

BOARD OF SUPERVISORS

October 24, 2016
C.I.P. Work Session Agenda





BEDFORD COUNTY BOARD OF SUPERVISORS

Work Session Agenda – October 24, 2016

Central Virginia Community College
Bedford Campus

5:00 P.M. WORK SESSION

- a. Discussion regarding the 5-Year Capital Improvements Plan
(documentation to follow under separate cover)

SPECIAL MEETING

- a. Consideration of a request to award the contract for Architectural and Engineering Services for the former Nursing Home/current Parks & Recreation facility. *(Resolution #R102416-01)*
- *Staff Presentation by Public Works Director Sheldon Cash*
- b. Consideration of a request to approve three revenue sharing projects:
- i. Corporate Park Drive Extension *(Resolution #R102416-02)*
 - ii. Lake Vista Traffic Calming *(Resolution #R102416-03)*
 - iii. Valleywood Drive Resurfacing *(Resolution #R102416-04)*
- *Staff Presentation by Community Development Director Gregg Zody*
- c. Consideration of a request for authorization of the appropriation of funds for the renovation of the top field at Liberty Lake Park for use by the Liberty High School Baseball program.
(Resolution #R102416-05)
- *Staff Presentation by County Administrator Carl Boggess*

BOARD CALENDAR & REMINDERS

- November 16 (**Wednesday**) – Regular Meeting (Work Session 5:00 to 6:30 pm)
- November 28 – Regular Meeting
- December 5 – Board Retreat at 5:00 pm (Held at the Welcome Center)
- December 12 – Regular Meeting (Work Session 5:00 to 6:30 pm) (last meeting of the calendar year)

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COUNTY OF BEDFORD, VIRGINIA

122 EAST MAIN STREET, SUITE 202
BEDFORD, VIRGINIA 24523

Special Meeting - #A

SHELDON P. CASH
DIRECTOR

DEPARTMENT OF PUBLIC WORKS DIVISION OF GENERAL PROPERTIES

To: Board of Supervisors

Through: G. Carl Boggess, County Administrator

From: Sheldon P. Cash, Director of Public Works

Date: October 24, 2016

Subject: Request to Execute Contract for Architectural & Engineering Design Services for Renovations to the Former Nursing Home Facility

On July 25, 2016, the Board authorized staff to issue a Request for Proposals (RFP) for Architectural & Engineering Services for the design of renovations to the former nursing home facility. We issued this RFP on August 8th. Proposals were received August 26th. A selection committee was established consisting of Reid Wodicka, Sheldon Cash, and Jenny Novalis. The selection committee interviewed two firms on August 28th. The two firms selected for interview consisted of Master Engineers (Lynchburg, VA) and Enteros Design (Petersburg, VA). Following a successful interview process with both firms, staff requested budgetary estimates from each firm.

The selection committee utilized the following criteria to evaluate the firms: management skills, technical expertise, similar projects, credentials of the project team, understanding of task requirements, capability of timely responses, compliance with contractual terms, quality/completeness of the proposal, and cost of services. Each firm was similar in price. Ultimately, the selection committee selected Master Engineers as the top firm to provide this service. The Board will recall that Master Engineers has assisted the County with several projects over the last several years, including: Detailed Analysis of County Administration Building, Courthouse Belltower Improvements, Library Renovations, Building Assessments, and Space Needs Analysis. Our experience with this firm has been favorable. The Board will recall that Master Engineers has specific experience with the Former Nursing Home Facility. In particular, with the feasibility of renovation versus build new, overall building assessment, and the development of potential building layouts.

The initial architectural & engineering design services are estimated to be \$224,900. This cost will result in the development of detailed drawing, specifications, and an Invitation to Bid for the actual construction work. The design work is anticipated to take approximately 4 months. This would put the project out for bids in Spring 2017. Construction is anticipated to take no longer than 18 months.

The Public Works' Committee reviewed this request at a meeting held on October 13, 2016 and recommended sending the request to the full Board for consideration.



Resolution #R102416-01

At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at Central Virginia Community College Bedford Campus on the 24th day of October 2016, beginning at 7:00 p.m.

MEMBERS:

Steve Wilkerson, Chairman
 Curry Martin, Vice-Chairman
 Bill Thomasson
 John Sharp
 Tommy W. Scott
 Andrew D. Dooley
 Kevin S. Willis

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

A RESOLUTION

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR ARCHITECTURAL & ENGINEERING SERVICES
 TO FACILITATE THE RENOVATION OF THE FORMER NURSING HOME**

WHEREAS, the Board of Supervisors authorized staff to issue a Request for Proposals (RFP) on July 25, 2016 for architectural and engineering services associated with the renovation of the former Nursing Home; and

WHEREAS, staff reviewed and evaluated submitted proposals; and

WHEREAS, the selection committee recommended that the County contract with Master Engineers and Designers for this work; and

WHEREAS, the estimated cost for this work is \$224,960; and

WHEREAS, funds are available for this project in the County Buildings CIP fund; and

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors that the Board does hereby authorize staff to execute the necessary contracts with Master Engineers and Designers for architectural and engineering services for the design of renovations to the former Nursing Home.



