



TOWN COUNCIL WORK SESSION

Monday, July 6, 2020 @ 7:00pm

Town Hall Conference Room

1. I & I Debt Service – *CHA by WebEx*
2. CDBG Update – *Interim Town Manager/Craig Wilson by WebEx*
 - a) Increase of Façade Grant Limit
 - b) Pavilion
 - c) Streetscape
 - d) Murals
3. FRIBA Request to Place LOVE Letters on Town Right-of-Way – *Interim Town Manager*
4. Purchase of VESTA 9-1-1 Phone System – *Chief of Police*
5. Purchase of Replacement In-Car and Body-Worn Cameras – *Chief of Police*
6. Avtec Radio Consoles – *Chief of Police*
7. Liaison Committee Meeting Items for July 16
8. Planning Commission Term Expires August 30 for William Gordon

1



Work Session Agenda Form

Item # 1

DATE: 7/6/20

AGENDA ITEM: I & I Debt Service

SUMMARY: C.H.A. will provide a presentation of the preliminary engineering report for the Town of Front Royal's sanitary sewer and manhole rehabilitation. C.H.A. will provide cost estimates for I&I Abatement that should allow the Town to comply with the latest D.E.Q. Consent order issued to the Town.

In order to move forward with the proposal, the Town would need to finance approximately \$8 million. The Town can apply for financing through V.D.E.Q. and potentially obtain a 0% interest or at most around 2% interest financing for a 20-30 year term loan.

Applications for VDEQ financing are due by July 10th. Council is requested to review the preliminary engineering report and direct staff to apply for a \$8 million loan from VDEQ to allow work on I&I abatement to continue and move forward to compliance for the DEQ consent order.

BUDGET/FUNDING: The FY2021 budget includes \$550,230 for debt service; these funds can be reallocated as needed if debt service payment will not be made in FY2021.

The recent sewer rate study performed by Stantec Consulting incorporates the Town of Front Royal obtaining an \$8 million loan for I&I abatement.

STAFF RECOMMENDATION: Staff recommends for Council to direct staff to make application to VDEQ to obtain an \$8 million loan to advance I&I abatement.

Work Session

**Town of Front Royal
Sanitary Sewer and Manhole
Rehabilitation – FY 2021**

Preliminary Engineering Report

CHA Project Number: 31133

Prepared for:

Town of Front Royal, Virginia

Prepared by:



*1341 Research Center Drive, Suite 2100
Blacksburg, VA 24060*

July 2020

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Appendix C	Corrective Action Plan
Appendix D	RJN Group Flow Monitoring Report
Appendix E	2020 Sanitary Sewer CCTV Investigation

1.0 INTRODUCTION

1.1 BACKGROUND

The Town of Front Royal (Town) is located in Warren County in the northern portion of Virginia. The Town is near the intersection of Interstates 66 and 81 and is adjacent to the Shenandoah National Park. According to the U.S. Census Bureau, the population of the Town was estimated to be 15,221 as of July 1st, 2018.

The Town owns and operates the sanitary sewer collection system which conveys wastewater to the Front Royal sewage treatment plant (STP) as seen in **Figure 1.1**. The STP discharges treated wastewater to the South Fork of the Shenandoah River under the Virginia Pollutant Discharge Elimination System (VPDES) Permit No. VA0062812 (Permit).

With an emphasis on eliminating plant bypasses and sanitary sewer overflows (SSOs) due to continued aging of community infrastructure, many communities are facing the need to evaluate their sanitary sewer systems. Bypasses and SSOs occur as a result of inflow and infiltration (I&I) into the sanitary sewer. This I&I can overtax the gravity sewers, and in some cases, pump stations, potentially resulting in plant bypasses or SSOs.

The Town was issued a Special Order of Consent (SOC) (**Appendix A**) by the Virginia Department of Environmental Quality (VDEQ) on May 28, 2009 in response to the following:

- Unauthorized sewage bypasses at the STP attributed to rainfall events, leading to sewage discharges into the South Fork of the Shenandoah River.
- VDEQ staff witnessed a sewage manhole overflow, and the sewage enter Happy Creek on September 22, 2008.
- Administrative violations including late submittals of Discharge Monitoring Reports (DMRs), failure to timely submit Industrial Users survey, failure to timely submit an Operation and Maintenance (O&M) manual and obtain a Certificate to Operate (CTO) for new STP processes and failure to timely submit or re-evaluate local pretreatment limits.

The SOC levied a fine against the Town and Appendix A of the SOC listed numerous requirements including the following (See Appendix A of the SOC for a complete listing and detailed description):

- Perform infiltration and inflow (I/I) reduction studies of the collection system.
- Conduct manhole investigation and rehabilitation.
- Implement ongoing field investigations including:
 - Video inspections of all stream crossings.
 - Initiate a Grease Trap Investigation Education Program and Grease Trap Inspection Program.
 - Investigate known problem areas.
- Develop a sanitary system hydraulic model.
- Prepare and submit a Corrective Action Plan (CAP) and schedule based on findings.
- Submit to VDEQ quarterly and annual progress reports.

The Town has completed all the milestones outlined in the 2009 SOC; however, the Town still experiences plant bypasses and SSOs frequently enough to require continued I&I abatement work. In an effort to document the next step in the Town's I&I reduction program, VDEQ terminated the 2009 SOC and issued a new SOC with new milestones.

On July 19th, 2019, the VDEQ issued a Notice of Violation (NOV) for the STP. A new Consent Order (Order) (**Appendix B**) supersedes and terminates the original Consent Order issued by the board to the Town on October 29th, 2009. The Order levied a fine against the Town and Appendices A, B, and C of the consent order listed numerous requirements including the following (See Appendices A, B, and C of the Order for a complete listing and detailed description):

- 1) Pay a civil charge in settlement of violations described in the Order.
- 2) Town shall complete a Supplemental Environmental Project (SEP) as described in Appendix B and C of the Order.
- 3) Complete FR6 and FR7 sewer rehabilitation project by September 1st, 2020 and complete FR6 and FR7 flow monitoring by April 1st, 2021.
- 4) Complete an engineering study of FR5 sewer backups and SSOs by June 1st, 2020, design of FR5 metershed sanitary sewer rehabilitation by January 1st, 2021, construction of FR5 sanitary sewer rehabilitation by January 1st, 2022 and flow monitoring to confirm I&I reduction by May 1st, 2022.
- 5) Complete engineering study for FR1 metershed by January 1st, 2022
- 6) Complete an engineering study for the Facility operations by August 1st, 2020.
- 7) Town to submit quarterly reports following the requirements in Appendix A of the Order.

The Town is currently progressing the completion of items 3 and 4 through their capital improvements plan; however, the Town has decided to proceed expeditiously with additional sanitary sewer rehabilitation for FR-1, -3, -5, -6, -7, -8 and -9 metersheds to decrease the I&I into the system and reduce the frequency of plant bypasses and SSOs.

1.2 PRELIMINARY ENGINEERING REPORT – PURPOSE & SCOPE

The Town contracted with CHA to develop a Preliminary Engineering Report (PER) to document the sanitary sewer evaluation studies (SSES) completed to date and to plan a large project in metersheds FR-1, -3, -5, -6, -7, -8 and -9 with the intent of expediting the I&I reduction program. The intent of this PER is to aid in seeking a VDEQ Virginia Clean Water Revolving Loan Fund loan to proceed with a large project. The SSES included flow monitoring data, manhole inspection in both dry and wet weather, review and National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) scoring of closed-circuit television (CCTV) inspections, and smoke testing. The data collected from the SSES to date is presented in this PER to demonstrate the need to reduce I&I in the sanitary sewer system and provide recommendations for sanitary sewer pipe and manhole rehabilitation. The purpose of the SSES and PER is to:

- Identify the sources of I&I in the sanitary sewer system
- Identify the structural defects in the sanitary sewer and manholes that require rehabilitation to reduce I&I
- Identify rehabilitation methods appropriate to address the structural defects and reduce I&I in the sanitary sewer system
- Prepare an overall plan for the rehabilitation of the Town's entire sanitary sewer system

1.3 LOCATION

The project planning area for this PER includes the Town's STP and sanitary sewer collection system as seen on **Figure 1.1**. The Town occupies 9.24 square miles. The Town is bounded by the Shenandoah National Park to the south and Interstate 66 to the north with the Shenandoah River running through the Town. The topology of the Town includes rolling hills throughout the downtown area with the Blue Ridge mountains to the east and the Massanutten Range to the west.

1.4 ENVIRONMENTAL RESOURCES PRESENT

The construction projects evaluated in this PER are sewer pipe and manhole rehabilitation of the existing sanitary facilities which will only minimally impact the environment. The Town will not be expanding the sanitary system as part of the sanitary sewer pipe rehabilitation. The projects will focus on trenchless rehabilitation and only use open-cut replacement where required. The rehabilitation will target reducing the most cost effective I&I in the sanitary system to reduce the frequency of SSOs and bypasses. Another benefit from reducing I&I will be reduced energy and chemical cost associated with treating non-wastewater flows and provide additional capacity for additional sanitary connections as the Town grows.

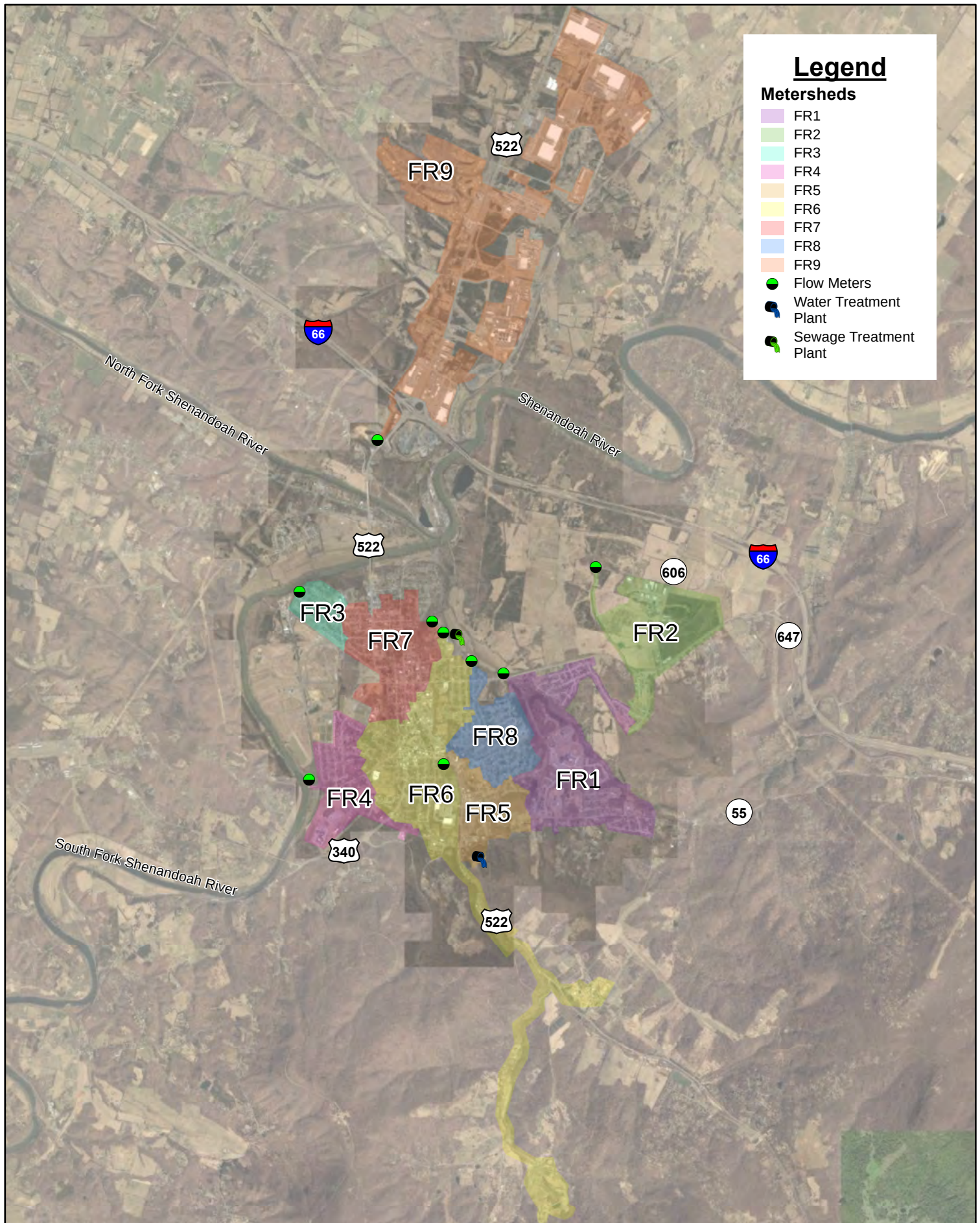


Figure 1.1
Town of Front Royal
Sanitary Sewer Metershed Basins
Front Royal, VA



Project No. : 31133

Date : JULY 2020

0 5,000 10,000 Feet



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1.4.1 POPULATION TRENDS

The 2010 US census reported that the Town's population was 14,440 which represented a slight increase from the 2000 US census report of 13,589 (+0.63% annual increase). The Town does not anticipate a major growth or reduction in population associated with housing developments, new industry or closure of an existing industry.

1.4.2 COMMUNITY ENGAGEMENT

The Town Council meetings are available to the public for participation and feedback. The Town posts the agendas, meeting minutes, and videos on their website (<https://www.frontroyalva.com/>). The Town has posted project information for the I&I reduction program and a description of how I&I enters the sanitary sewer and the problem it causes. The Town also provides Frequently Asked Questions (FAQs) on their website to help educate citizens further on I&I. The Town presented a system wide CCTV project at the April 27th, 2020 Town Council Meeting for approval.

2.0 EXISTING CONDITIONS

2.1 EXISTING SEWER SYSTEM

The Town owns and operates the sanitary sewer collection system serving the Town which conveys wastewater to the STP (**Figure 1.1**). The sanitary sewer collection system is separated into 9 metersheds and one non-metered area (**Figure 1.1**). These flow meter locations were developed by Pennoni Associates and the Town for the RJN Group's report with FR-1, -2, -3, -4, -5, and -9 meter locations being pre-determined by others for previous flow monitoring as stated in the site selection of the RJN Group's report. According to the Town's GIS data, the collection system includes over 112 miles of active sewers up to 27" diameter. **Table 1.1** lists the total sewer length by material in each of the metersheds. It should be noted that a number of sewers are noted to be 0" diameter and were assumed to be 8" for calculation purposes in Section 4.

Table 1.1 - Collection System Sewer Lengths (Feet) and Diameters (Inches)

Metershed	0"	4"	6"	8"	10"	12"	15"	18"	21"	24"	27"	Total
FR-1	256	-	-	52,942	3,059	9,569	359	692	-	-	-	66,877
FR-2	-	-	-	15,183	3,960	6,101	4,954	-	-	-	-	30,197
FR-3	191	-	-	14,859	150	-	-	-	-	-	-	15,200
FR-4	174	-	5,318	27,690	434	336	-	-	-	-	-	33,952
FR-5	1,984	-	882	25,423	-	-	-	-	-	-	-	28,289
FR-6	2,662	716	30,090	67,074	5,764	7,292	4,995	743	2,305	378	-	122,019
FR-7	1,434	-	11,038	38,164	1,804	2,074	931	-	-	-	-	55,446
FR-8	166	87	5,353	36,165	1,042	481	-	-	-	-	-	43,294
FR-9	3,351	4	767	46,953	422	26,604	1,536	-	1,106	8,003	-	88,746
Outside Meter Area	4,282	-	1,864	56,379	2,174	933	7,937	6,684	19,173	3,540	3,237	106,203
Total System	14,499	808	55,311	380,834	18,809	53,389	20,711	8,119	22,585	11,920	3,237	590,222

Note: Includes all active, gravity main sewers from GIS.

According to the Town's GIS data, the collection system contains approximately 2,480 active manholes. The Town owns and operates the STP that discharges treated wastewater to the South Fork of the Shenandoah River. The STP has a permitted capacity of 5.3 MGD and the headworks can pump up to 12.5 MGD. Additionally, the Town owns and operates a Water Treatment Plant (**Figure 1.1**) that discharges backwash water into the sanitary sewer collection system in a 12" diameter sewer.

2.2 PREVIOUS I&I REDUCTION WORK

The Town performed significant work prior to 2016 that was outlined in the CAP (**Appendix C**). An overview of the work performed by the Town included CCTV, manhole inspection, and flow monitoring. The field data was used to perform sewer pipe and manhole rehabilitation. The Town created a grease trap program to prevent grease buildup and degradation of the sanitary sewer to prevent additional maintenance and rehabilitation. The Town also developed a sanitary sewer model that was a requirement of the 2009 SOC. CHA was contracted to oversee and guide the Town's I&I reduction program starting in 2016. The previous consultant did not keep appropriate documentation for the previous I&I reduction work performed. CHA has been updating the GIS as the previous rehabilitation information has been discovered during field investigations. In 2017, two manhole rehabilitation contracts were completed for the immediate repairs identified. One contract was with AM-Liner for manhole frame and cover replacement, and the second was with D&S Contractors for the immediate internal manhole repairs. **Figure 2.1** displays the previous manhole rehabilitation performed in the Town. In late 2019/early 2020, CHA developed interior manhole rehabilitation and manhole frame and cover replacement plans. Visu-Sewer East was awarded the interior manhole

rehabilitation contract and Bushong was awarded the frame and cover replacement contract. Both contracts are anticipated to be completed by September 2020. **Figure 2.2** displays the rehabilitation for both the interior manhole rehabilitation and the frame and cover replacement contracts. In 2019, CHA drafted sewer pipe rehabilitation plans for both CIPP lining and pipe burst rehabilitation. Tri-State Utilities was awarded the CIPP lining contract and Portland Utility Construction Company was awarded the pipe bursting contract. Both contracts are anticipated to be completed by September 2020. The pipe segments being rehabilitated in 2020 are displayed in **Figure 2.3**.

Legend

Manhole

Rehabilitation

- Chimney Sealed
- + Pipe Connection Seals
- Bench Rehabilitated
- MH Walls Lined
- Water-Resistant Frame & Cover
- Frame and Cover Sealed
- Sanitary Manholes
- Non-Manhole Structure

Metersheds

- FR1
- FR2
- FR3
- FR4
- FR5
- FR6
- FR7
- FR8
- FR9

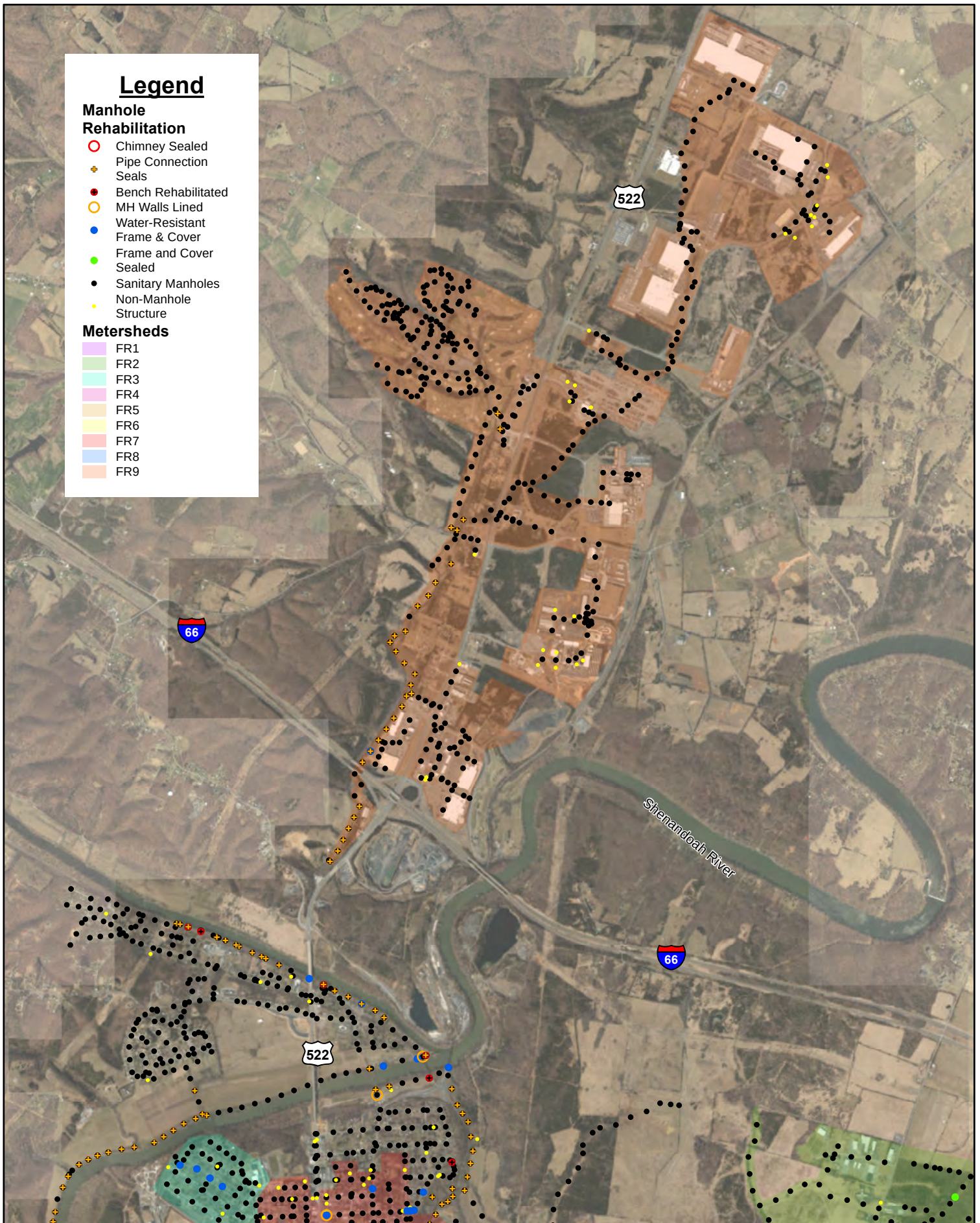
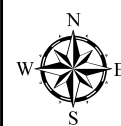


Figure 2.1 North
Town of Front Royal
Completed MH Rehabilitation
Front Royal, VA



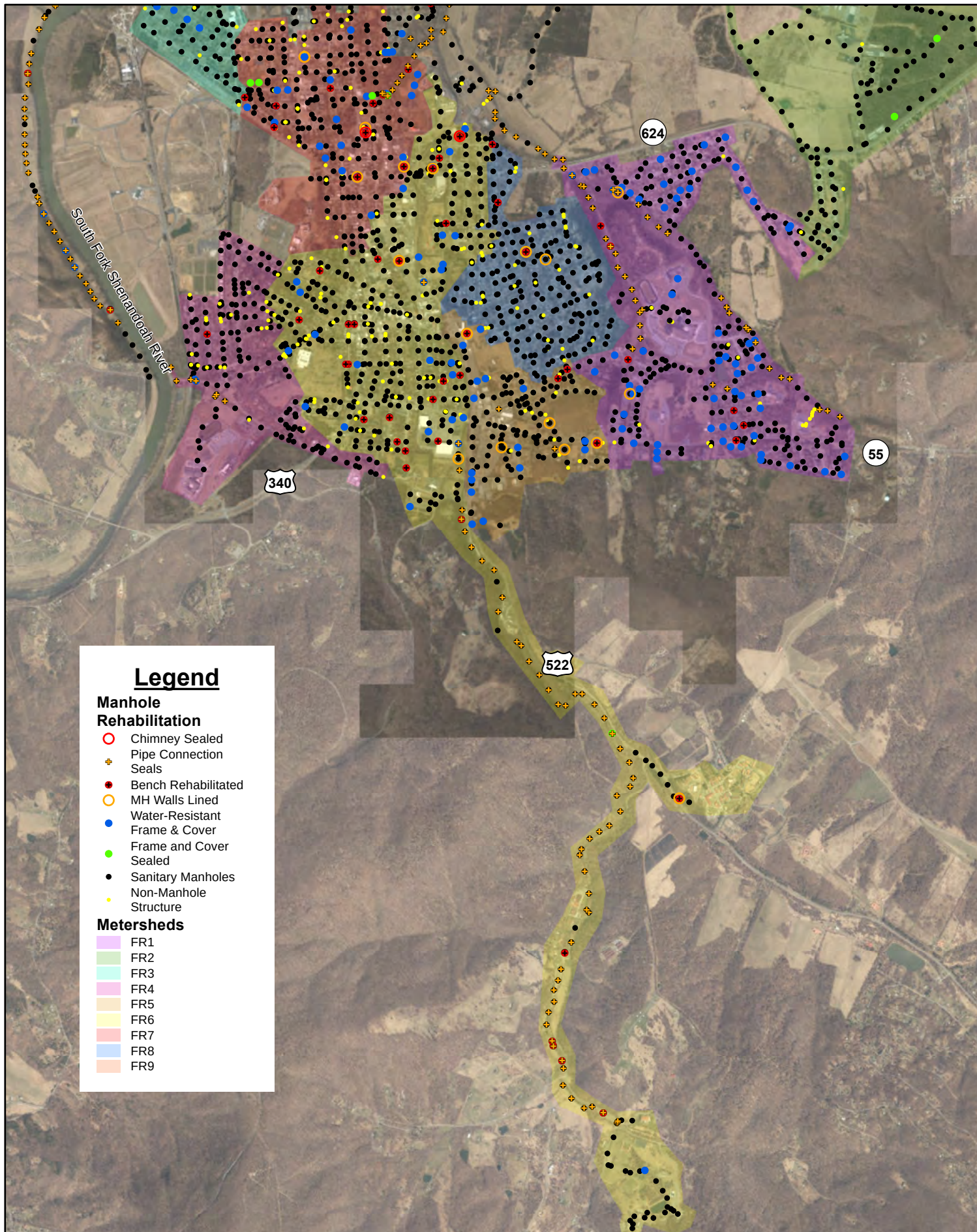
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0 2,500 5,000 Feet



