



## AGENDA

REGULAR MEETING OF TOWN COUNCIL  
CHRISTIANSBURG TOWN HALL  
100 EAST MAIN STREET  
OCTOBER 9, 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. [2018 Town of Christiansburg Community Development Block Grant Annual Action Plan.](#)

#### IV. CONSENT AGENDA

- A. [Approval of Council Minutes of September 25, 2018.](#)
- B. [Proclamation in Support of Extra Mile Day 2018.](#)
- C. Cancel Public Hearing on October 9, 2018 for a Conditional Use Permit request the Christiansburg Presbyterian Church, for an electronic messaging sign; To be rescheduled following Planning Commission's recommendation.

#### V. INTRODUCTIONS AND PRESENTATIONS

- A. [Kim Widrig, Purchasing Coordinator, to present on the procurement process.](#)
- B. Adam Carpenetti, Assistant to the Town Manager, to present on the IT Department.

#### VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

- A. Collins and Stipes – Street Committee report/recommendation on:
  - 1. Reagan's Pointe Subdivision situated along Giles Drive, S.E. and Glade Drive, S.E. (59 single-family residential lots).

VIII. DISCUSSION AND ACTION BY MAYOR AND COUNCIL

- A. Council action on:
  - 1. 2018 Town of Christiansburg Community Development Block Grant Annual Action Plan
- B. Reappointment of Rich Alvis, Chris Pfohl, and J.D. Price to the Board of Building Code Appeals for four-year terms ending December 31, 2022, and reappointment of John Travis as Alternate to the Board of Building Code Appeals with terms ending December 31, 2021.

IX. STAFF REPORTS

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

X. COUNCIL REPORTS

XI. OTHER BUSINESS

XII. ADJOURNMENT

Upcoming meetings:

October 23, 2018 – Regular meeting  
November 13, 2018 – Regular meeting



# **Town of Christiansburg**

## **2018**

### ***Community Development Block Group***

### ***Annual Action Plan***

Presented to  
U.S. Department of Housing and Urban Development

**CITIZEN COMMENT PERIOD**  
**August 16, 2018 –October 9, 2018**

***DRAFT***

## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The 2018 Annual Action Plan for the Town of Christiansburg outlines the activities that will be undertaken during the 2018 program year using Federal funds granted to the Town of Christiansburg by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG). Programs and activities described in this plan are continued from prior program years. All programs and activities are intended to benefit low-income and moderate-income residents of the Town of Christiansburg, neighborhoods with high concentrations of low-income and moderate-income residents, and the Town as a whole.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

##### **Objectives:**

- Ongoing development of new public infrastructure and upgrading portions of infrastructure to enhance the quality of life for citizens in the Low to Moderate Income Block Groups.

##### **Outcomes:**

- Providing usable sidewalks will provide connectivity for low to moderate income residents within the Town. Various residential areas lie adjacent to businesses, agencies that provide services, local transit and government offices. By providing the necessary links between the neighborhoods and the commercial area, an improved transportation network will be achieved.
- Rehabilitating drainage, water and sewer systems that lay under the sidewalk areas provides a better quality of life as some of these lines have never been upgraded or improved.

##### **Accomplishments:**

- Existing sidewalks have been improved to comply with ADA standards in the project area along East Main Street, Roanoke Street and Park Street. The most recent project was completed in 2017 of the Park Street sidewalks.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The Town of Christiansburg 2010-2015 Consolidated Plan and now the Town of Christiansburg 2015-2020 Consolidated Plan focuses on the redevelopment of sidewalks and infrastructure in an LMI area. With the increased connectivity, staff has visibly seen frequent use of the sidewalks. Additionally, through outreach programs for other Town projects, the citizens have indicated they need connectivity to services.

Existing sidewalks have been improved to comply with ADA standards in the project area along East Main Street, Roanoke Street and Park Street. Approximately 2,500 feet of new sidewalk was installed in 2016/2017. Over 2,040 feet of existing sidewalk has been improved with this program over its history.

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The Annual Action Plan is available for the public review and is available on the Town's Web Site. The availability of the plan and the Town Council public hearing is also advertised in a local newspaper, The News Messenger. Staff is available to discuss the goals of the CDBG program at anytime. Most of the citizen comments have been directly related to the construction project of the drainage and sidewalk improvements along Park Street and the citizen's home or property. The draft copy is also available for review at the public library here in Christiansburg.

### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No comments have been received to date.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

Not Applicable.

**7. Summary**

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Lead Agency	Agency Role	Name	Department/Agency
CDBG Administrator		CHRISTIANSBURG	
HOPWA Administrator			Planning Department/Town Manager's Office
HOME Administrator			
HOPWA-C Administrator			

Table 1 – Responsible Agencies

### Narrative (optional)

Christiansburg's Planning Department is the lead agency overseeing the development of the Consolidated Plan and is responsible for coordinating with area organizations, citizens and other interested parties. The staff of this department consists of a Planning Director and two Planners. The current Planning Director has accepted the Assistant Town Manager position and is currently responsible for both positions until the Planning Director role can be backfilled. This person remains as a direct report to the Town Manager and coordinates overall project goals with the Town Manager.

In addition to overseeing the development of the plan, the Town of Christiansburg will coordinates the sidewalk construction and any other infrastructure improvements through the Public Works, Engineering, and Finance Departments. The Engineering Department acts as the lead for the specifics and implementation of construction projects.

## Consolidated Plan Public Contact Information

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

Services for extremely low to moderate income families can be obtained from various organizations within the Town of Christiansburg, Montgomery County and throughout the New River Valley. These organizations can assist with housing needs, utility payments and other emergency assistance needs for a wide range of populations.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

In addition to citizen solicitation, staff gathered information and assistance from the following organizations:

Town Managers Office

Parks and Recreation Department

Montgomery County Health Dept.

Department of Social Services

New River Valley Regional Commission

Community Housing Partners

New River Community Action

New River Family Shelter

NRV Community Services

Women's Resource Center

These participants served an important role in the development of the Consolidated Plan and continue to play an important role in consideration of need from a year to year basis. Each organization provides information from their staff and/or web pages to all interested parties. The data collected from these

organizations and individuals was analyzed and developed into a series of housing and community development strategies.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

A comprehensive continuum of care system is necessary to effectively address homeless needs. This system must provide three basic components. First, there must be an immediate alternative to being unsheltered including not only emergency shelter, but an assessment of an individual's or family's needs. Second, there is a need for transitional housing and rehabilitative services. This aspect of the system should include services such as substance abuse treatment, interim mental health services, training in independent living skills, and many others dependent upon the individual needs. The final step is permanent housing that includes permanent supportive housing arrangements.

Homeless individuals and families will not necessarily need access to all of the above components, but this coordinated system is critical as an overall effort to overcome homelessness. In addition, there must be a strong homeless prevention strategy to ensure increasing numbers of homeless does not overwhelm the above system. In fact, prevention of homelessness, by stabilizing precarious housing arrangements, is significantly less costly than providing emergency shelter and food.

Though limited by local funding and dependent upon State and Federal Grant Assistance for many of our local endeavors, homelessness is a problem we would like to eliminate in our region. The Town of Christiansburg recognizes the need to assist low and moderate income households in danger of becoming homeless, and is committed to assisting those families by continued support of local agencies, the regional Housing Partnership, Continuum of Care and HOME Consortium.

Since the Town of Christiansburg does not have social service programs to directly assist the homeless, we are fortunate to have New River Community Action, a local agency that administers the Homeless Intervention Program (HIP) for the region. The HIP program prevents the displacement of low and moderate-income households who are in danger of becoming homeless, assists those who are homeless to secure permanent housing, and assists individuals to regain self-sufficiency. The program provides no interest loans for mortgages and deposit assistance, as well as rent-payment grants to eligible people in the New River Valley. Not only does New River Community Action administer the HIP program, but the agency has also taken the lead to develop a Homeless Prevention Plan for the New River Valley. Many religious institutions and the regional community services organization have combined to create a "thermal shelter" during the coldest months to house homeless men in the New River Valley.

The Town of Christiansburg will generally support applications for related programs and resources to assist in the prevention of homelessness from eligible non-profit organizations and other groups. When the Town is also an eligible applicant, it will seek to coordinate any application with other relevant organizations so program benefits will be delivered to citizens as effectively and seamlessly as possible.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The Town of Christiansburg is not a recipient of ESG funds.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1 Agency/Group/Organization		NEW RIVER COMMUNITY ACTION
Agency/Group/Organization Type		
Housing		
Services - Housing		
Services-Children		
Services-Elderly Persons		
Services-homeless		
Services-Health		
Services - Victims		
<b>What section of the Plan was addressed by Consultation?</b>		
	Housing Need Assessment	
	Public Housing Needs	
	Homeless Needs - Chronically homeless	
	Homeless Needs - Families with children	
	Homelessness Needs - Veterans	
	Homelessness Needs - Unaccompanied youth	
	Homelessness Strategy	
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>		
	In late 2013, New River Community Action reached out to local governments and the New River Valley Regional Commission to develop a homeless prevention plan. Since that solicitation, NRCA has held regular meetings to develop the plan. As part of the planning process, New River Community Action has assisted with the annual Point in Time survey for the Continuum of Care. While the plan is not completed, the goal is to provide local governments with a plan as a resource to prevent homelessness. This agency and area religious institutions have taken steps to implementing a thermal shelter program for homeless men which provides long-term social services and placement services at that time. The localities and interested organizations continue to collaborate and share information through the New River Housing Partnership.	

2	<b>Agency/Group/Organization</b>	New River Valley Community Services
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	New River Valley Community Services is the public provider of behavioral health services to residents of the New River Valley. NRVCs offers community-based programs for both children and adults who are living with mental illness, developmental disabilities and/or substance use disorders. It is recognized these all have the ability to contribute to homelessness.

**Identify any Agency Types not consulted and provide rationale for not consulting**

None identified.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

None identified.

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	New River Community Action	The Town is able to provide sidewalk in an area that serves one or more target audiences of the regional plan.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

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**AP-12 Participation – 91.105, 91.200(c)****1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

To ensure the public is fully informed of the process and given every opportunity to provide comment and input, print copies were available at the Christiansburg Public Library, located at 125 Sheltman Street, during the review process. Additional copies can be obtained from the Christiansburg Planning Department, located at the Christiansburg Town Hall, 100 E. Main Street or on the Town's website at [www.christiansburg.org](http://www.christiansburg.org). The Town of Christiansburg advertises the public review process in a local newspaper and on the Town's website. The Town also uses its social media outlets to promote citizen participation. Public input will be requested at a Town Council public hearing to solicit additional comments. Citizens unable to attend the public input meeting are invited to offer comments and suggestions to the Planning staff either by telephone, mail or email.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Newspaper Ad	Persons with disabilities  Non-targeted/broad community				

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing				
3	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing				

**Table 4 – Citizen Participation Outreach**

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## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The Town of Christiansburg made tremendous progress in FY 2016 and FY 2017 to complete the sidewalk/infrastructure work on Park Street. The next phase is an adjacent collector street that lacks similar sidewalk/infrastructure as did Park Street previously.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	0	0	0	0	100,000

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how

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**matching requirements will be satisfied**

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Not applicable.

**Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Infrastructure	2015	2020	Non-Housing Community Development	Park Street District	Public Improvements and Infrastructure	CDBG: \$111,703	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3925 Persons Assisted

Table 6 – Goals Summary

#### Goal Descriptions

1	Goal Name	Infrastructure
	Goal Description	

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

The 2018 Annual Action Plan for the Town of Christiansburg outlines the activities that will be undertaken during the 2018 program year using Federal funds granted to the Town of Christiansburg by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG). Programs and activities described in this plan are continued from prior program years. All programs and activities are intended to benefit low-income and moderate-income residents of the Town of Christiansburg, neighborhoods with high concentrations of low-income and moderate-income residents, and the Town as a whole.

### Objectives:

- Ongoing development of new public infrastructure and upgrading portions of infrastructure to enhance the quality of life for citizens in the Low to Moderate Income Block Groups.

### Outcomes:

- Providing usable sidewalks will provide connectivity for low to moderate income residents within Town. Various residential areas lie adjacent to businesses, agencies that provide services, local transit and government offices. By providing the necessary links between the neighborhoods and the commercial area, an improved transportation network will be achieved.
- Rehabilitating drainage, water and sewer systems that lay under the sidewalk areas provides a better quality of life as some of these lines have never been upgraded or improved.

### Accomplishments:

- Existing sidewalks have been improved to comply with ADA standards in the project area along East Main Street, Roanoke Street and Park Street.

### Projects

#	Project Name
1	West Main Street Infrastructure - Park District
2	West Main Street Administration - Park District

**Table 7 - Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The primary reason for this allocation priority is to accomplish more infrastructure improvements in the Town's Low to Mod Income communities.

