



July 20, 2018

TO: SMITHFIELD TOWN COUNCIL

**FROM: BRIAN S. THROWER
TOWN MANAGER**

**SUBJECT: JULY 2018 COMMITTEE MEETINGS WILL BE HELD AT THE
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,
SMITHFIELD, VA**

MONDAY, JULY 23RD, 2018 @ 4:00 p.m.

Police

Members: Tynes (CH), Hall, Haywood

1. Public Comment
2. Operational Updates
- TAB # 1** 3. Appointment of Smithfield Certified Crime Prevention Team
4. Authorization to Purchase Two (2) New Budgeted Police Vehicles
5. Request to Donate Retired 2011 Dodge Charger to the Isle of Wight Rescue Squad
- TAB # 2** 6. Street Closure Request for the "Safe House Project Half Marathon and 5K" on Saturday, September 8th, 2018
- TAB # 3** 7. Street Closure Request for Ruritan Car Show on Saturday, September 22nd, 2018

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith (CH), Pack, Tynes

1. Public Comment
2. Operational Update

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Smith, Butler

- TAB # 4** 1. Public Comment
2. June Cash Balances / VML Investment Pool Update

- TAB # 5** 3. Invoices Over \$10,000 Requiring Council Authorization:
- a. Windsor Castle Restoration, LLC \$200,000.00
 - b. Tidewater Stalls \$ 12,859.33
 - c. Bryant's Excavation Inc. \$ 10,000.00
- TAB # 6** 4. Renew Vehicle Maintenance Contract with Smithfield Truck and Auto, LLC for One Additional Year
5. Resolution to Renew Line of Credit with TowneBank for the Pinewood Heights Relocation Project
6. Resolution to Renew Line of Credit with Farmers Bank

TUESDAY, JULY 24TH, 2018 @ 4:00 p.m.

4:00 p.m. Parks and Recreation Members: Hall (CH), Butler, Haywood

- TAB # 7** 1. Public Comment
2. Operational Update – Committee Report / Park Project Update / 2018 Special Event List
- TAB # 8** 3. Joseph W. Luter, Jr. Sports Complex - Update from Project Manager Brian Camden
- TAB # 9** 4. Clontz Park Boat Ramp – Additional Services Amendment

Immediately following the conclusion of the above meeting:

Public Works Members: Haywood (CH), Smith, Tynes

- TAB # 10** 1. Public Comment
2. Renew Debris Removal Contract with Goodrich and Son's and Smithfield Services for One Additional Year
- TAB # 11** 3. Street Paving for the 100 and 200 Block of Main Street

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare Members: Butler (CH), Hall, Pack

- TAB # 12** 1. Public Comment
2. Pinewood Heights Relocation Project Update – Phase III
3. Relocation of Wombwell House by Preserve Smithfield

***** Additional Item Not Listed on Committee but will be on Council's August 7th, Agenda*****

- Approval of July 10th, 2018 Town Council Meeting Minutes
 - Appointment of Town Manager, Brian S. Thrower to serve as a Representative of the Town of Smithfield's on the Hampton Roads Planning District Commission
-

**POLICE
COMMITTEE**

MEMORANDUM

TO: POLICE COMMITTEE/TOWN COUNCIL MEMBERS
FROM: KURT BEACH
SUBJECT: RESOLUTION OF APPOINTMENT/RE-APPOINTMENTS
DATE: JULY 19, 2018
CC: CHIEF HOWELL; MAJ. ROGERS

Dear Town Council Members,

I am writing on behalf of the membership of the Smithfield Community Crime Prevention (SCCP) Team and the pending expiration of the 2018 "Resolution of Appointment" for the SCCP Team.

On November 6, 2012 the Town Council of the Town of Smithfield resolved to participate in the Virginia Department of Criminal Justice Services (DCJS), Certified Crime Prevention Community (CCPC) program. On September 18, 2014, the Town of Smithfield was awarded its first CCPC certification and three years later, successfully re-certified on September 9, 2017. Whereas, the SCCP Team is an essential component of the CCPC certification, the following individuals have agreed to serve in obligation to Town Council's 2012 resolve to continue to participate in the CCPC program and are due for appointment.

The following individuals have agreed to serve a one year terms each on the SCCP Team due to expire on August 31, 2019:

Wayne Hall, Officer Seamster, Joseph Reish, Marian Aiden,
Joyce Bowser, Jody Meier, Francis (Beth) Jewell, Kimberly Hasty,

RESPECTFULLY SUBMITTED
KURT BEACH
CRIME PREVENTION SPECIALIST
SMITHFIELD POLICE DEPARTMENT



Town of Smithfield Special Event Application for Permit

Event Date		Sat, Sep 8, 2018			
Event Name		Safe House Project Half Marathon and 5K			
Event Location		Downtown Smithfield			
Event Times (don't include setup times)		6 AM-12 PM			
Event Organizer (Group Name)		Safe House Project			
Contacts					
Name	Kristi Wells	Cell Phone	817-437-5689	Email	kristi@safehouseproject.org
Name		Cell Phone		Email	

Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____				
Description of Event					
<p>This is part of a nationwide race series organized by Safe House Project. Smithfield would be one of 5 of the 2018 locations across the nation that is growing to 25 cities in 10 years. Safe House Project is an organization dedicated to raising awareness of human trafficking and resourcing safe houses stateside and abroad for at-risk youth from being trafficked or safe houses for children who have been rescued out of sex slavery. September of 2017 we had our inaugural race where we raised \$7500 for a Safe House in South Africa. Our mission is to create 25 races that generate \$30k+ each in revenue so we can continue funding and building safe houses.</p>					
Contact name and phone number for more information on event					
Name: Kristi Wells		Phone:			
Expected Attendance	500	Website	safehouseproject.org		
Average Ticket/Entry Price	\$ 30-\$60	Participants will be		<input type="checkbox"/> youth <input type="checkbox"/> adults <input type="checkbox"/> both	
Music-DJ/Band?	DJ	Alcohol Sales or Service?		Alcohol service	
What is your plan in the event of bad weather-cancel, reschedule?				cancel	
Road Closures, Traffic Assistance, Park Trail Closures?				Road closures, traffic assist	
List benefits of your event to the community			List Recipients of Proceeds		
Raising awareness of human trafficking and resourcing safe houses stateside and abroad for at-risk youth from being trafficked or safe houses for children who have been rescued out of sex slavery.			Safe House Project		

Check any of the following that your event will include.		Special Event To Do List	Complete by:
<input type="checkbox"/> Food, Caterer	<input type="checkbox"/> Food, by Organization	Submit event flyer/promotional material	4 months
<input type="checkbox"/> Retail Vendors Non-Profit	<input type="checkbox"/> Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council	3 months
<input type="checkbox"/> Port-a-Potties	<input type="checkbox"/> Tents	Apply for ABC permit (if needed)	6 weeks
<input type="checkbox"/> Dumpster/Recycle Receptacles	<input type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
<input type="checkbox"/> Generators/ Light Tower	<input type="checkbox"/> Staging	Apply for Health Permit	4 weeks
<input type="checkbox"/> Fencing/Barricades	<input type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)	4 weeks
<input type="checkbox"/> Providing Shuttle Service	<input type="checkbox"/> Bounce Houses	Call Ms Utility (if tenting or fencing site)	4 weeks
<input type="checkbox"/> Other-List Items Here:		Have walkthrough appointment with the Town <ul style="list-style-type: none"> Submit your Certificate of Insurance (\$1 million policy) to the Town Submit your ABC permit 	4 weeks

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Date	
Print Name		

**Town of Smithfield
Special Event Application for Permit**



Event Date		Sept 22 2018			
Event Name		Smithfield Ruston Car Show			
Event Location		Main St.			
Event Times (don't include setup times)		8-3			
Event Organizer (Group Name)		Smithfield Ruston Club			
Contacts					
Name	Glen Schlickemeyer	Cell Phone	757 319-1808	Email	gslick3@yahoo.com
Name		Cell Phone		Email	

Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input checked="" type="checkbox"/> Car Show <input type="checkbox"/> Other -				
Description of Event	Tourism Submission <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Car, Truck & Bike Show				
Contact name and phone number for more information on event					
Name:	Glen Schlickemeyer		Phone:	(757) 319-1808	
Expected Attendance	200		Website		
Average Ticket/Entry Price	\$ 20		Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both	
Music-DJ/Band?	Yes		Alcohol Sales or Service?	NO	
What is your plan in the event of bad weather-cancel, reschedule?	Cancel				
Requesting?	<input checked="" type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures				
List benefits of your event to the community			List Recipients of Proceeds		
Christian Outreach Local Students For College & Scholarships Men's Group Ministry			SAME		