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**Figure 2.1 South
Town of Front Royal
Completed MH Rehabilitation
Front Royal, VA**



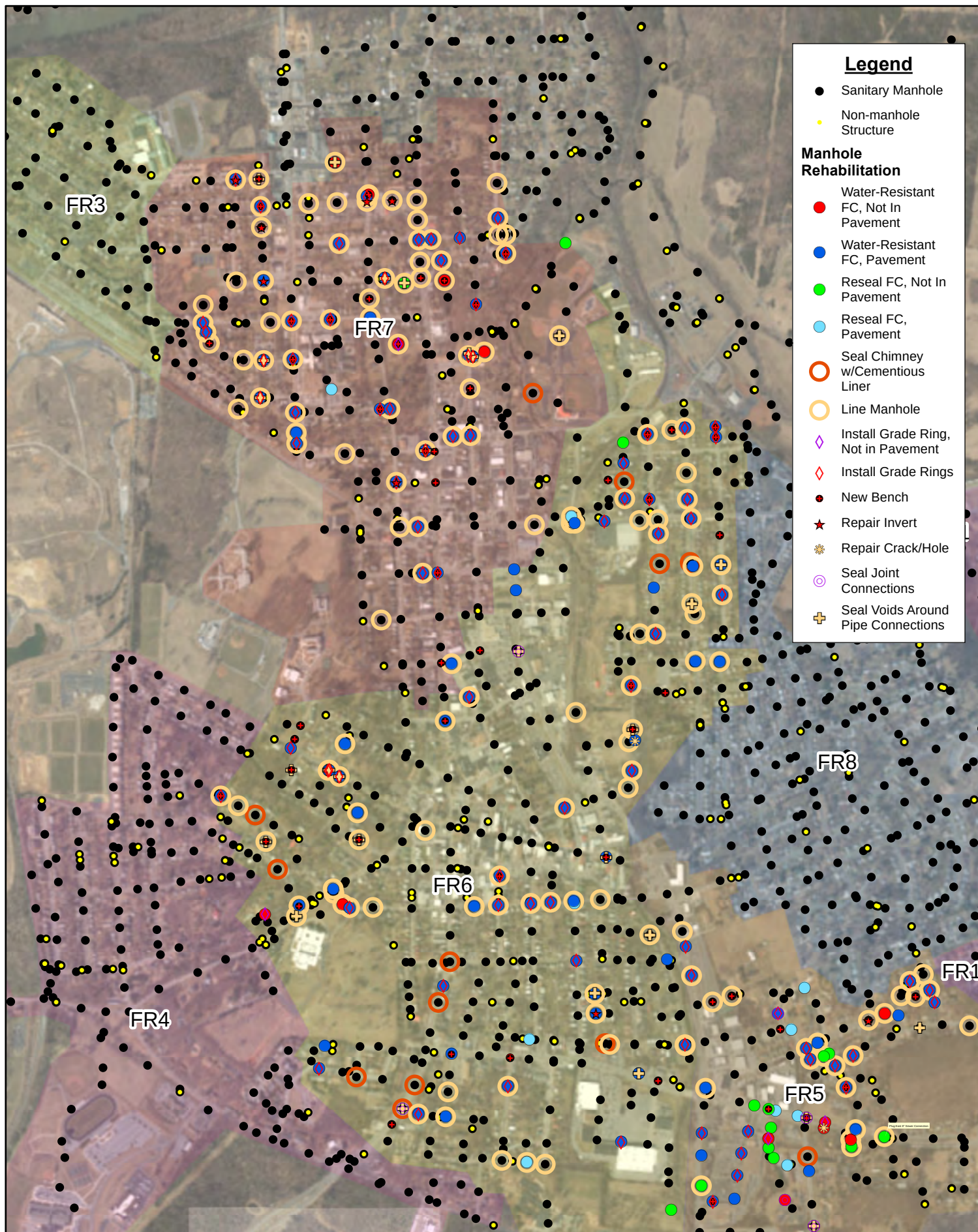
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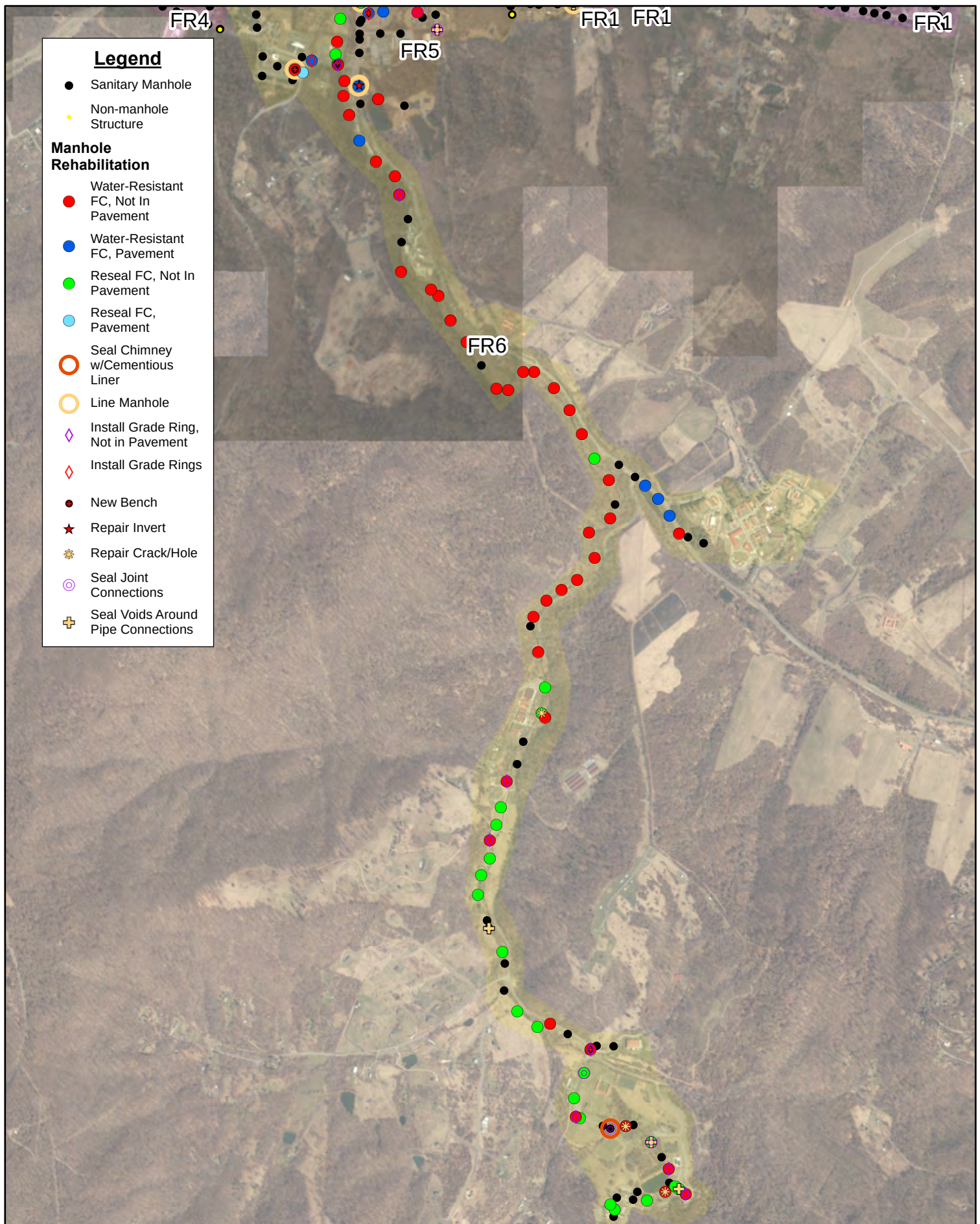


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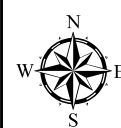
- Sanitary Manhole
- Non-manhole Structure

Manhole Rehabilitation

- Water-Resistant FC, Not In Pavement
- Water-Resistant FC, Pavement
- Reseal FC, Not In Pavement
- Reseal FC, Pavement
- Seal Chimney w/Cementious Liner
- Line Manhole
- Install Grade Ring, Not in Pavement
- Install Grade Rings
- New Bench
- Repair Invert
- Repair Crack/Hole
- Seal Joint Connections
- Seal Voids Around Pipe Connections



**Figure 2.2 South
Town of Front Royal
2020 Manhole Rehabilitation**
Front Royal, VA



Project No. : 31133

Date : JULY 2020

0 1,500 3,000 Feet



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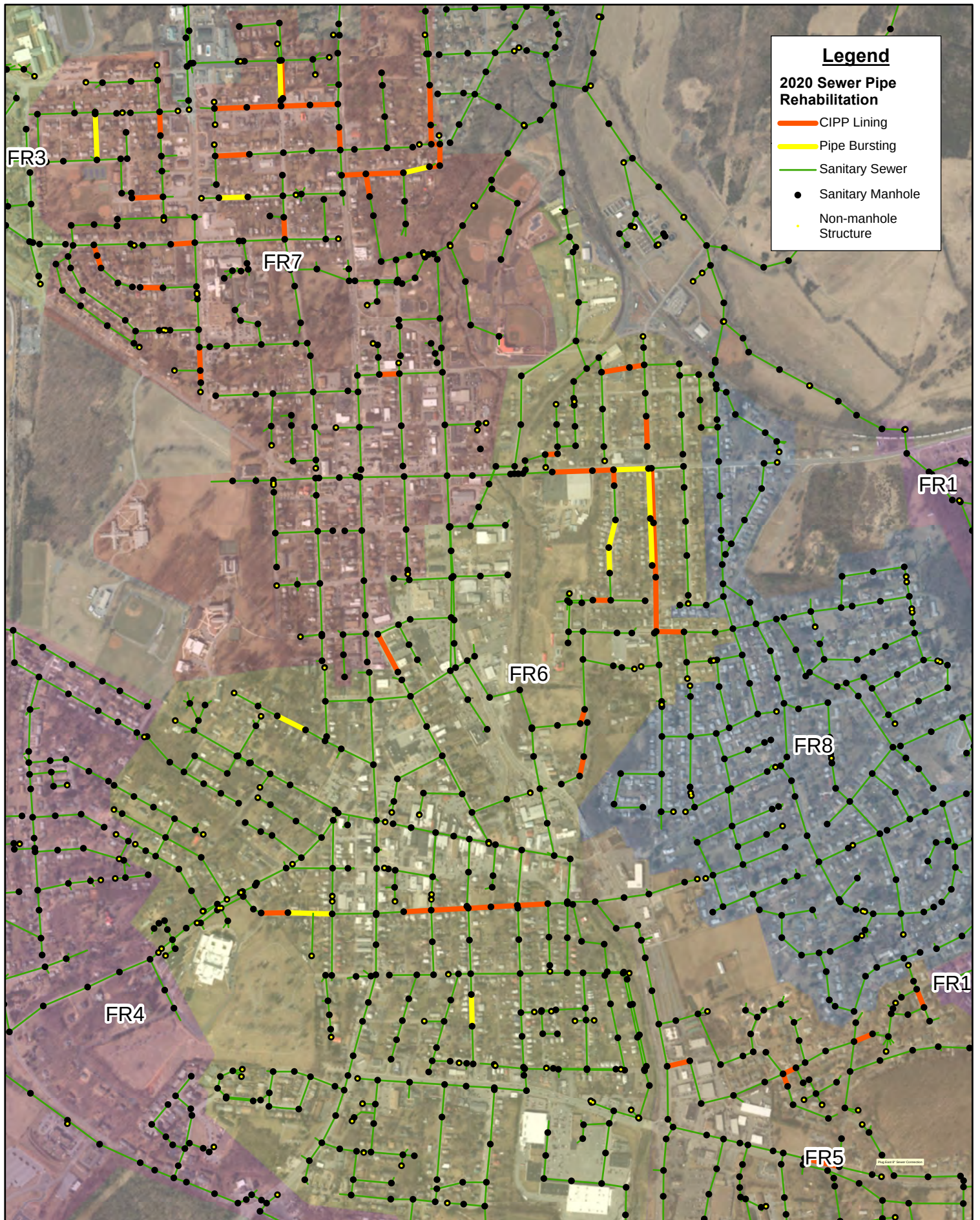
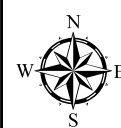


Figure 2.3
Town of Front Royal
2020 Sewer Pipe Rehabilitation
Front Royal, VA



Project No. : 31133

Date : JULY 2020



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3.0 SANITARY SEWER EVALUATION SURVEY

The Sanitary Sewer Evaluation Survey utilizes five methods to locate I&I into the sanitary collection system. Flow monitoring divides the system into different basins and aids in locating areas with the highest levels of I&I. Closed Circuit Television inspections of the sewer pipe is conducted with the emphasis on concrete pipe (CP) and vitrified clay pipe (VCP) that are well known to be large contributors to I&I. Manhole Assessment Certification Program (MACP) inspection evaluates the condition of the manhole and determines the defects present that lead to I&I. Wet weather manhole inspection evaluates the manhole during rain fall events when the I&I will be present in the manhole and result in observation of active I&I from pipes and manholes. Smoke testing of the sewer aids in determining which areas have the highest potential for I&I by seeing how the smoke escapes the sewer through defects. All these methods combined aid in the development of rehabilitation plans to reduce I&I.

3.1 FLOW MONITORING

In 2015, the RJN Group conducted flow monitoring and data analysis on nine flow meters placed at strategic points in the Town to separate the sewage collection system into nine metersheds. The RJN Group monitored flows for eight weeks from September 22nd to November 17th. The RJN Group report is included in **Appendix D**. Seven HACH flow meters and two ISCO flow meters were installed to collect the flow data. During the flow monitoring period, the two ISCO meters installed in FR3 and FR4 were discovered to have missing flow data during the monitoring period, and it was recommended that additional monitoring was necessary to further evaluate these two metersheds. For the CAP, wet weather flows were determined from the flow monitoring data and normalized across the metersheds for evaluations and can be seen in **Table 3.1**. The normalized wet weather responses will be utilized to rank the metersheds based on their wet weather response. These rankings are further discussed in Section 4. In March of 2020, CHA installed three ISCO flow meters in FR3 and FR4 with the intent to acquire additional flow data to further evaluate these metersheds. One flow meter was installed in FR4 utilizing the same manhole as the RJN Group (**Figure 3.1**). The other two meters were installed in FR3 (**Figure 3.2**). One was installed in MH 6314, the same manhole as the RJN Group, and the second flow meter was installed in MH 6173 on the south branch of the FR3 metershed to isolate one half of the metershed to possibly pinpoint I&I in that area. The flow monitoring was conducted from March 3rd until June 1st, 2020.

Table 3.1 – Metershed Normalized Wet Weather Response

Meter No.	Average Dry Weather Flow (MGD)	Peak Flow (MGD)	Wet-Weather Response (MGD)	Wet-Weather Response Unit Rate (gpd/manhole)	Wet-Weather Response Unit Rate (gpd/mile)	Wet-Weather Response Unit Rate (gpd/IDM) ²
FR-1	0.69	2.89	2.20	7,110	174,008	19,763
FR-2	0.05	0.15	0.10	959	18,116	1,773
FR-3 ¹	0.36	0.73	0.37	6,483	128,361	16,006
FR-4 ¹	0.13	0.25	0.11	758	17,689	2,282
FR-5	0.15	0.87	0.72	5,631	134,531	16,948
FR-6	0.75	3.20	2.46	5,149	106,287	12,564
FR-7	0.81	3.83	3.02	13,477	287,470	36,232
FR-8	0.01	0.49	0.48	2,645	58,711	7,491
FR-9	0.37	1.22	0.85	1,837	50,365	4,614

1 - Based on a limited monitoring period. Additional monitoring necessary to fully evaluate meter shed.

2 - Based on diameters from Town's GIS Sewer shapefile. Any sewers noted to have 0" diameter were assumed to have 8" diameter.

In the 2016 CAP report, the Town's metersheds were ranked based on the flow monitoring by the RJN Group. **Table 3.2** was developed by normalizing the wet weather response for each of the metersheds and utilizing the different normalized wet weather response factors, manhole material percentages, and sewer pipe material percentages to rank each metershed based on greatest contribution of I&I. As discussed previously, FR3 and FR4 had incomplete flow meter data during RJN Group's monitoring period. The lack of data for FR3 and FR4 led to the two-metersheds not being ranked in **Table 3.2**.

Table 3.2 – Metershed Evaluation Matrix

Meter No.	Number of Manholes	Sewer Length (feet) ¹	Wet-Weather Response (MGD)	Wet-Weather Peaking Factor	Wet-Weather Response Unit Rate (gpd/IDM) ²	Unlined Manholes Composed of Block or Brick (%)	Sewer Length Composed of VCP or Concrete (%)	Rank
FR-1	310	66,877	2.20	4.2	19,763	4%	38%	2
FR-2	108	30,197	0.10	3.1	1,773	0%	32%	7
FR-3 ³	57	15,200	0.37	2.0	16,006	47%	52%	-
FR-4 ³	150	33,952	0.11	1.8	2,282	51%	61%	-
FR-5	128	28,289	0.72	5.8	16,948	55%	62%	3
FR-6 ⁴	477	122,019	2.46	4.3	12,564	52%	61%	4
FR-7	224	55,446	3.02	4.7	36,232	71%	71%	1
FR-8	182	43,294	0.48	46.5	7,491	80%	73%	5
FR-9	461	88,764	0.85	3.3	4,614	0%	18%	6

1 - From Town's GIS Sewer shapefile. Includes active gravity mains.

2 - Based on diameters from Town's GIS Sewer shapefile. Any sewers noted to have 0" diameter were assumed to have 8" diameter.

- 3 - Based on a limited monitoring period. Additional monitoring necessary to fully evaluate sewer shed.
 4 - Based on exclusive flow rates, removing FR-5 flow rates.

The data from the three flow meters installed in FR3 and FR4 indicated a large wet weather response for smaller storm events. **Table 3.3** provides the same information from **Table 3.2** with the wet weather response from this year's flow monitoring. A ranking was not provided for the FR3 and FR4 since the flow monitoring data was not a one to one comparison to the RJN Group flow monitoring. The flow data obtained will be utilized in further study of these two-metersheds.

Table 3.3 – FR3 & FR4 Wet Weather Response

Meter No.	Number of Manholes	Sewer Length (feet) ¹	Average Dry Weather Flow (MGD)	Wet-Weather Response (MGD)	Wet-Weather Peaking Factor	Wet-Weather Response Unit Rate (gpd/IDM) ²	Unlined Manholes Composed of Block or Brick (%)	Sewer Length Composed of VCP or Concrete (%)
FR-3	57	15,200	0.046	0.89	19.5	38,569	47%	52%
FR-4	150	33,952	0.052	0.78	11.3	15,583	51%	61%

1 - From Town's GIS Sewer shapefile. Includes active gravity mains.

2 - Based on diameters from Town's GIS Sewer shapefile. Any sewers noted to have 0" diameter were assumed to have 8" diameter.

3- FR3's peak flow was during a rain event of 1.3" on 05/01/20

4- FR4's peak flow was recorded during a rain event of 0.62" on 05/23/20

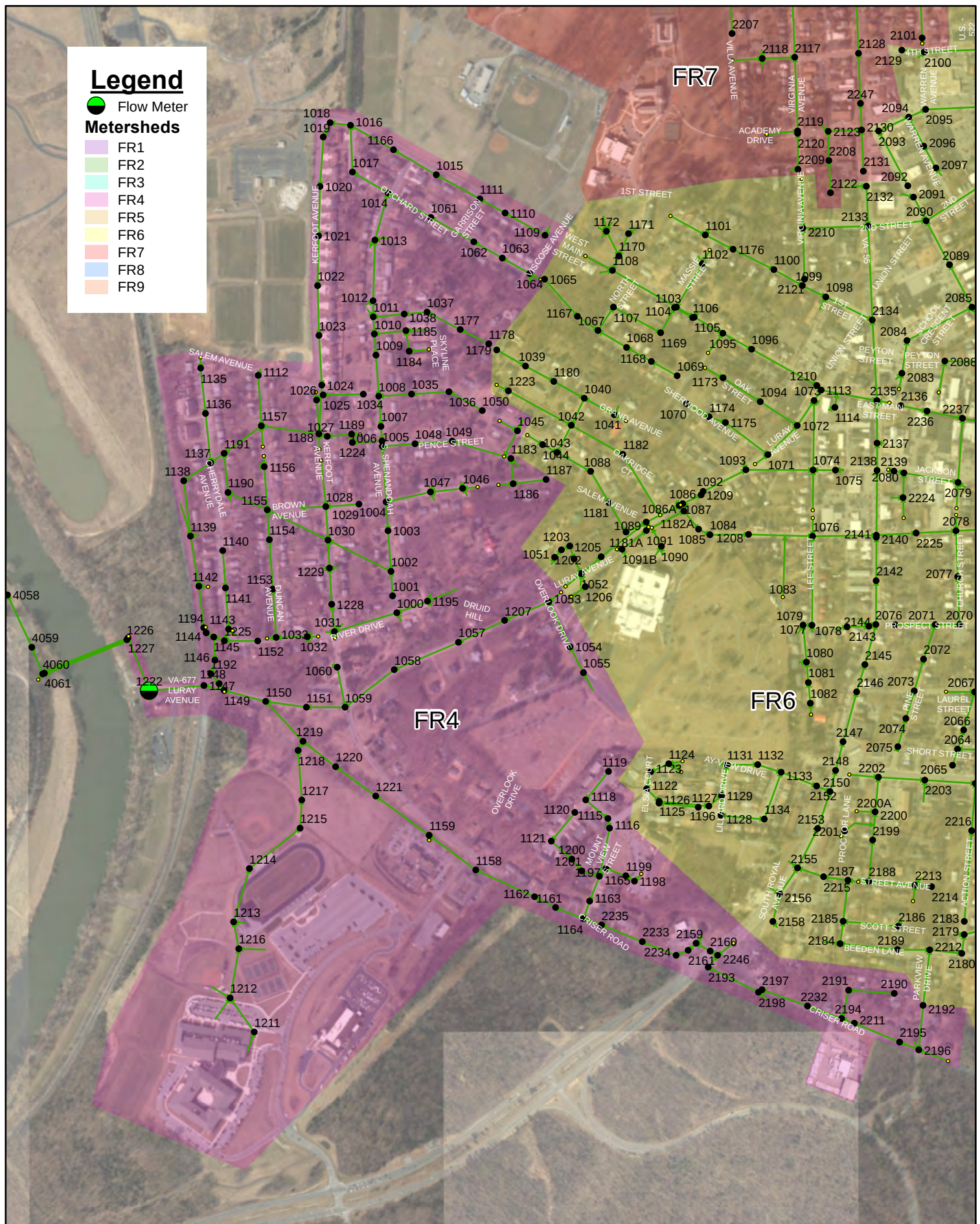
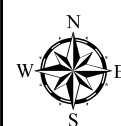


