AUDIT AND FINANCE COMMITTEE MEETS AT 6:00PM

TOWN COUNCIL REGULAR WORK SESSION

Monday, November 14, 2022

Begins at 7:00pm

Town Hall Upstairs Conference Room

View Work Session online LIVE at https://www.frontroyalva.com/673/Town-Hall-Live

1. Roll Call

2. Items Slated for Public Hearings on November 28th
   A. Special Use Permit for Short-Term Rental at 200 E Main Street – Doug Ichiuji - *Lauren Kopishke*
   B. Special Use Permit for Short-Term Rental at 206 Lee Street – