



5FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

July 1, 2015, at 4:00 pm

TAB	AGENDA ITEMS
1	CALL TO ORDER, PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE
2	ADOPTION OF AGENDA
3	COUNTY ADMINISTRATOR'S REPORT
4	BOARD OF SUPERVISORS' UPDATES
5	PUBLIC COMMENTS #1 (5 minutes each)
6	PUBLIC HEARING
	None
7	ACTION MATTERS
K	Contract Approval for Task 2, Emergency Communications Radio System Consultant—Joe Rodish, Procurement Officer & Cheryl Elliott, Emergency Services Coordinator
L	Fluvanna County Employee Appreciation and Recognition Program (EARP)—Gail Parrish, Human Resources Manager
M	Heritage Trail Foundation Funding Gift for Fitness Trail Equipment at Pleasant Grove Park—Jason Smith, Director of Parks and Recreation
Mc	County Attorney Compensation Agreement—Steven M. Nichols, County Administrator
N	Real Estate Acquisition—Steven M. Nichols, County Administrator
O	FY15 Davenport Case Supplemental Appropriation—Mary Anna Twisdale, Management Analyst
P	Extension of Appointment for Members of the Board of Equalization—Steven M. Nichols, County Administrator
Q	Appointment to the Region 10 Community Services Board—Steve Nichols, County Administrator
8	PRESENTATIONS (normally not to exceed 10 minutes each)
R	PVCC Annual Update—Dr. Frank Friedman, President PVCC
S	VDOT Bridge Naming Process—Robert Popowicz, Community Development Director
9	CONSENT AGENDA
T	Minutes of June 3, 2015 Meeting—Kelly Belanger Harris, Clerk to the Board
U	Minutes of June 17, 2015 Meeting—Kelly Belanger Harris, Clerk to the Board
V	FY15 CSA Purchase of Services Budget Supplement—Dr. Jackie Meyers, CSA Coordinator
W	FY15 BOS Contingency Budget Transfer for Fork Union Streetscape Project—Mary Anna Twisdale, Management Analyst
X	FY15 Cell Tower Budget Supplement—Mary Anna Twisdale, Management Analyst
YZ	FY15 Surplus Property Sale Appropriation - Fire Department—Mary Anna Twisdale, Management

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Analyst

A FY15 Department of Social Services Budget Transfer—Mary Anna Twisdale, Management Analyst

B FY15 Middle School HVAC Supplemental Appropriation—Eric Dahl, Director of Finance

10 – UNFINISHED BUSINESS

C VDOT Roads in Subdivisions—Jason Stewart, Planning and Zoning Administrator, and Fred Payne, County Attorney

11 – NEW BUSINESS

D Naming of the Park in Court Square—Steven M. Nichols, County Administrator

12 – PUBLIC COMMENTS #2 (5 minutes each)

13 – CLOSED MEETING

TBD

14 – ADJOURN



Steven M. Nichols
2015.06.25 09:08:53 -04'00'

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.

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*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.
For Persons with Disabilities – If you have special needs, please contact the County Administrator's Office at 591-1910.*

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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.

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FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	Issuance of Task Order #2 – Emergency Communications Radio System Consultant Services				
MOTION(s):	<p>I move to approve Task Order #2 of the “Agreement For Emergency Communication Radio System Project Management And System Implementation Services” with RCC Consultants, Inc., in the amount of \$99,943.52, and authorize the County Administrator to execute the task order, subject to approval as to form by the County Attorney.</p>				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Joe Rodish, Purchasing Officer/Cheryl J. Elliott, Emergency Services Coordinator				
PRESENTER(S):	Joe Rodish, Purchasing Officer				
RECOMMENDATION:	Approve				
TIMING:	Immediate				
DISCUSSION:	<p>On May 12, 2014, the County issued a Request for Proposal for the Emergency Communications Radio System Project Management Services on an as-needed task order approach. The County awarded the contract to RCC Consultants to provide services to the County. The first task order consisted of reviewing County needs, developing a flexible functional radio communications plan, developing an RFP to secure a competitively-bid system, assisting with evaluation, and selection of an offeror, and assists with contract development.</p> <p>Task Order #2 will provide, but not be limited to, project management, system implementation support services, review of change order requests, validation that the radio system meets the needs and requirements of the County, project meetings, and plan reviews.</p>				
FISCAL IMPACT:	\$99,943.52 from existing Radio Project funds				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Task Order #2				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X	X		X

Fluvanna County, Virginia

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



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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

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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 cursive script 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.

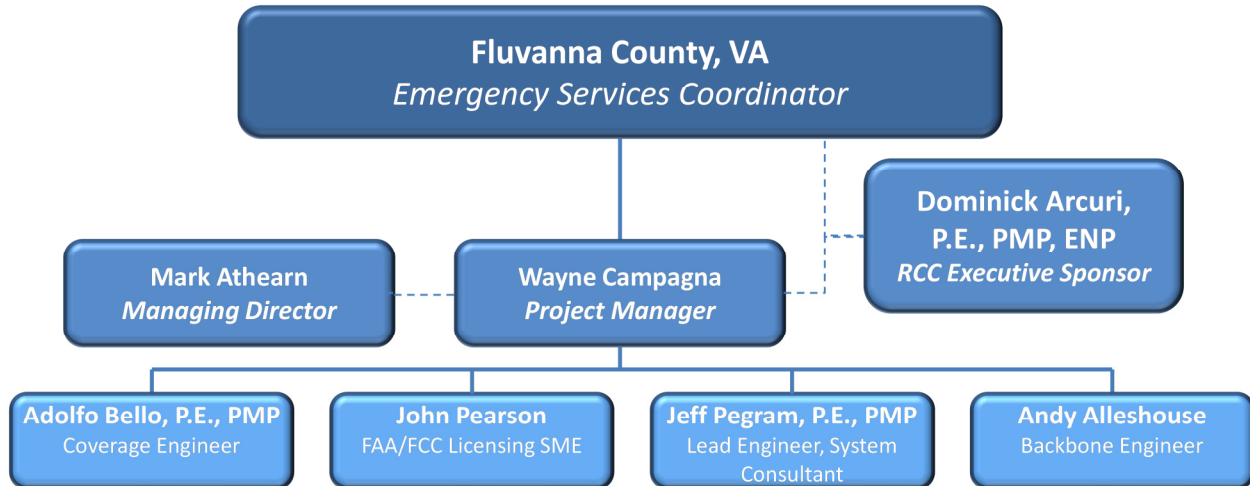
Mr. John Pearson, FCC/FAA Licensing and Regulatory SME;

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.

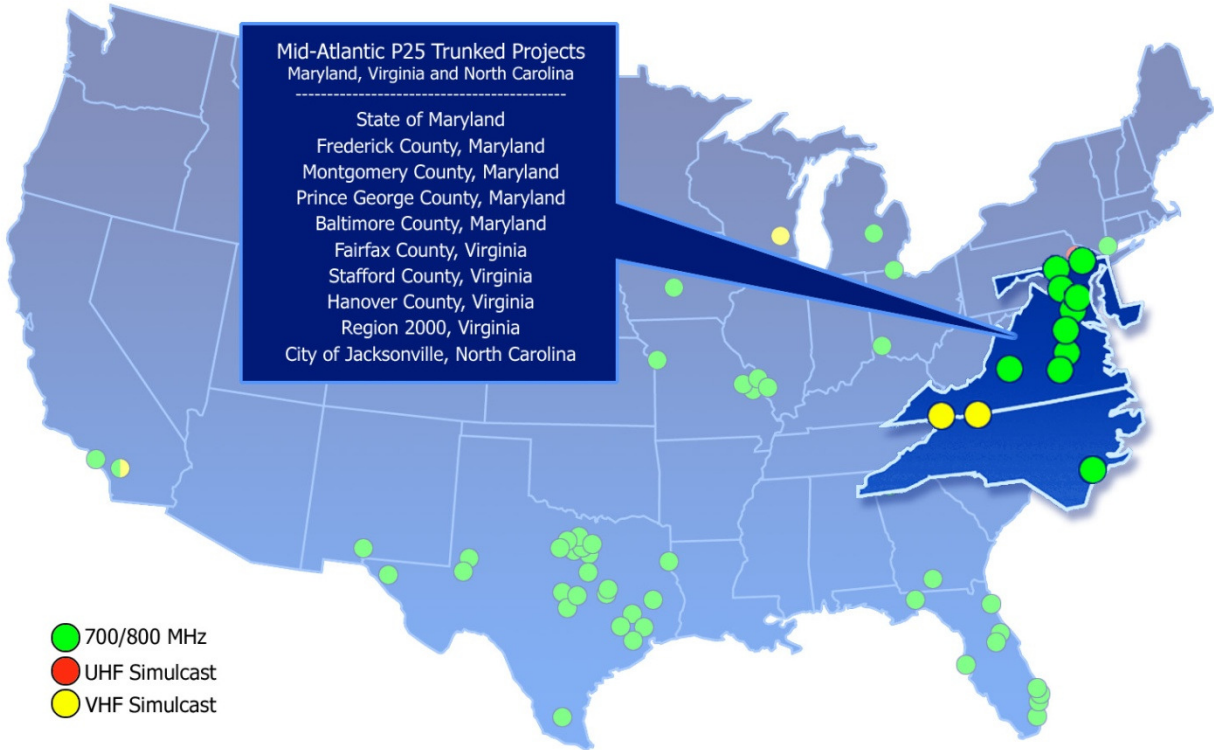


Figure 1. More P25 Experience – RCC has more P25 experience than any other consulting firm. We have helped more than 50 clients plan, procure, or implement P25 systems.

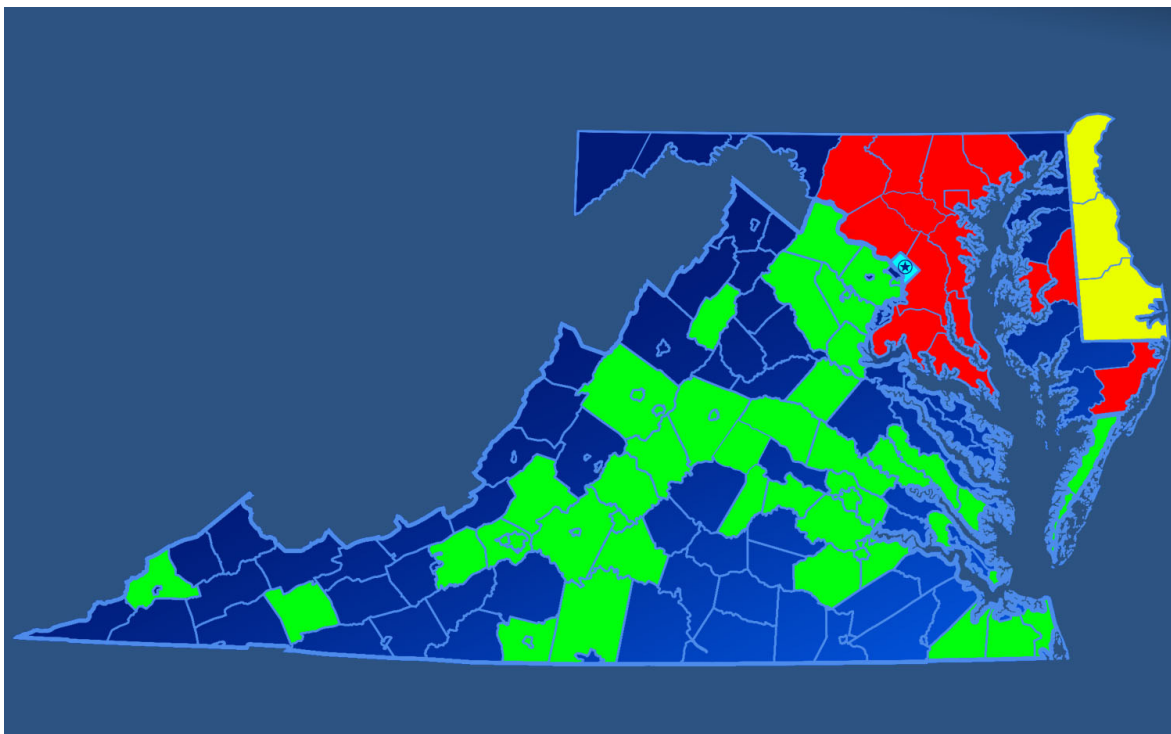


Figure 2. Mid-Atlantic Experience – RCC has extensive experience in Virginia and other Mid-Atlantic states.

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.

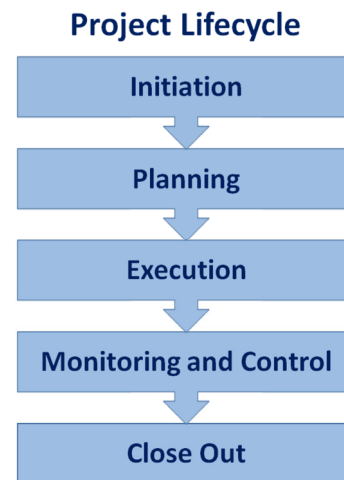


Figure 3. RCC's Project Management Approach
RCC utilizes a companywide, shared model, based on PMI's global best practices, to ensure the success of each and every project.

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:

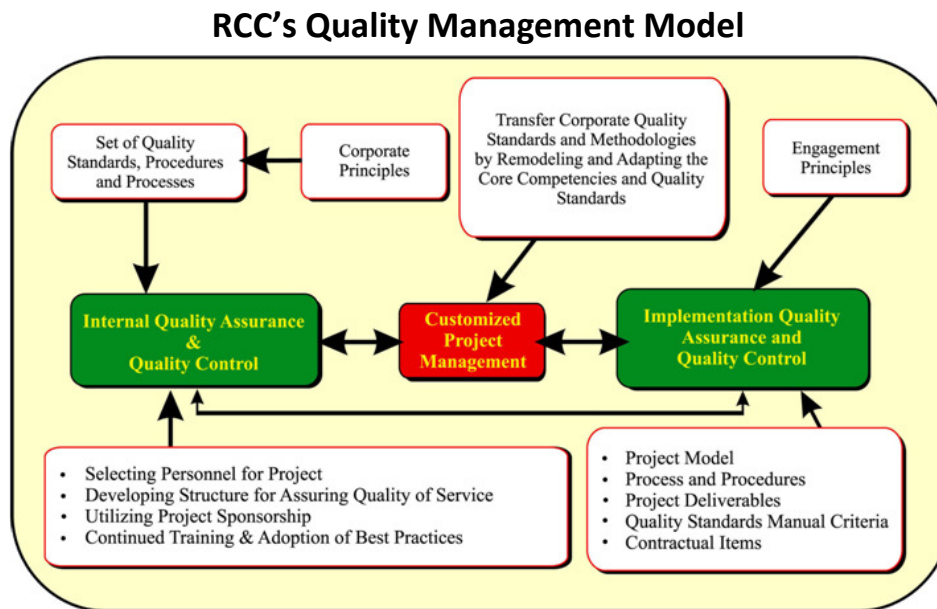


Figure 4. RCC's Quality Management Model

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:	RCC is providing the following services for this project: <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.

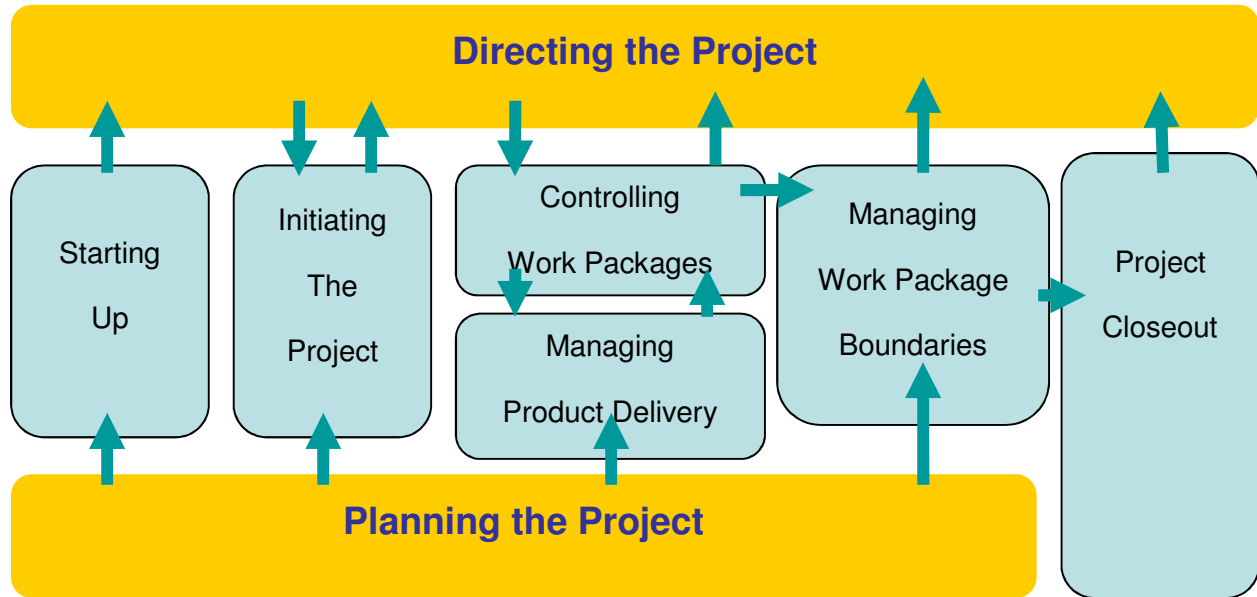


Figure 5. Management Approach Flow Chart

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.

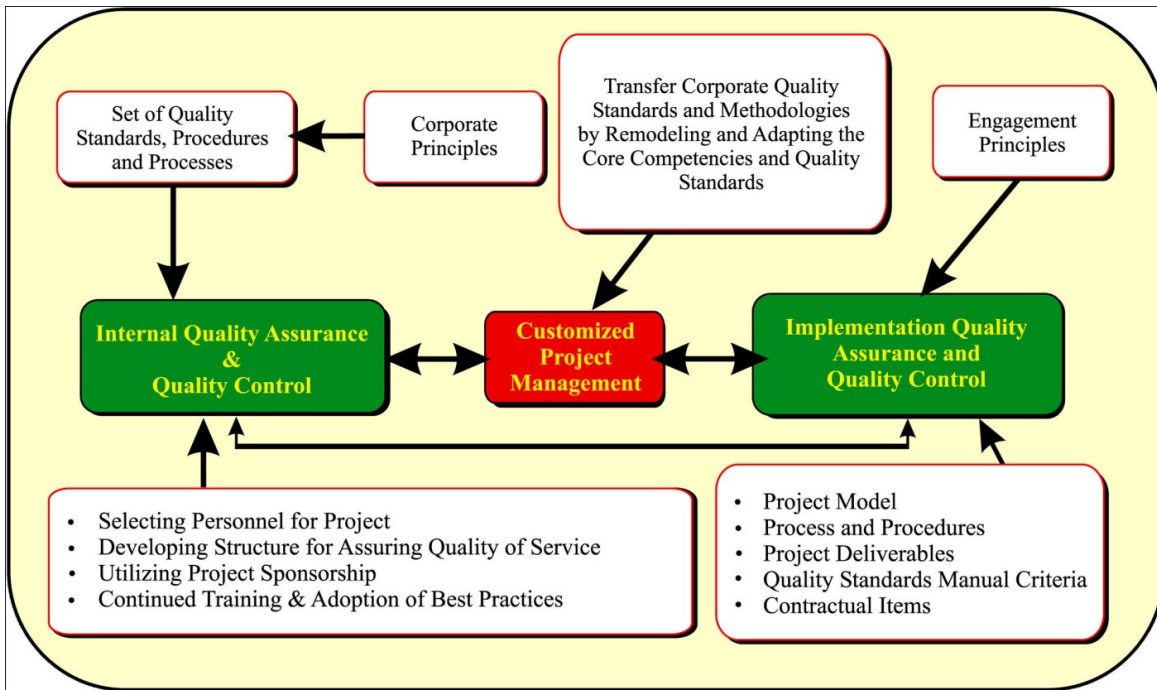


Figure 6. RCC Quality Assurance and Quality Control Program

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

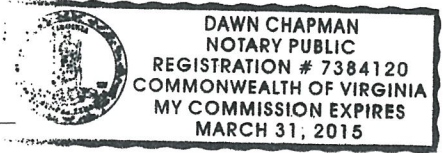
ACKNOWLEDGEMENT

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)

PLEASE RETURN THIS PAGE WITH BID SUBMISSION

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

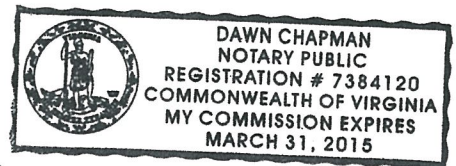
SUBSCRIBED AND SWORN to before me by the above named

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

BOS2015-07-01.p.116/260



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.

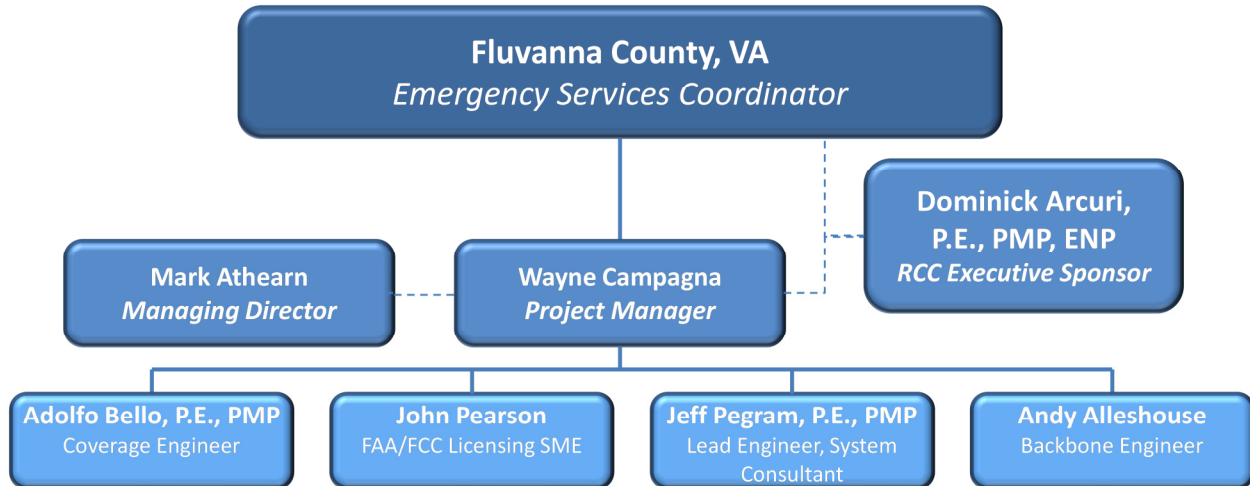
Mr. John Pearson, FCC/FAA Licensing and Regulatory SME;

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.

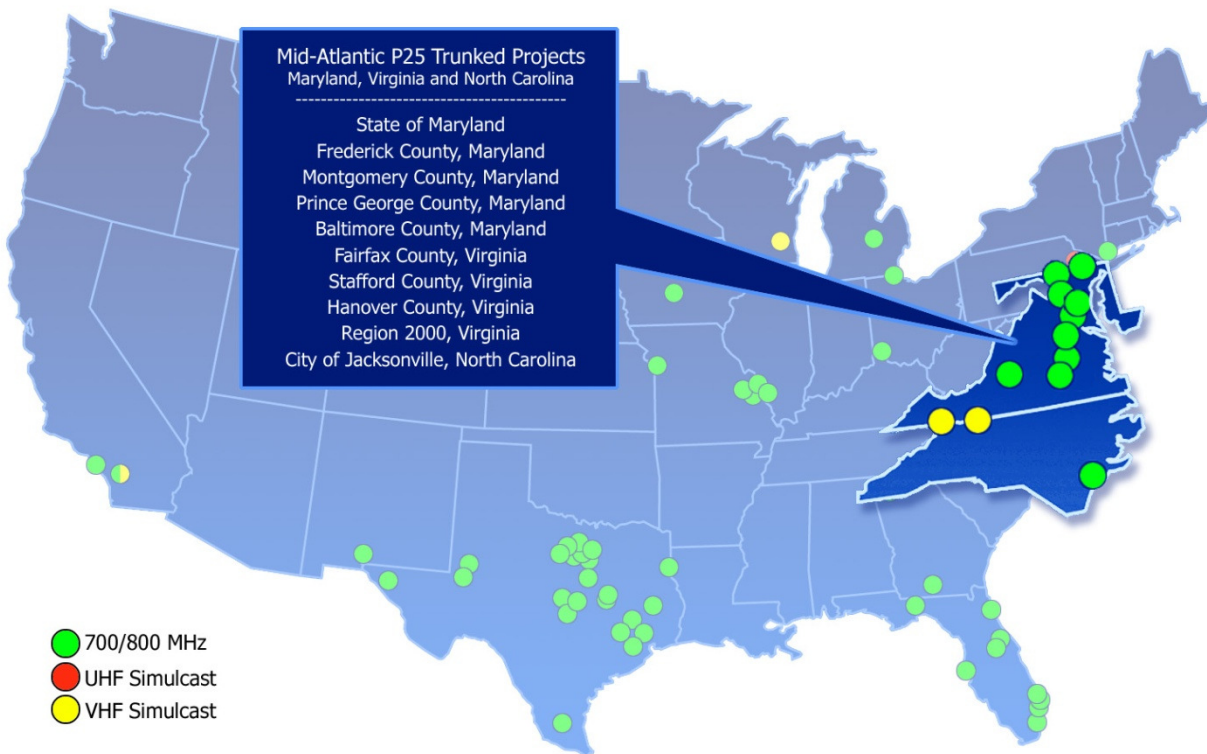


Figure 1. More P25 Experience – RCC has more P25 experience than any other consulting firm. We have helped more than 50 clients plan, procure, or implement P25 systems.

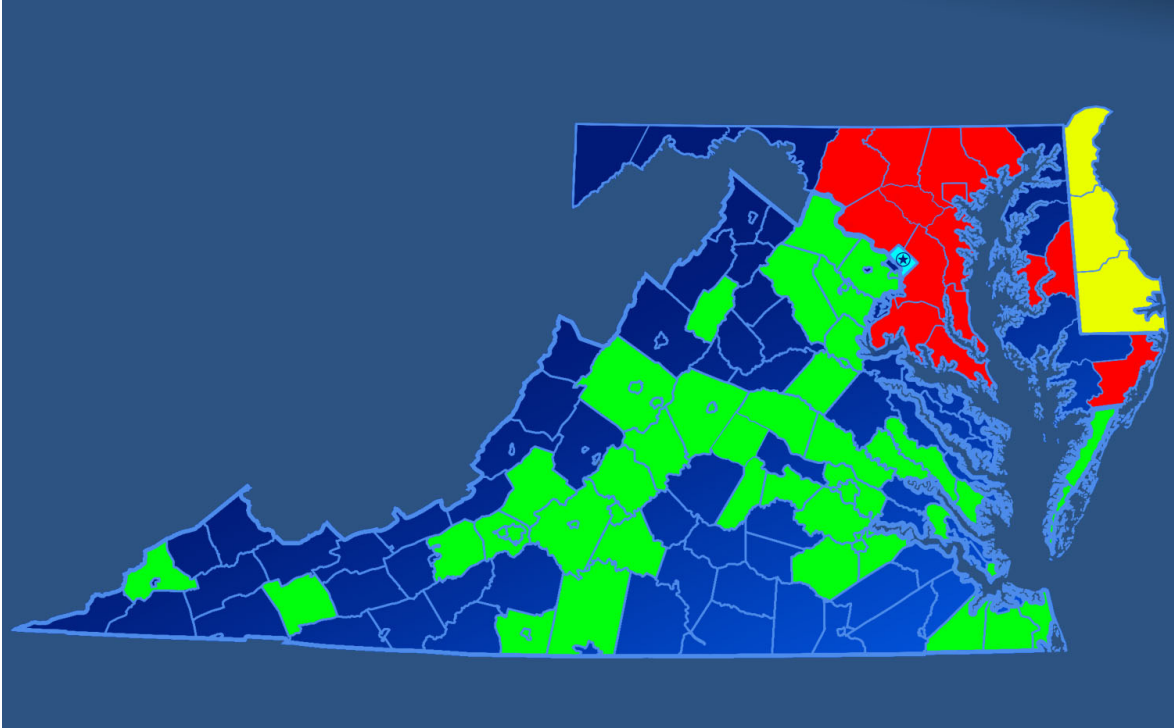


Figure 2. Mid-Atlantic Experience – RCC has extensive experience in Virginia and other Mid-Atlantic states.

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.

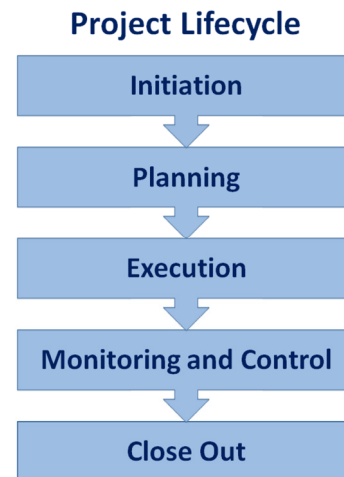


Figure 3. RCC's Project Management Approach
RCC utilizes a companywide, shared model, based on PMI's global best practices, to ensure the success of each and every project.

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:

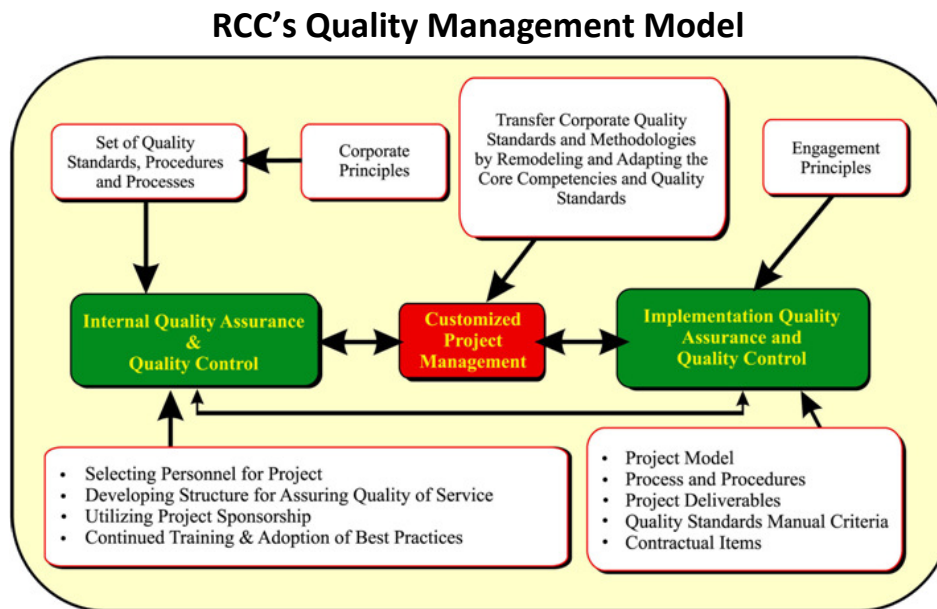


Figure 4. RCC's Quality Management Model

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: RCC is assisting the County of Hanover with four separate tasks in this project:

- 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: RCC has provided the following services during this project:

- 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.

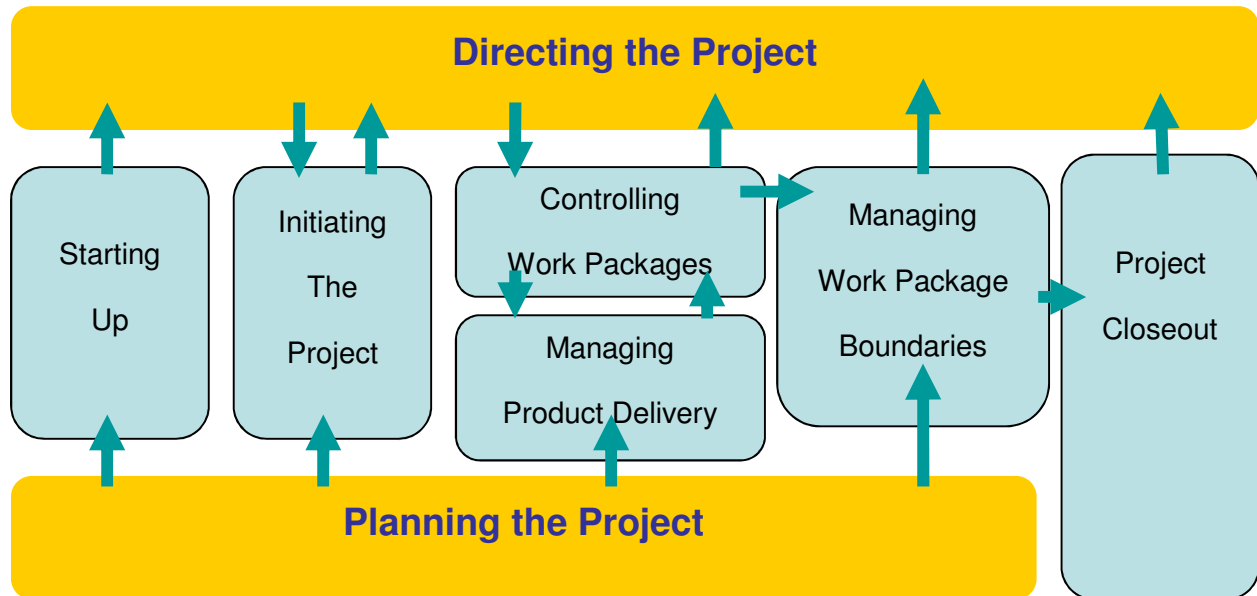


Figure 5. Management Approach Flow Chart

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.

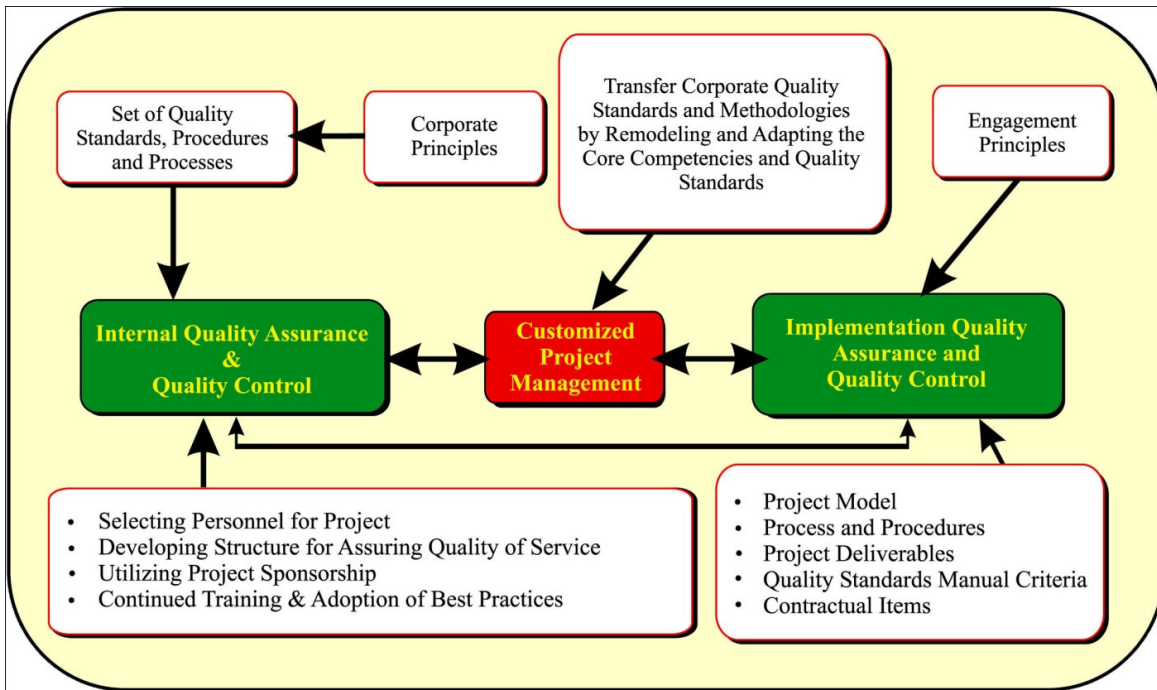


Figure 6. RCC Quality Assurance and Quality Control Program

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

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



Emergency Communications Radio System Project

July 1, 2015



Project Next Steps

- **Contract signed – June 25, 2015**
- **RCC Consultants Task #2**
 - Project Consultant/Manager for Implementation Phase – July 2015 thru December 2016
 - Oversee design review, manufacture, implementation, testing and acceptance of a new radio system
 - Assist with Project Management services
 - **Cost: \$99,943.52**
- **Kick off meeting and Contract Design Review (CDR)**
 - July-August 2015

