



TOWN COUNCIL WORK SESSION

Monday, July 10, 2017 @ 6:00pm
Warren County Government Center

1. CLOSED MEETING - Interviews for Council Vacancy

Motion to Go Into Closed Meeting

Pursuant to Va. Code Section 2.2-3711. A .1. of the Freedom of Information Act, I move that Town Council go into closed meeting to discuss, consider, and interview prospective candidates for appointment to fill the vacancy on Town Council occasioned by the resignation of former Town Council Member Bébhinn Egger.

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move that Town Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Action as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

TOWN OF FRONT ROYAL, VIRGINIA REGULAR TOWN MEETING

Monday, July 10, 2017 @ 7:00 pm

1. Pledge of Allegiance
2. Moment of Silence
3. Roll Call
4. Approval of the Regular Council Meeting minutes of June 26, 2017
5. Receipt of Petitions and/or Correspondence from the Public
6. Reports:
 - a. Report of special committees or Town officials and Town Manager.
 - * **Report from Director of Planning/Zoning**
 - * **Report from EDA Executive Director Jennifer McDonald**
 - b. Requests and inquiries of Council members.
 - c. Report of the Mayor
 - d. Proposals for addition/deletion of items to the Agenda.
7. **CONSENT AGENDA ITEMS – (ROLL CALL VOTE REQUIRED)**
 - A. COUNCIL APPROVAL – NONE
8. **PUBLIC HEARING** – Ordinance Amendment to 4-53 Residency of Town Employees (*1st* Read)
9. **COUNCIL APPROVAL** – Tourism Zone Performance Agreements – Vibe Properties LLC
10. **COUNCIL APPROVAL** – Request for Public Hearing - Resolution to authorize the initiation of condemnation (eminent domain) proceedings of temporary construction easements for Criser Road Bridge
11. **COUNCIL APPROVAL** – Liaison Committee Meeting Agenda Items
12. **COUNCIL APPROVAL** – Clerk of the Works Contract
13. **COUNCIL APPROVAL** - - Purchase of a Power Transformer for Manassass Substation
14. **CLOSED MEETING** – Afton Inn Property and vacant Town Council position

CLOSED MEETING

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 8

Meeting Date: July 10, 2017

Agenda Item: PUBLIC HEARING – Ordinance Amendment to 4-53 Residency of Town Employees (*1st Reading*)

Summary: Council is requested to affirm on its first reading an Ordinance to amend and re-enact Front Royal Town Code Chapter 4-53 pertaining to Residency of Town Employees, as presented.

Budget/Funding: None

Attachments: Ordinance

Meetings: Work Session held June 5, 2017

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council affirm on its first reading an Ordinance to amend and re-enact Front Royal Town Code Chapter 4-53 pertaining to Residency of Town Employees, as presented.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

**AN ORDINANCE TO AMEND FRONT ROYAL TOWN CODE CHAPTER 4-53
PERTAINING TO RESIDENCY OF TOWN EMPLOYEES**

WHEREAS, Town Council has the desire to revise residency requirements for various employment positions; and,

NOW THEREFORE, BE IT ENACTED, by the Town Council of the Town of Front Royal, Virginia, that 4-53 of the Front Royal Town Code is hereby amended as follows:

4-53 RESIDENCY OF TOWN EMPLOYEES

A. As a condition of the acceptance of employment with the Town of Front Royal, and as a condition of the continuance of such employment with the Town of Front Royal, persons holding the following positions in the Town government shall be required to become residents within the Town's corporate limits as soon as practical upon the commencement of employment and to remain residents within the Town corporate limits during the duration of their employment in such offices:

1. Town Manager;
2. Chief of Police

B. As a condition of the acceptance of employment with the Town of Front Royal, and as a condition of the continuance of such employment with the Town of Front Royal, persons holding the following positions in the Town government shall be required to become residents within the boundaries of Warren County as soon as practical upon the commencement of employment and to remain residents within the County during the duration of their employment in such offices:

1. Town Attorney;
2. Clerk of Council
3. Director of Energy Electrical Services;
4. Director of Public Works/Utilities.
5. Director of Finance;
6. Director of Planning and Zoning;
7. Director of Human Resources;
8. Director of Community Development and Tourism;
9. Director of Information Technology;
10. Town Engineer

~~C. As a condition of the acceptance of employment with the Town of Front Royal, and as a condition of the continuance of such employment with the Town of Front Royal, persons holding the following positions in the Town government shall be required to become residents within a thirty (30) mile radius of Town Hall as soon as practical upon the commencement of employment and to remain residents within the thirty (30) mile radius of Town Hall during the duration of their employment in such offices:~~

- ~~1. Director of Finance;~~
- ~~2. Director of Planning;~~
- ~~3. Director of Human Resources;~~
- ~~4. Town Engineer.~~

~~D.~~ **C.** If any such employee required to meet such residency described above shall, after having established such bona fide residence, cease to be a bona fide resident as required above, or if any such employee fail to become a bona fide resident as required above within the twelve-month period following the commencement of such employment, the individual's employment shall be deemed to have been voluntarily vacated.

~~E.~~ **D.** The residency requirements set forth in paragraphs B and C above may be waived or modified by Town Council in its sole discretion, for good and acceptable cause, on a case by case basis, for an identifiable candidate or employee in any of the designated positions.

~~F.~~ **E.** Any person **currently** occupying a position **before the adoption of this section** to which the aforesaid residence requirements apply, ~~but who prior to March 1, 2001, was not required to maintain a residence as required above, shall not, by the adoption of this section,~~ be required to establish such a residence. Such person shall, however, be subject to the residence requirements contained herein upon promotion or re-assignment to another of the positions enumerated herein. ~~or upon establishment of a residence, as required above subsequent to July 1, 2005.~~

APPROVED:

Hollis L. Tharpe, Mayor

ATTEST:

Jennifer E. Berry, Clerk of Council

THIS ORDINANCE was approved at the Regular Meeting of the Town of Front Royal, Virginia on its second reading, conducted _____2017, upon the following recorded vote:

Eugene R. Tewalt	Yes/No	William A. Sealock	Yes/No
John P. Connolly	Yes/No	Christopher S. Morrison	Yes/No
Jacob L. Meza	Yes/No		

A public hearing on the above was held on _____, 2017, having been advertised in the Northern Virginia Daily on _____, 2017, and _____, 2017. The Ordinance was enacted at the Regular Meeting of the Town Council held _____2017, to become effective immediately.

Approved as to form and legality:

Douglas W. Napier, Town Attorney

Date: ____/____/____

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 9

Meeting Date: July 3, 2017

Agenda Item: COUNCIL APPROVAL – Tourism Zone Performance Agreements – Vibe Properties LLC

Summary: Council is requested to approve two Tourism Zone Performance Agreements for Vibe Properties LLC for their two (2) rehabilitation projects located at 120-124 E. Main Street and 205 E. Main Street, as presented. Both projects qualify for tourism zone incentives based on Town Code 75-74(C). A Performance Agreement is required to be approved by Town Council before any incentives are provided.

Budget/Funding: None

Attachments: Agreements, Letter from Vibe Properties and Town Code Section

Meetings: Work Session held June 19, 2017

Staff

Recommendation: Approval ✓ Denial _____

Proposed Motions: I move that Council approve two Tourism Zone Performance Agreements for Vibe Properties LLC for their two (2) rehabilitation projects located at 120-124 E. Main Street and 205 E. Main Street, as presented.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

AGREEMENT

THIS AGREEMENT, made and dated this _____ day of _____, 2017, by and between **Vibe Properties, LLC**, a Virginia Limited Liability Company, party of the first part, hereinafter referred to as “Vibe Properties”, and the **Town of Front Royal, Virginia**, a municipal corporation, hereinafter referred to as the “Town”.

WHEREAS, Va. Code § 58.1-3851 authorizes localities to establish one or more tourism zones, which tourism zones may grant tax and other incentives, and provide certain regulatory flexibility in said tourism zones.

WHEREAS, the Town of Front Royal has, by the adoption of Town Code Section 75-74, established several Tourism Zones within the Town of Front Royal, which ordinance provides, in relevant part, that:

E. ADMINISTRATION AND INTERPRETATION

- 1. The Town Manager, or designee, is authorized to administer tourism zones.*
- 2. Interpretations of this section shall be determined by the Town Manager, after consultation with the Town Attorney.*
- 3. All eligible businesses must submit an application for tourism zone incentives to the Town Manager’s Office.*
- 4. The Town Manager, or designee, shall draft a performance agreement for applicants that qualify for incentives. The performance agreement shall be reviewed by the Town Attorney, Director of Finance, Director of Planning & Zoning, or other departments, authorities, committees, commissions or agencies, as determined appropriate by the Town Manager.*
- 5. Performance agreements shall specify all incentives that are to be authorized and may include conditions of approval, such as, but not limited to, requirements that the applicant maintain certain hours of operation, site improvement requirements, or reduction of incentives from their maximum levels authorized by this section.*
- 6. Incentives are not authorized until a performance agreement is approved by Town Council, and nothing herein shall be interpreted to require or obligate the Town to approving any incentives until a performance agreement is approved by Town Council.*
- 7. Town Council may revoke, reduce, or suspend incentives after approval of the performance agreement if the conditions, or other terms, of the performance agreement are not complied with.*

The provisions of Town Code Section 75-74 are incorporated by reference herein and made a part of this Agreement.

WHEREAS, Vibe Properties has filed a Tourism Zone Application for its property at 120-124 East Main Street, Tax Map Nos. 20A8 4 29 (the “Property”), for an extensive rehabilitation of existing buildings (the “Project”), which is located in the Downtown Business Tourism (DBT) Zone.

WHEREAS, the Project that is proposed to be done to the Property, including the proposed use(s), including façade and window improvements, interior updates to flooring, fixtures, lighting, heating and air conditioning installation (the “Improvements”), sufficient to cause the Property to allow the use of the Property to become that of a destination retail and dining environment. The proposed uses of the Project on the Property are Eligible Types of Land Uses to qualify for incentives under the Town’s Downtown Business Tourism (DBT) Zone, as a Tier 2 Tier Group.

WHEREAS, the dollar amount of capital investment that is proposed for the Property is at least Five Hundred Thousand Dollars (\$500,000.00).

WHEREAS, the number of jobs that are intended to be created by the Project on the Property is twenty (20) or more jobs.

NOW, THEREFORE, WITNESSETH: that for and in consideration of the foregoing, and in consideration of the economic benefits flowing to both parties as a result of the Project and the improvements to the Property, the parties do agree as follows:

1. Vibe Properties shall receive a One Hundred Percent (100%) reduction in Business and License Occupational License (“BPOL”) tax reduction fee for ten (10) years from the date that Vibe Properties applies for a business license at the Property. The BPOL tax reduction shall be based on the estimated increase in BPOL tax, as calculated from the increased revenue generated from the Property after the proposed investment by Vibe Properties as a result of the Project on the Property.
2. Vibe Properties shall receive a One Hundred Percent (100%) reduction in permit fees with the Town of Front Royal.

3. Vibe Properties shall be allowed to make payment of required commercial water and sewer utility tap (connection) fees for up to ten (10) years, without interest or other fees, subject to a lien on the Property, or other guarantee satisfactory to the Town.
4. Vibe Properties shall (A) cause the Improvements to be made within a period of one (1) year from the date this Agreement is executed by Vibe Properties and approved by the Town Council of the Town of Front Royal, Virginia; (B) maintain hours of operation whereby commercial operation on the Property are open to the public for at least six (6) hours per day, at least five (5) days per week (subject, however, to closure for reasonable periods of time for needed repairs from Acts of God, normal maintenance, vacations and holidays, or for improvements to the Property which do not cause the Property to lose its qualification for Tourism Zone Incentives in the Downtown Business Tourism (DBT) Zone; and (C) Vibe Properties shall not permit or allow any illegal, dangerous practice or hazardous condition to occur on the Property, shall not violate any State, Federal, or local law concerning the use of the Property, nor permit any illegal activity to occur thereon, except as set forth herein, nor create or allow any nuisance to be or remain upon the Property.

WITNESS THE FOLLOWING SIGNATURES AND SEALS:

VIBE PROPERTIES, LLC (SEAL)

By: _____ (SEAL)
Managing Member

TOWN OF FRONT ROYAL, VIRGINIA (SEAL)

BY: _____
TOWN MANAGER

Approved as to form: _____
Town Attorney Date

AGREEMENT

THIS AGREEMENT, made and dated this _____ day of _____, 2017, by and between **Vibe Properties, LLC**, a Virginia Limited Liability Company, party of the first part, hereinafter referred to as “Vibe Properties”, and the **Town of Front Royal, Virginia**, a municipal corporation, hereinafter referred to as the “Town”.

WHEREAS, Va. Code § 58.1-3851 authorizes localities to establish one or more tourism zones, which tourism zones may grant tax and other incentives, and provide certain regulatory flexibility in said tourism zones.

WHEREAS, the Town of Front Royal has, by the adoption of Town Code Section 75-74, established several Tourism Zones within the Town of Front Royal, which ordinance provides, in relevant part, that:

E. ADMINISTRATION AND INTERPRETATION

- 1. The Town Manager, or designee, is authorized to administer tourism zones.*
- 2. Interpretations of this section shall be determined by the Town Manager, after consultation with the Town Attorney.*
- 3. All eligible businesses must submit an application for tourism zone incentives to the Town Manager’s Office.*
- 4. The Town Manager, or designee, shall draft a performance agreement for applicants that qualify for incentives. The performance agreement shall be reviewed by the Town Attorney, Director of Finance, Director of Planning & Zoning, or other departments, authorities, committees, commissions or agencies, as determined appropriate by the Town Manager.*
- 5. Performance agreements shall specify all incentives that are to be authorized and may include conditions of approval, such as, but not limited to, requirements that the applicant maintain certain hours of operation, site improvement requirements, or reduction of incentives from their maximum levels authorized by this section.*
- 6. Incentives are not authorized until a performance agreement is approved by Town Council, and nothing herein shall be interpreted to require or obligate the Town to approving any incentives until a performance agreement is approved by Town Council.*
- 7. Town Council may revoke, reduce, or suspend incentives after approval of the performance agreement if the conditions, or other terms, of the performance agreement are not complied with.*

The provisions of Town Code Section 75-74 are incorporated by reference herein and made a part of this Agreement.

WHEREAS, Vibe Properties has filed a Tourism Zone Application for its property at 205 East Main Street, Tax Map Nos. 20A8 10 6, 20A8 10 4, and 20A8 10 4A (the “Property”), for a project name of “Weaver Building Rehabilitation” (the “Project”), which is located in the Downtown Business Tourism (DBT) Zone.

WHEREAS, the Project that is proposed to be done to the Property, including the proposed use(s), include façade and window improvements, potential interior staircase overhaul and improvements, improvements to the Property’s plumbing, lighting, and ventilation systems (the “Improvements”), sufficient to cause the use of the Property to be that of a restaurant and/or retail space. The proposed uses of the Project on the Property are Eligible Types of Land Uses to qualify for incentives under the Town’s Downtown Business Tourism (DBT) Zone, as a Tier 2 Tier Group.

