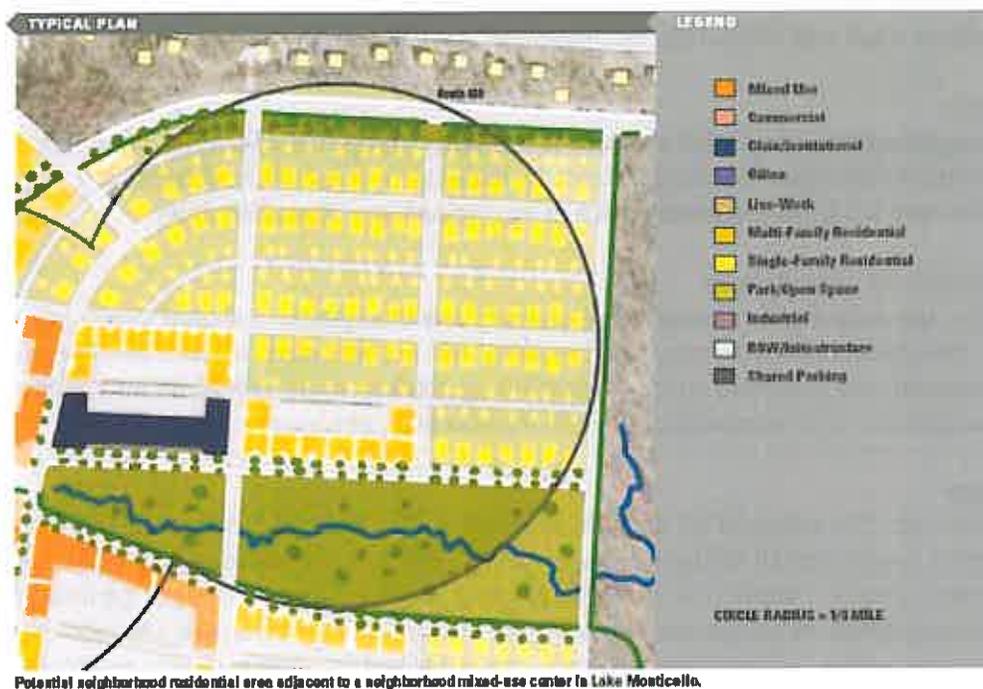


Figure LU-15, Neighborhood Residential

Connectivity and Block Size

Block size should relate to the lot size and density of residences. Higher-density blocks allow for smaller block sizes, where lower-density areas may have larger-scale blocks. Connectivity with adjacent land uses, primarily nearby neighborhoods, is encouraged. Where street connections are not feasible, greenways are recommended.

Building Height and Frontage

The majority of buildings in neighborhood residential areas are residences. As such, buildings have a reduced scale and greater setbacks in comparison to regional centers and neighborhood mixed use. Shorter setbacks are recommended for higher-density residential blocks.



Figure LU-16, Residential Streetscape

Parking

On-street parking is suggested in higher-density residential areas. Where block sizes are bigger, on-street parking may fully give way to residential driveways and garages. Where

Parking

On-street parking is encouraged along both commercial and residential streets. Surface parking should be placed to the rear of buildings, shielded from the sidewalk and Main Street setting. Large surface parking lots should be placed within the interior of blocks and arranged to maximize sharing between multiple uses.

Mix of Uses

Although the neighborhood mixed-use element has a retail bias, a diverse integration of uses, including storefront retail, office, civic, and residential, is recommended. This mixed-use quality is important to the vibrancy of the center, creating an energized streetscape for residents, patrons, and workers.

Density

The neighborhood mixed-use element combines higher-density retail and residential uses. Large parking areas should be minimized in order to optimize the potential density of the center. Most residential uses should be multi-family, with single-family residences only appropriate at the edges as a transition into neighborhood residential areas.

Integration of Open Spaces

Due to its development intensity, the neighborhood mixed-use element allows limited opportunities for open space. A town square or pocket park is the most appropriate type of open space and is encouraged to establish a public civic space at the core. Greenways may connect between the center and peripheral areas. Recreational parks may be integrated at the edge of the commercial area to serve the community at large.

Neighborhood Residential

Neighborhood residential areas should provide a range of residential housing types and lot sizes. Generally, this includes a balance of single-family residences and some multifamily housing. A central neighborhood park is an excellent asset for a neighborhood center, and is strongly encouraged.

Connections should be made to surrounding neighborhoods and commercial centers wherever possible. Where roadway connections are not feasible, greenway connections are recommended. Neighborhood residential centers typically border higher-density neighborhood mixed-use areas. In some cases, some small commercial and institutional uses may be incorporated into the neighborhood residential community element.

garages are present, it is important to set them to the side and rear of the residence, so that they do not dominate the residential frontage.