Figure 3.1
Town of Front Royal
FR4 Flow Metering Plan
Front Royal, VA



Project No. : 31133

Date : JULY 2020

0 500 1,000 Feet



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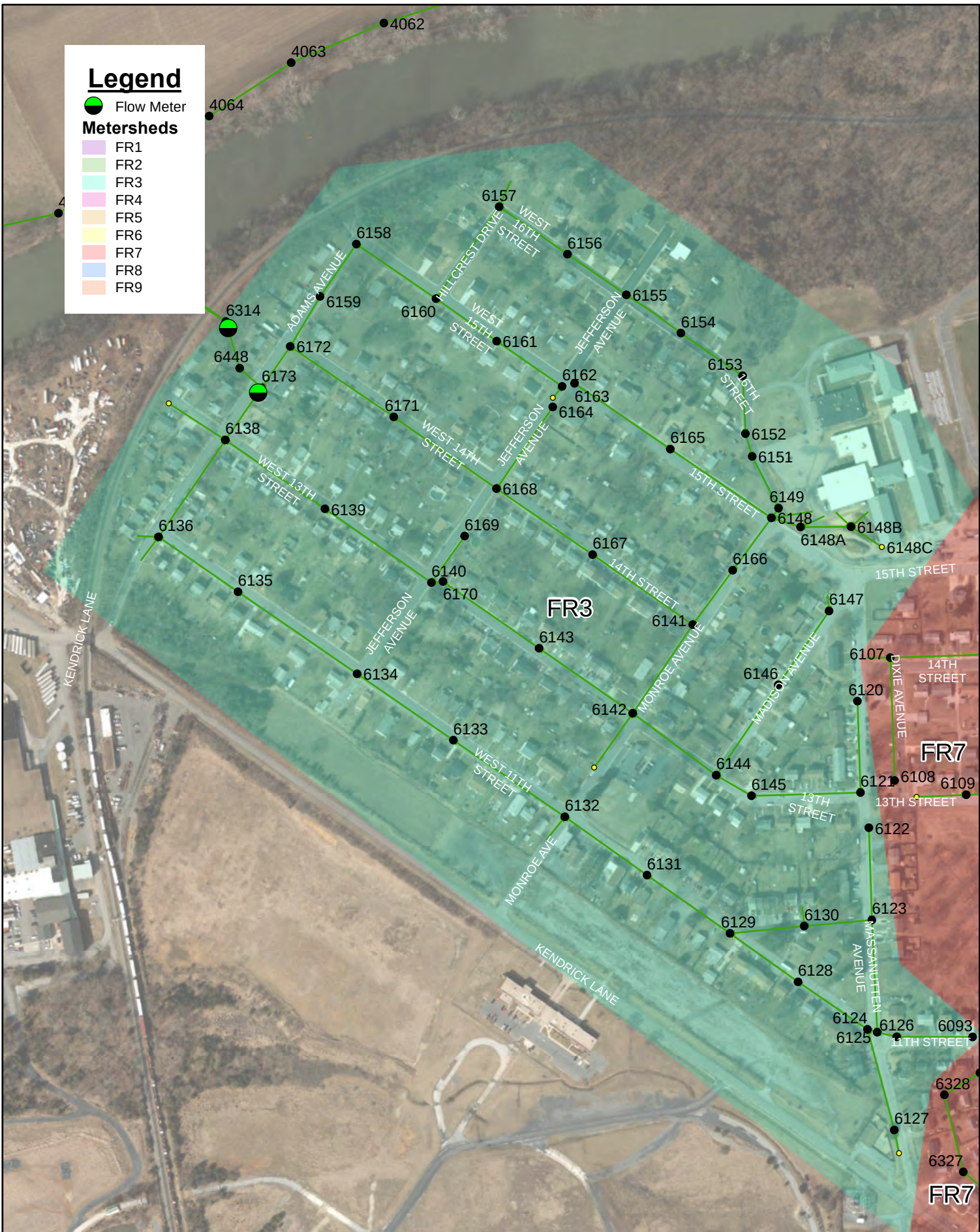
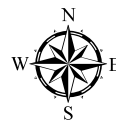


Figure 3.2
Town of Front Royal
FR3 Flow Metering Plan
Front Royal, VA



Project No. : 31133

Date : JULY 2020

0 250 500 Feet



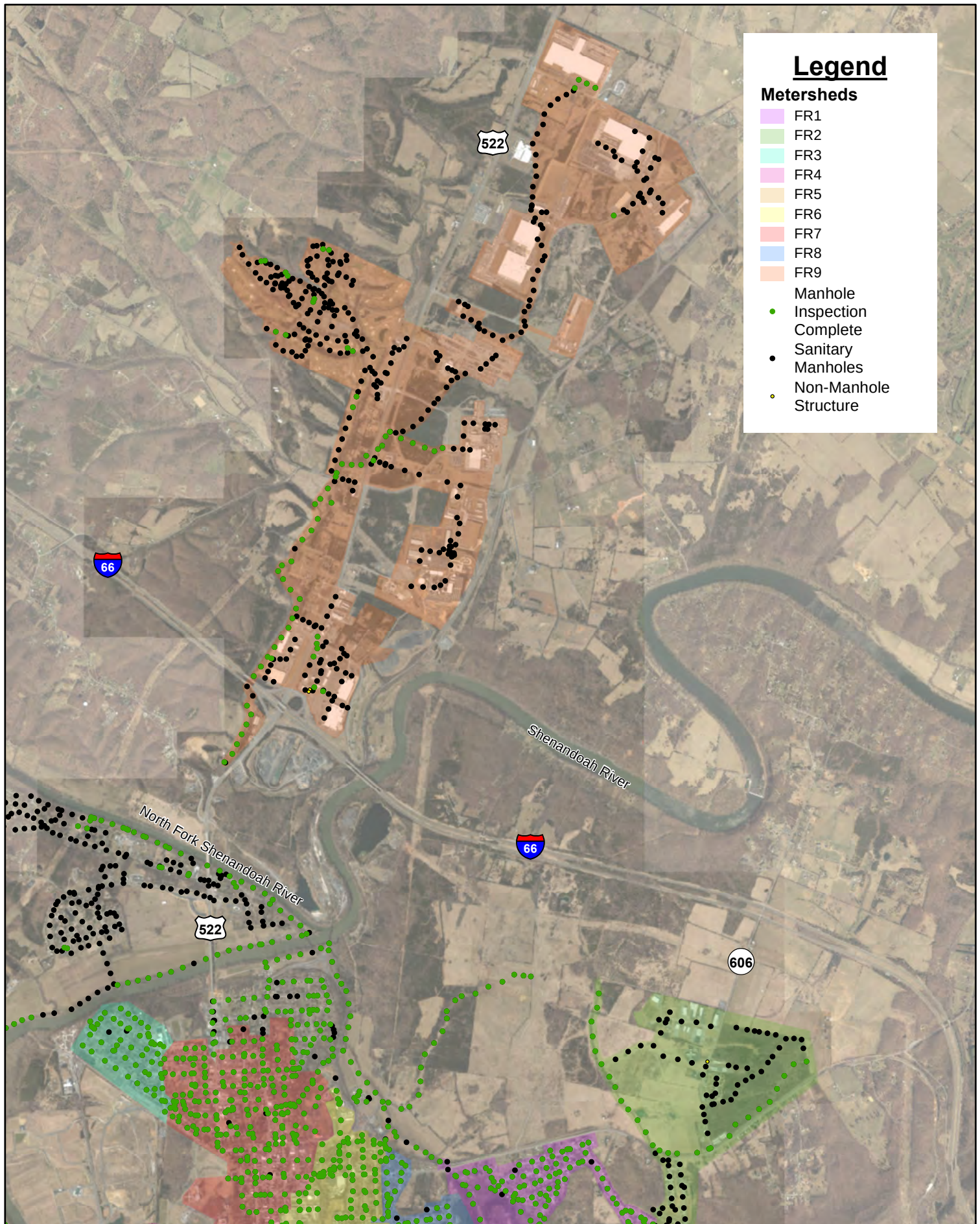
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3.2 MANHOLE INSPECTION

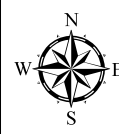
CHA has conducted inspection of approximately 1,773 manholes in the Town. The manholes were field located using the Town's GIS mapping data. These manhole inspections focused on defects that could be susceptible to I&I. The following parts of the manholes were inspected for their I&I potential.

- Frame and Cover
- Chimney Seal
- Manhole Joint Connections
- Manhole Wall Material
- Pipe Connection Seal
- Bench

After inspection of the manhole, CHA's inspector provided rehabilitation recommendations for each manhole component. A recommendation to re-seal frame and cover versus replacing the frame and cover with a water-resistant frame and cover is typically determined by the manhole location and the inspector's judgement. If the manhole is in a sump then a water-resistant frame and cover is recommended. A recommendation to re-seal frame and cover is deemed appropriate when there is inflow entering the manhole through the frame connection. Cementitious lining of the interior of the manhole is recommended when the manhole is not precast concrete such as brick or block and has visible signs of deterioration at the mortar joints between the brick or blocks allowing infiltration to enter the manhole. Manholes that are precast but have joint connections that are leaking are recommended to have their joint connections sealed to remove I&I. The pipe connections can sometimes be offset or have a gap at the manhole connection allowing infiltration so the inspector would recommend sealing around the pipe connections. The bench rehabilitation recommendation to pour a new bench, when the manhole has a flat bottom or when the existing bench is deteriorated, does not necessarily reduce infiltration but has been included to provide better hydraulics through the manhole for the incoming and outgoing sewage. The information provided by the inspector for the defects and manhole rehabilitation recommendations provides guidance when planning and preparing rehabilitation drawings. **Figure 3.3** displays the manholes that have been inspected to date while **Figure 3.4** displays the rehabilitation recommendations for the manholes excluding the manholes being rehabilitated in 2020.



**Figure 3.3 North
Town of Front Royal
Sanitary Manhole Inspection
Front Royal, VA**



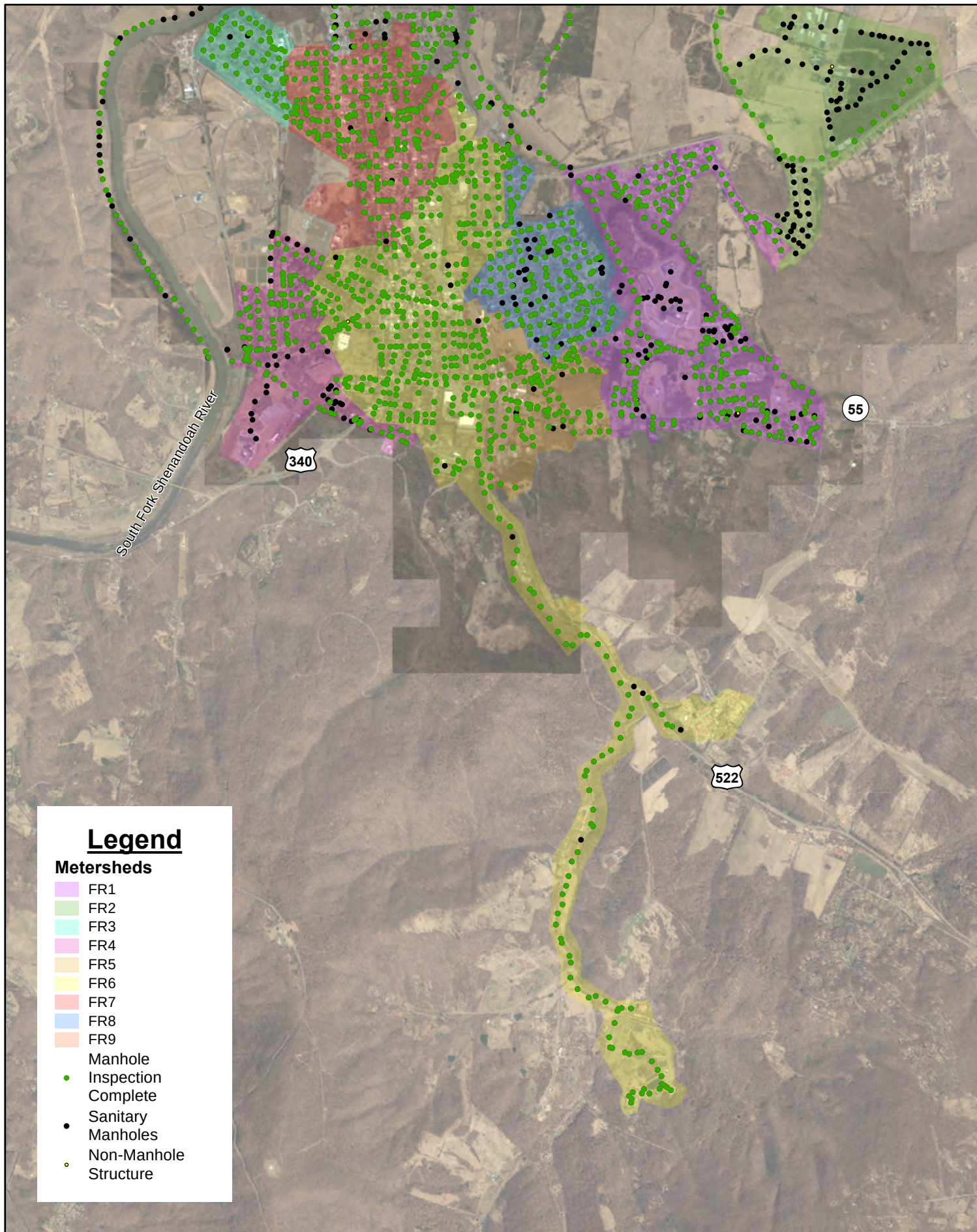
Project No. : 31133

Date : JULY 2020

0 2,500 5,000 Feet



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**Figure 3.3 South
Town of Front Royal
Sanitary Manhole Inspection**
Front Royal, VA



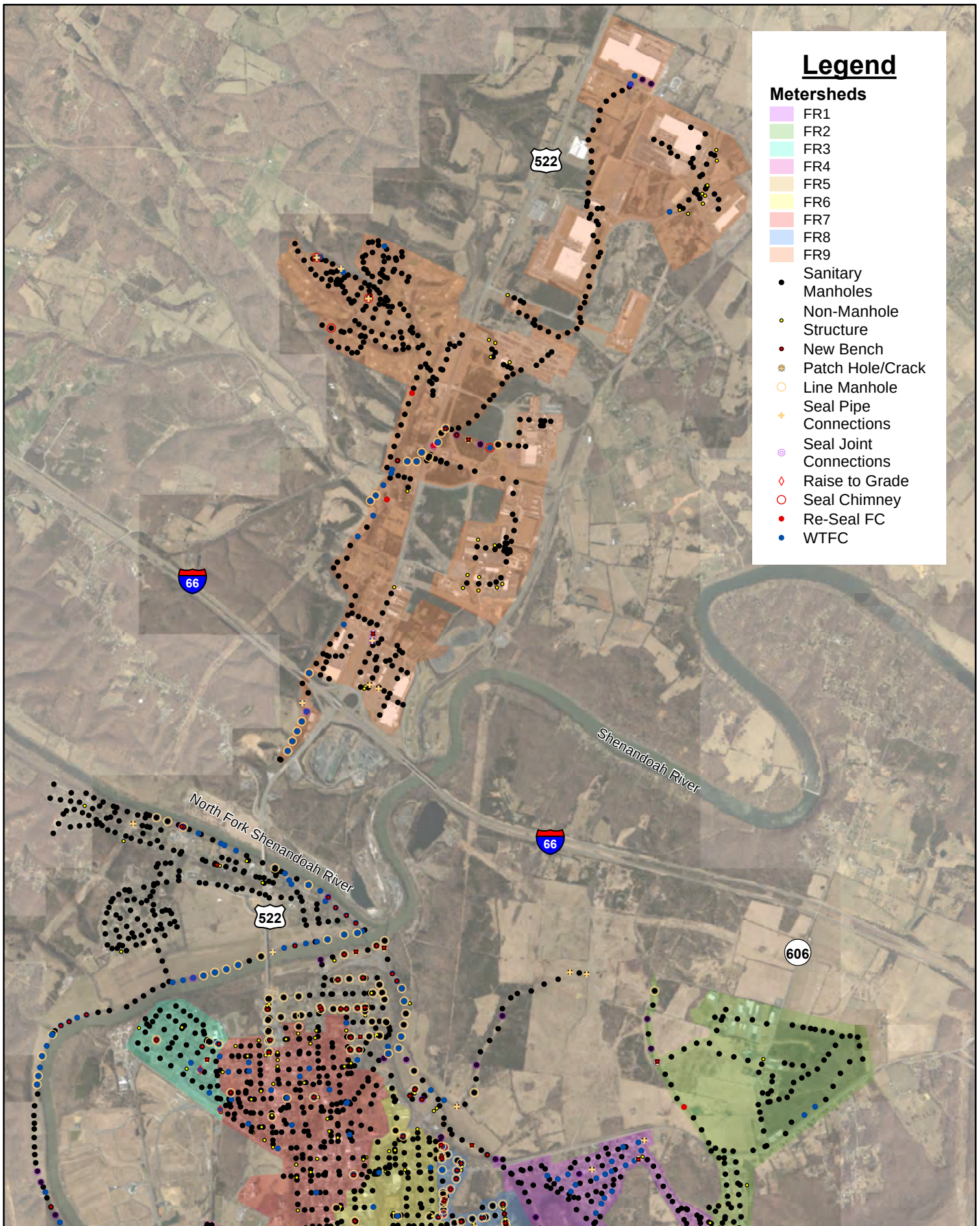
Project No. : 31133

Date : JULY 2020

0 2,500 5,000 Feet



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**Figure 3.4 North
Town of Front Royal
Sanitary Manhole Rehabilitation
Front Royal, VA**



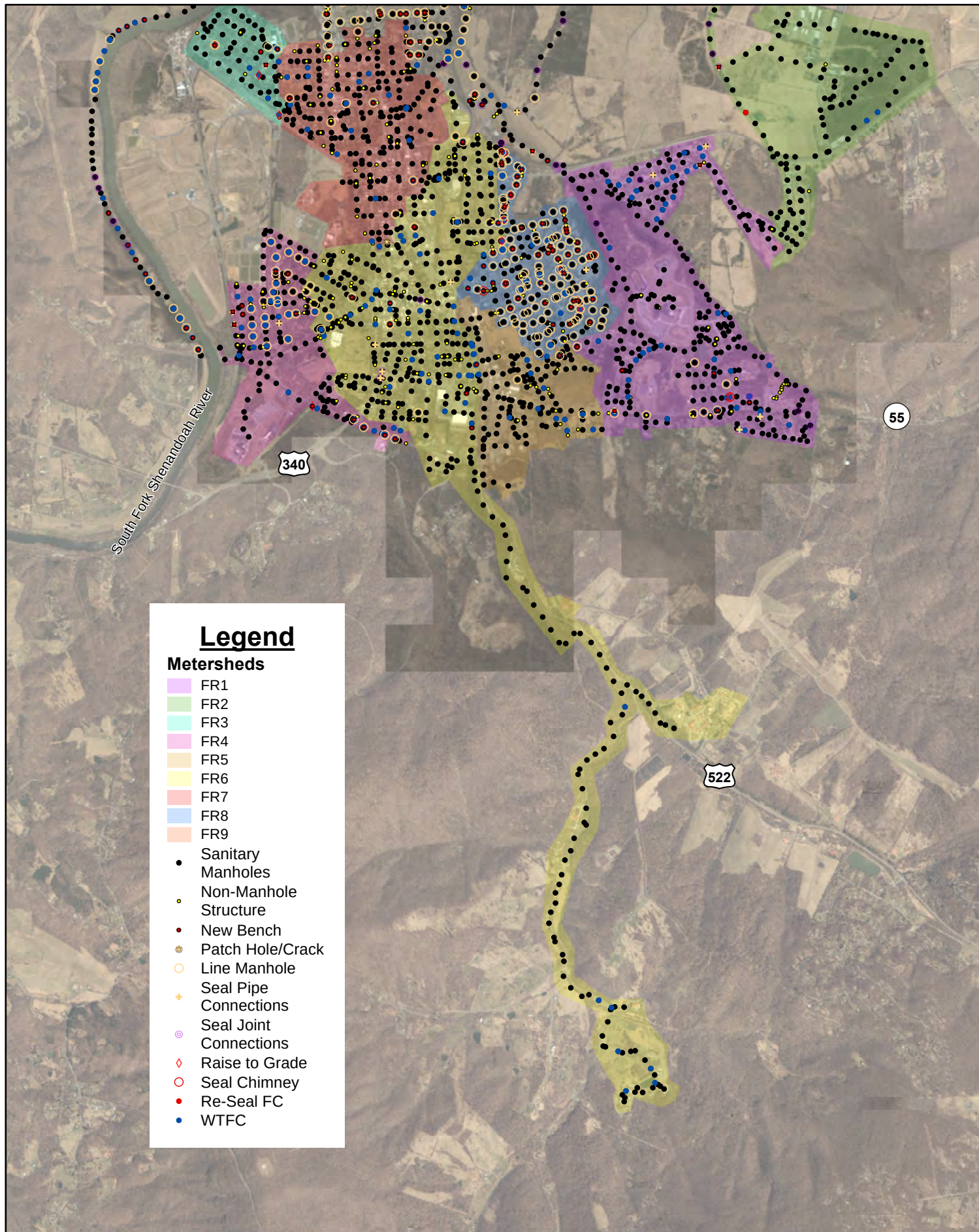
Project No. : 31133

Date : JULY 2020

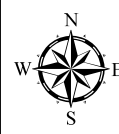
0 2,500 5,000 Feet



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**Figure 3.4 South
Town of Front Royal
Sanitary Manhole Rehabilitation**
Front Royal, VA



Project No. : 31133

Date : JULY 2020

0 2,500 5,000 Feet



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3.3 WET WEATHER MANHOLE INSPECTION

Since 2016, CHA has completed wet weather manhole inspection during various rainfall events. CHA has inspected 422 manholes during wet weather events. The purpose of these investigations was to allow the inspector to see the direct sources of I&I entering the system at the manhole. The inspector could see whether the manhole cover had standing water that had direct inflow into the vent holes or had infiltration through the frame connections. The inspector could identify any infiltration through the walls and pipe connections along with seeing higher flows coming through the pipes in the manhole that could indicate I&I upstream. **Figure 3.5** displays the manholes inspected during wet weather events. The two photographs below are examples of I&I identified during wet weather inspection.



MH 2042 – Stormwater Entering Vent Hole



MH1228 – Infiltration Stains

The largest sources of I&I observed during wet weather inspection were loose frame and covers, vent holes, and poorly sealed joint and pipe connections allowing infiltration. The manholes identified with defects allowing I&I to enter the manhole have been slated for rehabilitation, excluding the manholes being rehabilitated in 2020, as displayed on **Figure 3.4** and tabulated in **Table 3.4**.

Table 3.4 – Manhole Rehabilitation

Water-Resistant Frame and Cover	Re-Seal Frame and Cover	Seal Chimney	Raise To Grade	Seal Joint Connection	Seal Pipe Connections	Line Walls	Patch Hole/Crack	New Bench
305	6	8	26	37	41	267	1	127

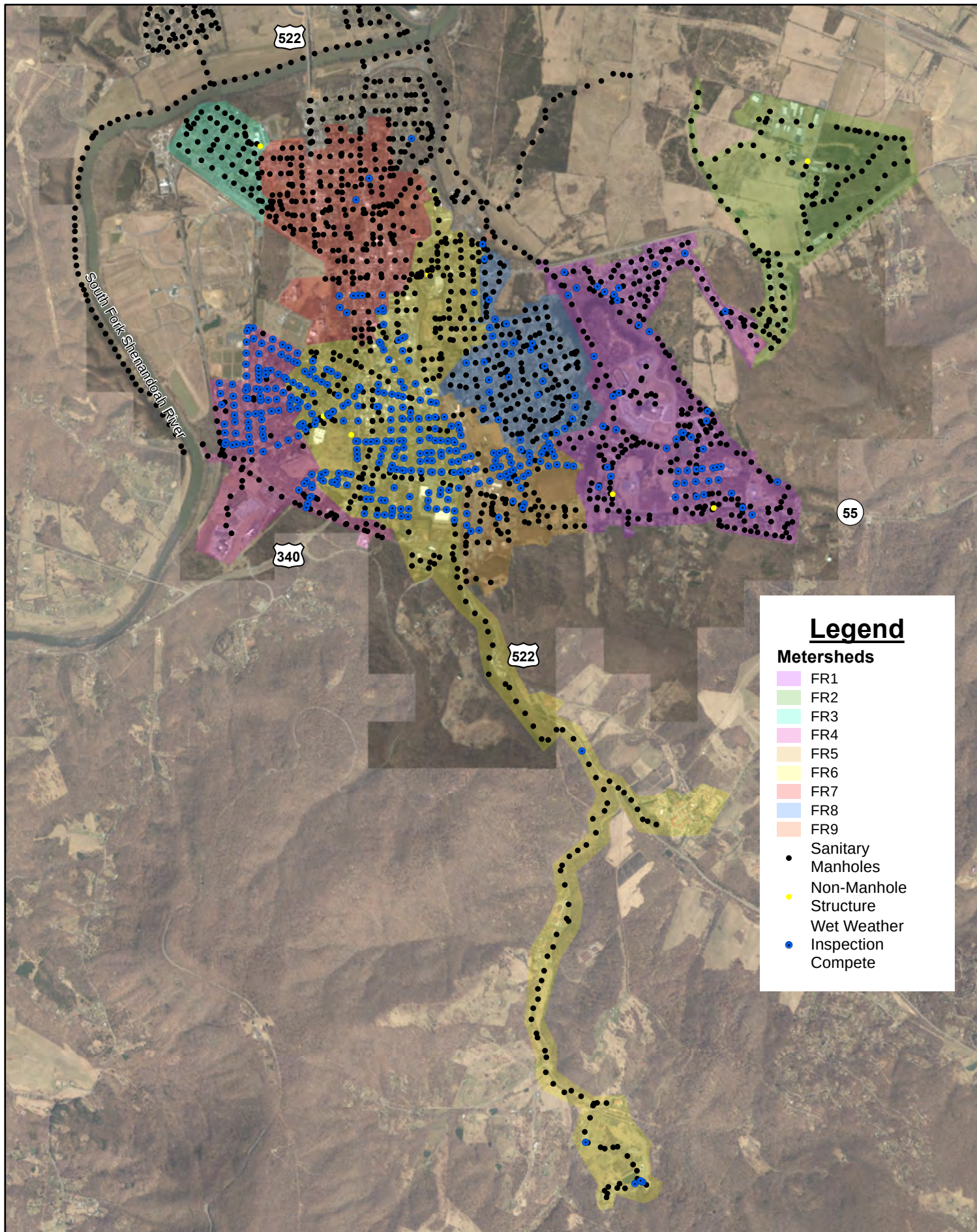


Figure 3.5
Town of Front Royal
Manhole Wet Weather Inspection
Front Royal, VA



Project No. : 31133

Date : JULY 2020

0 2,500 5,000 Feet



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3.4 SMOKE TESTING

CHA conducted smoke testing in three metersheds of the Town's sanitary sewer system. FR7 was smoke tested in August of 2017 and FR5 was completed in September 2019. FR6 was the third area smoke tested but was not completed due to wet weather in October 2019. The smoke tests were conducted utilizing sandbags to isolate sanitary sewer lines from sanitary flows. Once all flow was removed from the isolated sewer line, non-toxic smoke was blown into the sewer pipe from the setup manhole location. Once the sewer pipe filled up with smoke and was under positive pressure, the smoke exfiltrated from the sewer pipe through defects that would also have allowed I&I into the sewer pipe and became visible at the ground surface. These pipe defects included broken pipe, offset joints, holes, cracks and fractures. Smoke testing revealed potential I&I sources via storm sewer cross connections, roof leaders, sewer defects in the laterals, and broken cleanouts. CHA smoke tested approximately 123,000LF of sewer between FR-5, -6, and -7. The two photographs below are examples of smoke test defects.



