



SMITHFIELD TOWN COUNCIL AGENDA
May 5, 2020 at 6:30 p.m.
Held at Smithfield Center, 220 N. Church Street

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INFORMATIONAL SECTION:

1. Manager's Report

a. April Activity Report

D. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|--------|---|---|
| May 5 | - | 6:30 p.m. – Town Council Meeting |
| May 12 | - | 6:30 p.m. – Planning Commission |
| May 18 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Public Safety Committee
Water and Sewer Committee
Finance Committee |
| May 19 | - | 3:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee |
| May 19 | - | 6:30 p.m. – Board of Historic and Architectural Review |

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

E. Public Comments:

In accordance with Governor Northam's Executive Order Number Fifty-Three (2020), issued to address the spread of the COVID-19 pandemic, which prohibits public gatherings of 10 or more individuals, the May 5th, 2020 Town Council Meeting will be closed to in-person public comments. **Citizens are encouraged to submit any public comments to the Town Clerk at lking@smithfieldva.gov prior to the meeting so that it may be read into the record.** Any required response(s) from the Town will be provided in writing following the meeting.

F. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

CONSENT AGENDA ITEMS

- C1. **Invoices Over \$10,000 Requiring Council Authorization:** **TAB 1**
- a. Isle of Wight County – IT Services Feb 2020 – June 2020 \$ 33,750.00
 - b. Berkley Group – Interim Town Manager Services \$ 17,710.00
 - c. Lewis Construction of Virginia, Inc – Hydrant Tie-In – Jordan Dr \$ 12,000.00
 - d. Lewis Construction of Virginia, Inc. – Find & Fix – Crescent PS \$ 15,162.50
- Invoice received since Finance Committee Requiring Authorization:**
- e. Blair Brothers, Inc. – Pay App.# 7 - Right Turn Lane @ Sports Complex \$ 27,662.24
- C2. **Motion to Award Vehicle Maintenance Contract to Smithfield Truck & Auto Center** **TAB 2**
- C3. **Motion to Accept Capital Improvements at Windsor Castle Park** **TAB 3**
- C4. **Motion to Approve Task Order # 1 on both Route Alternatives from Kimley Horn & Associates for Segment 3 of the Multi-Use Path** **TAB 4 & 5**

ACTION SECTION

1. **Motion to Approve the Town Council Summary Minutes of April 7th, 2020**
[William H. Riddick, III, Town Attorney](#)
2. **New Business:**
3. **Old Business:**
4. **Adjournment**

ACTIVITY REPORTS

May 1, 2020

TO: SMITHFIELD TOWN COUNCIL

**FROM: MICHAEL R. STALLINGS, JR. ICMA-CM
TOWN MANAGER**

SUBJECT: MONTHLY ACTIVITY REPORT – APRIL 2020

TOWN MANAGER

- Attended P-Card Training on April 2nd
- First day on the Job was April 20th
- Participated in Budget Briefings with the Treasurer the week of April 20th-April 24th
- Met with Department Heads individually the week of April 20th-24th
- Attended Council Committee meetings
- Participated in weekly staff conference calls
- Participated in conference calls with VML, Davenport and Treasurer, and regional CAO's
- Attended Chamber of Commerce virtual Board Meeting on April 30th

DIRECTOR OF HUMAN RESOURCES

- Worked with various property claims with VRSA
- Worked with Workers Comp claims as appropriate
- Conduct recruiting efforts for the following positions:
 - Patrol Officer
- Attended P-card Training on April 2nd
- Led monthly Safety meeting on April 8th
- Participated in FFCRA Training on April 9th
- Participated in a webinar regarding LGBTQ in the Workplace on April 29th

- Participated in numerous conference calls and webinars regarding COVID-19 throughout the month.
- Developed Open Enrollment Presentation
- Developed Supervisor Training for Performance Evaluations
- Managed any personnel-related & benefits questions/issues as appropriate
- Began working on policy development in order to be in compliance with the Virginia Values Act
- Participated in all weekly staff meetings

TOWN CLERK'S OFFICE:

- Attended P-card Training on April 2nd
- Prepared Bulk Mailing for Town Municipal Mailer.
- Transcribed and proofed the monthly minutes from Town Council.
- Prepared April Town Council Committee Agenda, and the May Town Council Agenda
- Attended Town Council Committee meetings on April 27th and prepared summary reports from all.
- Posted RFP's for Landscaping Maintenance Service and Mowing Services on eVa and the Town's website

TREASURER'S OFFICE:

- Participated in P-Card "Go-Live" training with Bank of America representative on 4/2/20.
- Attended "Procurement for Grants During Crisis" webinar and FEMA Applicants webinar on 4/7/20.
- Participated in conference call meeting with Sandy Wanner and Roland Kooch and David Rose of Davenport on 4/8/20.
- Participated in web training on 4/10/20 with Lester Garris of MUNIS and Lawson Headley regarding tax forms proofing.
- Participated in conference calls with Ricardo Mendez of MUNIS for project status updates on 4/13/20 and 4/24/20.
- Participated in preliminary budget meetings with Michael Stallings on 4/21, 4/22, and 4/23/2020.
- Participated in conference call meeting with Michael Stallings and Roland Kooch of Davenport on 4/24/20.
- Participated in webinar/conference call with Robin Landrus and Ryne Brown of Bank of America to work on P-Card adjustments.
- Reconciled March cash balances and finalized February and March financial statements.

PUBLIC WORKS

1. Staff performs the following duties on a monthly basis
 - A. Miss Utility marking
 - B. Read meters for billing and to transfer property owners
 - C. Water cut-offs and cut-ons
 - D. Check sewer pump stations daily
 - E. Install and repair street signs
 - F. Replace and repair broken water meters
 - G. Perform maintenance on town-owned buildings

2. Sewer Line Repairs and Maintenance
 - A. Located and repaired sewer line laterals in various locations.
 - B. Cleaned sewer main line in various areas of the town.
 - C. 308 Grace St. completed all repairs on sewer main line.
 - D. Lewis Construction install isolation valve on sewer force main at Cresent pump station Public works assisted in the shutdown of pump station.

3. Sewer Pump Station Repairs and Maintenance
 - A. Weekly and daily checks on all 27 pump stations.
Performed the following scheduled maintenance at all pump station
 1. Cleaning of wet-wells
 2. Alarms testing
 3. Sump pump cleaning
 4. Check Valve cleaning and repair
 5. Generator checks / Godwin pump checks
 6. Control Panel / Flow monitor checks
 7. Fence and Grounds inspections
 8. Inspected Structure
 9. Inspect and clean pumps
 10. Level system check
 11. Test limit switches
 12. Bar screen cleaning
 13. Rain gauge cleaning
 14. Head pressure reading at 7 pump stations
 - B. Installed new air compressor at Cresent pump station.
 - C. Installed new pump at Ledford Lane pump station

D. Epps installed a new roof on Morris Creek PS.

4. Water Line Repairs and Maintenance

A. Lewis Construction installed isolation valve on 6in water main at 517 Main ST.

5. Well Repairs and Maintenance

A. All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.

B. Well 8A remains in stand-by mode.

6. Water Treatment Plant

A. Operate RO Plant and monitor distribution system.

B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.

C. Performed monthly routine tasks including but not limited to:

1. Daily Inspection of RO Plant and grounds.
2. Monthly Tank inspections.
3. Inspect and exercise plant generator monthly.
4. Fill antiscalant day tank.
5. Truck Inspections.
6. Routine service of lime system.
7. Service online fluoride and chlorine analyzers.
8. Calibrate online turbidimeter and pH meter.
9. Check and replace air filters
10. Test Alarms.

D. Flushed Well 8

E. Annual Lime Feeder cleaning.

F. Greased Lime Agitator.

G. Bi-Annual Vibration Testing completed.

H. Changed oil in High Service and Well 10 pumps.

7. **FOG/ Backflow/ Septic Pump Out Program**

A. FOG related visits to FSE's to ensure compliance

1. Checking FSE's for HRFOG Certifications and Grease Maintenance Logs to ensure compliance of our ordinances.
 2. Returning of normal pump out schedules, with some adjustment as needed.
- B. Implementing the Backflow and Cross Connection Program to ensure compliance by:
1. Annual reminders for Backflow Testing sent out with expectation of compliance by July 1, 2020.
 2. (3) Failed device notification sent out for the 2020 year thus far with expectation of repair/replacement within 30 days.
- C. Maintaining of the Septic Pump Out Program
1. Septic Tank Pump-Out letters sent out for those due in the 2020 year, with expectation of Compliance within 90 days of the dated letter.

8. Miscellaneous

- A. Grounds crews cut rights-of-way and easements on water and sewer lines, leaf removal throughout town, and emptied trash cans on Mondays and Fridays.
- B. Minor repairs at Town Hall and other town buildings.

COMMUNITY DEVELOPMENT & PLANNING

1. Planning Commission – April 14th, 2020 (Canceled)
2. Special Use Permit Applications under review
 - A. 600 Cypress Creek Pkwy – Cypress Creek Golfers & Members Club, LLC, Applicant
 - B. 13458 Bennis Church Blvd – Miller Oil Co., Inc., Applicant
3. Subdivision and Site Plans under review
 - A. Surry Hydraulic Improvements & Interceptor Force Main – Kenneth Turner, Applicant
 - B. Lot 0A, Huntington Way – Stephen Romeo, Applicant
 - C. 803 S Church St – Nick Hess & Derek Joyner, Applicants
4. Subdivision and Commercial Sites Under Construction and Inspection

- A. Church Square, Phase I
 - B. Cypress Creek Phase VI
 - C. Cypress Creek Phase VII B&C
 - D. Dollar Tree, 1291 Benns Church Blvd
6. Board of Historic & Architectural Review – April 21st, 2020 (Canceled)
7. Board of Zoning Appeals – April 21st, 2020 (Canceled)

ENGINEERING

1. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
2. Blair Brother's Contr., Contractor met on site to coordinate removal of existing storm pipe and installation of new elliptical storm pipe at 508 Pagan Road.
3. Prism Contractors & Engineers, Inc. videoed and cleaned 12-inch storm drain pipe at 229 Main Street in preparation to install lining. Contractor also videoed and cleaned 15-inch pipe at 114 Minton Way.
4. Erosion & Sedimentation control field inspections for single family dwellings were performed at 24 locations throughout the Town and required reports were filed.
5. Smithfield Lake Dam; field inspections continue to be held this month involving the Smithfield Lake Dam. No structural deficiencies were noted this month on the Dam site. Draper Aden Assoc. has submitted the revised Emergency Action Plan which will be forwarded to Town Council for final approval. We have now submitted to DCR our application for Certificate of O & M certification renewal.
6. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
 - a. UPC: 110507 Install right turn lane adjacent to Westside Elementary School – on US 258 – Main Street. Blair Brothers Contr. has completed installation of sanitary sewer laterals as noted on approved site plans. All required testing of the sanitary sewer system has been performed and approved. A walk thru of the project was completed and a punch list compiled which was forwarded to the contractor.
 - b. UPC: 110508 Benns Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. After further review and discussion, it has been determined that the best utilization of the remaining funds allocated to this project would be

to improve the existing left turn lanes and the existing right turn lane, followed by a mill and overlay of the intersection. Documents have been completed, signed and forwarded to VDOT in reference to this project.