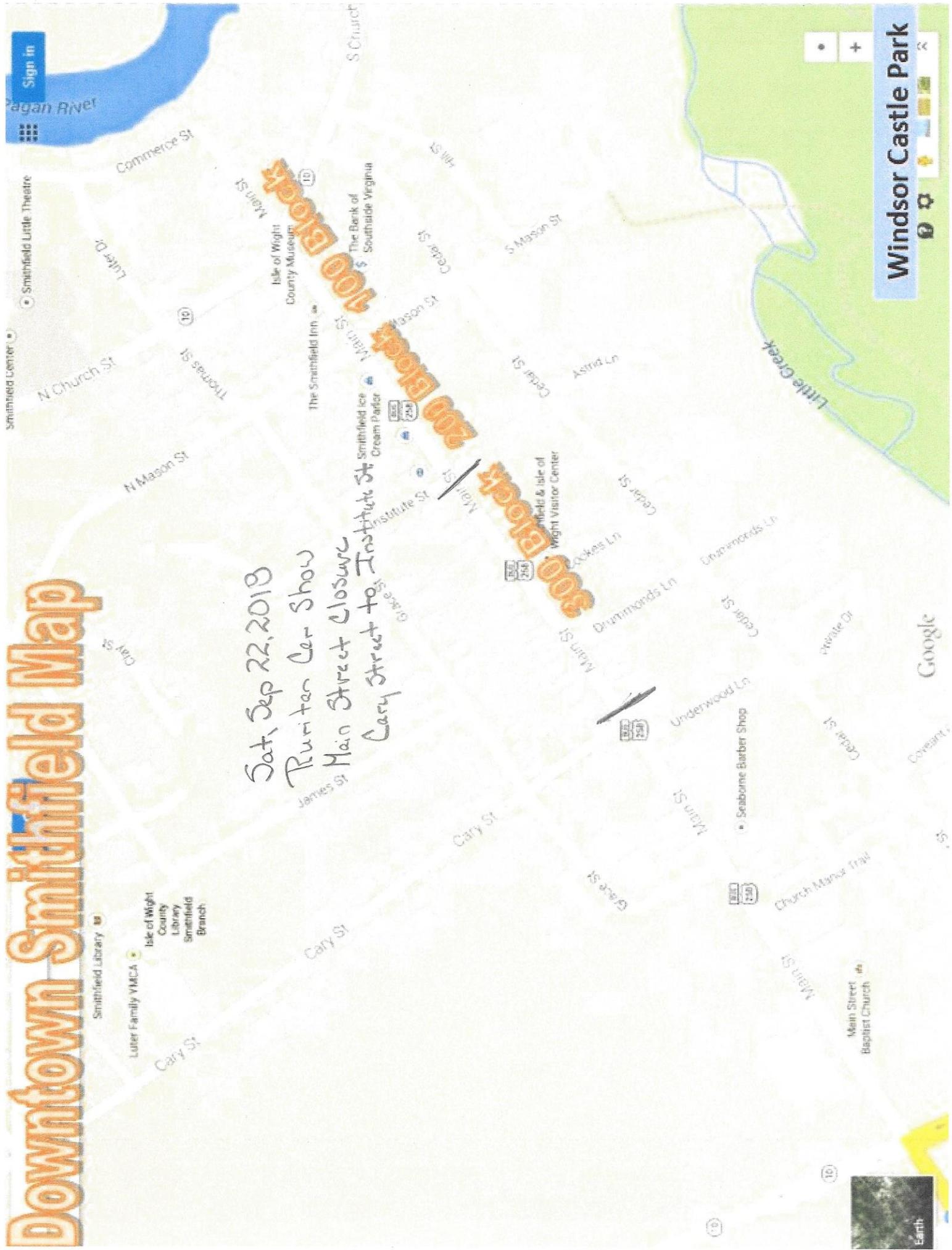
Check any of the following that your event will include.		Special Event To Do List	Complete by:
<input checked="" type="checkbox"/> Food, Caterer	<input checked="" type="checkbox"/> Food, by Organization	Submit event flyer/promotional material	4 months
<input type="checkbox"/> Retail Vendors Non-Profit	<input type="checkbox"/> Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council	3 months
<input type="checkbox"/> Port-a-Potties	<input type="checkbox"/> Tents	Apply for ABC permit (if needed)	6 weeks
<input type="checkbox"/> Dumpster/Recycle Receptacles	<input type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
<input type="checkbox"/> Generators/ Light Tower	<input type="checkbox"/> Staging	Apply for Health Permit	4 weeks
<input type="checkbox"/> Fencing/Barricades	<input type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)	4 weeks
<input type="checkbox"/> Providing Shuttle Service	<input type="checkbox"/> Bounce Houses	Call Ms Utility (if tenting or fencing site)	4 weeks
<input type="checkbox"/> Other-List Items Here:		Have walkthrough appointment with the Town <ul style="list-style-type: none"> • Submit your Certificate of Insurance (\$1 million policy) to the Town • Submit your ABC permit 	4 weeks

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature		Date	7/12/18
Print Name	Glen K. Schlickemeyer		

Downtown Smithfield Map

Sat, Sep 22, 2018
Printer Car Show
Main Street Closure
Cary Street to Institute St



100 Blocks
200 Blocks
300 Blocks

Windsor Castle Park



Google

Earth



Smithfield Ruritan Club
17th Annual Car, Truck, & Bike Show
Saturday, September 22, 2018
Along Main Street in historic Smithfield



Open to all vehicles-Top 20 and "Best of" awards

Separate awards for bikes

Proceeds benefit local charities

Registration 9:00 am-noon Judging 10:00 am-1:00 pm

Awards at 2:00 pm

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ E-mail _____
Make _____ Model _____ Year _____

\$10/bikes and \$15/cars pre-registered by Sept. 17; \$15/bikes and \$20/cars day of show

Make check payable to: Smithfield Ruritan Club

P.O. Box 114, Smithfield, VA 23431

For more info, please call Denise Galante at 757.357.7431 or e-mail ruritanclubshow@gmail.com

**FINANCE
COMMITTEE**

CASH BALANCES AS OF JUNE 30, 2018					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,556,181.56	(793,349.58)	(107,172.07)	655,659.91
Water-Debt Service	Farmers Bank	815,642.06	31,101.00	-	846,743.06
Water Capital Escrow (availability fees)	TowneBank	483,946.00	21,760.00	-	505,706.00
Water Treatment Plant Escrow	TowneBank	11,600.15			11,600.15
Water Deposit Account	TowneBank	86,995.96			86,995.96
Water Development Escrow	TowneBank	121,451.96	-	-	121,451.96
Subtotal Water		3,075,817.69	(740,488.58)	(107,172.07)	2,228,157.04
Sewer	Farmers Bank	545,891.88	(150,030.00)	(215,796.58)	180,065.30
Sewer Development Escrow	TowneBank	383,175.26	-	-	383,175.26
Sewer Capital Escrow (availability fees)	TowneBank	767,282.53	37,080.00	-	804,362.53
Sewer Compliance	Farmers Bank	2,215,666.44	81,572.52	-	2,297,238.96
Subtotal Sewer		3,912,016.11	(31,377.48)	(215,796.58)	3,664,842.05
Highway	Farmers Bank	106,086.02	414,617.30	-	520,703.32
General Fund	Farmers Bank	4,573,625.11	992,701.46	322,968.65	5,889,295.22
Payroll	Farmers Bank	52,290.92			52,290.92
Money Market-General Fund	TowneBank	2,208.94			2,208.94
Business Super Now-General Fund	Farmers Bank	33,958.54			33,958.54
Money Market-General Fund	Farmers Bank	295,130.89			295,130.89
General Fund Capital Escrow Account	TowneBank	216,887.64	489,553.00		706,440.64
Certificate of Deposit	Farmers Bank	526,959.77			526,959.77
Certificate of Deposit-Police Dept	Farmers Bank	37,025.36			37,025.36
Special Project Account	Farmers Bank	1,118,957.92	(1,088,556.48)		30,401.44
Pinewood Heights Escrow	Farmers Bank	73,249.52	-		73,249.52
SNAP Account	Farmers Bank	2,218.75	-		2,218.75
Museum Account	Farmers Bank	180,235.08			180,235.08
Windsor Castle Acct	TowneBank	99,500.00	-		99,500.00
S. Church Street Account	TowneBank	36,449.22	(36,449.22)	-	-
Subtotal General Fund		7,248,697.66	357,248.76	322,968.65	7,928,915.07
TOTAL ALL FUNDS		14,342,617.48	-	-	14,342,617.48



Account Statement

June 2018

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431
U.S.A.

VIP 1-3 Year High Quality Bond Fund VA-01-0009-0001

Summary

VA-01-0009-0001		GENERAL					
Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
515,838.89	511,826.36	0.00	43.33	654.56	511,674.97	516,450.12	-762.62

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
06/15/2018	Withdrawal		43.33		9.909400	4.373	0.00
06/15/2018	Income Earned	367.34			9.909400	37.070	
06/29/2018	Income Earned	287.22			9.915995	28.965	
06/30/2018	Ending Balance			511,674.97	9.915995	51,600.971	



Account Statement

June 2018

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431
 U.S.A.

VIP Stable NAV Liquidity Pool VA-01-0009-5001

Summary

Average Monthly Yield: 2.03%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0009-5001 LIQUID GENERAL	0.00	0.00	0.00	0.00	0.00	0.00

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
06/30/2018	Ending Balance			0.000	



Daily Rates

June 2018

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Jun-18	0.000054112	1.98%
02-Jun-18	0.000054112	1.98%
03-Jun-18	0.000054112	1.98%
04-Jun-18	0.000054112	1.98%
05-Jun-18	0.000054112	1.98%
06-Jun-18	0.000053838	1.97%
07-Jun-18	0.000053564	1.96%
08-Jun-18	0.000053564	1.96%
09-Jun-18	0.000053564	1.96%
10-Jun-18	0.000053564	1.96%
11-Jun-18	0.000053838	1.97%
12-Jun-18	0.000053838	1.97%
13-Jun-18	0.000054112	1.98%
14-Jun-18	0.000055208	2.02%
15-Jun-18	0.000055756	2.04%
16-Jun-18	0.000055756	2.04%
17-Jun-18	0.000055756	2.04%
18-Jun-18	0.000056030	2.05%
19-Jun-18	0.000056578	2.07%
20-Jun-18	0.000056578	2.07%
21-Jun-18	0.000056578	2.07%
22-Jun-18	0.000056852	2.08%
23-Jun-18	0.000056852	2.08%
24-Jun-18	0.000056852	2.08%
25-Jun-18	0.000057126	2.09%
26-Jun-18	0.000057400	2.10%
27-Jun-18	0.000057400	2.10%
28-Jun-18	0.000057400	2.10%
29-Jun-18	0.000057400	2.10%
30-Jun-18	0.000057400	2.10%

**INVOICES - OVER \$10,000.00
REQUIRING COUNCIL
AUTHORIZATION**

Tidewater Stalls & Specialties, LLC
 1209 Baker Road, Suite 311
 Virginia Beach, VA 23455



Invoice

Phone - 757-233-9900
 Fax - 757-321-1611
 www.tidewaterstalls.com

Date	Invoice #
7/12/2018	2901

Bill To
Town of Smithfield 310 Institute Street Smithfield, VA 23430

Ship To
Smithfield Center 220 North Church Street Smithfield, VA 23430 Toilet Compartments

Customer P.O.	Customer Contract #	Terms	Rep	Ship	Our P.O.
P.O. #SC1801		Net 30	Ron	7/12/2018	18-007

Quantity	Item Code	Description	Price Each	Amount
1	#GP	Global Toilet Partitions, Black Core Solid Phenolic, Floor Mounted, Overhead Braced, Continuous Aluminum Brackets, Stainless Steel Pilaster Shoes, Continuous S/S Hinges. To Install the Following: Men's - 4 Toilet Stalls, 1 Wall Hung Urinal Screen Women's - 6 Toilet Stalls	9,252.60	9,252.60
1	#Freight	Freight	356.73	356.73
1	Installation	Labor to Install Above	2,450.00	2,450.00
1	Labor	Removal and Disposal of Previous Stalls	800.00	800.00
VENDOR # _____ ACCOUNT # <u>04-100-412100-0000-48100</u> DEPT HEAD _____ TOWN MANAGER _____				

Please be advised that any outstanding balance not paid within 30 day from date of invoice may be subject to a 2% per month interest charge.