Hill Street - Smoke in Storm Inlet



North Royal Ave. - Lateral Sewer Defect

Main line defects indicated by smoke testing included broken pipes, cracks, fractures, offset joints, separated joints, and holes in the pipe. Lateral defects could be either private or public depending on if they were located between the main and cleanout (public) or upstream of the cleanout (private). Inlet defects were indicated by smoke flowing out of storm sewer inlets that were caused by either a direct connection to the sanitary sewer or defects in both the storm and sanitary pipes that allowed smoke/I&I to pass from one to the other. CCTV footage of the sanitary sewer and/or the storm sewer pipe can be used to determine if there is a direct connection between the sanitary and storm sewer. Dye testing is another method to determine a direct connection. Non-toxic dye is placed in the storm sewer inlet while a CCTV camera is in the sanitary sewer pipe to see if the dye immediately enters the sanitary sewer lateral or trickles into the sanitary sewer pipe through a lateral. If the dye immediately enters the sanitary sewer pipe then it is a direct connection but if it slowly enters into

the sanitary lateral, then it is an indirect connection. Cleanout defects were from a missing/broken caps or from defects in the cleanout's vertical pipe segment. Missing or broken cleanout caps may contribute to I&I if they were in a sump or at grade. Roof leader defects were on the private side and indicated a potential direct connection to the sanitary sewer. The inlet defects and roof leader defects could be a large contributor to I&I in the instances that they were directly connected to the sanitary. **Figure 3.6** through **Figure 3.9** display the results of the smoke testing for these three metersheds.

The largest number of smoke testing defects were manhole and cleanout defects. The second largest number of smoke defects comprised of lateral, main lines, and inlet defects. The lowest number of smoke defects were ditch line and roof leaders defects which have potential for large I&I.

In August 2020, smoke testing is anticipated to begin for approximately 13 weeks through October. It is assumed that 2 weeks of smoke testing will be lost due to wet weather. Approximately 4,000LF of sewer pipe can be smoke tested per day on average, and 220,000LF of sewer pipe can be smoke tested in the 55 days anticipated for smoke testing between August and October 2020. There is approximately 85,233LF of sewer pipe remaining in FR6 to be smoke tested. After FR6 is smoke tested, FR-1, -3, and - 8 will be smoke tested for a total of 125,326LF. There will be approximately 9,441LF of smoke testing available in this time frame and will focus on FR9 which is the last of the these 7 metersheds. If FR9 or any of the other metersheds cannot be smoke tested in 2020, then the remainder will be smoke tested from August through October 2021. The smoke test defects recorded from this field work will be utilized to prioritize sewer pipe rehabilitation with emphasis on inlet, ditch line, and mainline smoke defects.

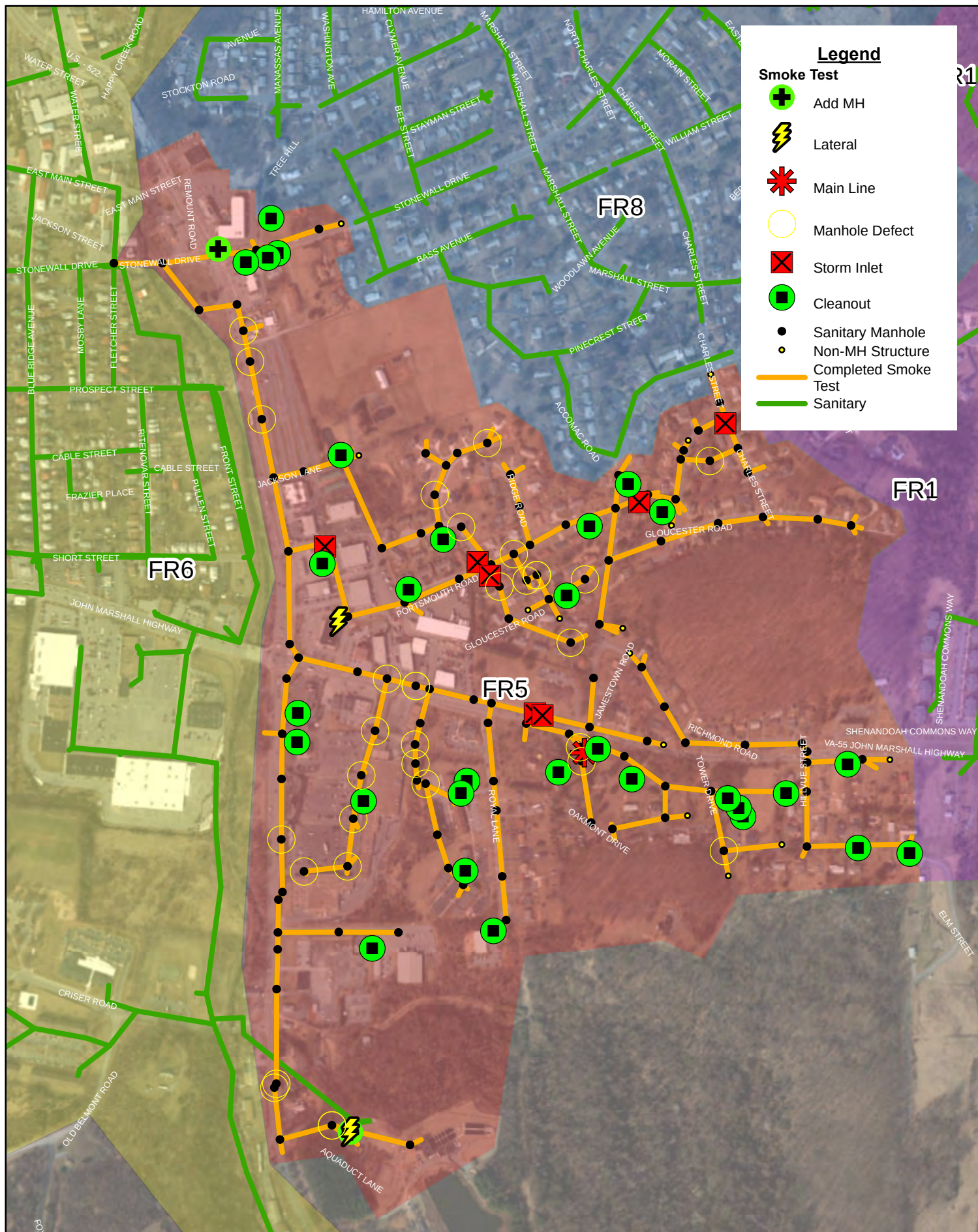


Figure 3.6
2019 FR-5 METERSHED
SMOKE TESTING
Front Royal, VA



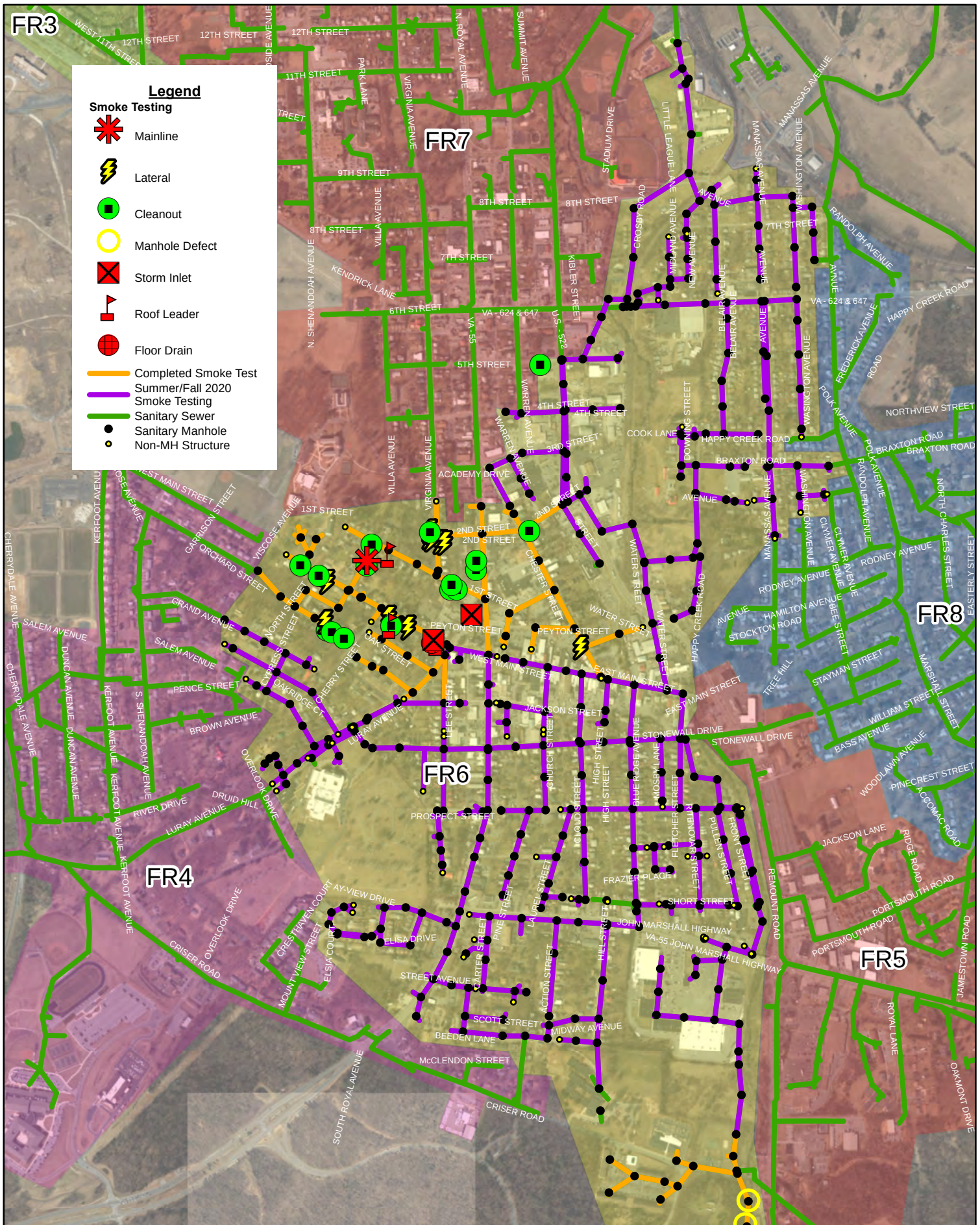
Project No. : 31133

Date : July 2020

0 600 1,200 Feet



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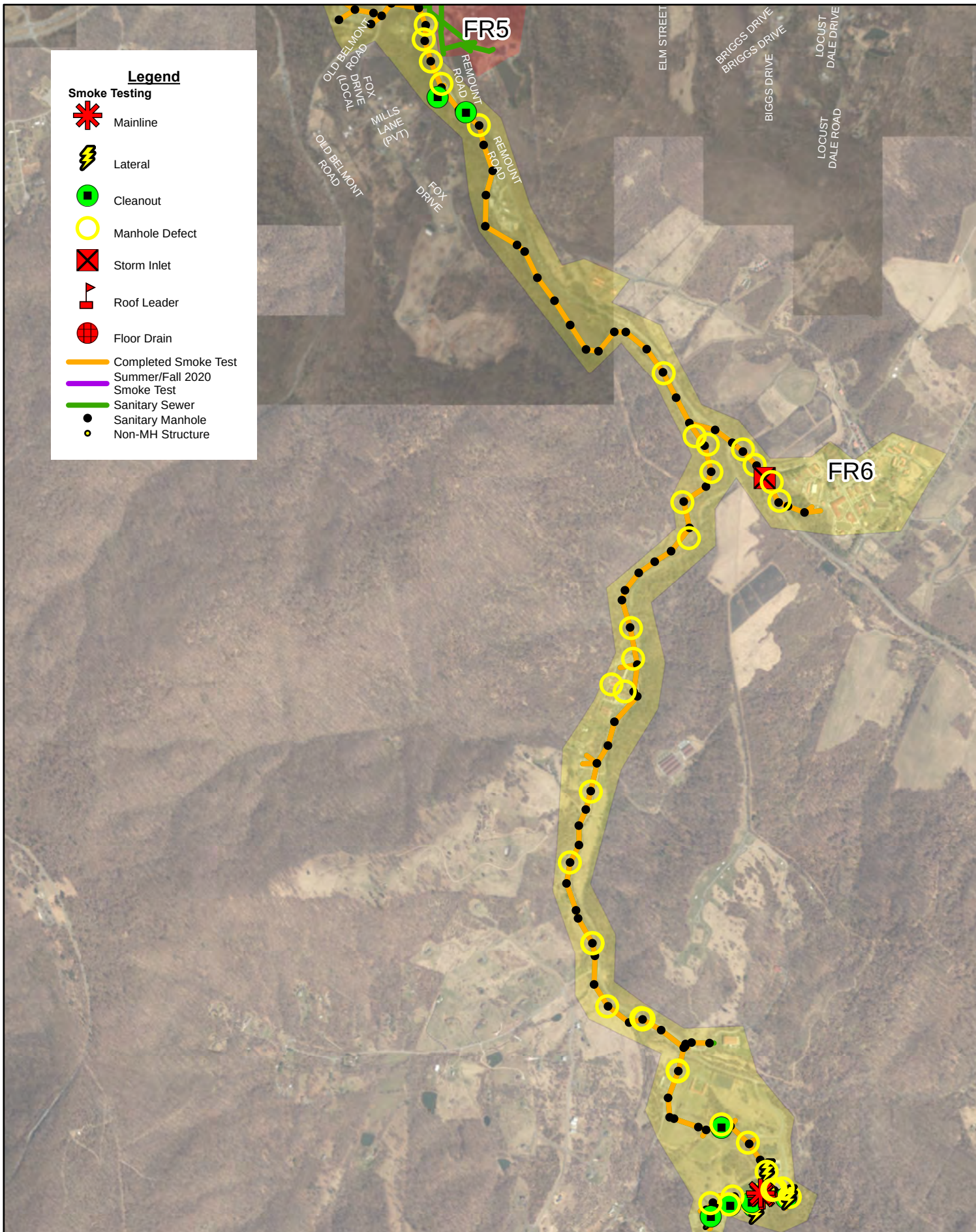


Figure 3.8
2019 FR-6 METERSHED
SOUTH SMOKE TESTING
Front Royal, VA



Project No. : 31133

Date : July 2020

0 1,500 3,000 Feet



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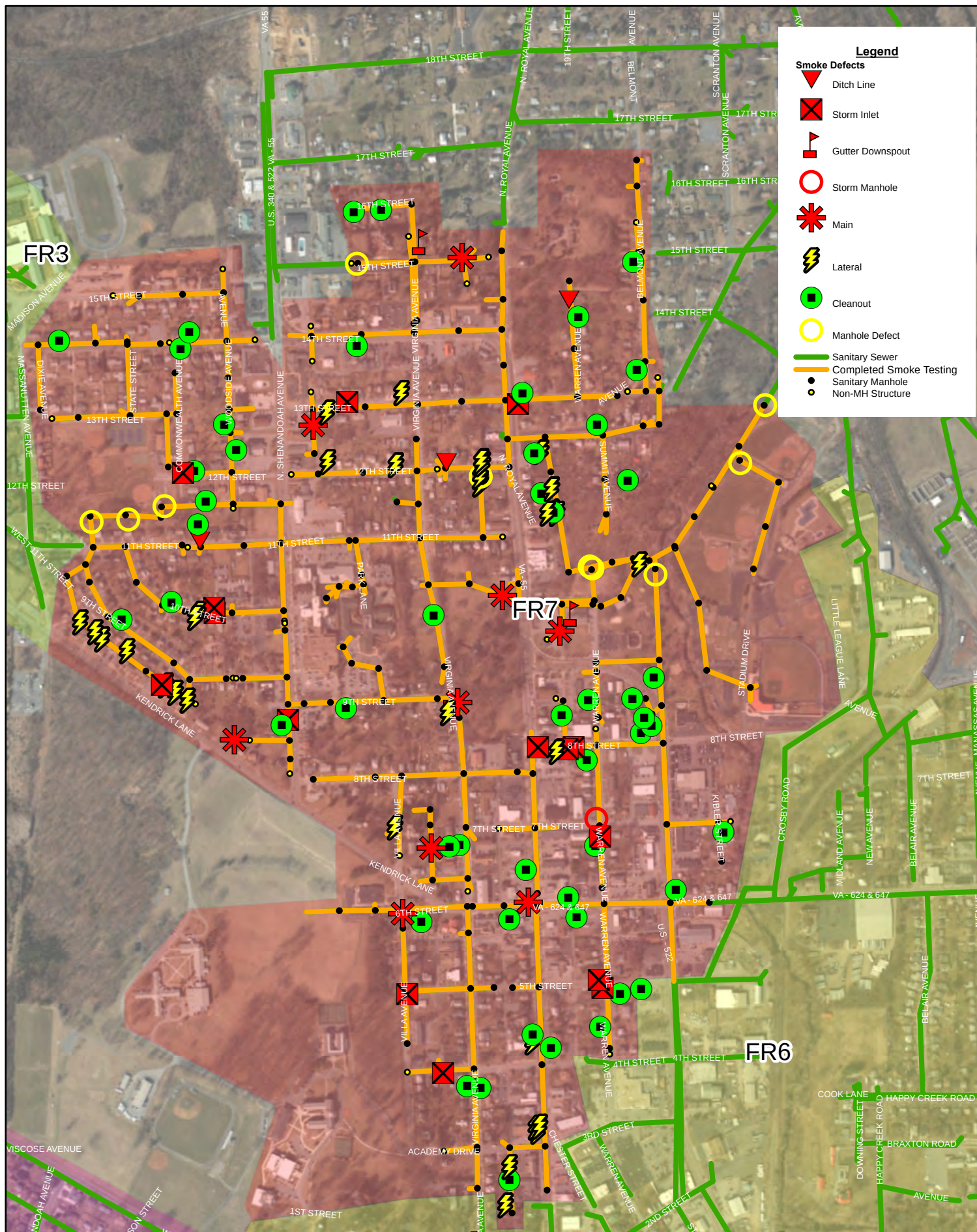


Figure 3.9
2017 FR-7 METERSHED
SMOKE TESTING
Front Royal, VA



Project No. : 31133

Date : July 2020

0 600 1,200 Feet



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3.5 CCTV INSPECTION

3.5.1 BACKGROUND AND SCORING

The Town had been conducting CCTV inspection of the sanitary sewer prior to 2020. The Town has provided approximately 129,967LF of sanitary sewer CCTV footage throughout the system excluding partially completed pipe segments. See **Table 3.5** for the breakdown of CCTV inspection for each metershed.

Table 3.5 – Completed CCTV Inspection by Metershed

Metershed	Total CCTV Footage (LF)
FR1	5,622
FR4	271
FR5	17,795
FR6	68,200
FR7	29,871
FR8	8,208
Note: Excludes lineal footage of partially completed CCTV surveys	

In April 2020, the Town contracted Hydrostructures, LLC to conduct the remaining CCTV inspection for FR-1, -3, -5, -6, -7, -8, and -9 starting in May 2020. The CCTV investigation plans are included in **Appendix E**. Hydrostructures is approved for the Base Bid and Alternate A quantities which includes inspecting 100,773 LF of 12-inch and less diameter sewer pipe and 11,696 LF of greater than 12-inch diameter sewer pipe. Also, Hydrostructures will be CCTV inspecting approximately 19,700 LF of sewer lateral pipes. The purpose of inspecting the lateral pipes is to provide information on the condition and active status of the lateral pipes. The condition of the lateral pipes will provide information on their I&I potential which will aid in development of the mainline sewer pipe rehabilitation plans by providing rehabilitation for the lateral pipes. The active status provides information to the designer so that non-active or abandoned lateral pipes are not re-instated to eliminate any I&I present. As of June 23rd, Hydrostructures has submitted 3,148LF of mainline sewer pipe CCTV footage and 729LF of lateral sewer pipe CCTV footage.

CHA reviewed each video provided by the Town and utilized NASSCO's PACP to evaluate and score each pipe segment. PACP has an operation and maintenance (O&M) score and structural

score. CHA developed an I&I score for the pipe segment that focuses on the defects that are known to allow I&I to enter the sanitary collection system. The I&I score is further developed in the I&I rating index that normalizes the score over the pipe diameter and length. This normalization allows for a one to one comparison for each pipe segment regardless of size and length. The I&I score follows the defect scoring that PACP utilizes which is a scale of 1 to 5 with 5 being a severe defect and 1 being a minor defect. Following the guidelines of PACP, only defects that can be seen in the CCTV inspection are coded. Rehabilitation recommendations are developed and ranked in priority utilizing the I&I rating index, size of pipe, and specific defects as described in the following section.