Mix of Uses

While predominately single-family residential, neighborhood residential areas should incorporate some degree of mixed use, primarily in the way of multifamily residential. Storefront retail and office may be integrated at a residential scale.

Density

The neighborhood residential element is primarily composed of single-family residences. Residential development should strive to maintain a reasonable density (e.g., less than quarter-acre lots), freeing green space to be retained as a shared amenity.

Integration of Open Spaces

Ideally, the neighborhood residential element can incorporate a shared green space at its core. Neighborhood parks may vary in scale, but are intended to serve local residents as recreational and gathering space. If possible, greenway trails should be integrated to link the neighborhood to surrounding neighborhoods and open spaces.

Village

Villages are characterized by a small, mixed-use core surrounded by residential uses. An essential component of villages is their strong connection to surrounding natural features and open spaces. Despite their small scale and limited density, villages typically have a generous amount of mixed use, often in the form of a major civic use. Outside of a small mixed-use center, villages are generally characterized by single-family residential uses. By focusing development around the center, a green buffer may be created at the perimeter of the village, closely integrating open spaces with the developed area.



Potential village enhancements on US 15 in Palmyra.

Figure LU-17, Village Element

NATURAL ENVIRONMENT

Understanding Fluvanna's Natural Resources

VISION

Fluvanna has conserved its natural resources and managed its growth challenges by directing development into specified growth areas called community planning areas, as well as by specifying what kind of and how development will be sustainable and have a positive impact on the county. Well-managed forests and farms continue to be a primary land use, and a key component of the county's historic and rural character as well as its economic viability. Heritage tourism and ecotourism are also large contributors to this financial and environmental success.

The James, Rivanna, and Hardware rivers are a critical part of the history and ecology of the county and are healthy, viable rivers with a diversity of aquatic life. Diverse and robust vegetative buffers along each river's floodplain, sensitive development within the watersheds, and other innovative development and preservation techniques have served to protect and enhance these important natural resources. Groundwater has been similarly protected and serves as the primary water source for the rural areas of the county. Fluvanna's strict groundwater regulations have allowed underground aquifers to recharge or remain stable over the years.

Similarly, responsible, well-planned, compact development that efficiently utilizes green infrastructure, creating interconnected, walkable, and fiscally sustainable communities that employ the latest in environmental controls, is the rule, not the exception. Sustainable technologies have enabled continued residential and commercial development that employs alternative and renewable energy with minimal to no emissions, and has a positive impact on the county tax base. Fluvanna County's government leads by example with energy efficiency and the use of renewable technologies.

Low land-use assessment taxes and conservation easements continue to be valuable tools for land preservation and conservation. Ag/forestal districts are also abundant in rural areas, and permanent open spaces including greenway corridors, parks, and buffer areas are preserved as part of the development process. The growth area nodes and surrounding rural areas are integrally connected through this open-space network.

EXISTING CONDITIONS

Historic Conditions

Fluvanna County is, significantly, the product of centuries of intensive agricultural production and environmental exploitation. This fact in itself does not make the county unique, but the specific history of the intensity and duration of agricultural production within this geographic and geologic part of Virginia does tell a distinctive tale.

Fluvanna County has adopted an erosion and sediment control ordinance in compliance with state regulations. The purpose of this ordinance is to conserve the land, water, air, and other natural resources of the county, and to promote the public health and welfare of the people of Fluvanna County by establishing requirements for the control of erosion and sedimentation, and by establishing enforcement procedures.

Air Quality and Energy

Fluvanna's air quality is a major asset to the environment and scenic beauty of the county. The Environmental Protection Agency (EPA) establishes standards monitored by the Department of Environmental Quality, which determine whether a region is an "air quality attainment area" or not. Fluvanna County lies within a region that achieves this designation. Those areas that do not achieve designation as an air quality attainment area are required to design a plan and to take steps to improve air quality.

Air pollutants that do exist come primarily from the combustion of fossil fuels from stationary and mobile sources, originating not only locally but also from other areas. Motor vehicle emissions are the major local source. Preserving or planting appropriate trees species throughout heavily traveled vehicular corridors is a good way to mitigate the effects of automobile emissions.

The best way to maintain and enhance air quality and to conserve resources is to reduce energy use, thus decreasing fossil fuel combustion and air pollutant emissions. Advancement of the community as an energy-efficient model will not only lessen energy consumption locally but also encourage surrounding communities to conserve, which will lead to a reduction of migratory pollutants. Chapter 4, "Infrastructure," has more discussion on energy efficiency and the benefits of "green communities."

Transportation accounts for most of the total end use energy consumed in the county. The county can improve its transportation energy efficiency and reduce pollutant emissions with a reasonably compact development pattern, and by developing a greenway, bikeway, and walkway system.