**AP-38 Project Summary**  
**Project Summary Information**

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<b>1</b>	<b>Project Name</b>	West Main Street Infrastructure - Park District
	<b>Target Area</b>	Park Street District
	<b>Goals Supported</b>	Infrastructure
	<b>Needs Addressed</b>	Public Improvements and Infrastructure
	<b>Funding</b>	CDBG: \$89,362
	<b>Description</b>	Rehabilitating or installing new sidewalk and adding adequate drainage infrastructure for approximately 2,200 linear feet along West Main Street from Stone Street NE to High Street NE.
	<b>Target Date</b>	10/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is believed that overall 3,925 households will benefit and 841 low to mod income people will benefit.
	<b>Location Description</b>	Park Street District
	<b>Planned Activities</b>	
<b>2</b>	<b>Project Name</b>	West Main Street Administration - Park District
	<b>Target Area</b>	Park Street District
	<b>Goals Supported</b>	Infrastructure
	<b>Needs Addressed</b>	Public Improvements and Infrastructure
	<b>Funding</b>	CDBG: \$22,340
	<b>Description</b>	Administrative expenses from CDBG funding including but not limited to advertisements of public input for projects and mailing fees.
	<b>Target Date</b>	10/31/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is believed that overall 3,925 households will benefit and 841 low to mod income people will benefit.
	<b>Location Description</b>	
	<b>Planned Activities</b>	

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The Town of Christiansburg's Park District consists of a mixture of older single family homes and rental units. The Park District is also home to lower income residents. The boundary of the Park District is Roanoke Street (U.S. Routes 11 and 460), Depot Street, N.E. and East Main Street. Park Street (which the area is named for), runs parallel to Roanoke Street, transects the Park District. Roanoke Street serves as a major connector to area shopping, medical offices and municipal buildings such as Christiansburg Town Hall, Montgomery County Courthouse and Health Department.

The Town of Christiansburg's Park District is home to lower income residents that require access to area shopping, medical offices and other businesses. A portion of Park Street and Roanoke Street do provide sidewalks; however, there is a need to fill in areas that do not have sidewalks. Christiansburg's Staff witnesses residents walking on the grassy shoulders to arrive at various destinations along Park Street from their residences within the Park District. Christiansburg intends to allot a minimum of 80% of the CDBG allocation to continue sidewalk construction, plus the rehabilitation of infrastructure along portions of Park Street and Depot Street, N.E. In order to install new sidewalks, the drainage infrastructure will need to be improved. The remaining 20% will be allocated for administrative costs, if those costs should need funding.

### **Geographic Distribution**

Target Area	Percentage of Funds
Park Street District	100

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The priorities were established based on the needs of the eligible jurisdictional area so it is limited with how the CDBG dollars are allocated within the Town.

### **Discussion**

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The Town of Christiansburg will strive to maintain and increase the supply of affordable, sound housing through planning processes promoting affordable housing such reviewing the Town's Zoning Ordinance and Comprehensive Plan.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

#### Discussion

Due to limited funding through HUD's CDBG Program, the Town of Christiansburg will not be addressing affordable housing needs with CDBG allocations.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

**Due to limited funding through HUD's CDBG Program, the Town of Christiansburg will not be addressing public housing with CDBG allocations.**

### **Actions planned during the next year to address the needs to public housing**

**Due to limited funding through HUD's CDBG Program, the Town of Christiansburg will not be addressing public housing with CDBG allocations.**

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

**Due to limited funding through HUD's CDBG Program, the Town of Christiansburg will not be addressing public housing with CDBG allocations.**

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

**This area is not served by a PHA, therefore this is not applicable for the Town of Christiansburg's 2016 Annual Action Plan.**

### **Discussion**

**Even though public housing is not funded though the CDBG program, the Town of Christiansburg will strive to maintain and increase the supply of affordable, sound housing through planning processes promoting affordable housing by reviewing the Town's Zoning Ordinance and Comprehensive Plan.**

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Town of Christiansburg recognizes the need to assist low to moderate income households in danger of becoming homeless, and is committed to assisting those families by continued support of local agencies, the regional Housing Partnership , Continuum of Care and HOME Consortium. The Town of Christiansburg has taken an active role in a regional committee to end homelessness and will continue to provide staff support.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Town of Christiansburg will generally support applications for related programs and resources to assist in the prevention of homelessness from eligible non-profit organizations and other groups. When the Town is also an eligible applicant, it will coordinate any application with other relevant organizations so program benefits will be delivered to citizens as effectively and seamlessly as possible. No CDBG funding will assist these efforts.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Town of Christiansburg will generally support applications for related programs and resources to assist in the prevention of homelessness from eligible non-profit organizations and other groups. When the Town is also an eligible applicant, it will coordinate any application with other relevant organizations so program benefits will be delivered to citizens as effectively and seamlessly as possible. No CDBG funding will assist these efforts.

#### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Town of Christiansburg will generally support applications for related programs and resources to assist in the prevention of homelessness from eligible non-profit organizations and other groups. When the Town is also an eligible applicant, it will coordinate any application with other relevant organizations so program benefits will be delivered to citizens as effectively and seamlessly as possible. No CDBG funding will assist these efforts.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Town of Christiansburg will generally support applications for related programs and resources to assist in the prevention of homelessness from eligible non-profit organizations and other groups. When the Town is also an eligible applicant, it will coordinate any application with other relevant organizations so program benefits will be delivered to citizens as effectively and seamlessly as possible. No CDBG funding will assist these efforts.

## **Discussion**

As noted above, funding is not available for these activities due to the limited available monies.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Removal of barriers to affordable housing must be done with a full analysis of potential ramifications. In this regard, the Town's Zoning Ordinance will be continued to be amended to protect and strengthen residential districts. The Town's Comprehensive Plan was adopted in 2013 and as part of the continued process. Christiansburg's current zoning and regulations continue to be closely examined to ensure compatibility with the promotion of affordable housing opportunities.

In addition, Christiansburg has continued to support and participate with the New River Valley Housing Partnership as it examines opportunities in the areas of Continuum of Care and the HOME Consortium.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

No actions have been identified to date..

### **Discussion:**

The Town's current zoning ordinance provides flexibility in the Park District to allow different housing types and has standards conducive to permitting different size lots and homes. Staff believes has assisted in providing a variety of housing options at different pricing levels to its residents.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

With limited CDBG resources and no HOME funded activities designated for the Town of Christiansburg, no other actions will be taken beyond the program goals for FY 2017.

### **Actions planned to address obstacles to meeting underserved needs**

The Town strives in many ways to meet underserved needs. For example, the Town provides a bus service that has been successful in addressing transportation issues of our Low to Mod income communities. The Town is working with the service provider to see how routes and timing could assist even more individuals.

### **Actions planned to foster and maintain affordable housing**

The Town is supportive in most instances of private and public efforts to provided affordable housing and the educating citizens on finding affordable housing. No other actions will be taken beyond the program goals for FY 2017 as part of the CDBG program.

### **Actions planned to reduce lead-based paint hazards**

No other actions will be taken beyond the program goals for FY 2018 as part of the CDBG program.

### **Actions planned to reduce the number of poverty-level families**

No other actions will be taken beyond the program goals for FY 2018 as part of the CDBG program.

### **Actions planned to develop institutional structure**

**No other actions will be taken beyond the program goals for FY 2018 as part of the CDBG program.**

**Actions planned to enhance coordination between public and private housing and social service agencies**

No other actions will be taken. Town Staff is always open to conversations with area agencies and moving toward possibly supporting or implementing new programs in future years.

**Discussion:**

While other opportunities to address important issues such as the ones listed above are not available this year, Staff is committed to possibly supporting efforts in the future. It is important to complete the infrastructure goals that have been set out as a priority for almost 10 years, before reevaluating a shift in CDBG program goals.

## **Program Specific Requirements**

### **AP-90 Program Specific Requirements – 91.220(l)(1,2,4)**

#### **Introduction:**

The Town of Christiansburg will continue to strive to complete the sidewalk project set forth in the Consolidated Plan. The sidewalk project has been listed as the highest priority for the Goals and Objectives. Additional improvements to drainage, water and sewer infrastructure are included in this project list. These infrastructures have not needed attention at this time.

Over 55% of the residents of the Census Block Group 020800-02 are low-moderate income persons. These residents have direct access to the new sidewalks and rehabilitated sidewalks. Rehabilitating sidewalks and installing new sidewalks will encourage a walkable community providing access to public transportation, grocery stores, doctor's offices including a free clinic and municipal buildings.

While the Town has focused on needed infrastructure in the Park Street District to serve its low to moderate income residents, the Town is interested in future years to explore other ways to leverage funds to assist its low to moderate income population--and the community as a whole.

#### **Community Development Block Grant Program (CDBG)** **Reference 24 CFR 91.220(l)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### **Other CDBG Requirements**

1. The amount of urgent need activities	0
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2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

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**CHRISTIANSBURG TOWN COUNCIL  
CHRISTIANSBURG, MONTGOMERY CO., VA.  
REGULAR MEETING MINUTES  
SEPTEMBER 25, 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 SEPTEMBER 25, 2018 AT 7:00 P.M.

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

ADMINISTRATION PRESENT: Town Manager Randy Wingfield; Assistant Town Manager Andrew Warren; Clerk of Council Michele Stipes; Town Attorney Jim Guynn; Finance Director/Treasurer Val Tweedie; Director of Engineering Wayne Nelson; Director of Aquatics Terry Caldwell; Public Relations Specialist Anaika Miller; Events Coordinator Casey Jenkins; Fire Chief Billy Hanks; Aquatics Operations Supervisor Chrystal Jones; Police Chief Mark Sisson; Superintendent of Street Travis Moles; Superintendent of General Services David Sutphin; Crew Supervisor for Utilities John Kirtner; Traffic Signal Maintenance Supervisor Casper Violette.

- I. CALL TO ORDER
  - A. Moment of Reflection
  - B. Pledge of Allegiance
- II. ADJUSTMENT OF THE AGENDA
- III. PUBLIC HEARING
- IV. CONSENT AGENDA
  - A. Approval of Council Minutes of September 11, 2018.
  - B. Monthly Bills.
  - C. Purchase order for backhoe from Carter Machinery Company in the amount of \$152,828.
  - D. Contract for Ignition SCADA Systems in the amount of \$145,000.
  - E. Authorization of a contract in excess of \$100,000.00 to SCS Engineers for Landfill Professional Services.
  - F. Authorization of a contract in the amount of \$583,791.07 to Boxley Materials Company for reconstruction of John Lemley Lane and Howery Street.
  - G. Schedule Public Hearing on November 13, 2018 for a Conditional Use Permit request by David P. Hill, agent for Junkin Street Partners LLC for a Planned Housing Development to consist of a multiple-family dwelling with up to 20 dwelling units on an approximately 1.031-acre parcel (tax map no. 527-12-7) located at 200 Junkin Street, N.E. in the R-3, Multi-Family Residential zoning district. The property is designated as Residential on the Future Land Use Map of the 2013 Christiansburg Comprehensive Plan.

Councilman Bishop made a motion to approve the consent agenda, seconded by Councilman Showalter. Councilwoman Sachs commented that while reviewing the monthly bill list she noticed that several bills were still leaving Montgomery County, and she expressed her disappointment and stated that she believed the Town could do more to support local business. Town Manager Wingfield commented that the Town's Purchasing Policy was scheduled for discussion at the next regular Council meeting. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.

V. INTRODUCTIONS AND PRESENTATIONS

A. Introduction of New Employees:

1. Chrystal Jones, Aquatic Center Operations Supervisor
  - Zach Clark, Lifeguard Crew Leader
2. John Kirtner, Public Works
  - Cody Anders, Maintenance Worker, Utilities
3. Casper Violette and Travis Moles, Public Works
  - Lucas Shelton, Maintenance Workers, Streets
4. Micheal Huesman, Public Works
  - Joseph Cook, Maintenance Worker, ROW\*

\*Mr. Cook was not present and will be introduced at a future meeting.

B. Cindy Green Snider, Small Business Loan Officer with Virginia Community Capital, to present on their loan programs.

Cindy Snider thanked Councilwoman Sachs for the invitation to introduce Virginia Community Capital (VCC) to the Town of Christiansburg, which was founded in 2006 by Governor Mark Warner. VCC is a Community Development Financial Institution dedicated to improving the lives of individuals and enhancing communities through small business loans, real estate lending projects, investment opportunities, advisory services, and public and private sector partnerships that provide for specific community development programs. Ms. Snider talked about the different products and services offered by VCC, and how each was designed to positively impact Virginia communities. In closing, Ms. Snider provided her contact information and offered to consult with Council on ways VCC could serve Christiansburg. Council thanked Ms. Snider for her presentation.

C. Montgomery County Economic Development Director Brian Hamilton to present in regards to a potential GO Virginia grant application for development of a building pad in the Falling Branch Corporate Park.

Mr. Hamilton thanked Council for the opportunity to speak and presented Montgomery County's request that the Town participate in a GO Virginia grant application to support the development of a pad for a future building in the Falling Branch Corporate Park, Phase II, which was purchased by the county in 2017. Council was provided a packet that detailed grant application information and provided maps showing the layout of the park and indicating the building site. Mr. Hamilton talked about the state's prioritized industry clusters and summarized the goals to create the types of businesses that were prioritized for this region. According to Mr. Hamilton, having a

building pad, with utilities in place, was crucial to attracting businesses, and at this time, no business has expressed an interest in this location. Mr. Hamilton provided an overview of the grant application and explained the proposed \$300,000 commitment of Christiansburg. Mr. Hamilton noted that a commitment from Council was needed tonight to meet the October 15 application deadline, but noted that funds would not be needed until the next fiscal year. It was noted by Town Manager Wingfield that there has been talk between Christiansburg and Montgomery County about moving the corporate park into town limits, and Assistant Town Manager Warren pointed out that the corporate park was located within the Town's designated "Opportunity Zone". Council asked about the involvement of NRVRC and VDOT, and Mr. Hamilton stated that the immediate focus was on obtaining a GO Virginia grant that included the involvement of Montgomery County, Christiansburg, and the Economic Development Authority.