3.5.2 CCTV REHABILITATION RECOMMENDATIONS

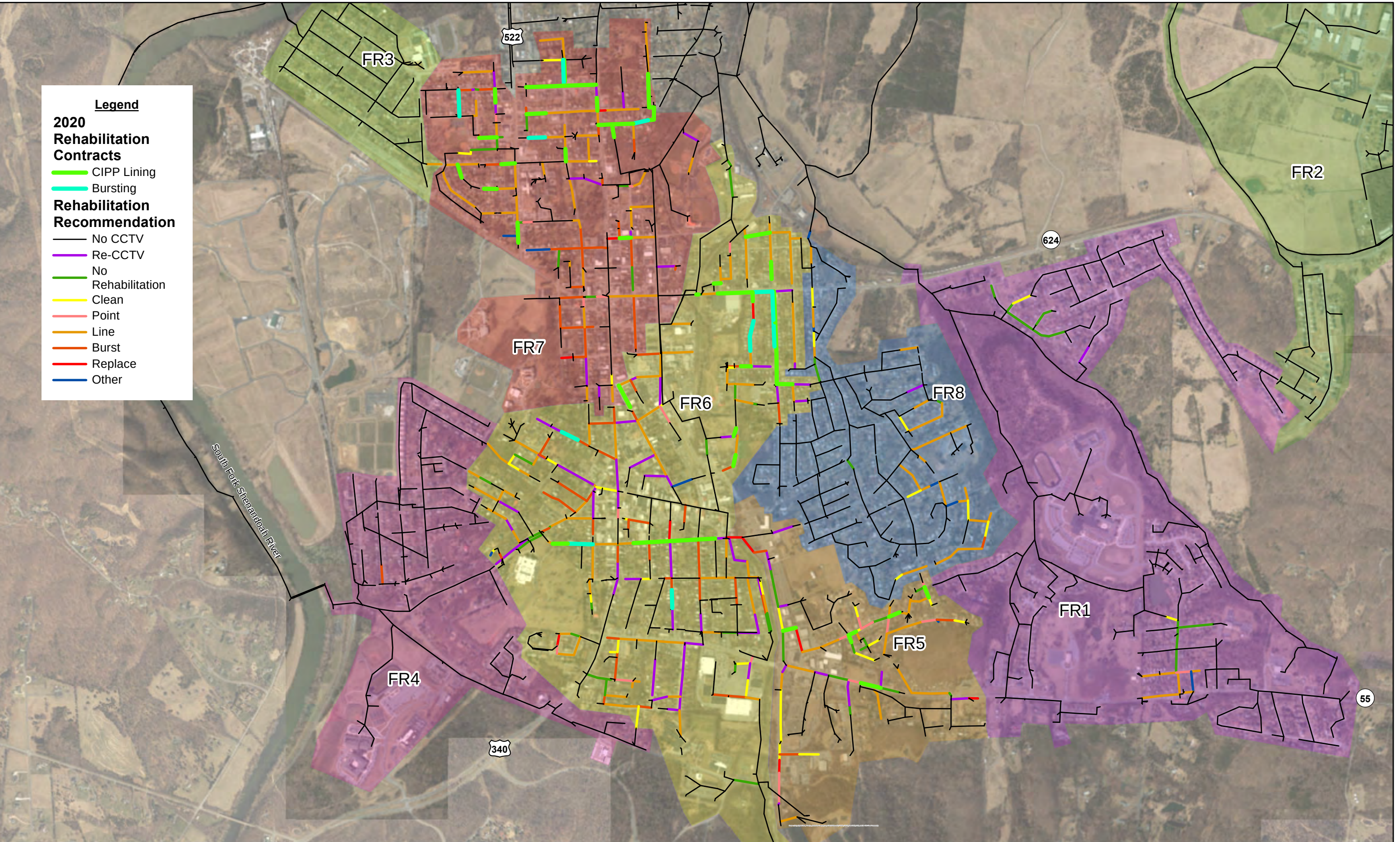
The PACP certified reviewer evaluates the individual defect codes and I&I rating index to provide a rehabilitation recommendation for the pipe segment. Depending on the type and severity of the pipe defects for each segment, the reviewer will either recommend no rehabilitation, a point repair, CIPP lining, pipe bursting or pipe replacement. Also, any 6-inch diameter pipe segments that require rehabilitation will be replaced with an 8-inch diameter pipe. Instead of CIPP lining a 6-inch pipe, the reviewer will recommend upsizing to an 8-inch via pipe bursting or open cut replacement if rehabilitation is required. CHA has found that 6-inch lines that were previously lined have caused issues with future CCTV work and/or future O&M. The increase in size allows for potential in pipe storage, better hydraulics, and the ability to be lined in the future if required. The rehabilitation recommendations are as follows (sorted from no rehabilitation to most intensive rehabilitation):

- **None** – No action required at this time. Overall, the pipe segment is in good condition and does not have many defect codes contributing to I&I.
- **Clean** – Cleaning of the pipe could be light to heavy depending on the defects seen in the pipe. The pipe segment is in good condition but has debris/sediment built up in the invert, attached grease reducing cross sectional area, or high-water levels that may be due to downstream blockage. In some cases, the pipe needs to be cleaned and re-inspected to see the defects more clearly.
- **Point Repair (Internal or External)** – The pipe is overall in fair condition but may have a defect or two that need to be repaired via an internal or external point repair but lining the entire pipe would not be cost effective. An internal repair is a trenchless CIPP liner patch used to seal/fix the defect. An external repair requires open cutting at the pipe defect and replacing a section of the existing pipe with a new pipe segment. Typically, the external point repair pipe will extend at least 2' on either side of the defect to assure the new pipe is

connecting to sound existing pipe material. The internal repair is much more preferable than the external point repair since it does not involve surface restoration, support of other utilities, or risk damage to other utilities.

- **Lining** – Overall, the pipe is not in good condition. The pipe has many defects that contribute to I&I but does not have defects that would prevent a liner from being installed. Joint Offset Medium or Joint Offset Large are two defects that could prevent a liner from being installed because the liner cannot be pulled through the offset and could also lead to hydraulic issues as well. A large sag in the pipe is another reason CIPP would not be recommended since lining a large sag leaves a hydraulic issue in place. The lining recommendation is only for pipe segments 8-inch and larger for the Town based on field experience with mainline sewers under 8-inch diameter.
- **Bursting** – The pipe segment is not in good condition. The pipe has defects that prevent sewer from being lined or is under 8-inch diameter. The pipe may have slight sags and offset joints. The sags or joint offsets may not prevent lining to occur but hydraulically lining would be detrimental. Bursting is considered a trenchless technology, but it does require launching and receiving pits. The pipe segment requires a flexible HDPE pipe pulled through it utilizing a bursting head to break the existing pipe. Typically, the manholes are replaced with this rehabilitation because they are exposed with the launching and receiving pits and are slightly damaged when the HDPE pipe is connected at the manhole connection. The trenchless part is not having to dig up the entire pipe which is costly and may require a large maintenance of traffic effort and pavement restoration. This method of rehabilitation is more preferable than open cut replacement.
- **Open Cut Replacement** – The pipe segment is in poor condition. There is a significant number of structural defects, pipe deflections, joint offset, and sags not able to be corrected by CIPP lining or bursting. The entire length of pipe will have to be removed and replaced via open-cut methods.

The results of the CCTV collected to date with their rehabilitation recommendations are displayed in **Figure 3.10**.



Legend

2020 Rehabilitation Contracts

- CIPP Lining
- Bursting

Rehabilitation Recommendation

- No CCTV
- Re-CCTV
- No Rehabilitation
- Clean
- Point
- Line
- Burst
- Replace
- Other

Figure 3.10
CCTV INSPECTIONS
REHABILITATION RECOMMENDATIONS
Front Royal, VA



4.0 SANITARY SEWER REHABILITATION

4.1 MANHOLE REHABILITATION

The purpose of manhole rehabilitation is to prevent I&I from entering these structures and flowing through the sanitary collection system causing higher peak flows, SSOs, higher energy costs and capacity issues at the STP. The amount of I&I entering each manhole structure can be significant depending on its defects and due to the significant number of manholes in the Town, the total amount of I&I from all manholes has the potential to overtax the existing sanitary collection system with I&I and cause SSOs, sewer backups, and issues at the STP. The various manhole recommendations to correct the manhole defects discovered during field investigations were discussed in Section 3.3.

The manhole rehabilitation was recommended from the manhole inspection, smoke test data, and in conjunction with the sanitary sewer lining contract to be discussed in the following sections. There are two manhole rehabilitation contracts for the Town in 2020. The first contract is with Visu-Sewer East for the interior manhole rehabilitation. The interior manhole rehabilitation focuses on the FR-5, -6, and -7 metersheds and includes cementitious lining of the manhole walls and chimney, sealing of joint and pipe connections, patching holes in the manhole walls or invert, and re-shaping the existing bench. The contract amount of this project is \$206,748. The second contract is with Bushong Contracting Corporation for the manhole frame and cover rehabilitation for the FR-5, -6, and -7 metersheds for a contract amount of \$439,732. **Table 3.4** in section 3.4 displays the rehabilitation recommendations beyond the current two rehabilitation contracts. **Table 3.4** is not all encompassing of manholes to be rehabilitated. Additional manholes may be inspected in the future when traffic control can be setup and some of manholes are uncovered from either asphalt overlay or soil overtop the manhole lid.

The main focus of the manhole inspections were manholes connected to CP, VCP, or unknown pipe material which can have the highest potential for I&I. Manholes that are connected to pipe segments that are to be CIPP lined will be lined as well in an effort to prevent I&I to flow on the outside of the pipe into the manhole. The one exception to this is if the manhole is new or precast. Manholes that are adjacent to replace or burst segments during the mainline sewer pipe rehabilitation are to be replaced so no rehabilitation is required for these specific manholes under the two current 2020

contracts for that sewer pipe rehabilitation. **Table 4.1** represents the estimated project cost for manhole frame and cover rehabilitation identified during manhole inspection, excluding the frame and cover rehabilitation under 2020 contract. **Table 4.2** represents the preliminary cost estimate for the interior manhole rehabilitation identified during the manhole inspection excluding the interior manhole rehabilitation under 2020 contract.

Table 4.1 – Manhole Frame and Cover Rehabilitation Total Probable Construction Cost

Item Description		Quantity	Unit	Unit Cost	Total Cost
1	Mobilization, Bonds, and Insurance	1	LS	\$65,121	\$65,121
2	Water-Resistant Frame & Cover	305	EA	\$2,064	\$629,398
3	Install Grade Rings, <12" Total Height	26	EA	\$630	\$16,388
4	Re-align and Seal Existing Frame	6	EA	\$904	\$5,425
Subtotal					\$717,000
Contingency (10%)					\$72,000
Total Probable Construction Cost					\$789,000

Table 4.2 – Interior Manhole Rehabilitation Total Probable Cost

Item Description		Quantity	Unit	Unit Cost	Total Cost
1	Mobilization, Bonds, and Insurance	1	LS	\$44,915	\$44,915
2	Seal Chimney with Cementitious Liner	8	EA	\$230	\$1,839
3	Line Manhole with Cementitious Liner	1892	VLF	\$184	\$347,560
4	Seal Joint Connections	37	EA	\$174	\$6,431
5	Seal Voids Around Pipe Connections	82	EA	\$411	\$33,705
6	Pour/Shape New Bench	127	EA	\$468	\$59,373
7	Patch Hole/Crack	1	EA	\$242	\$242
Sub-Total					\$495,000
Contingency (10%)					\$49,500
Total Probable Construction Cost					\$544,500

4.2 SANITARY SEWER PIPE REHABILITATION

Section 3.5 describes the scoring of CCTV video and the associated rehabilitation to best fit the condition of the pipe segment. A rehabilitation recommendation was provided for each pipe segment with CCTV footage unless the inspection was incomplete. The I&I rating index was the key factor to help determine which segments were priority. An I&I rating index of 5 or above was initially chosen to qualify a pipe for rehabilitation. Smoke test data was also utilized to prioritize rehabilitation, especially where an inlet defect occurred since that area could be a high contributor to I&I. CIPP

lining and bursting rehabilitation drawings were developed from the I&I rating index from existing CCTV provided by the Town prior to 2020.

The large sewer pipe rehabilitation project will have additional CCTV footage for FR-1, -3, -5, -6, -7, -8 & -9 which will be provided by Hydrostructures before the rehabilitation drawings are developed. The anticipated cost to rehabilitate these 7 metersheds has been extrapolated using the current rehabilitation quantities and the Town provided CCTV. The extrapolation uses a similar ratio of the pipe material/diameter with existing CCTV compared to the quantity called for rehabilitation under the two ongoing sewer pipe rehabilitation construction projects. **Table 4.3** and **Table 4.4** represent the lining and bursting sewer pipe rehabilitation extrapolation based on the known rehabilitation occurring in FR6 and FR7. The actual number and location of lining or bursting rehabilitation pipe segments will be modified once all the CCTV data and smoke testing data has been acquired. The smoke testing data will be utilized when inlet defects are present along with the CCTV data to prioritize pipe segments for rehabilitation since the smoke inlet defects have a high I&I potential. **Table 4.5** displays the preliminary rehabilitation costs for each metershed. For budgetary purposes the higher percentage for each material and type of rehabilitation was chosen. For metersheds that have the majority or all pipe material being VCP, the percentage of CP rehabilitation was used for extrapolation since the percentage of VCP being rehabilitated is very low and would not provide an accurate rehabilitation number.

Table 4.3 – CIPP Sewer Pipe Rehabilitation Extrapolation

CIPP Sewer Pipe Rehabilitation				
Metershed	Material	Total CCTV Footage (LF)	Rehabilitated Length (LF)	% Rehabilitated from Completed CCTV
FR6	CP	22,303	4,913	22%
FR6	VCP	22,211	0	0%
FR7	CP	19,212	4,874	25%
FR7	VCP	8,581	667	8%

Table 4.4 – Burst Sewer Pipe Rehabilitation Extrapolation

Burst Sewer Pipe Rehabilitation				
Metershed	Material	Total CCTV Footage (LF)	Rehabilitated Length (LF)	% Rehabilitated from Completed CCTV
FR6	CP	22,303	403	2%
FR6	VCP	22,211	2,000	9%
FR7	CP	19,212	997	5%
FR7	VCP	8,581	0	0%

Table 4.5 – Preliminary Sewer Pipe Rehabilitation Construction Cost

Item Description		Quantity	Unit	Unit Cost	Total Cost
1	FR1 Sewer Pipe Rehabilitation	1	LS	\$ 1,471,000	\$ 1,471,000
2	FR3 Sewer Pipe Rehabilitation	1	LS	\$ 339,000	\$ 339,000
3	FR5 Sewer Pipe Rehabilitation	1	LS	\$ 907,000	\$ 907,000
4	FR6 Sewer Pipe Rehabilitation	1	LS	\$ 1,162,000	\$ 1,162,000
5	FR7 Sewer Pipe Rehabilitation	1	LS	\$ 478,000	\$ 478,000
6	FR8 Sewer Pipe Rehabilitation	1	LS	\$ 1,317,000	\$ 1,317,000
7	FR9 Sewer Pipe Rehabilitation	1	LS	\$ 909,000	\$ 909,000
Total Preliminary Sewer Pipe Rehabilitation Construction Cost					\$ 6,583,000
Note: 10% Contingency and 10% Mobilization is included for each metershed, Lining and bursting rehabilitation is included in each metershed. Lateral rehabilitation is included and estimated by extrapolated from previous rehabilitation projects.					

4.3 I&I REHABILITATION PROJECT COSTS

The goal of the Town is to reduce the amount of I&I in the sanitary collection system to a level that minimizes the frequency of bypasses and SSOs to a point that the SOC can be terminated. This proposed project represents the second phase of major sewer system rehabilitation proposed by CHA. The first phase will be completed in 2020 and represent an investment of approximately 3 million dollars in metersheds FR-5, -6, and -7. This second phase of rehabilitation is a large project proposed by the Town and will focus efforts on metersheds FR-1, -3, -5, -6, - 7, -8, and -9. At the completion of this second phase of work, the Town and CHA will install flow meters and compare the wet weather flow reductions obtained from this level of effort and at that point will re-assess if additional I&I reduction efforts are cost effective or if wet weather storage improvements are necessary at the STP.

Table 4.6 represents the overall preliminary manhole and sewer pipe rehabilitation opinion of probable costs for the top 7 metersheds in the Town. These estimated quantities and costs will be modified as additional information and field investigations are collected through the CCTV that Hydrostructures collects, additional smoke testing, and additional manhole inspection. The final rehabilitation recommendations will prioritize rehabilitating the most cost-effective I&I sources with the Town's available funds utilizing this opinion of probable cost as the target.

Table 4.6 – Preliminary I&I Rehabilitation Project Costs

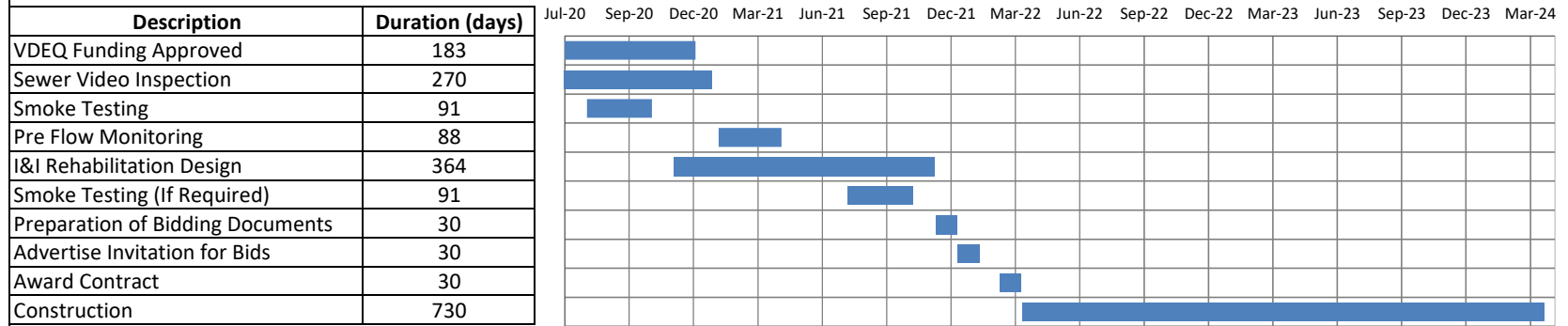
Item Description	Quantity	Unit	Unit Cost	Total Cost
FR1 Sewer Pipe Rehabilitation	1	LS	\$ 1,471,000	\$ 1,471,000
FR3 Sewer Pipe Rehabilitation	1	LS	\$ 339,000	\$ 339,000
FR5 Sewer Pipe Rehabilitation	1	LS	\$ 907,000	\$ 907,000
FR6 Sewer Pipe Rehabilitation	1	LS	\$ 1,162,000	\$ 1,162,000
FR7 Sewer Pipe Rehabilitation	1	LS	\$ 478,000	\$ 478,000
FR8 Sewer Pipe Rehabilitation	1	LS	\$ 1,317,000	\$ 1,317,000
FR9 Sewer Pipe Rehabilitation	1	LS	\$ 909,000	\$ 909,000
Manhole Frame and Cover Rehabilitation	1	LS	\$ 789,000	\$ 789,000
Interior Manhole Rehabilitation	1	LS	\$ 544,500	\$ 544,500
Subtotal				\$ 7,917,000
Basic Engineering Services	12	%	-	\$ 951,000
Hydrostructures, LLC CCTV Inspection	1	LS	\$ 991,000	\$ 991,000
Pre and Post Flow Monitoring	1	LS	\$ 100,000	\$ 100,000
Smoke Testing/Wet Weather Inspection	1	LS	\$ 80,000	\$ 80,000
Legal/Bond Council	0.5	%	-	\$ 40,000
Inspection (2 year)	1	LS	\$ 400,000	\$ 400,000
Total Probable Construction Cost				\$ 10,479,000
Note: 10% Contingency and 10% Mobilization is included for each metershed, Lining and bursting rehabilitation is included in each metershed, Lateral rehabilitation is included and estimated by extrapolated from previous rehabilitation projects.				

4.4 I&I REHABILITATION SCHEDULE

The rehabilitation of these 7 metersheds is anticipated to occur over the next 5 years. The remaining CCTV inspections should be substantially completed by the end of 2020. Smoke testing of each metershed will occur from August to October when weather permits. FR-1, -3, -6, and -8 are anticipated to complete smoke testing by the end of October 2020. The remainder of FR9 and any remaining metersheds will be smoke tested from August to October 2021. Flow monitors will be installed from February 2021 through April 2021. This flow monitoring period will identify the amount of I&I reduction occurred from the 2020 rehabilitation and provide a baseline for large project. Design of the large project will begin once the majority of the CCTV footage has been submitted or upon substantial completion and the 2020 smoke testing has been completed. The design will not be finalized until the flow monitoring and additional smoke testing is completed. After approval of the design and bidding documents, the large project will go out to bid January of

2022 and be awarded in March of 2022. The construction will last approximately 2 years to be completed in April 2024. **Figure 4.1** displays the timeline of the large project over the next 5 years.

Figure 4.1 - Sanitary Sewer and Manhole Rehabilitation - FY 2021 Schedule



APPENDIX A

SPECIAL ORDER OF CONSENT MAY 28TH, 2009

APPENDIX B

SPECIAL ORDER OF CONSENT APRIL 10TH, 2020

APPENDIX C

CORRECTIVE ACTION PLAN

APPENDIX D

RJN GROUP FLOW MONITORING REPORT

APPENDIX E

2020 SANITARY SEWER CCTV INVESTIGATIONS



2



Work Session Agenda Form

Item #2
a, b, c, d

DATE: July 6, 2020

AGENDA ITEM: CDBG Update

SUMMARY: Attached are updates from Craig Wilson pertaining to the Community Development Block Grant (CDBG) as of July 1, 2020.

a. Façade Improvement Program

With shifting mainly to the “Materials Only” approach, the Façade Improvement Program has had a “rebirth.” At this point, the Town is actively working with fourteen property owners regarding improvements to their buildings with a large number of the owners looking to replace aging and very inefficient storefront window systems. With the amendment to the Façade Improvement Program Design under consideration by the Town Council raising the limit to \$30,000, additional interest has been raised. On a very positive note, the majority of the owners have indicated that they would still be able to meet the dollar for dollar match requirement even at this higher amount because of the investments they have been making in their buildings with their own resources. To date, only \$13,395 of the \$325,000 in CDBG funds set aside for Façade Improvements have been expended, but there is a current contract pending signature for a building with just over \$4,000 in materials costs (the old Post Office/Police Station). An update memo was sent this week to all of the active Storefront Improvement participants asking them to keep making progress finding vendors and getting quotes for the work they are interested in with a goal of having all projects under contract by Labor Day in order to facilitate construction during the good weather typical of the first half of the fall season.

SEE ATTACHED REVISIONS

b. Pavilion / Restrooms

Even with a rebidding of the Pavilion/Restrooms Project under very different economic circumstances, the bids came in very close to the previously received bids. The Project Budget has \$130,000 in CDBG funds for this task, leaving a gap of approximately \$150,000. Most CDBG projects do require a budget revision in their later stages due to changing circumstances and one would definitely be in order so that the Pavilion/Restrooms could be constructed. The Virginia Department of Housing and Community Development (VDHCD) has expressed its openness to receiving a budget revision and an extension from the original grant deadline of September 25, 2020 to, at a minimum, the end of this calendar year. Typically, when tackling a budget issue like this, VDHCD is very amenable to meeting a community half-way, particularly when it comes to a public infrastructure/facility item. A budget amendment shifting \$75,000 in CDBG funds to the Pavilion/Restrooms (taken from the Façade Improvement Program, the budget line item for New Signage of \$112,500, or miscellaneous other budget line items) would likely be received well if the Town matched the \$75,000 amendment with an additional \$75,000 in Town funds to make up the full budget gap.

SEE ATTACHED BID DOCUMENTS

c. Murals

Working with the Grant Management Consultant, the Town has put together an RFP for Mural Design and Painting to potentially secure the services of one or more mural designers/painters to do three to five murals on downtown buildings. The estimated cost for these depending on the location and size of the various murals would be \$25,000 to \$40,000 which would be payable from the Façade Improvement Program CDBG funds. By going through a bid process and because a mural designer/painter is a sole proprietor, funds can be expended on both materials and labor costs and would not require insurmountable amounts of Labor Compliance paperwork.

d. Streetscape

On May 4, 2020 Staff gave an update on the CDBG Streetscape. At that time, it was estimated for \$70,000. Money was allocated in FY2019-2020 budget. The engineer was willing to reduce his fee by 15% to \$59,500. The Town has already paid \$11,223.18. Pending balance would be \$48,276.82 should Council desire to complete the project.

Council agreed at that meeting to postpone a decision to give Council and Staff more time to assess the budget shortfalls and have questions answered.

SEE ATTACHED DESIGN

Final Word

While the Downtown Revitalization Project has many moving parts with a few continuing unknowns, all of the details should fall in place by the end of summer with significant construction progress this fall.

BUDGET/FUNDING: Council to discuss funding

STAFF RECOMMENDATION: Formal Action Required on all items. Will be placed on July 13, 2020 Agenda if Council desires.

Suggested Additional Amendments to the Front Royal Façade Improvement Design

Amend all general references to the maximum amount of a Façade Improvement grant/loan to read \$30,000 in place of \$20,000. Specifically, these references are found in:

- Section 3: Match Requirements on page 4 in the opening statement of the subsection entitled “Private Investment Match Requirements.”
- Section 4: Bidding, Contracting, Insurance, and Payments on page 7 in paragraphs 3 and 4 of that section.

The following is the text related to calculating the maximum amount of a Façade Improvement grant/loan:

Loan amounts available are:

1. Up to \$15,000 for the cost of improvements to a primary building façade;
2. Up to an additional \$2,500 per bay on a primary façade with multiple businesses (maximum of two additional bays);
3. Up to \$5,000 for non-primary facades as long as the primary façade meets program standards or is also being improved under the Façade Improvement Program;
4. No more than \$20,000 provided per separately parceled commercial property, regardless the number of facades or bays.

The following is the suggested amended version of this calculation:

Façade Improvement loans are available up to \$30,000 depending on the extent of improvements to the primary façade of the building, the extent of improvements to the non-primary façade(s) of the building, and the number of business bays on the primary and non-primary façades of the building,

**FRONT ROYAL DOWNTOWN
REVITALIZATION PROJECT
CIG #17-23**

**FAÇADE IMPROVEMENT
PROGRAM DESIGN
TOWN OF FRONT ROYAL, VIRGINIA**

**ADOPTED BY TOWN COUNCIL
ON JUNE 25, 2018
AMENDED APRIL 13, 2020**

**ASSISTANCE PROVIDED BY:
SUMMIT DESIGN AND ENGINEERING SERVICES**

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AMENDMENT TO FAÇADE IMPROVEMENT PROGRAM DESIGN

SECTION 1: PROGRAM ADMINISTRATION

PROGRAM OBJECTIVES

The Town of Front Royal is committed to providing financial incentives to private property owners for the rehabilitation of exteriors of the commercial structures within the project boundaries of the Front Royal Downtown Revitalization Project Area identified for funding through the Virginia Community Development Block Grant (CDBG) Program. The designated project area is shown on the map attached to this program design. The Town is prepared to offer both financial assistance and technical design assistance to property owners in order to improve the appearance and economic viability of the businesses and to eliminate blight and blighting influences in the identified project area. Front Royal has established the Front Royal Downtown Facade Improvement Program to:

1. Promote a diverse and economically viable downtown business district;
2. Contribute to eliminating blight, blighting influences, and other visual clutter detrimental to a downtown business district;
3. Promote economic development by providing an incentive for property owners to renovate their buildings for the expansion of the current use, for accommodation of a higher use, and to increase the occupancy level of vacant or underutilized buildings.

PROGRAM DESCRIPTION

The Town of Front Royal has budgeted \$350,000 in CDBG funds provided by the Virginia Department of Housing and Community Development (DHCD) to provide matching deferred loans to property owners within the Front Royal Downtown Revitalization Project Area for commercial property facade improvements. The matching deferred loan must be applied to physical construction. The Town has also budgeted \$35,000 in CDBG funds for architectural design assistance for the businesses.

The CDBG matching deferred loan is strictly for improvements to the exteriors of buildings visible from a public right-of-way. This generally excludes repairs to a building's roof, unless such improvements clearly contribute to enhancing the visual environment. The matching deferred loan may be applied to the primary façade, the exposed side(s) of a building, and the rear of a building (under certain circumstances). Exceptions to this guideline may be granted by the Front Royal Downtown Revitalization Facade Advisory Board based on the level of improvements needed on each face of the building.

A property owner must match the deferred loan amount with other exterior or interior improvements to the building. The matching deferred loan program will be administered by the Town of Front Royal Director of Planning and Zoning serving as Project Manager or his designated representative and will be available from June 2018 until funds are exhausted or close-out of the Front Royal Downtown Revitalization Project, whichever comes first. The program may be extended if new sources of funds become available to the Town of Front Royal. Recipients of matching deferred loans will be required to execute a legally binding agreement with the Town.

AMENDMENT TO FAÇADE IMPROVEMENT PROGRAM DESIGN

IMPROVEMENT STANDARDS

The Town will establish a Front Royal Downtown Revitalization Project Management Team of local citizens and public officials to provide overall coordination of the Front Royal Downtown Revitalization Project. A Front Royal Downtown Revitalization Facade Advisory Board will be appointed by Town Council to review and approve all commercial improvements proposed for funding under this program. The Advisory Board will work closely with each applicant and any consulting parties to devise appropriate designs/work write-ups and implement repairs and improvements that are in compliance with this Program Design. All exposed facades of existing buildings should present a finished appearance in character comparable to the remainder of the building. Economy of maintenance is important as well as producing a harmonious relationship with neighboring buildings and therefore exterior finishes should be of reasonably permanent and durable materials.

Because the Front Royal Downtown Revitalization Project Area is within the state and federally recognized Front Royal Historic District, façade improvement designs and exterior finishes are subject to review and approval by the Board of Architectural Review (BAR) and where necessary, the Planning Commission of the Town of Front Royal according to the Front Royal Historic Overlay District Guidelines and the Town of Front Royal Municipal Code (including Chapter 175 – Zoning) and subject to review and approval by the Virginia Department of Historic Resources (DHR) regarding their appropriateness for the building and location within the Historic District and the period of construction. Additionally, Preservation Virginia has requested to be a consulting party on all project reviews provided to the BAR and DHR.

SECTION 2: ELIGIBILITY CRITERIA

ELIGIBILITY REQUIREMENTS

All non-government-owned commercial buildings (income producing) within the project area are eligible for assistance through this program. However, buildings identified as deteriorating or are dilapidated in the Town's CDBG application area are targeted for funding.* Early in the program, the Façade Advisory Board and the Town will contact the owners of these buildings individually to urge them to participate. At its discretion, the Board may reduce CDBG funding levels for lower-priority buildings in order to conserve adequate funding to address the targeted buildings. In this event, the Board will use a point system to rank each facade improvement project pending approval. The project receiving the most cumulative points will be funded first, and so on until funds are exhausted. The points assigned will be as follows:

<u>Building Condition Rating: *</u>	<u>Points</u>	<u>Weight</u>
Sound	1	3
Deteriorating	2	
Dilapidated	3	

AMENDMENT TO FAÇADE IMPROVEMENT PROGRAM DESIGN

<u>Cash Contribution to Work:</u>	<u>Points</u>	<u>Weight</u>
100% match	1	2
101-150% match	2	
151-200% match	3	
201%+ match	4	
<u>Leveraged Match/Investment:</u>	<u>Points</u>	<u>Weight</u>
100% match	1	1
101-200% match	2	
201-300% match	3	
301%+ match	4	

* See Front Royal Building Conditions Map in the CIG application.

The total point score for each proposed project will be calculated by multiplying the point total for each criterion by the weight assigned to that criterion, and then adding the three (3) products.

APPLICATION PROCESS / TECHNICAL ASSISTANCE

The Town of Front Royal will accept applications from identified commercial property owners in a sequence that takes into account the extent of need, proximity of location, and similarity of work so as to benefit from any economies of scale that might be realized through the contracting process and the points awarded per above as necessary. As a first step, the owner should fill out an application for assistance. The application should identify the building and its owner, provide a preliminary overview of the work to be performed, and include a brief summary of the proposed matching investment. Such application may be made on a form provided by the Town, and must be signed by all owners.

After receiving the application, the Project Manager/Assistant Project Manager will review the application, meet with the applicant, and do a preliminary site inspection in order to confirm eligibility for the Façade Improvement Program; to clarify and provide additional detail as needed to the owner's preliminary overview of the work to be performed; and to review the intended work for compliance with the property maintenance code, zoning ordinance, Historic Preservation regulations, and this Program Design. The Project Manager/Assistant Project Manager will forward the application and all additional details developed in these initial conversations to the Consulting Architect contracted to provide architectural design assistance.

The Consulting Architect will subsequently conduct a inspection of the subject building's exterior and consult with the owner in preparing improvement design sketches (by means of elevations, photographs with call-outs, or renderings indicating particular design elements and treatments) with a more detailed work write-up and preliminary cost estimate so as to assist contractors in preparing accurate bids and performing the required work. The Town, utilizing CDBG funds, will cover the cost of designs and work write-up ups, up to an amount equal to 10% of the CDBG funds invested in each Façade Improvement project (this percentage formula having been set by the Virginia Department of Housing and Community Development and agreed to by contract with the Consulting Architect). Any additional design assistance provided at the owner's request beyond that associated with the agreed upon Façade Improvement will be at the owner's expense per a separate agreement with the Consulting Architect or any other architect chosen by the owner.

AMENDMENT TO FAÇADE IMPROVEMENT PROGRAM DESIGN

The Town will refer each application, design sketches, work write-up, and cost estimate for approval to the Advisory Board. The Advisory Board is responsible for approving the work to be done as defined by design sketches and work write-ups, the intended matching investment amount, and readiness for bid. After Approval by the Advisory Board, the design sketches and work write-up for each project will be forwarded to the Town of Front Royal Board of Architectural Review for approval or advice and to Preservation Virginia for consultation. Once BAR approval and Preservation Virginia input are received and addressed appropriately, the Project Management Consultant will prepare for each Façade Improvement project a "Work Write-Up and Standards Check List" form provided by the Virginia Department of Historic Resources. This DHR form along with the design sketches and work write-up will be forwarded to DHR for its review and approval. The final work write-up, after any required adjustments or edits, will serve as the agreed upon scope of work for obtaining quotes or competitive sealed bids from contractors (see bidding procedure described below).

The Town will compile a list of pre-qualified licensed contractors to notify regarding bidding opportunities and will submit the list to the Advisory Board for its approval at the beginning of the program. The Town will place each approved job out for bid upon approval of the application by the Advisory Board, in accordance with the *Virginia Public Procurement Act* and Federal Labor Standards. Once received, the Board will also review all bids and approve all contract awards in consultation with Project Manager/Assistant Project Manager.

Once a project is ready to get underway, the Town will set up a contract/loan closing with the property owner and contractor to answer any final questions, discuss logistics and timing of construction activities, and sign the construction contract and deed of trust/deed of trust note associated with the deferred loan (explained more fully below). If the cost of the planned and agreed upon improvements exceed the maximum eligible amount available through the Façade Improvement Program, the property owner is expected to pay the additional costs at closing.

SECTION 3: MATCH REQUIREMENTS

PRIVATE INVESTMENT MATCH REQUIREMENTS

Building owners must pay all costs above \$30,000 and match the CDBG funds committed to the Façade Improvement projects dollar for dollar. An owner can meet the match requirement in three ways:

1. The basis for the match can be qualifying improvements to the building the owner has completed or will have completed at the time of the contracted Façade Improvement work. Matching qualifying improvements include any permanent improvements, interior or exterior, made to the building such as improvements to the plumbing, electrical, or mechanical systems of the structure, a new roof, new doors or windows, etc. Furnishings, shelving, appliances, moveable kitchen equipment, and other unattached improvements are not considered qualifying improvements. The cost of the previous or concurrent improvements must equal dollar for dollar the CDBG funds committed to the project. Example: With \$30,000 in improvements funded by \$30,000 in CDBG funds, the property

AMENDMENT TO FAÇADE IMPROVEMENT PROGRAM DESIGN

owner would need \$30,000 in previous or concurrent improvements as a matching investment.

2. If the property owner does not have any qualifying matching investment, the owner can opt to finance 50 percent of the total dollar value of the improvements through an actual cash contribution or a loan from a lending institution. Example: With \$30,000 in façade improvements shared equally by the property owner and the Façade Improvement Program, each would make a \$10,000 payment.
3. If the owner wishes to invest via both of the above because of a limited amount of previous or concurrent qualifying improvements, the total amount invested must still equal the CDBG investment. Example: With \$30,000 in improvements and only \$10,000 in previous or concurrent improvements as a matching investment, the CDBG funds committed to the project could only be \$15,000. The property owner's dollar for dollar match would equal the \$10,000 in previous or concurrent improvements plus an additional \$5,000 in cash toward the cost of façade improvements under this program for a total of \$15,000.

All match amounts will be based on the final contractor quote or bid price accepted by the owner, Advisory Board, and Town. Private investment that has been made since September 1, 2015 may be counted toward the required match. The owner must present invoices or other appropriate information to document the matching investment.

For building owners who opt to use their own time and labor as match, standard wage rates by job types and building owner skills will be utilized to calculate the match. DHCD will provide wage information based on federal wage rates for various job types.

Prior to approving an application for assistance, the Advisory Board must have adequate assurance that the owner has clear title to the property, that the property is properly insured, and that the property owner has provided verification of his/her financial match or has on hand the financial resources needed to meet the approved match amount. If the approved matching amount includes a cash contribution toward the cost of the contracted façade improvements, the owner must agree to pay the matching funds to the Town at contract signing/loan closing so that the Town can pay contractor invoices in a timely fashion.

CONDITIONS OF THE MATCHING DEFERRED LOAN

The Town of Front Royal will make matching deferred loans to qualified applicants for the repair and improvement of the primary façade and exposed side(s) of the building, if visible from a public right-of-way including all vertical surfaces, gutters, downspouts, doors, windows, attached signs, exterior lighting, canopies, awnings, masonry cleaning & repair, and painting. Ineligible work includes any repairs/improvements to the interior, electrical, plumbing & mechanical systems, roofs, structural elements, non-permanent fixtures, and new construction.

AMENDMENT TO FAÇADE IMPROVEMENT PROGRAM DESIGN

Loan amounts available are:

- ~~1. Up to \$15,000 for the cost of improvements to a primary building façade;~~
- ~~2. Up to an additional \$2,500 per bay on a primary façade with multiple businesses (maximum of two additional bays);~~
- ~~3. Up to \$5,000 for non-primary facades as long as the primary façade meets program standards or is also being improved under the Façade Improvement Program;~~
- ~~4. No more than \$20,000 provided per separately parceled commercial property, regardless the number of facades or bays.~~

Façade Improvement loans are available up to \$30,000 depending on the extent of improvements to the primary façade of the building, the extent of improvements to the non-primary façade(s) of the building, and the number of business bays on the primary and non-primary facades of the building.

Owners will be expected to also cover all costs over the maximum eligible amount calculated for their buildings. Costs above the CDBG funds to be invested into each project must be paid at contract signing/deferred loan closing.

The matching deferred loan will be made for a five (5)-year term at zero percent (0%) interest. The deferred loan will be entirely forgiven at the end of the five-year period and the property lien removed if the applicant has met the following conditions:

1. The property owner has completed the facade improvements in accordance with the CDBG program guidelines and has done so within six (6) months of bid acceptance, unless the Advisory Board grants a request for extension of time. All buildings receiving CDBG funds must be free of exterior blight once the construction is complete.
2. The property owner has continued to maintain the improvements in a satisfactory condition.
3. The building to be improved must have a current tenant operating a business or must be occupied by a tenant operating a business within one year after the improvements are completed, unless the Advisory Board grants a request for extension of time. Rental apartments are considered a business, as long as the apartments meet all applicable property maintenance code and zoning ordinance requirements. If the owner is unsuccessful in securing a tenant within this timeframe, only 10% of the deferred loan will be forgiven during the first year and no amount of the deferred loan will be forgiven in subsequent years of vacancy.
4. Once rented, short vacancies of four (4) months or less will not be added to the term of the deferred loan. Longer term vacancies of five (5) months or more and frequent and repeated vacancies of any duration will be added onto the term of the deferred loan. Exceptions to this provision are at the discretion of the Advisory Board or any successor

AMENDMENT TO FAÇADE IMPROVEMENT PROGRAM DESIGN

organization created by the Town of Front Royal to oversee the Façade Improvement Program.

5. The owner of the building at the time of the loan approval has retained ownership of the improved property during the five-year period. If the owner sells the property within the five-year term, or otherwise voluntarily transfers ownership, the balance on the loan note will become due and payable on a prorated basis (20% of deferred loan forgiven per year).

In addition, property owners will be expected to continue maintaining the improvements beyond the term of the deferred loan. This expectation will be enforced by the Town through its property maintenance ordinance.

CDBG funds returned to the Town through enforcement of these conditions shall be considered Program Income. The Town will use any such Program Income to make additional deferred loans in accordance with this Program Design and the Program Income Plan approved by DHCD and implemented as a part of the Front Royal Downtown Revitalization Project.

SECTION 4: BIDDING, CONTRACTING, INSURANCE, & PAYMENTS

The goal of these procedures is to minimize the time and complexity of applying for assistance, while meeting U. S. Department of Housing and Urban Development (HUD) and DHCD requirements for use of CDBG funds. In this manner, it is the Town's hope to maximize participation by eligible Downtown Front Royal property owners.

All jobs involving CDBG funds must be bid by the Town, which shall select the winning bidder with the assistance of the Advisory Board and in accordance with the *Virginia Public Procurement Act*. The winning bidder must also be acceptable to the owner.

Building owners who are also licensed and insured contractors may choose to have their personal company do the construction work with the prior approval of the Advisory Board, including approval of the design sketches and work write-up. In such circumstances, CDBG funds can only be used for the documented cost of materials. Where building components such as window, doors, or awnings are fabricated off-site and only installed on site, such components are considered materials if the cost is quoted and paid based on an "installed price." It should be noted that under this circumstance, a building owner may not be eligible for the full matching deferred loan because the cost of materials may be significantly less than the \$30,000 deferred loan available per commercial building. A two-party contract between the Town and the owner for the cost of materials would be executed in such circumstances.

A building owner may negotiate independently with a licensed and insured contractor with the prior approval of the Advisory Board, including approval of the design sketches and work write-up. In such a circumstance, CDBG funds can only be used for the documented cost of materials. Where building components such as window, doors, or awnings are fabricated off-site and only installed on site, such components are considered materials if the cost is quoted and paid based on an "installed price." It should be noted that under this circumstance, a building owner may not be eligible for the full matching deferred loan because the cost of materials may be significantly less than the \$30,000 deferred loan available per commercial building. A two-party contract

AMENDMENT TO FAÇADE IMPROVEMENT PROGRAM DESIGN

between the Town and the owner for the cost of materials would be executed in such circumstances.

A formal contract and lien must secure each job involving CDBG assistance. The Town will prepare these documents for execution by the owner. The two-party or three-party contract (as appropriate) will outline each party's responsibilities and the work description. In addition to the contract, a deed of trust and deed of trust note will be executed by the owner and the Town and subsequently recorded in order to secure the loan. Property owners will need to be prepared to pay any cash match that is required and any costs over the maximum eligible amount calculated for the building at closing.

Prior to execution of the contract and loan documents, the owner of the building to be improved must provide evidence of ownership such as a deed or tax receipt. The Town will have performed a Title Search prior to contract execution where any question of ownership or clear title arises. The Town will require written documentation from the owner that the structure is covered by all-hazard insurance in a sufficient amount to protect the Town's investment in the improvements prior to contract execution. For any commercial building in a 100-year flood plain, insurance coverage must include flood insurance provided through the National Flood Insurance Program.

To be eligible for the Façade Improvement Program, a property owner and any and all tenants occupying the building must not owe past due taxes of any type levied and collected by the Town of Front Royal or County of Warren unless an official arrangement has been made for payment of back taxes between the property owner and the Town of Front Royal and County of Warren.

All construction is subject to the Virginia Uniform Statewide Building Code as adopted by reference in the Warren County Code of Ordinances and to regular inspection and approval by the Warren County Building Official and/or Building Inspectors.

If requested, materials deposits and progress payments can be released to the contractor based on a valid receipt for materials purchased and securely stored and/or a satisfactory interim inspection. Otherwise, the total loan amount will be released in one (1) 100% payment after the construction work is determined to be substantially complete by the Project Manager/Assistant Project Manager, Building Official/Building Inspector, and property owner as documented by an executed Statement of Final Completion/ Acceptance.

Section 5: Program Time Frame

Matching deferred loans will be available to qualified applicants from June 1, 2018 until final close-out of the Front Royal Downtown Revitalization Project or until funds are exhausted, whichever comes first. However, at the Town's discretion, submission of applications for assistance may be limited to certain windows of time (rounds of funding).

Section 6: Program Income

Any CDBG funds recaptured during implementation of the Front Royal Façade Improvement Program will be used to recapitalize and extend the Façade Improvement Program. Recaptured

AMENDMENT TO FAÇADE IMPROVEMENT PROGRAM DESIGN

funds, if any, are expected to come only from prorated repayment of deferred loans due to non-compliance with terms. Recaptured CDBG funds will thus be used to further eliminate blight and blighting influence in Downtown Front Royal, removing obstacles to economic development. The Town may elect to expend recaptured funds outside the current project area for this purpose according to the Program Income Plan approved by DHCD and implemented as a part of the Front Royal Downtown Revitalization Project.

Section 7: Complaints and Appeals Procedure

Oral complaints of any nature and by any party shall be documented and resolved by the Façade Improvement Program Project Manager as informally and quickly as possible. If the complainant requires assistance in putting his or her complaint or appeal in writing, staff will make such assistance available. Written complaints received by the Project Manager or the Town of Front Royal will be resolved and documented in consultation with the Advisory Board. The person making the complaint will be notified in writing of the decision. All written complaints will be addressed within thirty (30) days of receipt and resolved within the subsequent thirty (30) day time period and documentation retained for review. Barring a resolution of the complaint by the Advisory Board, the complaint may be taken to the Front Royal Downtown Revitalization Project Management Team with the same requirements as above. Barring a resolution of the complaint by the Management Team, the complaint may be taken to the Town Council where a non-legal resolution is final. Any final appeal will be addressed in writing to DHCD where a non-legal resolution is final. Appeals to DHCD should include a copy of all correspondence that has taken place to date. The appeal should identify the problem and the desired solution. DHCD will investigate the complaint and respond in writing in a timely manner. All involved parties will be copied. Beyond this step, the complainant may seek a legal remedy in the local court of jurisdiction at complainant's own cost. Once a job is Inspectorly closed out and the one-year warranty period is in effect, the property owner should address complaints, in writing, directly to the contractor involved in the rehabilitation.

Section 8: Recordkeeping

The Advisory Board Secretary will be responsible for keeping the minutes of its meetings. The Board will also be responsible for tracking the number of businesses assisted by and participating in the Façade Improvement Program. Documentation of private investments made by property owners within the project area either through source documentation (such as invoices, construction contracts, etc.) or through affidavit as submitted to the Project Manager are subject to validation by the Advisory Board.

Section 9: Program Design Amendments

During implementation of the Front Royal Downtown Façade Improvement Program, the Town may find it necessary to make minor changes and refinements as the program proceeds. If a minor alteration to this design is deemed necessary to better achieve the intent of the program, the Advisory Board will adopt the changes upon approval of the proposed change by DHCD. If a major alteration to this design is deemed necessary, the Advisory Board will adopt the changes and

AMENDMENT TO FAÇADE IMPROVEMENT PROGRAM DESIGN

forward them for approval by the Front Royal Town Council and by DHCD. The Façade Improvement Program will be implemented to assure consistent and equitable assistance to all program participants.

Section 10: Approval

Reviewed and adopted by the Front Royal Town Council in session on June 25, 2020.

Amended by the Front Royal Town Council in session on April 13, 2020

Matthew A. Tederick Interim Town Manager & Certifying Officer
Town of Front Royal

Date

2b



Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: June 26, 2020
To: Tina Presley, Senior Executive Assistant
From: Alisa Scott, Purchasing Manager
RE: Request to add consent agenda item to Town Council meeting

Purchasing was requested to competitively bid a Town Commons Pavilion through an Invitation for Bid #21-2020. This Pavilion will go in Downtown Front Royal near the Gazebo and Visitor's Center. This request was specific to continuing the work that has already begun for Downtown Revitalization under the scope of the Community Development Block Grant.

On Thursday, June 18, I held a bid opening and received 3 bids. Lantz Construction of Winchester, VA was the lowest responsive and responsible bidder.

Included with this solicitation are bid alternates that allow Town Council to choose which combination best suits the Town's needs. Alternate #3 is a combination of Alternate #1 and Alternate #2.

Staff recommends that Town Council review and approve the award to Lantz Construction for one of the following options:

Base Bid Only **\$266,200.00**

Base Bid and Alternate #1: **\$276,800.00** Add fieldstone accents to pavilion column bases and the restroom building.

Base Bid and Alternate #2: **\$281,300.00** Add center gable to Base Bid Pavilion

Base Bid and Alternate #3: **\$280,700.00** Add fieldstone center gable to Base Bid pavilion and fieldstone accents to pavilion column bases and the restroom building.

Please find attached to this memo, a recommendation memo from Christopher Brock, Interim Planning Director, and a copy of the bid tabulation. Please add this recommendation to Council's next Worksession agenda.

Council to discuss funding.

Purchasing, Department of Finance
 102 E Main Street
 Front Royal, VA 22630
 Website: www.frontroyalva.com
 Phone 540-636-6889

Memo



Town of Front Royal Planning & Zoning

TO: Alisa Scott, Manager of Purchasing
FROM: Christopher Brock, Interim Planning Director
CC:
DATE: June 26, 2020
RE: Recommendation for Pavilion project

Alisa,

I have reviewed the bids we received for the Town Commons Pavilion. The low bidder Lantz Construction, Inc appears to have met the bid requirements so their bid should be accepted. This project is part of the Community Development Block Grant.

//sign//

Christopher G. Brock
Interim Planning Director

VENDOR SPREAD SHEET



Town of Front Royal, VA

BID TABULATION SUMMARY

BID: IFB #21-2020 TOWN COMMONS PAVILION

BID OPENING DATE & TIME: 6/18/20 @ 2 PM

	PINE KNOLL CONSTRUCTION COMPANY, CLEARBROOK, VA	FUOG/INTERBUILD, PURCEVILLE, VA	LANTZ CONSTRUCTION, WINCHESTER, VA
DESCRIPTION			
BASE BID	\$246,179.00	\$ 295,824.00	\$ 266,200.00
ALTERNATE #1	\$26,644.00	\$ 6,000.00	\$ 10,600.00
BASE BID AND ALTERNATE #1	\$272,823.00	\$ 301,824.00	\$ 276,800.00
ALTERNATE #2	\$14,087.00	\$ 3,265.00	\$ 4,500.00
BASE BID AND ALTERNATE #2	\$246,179.00	\$ 299,089.00	\$ 270,700.00
ALTERNATE #3	\$40,731.00	\$ 9,265.00	\$ 14,500.00
BASE BID AND ALTERNATE #3	\$286,910.00	\$ 305,089.00	\$ 280,700.00

The **VENDOR SPREAD SHEET** is generated from the initial, raw information collected.

No award decision has been made.