Figure NE-11, Tenaska

Energy consumed by buildings, both residential and commercial, accounts for another main segment of the county's end use energy. Improving the efficiency of both new and existing buildings provides an opportunity for increased energy efficiency.

Finally, land-use patterns that are properly oriented, maximize infill, cluster, and employ mixed-use development can enhance the usage of natural heating and cooling and reduce residents' transportation energy needs

Tourism & Agriculture

Tourism remains a part of the economic renaissance over the last two decades, as the link between Fluvanna's heritage and history meets the opportunities Fluvanna enjoys along the I-64 corridor. Tourists come from as far away as Washington, Staunton, Hampton Roads and Danville to enjoy a weekend along the trails at Pleasant Grove's Heritage Museum, or to drive the circuit from Palmyra to Monticello and back. Working with the Fluvanna Historical Society, the rich heritage of Fluvanna's history from the Revolutionary War to the modern day offers a visitor a glimpse at what early America was like, what early America became, and perhaps an opportunity to both do business in — and possibly move to — Fluvanna County.

Land Use

Fluvanna's land use practices ensure the rural appearance of the county is not substantially different than it was 20 years ago, even though Fluvanna now has a larger population and a healthier economic base.

Land use is directly related to quality of life. Natural resources are protected, ensuring that our rivers and streams are clean and full of life. The land's relationship to the availability of clean and adequate water, clean air, and successful forestry and agriculture production -- both large scale and small scale -- are just a few of the factors considered in planning decisions.

Other land use planning decisions include the direction of residential and commercial/industrial growth to areas that have facilities and adequate infrastructure, both public and private. Areas of service include Columbia, Fork Union, Palmyra, Lake Monticello, and Zion Crossroads. Water and sewer systems will have a minimal, if not negligible, impact on local streams, rivers, and groundwater.

The continued protection of the Rivanna River remains a priority as a scenic river. Zoning and subdivision regulations provide for the preservation of a significant amount of open space, particularly within designated rural residential and rural preservation areas.

Agriculture, open space, and forestry continue to be important land uses over the next two decades. Networks and infrastructure for local farm and forest products and the expansion of diversified local and speciality markets continue to strengthen. Farmers and other large landowners will have local and state guidance in successfully navigating the challenges of increasing costs for energy, fertilizer, and other inputs.



Figure V-2: Agricultural Land

Lake Monticello

Lake Monticello continues to be the center of gravity for the county population, now being serviced with a collection of small shops as well as a completed set of biking trails and walking paths leading south to Pleasant Grove and Palmyra. Fire and rescue services continue to be well

Well-designed streetscapes focus on creating pedestrian-friendly environments and are essential to community preservation. Pedestrian promenades are effective in creating pedestrian-friendly areas for people to gather and walk. A streetscape's layout, quality, and appearance can largely determine whether an area appears safe and welcoming. For instance, wide streets that carry high volumes of traffic are hostile to pedestrians.

Phasing

Another important element in designing a sustainable project, both for the developer and the host community, is the phasing of a project. Rarely will a project be developed all at once, and paying for the critical infrastructure must be done carefully and according to the developer's ability to pay and financing arrangements. Larger projects, in particular, will need to be phased, and this strategy should be discussed during the rezoning/master plan phase of the project.

Plans can be proffered in a certain order, during certain time frames, or contingent on the provision of certain infrastructure. For instance, a developer could proffer that a project's residential component would not commence until the county determined that an adequate public water supply was in place. Such a proffer assures the community that this infrastructure will be in place prior to additional demand being placed on the existing community's resources. The timing of a project is at least as critical to a developer as it is to the community, so the wording of any proffers that may be made during a rezoning process should be clear, concise, and well thought out by the developer so that those commitments can be met if the project is approved.

Architecture

The design and style of buildings, both commercial and residential, significantly impacts the streetscape of a community. The quality of materials also affects the sustainability of the community. Low-maintenance, sturdy, but attractive products should be used as a standard in lieu of more traditional materials such as vinyl or metal siding, low-grade asphalt shingles, or flat tarpaper roofing.

State-of-the-art materials are more energy-efficient and require less upkeep. Current products vary widely but include HardiePlank siding, composite decking, nontoxic cellulose wall insulation, low-VOC caulks, adhesives, and paints, low-E argon-filled windows, and Energy Star light fixtures. Recycled or renewable products such as bamboo floors reduce the environmental footprint of development. Brick, block, standing seam metal roofing, green roofs, higher-grade asphalt shingles, and other traditional materials are also encouraged.

Architectural styles can and should vary widely among developments, but should remain consistent within a project. While the attractiveness of a style is subjective, its quality of material and sustainability should not vary widely, and should not be compromised by low-quality, high-maintenance materials. While it is not desirable to regulate specific materials, it is very feasible for a developer to commit to specific material types and styles as part of a project's approval, preferably in the form of legally binding proffers.