D. Fire Chief Billy Hanks to present Fire Department Annual Report.

Fire Chief Billy Hanks presented Council with the Fire Department Annual Report for FY 2018 that highlighted the following:

- The FD has a membership of forty volunteers, which is expected to increase to sixty-five with construction of the satellite fire station on Roanoke Street that would provide service to the east end of town and improve the Town's ISO rating.
- An incident type summary was provided that indicated the largest percentage of calls was for rescue and medical assistance.
- A three-year comparison chart was provided that indicated a steady increase in call volume. Chief Hanks noted that the volume of calls created more demand on the volunteers and that the department continued to seek ways to improve efficiency in answering calls.
- Chief Hanks provided an overview of the fire inspections program managed by Deputy Fire Marshal Curtis Whitt. 1,434 inspections and re-inspections were completed in FY 2018.
- Chief Hanks reported on the fire department's participation in providing safety/emergency measures for community events, including the recent Food Truck Rodeo, and its involvement and participation in many community events, activities, and public outreach services.
- The conceptual design is underway for the new satellite fire station on Roanoke Street and will be presented to Council at a future meeting. There are currently no firefighter construction grants for fire stations available; however, the department continues to seek alternative funding.
- Chief Hanks talked about continued volunteer training that included training at the new regional fire training center on Merrimac Road.
- The CFD is actively involved in the Virginia State Firefighters Association and the SWVA Firefighters Association.
- The CFD received a new Squad Truck and a new Brush Truck provided by capital replacement funding through Montgomery County.
- The CFD is partnering with the Montgomery County Sheriffs Department and other local law enforcement agencies to participate in the Growth through Opportunities Program (GTO). Chief Hanks talked about the importance of the program and its goals that improve the lives of area youth. Mr. Hanks called this program one of the best partnerships the department has ever had.

- Fire Chief Hanks received the Governor's Virginia Volunteer Fire Chief of the Year award from the Virginia Fire Chiefs Association, Inc.

Council thanked Chief Hanks for the annual report and for the dedicated service of the fire department.

- E. Jim Hawley to present on a potential donation to the Town of Christiansburg from Nancy Nixon, Margot Thompson, and Joe Thompson.

Mr. Hawley presented Council with a letter from Nancy Nixon, Margot Thompson and Joe Thompson, offering the town a donation of \$100,000 to help facilitate goals in the Town's Destination 2022, and the letter provided suggestions on possible uses. Ms. Nixon, Mrs. Thompson and Mr. Thompson are long-time residents of Christiansburg and expressed they are offering the donation out of a love for their hometown. In addition, the letter noted that the families did not agree with the permanent closing of Hickok Street and the request was presented that the donation not be used to support or promote any event or activity at that location. Also detailed in the letter was the offer to increase the recycling service fees for Ms. Nixon and the Thompsons by \$5.00 to help pay the fee for two Christiansburg families most in need. The families requested a meeting with Council, if the Town was interested in accepting their offer. A copy of the letter is attached for details.

VI. CITIZEN COMMENTS

VII. COMMITTEE REPORTS

VIII. DISCUSSION BY MAYOR AND COUNCIL

- A. Reappointment of Richard Ballengee to New River Valley Agency on Aging Board and Steve Huppert as Alternate (October 1, 2018 to September 30, 2019).

Councilman Showalter made a motion to reappoint Richard Ballengee to the New River Valley Agency on Aging Board and to reappoint Steve Huppert to serve as alternate, for a one-year term from October 1, 2018 to September 30, 2019, seconded by Councilman Collins. Councilman Bishop questioned the absence of Mr. Ballengee and referred to Town policy requiring individuals seeking appointment or reappointment to come before Council for introduction prior to the appointment/reappointment. Town Manager Wingfield noted that he did not invite Mr. Ballengee to attend the reappointment because of his long-time service to the Town as a council member and mayor, and because he was so well known to Council. The majority of Council acknowledged that Mr. Ballengee needed no introduction and expressed a willingness to act on the reappointment without the presence of Mr. Ballengee. Councilman Huppert noted that he had served as alternate for many years and offered the position to any other council member that may be interested. Hearing no other interest, Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.

- B. A resolution recognizing the eligibility for Line of Duty Act benefits for volunteers of the Christiansburg Fire Department and Christiansburg Rescue Squad.

Town Manager Wingfield explained that the Town's fire and rescue volunteers were already receiving Line of Duty Act benefits and that the resolution was to satisfy state requirements. Councilman Showalter made a motion to approve the resolution, seconded by Councilwoman

Sachs. Council voted on the motion as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.

C. Consideration of a potential GO Virginia grant application for development of a building pad in the Falling Branch Corporate Park.

Councilman Showalter made a motion to approve participation in the GO Virginia grant application, and to accept financial responsibility up to \$300,000, as presented by Brian Hamilton, Montgomery County Economic Director, noting that this project would spearhead economic development as expected by the town's citizens. Councilman Collins seconded the motion and Council voted as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.

IX. STAFF REPORTS

A. Town Manager Wingfield: No report

B. Town Attorney:

C. Other Staff:

X. COUNCIL REPORTS

A. Councilman Collins reported on the well-attended 8-Mile Bridge Walk held September 22 and was hosted by the recreation department.

B. Councilman Bishop reported on the Town-hosted goat yoga held September 20 that had sixty-five participants.

C. Councilman Showalter, no report.

D. Councilman Huppert reported on the successful Food Truck Rodeo held September 21 and hosted by DCI.

D. Councilwoman Sachs reported on the Christiansburg Institute's fundraiser "Cooking Around the World" scheduled for October 6. Ms. Sachs noted she attended the Virginia State Police ribbon cutting held September 24.

E. Mayor Barber reported that he was preparing a proclamation for Fire Prevention Week, October 7 – 13, and that the Christiansburg Fire Truck Parade was scheduled for October 2 at 7:00 p.m.

XI. OTHER BUSINESS

A. Closed Meeting:

1. Councilman Showalter made a motion to enter into a Closed Meeting in accordance with Code of Virginia § 2.2-3711(29) for the discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. The discussion pertains to the former Truman Wilson land development contract and receipt of a Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) proposal for development of the land as a park. The motion was seconded by Councilman Collins and voted upon as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.

2. Reconvene in Open Meeting.

3. Certification. Councilman Showalter moved to certify that the Town Council of the Town of Christiansburg, meeting in Closed Meeting, to the best of each member's knowledge, discussed only the matters lawfully exempt from open meeting requirements by Virginia Law and only such matters as are identified in the Resolution to enter into Closed Meeting. The motion was seconded by Councilman Collins and voted upon as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.
4. Council action on the matter. Councilwoman Sachs made a motion to accept the PPEA from Branch Construction for review and to advertise for competing bids for a period of sixty days. The motion was seconded by Councilman Huppert and voted upon as follows: Bishop – Aye; Collins – Aye; Huppert – Aye; Sachs – Aye; Showalter – Aye.

Councilman Showalter took a moment to thank Downtown Christiansburg, Inc. (DCI) and town staff for organizing the successful Food Truck Rodeo. Mr. Showalter said Christiansburg was the envy of other localities for its anticipated downtown events and ability to accommodate large crowds.

Mayor Barber noted that Andrew Warren, Planning Director and Assistant Town Manager, has held the position of liaison to DCI for several years, and he asked if Mr. Warren was interested in turning the position over to Events Coordinator Casey Jenkins. Mr. Warren commented that Mr. Jenkins has been attending DCI meetings and works with the group on downtown events, and he agreed to assign Mr. Jenkins as liaison to DCI and also as liaison to Montgomery Museum, for the same reasons.

XII. ADJOURN

There being no further business to bring before Council, Mayor Barber adjourned the meeting at 8:44 P.M.

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Michele Stipes, Clerk of Council

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D. Michael Barber, Mayor

# TOWN OF CHRISTIANSBURG

*Established November 10, 1792*

*Incorporated January 7, 1833*



## PROCLAMATION

### EXTRA MILE DAY 2018

**WHEREAS**, Christiansburg, Virginia is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and,

**WHEREAS**, Christiansburg, Virginia is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and,

**WHEREAS**, Christiansburg, Virginia is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile: in order to make a difference and lift up fellow members of their community; and,

**WHEREAS**, Christiansburg, Virginia acknowledges the mission of Extra Mile America to create 575 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2018.

**NOW, THEREFORE**, I, Mayor of Christiansburg, Virginia do hereby proclaim November 1, 2018 to be Extra Mile Day. I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

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D. Michael Barber, Mayor

ATTEST:

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Michele M. Stipes, Clerk of Council

Approved by Town Council \_\_4-24-2018  
Updated from Council approved policy dated 12-12-17

# TOWN OF CHRISTIANSBURG PROCUREMENT AND SURPLUS PROPERTY MANUAL

APPROVED BY TOWN COUNCIL 4-24-2018

**TOWN OF CHRISTIANSBURG, VIRGINIA**  
**PROCUREMENT AND SURPLUS PROPERTY MANUAL**

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## **Article I. – General Provisions.**

### **1.0 Introduction.**

This manual sets forth the legal authority and responsibility for the purchasing process for the Town of Christiansburg (“Town”).

### **1.1 Purpose.**

Public purchasing embraces a fundamental obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the laws enacted by the appropriate legislative body. The intent of the Virginia General Assembly is set forth in the Virginia Public Procurement Act (Code of Virginia, § 2.2-4300, *et seq.*). The Town of Christiansburg intends, through this procurement manual, to ensure the purchase of high quality goods and services at reasonable prices; that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety; that all qualified vendors have access to Town business and that no offeror be arbitrarily or capriciously excluded; that competition be sought to the maximum feasible degree; that procurement procedures involve openness and administrative efficiency; that the rules governing contract award be made clear in advance of the competition; that specifications reflect the needs of the Town rather than being drawn to favor a particular vendor; and that the Town and the vendor freely exchange information considering what is sought to be procured and what is offered; to protect the assets and funds of the Town of Christiansburg; and to maintain above-board relations with all suppliers within the Procurement Laws and Business Ethics as dictated by federal, state, and Town of Christiansburg governments. Therefore, the following manual for purchasing is hereby adopted by the Town of Christiansburg Town Council and shall take effect immediately.

### **1.2 Application.**

This manual is established by official action of the Town of Christiansburg and applies to all contracts for goods, services, insurance, and construction entered into by the Town. All provisions herein are in conformance with Chapter 43, § 2.2-4300 *et seq.* of the Virginia Code, as amended.

When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory federal law and regulation, which includes, but may not be limited to, Title 2 of the Code of Federal Regulations, Part 200 [2 CFR 200.317-326]. See Exhibit A attached hereto.

When this manual does not specifically address a procurement issue, the issue may be resolved in accordance with the applicable section of the Commonwealth of Virginia’s law and current policy, or Title 2 of the Code of Federal Regulations, Part 200 [2 CFR 200.317-326] as may be applicable. See Exhibit A attached hereto.

### **1.3 Governing law.**

The Virginia Public Procurement Act (VPPA) (Virginia Code §§ 2.2-4300, *et seq.*, as amended) applies to all Town purchases, except for those instances where alternative policies and procedures

have been adopted as set forth herein. The VPPA is incorporated in its entirety by reference herein. Where a specific procurement issue is not addressed in this document, the VPPA must be consulted. When the procurement involves the expenditure of federal funds, the procurement shall be conducted in accordance with applicable mandatory federal law.

#### **1.4 Severability.**

If any provision of this Policy or any application thereof is held invalid, such invalidity shall not affect other provisions or applications of this manual which can be given effect without the invalid provision or application, and to this end the provisions of this manual are declared to be severable.

#### **1.5 Definitions.**

*Best value:* The overall combination of quality, price, and various elements of required services that in total are optimal relative to the Town's needs.

*Brand name specification:* A specification by manufacturers' names and catalog, model, part, or other referencing numbers.

*Brand name or equivalent specification:* A brand name specification to describe the standard of style, type, character, quality, performance, and other characteristics needed to meet Town of Christiansburg requirements and which provides for the submission of equivalent products.

*Capital asset:* Land, improvements to land, easements, buildings, building improvements, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond one year and a cost of Five Thousand Dollars (\$5,000) or greater.

*Capital improvement projects:* Acquisitions or construction of major equipment or facilities with a useful life of more than one year, a cost greater than Five Thousand Dollars (\$5,000), and not considered maintenance.

*Competitive negotiation:* A method of contractor selection that includes the following elements: 1) issuance of a written request for proposal; 2) public notice; 3) proposal opening, evaluation, negotiation, and 4) contract award. The process for competitive negotiation is set forth in the VPPA and may be used for the procurement of goods, nonprofessional services, professional services, and insurance. Competitive negotiation is initiated by the issuance of a Request for Proposal (RFP). Notice of an RFP must be both published and posted ten (10) days prior to receipt of proposals.

