



AGENDA  
REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
MAY 22, 2018 – 7:00 P.M.

REGULAR MEETING

I. CALL TO ORDER

- A. Moment of Reflection
- B. Pledge of Allegiance

II. ADJUSTMENT OF THE AGENDA

III. PUBLIC HEARINGS

- A. A Conditional Use Permit request by Safe Haven Family Services, Inc., agent for Quorum Holding Corporation for a single-family residential dwelling at 2175 Palmer Street, N.E., tax map no. 466 – A – 17 in the B-3, General Business zoning district. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.
- B. Water and sewer rate increase for FY 2018 – 2019.
- C. Annual budget for FY 2018 – 2019.

IV. CONSENT AGENDA

- A. Council meeting minutes of May 8, 2018 and May 16, 2018.
- B. Monthly Bills.
- C. Contract with Cardno for Facility Assessment Services.
- D. Contract for with ABS Technology for Data Backup and Recovery.

V. CITIZEN COMMENTS

VI. INTRODUCTIONS AND PRESENTATIONS

- A. Aprille Kelly to present regarding Relay for Life.
- B. David Moore to present regarding the Christiansburg Community Center.
- C. Wayne Nelson to introduce Dr. William R. Knocke, the New River Regional Water Authority Board Member-at-Large appointment.
- D. Wayne Nelson, Engineering Director, to present regarding the Cambria Trail, a potential VDOT Smart Scale funded project.

VII. COMMITTEE REPORTS

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Reappointment of Barry Helms to the Montgomery Regional Solid Waste Authority Board of Directors for a one-year term beginning July 1, 2018.

IX. STAFF REPORTS

- A. Town Manager
- B. Town Attorney
- C. Other Staff

X. COUNCIL REPORTS

XI. OTHER BUSINESS

- A. Request for a Closed meeting in accordance with Code of Virginia § 2.2-3711(3) for the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The Closed Meeting pertains to discussions regarding potential recreational property in Montgomery County as well as potential public works property in Montgomery County.
- B. Reconvene in Open Meeting.
- C. Certification.
- D. Council action on the matters.

XII. ADJOURNMENT



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**

PUBLIC HEARING

**Meeting Date:**

May 22, 2018

**ITEM TITLE:**

Public Hearing for a Conditional Use Permit request by Safe Haven Family Services, Inc., agent for Quorum Holding Corporation for a single-family residential dwelling at 2175 Palmer Street, N.E. in the B-3, General Business District (CUP 2018-03).

**DESCRIPTION:**

The Applicant requests a Conditional Use Permit (CUP) to establish a single-family residential dwelling use in the existing structure located at 2175 Palmer Street, N.E., tax map no. 466 – A – 17, in the B-3, General Business District. The property is designated as Business/Commercial on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Planning Commission held its public hearing on April 30, 2018. At its April 30, 2018 meeting, the Planning Commission recommended approval by a vote of 8-0 with no conditions.

**POTENTIAL ACTION:**

Hold Public Hearing

**DEPARTMENT(S):**

Planning Department

**PRESENTER:**

Andrew Warren, Planning Director

**Information Provided:**

Planning Commission Resolution

<https://christiansburg.box.com/s/jo86fervjz29bbxjsuqw0li1hotwv2og>

Planning Commission Minutes – April 30, 2018

<https://christiansburg.box.com/s/s9zcane4n9ca7lvu7os95edrkkyn6fr2>

Staff Report with CUP application and maps

<https://christiansburg.box.com/s/kzous4ng6jgb1omy2qewamkzqa45jik8>

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
MAY 8, 2018 – 7:00 P.M.**

A REGULAR MEETING OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON MAY 8, 2018 AT 7:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Bradford J. Stipes; Samuel M. Bishop; Harry Collins; Steve Huppert; Merissa Sachs; Henry Showalter. ABSENT: None.

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Town Attorney Theresa Fontana; Finance Director/Treasurer Val Tweedie; Director of Planning Andrew Warren; Events Coordinator Casey Jenkins; Public Relations Specialist Anaika Miller; Director of Aquatics Terry Caldwell.

**I. CALL TO ORDER**

*Councilman Huppert shared a brief story of Senator John McCain's years as a POW, during which he was a cellmate with POW Mike Christian. As a prisoner, Mr. Christian made an American flag that he attached to the inside of his shirt and displayed to others in his cell block as they said the Pledge of Allegiance. One day Mr. Christian was discovered and was beaten unconscious. That night, Mr. McCain found Mr. Christian busy making another flag to attach under his shirt. Mr. McCain is in the process of dying from cancer, and Councilman Huppert suggested reflecting on the patriotism of the POW's during the Moment of Reflection and Pledge of Allegiance.*

- A. Moment of Reflection
- B. Pledge of Allegiance

**II. ADJUSTMENT OF THE AGENDA**

1. Councilman Stipes made a motion to remove Item A under Discussions by Mayor and Council due to a scheduled meeting with Christiansburg Presbyterian Church on this matter. Councilman Showalter seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

**III. PUBLIC HEARINGS**

**IV. CONSENT AGENDA**

- A. Council meeting minutes of April 24, 2018.
- B. 13 Pepper Street, N.E. Retaining Wall Reconstruction contract with DCI Shires.

Councilman Showalter made a motion to approve the consent agenda, seconded by Councilman Bishop. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

## V. CITIZEN COMMENTS

- a. Christine Waltz, 1370 Rigby Street, addressed Council regarding the Town's participation in the Tourism Development Council and questioned why this wasn't mentioned during discussions regarding the noise ordinance and citizen requests for the development of a tourism zone. Mrs. Waltz pointed out that the Starlite Drive-In Theater was listed as an asset in the Tourism Development Council's master plan and she stated that she believes public bodies should share information with everyone.
- b. Jim Vanhoozier, Ernie Wade, and Steve Simmons addressed Council on behalf of Kiwanis Club to request the closure of Main Street from Dunkley Street to Roanoke Street, which included the closure of the intersection at South Main Street and North Franklin Street, for the 9<sup>th</sup> annual Wilderness Trail Festival. Mr. Wade talked about the expansion of the festival to the Courthouse and noted that they had spoken with local merchants about the requested street closure with no opposition. Councilwoman Sachs asked if accommodations were offered to the downtown merchants impacted by the street closure. Mr. Wade noted that organizers of the festival had offered Mockingbird Café space on the Square to sell food and had offered assistance to the Antique Mall to ease their burden during the street closure. Macado's has said they typically experience an increase in business during festival hours, and Angle Florist and the banks located on Main Street have expressed no opposition to the potential street closure. Council discussed with the Kiwanis representatives the costs to close Main Street, potential tourism grant funding, and the support of the community for the annual festival.
- c. Sue Farrar, Director of Montgomery Museum and Lewis Miller Regional Art Center, reported on the third annual Cruise-In Downtown Christiansburg event scheduled for May 12, and requested a street closure of Main Street from North Franklin Street to Dunkley Street, and apologized for the late request. The event will showcase approximate 150 cars and will have one food truck. Ms. Farrar reported that event organizers had spoken with the merchants along the street closure route and received no opposition, and she thanked the Town for placing the event advertisement banner across Main Street.

## VI. INTRODUCTIONS AND PRESENTATIONS

- A. Christiansburg High School - Town Council Partnership. No one present.
- B. John Tuttle to present an update on NRV Rail 2020.

Mr. John Tuttle provided Council with a brief background on bringing passenger rail to the New River Valley (NRV), noting that rail service currently goes as far as Roanoke, which was facilitated by Senator John Edwards over a ten-year period. The project, known as NRV Rail 2020, has received bipartisan support and significant partnerships with Virginia Tech, Radford University, municipalities, and private industries. The project to bring rail to the NRV kicked off in December of 2013, and Mr. Tuttle talked about the milestones met since then that have brought attention and support to the project. A demand study was performed and determined an expected 40,000 trips per year from the NRV, and \$350,000 was successfully lobbied for, with funding beginning FY 2019. Rail service for the NRV will be located in Christiansburg, across

from the aquatic center, and Council was shown a potential site configuration. Mr. Tuttle talked about the role of Amtrak and Norfolk and Southern in bringing rail service to Christiansburg, and in remaining on the FY 2020 timeframe. Mr. Tuttle explained the next steps in the process and encouraged the Town to submit letters of support for passenger rail to legislators.

## VII. COMMITTEE REPORTS

## VIII. DISCUSSION BY MAYOR AND COUNCIL

### A. Council action on:

1. Proposed closure of Hickok Street, N.W. to vehicular traffic from West Main Street to Commerce Street, N.W. The Public Hearing was held on April 24, 2018. This matter was removed from the agenda.
2. Conditional Use Permit request by Roger Woody for an approximately 2.209-acre portion of tax map no. 528 A 83 located at 1145 Roanoke Street to construct seven (7) single-family dwellings in the B-3, General Business zoning district. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan. The Public Hearing was held on April 24, 2018.

Councilman Stipes made a motion to approve the CUP as recommended by the Planning Commission, seconded by Councilman Showalter. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- ### B. Request by Kiwanis Club of Christiansburg for street closures for Wilderness Trail Festival on September 15, 2018.

Councilman Huppert made a motion to approve the street closure as requested, seconded by Councilwoman Sachs. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- ### C. Request by the Montgomery Museum and Lewis Miller Regional Art Center for street closures for the Downtown Cruise-In and request to assume loudspeaker permit fees.

Councilman Stipes made a motion to approve the street closure and assume the fees as requested, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye.

- ### D. Approval of appointment of Dr. William R. Knocke, P.E. as Member-at-Large of the Board of the NRV Regional Water Authority.

Councilman Stipes made a motion to appoint Dr. William R. Knocke, P.E. as Member-at-Large of the Board of the NRV Regional Water Authority, seconded by Councilman Huppert. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye; Stipes – Aye. Councilman Showalter requested Dr. Knocke come before Council for introduction.

- ### E. Consideration of funding Blacksburg Children's Museum in Fiscal Year 2018-19 Budget. (Huppert)

Councilman Huppert requested Council reconsider the Blacksburg Children's Museum's community support request for \$2,500 for FY 2018-2019, as a show of support for the museum's plans to relocate to the New River Valley Mall. Finance Director Val Tweedie confirmed the museum's funding request was received prior to the budget request deadline. Council discussed Mr. Huppert's request and decided to hold a work session to re-discuss several community support requests that had been denied during the budget process. A work session to discuss community support in the FY 2018-2019 budget was scheduled for May 16, 2018 at 6:00 P.M.

#### X. STAFF REPORTS

##### A. Town Manager Wingfield

1. Schedule a Public Hearing for a Conditional Use Permit request for deviation from the Noise Ordinance for Due South at 1465 Roanoke Street and Fatback Soul Shack at 2440 Roanoke Street, both in the B-3 General Business District, for June 26, 2018.
2. A joint work session with the Street Committee, Central Business Committee, and Christiansburg Presbyterian Church has been scheduled for May 10 at 6:00 P.M. to further discuss permanent closure of Hickok Street.

##### B. Town Attorney:

##### C. Other Staff:

#### XI. COUNCIL REPORTS

- a. Councilman Collins reminded Council of the NRV Regional Commission annual dinner on May 15 at 6:00 P.M. at Sinkland Farms.
- b. Councilman Bishop, no report.
- c. Councilman Showalter, no report.
- d. Councilman Stipes, no report.
- e. Councilman Huppert reported on the successful opening of the Farmers' Market on May 3<sup>rd</sup>.
- f. Councilwoman Sachs reported on the opening of the Farmers' Market and commended Event Coordinator Casey Jenkins and staff for a successful opening. She then reported on her attendance at the NRV Progressive Men's Club meeting held at the Christiansburg Community Center and reported on the club's annual fish fry scheduled for June at the Rosa Peters Park.
- g. Mayor Barber reported that the Montgomery County Board of Supervisors has requested a joint meeting with Council on June 18 at 6:00 P.M. and requested an RSVP from those invited. He then reminded Council of the dedication and renaming of Downtown Park in honor of the Town's fallen officers, and asked Council to keep Shirley Hallock in thoughts and prayers over the recent loss of her husband, Grant Hallock.

#### XII. OTHER BUSINESS

#### XIII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 7:59 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor

**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
WORK SESSION MINUTES  
MAY 16, 2018 – 6:00 P.M.**

A WORK SESSION OF THE CHRISTIANSBURG TOWN COUNCIL, MONTGOMERY COUNTY, CHRISTIANSBURG, VA. WAS HELD AT CHRISTIANSBURG TOWN HALL, 100 EAST MAIN STREET, CHRISTIANSBURG, VIRGINIA, ON MAY 16, 2018 AT 6:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor D. Michael Barber; Vice-Mayor Bradford J. Stipes; Samuel M. Bishop; Steve Huppert; Merissa Sachs. ABSENT: Harry Collins; Henry Showalter.

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Clerk of Council Michele Stipes; Finance Director/Treasurer Val Tweedie; Director of Public Relations Melissa Demmitt; Assistant to the Town Manager Adam Carpenetti; Director of Public Works Jim Lancianese; Superintendent of Streets Travis Moles.

I. CALL TO ORDER

II. DISCUSSIONS BY MAYOR AND COUNCIL MEMBERS

A. Discussion of the Annual Budget for Fiscal Year 2018-2019.

Town Council met to revisit community support items not approved during the budget process, specifically the funding requests by Blacksburg Children's Museum for \$2,500 and Christiansburg Institute (CI) for \$75,000.

Councilman Bishop began the discussion by noting that he had met with Chris Sanchez of CI to discuss in depth the funding request, renovation plans for CI, and Council's concerns with providing funding of \$75,000. Mr. Bishop reported that Mr. Sanchez had committed to earmarking any funding provided by the Town for building improvements only. Mr. Bishop acknowledged that it could be beneficial to CI's fundraising efforts if they had financial support from Christiansburg, and he recommended contributing \$10,000 to be earmarked for building improvements only. Mr. Bishop said he shared with Mr. Sanchez that communication with the Town regarding the use of prior contributions had been inadequate, and Mr. Sanchez agreed there would be improvements in CI's communication with the Town.

Councilman Stipes commented that he wanted to see CI reach its goal to renovate the Edgar A. Long building and expressed support for approving the requested \$75,000, earmarked for building improvements only, with two contingencies: 1) CI must provide matching funds; and 2) CI must guarantee replacement of the Edgar A. Long building roof. Mr. Stipes expressed support for a \$10,000 contribution, if that was Council's desire, but stressed that the contingencies should be in place regardless of the contribution amount. Mr. Stipes expressed support for CI's stated goal to form an authority to oversee renovation of CI property, and said he believed that an authority was needed to get the project moving forward through opportunities for grants, endowments and other funding options.

Councilman Huppert said he had considered the \$75,000 request by CI and determined he could support a contribution of \$10,000 with the contingencies expressed by Mr. Stipes, including that funding be earmarked for building improvements only, and with a time frame of one-year to raise matching funds. Regarding the Blacksburg Children's Museum, Mr. Huppert recommended, in anticipation of the museum moving to Christiansburg, the Town contribute the requested \$2,500 as a show of support and as a way to welcome the program to Christiansburg. Mr. Huppert explained the purpose of the non-profit museum and reported the museum's plans to expand upon relocation. Councilman Stipes expressed support of \$2,500 for the museum if it relocated, and Town Manager Wingfield reported that Councilman Showalter had expressed support for the museum of \$2,500 if it relocated to Christiansburg. Mr. Wingfield noted that no plans or applications had been submitted by the museum at this time.

Councilwoman Sachs said she was interested in information regarding Blacksburg Children's Museum's plans for relocation to Christiansburg and expansion, which was not provided in the community funding request application. Councilwoman Sachs expressed support for the children's museum in the amount of \$2,500 if a lease was signed and relocation completed. Regarding the request by CI for \$75,000, Councilwoman Sachs commented that she was unable to support contributing that amount due to the institute's handling of past contributions and inadequate communication as to how past funds had been spent. Councilwoman Sachs expressed support for contributing \$10,000 to CI, to be earmarked for building improvements only, with the two contingencies outlined by Councilman Stipes.

Mayor Barber and Council discussed the challenges faced by CI in renovating the Edgar A. Long building, and the importance of having support from local municipalities to the fundraising efforts of CI. Mayor Barber suggested the option of placing \$10,000 in the Town's reserve fund for CI to be handled in a similar manner as the contribution to Christiansburg Community Center for its roof repairs several years ago.

It was noted by Town Manager Wingfield that Councilman Showalter expressed support for contributing \$75,000 to CI to be kept in a reserve fund until after the match was met. Councilman Collins expressed support for denying all late requests, and support of \$2,500 to Blacksburg Children's Museum if they relocated to Christiansburg. Mr. Collins offered no comments on the funding request by CI.

After Council's discussions, the consensus was to authorize Finance Director Val Tweedie to adjust the draft budget as follows: • Contribution of \$10,000 to Christiansburg Institute to be placed in the Town's reserve fund for building improvements only, with two contingencies: 1) CI must provide matching funds within one year; and 2) CI must guarantee replacement of the Edgar A. Long building roof. It was noted that if CI were to raise the required matching funds prior to one year, Council could consider additional CI funding through a budget amendment. • Contribution of \$2,500 to Blacksburg Children's Museum upon relocation to Christiansburg.

### XIII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 6:47 P.M.

TOWN OF CHRISTIANBURG		
BILLS TO BE PAID FOR THE MONTHS OF	APRIL AND MAY	
A A AUTOMATIC TRANSMISSION	140.00	
A MORTON THOMAS AND ASSOCIATES, INC	9,001.11	ENGINEERING SERVICES CHURCH RIGBY ELLETT
ADAMS CONSTRUCTION CO.	2,933.70	ASPHALT MIX
ADVANCE AUTO PARTS	460.41	
ALL SEASONS PEST CONTROL, INC	170.00	
ALLMAX SOFTWARE, INC.	1,940.00	SOFTWARE MAINTENANCE SUPPORT WWTP
AMERICAN RED CROSS-HEALTH & SAFETY SERVICES	1,100.00	
ANGLE FLORIST	250.00	
ARC3 GASES	176.70	
ATKINS EXCAVATING INC	31,141.00	TOWN BRANCH STREAM RESTORATION
ATLANTIC EMERGENCY SOLUTIONS, INC	8,103.02	REPAIRS AND MAINTENANCE 3 FIRE TRUCKS
AUTO ZONE, INC	111.64	
AUTOMATIC CONTROLS OF VA, INC	30.46	
B & B QUALITY FENCING	900.00	
B & T LAWN CARE LLC	11,640.00	MOWING SERVICES TOWN PROPERTIES, PARKS AND STREETS
BANE OIL COMPANY, INC	3,553.22	
BASHAM OIL COMPANY	116.22	
BKT UNIFORMS	155.97	
BLACKBERRY MULCH	81.90	
BLIND THE WORLD, LLC	788.80	
BLUE RIDGE DIESEL INJECTION	35.38	
BLUE RIDGE RESCUE SUPPLIERS, INC	348.65	
BMG METALS INC	378.05	
BOB'S REFUSE SERVICE, INC.	220.00	
BOONE TRACTOR & IMPLEMENT INC.	440.65	
BOUND TREE MEDICAL, LLC	6,054.76	MEDICAL SUPPLIES RESCUE
BRAME SPECIALTY COMPANY INC.	1,866.64	JANITORIAL SUPPLIES
BSN SPORTS COLLEGIATE PACIFIC	1,175.42	SPORT SUPPLIES RECREATION
CAPITAL LIGHTING & SUPPLY, LLC	11.93	
CARDINAL RUBBER & SEAL INC.	273.50	
CARILION HEALTHCARE CORP.	445.00	
CAROLINA INDUSTRIAL EQUIPMENT	605.86	
CARTER MACHINERY	651.75	
CHA CONSULTING INC	11,665.47	ENGINEERINGS SERVICES CHA FOR WWTP
CIVIC PLUS	100.00	
CMC SUPPLY, INC.	26.38	
CROW'S NEST GREENHOUSES	446.68	
CUMMINS INC	2,001.43	PARTS FOR EQUIPMENT AND VEHICLE REPAIR
D J R ENTERPRISES	7,720.33	UNIFORMS FOR YOUTH SOFTBALL AND BASEBALL
DCI/SHIRES, INC	179,037.00	QUINN STUART SIGNAL
DIRECT SPORTS, INC.	385.97	
DIVING ENTERPRISES, LTD	1,128.55	
DUNCAN FORD MAZDA	1,088.02	
EAST COAST EMERGENCY VEHICLES, LLC	507.72	
EAST COASTERS BICYCLE SHOP, INC	32.99	
ELECTRICAL SUPPLY CO	522.55	
EMORY WILSON PROCESS INC	1,295.80	
EMS MANAGEMENT & CONSULTANTS, INC	2,314.25	EMS BILLING FEES
EMS TECHNOLOGY SOLUTIONS, LLC	640.00	
EVIDENT INC	1,540.72	
EXCEL TRUCK GROUP	294.65	
FERGUSON ENTERPRISES, INC.#75	11,993.60	PIPE, VALVES SUPPLIES FOR WATER, SEWER STORM DRAIN
FIRE RESCUE AND TACTICAL, INC	880.92	
FIRE SAFETY PRODUCTS, INC	5.00	
FIRST DUE GEAR LLC	2,109.00	UNIFORM SHIRTS RESCUE
FITNESS CONCEPTS, INC.	604.80	
FLEET PRIDE, INC	1,993.15	PARTS AND SUPPLIES FOR VEHICLE AND EQUIPMENT REPAIR AND MAINTENANCE
GALLS, AN ARAMARK COMPANY	2,567.81	UNIFORMS AND SUPPLIES POLICE DEPARTMENT
GATES FLOWERS AND GIFTS, LLC	44.00	
GAY AND NEEL, INC.	2,577.50	ENGINEERING SERVICES DOWNTOWN DRAINAGE, N FRANKLIN
GEMPLER'S INC.	250.88	
GRAINGER	359.39	
GRANTURK EQUIPMENT CO., INC	1,332.32	
GUYNN & WADDELL, P.C.	8,414.02	LEGAL SERVICES
HAJOCA CORPORATION	11.55	
HALEY SOUTH, INC	31,680.94	PD VEHICLE
HANDY RENTALS, INC	560.00	

TOWN OF CHRISTIANBURG		
BILLS TO BE PAID FOR THE MONTHS OF	APRIL AND MAY	
HARPER AND COMPANY INC.	3,505.00	CHEMICALS FOR WWTP
HARVEY CHEVROLET CORP.	566.46	
HAZEN AND SAWYER	63,577.60	ENGINEERING SERVICES UV DESIGN WWTP
HEYWARD INCORPORATED OF VA, INC	6,576.00	ROTATING ASSEMBLY WWTP
HIGH PEAK SPORTSWEAR, INC	318.00	
HIGHWAY MOTORS, INC.	137.15	
HOLLAND SUPPLY, INC	186.40	
HOLLYBROOK MULCH TRUCKING, INC	487.50	
HOSE HOUSE, INC.	316.65	
HOUSE OF DOORS, INC	125.00	
HURT & PROFFITT, INC	4,091.59	ENGINEERING SERVICES CHRISMAN MILL, QUINN STUART, ARBOR DRIVE AND ROANOKE ST
IDEXX DISTRIBUTION, INC.	28.85	
IMPACT GRAPHICS + SIGNS	197.50	
INFOGROUP/CITY DIRECTORIES	310.00	
INNOVATIVE SYSTEMS & SOLUTIONS, INC	11,585.17	CABLING SERVICES FOR IT
INTERSTATE BATTERY SYSTEM OF ROANOKE VALLEY, INC	89.34	
J J KELLER & ASSOCIATES, INC	1,990.00	
JAMES RIVER LASER & EQUIPMENT, LLC	581.74	
JAMISON'S SHARPENING, INC	561.65	
JASPER WELLER, LLC	4,558.96	TRANSMISSION FOR PW VEHICLE
JOHNSON CARS INC	213.85	
JORDAN OIL CO., INC.	3,709.41	FUEL AT FIRE DEPARTMENT
KERESTES-MARTIN ASSOCIATES, INC	3,200.00	DESIGN FEES WAYFINDING SIGNS
KIMBALL MIDWEST	623.34	
KING-MOORE, INC	4,000.00	IT CONSULTING
KINGS TIRE SERVICE, INC	1,282.00	
KMEL CORPORATION	2,010.50	SUPPLIES POLICE DEPARTMENT
L-3 COMMUNICATIONS-MOBILE VISION	320.00	
LAMOTTE COMPANY	859.65	
LANCASTER, INC.	525.00	
LANDSCAPE SUPPLY INC.	1,747.72	PARKS AND RECREATION MATERIALS FOR GROUNDS KEEPING
LANGUAGE LINE SERVICES	9.60	
LITTLE RIVER POOL AND SPA, INC	23.97	
LOWES HOME CENTERS, INC.	3,527.24	VARIOUS SUPPLIES AND MATERIALS FOR BUILDING REPAIR AND MAINTENANCE
MAGIC CITY SPRINKLER INC.	295.00	
MCCORMICK TAYLOR, INC	57,442.35	ENGINEERING SERVICES N FRANKLIN CORRIDOR
MCDONOUGH BOLYARD PECK, INC	11,956.00	ENGINEERING SERVICES QUINN STUART BLVD
MEADE TRACTOR	5.16	
METRO HEAVY-DUTY, INC.	347.99	
MID ATLANTIC WASTE SYSTEMS	322.02	
MITCHELL REPAIR INFORMATION COMPANY, LLC	2,264.40	SMALL TOOLS PUBLIC WORKS
MONTGOMERY DISTRIBUTORS	203.35	
MOORE MEDICAL CORP.	6,031.69	NARCAN AND SUPPLIES PD AND RESCUE
MOORE'S BODY & MECHANICAL SHOP, INC	744.05	
MSC EQUIPMENT INC.	387.96	
NATIONAL POOLS OF ROANOKE, INC.	330.25	
NETWORKFLEET INC	287.35	
NEW LEAF FARMS, INC	148.00	
NEW RIVER ENGRAVING	1,916.00	LAPEL PINS RECREATION CENTER
NEW RIVER FIRE EXTINGUISHERS	379.50	
NEW RIVER GLASS	349.46	
NEW RIVER OFFICE SUPPLY	241.98	
NORFOLK SOUTHERN CORPORATION	6,027.45	ENGINEERING AND CONSTRUCTION, PARK ST CROSSING
NORTHERN TOOL & EQUIPMENT	1,708.98	SMALL TOOLS FLEET MAINTENANCE
NORTHWEST HARDWARE CO INC	139.43	
OFFICE OF THE UNIVERSITY BURSAR	104.56	
O'REILLY AUTO PARTS	1,114.49	
PACE ANALYTICAL SERVICES, INC.	725.00	
PETERSEN INDUSTRIES, INC	172.43	
PILOT FASTENERS LTD	280.02	
POWER ZONE	518.32	
PRECISION GLASS & UPH. INC.	358.65	
PRO SPORT INC	767.54	
PROFESSIONAL COMMUNICATIONS	4,375.00	MAINTENANCE DISPATCH CONSOLE AT PD
QUALITY TIRE & BRAKE SERVICE	1,670.00	
QUILL CORP.	184.77	
R.M.C. EVENTS, INC	484.75	

TOWN OF CHRISTIANBURG		
BILLS TO BE PAID FOR THE MONTHS OF	APRIL AND MAY	
RAILROAD MANAGEMENT COMPANY IV, LLC	499.55	
ROBERTS OXYGEN COMPANY, INC	521.79	
ROCAN INDUSTRIAL PRODUCTS, INC	952.84	
SANICO, INC	8,621.74	JANITORIAL SUPPLIES
SCHNABEL, INC	3,686.20	GEOTECH ANALYSIS FOR HBTID
SEPI ENGINEERING & CONSTRUCTION, INC	7,549.25	ENGINEERING SERVICES HBT PH3
SERVICE COMMUNICATION	75.00	
SERVICEMASTER COMMERCIAL CLEANING	4,709.00	AQUATICS CLEANING
SHELOR MOTOR MILE	521.52	
SHERWIN-WILLIAMS	149.55	
SHERWOOD-LOGAN & ASSOCIATES, INC	26,435.12	AERATION BASIN MIXERS WWTP IMPROVEMENTS
SIGN-A-RAMA	551.20	
SOUTHERN AIR, INC	550.21	
SOUTHERN STATES	238.81	
STATE ELECTRIC SUPPLY CO.,INC.	2,923.23	ELECTRICAL SUPPLIES FOR BUILDING MAINTENANCE
STERN, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC	840.90	
SUNAPSYS, INC	48,422.30	SCADA PROJECT WWTP
TAYLOR OFFICE & ART SUPPLY,INC	3,154.70	OFFICE SUPPLIES VARIOUS DEPTS TOWN WIDE.
TEMPLETON-VEST	590.00	
TENCARVA MACHINERY CO.	4,090.30	PARTS FOR EQUIPMENT REPAIRS AND MAINTENANCE AT WWTP
THOMPSON & LITTON, INC	4,960.98	ENGINEERING SERVICES CHURCH, RIGBY, ELLET,
THOMPSON TIRE & MUFFLER	199.37	
TIDY SERVICES	70.90	
TREASURER OF MONTGOMERY CO.	4,596.00	CLASS A FOAM FOR FIRE DEPARTMENT
TREASURER OF VIRGINIA	2,098.50	STATE PORTION OF STORM WATER FEE PERMITS
TWO-WAY RADIO, INC.	518.00	
ULINE	59.86	
UNIFIRST CORPORATION	5,592.68	UNIFORMS PW
UNITED RENTALS,INC.	554.20	
USA BLUE BOOK	3,927.18	SUPPLIES FOR WATER AND WWTP
VA METAL FINISHING & INDUSTRIAL CLEANING	190.00	
VALLEY GROUNDS, INC	1,000.00	
VEST'S SALES & SERVICE, INC.	1,199.00	
VIRGINIA BUSINESS SYSTEMS	14,853.42	COPIER LEASE AND MAINTENANCE COSTS TOWN WIDE
VIRGINIA EVERYWHERE LLC	275.00	
VIRGINIA UTILITY PROTECTION SERVICE, INC	355.95	
WADES FOODS INC.	254.37	
WETLAND STUDIES AND SOLUTIONS, INC	441.30	
WHITESCARVER PHOTOGRAPHY, LLC	35.00	
WILSON BROTHERS INCORPORATED	1,048.42	
WITMER PUBLIC SAFETY GROUP, INC	346.99	
WORDSPRINT	5,990.85	SPRINGBOOKLET AQUATICS AND POSTCARD MAILING
<b>TOTAL BILLS TO BE PAID MAY 25, 2018</b>	<b>749,213.05</b>	

**TOWN OF CHRISTIANBURG  
BILLS PAID DURING THE MONTH OF  
SPECIAL REVENUE FUNDS**

**APRIL AND MAY**

<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
ADVANCE AUTO PARTS	63.76	
ATLANTIC EMERGENCY SOLUTIONS	3,466.40	Annual Engine Pump Service/Insp/NFPA Pump Test/Foam System/Hydra
CARDMEMBER SERVICES	638.12	
CITY OF RADFORD	237.18	NRVCIT
COOKS CLEAN CENTER	158.75	
DIRECTV	214.17	
EXXON MOBIL	33.16	
FAIL SAFE	2,279.00	Annual Fire Hose and Ground Ladder Testing
GATES FLOWERS AND GIFTS	84.00	
MONTGOMERY COUNTY FIREFIGHTER & RESCUE ASSO	25.00	
MUNICIPAL EMERGENCY SERVICES DEPOSITORY ACCT	396.47	
TOWN OF CHRISTIANBURG	786.28	
VERIZON	256.84	
VIRGINIA BUSINESS SYSTEMS	39.56	
VIRGINIA STATE FIREFIGHTER'S ASSOCIATION	205.00	
<b>TOTAL PAID BILLS</b>	<b>8,883.69</b>	

TOWN OF CHRISTIANBURG		
BILLS PAID DURING THE MONTH	APRIL AND MAY	
VENDOR	AMOUNT PAID	DESCRIPTION
ADVANCE AUTO PARTS	551.61	
AFA PROTECTIVE SYSTEMS INC	340.00	
AIRGAS NATIONAL CARBONATION	1,023.48	CARBON DIOXIDE GAS FOR AQUATICS
ALLSTATE INSURANCE	3,343.70	EMPLOYEE PAID INSURANCE
ANTHEM BLUE CROSS BLUE SHEILD	121,393.70	EMPLOYEE HEALTH INSURANCE
ANTHEM LIFE INSURANCE	3,263.68	EMPLOYEE LIFE INSURANCE
APPALACHIAN POWER	84,913.76	ELECTRIC BILLS TOWN WIDE
AT & T	387.59	
ATMOS ENERGY	5,725.72	GAS BILLS TOWN WIDE
BIRD AND HOPPER FARM	10.00	FARMERS MARKET
BMS DIRECT	5,000.00	POSTAGE, PRINTING WATER BILLS AND NEWSLETTER
BREENE INC	825.00	INFLATABLE FOR HARKRADER OPENING DAY FESTIVAL
BRUCE CALDWELL	144.00	FARMERS MARKET
CHANDLER CONCRETE	2,495.91	FOR PUBLIC WORKS REPAIRS
CITIZENS	3,175.00	INTERNET
CLARK GAS & OIL INC	1,411.15	GASOLINE FIRE DEPT
COUNTRY MEDIA INC	1,275.00	SEE IT DO IT NEW RIVER VALLEY FULL PAGE AD
CRYSTAL SPRINGS	153.99	
DELTA DENTAL	8,916.32	EMPLOYEE DENTAL INSURANCE
DONNA PRUITT	230.00	FARMERS MARKET GRAND OPENING
DONS AUTO CLINIC	2,329.24	VEHICLE REPAIR AND MAINTENANCE
DTN INC	296.00	
DUES AND MEMBERSHIP	496.00	30 FIRE DUES 20 REC DUES 260 ENG 186 RESCUE
ELIZABETH RIVER TUNNELS	10.70	
EXPRESS SERVICES INC	876.42	TEMP LABOR PW
FEDERAL EXPRESS CORPORATION	76.90	
FULL FORCE LLC	151.34	
GOV DEALS	302.17	
GRATEFUL BREAD	25.00	FARMERS MARKET
GREEN HOUSE	1,109.20	UNIFORMS AQUATICS
H-D-HO DOG TRAINING	2,600.00	
HIGHLAND TREE CARE LLC	1,000.00	REMOVAL OF TWO TREES BARKWOOD AND CHESTNUT
HOLIDAY INN CHRISTIANBURG	277.88	
HOME DEPOT CREDIT SERVICES	240.38	
LUMOS NETWORKS INC	1,115.08	PHONE SERVICE
MANSFIELD OIL	331.53	
MED EXPRESS URGENT CARE PC VIRGINIA	595.00	
MIDWAY PRODUCTION SERVICES	600.00	HEADPHONES REC CENTER
MONTGOMERY REGIONAL SOLID WASTE AUTHORITY	65,194.11	TIPPING FEES SOLID WASTE
MOYE, JESSICA	1,560.00	RECREATION CLASS INSTRUCTION
NEW RIVER VALLEY MPO	6,600.00	3RD AND 4TH QTR SUPPORT SMARTWAY
NEW RIVER VALLEY REGIONAL COMMISSION	525.00	
NEW RIVER VALLEY PIZZA	44.49	
OTIS ELEVATOR	1,496.58	
PEPSI BOTTLING COMPANY	2,295.95	CONCESSIONS HARKRADER
PETTY CASH	96.64	
RADFORD UNIVERSITY	144.00	
REFUND GRANT	6,750.00	PD GRANT FUNDS RETURNED FOR BODY CAMERAS NOT PURCHASED
REFUND EMS	807.62	
REFUND FEES REC DEPT	753.00	
REFUND TAXES	7,200.66	REFUND TAX OVERPAYMENTS AND CORRECTIONS.
REFUND WATER/SEWER	1,061.00	
REIMBURSEMENTS EMPLOYEES	1,054.00	WORKBOOT REIMBURSEMENTS
ROANOKE TIMES	80.60	ADVERTISING, JOBS PUBLIC HEARINGS ETC
SALEM STONE	6,089.73	SAND GRAVEL ETC FOR STREET AND WATER REPAIRS.
SAMS CLUB	1,850.90	RECREATION EASTER EVENT AND SPEC PROGRAMS AND CONCESSION HARKRADER

<b>TOWN OF CHRISTIANBURG</b>		
<b>BILLS PAID DURING THE MONTH</b>	<b>APRIL AND MAY</b>	
<b>VENDOR</b>	<b>AMOUNT PAID</b>	<b>DESCRIPTION</b>
SCHOOLS	153.75	153.75 PW
SISSON&RYAN LLC	4,924.89	SAND GRAVEL ETC FOR STREET AND WATER REPAIRS.
SHENTEL	494.64	
SHRED IT US JV LLC	565.82	
SOUTH EASTERN SECURITY CONSULTANTS	150.00	
SPEEDWAY	25,484.10	FUEL TOWN VEHICLES
SPIRIT SERVICES	32.71	
SPRINT	69.48	
STAND ENERGY	3,911.48	GAS AQUATIC CENTER
STONEY SMITH	2,000.00	DEPOSIT REFINISH CABINETS AT FIRE DEPT
STUMP RIDGE FARM LLC	71.00	FARMERS MARKET
SUBURBAN PROPANE INC	3,892.53	GENERATOR FUEL WWTP
SUPER SHOES STORES INC	175.48	
SWALLOWTAIL TEA	10.00	FARMERS MARKET
TRACTOR SUPPLY	405.82	
TRAVEL	4,085.71	
TREASURER OF VIRGINIA	1,683.60	DMV 925 SALES TAX 448.60
U.S. CELLULAR	121.15	
VA ASSOC OF COUNTIES GROUP INSURANCE	1,001.58	
VIRGINIA ASSOCIATION OF VOLUNTEER RESCUE	333.00	
VERIZON	5,383.23	PHONE LINES
VERIZON WIRELESS	5,873.63	CELL PHONES AND TABLETS
VEST SALES AND SERVICE	227,612.00	NEW AMBULANCE RESCUE
VIRGINIA MEDIA	802.50	
VIRGINIA RETIREMENT SYSTEM	148,413.36	EMPLOYEE RETIREMENT
VIRGINIA RESOURCE AUTHORITY	103,571.93	FINAL PAYMENT ON WWTP OUTFALL LINE LOAN
WESTERN BRANCH DIESEL	529.20	
WEST PUBLISHING COMPANY	115.57	
<b>TOTAL SPECIAL REVENUE BILLS PAID</b>	<b>8,883.69</b>	
<b>TOTAL PAID BILLS</b>	<b>902,484.89</b>	
<b>BILLS TO BE PAID</b>	<b>749,213.05</b>	
<b>GRAND TOTAL</b>	<b>1,660,581.63</b>	



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:** Consent Agenda      **Meeting Date:** 5-22-18

**ITEM TITLE:** Contract for Facility Assessment Services

**DESCRIPTION:** Seeking approval for Facility Assessment Services in the amount of \$119,900 to perform a comprehensive study on all town owned facilities to include a Facility Condition Assessment, Security Assessment and Energy Audit.

**POTENTIAL ACTION:** Approval

**DEPARTMENT:** Public Works

**PRESENTER:**

**ITEM HISTORY:** Budgeted in both FY 2018 and FY 2019 per Engineering Services under Facility Maintenance



ESTABLISHED  
NOVEMBER 10, 1792

INCORPORATED  
JANUARY 7, 1833  
MAYOR

D. MICHAEL BARBER

COUNCIL MEMBERS  
SAMUEL M. BISHOP  
HARRY COLLINS  
STEVE HUPPERT  
MERISSA SACHS  
HENRY SHOWALTER  
BRADFORD J. "BRAD" STIPES

TOWN MANAGER  
RANDY WINGFIELD

ASSISTANT TO THE TOWN  
MANAGER  
ADAM CARPENETTI

DIRECTOR OF  
FINANCE/TOWN TREASURER  
VALERIE L. TWEEDIE,  
CPA, CFE, CGFM

CHIEF OF POLICE  
MARK SISSON

CLERK OF COUNCIL  
MICHELE M. STIPES

TOWN ATTORNEY  
GUYNN & WADDELL, P.C.

# Town of Christiansburg, Virginia 24073

100 East Main Street ~ Telephone 540-382-9519 ~ Fax 540-382-3762

## CONTRACT FOR FACILITY ASSESSMENT SERVICES

**Contract Number: PW-18-0024**

This contract entered into this \_\_\_\_ day of May 2018, by Cardno hereinafter called the "Consultant" and the Town of Christiansburg, hereinafter called the "Town".

**WITNESSETH** that the Consultant and the Town, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Consultant shall provide the services to the Town as set forth in the Town's Request for Proposal PW-18-0024 and it's addenda (Exhibit A), the Consultant's proposal (Exhibit B), the Consultant's proposal revision #1 (Exhibit C), the Consultant's scope of work (Exhibit D) and the Consultant's Facility List Scope Matrix (Exhibit E).

**CONTRACT PERIOD:** The contract period is from the date of this signed contract through June 30, 2019. There will be an option to renew for another year which will be done through an addendum by the Town.

**COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid in accordance with the Contract Documents in the amount of \$119,900. Phase 1 for \$59,590 shall be complete and invoiced along with a deliverable no later than June 30, 2018.

**CONTRACT DOCUMENTS:** The Contract Documents shall consist of this signed Contract, the Town's Request for Proposal PW-18-0024 and it's addenda (Exhibit A), the Consultant's proposal (Exhibit B), the Consultant's proposal revision #1 (Exhibit C), the Consultant's scope of work (Exhibit D) and the Consultant's Facility List Scope Matrix (Exhibit E).

### CONTRACTOR:

By: \_\_\_\_\_

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

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

### TOWN OF CHRISTIANBURG:

By: \_\_\_\_\_

Title: Town Manager

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

# EXHIBIT A



ESTABLISHED  
NOVEMBER 10, 1792

INCORPORATED  
JANUARY 7, 1833

MAYOR  
D. MICHAEL BARBER

COUNCIL MEMBERS  
SAMUEL M. BISHOP  
HARRY COLLINS  
R. CORD HALL  
STEVE HUPPERT  
HENRY SHOWALTER  
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INTERIM TOWN MANAGER  
RANDY WINGFIELD

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VALERIE L. TWEEDIE,  
CPA, CFE, CGFM

CHIEF OF POLICE  
MARK SISSON

CLERK OF COUNCIL  
MICHELE M. STIPES

TOWN ATTORNEY  
GUINN & WADDELL, P.C.

# *Town of Christiansburg, Virginia 24073*

100 East Main Street ~ Telephone 540-382-6128 ~ Fax 540-382-7338

Request for Proposal (RFP) #PW-18-0024

for

Facility Assessment Services

**CONTRACT PERIOD:** The term of this contract is for one year (time frame) or as negotiated. There will be an option for four (4) one-year renewals or as negotiated.

Issue Date: November 3, 2017

Proposal Due Date and Hour: December 13, 2017 3:00 p.m.

**TABLE OF CONTENTS**  
**Request for Proposal Number: PW-18-0024**  
**Facility Assessment Services**

<u>Section #</u>	<u>Description</u>
------------------	--------------------

General Information Form

I	Purpose
II	Background
III	Statement of Need
IV	Proposal Preparation and Submission Requirements
V	Evaluation and Award of Contract
VI	Reservation of Rights
VII	Contract Administration
VIII	Payment Procedures

ATTACHMENT A: Terms and Conditions

ATTACHMENT B: Town of Christiansburg Standard Contract (sample)

ATTACHMENT C: list of the facilities, parks and pump stations along with square footages

TOWN OF CHRISTIANSBURG, VIRGINIA  
RFP # PW-18-0024  
ISSUE DATE: November 3, 2017  
(TO BE COMPLETED AND RETURNED)  
**GENERAL INFORMATION FORM**

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Kim Widrig, Purchasing Coordinator, Phone: (540) 382-6128 x1135; faxed to (540) 382-3762, or e-mail: [kwidrig@christiansburg.org](mailto:kwidrig@christiansburg.org).

DUE DATE: Sealed Proposals will be received until December 13, 2017 up to and including 3:00PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Town of Christiansburg Purchasing Department, 100 East Main Street, Christiansburg, Virginia 24073. Reference the Due Date and Hour, and RFP number in the lower left corner of the return envelope or package.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print)		Federal Taxpayer Number (ID#)	Contractor's Registration
Business Name / DBA Name / TA Name and Address		Payment Address	Purchase Order Address
Contact Name/Title		Signature (ink)	Date
Telephone Number	Fax Number	Toll Free Number	E-mail Address

**TOWN OF CHRISTIANSBURG**  
**RFP # PW-18-0024**  
**Facility Assessment Services**

**I PURPOSE:**

The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiation for Facility Assessment Services for the Town of Christiansburg, Virginia herein after referred to as "Town".

**II BACKGROUND:**

Originally a concentration of taverns and rest stops along the Great Wilderness Road (now U.S. Route 11); the Town of Christiansburg was established in 1792 and incorporated in 1833. Since then, Christiansburg has grown to 14 square miles of the New River Valley in the Blue Ridge Mountains in the Commonwealth of Virginia. The Town is now home to approximately 21,000 residents and serves as the county seat of Montgomery County.

Additional information on the Town of Christiansburg can be found at [www.christiansburg.org](http://www.christiansburg.org).

**III STATEMENT OF NEED:**

The Town of Christiansburg is seeking proposals from a qualified consultant to perform a comprehensive study on all town owned facilities to include a Facility Condition Assessment, Security Assessment, and Energy Audit.

**General Specifications:** The facility condition assessment shall include a capital improvement plan for all Town facilities and pump station locations. The security assessment shall provide the current overall level of security at each facility and a structured plan to upgrade existing key and lock systems along with other security systems that may exist. The energy audit shall provide a cost analysis and provide a proposal for methods to reduce energy consumption at each facility. See Attachment C for a list of the facilities, parks and pump stations along with square footages.

**Facility Condition Assessment (Non – Invasive Visual)**

- 1) The field assessor(s) will conduct a pre-project meeting with key staff members to discuss and provide the structure, approach and schedule for each facility to be assessed.
- 2) The field assessor(s) will visit each site and assess the general condition of the building(s) and on site equipment, review any provided construction documents in order to become familiar with and be capable to comment on the in place structure and systems. The field assessor(s) will perform a walk through visual audit of the building(s), existing systems, and components. The assessor(s) will identify physical deficiencies and formulate recommendations to remedy the identified physical deficiencies.
- 3) The field assessor(s) will interview applicable Town personnel to identify the property's significant repairs and replacements along with their costs. The level of preventative maintenance and frequency of repairs and replacements.
- 4) The assessor(s) may interview the Town's major maintenance contractors for systems such as roofing, HVAC, control systems etc. to gain insight to the historic preventative maintenance, recent capital improvements, and remaining useful life that may not be obtained otherwise. This information will not be used in place of the vendor's assessment but may be used to compliment the documentation provided.
- 5) The assessor(s) will conduct a comparison of documents and information provided by Town personnel along with observations to identify each property's physical improvements, extent and type of use, material discrepancies, and conditions.
- 6) The assessor(s) will identify capital repairs and deferred maintenance that can have a substantial impact in the immediate (6 - 12months), short term (1- 5 years), and Long term (10 – 20 years) for maintenance and replacement and capital planning purposes.
- 7) Site assessments will include property exterior assessment of landscaping, storm water drainage, exterior fixtures, asphalt, concrete, retaining walls, and fencing.

- 8) Recreational facilities will include an assessment of swimming pools and any filtration/disinfection equipment, ball courts, pedestrian travel paths, lighting for play fields, concession stands, restrooms, bleachers, turf, concrete backstops, pedestrian bridges, playgrounds, and gazebos.
- 9) The assessor(s) will observe all on site utilities and document any observed deficiencies with materials or system issues.
- 10) Structural Assessments will be performed and will include an assessment of building materials and their conditions along with reporting any physical deficiencies.
- 11) The assessor(s) will perform an assessment of the facilities roofs and adjoining components. The assessment will include the provision of any deficiencies observed, age, and life expectancy.
- 12) The assessor(s) will provide a thorough assessment of all facility associated systems to include HVAC, Electrical, Emergency back-up power systems, Plumbing, Fire Suppression, Elevators, and Life Safety.
- 13) Assessments will include identification of ADA compliance and recommendations for any areas that are not currently meeting the specifications.
- 14) The assessor(s) will visually note any observed mold/mildew and identify any potential causes for the growth.
- 15) The assessor(s) will evaluate all points of ingress/egress at each facility and document any unusual findings or deficiencies in these areas.

### **Energy Audit**

- 1) The energy auditor(s) will conduct a pre-project meeting with key staff members to discuss and provide the structure, approach and schedule for each facility to be assessed.
- 2) The energy audit will consist of an onsite assessment of energy consuming equipment along with elements of building structure that can impact energy consumption. Including the items listed below:
  - i. Roofs, Walls, Ceilings, Floors, Doors, Windows, etc.
  - ii. Types of Insulation Present and their ratings, Areas that are lacking in insulation.
  - iii. HVAC Complete system assessment
  - iv. Electric Motor performance and efficiency
- 3) The energy auditor(s) will conduct interviews and review any available plans with Town facility maintenance staff and operational staff to identify any past upgrades.
- 4) The energy auditor(s) will collect and review any relevant data including facility plans, as-built drawings, utility bills, and archived utility data.
- 5) The energy auditor(s) will assess all water using equipment and identify opportunities for upgrades.
- 6) The energy auditor(s) will perform an assessment of light levels in all spaces.
- 7) The energy auditor(s) will develop a detailed lighting assessment and provide identified areas of improvement.

### **Security Assessment**

- 1) The assessors will conduct a pre-project meeting with key staff members to discuss and provide the structure, approach and schedule for each facility to be assessed.
- 2) The assessors will meet with Managerial staff at each facility and obtain an understanding of the current security level and process established.
- 3) The assessors will perform a visual inspection of each facility and identify potential security risks.
- 4) The assessors will perform an audit of existing security systems to entrance and exit to critical areas, existing locks, and CCTV equipment.
- 5) The assessors will identify Key/Swipe card storage areas and the level of access to these areas.
- 6) The assessors will audit current key issuance processes for each facility and identify potential areas for process failure.
- 7) Upon completion the assessors will provide recommendations to address security concerns and establish a level of control with security access.

## **Reporting**

- 1) All assessments and recommendations will be provided on two formats.
  - i. A minimum of 3 printed copies which will be bound and tabbed.
  - ii. A minimum of 2 CD's in digital format that can be manipulated through the use of Microsoft office software.
- 2) Reports will include a table of contents and will be itemized by the following:
  - i. Facility Name
  - ii. Assessment
  - iii. Results/Findings
  - iv. Recommendations
  - v. Structured Replacement Plan 6-12 Months, 1-5 years , 10 – 20 Years

## **IV PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

### **A. GENERAL REQUIREMENTS:**

1. RFP Response: In Order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original and three (3) copies of each proposal must be submitted to:

Kim Widrig, Purchasing Coordinator  
Town of Christiansburg, Purchasing Department  
100 East Main Street  
Christiansburg, VA 24073

Identify on the outside of envelope: Sealed RFP # PW-18-0024

RFP Due date/Opening date and hour: December 13, 2017, 3:00 P.M.

The Offeror shall make no other distribution of the proposal.

#### **2. Proposal Preparations:**

- a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Purchasing Coordinator will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals will be reviewed and evaluated by a Committee as designated by the Town.
- c. Proposal should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- d. Proposal should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirements as it appears in the RFP if a

response covers more than one page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials and documentation originated and prepared for the Town pursuant to the RFP shall belong exclusively to the Town and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

**B. SPECIFIC REQUIREMENTS:**

Proposals should be as thorough and as detailed as possible so that the Town may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

- 1. The return of the RFP general information form and addenda, if any, signed and completed as required.
- 2. Please provide three (3) recent references, similar to the Town, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address and the name, phone number and email address of the individual the Town has your permission to contact.
- 3. Respond to each item in Section III, Statement of Need and your ability to meet the mandatory requirements.
- 4. Discuss your qualification and experience with regards to this kind of work.
- 5. Provide a proposed project schedule.

**V. EVALUATION AND AWARD OF CONTRACT:**

**A. Award of Contract:**

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the Town shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Town may cancel the Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated. See Attachment B for sample contract form.

B. Evaluation Criteria:

Proposals shall be evaluated by the Town using the following criteria:

<u>EVALUATION CRITERIA</u>	<u>RATING</u>
1. General Mandatory Requirements	25%
2. Experience	25%
3. Qualitative Responses	25%
4. Financial Responses	25%

VI **RESERVATION OF RIGHTS:**

The Town reserves the right to award in part or in whole, to one or more vendors, or to reject any or all proposals, whichever is deemed to be in its best interest.

VII **CONTRACT ADMINISTRATION:**

Name, Title, or his/her designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or his/her designee, shall determine the amount, quantity, acceptability, fitness of all aspect of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his/her designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Town's Purchasing Coordinator through a written amendment to the contract.

VIII **PAYMENT PROCEDURES:**

The Town will authorize payment to the Town after receipt of Contractor's correct invoice for services rendered. Invoices shall be sent to:

**ATTACHMENT A  
TERMS AND CONDITIONS**

**TOWN OF CHRISTIANSBURG**

- A. **Acceptance of Bids/Proposals:** Unless otherwise specified, all bids/proposals submitted shall be valid for a minimum period of 60 calendar days following the date established for receiving bids/proposals. At the end of the 60 calendar days the bid/proposal may be withdrawn at the written request of the bidder/proposer. If the bid/proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.
- B. **Anti-Discrimination:** By submitting their bids/proposals, bidders/proposers certify to the Town of Christiansburg that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1 and 2 below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. the contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- C. **Antitrust:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Town of Christiansburg all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Christiansburg under said contract.
- D. **Applicable Laws and Courts:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of Montgomery County, Virginia. The Contractor shall comply with federal, state, local laws, and regulations.
- E. **Assignment of Contract:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Town of Christiansburg.
- F. **Availability of Funds:** It is understood and agreed between the parties herein that the Town of Christiansburg shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- G. **Bid/Proposal Pricing:** The Bid/Proposal price shall be an all-inclusive price to deliver the specified goods and/or services FOB Destination to the address specified address per the specifications. Invoices must be itemized and will be paid at the unit price in the proposal. The Town will not accept or pay for additional line items such as freight, shipping and handling, delivery, downtime, equipment, lost time due to inclement weather or any other charges additional to the unit prices quoted in the Bid/Proposal.
- H. **Changes to the Contract:** Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Town of Christiansburg may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town of Christiansburg a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Town of Christiansburg's right to audit the contractor's records and/or to determine the correct number of units independently; or
- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Town of Christiansburg with all vouchers and records of expenses incurred and savings realized. The Town of Christiansburg shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Town of Christiansburg within thirty (30) days from the date of receipt of the written order from the Town of Christiansburg. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Town of Christiansburg or with the performance of the contract generally.

I. **Claims:** Contractual claims, whether for money or other relief, shall be submitted in writing to the Town Manager, Town of Christiansburg Office of the Town Manager, 100 East Main Street, Christiansburg, VA 24073, no later than sixty (60) days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pending claims shall not delay payment of amounts agreed due in the final payment (Code of Virginia, Section 2.2-4363). A contractor may not institute legal action prior to receipt of the Town Manager's decision on the claim, unless that office fails to render such decision within thirty (30) days. Failure of the Town to render a decision within thirty (30) days shall not result in the contractor being award the relief claimed or in any other relief or penalty. The sole remedy for the Town's failure to render a decision within thirty (30) days shall be the contractor's right to institute immediate legal action. The decision of the Town Manager shall be final and conclusive unless the contractor, within six (6) months of the date of the final decision of the claim, institutes legal action as provided in the Code of Virginia, Section 2.2-4364.

J. **Clarification of Terms:** If any prospective bidder/proposer has questions about the specifications or other solicitation documents, the prospective bidder/proposer should contact the buyer whose name appears on the face of the solicitation no later than three (3) working days before the due date. The bidder/proposer may be asked to submit such questions in writing. Any revisions to the solicitation will be made only by addendum issued by the buyer.

K. **Debarment Status:** By submitting their bids/proposals, bidders/proposers certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids/proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

L. **Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town of Christiansburg, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town of Christiansburg may have. In addition, the Town of Christiansburg reserves the right to cancel any orders placed that are not delivered by the date specified in the Invitation for Proposal.

M. **Drug-Free Workplace:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

N. **Ethics in Public Contracting:** By submitting their bids/proposals, bidders/proposers certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/proposer, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred

on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- O. **Facsimile and Email Proposals:** Facsimile or email unsealed proposals received in the Town of Christiansburg Purchasing Office prior to the time and date designated for proposal submission will be accepted. It is the bidder's/proposer's responsibility to ensure these bids/proposals are received by the Town of Christiansburg Purchasing Office. Facsimile or email bids/proposals will not be accepted for sealed bids or proposals.
- P. **Immigration Reform and Control Act of 1986:** By submitting their bids/proposals, bidders/ proposers certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- Q. **Indemnification:** Contractor agrees to indemnify, defend, and hold harmless the Town of Christiansburg its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by any kind or nature of services furnished by the contractor or contractor's use of any materials, goods, or equipment of any kind or nature, provided that such liability is not attributable to the sole negligence of the Town of Christiansburg.
- R. **Late Proposals:** To be considered for selection, bids/proposals must be received by the Town of Christiansburg Purchasing Office, 100 East Main Street, Christiansburg, VA 24073, by the designated date and hour. Bids/Proposals received in the Town of Christiansburg Purchasing Office after the date and hour designated are automatically disqualified and will not be considered. The Town of Christiansburg is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or other means of delivery. It is the sole responsibility of the bidder/proposer to ensure that its bid/proposal reaches the Town of Christiansburg Purchasing Office by the designated time and hour.
- S. **Mandatory use of Town Form and Terms and Conditions:** Failure to submit a bid/proposal on the official Town of Christiansburg form provided for that purpose shall be a cause for rejection of the bid/proposal. Modification of or additions to any portion of the Invitation for Bid/Request for Proposal may be cause for rejection of the bid/proposal; however, the Town of Christiansburg reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid/proposal as nonresponsive. As a precondition to its acceptance, the Town of Christiansburg may, in its sole discretion, request that the bidder/proposer withdraw or modify nonresponsive portions of a bid/proposal which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
- T. **Negotiation with the Lowest Bidder:** Unless all bids are cancelled or rejected, the Town of Christiansburg reserves the right granted by § 2.2-4318 of the *Code of Virginia* to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the Town whenever such low bid exceeds the Town's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the agency for this contract prior to the issuance of the written Invitation for Bid. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The Town shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that the Town wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the Town and the lowest responsive, responsible bidder.
- U. **Nondiscrimination of Contractors:** A bidder, proposer, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- V. **Payment:**
1. **To Prime Contractor:**
    - a. Invoices for items ordered, delivered, and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the Town of Christiansburg or state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
    - b. Any payment terms requiring payment in less than 45 days will be regarded as requiring payment 45 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 45 days, however.
    - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.

- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Town of Christiansburg shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, § 2.2-4363*).

**2. To Subcontractors:**

- a. A contractor awarded a contract under this solicitation is hereby obligated:
  - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Town of Christiansburg for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - (2) To notify the Town of Christiansburg and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Town of Christiansburg, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Town of Christiansburg.

- W. **Precedence of Terms:** The following General Terms and Conditions ANTI-DISCRIMINATION, ANTITRUST, APPLICABLE LAWS AND COURTS, CLARIFICATION OF TERMS, DEBARMENT STATUS, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, MANDATORY USE OF TOWN FORM AND TERMS AND CONDITIONS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- X. **Public Notice of Award:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the Town of Christiansburg will publicly post such notice on the Town of Christiansburg website ([www.christiansburg.org](http://www.christiansburg.org)) if the amount of the transaction is \$30,000 or more. Award information may also be obtained by contacting the buyer whose name appears on this solicitation.
- Y. **Qualification of Bidders/Proposers:** The Town of Christiansburg may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/proposer to perform the services/furnish the goods and the bidder/proposer shall furnish to the Town of Christiansburg all such information and data for this purpose as may be requested. The Town of Christiansburg reserves the right to inspect bidder's/proposer's physical facilities prior to award to satisfy questions regarding the bidder/proposer's capabilities. The Town of Christiansburg further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such bidder/proposer fails to satisfy the Town of Christiansburg that such bidder/proposer is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- Z. **Supremacy Clause:** Notwithstanding any provision in the bidder's/proposer's response to the contrary, the bidder/proposer agrees that the terms and conditions contained in the Town of Christiansburg's IFB/RFP prevail over contrary terms and conditions contained in the bidder's/proposer's response.
- AA. **Taxes:** Sales to the Town of Christiansburg are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes.
- BB. **Transportation and Packaging:** By submitting their bids/proposals, all bidders/proposers certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping

containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

CC. **Testing and Inspection:** The Town of Christiansburg reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

DD. **Use of Brand Names:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict proposers to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder/proposer is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Town to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bids only the information furnished with the bids will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid/proposal nonresponsive. Unless the bidder/proposer clearly indicates in its bid/proposal that the product offered is an equivalent product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.