Prepared by: Alisa Scott, CPPB, VCO, PMP

Department of Purchasing
102 E Main Street
Front Royal, VA 22630
Website: www.frontroyalva.com
Phone 540-636-6889

2d

Front Royal

DOWNTOWN REVITALIZATION AREA
PARKING & STREETScape DESIGN

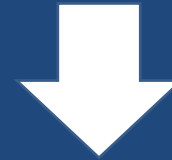


Project Description

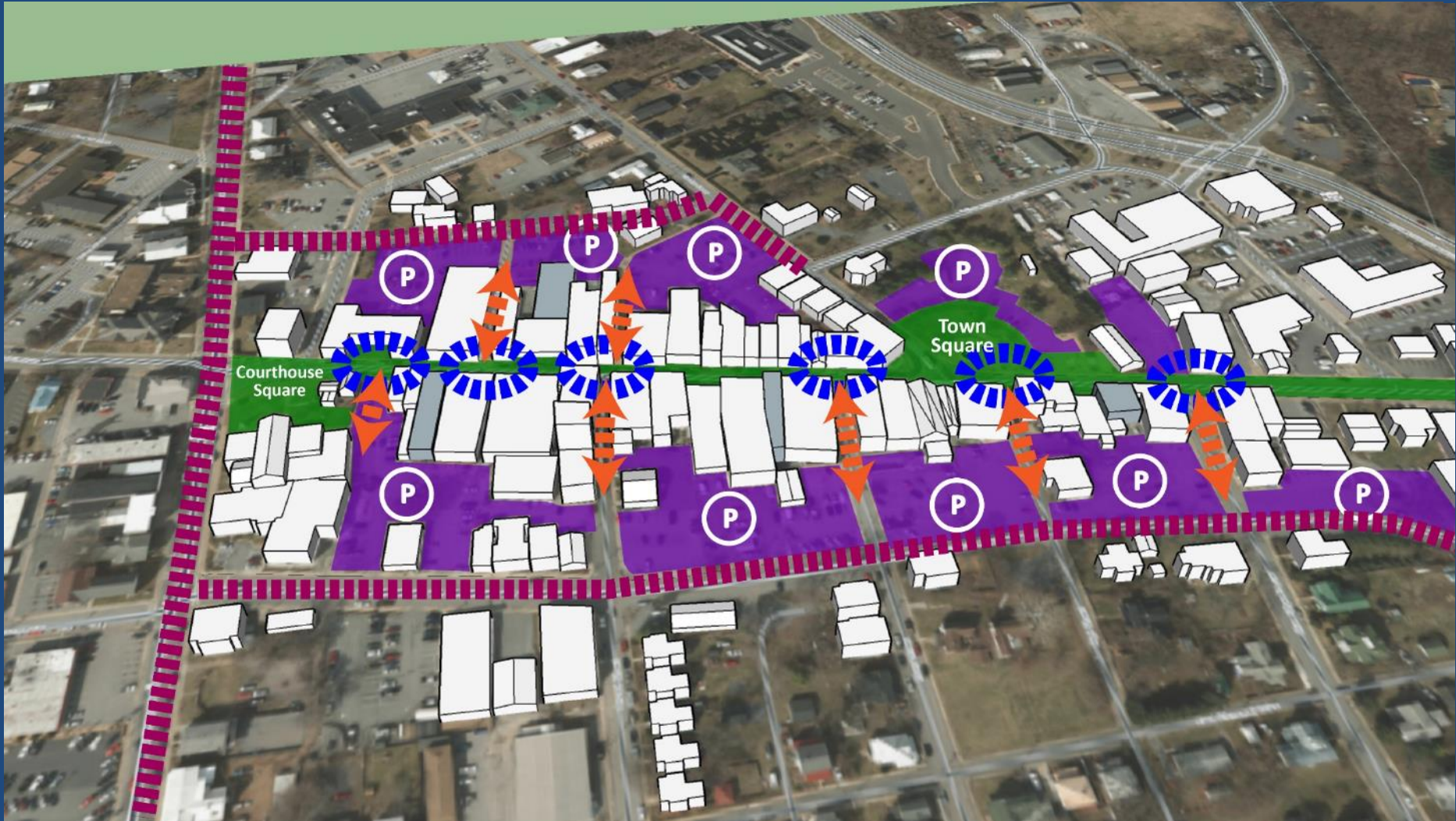
Goals

Within the Downtown Revitalization Area...

- Develop conceptual streetscape and parking improvements plans/design guidelines.
- Develop strategies for parking and potential property acquisition.
- Support the VDHCD Community Development Block Grant (CDBG) for economic development through planning and design of future improvements.



Project Area



Project Process

Phase 1

- Inventory and Site Analysis
- Determine Strengths & Constraints
- Begin Engagement Process
- Define “what is success”
- Review with Stakeholders



Phase 2

- Develop plans, strategies and guidelines
- Stakeholder feedback
- Preliminary Draft, Draft and Final
- Define Future Phases & Costs
- Implementation Strategies

Project Process



Community Engagement with Social Distancing

Community Outreach Tools and Methods

- Online focus group sessions
- Virtual/LiveStream work sessions
- Project website
- On-line Questionnaires
- Project Fact Sheets (print)
- Public Meetings (workshops, informational, open house – when prudent), else live stream presentations and use virtual platforms for community feedback.
- Stakeholder Interviews, Focus Group Interviews via Virtual Meetings
- Social Media presence (Facebook, Twitter, etc.)
- Links on websites/social media platforms of stakeholder groups

“...public engagement isn’t just about city staff or consultants hearing what members of the public say; it is essential that members of the public also hear one another.”



Project Outcomes

PROJECT

- Conceptual Streetscape Including Parking Improvements
- Associated Design Guidelines
- Defined Strategy for Parking (Public/Private/Combined)
- Defined Future Projects, Phasing and Associated Costs

ULTIMATE

- Enhanced Visitor/User Experience
- Economic Revitalization
- Vibrant Downtown Business Environment
- Flexible Outdoor Spaces for Festivals and Events



PAVING + PLANTING STANDARDS



FURNISHINGS + WALLS



WAYFINDING + SIGNAGE

\$?

COST

3



Work Session Agenda Form

Item # 3

DATE: July 6, 2020

AGENDA ITEM: Request from FRIBA to place LOVE letters on Town Right-of-Way

SUMMARY: On April 13, 2020 Council approved the donation of \$4,000 to the Front Royal Business Alliance (FRIBA) to purchase LOVE letters to be placed permanently in the Village Commons/Gazebo Area in Downtown Front Royal, said letters to be painted by the Local Artisan Trail volunteer artists and to be installed and maintained by the Town of Front Royal.

Craig Laird of Front Royal Business Alliance (FRIBA) is requesting to place mobile LOVE letters at the Town-owned 1,500 square foot corner of Main Street and Commerce Avenue, adjacent to the PaveMint Smokin' Taphouse, on a permanent basis when not in use. The Town Manager's Office is permitted to approve temporary signs that allows signs for fourteen (14) days only and have granted this request which has expired. Therefore, Council is requested to consider approval of the corner of Main Street and Commerce Avenue as a permanent placement of a 2nd set of LOVE letters owned by FRIBA when they are not display in other areas.

Per Town Code 4-34 All real property owned in whole or in part by the Town shall be under the general control and supervision of the Town Council. No private person or other entity shall use or occupy any of the real property owned in whole or in part by the Town except upon the express consent of the Town Council or its designated agent, who shall be the Town Manager. Any person or entity using or occupying any real property owned by the Town without first having obtained consent therefor shall be guilty of a misdemeanor and shall be punished as provided in Section 1-15 of the Town Code.

This item will need formal approval in a regular council meeting.

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Approval of the placement

1 Kidd Lane
Front Royal, VA 22630



info@frontroyaliba.org
www.frontroyaliba.org

June 30, 2020

Mayor and Members of Town Council:

The board and members of The Front Royal Independent Business Alliance (FRIBA) appreciate the efforts that you are making in helping the Town rebound from the recent pandemic and the economic and emotional toll on businesses and households. The goal for the projects that FRIBA has been working on over the past year has been to create and spread a positive message to enrich and uplift our community. The LOVE letters that are being developed and positioned around the Town and County are tangible signs of this positive focus, and will also aid in our tourism efforts going forward.

One requirement of Virginia's LOVE works program is to have a permanent spot to display the LOVE letters when our portable set is not loaned out. It must be visible to passersby, and also must have a safe area near parking, so that the public can get out and take pictures with the letters.

The grassy space at the corner of East Main St. and Commerce Ave. meets these requirements, and we have obtained a temporary sign permit from the Town Manager's office.

We now request of Council to allow this site to become a permanent placement for our LOVE letters when they are not on display in other areas. FRIBA does carry insurance, and this area is highly visible both day and night, so we do not fear for harm to the letters. The letters are high-grade stainless steel, made by a local Front Royal Company.

We thank the Town and Council for your consideration of this request, and stand willing to answer any of your questions or discuss any ideas that may enhance this project.

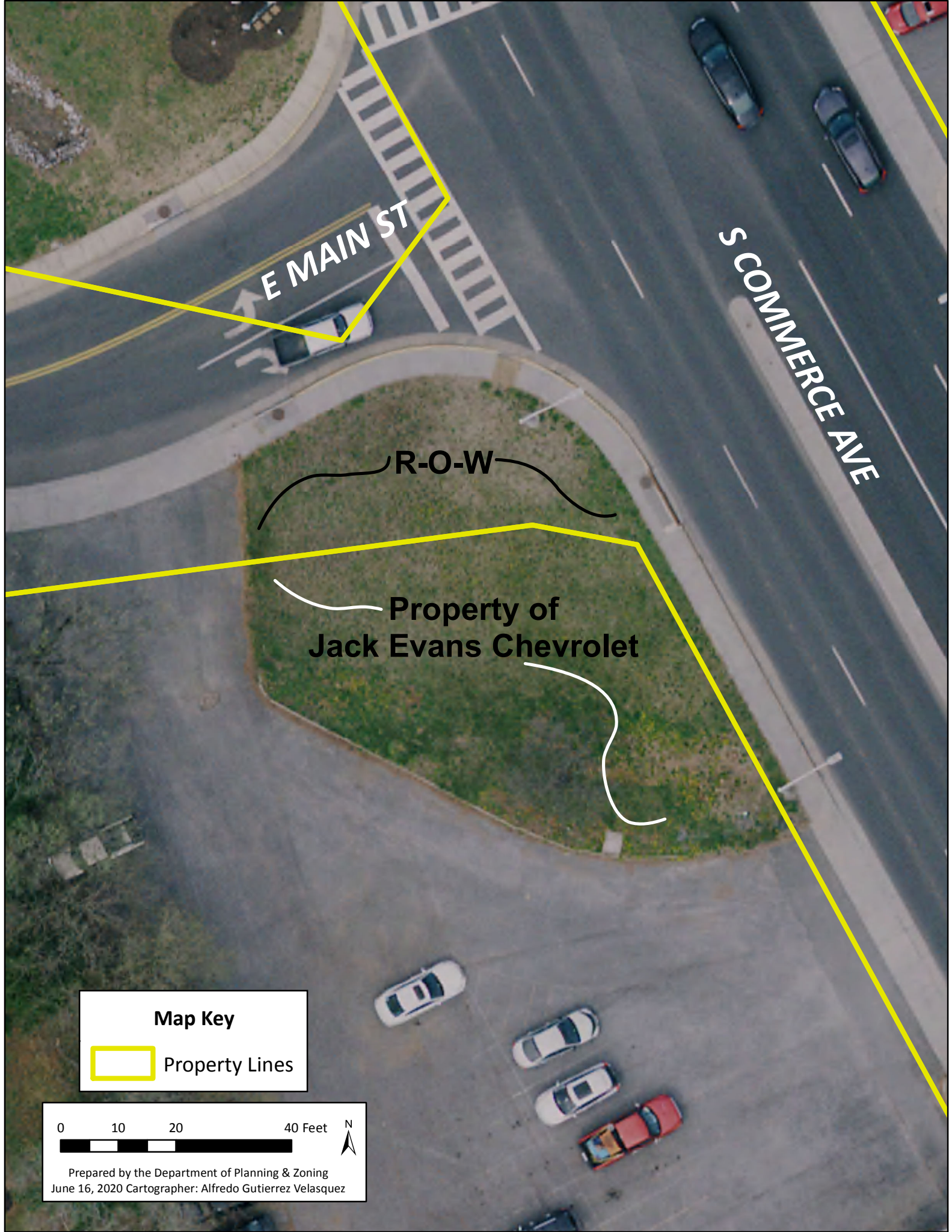
Sincerely,

The board of FRIBA

Craig Laird, George McIntyre, Arline Link, Pat Moore, Mike Swauger, Mike McCool



The best way to compete with organized business is with organized people.



E MAIN ST

S COMMERCE AVE

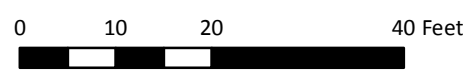
R-O-W

Property of
Jack Evans Chevrolet

Map Key



Property Lines



Prepared by the Department of Planning & Zoning
June 16, 2020 Cartographer: Alfredo Gutierrez Velasquez

4



Work Session Agenda Form

Item #4

DATE: 7/6/20

AGENDA ITEM: Purchase of VESTA 9-1-1 Phone System

SUMMARY: Council is requested to approve the purchase of VESTA 9-1-1 Phone System for the Police Department in the amount of \$82,159.72. The installation of this system will allow the Front Royal Police Department and Warren County Sheriff's Office to be a remote Public Safety Access Point (P.S.A.P.) for each other if one of the agencies were to experience failure.

BUDGET/FUNDING: FY20 Contingency funds totaling \$100,000 was set aside for the purchase of the VESTA system and additional installation costs on purchase order#30050.

3104-R47003	Police Services – Communication Equipment	\$82,159.72
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STAFF RECOMMENDATION: Staff recommends for Council to approve as presented.

Work Session



TOWN OF FRONT ROYAL

POLICE DEPARTMENT
23 E. JACKSON STREET
FRONT ROYAL, VIRGINIA 22630-1560

K. L. Magalis

Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

Date: June 25, 2020
To: Tina Presley
From: Chief K.L. Magalis
Subject: Consent Agenda Items; PSAP VESTA Phone System

Agenda Item: Purchase of new VESTA 9-1-1 Phone System

Summary: Request is being made for the purchase of VESTA 9-1-1 Phone System to be used within the Communications Division of the Police Department. Three (3) dispatching workstations, 1 of which will be a Command Post, will be installed. The installation of this system will allow the Front Royal Police Department and Warren County Sheriff's Office to be remote PSAP's for each other if one agency has a failure. This system is fully NENA i3 compliant Next Generation 9-1-1 (NG9-1-1) call taking solution.

Council Discussion:

Staff Evaluation:

Budget/Funding: The cost associated with the initial purchase for the phone system totals \$82,159.72. There is an additional cost of \$13,900 to run the networking fiber and provide connections between both agencies. The total known costs for this project are \$96,059.72. Funds totaling \$100,000.00 exist in the 19-20 budget, which are currently encumbered and awaiting approval by Council. The purchase price of the phone system will utilize the HGACBuy procurement contract

Legal Evaluation:

Staff Recommendations: Request approval for purchase of VESTA 9-1-1 Phone System for three (3) workstations and networking solutions for redundancy and backup capabilities with Warren County Sheriff's Office.

FRONT ROYAL PHONE SYSTEM – UPGRADING TECHNOLOGY WITH VESTA 9-1-1

CURRENT ISSUES

- Current phone system is outdated and not up to Virginia and Federal Standards to handle incoming 9-1-1 calls
- Current phone system is analog and ran through copper wire, it is imperative to move towards Voice over IP (VOIP) so more data can be sent through
- Calls routed from Warren County – lag time, dropped calls, not transferred
- Address the needs of the deaf and hard of hearing community (Americans with Disabilities Act)
- Address the needs of persons who can't speak when in an emergency situation
- Receive multiple media applications/platforms for emergency contact and reporting
- Engagement with other public safety agencies
- Support for callbacks, which is required by State E911 regulations
- Caller location information is not capable with current system
- **EXAMPLE:** 05/29/20 – Warren County Sheriff's Office phone system went down, to include emergency 9-1-1 calls. Due to FRPD not being a Primary PSAP, the 9-1-1 calls had to be routed across county lines to Rappahannock County. All admin lines were supposed to be transferred to FRPD. However, there was an issue with the CenturyLink box, which failed. WCSO had to send a dispatcher to FRPD to work incoming medical calls for EMS. Had FRPD been a set up as a designated Primary PSAP, we would have had a seamless redundant service provided.

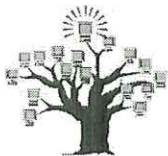
NEXT GENERATION 9-1-1 (NG911)

- To transform an outdated 9-1-1 system into a digital network that is faster, more efficient (21st century)
- Virginia and other States are requiring communications centers to upgrade their phone systems and capabilities by July 1st. Roll outs of this project has taken more time than expected
- Warren County is slated for the NG911 upgrades first/second quarter of next year (2021)
- There are web-based solutions for text to 911 events
 - Warren County will be utilizing a web-based service to bridge the gap until the upgrades are complete in Warren County at a cost of \$1200/year.

STEPS

- Obtain VESTA NG9-1-1 Solutions Suite (over 80% of Virginia's Dispatch centers use VESTA) (WCSO and Page County have purchased VESTA this year)
 - Solutions to all bulleted items above.
 - Geo-Diverse with Warren County Sheriff's Office for interoperability, redundancy, and efficiency
 - Complies with industry standards (NENA i3)- A PSAP must be served by a NENA i3 compliant ESInet to be capable of relaying video, text, medical data, photos, alarm signals, and other multimedia applications/platforms
 - ESInet operates in a cloud-based environment where each critical component is managed on a redundant and secure connection. This ensures continuous flow of data communications without interruption of service or impact on performance
 - Pinpoint callers location - it plots the call and its call type – wireline, Phase I or II, Voice over IP (VoIP), SMS or Telematics. It will also utilize the RapidSOS NG911 Clearinghouse for the caller's device-based hybrid location of wireless phones, as well as for SMS, VoIP and Telematics devices
 - We would need to contact all the cell providers and give them the GIS info for our jurisdiction (when we get ESInet) so they can change how to route the calls in the town directly to FRPD Communications Center
- To certify all communications officers in Emergency Medical Dispatching (EMD) - needs to be CPR certified as a requisite to take the APCO online EMD class.
- To obtain approval from Fire Chief Richard Mabie to handle all 9-1-1 calls and transfer the Fire & Rescue calls to WCSO (currently WCSO handles 9-1-1 calls and transfers to us, note issues above)

- Obtain ability to dispatch Fire & Rescue on Town of Front Royal jurisdiction incoming calls – will need a tone board (Chuckie was working on building us one at some point) and Fire/ Rescue's channels put on radio.
- VITA must give us Primary PSAP Designation - We would have to contact VITA and get them to check off everything



**SYNTAX COMMUNICATIONS,
INC.**

Your copper and fiber wiring specialist

Phone: 540-622-3609 Fax: 540-636-4224
216 Grove Farm Road Front Royal, VA 22630
syntax@syntaxcomm.com

Proposal

Version 1

Town of Front Royal

Phone:

Job Number: 200041

Date: 6/15/2020

Job Description:

PD to Sheriff fiber cable

Thank you for the opportunity to allow Syntax Communications to provide a proposal for your company. This proposal will list exact items that will be completed by Syntax Communications, Inc. If you have questions about this proposal please give us a call.

A - Overview

Warren county and the Town of Front Royal would like to provide a network connection between the Sherriff office and the Police department. This proposal will provide the required connection.

B - Scope

As shown on the attached drawing, de-lash 10 spans of 6 strand fiber optic cable going into the old Warren County Social Services building to 6th street.

As-shown on the attached drawing, re-lash 6 spans of the fiber optic cable from 6th street to 5th street and up one span on 5th street. The span going up 5th street will be ty-wrapped to the existing county ABSS fiber cable.

Enter six splice cases and splice 4 strands thru the existing Warren County 72 and 48 strand fiber optic cable as shown on the attached drawing. Verify the splice for accuracy and document.

Test the 4 strands from the Warren County Sherriff to the FR Police Department and document.

Install one new HP web managed switch in the Sherriff building ER and the FRPD building ER. Install one SFP in each of the switches. Install a fiber optic jumper between each switch and the fiber patch panel.

Note: Town IT department will configure the switch.

C - Assumptions

The following assumptions were made during compilation of this estimate:

1. Quote is good for 30 calendar days from the date on this proposal.
2. Customer will provide access to work areas in a timely manner.
3. Work does not require permits.
4. Space and power are available in each of the buildings existing equipment cabinets and racks.

D - Pricing

Price for the cabling work outlined above will be \$13,900.00.

Syntax communications is a full-service communications company capable of providing turnkey voice and data networks. This proposal represents only the components that were requested. If there are other requirements please let us know and we will be happy to quote.

E - Payment schedule

Payment in full is required no greater than 30 days after the date on the invoice. A 1% per month finance charge will be added each month past the payment due date.

Approval

All materials are guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above this estimate. We may withdraw this proposal if not accepted within 30 days. Syntax will use care when removing and replacing ceiling tiles however tiles through age and heat can become brittle, with this in mind Syntax cannot be responsible for replacing broken ceiling tiles.

Authorized Contractors Signature: Robert Williams Date: 6/15/2020

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made 30 days after completion of work.

Authorized Customers Signature: _____ Date: _____

THANK YOU FOR YOUR BUSINESS

5



Work Session Agenda Form

Item #5

DATE: 7/6/20

AGENDA ITEM: Purchase Replacement In-Car & Body Worn Cameras

SUMMARY: Council is requested to approve the purchase of 10 in-car camera systems and 30 body worn cameras for the Police Department from Watch Guard totaling \$162,200.00 per Virginia State Contract pricing agreement.

Watch Guard offers a 5-year, 0% interest, leasing agreement that would allow the Town to pay \$32,440.00 per year for a five year period.

BUDGET/FUNDING: Contingency funds & FY21 budgeted funds totaling \$32,440.00 are able to be used for the first year's payment via purchase order#30036. Future budgets for a period of four years will need to include \$32,440.00 for future payments.

3102-R47001 Police Patrol Machinery & Equipment - \$32,440.00

STAFF RECOMMENDATION: Staff recommends for Council to approve as presented.

Work Session



TOWN OF FRONT ROYAL

POLICE DEPARTMENT
23 E. JACKSON STREET
FRONT ROYAL, VIRGINIA 22630-1560

K. L. Magalis

Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

Date: June 25, 2020
To: Tina Presley
From: Chief K.L. Magalis
Subject: Consent Agenda Items

Agenda Item: Purchase of Replacement WatchGuard In-Car and Body Camera Replacement

Summary: Request is being made for the purchase and replacement of ten (10) WatchGuard 4Re In-Car camera systems for the Patrol Division fleet vehicles and twenty-four (24) VISTA WIFI body cameras.

The FRPD implemented WatchGuard 4Re In-Car and Vista Body Worn Cameras (BWC) in 2016, purchasing ten (10) in-car cameras and thirty (30) body worn cameras for the Patrol Division. The current 5-year in-car camera hardware and software warranty expires in February 2021. The body cameras 3-year extended hardware warranty expired in July 2019. The hardware warranties allow for a no-fault advanced replacement of all the equipment and the software warranty provides automated software updates and customer service for the backend "Evidence Library" video management software.

The original VISTA body worn cameras have exceeded their end of service life and the current 4Re in-car systems will reach their end of service life in FY21.

Council Discussion:

Staff Evaluation:

Budget/Funding: The attached bundled proposal from WatchGuard provides for replacement of the ten (10) 4Re in-car camera systems and twenty-four (24) newly upgraded VISTA WIFI body worn cameras at a cost of \$162,200.00 per Virginia State Contract pricing agreement. The proposal includes all necessary equipment, trade-in credit for existing equipment, no-fault warranty for the equipment and software, and migration of current and future data storage to Evidencelibrary.com Cloud.

As WatchGuard was recently purchased by Motorola Solutions, they have now offered a 5-year, 0% interest rate lease proposal of \$32,440 per year. Allocated FY20 funds have been encumbered to pay for the first-year lease.



TOWN OF FRONT ROYAL

POLICE DEPARTMENT
23 E. JACKSON STREET
FRONT ROYAL, VIRGINIA 22630-1560

K. L. Magalis

Chief of Police
(540) 635-2111
(540) 635-6160 (Fax)

Legal Evaluation: Since implementing, the body worn camera program has shown to promote accountability, transparency, and legitimacy across our agency. The presence of the cameras helps ensure events are captured from an officer's perspective. They quickly document evidence and potentially reduce the number of civil lawsuits against the Town of Front Royal, Police Department, and individual police officers. Over the past four years, the in-car and body cameras have dramatically reduced the amount of time and resources required to conduct internal investigations regarding complaints filed against officers, therefore mitigating the risk of frivolous litigation which can result in large monetary settlements. The cameras also provide essential documentary evidence to our Commonwealth's Attorney office to assist in the prosecution of criminal cases.

Staff Recommendations: Request approval for purchase of the WatchGuard In-Car and Body Worn Camera replacement.