*Competitive sealed bidding:* Competitive sealed bidding is used for the procurement of most goods and nearly all construction. Competitive sealed bidding is initiated using an Invitation for Bid (IFB), sometimes also referred to as an Invitation to Bid (ITB), containing or incorporating by reference the specifications and contractual terms and conditions applicable to the procurement. Public notice of an IFB must be made by either posting in a designated public area or by publication in a newspaper of general circulation at least ten (10) days prior to the date set for receipt of the bids.

*Confidential information:* Any information which is available to an employee only because of the employee's status as an employee of the Town of Christiansburg and that is not a matter of public knowledge or available to the public on request. Information will be determined as confidential in accordance with the Code of Virginia.

*Construction:* Building, altering, repairing, improving or demolishing any structure, building, and any draining, dredging, excavation, grading or similar work upon real property.

*Construction management at risk (CMAR):* A procurement and delivery method which results in a commitment by a construction manager (CM) to deliver a project within a guaranteed maximum price (GMP) which is based on the construction documents and specifications plus any reasonably inferred items or tasks.

*Design-build:* Procurement and delivery method for hiring a contractor to both design and build a structure.

*Emergency procurement:* A contract awarded without competitive sealed bidding or competitive negotiation as a result of an emergency. In general, an emergency is a situation that threatens personal safety or property. An emergency has a serious and urgent nature that demands immediate action.

*Goods:* All material, equipment, supplies, printing and automated data processing hardware and software.

*Governing body:* Town of Christiansburg Town Council.

*Informality:* A minor defect or variation of a bid or proposal from the exact requirements of the Invitation to Bid, or the Request for Proposal, which does not affect the price, quality, or delivery schedule for the goods, services or construction being procured.

*Invitation for bid:* All documents, whether attached or incorporated by reference, used for solicitation of competitive sealed bids. Also referred to as "IFB."

*Job order contracting:* A method of procuring construction by establishing a book of unit process and then obtaining a contractor to perform work as needed using the prices, quantities, and specifications in the book as the basis of its pricing. The contractor may be selected through either competitive sealed bidding or competitive negotiation depending upon the needs of the public body procuring construction services. A minimum amount of work may be specified in the contract. The contract term shall not exceed three (3) years including renewals and the sum of all jobs in one-year shall not exceed \$5 million. Individual job orders shall not exceed \$500,000.

*Multiphase professional services contract:* A contract for the providing of professional services where the total scope of work of the second or subsequent phase of the contract cannot be specified without the results of the first or prior phase of the contract.

*Nonprofessional services:* Any services not specifically identified as professional services within this policy or by the Virginia Public Procurement Act, as amended.

*Professional services:* Work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, medicine, optometry, pharmacy, dentistry, or professional engineering.

*Public body:* Any legislative, executive or judicial body, agency, office, department, town, post, commission, committee, institution, or political subdivision created by law to exercise some sovereign power or to perform some governmental duty, and empowered by law to undertake the activities described in this policy.

*Purchasing coordinator:* The Town employee designated to perform purchasing functions.

*Request for proposals:* All documents, whether attached or incorporated by reference, utilized for soliciting proposals. Also referred to as “RFP.”

*Responsible bidder or offeror:* A bidder or offeror that has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance, and who has been pre-qualified, if required.

*Responsive bidder:* A bidder that has submitted a bid which conforms in all material respects to the Invitation for Bid.

*Services:* Any work performed by an independent contractor which does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

*Sole source procurement:* Procurement without competitive sealed bidding or competitive negotiation following a determination that there is only one source practicably available for that which is being procured.

*Supplies, materials, equipment and commodities:* Any goods or articles which will be used by or furnished to any department or other offices of the Town of Christiansburg.

*Used equipment:* Equipment which has been previously owned and used and is offered “as is” “where is.” It does not include demonstration; factory rebuilt or remanufactured equipment marketed through normal distribution outlets.

*Using departments:* All departments, offices, and committees of the Town of Christiansburg, including those supported from funds approved by the Town of Christiansburg.

## **1.6 Purchasing authority.**

All purchasing activities shall be taken under the direction and supervision of the Town Manager or his/her designee in accordance with the provisions in this policy. The Town Manager, as authorized by the Town of Christiansburg Town Council, shall have administrative responsibility

for all purchasing by the Town of Christiansburg and shall serve as the principal public purchasing official for the Town of Christiansburg. This individual shall be responsible for the procurement of goods, services, insurance and construction in accordance with this policy, and the establishment of regulations providing a foundation for an efficient and compliant procurement system to meet the needs of the Town of Christiansburg.

The Town Manager, as authorized by the Town of Christiansburg Town Council, may delegate purchasing authority, to purchase certain supplies, services, or construction items to other employees, or the purchasing coordinator if such delegation is deemed necessary for the effective procurement of those items.

The Town Manager, his/her designee, or the purchasing coordinator will work with the originating department to amend any purchase specifications as required.

The Town Manager, or his/her designee, shall prepare and maintain approved Purchasing Procedures containing detailed rules and regulations, consistent with this policy and the laws of the Commonwealth of Virginia, governing the operation of Town of Christiansburg purchasing activities.

### **1.7 Types of procurement subject to VPPA.**

The VPPA applies to the following four types of procurement between the Town and a nongovernmental source:

- A. Purchase or lease of goods.
- B. Purchase of services.
- C. Purchase of insurance.
- D. Purchase of construction.

The VPPA does not cover purchases from other governmental sources or agencies, or the purchase or lease of real property.

### **1.8 Exceptions to the VPPA.**

The VPPA provides certain exemptions from its provisions, including:

- A. Purchases pursuant to a small purchase procedure.
- B. Sole source procurements.
- C. Emergency procurements.
- D. Certain other miscellaneous exceptions.

## **Article II. – Small Purchase Procedure.**

### **2.0 Goods, non-professional services, and non-transportation construction.**

Goods and services, other than professional services and non-transportation related construction, if the aggregate or the sum of all phases is not expected to exceed One Hundred Thousand Dollars

(\$100,000) may be awarded in accordance with procedures as follows:

- A. Purchases from nongovernmental sources where the estimated total cost of the goods or services are \$30,000 or greater but less than \$100,000 may be made after soliciting a minimum of four (4) written quotations.
- B. Purchases from nongovernmental sources where the estimated total cost of the goods or services is \$5,000 or greater but less than \$30,000 may be made after soliciting a minimum of three (3) written or documented verbal/telephone quotations. Written quotes are preferable.
- C. Purchases where the estimated total cost of the goods or services is less than \$5,000 may be made upon receipt of one quote that is shown to be a fair and reasonable price. An effort shall be made to solicit more than one quotation when practical.
- D. Purchase of used equipment, defined as equipment which has been previously owned and used where the estimated total cost is \$5,000 or greater but less than \$30,000 may be made after soliciting a minimum of two (2) written quotations; award shall be based on the offer deemed to be in the best interest of the Town of Christiansburg. A written determination must be provided and kept in the procurement file if only one source is practicably available and the Town must negotiate a fair and reasonable price. Prior to the award of a contract for used equipment, a person technically knowledgeable of the type of equipment sought shall document the condition of the equipment stating that this purchase would be in the best interest of the Town of Christiansburg as part of the purchase documentation; price reasonableness shall be considered in determining award.
- E. Procedures may be established for the use of unsealed Bids or Requests for Proposals for goods and non-professional services when the estimated total cost of the goods or services is less than \$100,000.
- F. Nothing in this section shall preclude requiring more stringent procedures for purchases made under the small purchase method.

## **2.1 Transportation-related construction.**

For transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$25,000, the following procedure may be used:

- A. Where the estimated total cost of the transportation-related construction is \$10,000 or greater but less than \$25,000 the purchase may be made after soliciting a minimum of three (3) written quotations.
- B. Where the estimated total cost of the transportation-related construction is less than \$10,000 the purchase may be made upon receipt of one quote that is shown to be a fair and reasonable price. An effort shall be made to solicit more than one quote when practical.

## **2.2 Professional services.**

Procurement of professional services, where the aggregate or sum of all phases is not expected to exceed \$60,000, may be made as follows:

- A. Where the estimated total cost of the professional service is \$10,000 or greater but less than \$60,000 the purchase may be made after seeking informal proposals from not less than two (2) firms.
- B. Where the estimated total cost of the professional service is less than \$10,000, the purchase may be made upon receipt of one (1) proposal.

### **2.3 Use of small purchase or specialized credit cards.**

Small purchase or specialized credit cards may be utilized for the purchases indicated in the credit card procedures. Credit card procedures/regulations outlining the specific, complete details for use of the purchase card must be reviewed and approved by the Director of Finance, and the Town Manager and his/her designee, prior to implementation and adoption. Misuse of any credit card program shall subject the Town officer or employee to disciplinary action, up to and including termination, in addition to any legal remedies outlined in the specific card procedures/regulations.

## **Article III. – VPPA Procurement Methods.**

### **3.0 In general.**

For the procurement of goods and services above the monetary limits set forth in the small purchase procedure in Article II, one of the following VPPA procurement methods must be used unless an exception applies.

### **3.1 Competitive sealed bidding.**

Competitive sealed bidding is the preferred method for acquiring goods, construction and nonprofessional services for public use when the estimated cost is over \$100,000. However, the goods or services to be procured using this method must be capable of being described so that bids submitted by potential contractors can be evaluated against the description in the invitation for bid (IFB). The contract is awarded to the lowest responsive and responsible bidder. When the terms and conditions of multiple awards are so provided in the IFB, awards may be made to more than one bidder.

Competitive sealed bidding shall include the following steps:

- A. The issuance of a written IFB containing the specifications or scope of work/purchase description and the contractual terms and conditions applicable to the procurement;
- B. Information concerning how the Town will publicly post the notice of the award or make the announcement of the decision to award the contract;
- C. The requirements set forth in the IFB may include special qualifications required of potential contractors, life-cycle costing, value analysis, and any other criteria such as testing, quality, workmanship, delivery and suitability for a particular purpose which may help in determining acceptability. An IFB must describe the requirements accurately and completely. Unnecessarily restrictive specifications or terms and conditions that unduly limit competition must be

- D. avoided; and
- D. In addition to the public notice, bids may be solicited directly from potential bidders.

### **3.1.1 Preparation and issuance of IFBs.**

- A. **Format.** Establish a due date and time that will allow sufficient time for potential bidders to seek clarification and for the issuance of an addendum, if necessary. The due date shall not be less than ten (10) calendar days from the date the IFB is publicly advertised.
- B. **Scope.** Specify in detail the materials, equipment, and supplies to be furnished or the scope of work to be performed by the contractor, including or incorporating by reference the specifications, drawings, and contractual terms and conditions applicable to the procurement.
- C. **Verify.** Verify that all requirements applicable to the procurement have been met.
- D. **Conferences/Site visits.** All pre-bid conferences and/or site visits shall be mentioned in both the IFB and any advertisement. If attendance at such a conference or site visit is a prerequisite for bidding, the public notice period shall be long enough to provide adequate opportunity for potential bidders to obtain a copy of the IFB and attend.
- E. **Addenda.** Any changes in the requirements of the solicitation must be made by written addendum. When an addendum is issued that requires additional time for the vendor to prepare a solicitation response, the due date for receipt of bids should not be less than five (5) calendar days after the issue date of the addendum.

### **3.1.2 Sealed bids - receipt, opening, evaluation, and award.**

- A. **Receipt.** Sealed bids shall be received until the date and time specified in the IFB. Bids are then publicly opened and read aloud. Late bids shall not be considered. Faxed or e-mailed bids are not acceptable. The time of receipt shall be noted on the outside of the bid package.
- B. **Opening.** After bid opening, each bid is evaluated to determine if it is responsive to the IFB. The responsive bids are then evaluated according to the criteria and/or evaluation procedure described in the IFB to determine which one is the lowest bid.
- C. **Evaluation.** The lowest responsive bidder is then evaluated to determine if the firm is responsible.
- D. **Award.** The contract is awarded to the lowest responsive and responsible bidder. (Note: The Town must give an apparent low bidder advance written notice before making a determination of non-responsibility and must allow an opportunity for the bidder to respond with rebuttal information before moving on to the next low bidder.)

### **3.1.3 Withdrawal of bids before opening.**

A bid may be withdrawn by a bidder if the Town receives such a request in writing before the opening date and time. The request must be signed by a person authorized to represent the person or firm that submitted the bid. Such bid may be altered as set forth below and resubmitted in a

sealed envelope or container before the opening date and hour, or another sealed bid may be submitted before that time.

### **3.1.4 Alterations to bids.**

Prior to submission of a bid, alterations may be made to information provided by the bidder, but they must be initiated by the person signing the bid or proposal. The proper procedure is to draw a single line through the information to be changed and insert the desired information and initial the change. Erasures, strikeovers, or the use of opaque fluid on the bid form that affect unit price, quantity, quality, or delivery may result in the rejection of the line item or items involved in the bid. No changes may be made to the bid by notation on the outside of the envelope, and any such notations will not be considered except for identification purposes.