Community Elements

The Northwest Fluvanna / Southwest Louisa Multimodal Corridor Study identifies a preferred development scenario for Fluvanna County that focuses growth within and around existing centers using a model of walkable mixed-use centers. The study provides specific descriptions for each of the seven community elements.

- Most new growth occurs at Zion Crossroads, which develops into a large regional mixed-use center featuring employment centers as well as a diverse mix of retail opportunities and housing options.
- The current retail centers surrounding Lake Monticello, in the Rivanna community planning area, develop into neighborhood mixed-use centers with smaller-scale retail opportunities and housing options.
- Growth in the courthouse area of Palmyra should be scaled to match that of the surrounding village, with new neighborhood mixed-use developing near Pleasant Grove.
- Fork Union should continue to develop as a village in the core area near Fork Union Military Academy, surrounded by residential neighborhoods.
- Finally, developments occurring in rural areas should be limited to rural housing clusters and limited residential development with a large open-space component.

Regional Centers

Regional Mixed-Use Center

The regional mixed-use center is a focal point for the larger region and reinforces this through its scale of development and rich range of land uses. Regional mixed-use development is characterized by a higher intensity and mixture of land uses than surrounding areas. Larger-scale commercial uses, such as big-box stores, are situated along the main arterial roadway, with slower-speed streets and smaller block sizes pulled off of the busy arterial.



Figure LU-9, Walkable Streetscape

Regional Employment Center

The regional employment center is predominately devoted to employment uses, but still maintains a small mixed-use component to serve employees and surrounding residents. In the Zion Crossroads area, it will play an integral part in the vitality of the mixed-use center. Employment uses may include professional office space, research facilities, storefront offices, and warehouse and light industrial uses. Office uses are recommended at the core, while warehousing and light industry are appropriate at the periphery. It is important to link larger single-use areas with adjacent mixed-use development. Live-work units are recommended to maximize the residential capacity of regional

TRANSPORTATION

How to Get There from Here

VISION

Transportation systems are closely correlated with land-use policies for a comprehensive and diverse network of roads and alternative transportation networks. Primary roads serve all community planning areas with a well-maintained network of secondary and local roads that are connected to disperse traffic throughout each community.

Roadways are well maintained through a combination of state and local funding sources. Local funds are primarily derived from the county's commercial and industrial tax base, which is a primary beneficiary of the extensive road network. Fluvanna's economic success is due, in part, to its easy access to Interstate 64, U.S. Routes 250 and 15, and other primary routes, along with its location between Interstates 81 and 95. In turn, these roads must be kept in good condition, with minimal increase in traffic congestion and level of service, with substantial upgrades paid for by the causal development.

Alternative transportation sources include rail, transit, and regional airports. All of these transportation systems have grown over time to compete with automobile travel, particularly for the transport of goods. As the economy continues to diversify, so too must the delivery of the goods demanded by end users.

Locally, alternative transportation systems include greenway trails, bicycle lanes, sidewalks, and regional transit, including ride sharing. The expansion of these networks is accomplished primarily through the development process and is recognized as a benefit to the community as a result of well-planned and -coordinated projects. Without the adequate maintenance and expansion of the local transportation system, new growth is not possible or sustainable without significant degradation to the high quality of life in Fluvanna County.

EXISTING CONDITIONS

The Fluvanna transportation system is comprised of a local and regional system of roads, JAUNT paratransit service, and limited accommodations for pedestrians and bicyclists. As with most rural localities, Fluvanna's transportation system is oriented to automobiles. However, recent approaches to land-use planning—most notably community plans for Palmyra, Fork Union, and Lake Monticello, along with the Northwest Fluvanna/Southwest Louisa Multimodal Corridor Study—offer other considerations. They emphasize alternative transportation options, especially walking, biking, and transit, as methods of reducing reliance on the automobile.

Secondary Roads

Secondary roads are those numbered 600 and above. There are 285 miles of roads in the secondary system, with 261 paved miles and 24 stabilized dirt (gravel) miles. Aside from funding, the most significant hindrance to improvement on many roads is inadequate right-of-way. Relatively few of the miles have the required fifty-foot right-of-way needed for adequate bank cut, shoulders, and drainage. Utilities, both above- and belowground, challenge the limits of the narrow rights-of-way. The secondary road system has thirty-six bridges and twenty-six major culverts of various designs and construction methods, with fifty-two being two-lane and ten being one-lane.

Former gravel roads, currently being paved, have eighteen feet of pavement, mitigated curves, and wide shoulders. New bridges and culverts installed as individual projects are wide enough to accommodate later road upgrades. Many secondary roads serve as heavily traveled commuter routes, commercial routes, and emergency detours during natural disasters.