- c. UPC: 110509 Smithfield to Nike Trail Park – Segment 3 – Alternative Analysis. A public meeting was held, and several options were discussed and were under review. It has been decided that the John Rolfe Drive / Lumar Road route will be the route utilized for the segment 3 Bike Trail extension. Kimley – Horn is now continuing their engineering study along with details of the exact location that the trail will encompass.
7. Met with a representative from VDOT to discuss the reconstruction of Grace Street. We are looking at relocating / replacing the sanitary sewer and water systems in this roadway area prior to VDOT project.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
APRIL 2020**

Committees and Projects:

04/01 Department Head meeting – teleconference
04/08 Department Head meeting – teleconference
04/15 Department Head meeting – teleconference
04/22 Department Head meeting – teleconference
04/27 Finance Committee meeting – Smithfield Center
04/29 Department Head meeting - teleconference

Training

04/01 Evidence Collection – telecommute – Sgt. Phillips, Sgt. Powell, Officer Johnson, Officer Owens, Officer Stanley, Officer Jones, Officer Cooper, Officer McGough (10 hrs.)
04/08 Evidence Collection – telecommute – Sgt. Miller, Sgt. Adams, Officer Hughes, Officer Polk, Officer Norton, Officer Cook, Officer Wooley (10 hrs.)
04/27 – 30 Basic Crime Scene Photograph – Online – Officer Polk (32 hrs.)

Community Relations

04/10 Handing Out Shoes – Smithfield Assembly
04/16 Accepting pizza and soda from citizen – PD
04/16 Accepting snacks and drinks from citizen – PD
04/19 Birthday parade for 90 year old vet – The Villas

Criminal Investigations Division

IBR#: 2020-00244
Offense: Identity theft and fraud
Location: Bristol Street
Date: 04/08/2020

An Officer assisted a resident at the PD in reference to a fraud incident. The victim is a retired federal government employee. She could not access her personal e-mail account and upon seeking help from an IT professional, discovered her e-mail account had been hacked. Her payroll information had been changed and her retirement checks redirected to an unknown account in St. Louis Missouri. Her e-mail account was not recovered, and no suspect information has been obtained. INACTIVE

IBR# 2020-00234
Offense: Recovered stolen vehicle
Location: Town Pond
Date: 04/18/2020

Police were called to the Town Pond on Waterworks Rd. by several boaters who observed a vehicle rolling into the water. The vehicle was found to be a late model Ford Explorer which was recently reported stolen out of the City of Suffolk. It was unoccupied and the gas pedal was observed engaged with a stone. The vehicle was recovered, and Suffolk was notified of the incident. No suspects were observed, and no evidence obtained. INACTIVE

IBR#: 2020-00232
Offense: Larceny of motor vehicle parts
Location: 900 blk of S. Church St.
Date: 04/17/2020

An Officer responded to Smithfield Truck and Auto to speak with a complainant. She advised her company had three buses parked on the property overnight. An unknown suspect removed three catalytic converters from the buses with a total value of \$3600. The buses were parked in an unlit area of the lot and had no CCTV coverage. A canvass of the area had negative results. No suspect information was obtained. INACTIVE

IBR#: 2020-00240
Offense: Recovered stolen vehicle
Location: 200 blk West St.
Date: 04/17/2020

A resident reported an inoperable vehicle parked on the street in front of her home. It was a PT Cruiser and was missing a tire and on a jack. A responding officer checked the registration status and the vehicle had been reported stolen from York County. The vehicle had been observed being operated in the area for about one week. Two black males had been driving the vehicle. The vehicle was turned over to the owner. ACTIVE

Parks and Recreation Operation Update April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
	9:00 AM - 1:00 PM SC MHSu 9:00 AM Genie Lift Rental-Ceiling Maintenance	9:00 AM - 1:00 PM SC MHSu 9:00 AM Genie Lift Rental-Ceiling Maintenance	9:00 AM - 1:00 PM SC MHSu 9:00 AM Genie Lift Rental-Ceiling Maintenance			Easter Weekend
12	13	14	15	16	17	18
Easter						
19	20	21	22	23	24	25
26	27	28	29	30		
	3:00 PM - 5:00 PM SC MH 3:00 PM Committee Meetings					

**Parks and Recreation Operation Update
April 2020**

Parks Stats and Revenues for this Month							
Smithfield Center							
Sales Totals for April	\$ 0	Number of Events	1	Discounted Events	1	Total Event Attendance	10
Revenue (new bookings & final payments)	\$ 6053	Revenue based on Number of Events	11	Notes: all events cancelled due to COVID, except for Council Committees			
Windsor Castle							
Sales Totals for April	\$ 0	Number of Events	0	Discounted Events	0	Total Event Attendance	0
Revenue (new bookings & final payments)	\$ 600	Revenue based on Number of Events	1	Notes: 3 event bookings –photography session, wedding reception and Wine Fest all cancelled, rescheduled due to COVID			
Windsor Castle Trail Doctor Hours for this Month	20	Types of Projects	<ul style="list-style-type: none"> • Landscaping • Cemetery Headstone Cleaning • Tree Cabling 				
Luter Sports Complex							
Sales Totals for April	\$ 0	Number of Events	0	Attendance for Month	0	Hours of Use for Month	0
Clontz Park							
Estimated Daily Use of Fishing Pier	20	Estimated Daily Use of Boat Ramp	2	Notes:			
Park Projects & Work Orders for all Park Facilities							
Project & Work Order Hours for this Month	115	Types of Project & Work Orders	<ul style="list-style-type: none"> • Bridge board repair at Windsor Castle • Built shelving at Smithfield Center • Clean and organize maintenance barn at Windsor Castle 				
Special Events							
Number of Special Events	0	Staffing Hours by Police and Public Works				0	

Smithfield/Isle of Wight Tourism Activity Report –APRIL 2020

- Weekly FTE Tourism Staff Meetings by ZOOM 4/9,16,23,30/20
- Town Staff Meeting by Conf. Call 4/1,8,15,22,29/20
- Smithfield 2020 – 4/1/20 CANCELLED
- VTC (Virginia Tourism) ZOOM meetings 4/2,9,16,23,30/20 and 4/6,13,20,27/20
- County Staff Meeting 4/2/20.
- Monthly website SEO meeting 4/3/20 and 4/30/20
- Town Council 4/7/20 Did not attend.
- DDA Webinar “Keeping the Dream Alive” 4/8/20
- TripAdvisor Webinar 4/8/20 and 4/15/20
- Cares Act Webinar 4/9/20
- Venue Insights webcast 4/9/20
- Facebook Webinar 4/10/20
- VRLTA Conference Calls 4/14/20, 4/24/20,
- Main Street Webinar 4/16/20
- CVTA meeting 4/16/20-CANCELLED. Will resume in May via ZOOM.
- VDACS Conf. Call 4/16/20.
- Smithfield Wine & Brew Fest 4/18/20- CANCELLED
- County Staff meeting 4/20/20 via TEAMS
- Group Tour Virtual meeting 4/21/20

- Smithfield Farmers Market meeting 4/22/20. SFM to open as a Pre-Order/Pre-Paid Market only on 5/2/20.
- Farmers Market online workshop 4/23/20
- Met with new Town Manager, Michael Stallings 4/23/20
- Council Committees 4/27 & 28/20-did not attend.
- CSLI (Chamber Student Leadership Institute) graduation 4/27/20-Cancelled
- USTravel webinar 4/28/20
- Marketing Advice to Combat an Economic Downturn webinar 4/28/20
- Meet with Vintage Market Manager about new financial procedures 4/28/20
- County Internal Controls meeting 4/29/20
- Much of the later balance of the month was spent dealing with the affects of COVID-19 on tourism stakeholders and promotion on social media. Please see www.GenuineSmithfieldVa.com for further info or Visit Smithfield Va on Facebook.
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter features all events of interest to tourists.



Town of Smithfield

Isle of Wight County Museum



April 2020 Report

J.L. England, Museum Director

Notable

- As a result of COVID-19, the museum closed to the public on March 18. While the museum is closed, staff (director and curator) are still reporting to work. Part-time staff members are reporting as available to assist during the week. Staff has been very busy with cleaning of the building, virtual programming, multimedia, registrar duties, projects, construction, exhibit development and improvements, repairs, painting and other tasks associated with the museum and the Town and County's historic sites.
- **LIVESTREAMING EVENTS.** We are still fulfilling our educational mandate by connecting to our visitors, supporters, fans and the community via social media. Our livestreaming tours and programs are driving traffic and enhancing interaction on our sites. Over the course of the month, Facebook livestream videos have become daily events, and the metrics show that post reach and engagement is up significantly. Livestreaming events are detailed below.
- Volunteer hours: 25
- Human Resources advertised a position for a part-time museum docent. This new employee will work 5 to 10 hours each month as needed. This procedure is on hold until regular operations resume.
- **CARDBOARD ARTIFACTS.** The Virtual Curation Lab at Virginia Commonwealth University in Richmond regularly 3-D scans artifacts in our collection – allowing us to use them for exhibits, as teaching tools and for further study. They recently used 3-D slicing software to create templates to make 3-D models of several items in our collection from cardboard thereby allowing visitors to connect with the museum and our artifacts in a fun and technological way. For those with no 3-D printer, they can use the templates to cut out and assemble their own versions of two of our artifacts: the World's Oldest Ham and a 1920s lollipop dog.
 - World's Oldest Ham: <https://bit.ly/2KUioZf>
 - Dog: <https://bit.ly/3eYq8ac>



Museum Stats and Updates

- Visitation: 0
- Special Event Postponed Due to COVID-19
 - **April 25. Distilled History.** 5 p.m. In 1607, Jamestown colonist Thomas Studley recorded that after their ships departed, “there remained neither tavern, beerehouse,” and so “our drink was water.” This was contrary to the nature of the English. The Powhatan made no alcoholic beverages, nor did most of the tribes along the Eastern seaboard. The Brits had to figure out how to quench their thirst on their own. Join us for this historic program on alcohol in the New World – everything from the fermenting of grains to jugs of whiskey sold in country stores and stills buried in backyards. Samples from Blue Sky Distillery in Smithfield will be offered. Reservations are required. \$25 per person.
- Livestreaming Events on Facebook
 - April 1. **Stories in Stone: An Overview of Ivy Hill Cemetery.** A discussion of Ivy Hill Cemetery and some of its notable burials.
 - April 2. **LIVE at 12:05: Foods of the Civil War.** A discussion of making due on the homefront and some local stories of the war’s local effect on salt, ham and food preservation.
 - April 7. **LIVE at 12:05: The History of Pie.** Meat pies, fruit pies, the Egyptians and the all-American apple pie will be covered in this tasty lecture.
 - April 8. **Stories in Stone: Ham and Peanuts.** A virtual tour of Ivy Hill Cemetery, its history and its connection to architecture, ham and peanut history.
 - April 9. **Tell Me A Story: Bunnies.** Our monthly program for preschoolers is virtual this month. We’re discussing bunnies, so tune in for some fun information about our hopping friends and hear a story or two with Director Jennifer England.
 - April 9. **LIVE at 12:05: Identifying Family Photographs.** What's on your goal list for the week? Consider sorting through your old family photos by digitizing them and labeling them. All photos tell stories...of people, of buildings, of activities, of agriculture, of entertainment, of transportation, of communication. Share your photos with us. Show us what you've uncovered!
 - April 14. **LIVE at 12:05: Movies v. Books.** Museum Director Jennifer England presents a selection of fun movies from Nosferatu and Mary Poppins to Dr. Strangelove and details how different they were from the books that inspired them.