### **3.1.5 Mistakes in bids.**

- A. **Correction.** Except as herein provided, no plea or claim of mistake shall be available to a bidder for recovery of any deposit or security required to be paid or posted or as a defense in any legal proceeding for the failure, neglect, or refusal of the bidder to (1) execute a contract that has been awarded by the Town, (2) accept a purchase order issued by the Town to a bidder in response to a bid submitted by such bidder, or (3) perform in accordance with the terms, specifications and conditions of a contract.
- B. **Mistakes Discovered Before Opening.** A bidder may correct mistakes discovered before the time and date set for receipt and opening of bids by withdrawing and replacing or by correcting the bid as set forth herein.
- C. **Mistakes Discovered After Opening But Before Award.**
  - (1) **Informality.** The Town may, in its sole discretion, waive such informalities or permit the bidder to correct them, whichever procedure is in the best interest of the Town. Examples include, but are not limited to the failure of a bidder to:
    - (a) Return the number of signed bids required by the solicitation.
    - (b) Sign the face of the bid in the space provided, but only if the unsigned bid is accompanied by other signed documents indicating the bidder's intent to be bound.
    - (c) Acknowledge receipt of an addendum to the solicitation.
  - (2) **Judgment Errors.** Bids may not be withdrawn if the mistakes are attributable to errors in judgment, nor may such mistakes be corrected.
  - (3) **Nonjudgmental Mistakes.**
    - (a) **Mistakes Where the Intended Correct Bid is Evident.** If the mistake and the intended correct bid are clearly evident to the Town, in the bid document, the bid may be corrected by the Town, in its sole discretion, to the intended correct bid and may not be withdrawn. Examples of mistakes that may be clearly evident in the bid document are typographical errors, errors in extending unit prices, transposition errors, and arithmetical errors.
    - (b) **Mistakes Where the Intended Correct Bid is Not Evident.** A bidder may be permitted by the Town, in its sole discretion, to withdraw a low bid if a mistake is clearly evident from the bid documents submitted by the

bidder.

D. **Mistakes Discovered After Award.** Bids containing mistakes shall not be corrected or withdrawn after award of a contract or issuance of a purchase order. No plea or claim of mistake in a bid or resulting contract shall be available as a defense in any legal proceeding brought upon a contract or purchase order awarded to a bidder as a result of the breach or nonperformance of such contract or purchase order.

### **3.1.6 Withdrawal of bids after opening.**

Bids that have been appropriately opened cannot be changed, adjusted, corrected, or modified by the bidder in any way other than complete withdrawal. The Town's procedures for withdrawal of bids (whether construction or other than construction) is the procedure set forth in the VPPA allowing withdrawal of a bid due to an error.

### **3.1.7 Negotiation with the lowest responsive and responsible bidder.**

Normally, the Town may not negotiate with bidders. A responsive bid from the lowest responsible bidder must be accepted as submitted, unless the IFB is cancelled. However, if the bid from the lowest responsive and responsible bidder exceeds available funds, the Town may negotiate with the apparent low bidder to obtain a contract price within available funds if the solicitation contains substantially the following language **"The Town reserves the right to negotiate with the apparent lowest responsive and responsible bidder pursuant to the VPPA, to obtain a contract price within the funds available if the low bid exceeds the available funds. The Town may negotiate with the apparent low bidder to determine cost saving measures that will result in a contract within available funds. Any such negotiated contract shall be subject to final approval of the Town, in the sole discretion of the Town."** If such bidder decides to negotiate under those circumstances, the decision must be documented in writing in advance of the negotiations. Otherwise, unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted. "Available funds" are generally considered those budgeted for the purchase and designated as such prior to the issuance of the IFB. The purpose of this provision is not to force a bidder to take a lower price but rather to negotiate an acceptable change in requirements, including a price agreeable to both parties. Negotiations might include an extended delivery date, reduced quantity, different accessories, etc., with a corresponding reduction in price.

### **3.1.8 Tie bids – Virginia preference.**

- A. In the case of a tie bid, preference shall be given to goods, services and construction produced in the Town of Christiansburg or provided by persons, firms or corporations having principal places of business in the Town of Christiansburg, if such a choice is available.
- B. Except as provided in subsection (a.) in the case of a tie bid, preference shall be given to goods, services and construction produced in Virginia or provided by Virginia persons, firms or corporations having principal places of business in the Commonwealth of Virginia, if such a choice is available.

- C. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state preference, a like preference may be allowed to the lowest responsible bidder who is a resident of Virginia.
- D. In the event that none of the foregoing provisions of this section resolve the tie, the tie is decided by lot according to the provisions of § 2.2-4324 of the Code of Virginia. Procedures for deciding by lot may be established.

### **3.1.9 Collusion among Bidders.**

More than one bid from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bids may be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in future bids for the same work. Each bidder, as a condition of submitting a bid, shall certify that he is not a party to any collusive action as herein defined.

## **3.2 Competitive negotiation.**

The VPPA requires the use of competitive negotiation for the procurement of professional services. Competitive negotiation may also be the procurement method used for goods and nonprofessional services.

### **3.2.1 Competitive negotiation for professional services.**

Competitive negotiation for professional services includes the following steps:

- A. The first step is to determine that the needed services satisfy the definition of professional services (see definition of professional services). Also, if the estimated cost of the professional service is \$60,000 or less, the Town's small purchase procedure may be used.
- B. A written RFP is issued to describe in general terms for that which is to be procured.
  - (1) The RFP must specify and list any specific items to be addressed by the offerors and the factors that will be used in evaluating the proposals, including indicating whether a numerical scoring system will be used in the evaluation of the proposal. It must contain or incorporate by reference the applicable contractual terms and conditions, including any unique capabilities or qualifications required of the contractors. In the event that a numerical scoring system will be used in the evaluation of the proposals, the point values assigned to each of the evaluation criteria shall be included in the RFP or posted at a location designated for posting of public procurement notices prior to the due date and time for receiving proposals. Where the possibility of multiple awards is provided in the RFP, awards may be made to more than one offeror. The RFP must state the manner in which public notice of the award or the announcement of the decision to award shall be given by the Town.

- (2) The RFP shall not request that offerors furnish estimates of man-hour or cost for services. In addition, the Town shall not require offerors to list any exceptions to proposed contractual terms and conditions, unless such terms and conditions are required by statute, regulation, ordinance, or other standards, until after the qualified offerors are ranked for negotiations.
- (3) Mandatory requirements should be kept to a minimum and refer only to those areas that are required by law or regulation or are such that they cannot be waived and are not subject to negotiation. The use of "shall," "will," or "must" indicates a mandatory requirement. Specify any optional information desired. The factors for use in evaluation shall be stated in the RFP.
- (4) The scope of work and/or technical specifications to be provided by the offeror, the location, the anticipated time period for which the services must be provided, the pertinent background information, any special qualifications required of the offeror, and whether there will be a pre-proposal meeting must be included in the RFP.
- (5) A proposal submission due date and time must be provided which provides sufficient time for potential offerors to develop a proposal. The minimum time period is ten (10) days from public advertisement date of the RFP. The time period used may be greater than the required ten (10) days based on the complexity of the requirement and whether or not a pre-proposal conference is required.

C. The purchasing coordinator shall select an evaluation panel. The purchasing coordinator must provide the evaluation panel specific instructions of what their charge is, including any weight to be given to the evaluation factors. This should be done prior to a pre-proposal conference, but must be done prior to opening proposals.

D. All pre-proposal conferences or site visits shall be mentioned in the RFP and any advertisement of it. If attendance at such a conference or site visit is a prerequisite for submitting a proposal, the public notice should usually be at least ten (10) days before the pre-proposal conference to provide adequate opportunity for potential offerors to obtain a copy of the RFP and attend.

E. Addenda may be issued as determined necessary.

F. A public opening of proposals will be done if practicable, but is not necessary. The names of the individuals or the names of firms submitting proposals in a timely manner is the only information that may be read aloud and made available to the offerors and general public unless otherwise provided in the RFP.

G. At the discretion of the purchasing coordinator, the evaluation panel shall engage in individual discussions with two or more offerors (if deemed fully qualified, responsible, and suitable, with emphasis on professional competence, to provide the required services). Repetitive informal interviews shall be permissible. Such discussions may also include nonbinding estimates of total project costs, including but not limited to (where appropriate), design, construction and life-cycle costs. Nonbinding methods utilized in arriving at a price for services may also be discussed. Properly identified proprietary information from offerors shall not be disclosed to the public or to competitors unless required by law or a court.

- H. At the conclusion of discussions, on the basis of evaluation factors published in the RFP and all information developed in the selection process to this point, the evaluation panel shall select, in the order of preference, two or more offerors whose professional qualifications and proposed services are deemed most meritorious.
- I. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on, until a contract can be negotiated at a fair and reasonable price. If the evaluation panel or purchasing coordinator determine in writing that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror. At any time during the negotiations, the Town may terminate all negotiations, reject all proposals, and re-advertise the RFP. The reason for such termination should be made a part of the file.
- J. The Town Council, upon recommendation of the purchasing coordinator, will make the award, which will result in a contract incorporating the requirements, terms, and conditions of the contract as negotiated. Care should be taken to ensure that all points negotiated are properly documented and become part of the contract.
- K. Multiphase professional services contracts may be awarded based upon a fair and reasonable price for the first phase of a project.

### **3.2.2 Competitive negotiation for goods and nonprofessional services.**

Competitive negotiation has the advantage of flexibility for describing in general terms what is being sought and the factors to be used in evaluating responses. This method of procurement is similar to the procurement of professional services and includes the following steps and some exceptions:

- A. Issuance of a written RFP indicating in general terms that which is to be procured, including the information set forth in 3.2.1(B) above. In addition, the RFP shall indicate whether a numerical scoring system will be used in the evaluation of the proposal. In the event that a numerical scoring system is used, the point values assigned to each of the evaluation criteria shall be included in the RFP or posted at the location designed for public posting of procurement notices prior to the due date and time for receiving proposals.
- B. If the procurement is for information technology, the RFP may not require the offeror to state any exception to liability provisions. For other offerors, it may require and exceptions to be in writing in the proposal and such exceptions may be considered during negotiations.
- C. The proposals are evaluated by an evaluation panel. As an option, evaluators may request presentations or discussions with offerors, as necessary, to clarify material in the offerors proposals, to help determine those fully qualified and best suited. Proposals are then evaluated on the basis of the criteria set forth in the RFP, using the scoring weights previously determined, if any. All RFP responses are to be evaluated. Offerors who fail to submit required documentation or meet mandatory

requirements may be eliminated from further consideration as non-responsive. Two or more offerors determined to be fully qualified and best suited, if that many, are then selected for negotiation. Price may be considered, but need not be the sole determining factor.

D. Negotiations are then conducted with each of the offerors so selected. Negotiation allows modification of proposals, including price. Offers and counter-offers may be made as many times with each offeror as is necessary to secure a reasonable contract. After negotiations have been conducted with each of the selected offerors, the Town will select the offeror which, in its opinion, has made the best proposal, and the contract is awarded to that offeror. Once intent to award or an award notice is posted, no further negotiations shall be conducted.

### **3.3 Cooperative procurement.**

The Town may participate in, sponsor, conduct, or administer a cooperative procurement on behalf of, or in conjunction with, one or more other public bodies, including, without limitation, agencies of the Commonwealth of Virginia, other states, and the United States Government.

#### **3.3.1 Piggybacking.**

The Town may purchase from another public body's contract provided that the RFP or IFB by which the contract was procured specifies that it was conducted on behalf of other public bodies. Piggyback procurement cannot be used for professional services contracts and certain construction contracts.

### **3.4 Prequalification.**

Pursuant to Virginia Code § 2.2-4317(A)-(B):

- A. Prospective contractors may be prequalified for particular types of supplies, services, insurance, or construction, and consideration of bids or proposals may be limited to prequalified contractors. Any prequalification procedure shall be established in writing and sufficiently in advance of its implementation to allow potential contractors a fair opportunity to complete the process.
- B. Any prequalification of prospective contractors for construction by the Town shall be pursuant to a prequalification process for construction projects adopted by the Town. The process shall be consistent with the provisions of this section.

### **3.5 Term contracts.**

Pursuant to Virginia Code § 2.2-4303.1, the Town may solicit to enter into term contracts with architectural and professional engineering firms for multiple construction projects provided: 1) the projects require similar experience and expertise; 2) the nature of the projects is clearly identified in the Request for Proposal; and 3) the contract is limited to a one-year term or when the cumulative total project fees reach the maximum cost authorized by law. Such contracts may be renewable for four additional one-year terms at the option of the Town. The fair and reasonable prices as negotiated shall be used in determining the cost of each project performed and the sum of all projects performed in a one-year contract term shall not exceed \$500,000. Competitive

negotiations for such contracts may result to awards to more than one offeror provided: 1) the RFP so states and 2) the Town has established procedures for distributing multiple projects among the selected contractors during the contract term. The fee for any single project shall not exceed \$150,000. Unused amounts from one contract term may not be carried forward to any additional term.