An annual allocation of funds to the county from VDOT provides for improvements to the secondary road system. These funds are used as decided by the Board of Supervisors with advice of the Louisa VDOT resident administrator and through input at annual public hearings.

Private Roads

There are numerous private roads in the county, ranging from primitive logging roads to the fifty-eight-mile paved system of Lake Monticello. The Department of Game and Inland Fisheries and the Department of Conservation and Recreation have a limited road presence in the county. The county has some direct responsibility for roads such as those in the Carysbrook complex and the landfill access road.

Alternative Transportation

Rail Access

AMTRAK passenger rail service is available in Charlottesville, with at least two trains daily. The Crescent travels between New Orleans and New York City, stopping in Charlottesville in the morning on the way north, and in the evening on the way south. A second train, the Cardinal, travels between New York (by way of Washington, D.C.) and Chicago three times a week.

Freight rail serving Fluvanna County is the CSX line, whose single track follows the James River along the county's southern border from Columbia in the southeast to Scottsville in the southwest.

Pedestrians

There are very few sidewalks in the populous areas of the county, and many are in disrepair. The state is now required to provide pedestrian accommodations for all VDOT construction projects. New subdivisions should provide for pedestrian access within the development and in conjunction with adjoining housing developments and businesses in order to reduce vehicle trips.

An Ordinance to amend the Fluvanna County Zoning Map with respect to approximately 220.56 acres of Tax Map 30, Section A, Parcel 110 and 10 acres of Tax Map 19, Section A, Parcel 39C, for an aggregate of 230.56 acres, to amend the same from R-3, Residential, Planned Community (conditional) to R-3, Residential, Planned Community (conditional). **(ZMP 14:01)**

BE IT ORDAINED BY THE FLUVANNA BOARD OF SUPERVISORS, pursuant to Virginia Code Section 15.2-2285, that the Fluvanna County Zoning Map be, and it is hereby, amended, as follows:

That 220.56 acres of Tax Map 30, Section A, Parcel 110 and 10 acres of Tax Map 19, Section A, Parcel 39C, be and is hereby, amended from R-3, Residential, Planned Community, to R-3, Residential, Planned Community subject to the submitted proffers as set out in the letter dated June 4, 2014, which is attached hereto.

Received

JUN 04 2014

Planning Dep

PROFFER STATEMENT

Poplar Ridge

Date of Proffer: ~~March 31st~~, 2014, Revised Tuesday, June 03, 2014

Project Name: **Poplar Ridge**

ZMP Number: 14:01

Owner: Hotel Street Capital, LLC
31 Garrett Street
Warrenton, VA 20186

Existing Zoning: R3-Residential

Action Requested: Amendment of the Preliminary Master Plan and proffers approved by the Fluvanna County Board of Supervisors on the 20th of May 2009.

Acreage Amended: 230.56 acres

Magisterial District: Palmyra

Tax Map #(s): A portion of Tax Map 30 Section A Parcel 110 (220.56 acres), As shown on the Preliminary Master Plan
Tax Map 19 Section A Parcel 39C (10.00 acres)

Legal Reference: Fluvanna County Deed Book 859 Page 634 (TMP 30-A-110)
Fluvanna County Deed Book 859 Page 631 (TMP 19-A-39C)

The Term "Owner" as referenced within this document shall include within its meaning the owner, or owners, of record of the Property, or properties, and their successors in interest.

The Owner hereby voluntarily proffers that if the Fluvanna County Board of Supervisors acts to Preliminary Master Plan as requested, the Owner shall develop the Property in accord with the following proffered development conditions (each, a "Proffer," and collectively, the "Proffers"), which the Owner acknowledges are reasonable, pursuant to

Section 15.2-2303 of the Code of Virginia, 1950, as amended, and pursuant to Section 22-14-2 of the Fluvanna County Zoning Ordinance. If the Preliminary Master Plan is approved, these proffers shall replace the eleven (11) proffers approved with ZMP 09:02 on May 20, 2009. If the Preliminary Master Plan is denied, these proffers shall immediately be null and void and of no force and effect.

- 1) **The Preliminary Master Plan.** The Preliminary Master Plan is proffered for land use, residential density calculations, density classification, on and off site improvements, amenities, landscaping and vegetative buffering.

- 2) **Frontage Improvements.** Contemporaneously with, and as part of, frontage improvements along James Madison Highway (U.S. 15) required in connection with any subdivision plat or site plan for the Property, the Owner shall construct such turn lanes and improvements to the horizontal alignment, vertical alignment and cross-section of James Madison Highway (U.S. 15) as shown in the Preliminary Master Plan , and as reasonably necessary to provide safe and convenient access to **Poplar Ridge** provided, however, that the Owner's responsibility under this Proffer shall be limited to the extent of the Property's frontage only. Improvements constructed in accordance with this proffer shall be designed and constructed to applicable VDOT standards, including, without limitation, VDOT's Geometric Design Standards which may be amended from time to time.

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JUN 04 2014

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- 3) **The Fluvanna/Louisa Housing Authority.** For each dwelling unit constructed on the Property, the Owner shall contribute to The Fluvanna/Louisa Housing Authority Five Hundred Dollars (\$500.00) for each dwelling unit. The payment for each dwelling unit shall be paid at the time of the issuance of the certificate of occupancy for such dwelling unit.

Cash Proffers Methodology:

- a. All cash proffers are per. the attached FY 2015-19 “C.I.P.” adopted by the Fluvanna County Board of Supervisors.
- b. All cash proffers below are based on an estimate of approximately 10,000.00 dwellings currently located within Fluvanna County.

- 4) **Cash Proffer for “Community Services”.** For each dwelling unit constructed on the Property, the Owner shall contribute cash to Fluvanna County for funding the items as delineated in the attached adopted FY 2015-19 “C.I.P” under the heading **“Community Services”**, as follows: Five Hundred Dollars (\$500.00) for each dwelling unit. The cash contribution for each dwelling unit shall be paid at the time of the issuance of the certificate of occupancy for such dwelling unit.

- 5) **Cash Proffer for “Public Safety”.** For each dwelling unit constructed on the Property, the Owner shall contribute cash to Fluvanna County for funding the items as delineated in the attached adopted FY 2015-19 “C.I.P” under the heading **“Public Safety”**, as follows: Five Hundred Dollars (\$500.00) for each dwelling unit. The cash contribution for each dwelling unit shall be paid at the time of the issuance of the certificate of occupancy for such dwelling unit.

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JUN 04 2014

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6) Cash Proffer for "Schools". For each dwelling unit constructed on the Property, the Owner shall contribute cash to Fluvanna County for funding the items as delineated in the attached adopted FY 2015-19 "C.I.P" under the heading "Schools", as follows: Two Thousand Dollars (\$2,000.00) for each dwelling unit. The cash contribution for each dwelling unit shall be paid at the time of the issuance of the certificate of occupancy for such dwelling unit.

WITNESS the following signature:

Hotel Street Capital, LLC

By: [Signature]
Owner and or designated Agent. Keith B Smith

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF Albemarle, to wit:

The foregoing instrument was acknowledged before me this 3 day of June 2014 by Keith B. Smith, Owner and or designated Agent of Hotel Street Capital, LLC, a Virginia Corporation.

My Commission expires: 4/31/2018
Debra G Detamore

Notary Public



Received

JUN 04 2014

Planning Dept.

July 11, 2014

RIVANNA CONSERVATION SOCIETY



Mailing Address

P.O. Box 1501
Charlottesville, VA 22902
434 97-RIVER
exec@rivannariver.org

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108 5th Street SE
Suite 206
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Board Members

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Chair, Stanardsville

Pearce Johnson
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Angus Murdoch
KentsStore

Steve Pence
Palmyra

David Grant Smith
Charlottesville

James Waite
Lake Monticello

Executive Director

Roberta (Robbi) Savage
exec@rivannariver.org
Visit us on Facebook and
Twitter

Steven M. Nichols, County Administrator
County of Fluvanna
Dear Mr. Nichols,

The Rivanna Conservation Society (RCS) urges the Fluvanna Board of Supervisors to deny approval for the development known as Walker's Ridge, which, which we understand at present is 331 units, but at full build-out was proposed to be 1,180 units of housing and 180,000 square feet of commercial space. The development, currently zoned R3 (residential) is located just north of Palmyra.

As proposed this development presents significant environmental risks and sets an extremely bad precedent for water and sewer infrastructure in Fluvanna's "Community" growth management areas.

RCS concerns are based on the following 1) currently there is no public water supply to that area of the county, 2) drinking water supply system will come from unproven groundwater wells, 3) the water supply will be inadequate for the development, 4) the impact on existing wells and springs serving nearby residences and farms, 5) the US Geological Survey data clearly shows that the soils on-site will fail to absorb and filter sewage effluent in the volumes proposed and 6) the developers have failed to provide requested details for mass septic drain-fields on slopes draining to the Rivanna River.

Promoters claim that this project is similar to recent new developments in Crozet, but the new high-density growth at Crozet rests on decades of planning and many millions of dollars of public investments in effective water supply, sewage, and storm water control infrastructures. Fluvanna County has yet to make such an investment and there is no reason to believe that it intends to shoulder this costly burden.