Sales Tax (6.0%)	\$0.00
Invoice Total	\$12,859.33
Payments/Credits	\$0.00
Balance Due	\$12,859.33

Thank you for choosing Tidewater Stalls & Specialties, LLC

Bryant's Excavation Inc.

11331 Central Hill Road
Windsor VA 23487

757-357-0820 757-365-4160(f)

Invoice

Date	Invoice #
6/20/2018	5018

Bill To
Town of Smithfield Attn: Accounts Payable 310 Institute Street Smithfield, VA 23430

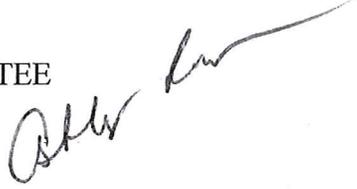
Terms	Due Date
Net 30	7/20/2018

Description	Amount
Job - Windsor Castle Clearing, grading, seeing & strawing	10,000.00
Payment is expected 30 days from date of invoice. A 2% charge will be added to any outstanding bill.	
Total	\$10000.00
Payments/Credits	\$0.00
Balance Due	\$10000.00



TOWN OF SMITHFIELD

"The Ham Capital of the World"

DATE: JULY 23, 2018
TO: SMITHFIELD TOWN COUNCIL – FINANCE COMMITTEE
FROM: ASHLEY ROGERS, HUMAN RESOURCES DIRECTOR 
SUBJECT: VEHICLE MAINTENANCE SERVICES CONTRACT

The Town has a vehicle maintenance services contract with Smithfield Truck and Auto, LLC for the fiscal year 2017/2018. The Town has the right to renew this contract for three additional years. The current contract will expire August 31, 2018.

Services under this contract include the following for all Town owned vehicles:

- Periodic routine maintenance on vehicles based upon age, usage and manufacturer's recommendations
- Repair services including issues uncovered during periodic routine maintenance
- 24-hour emergency towing services

Smithfield Truck and Auto, LLC has requested a \$5.00 increase in the price charged for an oil change (from \$30.00 to \$35.00 per oil change). This increase is still lower than the average price quoted by other businesses in 2016.

Staff has been pleased with the work and response time from Smithfield Truck and Auto, LLC and therefore we are recommending that this contract be renewed one additional year.

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 

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		Fireworks Display - Sat Rate 1:00 PM - 11:00 PM SC MH 6:30 PM July 3rd Party 5:00 PM - 10:00 PM OTS 5:00 PM Smithfield Station-Officer Request	July 4th- Sat Rate		10:00 AM - 12:00 AM SC MHSu 6:00 PM Hetrich and Marshall Wedding and Reception	2:00 PM - 12:00 AM SC MH 6:00 PM Eley Retirement Party
8	9	10	11	12	13	14
	8:00 AM - 5:00 PM SC C&D 8:00 AM Police Department Training 10:00 AM - 3:00 PM SC MH 11:30 AM Smithfield Next 11:30 AM - 5:00 PM SC A&B 11:30 AM Smithfield Training 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	8:00 AM - 5:00 PM SC C&D 8:00 AM Police Department Training 12:00 PM - 10:00 PM SC MH 12:00 PM PSWCD Summer Event 3:30 PM - 5:00 PM SC A&B 4:00 PM Pinewood Heights Team Management Meeting 6:00 PM - 7:30 PM SC A&B 6:30 PM Planning Commission 7:30 PM - 8:30 PM SC A&B 7:30 PM Town Council	6:30 AM - 5:00 PM SC C&D 7:30 AM Talent Acquisition Summit 12:00 PM - 10:00 PM SC MH 6:30 PM Candidates Forum - Sheriff 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	6:30 AM - 1:00 PM SC C&D 7:30 AM Talent Acquisition Summit 9:00 AM - 4:00 PM SC A&B 9:00 AM Tourism SSR Meeting 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	10:00 AM - 6:00 PM SC MHSu 10:00 AM Ciancio and Bukowsky Setup 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Roaming Yoga 1:30 PM - 11:30 PM SC MHSu 4:30 PM Ciancio and Bukowsky Reception 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show
15	16	17	18	19	20	21
7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	8:00 AM - 1:00 PM SC Suites 8:00 AM Carpet Cleaning 9:00 AM - 5:00 PM SC Kitchen 9:00 AM Bathroom Reno-Stall Install 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	9:00 AM - 11:00 AM SC C&D 9:00 AM Schoolhouse Committee 9:00 AM - 5:00 PM SC Kitchen 9:00 AM Bathroom Reno-Stall Install 11:30 AM - 2:00 PM SC C&D 11:30 AM Crime Line Meeting 7:00 PM - 8:30 PM SC A&B 7:30 PM BHAR	9:00 AM - 5:00 PM SC Kitchen 9:00 AM Bathroom Reno-Stall Install 2:00 PM - 4:00 PM SC C&D 2:00 PM Staff Meeting 2:00 PM - 4:00 PM SC MH 2:00 PM Smithfield Intern Rehearsal 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	9:00 AM - 5:00 PM SC Kitchen 9:00 AM Bathroom Reno-Stall Install 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show
22	23	24	25	26	27	28
11:00 AM - 12:00 AM SC MHSu 5:00 PM McCombs and Snyder Wedding and Reception 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	3:30 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	5:00 AM - 8:00 PM SC MH 6:00 AM Elections 3:30 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	11:00 AM - 3:00 PM SC C&D 12:00 PM Isle of Wight Listening Session 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	4:00 PM - 12:00 AM SC MHSu 4:00 PM Hicks and Highsmith Wedding and Reception 6:00 PM - 11:00 PM WC Courtyard 8:00 PM Moonlight Paddle 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	2:00 PM - 12:00 AM SC MHSu 5:30 PM Hicks and Highsmith Wedding and Reception 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show
29	30	31				
10:00 AM - 8:00 PM SC MH 2:00 PM Celebration of Life 7:00 PM - 9:00 PM Parking Lot 7:00 PM Theater Show	8:00 AM - 5:00 PM SC MHSu 8:00 AM Bathroom Countertop Installation 6:30 PM - 7:30 PM WC Courtyard 6:30 PM Dog Obedience Classes	8:00 AM - 5:00 PM SC MHSu 8:00 AM Bathroom Countertop Installation				

Upcoming Special Events & Park Programming			
Day	Date	Event	Location
Fri, Sat	Aug 3,4	Boardwalk Art Show	Smithfield Station
Tue	Aug 7	National Night Out	Smithfield Center
Mon, Wed	Aug-Sep	Dog Obedience Classes	Windsor Castle Park
Sat	Aug 11	Roaming Yoga	Windsor Castle Park

Parks and Recreation Operation Update

July 2018

Smithfield Center Updates
Bathroom Renovations continue with the installation of new stalls, next up is the new quartz countertops.

Windsor Castle Park Updates
Manor House & Grounds Restoration has finished Phase 1. Press release detailing project items completed and items to come will be given during Public Buildings Committee.

Kayak Rentals	Trail Doctor Projects and Hours						
Total Sales as of 7/19/18 \$ 5171	Volunteer Hours Earned since January 2018- 180 Hours						
Averaging Per Weekend \$ 470	Projects completed						
Staffing Hours \$ 1980	Trail Repair and Maintenance						
Net after Staffing Hours \$ 3191	Dry wells and Drainage Ditches Cleaned						
	Tree of Heaven Inspection						
	Stilt Grass Eradication						
	Painting Signs						
	Pruning and Weeding						
People Counter Data: Windsor Castle Smithfield Station Bridge (moved here January 2018)							
Daily Average: 342 Busiest Day of the Week: Sunday							
Busiest Days	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">Sunday, July 08</td> <td style="text-align: center; width: 33%;">Saturday, July 14</td> <td style="text-align: center; width: 33%;">Tuesday, June 26</td> </tr> <tr> <td style="text-align: center;">777</td> <td style="text-align: center;">529</td> <td style="text-align: center;">478</td> </tr> </table>	Sunday, July 08	Saturday, July 14	Tuesday, June 26	777	529	478
Sunday, July 08	Saturday, July 14	Tuesday, June 26					
777	529	478					

Trail Doc Pictures of Completed Projects	
Cleared Culvert so Trail can properly drain	Log Weir constructed to stop run off of debris



Parks and Recreation Operation Update

July 2018

Luter Sports Complex Updates
Smithfield Recreation Association is excited to be holding Fall Ball at the Complex. Town Staff is busy at work obtaining necessary permits and preparing the facility for use.
Project update will be given by Brian Camden of Alpha Corporation.

Clontz Park Boat Ramp Updates
Docks of the Bay submitted references of three completed projects for our review.

Park Projects		
Project Name	Location	Applicant Name
Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay
A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation
Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 th Graders, Boy Scout Troop 7
Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class
Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout
Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout

Parks and Recreation Operation Update

July 2018

Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy
Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622
Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout
Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist
Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36
Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist
Tree Identification	Windsor Castle	Girl Scout Troop 622

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
JANUARY				
1/13/2018	9 A-5 P	BOB Festival	1 Thu 10 PM-6 AM Overnight	4 PW Sat 10 AM-6 PM
	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Fri 10 PM-6 AM Overnight	1 light tower, deliver on Monday
	8K & Festival	869-0664	2 Sat 7:30 AM-9:30 AM 8K Race	all trash cans, deliver on Tuesday
	2000 p	gina@smithfieldvaevents.com	1 Sat 8AM - 1PM Jericho Road Closure	
	Resolution	Jericho Road - one way traffic - 8am - 1pm / Traffic assist 9am - 11:30am for race	2 Sat 8 AM-5 PM Event Patrol	
			2 Sat 10 AM-5 PM Event Patrol	
1/13/2018	9 A-9 P	Smithfield Station Parking Lot Assist	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station -Randy Pack	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		
1/14/2018	2p-5 p Smithfield Center Community 250 p	MLK Program		
FEBRUARY				
2/3/2018	9 A-3 P	Mardi Gras Run 4 Beads	1 Race Route-Jericho Rd by Manor House 9:45 A-12 P	We will provide trash cans, group will do own trash removal.
	WC Riverfront	IOW Chamber-Andy Cripps	1 Race Route -Underwood & Cedar 9:45 A-12 P	
	5K & 10 K	647-4482	1 Race Route-Mason & Cedar 9:45 A-12 P	
	500 p	acripps@theisle.org	1 Event Patrol-12 P-2 P	
	Resolution	Traffic assist 9am - 11:30am for race		
2/11/2018	3 P-6:30 P Smithfield Center Fundraiser 200 p	Sweetheart Banquet		
2/17/2018	7 P-11 P Smithfield Center Fundraiser 250 p	CASA Gala	1 Sat 6:30 PM-11:30 PM	
2/25/2018	2 p-4 P Smithfield Center Community 100 p	Black History Month Program		
MARCH				
3/10/2018	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Academy Gala	(using IOW Sheriff's deputy	
3/17/2018	10:30 A-1 P Main Street	St Patricks Day Parade	# (determined by PD)	# (determined by PW)
	Parade	Tourism-Connie Chapman		
	3000 p	902-2164		
	Resolution	cchapman@isleofwightus.net		
		closure of parade route - 8am until parade end		
3/24/2018	9 AM-2 PM Smithfield Center Flea Market 500 p	Women's Club Flea Market		
		Connie Chapman		
APRIL				
4/7/2018	10 A-2:30 P	YMCA Triathlon	1 Sat 9 AM-2 PM YMCA Entrance	FYI Only
	Town Streets	Virginia-Maryland -Greg Hawkins	1 Sat 9 AM-2 PM Grace/Cary	
	Race	336-577-2801	1 Sat 9AM-2PM James/Grace	
	500	greg.hawkins@vtsmts.com	1 Sat 9 AM-2 PM Cary/Main/Underwood	
	Resolution	Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Sat 9 AM-2 PM Underwood/Cedar	
4/14/2018	11 A-5 P	Wine Fest	1 Fri 10 PM-6 AM Overnight	4 PW 10 AM-6 PM

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
Street Closures	Attendance			
	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Sat 8 AM-1 PM Jericho Road Closure	1 light tower, deliver on Wed
Jericho Road	Festival	869-0664	1 Sat 10 AM-6 PM Command Center	all trash cans, deliver on Wed
	3500 p	gina@smithfieldvaevents.com	2 Sat 10 AM-6 PM Event Patrol	clean fishing pier, by Tue
	Resolution	Jericho Road - one way traffic - 8am - 1pm	2 Sat 10:30 AM-6 PM Money Drops	
		Park Trail Closure 10 AM-5 PM		
4/14/2018	9 A-9 P	Smithfield Station Parking Lot Assist	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station -Randy Pack	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700		
		randy.pack@smithfieldstation.com		

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
4/22/2018	3 P-5 P Main Street Street Closures Attendance	Smithfield 6 Pack 6K Beer Run Cristin Emerick Race 849-8948 wharfhillbrewingco@gmail.com	4 Sun 3 PM-5 PM	cones, road barriers
4/26/2018	9 A-12 P WC WC Trails Race 130 p	IWA 5 K Jill Edwards 804-874-6197 jilledwards@iwacademy.com		
4/28/2018	8 P-12 P Smithfield Center Prom 200 p	Windsor Prom	using IOW Resource Officer	
4/29/2018	9 AM-11 AM Main Street Main Street Race 200 P	Main Street Mile Cristin Emerick 849-8948 wharfhillbrewingco@gmail.com	2 9 AM-11 AM, report at 8:30 AM	2 on Friday to put up No Parking Signs on Friday-charge for hours 2 on Sunday 8:30 A-10:30 A put out cones, road barriers
MAY				
5/5/2018	8 A-12 P WC Courtyard Race 26 p	Optimist 5K Mike Murphy 757-660-7151 memurph1126@gmail.com		
5/7/2018	Mon 8 A-2 P Smithfield Center Senior Community 350 p	TRIAD	1 Mon 7 AM-10 AM Parking Assist	
5/11/2018 CANCELLED for 2018	8 P-12 P Smithfield Center 300 p	WCFB Park Lovers Party	1 Fri 5:30 PM-10:30 PM	
5/19/2018	8 P-12 P Smithfield Center Prom 350 p	Smithfield Prom	2 Sat 6:30 PM-11:30 PM	
5/26/2018	8 A-2 P WC/Town Streets Traffic Assist Bike Race 300 p	Pedal for the Pig Sharon Bochman bochman@cox.net Fri setup-afternoon Sat setup starts at 6 AM Music 7:30 Am-2:30 PM, 1 tent 30x60	2 Sat 7:45 AM-9:15 AM Main/Underwood 1 Sat 7:45AM-9:15 AM 258/Route 10	
5/28/2018	11 A-12 P Veterans Memorial Traffic Assist Community 150 p	Memorial Day Service	1 Mon 10:30 AM-11:30 AM	No staff grass cut by Wed
JUNE				
6/1/2018	8 P-12 P Smithfield Center Prom 350 p	Kings Fork Prom	2 Fri 6:30 PM-12:30 AM	
6/2/2018	7 A-11 A WC/Clontz Community Cleanup 20 p	Clean the Bay Day WCFB -Kelly Davis kellyb413@hotmail.com		
6/2/2018	9 A-5 P Smithfield OTP WC Courtyard & Street	Multiple Sclerosis Bike Event Deborah Richards	1 Sat 7:30 AM-8:30 AM Mason/Main 1 Sat 7:30 AM-8:30 AM Cary & Grace	No staff (group handles own trash)

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times	Event Name	PD Required	PW Required
	Location		\$46 per hour per officer	\$30 per hour per staff (2 req)
	Type of Event			
	Attendance			
Street Closures				
Traffic Assist	Bike Race	804-591-3034	1 Sat 9 PM-5 AM Overnight at WC 1 Sun 10:45 AM-2 PM Cary/Grace 1 Sun 10:45 AM-2 PM Mason/Main	
	1000 p	deborah.richards@nmss.org		
6/9/2018	8 A-2 P	Cardboard Regatta	2 9:30 A-12 P boat patrol near Windsor Castle Kayak Launch	
rescheduled	WC Kayak Launch	Nicolas Manfred 812-2153		
	Boat Event			
	300 p			

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times	Event Name	PD Required	PW Required
	Location		\$46 per hour per officer	\$30 per hour per staff (2 req)
	Type of Event			
Street Closures	Attendance			
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm	4 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	
10/6/2018	10 A-7 P	Smithfield Station Parking/Bar Assist	1 Sat 10 AM-4 PM Station Parking Lot	
	Station Parking Lot	Smithfield Station Parking Lot Assist	1 Sat 4 PM-7 PM Station Bar	
	Officer Request	Randy Pack randy.pack@smithfieldstation.com		

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
10/13/2018	8 A-11 A Town Streets	Hog Jog IOW COP -Barbara Stafford	No. (determined by PD)	FYI Only
Traffic Assist	5K Race	757-647-4061		
	1000 p	dbstaff@charter.net		
	Resolution	closure of 5K course route - 8:45am - 10:45am		
10/20/2018	6 PM-10 PM Smithfield Center Fundraiser 200 P	IOW Schools Gala	1 Sat 5:30 PM-10:30 PM	
10/27/2018	3 PM-9 PM Main Street	Horsepower on Main Street Team Shelby - Justin Emanul	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM
Main Street	Car Show	876-9160		
Restrooms	100 cars	teamshelbyva@gmail.com		
	Resolution			
10/31/2018	5 P-8 P Main Street	Hamoween	# (determined by PD)	FYI Only
Main Street	Community			
Restrooms	2000 p			
NOVEMBER				
11/3/2018	10 A-1 P WC Trails	IOW Schools 65 Roses 6K IOW Schools-Holly Goetz		
	200 P	582-1191		
		hgoetz@iwcs.k12.va.us		
11/11/2018	11 AM-12 PM Vet Mem	Veterans Day Ceremony VFW	1 Sat 10:30 AM-11:30 AM	FYI Only
Traffic Assist	Community			
	150 p			
11/17/2018	6 PM-9 PM Main Street	Christmas Evening Market Farmers Market-Chery Ketcham	4 Fri 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
Main Street	Market	375-3031		
Restrooms	5000 p	cketcham@isleofwightus.net		
	Resolution	Main Street from Church to Underwood - 3pm - 11pm		
11/30/2018	5:30 P-6:30 P Times Gazebo	Tree Lighting Ceremony	1 Fri 5 PM-6:30 PM	Service order for assistance in putting up tree on 11/27/17
Traffic Assist	Community			
	200 p			
DECEMBER				
12/1/2018	Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	Antique Show	FYI Only	
12/8/2018	8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	FYI Only	FYI Only
12/8/2018	10:30 A-12 P Main Street	Christmas Parade Tourism-Connie Chapman	# (determined by PD)	# (determined by PW)
Town Streets	Parade	902-2164		
Restrooms	3000 p	cchapman@isleofwightus.net		
	Resolution	closure of parade route - 8am until parade end		
12/8/2018	10:30 A-12 P SC Concert	Christmas Concert John Edwards		
Smithfield OTP Events (Revised 7/19/2018)	4051	editor@smithfieldtimes.com		

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times	Event Name	PD Required	PW Required
	Location		\$46 per hour per officer	\$30 per hour per staff (2 req)
	Type of Event			
Street Closures	Attendance			



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Virginia Beach, VA 23452
Ph. 757.533.9368

July 19, 2018

Mr. Brian Thrower, Town Manager
TOWN OF SMITHFIELD
911 South Church Street
Smithfield, VA. 23430

JOSEPH W. LUTER JR. SPORTS COMPLEX - PROJECT UPDATE NO 17

Dear Mr. Thrower,

The following is our project report on the construction activities occurring on the Joseph W. Luter Jr., Sports Complex since our last report dated June 18, 2018.