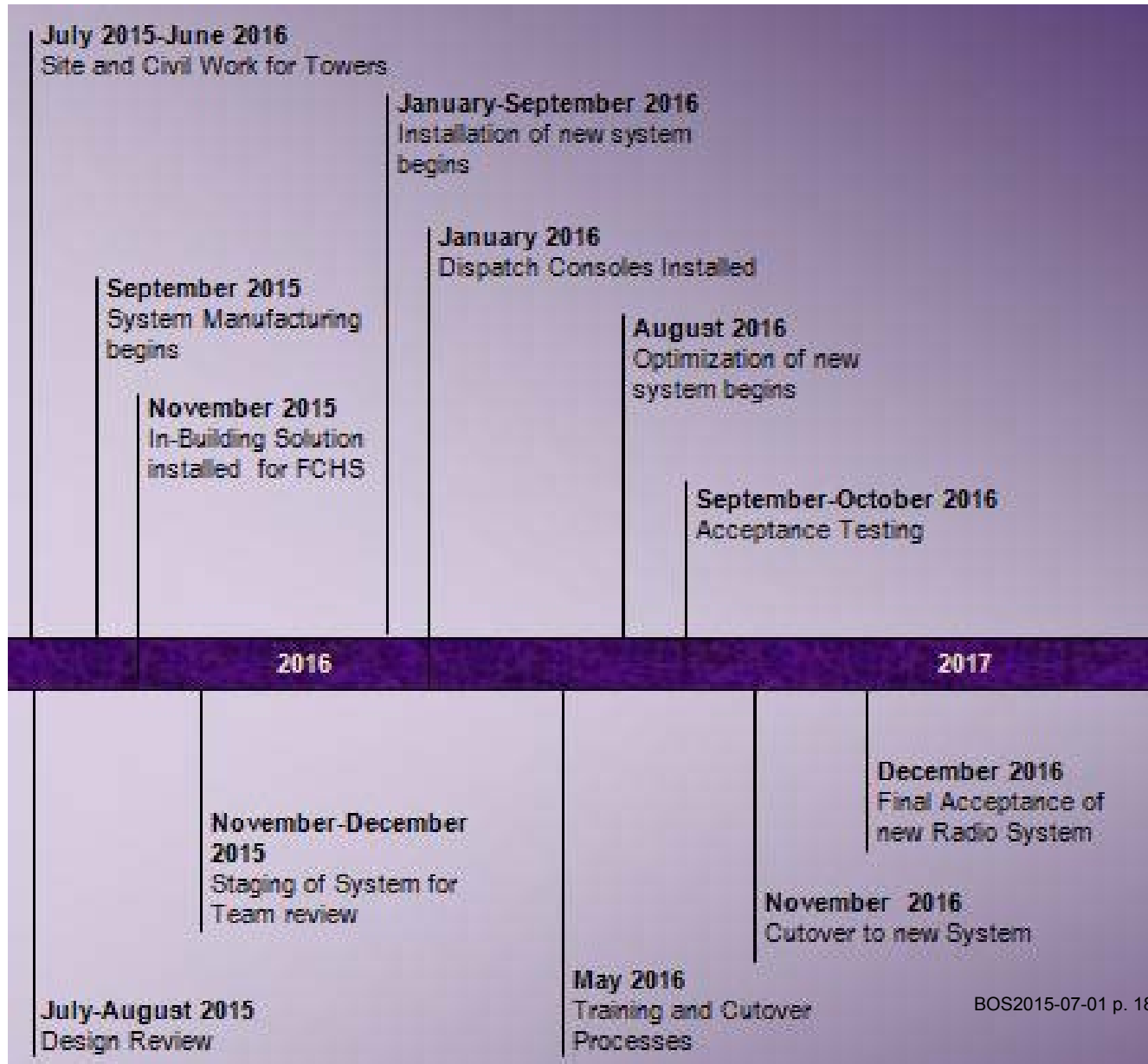


Finances Overview

Project Funding	Amounts
FY12 Appropriated	\$3,500,000.00
FY13 Appropriated	\$4,000,000.00
TOTAL PROJECT FUNDS	\$7,500,000.00
FY13 Pulled to fund JABA/Jaunt	(\$100,000.00)
FY13 Narrow-banding Project	(\$321,513.92)
FY15 RCC Consultants - Task 1 (RFP Development)	(\$74,191.40)
FY15 Radios for Courthouse	(\$22,456.55)
FY15 RFP Office Expense	(\$490.74)
FY18-FY24 Radio System Contract	(\$6,594,544.94)
FY16-FY17 RCC Consultants - Task 2 (Project Mgmt.)	(\$99,943.52)
Contingency Funds Available:	\$286,858.93



Project Implementation Schedule





Questions?

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	Fluvanna County Employee Appreciation and Recognition Program (EARP)				
MOTION(s):	I move the Board of Supervisors approve the Fluvanna County Employee Appreciation and Recognition Program.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Gail Parrish, Staff Tiger Team Representative				
PRESENTER(S):	Gail Parrish, HR Manager				
RECOMMENDATION:	Approval				
TIMING:	Immediately				
DISCUSSION:	<ul style="list-style-type: none"> • The Staff Tiger Team goal was to develop a recognition plan that incorporates the County's mission and values by infusing the Employees' Ethic Statement with an updated Employee Appreciation and Recognition Program. This is intended to help foster a positive work environment, reinforce desired behaviors, and motivate excellent performance. Both the previously adopted Ethics Statement and the Recognition program emphasize the use of "P.R.I.D.E." -- People First; Respect; Integrity; Deliver; Excel • The Recognition program establishes the standards to strive to accomplish and ways for employees to be recognized. The recognition is not just once a year, but every day through a new website that will allow for citizens, co-workers, supervisors, etc., to publically recognize people for work well done. • The plan enhances the current recognition plan by keeping the annual service awards and establishing a more targeted behaviors/work ethics to award employees. The plan also encourages recognition to employees all year, rather than just one time during the year. 				
FISCAL IMPACT:	Up to \$1,750 per year for the new annual P.R.I.D.E. awards.				
POLICY IMPACT:	Consolidates all existing employee recognition policies into one document.				
LEGISLATIVE HISTORY:	Initially considered at the April 1, 2015, BOS Meeting. Program adjusted and dollars awards revised following Board guidance at that meeting.				
ENCLOSURES:	<ul style="list-style-type: none"> • Employee Appreciation and Recognition Policy • P.R.I.D.E. Recognition Form • EARP Brief 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
				XX	Tiger Team

1. EMPLOYEE APPRECIATION AND RECOGNITION PROGRAM

(Draft - 07/01/2015)

1.1 PURPOSE. Fluvanna County recognizes the importance of developing, motivating, and rewarding employees. The Employee Appreciation and Recognition Program is intended to encourage employee excellence, acknowledge service milestones, and provides methods to recognize exceptional individual and team efforts.

The program provides opportunities for citizens, employees, supervisors, and others to recognize county staff members at all levels for individual and team achievements. Areas of recognition include customer service, beneficial suggestions, committee or task force involvement or activism, special skills, projects, superior performance, and for their years of service to the County.

1.2 BACKGROUND. Employees are the County's most valuable asset and play a critical role in achieving the Board of Supervisors' mission, goals, and objectives. Fluvanna County recognizes the importance of motivating, rewarding, and developing employees. This program is intended to provide options to recognize the significant individual and team efforts that align with the **P.R.I.D.E.** values that guide Fluvanna County employees:

- | | |
|---------------------|---|
| <i>People First</i> | We will give priority to the needs of citizens, coworkers and employees. |
| <i>Respect</i> | We will treat others with courtesy and dignity by valuing their ideas, opinions, needs and differences. |
| <i>Integrity</i> | We will serve with honesty, diligence, and responsibility, and we will be accountable for our actions. |
| <i>Deliver</i> | We will follow through on commitments to self, staff, and the community, and we will exceed their expectations. |
| <i>Excel</i> | We will create a work environment that stimulates innovation and continuous improvement. |

1.3 P.R.I.D.E. RECOGNITIONS

1.3.1 Purpose

- a. To recognize employees for their achievements and dedication to public service, and special contributions.
- b. Recognizing the accomplishments of employees contributes to a supportive work environment and enhances the attraction and retention of committed and engaged employees.

- c. To promote team spirit and unity of purpose within the County based on shared achievement.
- d. To instill a sense of “P.R.I.D.E.” in work (*People First, Respect, Integrity, Deliver, and Excel*).
- e. To involve the community and employees of Fluvanna County, as partners in the pursuit of excellence in customer service.

1.3.2 Eligibility. All full-time, part-time, and seasonal employees are eligible for this program unless otherwise noted. Individual employees and employee teams/groups are eligible.

1.3.3 Recognition Process

- a. Recognitions can be made throughout the year by citizens, employees, volunteers, contract employees, vendors, and appointed elected officials.
- b. Recognitions may be submitted by email, letter, recognition form, or using the on-line Employee Appreciation and Recognition System accessed through the County website.
- c. Recognitions should provide detailed factual information and be specific about what makes the employee(s) outstanding. Recognitions should also explain how the employee(s) meets the ideal(s) identified in the selection criteria.
- d. All recognitions, regardless of method of submission, will be added to the on-line Appreciation and Recognition System. This allows citizens and employees to view who and for what reason individuals and teams are being recognized throughout the organization.

1.4 P.R.I.D.E. IN PUBLIC SERVICE ANNUAL AWARD

1.4.1 Annual Award Selection Criteria. Staff members selected for annual award recognition must have demonstrated one or more of the following in support of P.R.I.D.E. values:

- a. A high level of service to the public or other staff;
- b. Actions to improve relations - with the public, staff, and/or across department lines;
- c. Leadership;
- d. Substantial contribution that enhances the image of the County, improves efficiency, displays creativity, or employs innovation;
- e. Outstanding and courteous performance in an emergency or safety situation;
- f. Exceptional performance in a specific project or situation.

1.4.2 Annual Award Selection Committee. The committee will be comprised of a total of 13 representatives (management or non-management). Members will serve on the committee for one fiscal year and will meet at least one month prior to the annual Employee Recognition Dinner. The Committee will be comprised of:

- a. One (1) employee from each Constitutional Officer's office
- b. One (1) employee from Library staff
- c. One (1) employee from Social Services staff
- d. One (1) employee from the Registrar's office
- e. One (1) employee from each of the following County Administration departments: Community Development, Finance, Parks & Recreation, Public Works, and the Special Assistants group.

1.4.3 Selection Process

- a. The Selection Committee will review the nominations and recognitions given throughout the fiscal year and select six (6) nominees, who may be individuals or groups/teams, for the annual award consideration.
- b. One individual from the six nominees will be selected for the annual "P.R.I.D.E. in Public Service" award. This individual will have:
 - (1) Received P.R.I.D.E. nominations during the year.
 - (2) Demonstrated performance that meets several of the selection criteria categories.
 - (3) Consistently demonstrated P.R.I.D.E. in performing their job throughout the year.
- c. Recipients of the annual "P.R.I.D.E. in Public Service Award" will not be eligible to receive the award two years in a row.
- d. The five remaining individual or group nominees will receive recognition for one of the five P.R.I.D.E. values based on their demonstrated performance that met one or more of the selection criteria categories.

1.4.4 Recognition of Award Recipients

- a. The finalists for the annual "P.R.I.D.E. in Public Service Award" will be announced prior to the annual Employee Recognition Dinner. At the dinner, the recipient of the annual "P.R.I.D.E. in Public Service Award" will be announced, along with the specific P.R.I.D.E. value category for which each of the other five nominees/teams were recognized.

b. The recipient of the annual “P.R.I.D.E. in Public Service Award” will receive:

(1) Recognition at the annual Employee Recognition Dinner.

(2) A one-time bonus payment of \$500 (to be divided among the members if a group/team is selected). The bonus will be paid in the pay period following the presentation of the award.

(3) Recognition on the Fluvanna County P.R.I.D.E. plaque displayed in the County Administration building.

(4) A Certificate of Commendation from the Board of Supervisors and public recognition at a Board of Supervisor’s meeting.

c. Each of the other five nominees (individuals and/or group/teams) will receive:

(1) Recognition at the annual Employee Recognition Dinner.

(2) A one-time bonus payment of \$250 (to be divided among the members if a group/team is selected). The bonus will be paid in the pay period following the presentation of the award.

(3) A Certificate of Appreciation from the Board of Supervisors.

1.5 ON-THE-SPOT RECOGNITIONS

a. These recognitions are given unexpectedly or “on-the-spot” for a variety of reasons, including work well-done, putting in extra hours on a project, a unique contribution to a specific project, a program enhancement, and other similar achievements.

b. Awards are at the discretion of the department/agency head. Examples include:

(1) A personal thank you note.

(2) A lunch ordered in for the team.

(3) An hour or two of personal leave time to leave early or arrive late.

(4) Praise either in private or during a team meeting.

(5) A P.R.I.D.E. Recognition submission or other written acknowledgement of the specific behavior or action.

1.6 LENGTH OF SERVICE RECOGNITIONS

a. Length of service is valued and recognized by the County. We recognize milestones in an employee’s tenure through rewards, tokens of appreciation, and recognition at the annual Employee Recognition Dinner for staff and family members.

b. Years of Service awards are presented annually to regular full-time and regular part-time employees for cumulative years of service.

c. Active employees become eligible for a service award in the year in which they complete 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of service.

d. Appropriate commemorative gifts are presented along with a County certificate during the County's Annual Employee Recognition Dinner.

1.7 RETIREMENT RECOGNITIONS

(Adopted by the Board of Supervisors on September 1, 2004, unless otherwise noted.)

a. **Definitions.** For the purpose of Retirement Recognitions, "Employee" is defined as a person filling a permanent part-time or permanent full-time position that is paid on the County's payroll.

b. **Recognition.**

(1) All employees retiring from Fluvanna County shall be honored at a reception and presented with a plaque noting their years of service to the County.

(2) In addition, employees retiring with twenty (20) or more years of service shall receive a retirement gift chosen by their peers with a contribution of not more than \$100 from the Board of Supervisors.

(3) A gift in excess of \$100 shall be funded by individuals with non-public money.

c. **Department Responsibilities**

(1) At the beginning of budget preparation (November), each Department shall notify the County Administrator of possible retirements coming up in the next fiscal year.

(2) The Department shall notify the Clerk to the Board of Supervisors three months prior to any retirement to make arrangements for a plaque to be ordered. Such notification shall include the employee's name, Department, and years of service to Fluvanna County.

(3) The Department shall make all arrangements for the reception, including the date, time, location, food, set-up, and clean-up.

(4) The Department shall prepare a flyer announcing the retirement reception and receive RSVP information in order to establish an accurate count of attendees.

(5) The Department shall be responsible for any other forms of distribution of the reception invitation.

(6) For employees retiring with twenty (20) or more years of service to Fluvanna County, the Department shall choose and order a gift appropriate for that employee.

d. **Board of Supervisors Responsibilities**

(1) The Board shall fund the purchase of a plaque recognizing the years of service to Fluvanna County.

(2) The Board shall fund the purchase of a cake and non-alcoholic beverages sufficient for the number of RSVPs. Any additional food may be provided, however, the Board shall not cover that expense.

(3) For employees retiring with twenty (20) or more years of service to Fluvanna County, the Board shall contribute up to \$100 toward the purchase of a retirement gift.

(4) When possible, the plaque and gift shall be presented at the reception by a member of the Board of Supervisors.

(5) Upon receipt of all pertinent information, the Clerk to the Board of Supervisors shall order the plaque.



Fluvanna County

“P.R.I.D.E. in Public Service” Recognition Form

Have you experienced great service from a Fluvanna County employee? Tell us about it!

“P.R.I.D.E.” is an acronym representing the values that guide Fluvanna County employees:

- People First** We will give priority to the needs of citizens, coworkers and employees.

- Respect** We will treat others with courtesy and dignity by valuing their ideas, opinions, needs and differences.

- Integrity** We will serve with honesty, diligence, and responsibility, and we will be accountable for our actions.

- Deliver** We will follow through on commitments to self, staff, and the community, and we will exceed their expectations.

- Excel** We will create a work environment that stimulates innovation and continuous improvement.

P.R.I.D.E. Recognitions are: Unsolicited, special acknowledgments of a County employee or employee group/team that made a special effort, has done an outstanding job, displayed high quality workmanship on a project, and/or demonstrated a caring and sensitive attitude. P.R.I.D.E. Recognitions are intended to acknowledge exemplary performance or behavior.

P.R.I.D.E. Recognitions may be submitted by: Anyone - members of the public, employees, supervisors, and others.

INFORMATION ABOUT EMPLOYEE OR GROUP BEING RECOGNIZED <small>(Recognition will be posted on Fluvanna County website)</small>								
Employee’s Name(s):	Department/Agency:			Date(s) of Action:				
Reason for Recognition:								
INFORMATION ABOUT THE PERSON MAKING THE RECOGNITION <small>(Your name will not be displayed on the Fluvanna County Website)</small>								
Name:		Phone Number (optional):			Email (optional):			
Your status:	Citizen	Volunteer	County Empl.	Co-worker	Supervisor	Elected Off.	Other	
Your Signature				Date of Submission				



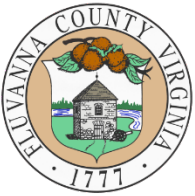
Employee Recognition Program Proposal

July 1, 2015



Tiger Team Members

- Tiger Team Coordinator: **Gail Parrish**
- County Administrator's Department: **Jackie Meyers & Cheryl Elliott**
- Clerk of the Circuit Courts Office: **Sandra Parrish**
- Commissioner of Revenue's Office: **Lisa Shiflett**
- Commonwealth Attorney's Office: **Kathy Sexton**
- Community Development Department: **Deidre Creasy & Amy Helfrich**
- Department of Social Services: **Laura Donovan & Linda Dansey**
- Finance Department: **Joe Rodish & Lindsay Britton (new)**
- Library: **Carol Owen & Liz McIver**
- Parks and Recreation Department: **Malinda Payne**
- Public Works Department: **Will Shaw**
- Sheriff's Department: **Capt. Von Hill & Sgt. Barbara Henson**
- Treasurer's Office: **Linda Lenherr & Gloria Vest**



Fluvanna County Recognition Program

- **Create a website to post “P.R.I.D.E.” Recognitions**
 - Citizens, co-workers, supervisors, vendors, etc. may contribute recognition
- **“P.R.I.D.E. in Public Service” Annual Awards**
 - Annual Award selection committee – different each year
 - Single annual “Pride in Public Service Award”
 - Five annual “P.R.I.D.E.” category awards
- **On the Spot Awards**
 - Encourages supervisors, managers and co-workers to immediately acknowledge good work behavior and/or performance
- **Continues Annual Service Awards program**
- **Continues Retirement Recognition program**



Changes from April 2015 Proposal

- **Annual “Pride in Public Service” Award**
 - One-time bonus of \$500.00
- **Five annual “P.R.I.D.E.” Category Awards**
 - One-time bonus of \$250.00 for each of the five awards
- **If a team is selected for any award:**
 - The one-time bonuses are divided equally among the team members.
- **Total Cost would be \$1,750 per year**



QUESTIONS?

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: November 19, 2014

AGENDA TITLE:	Heritage Trail Foundation Funding Gift for fitness trail equipment at Pleasant Grove Park.				
MOTION(s):	I move to accept the \$10,000.00 award from the Fluvanna Heritage Trail Foundation for use towards Fitness Trail equipment for Pleasant Grove Park.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Jason Smith/Parks and Recreation Director				
PRESENTER(S):	Jason Smith and Marvin Moss (Heritage Trail Foundation President)				
RECOMMENDATION:	Approve				
TIMING:	N/A				
DISCUSSION:	We will use this gift towards purchasing supplies and materials for a 10 station fit-trail system at Pleasant Grove Park along the ADA trail near the Dog Park.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Fit-Trail System overview and map.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

Fluvanna Heritage Trail Foundation
PO Box 501
Palmyra, VA 22963

June 22, 2015

Mr. Jason Smith, Director
Fluvanna

I am pleased to let you know that the Pleasant Grove Park Fitness Trail project has been approved for funding through the Fluvanna Heritage Trail Foundation. Your award amount is **\$10,000** for the 20 station fit-trail concept, based on specifications at fittrail.com. This amount also includes any supplies and materials needed for this project.

Payment will be made to Parks and Recreation upon Board of Supervisor approval of this gift. If you choose not to do this project, please notify me immediately so we can reallocate the funds to **another** worthwhile project.

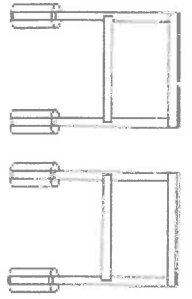
We look forward to working with you towards the successful completion of this project.
With best regards,

Sincerely yours,

Marvin Moss

Marvin F. Moss

President



Introductory Signs



Fitness Fact/ Calf Stretch
Station 1-20 System



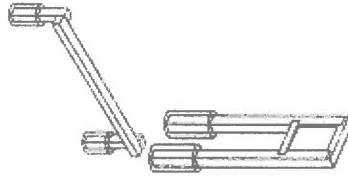
Upper Hamstring/Side Stretch
Station 2-20 System



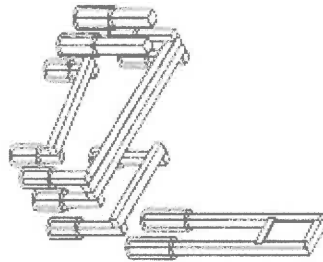
Hamstring/Quadricep Stretch
Station 3-20 System



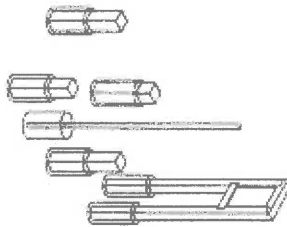
Bent Knee Hang/Heartbeat Check
Station 4-20 System



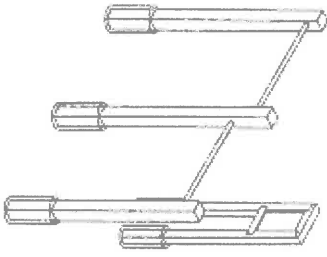
Knee Lift/Toe Raise
Station 5-20 System



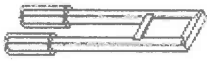
Sit Up/Leg Raise
Station 6-20 System



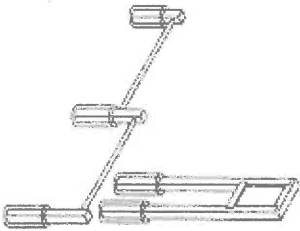
Quadriceps Climb & Sit
Station 7-20 System



Pull-Up/Heartbeat Check
Station 8-20 System



Upward Stretch/Fitness Fact
Station 9-20 System

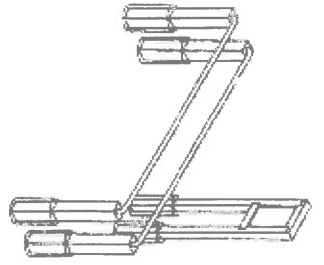


Leg Stretch/Push Up
Station 10-20 System

9/09
Fit Trail 20Ft. Station 1-10



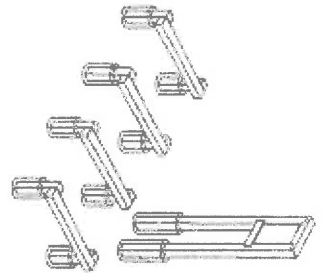
SouthWood
Image, Identity and Signage Specialists



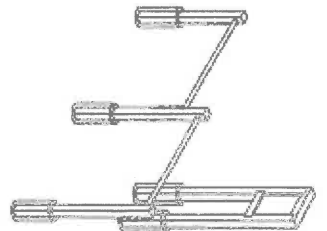
Hand Walk/Body Dip
Station 11-20 System



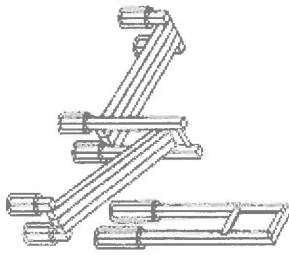
Shoulder Squeeze/Heartbeat Check
Station 12-20 System



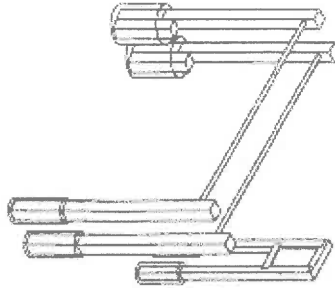
Bar Jump/Fitness Fact
Station 13-20 System



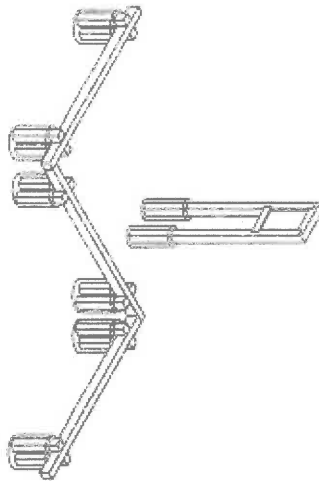
Body Raise/Reverse Pull-Up
Station 14-20 System



Body Tuck/Sit & Reach
Station 15-20 System



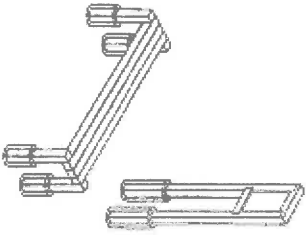
Overhead Ladder/Fitness Fact
Station 16-20 System



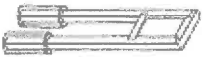
Balance Walk/Heartbeat Check
Station 17-20 System



Side Bend/Fitness Fact
Station 18-20 System



Hamstring Pull/Lift & Drop
Station 19-20 System



Tension Release
Station 20-20 System

Fit Trail 20Ft. Station 11-20



SouthWood
Brake, Lifting and Storage Specialists



Fluvanna Parks and Recreation

Fit Trail Outdoor Exercise Equipment

July 1, 2015





Opportunity



- » **Heritage Trail Foundation**: Has gifted the department **\$10,000** to use towards a **20 station** **Fit-Trail**.
 - > Gift covers complete package; Station below.
- » **Great amenity to encourage more recreation at the park.**





Location, Location, Location



- » **Dog Park/ADA Trail**
- » **Sandy Beach/River Anne Trails**
- » **Work with HTF, RAB, and other volunteer groups to complete project; Community Collaboration**





20 Station Fit Trail Map





Questions?

Fit-Trail.
Enjoy Every Move You Make!

WELCOME TO THE FIT-TRAIL FITNESS SYSTEM, the new way to good health! The FIT-TRAIL way to fitness has been enjoyed by people across America for more than three decades.

FIT-TRAIL is a balanced program of total fitness conditioning for all ages & sizes.

It's fun, costs nothing, and provides the motivation to keep exercising.

Everything you need is provided. There are exercise stations placed along the trail or in one location where you can learn about exercise and perform an exercise routine on the apparatus at each of the exercise stations.

The exercises are fully illustrated, and you progress at your own pace. The routine has been carefully designed to include exercises for

- FLEXIBILITY
- CARDIOVASCULAR CONDITIONING
- MUSCLE STRENGTH
- MUSCLE ENDURANCE

By jogging or briskly walking through the system and performing the exercise routine, you are getting a well-balanced conditioning program.

An important element of the system is the **TARGET HEART BEAT RANGE GUIDE** located at stations throughout the system.

The **TARGET HEART BEAT RANGE GUIDES** provide valuable information about how you should pace yourself during any sports or exercise activity.

BE SURE TO BRING A FRIEND OR YOUR ENTIRE EXERCISE CLASS AND MEET IN THE GREAT OUTDOORS.

FIT-TRAIL, the manufacturers, and providers of this system do not assume any liability for its use.

We want you to **ENJOY EVERY MOVE YOU MAKE!**

FIT-TRAIL is a registered trademark of Recreational Development Corporation.
 Manufactured by Recreational Development Corporation, 201 E. 40th St., Ames, IA 50010-1571
 (562) 714-0004 • www.FIT-TRAIL.com • Copyright 1987

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	County Attorney Compensation Agreement				
MOTION(s):	I move to approve the County Attorney's Compensation Agreement for services, effective July 1, 2015.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Mary Anna Twisdale, Management Analyst				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	The County Attorney's current agreement terminates on June 30, 2015.				
DISCUSSION:	The County Attorney has proposed updated service rates, effective July 1, 2015. The flat monthly fee would remain the same at \$5,000. Other rates and terms are specified below and in the attached proposal document.				
		<u>Position</u>	<u>Prior</u>	<u>New</u>	
		Frederick W. Payne	\$280	\$310	
		Donna R. DeLoria	\$235	\$265	
		William W. Tanner	\$210	\$240	
		Kristina M. Hofmann	\$180	\$215	
		Christina A. Guidry	N/A	\$150	
		Paralegals	\$ 85	\$ 95	
		Assistants (when applicable)	\$ 85	\$ 75	
FISCAL IMPACT:	Costs included in FY16 budget.				
POLICY IMPACT:	If this extension is not granted, then the county would have to either renegotiate the terms of this agreement or procure other legal services immediately.				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	County Attorney Compensation Proposal				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX	XX			

FLUVANNA COUNTY ATTORNEY

Deputy County Attorneys:
Donna R. DeLoria
William W. Tanner

Frederick W. Payne
414 East Jefferson Street
Charlottesville, Virginia 22902
Telephone: (434) 977-4507
Facsimile: (434) 977-6574
E-mail: *fwpayne@fluvannacounty.org*

Assistant County Attorney:
Kristina M. Hofmann
Christina Ashie Guidry

COUNTY ATTORNEY COMPENSATION PROPOSAL
Effective July 1, 2015

The following is a proposal for the compensation to be paid to the county attorney and the other officers and employees of his office.

For routine services, we will be paid \$5000 per month. By this term, I intend to include such matters as (a) regular advice to members of the Board, the County Administrator and other members of the County staff; (b) reviewing/drafting of ordinary documents, including such things as private road maintenance agreements, development bonds, etc.; (c) drafting of routine ordinance amendments and regular maintenance of the County Code; and (d) occasional briefing/educational activities, including such things as updating the Board on matters such as zoning procedures. We include our attendance at 2 board meetings per month, plus one meeting of the Planning Commission per month.

For other, non-routine services, which are particularly time-intensive and unpredictable, we will bill the County by the hour at the rates set out below and will provide a monthly itemized list of fees and expenses. The additional services would include such things as real estate (including sales, acquisitions and other non-routine matters, such as the negotiation of telecommunications leases, etc.); reviewing/drafting contracts, memoranda of understanding/agreement, requests for proposals/bids; litigation; JRWA; FUSD; and special projects (such as comprehensive review/revision of major legislative projects including land use ordinances, comprehensive plan, appearance before governmental bodies other than the Board, extraordinary work outside the “routine” matters outline above, etc.).

Frederick W. Payne, county attorney	\$310
Donna R. DeLoria, deputy county attorney	\$265
William W. Tanner, deputy county attorney	\$240
Kristina M. Hofmann, assistant county attorney	\$215
Christina A. Guidry, assistant county attorney	\$150
Paralegals	\$ 95
Assistants (when applicable)	\$ 75

When a matter involves travel outside the immediate Charlottesville area, the County will be charged for travel time (at ½ the above-listed hourly rates) and mileage (at rates approved by the federal IRS) **except** that there will be no such charges for attendance at routine meetings of the Board and Planning Commission.

Costs and expenses. All expenses incurred are to be paid by the County. This will include such things as fees for court filings and service of process; expert witnesses and consultants; bank origination fees, interest and the like; recording costs; title and other insurance

premiums; courier services; and other like expenses. In addition, the County will be responsible for our expenses incurred in travel outside the immediate Charlottesville area, including automobile mileage (as stated above) and other transportation charges, as well as meals and lodging. We do not normally bill for copies made internally or for long-distance telephone charges. In cases where the expenses for copies are unusually high, or when we incur expenses for copying by commercial copy or printing establishments, we reserve the right to charge the County for such copying.

The County acknowledges that the county attorney and the other professionals in his office are officers of the County appointed pursuant to Virginia Code Sec. 15.2-1542, a copy of the current text of which is attached hereto.

§ 15.2-1542. Creation of office of county, city or town attorney authorized; appointment, salary and duties

- A. Every county, city or town, not otherwise authorized to create the office, may create the office of county, city or town attorney. Such attorney shall be appointed by the governing body to serve at the pleasure of the governing body. He shall serve at a salary or at an hourly rate to be fixed by the governing body and shall be allowed to recover his reasonable costs expended. Any such attorney serving at an hourly rate shall provide the locality with an itemized list of fees and expenses. In the event of the appointment of such attorney, the attorney for the Commonwealth for such locality shall be relieved of any duty imposed upon him by law in civil matters of advising the governing body and all boards, departments, agencies, officials and employees of the locality, of drafting or preparing ordinances, of defending or bringing actions in which the local government or any of its boards, departments or agencies, or officials or employees, thereof, shall be a party, and in any other manner advising or representing the local government, its boards, departments, agencies, officials and employees, and all such duties shall be performed by the local government attorney. Nothing herein, however, shall relieve such attorney for the Commonwealth from any of the other duties imposed on him by law including those imposed by § 2.2-3126.
- B. The county attorney may prosecute violations of the Uniform Statewide Building Code, the Statewide Fire Prevention Code and all other ordinances as may be agreed upon with the attorney for the Commonwealth. Such attorney shall be accountable to the governing body in the performance of his duties.
- C. The county attorney of Montgomery, Fairfax or Prince William Counties may prosecute violations of county ordinances, except those ordinances which regulate, in a manner similar to State statute, the operation of motor vehicles on the highway.
- D. City and town attorneys, if so authorized by their local governing bodies, and with the concurrence of the attorney for the Commonwealth for the locality, may prosecute criminal cases charging either the violation of city or town ordinances, or the commission of misdemeanors within the city or town, notwithstanding the provisions of § 15.2-1627.

Va. Code Ann. § 15.2-1542

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	Real Estate Contract of Sale - 181 Main Street, Palmyra, Virginia				
MOTION(s):	I move to approve the Real Estate Contract of Sale to purchase 181 Main Street, Palmyra, Virginia, designated on the tax maps of the County of Fluvanna, Virginia as Tax Map Parcel 30A-A-20, for the purchase price of \$147,900.00, 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
		XX			
STAFF CONTACT(S):	Fred Payne, County Attorney				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Current				
DISCUSSION:	The Board of Supervisors agreed to purchase the building housing the office of the Commonwealth's Attorney as specified in the attached contract. The County has been leasing that property for a number of years at a cost of \$2,000 per month.				
FISCAL IMPACT:	Reduction in Unrestricted Fund Balance of the purchase price of \$147,900.00. The lease costs of \$2,000 per month will cease upon closing of the real estate purchase.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> • Contract of Sale • GIS Tax Map View 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX	XX			

CONTRACT OF SALE

THIS REAL ESTATE CONTRACT OF SALE (the “**Contract**”), made as of the ____ day of _____, 2015, by and between F. BOSLEY CROWTHER 3rd (the “**Seller**”) and the BOARD OF SUPERVISORS of Fluvanna County, Virginia, a political subdivision of the Commonwealth of Virginia (the “**Purchaser**”).

WITNESSETH :

For and in consideration of the mutual promises contained herein, the parties agree as follows:

1. Purchase of Property: The Seller agrees to sell, and the Purchaser agrees to purchase, that certain lot or parcel of real property, together with all improvements thereon and appurtenances thereto belonging, containing approximately .296 acres, known by current street numbering as 181 Main Street, Palmyra, Virginia, and designated on the tax maps of the County of Fluvanna, Virginia as Tax Map Parcel 30A-A-20 (the “**Property**”).

2. Purchase Price: The purchase price of the Property shall be ONE HUNDRED FORTY-SEVEN THOUSAND NINE HUNDRED AND 00/100 DOLLARS (\$147,900.00), and such purchase price shall be paid, subject to prorations and other adjustments in accordance with the terms of this Contract, by cashier’s check or wired funds at Closing (defined below).

3. Personal Property: The purchase price includes all fixtures and all personal property belonging to Seller and located at the Property as of the date of this Contract, including without limitation the furniture and paintings listed in Exhibit A to the Lease dated October 1, 2008, between F. Bosley Crowther 3rd and County of Fluvanna, VA (the “**Lease**”), a copy of which is attached hereto.

4. Lease: The building at 181 Main Street is leased to the Purchaser, which continues to occupy the building following the conclusion of the lease term in accordance with the terms of the Lease. The Lease shall terminate at Closing and rent shall be paid through the date of Closing. Any rent that has been paid prior to Closing for the period following Closing shall be delivered to the Purchaser at Closing. In the event that Seller is holding any security deposit on account of the Lease, such security deposit shall be delivered to Purchaser at Closing.

5. Contingency: This Contract is contingent on Seller providing good and marketable title to the property.

6. Title; Survey; Bill of Sale: Seller agrees to convey the Property by general warranty deed with English covenants of title, free and clear of all liens and indebtedness of every kind, and free and clear of any encumbrance, condition or restriction which would render title defective, unmerchantable, or unmarketable, including without limitation any lease. Purchaser shall have the right to obtain a physical survey of the Property. Should defects be disclosed by title examination or survey, and Seller is unable or refuses to correct such defects

within sixty (60) days after written notice of such defects is given by Purchaser, this Contract may be declared null and void by the Purchaser or Seller, as such party's sole remedy, and the parties shall have no further liability under this Contract except as otherwise expressly provided in this Contract. The Personal Property shall be conveyed at Closing by a bill of sale in form acceptable to Purchaser's attorney.

7. Affidavits and Certificates: Seller shall deliver to Purchaser an affidavit signed by such parties and in form reasonably acceptable to Purchaser's attorney and title insurance company containing representations including, but not limited to, that no labor or materials have been furnished to the Property on Seller's account within the statutory period for the filing of mechanics' or materialmen's liens against the Property, and that, except for the Purchaser's occupancy under the Lease, there are no outstanding leases or other agreements with regard to the Property or any portion thereof. Seller shall also deliver to Purchaser applicable non-foreign status and state residency certificates and IRS certificates, and such other certificates or documents as are customary in the Charlottesville area or otherwise reasonably required by Purchaser's attorney or Purchaser's title insurance company.

8. Closing; Possession; Keys: Settlement of the purchase and sale of the Property shall be made at the offices of Payne & Hodous, L.L.P., in Charlottesville, Virginia, or at such other place as the parties may agree upon in writing, on or about August 1, 2015, or as soon thereafter as the survey and title can be examined and the papers prepared (the "**Closing**"). Subject to Purchaser's occupancy under the Lease, exclusive possession of the Property shall be delivered to the Purchaser at Closing. At Closing, Seller shall deliver to Purchaser any keys to the Property in Seller's possession.

9. Costs and Expenses: Seller shall pay the cost of preparation of the deed aforesaid; the grantor's tax pursuant to Virginia Code Section 58.1-802 (1950, as amended); all amounts necessary to convey title free and clear of all liens and indebtedness, together with all costs necessary to correct any defects found in the title which Seller has agreed to correct; and its own attorney's fees for all services rendered in connection with this transaction. Purchaser shall pay the recording taxes and fees for recording said deed; the cost of Purchaser's examination of title to the Property; all premiums and other charges for owner's title insurance, if desired by Purchaser, and any attorney's fees incurred by Purchaser in connection with this transaction. Real estate taxes shall be prorated as of the date of Closing and Seller's portion of said taxes shall be paid to the Treasurer of Fluvanna County at Closing. Seller and Purchaser acknowledge that the Property will be exempt from real estate taxation in the hands of Purchaser.

10. Condition of the Property: The Property is commercial property that has been used by the Seller solely for commercial purposes and has been and is intended to be used by the Purchaser solely for commercial purposes, and not for any residential purposes. The Purchaser acknowledges and agrees that Purchaser is in possession of the Property, has had ample opportunity to inspect and is fully familiar with the Property. Subject to the terms of this Contract, Purchaser accepts the Property "**AS IS**", **WITH ALL DEFECTS WHICH MAY EXIST, IF ANY**, as of the date of this Contract. Subject to the provisions of paragraph 11 below and any obligations of Purchaser under the Lease, the Property shall be kept and

maintained by Seller in substantially the same condition as it was in at the time of the execution hereof, ordinary wear and tear excepted.