EE. **Termination:**

1. The Town may terminate this contract with or without cause by giving contractor a thirty (30) day notice in writing. Upon delivery of said notice and upon expiration of the thirty (30) day period, contractor shall discontinue all services in connection with the performance of this contract and shall proceed to cancel promptly all related third party contracts. Termination of the Contract by the Town pursuant to this paragraph shall terminate all of the Town's obligations hereunder and no charges, penalties or other costs shall be due contractor except for compensation of work timely and satisfactorily completed.
2. In addition to the Town's right of termination, either party may terminate this contract in the event the other party violates or fails to perform any covenant, provision, obligation, term, or condition contained in this contract, provided that unless otherwise provided in this contract, such failure or violation shall not be cause for termination if the defaulting party cures such default (if the default is susceptible to cure) within thirty (30) days of receipt of a written notice of default. The notice of default shall state the party's intent to terminate the contract if the default is not cured within a specified time period.
3. **Appropriation Approval.** Contractor acknowledges that the Town's performance and obligation to pay under this contract is contingent upon annual appropriation by Town Council. Contractor agrees that in the event that such appropriation is not forthcoming, the Town may terminate this contract and no charges, penalties, or other costs shall be assessed.

## **SPECIAL TERMS AND CONDITONS**

1. **Award:** The Town of Christiansburg will make the award on a Unit Price basis to the lowest responsive and responsible bidder. The purchasing office reserves the right to conduct any test it may deem advisable and to make all evaluations. The Town also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
2. **Extra Charges Not Allowed:** The bid price shall be for complete delivery of equipment, ready for use by the Town of Christiansburg, and shall include all applicable freight and installation charges; extra charges will not be allowed.
3. **Insurance:** Contractor certifies that it and its subcontractors, if any, will have the insurance coverage set forth below at the time the contract is awarded and that such insurance will be maintained during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

### **MINIMUM INSURANCE REQUIRED:**

- a. **Workers' Compensation:** Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer.
  - b. **Employer's Liability:** \$100,000
  - c. **Commercial General Liability:** \$1,000,000 per occurrence. Commercial General Liability shall include bodily injury and property damage, personal injury, advertising injury, products and completed operations coverage. The "Town of Christiansburg, its officers, agents, and employees," shall be named as additional insured on a primary basis and so endorsed on the policy. Such additional insured status shall be primary without participation by the Town's insurers.
  - d. **Automobile Liability** - \$1,000,000 per occurrence.
  - e. **Professional Liability, if applicable:** \$1,000,000 per occurrence.
  - f. **Umbrella Liability:** \$1,000,000 per occurrence.
4. **Maintenance Manuals:** The Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties when applicable.

5. **Warranty (Commercial):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Town of Christiansburg by any other clause of this solicitation. A copy of this warranty must be furnished with the bid.

**ATTACHMENT B**

**"SAMPLE" CONTRACT**

(This contract is only a sample and wording may change or vary from sample at the time of execution)

**Contract Number:**

This contract entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by \_\_\_\_\_

hereinafter called the "Contractor" and the Town of Christiansburg, hereinafter called the "Town."

**WITNESSETH** that the Contractor and the Town, in consideration of the mutual covenants, promises, and agreements contained herein, agree as follows:

**SCOPE OF SERVICES:** The Contractor shall provide the services to the Town as set forth in the IFB.

**CONTRACT PERIOD:** The initial contract period is \_\_\_\_\_ through \_\_\_\_\_.

**COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid in accordance with the IFB and Contractor's Bid submitted thereto.

**CONTRACT DOCUMENTS:** The Contract Documents shall consist of this signed Contract, the Invitation for Bid ("IFB") Number \_\_\_\_ with its Terms and Conditions, dated \_\_\_\_\_, together with all written Addenda and modifications thereof, the bid submitted by the Contractor dated \_\_\_\_\_, all of which contract documents are incorporated herein.

In **WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

**TOWN OF CHRISTIANBURG:**

By: \_\_\_\_\_ By: \_\_\_\_\_

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

Attest: \_\_\_\_\_ Attest: \_\_\_\_\_

**ATTACHMENT C**

<b>Facility</b>	<b>Location</b>	<b>Square Footage</b>
Town Hall	100 East Main Street	39,000
Recreation Center	1600 North Franklin Street	77,400
Harkrader Sports Complex	1209 Buffalo Drive	4,900
Aquatic Center	595 North Franklin Street	153,000
Operations Center	300 Scattergood Drive	39,122
Wastewater Treatment Facility	2557 Crab Creek Road	28,035
Fire Department	110 Depot Street	23,750
Rescue Squad	190 Depot Street	26,450
Police Department	10 East Main Street	22,000
Hubble Radio Bldg.	2055 Simpson Rd.	100
Hills Radio Bldg.	1480 Sherwood Dr.	144
Buffalo Radio Bldg.	1306 Buffalo Dr.	100
Warren St. Radio Bldg.	A-10 Warren St. NW	144
Sunset Cemetery	501 South Franklin Street	1,580

<b>Pump Station Name</b>	<b>Location</b>	<b>Square Footage</b>
Buffalo Water Booster Station	1306 Buffalo Drive	231
Lubna Water Booster Station	879 Life Drive	231
Edgewood Water Booster Station	1408 South Franklin Street	215
Craig Mountain Water Booster Station	1285 Flint Drive	212
Silver Lake Waste Water	1202 Silver Lake Rd.	53
Life Bible Waste Water	900 Life Bible College	53
Edgewood Waste Water	1406 South Franklin St.	53
Starlight Waste Water	699 Hemlock St.	53
Connors Waste Water	200 Pops Ln.	53
Tower Waste Water	832 Tower Rd.	257
Falling Branch Waste Water	340 John Lemley Ln.	106
Wayside Waste Water	4593 Way Side Dr.	106
Pine Hollow Waste Water	307 Pine Hollow Rd.	172
Teel Waste Water	355 Teel St.	85
Red Oak Waste Water	65 Red Oak Dr.	53

Midway Waste Water	3305 North Franklin St.	53
Slate Branch Waste Water	1001 Celtics Way	723
Walters Waste Water	740 Walters Dr.	30
Peppers Ferry Waste Water	280 Peppers Ferry Rd. NW	225
Belmont Waste Water	765 New Village Dr.	72
Walnut Grove Waste Water	510 Canterbury St. SW	81

<b>Park Name</b>	<b>Location</b>	<b>Square Footage</b>
Circle Park	318 Circle Drive	43,000
Depot Park	250 Depot Street	213,818
Downtown Park	55 College Street	101,250
John Lemley Park	271 John Lemley Lane	20,000
Skate Park	75 Mill Lane	23,296
Town and Country (Summit Ridge) Park	305 Summit Ridge Road	43,000
Wall Street Park	1300 Wall Street	35,000
Kiwanis Ball Park	310 Kiwanis Lane	266,000

# TOWN OF CHRISTIANSBURG

PURCHASING DEPARTMENT  
100 East Main Street  
CHRISTIANSBURG, VA 24073  
PHONE (540) 382-9519 X1135 | FAX: (540) 382-3762  
Kim Widrig, Purchasing Coordinator

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## REQUEST FOR PROPOSAL PW-18-0024

### ADDENDUM NUMBER 1

**DATE:** November 30, 2017  
**TITLE:** Facility Assessment Services

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#### Purpose:

The purpose of this Addendum Number 1 is as follows:

- Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the Town website for all addenda or amendments.
  1. RFP, Section III, Statement of Need, Energy Audit: What ASHRAE Level (1-3) does the Town anticipate to meet the Energy Audit requirements?  
A minimum level 2. This can be discussed further during negotiations. The ultimate goal would be to meet requirements through a phased process over several years.
  2. RFP, Section IV, B, Specific Requirements and Section V, B, Evaluation Criteria: The evaluation criteria includes 25% for Financial Responses, but the Specific Requirements for a complete proposal does not mention cost/pricing. Can the Town clarify if pricing information is required as part of the proposal submittal, or if pricing will be discussed/negotiated if the contractor is selected for negotiations?  
Pricing is not required as part of the proposal submittal. Pricing will be discussed in the negotiation phase. The Town has decided to change the Evaluation Criteria since there has been some confusion on the Financial Responses grading criteria. Please see updated Evaluation Criteria below:

EVALUATION CRITERIA	RATING
1. General Mandatory Requirements	25%
2. Experience	35%
3. Qualitative Responses	40%

3. RFP, Section IV, B, Specific Requirements, 5. Provide a proposed project schedule: For schedule development purposes, should we assume all facilities, pump stations, and parks shown Attachment C will be awarded under the initial contract?

Yes the initial proposal should assume all areas listed will be awarded under the contract. That may be discussed further during negotiations with a longer term phased approach.

- All other terms and conditions in the Request for Proposal remain the same.

# EXHIBIT B



Proposal to Conduct  
Facility Assessment  
Services for the  
Town of Christiansburg,  
Virginia

RFP#: PW-18-0024

December 13, 2017

**Prepared by:**

Cardno GS, Inc.  
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**ORIGINAL**

**Submitted to:**

**Ms. Kim Widrig  
Purchasing Coordinator  
Town of Christiansburg  
Purchasing Department  
100 East Main Street  
Christiansburg, Virginia 24073**



December 13, 2017

Ms. Kim Widrig  
Purchasing Coordinator  
Town of Christiansburg  
Purchasing Department  
100 East Main Street  
Christiansburg, Virginia 24073

Reference: Facility Assessment Services for the Town of Christiansburg: RFP# PW-18-0024

Dear Ms. Widrig,

Cardno GS, Inc. (hereafter Cardno) is pleased to submit our qualifications to conduct Facility Assessment Services, Energy Audits, and Security Assessments for the 14 facilities, 21 pump stations, and eight (8) parks listed in Attachment C of the Request for Proposals (RFP).

Cardno is an industry leader in conducting these types of services for municipal infrastructure owners such as the Town of Christiansburg (hereafter Town). To ensure the Town receives a measurable and successful return on investment, we will perform the assessments using **our fully customizable capital asset planning and management application**, **paragon**, and following internal work protocols that allow us to work in occupied buildings without disrupting the normal flow of business operations. We are confident in our ability to mobilize, assess, audit, and support all services outlined in the RFP and any additional services the Town may require.

We have **over 25 years of experience** performing these services and employ highly qualified staff to meet the Town's goals. Our qualifications and experience includes:

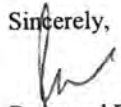
- ✓ Successful **assessments of over 100,000 facilities** and **over one billion square feet** across municipal, state, and federal government sectors, including the National Park Service and all branches of the US military.
- ✓ We have assessed **over 33.5 million square feet for municipal clients within the last five years**.
- ✓ Team of Leadership in Energy and Environmental Design Accredited Professionals (LEED AP), Certified Energy Managers (CEM), Professional Engineers (PE), and Registered Architects (RA) in central Virginia.
- ✓ Team members are Facility Assessment-trained professionals with several years of experience in assessing mechanical, electrical, plumbing, architectural, **life safety**, **Americans with Disabilities Act (ADA)** compliance, structural, and exterior conditions of all facility types.
- ✓ **CEMs** with a wealth of experience conducting **ASHREA Level I and II Energy Audits** providing innovative, high quality, and cost effective solutions and services.

Our project principal, Mr. Robert (Bob) Kahler, is located in Blacksburg, Virginia with all remaining team members located in our headquarters office in Charlottesville.

We have organized our proposal to follow the requirements of the RFP. **The Town has our permission to contact the three (3) references provided in our proposal. We agree to the terms and conditions of RFP Attachment A.**

On behalf of Cardno, I would like to express our enthusiasm and excitement at the opportunity of working with you to complete this project and building a trusted partnership that enables the Town to reach their objectives. Please contact me at [ray.best@cardno-gs.com](mailto:ray.best@cardno-gs.com) or 434.295.4446 should you have questions about our proposal or if you would like additional information.

Sincerely,



Raymond Best, PE, LEED AP BD+C  
Senior Vice President

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**RFP Section IV Specific Requirements, 1. General Information Form and Addenda**

We acknowledge receipt of the following Addenda:

- Addendum 1, dated November 30, 2017

The completed General Information Form is on the following page.

**TOWN OF CHRISTIANSBURG, VIRGINIA**

RFP # PW-18-0024

ISSUE DATE: November 3, 2017

(TO BE COMPLETED AND RETURNED)

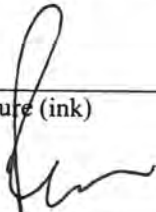
**GENERAL INFORMATION FORM**

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Kim Widrig, Purchasing Coordinator, Phone: (540) 382-6128 x1135; faxed to (540) 382-3762, or e-mail: [kwidrig@christiansburg.org](mailto:kwidrig@christiansburg.org).

DUE DATE: Sealed Proposals will be received until December 13, 2017 up to and including 3:00PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Town of Christiansburg Purchasing Department, 100 East Main Street, Christiansburg, Virginia 24073. Reference the Due Date and Hour, and RFP number in the lower left corner of the return envelope or package.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print) <b>Cardno GS, Inc.</b>		Federal Taxpayer Number (ID#) <b>54-1524820</b>	Contractor's Registration <b>0349195-8 (Virginia)</b>
Business Name / DBA Name / TA Name and Address <b>Cardno GS, Inc. DBA: Cardno 2496 Old Ivy Road Suite 300 Charlottesville, Virginia 22903</b>		Payment Address <b>Cardno GS, Inc. 2496 Old Ivy Road Suite 300 Charlottesville, Virginia 22903</b>	Purchase Order Address <b>Cardno GS, Inc. 2496 Old Ivy Road Suite 300 Charlottesville, Virginia 22903</b>
Contact Name/Title <b>Raymond Best / Senior Vice President</b>		Signature (ink) 	Date <b>December 8, 2017</b>
Telephone Number <b>434.295.4446</b>	Fax Number <b>434.295.5535</b>	Toll Free Number <b>N/A</b>	E-mail Address <b>ray.best@cardno-gs.com</b>

## Introduction



Cardno is a full-service engineering, architecture, planning and environmental consulting company that has served public- and private-sector clientele worldwide for more than 50 years. The company has over 3,000 staff located in the United States, of which 243 are located in Virginia. Our asset management practice routinely provides **comprehensive facility condition assessments (FCA), energy audits, security, and Americans with Disabilities Act (ADA) compliance assessments.**

### RFP Section III, General Specifications

*The facility condition assessment shall include a capital improvement plan for all Town facilities and pump station locations. The security assessment shall provide the current overall level of security at each facility and a structured plan to upgrade existing key and lock systems along with other security systems that may exist. The energy audit shall provide a cost analysis and provide a proposal for methods to reduce energy consumption at each facility.*

**FCAs:** Cardno's FCA capabilities, experience, and quality deliverables are unmatched across the industry. Experience covers more than 100,000 facilities and over one billion square feet of facility space and exterior site area, including **wastewater pump stations, booster pump stations, and parks** for municipalities such as the Town. Our reports include **capital improvement plans**, building results and findings, **short- and long-term building and component replacement plans**, and low-cost recommendations for immediate asset improvement.

**Energy Audits:** Cardno is an industry leader in providing energy management support to a variety of clientele similar to the Town. Experience includes **ASHREA Level I and II energy audits** for large property portfolio managers, energy policy development for National Aeronautics and Space Administration, renewable energy feasibility studies and master planning for the Department of Defense, and nationwide energy assessments and efficiency standards development for the US Coast Guard. Our ability to innovate and scale-up industry "best practices" will prove beneficial to the Town. With expertise in **ISO 50001, Energy Management**, and innovative energy saving techniques, we will provide the Town no- to low-cost **energy improvement recommendations** that could significantly improve energy efficiencies, **reduce consumption, and reduce the Town's energy costs.**

**Security Assessments:** Cardno performed security assessments at 50 locations nationwide for a confidential U.S. Government client in 2017. Work included initial project meetings to coordinate the scope of the assessments, checklist development to meet specific security requirements to comply with higher-level certification needs, and coordination with high-level departmental security staff to ensure the end-result would meet the accreditation requirements. Assessors met with onsite supervisors, **assessed physical and acoustic perimeter security, as well as electronic and communications system security.** Assessors checked for filtering of electrical systems and observed operation of **door lock interlocks and camera systems.** Developed final report that included the assessment for each site, deficiencies, and prioritized recommended repairs and improvements.

**Data Analysis:** Our proprietary **Capital Asset Planning and Management software, paragon**, is a web-based system that provides a foundation for knowledge-based decision-making regarding the maintenance, repair and replacement of facilities and building-related site infrastructure. **paragon** is a fully customizable comprehensive asset portfolio tool, allowing for the collection, storage, analysis and reporting of facilities and infrastructure components, condition and related asset data. It provides a holistic view of the portfolio, including buildings, structures, security elements, energy, and utility infrastructure, and is able to quantify and centrally manage all facility needs such as deferred maintenance, functional requirements, energy requirements, and LEED benefits.

**Field Data Collection:** For improved efficiencies in field operations and accuracy of data collection, our assessors will use iPads and the mobile application **paragon Data Collector (paragon DC).** The application allows users to store all inspection/assessment data collected in the field in electronic format. Upon completion of daily fieldwork, we upload the data collected to **paragon** for further data processing, analysis and reporting.

**Reporting:** paragon has an integrated reporting tool, Report Builder, to facilitate the creation of custom reports. We can then export detailed reports to a wide variety of formats, including Excel.

**Cost Estimating:** paragon is fully compatible with RSMeans Online, the industry-leading web service that provides current costs based on project materials, labor rates, equipment rates, market variations and productivity information. We use this online database to generate cost estimates for work items generated in paragon.

#### RFP Section IV Specific Requirements, 2. Provide Three (3) References

Cardno hereby grants permission to the Town to contact the references below.

Reference 1	Multiple FCAs and ADA Survey, Public Facilities and Parks, Albemarle County, VA
<b>Client Name:</b> County of Albemarle <b>Client Address:</b> 401 McIntire Road, Office of Facilities Development, Charlottesville, VA 22902	
<b>Dates Services Provided:</b> 2008 - Ongoing <b>Point of Contact:</b> Michael Freitas, Chief of Public Works <b>Phone:</b> 434.296.5816 <b>Email:</b> mfreitas@albemarle.org	
Purchase Agreement with County of Albemarle: To date, conducted seven separate FCA projects for over 60 facilities and approximately 1.5 million square feet (sf) across the County. Assessed <b>fire departments, schools, administrative offices, courthouses, jails, libraries, and historic structures.</b> Scopes included inspections and identification of <b>deficiencies of structural, mechanical, electrical, plumbing, envelope, interior finishes, and roofing.</b> Prepared cost estimates using RSMeans cost data as a basis. Use of paragon to store collected data and aid in preparation of the various reports. Provided results in a series of presentations with County senior administrators. Prepared <b>5- and 10-year maintenance action plans (MAP) and facility condition indices (FCI) for each facility and the county as a whole to aid the County in managing current and future funds for maintenance.</b> Provided work packages of deficiencies that were cost estimated and prioritized on a 5-year schedule with a 10-year projection of maintenance costs. Cardno also conducted <b>ADA Assessment Survey for 320,454 sf of administrative facilities and 31,586 sf of parks and recreation facilities.</b> Completed <b>ADA checklists</b> for all buildings including inventory list and locations such as <b>recreation components, parking lots, entrance facilities and other identified sites.</b> Evaluation of all deficient conditions from public drop-off to facility entrance and through the building in all public use and activity spaces based on ADA Accessibility Guidelines (ADAAG). Final report included deficiency estimates, photos, descriptions, and transition solutions for each building and site.	
Reference 2	Facilities Condition Assessments, Mecklenburg County, NC
<b>Client Name:</b> Mecklenburg County, NC <b>Client Address:</b> Facilities Maintenance and Operations, 3205 Freedom Drive, Suite 101, Charlotte, NC 28208	
<b>Dates Services Provided:</b> February 2014 – September 2014 <b>Point of Contact:</b> Vic Reece, Division Director <b>Phone:</b> 980.314.2522 <b>Email:</b> vic.reece@mecklenburgcountync.gov	
<b>Conducted FCA and ADA evaluations</b> to plan capital needs and provide a baseline for possible future assessments. The assessed systems and facilities included <b>exterior structure, roofing, interior structure and finishes, mechanical equipment, electrical equipment, fire protection, and site improvements.</b> Provided FCI of the overall condition of each facility based on subsystem assessment. Surveyed <b>100 facilities</b> and associated sites <b>with approximately 5 million sf,</b> including <b>administrative offices, community/recreation centers, libraries, jails, and other County government buildings.</b> The <b>ADA survey</b> included exterior access from parking, bus drop-off, and public access to and including the entrance door of each facility. Evaluated all components of the exterior access for size, location, slope, proper stripping, walks, curb cuts, ramps, and door size and operation. Reported deficiencies with the project deliverables including cost estimates. Use of paragon to store collected data and aid in preparation of the various reports. Provided a <b>report of findings for each facility that objectively rated the remaining life span of the facility and various components, and the recommended need of the replacement of the facility or components within a 5-year planning window.</b> The final report included a description of the methodology of the facility rating system that aligned with the County's Capital Reserve Projects criteria. The report consisted of summary text of our findings for each system assessed with current and deferred maintenance deficiencies and a MAP.	