WHEREAS, the dollar amount of capital investment that is proposed for the Property is at least Four Hundred Fifty Thousand Dollars (\$450,000.00).

WHEREAS, the number of jobs that are intended to be created by the Project on the Property is twenty (20) or more jobs.

NOW, THEREFORE, WITNESSETH: that for and in consideration of the foregoing, and in consideration of the economic benefits flowing to both parties as a result of the Project and the improvements to the Property, the parties do agree as follows:

1. Vibe Properties shall receive a One Hundred Percent (100%) reduction in Business and License Occupational License (“BPOL”) tax reduction fee for seven (7) years from the date that Vibe Properties applies for a business license at the Property. The BPOL tax reduction shall be based on the estimated increase in BPOL tax, as calculated from the increased revenue generated from the Property after the proposed investment by Vibe Properties as a result of the Project on the Property.
2. Vibe Properties shall receive a One Hundred Percent (100%) reduction in permit fees with the Town of Front Royal.

3. Vibe Properties shall be allowed to make payment of required commercial water and sewer utility tap (connection) fees for up to ten (10) years, without interest or other fees, subject to a lien on the Property, or other guarantee satisfactory to the Town.
4. Vibe Properties shall (A) cause the Improvements to be made within a period of one (1) year from the date this Agreement is executed by Vibe Properties and approved by the Town Council of the Town of Front Royal, Virginia; (B) maintain hours of operation whereby commercial operation on the Property are open to the public for at least six (6) hours per day, at least five (5) days per week (subject, however, to closure for reasonable periods of time for needed repairs from Acts of God, normal maintenance, vacations and holidays, or for improvements to the Property which do not cause the Property to lose its qualification for Tourism Zone Incentives in the Downtown Business Tourism (DBT) Zone; and (C) Vibe Properties shall not permit or allow any illegal, dangerous practice or hazardous condition to occur on the Property, shall not violate any State, Federal, or local law concerning the use of the Property, nor permit any illegal activity to occur thereon, except as set forth herein, nor create or allow any nuisance to be or remain upon the Property.

WITNESS THE FOLLOWING SIGNATURES AND SEALS:

VIBE PROPERTIES, LLC (SEAL)

By: _____ (SEAL)
Managing Member

TOWN OF FRONT ROYAL, VIRGINIA (SEAL)

BY: _____
TOWN MANAGER

Approved as to form: _____
Town Attorney Date

TOURISM ZONE APPLICATION

TOWN OF FRONT ROYAL -102 East Main Street, Front Royal, Va. 22630 - 540-635-8007

APPLICANT

PROPERTY OWNER (if different)

APPLICANT'S NAME: <u>VIBE PROPERTIES LLC</u>	PROPERTY OWNER'S NAME:
ADDRESS: <u>976 FIERY RUN RD</u> <u>LINDEN, VA 22642</u>	OWNER'S ADDRESS:
PHONE NUMBER: <u>540-622-6947</u>	PHONE NUMBER:
EMAIL: <u>TBARNHART@VIBEPROP.COM</u> <u>KBARNHART@VIBEPROP.COM</u>	EMAIL:

SECTION A - Property Information

Tax Map No. <u>20A8 4 29</u>	Zoning District: <u>C-2</u>
Site Address: <u>120-124 E. MAIN ST</u>	
Tourism Zone (check one): ☒ Downtown Business ☐ Entrance Corridor ☐ Community Business	

SECTION B - Project Details

Project Name. <u>120-124 REHABILITATION</u>
Describe the project, including a description of the proposed or expanded use. <u>FACADE AND WINDOW WORK, INTERIOR UPDATES SUCH AS FLOORING,</u> <u>FIXTURES, LIGHTING, HEATING AND A/C INSTALLATIONS - TO CREATE</u> <u>A DESTINATION RETAIL ENVIRONMENT</u>
What dollar amount of capital investment is proposed (\$25,000 minimum)? <u>\$250,000</u>
How many jobs will be created: (1 minimum)? <u>20+</u>
Please attach supporting documents with this application, including plats, plans, invoices, quotes, or other details that verifies the above information.

Signature of Applicant: [Signature] Date: 1/12/2017

Name of Lot Owner (PRINTED): Vibe Properties LLC

Signature of Lot Owner: [Signature] Date: 1/12/2017

By the submission of this application, permission is hereby granted to Town Officials and employees to enter upon the subject property during reasonable hours for purposes related to the review of this application. The Applicant will be the designated contact person for this permit application.

March 2015.

TOURISM ZONE APPLICATION

TOWN OF FRONT ROYAL - 102 East Main Street, Front Royal, Va. 22630 - 540-635-8007

APPLICANT

PROPERTY OWNER (if different)

APPLICANT'S NAME VIBE PROPERTIES LLC	PROPERTY OWNER'S NAME:
ADDRESS: 976 FIERY RUN RD LINDEN, VA 22642	OWNER'S ADDRESS:
PHONE NUMBER: 540-622-6947	PHONE NUMBER:
EMAIL: TBARNHART@VIBEPROP.COM KBARNHART@VIBEPROP.COM	EMAIL:

SECTION A - Property Information

Tax Map No. <u>20A 810 6 (Also 20A8-104)</u>	Zoning District: <u>C-2</u>
Site Address: <u>205 E. MAIN ST</u>	
Tourism Zone (check one): ☒ Downtown Business ☐ Entrance Corridor ☐ Community Business	

SECTION B - Project Details

Project Name: <u>WEAVER BUILDING REHABILITATION</u>
Describe the project, including a description of the proposed or expanded use. <u>FACADE AND WINDOW WORK, POTENTIAL INTERIOR STAIRCASE OVERHAUL,</u> <u>PLUMBING, LIGHTING AND VENTILATION IMPROVEMENTS - TO BE UTILIZED FOR</u> <u>RESTAURANT OR RETAIL SPACE</u>
What dollar amount of capital investment is proposed (\$25,000 minimum)? <u>\$250,000</u>
How many jobs will be created (1 minimum)? <u>20+</u>
Please attach supporting documents with this application, including plats, plans, invoices, quotes, or other details that verifies the above information. <u>TBD</u>

Signature of Applicant: Carl Fisher

Date: 1/12/2017

Name of Lot Owner (PRINTED): Vibe Properties LLC

Signature of Lot Owner: Carl Fisher

Date: 1/12/2017

By the submission of this application, permission is hereby granted to Town Officials and employees to enter upon the subject property during reasonable hours for purposes related to the review of this application. The Applicant will be the designated contact person for this permit application.

March 2015.

SCALE 1' = 20'

VARIABLE WIDTH

TOWN OF FRONT ROYAL

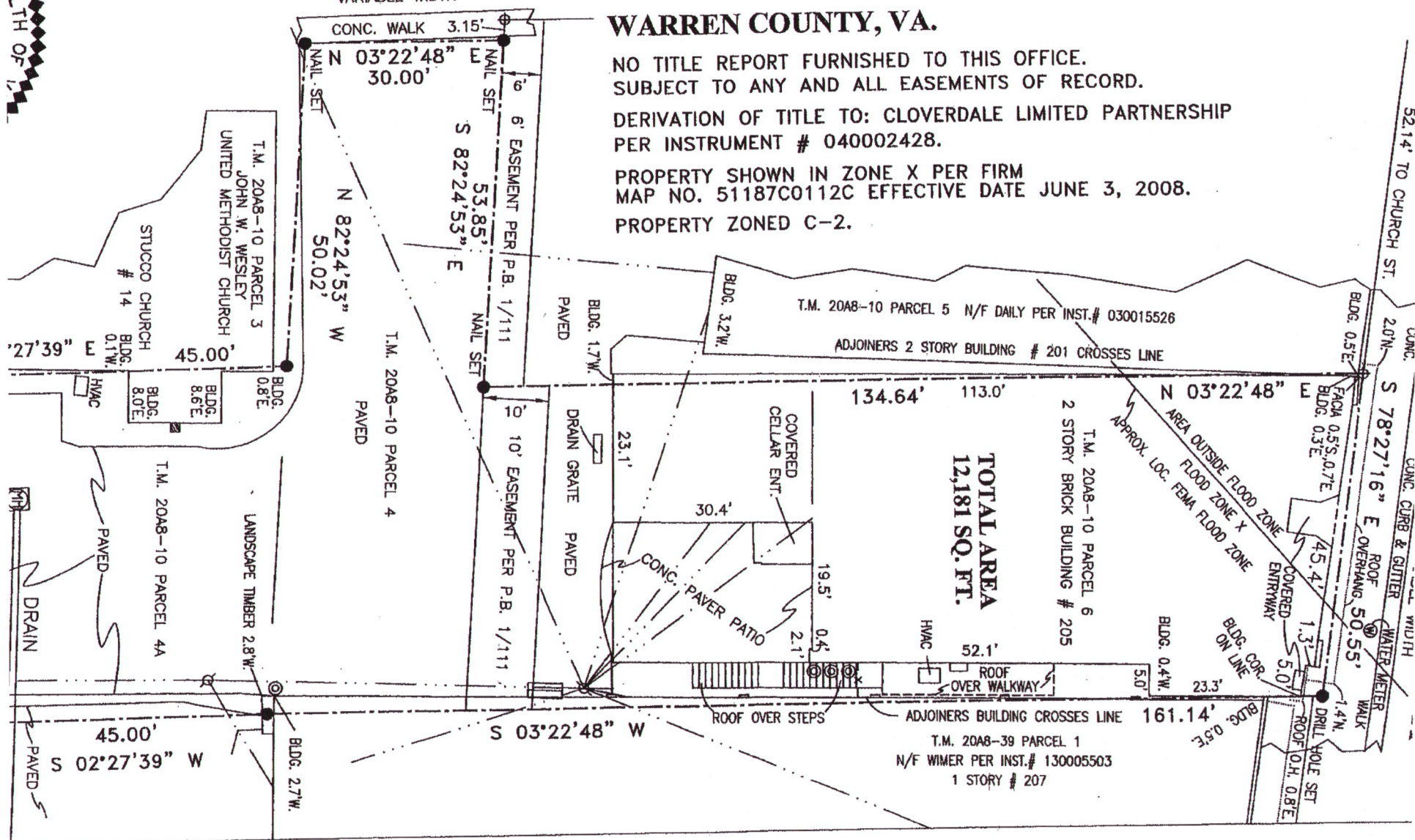
WARREN COUNTY, VA.

NO TITLE REPORT FURNISHED TO THIS OFFICE.
SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

DERIVATION OF TITLE TO: CLOVERDALE LIMITED PARTNERSHIP
PER INSTRUMENT # 040002428.

PROPERTY SHOWN IN ZONE X PER FIRM
MAP NO. 51187C0112C EFFECTIVE DATE JUNE 3, 2008.

PROPERTY ZONED C-2.



Text in effect from and after July 1, 2013

Title 58.1 Taxation

Chap. 38 Miscellaneous Taxes, §§ 58.1-3800 — 58.1-3853

Art. 10 Local Tourism Zone, §§ 58.1-3851 — 58.1-3851.2

§ 58.1-3851. Creation of local tourism zones. —

A. Any city, county, or town may establish, by ordinance, one or more tourism zones. Each locality may grant tax incentives and provide certain regulatory flexibility in a tourism zone.

B. The tax incentives may be provided for up to 20 years and may include, but not be limited to (i) reduction of permit fees, (ii) reduction of user fees, and (iii) reduction of any type of gross receipts tax. The extent and duration of such incentive proposals shall conform to the requirements of the Constitutions of Virginia and of the United States.

C. The governing body may also provide for regulatory flexibility in such zone that may include, but not be limited to (i) special zoning for the district, (ii) permit process reform, (iii) exemption from ordinances, excluding ordinances or provisions of ordinances adopted pursuant to the requirements of the Chesapeake Bay Preservation Act (§ 62.1-44.15:67 et seq.), the Erosion and Sediment Control Law (§ 62.1-44.15:51 et seq.), or the Virginia Stormwater Management Act (§ 62.1-44.15:24 et seq.), and (iv) any other incentive adopted by ordinance, which shall be binding upon the locality for a period of up to 10 years.

D. The establishment of a tourism zone shall not preclude the area from also being designated as an enterprise zone. (2006, c. 642; 2008, c. 462; 2013, cc. 756, 793.)

History

Jeremy Camp
Town of Front Royal
P.O. Box 1560
Town Administration Building
102 East Main Street
Front Royal, Virginia 22630-1560

June 13, 2017

Dear Jeremy,

Vibe Properties, LLC, would like to inform you of an update to our Tourism Zone Application for our properties at 120-124 East Main Street and 205 East Main Street. We now are projecting that we will invest at least \$500,000 in improvements at 120-124 East Main Street and at least \$450,000 in improvements at 205 East Main Street. Those numbers could go higher as we proceed, and we will keep you informed as we get new information. We will also provide you with a more accurate breakdown of our investments as the projects come to a close.

Thank you for your assistance in this matter.

Sincerely,



Kerry Barnhart
President, Vibe Properties, LLC

75-74 TOURISM ZONE INCENTIVES (Adopted 3-23-15)

A. PURPOSE. The purpose for creating tourism zones is to encourage certain types of business growth in the Town that will attract visitors to the Town, increase tax revenue, and enhance the general welfare of Town citizens. Virginia Code §58.1-3851 grants the Town with the legal authority to establish tourism zones and grant tax incentives and regulatory flexibility therein.

B. ESTABLISHMENT OF TOURISM ZONES.

1. Downtown Business Tourism (DBT) Zone Created. There is hereby established the “Downtown Business Tourism Zone,” consisting of all the area designated as such on the map entitled “Town of Front Royal Tourism Zone,” dated February 2015, attached hereto and incorporated herein. The intent of the Downtown Business Tourism Zone is to achieve the overall purpose of Section 75-74.A. by encouraging business growth and housing that enhances the unique character and assets of the downtown area.

2. Entrance Corridor Tourism (ECT) Zone Created. There is hereby established the “Entrance Corridor Tourism Zone,” consisting of all the area designated as such on the map entitled “Town of Front Royal Tourism Zone,” dated February 2015, attached hereto and incorporated herein. The intent of the Entrance Corridor Tourism Zone is to achieve the overall purpose of Section 75-74.A. by encouraging business growth that enhances the unique character and assets of the entrance corridor area.

5. Community Business Tourism (CBT) Zone Created. There is hereby established the “Community Business Tourism Zone,” consisting of all the area designated as such on the map entitled “Town of Front Royal Tourism Zone,” dated February 2015, attached hereto and incorporated herein. The intent of the Community Business Tourism Zone is to achieve the overall purpose of Section 75-74.A. by encouraging general business growth in the Town of Front Royal that supports tourism.



TABLE 75-74.C.1.