- April 15. **Stories in Stone: Hardy Cross.** A virtual tour of Ivy Hill Cemetery with a discussion of the life and work of Hardy Cross.
- April 15. **LUNCH & LEARN: 108th Anniversary of the Sinking of the RMS *Titanic*.** In this online lecture, you'll discover the tragic history behind the RMS *Titanic*, the British passenger line that sank in the North Atlantic Ocean in 1912 after striking an iceberg on her maiden voyage from Southampton to New York City.
- April 16. **LIVE at 12:05. Feed Sacks.** Join Museum Curator Tracey Neikirk for a discussion of use, re-use and chickens.
- April 21. **LIVE at 12:05: Graphoscopes.** These movie projectors were built by The Graphoscope Company of New York in the early 1900s.
- April 22. **Stories in Stone: Joseph Luter I.** Virtually visit Ivy Hill Cemetery to hear the story of Joseph Luter I and his ham business.
- April 23. **LIVE AT 12:05: Graduations.** Our LIVE at 12:05 program today with Curator Tracey Neikirk will highlight senior photographs and graduation.
- April 27. **Isle of Wight County Museum Spelling Bee.** Sadly, the Scripps National Spelling Bee has been canceled due to COVID-19. But the museum is launching a livestreaming weekly spelling bee. Tune in to catch our first word and a little history. Post your spelling of the word in the comments section of our video. All correct entries will be entered into a random drawing for a weekly prize.
- April 28. **LIVE at 12:05: Tell Me A Story.** Director Jennifer England hosts a Tell Me A Story pig-themed program for preschoolers. Tune in for some information, a story and a craft idea.
- April 29. **Throw Down the Gauntlet.** Virtually visit the Isle of Wight County Courthouse Complex for the story of a daring duel in the 1860s.
- April 29. **Stories in Stone: Jimmy Sprigg.** Virtually visit Ivy Hill Cemetery to learn more about James Sprigg Jr. and the ham industry.
- April 30. **LIVE at 12:05: Canapes...Smithfield Style.** Our LIVE at 12:05 program today with Curator Tracey Neikirk will highlight an old Gwaltney product: Peanut Butter and Smoked Smithfield Meat. Tracey will also chef up a recipe so that you can create your own version of this historic product at home.
- Groups/Tours/Programs
 - April 9. Christopher Newport University Archaeology Seminar. Canceled due to COVID-19.
 - April 14 and 16. Isle of Wight County Parks and Recreation Summer Camp. Canceled due to COVID-19.
- Gift Shop
 - No updates.
- Exhibit/Project Update
 - **English Telephone Box.** The phone box in front of the Bank of Southside Virginia belongs to the Isle of Wight County Museum. It is in need of repairs, media blasting and paint. Dishman Fabrications LLC of Yorktown has taken delivery of the phone box to their shop for the work.



- **Dr. Purdie's Papers.** This book will be published in conjunction with the Isle of Wight County Museum Foundation. Awaiting the designer's proof.
- **Civil War Trails.** Three new signs for Main Street, Fort Boykin and Fort Huger have been submitted. Awaiting approval, design and installation.
- **Steamboats & Life on the Water.** In progress.
- **Theatre.** Awaiting proofs from the designer.
- **Unusual Objects.** New exhibit under development.
- **Warraskoyack Indians, Children's Area, Mercantilism, Front Entrance and Country Store.** Updates are in production for these exhibits.
- **Online Exhibits Under Development:** Vietnam War Veterans in Isle of Wight County, Unsung Heroes of Isle of Wight County.
- Artifacts
 - Staff has been able to devote some time to recording, organizing, conserving, cataloguing, sorting and scanning recent donations.
- Staff Training
 - April 1. **Webinar: Crisis Communications in the Time of COVID-19.** Hosted by the Virginia Risk Sharing Association.
 - April 2. **Webinar: Town of Smithfield P-card training.**
 - April 2. **Webinar: Tobacco: The Crop that Created the Commonwealth.** Hosted by the Virginia Museum of History & Culture.
 - April 8. **Webinar: Immediate and Rebound Strategies for Museums during COVID-19.** Hosted by VAMONDE.
 - April 6-10. **Webinar Series: Archaeology at Home.** Hosted by Midwest Archaeological Center of Lincoln, Neb.
 - April 20. **Webinar: Transforming Digital Engagement at Historic Sites.** Hosted by National Trust for Historic Preservation's Preservation Leadership Forum.
 - April 22. **Webinar: A Nickel for a Pickle.** Hosted by the Tenement Museum of New York City.
 - April 28. **Webinar: Searching for Black Confederates: The Civil War's Most Persistent Myth.** Hosted by Kevin M. Levin and the Virginia Museum of History & Culture.
 - April 30: **Webinar: Working from Home in 1905: Making Paper Flowers.** Hosted by the Tenement Museum of New York City.

Financials

• Gift Shop Sales (including tax):	\$ 0.00
• Donations:	\$ 0.00
• Admission:	\$ 0.00
• Program/Lecture Fees:	\$ 0.00
Total Monthly Deposit:	\$ 0.00

Social Media/Online Presence

- Visit our website at www.historicisleofwight or www.hamcamva.com.

- **LIVE at 12:05.** Each Tuesday and Thursday, we host pop-up broadcasts on our Ham Cam. Our segments highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday and Thursday at 12:05 p.m. to see what we're doing: www.hamcamva.com. **If you miss these broadcasts, they are available for viewing on our Facebook page.**
- **Facebook:** Isle of Wight County Museum: 2,232 likes and 2,346 followers. Daily posts.
- **Facebook:** World's Oldest Ham: 173 likes and 177 followers. Semi-weekly posts.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 844 followers.
- **Instagram.** @Isleofwightcountymuseum. 469 followers.
- **Google Reviews.** 4.6/5 overall rating.
- **TripAdvisor.** 4.5/5 star overall rating.
- **Yelp.** 4.5/5 star overall rating.
- **Foursquare/Swarm.** 7.3/10 rating.

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our livestreaming events.
- April 15. **Smithfield Times.** Article: Bringing history online.

Outreach Lectures & Events

- April 1. **Salty Southern Route.** Presentation canceled due to COVID-19.
- April 2 and 4. **District 6 Virginia History Day Competition.** Both the director and curator served as judges for this statewide event. Originally scheduled to take place at Virginia Wesleyan University in Virginia Beach, the event was hosted virtually.
- April 3. **Windsor Town Center Lunch & Learn.** Presentation canceled due to COVID-19.
- April 6. **Virginia Association of Museums.** Seminar to be presented by the director and curator postponed to a TBA date due to COVID-19.
- April 18. **Luter Family YMCA's** Healthy Kids Day in conjunction with Smithfield High School's beta Club. Canceled due to COVID-19.

Windsor Castle

- April 4. Walking tour canceled due to COVID-19.
- April 18. Guided tours through Windsor Castle during Smithfield VA Events' Wine Festival. Canceled due to COVID-19.
- Livestreaming Tours
 - April 3. Windsor Castle's Interior.
 - April 7: Kitchen.
 - April 10. Laundry.
 - April 17. Smokehouse.
 - April 24. Farm Manager's Office.



Fort Boykin

- No updates.

Fort Huger

- April 22. Livestreaming tour of the fort's construction and features.

Nike Park

- April 10 and 18. Livestreaming tours of Nike Park its Cold War history.



and

Boykin's Tavern

- Visitors: 0
- April 29. Livestreaming tour of the 1866 duel fought on the courthouse green.

Meetings

- April 1, 8, 15, 22 and 29. Town of Smithfield Staff Meetings. Hosted virtually beginning April 8.
- April 1. Peninsula Museum Forum. Meeting canceled due to COVID-19.
- April 14. Isle of Wight County Museum Foundation. Canceled due to COVID-19.
- April 16. Genuine Merchants of Downtown Smithfield.

Safety

- April 8. Town of Smithfield Safety Committee meeting. Hosted virtually.

Selections from Our Website and Social Media



World's Oldest Ham @Worldsoldestham · Apr 1

Social distancing rules: at least four of me.

[#SocialDistancing](#) [#hammath](#) [#BeWell](#)



World's Oldest Ham @Worldsoldestham · Apr 22

Every museum has some disturbing mannequins in the closet.

I offer this [#CreepiestObject](#) for your next round of nightmares.

[#CURATORBATTLE](#)
[@YorkshireMuseum](#)



 **Yorkshire Museum** @YorkshireMuseum · Apr 17



MUSEUMS ASSEMBLE! It's time for [#CURATORBATTLE!](#)



Today's theme, chosen by you, is [#CreepiestObject!](#)

...

[Show this thread](#)



April 21

Spied this afternoon in Smithfield.
A bit of local happiness to warm our hearts.



April 24

Happy Pigs in a Blanket Day!