**Reference 3****FCA Blue Ridge Juvenile Detention Facility, Albemarle County, VA****Client Name:** Blue Ridge Juvenile Detention Commission**Client Address:** 195 Peregory Lane, Charlottesville, VA 22902**Dates Services Provided:** 2013**Point of Contact:** Cathy Roessler, Superintendent **Phone:** 434.951.9341 **Email:** roesslerc@brjd.org

Conducted FCA including ADA and life safety reviews for the 28,430 sf detention center. All work, including final reporting, prioritized deficiencies, cost estimates and debrief with the facilities Board of Directors completed within the schedule. The FCA included comprehensive inventory and assessment of major building systems including **interior systems, exterior envelope, structural, plumbing, HVAC, electrical and roofing**. cursory review of general code compliance, **life safety compliance, and ADA compliance** was included. Review of pertinent technical documents such as plans, specifications, and equipment manuals as available. Discussions of operations and problem areas with facility operators. Use of paragon to store collected data and aid in preparation of the various reports for the facility. FCA report included prioritized deficiencies, cost estimates, and photos.

**RFP Section IV Specific Requirements, 3. Respond to Section III, Statement of Need****Facility Condition Assessment (Non-Invasive Visual)**

*1) The field assessor(s) will conduct a pre-project meeting with key staff members to discuss and provide the structure, approach and schedule for each facility to be assessed.*

As described in previous sections, our team has deep knowledge and expertise in completing comprehensive FCAs and experience working with each other. Our team understands that FCAs are critical to developing a holistic picture of the existing condition of physical assets to inform facility master plans and budget requests.

Upon the notice to proceed, we will immediately begin planning fieldwork in collaboration with Town staff. This will include identifying points-of-contact for access, hours, days of availability, and coordinating field data collection to meet an agreed upon schedule.

FCAs follow an established set of steps that Cardno has implemented for many years. Cardno plans to initiate the project with an in-person kick-off meeting to include Cardno's Project Principal, Project Manager, and Town staff. During the meeting, we will review the facilities identified for assessment, discuss the scope of the assessment, present the structure of the field team, and describe the schedule. For the assessment, Cardno anticipates utilizing a six-person assessment team, but may adjust the team during the negotiation process based on the details of the scope of work. We have the ability to utilize additional assessment teams to expedite the schedule, if necessary.

Other specifics discussed during the kick-off meeting include:

- For the Town, Cardno proposes to utilize its in-house data management tool, paragon.
- Cardno will collect existing data and information on each facility included in the FCA. Information may include drawings, past inspections, maintenance data and any other information provided by the Town. The team will review this data, particularly information regarding age, size, and general construction of the facilities and major renovations. We may print select drawings and reports for reference during fieldwork activities.

To prepare the field team for the FCA, we will provide them with information gathered during the kick-off meeting. We will hold team calibration meetings to brief team members on specific expectations, paragon, and other required tasks. Cardno conducts team calibration meetings prior to each assessment trip. Town personnel are welcome to attend the meetings. Meeting agenda includes a discussion of the scope of work, specific facilities, special requirements (security, schedule, concerns, etc.), team member area of responsibility, quality control measures, and a safety briefing.

2) The field assessor(s) will visit each site and assess the general condition of the building(s) and on site equipment, review any provided construction documents in order to become familiar with and be capable to comment on the in place structure and systems. The field assessor(s) will perform a walk through visual audit of the building(s), existing systems, and components. The assessor(s) will identify physical deficiencies and formulate recommendations to remedy the identified physical deficiencies.

During the on-site assessment phase, team members will visit each building to complete the assessment. The field assessment is limited to readily accessible and visible areas. Assessors will note the materials used and the general conditions of building components, and identify obvious problems and visible defects in the materials and building systems. We will use iPads to record all observations in **paragon DC** for each major building system.

**paragon** data recording standards and ASTM UNIFORMAT II both define building systems. For the Town, we will collect data at UNIFORMAT II Level 2, or at an agreed upon level during the negotiation phase. The **paragon** catalogue includes service life and replacement value data for each building system on a square foot basis. We also integrate elements related to recapitalization costs into **paragon**.

During site observations, the assessor will assign a direct condition rating (DCR) based on the current condition for each observed system. We can adjust the proposed, nine-point scale DCR ratings shown below, to match custom ratings the Town may prefer.

**Direct Condition Rating (DCR) Definitions**

Rating	SRM* Needs	Rating Definition
Green (+)	Sustainment consisting of possible preventive maintenance (where applicable).	Entire component-section or component-section sample free of observable or known distress.
Green	Sustainment consisting of possible preventive maintenance (where applicable) and minor repairs (corrective maintenance) to, possibly, few or some subcomponents.	No component-section or sample serviceability or reliability reduction. Some, but not all, minor (non-critical) subcomponents may suffer from slight degradation or few major (critical) subcomponents may suffer from slight degradation.
Green (-)		Slight or no serviceability or reliability reduction overall to the component-section or sample. Some, but not all, minor (non-critical) subcomponents may suffer from minor degradation or more than one major (critical) subcomponent may suffer from slight degradation.
Yellow (+)	Sustainment or restoration to any of the following: Minor repairs to several subcomponents; significant repair, rehabilitation, or replacement of one or more subcomponents, but not enough to encompass the component-section as a whole; or combinations thereof.	Component-section or sample serviceability or reliability is degraded but adequate. Very few major (critical) subcomponents may suffer from moderate deterioration with perhaps a few minor (non-critical) subcomponents suffering severe deterioration.
Yellow		Component-section or sample serviceability or reliability is definitively impaired. Some, but not a majority, major (critical) subcomponents may suffer from moderate deterioration with perhaps many minor (non-critical) subcomponents suffering severe deterioration.
Yellow (-)		Component-section or sample has significant serviceability or reliability loss. Most subcomponents may suffer from moderate degradation or a few major (critical) subcomponents may suffer from severe degradation.
Red (+)	Sustainment or restoration required consisting of major repair, rehabilitation, or replacement to the component-section as a whole.	Significant serviceability or reliability reduction in component-section or sample. Majority of subcomponents are severely degraded and others may have varying degrees of degradation.
Red		Severe serviceability or reliability reduction to the component-section or sample such that it is barely able to perform. Most subcomponents are severely degraded.
Red (-)		Overall component-section degradation is total. Few subcomponents salvageable, if any. Complete loss of component-section or sample serviceability.

\*Sustainment, Restoration, Modernization

During the FCA, assessors will observe and document work items. Work items consist of components or systems that are broken, damaged, deteriorated, or present environmental, life safety, or code compliance issues (e.g., ADA). The assessors provide detailed descriptions of work items and proposed solution(s) to address the issue(s). This forms the basis of a conceptual design to repair and/or replace the asset or component.

*3) The field assessor(s) will interview applicable Town personnel to identify the property's significant repairs and replacements along with their costs. The level of preventative maintenance and frequency of repairs and replacements.*

During the kick-off meeting or prior to the facility assessment visits, the field team will conduct interviews with Town staff that have knowledge of each facility to ascertain the history of previous repairs and replacements, if available. The assessors will prepare cost estimates for each deficiency to develop planning budgets. Cardno utilizes a variety of tools for cost estimating purposes, including RSMeans, previous bid data (where available), vendor quotes for materials, and contractor pricing as appropriate. We will consolidate individual work items into Work Packages, to combine the work items into logical or executable groups based on type of work, location, or other criteria selected by the Town. The number of Work Packages can be significantly less than the number of work items, allowing the information to be understandable and included in budgeting and capital planning.

*4) The assessor(s) may interview the Town's major maintenance contractors for systems such as roofing, HVAC, control systems etc. to gain insight to the historic preventative maintenance, recent capital improvements, and remaining useful life that may not be obtained otherwise. This information will not be used in place of the vendor's assessment but may be used to compliment the documentation provided.*

It is important to obtain data about specific items as well as system-wide data. As soon as possible after receiving the notice to proceed, but no later than the start of the field assessment work, Cardno intends to interview the Town's major maintenance contractors to gain insight to the historic preventative maintenance and recent capital improvements, if any. Accurate historical replacement records, if provided, are typically the best source of information.

*5) The assessor(s) will conduct a comparison of documents and information provided by Town personnel along with observations to identify each property's physical improvements, extent and type of use, material discrepancies, and conditions.*

Prior to field assessment work, Cardno will request relevant documentation that would aid in the knowledge of physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions.

*6) The assessor(s) will identify capital repairs and deferred maintenance that can have a substantial impact in the immediate (6 - 12 months), short term (1- 5 years), and Long term (10 - 20 years) for maintenance and replacement and capital planning purposes.*

Cardno specializes in conducting FCAs that provide clients with accurate information and defensible data for projecting and requesting capital asset renewal and deferred maintenance funding. As part of the post-assessment data analysis, Cardno will prepare forecasts for repair, replacement, and capital projects. In addition, we will analyze and prioritize investment alternatives.

Project prioritization is a means to support Town decision makers in the evaluation and allocation of resources to facility investments in a budget-constrained environment. Reasons to prioritize include:

- Aligning project requirements with staff capability/staff capacity;
- Enabling the sequencing of projects for efficient execution;
- Facilitating timely investment requests within the budget process timeline; and
- Addressing the most critical facility needs within funding limitations.

In our experience, effective decision support for facility investment requires a systematic and fact-based approach that relates investment opportunities and their potential effect on the essential operations of the organization.

Accordingly, our prioritization process follows these principles:

- It is data driven incorporating defined and established standards such as:

- Performance metrics
- Measurement criteria
- It is risk based in terms of risk-to-mission, it measures and ranks project impact;
- It adheres to Defensible, Auditable, Repeatable, and Transparent (DART) criteria.

The basic characteristics of the prioritization process outputs are:

- Potential impacts to the Town (risk) are identified and ranked;
- Likelihood and severity indicators used to evaluate relative risk.

The prioritization process documents impacts to the facility presented by each deficiency. The following figures and graphs illustrate indicators used in the prioritization process.

### Facility Operations Impact

#### Examples (Category I Failure Probability A):

1. Roof severely damaged and leaking over 50% of its surface
2. Electrical Main distribution panel with overloaded circuits, major violations of the National Electrical Code and Infra-red survey and load readings project an overloaded and overheating condition

#### Examples (Category II Failure Probability A):

1. Roof is leaking on one section less than 50% of its total area
2. One of three packaged Glycol HVAC systems used for equipment cooling is inoperative

#### Examples (Category III Failure Probability A):

1. One of several circulating pumps used for equipment cooling chilled water distribution system has failed

Deficiency Severity	Failure Probability	Subcategory A System is in a state of failure	Subcategory B Failure is predicted within a year after the inspection	Subcategory C Failure is likely to occur before next scheduled inspection (3yrs)	Subcategory D System is near the end of its "Life Cycle." Failure may occur prior to next scheduled inspection	Critical Deferrable
		A	B	C	D	
<b>Category I- Catastrophic</b> The deficiency will result in the loss of 50% or more of the facility operations	I	9	9	5	3	
<b>Category II- Critical</b> The deficiency will result in a partial loss of facility operations (<50%)	II	9	7	5	3	
<b>Category III- Marginal</b> Will cause continued deterioration and property damage	III	7	5	3	1	
<b>Category IV- Negligible</b> Probably will not affect any mission aspect, but is nevertheless, in violation of a BOCA, NEC, or other National Standards	IV	5	3	1	1	

Building systems have different levels of importance based on building function and are assigned a Building Criticality Score, see the example below.

Building Criticality	Building Criticality Score
Important	1
Essential	3
Critical	5

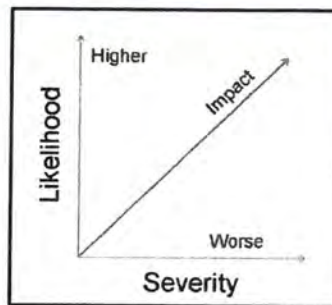
The Town provides Building Criticality based on their knowledge of the facilities as shown in the example below.

Unifomat	System	Office/ Admin	Public Bldg	Fire/ Police	Laboratory/ Technical	Industrial/ Shop
A10	Foundations	3	3	3	3	3
A20	Basement Construction	1	1	3	3	1
B10	Superstructure	3	3	3	3	3
B20	Exterior Enclosure	3	5	3	5	3
B30	Roofing	5	5	5	5	5
C10	Interior Construction	3	5	1	5	1
C20	Stairs	3	3	3	3	3
C30	Interior Finishes	3	5	1	1	1
D10	Conveying	3	5	3	3	3
D20	Plumbing	3	5	3	3	3
D30	HVAC	3	3	3	5	3
D40	Fire Protection	5	5	5	5	5
D50	Electrical	3	3	3	3	3

#### Prioritization Indicator Scores

- Total Likelihood score (sum)
- Total Severity score (sum)
- Relative risk calculated as:

$$Risk = \sqrt{Likelihood^2 + Severity^2}$$



Upon completion of the prioritization process, the Project Work Packages are developed.

7) Site assessments will include property exterior assessment of landscaping, storm water drainage, exterior fixtures, asphalt, concrete, retaining walls, and fencing.

Cardno's assessors are familiar with evaluating facility sites and features to include drainage systems and erosion control. We will assess stormwater systems, landscaped areas, paved and concrete structures, retaining walls, and fencing to ensure they are structurally sound, not eroding, or threatening the integrity of any surrounding structure.

8) Recreational facilities will include an assessment of swimming pools and any filtration/disinfection equipment, ball courts, pedestrian travel paths, lighting for play fields, concession stands, restrooms, bleachers, turf, concrete backstops, pedestrian bridges, playgrounds, and gazebos.

Cardno understands open spaces such as parks, sports fields and other recreational areas are essential community resources for the Town as they enhance the social, psychological, and physical well-being of residents. The Cardno field team is prepared to assess all recreational facilities listed in Attachment C. We have specific experience in the inspection of community swimming pools and associated equipment for large clients such as the US Coast Guard (e.g. Hawaii) or as small as the Hollymead Community Association (Charlottesville, VA).

9) The assessor(s) will observe all on site utilities and document any observed deficiencies with materials or system issues.

Cardno is highly familiar with the evaluation of site utilities as this is a routine part of the FCA process. Our experience includes, water, wastewater (or septic systems), electrical, steam, gas, above and underground fuel tanks, and all associated systems.

*10) Structural Assessments will be performed and will include an assessment of building materials and their conditions along with reporting any physical deficiencies.*

Cardno will evaluate through visual observation the structure and ancillary structures for signs of distress (wall cracking, displacement, etc.) and report the findings. Cardno will make recommendations as to critical components in need of further study and evaluation by a structural engineer. We do not anticipate the use of lifts to inspect beams, girders, and joists.

*11) The assessor(s) will perform an assessment of the facilities roofs and adjoining components. The assessment will include the provision of any deficiencies observed, age, and life expectancy.*

Roofs require additional care during an observation. For structures with flat or slightly sloped roofs, we will access the roof via roof hatches or ladders, if available. We intend to observe roofs higher than two stories or those with steep slopes from the ground, a nearby taller building, a recent aerial photo, or from a limited portion of the roof. This is due to safety concerns, time constraints, and level of effort. The roof assessor will visually observe the condition of the roof systems and any accessories. The assessor will observe the flashing and penetration details for condition. Field verification of roof condition and environmental conditions (e.g., hazardous building material) will be completed by our inspectors and applicable technical data integrated into the overall deficiency report.

*12) The assessor(s) will provide a thorough assessment of all facility associated systems to include HVAC, Electrical, Emergency back-up power systems, Plumbing, Fire Suppression, Elevators, and Life Safety.*

Cardno will perform a non-destructive visual inspection of the HVAC, electrical, emergency back-up power systems, plumbing, fire suppression, elevators, and life safety systems to identify the current life-cycle condition of each facility. The field team will observe the age, condition, adequacy of capacity, and status of maintenance of the building systems and comment on their condition and obvious deficiencies. Elevator systems will be evaluated to include the equipment and controls in the machine room, hoist way, cab, lobby, and elevator pits.

*13) Assessments will include identification of ADA compliance and recommendations for any areas that are not currently meeting the specifications.*

All team members have years of experience conducting ADA assessments for all facility types. For this project, we anticipate using the Tier II Abbreviated Accessibility Survey IAW ASTM E2018, shown on the following page. It is important to note that, should it be required, we have performed numerous in-depth ADA surveys and will tailor the final scope of work to meet the Town's needs. Completed checklists and observations will be stored in paragon and infractions entered as work items for tracking and cost estimating.

## Tier II Abbreviated Accessibility Survey

Tier II: Abbreviated Accessibility Survey					
	Item	Yes	No	N/A	Comments
<b>A. Building History</b>					
1	Has an ADA survey previously been completed for this property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Have any ADA improvements been made to the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does a Barrier Removal Plan exist for the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Has the Barrier Removal Plan been reviewed/approved by an arms-length third party such as an engineering firm, architectural firm, building department, or other agency, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Has building ownership or building management reported receiving any ADA related complaints that have not been resolved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Is any litigation pending related to ADA issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B. Parking</b>					
1	Are there sufficient accessible parking spaces with respect to the total number of reported spaces? (See Table X2.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are there sufficient van-accessible parking spaces available (96 in. wide by 60 in. aisle)? (See Table X2.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is there at least one accessible route provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones, if provided, and public streets and sidewalks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Do curbs on the accessible route have depressed, ramped curb cuts at drives, paths and drop-offs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Does signage exist directing you to accessible parking and an accessible building entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C. Ramps</b>					
1	If there is a ramp from parking to an accessible building entrance, does it meet slope requirements? (1:12 slope or less)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are ramps longer than 6 ft complete with railings on both sides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is the width between railings at least 36 in.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is there a level landing for every 30 ft horizontal length of ramp, at the top and at the bottom of ramps and switchbacks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>D. Entrances/Exits</b>					
1	Is the main accessible entrance doorway at least 32 in. wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	If the main entrance is inaccessible, are there alternate accessible entrances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Can the alternate accessible entrance be used independently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is the door hardware easy to operate (lever/push type hardware, no twisting required, and not higher than 48 in. above floor)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are main entry doors other than revolving doors available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	If there are two main doors in series, is the minimum space between the doors 48 in. plus the width of any door swinging into the space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>E. Paths of Travel</b>					
1	Is the main path of travel free of obstruction and wide enough for a wheelchair (at least 36 in. wide)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Does a visual scan of the main path of travel reveal any obstacles (phones, fountains, etc.) that protrude more than 4 in. into walkways or corridors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is at least one wheelchair-accessible public telephone available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are wheelchair-accessible facilities (toilet rooms, exits, etc.) identified with signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is there a path of travel that does not require the use of stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>F. Elevators</b>					
1	Do the call buttons have visual signals to indicate when a call is registered and answered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is the "UP" button above the "DOWN" button?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are there visual and audible signals inside cars indicating floor change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are there standard raised and Braille markings on both jambs of each hoist way entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Do elevator doors have a reopening device that will stop and reopen a car door if an object or a person obstructs the door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Do elevator lobbies have visual and audible indicators of car arrival?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are elevator controls low enough to be reached from a wheelchair (48 in. front approach/54 in. side approach)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are elevator control buttons designated by Braille and by raised standard alphabet characters (mounted to the left of the button)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	If a two-way emergency communication system is provided within the elevator cab, is it usable without voice communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>G. Toilet Rooms</b>					
1	Are common-area public toilet rooms located on an accessible route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are door handles push/pull or lever types?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are there audible and visual fire alarm devices in the toilet rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are corridor access doors wheelchair-accessible (at least 32 in. wide)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are public toilet rooms large enough to accommodate a wheelchair turnaround (60 in. turning diameter)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	In unisex toilet rooms, are there safety alarms with pull cords?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are toilet stall doors wheelchair-accessible (at least 32 in. wide)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are grab bars provided in toilet stalls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are sinks provided with clearance for a wheelchair to roll under (29 in. clearance)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Are sink handles operable with one hand without grasping, pinching, or twisting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are exposed pipes under sinks sufficiently insulated against contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>H. Guestrooms</b>					
1	Are there sufficient reported accessible sleeping rooms with respect to the total number of reported guestrooms? (See Table X2.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Are there sufficient reported accessible rooms with roll-in showers with respect to the total number of reported accessible guestrooms? (See Table X2.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*14) The assessor(s) will visually note any observed mold/mildew and identify any potential causes for the growth.*

We base our status as a leader in the fields of structural engineering, mechanical and electrical building services, and built-form environmental hazards assessment on more than 50 years of excellence. We offer a broad scope of solutions founded on commercial viability, cost-effective delivery, and technological innovation. As part of the FCA, a limited assessment of accessible areas of the building(s) will be performed to determine the presence of mold conditions conducive to mold growth, and/or evidence of moisture. We will interview knowledgeable Town staff concerning any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Although sampling is not part of the assessment, Cardno can provide these services if desired by the Town.