11. Risk of Loss: All risk of loss by fire or casualty shall be borne by the Seller until Closing. In the event of loss or damage to the Property before Closing, Purchaser shall have the option of either (i) terminating this Contract, in which event both Seller and Purchaser shall thereafter be relieved of any and all liability under this Contract, except for those matters which shall survive termination of this Contract as expressly provided herein, or (ii) affirming this Contract, in which event Seller shall assign to Purchaser all of Seller's rights under any policy or policies of insurance applicable to the Property.

12. Condemnation: If, prior to Closing, any taking pursuant to the power of eminent domain is proposed or occurs, as to all or any portion of the Property, or sale occurs in lieu thereof, the Purchaser shall be entitled to elect either to (i) terminate this Contract, or (ii) proceed to Closing, in which event all proceeds, awards and other payments arising from any such taking or sale shall be paid to the Purchaser, with no adjustment of the Purchase Price paid at Closing. If the Purchaser elects to terminate this Contract, both Seller and Purchaser shall thereafter be relieved from any and all liability under this Contract, except for those matters which shall survive termination of this Contract as expressly provided herein.

13. Real Estate Brokers' Commission: Seller and Purchaser represent and agree that no real estate broker or salesperson is involved in any way in this transaction and that no real estate commission is payable by either of them. Seller indemnifies the Purchaser from and against any and all claims, liabilities and expenses (including reasonable attorneys' fees) arising from any claims asserted by any real estate broker or salesperson for services or advice rendered to the Seller in connection with the Property. The provisions of this paragraph 13 shall survive Closing or any termination of this Contract.

14. Binding Agreement: This Contract shall bind and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

15. Notices: Any notice, request or demand required or permitted to be given pursuant to this Contract shall be in writing and shall be deemed sufficiently given if delivered by hand by messenger at the address of the intended recipient, sent by Federal Express (or a comparable guaranteed overnight delivery service), or deposited in the United States first class mail (registered or certified, postage prepaid, with return receipt requested) addressed to the intended recipient, at the intended recipient's address set forth below, or at such other address as the intended recipient may have specified by written notice to the sender given in accordance with the requirements of this paragraph. Any such notice, request or demand so given shall be deemed received on the day it is delivered by messenger or overnight delivery service at the specified address, or three (3) business days following deposit in the United States Mail, as the case may be.

Seller:

F. BOSLEY CROWTHER 3rd
500 Crestwood Drive, Suite 1401
Charlottesville, Virginia 22903

Purchaser:

BOARD OF SUPERVISORS
FLUVANNA COUNTY
Attn: Frederick W. Payne, Fluvanna County Attorney
414 E. Jefferson Street
Charlottesville, Virginia 22901

16. Construction: When the context in which words are used in this Contract indicates that such is the intent, words in the singular number shall include the plural and vice versa, and words in the masculine gender shall include the feminine and neuter genders, and vice versa. Titles and headings to paragraphs and subparagraphs herein are inserted for convenience or reference only, and are not intended to be a part of or to affect the meaning or interpretation of this Contract. All paragraph and subparagraph references in this Contract are to the paragraphs or subparagraphs of this Contract unless expressly stated to the contrary. The language in all parts of this Contract shall be construed as a whole, according to its fair meaning, and not strictly for or against either party.

17. Applicable Law: This Contract shall be construed, performed and enforced in accordance with the laws of the Commonwealth of Virginia, without regard for the conflict of laws provisions of any state.

18. Exclusive Venue: Exclusive venue for any action arising under this Contract shall be in the courts of the County of Fluvanna, Virginia.

19. Dates: Any dates specified in this Contract for the performance of an obligation hereunder or the expiration of any time period hereunder which falls on a Saturday, Sunday or legal holiday shall be extended to the next day which is not a Saturday, Sunday or legal holiday. For all purposes under this Contract, the term “**business day**” shall mean any calendar day other than a Saturday, Sunday or legal holiday.

20. Default: In the event that either party shall default under this Contract, in addition to all other remedies, the substantially prevailing party shall be entitled to recover any and all damages and expenses incurred from time to time in connection with the enforcement and collection of this Contract, including but not limited to attorneys' fees and costs at all levels of proceedings, including bankruptcy.

21. Entire Agreement; Modification: This Contract contains the entire agreement between the parties hereto relating to the Property and supersedes all prior and contemporaneous negotiations, understanding and agreements. Any amendment or modification of this Contract

shall be made by written instrument executed with the same formality as this Contract. Waiver from time to time of any provision hereunder will not be deemed to be a full waiver of such provision or a waiver of any other provisions hereunder.

22. Severability: If any term, covenant or condition of this Contract is held to be invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Contract shall be construed as if such invalid or unenforceable provision had never been contained herein, unless the consequence of enforcing the remainder of this Contract without such illegal or invalid term or provision would be to cause any party to lose the benefit of its economic bargain.

23. Assignment: This Contract may not be assigned by Purchaser except with the prior written consent of Seller, which may be granted or withheld in Seller's sole discretion.

24. Facsimile or Electronic Transmission; Duplicate Originals: Signatures transmitted by facsimile or other electronic means will be considered original signatures for the purpose of execution and enforcement of the rights delineated in this Contract. When a copy has been signed and transmitted by facsimile or other electronic means, any signature and/or initials that would be required on an original shall be completed prior to Closing at the request of either party. This contract may be executed in duplicate originals, either of which shall be equally authentic and both of which, taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, each of the parties hereto has caused this Contract to be executed in its name pursuant to due authority as of the date set forth below.

SELLER:

DATE: _____

_____(SEAL)
F. Bosley Crowther 3rd

PURCHASER:

Board of Supervisors of Fluvanna County

DATE: _____

BY: _____(SEAL)
Steve Nichols, County Administrator

Approved as to form:

Frederick W. Payne,
Fluvanna County Attorney

LEASE AGREEMENT

THIS LEASE made as of the 30th day of September, 2008, between F. BOSLEY CROWTHER 3rd, hereinafter known as Landlord, and the COUNTY OF FLUVANNA, VA., hereinafter known as Tenant.

The following are the terms and conditions of this lease.

1. Demised Premises and term:

This is a lease of the entire building situated at 181 Main Street, Palmyra, Virginia, together with reasonable access to all parts of the same, but does not include the vacant lots on either side of the building.

This term of this lease shall commence on October 1, 2008, and end on September 30, 2011.

If Tenant remains in possession of the demised premises after the conclusion of the term, such Tenant will be a tenant from month to month and the monthly rent shall increase to 115% of the last month of the term. Unreturned keys and uncleaned or not completely empty premises shall be considered holding over.

Payment of the monthly rent is due and payable on the first of every month. If payment has not been received by the Landlord or the Landlord's Agent by the fifth (5th) of the month, there shall be a \$100.00 late charge for each month that the rent remains unpaid. Returned checks carry a service charge of \$50.00 and rent will be considered unpaid until collection can be made.

If rent is unpaid for ten (10) days, Landlord may terminate this lease, without further notice to Tenant.

Premise are leased in an 'as is' condition. Any repairs or renovation, including plumbing or electrical system, shall be the responsibility of the Tenant, after plans have been approved by the landlord.

2. Rent

Rent for the term of the lease is \$72,000.00, to be paid in monthly installments of \$2,000.00 dollars per month, payable each month in advance, commencing on October 1, 2008. In the event that Tenant decides to exercise the right of first refusal described in Paragraph 14 below, one half of the rent paid or unpaid but due through the date of such exercise shall be credited against the purchase price..

3. Taxes:

During the term of this lease, Landlord shall pay all taxes and assessments imposed upon the demised premises by any lawful authority.

4. Electricity and Heat:

During the term of this lease, Tenants shall be responsible for providing the electricity and heat for the area leased under this agreement. Tenant will make his/her own arrangement with the Dominion Power Company.

5. Repairs:

Landlord shall:

a. Keep the outer walls and roof of said building in proper and substantial repair, or at its option, reimburse Tenant for these repairs. Repairs by Tenant need prior approval of Landlord or its agent.

b. Maintain the heating and cooling system, except for such repairs as are occasioned by the acts of Tenant.

6. Improvements and Maintenance by Tenants:

Tenant may with the consent of the Landlord, during the term of this lease, make alterations or additions to the building in Tenant's leased area, and shall keep such area in good condition. If any damage is done to the premises by Tenant or Tenant's invitees, Tenant shall, at Tenant's expense, repair the damage and keep Landlord from suffering any expense. Tenant shall be responsible for the maintenance of the leased area and all fixtures and appliances within this area. Upon termination of the lease for any reason, Tenant shall not be responsible for ordinary wear and tear of the premises, but shall be liable only for damages caused by its negligence or intentional misconduct.

7. Damages or Destruction by Fire or Other Causes:

If, during the term of this lease, the demised premises are destroyed by fire, natural causes, or other casualty, other than acts of tenants, or so damaged thereby that they cannot be repaired with reasonable diligence within (30) days, this lease shall terminate as of the date of such damage or destruction and neither party shall have a claim against the other. However, if said building can with reasonable diligence be repaired within (30) days, said building shall be, by the Landlord, repaired as quickly as is reasonably possible; this lease shall remain in full force and effect; and rent shall be abated during the period of repair. Landlord will not be held responsible for any damage by Act of God, riot, insurrection or other force outside its control.

8. Bankruptcy or Insolvency of Tenant:

It is expressly agreed that if at any time during the term of this lease, Tenant shall be adjudged bankrupt or insolvent by any Federal or State Court of competent jurisdiction, this lease shall ipso facto terminate and be canceled and Landlord shall take possession of said premise.

9. Assignment and Subleasing:

Tenant may not assign or sublease any part of the demised premise except with the written prior consent of the Landlord. Tenant is at all times the sole responsible person to the Landlord or any County, State, or Federal Agency or their respective agents.

10. Insurance:

Landlord carries only insurance for the building. Tenant's belongings and Tenant's liabilities are not covered.

11. Termination:

(a) Should Tenant violate any provisions or conditions of this lease other than non-payment of rent as herein stated, Tenant shall have twenty-one (21) days after receiving notice from Landlord to cure such violation. If such violation is not cured in such period, the lease shall terminate. The full remaining amount of the lease-term shall be due. Tenant also agrees to pay all cost incurred by Landlord in enforcing this lease, including reasonable legal fees and court costs.

(b) Upon any termination of this Lease, Landlord may remove Tenant from premises,

change keys, sell Tenant's inventory and equipment, and apply the proceeds to damages suffered. Damages will include full amount of the term rent due.

Further, the acceptance of the said amount with reservation in no way creates a new landlord/tenant relationship with Tenant.

Unless Landlord accepts the rent with reservation, and gives a written notice to Tenant of such acceptance, acceptance of periodic rental payments with knowledge of a material noncompliance, or default, by Tenant constitutes a waiver of the Landlord's rights to terminate Lease Agreement. If Landlord has given Tenant written notice that the periodic rental payments have been accepted with reservation, Landlord may accept full payment of all rental payments, damages and other fees and still be entitled to receive an order of possession terminating the Lease Agreement. Any rental payment received after judgement and possession has been granted to Landlord against Tenant, but prior to eviction, will be accepted with reservation, and will be applied to the judgement amount, including the late charges, applicable costs and attorneys fees, but will not affect the pending eviction pursuant to the order of possession granted by a court of competent jurisdiction.

12. Choice of law:

This lease shall be interpreted and construed in accordance with the laws of the Commonwealth of Virginia.

13. Waiving of breach not general waiver:

If Landlord waives a noncompliance or breach by Tenant(s) with the Lease Agreement, or with the law, such waiver shall not be interpreted as a waiver of any subsequent noncompliance or breach, and the Lease Agreement shall continue in full force and effect until terminated by landlord.

14. Right of first refusal:

In the event, during the term of this lease, that Landlord receives a bona fide offer, accompanied by a substantial earnest money deposit, for the purchase of the demised building, and Landlord wishes to accept such offer, Landlord shall first offer Tenant the opportunity, in writing, to purchase said building for the amount of such offer, less any credit provided for in Paragraph 2 above. Such offer shall be hand-delivered to the County Administrator (or the person performing such function) on a business day, and must be accepted by Tenant within forty-five (45) days after delivery of the offer. Such acceptance must include tender of a deposit equal to the one tendered with the original third-party offer. If the offer is accepted, closing must be within thirty (30) business days after notice of acceptance.

15. Personal property:

Attached hereto as Exhibit A is a list of personal property belonging to Landlord which has been left on the premises, and which may be used by the Tenant for the term of the lease. Tenant shall have no responsibility for ordinary wear and tear on such property, but shall be liable for any damage caused by negligence or intention.

16. Annual appropriation:

This Lease and the obligations of the Tenant hereunder are subject to the availability of funds, and nothing contained in this Lease shall be construed as binding the Tenant to expend in any one fiscal year any sum in excess of appropriations made by the Fluvanna County, Virginia, Board of Supervisors, for the purposes of this Lease for that fiscal year, or as involving the Tenant in any contract or other obligation for the further expenditure of money in excess of such appropriations. In the event that the Board of Supervisors shall fail to appropriate funds sufficient to satisfy Tenant's obligations for any fiscal year, either party shall have the right to terminate this Lease, upon 30 days' prior written notice, at the end of the then current fiscal year.

17. Severability:

If any provisions of this Lease Agreement are violative of the law or equity, it is agreed that the remaining provisions are in full force and effect.

18. Modification, applicable law and successors:

This Lease Agreement constitutes the entire agreement among the parties, and it may not be modified or changed except by written instrument executed by Landlord and Tenant(s). This Lease Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, successors, assignees, and subleasees of the parties.

Witness the following signatures and seals.

F. BOSLEY CROWTHER 3rd

COUNTY OF FLUVANNA

By _____

Agreed to as to form:

Frederick W. Payne
County Attorney

EXHIBIT A
to
Lease dated October 1, 2008, between F. Bosley Crowther 3rd
and
County of Fluvanna, VA

Furniture belonging to F. Bosley Crowther 3rd to be left on premises

Conference table

Four(4) conference room chairs

Credenza in main office

Large secretarial desk

Secretary's chair

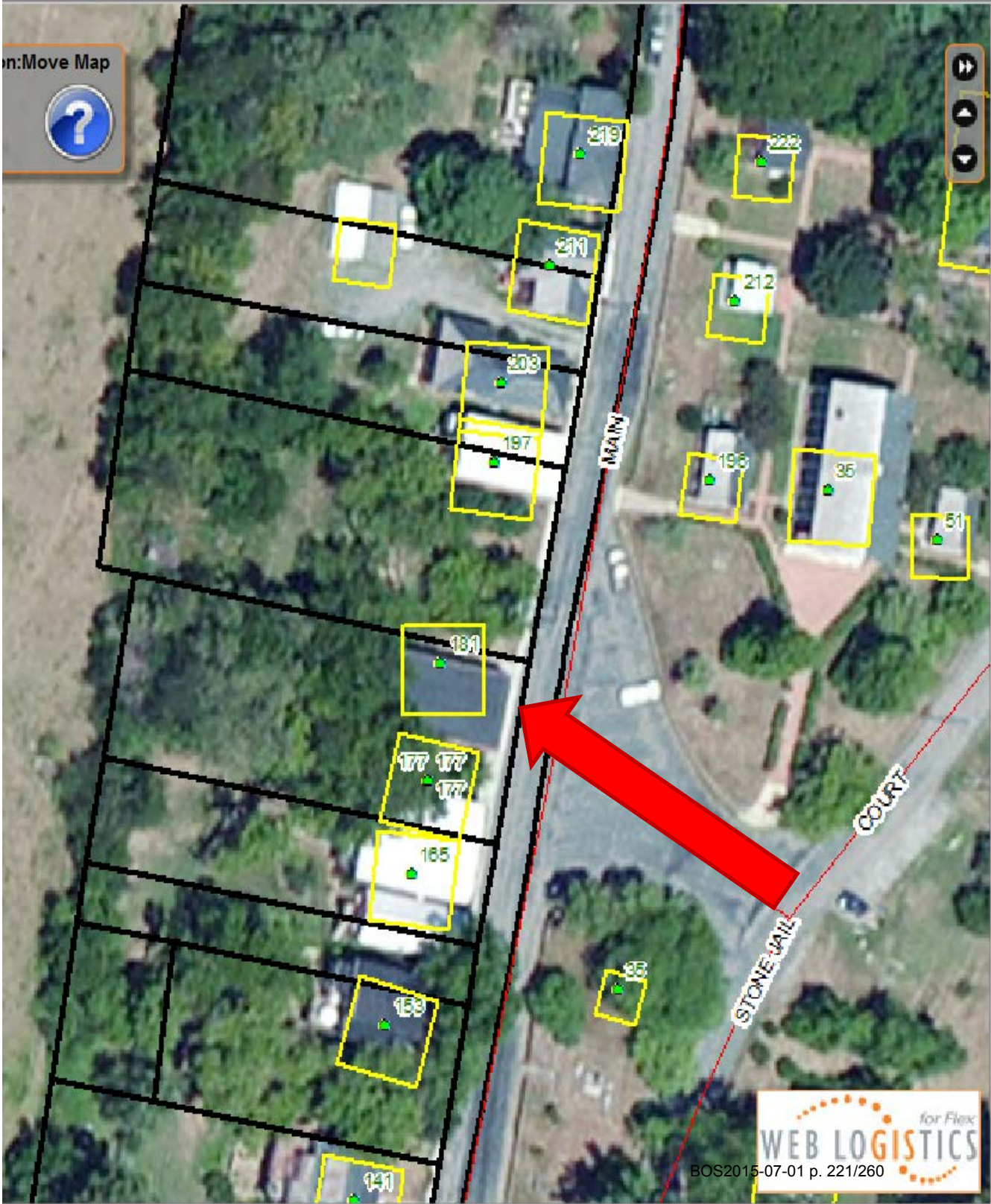
Long table

Large bookcase (downstairs)

Water color painting of old court house

Water color painting of Palmyra

181 Main Street, Palmyra, VA Tax Map Parcel 30A-A-20



FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: 07/01/2015

AGENDA TITLE:	Supplemental Budget Appropriation for FY15 Board of Supervisors Professional Services Budget.				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$299,257.00 for the FY15 Board of Supervisors Professional Services budget, Davenport Case from Unassigned Fund Balance.				
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:	Approve				
TIMING:	Routine				
DISCUSSION:	Currently, the Board of Supervisors Professional Services line for the Davenport Case is over budget by \$299,257. It is recommended that the Board of Supervisors approve a supplemental appropriation from the Unassigned Fund Balance in the amount of \$299,257 to bring BOS Professional Services line under budget.				
FISCAL IMPACT:	Increase the FY15 Board of Supervisors Professional Services budget by \$299,257 needed to cover Davenport costs.				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	Extension of Appointment for Members of the Board of Equalization				
MOTION(s):	<p>I move to extend the appointment of Gary Ellis, Everett M. Hannah, & Joseph P. Ronan as regular members, and Karen Bercaw as an alternate member, of the Board of Equalization (BOE) for Real Estate Assessments, until December 31, 2015, per Virginia Code Section 58.1-3370, and further move to retain Joanne Rawls as Administrative Assistant to the BOE.</p>				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Steve Nichols, County Administrator, and Mel Sheridan, Commissioner of the Revenue				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Current				
DISCUSSION:	<p>The BOE regularly consists of three positions, plus one alternate. The regular members and alternate were appointed in November 2014 to serve terms from Jan-Jun 2015.</p> <p>However, Virginia Code Section 58.1-3370 states in part, "B. The term of any board of equalization appointed under the authority of this section shall expire one year after the effective date of the assessment for which they were appointed. "</p>				
FISCAL IMPACT:	Within approved budget.				
POLICY IMPACT:	BOE will continue holding hearings until December 31, 2015, as needed.				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	XX				

Board of Equalization

Recommended Member

Recommended Alternate

Special Skills

Name	Address	Voting District	Nominated By	Notes / Special Skills
Garry Ellis	227 Fox Hollow Lane Palmyra	Cunningham	Mr. Weaver	Former BOE Member
Everett Hannah	5570 Union Mills Road Troy	Palmyra	Self	EDA & EDC Member; Banking/Finance
Joe Ronan	33 Hardwood Road, Lake Monticello	Rivanna	Mr. Chesser	Attorney
Karen Bercaw				

Purpose of the Board (Code of Virginia 58.1-3374. Qualifications of members; vacancies) (§ 58.1-3378. Sittings; notices thereof.)