SPECIFIC TOURISM ZONE	ELIGIBLE TYPE OF LAND USES
<u>Downtown Business Tourism (DBT)</u>	Retail Dining Lodging Entertainment* Culture & Arts Personal Services & Offices Condominiums**
<u>Entrance Corridor Tourism (ECT)</u>	Retail Dining Lodging Entertainment* Culture & Arts
<u>Community Business Tourism (CBT)</u>	Retail Dining Lodging Entertainment* Personal Services & Offices

*Including both outdoor and indoor uses, but excluding adult entertainment uses.

** Excluding such uses that are located on the ground level.

2. INVESTMENT CRITERIA. Eligible land uses, as specified under Section 75-74.C.1, shown above, are eligible to receive the tourism zone incentives of Section 75-74.D., shown below, only if all of the following criteria is met.

- a. A minimum new capital investment of \$25,000.
- b. A minimum creation of one new (1) job.
- c. Conformance with the Town's Comprehensive Plan.
- d. Compliance with the Town Code.

D. INCENTIVES.

1. BPOL Tax Incentive. BPOL Tax may be reduced for eligible land uses that meet the investment criteria, as specified under 75-74.C.2.

- a. Eligible land uses shall be categorized into one of the following three (3) tier groups, depending on the amount of capital investment and quantity of jobs created.

TABLE 75-74.D.1.a.

Tier Group	Capital Investment	Jobs Created
Tier 1	\$10,000 - \$99,999	1-3
Tier 2	\$100,000 - \$499,999	4-10
Tier 3	\$500,000 or more	11 or more

b. The following table illustrates the duration that eligible land uses may receive BPOL tax reduction, based on the tier group they qualify for.

TABLE 75-74.D.1.b.

YE R	1	2	3	4	5	6	7	8	9	10	11 +
Tier 1	✓	✓	✓	✓	X	X	X	X	X	X	X
Tier 2	✓	✓	✓	✓	✓	✓	✓	X	X	X	X
Tier 3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X

Note: X = not eligible; ✓ = Eligible.

c. Eligible land uses may receive up to 100% BPOL tax reduction for the number of specified years they qualify for under Table 75-74.D.1.b.

d. BPOL tax reduction is based on the estimated increase in BPOL tax, as calculated from estimated increased revenue after the proposed investment. BPOL tax reduction shall not apply to existing BPOL tax prior to the specific investment.

2. Permit Fee Incentive. All eligible land uses may receive up to 100% reduction in permit fees with the Town of Front Royal.

3. Tap Fee Incentive. Eligible commercial land uses may be allowed to make payment of required tap fees over a period of time that does not exceed ten (10) years, without interest or fees, subject to a lien on the property, or other guarantee, for the specified time period. Eligible residential land uses may be allowed to delay payment of required tap fees at a point of time agreeable to the Town of Front Royal, but before all dwelling units are occupied, subject to a lien on the property, or other guarantee, for the specific time period.

E. ADMINISTRATION AND INTERPRETATION

1. The Town Manager, or designee, is authorized to administer tourism zones.
2. Interpretations of this section shall be determined by the Town Manager, after consultation with the Town Attorney.
3. All eligible businesses must submit an application for tourism zone incentives to the Town Manager's Office.
4. The Town Manager, or designee, shall draft a performance agreement for applicants that qualify for incentives. The performance agreement shall be reviewed by the Town Attorney, Director of Finance, Director of Planning & Zoning, or other departments, authorities, committees, commissions or agencies, as determined appropriate by the Town Manager.
5. Performance agreements shall specify all incentives that are to be authorized and may include conditions of approval, such as, but not limited to, requirements that the applicant maintain certain hours of operation, site improvement requirements, or reduction of incentives from their maximum levels authorized by this section.
6. Incentives are not authorized until a performance agreement is approved by Town Council, and nothing herein shall be interpreted to require or obligate the Town to approving any incentives until a performance agreement is approved by Town Council.
7. Town Council may revoke, reduce, or suspend incentives after approval of the performance agreement if the conditions, or other terms, of the performance agreement are not complied with.

(Added Entire Section 3-23-15-Effective Upon Passage)

75-75 HISTORIC DISTRICT INCENTIVES FOR REHABILITATION

- A. A partial exemption of real estate taxes for a period of ten (10) years shall be provided for the substantial rehabilitation of any structure [fifty (50) years or older] within a designated historic resource overlay area or to a structure which is listed on the National Register of Historic Places. For the purposes herein, substantial rehabilitation shall involve an investment of at least forty percent (40%) of the pre-rehabilitated assessed value of the structure.
- B. The partial exemption shall be equal to the increase in assessed value resulting from the rehabilitation. Rehabilitations cannot replace the original structure. Increases in total square footage may be permitted up to a maximum of fifty (50%) percent of the original structure.
- C. The exemption shall commence on January 1 of the year following completion of the rehabilitation and shall run with the real estate for a period of ten (10) years. An increase in an assessment occurring after the first year of the exemption shall not result in an increase in the exemption.

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Town of Front Royal, Virginia Council Agenda Statement

1 Page
10 Item No.

Meeting Date: July 10, 2015

Agenda Item: Request for Public Hearing in order to adopt Resolution to authorize the initiation of condemnation (eminent domain) proceedings of temporary construction easements on the property of Stephen C. Lockhart to allow the construction of Criser Road Bridge across Happy Creek.

Summary: Town Council has determined that the public safety and interest require that the Criser Road Bridge, spanning Happy Creek at the intersection of Criser Road and Remount Road (U.S. Route 522 South) is in need of replacement, due to its age and deteriorated condition. To that end, the Town engaged Mattern & Craig, engineers, to assist the Town in planning and building the Bridge. Attached is a plat prepared by Timothy W. Caldwell, Land surveyor, dated 6/1/2017, which shows the land on the property of Stephen C. Lockhart that will be needed to be taken for the Bridge project. The larger triangular cross-hatched area to the west, which states “NEW TEMPORARY CONSTRUCTION EASEMENT (1,710 Sq. Ft.) only needs to be a temporary construction easement, and when construction for the Bridge is completed, Mr. Lockhart’s property can be completely restored and returned to him in pristine condition. The smaller triangular cross-hatched area, just to the east, which states “N 41° 55’ 44” W 29.68” is already paved, and once construction is completed, will be returned to Mr. Lockhart in the same condition as before.

Town staff offered Mr. Lockhart \$10,000.00 for a temporary construction easement for the small portion the Town needs for construction on the west side of his property shown on the cross-hatched part of the plat the Town previously sent him, as well as the smaller triangular cross-hatched area on the east side of his property at the junction of Criser Road and Remount Road. Conversely, based on the comparable values you obtained, the Town offered Mr. Lockhart’s \$25,000.00 to purchase outright, to obtain fee simple title, to these two areas. The Town’s thinking was that if it owned this property, it would be advantageous to both the Town and to Mr. Lockhart in maintaining the Bridge and repairing it in the event of flood damage. Mr. Lockhart rejected both these offers. He also made clear he was not interested in conveying to the Town a temporary construction easement. Mr. Lockhart made it clear that he might only be interested in an outright conveyance, in fee simple, to the Town of those two pieces of land it needs for the combined sum of \$100,000.00, as sum of money which, if paid by the Town, would be a gross waste of taxpayers’ money,

The law pertaining to condemnation (eminent domain) proceedings is that prior to initiating condemnation proceedings, the governing body shall, after a public hearing, adopt a resolution or ordinance approving the proposed public use and directing the acquisition of property for the public use by condemnation or other means. The resolution or ordinance shall state the use to which the property shall be put and the necessity therefor. I am asking that Town Council authorize advertisement for a public hearing, once a week for two weeks.

Budget/Funding: At this time, cost of advertisement in local newspapers.

Attachments: Proposed Resolution

Meetings: A number of prior Work Sessions.

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council authorize for public hearing, once a week for two consecutive weeks, the attached proposed Resolution, in such local newspapers as is usually used for advertisements for public hearings by the Town of Front Royal.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: 

VIRGINIA HARN NETWORK

NORTH ZONE

CAROLINE M. CALDER
W.F. 1100043
TAX MAP #20A185-2

N 05° 47' 39" W 237.72' (TOTAL)

HAPPY CREEK

E. CRISER RD.
RTE. 645

(VARIABLE WIDTH RIGHT-OF-WAY)

IRF ONLINE

● 14.97'

S 88° 51' 45" E 140.95'

S 79° 21' 29" W 120.21'

NEW
TEMPORARY
CONSTRUCTION
EASEMENT
(1,710 Sq. Ft.)

Stone
Planter

N 41° 55' 44" W
29.68'

Asphalt
Parking
Lot

1-Stry-Fr
#503
"LOCKHART"

STEPHEN C. LOCKHART
INST. #020002175
1.40 ACRE (DEED)
TAX MAP #20A185-1

±0.35 MILES TO
JOHN MARSHALL HWY.

REMOUNT RD.

RTE. 522

(VARIABLE WIDTH RIGHT-OF-WAY)

ZONE "AE"

S 01° 09' 12" W 211.70' (TOTAL)

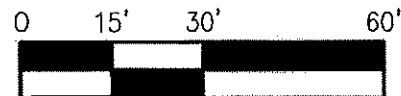


Mattern & Craig
ENGINEERS-SURVEYORS

701 FIRST STREET, S.W.
ROANOKE, VIRGINIA 24016
(540) 345-9342
FAX (540) 345-7691

LEGEND:

IRF - IRON ROD FOUND



SCALE: 1" = 30'

TEMPORARY CONSTRUCTION EASEMENT
ACQUISITION PLAT FOR
TOWN OF FRONT ROYAL
SHOWING NEW TEMPORARY CONSTRUCTION EASEMENT
(1,710 SQUARE FEET)
BEING ACQUIRED FROM
STEPHEN C. LOCKHART
BEING SITUATE AT 503 REMOUNT ROAD
THE TOWN OF FRONT ROYAL, VIRGINIA

DATE: JUNE 1, 2017	COMM No. 3591A	SCALE: 1" = 30'
DRAWN: JAD	CHKD: TWC	SHEET: 1 OF 1

**RESOLUTION AUTHORIZING CONDEMNATION PROCEEDINGS
FOR ACQUISITION OF PROPERTY FOR CRISER ROAD BRIDGE**

WHEREAS, the Town Council of the Town of Front Royal, Virginia (“Town Council”) has determined that it is both a public necessity and in the public interest that the bridge over Happy Creek at the intersection of Criser Road and Remount Road (U.S. Route 522 South), located in the Town of Front Royal, Warren County, Virginia, be replaced with a new bridge (the “Bridge”), due to the old age and deteriorating condition of the existing bridge.

WHEREAS, Section 18, paragraph no. 4, of the Town Charter, authorizes Town Council with power “to make such ordinances, orders, bylaws and regulations as they may deem proper and necessary to carry out the following powers: *“4. Streets and sidewalks-Generally. To open, extend, widen, or narrow, lay out, graduate, curb, and pave and otherwise improve streets, sidewalks, and public alleys in said town, and have them in good order and properly lighted; in order to properly light the streets of said town, the council may erect and operate such number of lamps and fixtures thereto belonging as they may deem necessary; they may build bridges in and culverts under said streets, ... [of Front Royal].”*

WHEREAS, the engineers selected by the Town to design the Bridge, Mattern & Craig, have informed Town Council and Town staff working for the Town of Front Royal, Virginia, a municipal corporation (“Town Staff”) that temporary construction easements (the “Easements”) will be necessary for the construction of the Bridge, said Easements to be as shown as indicated on that crossed-hatched areas on that attached plat, made a part hereof and incorporated by reference herein, dated June 1, 2017 (6/1/2017), titled “TEMPORARY CONSTRUCTION EASEMENT ACQUISITION PLAT FOR TOWN OF FRONT ROYAL SHOWING NEW TEMPORARY CONSTRUCTION EASEMENT (1,710 SQUARE FEET) BEING ACQUIRED FROM STEPHEN C. LOCKHART BEING SITUATE AT 503 REMOUNT ROAD THE TOWN OF FRONT, VIRGINIA”, drawn by Timothy W. Caldwell, Land Surveyor (the “Plat”).

WHEREAS, Town Staff has approached Stephen C. Lockhart (“Lockhart”) on more than one occasion about acquiring the Easements or, conversely, buying a fee simple interest in Lockhart’s property whereon the Easements would lie. Lockhart stated to Town Staff that he was not interested in conveying to the Town the Easements, but only fee simple interests in the property (“Property”). The Town made Lockhart an offer of \$6,000.00 cash money, which was the fair market value of the Property based on comparables that the Town had found from local properties recently sold. Lockhart rejected the Town’s offer, and Lockhart informed Town Staff what he said were his own comparable values, but Lockhart did not directly agree to sell the Property to the Town for any set price. The Town agreed to Lockhart’s comparable value for the sale of Lockhart’s Property, and made a second offer to Lockhart to buy the 1,710 square feet of Property the Town needed to construct the Bridge for \$25,000.00, cash money, or to purchase the Easements for Lockhart for \$10,000.00 cash money, and in the case of a purchase of

Easements by the Town of Lockhart's Property, once the Bridge is constructed, the property needed for construction of the Bridge would be returned to Lockhart in its original condition. Lockhart stated to Town Staff he would not accept less than \$100,000.00 cash money from the Town to sell the Property needed for the Bridge, which is so far beyond its fair market value that it would be a waste of taxpayers' money for the Town to purchase it at that price, and that Lockhart would not sell Easements to the Town for any amount of money.

WHEREAS, Town Council finds that it is necessary and in the best interests of the Town and its inhabitants as well as in the best interests of the general public to acquire the Easements by condemnation or other means and that Town Staff is directed to initiate eminent domain proceedings to acquire said Easements from Lockhart.

NOW, THEREFORE, BE IT RESOLVED, that Town Staff, including the Town Attorney and Assistant Town Attorney, and any other legal counsel deemed necessary by Town Council to effectuate this Resolution, initiate and prosecute to final judgement eminent domain proceedings or any other legal or other proceedings necessary and appropriate under the laws of the Commonwealth of Virginia to acquire the Easements from Lockhart aforesaid, and that such moneys will be paid to Lockhart for said Easements as he shall be lawfully be entitled to.

BE IT FURTHER RESOLVED that the Mayor, the Town Manager, and the Town Attorney or other legal counsel, for the Town execute all documents and instruments necessary and appropriate to effectuate this Resolution; and

HIS RESOLUTION was adopted by the following vote of Town Council, all of whom were present and voting, of Town Council who voted "Yes" below at a Regular Meeting of the Town Council of Front Royal, Virginia, on _____, 2017.

Motion to Approve by: _____

Seconded by: _____

[SIGNATURES PAGE FOLLOWING:]

APPROVED:

Hollis L. Tharpe, Mayor

Town Council Members:

John P. Connolly Yes/No

Christopher S. Morrison Yes/No

William A. Sealock Yes/No

Jacob Meza Yes/No

Eugene R. Tewalt Yes/No

Attest:

Jennifer E. Berry, CMC, Clerk of Council

Approved as to form:

Douglas W. Napier,
Town Attorney

Date

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 11

Meeting Date: July 10, 2017

Agenda Item: COUNCIL APPROVAL – Liaison Committee Meeting Items

Summary: Council is requested to approve the addition and/or subtraction of any items to the Liaison Committee Meeting Agenda scheduled for July 20, 2017.

Budget/Funding: None

Attachments: Liaison Committee Meeting Agenda from May 2017

Meetings: Work Session held July 3, 2017

**Staff
Recommendation:** Approval ✓ Denial

Proposed Motion: I move that Council approve the addition/subtraction of items for the Liaison Committee Agenda of July 20, 2017.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: *JW*

Town/County Liaison Committee

Meeting July 20, 2017, 6 p.m.

WC Govt. Center



-
- **Call to Order – Mayor Hollis L. Tharpe**
 1. Development Review Committee
 2. Avtex Property – Main Street Extension
 3. Wastewater Treatment Plant/Septage Receiving Facility
 4. Consideration of Joint Towing Board
 5. McKay Property Update
 6. Building Inspections Software
 7. Warren County's In-Town Projects
 8. Tethering of Dogs in Extreme Weather
 - **Adjournment**

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**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 12

Meeting Date: July 10, 2017

Agenda Item: COUNCIL APPROVAL – Clerk of the Works Contract

Summary: Council is requested to approve the bid from JTS LLC in the amount of \$173,400.00 for the construction of the new Police Department

Budget/Funding:

Attachments:

Meetings: Work Session held July 3, 2017

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve the bid from JTS LLC in the amount of \$173,400.00 for the construction of the new Police Department.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: *JW*



June 12, 2017

Joe E. Waltz, Interim Town Manager
Town of Front Royal
P.O. Box 1560
Front Royal, Virginia 22630
Via e-mail: jwaltz@frontroyalva.com

RE: JTS Amended Fee Proposal – Clerk of the Works
RFP Number 5
New Front Royal Police Headquarters
Front Royal, Virginia
JTS Proposal Number: JTS-017-008

Dear Mr. Waltz:

JTS is pleased to submit this amended proposal for the referenced solicitation. After reviewing our initial fee proposal, we determined that the Town could gain some significant cost savings by utilizing the Clerk of the Works on a part-time basis for the initial site work which will include site clearing, grading, establishment of erosion and sediment control measures, foundation excavation and utilities. Additionally, once the contractor is substantially complete and the A/E of record has issued the punch-list, JTS could return to the part-time clerk-of-the-works schedule because at this point in the project we will be verifying completion with the scheduled items and following through on staff training. Based on these assumptions, we envision 3-4 months of part-time services. For purposes of this amended proposal, we have proposed 3 months. If the project coverage can be maintained, we will approach the Town about the fourth month; however, we won't implement the fourth month without the Town's consent. Our revised fee proposal is as follows:

Revised Fee Proposal

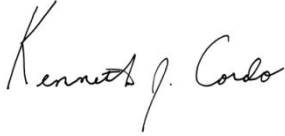
Site Mobilization	\$1,500.00
Part-time Clerk-of-the-Works (20-24 hours per week)	
3 months @ \$7,800 per month	\$23,400.00
Full-time Clerk-of-the-Works	
11 months @ \$13,500	\$148,500.00
Estimated Project Total	\$173,400.00

This modified schedule will provide an 8.7% cost savings with a possible 12.2% cost savings feasible, if we elect a fourth month of part-time services.

JTS, LLC
7723 Rock Creek Road, Henrico, VA 23229
www.jtsva.com
804.698.9657

Should you have any questions regarding this amended proposal please do not hesitate to contact me at 804.698.9657. We look forward to working with the Town on this very important project.

Respectively submitted,

A handwritten signature in black ink, reading "Kenneth J. Cordo". The signature is written in a cursive style with a large initial "K".

Kenneth J. Cordo, P.E.
Vice President of Operations

JTS LLC

Construction Engineering Services

RFP Clerk of the Works, Town of Front Royal
RFP Number: 5

Submitted to: Town of Front Royal
Attention: Ms. Cynthia A. Hartman, Purchasing Agent
102 E. Main Street
Front Royal, Virginia 22630
March 8, 2017

Submitted by: JTS, LLC
7723 Rock Creek Road, Henrico, VA 23229
804-698-9657
Contact Kenneth J. Cordo, P.E.
ken@jtsva.com



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JTS Proposal for RFP Number 05, Clerk of the Works

For

Front Royal Police Department Headquarter Buildings

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 - a. Notice of Proprietary Information
 - b. Signature Page
 - c. Certificate of Non-Collusion
 - d. SCC Registration
 - e. References
 - f. Confidentiality Pledge
2. JTS Background
3. Statement of Qualifications
4. Summary of Current Projects Being Performed
5. Client Breakdown
6. Town of Front Royal/Warren County Experience
7. References
8. Scope of Services (Project Approach)
9. Fee Proposal
10. Personnel/Resume's
11. Subcontractors
12. Manpower Statement
13. Disclosure of Potential Conflicts of Interest
14. Other Significant Information/Value Added Services

NOTICE OF PROPRIETARY INFORMATION

Ownership of all data, materials, and documentation originated and prepared for the Owner pursuant to the REQUEST FOR PROPOSAL shall belong exclusively to the Owner and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

Confidentiality References Protection in Accordance with the Code of Virginia, Section 2.2-4342F

Section Title		Reason(s) for Withholding
<i>None - JTS</i>		

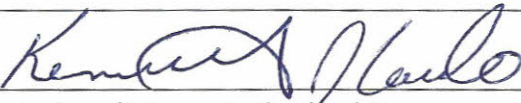
THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH PROPOSAL.

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

LEGAL NAME & ADDRESS OF FIRM:

JTS, LLC

7723 Rock Creek Road, Henrico, VA 23229

By: 
Company's Legal Name Authorized Representative - Signature in Ink

Printed Name: Kenneth J. Cordo, P.E.

Title: V.P. of Operations

Date: March 8, 2017

Phone: 804-698-9657

Email: ken@jtsva.com

Fax: No

RETURN OF THIS PAGE IS REQUIRED

CERTIFICATE OF NON-COLLUSION

The undersigned does hereby certify that in connection with the procurement to which this Certification of Non-Collusion is incorporated that:

This proposal is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; nor is this proposal the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.1 of the Code of Virginia, 1950, as amended (18.2-498.1 et seq.).

AFFIDAVIT

The undersigned is duly authorized by the Offeror to make the foregoing statement to be filed with proposals submitted on behalf of the Offeror for contracts to be let by the Town of Front Royal.

Signed at Richmond, VA, this 6th day of March, 2017
County (City), STATE
JTS, LLC By: Kenneth J. Kunkel, VP.
(Name of Firm) (Signature) Title (print)
STATE of Virginia COUNTY (CITY) of Richmond

TO-WIT:

I Johnna Ellington, a Notary Public in and for the State and County (City) aforesaid, hereby certify that this day 6 March 2017 personally appeared before me and made oath that he is duly authorized to make the above statements and that such statements are true and correct.

Subscribed and sworn to before me this 6 day of March, 2017

The undersigned declares that the person or persons signing this proposal is/are fully authorized to sign the proposal on behalf of the firm listed and to bind the firm to all conditions and provisions thereof.

Respectfully submitted this 6th day of March, 2017.

Johnna Ellington
Notary Public

My Commission expires 01-22-2020



RETURN OF THIS PAGE IS REQUIRED

Proposals must list four (4) references for which similar work has been performed during the past three (3) years.

- (1) CLIENT NAME DBHDS
ADDRESS (Street) 1220 Bank Street
ADDRESS (City, St, Zip) Richmond, VA 23219
CONTACT NAME Tom Ashworth
TELEPHONE/EMAIL 804-371-0314 / Tom.Ashworth@dbhds.virginia.gov
- (2) CLIENT NAME DGS
ADDRESS (Street) 1100 Bank St.
ADDRESS (City, St, Zip) Richmond, VA 23219
CONTACT NAME Ron White, RA
TELEPHONE/EMAIL 804-786-2437 / Ronald.White@DGS.virginia.gov
- (3) CLIENT NAME DGS
ADDRESS (Street) 1100 Bank St.
ADDRESS (City, St, Zip) Richmond, VA
CONTACT NAME Chinh Vu
TELEPHONE/EMAIL 804-786-1410 / chinh.vu@dgs.virginia.gov
- (4) CLIENT NAME VCBR /
ADDRESS (Street) Route 20/460
ADDRESS (City, St, Zip) Berkerville, VA
CONTACT NAME Jim Taylor
TELEPHONE/EMAIL 804-890-7155 / jim.taylor@dbhds.virginia.gov

RETURN OF THIS PAGE IS REQUIRED

PLEASE NOTE: State Corporation Commission (SCC) registration requirements effective July 1, 2010 require that your proposal include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration, per the requirements in Sections 6.31 and 9.21. Please complete this Proof of Authority to Transact Business in Virginia form and submit it with your proposal. Failure to provide this information or providing inaccurate or purged information shall result in your proposal being rejected.

State Corporation Commission Form

Virginia State Corporation Commission (SCC) Registration Information

Pursuant to VPPA §2.2-4311.2, the bidder must include the following information: **JTS**

☒ is a corporation or other business entity with the following SCC identification number:

55402096

-OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

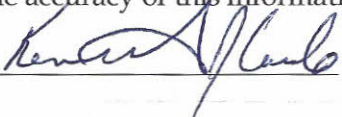
☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

-OR-

☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. **Attach opinion of legal counsel to this form.**

☐ **NOTE:** Check this circle if you have not completed any of the foregoing options but currently have pending before the SCC and application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals. (The Town of Front Royal reserves the right to determine in its sole discretion whether to allow such waiver).

I certify the accuracy of this information.

Signed:  Title: V.P. Operations Date: 3/8/17

RETURN OF THIS PAGE IS REQUIRED

CONFIDENTIALITY PLEDGE - NONDISCLOSURE CLAUSE

Access to non-public information may be required in the performance of my official duties, while working under the contract or subcontract with the Town of Front Royal. This information may include, but is not limited to, information on IT configurations, security settings, employees, research, and financial and business operations of the Town of Front Royal. Some of this information is made confidential by law or by the Town of Front Royal policies. Confidential information may be in any form, e.g. written, electronic, oral, overheard or observed. Access to all confidential information is granted on a need-to-know basis. A need-to-know is defined as information access that is required in or to perform the work. Should I have access to non-public information, I agree that I shall not release, publish, or disclose such information to unauthorized persons, except by that which is required to be disclosed by law, regulation, or court or governmental order. I shall protect such information and will employ all reasonable efforts to maintain the confidentiality of such information. These efforts shall be no less than the degree of care employed by the Town of Front Royal to preserve and safeguard sensitive information. I agree that I shall immediately notify the Town of Front Royal of any suspected or confirmed unauthorized disclosure and/or misuse of sensitive information.

If I violate this pledge, I may be subject to ^{Town of Front Royal/KIC}adverse action up to and including termination of my ability to work at or on behalf of the ~~City of Chattanooga~~. In addition, under applicable law, I may be subject to criminal or civil penalties and/or attorneys' fees and costs as a result of any breach of this Pledge which results in litigation.

I have read the above Pledge and agree to be bound by it.

First Name: * Kenneth

Last Name: * Cordo

Company: * JTS, LLC

By typing my name below, and clicking submit: I acknowledge that I have read and understand everything on this page. Furthermore, I agree to abide by the terms of this form.

Signature: * 

Date: * 3/8/17

2. JTS BACKGROUND

Introduction

Headquartered in Central Virginia with personnel located throughout the Commonwealth, JTS is a true service company, working on a diverse range of projects in a variety of capacities. We specialize in servicing the needs of government agencies. Our diverse team of personnel brings new ideas, solutions, and management experience to provide the best service possible. We are dedicated to using proven principals with the latest technology and information to meet your requirements and exceed your expectations. On our team we have Professional Engineers, Construction Managers, Clerk of the Works, Security and HVAC Commissioning Engineers, and Virginia Certified Construction Procurement Professionals.

Firm History

JTS, LLC was formerly the Engineering Division of LRG Construction, LLC which was started in 2007. Due to on-going growth and to better able to service the needs of our clients, JTS was created as a separate licensed Engineering company. The Engineering Department employees and a majority of the ownership were retained in the new entity of JTS.

Our Engineering Department initially began conducting building forensic evaluations and providing construction consulting services to government agencies. Our services expanded including augmenting staffs of government agencies with construction managers and clerk of the works personnel. Additionally, we provided cost consulting services to better assist building owners embarking on a capital building improvement program.



JTS was selected by DGS to oversee renovations at the Governor's Mansion.

As our reputation grew, our engineering services expanded providing pre-planning studies, design-build, reserve analysis, roof surveys, and building evaluations.

Representative Client List

Following is a brief sample list of government agencies and clients that JTS has had the privilege of providing similar services as to those requested in the RFP.

- Virginia Department of General Services
- Virginia Department of Forensic Services
- Virginia Community College System
- Virginia Department of Behavioral Health and Developmental Services
- Virginia Department of Corrections
- New Kent County
- Virginia Department of Emergency Management (VDEM)

**Geographic Location**

JTS, LLC is headquartered in Henrico, Virginia. However, we have staff located throughout the Commonwealth of Virginia. All our employees are residents of the Commonwealth.

Firm Organization

JTS is a Limited Liability Corporation. We are a registered Small and Minority Business with the Virginia Department of Small Business and Supplier Diversity. Kenneth J. Cordo, P.E., VCCO has been assigned as the contract manager for this project. He is the Vice President of Operations as well as one of the Owners of JTS. Owner involvement translates into superior services for the Town of Front Royal. There are 2 additional owners of JTS; Joe France and Keith Cannon.



3. STATEMENT OF QUALIFICATIONS

The JTS staff have amassed a considerable amount of experience on government projects including detention centers. All our experience is on Virginia projects with much of that experience gained by personnel who will have a direct involvement on the Town of Front Royal Police Headquarters Project. A brief listing of the projects where we have provided Clerk of the Works is below:

Commonwealth of Virginia Clerk of the Works Project Experience

- Western State Hospital, Staunton, VA
- Governor's Mansion, Richmond, VA
- Commonwealth Center for Children and Adolescents, Staunton, VA
- Virginia Department of Forensic Services – Building Addition & Renovation, Roanoke, VA
- Monroe Building – Virginia Veterans Services
- Water Tower Repairs and Painting, Piedmont Geriatric Hospital, Burkeville, VA
- Water Tower Repairs and Painting, Central State Hospital, Petersburg, VA
- Main Street Center – Virginia Wine Board, Richmond, VA
- Central State Hospital – Laundry Building, Petersburg, VA
- Central State Hospital – Food Service Building, Petersburg, VA
- Eastern State Hospital – Energy Performance Contract, Williamsburg, VA
- Virginia Center for Behavioral Rehabilitation, Nottoway, VA
- Southern Virginia Mental Health Institute, Danville, VA
- Biotechnology 6 Building, Richmond, VA
- Monroe Building – Virginia Treasury Department, Richmond, VA
- Library of Virginia, Richmond, VA
- Surplus Warehouse – DGS, Richmond, VA

In addition to our Clerk of the Works Services, JTS has provided other construction engineering services that are consistent with this RFP including the following:

- Independent Cost Estimates – We have completed six independent cost estimates for the Virginia Community College System.
- Forensic Engineering – JTS personnel have conducted forensic studies of building system component failures.
- Dispute Resolution – JTS personnel have testified in court cases and arbitration cases as expert witness in building code and construction practices.

Following are project profiles of sample projects completed by our firm which provide greater in-depth information of our abilities.

Western Forensics Laboratory Roanoke, Virginia

Client

Virginia Department of General
Services

Reference

Mike Dooley
Virginia Department of General
Services
Capital Outlay Program Mgr
Phone Number: 804.908.0728
Email
mike.dooley@dgs.virignia.gov

Scope of Work

JTS served as Clerk of the Works during the building addition and renovation of the State's Western Forensics Laboratory. As the Clerk of the Works of the Project, JTS provided full time on-site observations of the progress of the work. Due to the importance of the facility, work proceeded 7 days a week.

As Clerk of the Works, JTS monitored and inspected all materials, equipment and supplies for compliance with the contract documents, shop drawings, and submittals. Installation and workmanship were inspected with contract documents and industry standards. Any deficiencies noted with materials or installation were immediately reported to the Owner's Project Manager.

Work activities at the jobsite were recorded in a daily field report. Photographs were issued with the daily field report to document site conditions. The daily field report was issued to the Owner's Project Manager, the A/E and additional stake holders. At the end of the week, a weekly report was issued which summarized the week's activities.-

JTS' Clerk of the Works was an active participant in progress meetings and assisted with reviews of the pay application. Finally, the Clerk of the Works was instrumental in coordinating Code Inspections by the Bureau of Capital Outlay Management.

Project Description

The scope of the project included constructing a three-story addition and subsequent renovation of the existing laboratory building. The forensics building included state-of-the-art laboratory equipment requiring stringent temperature and humidity controls. Testing and Balancing as well as the commissioning process were instrumental to the project's success. In addition to interior work, new security controls were updated inside and exterior to the building.

Governor's Mansion Richmond, Virginia

Client
Virginia Department of General
Services

Reference
Kevin Riley
Virginia Department of General
Services
Capital Outlay Program Mgr.
Phone Number: 804.225.2968
Email kriley@dgs.virignia.gov

Scope of Work

JTS served as Clerk of the Works during replacement of the HVAC system at the Governor's Mansion. As the Clerk of the Works of the Project, JTS functioned as the intermediary between the Governor's Staff and First Family and the Contractor. Daily morning briefings were conducted. The morning briefings coordinated the day's work and up-coming activities with the daily activities at the Mansion.

As Clerk of the Works, JTS monitored and inspected all materials, equipment and supplies for compliance with the contract documents, shop drawings, and submittals. Installation and workmanship were inspected with contract documents and industry standards. Any deficiencies noted with materials or installation were immediately reported to the Owner's Project Manager.

Work activities at the jobsite were recorded in a daily field report. Photographs were issued with the daily field report to document site conditions. The daily field report was issued to the Owner's Project Manager, the A/E and additional stake holders. At the end of the week, a weekly report was issued which summarized the week's activities.-

JTS' Clerk of the Works was an active participant in progress meetings and assisted with reviews of the pay application. Finally, the Clerk of the Works was instrumental in coordinating Code Inspections by the Bureau of Capital Outlay Management.

Project Description

The scope of the Project entailed the replacement of the HVAC System including new equipment, ductwork, and Building Automation System. Ductwork was replaced in attic spaces and chases which required temporary removal of walls and ceilings for access. Upon conclusion of duct replacement, finishes were replaced to the standard fitting of a governor's mansion. JTS was instrumental in coordinating the contractor's activities with the Governor's staff.

BSL3 Laboratory – Biotechnology 6 Building

Richmond, Virginia

Client

VA DGS

Reference

Trev Crider, Project Mgr

VA DGS

1100 Bank Street

Richmond, VA 23219

804.225.2968

Program Manager

MBP

Kevin Riley, Project Manager

1100 Bank Street

Richmond, VA 23219

804.225.

Architect

FPW Architects

Dave Puckett, RA

Charlottesville, VA

Virginia Department of

Behavioral Health

Scope of Work

JTS served as Clerk of the Works during the emergency environmental remediation, HVAC replacement and laboratory renovations in the Biotechnology 6 Building. This was an emergency project and JTS assembled a team of professionals on short notice to oversee a three-shift per day; seven day per week project.

As Clerk of the Works, JTS monitored and inspected all materials, equipment and supplies and installation for compliance with the contract documents, shop drawings, and submittals. Any deficiencies were immediately reported to the project team. Work activities at the jobsite were recorded in a daily field report accompanied by photographs. The daily report and weekly summary were distributed to the project team. JTS' Clerk of the Works was an active participant in progress meetings and assisted with reviews of the pay application. Finally, the Clerk of the Works was instrumental in coordinating Code Inspections by the Bureau of Capital Outlay Management.

Project Description

The scope of the project involved mold abatement including the removal of the existing ceilings, walls, electrical and HVAC systems in the BSL3 lab suite and subsequent rebuilding to meet CDC laboratory standards. In addition to re-building the laboratory space, the existing window openings in the exterior masonry walls were filled and a new air barrier was applied to the exterior wall surfaces. Once construction was complete, an extensive commissioning process was conducted to insure proper air pressures of the labs were maintained under all conditions of equipment usage.

Building 43 – Central State Hospital Petersburg, Virginia

Client

Virginia Department of
Behavioral Health

Reference

Tom Ashworth
Virginia Department of
Behavioral Health
1220 Bank Street
Richmond, VA 23219
Capital Outlay Project Manager
Phone Number: 804.371.0314
Email
tom.ashworth@dbhds.virginia.gov

Architect
John Taylor, AIA

Structural Engineer
Dunbar, Milby, Williams,
Pittman, and Vaughn
Kenny Pittman, P.E.
611 Moorefield Park Drive
Richmond, VA 23226
804.323.0656

Quality Control Firm
RCS
John Taggart
1660 Mountain Road
Glen Allen, VA 23060
804.515.0885

Scope of Work

JTS provided Project Management Services to the Virginia Department of Behavioral Health during repairs to this Historic Structure. JTS's Project Manager participated in the procurement process of the contractor and then followed the project through final punch list. Specifically, JTS's Project Manager conducted progress meetings, negotiated change orders, and ensured project was completed in accordance with the project documents. The Project Manager tracked the project schedule including interim milestones. We supervised the A/E and Project Inspector. We ensured the A/E responded in a timely manner to all RFIs, promptly reviewed submittals and issued meeting minutes. During construction, we reviewed the Project Inspector's Daily Field reports and ensured Special Inspections were undertaken. As the project was completed, JTS's Project Manager followed through on the punch-list completion and warranties.

Project Description

The scope of the project involved the removal of the existing roof and corroded deck, repairing structural supports, and installing new galvanized decking and roofing. The perimeter flashings contained asbestos. Abatement of this material was conducted in accordance with EPA and OSHA requirements prior to other trades conducting their work.

After selective demolition, the exposed masonry and structural steel was inspected and repairs initiated. Upon conclusion of structural repairs, the new galvanized decking was installed with all new support angles secured to the exterior masonry walls. The new roof membrane was installed over tapered insulation. The Owner selected Seaman Corporation's 45 mil FiberTite-SM membrane as the replacement membrane. This membrane consists of a reinforced polyester knit fabric, coated with Dupont's TM Elvaloy® Ketone Ethylene Ester (KEE). Additional work on the project included new metal coping, new roof drains as well as new overflow drains, and repairs to the masonry façade. Finally, a new decorative glass block feature was installed over the front entrance.

Virginia Center for Behavioral Rehabilitation Burkeville, Virginia

Client

Virginia Department of
Behavioral Health and
Developmental Services

Reference

Mickie Jones
Virginia Department of
Behavioral Health and
Developmental Services
Capital Outlay Program Mgr
Phone Number: 804.371.0310
Email
mickie.jones@dbhds.virginia.gov

Scope of Work

JTS personnel served as Clerk of the Works during the building renovation of the Virginia Center for Behavioral Rehabilitation (VCBR) facility. As the Clerk of the Works of the Project, JTS provided oversight of the work. Due to the importance of the facility, coordination of the work with the occupied facility was key.

As Clerk of the Works, JTS monitored and inspected all materials, equipment and supplies for compliance with the contract documents, shop drawings, and submittals. Installation and workmanship were inspected with contract documents and industry standards. Any deficiencies noted with materials or installation were immediately reported to the Owner's Project Manager.

Work activities at the jobsite were recorded in a daily field report. Photographs were issued with the daily field report to document site conditions. The daily field report was issued to the Owner's Project Manager, the A/E and additional stake holders. At the end of the week, a weekly report was issued which summarized the week's activities.-

Project Description

The scope of the project included constructing a new mezzanine level of administrative facilities, new kitchen and dining facilities, modifications to the existing HVAC system, and general renovation activities. The work was conducted in an occupied facility. We were instrumental coordinating work activities between the owner and the contractor.

Independent Cost Estimating – Virginia Community College System Statewide Virginia

Client

Virginia Community College
System

Reference

Paul Sweet
Virginia Community College
System
Capital Outlay Program Manager
Phone Number: 804.819.4913
Email psweet@vccs.edu

Scope of Work

JTS provided construction cost consulting to the Virginia Community College System at three sites. Independent cost estimates were developed based on preliminary drawing submissions by the A/E. Independent cost estimates were formatted to meet the requirements of the Construction and Professional Services Manual.

Project Description

JTS provided independent cost estimates to the VCCS for the following projects:

- Sowder, Hall, Lord Fairfax Community College, Warrenton, VA – The scope of this project entailed the renovation of a former barn structure into an upgraded student activities center. Renovated meeting spaces, corrections to HVAC issues, and a comprehensive new lighting package was part of the scope. Finally, exterior upgrades were incorporated which were compatible with the Historic Designation of the Building.
- Workforce Development Center, Danville Community College, Danville, VA – The Workforce Development Center Project was a two-phase project. The initial phase entailed a site package which included a new parking lot, sidewalks, storm drainage, utilities and a new structure. The new structure was a 7,500 square foot building which housed new classrooms and trade training shops; specifically welding shops. The building was a steel and masonry structure. The second phase of the project entailed the renovation of approximately 20,000 square feet of existing classroom space. The scope of the renovation phase entailed new classes room finishes, renovated lab spaces, new public restrooms and corrections to ADA deficiencies.
- Motorsports Workforce Development Center, Patrick Henry Community College, Martinsville, VA – The scope of the Motorsports Workforce Development Center entailed the complete renovation of approximately 54,000 square feet. The renovation included new class rooms and shop areas to support the mission of the motorsports workforce development center. Additionally, a new fire suppression and fire alarm system were added.



4. SUMMARY OF CURRENT PROJECTS BEING PERFORMED

Following are a list of current projects being worked by JTS that are consistent with the services requested by this RFP.

- Boiler and Heating System Replacement, Northern VA Mental Health Institute, Falls Church, Virginia
- Energy Performance Contract at Eastern State Hospital, Williamsburg, Virginia
- Monroe Building – Virginia Department of the Treasury, Richmond, Virginia
- Fire Suppression Upgrades, Piedmont Geriatric Hospital, Burkeville, Virginia
- Water Tower Upgrades, Burkeville, Virginia

As a licensed engineering firm, JTS has other on-going projects and work; however, these contracts are not Clerk of the Works Services.



5. CLIENT BREAKDOWN

JTS' client breakdown by dollar volume is approximately 80% government and 20% private sector clients.



6. TOWN OF FRONT ROYAL/WARREN COUNTY EXPERIENCE

JTS has not had the opportunity to provide services in the Town of Front Royal nor Warren County; however, we have provided the following services in nearby communities;

- Mercury Paper Plant, Strasburg, VA – Physical Condition Assessment and Environmental Site Assessment
- Dominion Power, Warrenton, VA – Provided zoning plan and permit assistance to General Contractor constructing utility structure.
- Winchester Hospital, Winchester, VA – Prior to the establishment of JTS, JTS personnel conducted environmental compliance inspection and provided construction oversight at the original city location.



7. REFERENCES

1. Name and Title: Tom Ashworth, Office of A&E Services

Agency: Virginia Department of Behavioral Health and Developmental Services

Address: DBHDS, Office of A&E Services, 1220 Bank Street, Richmond, VA 23219

Phone: 804.371.0314

e-mail address: Tom.Ashworth@dbhds.virginia.gov

Services Provided: JTS is providing staff augmentation in the form of Project Management and Clerk-of-the-Works support. We have provided these services continually since 2010.

2. Name and Title: Frank R. Snider, VCA, Construction and Facilities Contract Manager

Agency: Virginia Department of General Services

Address: DGS, 1100 Bank Street, 10th Floor, Richmond, VA 23219

Phone: 804-225-8591

e-mail address: frank.snider@dgs.virginia.gov

Services Provided: Kenneth Cordo, P.E. and Jerry Williams of JTS augmented the staff of DGS by providing Project Management and Field Support during construction projects including the Surplus Warehouse Project, State Library Façade Repairs, and Western Forensic Laboratory.

3. Name and Title: Charles Small, Community Association Manager

Firm: ACS West

Address: 1901 Byrd Avenue, Richmond, Virginia

Phone: 804.282.7451

e-mail address: csmall23229@yahoo.com

Services Provided: JTS has provided construction oversight and reserve analysis for numerous home owner and condominium associations.

4. Name and Title: Paul Sweet, RA

Agency: Virginia Community College System

Address: 300 Aboretum Place, Suite 200, Richmond, VA 23236

Phone: 804.819.4916

Email address: psweet@vccs.edu

Services Provided: JTS has provided independent cost consulting services for various projects for this Commonwealth of Virginia agency including renovation of the historical student center at Lord Fairfax Community College.

8. Scope of Services (Project Approach)

Following is JTS's planned project approach; however, we are intent is to meet with representatives of Town of Front Royal and tailor our approach to fit the Town's needs as we see ourselves partnering in this project.

A. Project Management Plan

The first course of action will be for JTS to develop the Project Management Plan. The Project Management Plan will outline policies and procedures for planning, design, and construction activities, and establish the initial guidelines to implement the plan. This will potentially include the following:

- Organizational Chart: Administrative and Functional Organization
- Master Schedule and Schedule Monitoring Procedures
- Master Budgets: Budget Worksheets, Project Budgets, Budget Monitoring Procedures
- Integrate Project Financial Procedures with Town Procedures
- Project Commencement Procedures
- FTP or SharePoint site deployment
- Familiarization with Preliminary Design Documents/Court Orders
- Parameters of Community Information Website.

B. Communications and Reporting

JTS understands the complexities of managing projects with many stakeholders. Construction of a Police Headquarters is a project that may have competing stakeholders as government officials will be focused on costs and needs while end users will focus on function. JTS works to balance these competing interests.

Timing and schedule is crucial especially when dealing with multiple stakeholders. We will keep the Town, localities, end-users, A/E and the contractors up-to-date on all project related information from pre-construction meetings through close-out. We will conduct meetings and teleconference calls, prepare and distribute minutes, and address outstanding issues.

Reports will be formatted and written to communicate that each scope element and work task is consistent with Town of Front Royal requirements. The reports will address the status of items related to project schedule, including milestone accomplishments, adherence to proposed budgets, and highlight any major upcoming project activities and action items. Input will be

sought from stakeholders to insure that the reports address all pertinent project issues and any recommended adjustments to the format will be implemented.

PRE-CONSTRUCTION

C. Design, Review and Evaluation

We understand that a significant portion of the design effort is complete. However, it is never too late to implement design improvements. JTS will approach this phase of the project as a collaborative effort between the Town, our project team, and the Design Professionals. Working as an integrated team, our collective goal is to produce a high-quality end product that conforms to your design intentions, and can be constructed within the developed budget.

How does JTS work toward producing a high-quality end product – we bring in a team of seasoned professionals with real-life field experience. These individuals look at the design from a constructability as well as long term maintenance perspective with a special emphasis on building/HVAC systems and operation.

We will work with the Design Professionals to provide comprehensive and detailed design reviews at each submittal milestone. Our representatives will also be conduct design and review meetings. We understand the importance of cost control throughout the Design Process. We will monitor the A/E and end-user for “scope creep” which is one of the major factors for project cost over-runs.

A major coordination effort of JTS during the Pre-Construction Phase will be the coordination of the Design Professional and the end-users. JTS will be actively coordinating these reviews.

D. Constructability and Coordination Review

A review of the documents, prior to bid, can protect the Town from potentially costly delays and unnecessary change orders that are caused by errors, inconsistencies, or inadequate detailing in the construction documents. Our team’s experience across the spectrum of the construction industry (including work with owners, architects, contractors, subcontractors and lawyers) gives us an invaluable insight into possible liability exposure or the potential manipulation of contract documents.

Our standard constructability review includes an independent examination of all project documentation that will become a part of the construction contract documents, including drawings and specifications. Our reviews will ensure that your standards are upheld, and that the proposed construction means and methods are feasible. Our reviews add value to a project because:

- Change orders are dramatically reduced
- Potential conflicts and problems are identified early on
- The exposure to potential claims is minimized or eliminated

Our in-house expertise in the fields of architectural, MEP and structural design will also bring tremendous value to this effort.

The ultimate goal is to reduce the number of issues that generate costs and delays to the project, assure that materials specified meet your standards, and value engineer to keep the project on budget. A back-check will be performed prior to bid to insure that all comments, concerns and recommendations have been properly addressed.

E. Project Management Systems (if requested by the Town)

Depending on the size of the Project and Number of stakeholders, JTS will employ a cloud-based document control system. These systems uses web based applications to log, track, maintain and disseminate all relevant contract and project documentation to support the project goals. Consistency is established between the digital information stored and the manual filing system. The “cloud” serves as a back-up. The level of detail in document control varies by project and depends on the requirement of the stakeholders. The key tasks that JTS typically employs are:

- Input all relevant project information, including contract information, design & bidding documents, and key parties in the centralized database.
- Drawing control
- Create access codes and rights for project participants.
- Create detailed filing code structure. These file codes are stamped in the document before logging and filing. This facilitates tracking and retrieving these documents.
- Create transmittals for all outgoing documents in Contract Manager
- Process submittals and update them in a timely manner
- Input and track RFIs
- Document and log change order proposals and field instructions

- Manage the change management process
- Create daily and weekly reports, meeting minutes
- Log, scan, and attach all documents
- Create detailed custom reports and logs. These reports are disseminated to the various stakeholders

F. Budgeting

Budget Management: Initially JTS will review the program/project, in order to validate the expected scope, quality of materials, and systems are feasible within the given budget. We will also analyze the implications (long and short term) of program/project decisions with regard to cost, schedule, constructability, and quality. We will work with the Design Professionals and the Town of Front Royal in developing a realistic and accurate project budget.

Budget Variances: It is typically our responsibility to note any budget variances and provide recommendations to deal with these variances. JTS will attempt to identify budget variances early in the Design Phase.

G. Contractor Selection

JTS will assist the Town with procurement of the respective contractor(s). We will review procurement documents to ensure they are detailed and crafted to protect the interests of the Town and adhere to the procurement requirements. Kenneth J. Cordo will head up this effort. As a certified Virginia Construction Contracting Officer by the Virginia Department of General Services, he is one of the few individuals in the private sector that can claim passing this certification exam.

Our project team has extensive resources to generate bidder interest. As a Mid-Atlantic firm, we have a working knowledge of local market conditions, and our team will be readily available to assist in writing scopes of work, provide cost comparisons, address questions, and assist the Town in the selection and contracting of the successful firm. We feel our involvement will be a positive factor in attracting quality firms.

JTS's local commitment. Members of our team formerly worked for General Contractors; hence, we are adept breaking out smaller bid packages from larger projects. This means we can bid out smaller scopes of work so that some of the smaller, local contractors in Town of Front Royal can be part of the process. There is nothing more frustrating for a locality to embark on a major capital project only to have all the contracts awarded to out of Town firms.

H. CONSTRUCTION

What sets our team apart from many other project management firms is our emphasis on cost and project controls. We employ managers who can analyze change orders, review schedules, and provide an environment of mutual trust and outstanding communication.

JTS will initiate sound management, cost, and time controls on the Town's behalf, and work proactively to resolve project issues. We encourage the vigorous enforcement of the contract, and a fair and equitable approach toward all parties. One of our primary goals will be to attain a claim-free project. We will review work in place versus the pay applications to ensure that the integrity of project financials are maintained.

While we vigorously enforce the contract documents, our purpose is to encourage the contractor to perform. If they need assistance, we will communicate that to you, and work together to develop creative solutions.

Our team will monitor daily construction activities and ensure that the flow of information and project documentation between stakeholders, the Design Team, and the Contractor is well maintained and accurate. Aside from efficiency and good communication, this is strategically important for presenting your position if unresolved issues should occur. The smooth running of this project will depend upon effective communication and the prompt addressing of delays, disputes, and budget overruns, as this is critical to good relationships between all concerned parties.

From design through user occupancy, we maintain the highest level of quality management on our jobs by:

- Acquiring a comprehensive understanding and control of all project documents
- Maintaining cooperative and efficient communication between all parties
- Identifying potential disputes early, and instituting a claims avoidance program
- Acting aggressively in the pursuit of due diligence
- Using a fair and equitable approach to the various team members, while always protecting your interests

During construction, JTS will conduct meetings and prepare minutes of all required project meetings. We will be available on short notice to attend unscheduled or impromptu meetings.

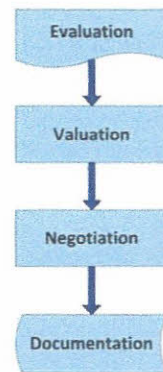
During the Project, JTS will coordinate inspections by code officials and the Fire Marshall's Office.

I. Change Management

There are generally three reasons that change order requests and change orders are generated: change of scope, differing conditions, and errors/omissions. Scope changes and differing conditions will occur during the course of the project, and analyzing and negotiating a fair settlement is one of JTS's strengths.

All change order analysis must begin from the contractual perspective. Before any change order analysis commences, JTS will have reviewed the contractor's change order to ensure that your interests are protected as well as meet the contract requirements. We will also review the Change Order Justification to ensure the appropriate box is checked and the explanation is provided. During analysis, the initial step is to establish entitlement to the alleged changed condition. This will be accomplished through a thorough review of the contract documents. Only when proper entitlement has been established will the process of valuation begin.

CHANGE ORDER PROCESS



The valuation process will address both cost and time issues as they relate to each other. Our staff members are acknowledged experts in this regard. We will provide independent estimates and find discrepancies and errors in the Contractor's claim presentation. We will research for both credits and additions to the scope of work, and arrive at a reasonable assessment.

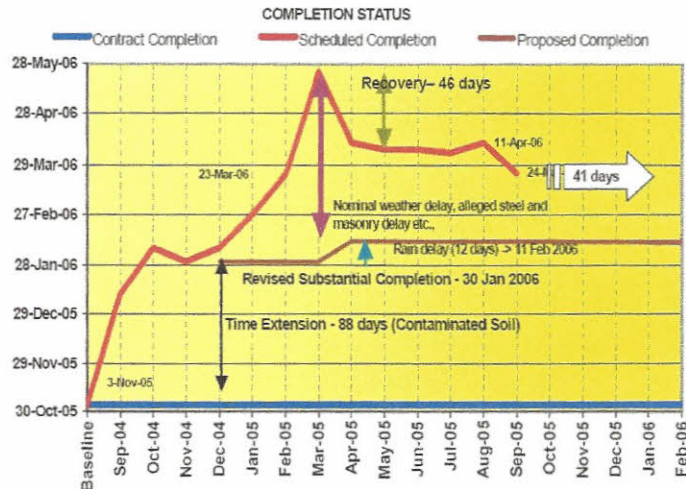
An important element in change order analysis is time. It is advantageous for the Town to deal with the issues as expeditiously as possible. Time-consuming change order requests often gain credibility only through their apparent longevity that tends to entrench the Contractor into an intractable negotiating position. For this reason, the team will analyze and negotiate change orders as quickly as possible. An added benefit is that this process continuously places the obligation to respond on the Contractor.

While we will strongly advocate the client's position, we must also be fair, consistent, and objective in our evaluation. This will establish credibility with the Contractor that will translate into positive performance.

J. Schedule Management

The Contractor's as-planned schedule will be reviewed for compliance with the specifications and for the integrity of logic and durations. Particular items that will be evaluated include:

- Overall duration
- Phasing requirements
- Number of inclement weather days
- Closeout and commissioning activities
- Procurement and delivery activities
- Long lead items



The schedule will be discussed in detail at weekly project meetings and extensively reviewed on a monthly basis to ensure that as-built conditions are fairly represented and that the remaining planned work reasonably incorporates all scope adjustments. A proactive approach will be taken to curtail unjustified construction claims. We will work with the contractor to ensure that a 4-week look-ahead schedule is updated and provided weekly for distribution prior to mid-day Thursday, or as required.

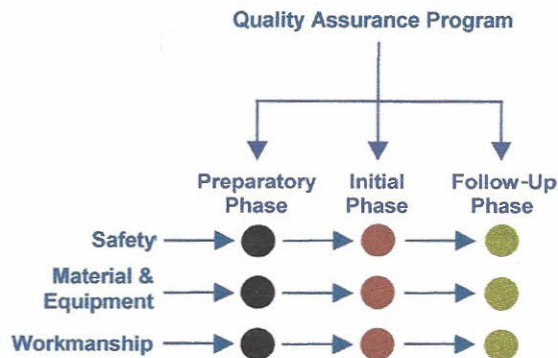
K. Quality Management

We will review and inspect work and materials in a timely manner to avoid disruption to the schedule or work already in place. Our personnel would personally observe, check, and measure items placed in the construction for compliance to the contract document, technical instructions from the architect, and directives from you.

The purpose of our QA/QC inspection is to verify that the workmanship, materials, and equipment being installed by the Contractor meet or exceed the requirements of the contract drawings and specifications.

We would inspect all work performed, and promptly notify you of discrepancies. Special inspections, which are not included in this proposal, will be coordinated with the Contractor to minimize impacts on construction operations, and to confirm that critical inspections occur as required. We document inspections and prepare weekly reports, identifying those items that have been satisfactorily inspected, and those that require correction. Additionally, we would

ensure the Contractor accurately marks the required record drawings with as-built information daily.



We employ a three-step quality assurance program that complements the Contractor's quality control efforts. The program would commence in advance of construction, and continues until completion and acceptance of the work. The following is a brief description of each phase:

The Preparatory Phase begins prior to active installation of work. It includes a check of submittal approvals, material conformance to specifications, and equipment safety checks. A meeting is scheduled with the Contractor performing the work. The purpose of the meeting is to review the drawings, specifications and submittals to establish expectations and to identify and resolve any issues of design intent or performance prior to start of installation.

The Initial Phase begins at the outset of the construction operation. This inspection will establish the standard of acceptable workmanship and resolve any outstanding differences of contract interpretation. Safety requirements are observed to ensure compliance with regulations.

We will coordinate the Follow-Up Phase, which provides project inspection and testing to determine continuation of workmanship and compliance with standards previously established during the initial phase. Once a segment of work is completed, a list of non-conforming items will be prepared for correction. Correction of items must occur prior to the start of the next segment of work.

L. Safety

Safety is our priority. Our team will work with the contractor to develop a construction safety plan that is consistent with OSHA standards, the Town requirements, and other entities as required.

We understand that safety is the responsibility of the Contractor but we believe that all project individuals should be involved to keep the job safe and free of injuries. We will monitor such nuisances as noise; dust and odor from construction activities make sure they will not impact the operations of nearby facilities and occupants.

POST-CONSTRUCTION

We separate closeout as a distinct phase because too often, construction managers begin to phase out their key staff as a project nears completion. JTS will not replace the personnel with the most direct project experience during this critical phase of completion.

The planning for a successful post-construction phase begins on Day 1 of the project, not the end of construction. From the beginning, JTS will develop a successful “end game” strategy to ensure that all the prior efforts result in a successful conclusion. To do this, we will ensure that the contract documents properly address the closeout requirements and their timing. Items to be addressed include:

- Submittal of applicable closeout documents
- Timely punch list completion
- Turnover of O&M manuals, as-builts, and warranty contacts
- Training
- Commissioning and startup activities

To address warranty issues post-occupancy, we will develop a tracking and monitoring program to assure contractual compliance. JTS will add value and efficiency to this process by first verifying the nature of the issue, and identifying the responsible party for action. Our follow up will ensure that each task is successfully completed. Throughout the construction process, JTS will verify that all lien waivers are properly documented. JTS will advise you when Notice of Completion may be filed, and ensure that your interests are protected.



9. JTS Fee Proposal

Our estimated fee proposal is based on the provided schedule in the RFP.

A. Site Mobilization	\$ 1,500.00
B. Construction Period Services (Project Start-up through Substantial Completion – Inclusive of 1 Full-time Clerk of the Works and 1 P.E. Support) – <u>14 months @ \$ 13,500 per month</u>	<u>\$189,000.00</u>
Estimated Project Total	\$190,500.00

JTS is receptive to any fee negotiating with the Town of Front Royal to work within any budgetary constraints.

Our proposed fee is inclusive of cell phones, i-pads, laptops, computers, printers, and personal protective equipment.

Value-added services to be quoted separately.