As you are well aware, the Fluvanna Planning Commission wisely rejected a similar proposal for this site indicating that Fluvanna County has a great deal of work to do before Palmyra is ready for development on this scale. When (not if) these private water and sewer experiments fail, the fix will be expensive bail-outs by local taxpayers.

RCS is not opposed to growth when accomplished in an environmentally respectful manner, but with its unproven technologies for water supply and sewage disposal, this development is likely to inflict serious environmental damage while failing to sustain basic infrastructure over time. "

Hasty action to benefit a pro-growth agenda seems likely to burden Fluvanna taxpayers for years to come - while damaging the Rivanna River.

Sincerely,

Christopher Mantle, RCS Board Chair

website: www.rivannariver.org

blog: <http://rivannariver.wordpress.com/>

Clossin Comments – July 16, 2014

Madame Chair and Supervisors:

If possible, the Board may wish to consider some changes to the wording of the Poplar Ridge conditions. As an aside to the discussion of the significant unknowns with respect to the proposed Poplar Ridge master plan (traffic, wells, drainage and alternative septic systems) I'll try to address some other potential financial implications for the county. The Board of Supervisors and applicant still have an opportunity to ameliorate some of these issues with this, now concededly "by-right," development. I would suggest tightening up some of the language of the conditions applied.

Firstly, there is the "rational nexus" issue with regard to the reasonableness of cash proffers, not only from the developer's perspective but, as in our instance, the county's. The development community has already filed suit in Virginia challenging the legality of cash proffers, particularly those not "rationally" related to the impacts of development. Because impacts of development must be addressed in a timely fashion, rational nexus is as important for the locality as it is for the development community.

This project's cash proffers are unrealistic in terms of both amount and timing of payment. They will likely not come near to covering the true costs of the development. Quite frankly, they appear to have been pulled out of the air. \$3,500 per dwelling unit seems meager just even considering surrounding counties' fees. Most of these counties have developed detailed calculations based on projected infrastructure required by new development. These range anywhere from \$6,000 to \$20,000 (except \$4,500 in Louisa which is heavily subsidized by the commercial development Fluvanna doesn't have.) Both Public Works, VDOT and Fire/Rescue continue to express serious concern with respect to the project's unaddressed impacts.

The applicant references the county's adopted 2015-19 Capital Improvement Plan for projects designated to be funded by the proffers. He references a copy of the CIP in the package. Unfortunately, there is no designation of those projects on the CIP. As a result, we are left to wonder what and when (housing, community services, public safety and school) projects will be funded by the Poplar Ridge proffers.

Secondly, I could find no cost-benefit analysis in the package to indicate potential impacts on specific infrastructure and county services or benefits of the project to the county. A couple of unexplained excerpts from a Weldon Cooper school study hardly qualify as a cost-benefit study. A more in-depth analysis would certainly be helpful, particularly as the county tries to right the imbalance between residential and commercial development.

Thirdly, the payment of proffers at certificate of occupancy essentially frees this applicant from any upfront financial obligation. Some anticipate that the property will be "flipped" after some action is taken by the county. True or not, the amended special use is null and void unless "start of construction, as defined by the Fluvanna Zoning Ordinance", has commenced within twenty-four months of the grant of special use approval. Unfortunately, the Zoning Ordinance does not presently define "start of construction." You can imagine how long this process could be dragged

out if a zoning determination is made that the pouring of a single building foundation constitutes "start of construction" and keeps the Special Permit active. (Please see McClung v. Henrico County, 108 SE 2d 513 (1959) for some ideas as to how this language might be clarified in the ordinance so as not to continually be subject to administrative determination.)

Finally, a more serious problem with the amendments is the requirement for assumption of all responsibility by the, as yet, undefined and unfunded home owner association. During the recent recession we have seen several local HOAs go "belly up." In such situations privatization of internal streets poses a real problem. Should the HOA suffer a financial failure and/or ownership changes, those streets may eventually have to be taken into the VDOT maintenance system or risk becoming a severe drain on the county's resources.

By now ducking and dodging responsibility for anything that happens on the site the county sets a very bad precedent. It virtually assures that the county will, in fact, be left "holding the bag" if and when sporadic or stagnant development causes private roads to deteriorate and on-site water and sewer systems to fail. It might be advisable to have the applicant submit preliminary bonding and draft home owners' association documents to the county. If he has already done so it might be a good idea to include this information in the packet for public review.

Steve Nichols

From: John Cruickshank <jcruickshank4@gmail.com>
Sent: Monday, July 14, 2014 4:02 PM
To: Mozell Booker; Robert Ullenbruch; Mike Sheridan; Tony O'Brien; Donald Weaver; Steve Nichols
Subject: Sierra Club Comments on the Poplar Ridge Development

Dear Members of the Fluvanna County Board of Supervisors,

The Piedmont Group of the Sierra Club urges you to deny approval of the proposed Poplar Ridge development, just north of Palmyra.