Membership: **Three members and one alternate - or - Five members and two alternates**

- “For the purpose of equalizing real estate assessments in such county or city and for the purpose of hearing complaints of inequalities wherein the property owners allege a lack of uniformity in assessment, or errors in acreage in such real estate assessments. The board also shall hear complaints that real property is assessed at more than fair market value.”
- **Appointments to the board of equalization shall be broadly representative of the community.**
- **Thirty percent of the members of the board shall be commercial or residential real estate appraisers, other real estate professionals, builders, developers, or legal or financial professionals, and at least one such member shall sit in all cases involving commercial, industrial or multi-family residential property, unless waived by the taxpayer.**
- In order to be eligible for appointment, each prospective member of such board shall attend and participate in the basic course of instruction given by the Department of Taxation under § 58.1-206.

Information for Gary Ellis

Cunningham District

LastName	FirstName	Suffix	Election District	Date Recieve
Ellis	Gary		Cunningham	7/12/2010
Mailing Address		City	State	Zip Code
227 Fox Hollow Lane		Palmyra	VA	22963
Physical Address		City	State	Zip Code
Home Phone	Work Phone	Cell Phone/Other	Fax	
(434) 589-2545				
Email Address				
gellis8633@embarqmail.com				

Resigned:

Comments:

BZA requested not to be reappointed

Education and Experience:

Lib-American Law & Procedure, LaSalle-AD Business Administration & Finance, Central PA Business College; 15 years in general healthcare admin. & 20 years in hospital administration +10 years in water and waste water administration

Civic and Committee Memberships:

Social Services Board, Board of Equalization, Alternate Revenue Services Commission, Board of Zoning Appeals

Interest in Committee(s):

Contribute time & experience to the county and community where I live.



Information for Everett M. Hannah

Palmyra District

LastName	FirstName	Suffix	Election District	Date Recieve
Hannah	Everett M.		Palmyra	7/14/2010

Resigned:

Mailing Address	City	State	Zip Code
5570 Union Mills Road	Troy	VA	22974

Comments:

Physical Address	City	State	Zip Code

Home Phone	Work Phone	Cell Phone/Other	Fax
(434) 589-7967			

Email Address
ehannah@comcast.net

Education and Experience:

University of Maryland - B.S. / Northwestern University - School of Mortgage Banking; Certified Regulatory Compliance Manager over 45 years in all areas of banking - lending etc. also including all phases of lending and appraisal.

Civic and Committee Memberships:

Former Lake Monticello Owners Association Board member, Audit Committee, Compliance Committee; Fork Union Lodge #117 AF & AM, Lake Christian Church - Elder

Interest in Committee(s):

To share/assist the county in the Economic Development bringing new business to the county will help all the citizens.



Information for Joe Ronan

Rivanna District

LastName	FirstName	Suffix	Election District	Date Recieve
Ronan	Joe		Rivanna	11/28/2012

Mailing Address	City	State	Zip Code
33 Hardwood Road	Palmyra	VA	22963

Physical Address	City	State	Zip Code
33 Hardwood Road	Palmyra	VA	22963

Home Phone	Work Phone	Cell Phone/Other	Fax
(434) 591-0356		(434) 987-8998	

Email Address
bklynbm@embarqmail.com

Education and Experience:

BS Fordham University, LLB St. John's University. Practicing attorney in NY for 35 years. Correspondent for Fluvanna Review.

Civic and Committee Memberships:

Court Appointed Advocate at Piedmont CASA since 2002, Counsellor at Pregnancy Center of Central Virginia. Lector at Sts. Peter and Paul Catholic Church.

Interest in Committee(s):

The Board of Equalization is an important venue for ensuring that citizens of Fluvanna pay only their fair and just share of real estate taxes. My legal experience will permit me to be a valuable resource in this important activity.

Resigned:

Comments:



**Application Information page for
Ms. Karen Bercaw
Pending**



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia

RESOLUTION

At a regular monthly meeting of the Fluvanna County Board of Supervisors held on Wednesday, November 19, 2014, in Palmyra, Virginia, the following action was taken:

<u>Present</u>	<u>Vote</u>
Mozell Booker, Chairman	
Robert Ullenbruch, Vice Chairman	
Tony O'Brien	
Mike Sheridan	
Donald W. Weaver	

On a motion by _____ seconded by _____ and carried by a vote of ____ the following resolution was adopted:

BOARD OF EQUALIZATION

WHEREAS, Virginia Code Section 58.1-3370 requires the appointment of a Board of Equalization in each tax year immediately following the year a general reassessment is conducted in the County; and

WHEREAS, it is the desire of the Board of Supervisors of Fluvanna County to request that the Circuit Court of the County appoint such a Board and to suggest to the court the members to be appointed; and

WHEREAS, the Board of Supervisors desires to provide necessary clerical assistance for such Board of Equalization in accordance with Virginia Code Section 58-1-3376; and

WHEREAS, a general reassessment of the County has recently been completed; and

WHEREAS, the Fluvanna County Board of Supervisors requests the Board of Equalization to meet as frequently as necessary to hear all appeals from landowners concerning their reassessment; and

WHEREAS, the Fluvanna County Board of Supervisors encourages the Board of Equalization to meet with the assessors and review and evaluate their method of assessing the value of land in this reassessment.

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Fluvanna County, as follows:

- 1) That the County Attorney be, and he is hereby, **DIRECTED** to request the appointment by the Circuit Court of the County of a Board of Equalization as required by law; and that, in so doing, the County Attorney submit to the court a suggested list of members for such Board of Equalization, such list being attached to this resolution as Exhibit A; and
- 2) That the County Administrator be, and he is hereby, **AUTHORIZED AND DIRECTED** to provide necessary clerical assistance for such Board of Equalization, by the hiring of additional personnel or otherwise providing support as may be necessary; and
- 3) That the Commissioner of the Revenue be, and he is hereby, **REQUESTED** to assist such Board of Equalization.

Adopted this 19th day of November 2014 by the Fluvanna County Board of Supervisors

ATTEST:

Steven M. Nichols, County Administrator

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	Appointment to the Region Ten Community Services Board				
MOTION(s):	I move to appoint _____ to the Region Ten Community Services Board, replacing Dr. Pamela Ross, with a term to begin immediately and to terminate June 30, 2016.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	Approval				
TIMING:	Normal				
DISCUSSION:	Applicants who have shown an interest in this position are: Jerry Swiggett				
FISCAL IMPACT:	None				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Boards and Commissions Applications				
REVIEWS	Legal	Finance	Purchasing	HR	Other

Interest in Region Ten Community Services Board

Palmyra

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:

BS in Chemical Engineering at Trinity University; PhD in Chemical Engineering at Oregon State University. 45 years of technical and executive positions in the energy, manned spaceflight, environmental industries and the Federal Government with Dupont, Olin, Atlantic Richfield, Lockheed, SAIC and the Department of Energy and NASA. 15 years experience in owning/operating my energy/management consulting business (GIS Enterprises, Inc.) in Washington, DC. Many years of assisting individuals with career planning and employment searches has provided me with a good understanding of the skills necessary for solid, worthwhile careers.

Civic Activities and Committee Memberships:

Member and President, Spring Creek Golf Club Seniors Golf Association. Member, Spring Creek Golf Club Board of Advisors. Rivanna Rifle and Pistol Club.

Interest in Committee:

I have a strong desire to help the citizens of Fluvanna County better their lives through meaningful and affordable education. I want to share my many years of business and political experience with PVCC students, staff and administrators. I have the time and monetary resources to permit me to serve.

Comments:

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	PVCC Annual Update				
MOTION(s):	N/A				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Frank Friedman, PVCC President				
PRESENTER(S):	Frank Friedman, PVCC President				
RECOMMENDATION:	N/A				
TIMING:					
DISCUSSION:	Annual update presentation				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	VDOT Bridge Naming Process				
MOTION(s):	N/A				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Bobby Popowicz, Community Development Director				
PRESENTER(S):	Bobby Popowicz, Community Development Director				
RECOMMENDATION:	N/A				
TIMING:					
DISCUSSION:	<p>Presentation to inform the Board of Supervisors on VDOT's process for bridge naming, and to explore options as to how the Board may want to proceed.</p> <p>A citizen requested that the Board consider naming of the new bridge on Rt. 6 at the June 3rd meeting.</p>				
FISCAL IMPACT:	VDOT to provide.				
POLICY IMPACT:					
LEGISLATIVE HISTORY:					
ENCLOSURES:					
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, June 3, 2015 Adjourned Meeting and Regular Meeting, be adopted.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
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 June 3, 2015				
REVIEWS	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
June 3, 2015
Regular Meeting 4:00pm
Work Session 7:00pm

MEMBERS PRESENT: Mozell Booker, Fork Union District, Chairperson
Tony O'Brien, Rivanna District (Arrived at 4:05 pm)
Mike Sheridan, Columbia District (Arrived at 4:05 pm)
Donald W. Weaver, Cunningham District

MEMBERS ABSENT: Bob Ullenbruch, Palmyra District, Vice-Chairperson

ALSO PRESENT: Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Kelly Belanger Harris, Clerk to the Board of Supervisors
Cheryl Elliott, Emergency Services Coordinator (Work Session)

CALL TO ORDER

At 4:04 pm, Chairperson Booker called the Regular Meeting of June 3, 2015 to order.

ADOPTION OF AGENDA

MOTION

Mr. Weaver moved to accept the Agenda for the June 3, 2015, Regular Meeting of the Board of Supervisors. Mr. Sheridan seconded and the Agenda was adopted by a vote of 4-0. AYES: Booker, O'Brien, Sheridan, Weaver. NAYS: None. Absent: Ullenbruch.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Scottsville Memorial Day Wreath-Laying Ceremony; Mr. Ullenbruch represented the County.
- "The House at Pleasant Grove" documentary
 - A Fluco TV & LMOA Broadcast Group production
 - Produced and directed by: Julius Neelley
 - Cinematography by: David Small & Mark Vyrros
 - Edited by: Nikolai Jackson
 - Original score by: Jesse Rodriguez
 - Narrated by: Ron Krauss
 - Additional photography by: Marvin Moss, Peggy Alexander, Julius Neelley, and Gene Riek
 - Special thanks to: Fluvanna Historical Society, Fluvanna Parks and Recreation, Fluvanna County High School, Lake Monticello Broadcast Group
- We're getting noticed! Jason Smith has included the PG House and Museum on the State's historic sites website - www.virginia.org/listings/historicsites/pleasantgrovepark/
- More PG House and Museum marketing:
 - Article in the Tiller, a quarterly magazine publication of the Virginia Canals and Navigations Society
 - Brian Coffield, P&R staff, and former Society president, authored the article on the museum grand opening, as well as other opportunities we have at the park
- Newly Certified Parks and Recreation Professional (CPRP)
 - Congratulations to Claire Lowande, Youth, Teen, and Family Recreation Program Specialist, who passed the difficult CPRP exam on Wednesday, May 27, 2015
 - Two more recreation specialists will be taking the exam later this fall
- Business Spotlight: Van der Linde Recycling – OPEN HOUSE
 - Previewed their new Municipal Solid Waste (MSW) Material Recovery Facility
 - Custom designed to process both co-mingled recyclables and "all-in-one" cans
- "Going Out of Business Sale" Permit
 - Virginia Code § 18.2-223. "Going out of business" sales; permit required.
 - No current County policy
 - Plan to handle with permit letter from County Administrator's Office for now
- Next meeting:
 - Wednesday, June 17, 7:00 pm – Regular Meeting

BOARD OF SUPERVISORS' UPDATES

Sheridan—FCHS Graduation.

Weaver—FCHS Graduation.

Ullenbruch— Absent.

O'Brien— None.

Booker—Eagle Scout Honor Court (Windingland.)

PUBLIC COMMENTS #1

Chairperson Booker opened the first round of Public Comments.

- George Cushnie, 5199 West River Road, addressed the Board with a request to name the new Rt. 6 Bridge. Mr. Cushnie suggested the name Temperance Bridge, in honor of the former historical Temperance Bridge, named by General John Hartwell Cocke, an associate of Thomas Jefferson, who was an activist in the temperance movement.
- Tricia Johnson, 317 Shannon Hill Rd, addressed the Board on behalf of the Fluvanna Historical Society to reiterate the historical significance of General John Hartwell Cocke.

With no one else wishing to speak, Chairperson Booker closed the first round of Public Comments.

PUBLIC HEARINGS

SUP 15-03 Anthony A. Smith—Steve Tugwell, Senior Planner, came before the Board with a request for a special use permit to allow for a commercial amusement with respect to 2.43 acres of Tax Map 22, Section 4, Parcel A.

- Chair Booker invited the applicant to address the Board and answer any questions that the Board may have.
- Mr. Weaver, noting that Mr. Smith had held a concert last year, questioned the prior year’s event.
- Mr. Smith noted that last year, though there was no security on site, the event was attended by approximately 500 people and had no issues with security.
- Mrs. Booker questioned the anticipated traffic. Mr. Smith noted there will be traffic direction and parking help.

Chair Booker opened the Public Hearing.

- Andrew Pullen, 553 Plain Dealing Rd, spoke with regards to the readiness of the Kent Store Fire Department and the placement of fire trucks and firefighters.

Chair Booker closed the Public Hearing and opened the floor to discussion.

There being no further discussion,

MOTION

Mr. Sheridan moved that the Board of Supervisors approve SUP 15:03, a special use permit request to allow for a commercial amusement with respect to 2.43 acres of Tax Map 22, Section 4, Parcel A, [if approved] subject to the fifteen (15) conditions listed in the staff report. Mr. O’Brien seconded and the motion passed 4-0. AYE: Booker, O’Brien, Sheridan, Weaver. NAY: None. ABSENT: Ullenbruch.

Conditions:

1. No more than one (1) concert event will be held per year during the months of May and August.
2. Event will serve alcohol with an approved permit as regulated and issued by the Virginia Alcohol Beverage Control Agent. Physical barriers will be placed around designated drinking areas.
3. No less than one (1) portable toilet per every one-hundred (100) people, one (1) handicap accessible unit, and a hand-wash unit, as required by the Health Department.
4. One (1) licensed security officer per every one-hundred (100) people is required, as well as one (1) EMT or off-duty fire and rescue personnel dedicated to the event, and shall be on the premises at all times during the event. An E911 address shall be clearly identified for this property to ensure that all emergency services can locate the property.
5. Event time shall be from 4:30 p.m. until 2 a.m.
6. Event parking shall be located on adjacent parcel (Tax Map 22-4-C), with the owner’s written permission, and also on the A.R.C. club property (Tax Map 22-A-60), with the owner’s written permission.
7. Proper signage for parking and for entering and exiting the site, along with traffic control measures are required. At least two (2) 24”x36” brown or green signs with white text that are professionally made shall be displayed at the site entrance.
8. All food vendors working at the event must be certified by the Virginia Dept. of Health.
9. The property owner shall remove all trash created by the event from the property within 48 hours.
10. The site must meet all VDOT requirements.
11. The site must be in compliance with all Department of Forestry requirements.
12. This Special Use Permit shall remain in effect for the period of time that Mr. Smith owns the property known as Tax Map parcel 22-4-A provided that all required conditions are adhered to; any amendment to this Special Use Permit or subsequent Special Use Permit regarding the same or similar commercial amusement events on Tax Map parcel 22-4-A shall take precedence when there shall be any conflicting conditions; at any time that Mr. Smith shall no longer retain ownership of this property, this Special Use Permit shall be considered invalid and all commercial amusement events allowed by this permit shall immediately cease.
13. 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.
14. 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.
15. The Board of Supervisors, or its representative, reserves the right to inspect the business for compliance with these conditions at any time.

ACTION MATTERS

Appointment to the Fluvanna Partnership for Aging—Kelly Belanger Harris, Clerk to the Board,

MOTION

Mr. Sheridan moved to appoint to the Fluvanna Partnership for Aging Committee (FPA): Deborah Foreman to the At Large position replacing Stephanie Fick, with a term to begin May 1, 2015, and to terminate December 31, 2017.

Stephanie Fick to the Cunningham District position replacing Deborah Foreman, with a term to begin May 1, 2015, and to terminate December 31, 2017. Mr. Weaver seconded and the motion passed 4-0. AYE: Booker, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: Ullenbruch.

Appointment to the Jefferson Area Board for Aging Board (JABA)—Kelly Belanger Harris, Clerk to the Board

MOTION

Mr. O'Brien moved to reappoint Mr. William Hughes to the Jefferson Area Board for Aging (JABA) Board of Directors, with a term to begin July 1, 2015 and to terminate June 30, 2017. Mr. Sheridan seconded and the motion carried 4-0. AYE: Booker, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: Ullenbruch.

Appointment/Reappointment to the Social Services Board—Kelly Belanger Harris, Clerk to the Board

MOTION

Mr. O'Brien moved to reappoint Tom Payne to the Social Services Board Palmyra District, with a term to begin July 1, 2015 and to terminate June 30, 2019. Mr. Sheridan seconded and the motion carried 4-0. AYE: Booker, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: Ullenbruch.

Amendment to the Bylaws for Fluvanna Partnership for Aging (FPA) Committee—Steven M. Nichols, County Administrator,
MOTION

Mr. O'Brien moved to approve the Bylaws of the Fluvanna Partnership for Aging Committee, as amended. Mr. Weaver seconded and the motion passed 4-0. AYE: Booker, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: Ullenbruch.

PRESENTATIONS

Cooperative Extension Kitchen Requirements—John Thompson, Extension Agent, came before the Board to present an opportunity to invest in kitchen equipment available from non-profit agency that is liquidating their equipment. The items in question are not items that appeared on the original list of required/requested items, but would enhance the usability of the Extension Kitchen. After spirited discussion on the merits and anticipated consumers of a commercial kitchen in the County, the Board requested Mr. Thompson to return to the Board on July 1, 2015 with this proposal as an Action Item.

CONSENT AGENDA

The following item was pulled for discussion from the June 3, 2015 Consent Agenda:

- Tab H: Minutes of May 20, 2015 Meeting—Kelly Belanger Harris, Clerk to the Board
 - Mr. Weaver expressed concern about the wording of the Motion to Approve the Consent Agenda from May 20, 2015. The Minutes were then approved with changes.