ZONING PERMITS MARCH 2020

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
7237 AMENDED	SHED		145 LANE CRESCENT	BREEDEN
7238	SHED		117 MUIRFIELD	RICHARD WASH
7239	WELL		865 W MAIN STREET	S. B COX READY MIX / FARMERS SERVICE
7240	SIGN – DOLLAR TREE		1291 BENNS CHURCH BOULEVARD	ANCHOR SIGN
7241	SINGLE FAMILY RESIDENCE		403 ROYAL DORNOCH	EAGLE CONSTRUCTION OF VA
7242	SINGLE FAMILY RESIDENCE		232 ROYAL BIRKDALE	EAGLE CONSTRUCTION OF VA
7243	FENCE		203 EDGEWOOD DRIVE	LAURA HINKLE
7244	FENCE		108 APPLEWHITE STREET	MIKE TYNDALL CUSTOM DECKS AND FENCES / STEIN
7245	INTERIOR RENOVATIONS		201 GUMWOOD DRIVE	THOMAS POPE
7246	SHED		104 FAWN COURT	JAMES ATKINS
7247	DECK		90 BARCLAY CRESCENT	DAVID RHODES
7248	SHED		900 W MAIN STREET	TOWN OF SMITHFIELD
7249	INFRASTRUCTURE		LOT 4 CYPRESS CREEK PARKWAY	CYPRESS INVESTMENT HOLDINGS LLC
7250	SINGLE FAMILY RESIDENCE		204 DURHAM STREET	ATLANTIC HOMES / CHURCH SQUARE
7251	SINGLE FAMILY RESIDENCE		206 DURHAM STREET	ATLANTIC HOMES / CHURCH SQUARE
7252	SIGN		1801 SOUTH CHURCH STREET	GREEN BERET LLC / JULIA HOPKINS

**INVOICES OVER \$10,000
REQUEST TO APPROVE**



Isle of Wight County

PO Box 80
Isle of Wight, VA 23397
757-365-6273

Local Roots,
Global Reach

IT SERVICES

Office Copy

INVOICE

Invoice Date	Invoice No.
04/08/2020	2406
Customer Number	
117699	
Invoice Total Due	
\$33,750.00	
Amount Paid	

Due upon receipt

B
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T
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TOWN OF SMITHFIELD
P O BOX 246
SMITHFIELD, VA 23430

09350182020600002406700033750001

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 04/08/2020 Customer Number 117699

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
IT SERVICES TO THE TOWN OF SMITHFIELD FEBRUARY 2020 - JUNE 2020	1.00	\$33,750.00	EACH	\$33,750.00	\$0.00	\$0.00	\$33,750.00

Please make checks payable to Isle of Wight County

Invoice Total:

\$33,750.00

**ISLE OF WIGHT COUNTY
DEPARTMENT OF BUDGET AND FINANCE**

REQUEST FOR BILLING

Please Bill:

Organization Name: Town of Smithfield

Contact Person: Ellen Minga - Treasurer

Address: P. O. Box 246

City / State: Smithfield, VA Zip: 23431

Phone Number: 757-365-4287

Fax Number: 757-365-4286

In the amount of: _____

For the following: (please provide specifics)

IT services provided by the County for the Town of Smithfield for the period	\$	-
February 2020- June 2020 [\$6,750/month x 5= \$33,750]	\$	33,750.00
	\$	-
BALANCE REMAINING	\$	33,750.00

Charge Code:	<u>ITSERV</u>	Invoice#	<u>2406</u>
Customer#	<u>117699</u>	Batch#	<u>453</u>

Credit to Org - Object: 6500006-417818

Requested By: N. Mayo Date: 04.10.20

Entered By: Kay McKee Date: 4-10-2020

2019-63

**RESOLUTION TO AMEND THE FY 2019-2020 OPERATING BUDGET
AND APPROPRIATE FUNDING FOR
TOWN OF SMITHFIELD SHARED TECHNOLOGY SERVICES**

WHEREAS, Isle of Wight has entered into a Shared Use Agreement for Technology Services and Equipment with the Town of Smithfield; and,

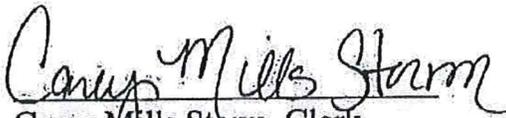
WHEREAS, the Board of Supervisors of the County of Isle of Wight, Virginia recommends an amendment to the FY 2019-2020 Budget for eighty-one thousand dollars (\$81,000) to be received from the Town of Smithfield for salaries, benefits and other costs related to the joint agreement; and,

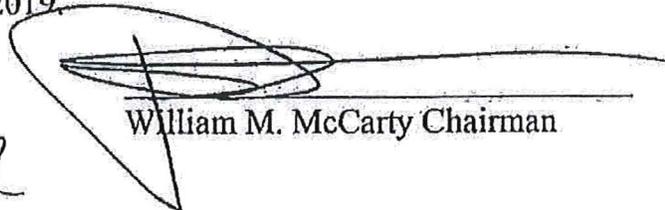
WHEREAS, the Board of Supervisors needs to appropriate eighty-one thousand dollars (\$81,000) to the Information Technology Fund for salaries, benefits and other costs related to the joint agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Isle of Wight, Virginia, that the FY 2019-2020 Information Technology budget is hereby amended and funds appropriated in the amount of eighty-one thousand dollars (\$81,000) or as much as shall be received from the Town of Smithfield for salaries, benefits and other costs related to the joint agreement.

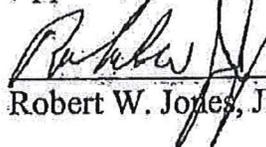
BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 17th day of October 2019.


Carey Mills Storm, Clerk


William M. McCarty Chairman

Approved as to form:


Robert W. Jones, Jr., County Attorney



R: 6500006-417818 \$ 81,000-
E: 65015000-558000 \$ 81,000-

2020-04-1438



April 17, 2020

Town of Smithfield
Mr. T. Carter Williams, Mayor
911 South Church Street
Smithfield, Virginia 23431

RE: Work Order #1: Interim Town Manager Services, Invoice #7 – FINAL INVOICE

Dear Mr. Williams:

Enclosed please find an invoice pertaining to the above referenced project in accordance with our non-professional services contract dated October 9, 2019. The project invoice is for work performed in April 2020, and totals \$6,710.00. This is the final invoice for this project.

Please note the attached invoice includes an outstanding balance from the previous month's invoice. If payment for this outstanding balance has recently been submitted, please disregard this additional amount.

Should you have any questions pertaining to this invoice, please do not hesitate to contact me.

Sincerely,

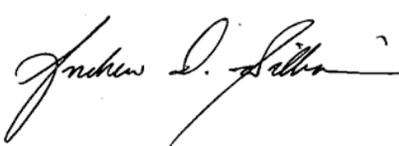
Andrew D. Williams, AICP
Chief Executive Officer

cc: File
Mr. M. Bryant Phillips, CFO

Enclosures: Work Order #1: Interim Town Manager Services, Invoice #7



Town of Smithfield
Interim Town Manager Services
Work Order 1
Invoice #7
4/17/2020

Description of Work	Miles	Rate	Previously Invoiced	Payments Received	Amount This Invoice
On-site support for Interim Town Manager services	N/A	\$11,000/month	60,500.00	49,500.00	6,710.00
Non-Direct Expenses	-	\$0.575/mile	-	-	-
TOTAL		-	60,500.00	49,500.00	6,710.00
Notes: Invoice Period: 4/1/2020 - 4/17/2020				Lump Sum Previous Payments	49,500.00
FINAL INVOICE				Outstanding Balances from Previous Invoices	11,000.00
The Berkley Group, LLC P.O. Box 181 Bridgewater, VA 22812 Phone: (540) 560-2202 Federal ID Number: 27-3021021			Email: drew@bgllc.net	Lump Sum Payable this Estimate	6,710.00
I certify that this invoice represents services rendered on this project and is true and correct, and all expenditures were incurred under a fully executed contract. Andrew D. Williams				Total Amount Due as of This Invoice Date	17,710.00
CONSULTANT'S AUTHORIZED SIGNATURE					

**Lewis
Construction
Of WATER SEWER DRAIN
Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

LCOVSuffolk@aol.com

INVOICE

Invoice Number: 0420-1072.203

Invoice Date: Apr 7, 2020

Page: 1

Bill To:
Town of Smithfield P O B0x 246 Smithfield, VA 23431

Ship to:
211 Jordan Drive FH replacement w/2 valves PO#PW-20-19 Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			4/22/20

Quantity	Item	Description	Unit Price	Amount
1.00		Fire hydrant (4' bury)		
1.00		6 x6 Tee		
2.00		6" Gate valve		
2.00		NPN-15 valve box		
2.00		Coupling AC x PVC/DI		
1.00		1 ton 57 stone		
1.00		Work completed FH replacement w/2 valves	12,000.00	12,000.00
<i>Hydrant and Tee IN Budget</i>				
Subtotal				12,000.00
Sales Tax				
Total Invoice Amount				12,000.00
Payment/Credit Applied				
TOTAL				12,000.00

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.

**Lewis
Construction
Of WATER SEWER DRAIN
Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

LCOVSuffolk@aol.com

INVOICE

Invoice Number: 0420-1072.202

Invoice Date: Apr 13, 2020

Page: 1

Bill To:
Town of Smithfield P O B0x 246 Smithfield, VA 23431

Ship to:
1211 Crescent Drive Pump Station PW-20-18 Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jeff/Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			4/28/20

Quantity	Item	Description	Unit Price	Amount
1.00		Completed valve group replacement	15,162.50	15,162.50
<i>Find & Fix PO on Back</i>				
Subtotal				15,162.50
Sales Tax				
Total Invoice Amount				15,162.50
Payment/Credit Applied				
TOTAL				15,162.50

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.

APPLICATION AND CERTIFICATION FOR PAYMENT

G 702

TO: Town of Smithfield
 (Owner) 310 Institute St.
 Smithfield, VA

PROJECT: Rt. 258 Turn Lane
APPLICATION NO.: SEVEN
Application Date: 04/30/20
PERIOD TO: 04/30/20

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM: The Blair Bros., Inc.
 1 Blair Brothers Rd.
 Suffolk, VA 23435

VIA ARCHITECT:

PROJECT NOS: 0258-300-199, P101, C501 FHWA 534 Data: 24001
CONTRACT DATE: June 27, 2019

CONTRACT I US 258 Right Turn Lane at Josesph W. Luter, Jr. Sports Complex

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM \$ 845,876.00
2. Net change by Change Orders \$ 5,779.41
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 851,655.41
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 770,096.83
5. RETAINAGE:
 - a. $\frac{0}{100}$ % of Completed Work \$ 0.00
 - b. $\frac{\quad}{\quad}$ % of Stored Material \$
 Total Retainage (Lines 5a + 5b or (Column F on G703) \$ 0.00
6. TOTAL EARNED LESS RETAINAGE \$ 770,096.83
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 742,434.59
8. CURRENT PAYMENT DUE \$ 27,662.24
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 81,558.58
 (Line 3 less Line 6)

CONTRACTOR:

By: J. Madigan Date: 4/30/20

State of: _____ County of: _____
 Subscribed and sworn to before me this _____ day of _____
 Notary Public:
 My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
 ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$9,211.51	(\$3,432.10)
TOTALS	\$9,211.51	(\$3,432.10)
NET CHANGES by Change Order	\$5,779.41	

CONTINUATION SHEET

G 703

Page 2 of 3

AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for fine items may apply.

APPLICATION NO: SEVEN
 APPLICATION DATE: 04/30/20
 PERIOD TO: 04/30/20
 PROJECT NO: 0258-300-199, P101, C501 FHWA 534 Data: 24001
 The Blair Bros., Inc.

A ITEM NO.	B SPEC NO.	C DESCRIPTION OF WORK	D UNIT	E QUANTITY	F UNIT PRICE	G TOTAL	H WORK THIS PERIOD		J PRIOR UNITS	K WORK TO DATE		M % (L-G)	N BALANCE TO FINISH (G-L)
							UNITS	AMOUNT		UNITS	AMOUNT		
1	00100	Mobilization	LS	1	\$85,250.27	\$85,250.27	0.00	\$0.00	1.00	1.00	\$85,250.27	100.00%	\$0.00
2	00101	Construction Surveying	LS	1	\$15,750.00	\$15,750.00	0.00	\$0.00	1.00	1.00	\$15,750.00	100.00%	\$0.00
3	00110	Clearing and Grubbing	LS	1	\$10,511.55	\$10,511.55	0.00	\$0.00	1.00	1.00	\$10,511.55	100.00%	\$0.00
4	00120	Regular Excavation	CY	950	\$40.07	\$38,066.50	158.00	\$6,331.06	536.32	694.32	\$27,821.40	73.09%	\$10,245.10
5	00140	Borrow Excavation	CY	400	\$36.62	\$14,648.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$14,648.00
6	10635	Asphalt Concrete Type SM-9.5A	TON	290	\$74.00	\$21,460.00	0.00	\$0.00	305.76	305.76	\$22,626.24	105.43%	\$(\$1,166.24)
7	10610	Asphalt Concrete Type IM-19.0D	TON	120	\$99.26	\$11,911.20	0.00	\$0.00	117.05	117.05	\$11,618.38	97.54%	\$292.82
8	10642	Asphalt Concrete Type BM-25.0A	TON	190	\$81.27	\$15,441.30	0.00	\$0.00	153.17	153.17	\$12,448.13	80.62%	\$2,993.17
9	10128	Aggregate Base Material, Type 1 No. 21A or 21B	TON	450	\$50.69	\$22,810.50	0.00	\$0.00	360.00	360.00	\$18,248.40	80.00%	\$4,562.10
10	11070	NS Saw-Cut. Asph. Conc (Full Depth)	LF	650	\$3.50	\$2,275.00	0.00	\$0.00	650.00	650.00	\$2,275.00	100.00%	\$0.00
11	10628	Flexible Pave. Planning 0"-2"	SY	2437	\$2.95	\$7,189.15	0.00	\$0.00	2,437.00	2,437.00	\$7,189.15	100.00%	\$0.00
12	00154	NS Fiberlass GeoGrid	SY	2437	\$12.24	\$29,828.88	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$29,828.88
13	13220	Hydraulic Cement Concrete Sidewalk 4"	SY	530	\$37.80	\$20,034.00	0.00	\$0.00	400.00	400.00	\$15,120.00	75.47%	\$4,914.00
14	12600	Comb. Curb and Gutter, CG-6	LF	505	\$18.85	\$9,519.25	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$9,519.25
15	12610	Radial Comb. Curb and Gutter, CG-5	LF	50	\$18.85	\$942.50	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$942.50
16	12020	Curb, CG-2	LF	20	\$17.80	\$356.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$356.00
17	12022	Radial Curb, CG-2	LF	42	\$17.80	\$747.60	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$747.60
18	13222	Hydraulic Cement Concrete Sidewalk 7"	SY	7	\$126.00	\$882.00	0.00	\$0.00	7.00	7.00	\$882.00	100.00%	\$0.00
19	13108	CG-12 Detectable Warning Surface	SY	2	\$378.00	\$756.00	0.00	\$0.00	2.00	2.00	\$756.00	100.00%	\$0.00
20	22643	Temporary Fence	LF	667	\$6.30	\$4,202.10	667.00	\$4,202.10	0.00	667.00	\$4,202.10	100.00%	\$0.00
21	22643	VDOT Std Fence, FE-CL	LF	667	\$24.15	\$16,108.05	0.00	\$0.00	667.00	667.00	\$16,108.05	100.00%	\$0.00
22	13212	RW Monument RM-2	EA	9	\$294.00	\$2,646.00	9.00	\$2,646.00	0.00	9.00	\$2,646.00	100.00%	\$0.00
23	24430	Demolition of Pavement, Flexible	EA	215	\$12.19	\$2,620.85	0.00	\$0.00	162.00	162.00	\$1,974.78	75.35%	\$646.07
24	24602	Remove Exist. Fence	LF	675	\$2.36	\$1,593.00	0.00	\$0.00	675.00	675.00	\$1,593.00	100.00%	\$0.00
25	50600	Relocate Exist Sign	EA	3	\$500.00	\$1,500.00	0.00	\$0.00	3.00	3.00	\$1,500.00	100.00%	\$0.00
26	50600	Remove Exist. Mailbox	EA	1	\$100.00	\$100.00	1.00	\$100.00	0.00	1.00	\$100.00	100.00%	\$0.00
27	00529	Flowable Backfill	CY	4	\$430.05	\$1,720.20	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$1,720.20
PAGE 2 TOTAL						\$338,869.90		\$13,279.16			\$258,620.45		\$80,249.45

CONTINUATION SHEET

G 703

Page 3 of 3

AIA Document G703 - APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use: Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

PERIOD FROM:

SEVEN

04/30/20

04/30/20

PROJECT NO: 0258-300-199, P101, CS01 FHWA 534 Data: 24001

The Blair Bros., Inc.

A ITEM NO.	B SPEC NO.	C DESCRIPTION OF WORK	D UNIT	E QUANTITY	F UNIT PRICE	G TOTAL	H WORK THIS PERIOD		I AMOUNT	J PRIOR UNITS	K WORK TO DATE		M % (L+G)	N BALANCE TO FINISH (G-L)
							UNITS	AMOUNT			UNITS	AMOUNT		
28	01156	Concrete Pipe 15"	LF	60	\$121.10	\$7,266.00	0.00	\$0.00	\$0.00	60.00	\$7,266.00	100.00%	\$0.00	
29	01186	Concrete Pipe 18"	LF	137	\$142.25	\$19,488.25	0.00	\$0.00	\$0.00	137.00	\$19,488.25	100.00%	\$0.00	
30	01246	Concrete Pipe 24"	LF	95	\$147.60	\$14,022.00	0.00	\$0.00	\$0.00	95.00	\$14,022.00	100.00%	\$0.00	
31	7506	Drop Inlet DI-5	EA	2	\$4,586.15	\$9,172.30	0.00	\$0.00	\$0.00	2.00	\$9,172.30	100.00%	\$0.00	
32	6815	Drop Inlet DI-3A	EA	2	\$4,057.15	\$8,114.30	0.00	\$0.00	\$0.00	2.00	\$8,114.30	100.00%	\$0.00	
33	14506	Drop Inlet Top DI-2B, L=12'	EA	1	\$6,871.00	\$6,871.00	0.00	\$0.00	\$0.00	1.00	\$6,871.00	100.00%	\$0.00	
34	06150	End Section, ES-1, 15"	EA	1	\$1,583.70	\$1,583.70	0.00	\$0.00	\$0.00	1.00	\$1,583.70	100.00%	\$0.00	
35	06240	End Section, ES-1, 24"	EA	1	\$1,896.55	\$1,896.55	0.00	\$0.00	\$0.00	1.00	\$1,896.55	100.00%	\$0.00	
36	09056	Manhole, MH-1 or 2	LF	12	\$652.40	\$7,828.80	0.00	\$0.00	\$0.00	12.00	\$7,828.80	100.00%	\$0.00	
37	09057	Frame and Cover, MH-1	EA	2	\$682.65	\$1,365.30	0.00	\$0.00	\$0.00	2.00	\$1,365.30	100.00%	\$0.00	
38	24825	Modify Exist. Drainage Structure	EA	1	\$3,150.00	\$3,150.00	0.00	\$0.00	\$0.00	1.00	\$3,150.00	100.00%	\$0.00	
39	09148	Erosion Control Stone, Class A1 EC-1	TOMS	3	\$131.90	\$395.70	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00%	\$395.70	
40	42080	8" Sanitary Sewer Pipe, Ductile Iron	LF	1099	\$184.05	\$202,270.95	0.00	\$0.00	\$0.00	1,099.00	\$202,270.95	100.00%	\$0.00	
41	09056	Sanitary Manhole (MH-1)	VF	57	\$500.00	\$28,500.00	0.00	\$0.00	\$0.00	57.00	\$28,500.00	100.00%	\$0.00	
42	09057	Sanitary Manhole Frame and Cover	EA	6	\$599.75	\$3,598.50	0.00	\$0.00	\$0.00	6.00	\$3,598.50	100.00%	\$0.00	
43	42064	6" Sanitary Sewer Lateral, SDR26	LF	470	\$205.25	\$96,467.50	0.00	\$0.00	\$0.00	493.10	\$101,208.78	104.91%	(\$4,741.28)	
44	42840	Sanitary Sewer Cleanout	EA	7	\$1,190.30	\$8,332.10	0.00	\$0.00	\$0.00	7.00	\$8,332.10	100.00%	\$0.00	
45	41104	Adjust Water Valve to Grade Mod. Exist San Sewer	EA	3	\$294.00	\$882.00	0.00	\$0.00	\$0.00	0.00	\$0.00	0.00%	\$882.00	
46	24825	Manhole	EA	1	\$2,331.05	\$2,331.05	0.00	\$0.00	\$0.00	1.00	\$2,331.05	100.00%	\$0.00	
47	54048	Type B Class I Pvmnt Line Marking 24"	LF	60	\$6.30	\$378.00	43.00	\$270.90	\$270.90	43.00	\$270.90	71.67%	\$107.10	
48	54034	Type B Class I Pvmnt Line Marking 6"	LF	1010	\$1.10	\$1,111.00	1,099.00	\$1,208.90	\$1,208.90	1,099.00	\$1,208.90	108.81%	(\$97.90)	
49	54032	Type B Class I Pvmnt Line Marking 4"	LF	1800	\$1.00	\$1,800.00	1,969.00	\$1,969.00	\$1,969.00	1,969.00	\$1,969.00	109.39%	(\$169.00)	
50	54574	Pvmt Syb Mfkg Sgl Turn Arrow Ty B, CL I	EA	6	\$120.75	\$724.50	6.00	\$724.50	\$724.50	6.00	\$724.50	100.00%	\$0.00	
51	50108	Sign Panel	SF	16	\$16.30	\$260.80	0.00	\$0.00	\$0.00	16.00	\$260.80	100.00%	\$0.00	
52	50434	Sign Post, STP-1, 2.5"	LF	12	\$113.15	\$1,357.80	0.00	\$0.00	\$0.00	12.00	\$1,357.80	100.00%	\$0.00	
53	50485	Concrete Foundation STP-1 Non Standard Pavement Marking	EA	1	\$262.50	\$262.50	0.00	\$0.00	\$0.00	1.00	\$262.50	100.00%	\$0.00	
54	54101	Raised Pavement Markers	EA	16	\$99.75	\$1,596.00	16.00	\$1,596.00	\$1,596.00	16.00	\$1,596.00	100.00%	\$0.00	
PAGE 3 TOTAL						\$429,826.60		\$5,769.30	\$433,449.98				(\$3,623.38)	

CONTINUATION SHEET

G 703

Page 4 of 4

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

PERIOD TO:

PROJECT NO:

The Blair Bros., Inc.