10. Personnel/Resume's

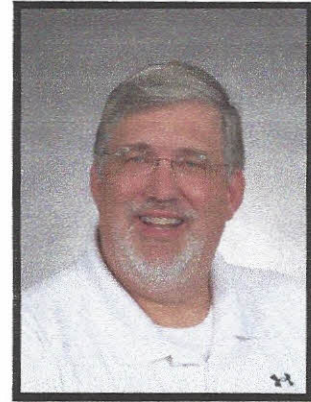
JTS, LLC has a staff of Clerk of the Works as well as Project Managers, Cost Estimators, and Engineers. For the two New Police Headquarters Buildings we have designated J. Randy Atkins as our Clerk of the Works. Mr. Atkins graduated from VMI's Engineering Program and has over 25 years of engineering and construction-related experience. Recently, he has completed Clerk of the Works Projects on behalf of the Virginia Department of General Services for such high profile clients as the Virginia Treasury, Virginia Veterans Services, and the Virginia Wine Board. Throughout his career he has provided field oversight in a variety of projects including the Clover Hill Power Station, Virginia Capitol Complex, and various projects at VCU.

Mr. Atkins will have full support of the JTS team in completing his assignment. Mr. Atkins will be supervised by Kenneth J. Cordo, P.E. Mr. Cordo is a licensed Virginia Professional with over 30 years' experience; much of that experience has been managing projects and supervising Clerk of the Works personnel. Prior to starting JTS, Mr. Cordo, P.E. served as a Capital Outlay Project Manager for the fifth largest agency in the Commonwealth; thus, he manages work with an owner's perspective. Since starting JTS he has had the opportunity to manage Clerk of the Works contracts at the Governor's Mansion; the Western Forensics Laboratory – the Commonwealth's State-of-the-Art Forensics Laboratory for the Office of the Chief Medical Examiner and State Police; and multiple agencies in downtown Richmond in preparation of the General Assembly renovation.

Additional support will be provided by other Clerk of the Works as needed including Jerry Williams, Mike Pierson, and Gary Rose.

Following this page are resume's of the proposed team.

Randy Atkins
Clerk of the Works



Education

- B.S. Electrical Engineering, VMI, Lexington, Virginia

Experience

Mr. Atkins has more than 25 years of progressive engineering and construction-related experience. After graduating from VMI with a degree in Electrical Engineering, he went to work for Virginia Power as a Project Engineer. As a Project Engineer, he was a key team member in the field on various complex projects including the capital replacement of industrial equipment, modernization of power generating equipment at the Chesterfield Plant and the new construction of the \$1.2 Billion Clover Power Station in Halifax, Virginia.

After leaving Virginia Power, Randy conducted Quality Control (QC) and Safety inspections either as an independent consultant or on the behalf of a mid-size Mid-Atlantic Mechanical Contractor. The QC and Safety Inspections were performed on a variety of industrial, commercial, and government buildings including many Commonwealth of Virginia facilities. Additionally, he created a state-approved apprenticeship programs in HVAC and Plumbing. Finally, Mr. Atkins has developed and taught safety training courses for construction personnel.

Relevant Projects

- Clover Power Station, Halifax, VA – Construction of New \$1.2 Billion Dollar Power Plant
- Virginia Veterans Services, Richmond, VA – Renovation
- Virginia Treasury Department, Richmond, VA – Renovation
- Virginia Wine Board, Main Street Center, Richmond, VA - Renovation
- Virginia Power Plant Modernization, Chesterfield, VA – Systems Testing and Maintenance
- Capitol Complex, Utility Upgrades, Richmond, VA
- Main Hospital, VCU, Richmond, VA – Various Renovation Projects
- Biotech Building Number 1, Richmond, VA – New Construction
- Beaumont Juvenile Justice Center, Powhatan, VA – New Construction of Cottages
- Sussex Correctional Facility, Sussex, VA – New Construction
- VCU Athletic Facility, Richmond, Virginia – New Construction
- Capital One Campus, Goochland, VA – New Construction
- Dinwiddie High School, Dinwiddie, VA – Renovation of School Building
- Dinwiddie Middle School, Dinwiddie, VA – Renovation of School Building
- Bowe Street Parking Deck, VCU, Richmond, VA – New Construction of Parking Deck

Kenneth J. Cordo, P.E.

Education

- B.S., Civil Engineering, University of Illinois, Urbana-Champaign
- M.B.A, VCU

Certifications/Licenses

- Professional Engineer, VA
- LEED AP®
- VA Construction Contracting Officer (VCCO)
- CDT, CSI

Professional Organizations

- CSI, Chapter President
- CSI, Previously Board of Director
- IFMA

Continuing Education

- Erosion and Sediment Control, DCR
- Var. Roof Seminars, RCI
- CSI Lectures
- HVAC Systems, JSRCC
- Commissioning, JRGBC
- Construction Document Technologist
- Virginia Construction and Professional Services Manual
- 2009 IBC Code Update Classes and Seminars



Mr. Cordo has 30 years of experience in the engineering and construction industry. Ken will manage JTS's engineering and construction management services departments. During the course of his career, Mr. Cordo has managed projects and supervised clerk-of-the-works services for a variety of state and municipal agencies. He has a great breadth of industry experience having worked on Educational, Hospital Buildings, Libraries, Office Buildings, and Utility Projects on campus-wide infrastructure improvements.

Mr. Cordo has been qualified as an Expert in the field of Building Code and Construction by the Courts. He has issued expert witness reports and provided testimony in depositions, arbitration, and court room trials. Finally, he has conducted building assessments and forensic evaluations.

Relevant Experience

- Project Manager on the following projects.
- Building 43, Roof Replacement and Structural Repairs, Petersburg, Virginia
- DGS Surplus Warehouse – New Canopy Structures,

Sandston, VA

- HVAC Replacement, Southeast Virginia Training Center, Chesapeake, Virginia
- Fire Alarm Upgrades, Hiram Davis Medical Center, Petersburg, Virginia
- Roof Replacement, Western State Hospital, Staunton, Virginia
- Infrastructure Rehabilitation, Western State Hospital, Staunton, Virginia

- Campus Infrastructure, Eastern State Hospital, Williamsburg, Virginia

Mr. Cordo has supervised Clerk of the Works working on the following projects.

- Eastern State Hospital – Performance Contract, Williamsburg, Virginia
- Laundry Piping Replacement, Central State Hospital, Petersburg, Virginia
- Renovations to Piedmont Geriatric Hospital, Burkeville, Virginia
- Boiler Plant Upgrades, Piedmont Geriatric Hospital, Burkeville, Virginia
- BSL 3 Laboratory, Biotech 6 Building, Richmond, Virginia
- Renovations to the Virginia Center for Behavioral Rehabilitation, Burkeville, Virginia
- Multiple Schools, Charlottesville, Virginia
- Water Tower Repairs Southside Virginia Training Center, Petersburg, Virginia
- Refrigeration Project, Virginia Center for Behavioral Rehabilitation, Burkeville, Virginia
- Infrastructure Improvements, Piedmont Geriatric Hospital, Burkeville,
- Roof Replacement, Dept of Veteran Services, Salem, Virginia
- Building Addition, Dept of Veteran Services, Salem, Virginia
- New Science Building, Richard Bland College, Petersburg, Virginia
- Appomattox Regional Library, Hopewell, Virginia
- Security Upgrades – Forensics Unit, Central State Hospital, Petersburg, Virginia
- Various Renovation Projects, Central State Hospital, Petersburg, Virginia
- Sitter-Barfoot Veterans Center, Department of Veteran Services, Richmond, Virginia
- Seaford Residency, VDOT, Seaford, Virginia
- HVAC Renovation, Buildings 93, 94, and 95, CSH, Petersburg, Virginia
- Elkton Materials Testing Laboratory, VDOT, Sandston, Virginia
- Dairy Plant Renovation, Virginia Department of Corrections, Powhatan, Virginia
- Goochland Office Building, Virginia Department of Corrections, Goochland, Virginia
- Haynesville Area HQ, VDOT, Haynesville, Virginia
- Kitchen Renovations, Southwest Virginia Training center, Hillsville, Virginia
- Boiler Replacement and Hot Water Distribution Replacement, Southwest Virginia Training Center
- Roof Replacement and Structural Repairs, Southwest Virginia Training Center, Hillsville, Virginia
- Electrical Upgrades, Catawba Hospital, Catawba, Virginia
- Utility Infrastructure Replacement, Catawba Hospital, Catawba, Virginia
- Boiler Replacement, Southwest Virginia Mental Health Institute, Marion, Virginia
- Oscar E. Stovall Housing Complex, Richmond Redevelopment and Housing Authority, Richmond, Virginia
- Southside Regional Medical Center, Environmental Remediation and Demolition, Petersburg, Virginia

Gary Rose
Clerk of the Works

Education

- B.S. Biology, Syracuse University
- Civil Engineering Technology, J. Sergeant Reynolds Community College

Certifications/Licenses

- Certified Weld Inspector, CWI # 02040311

Mr. Rose has previously held the following accreditations:

- ACI 318 Concrete Sampling
- VDOT Soils
- EPA AHERA Accredited Asbestos Inspector
- Lead-based Paint Inspector/Risk Assessor



Gary Rose is one of JTS's Senior Clerk-of-the-Works. Mr. Rose has over 35 years of construction related experience. He has worked on a variety of government and commercial projects. During the course of his career he has overseen construction projects from start to finish including one of the largest institutional buildings in Virginia; the Virginia Center for Behavioral Rehabilitation in Burkeville, Virginia. Currently, Gary is serving as the Clerk of the Works on a major Hospital Renovation Project.

Prior to joining JTS, Gary worked for one of the largest national engineering firms in the nation. He started his career working in the field, where he became a journeyman ironworker and journey man technician lineman with the International Brotherhood of Electrical Workers (IBEW).

Experience

- **Kitchen Building, Central State Hospital, Petersburg, Virginia** - Served as the Clerk of the Works during plumbing replacement project.
- **Building 51, Laundry Building, Central State Hospital, Petersburg, VA** Roofing Inspector on replacement of low-slope roof system with new EPDM membrane and tapered insulation.
- **New Classroom Building, University of Mary Washington, Fredericksburg, Virginia** Conducted inspection work during construction of this new class room building.

- **West Wing Renovation, Piedmont Geriatric Hospital, Burkeville, Virginia** Clerk of the Works on Hospital Renovation Project. The scope of the project included new HVAC equipment, elimination of hanging hazards, modifications to the fire suppression system and new architectural finishes.
- **Virginia Center for Behavioral Rehabilitation, Burkeville, Virginia** Served as Resident Inspector/Clerk-of-the-Works during construction of this new 350 bed facility. Services were provided in accordance with BCOM's Construction and Professional Services Manual (CPSM).
- **Boiler Stacks - Piedmont Geriatric Hospital, Burkeville, Virginia** – Oversaw the structural repairs to the boiler plant exhaust stacks.
- **Dillard's, Stoney Point Mall and Short Pump Mall, Richmond, Virginia** – Performed steel inspections and oversaw the installation of roofs at these two new retail facilities.
- **Elevated Water Towers, Southside Virginia Training Center, Petersburg, Virginia** Clerk of the Works during structural repairs and application of new interior coating of elevated water tanks.
- **Buckingham Correctional Center, Buckingham, Virginia** Conducted materials testing including steel and concrete at this new correctional facility.
- **Lunenburg Correctional Center, Lunenburg, Virginia** Conducted materials testing including steel and concrete at this new correctional facility.
- **Pamunkey Regional Jail, Pamunkey, Virginia** - Conducted materials testing including steel and concrete at this new correctional facility.
- **Culpepper Juvenile Center, Culpepper, Virginia** Conducted materials testing including steel and concrete at this Commonwealth of Virginia facility.
- **Beaumont Juvenile Center, Beaumont, Virginia** Conducted materials testing including steel and concrete for new buildings at this existing facility.
- **Home Depot** Conducted steel inspections, materials testing, and oversaw the roof installation at 4 Home Depot stores in Virginia and North Carolina.
- **Ambulatory Care Center, MCV/VCU, Richmond, Virginia** Performed steel inspections at this new healthcare facility in downtown Richmond.
- **Federal Courthouse, Richmond, Virginia** Performed steel inspections during the construction of this new federal facility.
- **Water Tower, Buckingham Correctional Center, Buckingham, Virginia** Conducted steel inspection as well as coatings inspection of this new potable water tower.
- **14th Street Pedestrian Bridge, Richmond, Virginia** Conducted steel inspections during the refurbishment of this pedestrian bridge located in downtown Richmond.

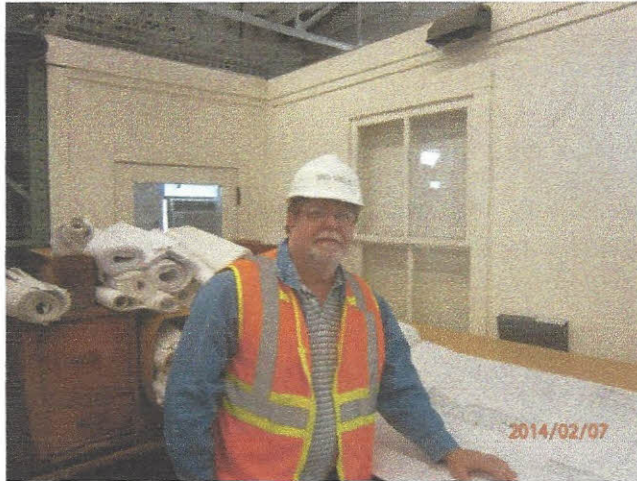
Mike Pierson
Project Inspectors

Education

H.S. Diploma, Albemarle HS

**Certifications/Licenses/
Continuing Education
Classes**

- National Electric Code, J. Sergeant Reynolds Community College
- AutoCAD 12, J. Sergeant Reynolds Community College
- Various Seminars on Mechanical Equipment from Manufacture's Representatives
- Various CSI Seminars on Roofing and Exterior Building Materials



Mr. Pierson is one of JTS's Senior Project Inspectors. He has 30 years of Engineering and Construction related experience with a majority of that experience working in the field on a variety of building types. Most recently, Mike has completed overseeing renovations and a building addition at the Virginia Center for the Behavioral Rehabilitation.

Previously, Mike had been working at Fort Lee as the MEP-Quality Control Inspector on \$270 MM worth of new construction. The bulk of this work involved the construction of 8 new Barracks. These barracks were 5-story structures with an occupancy level of 900 each. As part of his Quality Control role, Mike was responsible for commissioning of the HVAC systems. Prior to his work at Fort Lee, Mr. Pierson was the MEP Construction Administrator for some of the premier engineering firms in the Richmond metropolitan area. During this role he worked at jails, high schools, and universities including science buildings and chemistry laboratories. Over the course of his career, Mike has worked/commissioned a variety of manufacture's equipment and DDC controls including Johnson Controls and Honeywell.

Relevant Experience

- **Governor's Mansion, Richmond, Virginia** – Mike served as the Clerk of the Works overseeing the installation of the new HVAC system in Governor's Mansion. Required close coordination between contractor and the Governor's Staff.
- **Blair Hall, William and Mary, Williamsburg, Virginia** - Oversaw renovation of the former president's residence which was converted to offices.