### **3.5.1 Procedure for distributing multiple projects.**

Following the selection of more than one offeror for architectural or professional engineering services and execution of a term services contract with more than one offeror, multiple projects identified in the RFP published for the term services shall be awarded as follows:

- A. Selected offerors shall be notified in the manner set forth in the term services contract as projects become available.
- B. Once notified, selected offerors may submit a proposal for available project.
- C. Selected offerors shall be ranked for each project based upon the following criteria:
  - (1) Knowledge and experience concerning the scope and requirements for the project.
  - (2) Knowledge of the Town's overall goals concerning the project.
  - (3) Past performance on similar scopes of work within the Town.
  - (4) Order of ranking from initial proposals.
  - (5) Current work load or agreements in effect with the Town.
  - (6) Current work load on other non-Town projects.

Fees for services will be governed by procedures established by the participating funding agencies where applicable. Otherwise, fees for services will be negotiated on a schedule agreeable to the Town.

### **3.6 Job order contracting.**

Pursuant to Virginia Code § 2.2-4303.2, the Town may award a job order contract for multiple jobs, provided (i) the jobs require similar experience and expertise, (ii) the nature of the jobs is clearly identified in the solicitation, and (iii) the contract is limited to a term of one year or when the cumulative total project fees reach the maximum provided by law. Such contracts may be renewable for two additional one-year terms at the option of the Town. The fair and reasonable prices as negotiated shall be used in determining the cost of each job performed, and the sum of all jobs performed in a one-year contract term shall not exceed \$5 million. Individual job orders shall not exceed \$500,000. Order slipping is prohibited and unused amounts may not be forwarded to any additional term. Job order contracting may not be used for professional architectural and engineering services unless the services (i) are incidental and directly related to the job, (ii) do not exceed \$25,000 per job order, and (iii) do not exceed \$75,000 per contract term.

### **3.7 Design-build and construction management contracts authorized; procedure.**

Pursuant to Virginia Code § 2.2-4382, the Town may enter into a contract for construction on a fixed price or not-to-exceed price construction management or design-build basis, provided that the Town complies with the following procedure:

- A. Prior to making a determination as to the use of construction management or design-build for a specific construction project, the Town shall have under its employ or under contract, a licensed architect or engineer with professional competence appropriate to the project who shall (i) advise the Town regarding the use of construction management or design-build for the project and (ii) assist the Town with the preparation of the request for proposal and evaluation of such proposals;
- B. The purchasing coordinator of the Town shall make a written determination in advance that competitive sealed bidding is not practicable or fiscally advantageous, and such writing shall document the basis for the determination to utilize construction management or design-build. The determination shall be included in the Request for Qualifications and be maintained in the procurement file;
- C. Construction management contracts may be utilized for projects where the project cost is expected to be more than \$10 million;
- D. Construction management contracts may be utilized for projects where the project cost is expected to be less than \$10 million, provided that (i) the project is a complex project and (ii) the project procurement method is approved by the Town Council. The written approval of the Council shall be maintained in the procurement file;
- E. The construction management contract must be entered into no later than the completion of the schematic phase of the design unless prohibited by authorization of funding restrictions;
- F. The Town must consider the experience of the contractor on comparable projects;
- G. The construction management contract shall require that (i) no more than 10 percent of the construction work, as measured by the cost of the work, be performed by the construction manager with its own forces and (ii) the remaining 90 percent of the construction work, as measured by the cost of the work, shall be performed by subcontractors of the construction manager, which the construction manager shall procure by publically advertised, competitive sealed bidding to the maximum extent possible;
- H. A two-step “request for qualifications/request for proposals” (RFQ/RFP) competitive negotiation process shall be utilized to select the construction manager;
  - (1) The RFQ shall include the Town’s facility requirements, building and site criteria, and survey data (if available). All offerors shall have a Class “A” licensed contractor in the Commonwealth of Virginia as part of the project team. The Town’s justification for using CMAR or DB shall be included in the RFQ.
  - (2) The criteria for evaluation shall be included in the RFQ, including any unique capabilities and qualifications and public notice of the RFQ shall be posted on the eVA website for a minimum of 30 days.
  - (3) The evaluation committee shall evaluate the firms’ RFQ responses by the criteria for the project and any other relevant information and determine those deemed best qualified. Prior CMAR shall not be a prerequisite for award.
  - (4) The RFQ process shall result in a short list of 2-5 offerors to receive an RFP. An offeror may be denied prequalification only as specified under Virginia

- Code § 2.2-4317, but the short list shall be those deemed best qualified.
- (5) At least 30 days prior to the date for the RFP response submission, those offerors that were not selected for the short list shall be provided written notification and the reasons for the decision. In the event that an offeror is denied prequalification, the written notification shall state the reasons for such denial including the factual basis for the reasons for denial.
- (6) The evaluation committee shall evaluate and rank the firms' proposals. Prior CMAR experience shall not be a prerequisite for award.
- (7) After evaluation and ranking, the evaluation committee shall conduct negotiations with two or more offerors submitting the highest ranked proposals.
- (8) The contract shall be awarded to the offeror who is deemed fully qualified and price is the critical basis for the award of the contract;
- (9) The Town shall notify all offerors who submitted proposals, which offer was selected for the project. When provided in the RFP, awards may be made to more than one offeror. Upon request, documentation of the process used for the final selection shall be made available to unsuccessful offerors.
- I. The award of design-build construction contracts shall also require a two-step competitive negotiation process consistent with the standards established by the Division of Engineering and Buildings of the Department for state public bodies.
- J. The Town shall comply with the reporting requirements set forth in Virginia Code § 2.2-4383(B).

## **Article IV. - Exceptions to competitive procurement.**

### **4.0 In general.**

The VPPA provides for exceptions to competitive procurement. Three types of exceptions covered here are sole source, emergency, and other exempt goods and services.

#### **4.1 Sole source exception.**

A contract may be awarded without competition when it is determined in writing, after conducting a good faith review of available sources, that there is only one source practicably available for the required good, service, insurance or construction item. Negotiations shall be conducted, as appropriate, to obtain the best price, delivery, and terms. A written notice shall be issued stating that only one source was determined to be practicably available, identify that which is being procured, the contractor selected and the date on which the contract will be awarded. For purchases exceeding Thirty Thousand Dollars (\$30,000), a notice of sole source shall be posted on the Town website or other website approved by the Town Manager or his/her designee, or the purchasing coordinator on the day of award or the decision to award is announced, whichever occurs first. Purchases of used equipment over Thirty Thousand Dollars (\$30,000) where only one (1) source is practicably available shall be treated as a sole source purchase.

##### **4.1.1 Written determination.**

A written determination documenting that there is only one source practicably available for the

procurement must be included in the procurement file.

An explanation of each of the following four points is required in the determination:

- A. Why this is the only product or service that can meet the needs of the Town;
- B. Why this vendor is the only practicably available source from which to obtain this product or service;
- C. Why the price is considered fair and reasonable; and
- D. The efforts that were made in conducting the noncompetitive negotiation to get the best possible price for the Town.

#### **4.1.2 Sole source procurements of \$5,000 or greater.**

For sole source procurements of \$5,000 or greater, a written quotation must be obtained from the vendor. All sole source procurements must also be approved in advance by the Town Manager or designee.

#### **4.2 Emergency procurement.**

An emergency may arise in order to protect personal safety, life or property, i.e., an occurrence of a serious, urgent and threatening nature that demands immediate action to avoid termination of essential services or a dangerous condition. In such cases, a Purchase Order or contract may be awarded by the Town without competitive bidding or competitive negotiation; however, such procurement shall be made with as much competition as is practicable under the circumstances. A written determination and justification must be made establishing the basis for the emergency and for the selection of the particular contractor/vendor. The written determination shall become part of the procurement file. For purchases with a total cost in excess of Thirty Thousand Dollars (\$30,000) a written notice, stating that the contract is being awarded, or has been awarded on an emergency basis shall be publicly posted on the Town website or other website approved by the Town Manager, or his/her designee, for ten (10) calendar days, beginning on the day of the award or the decision to award is announced, whichever occurs first, or as soon thereafter as is practicable.

Notwithstanding the foregoing, if an emergency occurs at times other than regular business hours, the concerned department may purchase directly the required goods or contractual services. The department making the purchase shall, however, whenever practicable, secure competitive telephone or written bids/quotes and order delivery to be made by the lowest responsible bidder. The department making the purchase shall also keep a tabulation of all quotes/bids received, if any, a copy of the delivery record and a written explanation of the circumstances of the emergency. The department shall notify the Town Manager, his/her designee, or the purchasing coordinator even if after the fact, of any emergency purchases made over Ten Thousand Dollars (\$10,000). In the event of any emergency which utilizes the Town of Christiansburg Emergency Operation Plan, documentation shall follow the guidelines of the most recent edition of that plan.

##### **4.2.1 Documentation.**

- A. **Written Determination.** A written determination indicating the nature of the

emergency and the reason for selection of the particular contractor must be placed in the procurement file.

B. **Reporting Requirements.** Emergency notices of procurement under \$10,000 shall be filed in the procurement file. Emergency procurement notices of \$10,000 or greater shall be posted in a newspaper having general circulation in the Town's service area and may be posted on the Town's website.

#### **4.2.2 Emergency planning.**

In many cases, procurement planning can reduce the need for using emergency procedures. The Town should prepare and keep current a list of local sources of goods and services that might be needed in an emergency. Information on rates and charges should be established and agreed upon in advance. In addition, "as needed" annual contracts for various services may be competitively bid to expedite action, ensure adequate support, and reduce the cost of meeting emergency requirements.

#### **4.3 Other – exempt goods and services.**

The Virginia Public Procurement Act exempts several goods and services from the competitive sealed bidding and competitive negotiation procedures. These exempt goods and services are:

- Legal services
- Litigation related services, such as, expert witnesses and other services associated with litigation or regulatory proceedings.
- Insurance purchased through an association if the Town is a member and if the association was formed and is maintained for the purpose of promoting the interest and welfare of, and developing close relationships with, similar public bodies. The association must obtain the insurance using competitive principles.
- Goods produced or services performed by the disabled: Goods produced or services performed by the disabled, if produced or performed by persons, or in schools or workshops under the supervision of the Virginia Department for the Visually Handicapped or by nonprofit sheltered workshops or other nonprofit organizations which offer transitional or supported employment services serving the handicapped.
- Goods or services for recipients of certain public welfare programs.
- The purchasing coordinator may extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.

In addition, competition normally is either not practicable or available for purchase of the goods or services listed below. Therefore, when a department's estimated cost of goods or services is estimated to be \$50,000 or less for the entire duration of the requirements, purchases may be made upon receipt of a minimum of one written quotation. This section is in accordance with §2.2-4303 of the Virginia Code.

A. Athletic Fees: Fees associated with participation in athletic tournaments and events

including registration and game guarantees for all athletic events.

- B. Athletic Officials/Referee: Umpires, referees, and other sports officials to officiate competitive athletic and sporting events sponsored by the Town of Christiansburg. The services include observing the play, detecting infractions of rules, and imposing penalties established by the rules and regulations of the various sports.
- C. Books, printed materials, reprints and subscriptions: Books, printed materials, reprints, and subscriptions (e.g., print or electronic), pre-recorded audio and video material (in any media), when only available from the publisher/producer.
- D. Copyright/Royalty Fees: Purchase of the exclusive legal right to reproduce, publish, sell, or distribute the matter and form of something (as a literary, musical, or artistic work, ASCAP).
- E. Dues and Professional Licenses: Professional organization membership dues and fees to maintain professional licenses.
- F. Honoraria/Entertainment: Payment for a service (e.g., making a speech) such as authors, speakers, lecturers, musicians, performing artists.
- G. License Agreements: License agreements with the owner of the source code for existing software and/or manufacturer of sophisticated scientific equipment.
- H. Media Purchases: Advertisements and legal notices such as in newspapers, magazines, journals, radio, television, etc.
- I. Other Agencies: purchases from the federal government, other states and their agencies or institutions, and public bodies. Care must be exercised to verify pricing as fair and reasonable.
- J. Training provided by professional organization: Classes, workshops, or conferences provided by a professional organization rather than a training vendor or individual. This exemption is limited to organizations that are associated with professional accreditation or certification.
- K. Specialized training: Training that is specialized, proprietary, and not typically available to the general public for which competition is generally unavailable. Specialized technical training provided by a vendor for their equipment is included in this category.

## **Article V. - Contracts.**

### **5.0 In general.**

A standard Town contract should be used for most procurement. A contractor's standard contract form should not be used. If it is not possible to award a contract without using the contractor's contract form, the contract must be reviewed and approved by the Town's attorney.

### **5.1 Contract Award Approval.**

No contract shall be entered in to without the approval of the Town Manager. Any Purchase Order over \$10,000 must be approved by the Town Manager. The Purchasing Coordinator may sign any Purchase Order less than \$10,000 if the expenditure has been approved by requisition by the Department Director or the Town Manager or, his/her designee.

## **5.2 Unauthorized Purchases.**

Any Town of Christiansburg officer or employee making or approving a purchase contrary to the provision of this Policy or the Purchasing Procedures/Regulations shall be subject to disciplinary action, up to and including termination, as determined by the Town Manager, or his/her designee.

## **5.3 Competitive Bidding or Competitive Negotiation on State-Aid Projects.**

No contract for the construction of any building or for an addition to or improvement of an existing building by the Town of Christiansburg for which state funds of not more than \$50,000 in the aggregate or for the sum of all phases of a contract or project, either by appropriation, grant-in-aid or loan, are used or are to be used for all or part of the cost of construction shall be let except after competitive sealed bidding or after competitive negotiation as provided under Section VI (A and B). The procedure for the advertising for bids or for proposals and for letting of the contract shall conform, mutatis mutandis, to the Virginia Public Procurement Act, (§ 2.2-4300 et seq.).

## **5.4 Authority to transact business in Virginia.**

- A. If required by law, any awarded bidder or offeror shall maintain a valid certificate of authority or registration to transact business in Virginia with the Virginia State Corporation Commission as required by Title 13.1 or Title 50 of the Virginia Code, during the term of the contract or any contract renewal. The contractor as awarded shall not allow registration to lapse at or its certificate of authority or registration to transact business in the Commonwealth of Virginia to be revoked or cancelled at any time during the term(s) of the contract. If the awarded contractor fails to remain in compliance with the provisions of this section, the contract may be voided at the sole discretion of the Town of Christiansburg.
- B. If required by Town of Christiansburg Code, any awarded bidder or offeror shall maintain a valid Town of Christiansburg Business License, or other business license accepted by the Town of Christiansburg per Town of Christiansburg and Virginia Codes, during the term of the contract or any contract renewal. The contractor as awarded shall not allow its business license to lapse, to be revoked or cancelled at any time during the term(s) of the contract. If the awarded contractor fails to remain in compliance with the provisions of this section, the contract may be voided at the sole discretion of the Town of Christiansburg.

## **5.5 Contract modifications, amendments, and change orders.**

- A. A public contract may include provisions for modification of the contract during performance, but no fixed-price contract may be increased by more than twenty-five percent of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the Town Council. In no event may the amount of any contract, without adequate consideration, be increased for any purpose, including, but not limited to, relief of a bidder or offeror from the consequences of an error in its bid or offer.
- B. The Town may extend the term of an existing contract for services to allow completion of any work undertaken but not completed during the original term of the contract.

- C. Nothing in this section shall prevent any Town from placing greater restrictions on contract modifications.

## **5.6 Contract pricing arrangements.**

- A. Except as prohibited in this section, contracts may be awarded on a fixed price or cost reimbursement basis, or on any other basis that is not prohibited.
- B. Except in case of emergency affecting the public health, safety or welfare, no contract shall be awarded on the basis of cost plus a percentage of cost.
- C. A policy or contract of insurance or prepaid coverage having a premium computed on the basis of claims paid or incurred, plus the insurance carrier's administrative costs and retention stated in whole or part as a percentage of such claims, shall not be prohibited by this section.

## **5.7 Contractor license requirements.**

State statutes and regulatory agencies require that some contractors be properly registered and licensed, or hold a permit, prior to performing specific types of services. It is the contractor's responsibility to comply with the rules and regulations issued by state regulatory agencies. The following statement should appear on solicitations for regulated services.

**“By my signature on this solicitation, I certify that this firm/individual is properly licensed for providing the goods/services specified and that any subcontractor used on the job will also be properly licensed.”**

## **5.8 Insurance.**

Whenever work is to be performed on Town owned or leased property or facilities, the contractor may be required to have Workers' Compensation, Employer's Liability, Commercial General Liability and Automobile Liability, and in certain types of professional services contracts, Professional Liability/Errors and Omissions insurance coverage. The Town must be named as an additional insured when requiring a Contractor to obtain Commercial General Liability coverage. In some cases, Workers' Compensation Insurance and Employer's Liability Insurance may not be required. Workers' Compensation insurance is required when the contractor has three (3) or more employees. If any subcontractors are involved, subcontractors may also be required to have Workers' Compensation Insurance in accordance with §§ 2.2-4332 and 65.2-800, et seq., such insurance must be obtained prior to commencing work and be maintained during the entire term of the contract. Certification of insurance shall be in writing when written quotes are required. The certificate of insurance must be furnished **prior to commencement of work.**

## **5.9 Mandatory contract provisions.**

The following provisions shall be included in every contract unless the VPPA provides otherwise:

- A. **Compliance with immigration laws.**

During the term of this Contract, Contractor agrees that, pursuant to Virginia Code § 2.2-4311.1, Contractor does not, and shall not during the performance of this Contract for goods and services in the Commonwealth knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

**B. Compliance with state law regarding transacting business in the Commonwealth.**

Pursuant to Virginia Code § 2.2-4311.2, Contractor shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia (1950), as amended, or as otherwise provided by law. Contractor shall not allow its existence to lapse or its certificate of Town to be revoked or cancelled at any time during the term of this contract. The Town may void this Contract if Contractor fails to remain in compliance with the provisions of this section.

**C. Drug Free Workplace.**

Pursuant to Virginia Code § 2.2-4312, during the performance of this Contract, Contractor agrees to (i) provide a drug-free workplace for 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 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 Contractor that Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to Contractor or a subcontractor, 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.

**D. Nondiscrimination.**

Pursuant to Virginia Code § 2.2-4311:

- (1) Contractor will not discriminate against any subcontractor, 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 Contractor's business. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- (2) Contractor, in all solicitations or advertisements for employees placed by or on behalf of Contractor, will state that Contractor is an equal employment opportunity employer.

- (3) Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- (4) Contractor will include the provisions of the foregoing paragraphs 1, 2, and 3 in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**E. Prompt payment.**

Pursuant to Virginia Code § 2.2-4354:

- (1) Within seven (7) days after receipt of amounts paid to Contractor by the Town:
  - (a) Contractor will pay subcontractor, if any, for the proportionate share of the total payment received from the Town attributable to the work performed by subcontractor under the Contract; or
  - (b) Notify Town and subcontractor, if any, of Contractor's intention to withhold all or a part of subcontractor's payment with the reason for nonpayment.
- (2) Contractor shall provide its federal employer identification number to the Town.
- (3) Contractor shall pay interest to the subcontractor, if any, on all amounts owed to subcontractor that remain unpaid after seven (7) days following receipt by Contractor of payment from the Town for work performed by subcontractor under the Contract, except for amounts withheld as allowed in section 1(b) above.
- (4) Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one (1) percent per month.
- (5) Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include the same payment and interest requirements as set forth herein with respect to each lower-tier subcontractor, if any.
- (6) Contractor's obligation to pay an interest charge to a subcontractor pursuant to this section shall not be construed to be an obligation of Town.

**F. Contract Claims.**

The Town shall include in its contracts a procedure for consideration of contractual claims. Such procedure, which may be contained in the contract or may be specifically incorporated into the contract by reference and made available to the contractor, shall establish a time limit for a final decision in writing by the Town. If the Town has established administrative procedures meeting the standards of Virginia Code § 2.2-4365, then such procedures shall be contained in the contract or specifically incorporated in the contract by reference and made available to the contractor.

If, however, the Town fails to include in its contracts a procedure for the consideration of contractual claims, the following procedure shall apply:

- (1) Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after receipt of final payment; however, written notice of the contractor's intention to file a claim shall be given at the time

of the occurrence or at the beginning of the work upon which the claim is based.

(2) No written decision denying a claim or addressing issues related to the claim shall be considered a denial of the claim unless the written decision is signed by the Town Manager or designee. The contractor may not institute legal action prior to receipt of the final written decision on the claim unless the Town fails to render a decision within 90 days of submission of the claim. Failure of the Town to render a decision within 90 days shall not result in the contractor being awarded the relief claimed or in any other relief or penalty. The sole remedy for the Town's failure to render a decision within 90 days shall be the contractor's right to institute immediate legal action.

## **5.10 Multi-term contracts.**

- A. Specified Period. Unless otherwise provided by law, a contract for goods, services or insurance may be entered into for any period of time deemed to be in the best interest of the Town of Christiansburg provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor.
- B. Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled.

## **5.11 Retainage on construction contracts.**

- A. In accordance with § 2.2-4333 of the Code of Virginia, in any contract for construction which provides for progress payments in installments based upon an estimated percentage of completion, the contractor shall be paid at least ninety-five percent (95%) of the earned sum when payment is due, with not more than five (5%) being retained to assure faithful performance of the contract. All amounts withheld may be included in the final payment.
- B. Any subcontract for a public project which provides for similar progress payments shall be subject to the same limitations.
- C. Nothing in this section shall preclude the establishment of retention for contracts other than construction.

## **5.12 Bid Bonds on Construction Contracts.**

Except in cases of emergency, all bids or proposals for construction contracts in excess of One Hundred Thousand Dollars (\$100,000) shall be accompanied by a bid bond from a surety company selected by the bidder which is legally authorized to do business in Virginia, as a guarantee that if the contract is awarded to such bidder, that bidder will enter into the contract for the work mentioned in the bid. The amount of the bid bond shall not exceed five percent (5%) of the amount

bid. Nothing in this section shall preclude a requirement of bid bonds to accompany bids or proposals for construction contracts anticipated to be less than One Hundred Thousand Dollars (\$100,000).

No forfeiture under a bid bond shall exceed the lesser of (i) the difference between the bids for which the bond was written and the next low bid, or (ii) the face amount of the bid bond.

### **5.13 Performance and Payment Bonds for Construction Contracts.**

A. Upon the award of any construction contract exceeding One Hundred Thousand Dollars (\$100,000) awarded to any prime contractor or as otherwise required in § 2.2-4337 of the Virginia Code, such contractor shall furnish to the Town of Christiansburg the following bonds:

- (1) A performance bond in the sum of the contract amount conditioned upon the faithful performance of the contract in strict conformity with the plans, specifications and conditions of the contract.
- (2) A payment bond in the sum of the contract amount. Such bond shall be for the protection of claimants who have and fulfill contracts to supply labor or materials to the prime contractor to whom the contract was awarded, or to any subcontractors, in the performance of the work provided for in such contract, and shall be conditioned upon the prompt payment for all such material furnished or labor supplied or performed in the performance of the work. "Labor or materials" shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is actually used at the site.
- (3) Each of such bonds shall be executed by one or more surety companies selected by the contractor which are legally authorized to do business in Virginia.
- (4) Bonds shall be made payable to the Town of Christiansburg as appropriate.
- (5) Each of the bonds shall be filed in the contract file.
- (6) Nothing in this section shall preclude the Town of Christiansburg from requiring payment or performance bonds for construction contracts below One Hundred Thousand Dollars (\$100,000).
- (7) Nothing in this section shall preclude such contractor from requiring each subcontractor to furnish a payment bond with surety thereon in the sum of the full amount of the contract with such subcontractor conditioned upon the payment to all persons who have and fulfill contracts which are directly with the subcontractor for performing labor and furnishing materials in the performance of the work provided for in the subcontract.

### **5.14 Action on Performance Bonds.**

In accordance with § 2.2-4340 of the Code of Virginia, no action against the surety on a performance bond shall be brought unless brought within one year after (i) completion of the contract, including the expiration of all warranties and guarantees, or (ii) discovery of the defect or breach of warranty, that give rise to the action.

## **5.15 Action on Payment Bonds.**

- A. Any claimant who has a direct contractual relationship with the contractor and who has performed labor or furnished material in accordance with the contract documents in the performance of work provided in any contract for which a payment bond has been given, and who has not been paid in full before the expiration of ninety (90) days after the day on which such claimant performed the last of the labor or furnished the last of the materials for which he claims payment, may bring an action on the payment bond to recover any amount due him for the labor or material, and may prosecute such action to final judgment and have execution on the judgment. The obligee named in the bond need not be named a party to such action.
- B. Any claimant who has a direct contractual relationship with any subcontractor but who has no contractual relationship, express or implied, with the contractor, may bring an action on the contractor's payment bond only if he has given written notice to the contractor within 90 days from the day on which the claimant performed the last of the labor or furnished the last of the materials for which he claims payment, stating with substantial accuracy the amount claimed and the name of the person for whom the work was performed or to whom the material was furnished.

Notice to the contractor shall be served by registered or certified mail, postage prepaid, in an envelope addressed to such contractor at any place where its office is regularly maintained for the transaction of business. Claims for sums withheld as retainage with respect to labor performed or materials furnished, shall not be subject to the time limitations stated in this subsection.

- C. Any action on a payment bond must be brought within one year after the day on which the person bringing such action last performed labor or last furnished or supplied materials.
- D. Any waiver of the right to sue on the payment bond required by this section shall be void unless it is in writing, signed by the person whose right is waived, and executed after such person has performed labor or furnished material in accordance with the contract documents.

## **5.16 Alternative Forms of Security.**

- A. In accordance with § 2.2-4338 of the Virginia Code, in lieu of a bid, payment, or performance bond, a bidder may furnish a certified check or cash escrow in the face amount required for the bond.
- B. If approved by the Town of Christiansburg Attorney, a bidder may furnish a personal bond, property bond, or bank or savings institution's letter of credit on certain designated funds in the face amount required for the bid, payment or performance bond. Approval shall be granted only upon a determination that the alternative form of security proffered affords protection to the Town of Christiansburg equivalent to a corporate surety's bond.

## **5.17 Bonds for Other than Construction Contracts.**

At the discretion of the Town of Christiansburg bidders may be required to submit with their bid, a bid bond in an amount previously determined and specified in the Invitation to Bid, as a guarantee that if the contract is awarded to such bidder, that the bidder will enter into the contract for the work mentioned in the bid. Additionally, the Town of Christiansburg may require bid, payment, or performance bonds for contracts for goods or services if provided in the Invitation for Bid or Request for Proposal.