As we reported in our earlier reports, the general contractor for the Concession Building, A. R. Chesson Construction Company, completed their work during the month of May, and therefore this report will focus on the Site Work performed by RAD Sports Inc.

There has been no activity by RAD Sports since our last report. Upon completion of the asphalt paving last month, they performed some fine grading and cleaning activities and then pulled off the site. They are scheduled to return to the site on Monday, July 23 to start correcting punch list deficiency items.

On July 9th, the engineers, Kimley-Horn, performed the Final Inspection of the site work. This inspection was conducted by the principal engineer, Jamie Weiss, the design engineer, Greg Schmitt and several members of the Town staff including Amy Musick, William Saunders, Jessie Snead, Jeff Smith, and Chris Hewitt. RAD Sports was represented by Derek Delmonico. The Final Inspection Report contained over 78 photographs and noted approximately 90 unfinished items or deficient work products that the contractor needs to repair, replace or submit documentation. We should note that although 90 items may appear to be an excessive number of items requiring corrective action, this amount is normal for a project of this size and complexity.

Most of the items noted on the Final Inspection report pertained to landscape areas lacking sufficient grass cover, a few dead plants and some areas with the BMP storm water management ponds that required additional outfall stabilization. There was also



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the requirement for the contractor to submit as-built surveys for the BMP ponds and underground utility lines, along with the requirement to re-video the sewer and storm drain systems. Isle of Wight County will require a review and approval of the as-built storm water retention systems prior to releasing the storm water bond.

Kimley-Horn determined that the amount of punch list deficiency items was not to the extent that would prohibit the Town from occupying and utilizing the facility, and therefore notified the contract that they had achieved Substantial Completion pursuant to the contract documents as of July 9, 2018.



As you may already be aware, the Concession Building will not have a fully functioning sewage system until the sewer line is installed, and connected to, the sewer system at the adjacent school property. The engineers have estimated that the already installed on-site underground sewer system, including lines and manholes, will accommodate-store approximately 3,000 gallons of sewage. The daily anticipated sewage flow,



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according to the HRSD worksheet, is estimated at 1,500 gallons per day. The Virginia Department of Health will require the Town to install an alarm on the pump out manhole and this will need to be monitored after each event to measure the flow. It is our understanding that the Town already has a pump-and-haul contract with Duck's Sewer company to provide the pump out service, and we recommend the Town expediate the permitting and installation of this temporary pump-and-haul system to ensure the start of Fall baseball in September.

On July 18th, the Town received a permit from VDOT to install the Temporary Entrance into the sports complex. This will allow the Town to operate the facility while the turn lane is being constructed. There were several conditions contained within the permit with the most obvious being the need for a police officer to direct traffic during events. This permit was a significant accomplishment for the Town and should facilitate the issuance of an Occupancy Permit

The Town's contractor, Blair Brothers will be installing asphalt at the existing stone entrance to include tapering the asphalt from the roadway back to the existing asphalt inside the complex. They also recommend for safety to install two (2) lengths of culvert pipe (one on either end of existing) and place fill material to prevent vehicles from driving off the edge of the temporary entrance into the deep ditches on either side.

Financial Update:

The following is a summary of RAD's construction contract:

Original Contract Amount:	\$2,578,800.00
Change Orders 1 thru 9:	177,193.42
Subtotal:	\$2,755,993.42
Change Order No. 10:	5,940.00
 Total Construction Cost:	 \$2,761,933.42

The following is a summary of A. R. Chesson's construction contract:

Original Contract Amount:	\$637,100.00
Change Order 1 thru 9:	23,478.47
 Total Construction Cost:	 \$660,578.47

The total construction cost to date for both contractors is: \$3,422,511.89



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The design of the permanent turn lane into the sports complex is still under review by VDOT and the engineers anticipate authorization to advertise for contractor bids by next month. If construction of the turn lane can commence by October, project completion should be achieved by next Spring.

Conclusion:

The engineers have established July 9th as the contract date for Substantial Completion. Typically, this is the date that all warranties take effect and is also the date the Owner contractually assumes responsibility for all in place improvements. As noted earlier, RAD Sports is scheduled to start work correcting punch list deficiencies next week. They have stated that they would be complete with all work by the end of them month.

RAD Sports has not submitted their final payment application and we recommend withholding any further payments until all punch list work is 100% complete and the engineers have certified the completion of all contract requirements. We also recommend a meeting be scheduled with the Isle of Wight County Building Inspections office to ensure all inspections and conditions for securing an Occupancy Permit for the facility will be satisfied prior to the end of August.

Please let me know if you have any questions or comments.

Respectfully Submitted,

B V Camden

Brian V. Camden
Program Manager

Pictures attached:



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Ph. 757.533.9368





TOWN OF SMITHFIELD

"The Ham Capital of the World"

TO: SMITHFIELD TOWN COUNCIL

FROM: DEPT. OF PLANNING, ENGINEERING AND PUBLIC WORKS

RE: CLONTZ PARK BOAT RAMP – ADDITIONAL SERVICES AMENDMENT

While trimming the budget of the proposed boat ramp project is a high priority, the quality and value of the resulting facility is of utmost importance. In an effort to ensure a high quality product, and due to the specialized nature of the project, additional support services from, and through, Kimley-Horn (KH) are recommended. Specifically, these services include inspection and administration services on the larger project by KH, as well as, materials testing and inspection services by GET Solutions, Inc. (GET) (A KH subcontractor).

Project Inspection and Administration Services from Kimley-Horn

The original contract with KH for the boat ramp project included only the project design, bid document creation, and bid advertisement process; the amended scope would add inspection and administration services from contract support on the front end, to final notice of acceptability of work, similar to those currently provided by KH at the Joseph W. Luter, Jr. Sports Complex.

Materials Testing and Inspection Services from GET Solutions, Inc.

These services include geotechnical engineering and construction materials testing for the test pilings, production pilings, and fill soil and concrete materials. (This is not the same geotechnical testing services of soils that was eliminated from the project as part of the value engineering.)

DEPT. OF PLANNING, ENGINEERING, AND PUBLIC WORKS

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 357-9933
www.smithfieldva.gov • Local Cable Channel 6

AMENDMENT NUMBER 2 TO THE AGREEMENT BETWEEN THE CLIENT AND KIMLEY-HORN AND ASSOCIATES, INC.

AMENDMENT NUMBER 2 DATED July 19, 2018 to the agreement between The Town of Smithfield, ("Client") and Kimley-Horn and Associates, Inc., ("Consultant") dated November 23, 2015 ("the Agreement") concerning Clontz Park Boat Ramp (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

Therefore, it is mutually agreed that the Agreement is amended to include Additional Services to be performed by Consultant and provisions for additional compensation by the Client to the Consultant, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the Agreement not inconsistent with this Amendment, all of which are incorporated by reference.

CLIENT:

The Town of Smithfield _____

By: _____

Title: _____

Date: _____

CONSULTANT:

KIMLEY-HORN AND ASSOCIATES, INC.

By: _____

Title: Associate _____

Date: 19 July 2018 _____

Consultant shall perform the following Additional Services:

Task 104 Additional Construction Phase Services

The Town of Smithfield has asked for the following additional construction phase services related to this project:

- Geotechnical Engineering and Construction Materials Testing Services (See attached sub-consultant scope from GET Solutions, Inc.)
- Construction Administration Services which consist of the following:
 - *Contract preparation assistance.* Consultant will assist the Town staff in preparing the contract for signature and facilitating correspondence with the Contractor and Town.
 - *Up to 12 Visits to Site and Observation of Construction.* Consultant will make visits as directed by Client in order to observe the progress of the work. Such observations will not be exhaustive or extend to every aspect of Contractor's work. Observations will to be limited to spot checking, selective measurement, and similar methods of general observation. Based on information obtained during site visits, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Consultant will keep Client informed of the general progress of the work.
 - Consultant will not supervise, direct, or have control over Contractor's work, nor shall Consultant have authority to stop the Work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws. Consultant does not guarantee the performance of any Contractor and has no responsibility for Contractor's failure to perform its work in accordance with the Contract Documents.
 - *Recommendations with Respect to Defective Work.* Consultant will recommend to Client that Contractor's work be disapproved and rejected while it is in progress if, on the basis of its observations, Consultant believes that such work will not produce a completed Project that generally conforms to the Contract Documents.
 - *Clarifications and Interpretations.* Consultant will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents. Any orders authorizing variations from the Contract Documents will be made by Client.