- **Virginia Center for Behavioral Rehabilitation, Burkeville, Virginia** Served as Clerk of the Works during renovation of the kitchen and addition to the building. This was a multi-phase and multi-shift project. Mike assisted in coordinating the contractor's activities with the facility so that the facility remained operational.
- **Bio-safety Level 3, Biotechnology 6 Building, Richmond, Virginia** Provided Clerk of the Works services during environmental (mold) remediation and subsequent renovation of this CDC Level 3 Bio-safety Laboratory. Renovation included installation of new HVAC equipment, ductwork as well as laboratory equipment.
- **Security System Upgrades, Commonwealth Center for Children and Adolescents (CCCA), Staunton, Virginia** – Served as Clerk of the Works during installation of new CCTV cameras and monitors.
- **Site Improvements, Commonwealth Center for Children and Adolescents (CCCA), Staunton, Virginia** – Provided Clerk of the Works Services during site improvements project which included new concrete sidewalks, fencing, grading, and playground equipment.
- **TC Williams High School, Alexandria, Virginia** Mike was the Construction Administrator during the renovation of this High School. The school was originally constructed in 1965 and serves nearly 3,000 students.
- **T-5 AIT Barracks, Phase 1 and Phase 2, Fort Lee, Prince George, Virginia** Performed quality control inspections, test, and commissioning on 8 new barracks. These new barracks were 5-story structures with a construction value in excess of \$270 MM. As the MEP Quality Control Inspector, conducted rough in and final inspections of all mechanical, electrical, plumbing, and fire alarm systems. Commissioned all HVAC equipment and building automation systems. Conducted final testing on all life safety systems including the fire alarm, mass notification, fire pump and suppression systems.
- **Southside Regional Medical Center, Petersburg, Virginia** Oversaw renovation of various clinical areas in support of new medical equipment.
- **Christopher Newport University, Williamsburg, Virginia** Responsible for oversight of new academic building at this satellite location. Mixed-use structure which included offices, class rooms and chemistry laboratory.
- **Library Storage Building, Virginia Polytechnic Institute, Blacksburg, Virginia** Responsible for MEP oversight which included a computerized robotic retrieval system. This was a 50k sq. ft. structure which required stringent humidity controls.
- **Student Services Center, James Madison University, Harrisonburg, Virginia** Responsible for MEP oversight of this new academic building.
- **Courthouse and Jail, Fairfax, Virginia** Responsible for MEP oversight of this courthouse and correctional facility. The new building incorporated state-of-the-art security enhancements.
- **Warhill High School, Williamsburg, Virginia** Responsible for MEP oversight of this 243,000 square foot building. The school opened in 2007 and features a technology specialty center that exists in partnership with Sentara and Thomas Nelson Community College.

B. Jerry Williams
Clerk-of-the-Works



Bobby G. Williams is one of JTS's Clerk-of-the-Works. Mr. Williams has over 30 years of construction related experience. He has worked on a variety of government and commercial. During the course of his career he has overseen construction projects from start to finish including being part of the \$1.6 Billion BRAC (Base Realignment and Closure) expansion at Fort Lee. He has experience with multiple construction procurement methods including design-bid-build, design-build, and CM-at-risk.

Prior to working as a Quality Assurance Inspector at Fort Lee, Mr. Williams ran a successful Class A Construction Company. While running his own construction firm, he completed commercial and hospital projects. Additionally, one of his more interesting prior projects involved the development of a Bahamian Resort Island. He started with a raw island and completed the construction of a 4-star resort. On this project, he coordinated and directed the work of all sub-contractors with differing nationalities including the US, Bahamian, and Scottish. Finally, he served six years as the County Building Inspector along the North Carolina outer banks. As the building code official, he was officially charged with conducting building inspections, code interpretations, and issuance of reports.

Mr. Williams has experience with LEED, USACE RMS Systems, and EM 385.

Relevant Experience

The following projects are projects served by Mr. Williams as Quality Assurance Inspector.

- State Library of Virginia, Richmond, Virginia Served as Clerk for the Virginia Department of General Services during exterior repairs to the granite façade.
- Virginia Department of Emergency Management, Richmond, Virginia – Served as Commonwealth of Virginia Project Specialist post-Hurricane Sandy.
- Robotics Training Facility, Fort Lee, Virginia – New 12,221 square foot facility.
- EOD Training Facility, Fort Lee, Virginia – New 109,261 square foot training facility.
- Warrior Training Facility, Fort Lee, Virginia – New 16,759 square foot training facility.
- Medical/Dental Building, Fort Lee Virginia – New 34,776 square foot medical facility.
- Tactical Training Facility, Fort Lee, Virginia – New 98,122 square feet training facility.

The following projects are relevant projects served by Mr. Williams as Project Manager.

- Bahamian Resort for Holland America Cruise Lines – Served as on-site Project Manager during construction of a 4-star resort on virgin island.
- Outer Banks Regional Hospital, North Carolina – Managed construction of 100,000 square foot medical facility.
- Athletic Building, University of Richmond, Richmond, Virginia Served as Site Superintendent during renovation of locker room facilities at Robbins Hall. Work was completed prior to students returning for the fall semester.

Education/Professional Licenses/Certifications

- Old Dominion University, General Engineering Classes
- Norfolk State University, General Engineering Classes
- OSHA 10 and 30 Certification
- North Carolina Certified Level 3 Building Inspector
- CPR & AED Certified



11. Sub-contractors

JTS plans to provide all services with JTS personnel and we do not anticipate any sub-contractors.



12. Manpower Statement

At the writing of this proposal, JTS has the necessary manpower available to complete the work for this contract.



13. Disclosure of Potential Conflicts of Interest

JTS does not have any known conflicts of interest in the submission of this proposal with government officials, contractors, the Architect/Engineer, or suppliers.



14. Other Significant Information/Value Added Services

Although not specifically requested, JTS can provide the following additional services;

- Constructability reviews.
- Review O&M Manuals and establish maintenance schedules.
- HVAC and Security Commissioning.
- Establish 30-year maintenance reserve fund budgeting.
- LEED® Documentation and Filing
- Community Public Relations Program.

Should any of the afore-mentioned services be of interest to the Town of Front Royal, JTS would be glad to provide additional information of how we can assist the Town.

TOWN OF FRONT ROYAL, VIRGINIA

Quotation Tabulation

Item: **CLERK OF THE WORKS - PD HEADQUARTERS**

Quotation # _____

Date: **MARCH 10, 2017**

Mailed: _____

Replied **2**

Vendor Quotation

	JTS, LLC	SKYLINE MANAGEMENT	FARLEY BUILDING SOLUTIONS	OWNER REP CONSULTING
	HENRICO	STEPHENSON	WILLIAMSBURG	ANNAPOLIS MD
QUANTITY	QUOTATION	QUOTATION	QUOTATION	QUOTATION
CLERK OF THE WORKS - POLICE HEADQUARTERS CONSTRUCTION KENDRICK LANE	\$1,500.00 (MOBILIZATION) \$189,000.00 (EST 14 MO @ \$13,500.00/MO)	\$95.00/HOUR \$125.00/HOUR OVER 40 HR WEEK NO FEES FOR: TRAINING, PER DIEM, TRAVEL, OFFICE SUPPLIES (Note from Cindy: I calculated the dollar amount below base on 160 hour month)	LUMP SUM (BASED ON 14 MO.) \$175,960.00 (BASE FEE) + \$13,000.00 (HOUSING ALLOWANCE)	(BASED ON 14 MO) \$288,000.00 + \$51,000.00 (PER DIEM)
TOTAL QUOTATION	\$190,500.00	\$212,800.00	\$188,960.00	\$339,000.00

The above proposals verified to specifications and compliance with terms and conditions.

Witness

Witness

PURCHASING AGENT

13



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 13

Meeting Date: July 10, 2017

Agenda Item: Council Approval – Purchase of power transformer for Manassas Substation

Summary: On Tuesday, June 13, 2017, a bid opening for the purchase of a new medium power transformer for the Manassas Substation. The town received 6 responses. The lowest quotation received was from Virginia Transformer Corporation (see attached tabulation sheet).

Southeastern Consulting Engineers recommends award for the purchase of a new medium power transformer for the Manassas Substation be made to Virginia Transformer Corporation, for a cost of \$340,528.00.

Budget/Funding: Funding is available in the Department of Energy Services line item 9401-R47937 "Manassas Substation #1", in the amount of \$227,782.96. This is funding carried forward from FY17. The balance of the cost, \$112,745.04 will be from the FY18 line item 9401-4 793 7.

Meetings: N/A

Staff

Recommendation: Approval ✓ Denial

Proposed Motion: I move that Council approve the bid from Virginia Transformer Corporation for a medium power transformer in the amount of \$340,528.00 for Manassas Substation.

ROLL CALL VOTE REQUIRED

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW



MEMORANDUM

Date: July 5, 2017
To: Tina Presley, Senior Administrative Assistant
Jennifer Berry, Clerk of Council
From: Cindy Hartman, Purchasing Agent
RE: Agenda Item



On Tuesday, June 13, 2017, I held a bid opening for the purchase of a new medium power transformer for the Manassas Substation. I received 6 responses. The lowest quotation received was from Virginia Transformer Corporation (see attached tabulation sheet). I sent a copy of each response to Southeastern Consulting for review to ensure compliance with the specification requirements. Due to the dollar amount, I will need Council approval before proceeding with the purchase. Please add this item to the July 10, 2017 agenda for their action.

Southeastern Consulting Engineers recommends award for the purchase of a new medium power transformer for the Manassas Substation be made to Virginia Transformer Corporation, for a cost of \$340,528.00.

Funding is available in the Department of Energy Services line item 9401-R47937 "Manassas Substation #1", in the amount of \$227,782.96. This is funding carried forward from FY17. The balance of the cost, \$112,745.04 will be from the FY18 line item 9401-47937.



Southeastern Consulting Engineers, Inc.

June 28, 2017

Mr. David Jenkins
Town of Front Royal
P. o. Box 1560
Front Royal, Virginia 22630

Ref.: Manassas Transformer Bid Recommendations

Dear David:

The Town received proposals on June 13, 2017, from five suppliers and representatives solicited for providing a new transformer for the Manassas Substation.

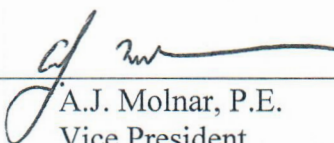
A tabulation of the bids received for the project is enclosed.

We have evaluated each proposal based on compliance with the specifications, cost, and delivery. We recommend that the Town accept the proposal from Virginia Transformer Corporation, in the amount of \$340,528.00 and authorize us to prepare the necessary contract documents.

Please let us know if you have any questions.

Very truly yours,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By 
A.J. Molnar, P.E.
Vice President

AJM/lc

Enclosure

cc: Mrs. Cindy Hartman

600 MINUET LANE P.O. BOX 240436 CHARLOTTE, NC 28224
PHONE: (704) 523-6045 FAX: (704) 523-8317

BID TABULATION

Town of Front Royal, Virginia
Manassas Substation Transformer

Town of Front Royal
Front Royal, Virginia

Date: June 13, 2017

Bidder	Virginia Transformer Corp. <u>Roanoke, VA</u>	WEG <u>Duluth, GA</u>	CG Power <u>Washington, MO</u>	ABB <u>South Boston, MA</u> (Rectangular Core and Coils)	SPX <u>Goldsboro, NC</u>	ABB, Inc. <u>Crystal Springs, MS</u> (Circular Core and Coils)
<u>Base Bid</u>						
One-Medium Power						
10/13.33/16.66 MVA						
34.4 - 13.2Y/7.62 KV						
Transformer	\$340,528.00	\$405,500.00	\$430,750.00	\$456,030.00	\$470,263.00	\$483,750.00
Evaluated Cost	\$408,128.00	\$482,500.00	\$494,850.00	\$535,230.00	\$536,063.00	\$549,900.00
Delivery:	18-20 Weeks	27-29 Weeks	22-24 Weeks	28-32 Weeks	22-26 Weeks	28 Weeks
<u>Optional Second Unit</u>						
Cost to furnish a second transformer of identical design delivered to the pad on same day as Base Unit.	\$335,420.00	\$405,500.00	\$462,442.50	\$445,230.00	\$432,085.00	\$468,647.00
<u>Optional Transformer Unit</u>						
One - Medium Power						
10/12.5/14 MVA @ 55°C &						
11.2/14/16.8 MVA @ 65°C						
otherwise rated and equipped per Specifications.						
Delivery:	\$337,528.00	\$388,100.00	NQ	NQ	NQ	NQ
<u>Optional Second Alternate Transformer</u>						
Cost to furnish second 10/12.5/14 MVA base rated transformer of identical design delivered to the pad on same day as first unit.	\$334,528.00	\$388,100.00	NQ	NQ	NQ	NQ

14



**Town of Front Royal, Virginia
Council Agenda Statement**

Page 1
Item No. 14

Meeting Date: July 10, 2017

Agenda Item: CLOSED MEETING – Afton Inn Property and vacant Town Council position

Summary: Council is requested to go into Closed Meeting for the following purposes in relation to the Afton Inn property and vacant Town Council Position: **1)** Discussion or consideration of the disposition of publicly held real property, pursuant to Section 2.2- 3711. A.3., where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; **2)** Discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating or expanding its facilities in the community, pursuant to Section 2.2-3711. A. 5. of the Code of Virginia; **3)** Discussion and consideration of resignation of a Town Council Member and the appointment of prospective candidates for appointment to fill the vacant Town Council position, pursuant to Section 2.2-3711.A.1 of the Code of Virginia; and **4)** Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, including possible pursuing a special election for a Town Council Member, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.

Budget/Funding: None

Attachments: None

Meetings: None

Staff Recommendation: Approval ☒ Denial ☐

Proposed Motion:

Motion to Go Into Closed Meeting

I move that Town Council go into closed meeting for the following purposes, in relation to the Afton Inn property and the vacant Town Council position: **1)** Discussion or consideration of the disposition of publicly held real property, pursuant to Section 2.2- 3711. A.3., where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; **2)** Discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating or expanding its facilities in the community, pursuant to Section 2.2-3711. A. 5. of the Code of Virginia; **3)** Discussion and consideration of resignation of a Town Council Member and the appointment of prospective candidates for appointment to fill the vacant Town Council position, pursuant to Section 2.2-3711.A.1 of the Code of Virginia; and **4)** Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, including possible pursuing a special election for a Town Council Member, pursuant to Section 2.2-3711. A. 7. of the Code of Virginia.

Motion to Certify Closed Meeting at its Conclusion *[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]*

I move that Council certify that to the best of each member's knowledge, as recognized by each Council member's affirmative vote, that only such public business matters lawfully exempted from Open Meeting requirements under the Virginia Freedom of Information Act as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the

Closed Meeting by Council, and that the vote of each individual member of Council be taken by roll call and recorded and included in the minutes of the meeting of Town Council.

*Note: Motions are the formal & final proposal of Council,
proposed motions are offered by Staff for guidance

*To be clear and concise, motions should be made in the positive

Approved By: JW

CLOSED MEETING