### **5.18 Construction Contract Terms.**

All construction contracts shall use standard American Institute of Architects (AIA) or Engineers Joint Contract Documents Committee (EJCDC) contract language and contract terms and conditions as may be modified to include supplementary conditions and appropriate provisions of Virginia Code and/or federal regulations including, but not limited to, Title 2 of the Code of Federal Regulations, Part 200 [2 CFR 200.317-326] as approved by the Town Attorney, Town Manager, or his designee.

## **Article VI. – Notices and Public Access to Procurement Records.**

### **6.0 In general.**

This Article addresses the requirements for posting public notices of solicitations and contract awards and also explains what documents are required to be produced and when certain documents may be produced upon the request for such documents under Virginia's Freedom of Information Act.

### **6.1 Publicly posted notices.**

All solicitation, addenda, and award actions over \$30,000 shall be posted in a newspaper having general circulation in the Town's service area and posted on the Town's website, Department of General Services' purchasing website, or other appropriate website.

- A. Written solicitation notices over \$30,000 must be posted for the time period established in the solicitation, e.g., 3 days, 6 days, 10 days, etc., for receipt of unsealed bids or unsealed proposals. Notices shall indicate pre-bid conferences or site visits when applicable. When canceling or amending a solicitation, a copy of the notice or addendum must be posted on the Town's website.
- B. IFB solicitation notices over \$100,000 must be published at least 10 days prior to the date set for receipt of bids.
- C. When issuing RFPs estimated to be over \$60,000, the solicitation notice shall be published at least 10 days prior to the date set for receipt of proposals. The newspaper notice need only be a brief summary of essential elements of information. Pre-proposal conferences or site visits should be indicated on the cover sheet of the solicitation when applicable. When canceling or amending a solicitation, a copy of the notice or addendum must be publicly posted on the Town website.
- D. Award notices over \$30,000 must be posted for 10 calendar days immediately following the actual time of award. The award notice should be posted on the Town's website and in any additional locations as prescribed in the solicitation for

10 calendar days immediately following the actual time of award.

## **6.2 Public access to procurement records.**

- A. Except as provided in this section, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (Virginia Code §§ 2.2-3700, et seq.).
- B. Cost estimates relating to a proposed procurement transaction prepared by or for the Town shall not be open to public inspection until after the contract award.
- C. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the Town decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.
- D. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the Town decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.
- E. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
- F. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application shall not be subject to the Virginia Freedom of Information Act; however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

**NOTE:** The procurement records must be available for review by any bidder or offeror at the time a Notice of Intent to Award or an Award Notice is posted.

## **Article VII. – Debarment.**

### **7.0 In general.**

The term "debarment" as used in this Manual means action taken by the Town to exclude individuals or firms from contracting with the Town for particular types of goods or services for specified periods of time. Debarment does not relieve the vendor of responsibility for existing obligations.

### **7.1 Purpose.**

The purpose of debarment is to protect the Town from risks associated with awarding contracts to persons or firms having exhibited an inability or unwillingness to fulfill contractual requirements, and to protect Town interests and the integrity of the Town's procurement process.

## **7.2 Reasons for debarment.**

An individual or firm may be debarred for any of the following reasons:

- A. Breach of contract with the Town. Breach of contract may consist of abandonment of the contract or the commission of acts or conduct which demonstrates a failure to perform under the contract.
- B. Stating an unwillingness or inability to honor a binding bid submitted to the Town. A request to withdraw a bid, which does not otherwise state an unwillingness or inability to perform, is not a cause for debarment.
- C. Failing to complete a contract without cause within the prescribed time limit. Prescribed time limit means original contract time period plus any authorized time extensions.
- D. Falsifying or misrepresenting manufacturer's specifications in order to appear responsive to a bid solicitation.
- E. Taking any action constituting a violation of the State and Local Government Conflict of Interests Act, by virtue of any officer, director, owner, or partner of the vendor also being an officer or employee of the Town and having a "personal interest" in contract or purchase order awarded by the Town.
- F. Conviction of any criminal offense involving public contracting.
- G. Court judgment finding a violation of either federal or state anti-trust laws.
- H. Conviction of any offense indicating a lack of moral or business integrity.

Note: It is not necessary that there be a judicial determination of violations contained in subparagraphs A through E for debarment to occur.

## **7.3 Term of debarment; suspending debarment.**

Debarment shall be for a period of no less than one and not more than three years, as determined by the discretion of the Town Council. Notwithstanding the prescribed duration of the debarment, at the discretion of the Town Council, a debarment may be lifted or suspended at any time if it is deemed to be in the best interest of the Town. A debarred individual or firm can apply for reinstatement at any time in writing to the Town citing actions taken to remedy the reason for debarment or prevent recurrence of the situation that caused the debarment action to be taken and otherwise indicating the lifting or suspending of the debarment would be in the best interest of the Town. Examples of actions that the Town Council may take into consideration include, but are not limited to:

- A. Repayment by a debarred vendor of damages and additional cost resulting from a default action for which the vendor had previously failed to reimburse the Town and was debarred.
- B. Disassociation with the individuals or firms responsible for the debarment.

## **7.4 Notification.**

An individual or firm being considered for debarment from contracting with the Town will be notified in writing by certified mail, return receipt requested. The notice shall state the

reasons for the action taken, the duration of the period of debarment and the effective date. This decision shall be final, unless the bidder, offeror, or contractor appeals within thirty (30) calendar days of receipt of the notice by written request to the purchasing coordinator or, in the alternative, by instituting legal action.

## **Article VIII. – Protest of contract awards.**

The VPPA sets forth procedures for resolving several types of disputes that may arise between the Town and contractors. The procedures vary and reference is made to the VPPA for specifics.

## **Article IX. – Assistance to small and disadvantaged businesses:**

### **9.0 Small, Women-, Minority-, and Service Disabled Veteran-Owned Business Participation.**

The Town shall cooperate with state and federal agencies to facilitate the participation of small, women-, minority-, and service disabled veteran-owned businesses in the procurement transactions of the Town of Christiansburg. The Town of Christiansburg grants no preferences or set-asides to such businesses. The Town Manager, or designee, shall assist any such business in completing or understanding bids or proposals. Procedures may be established to increase participation by small-, women-, minority- and service disabled veteran-owned businesses.

When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory federal law and regulation, which is not reflected in this Policy including, but not limited to Title 2 of the Code of Federal Regulations, Part 200 [2 CFR 200.317-326]. See Exhibit A attached hereto.

### **9.1 Discrimination prohibited.**

In the solicitation or awarding of contracts, the Town of Christiansburg shall not discriminate against any bidder or offeror because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran or other basis prohibited by state or federal law relating to discrimination in employment.

## **Article X. – Ethics in public contracting.**

### **10.0 In general.**

Our system of government is dependent in large part on its citizens maintaining the highest trust in their public officials. The conduct and character of public officials is of particular concern to state and local governments, because it is chiefly through that conduct and character that the government's reputation is derived. Therefore, public officers and employees must be familiar with the State and Local Government Conflict of Interests Act ("COIA").

### **10.1 Purpose.**

The purpose of COIA (Virginia Code §§ 2.2-3100, et seq.) is to assure the citizens of the

Commonwealth that the judgment of public officers and employees will not be compromised or affected by inappropriate conflicts. The Attorney General has stated that COIA provides minimum rules of ethical conduct for state and local government officers and employees and contains three general types of restrictions and prohibitions: (1) it details certain types of conduct that are improper for such officers and employees; (2) it restricts the ability of such officers and employees to have personal interests in certain contracts with their own or other governmental agencies; and (3) it restricts the participation of such officers and employees in transactions of their governmental agencies in which they have a personal interest.

## **10.2 Definitions.**

*Immediate family:* means a spouse, children, parents, brothers and sisters, and any other person living in the same household as the employee.

*Official responsibility:* means administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove, or otherwise affect a procurement transaction, or any claim resulting therefrom.

*Pecuniary interest arising from the procurement:* means a personal interest in a contract as defined in the State and Local Government Conflict of Interests Act.

*Procurement transaction:* means all functions that pertain to the obtaining of any goods, services or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

*Public employee:* means any person employed by the Town, including its Council members, officers, or employees.

## **10.3 Proscribed participation by public employees in procurement.**

No public employee having official responsibility for a procurement transaction shall participate in that transaction on behalf of the Town when the employee knows that:

- A. The employee is also currently employed by a bidder, offeror, or contractor involved in the procurement transaction;
- B. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent;
- C. The employee, the employee's partner, or any member of the employee's immediate family has a pecuniary interest arising from the procurement transaction; or
- D. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, offeror or contractor.

#### **10.4 Disclosure of subsequent employment.**

No public employee or former public employee having official responsibility for procurement transactions shall accept employment with any bidder, offeror, or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the Town unless the employee or former employee provides written notification to the Town prior to commencement of employment by that bidder, offeror, or contractor.

#### **10.5 Prohibition on solicitation or acceptance of gifts.**

- A. No public employee having official responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged. The Town may recover the value of anything conveyed in violation of this subsection.
- B. No bidder, offeror, contractor or subcontractor shall confer upon any public employee having official responsibility for a 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 is exchanged.

#### **10.6 Kickbacks.**

- A. No contractor or subcontractor shall demand or receive from any of its suppliers or its subcontractors, as an inducement for the award of a subcontract or order, any payment, loan, subscription, advance, deposit of money, services, or anything present or promised, unless consideration of substantially equal or greater value is exchanged.
- B. No subcontractor or supplier shall make, or offer to make, kickbacks as described in this section.
- C. No person shall demand or receive any payment, loan, subscription, advance, deposit of money, services, or anything of value in return for an agreement not to compete on a public contract.
- D. If a subcontractor or supplier makes a kickback or other prohibited payment as described in this section, the amount thereof shall be conclusively presumed to have been included in the price of the subcontract or order and ultimately borne by the Town and shall be recoverable from both the maker and recipient.  
Recovery from one offending party shall not preclude recovery from other offending parties.

#### **10.7 Participation in bid preparation.**

No person who, for compensation, prepares an invitation to bid or request for proposal for or on behalf of the Town shall (i) submit a bid or proposal for that procurement or any portion thereof or (ii) disclose to any bidder or offeror information concerning the procurement that is not available

to the public. However, the Town may permit such person to submit a bid or proposal for that procurement or any portion thereof if the Town determines that the exclusion of the person would limit the number of potential qualified bidders or offerors in a manner contrary to the best interests of the Town.

#### **10.8 Purchase of materials from architect or engineer prohibited.**

- A. No building materials, supplies or equipment for any building or structure constructed by or for the Town shall be sold by or purchased from any person employed as an independent contractor by the Town to furnish architectural or engineering services, but not construction, for such building or structure or from any partnership, association or corporation in which such architect or engineer has a personal interest as defined in Virginia Code § 2.2-3101.
- B. No building materials, supplies or equipment for any building or structure constructed by or for the Town shall be sold by or purchased from any person who has provided or is currently providing design services specifying a sole source for such materials, supplies or equipment to be used in the building or structure to the independent contractor employed by the Town to furnish architectural or engineering services in which such person has a personal interest as defined in Virginia Code § 2.2-3101.
- C. The provisions of subsections A and B shall not apply in cases of emergency or for transportation-related projects conducted by the Department of Transportation or the Virginia Port Authority.

#### **10.9 Certification of compliance required; penalty for false statements.**

- A. Public bodies may require public employees having official responsibility for procurement transactions in which they participated to annually submit for such transactions a written certification that they complied with the provisions of this article.
- B. Any public employee required to submit a certification as provided in subsection A who knowingly makes a false statement in the certification shall be punished as provided in Virginia Code § 2.2-4377.

#### **10.10 Misrepresentations prohibited.**

No public employee having official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact; knowingly make any false, fictitious or fraudulent statements or representations; or make or use any false writing or document knowing it to contain any false, fictitious or fraudulent statement or entry.

#### **10.11 Penalty for violation.**

Any person convicted of a willful violation of any provision of this article shall be guilty of a Class 1 misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his or her employment.

## **Article XI. – Surplus property.**

### **11.0 In general.**

Tangible personal property owned by and no longer needed by the Town is to be considered surplus property.

### **11.1 Authorization to dispose of surplus property.**

The purchasing coordinator is authorized to sell or otherwise dispose of surplus personal property with a value of \$10,000.00 or less without Town Manager approval. Surplus property with a value in excess of \$10,000.00 shall require Town Manager approval prior to its sale or disposal.

### **11.2 Disposal.**

The purchasing coordinator shall use one of the following methods of disposal:

- A. Sale to a state agency or political subdivision;
- B. Public sale or auction;
- C. Donation (with approval of the Town Manager);
- D. Trade-in;
- E. Abandonment or destruction (with approval of the Town Manager).

Upon the sale or transfer of surplus property, the purchasing coordinator is authorized to execute and deliver any applicable bill of sale and title documents. The Town's Finance Department shall keep a record of all property sold, to whom it was sold, and the amount of money or consideration received from the sale.

### **11.3 Delegation of authority and establishment of procedure.**

The Town Manager may delegate such authority and establish such rules and procedure as he or she deems necessary for the administration of surplus property sales pursuant to this policy.