SEVEN

04/30/20

0258-300-199, P101, C501 FHWA 534 Data: 24001

04/30/20

The Blair Bros., Inc.

ITEM NO.	SPEC NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	F	G	H WORK THIS PERIOD		I	J	K	L	M	N
							UNITS	AMOUNT						
55	27451	Inlet Protection, Type A	EA	3	\$525.00	\$1,575.00	0.00	\$0.00	1.50	1.50	\$787.50	50.00%	\$787.50	
56	27461	Inlet Protection, Type B	EA	3	\$498.75	\$1,496.25	0.00	\$0.00	1.50	1.50	\$748.13	50.00%	\$748.13	
57	27505	Temporary Silt Fence, Ty. A	LF	1500	\$2.26	\$3,390.00	350.00	\$791.00	1,162.00	1,512.00	\$3,417.12	100.00%	(\$27.12)	
58	27410	Check Dam, Type 1	EA	2	\$516.00	\$1,032.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$1,032.00	
59	27318	Roll Erosion Control	SY	720	\$1.80	\$1,296.00	0.00	\$0.00	720.00	720.00	\$1,296.00	100.00%	\$0.00	
60	27022	Product, EC-2 Type 1	ACRE	0.25	\$16,950.00	\$4,237.50	0.00	\$0.00	0.25	0.25	\$4,237.50	100.00%	\$0.00	
61	27022	Topsoil, Class A, 2"	ACRE	0.25	\$16,950.00	\$4,237.50	0.00	\$0.00	0.25	0.25	\$4,237.50	100.00%	\$0.00	
62	27102	Regular Seed	LB	150	\$11.85	\$1,777.50	0.00	\$0.00	150.00	150.00	\$1,777.50	100.00%	\$0.00	
63	27103	Overseeding	LB	50	\$10.45	\$522.50	0.00	\$0.00	50.00	50.00	\$522.50	100.00%	\$0.00	
64	27230	Fertilizer (Nitrogen-N)	LB	50	\$1.10	\$55.00	0.00	\$0.00	50.00	50.00	\$55.00	100.00%	\$0.00	
65	27231	Fertilizer (Phosphorous-P)	LB	60	\$1.35	\$81.00	0.00	\$0.00	60.00	60.00	\$81.00	100.00%	\$0.00	
66	27232	Fertilizer (Potassium-K)	LB	50	\$1.65	\$82.50	0.00	\$0.00	50.00	50.00	\$82.50	100.00%	\$0.00	
67	27101	Temporary Seed	LB	100	\$6.80	\$680.00	0.00	\$0.00	100.00	100.00	\$680.00	100.00%	\$0.00	
68	27440	Mowing	HR	20	\$165.10	\$3,302.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$3,302.00	
69	27250	Lime	TON	3	\$1,362.25	\$4,086.75	1.50	\$2,043.38	1.50	3.00	\$4,086.75	100.00%	\$0.00	
70	24282	Flagger Service	HR	800	\$47.00	\$37,600.00	0.00	\$0.00	1,005.00	1,005.00	\$47,235.00	125.63%	(\$9,635.00)	
71	24160	Temporary (Construction) Sign	SF	80	\$11.55	\$924.00	0.00	\$0.00	80.00	80.00	\$924.00	100.00%	\$0.00	
72	24272	Truck Mounted Attenuator	HR	320	\$14.95	\$4,784.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$4,784.00	
73	24278	Group 2 Channelizing Devices	DAY	10800	\$0.85	\$9,180.00	0.00	\$0.00	5,940.00	5,940.00	\$2,079.00	55.00%	\$1,701.00	
74	54512	Mrkkg 4"	LF	1400	\$1.60	\$2,240.00	0.00	\$0.00	0.00	0.00	\$0.00	0.00%	\$2,240.00	
		PAGE 4 TOTAL				\$77,179.50		\$2,834.38			\$72,247.00	99.61%	\$4,992.51	
		PAGE 3 TOTAL				\$429,826.60		\$5,769.30			\$433,449.98	100.84%	(\$3,623.38)	
		PAGE 2 TOTAL				\$338,869.90		\$13,279.16			\$258,620.45	76.32%	\$80,249.45	
		TOTAL				\$845,876.00		\$21,882.84			\$764,317.42	90.36%	\$81,558.58	
		RCO # 3 Rev	LS	1	\$7,063.88	\$7,063.88	1.00	\$7,063.88	0.00	1.00	\$7,063.88	100.00%	\$0.00	
		RCO # 6 - see 11/4/19 meeting minutes	LS	1	(\$3,432.10)	(\$3,432.10)	1.00	(\$3,432.10)	0.00	1.00	(\$3,432.10)	100.00%	\$0.00	
		RCO #7 - see 11/4/19 meeting minutes	LS	1	\$2,147.63	\$2,147.63	1.00	\$2,147.63	0.00	1.00	\$2,147.63	100.00%	\$0.00	
		TOTAL + Signed RCOs				\$5,779.41		\$5,779.41			\$5,779.41			
						\$851,655.41		\$27,662.25			\$770,996.83			



TOWN OF SMITHFIELD

"The Ham Capital of the World"

DATE: APRIL 27, 2020

TO: SMITHFIELD TOWN COUNCIL – FINANCE COMMITTEE

SUBJECT: VEHICLE MAINTENANCE SERVICES CONTRACT

The Town of Smithfield issued a Request for Proposals (RFP) for Vehicle Maintenance Services, as the previous contract expired August 30, 2019. Proposals were received from the following:

- Dave's Service Center
- Smithfield Auto and Truck Center, LLC

The evaluation committee, which consisted of town staff from the Police Department, Public Works, and Town Manager's Office thoroughly evaluated both proposals based on the criteria in the RFP, including submittal requirements and cost of services. The highest-ranking offeror was Smithfield Auto and Truck Center, LLC.

Smithfield Auto and Truck Center, LLC had the most detailed proposal including qualifications and certifications of employees, warranties, and towing services. They also had the lowest cost of services. Mr. Macioci of Smithfield Auto and Truck Center, LLC has provided excellent service to the Town of Smithfield in the past and has a clear understanding of the importance of ensuring that first responder vehicles for both the Police Department and Public Works Department are given priority repairs to help ensure the safety of our citizens; therefore the evaluation committee recommends award of the Vehicle Maintenance Service Contract to Smithfield Auto and Truck, LLC.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9506
www.smithfieldva.gov • Local Cable Channel 189

Find us on 

Historic Windsor Castle Restoration, LLC

Summary of capital improvements to Windsor Castle

Assessed value prior to rehabilitation	May 2016	\$ 1,386,000	Per initial filing with DHR
Phase 1 capital improvements / primarily outbuildings	7/29/16 - 7/16/18	\$ 958,137	Qualified Rehabilitation Expenses approved by DHR
Construction of new storage buildings	7/31/17 - 7/16/18	\$ 241,248	Actual costs. New construction ineligible for tax credits
Pole barn rehabilitation	4/20/18 - 12/3/18	\$ 23,947	Non-contributing building; ineligible for tax credits
Phase 2 capital improvements / Manor House	6/19/18 - 10/24/19	\$ 1,122,481	Qualified Rehabilitation Expenses approved by DHR
Construction of new wing to Manor House	8/13/18 - 11/4/19	\$ 336,015	Actual costs. New construction ineligible for tax credits
Capital expenditures on the property		\$ 2,681,828	
Estimated value of July May 2016 assessment with capital improvements added July 2016 to November 2019		\$ 4,067,828	

TOWN OF SMITHFIELD

TASK ORDER No. X

DRAFT - Smithfield to Nike Park Trail – Segment 3 Preliminary Design Task

April 8, 2020

Project Title: Smithfield to Nike Park Trail – Segment 3 Preliminary Design of Alternative along East Side of S. Church Street

Background and Project Description:

Kimley-Horn has provided the Town of Smithfield with a report detailing the alternatives analysis performed for Segment 3 of the Smithfield to Nike Park trail project. Kimley-Horn evaluated multiple alternatives between Battery Park Road and Downtown Smithfield. Based on the preferred alternative selected by the Town, Kimley-Horn will develop a preliminary design of the proposed improvements consisting of survey, horizontal improvements, grading improvements, drainage improvements, and developing right-of-way and easement needs along the project corridor. The preliminary design will provide the Town with a defined project and project costs, consisting of both construction costs, right-of-way costs, and utility relocation costs.

The scope of services for the preliminary design consists of the following:

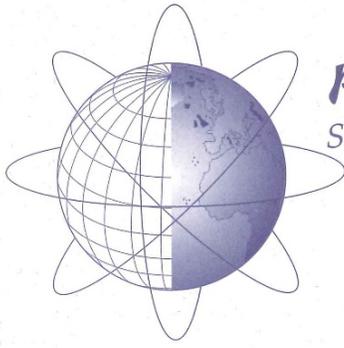
- Topographic Survey consisting of base mapping, vertical information, right-of-way and easements, and property line/property owner information along the project corridor
- Preliminary Environmental Due Diligence
- Utility Coordination with Public and Franchise Utility Owners
 - Identify Potential Conflicts with Existing Utilities
 - Coordination meeting with Utility Owners
 - Incorporate utility relocations/easements into the project design and costs
- Preliminary Horizontal Design for both the shared use path and sidewalk option
- Preliminary Grading, Cross Sections, and Limits of Disturbance for both the shared use path and sidewalk option
- Preliminary right-of-way and easements for both the shared use path and sidewalk option
- Preliminary drainage design and calculations
- Preliminary stormwater management design and calculations
- Developing Preliminary Design Plans
- Developing Preliminary Design Drainage Narrative
- Developing Preliminary Design Opinion of Probable Construction Costs
- Attend project meetings (2)

Anticipated Deliverables:

- Preliminary Design Drawings on 22" x 34" Plan Sheets
- Preliminary Drainage Narrative
- Preliminary Opinion of Probable Construction Costs
- Preliminary Right-of-Way Data Sheet

Estimates Engineering Fees:

Town of Smithfield - Segment 3 Preliminary Design - S. Church St Alternative		
Task 1	Topographic Survey	\$ 37,981.00
Task 2	Environmental Due Diligence	\$ 6,133.45
Task 3	Utility Coordination with Public/Franchise Utility Owners	\$ 6,262.04
Task 4	30% Design Submittal	\$ 55,170.55
	Subtotal	\$105,547.04
	Reimbursable Expenses	\$ 610.00
	TOTAL	\$106,157.04



Precision Measurements, Incorporated

Surveying ♦ Mapping ♦ GPS ♦ Hydrographic Surveying ♦ 3-D Scanning

June 10, 2019
File No. 19391

Mr. Andrew P. Farthing, P.E.
Kimley-Horn
4525 Main Street, Suite 1000
Virginia Beach, Virginia 23462

Re: Smithfield to Nike Park Trail
Smithfield, VA

Dear Mr. Farthing:

The following is our understanding of the scope of services and related fixed fee for the above-mentioned project.