- *Change Orders.* Consultant may recommend Change Orders to the Client, and will review and make recommendations related to Change Orders submitted or proposed by the Contractor.
- *Shop Drawings and Samples.* Consultant will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs.
- *Substitutes and "or-equal."* Consultant will evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor in accordance with the Contract Documents.
- *Inspections and Tests.* Consultant may require special inspections or tests of Contractor's work as Consultant deems appropriate, and may receive and review certificates of inspections within Consultant's area of responsibility or of tests and approvals required by laws or the Contract Documents. Consultant's review of certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not be an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Consultant shall be entitled to rely on the results of such tests.
- *Disagreements between Client and Contractor.* Consultant will, if requested by Client, render written decision on all claims of Client and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents. In rendering decisions, Consultant shall be fair and not show partiality to Client or Contractor and shall not be liable in connection with any decision rendered in good faith.
- *Applications for Payment.* Based on its observations and on review of applications for payment and supporting documentation, Consultant will determine amounts that Consultant recommends Contractor be paid. Such recommendations will be based on Consultant's knowledge, information and belief, and will state whether in Consultant's opinion Contractor's work has progressed to the point indicated, subject to any qualifications stated in the recommendation. For unit price work, Consultant's recommendations of payment will include determinations of quantities and classifications of Contractor's work, based on observations and measurements of quantities provided with pay requests. Consultant's recommendations will not be a representation that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work, or involved detailed inspections.

- *Substantial Completion.* Consultant will, after notice from Contractor that it considers the Work ready for its intended use, in company with Client and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list.
- *Final Notice of Acceptability of the Work.* Consultant will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Consultant may recommend final payment to Contractor. Accompanying the recommendation for final payment, Consultant shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of Consultant's knowledge, information, and belief based on the extent of its services and based upon information provided to Consultant.

For the Additional Services set forth above, Client shall pay Consultant the following additional compensation:

Total Additional Fee Estimate (Hourly, not to exceed)

Additional Services:

Geotechnical Engineering and Construction Materials Testing Services (GET)	\$16,345
Construction Administration Services	\$22,000
Total Amount Requested	\$38,345



May 8, 2018

TO: **Kimley-Horn & Associates, Inc.**
4525 Main Street, Suite 1000
Virginia Beach, VA 23462

Attn: Mr. Scott Davidson, PE, ENV SP

RE: Proposal for Geotechnical Engineering Services and
Construction Materials Testing Services
Clontz Park Boat Ramp
Smithfield, Virginia
G E T Proposal No: PVB18-331G&T

Dear Mr. Davidson:

Pursuant to your request, **G E T Solutions, Inc.** is pleased to submit this proposal for providing Geotechnical Engineering and Construction Materials Testing Services at the above referenced project site. This proposal presents our understanding of the project, our project approach and scope of work, our unit rates, and the estimated cost for our services, and our anticipated schedule for the services at this site.

SITE AND PROJECT INFORMATION

The project site is located at Clontz Park in the City of Smithfield, Virginia. The proposed construction at this site will consist of building a new municipal public access boat ramp. The ramp is expected to be grade-supported with sheet pile wing walls and a floating dock/walkway anchored with driven timber pile foundations.

PURPOSE AND SCOPE OF SERVICES

The testing will be performed in accordance with the plans and specifications, and in accordance with applicable ASTM and IBC Standards. Additionally, our services as described below are based on our experience with similar projects and will generally include the following tasks:

I. DEEP FOUNDATIONS:

Test Piles

- Monitor and maintain installation records of test piles.
- Submit a report of results of the test pile installation program (including production pile acceptance criteria) upon completion of the testing program. This will include production pile length, working capacities, and associated safety factors.

Production Piles

- Monitor and maintain installation records of production piles.
- Monitor production pile driving and verify acceptance criteria as developed during the test pile program.
- Submit final report of pile installation program upon completion and acceptance of all piles.

II. EARTHWORK:

- Collect bulk samples and return them to our laboratory for Standard Proctor (ASTM D 698) and Classification testing (including moisture content, and sieve/gradation testing). These samples will include on-site and imported fill soils for use as structural fill.
- Perform field density tests in accordance with (ASTM D 6938) to verify degree of compaction for the soils.
- Monitor/verify the subgrade improvements and provide documentation of compliance when complete.

III. CONCRETE:

- Review concrete delivery tickets at time of delivery and compare to specified mix. Note consistency of concrete at point of discharge and point of placement. Note amount of water, if any, added to the concrete mix at the job site. Monitor concrete placement and verify proper procedures with regard to transporting, cleanliness of subgrade, vibration and placement.
- Field testing of slump (ASTM C 143), temperature (ASTM C 1064) and air (ASTM C 231), we will maintain concrete placement records.
- Field sampling (ASTM C 31) and curing of concrete for strength testing. Specifically sets of 6 lab cure specimens will be molded (4 x 8 cylinders).
- Laboratory curing and compression strength testing of concrete test specimens (ASTM C 39). Specifically, two specimens will be broken at a 7-day age and three specimens will be broken at a 28-day age and the sixth specimen will be kept as a spare.

- Any discrepancies noted in the field will be brought to the immediate attention of the superintendent and will be documented in a field report, which is left on site with the contractor. Subsequently, the field report will be reviewed and approved by a Professional Engineer and distributed electronically. Compliance reports will be issued within 48 hours of inspection.

FEES

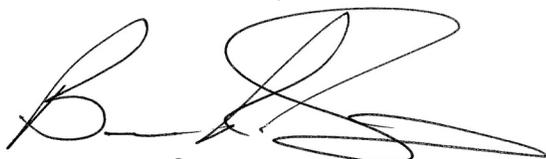
At this time, we are providing you with our “*Project Cost Estimate*” included with this proposal (Attachment “A”) on the basis of which charges will be applied. Accordingly, our total cost for the items indicated in this proposal is expected to be as follows:

Attachment “A” – Construction Materials: **\$16,345.00**

The above figure is an estimate based on an assumed number of visits as well as our experience with similar projects. The number and length of the visit is dependent on the contractor’s scheduling. Additional services will be charged in accordance with the indicated unit rates. If the fees are agreeable to you please sign and return an intact copy of this proposal as our notice to proceed.

We appreciate the opportunity to offer our services to you, and look forward to working with you towards a successful completion of this project. Should you have any questions regarding this proposal, please do not hesitate to call this office at (757) 518-1703.

Respectfully Submitted,
GET Solutions, Inc.



Bruce R. Spiro, P.E.
Director of Engineering

Project Cost Estimate - Attachment “A”
Work Authorization Form
General Conditions



WORK AUTHORIZATION FORM

**Proposal for Geotechnical Engineering Services and
Construction Materials Testing Services
Clontz Park Boat Ramp
Smithfield, Virginia
G E T Proposal No: PVB18-331G&T
Prepared for: Kimley-Horn & Associates
May 8, 2018**

AGREED TO THIS _____ DAY OF _____, 2018

BY: _____
(Signature) (Please Print Name)

TITLE: _____

FIRM: _____

BILLING ADDRESS: _____

PHONE/FAX: _____

EMAIL ADDRESS: _____

Attachment A
Schedule Of Services & Fees- Construction Materials Testing
Clontz Park Boat Ramp
Smithfield, Virginia
G E T Proposal No: PVB18-331G&T
Prepared For: Kilmey-Horn & Associates
May 8, 2018

	Quantity	Unit	Unit Rate (\$)	Totals
I. DEEP FOUNDATION EVALUATIONS				
Field Engineer for Site Visits during Test Pile Installation (1 trip)	6	hrs	95.00	570.00
Senior Engineering Technician for Test Pile Installation Monitoring	6	hrs	45.00	270.00
Static Lateral Load Testing for Test Piles (with report)	1	each	1100.00	1100.00
Senior Engineering Technician for Production Pile Installation Monitoring (Estimated 10 days)	160	hrs	45.00	7200.00
Field Engineer for Site Visits during Test Pile Installation (1 trip)	4	hrs	95.00	380.00
Trip Charge	12	each	50.00	600.00
Secretary for Report Typing	10	hrs	40.00	400.00
Senior Engineer, P.E. for Project Management & Review	5	hrs	125.00	625.00
<i>Subtotal Task I</i>				\$11,145.00
II. EARTHWORK				
Lab- Standard Proctor Tests	2	each	100.00	200.00
Engineering Technician for Field Density Testing and Reporting	30	hrs	35.00	1050.00
Trip Charge	3	each	50.00	150.00
Clerical - Report Preparation	6	hrs	40.00	240.00
Senior Engineer, P.E. for Project Management & Review	2	hrs	125.00	250.00
<i>Subtotal Task II (Budget)</i>				\$1,890.00
III. CONCRETE				
Engineering Technician for Pile Cap and Ramp Concrete Testing & Sampling	40	hrs	45.00	1800.00
Engineering Technician for Test Sample Pickup & Login (4 trips)	12	hrs	45.00	540.00
Lab- Concrete Compressive Strength Testing (6x6 cylinders)	20	each	10.00	200.00
Trip Charge	4	each	50.00	200.00
Clerical - Report Preparation	8	hrs	40.00	320.00
Senior Engineer, P.E. for Project Management & Review	2	hrs	125.00	250.00
<i>Subtotal Task III (Budget)</i>				\$3,310.00
<i>Estimated Total For Construction Materials Testing Services</i>				\$16,345.00

GENERAL CONDITIONS
GET SOLUTIONS, INC.