The following items were approved under the Consent Agenda for June 3, 2015:

- *Minutes of May 20, 2015 Meeting*—Kelly Belanger Harris, Clerk to the Board
- *FCPS CRM Funding Request – Bus AC*—Chuck Winkler, Assistant School Superintendent
- *FCPS CRM Funding Request: High School Gymnasium Floor*—Chuck Winkler, FCPS Assistant Superintendent
- *FY15 Supplemental Appropriation Request for Early Childhood Special Education Program Federal Grant Funds*—Ed Breslauer, FCPS Director of Finance
- *FY15 Supplemental Appropriation Request for Families Learning Together (FLT) Program*—Ed Breslauer, FCPS Director of Finance
- *FY15 Supplemental Appropriation Request for Families Learning Together (FLT) Program 2*—Ed Breslauer, Schools Director of Finance
- *FY15 Supplemental Appropriation Request for Middle School Teacher Corps Program State Grant Funds*—Ed Breslauer, FCPS Director of Finance
- *FY15 Supplemental Appropriation Request for the State Alternative Assessment Assistance Incentive Grant Program*—Ed Breslauer, FCPS Director of Finance

MOTION

Mr. Weaver moved to the items on the Consent Agenda for June 3, 2015. Mr. Sheridan seconded and the motion passed 4-0. AYES: Booker, O'Brien, Sheridan, Weaver. NAYS: None. ABSENT: Ullenbruch.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENTS #2

Chairperson Booker opened the floor for the second round of public comments.

With no one wishing to speak, Chairperson Booker closed the second round of public comments.

Recess for Dinner and Closed Session

CLOSED SESSION

MOTION TO ENTER INTO A CLOSED MEETING

At 5:32pm Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.3 & A.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Real Estate, Investment of Funds, and Legal Matters. Mr. Sheridan seconded and the motion carried, with a vote of 4-0. AYES: Booker, O'Brien, Sheridan, and Weaver. NAYS: None. ABSENT: Ullenbruch.

Reconvene

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 7:08pm, Mr. Weaver moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s 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. O’Brien seconded. The motion carried, with a roll call vote of 4-0. AYES: Booker, O’Brien, Sheridan, and Weaver. NAYS: None. ABSENT: Ullenbruch.

WORK SESSION

At 7:09pm Chair Booker opened the Work Session and welcomed those in attendance. Those attending were:

- Scott Carpenter—Lake Monticello Fire Chief; FRA President
- Andrew Pullen—Kents Store Fire Chief
- Gloria Vest—Fluvanna Rescue Treasurer; FRA Secretary
- Crystal Mayo— Fluvanna Rescue Captain
- Joe Orsolini – Lake Monticello Rescue Chief
- Mike Brent—Fluvanna County Fire Chief (he’s over Fluvanna Fire Department)
- Jamie Stafford- Fluvanna Rescue President
- Len Bozza—Lake Monticello Volunteer Fire Department and Rescue Squad, Inc. (LMVRDRS) President

After wide-ranging discussion and input from all present, the following conclusions were reached:

- Short-Term Plan (next 18-24 months)
 - Continue with 24/7 contract crew support
 - Fluvanna Rescue Volunteers will run from ST1 (Palmyra) and ST3 (Kents Store), as available (currently 2-4 nights/month)
 - Fluvanna Rescue to seek community volunteers to help reinvigorate their Board of Directors and to better support organizational requirements and volunteer providers: President, Vice President, Secretary, Treasurer, Chief, and ad hoc members (2)
 - Consolidate all Fluvanna Rescue resources to ST1 (Palmyra) and ST3 (Kents Store) to serve as bases for ambulances, supplies, equipment, records, etc.
 - Update/renovate Station 1 (Palmyra) and ST3 (Kents Store) facilities.
 - Maintain four Fluvanna Rescue ambulances (fifth ambulance to be sold).
 - Defer work to develop MOU with Kents Store and Fork Union Fire Companies to house a Fluvanna Rescue (or County) ambulance
 - Mothball and/or sell ST2 (Fork Union) with Fluvanna Rescue Board to determine disposition
 - Realign “first due” map lines to better utilize resources and update Dispatch Protocols.
 - Implement robust, realistic volunteer recruitment & retention program, with training component
 - Develop plan for future volunteer/career/contract structure in collaboration with existing county agencies
 - Mutual aid policies and response patterns. FRA policy drafted in October 2014 may be too complicated and weighted on call classification. A suggestion for simplification includes:
 - a) The County requires two staffed crews 24/7, usually one crew at Palmyra and one crew at Lake Monticello.
 - b) Always respond with a “free” crew for MCI events. Then Dispatch will tone for additional crew(s) to backfill Fluvanna County coverage.
 - c) For other mutual aid requests, send one “free” crew and then Dispatch will tone for an additional crew to backfill Fluvanna County coverage.
- Long-Term Plan (24 months +)
 - Hire County Fire/EMS Chief in FY17
 - Obtain County EMS license in FY17/18; “Fluvanna Rescue” volunteers run under new County license
 - Create new County Department--Includes EMS Supervisor & EMS providers; Expect further decline in volunteer availability; County staff (or contract) EMS personnel will be required; Contract EMS is expensive long-term; allows for filling response needs short-term; Provides oversight and uniformity for all Rescue Services (policy, management and consistent staffing); Includes a Volunteer Division under County Department

ADJOURN

MOTION:

At 8:46pm Mr. O’Brien moved to adjourn the meeting of Wednesday, May 6, 2015. Mr. Sheridan seconded and the motion carried with a vote of 4-0. AYES: Booker, O’Brien, Sheridan, Weaver. NAYS: None. ABSENT: Ullenbruch.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

Mozell H. Booker
Chairperson

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors Regular Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors for Wednesday, June 17, 2015 Adjourned Meeting and Regular Meeting, be adopted.				
CATEGORY	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Kelly Belanger Harris, Clerk to the Board				
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 June 17, 2015				
REVIEWS	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Circuit Court Room
June 17, 2015
Regular Meeting 7:00pm

MEMBERS PRESENT:

Mozell Booker, Fork Union District, Chairperson
Bob Ullenbruch, Palmyra District, Vice-Chairperson (*Arrived at 7:01 pm*)
Tony O'Brien, Rivanna District (*Arrived at 7:06 pm*)
Mike Sheridan, Columbia District
Donald W. Weaver, Cunningham District

ALSO PRESENT:

Steven M. Nichols, County Administrator
Fred Payne, County Attorney
Kelly Belanger Harris, Clerk to the Board of Supervisors

CALL TO ORDER

At 7:00 pm, Chairperson Booker called the Regular Meeting of June 17, 2015 to order. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

ADOPTION OF AGENDA

The following items were removed from the agenda:

DEFERRED--JRWA Resolution and Support Agreement—Steven M. Nichols, County Administrator.

WITHDRAWN--Community Kitchen Equipment Funding Request—John Thompson, Extension Agent.

MOTION

Mr. Weaver moved to accept the Agenda, as amended, for the June 17, 2015, Regular Meeting of the Board of Supervisors. Mr. Sheridan seconded and the Agenda was adopted by a vote of 4-0. AYES: Booker, Ullenbruch, Sheridan, Weaver. NAYS: None. Absent: O'Brien.

COUNTY ADMINISTRATOR'S REPORT

Mr. Nichols reported on the following topics:

- Summer Reading at the Library has started!
 - Wednesday, June 10--Peter McCory - One Man Band--195 attendees
 - Duct Tape Bags Workshop--1 of many full workshops this summer at the Library
- Department of Social Services received accolades from the State for receiving no findings on their latest administrative expenditures review
- Kim Mayo, Cooperative Extension, received an Innovative Programming Support award at 4-H Club Congress, by our State Extension Director and State 4-H Leader Recognizing her effort on the Terrific Tuesdays! Program
- KidsCollege@Fluvanna
 - New partnership with PVCC, FCPR, and FCPS to bring 3D printing and other "academies" and camps to Fluvanna students, 3rd-8th grade
 - Almost 50% of participants received financial aid for low-income households.
 - 130 campers served over 2 weeks
 - \$1,400 in revenue for P&R Early Drop-Off, AM Camp, Lunch, PM Camp, and Late Pick-Up
 - Photo attached of a Nature Hike led by Master Naturalist Walter Hussey (Volunteered to lead hike)
 - Claire Lowande, Rec Program Specialist, spearheaded this NEW program
- Fluvanna Chamber of Commerce annual BBQ, Bands & Brews
 - Pleasant Grove Park, June 27th from 11 am to 7 pm
 - 40+ Vendors, 7 Food Vendors, 15 Craft Beers
 - Kid Zone Activities
 - Live Music including: Gallatin Canyon, Griff's Room Band, Nick Smith, Chicken Head Blues Band, Erin and the Wildfire
- NAME CHANGE FOR CSA
 - "Comprehensive Services Act for At-Risk Youth and Families" is now "Children's Services Act"
 - "Office of Comprehensive Services" is now "Office of Children's Services."
 - CSA Additional Funding Requirement
 - ~\$175K local funding needed
 - On July 1st Agenda
- Community Investment Collaborative(CIC) has been holding its Fluvanna/Louisa Entrepreneurial Workshop Class at the Best Western in Zion Crossroads
 - Two County Staff members participated as instructors for the June 10th class
 - Presentation by Jason Stewart on the zoning challenges many new business startups might face when choosing a location.
 - Bobby Popowicz served as Discussion Leader for "Assuring Lasting Success: Ethics and Law // Licensing Requirements"
 - Class graduation ceremony will be on July 1, 2015 at the Saints Peter and Paul Parish Hall from 6-8 pm
- Fork Union Streetscape Project
 - Work remaining is: Asphalt patching, installation of electric services and light poles, and final landscaping/grass planting
 - Possibly \$8,000 over budget for asphalt

BOARD OF SUPERVISORS' UPDATES

Sheridan—Thanked the Sheriff's Office, Fire, and Rescue for helping with the concert at Nick Smith's on June 6, 2015.

Weaver—None.

Ullenbruch—Noise Ordinance update at August meeting; attended the Memorial Day observation in Scottsville.

O'Brien—None.

Booker— None.

PUBLIC COMMENTS #1

Chairperson Booker opened the first round of Public Comments.

- Joe Orsolini, 1 Longleaf Lane, Chief of Lake Monticello Rescue, addressed the Board regarding the urgent need for the new radio system.

With no one else wishing to speak, Chairperson Booker closed the first round of Public Comments.

PUBLIC HEARINGS

SUP 15-02 JCM, III Auction House—Steve Tugwell, Senior Planner, brought forward a request for a Special Use Permit to allow for an auction house with respect to 4.81 acres of Tax Map 59, Section A, Parcel 8.

Chair Booker invited the applicant to address the Board. Mr. John Flick, Steadfast Auctions, owner and operator, responded to questions from Mr. O'Brien regarding the kinds of auctions that might take place with Mr. Flick noted it is primarily Estate Sales and the like.

Chair Booker opened the Public Hearing.

With no one wishing to speak, Chair Booker closed the Public Hearing and opened the floor to the discussion among Supervisors.

Mr. Ullenbruch noted that he was pleased to see another business coming to Fluvanna.

MOTION

Mr. O'Brien moved that the Board of Supervisors approve SUP 15:02, a special use permit request for an auction house with respect to 4.81 acres of Tax Map 59, Section A, Parcel 8, subject to the seven (7) conditions listed in the staff report. Mr. Ullenbruch seconded and the motion passed unanimously. AYES: Booker, Ullenbruch, O'Brien, Sheridan, & Weaver. NAY: None. ABSENT: None.

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. Hours of operation shall be Monday through Friday 9 a.m. to 6 p.m. for office hours, and Saturday 10 a.m. to midnight.

ZTA 15-03 Flood Ordinance—Jay Lindsey, Planner, brought to the Board an amendment to the County Zoning Ordinance in order to conform the zoning ordinance to federal and state flood insurance regulations. Mr. Payne noted that this amendment is to bring the County Code into compliance with Federal guidelines, pointing out that the changes reflected in the Zoning Ordinance were made by Federal and State authorities. The amendment was reviewed by the County Attorney for consistency.

Chair Booker opened the Public Hearing.

With no one wishing to speak, Chair Booker closed the Public Hearing.

MOTION

Mr. Ullenbruch moved to approve ZTA 15:03 an amendment to the Fluvanna County Zoning Ordinance entitled "An Ordinance to amend Chapter 22, Articles 17 and 22 of the Fluvanna County Code by certain amendments to Sections 22-22-1 AND 22-17-8A, including amendments to the definitions of "elevated building", "flood, base", "flood elevation, base", "flood hazard area, special", "floodplain or flood-prone area", "floodway", and "substantial damage" in section 22-22-1, as well as amendments to certain subsections of Section 22-17-8a, including Subsections 22-17-8A., -8A.2., -8A.3-B., -8A.3-G., -8A.3-H., -8A.3-I., -8A.3-J., -8A.3-K., -8A.3-M., -8A.3-N., -8A.3-P., -8A.3-S., -8A.3-T., -8A.3-U. -8A.3-X., -8A.3-Y., -8A.3-Z., -8A.3-AA., -8A.3-BB., -8A.3-DD., -8A.3-EE., -8A.3-FF., -8A.3-HH., -8A.3-JJ., -8A.3-KK., -8A.4., -8A.4.1, -8A.7., -8A.7.1, -8A.10., -8A.12., -8A.13, -8A.14., -8A.15., -8A.17., -8A.19., -8A.20., -8A.20.1, -8A.21., -8A.21.1, -8A.21.2, -8A.21.3, -8A.21.4, -8A.21.5 AND -8A.21.6. Thereof, establishing floodplain districts, requiring the issuance of permits for development, providing factors and conditions for variances to the terms of the ordinance, and providing for the administration of this ordinance in conformity with revised federal flood insurance regulations.

Mr. Sheridan seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, & Weaver. NAY: None. ABSENT: None.

ACTION MATTERS

E911 Radio Project Contract—Steven M. Nichols, County Administrator, Cheryl Elliott, Emergency Services Coordinator, & Joe Rodish, Procurement Officer, briefed the Board on the Emergency Communications contract.

General discussion focused on tower specifics, restrictions, and compliance with local Zoning Ordinance.

MOTION

Mr. Ullenbruch moved to approve the Communications System Agreement between the County of Fluvanna, Virginia and Motorola Solutions, Inc. in the amount of \$6,594,544.94 subject to any necessary modifications as deemed appropriate by the County Administrator or the County Attorney and specifically modified to indicate that the County is purchasing a trunking system, and that the County will be entering into a lease to purchase agreement

for the equipment as part of financing of the full contract price of the Communications System Agreement at an interest rate of 2.65% payable annually over 7 years, with the first 2 year(s) of payments deferred, with payments due beginning on July 15, 2017, in the amount of \$1,073,335 and with the final payment of \$1,073,335 due and payable on July 15, 2023.

Furthermore, the Board of Supervisors authorizes the County Administrator to execute the Agreement, including an equipment lease to purchase agreement, contingent upon the Agreement and the equipment lease to purchase Agreement being approved by him, incorporating the requisite modifications noted above and further after being reviewed and approved as to form by the County Attorney.

Mr. Sheridan seconded and the motion passed unanimously. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None.

Mr. Payne noted that entering into this contract does create an ongoing obligation and it has been reviewed for compliance with Constitutional limitations, specifically, the debt clause of the Constitution. The wording of the contract, in the opinion of the County Attorney, does not violate the debt clause in the constitution. Mr. Payne also noted that the County has a Debt Management Policy, Sec. 1-10.3.1 of the County Code which ordinarily prohibits long-term borrowing and capital leases for projects that cannot be financed from current financial resources. It would be appropriate for the Board to recognize for the record that it has determined that it is in the best interest of the county to enter into this lease-finance arrangement under these unique circumstances.

MOTION

Mr. Ullenbruch moved to approve and enter into this lease-finance arrangement under these unique circumstances as it is in the best interest of the county. Mr. O'Brien seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None.

Boards, Commissions, Committees (BCC) Attendance Policy—Steven M. Nichols, County Administrator

MOTION

Mr. O'Brien moved that the Board of Supervisors approve the Board, Commission, or Committee Attendance Policy. Mr. Weaver seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None.

Appointment/Reappointment Library Board of Trustees—Steven M. Nichols, County Administrator

MOTION

Mr. Ullenbruch moved to appoint Bradly Barker to the Library Board of Trustees, with a term to begin July 1, 2015 and to terminate June 30, 2018.

Failing a second, the motion failed.

Mr. Sheridan moved to appoint Lissa Gooch to the Library Board of Trustees, with a term to begin July 1, 2015 and to terminate June 30, 2018. Mr. O'Brien seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None.

Appointment/Reappointment JABA Advisory Council—Steven M. Nichols, County Administrator

MOTION

Mr. Sheridan moved to reappoint Elva Key to the Jefferson Area Board for Aging (JABA) Advisory Council, with a term to begin July 1, 2015, and to terminate June 30, 2017. Mr. Weaver seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None.

Appointment/Reappointment Fluvanna Partnership for Aging—Steven M. Nichols, County Administrator

MOTION

Mr. Sheridan moved to appoint Curtis Putnam to the Fluvanna Partnership for Aging Committee, Columbia District, with a term to begin July 1, 2015 and to terminate June 30, 2018. Mr. Ullenbruch seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None

Appointment/Reappointment to the Piedmont Workforce Investment Board— Steven M. Nichols, County Administrator

MOTION

Mr. O'Brien moved to appoint Victor Schaff to the Piedmont Workforce Investment Board, with a term to begin July 1, 2015 and to terminate June 30, 2017. Mr. Weaver seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None.

Appointment to the Parks and Recreation Advisory Board— Steven M. Nichols, County Administrator

MOTION

Mr. Ullenbruch moved to appoint Walter Hussey to the Parks & Recreation Advisory Board, At Large Position, with a term to begin immediately and to terminate June 30, 2016. Mr. O'Brien seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None.

Appointment/Reappointment to Parks and Recreation Advisory Board—Steven M. Nichols, County Administrator

MOTION

Mr. Sheridan moved to reappoint Wade Parrish to the Parks & Recreation Advisory Board, with a term to begin July 1, 2015 and to terminate June 30, 2017. Mr. O'Brien seconded and the motion passed 5-0. AYE: Booker, Ullenbruch, O'Brien, Sheridan, Weaver. NAY: None. ABSENT: None.

PRESENTATIONS

None.

CONSENT AGENDA

The following were approved under the Consent Agenda:

- *Accounts Payable Report for May 2015* – Eric Dahl, Director of Finance
- *Resolution Recognizing Adam Nicholas Warren, Eagle Scout*—Steven M. Nichols, County Administrator
- *FY15 Supplemental Appropriation Request for School Security Equipment Program State Grant Funds* —Ed Breslauer, FCPS Director of Finance
- *FY15 Supplemental Appropriation Request for Spring Break Enrichment Camp Grant Funds*—Ed Breslauer, FCPS Director of Finance
- *Capital Reserve Maintenance Fund Request –Drainage Piping System, Community Center Building* – Wayne Stephens, Public Works Director
- *FY15 Department of Social Services Share of the Cost Allocation Funds*—Mary Anna Twisdale, Management Analyst
- *FY15 BOS Contingency Budget Transfer*—Mary Anna Twisdale, Management Analyst
- *FY15 Stormwater BMP Data Update Grant*—Jay Lindsey, Planner

MOTION

Mr. Weaver moved to the items on the Consent Agenda for June 17, 2015, and ratified the Accounts Payable report in the amount of \$2,715,794.48. Mr. Sheridan seconded and the motion passed 5-0. AYES: Booker, Ullenbruch, O’Brien, Sheridan, Weaver. NAYS: None. ABSENT: None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Mr. Nichols announced that Mr. Andy Notman, a current staff member in our Information Technology Department, has been promoted to serve as the County’s IT Director, effective July 6, 2015. A search will commence for a replacement to fill Mr. Notman’s former position.