The following provides brief descriptions of select projects completed by Cardno that demonstrates our ability to assess hazardous building conditions.

- **Indoor Air Quality Survey, Commercial Confidential Client, Charlottesville, VA** – Cardno provided a commercial client two visits by an indoor air quality (IAQ) specialist to **identify signs of mold** in portions of the building used or occupied by the business. Cardno developed a questionnaire for employees, collected air samples, and met with the contractor responsible for the HVAC system maintenance.
- **Indoor Air Quality Survey, University of Virginia, Charlottesville, VA** – Cardno was retained by the Facilities Management Department of the University of Virginia to perform an **IAQ survey** at the campus Telephone Communications Building. The survey included a review of the HVAC systems and their zone placements and possible interactions, velocity measurements at the intake and exhaust points for operating air handling units, diffusers, and/or grilles, and the collection of microbial surface samples from drain pans and diffuser surfaces within the building. The survey identified a number of maintenance issues requiring resolution, a malfunctioning air handling unit, a serious lack of incoming fresh air, and the presence of a number of microbial species. The existence of these species in the HVAC systems indicate poor maintenance of the systems. Provided preliminary evidence that allergens existed in the system, and therefore, had the potential to migrate to the indoor air. Cardno's recommendations included replacement of the failing air-handling unit, cleaning of the entire HVAC system, replacement of all filters, establishment of a maintenance schedule, and the repair of the facility roof to eliminate the migration of rainwater to the building interior and subsequent microbial growth.
- **Multi-Site Indoor Air Quality Evaluation, El Paso Independent School District, TX** – Work conducted for this client included IAQ evaluations at various district operated facilities including elementary schools, middle schools, high schools, and ancillary management offices and support buildings. Performed these projects in response to complaints by school district employees. Involved an initial IAQ screening to determine whether a more extensive IAQ evaluation was necessary. The more extensive evaluations involved bio-aerosol sampling, mold sampling of building materials and HVAC systems.

*15) The assessor(s) will evaluate all points of ingress/egress at each facility and document any unusual findings or deficiencies in these areas.*

The Cardno field team is prepared to assess the Town's facilities in regards to compliance with Title III of the ADA as it relates to common areas and major means of egress and ingress. The evaluation will include a security assessment of points of ingress and egress.

#### **The Assessment Team**

We have assembled an outstanding team of personnel with the expertise required to conduct the FCAs, energy audits, and security assessments for the Town. Collectively, this team offers the full range of strategic and practical asset management understanding, technical knowledge, management skills, professionalism, and commitment to make this effort succeed. Our proposed team has worked together on multiple FCA projects and

have a thorough understanding of the entire process that includes planning, scheduling, work prioritization and recommendations, data acquisition, field activities, data management and analysis, cost estimating, report generation, and presentation of results to owners and stakeholders. In the table below, we have identified team members to a specific role; however, all team members are equally experienced and knowledgeable in each other's role. The personnel listed are available to support this effort for the Town; however, based on level of effort and confirmed schedule discussed during negotiations, Cardno is flexible as to the size of the field team.

**Project Team Roles and Responsibility**

Team Member	Role	Detailed Areas of Responsibility
Robert Kahler, PE	Project Principal	Authority and overall responsibility for client satisfaction
Jerry Dixon, RA, NCARB	Project Manager	Overall project management, scheduling, client coordination, progress reporting, resource management, presentations, deliverables
Jerry Dixon, RA, NCARB	Architectural	Interior finishes; walls, doors, flooring, ceilings, windows, permanently installed fixtures, furnishings, building accessibility, ADA requirements
Michael Osteen, AIA, LEED® AP	Structural	Substructure, framing, floor slabs, structural exterior wall systems, seismic assessment, seismic risk, foundation integrity, life safety
Cole Stiteler, PMP	Interior/Exterior	Walls, ceilings, floors, doors, frames, jams, pavement, site utilities, drainage, landscaping, accessibility, stairwells
Dana Lohr	Building Envelope	Exterior including walls, doors, windows, roofing, waterproofing, soffit vents, gutters, downspouts, insulations, ADA accessibility
Herbert White, PE, LEED® AP	Mechanical Systems	HVAC, major mechanical systems, equipment identification and classification, plumbing systems, backflow prevention, fire protection systems, exhaust and ventilation, control systems, elevator systems
Eric Hartwig	Electrical Systems	Electrical distribution, lighting, automation, specialized electrical and power systems, emergency power, security systems, equipment identification/classification, fire/life safety, hazardous materials
Winston Harmon, CEM, LEED® AP, CEA	Plumbing	Water/sanitary systems, piping, plumbing, detention fixtures, meters
Kristen Donnelly	Data Analysis	Data quality, data analysis and management, report production
Michelle Ware, PE	Energy Audit	Energy consuming equipment along with elements of building structure that can impact energy consumption, roofs, walls, ceilings, floors, doors, windows, types of insulation present and ratings, lack of insulation, HVAC complete assessment, electric motor performance and efficiency, review past upgrades, collect and review any relevant data including facility plans, as-built drawings, utility bills, and archived utility data, water using equipment, light levels, detailed lighting assessment
Adam Harvey, PE, PMP	Security	Doors and windows function and locking, frames, jams, alarm systems, security cameras, fencing, lighting and motion detection systems, shrubbery, tree limbs, pathways, parking lots, access control, badges/sign-in logs, perimeter barriers, exterior equipment protection, key control
All	Cost Estimating	Deficiency cost estimates, project cost estimating
All	Preventive Maintenance	Conduct checks and services, recommend repairs, estimate cost, prioritize

### Energy Audit

Cardno is fully experienced in performing energy audits and related services. Our proposed staff consists of Leadership in Energy and Environmental Design Accredited Professionals (LEED AP), Certified Energy Auditors (CEAs), Certified Energy Managers (CEMs), Professional Engineers (PEs), and other accredited professionals, with extensive experience providing energy audits, assessments, and related professional services.

Cardno has been actively engaged in the provision of FCAs and Energy Audit services similar to those required by the Town since 1992. Experience includes:

- Performing ASHRAE Level II Energy Audits at US Fish and Wildlife facilities in Oregon, Washington and California
- Creating a renewable energy roadmap of feasible projects for a port facility to meet long-term goals
- Supporting the Green Business Network
- Conducting nationwide energy-related behavior assessments, renewable energy opportunity screening, and energy efficiency standards development for the US Coast Guard.

Furthermore, our staff expertise in ISO 50001 Energy Management gap analyses and comprehensive energy program management ensures a full complement of techniques and practices is on hand to support the Town's energy audit needs.

We understand the Town anticipates an ASHRAE Level II Energy Audit. A Level II audit includes the preliminary ASHRAE Level I analysis, but also includes more detailed energy calculations and financial analysis of proposed energy efficiency measures. The financial analysis or Life Cycle Cost Analysis provides the facility owner with comprehensive understanding of the financial benefits of implementing specific energy efficiency measures. Cardno has conducted ASHRAE Level II Energy Audits on over 1,700 facilities around the world as part of the US Air Force enterprise-wide Sustainable Infrastructure Assessments, and has provided ASHRAE Level II audits as part of FCAs for the US Coast Guard and National Oceanographic and Atmospheric Administration (NOAA).

The following provides brief descriptions of select energy projects completed by Cardno.

- **FCAs and Energy Program Support, NOAA, Nationwide** – Cardno conducted baseline ASHRAE Level I and II Energy Audits for eight Ocean and Atmospheric Research (OAR) sites and seven National Ocean Service (NOS) sites. Energy and water use assessments calculated the individual building's energy and water use indices, summarized current consumption data, and energy and water conservation measures.
- **FCAs, Real Property Inventory and Energy Audits, US Air Force, Worldwide** – Cardno conducted energy audits on 571 facilities at 10 installations across the world, 467 facilities at six installations across the western US and Alaska, and 680 facilities at four installations in Europe.
- **FCAs and Energy Audits, Indian Health Service, California Area Office** – Cardno performed FCAs and energy audits for 108 facilities and 657,790 square feet for the California Area Office of the Indian Health Service. The assessment included a complete visual inspection of all architectural, civil/structural, mechanical, and electrical components of each facility. The inspection also included a determination of compliance with the National Fire Protection Association Life Safety Code (NFPA 101), ADA, and all other applicable codes. The work also included the performance of ASHRAE Level II Energy Audits.

*1) The energy auditor(s) will conduct a pre-project meeting with key staff members to discuss and provide the structure, approach and schedule for each facility to be assessed.*

Cardno will conduct an ASHRAE Level II Energy Audit in conjunction with the FCAs for each facility. We use this process repeatedly on similar projects to compile high-level assessments for budget programming and detailed component evaluations and estimates for repair and replacement efforts. As previously mentioned, almost immediately after receiving the notice to proceed, the field team will schedule a kick-off meeting with Town staff. The purpose is to gather information to include, but not limited to, information on the electrical and mechanical building systems and their operational characteristics.

2) The energy audit will consist of an onsite assessment of energy consuming equipment along with elements of building structure that can impact energy consumption. Including the items listed below:

- i. Roofs, Walls, Ceilings, Floors, Doors, Windows, etc.
- ii. Types of Insulation Present and their ratings, Areas that are lacking in insulation.
- iii. HVAC Complete system assessment
- iv. Electric Motor performance and efficiency

Cardno will develop a detailed building survey, including energy consumption, peak demand, and energy end-use analysis. We will identify and provide detailed savings and cost analyses of all practical energy efficiency measures and changes to operation and maintenance procedures that meet the Town's constraints and economic criteria. We will assess the RFP items listed above during the ASHRAE Level II Energy Audit.

3) The energy auditor(s) will conduct interviews and review any available plans with Town facility maintenance staff and operational staff to identify any past upgrades.

As soon as possible after the notice to proceed, but no later than the start of field assessment/auditing work, Cardno intends to conduct interviews and review available plans with the Town's facility maintenance and operational staff.

4) The energy auditor(s) will collect and review any relevant data including facility plans, as-built drawings, utility bills, and archived utility data.

Establishing the energy baseline begins with an analysis of the utility cost and consumption of the buildings. Utilizing the historical energy data and local weather information, we will evaluate the existing utility consumption and assign it to the various end-uses throughout the buildings. The data can then be analyzed using standard engineering assumptions and practices to allow:

- A benchmark for energy and water consumptions of the facilities against consumption of efficient buildings of similar construction, use, and occupancy.
- Generates the historical and current unit costs for energy and water.
- Provides an indication of how well changes in energy consumption correlate to changes in weather.
- Reveals potential opportunities for energy consumption and/or cost reduction. For example, the analysis may indicate excessive, simultaneous heating and cooling which may offer an opportunity to improve the control of the heating and cooling systems to reduce energy consumption and Town energy costs.

5) The energy auditor(s) will assess all water using equipment and identify opportunities for upgrades.

As part of the Energy Audit, the assessors will assess all water using equipment and identify all applicable water conservation measures and/or upgrades. These findings will be included in the final report.

6) The energy auditor(s) will perform an assessment of light levels in all spaces **AND** 7) the energy auditor(s) will develop a detailed lighting assessment and provide identified areas of improvement.

Cardno benefits from an established record of developing, implementing, and supporting programmatic energy management initiatives for government and public organizations. As part of the Energy Audit, the field team will collect and review relevant data including facility plans, as-built drawings, utility bills, and archived utility data. In addition, we will assess all water using equipment and identify opportunities for upgrade efficiencies. We will perform an assessment of light levels in all spaces and provide a detailed lighting assessment and recommendations for lighting improvements while reducing costs in the final report.

## **Security Assessment**

1) The assessors will conduct a pre-project meeting with key staff members to discuss and provide the structure, approach and schedule for each facility to be assessed.

Cardno experience in conducting security assessments is unparalleled. We performed onsite security assessments at 50 locations nationwide for a confidential US Government client in 2017. This work included initial project

meetings to coordinate the scope of the assessments, development of a standardized checklist to meet the client's specific security requirements to comply with higher-level certification needs, and coordination with higher-level departmental security authorities to ensure the result would meet the accreditation requirements. The security assessors met with onsite supervisors and assessed physical and acoustic perimeter security as well as electronic and communications system security. Assessors checked for filtering of electrical systems and observed operation of door locks, interlocks, and camera systems. The final report included the assessment for each site, deficiencies noted, and a prioritized list of recommended repairs and improvements to meet requirements.

Cardno uses a structured, formal analysis process to conduct security assessments. During the Town's security assessment, all aspects of the security program will be examined, weaknesses identified, and suggestions provided for security improvements. During the kick-off meeting, the field team will request documents from the Town to use during the security assessment. Documentation requested typically includes plans of the buildings and copies of existing security policies and procedures (key control, etc.). We will interview Town staff at each facility to get a good cross-representation of the existing security expectations and procedures.

*2) The assessors will meet with Managerial staff at each facility and obtain an understanding of the current security level and process established.*

When the field team arrives on site, we will conduct an interview with the person who presently serves as the "security manager" for the building. This may be an actual security manager, a facility manager, or other person who manages the security functions.

*3) The assessors will perform a visual inspection of each facility and identify potential security risks.*

After each interview, we will ask the security representative for a brief guided tour of the building. During the tour, we will observe certain areas of the facility to identify potential security risks. As necessary, we will return at night with a light meter to take lighting measurements in parking lots and other areas of the site. We can also use this time to observe how buildings operate at night, if applicable, and to obtain a sense of security for each area during hours of darkness.

*4) The assessors will perform an audit of existing security systems to entrance and exit to critical areas, existing locks, and CCTV equipment.*

Cardno will use a detailed checklist to assess existing security systems to include entrance and exits to critical areas, locks and CCTV equipment.

*5) The assessors will identify Key/Swipe card storage areas and the level of access to these areas.*

The security assessor will identify key/swipe card storage areas and the level of access to these areas. Findings and recommendations will be in the final report.

*6) The assessors will audit current key issuance processes for each facility and identify potential areas for process failure.*

Our team will assess key control processes for each facility, identify potential weaknesses, and provide recommendations to strengthen building security.

*7) Upon completion the assessors will provide recommendations to address security concerns and establish a level of control with security access.*

At the conclusion of the security assessment, we will provide improvement recommendations to address the security issues/concerns found to establish a higher-level of control concerning building security and access.

## **Reporting**

*All assessments and recommendations will be provided on two formats; a minimum of 3 printed copies which will be bound and tabbed, and a minimum of 2 CD's in digital format that can be manipulated through the use of Microsoft office software. Reports will include a table of contents and be itemized by Facility Name, Assessment, Results/Findings, Recommendations, and Structured Replacement Plan 6-12 months, 1-5 years, and 10-20 years.*

Cardno will provide the required number of printed and digital copies of the final report that includes all findings, recommendations, and replacement plans for the FCA, and the findings and recommendations for both the energy audit and security assessment. We can adjust the proposed report format shown below to the Town's preference.

### Report Outline and Structure

Report Section	Report Structure
Executive Summary	Paragraph format - summarizes the project
<b>Facility Condition Assessment</b>	<b>Report Structure</b>
<b>Facility Name and Site Summary</b>	<b>Table with site description details including facility name and location</b>
Asset Summary	Table describing facility/structure assets on-site
List of Assessors	Table of names for each building/site and responsibilities
Prior to Visit Review of Maintenance Records and Scheduled Maintenance	Paragraph of findings for each building, major subsystem, and equipment of Town provided data, if available
<b>On-site FCA Results</b>	<b>Paragraph of findings for each building, major subsystem, and equipment of all assets</b>
Cost Adjustments and Mark-ups	Summary table of regional and Government contracting mark-ups for each site
Facility Plant/Functional Replacement Value (PRV)	paragon Asset Summary and History Report
Facility Condition Index (FCI)	
Deferred Maintenance Cost (short-term)	
Long-Term Maintenance Summary (5-10 years)	paragon Asset Summary and History Report and Summary Table
<b>Structured Replacement Plans</b>	<b>Defined and prioritized capital replacement plans for 6-12 months, 1-5 years, and 10-20 years</b>
<b>Information by Individual Facility/Site</b>	<b>Report Structure</b>
Trade Narrative Description Report	paragon PDF report for all building system narratives
Inventory Condition Report	paragon Inventory Condition Report includes inventory information, photos and Direct Condition Rating (DCR)
Detailed Deficiency Reports (one for each deficiency)	paragon Detailed Deficiency Report, including photos and list of ABA/ADA noncompliant deficiencies
Critical Component Condition and Life Expectancy	Provides component replacement costs, repair costs, and recommendations
Total Deferred Maintenance Details and Cost (short-term) for all Property	paragon Asset Summary and History Report
Asset Photos (elevations)	
<b>Energy Audit</b>	<b>Report Structure</b>
<b>Pre-project Meeting with Key Staff</b>	Paragraph or table summary of the meeting
<b>Interviews with Maintenance and Operational Staff</b>	Paragraph or table summary of each interview
<b>Energy Audit and Sustainability Monitoring or Improvements</b>	Paragraph or tabular format of findings for energy use, efficiencies, deficiencies impacting consumption, and improvement recommendations ( <b>water and lighting</b> )
<b>Energy Audit and Sustainability Monitoring or Improvements</b>	Paragraph or tabular format of findings impacting energy consumption (doors, windows, roofs, walls, and insulation) that may cause HVAC systems to overwork ( <b>electrical</b> ) and recommendations for improvement
<b>Energy Cost Analysis</b>	Paragraph format - provided for each facility, includes recommendations to reduce Town energy consumption
<b>Security Assessment</b>	<b>Report Structure</b>
<b>Pre-project Meeting with Key Staff</b>	Paragraph or table summary of the meeting
<b>Interviews with Security Representative at each Facility</b>	Paragraph or table summarizes the current security level and process for each facility

Report Section	Report Structure
Visual Inspection - All Facilities	Table format summary for each facility identifying security risks and vulnerabilities – checklist includes those items found in the Project Team Roles and Responsibility table
Critical Area Security Audits	Table format describing the entrance and exit vulnerabilities to critical areas, existing locks, and CCTV equipment
Audit Facility Key Control and Building Access Processes	Table format describing current key control processes for each facility and recommendations to improve security (control and access recommendations)
Appendices	Format
Inventory Data Export	From paragon in PDF/Excel or Town preference
Deficiency Cost Detail Report Export	From paragon in Excel or Town preference

#### RFP Section IV Specific Requirements, 4. Qualifications and Experience

As briefly described throughout the proposal, Cardno is fully qualified to perform this work for the Town. Our experience covers all service requirements for all facility types, pump stations, and parks identified in the RFP. Since 2011, Cardno has assessed over 33.5 million sf for municipal clients. Collectively, for our private, commercial and US federal government clients, we assess an average of approximately 40 million sf annually. For the US Navy alone, we have assessed over 30,000 buildings and more than 330 million sf since 2005, and for the US Marine Corps, we have assessed over 120 million sf worldwide over the past five years.

Cardno's team of professional assessors have experience in all categories listed in Attachment C of the RFP. In addition to the reference projects, here are a few additional project descriptions similar to the Town's requirements:

- **FCAs, Montgomery County Public Schools, Christiansburg, VA** – Completed FCAs and **ADA assessments** for 23 school facilities and support buildings totalling approximately 1,655,000 sf.
- **Energy Audit, US Fish and Wildlife Service, Estacada, OR** – Performed an energy audit of eight fish hatcheries, including Eagle Creek National Fish Hatchery. Collected and reviewed hatchery data (water distribution pumps and transfer stations, electricity, and water consumption), performed site investigations, interviewed station personnel, and develop energy conservation measures.
- **Seagirt Marine Terminal, Ports America Chesapeake, Baltimore, MD** – Conducted a FCA and implemented an Asset Management System (AMS) for the Seagirt Marine Terminal. Collected asset inventory to include wastewater pump stations, assigned remaining useful life and replacements value estimates to asset components, identified deferred maintenance items, and updated the existing AMS. The AMS develops a prioritized MAP for deferred maintenance items and forecast maintenance, repair and renewal costs over the concession period for a 2-year, 5-year, and 10-year forecast.
- **National Park Service (NPS) Comprehensive Condition Assessments, Nationwide** – Cardno holds a 5-year, \$75M contract with the NPS to provide asset management services. Support includes real property condition assessments and financial analysis for prospectus development for NPS concession opportunities. The information collected, including the maintenance and repair analysis not only supports prospectus development for future contract negotiations with prospective NPS concessionaires, but also complies with NPS asset management directives. In the past seven years, Cardno has performed more than 20 condition assessment assignments throughout the US.

The following table provides a snapshot of the types of facilities and the types of assessments (FCAs, Energy Audits, and Security Assessments) we have performed for various clients.

Client	Number of Buildings	Total Square Feet (rounded to nearest hundreth)	Completion Date	
Municipal Client FCAs				Types of Buildings
City of Lynchburg, VA	100	1,000,000	Ongoing	Administrative Offices Buildings, Fire Stations, Recreation Centers, Courthouse, Libraries, Equipment Storage
County of Albemarle, VA	60	1,550,000	2017	Administrative Offices Buildings, Fire Stations, Rescue Squad Stations, Courthouse, Jail, Libraries, Historic Structures
Martin County, FL	10	260,000	2016	Administrative, Courthouse, Fire Stations, Libraries, Community Center
University of Virginia	3	84,000	2015	Assessed various Facilities and Housing
South Carolina Budget and Control Board	38	3,000,000	2015	Variety of State Government Facilities
	150	5,624,300	2015	Variety of State Government Facilities
Seattle, WA	60	3,161,900	2015	Fire Stations, Police Stations, Administrative Office Buildings, Community Centers, Parking Garages, Maintenance Facilities, City Hall, Seattle Justice Center, Seattle Municipal Tower, Benaroya Concert Hall
Mecklenburg County, NC	100	5,000,000	2014	Office and Administrative Buildings, Libraries, Courthouse, Jail, Parks and Recreational Facilities
Potomac Rappahannock Transportation Commission, VA	4	36,600	2013	Shops, CNG Facilities, Bus Stations, Office Space
University of Virginia	3	84,000	2012	Health Sciences Library, Astronomy Building, Pavilion VII/Colonades Club
Montgomery County Schools, VA	23	1,655,000	2012	Classrooms, Dining/Kitchen, Athletic, Performance Facilities, Administrative Offices
James Island Public Service District, Charleston County, SC	12	35,600	2012	Administration/Office Buildings, Fire Stations
South Carolina Budget and Control Board	10	1,090,400	2012	State Capital, State House, Supreme Court, State Government Office Buildings
Horry County Schools, Conway, SC	51	7,000,000	2012	Classrooms, Dining/Kitchen, Athletic, Performance Facilities, Administrative Buildings
Charlottesville, VA	67	1,722,000	2011	Administration/Office Buildings, Schools, Parks and Recreation Facilities
City of Anaheim, CA	3	176,000	2011	Fire station, Multi-Purpose Building (Police Station, Library), Administration Building
Energy Audits				Audit Descriptions
National Oceanic and Atmospheric Administration (NOAA)	97	1,180,500	2017	<b>Energy and Water Audits entailed ASHRAE Level I and II audits.</b> Energy and water use assessments calculate the individual building's energy and water use indices, summarize current consumption

Client	Number of Buildings	Total Square Feet (rounded to nearest hundreth)	Completion Date	
				data and energy and water conservation measures implemented audits.
Marine Corps Support Facility, Blount Island	4	94,000	2012	AHSRAE Level I energy auditing, development of a Renewable Energy Roadmap, and NetZero Strategy, ISO 50001 Business Case Analysis, energy program assessment, revision of the installation Energy and Water Management Plan.
US Fish and Wildlife Service	62	218,000	2011	Conducted <b>Energy Audits</b> for eight Pacific Northwest Fish Hatcheries. Included Mechanical and Electrical Systems, and <b>41 Pump Stations – Water Distribution Pumps and Transfer Stations.</b>
<b>Booster and Wastewater Pump Stations</b>			<b>Description of Services</b>	
US Coast Guard Equipment Enrollment	38	11,019,800	2016	Assessments included Water Booster Pump Stations and Wastewater Pump Stations.
Seagirt Marine Terminal, Ports America Chesapeake	89	1,050,200	2015	Assessments included Wastewater Pump Stations.
National Park Service, Virgin Island National Park	42	-	2012	Performed comprehensive condition assessments for the Virgin Island National Park. The inventory, assessment and analysis were performed to comply with Department of Interior / NPS asset management directives and for future contract negotiations with prospective NPS concessioners. Assessed wastewater treatment plant, water treatment plant, propane system, electrical system, campgrounds, and various types of buildings.
Moody Air Force Base, Trickly Filter Wastewater Treatment Plant Assessment	1	-	2010	Performed a comprehensice assessment of wastewater treatment options. Responsible for determining whether upgrades could be implemented to keep the plant operating effectively.
<b>Park Services</b>			<b>Description of Services</b>	
National Park Service	>148	> 417,200	2007-2018	Providing comprehensive FCAs for all NPS assets including: lodges, cabins, historic structures, employee housing, restaurants, snack bars, retail facilities and associated ancillary and support facilities, tent/RV campgrounds, training centers, bath houses, marina and waterfront structures, trails, roads, interpretive display structures, utilities, fuel storage tanks, dispensers, parking structures, landscape (irrigation systems, fences, gates, sidewalks, and signage). Completed 24 to date in WA, AK, CA, SD, AZ, MO, NC, PA, NY, VA, FL, and Virgin Islands.
<b>Security Assessments</b>			<b>Description of Services</b>	
Confidential Government Client	-	-	2017	Performed onsite security assessments at 50 locations nationwide. Met with supervisors and assessed physical and acoustic perimeter

Client	Number of Buildings	Total Square Feet (rounded to nearest hundreth)	Completion Date	
Marine Corps Support Facility, Blount Island	-	-	2012	<p>security as well as electronic and communications system security. Assessor checked for filtering of electronic systems and observed operation of door locks, interlocks, and camera systems.</p> <p>Developed a Hazardous Material Security Plan using existing information to summarize hazardous material security, transportation, risk, tracking, personnel oversight, and storage at the installation. Conducted a thorough evaluation of all aspects of security regarding Hazardous Materials, including personnel, vehicles, and storage areas during a one-week site visit. Focused on compliance with applicable and appropriate Federal, State of Florida, DoD, Department of Transportation, Department of Homeland Security, and DoN/USMC requirements.</p>

#### RFP Section IV Specific Requirements, 5. Proposed Project Schedule

The proposed schedule begins with a notice to proceed, followed by a kick-off meeting and team mobilization shortly thereafter. During the planning and preparation phase (weeks 1-4), the team will collect and review available field data, conduct interviews with Town staff for the facility assessments, energy audits, and security assessments, and configure *paragon* and *paragon DC* to the Town's assets.

We anticipate a 23-week effort to complete the project, but can expedite or extend the schedule to the Town's preference. We intend to assess approximately 30,000 sf per day spread over an 8-week period. As depicted in the schedule, we propose to break the fieldwork (facilities, pump stations, and parks) into four, 2-week work groups. The first week of each group represents the site visit, and the second week represents office work.

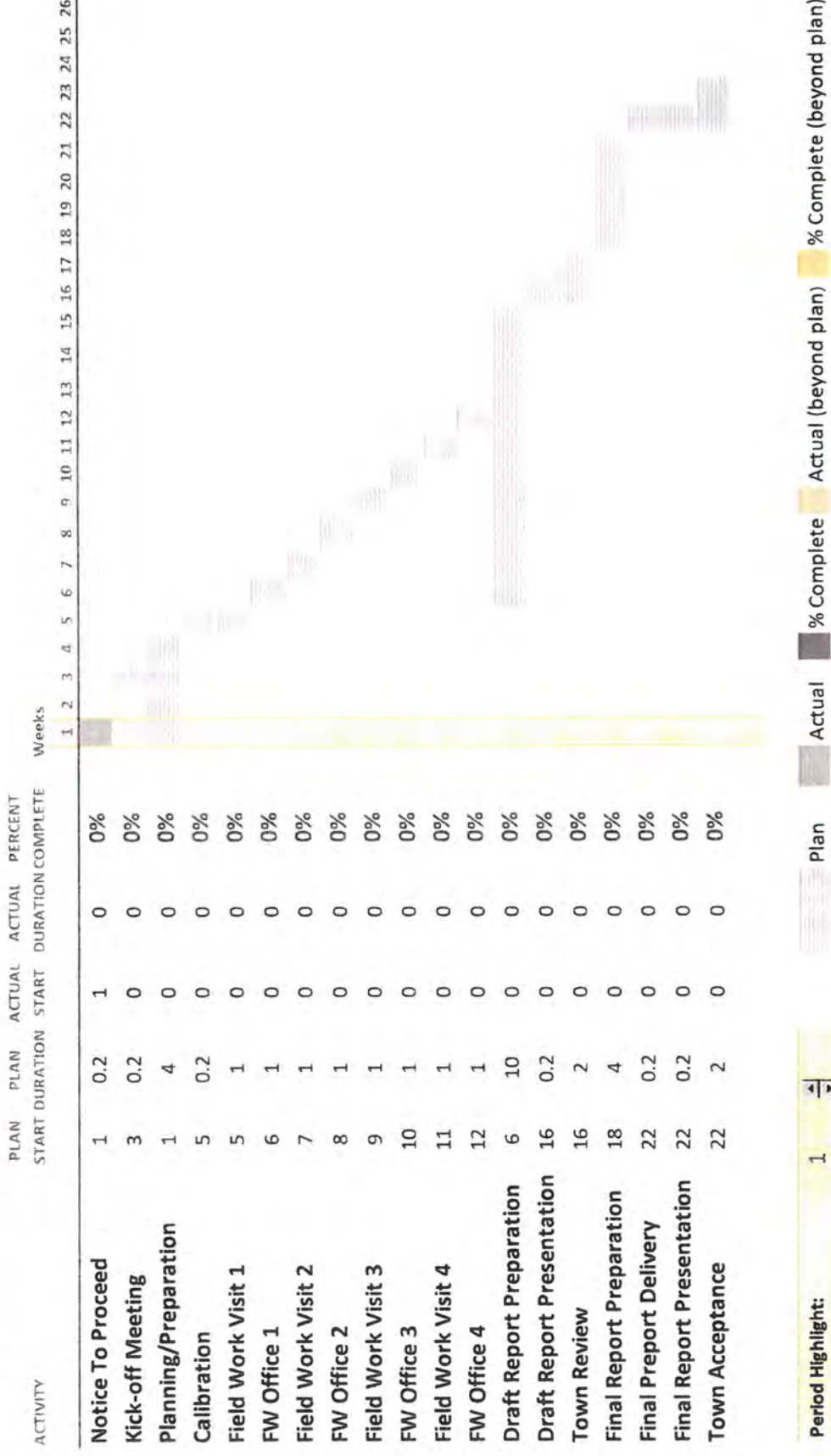
Data entry and quality control checks will overlap the onsite assessments. As work is completed, we will begin drafting the report and provide a preliminary summary of key assessment findings and deficiencies for each building, along with order of magnitude costs. The draft report will provide the outline and preliminary content of each section of the overall final report. Data analysis and detailed cost estimating will continue for several weeks to complete the full draft report. Following a review by the Town and receipt of comments, we will develop the final report and address each of the Town's comments.

Cardno is flexible in terms of scheduling and can easily accelerate the proposed schedule by adjusting the number of team members to conduct the fieldwork. The proposed schedule to complete the project is on the following page. We will finalize the schedule following negotiations and the kick-off meeting.



## Proposed Schedule

# Christiansburg, VA - FCA



**Town of Christiansburg**  
Purchasing Department  
Ms. Kim Widrig, Purchasing Coordinator  
100 East Main Street  
Christiansburg, Virginia 24073

**RFP No.:** PW-18-0024  
**RFP Title:** Facility Assessment Services  
**Due Date:** 12/13/2017  
**Hour Due:** 3:00 p.m.  
**Offeror:** Cardno GS, Inc.  
2496 Old Ivy Road  
Suite 300  
Charlottesville, Virginia 22903

MAILED 12 21 10PM

# EXHIBIT C



May 4, 2018

Town of Christiansburg Purchasing Department  
Kim Widrig, Purchasing Coordinator  
100 East Main Street  
Christiansburg, VA 24073  
Tel: (540) 382-6128 x1135  
[kwidrig@christiansburg.org](mailto:kwidrig@christiansburg.org)

Cardno, Inc.  
2496 Old Ivy Road  
Suite 300  
Charlottesville, VA 22903  
**Phone +1 434 295 4446**  
Fax +1 434 295 5535  
[www.cardno.com](http://www.cardno.com)

**Subject: Facility Assessment Services Town of Christiansburg, VA (Proposal Revision #1)**

Dear Ms. Widrig,

Cardno GS, Inc. (Cardno) is pleased to present a revised proposal to the Town of Christiansburg (TOC) for facility assessment services including condition assessments, ADA assessments, energy audits, and a security assessment.

We have revised our original proposal (April 17, 2018) to accommodate the TOC phasing based on fiscal years and priorities with understanding below:

- Phase 1 – TOC will issue a contract week of May 7, 2018. Cardno will complete deliverable draft report and submit final invoice by June 30, 2018.
- Phase 2 – TOC will issue amendment by July 11, 2018. Cardno will complete Phase 2 work and incorporate into a combined set of final reports by October 30, 2018.
- Additional assessments (beyond Phases 1 and 2) will be determined based on follow on discussions and covered by separate amendment(s).

Based on the TOC Request for Proposal (RFP), our April 4 scoping meeting, and TOC April 10/April 27 emails (with attachments) we have prepared the following forwarded with this letter:

- Draft Scope of Work (SOW)
- Attachment 1 - Facility List Scope Matrix 050418.xls with phasing

Our Price for Phases 1 and 2 described in the Draft SOW and Attachment 1 is shown below. The Pricing is a firm fixed price inclusive of all management, labor, and other consultant costs/fees based on documents provided.

Facility Assessment Services Proposal	
Scope of Work (SOW) Area	Price
Total Price Phase 1 (FY 2018)	\$59,950
Total Price Phase 2 (FY 2019)	\$59,950
<b>Total Phases 1 and 2</b>	<b>\$119,900</b>

The Draft SOW with Attachment 1 capture our understanding of the Town's objectives. Listed below are a few items we felt were important to highlight.

- Based on discussions during the scoping meeting, we did not include site utilities assessments outside the 5-foot building line, except site lighting. We also did not include landscaping assessments.



- We have included condition assessments of significant site features such as pavements, hardscapes, retaining walls, fencing, playground equipment; and pump station and Wastewater Treatment Plant (WWTP) structures/buildings. We did not include assessment of the WWTP process/treatment equipment.
- We have included Level 2 Energy Audits for significant buildings as shown in Attachment 1. When a Level 2 Audit would not make sense (e.g. - smaller buildings such as Operations Center and WWTP), we assumed a Level I Audit. We assumed energy audits would not be performed related to WWTP and Aquatic Center process/treatment equipment operations.

If we have misinterpreted anything or made an incorrect assumption, we can clarify or make adjustments. Please contact me or Bob Kahler, PE, CEM at your convenience via telephone or email to discuss further.

Best Regards,

A handwritten signature in black ink, appearing to read "Byron Dunlap", written over a light blue horizontal line.

Byron Dunlap, PE, LEED AP BD+C

Project Manager

Email: [byron.dunlap@cardno-gs.com](mailto:byron.dunlap@cardno-gs.com)

# EXHIBIT D

**Facility Assessment Services  
Town of Christiansburg, VA**

The scope of work shall be as outlined below. The Town of Christiansburg will administer this contract.

**1.0 Project Identification**

- 1.1 Location. All work will be located within the Town of Christiansburg, Virginia.
- 1.2 Objective. The primary objective of this project is to perform a study on town owned facilities to include a Facility Condition Assessment, Security Assessment, and Energy Audit. Services shall include the preparation of budgetary cost estimates based on recommended work packages and 20-year forecast as the result of investigations for each facility listed in Attachment 1.
- 1.3 Definitions.
  - 1.3.1 Contractor will be understood to mean a firm engaged to provide services in this scope of work.
  - 1.3.2 Activity will be understood to mean the Town of Christiansburg.
  - 1.3.3 Point of Contact (POC) will be understood to mean the Town of Christiansburg Contact or Project Leader (PL) for coordination of work activities for this project.

**2.0 General Requirements.** Listed in Attachment 1 are the Town of Christiansburg facilities selected for this assessment. This list also indicates the type of assessment planned for a given facility regarding condition assessment, energy audit, security review, and Americans with Disabilities Act (ADA) assessment.

- 2.1 Facility Condition Assessment (FCA). The contractor shall provide experienced staff to conduct facility condition assessments. Personnel shall possess applicable knowledge to provide mechanical, electrical, architectural/structural, roof, site, recreational, and utility assessment services. The completed FCA will include work items with problem and solution statement, estimated repair costs, work packages (work items grouped into executable packages), a five year Maintenance Action Plan (MAP) and a 20 year forecast of maintenance and repair and capital replacement investments. The assessment will analyze existing facilities/ conditions, changes to facility functional requirements or increased facility capacity needs will not be incorporated.
  - 2.1.1 Pre-Assessment Review. The contractor is responsible for review of pertinent material before beginning an assessment. The contractor shall:
    - 2.1.1.1 Review historical facility information and/or prior assessment documents. The purpose of this review is to inform the contractor of existing work items identified by prior assessments, engineering studies, or inspection reports. The Town of Christiansburg will provide the contractor with information from or access into their in-house work

- order system for review of facility data. The Town will also provide real property/building identification data (building number, asset number, etc.) as available.
- 2.1.1.2 Review the backlog of customer generated work requests that, by the content of the work request, ask for maintenance and/or repair type work. The Town will provide copies of the customer request prior to field work.
  - 2.1.1.3 Review existing project scopes for facilities to be assessed. Work item documentation shall not be duplicated. Facility conditions may have changed since the project documentation was last updated. If some or all the project has been completed the project scope discrepancies shall be noted. If the facility conditions or work items have worsened since the last documentation, this deviation shall be evaluated and noted.
  - 2.1.1.4 Review of facility drawings to be assessed. The Town will provide floor plan drawings in digital (CAD/PDF) format or access to hard copy drawings if available. The Town makes no claims as to accuracy. The contractor may make copies for completion of the scope of work.
- 2.1.2 Facility Assessment. Field work shall include:
- 2.1.2.1 Visual (non-destructive) assessment of building envelope, roof, architectural finishes, structural, mechanical, electrical and plumbing components of the facility. Specifically:
    - 2.1.2.1.1 Building Envelope, to include the condition of the outer shell of the building including walls, doors and windows and roof.
    - 2.1.2.1.2 Structural integrity (non-destructive) including walls and foundations, where observable.
    - 2.1.2.1.3 Interior walls, ceilings flooring and signage.
    - 2.1.2.1.4 Mechanical systems, HVAC, exhaust, ventilation, controls and instrumentation.
    - 2.1.2.1.5 Electrical systems, both interior and exterior including emergency back-up power and fire alarm systems.
    - 2.1.2.1.6 Plumbing systems, both interior and exterior including fire protection systems.
    - 2.1.2.1.7 Elevator systems, typically based on inspection reports and service life.
    - 2.1.2.1.8 ADA Assessment for selected assets.
    - 2.1.2.1.9 Parks/recreational facilities to include playgrounds, ball fields, hardscapes, parking/roads, retaining walls, fencing, site lighting.
    - 2.1.2.1.10 Site assessments to include hardscapes, parking/roads, retaining walls, fencing, and site lighting.