1. **PARTIES AND SCOPE OF WORK:** Geotechnical, Environmental and Testing Solutions, Inc. (Hereinafter referred to as "GET") shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific geotechnical, analytical, testing or other service to be performed by GET as set forth in GET's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by GET. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and nature of the work ordered by the Client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmit any part of GET's work. GET shall have no duty or obligation to any third party greater than that set forth in GET's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from GET, or the reliance on any of GET's work, shall constitute acceptance of GET's proposal and these General Conditions, regardless of the terms of any subsequently ordered document.
2. **TESTS AND INSPECTIONS:** Client shall cause all tests and inspections of the site, materials and work performed by GET or others to be timely and properly performed in accordance with the plans, specifications and contract documents and GET's recommendations. NO claims for loss, damage or injury shall be brought against GET by Client or any third party, unless all tests and inspections have been so performed and unless GET's recommendations have been followed. Client agrees to indemnify, defend and hold GET, its officers, employees and agents harmless from any and all claims, suits losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all tests and inspections are not so performed or GET's recommendations are not followed except to the extent that such failure is the result of the negligence, will for or wanton act or omission of GET, its officers, agents or employees, subject to the limitation contained in paragraph 7.
3. **ACCESS TO SITE:** Client will arrange and provide such access to the site as is necessary for GET to perform the work. GET shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.
4. **RESPONSIBILITY:** GET's work shall not include determining, supervising, or implementing the means, methods, techniques, sequences or procedures of construction. GET shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. GET's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. GET has no right or duty to stop the contractor's work.
5. **SAMPLE DISPOSAL:** Unless otherwise agreed in writing, test specimens, or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed sixty (60) days after submission of GET's report.
6. **PAYMENT:** Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid of objected to for valid cause in writing with said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay GET's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. GET shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein GET waives any rights to a mechanical lien, where required, that GET shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of GET from any or all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.
7. **STANDARD OF CARE:** GET's services will be performed, its findings obtained and its reports prepared in accordance with its proposal, client's acceptance thereof, these general conditions and with general accepted principles and practices. In performing its professional services, GET will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession. This standard is in lieu of all other warranties or representations, either expressed or implied. Statements made in GET reports are opinions based on engineering judgment and are not to be construed as representations of fact.
- Should GET or any of its professional employees be found to have been negligent in the performance of its work, or to have made and breached any expressed or implied warranty, representation or contract, client, all parties claiming through client and all parties claiming to have in any way relied on GET's work agree that the maximum aggregate amount of the liability of GET, its officers, employees and agents shall be limited to \$25,000.00 or the total amount of the fee paid to GET for its work performed with respect to the project, whichever is greater.
- No action or claim, whether in tort, contract, or otherwise, may be brought against GET, arising from or related to GET's work, more than two years after the cessation of GET's work hereunder.
8. **INDEMNITY:** Subject to the foregoing limitations, GET agrees to indemnify and hold Client harmless from and against any and damages arising out of GET's negligence to the extent of GET's negligence. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against GET, the party initiating such action shall pay GET the costs and expenses incurred by GET to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent the GET shall prevail in such suit.
9. **TERMINATION:** This agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, GET shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as necessary to place GET's files in order and/or protect its professional reputation.
10. **PROVISIONS SEPARABLE:** The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

11. ENTIRE AGREEMENT: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement shall be amended, modified or terminated only in writing, signed by each of the parties hereto.

12. NON-DISCRIMINATION AND EQUAL OPPORTUNITY: GET Solutions, Inc. ensures nondiscrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964, as amended and other nondiscrimination laws and authorities, that include regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (DOT) Title 49, Code of Federal Regulations (CFR) and the Federal Highway Administration's Title 23 Code of Federal Regulations 200. GET Solutions, Inc. does not discriminate against any person on the basis of race, color, national origin, sex age, disability, or low-income.

In all solicitations, either by competitive bidding or negotiation made by GET Solutions, Inc. for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified of their obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability, and low income. GET Solutions, Inc. will include the necessary provisions in every subcontract; including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant there to act of 1964.

**PUBLIC WORKS
COMMITTEE**



TOWN OF SMITHFIELD

"The Ham Capital of the World"

DATE: July 23, 2018
TO: SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE
FROM: ASHLEY ROGERS, HUMAN RESOURCES DIRECTOR
SUBJECT: DEBRIS REMOVAL CONTRACT

Each year the Town engages the services of a debris removal contractor. The Town does not have the personnel to properly maintain the BMP (Best Management Practices) ponds and outfall ditch system. The Town had a contract with both Goodrich and Son's and Smithfield Services for the 2017/2018 fiscal year and the town reserves the right to renew the contract for one additional year. The current contract will expire August 4, 2018.

The debris removal contract includes the following:

- Contractor shall be immediately available after a hurricane or other disasters and shall be available within 24 hours after a minor storm.
- Work will be conducted after storms and as required for normal improvements to storm drainage areas
- Contractor shall be responsible for disposal of debris
- Work shall consist of clearing and removing storm generated debris as directed by the Town of Smithfield. Operations includes multiple, scheduled passes of each site, location and right-of-way
- Contractor shall provide equipment, operators and laborers for debris removal operations

The contract terms for Goodrich and Son's as well as Smithfield Services will remain the same. Staff has been pleased with the work of both companies and we are recommending that both contracts be renewed for an additional year.

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





TOWN OF SMITHFIELD

"The Ham Capital of the World"

TO: TOWN COUNCIL

FROM: DEPT. OF PLANNING, ENGINEERING AND PUBLIC WORKS

RE: MAIN STREET RESURFACING PROJECT

The resurfacing of Main Street is a priority paving project in our FY2019 budget.

Scope

The scope envisioned for this project is primarily the 100 & 200 blocks of Main Street, with a small portion of resurfacing taking place adjacent to the intersection of Church and Main Streets, as well as an approximately 100 ft. section extending into the 300 block of Main Street (This 100 ft. section will resurface the areas most disturbed by the recent Columbia Gas project, as well as provide a point from which to initiate the future 300 block phase without disturbing the brick paver crosswalk at the intersection of Institute & Main Streets.)

Method

The methods primarily discussed by Town Council have been asphalt surface, asphalt surface with exposed split pea gravel aggregate, and brick pavers.

Asphalt Surface

Strengths:

- Can be fully funded by VDOT highway funding
- Can be easily patched in the future with readily available materials
- May not draw attention from other aesthetic assets on Main Street, such as paver crosswalks, granite curbs, decorative street lights, and Board of Historic and Architectural Review (BHAR)-regulated historic structures.

Weaknesses:

- Would not contribute to overall aesthetics.

Asphalt Surface with Split Pea Gravel Exposed Aggregate

Strengths:

- Can be funded by VDOT highway funding, excluding the exposed aggregate final layers
- Could contribute to the overall aesthetics of Main Street
- Would be similar to that portion of Main Street that would be paved in the future

Weaknesses:

DEPT. OF PLANNING, ENGINEERING, AND PUBLIC WORKS

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 357-9933
www.smithfieldva.gov • Local Cable Channel 6

- Additional cost required from General Fund (\$35,202)
- Future patches or repairs would stand out if not done with matching aggregate
- Potential of having to stockpile aggregate for future repairs to match
- May draw attention from other aesthetic assets on Main Street

Brick Pavers

Strengths:

- The milling of the old pavement could be funded with VDOT highway funding
- Could contribute to the overall aesthetics of Main Street
- Could hide future repairs or patches well

Weaknesses:

- Additional cost required from General Fund (Could be 3-5 times asphalt surface cost)
- Labor required to do repairs and cuts in the future
- Town would likely have to provide labor to reinstall following utility cuts
- Potential of having to stockpile pavers for future repairs to match
- May draw attention from other aesthetic assets on Main Street

Crosswalks

The rebuilding of the existing brick paver crosswalks on Main Street is envisioned in this project, as well as the modification of the two existing brick paver crosswalks on Mason Street in order to eliminate a concrete swale and make them more consistent with one another. It is an option to rebuild the two existing brick paver crosswalks on Mason Street, as well as the one on Institute Street.

Timing

Taking into account scheduled events, tourist season, effects to downtown businesses, holidays, funding availability and weather conditions, the period between Labor Day weekend and the end of September seems to be the best for the 2018 calendar year; ideally, the second and third weeks of September.

Recommendation

Staff recommends the installation of asphalt surface, the rebuilding of the crosswalks on Main Street, and the modification of the crosswalks on Mason Street. The second most viable alternative would be the above with the addition of split pea gravel exposed aggregate.



----- Proposal -----

Proposal No.

2334

The Blair Bros., Inc.

P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435

Phone: (757) 538-1696 Fax: (757) 538-0714

SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
7/18/2018
Project Name/Location
Main St. Improvements

Description	Total
<p>We propose to furnish all labor, materials and equipment to accomplish the following, as per our understanding of the project, to provide improvements to Main St. from Church St. and west to Institute St. Four (4) crosswalks shall be removed and reinstalled in conjunction with this asphalt scope.</p> <p>BASE BID --</p> <ol style="list-style-type: none"> 1. Removal of Existing Crosswalks <ol style="list-style-type: none"> a. Carefully remove existing pavers from four (4) crosswalks, palletize and store for future use. We plan to close the portion of Main St. where the work is being accomplished. Care will be taken to remove pavers, however, we cannot be responsible for excess breakage. Additional materials shall be provided by the Town. b. Upon removal of the pavers, we shall install crushed concrete or Recycled Asphalt Product, to flush out the trench prior to milling and paving. c. Work shall be performed during normal business hours (2 day schedule duration) 2. Milling of Main St. <ol style="list-style-type: none"> a. Mill existing Main St. consisting of approximately 3,549 square yards at an average of 2", from the crosswalk at the Christmas Store to the crosswalk at Institute St. b. Clean up and haul asphalt millings off-site (millings shall become property of The Blair Bros., Inc.) c. Work shall be performed over night (2 day schedule duration) 3. Asphalt Overlay of Main St. <ol style="list-style-type: none"> a. Place no more than 500 tons of SM9.5a asphalt at an average of 2". Additional asphalt is included for leveling or thickening where needed. b. Work shall be performed during normal business hours (2 day duration) 	

Thank you for the opportunity to quote, we appreciate your business.

Payment Terms and Conditions:
This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature:

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____



----- Proposal -----

Proposal No.
2334

The Blair Bros., Inc.