4RE/VISTA Price Quote

CUSTOMER: Front Royal Police Department

ISSUED: 12/16/2019 10:30 AM

EXPIRATION: 3/31/2020 10:00 AM

TOTAL PROJECT ESTIMATED AT:
\$162,200.00

ATTENTION: Major Nicewarner

SALES CONTACT: Robert Michnick

PHONE: 540-635-2111

DIRECT: (469) 342-8931

E-MAIL:

E-MAIL:
robert.michnick@motorolasolutions.com

4RE and VISTA Proposal

VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-EXT-WIF-BUN	VISTA HD WiFi and 4RE System Bundle. Includes 4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, ZSL camera, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket. It will also include the VISTA HD Wi-Fi Extended Capacity Wearable Camera with 9 hours continuous HD recording, one camera mount, 32 GB of storage, Wi-Fi docking base, Power over Ethernet Smart Switch	10.00	\$5,550.00	\$0.00	\$55,500.00
VIS-EXT-WIF-001	VISTA HD WiFi Additional Camera Only	14.00	\$995.00	\$0.00	\$13,930.00
HDW-ETH-SWT-005	VISTA HD, 4RE, Smart PoE Switch	10.00	\$250.00	\$0.00	\$2,500.00
VIS-CHG-BS2-KIT	VISTA Charging Base R2 Kit, incl. Power and USB Cables	1.00	\$95.00	\$0.00	\$95.00
VIS-VTS-DTC-001	VISTA Transfer Station Assy, 8 Cameras, Ethernet, DEV 144, Enhanced ESD Protection	3.00	\$1,495.00	\$0.00	\$4,485.00
VIS-CHG-WIF-KIT	VISTA HD, WiFi Charging Radio Base Kit, incl. Power and Cables	10.00	\$250.00	\$0.00	\$2,500.00
VIS-CHG-MAG-001	Charging Cable, VISTA QuickConnect 12V Magnetic Mobile Charging Kit	10.00	\$99.00	\$99.00	\$0.00

VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-VIS-WIF-NOF	Warranty, VISTA WiFi, 3 Year No-Fault	24.00	\$450.00	\$450.00	\$0.00

4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
CAM-4RE-PAN-NHD	Additional Front Camera, 4RE, HD Panoramic	10.00	\$200.00	\$0.00	\$2,000.00

Wireless Video Transfer and Networking Options

415 E. Exchange Parkway • Allen, TX • 75002
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



4RE/VISTA Price Quote

Actual Usage Assigned, Annually per device					
ELC-LRS-AUP-QTR	EvidenceLibrary.com Actual Usage Estimated Monthly Charges. Please note this is an estimate only based on your ultimate storage needs, and is invoiced monthly in arrears.	1,000.00	\$0.03	\$0.00	\$30.00
					\$10,060.00

EvidenceLibrary.com

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
ELC-SAH-AUP-ASD	Evidencelibrary.com, Software and Hosting, Actual Usage Assigned, Annually per device	34.00	\$295.00	\$0.00	\$10,030.00
ELC-LRS-AUP-QTR	EvidenceLibrary.com Actual Usage Estimated Monthly Charges. Please note this is an estimate only based on your ultimate storage needs, and is invoiced monthly in arrears.	1,000.00	\$0.03	\$0.00	\$30.00
					\$10,060.00

EvidenceLibrary.com

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
ELC-SAH-AUP-ASD	Evidencelibrary.com, Software and Hosting, Actual Usage Assigned, Annually per device	34.00	\$295.00	\$0.00	\$10,030.00
ELC-LRS-AUP-QTR	EvidenceLibrary.com Actual Usage Estimated Monthly Charges. Please note this is an estimate only based on your ultimate storage needs, and is invoiced monthly in arrears.	1,000.00	\$0.03	\$0.00	\$30.00
					\$10,060.00

EvidenceLibrary.com

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
ELC-SAH-AUP-ASD	Evidencelibrary.com, Software and Hosting, Actual Usage Assigned, Annually per device	34.00	\$295.00	\$0.00	\$10,030.00
ELC-LRS-AUP-QTR	EvidenceLibrary.com Actual Usage Estimated Monthly Charges. Please note this is an estimate only based on your ultimate storage needs, and is invoiced monthly in arrears.	1,000.00	\$0.03	\$0.00	\$30.00
					\$10,060.00

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts	\$34,160.00
Additional Quote Discount	\$0.00
Total Amount	\$162,200.00

415 E. Exchange Parkway • Allen, TX • 75002
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



4RE/VISTA Price Quote

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	10.00	\$200.00	\$0.00	\$2,000.00

4RE Hardware Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	10.00	\$0.00	\$0.00	\$0.00
WAR-4RE-CAR-2ND	Warranty, 4RE, In-Car, 2nd Year (Months 13-24)	10.00	\$100.00	\$100.00	\$0.00
WAR-4RE-CAR-3RD	Warranty, 4RE, In-Car, 3rd Year (Months 25-36)	10.00	\$200.00	\$200.00	\$0.00
WAR-4RE-CAR-4TH	Warranty, 4RE, In-Car, 4th Year (Months 37-48)	10.00	\$325.00	\$325.00	\$0.00
WAR-4RE-CAR-5TH	Warranty, 4RE, In-Car, 5th Year (Months 49-60)	10.00	\$450.00	\$450.00	\$0.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
BRK-DV1-MIC-100	Migrate 4TB Data	4.00	\$400.00	\$0.00	\$1,600.00
DV1-AOH-GPS-RFB	Vista Refresh Program	24.00	\$1,185.00	\$0.00	\$28,440.00
DV1-BMD-GPS-RFB	Year 3-6 No Fault Warranty	24.00	\$450.00	\$450.00	\$0.00
DV1-CMD-GPS-RFB	4RE Trade-In Credit	10.00	\$-300.00	\$0.00	\$-3,000.00
DV1-DOH	Vista Trade-In Credit	34.00	\$-100.00	\$0.00	\$-3,400.00
SVC-4RE-RMT-410	Remote System Setup, Configuration, Testing and Admin Training	1.00	\$750.00	\$0.00	\$750.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$820.00	\$820.00	\$0.00
					\$107,400.00

EvidenceLibrary.com

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
ELC-SAH-AUP-ASD	Evidencelibrary.com, Software and Hosting, Actual Usage Assigned, Annually per device	34.00	\$295.00	\$0.00	\$10,030.00
ELC-LRS-AUP-QTR	EvidenceLibrary.com Actual Usage Estimated Monthly Charges. Please note this is an estimate only based on your ultimate storage needs, and is invoiced monthly in arrears.	1,000.00	\$0.03	\$0.00	\$30.00

Server Hardware and Software

Part Number	Detail	Qty	Direct	Discount	Total Price
HDW-UPL-SRV-501	Server, Upload, 1U, EvidenceLibrary.com, 60 Concurrent Devices, 5 Year Warranty	1.00	\$4,500.00	\$0.00	\$4,500.00
					\$14,560.00

EvidenceLibrary.com

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
ELC-SAH-AUP-ASD	Evidencelibrary.com, Software and Hosting,	34.00	\$295.00	\$0.00	\$10,030.00

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Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



4RE/VISTA Price Quote

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____

Date: May 13, 2020

Financing proposal for: **Front Royal Police**

Communications System Financing Proposal

Motorola Solutions Credit Company LLC is pleased to submit the following proposal for the financing of your Motorola Communications Watch Guard solution in accordance with the terms and conditions outlined below.

Transaction Type: Municipal Lease-Purchase Agreement

Lessor: Motorola Solutions, Inc. (or its Assignee)

Lessee: **Front Royal Police**

Amount: \$162,200.00
Down Payment: \$0.00
Balance to Finance: \$162,200.00

Equipment: As per the Motorola equipment proposal.

Title: Title to the equipment will vest with the Lessee.

Insurance: Lessee will be responsible to insure the equipment as outlined in the lease contract.

Taxes: Personal property, sales, leasing, use, stamp, or other taxes are for the account of the Lessee.

Option One

Lease Term: Five Years

Payment Frequency: Annual

Payment Structure: Arrears

Lease Rate: 0.00%

Lease Factor: 0.200000

Lease Payment: \$32,440.00

Payment Commencement: First payment due one year after contract execution.

Expiration: This above lease rates and factors are valid for all leases commenced by 5/28/2020

Qualifications: Receipt of a properly executed documentation package.

Lessee qualifies as a political subdivision or agency of the State as defined in the Internal Revenue Code of 1986. The interest portion of the Lease Payments shall be excludable from the Lessor's gross income pursuant to Section 103 of the Internal Revenue Code.

Receipt of a copy of the last years audited financial statements and current year's budget from the Lessee.

This proposal should not be construed as a commitment to finance. It is subject to final Motorola credit committee approval. This quote is based on the general level of interest rates, primarily U.S. Treasury Bills of like term maturity. Any movement in those rates in excess of 10 basis points will result in the revision of this quote.

LESSEE CERTIFIES THAT IT HAS DESIGNATED THIS LEASE AS A QUALIFIED TAX-EXEMPT OBLIGATION IN ACCORDANCE WITH SECTION 265(b)(3) OF THE CODE, THAT IT HAS NOT DESIGNATED MORE THAN \$10,000,000 OF ITS OBLIGATIONS AS QUALIFIED TAX-EXEMPT OBLIGATIONS IN ACCORDANCE

Documentation: Municipal Equipment Lease Purchase Agreement
Opinion of Counsel
Schedule A / Equipment List
Schedule B / Amortization Schedule
8038G
UCC-1
Certificate of Incumbency
Statement of Essential Use/Source of Funds
Evidence of Insurance or Statement of Self Insurance

Please feel free to contact me if there are any questions or if an alternate structuring is required.

Regards,
Bill Stancik
Motorola Customer Financing
847-538-4531

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Work Session Agenda Form

Item #6

DATE: 7/6/20

AGENDA ITEM: AVTEC Radio Consoles

SUMMARY: Council is requested to approve the purchase of replacement Avtec radio console equipment and a 6-year maintenance agreement totaling \$57,822.

Year 1 -	\$12,822.00
Year 2 -	\$ 9,000.00
Year 3 -	\$ 9,000.00
Year 4 -	\$ 9,000.00
Year 5 -	\$ 9,000.00
<u>Year 6 -</u>	<u>\$ 9,000.00</u>
Total	\$57,822.00

BUDGET/FUNDING: Contingency funds totaling \$12,000 is available for the first payment on purchase order#30037 and \$822.00 additional funds from the FY21 will be used for the first year payment. Budgets for the next 5 years will need to include \$9,000.00 for the annual maintenance payment.

3102-R47001	Police Patrol – Machinery & Equipment	\$12,000.00
3102-47001	Police Patrol - Machinery & Equipment	\$ 822.00

STAFF RECOMMENDATION: Staff recommends for Council to approve as presented.

Work Session



100 Innovation Place
Lexington, SC 29072, USA
1-800-310-7045, x3605
1-803-358-3605
IS@avtecinc.com

Purchasing Contact

Name: - CoEE Team
Account: Motorola Solutions
Address: 1301 East Algonquin
City, State: Schaumburg, IL 60196
Phone: 847-387-2734
Email: acequote@avtecinc.com
Project Name: Front Royal MIP Replacement
Requested Install Date:

Quote Number: Q-07150
Quote Date: 6/29/2020 10:42 AM
Quote Valid Through: 10/22/2020
Prepared By: Melissa Cavallo

PLEASE NOTE THAT THE BELOW LICENSES ARE REQUIRED TO IMPLEMENT AVTEC WHEN CONNECTING THROUGH A WIRELINE INTERFACE TO ONE OF THE FOLLOWING TRBO SYSTEMS, Sold Separately on MOL. THIS DOES NOT APPLY TO CONVENTIONAL INTERFACES OR SYSTEMS NOT SHOWN BELOW.

CAPACITY PLUS (MULTI SITE)/LINKED CAPACITY PLUS

You need these licenses for all repeaters or all peers with the exception of the Data Revert Repeaters.

HKVN4206A – XPR / SLR 5700 VOICE NETWORK INTERFACE SVC
HKVN4209A – MTR 3000 / SLR 8000 VOICE NETWORK INTERFACE SVC

CAPACITY MAX

HKVN4317A - MOTOTRBO Capacity Max VRC Gateway
HKVN4318A - MOTOTRBO Capacity Max VRC Gateway Talkpath Licenses

CONNECT PLUS

TT2657 - XRT 9100 Gateway
HKVN4305A - XRT 9100 Gateway Block of 10 Talkpaths (Release 1.6 and later)

CONSOLE (OPERATOR) POSITION HARDWARE/SOFTWARE

Item #	Qty	Model Number	Description	Unit Price (USD)	Net Price (USD)
1	3.00	DSSFWSCOUTE8SK	Includes a license for a Scout Enterprise Console with Software Audio Package with all features and functionality of Scout EX Console. Scout E8 enables access to a maximum of (8) Conventional and/or Trunked channels concurrently. Includes IRR. Software License version.	\$12,495.00	\$0.00
2	3.00	DSACCUSBMIC	Avtec USB Desk Mic for software console.	\$617.00	\$0.00
3	3.00	DSACCUSBSPK2	Avtec USB dual speaker kit for software console	\$808.00	\$0.00
4	3.00	DSACCUSBFWSING	USB PTT Footswitch Accessory Software Media Workstation	\$301.00	\$0.00
5	3.00	DSACCUSBHJB	Avtec USB jack box for software console	\$765.00	\$0.00
6	3.00	DSUSBHUB10	10 Port USB Hub, USB 3.0	\$75.00	\$0.00
			Subtotal		\$0.00

GATEWAYS AND ENDPOINT HARDWARE/SOFTWARE

Item #	Qty	Model Number	Description	Unit Price (USD)	Net Price (USD)
7	1.00	DSSFWVPGLOSK	Redundant VPGate Software License for a maximum of 24 endpoints; up to 12 may be "B" Licenses. Software license version.	\$8,287.00	\$0.00

Item #	Qty	Model Number	Description	Unit Price (USD)	Net Price (USD)
8	4.00	DSOUTPOST-2R	RADIO CONTROLLER, VOIP, 2 PORTS, 12 VDC INPUT	\$2,275.00	\$0.00
9	4.00	DSOUTPOSTAPX	Kit to add support for (1) each Motorola APX endpoint. Includes Software License. Cable included; Outpost purchased separately.	\$1,031.00	\$0.00
			Subtotal		\$0.00

RACKING EQUIPMENT

Item #	Qty	Model Number	Description	Unit Price (USD)	Net Price (USD)
13	1.00	DSOUTPOST-RACK-PKG	3U RACK MOUNT SHELF (1-4 OUTPOST RADIOS) WITH RACKMOUNT PS	\$622.00	\$0.00
			Subtotal		\$0.00

Console Equipment, Software, & Licensing Total:					\$0.00
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Avtec products include a 12-month warranty. The warranty covers hardware repairs, software defect fixes, and includes the ScoutCare program of Software Maintenance, Business hours remote support, 24x7 emergency support, and Technical Training. After the warranty period, Customer may renew ScoutCare and as an additional add-on ScoutCare HW.

SHIPPING, HANDLING, AND INSURANCE

Item #	Qty	Model Number	Description	Price Each (USD)	Extended Price (USD)
26	692.00	DSAVTECSHIP	SHIPPING, HANDLING, AND INSURANCE	\$1.00	\$692.00

PROFESSIONAL SERVICES AND EXPENSES

Item #	Qty	Service Type	Unit Price (USD)	Net Price (USD)
10	7.00	DSSVC-CSLT-PE	\$1,250.00	\$8,750.00
11	1.00	DSAIRFARE	\$1,555.00	\$1,555.00
12	5.00	DSPERDIEM	\$365.00	\$1,825.00

Shipping and Professional Services Subtotal:				\$12,822.00
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Grand Total:				\$12,822.00
<i>Prices shown in USD. Taxes Not Included</i>				

Year 1

Item #	Qty	Model Number	Description	Net Price (USD)
1	0.00	DSHARDWARE	ScoutCare Hardware Option: Annual Extended Maintenance Program for hardware repairs. ScoutCare is a prerequisite for the Hardware Option to become effective.	\$0.00
2	0.00	DSSCOUTCARE	One additional year of ScoutCare. Includes no charge software maintenance, 24/7/365 Technical Support, and Web Portal Access.	\$0.00
				\$0.00

Year 2

Item #	Qty	Model Number	Description	Net Price (USD)
3	1,500.00	DSHARDWARE	ScoutCare Hardware Option: Annual Extended Maintenance Program for hardware repairs. ScoutCare is a prerequisite for the Hardware Option to become effective.	\$1,500.00
4	7,500.00	DSSCOUTCARE	One additional year of ScoutCare. Includes no charge software maintenance, 24/7/365 Technical Support, and Web Portal Access.	\$7,500.00
				\$9,000.00

Year 3

Item #	Qty	Model Number	Description	Net Price (USD)
5	1,500.00	DSHARDWARE	ScoutCare Hardware Option: Annual Extended Maintenance Program for hardware repairs. ScoutCare is a prerequisite for the Hardware Option to become effective.	\$1,500.00
6	7,500.00	DSSCOUTCARE	One additional year of ScoutCare. Includes no charge software maintenance, 24/7/365 Technical Support, and Web Portal Access.	\$7,500.00
				\$9,000.00

Year 4

Item #	Qty	Model Number	Description	Net Price (USD)
7	1,500.00	DSHARDWARE	ScoutCare Hardware Option: Annual Extended Maintenance Program for hardware repairs. ScoutCare is a prerequisite for the Hardware Option to become effective.	\$1,500.00
8	7,500.00	DSSCOUTCARE	One additional year of ScoutCare. Includes no charge software maintenance, 24/7/365 Technical Support, and Web Portal Access.	\$7,500.00
				\$9,000.00

Year 5

Item #	Qty	Model Number	Description	Net Price (USD)
9	1,500.00	DSHARDWARE	ScoutCare Hardware Option: Annual Extended Maintenance Program for hardware repairs. ScoutCare is a prerequisite for the Hardware Option to become effective.	\$1,500.00

Item #	Qty	Model Number	Description	Net Price (USD)
10	7,500.00	DSSCOUTCARE	One additional year of ScoutCare. Includes no charge software maintenance, 24/7/365 Technical Support, and Web Portal Access.	\$7,500.00
				\$9,000.00

Year 6

Item #	Qty	Model Number	Description	Net Price (USD)
11	1,500.00	DSHARDWARE	ScoutCare Hardware Option: Annual Extended Maintenance Program for hardware repairs. ScoutCare is a prerequisite for the Hardware Option to become effective.	\$1,500.00
12	7,500.00	DSSCOUTCARE	One additional year of ScoutCare. Includes no charge software maintenance, 24/7/365 Technical Support, and Web Portal Access.	\$7,500.00
				\$9,000.00

Grand Total Including ScoutCare:				\$57,822.00
<i>Prices shown in USD. Taxes Not Included</i>				

ScoutCare covers software maintenance, support services, and training. ScoutCare HW is a separate maintenance plan that provides no cost repairs on Avtec equipment and is only available if the software maintenance plan is purchased. Any ScoutCare coverage contracted at time of System purchase will guarantee no increase in price for the years covered. If ScoutCare coverage lapses, renewal requires a reinstatement fee.

This Quotation is subject to Motorola's Commercial Terms and Conditions

Your signature is required as an acknowledgement that you have read and agree with the terms and conditions.

Date: _____

PO#: _____

Preferred Ship Date (CRSD): _____

Ship Early: Yes / No

Ship Partial: Yes / No

Name: _____

Signature: _____

To Order: Please complete the above and send this to ats.support@motorolasolutions.com along with the PO.

Thank you for your business!

Commercially reasonable efforts have been made to determine end user functionality and exact configuration requirements. Customer is responsible for reviewing and validating configuration. Change orders will be processed for additional out-of-scope material and labor, or other required deviations from quotation.

Notes

QUOTE TERMS AND CONDITIONS

Terms and Conditions of Offer

- This proposal is based on the requirements provided by the customer. We reserve the right to correct mathematical or other errors in the quotation.
- Final Acceptance of Sales Orders by Avtec, LLC. are subject to approved credit.
- Execution of a Statement of Work (SOW) is required prior to order acceptance, except for product purchases without services that are purchased under an existing Master contract executed by the customer.
- Change Orders must be processed for additional out-of-scope material and labor, or other required deviations from quotation.
- All quotations purchased under NASPO ValuePoint, GSA, or other Master Supply Agreement are subject to the applicable contract's terms and conditions and supersede any conflicting terms listed here.
- NASPO ValuePoint quotations that include Avtec on-site services include 2 labor days per person/per trip for travel to and from the site of performance.
- For any quotations specifying "Prepaid & Add" (PPD&ADD), Avtec pays the transportation charges and adds the charges to the invoice for reimbursement from the Customer.
- Customer shall pay all amounts due Avtec under this Agreement without deduction or offset in United States dollars (USD) by either (i) direct transfer of immediately available funds to Avtec's bank account designated by Avtec from time to time, or (ii) by delivery to Avtec of Customer's check drawn on a bank domiciled in the United States and backed by sufficient funds. Without limiting the generality of the foregoing, in no event may any payment due Avtec be made by credit card without prior express written authorization of Avtec.
- Software licenses purchased to expand an existing system with expired ScoutCare are ineligible for software defect fixes or ScoutCare services, unless ScoutCare is reinstated on the existing System. Contact Sales for additional information.

Taxes, Credit, Warranty, ScoutCare Pricing, and Returns

- **All sales/use taxes and duties are the responsibility of the customer. Quoted prices are exclusive of sales and use taxes.**
- Customer must self-remit use taxes and duties to the proper authorities, excepting Avtec will assess and remit sales and use taxes for Customer's convenience in the following states: CA, FL, KY, LA, MN, MO, SC, TX, and WA, unless a valid exemption certificate is provided in a timely fashion.
- Where the Customer is required to withhold taxes and duties from payments to Avtec, the Customer is responsible to notify Avtec and to work with Avtec to define method of tax and duty representation on the quote.
- If outstanding payments are past due, no additional credit or services will be extended to the Customer until all past due amounts have been received in full.
- Avtec products include a 1 year hardware and software warranty as well as 1 year of ScoutCare maintenance. ScoutCare starts at system acceptance when Avtec performs implementation services, or 90 days after shipment if customer performs implementation services. See warranty terms for more details.
- Software licenses purchased to expand an existing system with expired ScoutCare are ineligible for software defect fixes or ScoutCare services, unless ScoutCare is reinstated on an existing system. Contact Sales for additional information.
- ScoutCare pricing on this quotation will be honored as a multi-year contractual commitment (up to 4 years from warranty expiration) when executed as part of the original system purchase. The cost for additional years is not included in the Grand Total. Payment may be made at time of initial sale, or annually prior to the expiration of each coverage period. ScoutCare is non-cancellable.
- Hardware returned for reasons other than defects incur a 25% restocking fee. Returned items must be in unused condition and in original packaging. Customer is responsible for return shipping, insurance, and transport charges. Software licenses can only be returned if determined to be materially defective under the terms of the license agreement.

Notes and Design Assumptions

Customer accepts responsibility to procure, configure, install, terminate and test all networking infrastructure and cabling, meeting the supplied Scout specifications, unless otherwise stated in the Scope of Work.

Notice: This system has been configured for IP recording only. In the event analog recording is desired, additional Outpost gateways may be required.

Scout supports multiple vendors' radio, telephony, and logging recorder systems via a direct IP interface, with varying capabilities. Visit www.avtecinc.com/scout/integration for more information.

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Work Session Agenda Form

Item # 7

DATE: July 6, 2020

AGENDA ITEM: Liaison Committee Items

SUMMARY: Council is requested to review items for the July 16, 2020 Liaison Committee. The last Liaison Meeting was held January 23, 2020. The April meeting was cancelled due to COVID-19. The January 2020 agenda is attached for your convenience.

Note: Per the Liaison Committee Policy the meetings shall be rotated every 6 months, therefore, the County will be hosting the meetings July – December 2020.

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Council takes desired action

Work Session



TOWN/COUNTY LIAISON COMMITTEE MEETING AGENDA

**Town Hall Conference Chambers
102 E. Main Street
Thursday, January 23, 2020
6:00 p.m.**



Call to Order – Eugene R. Tewalt, Mayor, Front Royal Town Council

1. Review Liaison Committee Mission Statement and Policies
2. Development Review Committee
3. Boundary Adjustment Request from Chris Ramsey
4. Blighted and Derelict Structures Program
5. Building Inspections Software
6. Data Center
7. Warren County In-Town Projects
8. Working Together Regarding the EDA Civil Suit
9. Resolution to General Assembly to Allow Town to Establish its own EDA Separate from Existing EDA
10. Update on Happy Creek Road Project
11. Discussion on Vehicle Decals

Adjournment

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Work Session Agenda Form

Item # 8

DATE: July 6, 2020

AGENDA ITEM: Planning Commission Term Expires

SUMMARY: Planning Commission William Gordon's term expires August 30, 2020. He would like to be considered for reappointment. Mr. Gordon was appointed January 14, 2019 to an unexpired term expiring August 30, 2020. If reappointed he will be appointed to a 4-year term expiring August 30, 2024.

BUDGET/FUNDING: None

STAFF RECOMMENDATION: Council takes desired action

Work Session