SURVEYING SERVICES

Precision Measurements Inc. (PMI) will provide to Kimley-Horn (KH) a topographic survey file, in AutoCAD format and hard sheets, sealed, signed and dated by a Licensed Land Surveyor. The survey limits are the east side of S. Church St. from the centerline of the road to 30' beyond the right-of-way, from the centerline of Battery Park Rd. to the bridge as shown on the attached sketch.

The surveying procedure will be as follows:

1. Property Research - Immediately upon receipt of the notice to proceed, the Surveyor will compile data on all properties affected by the project. Information to be obtained will include current owner names, deed book and page of conveyance, property lines, right-of-ways, easements and tax parcel information.
2. Horizontal Control – The horizontal datum for this project will be referenced to the Isle of Wight Geodetic Control Network, North American Datum of 1983 (1993 HARN) (NAD 1983/93). Measurements will be based on the U.S. Survey foot. Survey base lines will be established throughout the project limits. Semi-permanent survey markers (P-K nails, pins, etc.) will be set at all breakpoints along the survey base lines using RTK GPS.
3. Vertical Control – The vertical datum will be referenced to the Isle of Wight Geodetic Control Network, North American Vertical Datum of 1988 (NAVD 88). Supplemental project benchmarks will be set throughout the project.

4. Property Ties – Field ties will be made to the boundaries of all affected properties. The boundaries of the properties will be computed and related to the project meridian and coordinate system.
5. Topographic Mapping – Planimetric and topographic mapping will be captured throughout the project limits. Base mapping will be provided 2D in 2017 or higher AutoCad digital format at a scale of 1"=25' and will utilize KH Cad Standards. The topographic survey will include, but is not limited to:
 - a. Existing buildings - type of structure, number of stories, house number and finished floor elevations, located at the front door (if within limits)
 - b. Existing paved surfaces (excluding pavement markings)
 - c. Curb and/or gutter
 - d. Sidewalks and driveways
 - e. Delineate gravel and dirt driveways and parking areas (including pavement markings)
 - f. Ditches - top of bank, toe of slope, centerline
 - g. *Storm drain facilities (closed) - rims, inverts, and pipe sizes
 - h. *Storm drain facilities (open) - inverts and pipe sizes
 - i. *Gravity sanitary sewer - rims, inverts and pipe sizes
 - j. Force mains - valves and any other above ground appurtenances
 - k. Water mains - valves, meters, hydrants and any other above ground appurtenances
 - l. Gas mains - valves and any other visible above ground appurtenances
 - m. Above ground traffic control devices
 - n. Underground telephone and T.V. - pedestals and any other visible above ground appurtenances
 - o. Underground electric - any visible above ground appurtenances
 - p. Utility poles - type of service and pole number
 - q. Overhead wires - type of service
 - r. Tree lines - large wooded areas
 - s. Single trees – 8-inch caliper and larger (type and actual caliper), if not in wooded area
 - t. Elevation cross-sections @ 50-foot intervals (all streets and outfalls)
 - u. **Rights-of ways
 - v. **Property lines
 - w. **Property owners - name, deed reference, map reference and GPIN
6. A separate 3D DTM file (xml format) will be prepared for use in generating a digital terrain model. This drawing will consist of break lines, contours, and points located at the proper X, Y and Z coordinates. This file will be based on 1' contour intervals.

7. Miss Utility Designation – PMI shall coordinate with Miss Utility utilizing “dig tickets” to designate utilities within the survey limits. PMI will call in 7 utility tickets at 7 intersections throughout the project limits on the east side of S. Church St. only. The utilities between the 7 intersections will not be designated by Miss Utility. PMI cannot guarantee Miss Utility will designate any utilities on private property. PMI shall research utility information both public and franchise. Utilities that we have record information on and have not been designated shall be shown per record at quality level D. Note Miss Utility may or may not designate all utilities and the utility vendors may or may not release plans to PMI.

DELIVERABLES

- 2D Survey File (.dwg)
- 3D DTM File (.dwg) (.xml)
- Surface Model Points File (.txt)
- Existing Condition Sheets (.pdf)

FEE ESTIMATE

<i>Topographic Survey</i>	\$33,359.00
<i>Underground Utilities</i>	
<i>Miss Utility Designation, Location & Cad</i>	<u>\$ 4,622.00</u>
	Total: \$37,981.00

Right-of-Way / Easement Plats \$ 1,000.00 per plat

SPECIAL NOTES

*Storm and Gravity Sewer (rims, inverts, size & material). Pipe system will be traced and shown to next structure outside of the project limits. Pipe inverts, size & material are determined to the best of our ability and if accessible. No confined space entry is included in this scope and fee.
 **Property lines, right-of-way, easements and owner information will be based on available tax assessor and courthouse information. No title report or title research will be performed with this scope and fee. All easements, restrictions or encumbrances that may affect the properties may not be reflected.

DELIVERY SCHEDULE

PMI will be able to begin within 10-15 business days or sooner from receiving a written notice to proceed. Final delivery will be within approximately 40 - 45 business days or sooner after commencing field work.

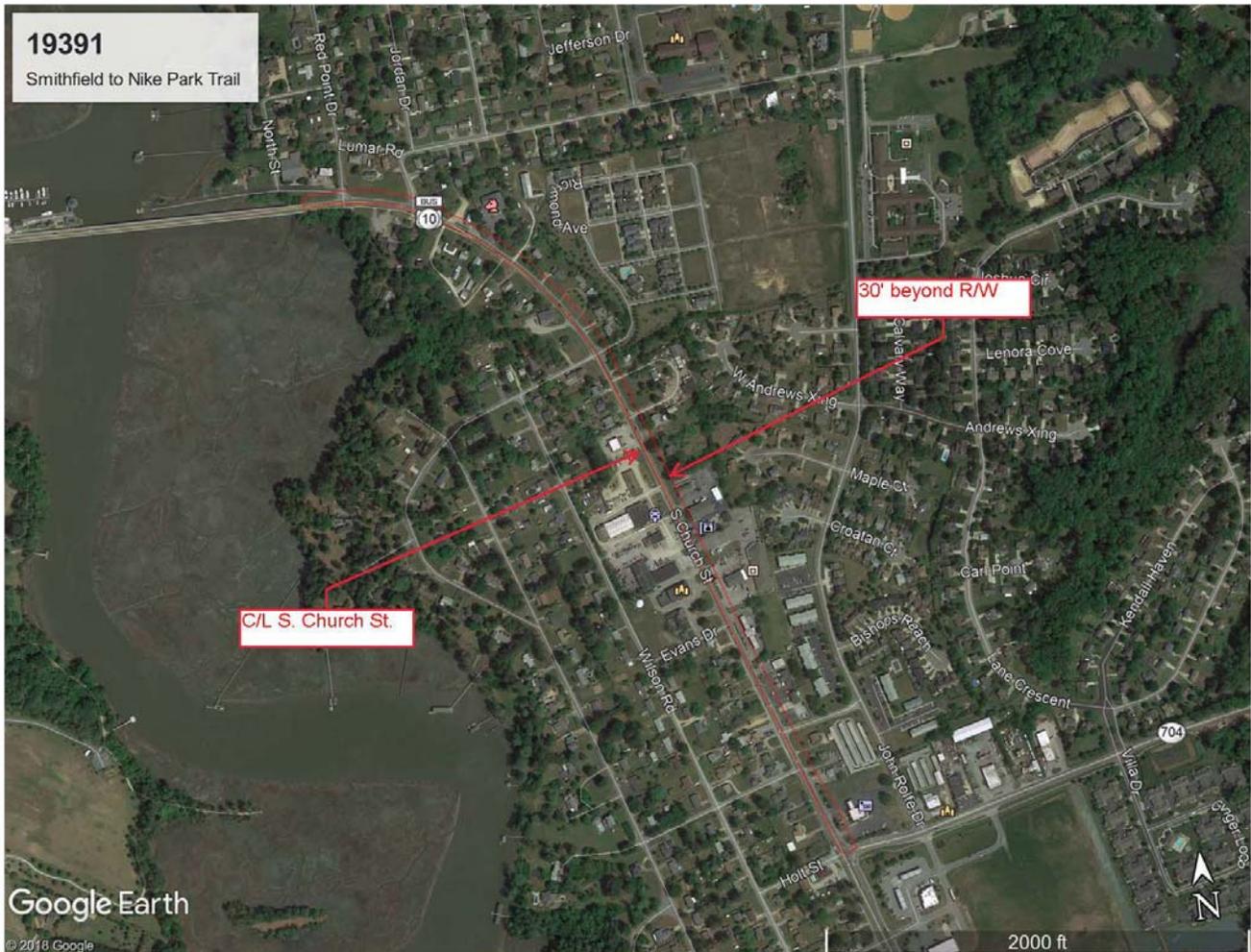
Thank you for allowing us the opportunity to provide you with this proposal, utilizing our Surveying services. If I can be of any additional assistance or you have any questions, comments or require additional information, please feel free to contact me. I look forward to working together on this very important project.

Sincerely,
Precision Measurements, Inc.



Richard A. Thomas

“Survey Limits”



TOWN OF SMITHFIELD

TASK ORDER No. X

DRAFT - Smithfield to Nike Park Trail – Segment 3 Preliminary Design Task

April 8, 2020

Project Title: Smithfield to Nike Park Trail – Segment 3 Preliminary Design of Alternatives along Both Sides of John Rolfe Drive

Background and Project Description:

Kimley-Horn has provided the Town of Smithfield with a report detailing the alternatives analysis performed for Segment 3 of the Smithfield to Nike Park trail project. Kimley-Horn evaluated multiple alternatives between Battery Park Road and Downtown Smithfield. Based on an alignment chosen by the Town along John Rolfe Drive and Lumar Road, Kimley-Horn will develop a preliminary design of the proposed improvements consisting of survey, horizontal improvements, grading improvements, drainage improvements, and developing right-of-way and easement needs along both sides of the project corridor. The preliminary design will provide the Town with a defined project and project costs, consisting of both construction costs, right-of-way costs, and utility relocation costs.