We believe the project will put an unreasonable strain on water resources and could threaten the Rivanna River. We are in agreement with the letter that you have already received from the Rivanna Conservation Society.

I would also like to add that many research studies show that growth does not pay for itself. When the population of a community grows rapidly, the cost of services such as schools, fire & rescue, roads, police, social services, etc. increases faster than tax revenues. The burden of paying for these services falls on all the taxpayers.

Growth needs to be carefully managed or it will degrade the quality of life for all residents of the community.

Sincerely,
John A. Cruickshank, Chair
Piedmont Group of the Sierra Club
P.O. Box 5531
Charlottesville, VA 22905



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

P.O. Box 540, Palmyra, VA 22963 · (434) 591-1910 · FAX (434) 591-1911 · www.fluvannacounty.org

MEMORANDUM

TO: Board of Supervisors
FROM: Mary Anna Twisdale/ Management Analyst
SUBJECT: FY15 Contingency Balance
DATE: July 28, 2014

The balance for the BOS Contingency line for FY15 is as follows:

Board of Supervisors Contingency:

Beginning Budget:	\$150,000.00
Available:	\$150,000.00

Total Available Budget: Board of Supervisors Contingency Line

\$150,000.00



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MEMORANDUM

TO: Board of Supervisors
FROM: Mary Anna Twisdale/ Management Analyst
SUBJECT: FY15 Capital Reserve Balance
DATE: July 28, 2014

The balance for the Capital Reserve for County and Schools in FY15 is as follows:

County Capital Reserve:

FY14 Carryover:	\$2,470.00
FY15 Beginning Budget:	\$200,000.00
Available:	\$202,470.00

Schools Capital Reserve:

FY14 Carryover:	\$122,693.00
FY15 Beginning Budget:	\$200,000.00
Less: Carysbrook Elementary Music Room Carpet Replacement 7.2.14	-\$3,520.00
Less: Central Elementary Asbestos Abatement and Air Tests 7.2.14	-\$3,100.00
Available:	\$316,073.00



BOS Directives and Requests Status Report

Updated: Jul 18, 2014

Status	Date	Directive/Request	Action By	Comments
Pending	16-Jul-14	Return to the Board with specific amounts and dates proposed for change to be Capital Improvements Plan process.	Staff	
Pending	16-Jul-14	Compile financial figures for an SRO and return with a request.	Sheriff	August 6, 2014 Meeting
Pending	17-Jul-13	Prepare cash proffer guidance for consideration by the Board	Staff	
Pending	5-Jun-13	Pursue a cell phone stipend policy	Staff	
Pending	15-May-13	Request a speed study be done between the Town of Columbia and the Rivanna Bridge on Route 6.	Staff	Request submitted to VDOT
Pending	2-Jan-13	Review collection options for personal property taxes	Treasurer	
Pending	2-Jan-13	Research County funds investment plan and options	Treasurer	
Ongoing	1-Aug-12	Investigate Carysbrook wells ("Thomasville") and the County's existing unused James River water intake to determine viability for potential county water needs.	Staff	
Complete	2-Jul-14	Set process to evaluate Fork Union Sanitary District rates every two years	Staff	Will Comply
Complete	18-Jun-14	No longer accept additional applications for appointment of Commissions/Committees for a specific agenda after packet has been compiled.	Staff	Will Comply
Complete	7-May-14	Present a resolution for new FUSD water rates (Option 5) at the May 21, 2014 meeting.	Staff	Public Hearing approved by BOS at Jun 4, 2014 Meeting
Complete	2-Apr-14	Review options for updating the animal control ordinances.	Staff	Briefed BOS at 5-21-2014 Meeting; no change to policy
Complete	5-Mar-14	Research and present additional revenue source options.	Staff	May 7, 2014 Work Session
Complete	8-Jan-14	Draft a proposed change to County Code and assess the costs for requiring Passive Radon Reduction New Construction (RRNC) in new home construction.	Staff	Briefed BOS at 5-07-2014 Meeting; no change to policy
Complete	2-Apr-14	Create a Resolution recognizing for Ms. Audrey Smith who will be turning 100 yrs. old this month.	Staff	Approved 2014-04-16
Complete	19-Feb-14	Schedule a Closed Session for March 5, 2014 meeting to discuss personnel matters.	Staff	Scheduled
Complete	5-Feb-14	Perform DMV checks on appropriate County staff within 45 days.	Staff	Completed
Complete	8-Jan-14	Continue including Voluntary Contribution forms in mailings for Real Property bills when not sent to mortgage institutions.	Treasurer	Complete
Complete	8-Jan-14	Proceed with the hydrogeological testing in the Zion Crossroads area.	Staff	