P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
7/18/2018
Project Name/Location
Main St. Improvements

Description	Total
<p>4. Crosswalk Preparation</p> <p>a. Saw cut and remove asphalt in preparation for paver placement</p> <p>b. Excavate out and haul off spoils (total excavated depth, including asphalt equals about 9")</p> <p>c. Work shall be performed over night in preparation for paver placement during the day. Only what it is intended to be replaced during the day shall be removed overnight (potentially 4 day schedule duration)</p> <p>5. Crosswalk Paver Installation</p> <p>a. Place BM25.0 asphalt at an average of 10" and 1" of sand as a setting bed and fine grade</p> <p>b. Place back pavers previously removed from site</p> <p>c. Brush polymeric sand between pavers</p> <p>d. Work to be performed during normal business hours. We estimate one day per crosswalk. The portion of Main St. where the work is occurring shall be closed. (potentially 4 day schedule duration but in conjunction with item 4 above)</p> <p>6. Chip Seal (Tar and Gravel)</p> <p>a. Install two (2) "shots" of chip seal using a #8 gravel applied at 30 lbs per square yard (for both shots). Also, 0.3 gallons of CRS-2L shall be used for the first shot and 0.2 gallons of CRS-2L for the second shot. Please find the submittal for CRS-2L attached.</p> <p>b. Work to be performed during normal business hours (2 day duration)</p>	

Thank you for the opportunity to quote, we appreciate your business.

Payment Terms and Conditions:

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Authorized Signature: _____

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Date of Acceptance: _____

Signature: _____



----- Proposal -----

Proposal No.
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P.O. Box 5413
1 Blair Brothers Rd.
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Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
7/18/2018
Project Name/Location
Main St. Improvements

Description	Total
<p>Project Notes:</p> <p>A. We specifically exclude any permits, tests, inspections, bonds., etc.; herbicide; undercut or fill; unstable sub-grade, underground utilities; topsoil, seeding or landscaping; prime, prime & cover; environmental structures; damage to existing trees or plants; traffic control or asphalt markings. All work shall be weather permitting. Hand work asphalt may not be as smooth as machine laid asphalt. One mobilization is included.</p> <p>B. LIQUID ASPHALT CLAUSE: This quote/clause must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$505.50 per ton; this is based off of the VDOT liquid asphalt index. At the time of installation, the liquid asphalt will be adjusted per ton to reflect the current VDOT liquid asphalt index.</p> <p>C. With regards to traffic control, we plan to use barricades and close the street within the vicinity of the work location. Upon completion of work for the day, we shall open the street to traffic. We have not planned on using flaggers and closing half of the roadway (widthwise), but simply closing Main St. in it's entirety or in part as necessary.</p> <p>D. From the attached photos, water appears to pond at some of the junctions where the pavers meet the granite curb and or the asphalt. Although we shall do our absolute best to prevent this from occurring in the future, the grades shall be set by the elevation of the granite curbs and the existing brick sidewalks. Therefore, we cannot take responsibility for ponding water once we have completed our work.</p> <p>Total Proposed Sum (BASE BID) --</p>	166,475.00
<p>ADD ALTERNATE NO. 1 --</p> <p>a. Mill and Overlay approximately 242 square yards from the crosswalk near the Christmas Store to out into the intersection (refer to attached aerial photo) at an average of 2" (please note this shall be in the same manner as described above)</p> <p>b. Mark (stripe) asphalt back in kind.</p>	6,885.00

Thank you for the opportunity to quote, we appreciate your business.

Payment Terms and Conditions:
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Authorized Signature:
Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____



----- Proposal -----

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1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
7/18/2018
Project Name/Location
Main St. Improvements

Description	Total
ADD ALTERNATE NO. 2 -- a. Mill and overlay approximately 311 square yards from crosswalk at Institute St., approximately 110 linear feet southwest, at an average of 2" (please note this shall be in the same manner as described above)	7,775.00
ADD ALTERNATE NO. 3 -- a. Apply chip seal over area in ADD ALTERNATE NO. 2 as per the method described above	3,425.00
ADD ALTERNATE NO. 4 -- a. Remove and replace three (3) cross walks; two on Mason and one on Institute St. Pavers shall be removed and palletized. Crosswalks shall be excavated to a depth of approximately 13", and spoils removed from site. Then, crushed concrete shall be installed flush with existing top of asphalt elevation, so as to open roadway to traffic. Lastly, stone shall be removed and a 1" sand setting bed shall be installed along with the existing pavers.	21,000.00
PRICING BREAKDOWN (Base Bid): Asphalt Milling / Asphalt Overlay: \$78,809.00 Paver Removal, Prep & Replacement: \$52,464.00 Tar & Gravel (chip seal): \$35,202.00	
This proposal prepared by Lee Rogers, III	

Thank you for the opportunity to quote, we appreciate your business.	Total: \$205,560.00
--	----------------------------

Payment Terms and Conditions:
 This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature:
 Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: _____ Signature: _____

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR JULY, 2018

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: July 15, 2018

FINANCIALS			
CDBG Contract Amount:	\$ <u>1,000,000</u>	Local Leverage Amount:	\$ <u>1,323,335</u>
CDBG Amount Obligated:	\$ <u>1,000,000</u>	Local Leverage Amount Obligated:	\$ <u>987,500</u>
CDBG Amount Expended:	\$ <u>900,924</u>	Local Leverage Amount Expended:	\$ <u>846,412</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>18</u> of <u>18</u>	# of homeownership counseling done?	<u>18</u> of <u>18</u>
# of homes acquired?	<u>16</u> of <u>18</u>	# of housing inspections done?	<u>16</u> of <u>18</u>
# of vacant lots acquired?	<u>1</u> of <u>2</u>	# of owner-occupied relocations done?	<u>5</u> of <u>5</u>
# of demolitions done?	<u>6</u> of <u>18</u>	# of market-rate relocations done?	<u>7</u> of <u>9</u>
Clearance completed?	<u>6</u> of <u>18</u>	# of Section 8 relocations done?	<u>2</u> of <u>4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/30/2015

Date of last Management Team meeting: 07/10/2018

Date annual Project Area Clean-Up Session done: 11/28/2015

Date annual Fair Housing activity done: 06/30/2017

TA Site Visit Requested: Yes No

Is project on schedule as shown in timeline? Yes No If no, update will be uploaded by: ___/___/___

Is the project proceeding within budget? Yes No If no, update will be uploaded by: ___/___/___

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?
 Appraisals and RA have been completed for all homes. 37 Jamestown closed 07/13. The offer to sale was made to 25 Jamestown and 2nd vacant lot; the offers were accepted and should close in 30 days. 22 Jamestown offer is still outstanding; it will be followed up on. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rentals families at 24, 25, 27A, 28A, 28B, 31, 32, 34, and 35 Jamestown have relocated. 24 Jamestown relocated on July 1st. The tenants are to turn in the keys by July 15th to the Town. We are working with 26 Jamestown to identify new rental home. Ms. Wiggins is assisting the heir resident at 37 Jamestown Avenue with her relocation. Suffolk RHA has started active relocation for their renters in 22 Jamestown and 27B Jamestown. Demolition work has started (utility disconnects) at 23/24 and 35/36 Jamestown duplex. Future demolitions will occur as duplex units become vacant.

Are problems anticipated? None

Other comments: None

Project Specific Products:

Owner-Occupied Acquisition (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Preliminary Acquisition Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Review Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offer to Purchase Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offers Accepted 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Properties Closed On 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Heir (Vacant) Acquisition (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 1

1) 37 Jamestown

Offers Accepted 1

1) 37 Jamestown

Properties Closed On 1

1) 37 Jamestown

Tenant-Occupied Acquisition (Goal=12)

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 12

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Appraisals Completed 12

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Review Appraisals Completed 12

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Offer to Purchase Letters Sent 12

2) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Offers Accepted 11

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown
7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown

Properties Closed On 11

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown
7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Household Surveys Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Income Verifications Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Eligibility of Relocation Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Comparable Units Found and Inspected 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Households Relocated 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Market-Rate, Renter-Occupied Relocation (Goal=8)

Market-Rate Occupied Homes

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Household Surveys Completed 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Income Verified 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Eligibility of Relocation Letters Sent 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Comparable Units Found and Inspected 8

- 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Households Relocated 7

- 1) 24 Jamestown 2) 25 Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31Jamestown 6) 34 Jamestown
7) 35 Jamestown

Section 8. Renter-Occupied Relocation (Goal=4)

Section 8 Occupied Homes

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Household Surveys Completed 4

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Income Verifications Completed 4

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Eligibility of Relocation Letters Sent 4

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Comparable Units Found and Inspected 2

- 1) 27A Jamestown 2) 32 Jamestown

Households Relocated 2

- 1) 27A Jamestown 2) 32 Jamestown

Demolition (Goal=18)

Units to be Demolished

- 1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown
7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown 11) 31 Jamestown 12) 32 Jamestown
13) 33 Jamestown 14) 34 Jamestown 15) 35 Jamestown 16) 36 Jamestown 17) 37 Jamestown 18) 38 Jamestown

Units that have been Demolished 6

- 1) 28A Jamestown 2) 28B Jamestown 3) 31 Jamestown 4) 32 Jamestown 5) 33 Jamestown 6) 34 Jamestown

PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

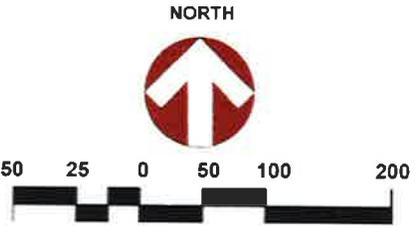
Town of Smithfield, Virginia

LEGEND

- PHASE III BOUNDARY

- STATUS:
- PRELIM ACQ LETTER RECEIVED BY OWNER
- APPRAISAL COMPLETE
- OFFER TO PURCHASE ACCEPTED
- ACQUISITION COMPLETE
- RELOCATION IN PROCESS
- RELOCATION COMPLETE
- READY FOR DEMOLITION/DEMO PREP

- O OWNER OCCUPIED
- R RENTER OCCUPIED
- 8 SECTION 8 TENANT
- V VACANT STRUCTURE



GRAPHIC SCALE IN FEET

COMMUNITY PLANNING PARTNERS, INC.
COMMUNITY DEVELOPMENT CONSULTANTS
RICHMOND, VIRGINIA

July, 2018