- 2.1.2.2 ADA Assessment. The contractor will perform Accessibility Assessment Survey for selected assets as indicated on the attached facility list. These assessments survey the facilities and associated outdoor areas to identify issues and conditions related to accessibility that are deficiencies and/or non-compliant with the Architectural Barriers Act-Accessibility Standards (ABAAS). An ADA checklist and detailed assessment including field measurements will be completed for noted assets in the attached list and locations such as associated parking lots, parks entrances and other identified sites. The contractor shall have staff members working on the project who have training and/or expertise in the area of Accessibility (ABAAS).
- 2.1.2.2.1 Park Facilities to include assessment from parking to park facilities. Park trails are not included in this survey. ADA survey will start with site entry and include signage, parking, recreational facilities, building access route, building entrance, and interior accessible spaces.
- 2.1.2.3 A comprehensive Life Safety analysis will not be performed, Life Safety items or concerns observed in the facility assessment that warrant further review by the owner will be identified. The assessors will observe points of ingress/egress at each facility and document any unusual findings.
- 2.1.2.4 Validation of approximate facility size in gross square feet (GSF).
- 2.1.2.5 It is the responsibility of the contractor to make a complete evaluation/assessment of the overall facility condition. The contractor will interview applicable Town personnel to identify the property's significant repairs, replacements, etc.
- 2.1.2.6 The contractor will not enter confined spaces such as crawl spaces, attic spaces, or vaults. The contractor will not access sloped roofs but will attempt to assess sloped roofs from adjacent buildings, with binoculars, and/or incorporate data from available reports. The contractor will attempt to access flat roofs from a roof access hatch or ladder.
- 2.1.2.7 The contractor, where accessible by ladder, will spot check above ceiling general conditions, but will not do a full above ceiling assessment or identify all above ceiling equipment (e.g. – VAV boxes).
- 2.1.2.8 The term visual assessment includes non-invasive testing such as infrared scan of dynamic equipment, electrical panels, and HVAC systems to identify potential problems. The use of non-contact infrared thermometers, air quality meters, light meters and other test equipment will be considered as appropriate.
- 2.1.2.9 Asbestos containing materials or other hazardous materials testing and/or inspection is excluded from this scope of work. Spaces which contain suspected hazardous materials contamination shall not be entered until the type of contamination has been identified and proper

- safety measures are implemented. Projects for hazardous material abatement may be included in the MAP and forecast based on information provided by the Town.
- 2.1.2.10 Only buildings, structures, and utilities (and their integral components and systems) will be assessed. Utilities located greater than 5 feet outside of building footprint are not included in this scope of work unless otherwise noted.
- 2.1.2.11 Process and treatment equipment. The assessment focus will be for the buildings and site infrastructure that supports/houses the process and treatment equipment.
- 2.1.2.11.1 Wastewater Treatment Plant (WWTP). An FCA, ADA assessment, and Energy Audit will be conducted on the buildings. A site assessment will also be conducted. A visual assessment will be completed for the structures for wastewater treatment. Previous studies will be reviewed and incorporated into the assessment to the extent possible. WWTP process and treatment equipment will not be assessed.
- 2.1.2.11.2 Water and Wastewater Pumping Stations. An FCA will be conducted for the buildings and site (fence, pavements, etc.). A visual assessment will be completed for the wastewater collection structures such as wet wells. Nameplate and age data will be collected for the collection and distribution pumps.
- 2.1.2.11.3 Aquatic Center. An FCA, ADA assessment, and Energy Audit will be conducted for the building and site. A visual assessment will be completed for the pool filtration and treatment equipment. An assessment of filtration/treatment equipment effectiveness and pool operations is not included. Previous studies will be reviewed and incorporated into the assessment to the extent possible.
- 1.1.1.1 Plant Property that is not an integral part of a building or structure is excluded from the scope of work. Examples include office equipment, shop/production equipment, food service equipment (except built-in kitchen hoods and walk-ins), and window air conditioning units. Information Technology (IT) and phone systems will also not be included in the scope of work.
- 1.1.1.2 The field assessment shall be performed using both an item and a system assessment method. The assessor shall evaluate each area assessed to determine if there is sufficient evidence to warrant complete replacement of the system versus repairing the components of the system.

- 1.1.1.3 Items considered urgent (e.g. endangering life and/or property) will be appropriately marked on the assessment reports and immediately brought to the attention of the activities POC.
- 1.1.1.4 If the visual assessment indicates that an in-depth assessment and analysis of a component or system should be made, this shall be noted in the assessment report, but is not included as part of this scope of work.
- 1.1.1.5 The contractor field assessment team will identify work items with an estimated value <\$3,000 as service call or minor work items. These Individual, unpackaged, items that require corrective action and can be accomplished within this limit shall be listed on a service call log and presented to the Town during the field assessment out-brief along with a rough order of magnitude (ROM) lump sum cost estimate.
- 1.1.1.6 The contractor field assessment team will enter building inventories into Paragon to Uniformat II, Level 5 inventory. Dynamic equipment with a value of more than approximately \$1,000 shall be will be inventoried (e.g. model number, serial number, etc.). Equipment with a value of less than \$1,000 shall be excluded from the inventory.
- 1.1.2 Facility Condition Assessment Analysis
  - 1.1.2.1 Work items and recommended corrective actions shall be described in a concise and complete manner. The work item description shall consist of failure description, severity rating and a quantity. Assessors shall indicate the cause or probable cause of the work item, if known. The assessor's description shall include a description for the repair and the location of the item.
  - 1.1.2.2 Work item location drawings will not be generated.
  - 1.1.2.3 Budget cost estimates shall be expressed in labor hours, labor dollars, equipment rental dollars and material dollars.
  - 1.1.2.4 Contractor will use RSMeans CostWorks for cost estimating purposes. Estimates will be saved as an MSEXcel file and "attached" to the work item for which the estimate is prepared. The contractor shall review the RSMeans based estimates to confirm that they reflect local market costs. Work recommended for contract shall incorporate local pricing for labor, materials, fringe benefits, overhead, and profit.
  - 1.1.2.5 Lump sum estimates are acceptable where contractor is importing data from client provided work items, capital project information, or studies.
  - 1.1.2.6 Forecasting of Maintenance, and Repair and Replacement Costs. The contractor shall, based upon the facility inventory updated in the assessment, forecast future maintenance, repair and

- replacement work items and capital investment costs for a 20 year period.
- 1.1.2.7 Work Packages. The assessment results shall be analyzed and contractor shall recommend how the work should be executed. Work packaging combines repairs that can be logically accomplished for a single purpose and to affect a significant life extension to a component or system, or to restore some aspect of the facility to serviceable condition.
- 1.1.2.7.1 Work packaging shall have the goal to minimize repetitive work in any single area or building system and to accomplish a cost effective, complete and usable repair. Work packages should not combine work items of widely dissimilar work.
- 1.1.2.7.2 Work packages may have work items with different effect, probability and severity grouped together to create a package with a different criticality attribute.
- 1.1.2.7.3 Work packages may contain one or more separately identified work items.
- 1.1.2.7.4 Work packages may require specification and/or design prior to execution. Designs and specifications are not part of this scope of work.
- 1.1.2.7.5 Work packages may evolve into scopes of work for whole system or facility restoration.
- 1.1.2.7.6 Work package criticality will be established by application of work item criticality matrices to the combined work package.
- 1.1.2.7.7 Work packaging is highly dependent on the nature of the work items, the method of accomplishment and the work item priority. No specific procedure can be applied in all circumstances. The intent is to ensure that critical work items identified by the assessment are included in an execution package that allows for efficient, cost-effective accomplishment.
- 1.1.2.8 A recommended 5 Year MAP shall be developed after work packaging is complete. The MAP shall be developed in coordination with town Public Works office.
- 1.1.2.8.1 MAP shall present a plan for execution of the work packages over a 5 year planning period.
- 1.1.2.8.2 MAP shall program most critical projects for first year execution.
- 1.1.2.8.3 MAP shall organize the work packages by budget funding category.

- 1.1.2.8.4 MAP shall present a yearly work package execution cost summary via a histogram. This graphic shall compare planned work versus activity projected funding levels. Should projected funding levels be unavailable, contractor shall work with historical funding information. Projected and/or historical funding data shall be provided by the Town.
      - 1.1.2.8.5 The contractor shall develop an unconstrained budget MAP histogram.
    - 1.1.2.9 The contractor will calculate the Facility Condition Index (FCI) for each building and utilize color to highlight the condition ratings of each building. The following ratings shall be utilized: poor (red), marginal-degraded (orange), marginal (yellow), adequate (green). (FCI/Color ratings may not be applicable to non-building assets.)
    - 1.1.2.10 FCA Report format shall consist of the following:
      - 1.1.2.10.1 Executive Summary.
      - 1.1.2.10.2 Condition Assessment Report.
      - 1.1.2.10.3 5 Year Maintenance Action Plan (MAP).
      - 1.1.2.10.4 5-20 year Maintenance and Repair Forecast.
      - 1.1.2.10.5 Narratives at the system level regarding facility condition.
      - 1.1.2.10.6 Photographs of work items (where possible).
      - 1.1.2.10.7 Service Call/Work Item list (≤\$3,000).
      - 1.1.2.10.8 Cost estimates based on recommended executable MAP work packages. Cost mark-ups (e.g. overhead, profit, contingency, etc.) shall be identified.
  - 1.1.3 The contractor shall complete a pilot/test assessment, inventory and report for a subset of assets for review and approval by the Town prior to completing reports for remaining facilities.
  - 1.1.4 Town of Christiansburg will provide the contractor with a list of Facility Liaisons (FL). Each FL shall be contacted at least one week prior to facility entry to coordinate assessments within that particular facility.
- 1.2 Security Assessment
  - 1.2.1 The contractor will conduct a pre-project meeting with key staff members to discuss and provide the structure, approach and schedule for each facility to be assessed.
  - 1.2.2 The contractor will meet with Managerial staff at each facility and obtain an understanding of the current security level and process established.
  - 1.2.3 The contractor will perform a visual inspection of each facility and identify potential security risks.

- 1.2.4 The contractor will perform an audit of existing security systems to entrance and exit to critical areas, existing locks, and CCTV equipment.
- 1.2.5 The contractor will identify Key/Swipe card storage areas and the level of access to these areas.
- 1.2.6 The contractor will audit current key issuance processes for each facility and identify potential areas for process failure.
- 1.2.7 Upon completion the contractor will provide recommendations to address security concerns and establish a level of control with security access.
- 1.2.8 The Town will provide information regarding current security procedures, systems, equipment, if available.
- 1.3 Energy Audit
  - 1.3.1 The contractor will perform ASHRAE Level 2 – Energy Survey / Engineering Analysis for buildings as indicated on the attached facility list using ASHRAE Procedures for Commercial Building Energy Audits (2011). For small, unoccupied, or unconditioned, buildings where a Level 2 Audit would not make sense, contractor will perform an ASHRAE Level 1 audit (definitions provided below for explanation).
  - 1.3.2 The contractor will provide site-specific recommendations for energy/water conservation.
  - 1.3.3 The contractor will conduct an energy and water assessment and include in the FCA reports an energy and water assessment section, which describes the details of any potential energy/water energy conservation measures (ECM/WCMs) discovered during the field site visit and data analysis.
  - 1.3.4 The energy audit will include a lighting assessment for interior building spaces and site lighting where significant lighting systems are present.
  - 1.3.5 Limited building exterior thermographic analysis will be conducted to identify anomalies in the building exterior associated with energy loss will be performed in conjunction with the ASHRAE Level 2 audit.
  - 1.3.6 The Town will provide utility meter information and utility bills (e.g. - electric, water, fuel oil, natural gas) for a 24-36 months period to allow the auditor to evaluate the facility energy rate and utility profiles.
- 1.4 Meetings and Presentations. The contractor shall provide project updates, attend periodic meetings, and provide draft deliverables to ensure the project is

proceeding satisfactorily. Meetings shall be scheduled as needed at the Town office buildings or by conference call until the completion of the project.

- 1.5 Qualifications. Only technically qualified personnel (technicians and/or architects/engineers) shall perform assessments. Assessors shall have experience in commercial and industrial facilities and systems and have applicable building code (e.g. National Electrical Code) and life safety knowledge within their respective area of expertise. Assessors will have a minimum amount of test equipment (e.g. infrared scanner, watt meter, circuit tester, etc.). Non-invasive testing such as infrared scan of dynamic equipment and electrical panels should be utilized.

1.6 Coordination of Work.

1.6.1 The contractor shall submit a work plan briefly describing in narrative format the plan of action for the accomplishment of the evaluations. The plan shall include staff personnel assignments, timeframes, and project management execution plan. A facility evaluation schedule shall be included in the work plan. In some cases, the evaluation schedule for certain facilities may require the contractor to work evening, night or early morning hours so as not to interfere with critical operations or functions.

1.6.2 If an assessment requires an outage of a portion or entire utility system or the securing of dynamic equipment, the outage and securing shall be coordinated with and performed by Town personnel. The Town personnel will likewise reactivate a system or equipment shut down for assessment. Under these circumstances, assessors shall perform their assessments as expeditiously as possible, to minimize interruption to activity operations.

2.0 Deliverables.

2.1 The contractor shall inform the town that the data contained in Paragon is updated per the condition assessment. This will allow the town to view the data in real time. Read only access will be provided to the town up to 120-days following completion of the work. Digital output files in MSExcel will also be provided including facility data, inventory data, work item data, cost estimate data, and MAP and forecasting data. These digital output files can be used by the Town to update the existing facility maintenance software (Hiperweb) for dynamic equipment such as make, model, serial number, capacity, etc. if desired. The contractor will coordinate with the Town prior to the field assessment to obtain data structure information to ensure proper mapping.

2.2 A draft and final FCA Report shall be submitted in electronic (PDF file format) and hard copy format (3-ring binders).

- 2.2.1 The contractor shall submit 1 electronic copy and 3 hard copies of draft reports to the Town of Christiansburg.
- 2.2.2 The contractor shall submit 1 electronic copy and 3 hard copies of the final reports to the Town of Christiansburg.

### **3.0 Special Requirements.**

- 3.1 If the contractor desires to perform site work outside of normal working hours, the contractor shall obtain prior approval from the PL. Contractor employees will typically wear safety vests during assessments and may be required to wear an identification pass/badge in a conspicuous location on their outer clothing at all times while on site. Escort by Owner's personnel may be required for access into critical security areas or spaces. Contractor employees will wear personal protective equipment where required (e.g. - Wastewater Treatment Plant)
- 3.2 Date(s) of visit(s) to the town facilities must be cleared with the PL and/or the town's POC, and those individuals shall be notified by the owners' representative at least seven (10) calendar days in advance of the scheduled site visit and field investigation.
- 3.3 The contractor shall in no case modify or effect changes to this scope of work without prior authorization of the Purchasing Officer.
- 3.4 The Contractor shall provide equipment necessary to conduct the required services.
- 3.5 Guidance concerning this contract is contained in the following references:
  - NFPA 101, NFPA 99, NFPA 13, NFPA 72, NFPA 90A, NSPC, NFPA 70, NFPA 110 and NFPA 780
  - FED-STD 795 Uniform Federal Accessibility Standards
  - UBC

### **4.0 Points of Contact.**

- 4.1 Project Leader (PL) and Point of Contact (POC):
  - David Sutphin
  - General Services Superintendent
  - Town of Christiansburg, Public Works
- 4.2 Contracting:
  - Kim Widrig
  - Purchasing Coordinator
  - Town of Christiansburg

- 5.0 **Schedule.** Work will be completed in accordance with the following schedule. Actual dates will be established dependent upon contract award date and project work plan.

Work Item	Milestone
Kick off Meeting (calendar days following award)	Within 10 days
Phase 1	June 30, 2018
Phase 2*	October 30, 2018

*\*assume 2 weeks for the Town to review the draft reports and provide comments.*

# EXHIBIT E

Phase 1 (FY 2018)	Incls FCA, Energy, ADA, Security as noted
Phase 2 (FY 2019)	Incls FCA, Energy, ADA, Security as noted
Beyond Phase 1/2	Scope/schedule to be determined (TBD)

ATTACHMENT 1 - FACILITY LIST SCOPE MATRIX - TOWN OF CHRISTIANBURG ASSESSMENT SERVICES (with assumptions)								
Facility	Location	Square Footage	Number of Buildings	Type	Energy Audit	ADA	Security Review	Notes/Assumptions
Town Hall	100 East Main Street	39,000	1	Bldg	Level 2	Y	Y	
Recreation Center	1600 North Franklin Street	77,400	2	Bldg	Level 2	Y	Y	
Harkrader Sports Aquatic Center	1209 Buffalo Drive	4,900	2	Bldg	Level 1	Y	Y	Buildings will be assessed with parks.
Operations Center	595 North Franklin Street	153,000	1	Bldg	Level 2	Y	Y	
Operations Center	300 Scattergood Drive	39,122	12	Bldg	Level 2 and Level 1	Y	Y	Assume level 2 energy audit for administration and significant shop buildings only. Assume ADA assessment only for administration buildings.
Wastewater Treatment Facility	2557 Crab Creek Road	28,035	10	Bldg	Level 2 and Level 1	Y	Y	Assume level 2 energy audit for administration and lab buildings only. Assume ADA assessment only for administration buildings.
Fire Department	110 Depot Street	23,750	1	Bldg	Level 2	Y	Y	
Rescue Squad	190 Depot Street	26,450	1	Bldg	Level 2	Y	Y	
Police Department	10 East Main Street	22,000	1	Bldg	Level 2	Y	Y	
Hubble Radio Bldg.	2055 Simpson Rd.	100	1	Bldg	TBD	N	Y	Energy audits for radio buildings TBD based on TOC priorities/energy usage.
Hills Radio Bldg.	1480 Sherwood Dr.	144	1	Bldg	TBD	N	Y	
Buffalo Radio Bldg.	1306 Buffalo Dr.	100	1	Bldg	TBD	N	Y	
Warren St. Radio Bldg.	A-10 Warren St. NW	144	1	Bldg	TBD	N	Y	
Sunset Cemetery	501 South Franklin Street	1,580	1	Bldg	Level 1	Y	Y	

Buffalo Water Booster Station	1306 Buffalo Drive	231	1	WBPS	TBD	N	Y	Energy audits for Booster and Waste Water stations TBD based on TOC priorities/energy usage.
Lubna Water Booster	879 Life Drive	231	1	WBPS	TBD	N	Y	
Edgewood Water Booster Station	1408 South Franklin Street	215	1	WBPS	TBD	N	Y	
Craig Mountain Water Booster Station	1285 Flint Drive	212	1	WBPS	TBD	N	Y	
Silver Lake Waste Water	1202 Silver Lake Rd.	53	1	WWPS	TBD	N	Y	
Life Bible Waste Water	900 Life Bible College	53	1	WWPS	TBD	N	Y	
Edgewood Waste Water	1406 South Franklin St.	53	1	WWPS	TBD	N	Y	
Starlight Waste Water	699 Hemlock St.	53	1	WWPS	TBD	N	Y	
Conners Waste Water	200 Pops Ln.	53	1	WWPS	TBD	N	Y	
Tower Waste Water	832 Tower Rd.	257	1	WWPS	TBD	N	Y	
Falling Branch Waste	340 John Lemley Ln.	106	2	WWPS	TBD	N	Y	
Wayside Waste Water	4593 Way Side Dr.	106	2	WWPS	TBD	N	Y	
Pine Hollow Waste	307 Pine Hollow Rd.	172	1	WWPS	TBD	N	Y	
Teel Waste Water	355 Teel St.	85	1	WWPS	TBD	N	Y	
Red Oak Waste Water	65 Red Oak Dr.	53	1	WWPS	TBD	N	Y	
Midway Waste Water	3305 North Franklin St.	53	2	WWPS	TBD	N	Y	
Slate Branch Waste	1001 Celtics Way	723	1	WWPS	TBD	N	Y	
Walters Waste Water	740 Walters Dr.	30	1	WWPS	TBD	N	Y	
Peppers Ferry Waste Water	280 Peppers Ferry Rd. NW	225	2	WWPS	TBD	N	Y	
Belmont Waste Water	765 New Village Dr.	72	1	WWPS	TBD	N	Y	
Walnut Grove Waste	510 Canterbury St. SW	81	1	WWPS	TBD	N	Y	
Circle Park	318 Circle Drive	43,000	0	Park	N/A	Y	N	
Depot Park	250 Depot Street	213,818	0	Park	N/A	Y	N	
Downtown Park	55 College Street	101,250	0	Park	N/A	Y	N	
John Lemley Park	271 John Lemley Lane	20,000	0	Park	N/A	Y	N	
Skate Park	75 Mill Lane	23,296	0	Park	N/A	Y	N	

Town and Country (Summit Ridge) Park	305 Summit Ridge Road	43,000	0	Park	N/A	Y	N	
Wall Street Park	1300 Wall Street	35,000	0	Park	N/A	Y	N	
Kiwanis Ball Park	310 Kiwanis Lane	266,000	0	Park	N/A	Y	N	Site lighting to be assessed.
Harkrader Sports	1209 Buffalo Drive	435,000	0	Park	N/A	Y	N	Site lighting to be assessed.
<b>Total</b>		<b>1,599,206</b>	<b>61</b>					

Town of Christiansburg Assessment Services Facilities		
Facility Type	Number of Assets	Area
Buildings (GSF)	36	415,725
Parks (SF)	9	1,180,364
WBPS (Water Booster PS)	4	889
WWPS (Wastewater PS) (	21	2,228
Grand Total Buildings (GS	61	418,842
Grand Total Parks (Acres)	9	27.1



**TOWN OF CHRISTIANSBURG  
TOWN COUNCIL  
AGENDA COVER SHEET**

**AGENDA LOCATION:**

Presentations

**Meeting Date:**

May 22, 2018

**ITEM TITLE:**

Crab Creek Greenway Trail Extension

**DESCRIPTION:**

Trail extension along Central Ave., Cambria Street, and Depot Street to connect to Roanoke Street and Kiwanis Park.

**POTENTIAL ACTION:**

Concurrence from Council to proceed with a Smart Scale funding application for this project

**DEPARTMENT:**

Engineering

**PRESENTER:**

Wayne Nelson

**ITEM HISTORY:**

This trail extension was studied as part of the trail study conducted by Hurt & Proffitt. This project would achieve the goal of an east-to-west trail extension to serve our residents.

**Date:**

**Action Taken:**

**Information Provided:**