COUNTY OF BEDFORD, VIRGINIA

COUNTY ADMINISTRATION BUILDING
122 EAST MAIN STREET, SUITE G-03
BEDFORD, VIRGINIA 24523

Special Meeting - #B

GREGG B. ZODY, AICP
DIRECTOR

DEPARTMENT OF COMMUNITY DEVELOPMENT DIVISION OF PLANNING

MEMORANDUM

TO: Board of Supervisors

THROUGH: G. Carl Boggess, County Administrator

FROM: Gregg Zody, Director *GZ*

SUBJECT: Resolution of Support for Revenue Sharing Projects

DATE: October 17, 2016

Please find attached resolutions of support for three Revenue Sharing Program applications for the Fiscal Year 18-19 funding cycle.

The first resolution supports completing the Corporate Park Drive extension, which will be funded (50%) by the County, and the remainder by VDOT.

The second funding request is for a maintenance project for the segment of Valleywood Drive adjacent to Waterlick Road. This rural addition improvement will resurface the road so that it will meet VDOT road standards for inclusion in the State's road inventory.

The third project is providing traffic calming measures located at two, to-be determined points along Lake Vista Drive. One-half of the respective project costs for this project and Valleywood Drive will be borne by the homeowners, and the remainder by VDOT.

The application deadline for Revenue Sharing applications is November 1, 2016. If the projects are approved, they would begin in Fiscal Year 2018 (July 1, 2017).

Attachment: Three (3) Resolutions of Support

CC: Patrick Skelley, County Attorney



Resolution #R102416-02

At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at Central Virginia Community College Bedford Campus on the 24th day of October 2016, beginning at 7:00 p.m.

MEMBERS:

Steve Wilkerson, Chairman
 Curry Martin, Vice-Chairman
 Bill Thomasson
 John Sharp
 Tommy W. Scott
 Andrew D. Dooley
 Kevin S. Willis

VOTE:

On motion of Supervisor _____, which carried by a vote of ____, the following resolution was adopted:

**A RESOLUTION
 OF SUPPORT FOR THE CORPORATE PARK DRIVE REVENUE SHARING APPLICATION**

WHEREAS, the Bedford County Board of Supervisors desires to submit an application for an allocation of funds up to \$911,605.00 to be matched through the Virginia Department of Transportation Fiscal Year 2018 – 19 Revenue Sharing Program; and,

WHEREAS, The Bedford County Board of Supervisors hereby supports this application for an allocation of funds up to \$911,605.00 to be matched through the Virginia Department of Transportation Revenue Sharing Program and

NOW, THEREFORE, BE IT RESOLVED THAT the Bedford County Board of Supervisors hereby agrees to commit to their share of the total cost for preliminary engineering, right-of-way and construction of the project(s) in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT the Bedford County Board of Supervisors) hereby grants authority for the County Administrator to execute project agreements for any approved revenue sharing projects for Fiscal Year 2018-19.



Resolution #R102416-03

At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at Central Virginia Community College Bedford Campus on the 24th day of October 2016, beginning at 7:00 p.m.

MEMBERS:

Steve Wilkerson, Chairman
 Curry Martin, Vice-Chairman
 Bill Thomasson
 John Sharp
 Tommy W. Scott
 Andrew D. Dooley
 Kevin S. Willis

VOTE:

On motion of Supervisor _____, which carried by a vote of ____, the following resolution was adopted:

**A RESOLUTION
 OF SUPPORT FOR THE LAKE VISTA DRIVE REVENUE SHARING APPLICATION**

WHEREAS, the Bedford County Board of Supervisors desires to submit an application for an allocation of funds up to \$10,000.00 to be matched through the Virginia Department of Transportation Fiscal Year 2018-19 Revenue Sharing Program; and,

WHEREAS, The Bedford County Board of Supervisors hereby supports this application for an allocation of funds up to \$10,000.00 based upon the receipt of a Revenue Sharing Fund Agreement from the Lake Vista Homeowners Association whereby the Association agrees to pay the County's portion of the necessary funds to be matched through the Virginia Department of Transportation Revenue Sharing Program and

NOW, THEREFORE, BE IT RESOLVED THAT The Bedford County Board of Supervisors hereby agrees to commit to their share of the total cost for construction of the project(s) upon receipt of a Revenue Sharing Fund Agreement from the Lake Vista Homeowners Association, in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT the Bedford County Board of Supervisors hereby grants authority for the County Administrator to execute project agreements for any approved revenue sharing projects for Fiscal Year 2018-19.



Resolution #R102416-04

At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at Central Virginia Community College Bedford Campus on the 24th day of October 2016, beginning at 7:00 p.m.