PUBLIC COMMENTS #2

Chairperson Booker opened the floor for the second round of public comments. With no one wishing to speak, Chairperson Booker closed the second round of public comments.

CLOSED SESSION

MOTION TO ENTER INTO A CLOSED MEETING

At 8:27pm Mr. Weaver moved the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.1, A.3, A.6, & A.7 of the Code of Virginia, 1950, as amended, for the purpose of discussing Personnel, Real Estate, and Legal Matters. Mr. O’Brien seconded and the motion carried, with a vote of 5-0. AYES: Booker, Ullenbruch, O’Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

MOTION TO EXIT A CLOSED MEETING & RECONVENE IN OPEN SESSION

At 9:28pm, Mr. Weaver moved that the Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s 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. Sheridan seconded. The motion carried, with a roll call vote of 3-0. AYES: Booker, Ullenbruch, O’Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

ADJOURN

MOTION:

At 9:29pm Mr. Weaver moved to adjourn the meeting of Wednesday, June 17, 2015. Mr. Sheridan seconded and the motion carried with a vote of 5-0. AYES: Booker, Ullenbruch, O’Brien, Sheridan, and Weaver. NAYS: None. ABSENT: None.

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Kelly Belanger Harris
Clerk to the Board

Mozell H. Booker
Chairperson

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	Supplemental Budget Appropriation for CSA Purchase of Services, local Medicaid match, and CPMT authorized expenditures in June.				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$386,000 for the FY15 CSA Purchase of Services Budget, with the \$175,000 local portion of funding to come from Unassigned Fund Balance.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Jacqueline A. Meyers, Ph.D., CSA Coordinator				
PRESENTER(S):	Jacqueline A. Meyers, Ph.D., CSA Coordinator				
RECOMMENDATION:	Staff recommends the Board of Supervisors approve this request for additional funds to be used to cover the local portion of funding for CSA Purchase of Services, the local share of Medicaid, March-May, and CPMT authorized expenditures in June.				
TIMING:	Effective upon approving motion				
DISCUSSION:	The CSA is over-budget. Local funds account for approximately 38% of the total CSA Purchase of Services budget and the State pool covers the remaining 62%. Currently, the CSA Purchase of Services budget is over-budget by approximately \$342,000.00. The local share of Medicaid payments for months March – May is an additional \$20,000. CPMT approved services during the month of June, is approximately \$24,000. This over-budget balance changes daily as children come into the program, and as unused funds are released for services. For this reason, I would like to request an additional \$386,000.00 supplemental appropriation to the CSA Purchase of Services budget.				
FISCAL IMPACT:	Increase the FY 15 CSA Purchase of Services budget by \$386,000 of which \$131,000 is our local share, \$211,000 to be reimbursed to Fluvanna through the State pool reimbursement. \$20,000 is needed to cover the local share of Medicaid payments for months March – May. Additional CPMT approved services during the month of June, \$24,000. The total local share is \$175,000.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	The Children’s Services Act is a state-wide program which provides services to at-risk youth and their families.				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	FY15 BOS Contingency Budget Transfer for Fork Union Streetscape Project				
MOTION(s):	I move the Board of Supervisors approve a budget transfer for \$10,000 from the BOS Contingency budget to the Fork Union Streetscape, Contract Services budget for change orders relating to additional work and materials needed to complete the project.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Mary Anna Twisdale, Management Analyst				
PRESENTER(S):	Wayne Stephens, Director of Public Works				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Routine.				
DISCUSSION:	<p>There were several changes from the Architect's plans that had to be made on the Streetscape project.</p> <ul style="list-style-type: none"> • Elevation differences between asphalt and new sidewalks • Quantity of asphalt tonnages were estimated too low 				
FISCAL IMPACT:	<p>The following FY15 budget changes will be made:</p> <ul style="list-style-type: none"> • Decrease: BOS Contingency budget, \$10,000 • Increase: Fork Union Streetscape Capital Project budget, \$10,000 				
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: July 1, 2015

AGENDA TITLE:	FY15 Cell Tower Budget Supplement				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation of \$22,000.00 to the FY15 Planning Commission Budget to reflect an increase in the number of cell tower applications.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent	Other
				X	
STAFF CONTACT(S):	Mary Anna Twisdale, Management Analyst				
PRESENTER(S):	Mary Anna Twisdale, Management Analyst				
RECOMMENDATION:	I recommend approval of the supplemental appropriation as stated above.				
TIMING:	Routine				
DISCUSSION:	During the FY15 Budget process, the amount of cell tower applications to be received was based upon projected estimates at the time. The FY15 estimates for special use permits and the associated expenditures were underestimated. Revenue of \$22,000.00 has been received for these applications.				
FISCAL IMPACT:	The FY15 General Fund Budget will increase by \$22,000.00				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	Surplus Property Sale Appropriation- Fire Department				
MOTION(s):	I move the Board of Supervisors approve the supplemental appropriation of \$13,715.00 to the FY15 Fire & Rescue budget to reimburse Fluvanna Fire Department for the sale of Squad 10.				
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:	Proceeds from Fire vehicle surplus property sales are appropriated to the Fire Department.				
FISCAL IMPACT:	This supplemental appropriation, if approved, would authorize staff to appropriate the additional \$13,715.00 to FY15 revenue and expenditures in the Fire & Rescue budget.				
POLICY IMPACT:	Disposal of Fire & Rescue Vehicles policy, adopted March 3, 1999				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	None.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	FY15 Department of Social Services Budget Transfer				
MOTION(s):	I move the Board of Supervisors approve a \$15,000 budget transfer from Social Services Purchase of Services 10055000-405711 to Social Services Public Assistance 1054000-405712 to true-up year end balances for FY15.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Kim Mabe, Director of Social Services				
PRESENTER(S):	Kim Mabe, Director of Social Services				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Effective June 30th, 2015.				
DISCUSSION:	To be eligible for particular programs, certain requirements must be met. Recipients must meet the specific requirements for each program for which they apply. Due to these specific requirements the FY15 Social Services fund 105 - Purchase of Services will have approximately \$69,000 remaining funds available, whereas, FY15 Social Services fund 105 – Public Assistance will fall short approximately \$15,000.				
FISCAL IMPACT:	The Social Services overall FY15 budget amount will remain unchanged; this is only to transfer budget amounts from Purchase of Services to Public Assistance.				
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: July 1, 2015

AGENDA TITLE:	Fluvanna Middle School HVAC/Roof Project Supplemental Appropriation				
MOTION(s):	I move the Board of Supervisors approve a Capital Fund supplemental appropriation for the Middle School HVAC/Roof project for \$50,152.45 to reflect all debt proceeds received from the VPSA Series 2014C.				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Eric Dahl, Director of Finance				
PRESENTER(S):	Eric Dahl, Director of Finance				
RECOMMENDATION:	I recommend approval of the following action.				
TIMING:	Effective November 20 th , 2014.				
DISCUSSION:	In the FY15 Adopted Budget, \$5,083,990.00 was appropriated in the Capital Fund for the debt proceeds for the Middle School HVAC/Roof project. The actual debt proceeds received was \$5,134,142.45, creating a difference of \$50,152.45 from the appropriated amount in the Capital Fund. The additional funds were required to cover the Cost of Issuance and Underwriter's Discount. This motion does not change the Board of Supervisors approval of amounts for the debt proceeds issued in November 2014, rather this action just maintains the accuracy of the Capital Fund budget. Since the Middle School HVAC/Roof project was funded with debt proceeds, no additional funds are required from the General Fund.				
FISCAL IMPACT:	This supplemental appropriation would authorize staff to appropriate the additional \$50,152.45 to FY15 revenue and expenditures in the Capital Fund budget.				
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: July 1, 2015

AGENDA TITLE:	VDOT Roads in Subdivisions				
MOTION(s):	N/A				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					XX
STAFF CONTACT(S):	Jason Stewart, Planning and Zoning Administrator, and Fred Payne, County Attorney				
PRESENTER(S):	Jason Stewart, Planning and Zoning Administrator, and Fred Payne, County Attorney				
RECOMMENDATION:	N/A				
TIMING:	N/A				
DISCUSSION:	Update on status of roads in various subdivisions and applicable State Code.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM

Meeting Date: July 1, 2015

AGENDA TITLE:	Naming of the Park in Court Square				
MOTION(s):	N/A				
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Steven M. Nichols, County Administrator				
PRESENTER(S):	Steven M. Nichols, County Administrator				
RECOMMENDATION:	N/A				
TIMING:					
DISCUSSION:	For BOS discussion of formal naming of county park in Palmyra Court Square.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	N/A				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other



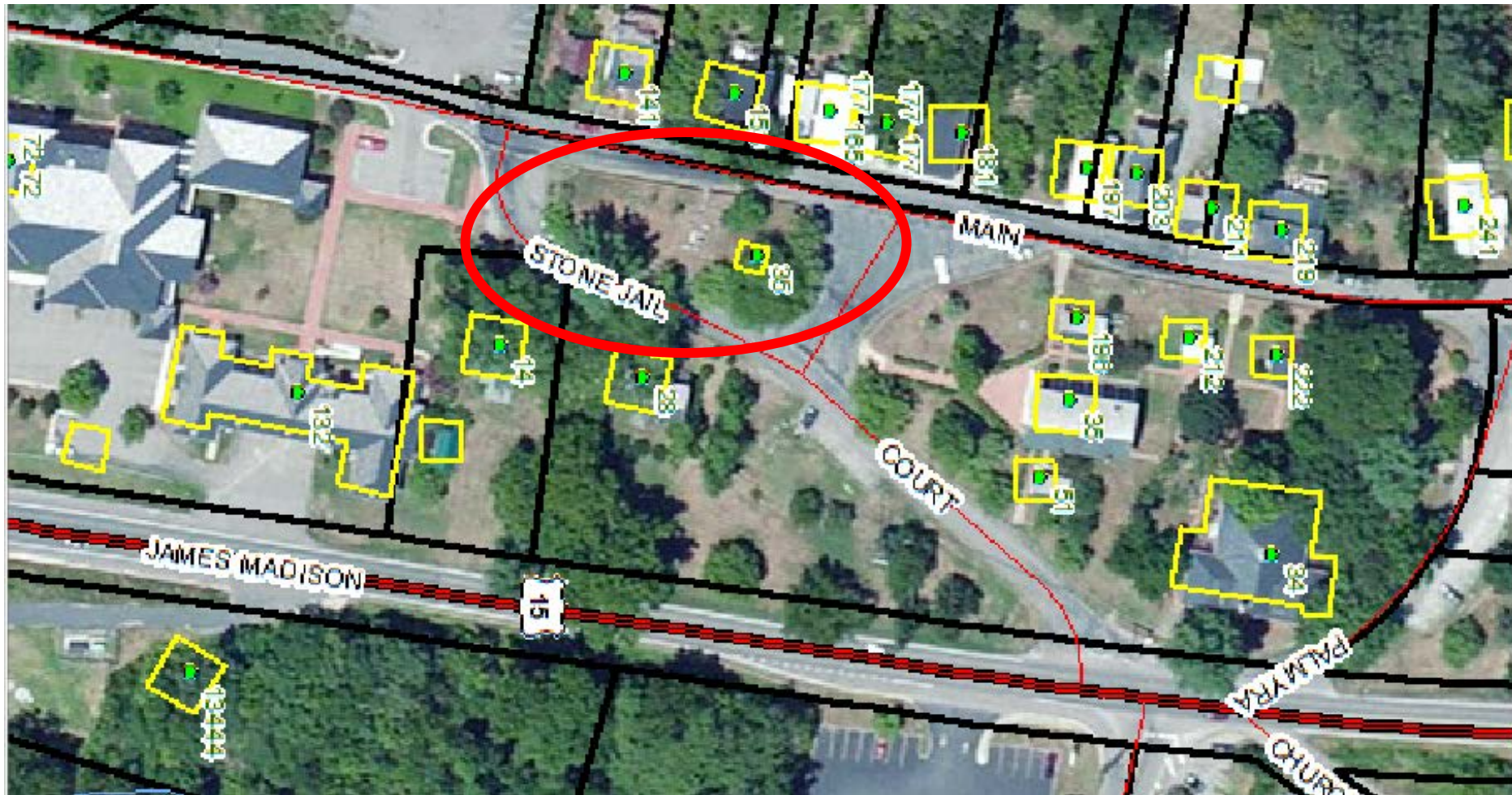
County of Fluvanna

Naming of County Park in Court Square

July 1, 2015



Overhead View of Court Square





Current Status

- **Park referred to by different names over the years**
 - **Confederate Park (existing sign)**
 - **Memorial Park**
 - **Monument Park**





Next Steps

- **Board's Intent?**
- **Formal naming proclamation for the record?**



Questions?



BOS Directives and Tasks Status Report

Updated: May 11, 2015

Status	Date	Directive/Task	Action By	Comments
Pending	6-May-15	Move forward with Business License Fee, Vehicle License Fee, Business Equip Tax	Finance/COR/Comm Dev	July/Aug Agenda
Pending	15-Apr-15	Review existing Sign Ordinance and return with recommendations.	Planning/County Attorney	
Pending	1-Apr-15	Draft a proposed policy regarding Cellphone Usage while driving County vehicles.	PW/HR	
Pending	1-Apr-15	Return with an Employee Recognition program that relies less on a large financial bonus.	Tiger Team	
Pending	18-Feb-15	In consultation with the Sheriff and the County Attorney, to develop a draft ordinance for Nuisance Barking.	Planning	Pending
Pending	21-Jan-15	Return to the Board with a final billing policy and fee schedule on March 18, 2015	ESC	Pending
Pending	21-Jan-15	Present a proposal for a revised Rescue Service structure for the County.	FRA Leadership	June 3, 2015 Work Session
Pending	17-Dec-14	Leash Policy for Dogs in County Parks	P&R/County Attorney	Under review: three
Pending	3-Dec-14	Compile a comprehensive list of financial policies and agreements with FRA	ESC	
Pending	19-Nov-14	Research possible methodologies to restructure the County's Business Personal Property Tax for presentation to the Board in Feb/Mar 2015.	Comm Dev COR	Delayed until after Budget Season
Pending	19-Nov-14	Research Business License Fee options and costs for presentation to the Board at the	Comm Dev	Delayed until after Budget
Pending	17-Jul-13	Prepare cash proffer guidance for consideration by the Board	Planning	
Pending	15-May-13	Request a speed study be done between the Town of Columbia and the Rivanna Bridge on Route 6.	Comm Dev	Request submitted to VDOT
Pending	2-Jan-13	Review collection options for personal property taxes	Treasurer	
Ongoing	1-Aug-12	Investigate Carysbrook wells ("Thomasville") and the County's existing unused James	PW	
Complete	21-Jan-15	Proceed with procuring a billing provider for EMS cost recovery	ESC	May 20, 2015 BOS
Complete	15-Oct-14	Review FUSD debt refinancing opportunities and alternatives	Finance	May 20, 2015 Work Session
Complete	15-Oct-14	Present a FUSD revenue forecast update in January 2015	PW	May 20, 2015 Work Session
Complete	4-Feb-15	Return with a proposal for future Task Force efforts after the March 17, 2015 special election for the Repeal and Annulment of the Town Charter of Columbia.	Columbia Task Force	May 20, 2015
Complete	4-Feb-15	Pursue a venue change, from the Circuit Court Room to the High School Auditorium, for the March 16, 2015 State Corporation Commission hearing on the proposed Aqua Virginia rate increase.	COAD/Clerk	SCC can not change venues.
Complete	21-Jan-15	Move forward with EMS Cost Recovery Program	ESC	2015
Complete	21-Jan-15	Advertise and hold a Public Hearing on February 18, 2015 to approve an ordinance to allow for EMS Cost Recovery	ESC	March 18, 2015

COUNTY OF FLUVANNA

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P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

Date: July 1, 2015
From: Mary Anna Twisdale/ Management Analyst
To: Board of Supervisors
Subject: FY15 Capital Reserve Balances

The FY15 Capital Reserve account balances are as follows:

County Capital Reserve:

FY14 Carryover	\$2,470.00
FY15 Beginning Budget:	\$200,000.00
Less: Permanent Pleasant Grove Sign at Entrance to Pleasant Grove 9.3.14	-\$15,000.00
Less: Correct Health & Safety Code Violations at Various County Bldgs 9.3.14	-\$35,000.00
Less: Mold Remediation & Related Work at Community Center & Performing Arts Building 12.3.14	-\$21,000.00
Less: Installation of Restroom Fans, Treasurer's Building 12.3.14	-\$3,000.00
Less: Correction to Mold Remediation & Related Work at Community Center & Performing Arts Building 12.17.14	-\$2,100.00
Less: Plaster Repairs and Painting of Water Damaged Ceiling at Performing Arts Center 12.17.14	-\$2,400.00
Less: Specified Repairs to Exterior of the Administration Building 12.17.14	-\$22,500.00
Less: Replace Gutters and Downspouts on Administration Building 1.7.15	-\$12,900.00
Less: Correction to Plaster Repairs and Painting of Water Damaged Ceiling at Performing Arts Center 1.7.15	-\$600.00
Less: Unforeseen work on Work Space Renovation and Space Utilization Project (formerly MACAA) 3.4.15	-\$25,000.00

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Less: Heavy Duty Equipment Trailer 3.4.15	-\$10,000.00
Less: Pleasant Grove House Well 5.20.15	-24,500.00
Less: Roof and Basement Drainage System for Community Center 6.17.15	-12,500.00
Available:	\$15,970.00

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
Less: Central/West Central Flooring 9.3.14	-\$76,600.00
Less: Materials and Service to Migrate the FCPS Bus Radio System to the Base of the Communication Towers as directed by the LOA Agreement 1.7.15	-\$5,750.00
Less: Fluvanna Middle School Track Repairs 3.4.15	-\$7,490.00
Less: Carysbrook Elementary School Roof Repair 4.1.15	-8,000.00
Less: Special Needs Bus A/C Replacement 6.3.15	-9,500.00
Less: Refinish Gym Floor at Fluvanna County High School 6.3.15	-5,000.00
Available:	\$203,733.00

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MEMORANDUM

Date: July 1, 2015
From: Mary Anna Twisdale/ Management Analyst
To: Board of Supervisors
Subject: FY15 BOS Contingency Balance

The FY15 BOS Contingency line balance is as follows:

Beginning Budget:	\$150,000.00
Less: Sheriff's Office Unclaimed Body Charges 10.1.14	-\$1,712.00
Less: Info Tech MUNIS Tax Project Training 10.1.14	-\$16,000.00
Less: Parks & Recreation Earth Day Funding 12.3.14	-\$13,500.00
Less: Facilities / Commonwealth Attorney's Office Inspection 5.6.15	-2,800.00
Less: Fluvanna SPCA Audit 6.17.15	-4,340.00
Available:	\$111,648