Before proceeding with the preliminary design of the preferred alternative, Kimley-Horn will develop preliminary horizontal geometry for shared use path improvements on both sides of John Rolfe Drive. Kimley-Horn will evaluate impacts to the proposed project, design criteria considerations, and estimated project costs for alternate on both the west side and east side of the road. This additional planning level information will support the Town in selecting the preferred alternative.

Once a preferred alternative is selected, Kimley-Horn will proceed with the development of preliminary design improvements. The scope of services for the preliminary design consists of the following:

- Topographic Survey consisting of base mapping, vertical information, right-of-way and easements, and property line/property owner information along the project corridor
- Preliminary Environmental Due Diligence
- Utility Coordination with Public and Franchise Utility Owners
 - Identify Potential Conflicts with Existing Utilities
 - Coordination meeting with Utility Owners
 - Incorporate utility relocations/easements into the project design and costs
- Preliminary Horizontal Design for a shared use path
- Preliminary Grading, Cross Sections, and Limits of Disturbance for shared use path
- Preliminary right-of-way and easements required for shared use path
- Preliminary drainage design and calculations
- Preliminary stormwater management design and calculations
- Developing Preliminary Design Plans

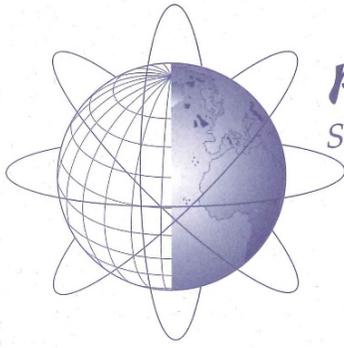
- Developing Preliminary Design Drainage Narrative
- Developing Preliminary Design Opinion of Probable Construction Costs
- Attend project meetings (2)

Anticipated Deliverables:

- Preliminary Design Drawings on 22" x 34" Plan Sheets
- Preliminary Drainage Narrative
- Preliminary Opinion of Probable Construction Costs
- Preliminary Right-of-Way Data Sheet

Estimates Engineering Fees:

Town of Smithfield - Segment 3 Preliminary Design - John Rolfe Drive Alternative		
Task 1	Topographic Survey	\$ 73,599.00
Task 2	Environmental Due Diligence	\$ 6,133.45
Task 3	Utility Coordination with Public/Franchise Utility Owners	\$ 6,262.04
Task 4	Preliminary Horizontal Geometry	\$ 14,533.40
Task 5	30% Design Submittal	\$ 54,608.25
	Subtotal	\$155,136.14
	Reimbursable Expenses	\$ 610.00
	TOTAL	\$155,746.14



Precision Measurements, Incorporated

Surveying ♦ Mapping ♦ GPS ♦ Hydrographic Surveying ♦ 3-D Scanning

September 3, 2019

File No. 19391

Mr. Andrew P. Farthing, P.E.

Kimley-Horn

4525 Main Street, Suite 1000

Virginia Beach, Virginia 23462

**Re: Smithfield to Nike Park Trail
Smithfield, VA**

Dear Mr. Farthing:

The following is our understanding of the scope of services and related fixed fee for the above-mentioned project.

SURVEYING SERVICES

Precision Measurements Inc. (PMI) will provide to Kimley-Horn (KH) a topographic survey file, in AutoCAD format and hard sheets, sealed, signed and dated by a Licensed Land Surveyor. The survey limits are shown on the attached sketch.

The surveying procedure will be as follows:

1. Property Research - Immediately upon receipt of the notice to proceed, the Surveyor will compile data on all properties affected by the project. Information to be obtained will include current owner names, deed book and page of conveyance, property lines, right-of-ways, easements and tax parcel information.
2. Horizontal Control – The horizontal datum for this project will be referenced to the Isle of Wight Geodetic Control Network, North American Datum of 1983 (1993 HARN) (NAD 1983/93). Measurements will be based on the U.S. Survey foot. Survey base lines will be established throughout the project limits. Semi-permanent survey markers (P-K nails, pins, etc.) will be set at all breakpoints along the survey base lines using RTK GPS.
3. Vertical Control – The vertical datum will be referenced to the Isle of Wight Geodetic Control Network, North American Vertical Datum of 1988 (NAVD 88). Supplemental project benchmarks will be set throughout the project.
4. Property Ties – Field ties will be made to the boundaries of all affected properties. The boundaries of the properties will be computed and related to the project meridian and coordinate system.

629 Phoenix Drive, Suite 100, Virginia Beach, Virginia 23452 ♦ 11835 Canon Blvd., Suite B-103, Newport News, Virginia 23606

1047 Technology Park Drive, Glen Allen, Virginia 23059 ♦ 4215 Lafayette Center Drive, Suite 2A, Chantilly, Virginia 20151

10733 Birmingham Way, Suite A, Woodstock, Maryland 21163

www.precisionmeasurements.com

5. Topographic Mapping – Planimetric and topographic mapping will be captured throughout the project limits. Base mapping will be provided 2D in 2017 or higher AutoCad digital format at a scale of 1"=25' and will utilize KH Cad Standards. The topographic survey will include, but is not limited to:
- a. Existing buildings - type of structure, number of stories, house number and finished floor elevations, located at the front door (if within limits)
 - b. Existing paved surfaces (excluding pavement markings)
 - c. Curb and/or gutter
 - d. Sidewalks and driveways
 - e. Delineate gravel and dirt driveways and parking areas (including pavement markings)
 - f. Ditches - top of bank, toe of slope, centerline
 - g. *Storm drain facilities (closed) - rims, inverts, and pipe sizes
 - h. *Storm drain facilities (open) - inverts and pipe sizes
 - i. *Gravity sanitary sewer - rims, inverts and pipe sizes
 - j. Force mains - valves and any other above ground appurtenances
 - k. Water mains - valves, meters, hydrants and any other above ground appurtenances
 - l. Gas mains - valves and any other visible above ground appurtenances
 - m. Above ground traffic control devices
 - n. Underground telephone and T.V. - pedestals and any other visible above ground appurtenances
 - o. Underground electric - any visible above ground appurtenances
 - p. Utility poles - type of service and pole number
 - q. Overhead wires - type of service
 - r. Tree lines - large wooded areas
 - s. Single trees – 8-inch caliper and larger (type and actual caliper), if not in wooded area
 - t. Elevation cross-sections @ 50-foot intervals (all streets and outfalls)
 - u. **Rights-of ways
 - v. **Property lines
 - w. **Property owners - name, deed reference, map reference and GPIN
6. A separate 3D DTM file (xml format) will be prepared for use in generating a digital terrain model. This drawing will consist of break lines, contours, and points located at the proper X, Y and Z coordinates. This file will be based on 1' contour intervals.
7. Miss Utility Designation – PMI shall coordinate with Miss Utility utilizing “dig tickets” to designate utilities within the survey limits. PMI will call in 17 utility tickets at 17 intersections

Sincerely,
Precision Measurements, Inc.

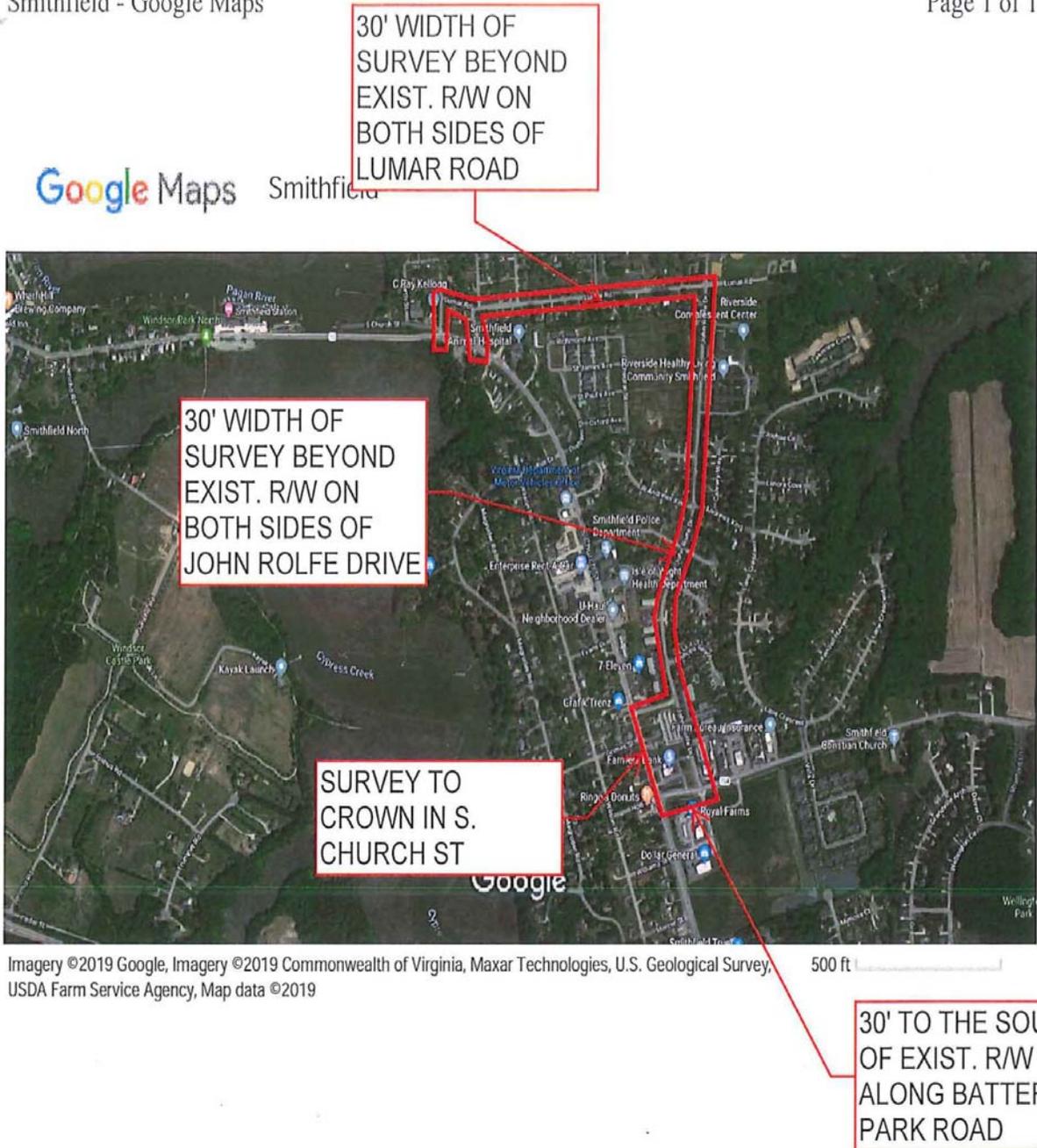


Richard A. Thomas

“Survey Limits”

Smithfield - Google Maps

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