MEMBERS:

Steve Wilkerson, Chairman
 Curry Martin, Vice-Chairman
 Bill Thomasson
 John Sharp
 Tommy W. Scott
 Andrew D. Dooley
 Kevin S. Willis

VOTE:

On motion of Supervisor _____, which carried by a vote of ____, the following resolution was adopted:

**A RESOLUTION
 OF SUPPORT FOR VALLEYWOOD DRIVE REVENUE SHARING APPLICATION**

WHEREAS, the County of Bedford received a “Revenue Sharing Road Fund Agreement” from the landowners fronting on Valleywood Drive; and

WHEREAS, Valleywood Drive consist of a 50 foot right of way that was dedicated to the County of Bedford on November 20, 1979, the plat of the aforesaid road being of record in the Clerk’s Office for the Circuit Court of Bedford County, VA in Plat Book 496, at Pages 248 ; and

WHEREAS, the Virginia Department of Transportation has prepared an estimate to bring Valleywood Drive up to secondary road standards which is in the amount of \$85,000.00; and

WHEREAS, the County has received declarations signed by more than 75% of the landowners requesting that the landowner’s share in the amount of \$42,5000.00 be assessed equally to each landowner; and

WHEREAS, it is the opinion of the Bedford County Board of Supervisors that it is in the best interest of the County that Valleywood Drive be taken into and become part of the secondary system of the state highways in the County.

WHEREAS, the Bedford County Board of Supervisors desires to submit an application for an allocation of funds up to \$85,000.00 to be matched through the Virginia Department of Transportation Fiscal Year 2018-19 Revenue Sharing Program; and,

WHEREAS, The Bedford County Board of Supervisors hereby supports this application for an allocation of funds up to \$85,000.00 to be matched through the Virginia Department of Transportation Revenue Sharing Program and

NOW, THEREFORE, BE IT RESOLVED THAT The Bedford County Board of Supervisors hereby agrees to commit to their share of the total cost for construction of the project in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT the Bedford County Board of Supervisors hereby grants authority for the County Administrator to execute project agreements for any approved revenue sharing projects for Fiscal Year 2018-19.



Town of Bedford, Virginia

Office of the Town Manager

215 East Main Street
Bedford, VA 24523
Phone (540) 587-6001
Fax (540) 587-6143

October 13, 2016

Mr. Carl Boggess
Bedford County Administrator
122 East Main Street, Suite 202
Bedford, VA 24523

Dear Mr. Boggess:

As you are probably aware, there have been ongoing discussions among the Bedford School Board, Town officials, and members of the public regarding the provision of practice and game facilities for the LHS baseball team during the Middle School construction period. In an effort to formalize the back and forth discussions, the Town Council has offered a proposal for the County Supervisors and School Board to consider. The upper level ball field would have its infield graded, irrigation and sod installed, backstop replaced with a safer fence, and the outfield fence would be raised. This would allow for the use of the facility by the varsity baseball team for practices. They would not have to be transported an inordinate distance which will save time and money. The field would also be available for use by the younger 'B' team and for other teams throughout the area. The Council feels this cooperative effort would create an asset with continued value for the student-athletes of LHS as well as the entire community. The estimated cost for this level of investment is \$60,000 (sixty thousand dollars) which the Council proposes to be split three ways between the Town, Bedford County, and Bedford County School Board.

If there is any interest in this proposal being moved forward, please contact me at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles P. Kolakowski".

Charles P. Kolakowski
Town Manager

CPK:dba

cc: Mr. Reid Wodicka



Resolution #R102416-05

At a regular meeting of the Board of Supervisors of the County of Bedford, Virginia held at Central Virginia Community College Bedford Campus on the 24th day of October 2016, beginning at 7:00 p.m.

MEMBERS:

Steve Wilkerson, Chairman
 Curry Martin, Vice-Chairman
 Bill Thomasson
 John Sharp
 Tommy W. Scott
 Andrew D. Dooley
 Kevin S. Willis

VOTE:

On motion of Supervisor _____, which carried by a vote of _____, the following was adopted:

A RESOLUTION

AUTHORIZING THE APPROPRIATION OF FUNDS FOR THE RENOVATION OF THE TOP FIELD AT LIBERTY LAKE PARK FOR USE BY THE LIBERTY HIGH SCHOOL BASEBALL PROGRAM

WHEREAS, The Liberty High School baseball program is in need of a practice facility during the new Middle School construction period.

WHEREAS, A suitable size field is available for this purpose, located at Liberty Lake Park.

WHEREAS, The field would require the installation of a sod infield, irrigation system, new backstop and the raising of the outfield fence.

WHEREAS, Town of Bedford officials have offered a proposal to the Bedford County Board of Supervisors as well as the Bedford School Board to consider the estimated project cost of \$60,000 be split three ways.

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors that the Board does hereby direct that \$20,000 be transferred from the contingency fund for the grading, irrigation, infield sod and backstop replacement at the top field at Liberty Lake Park.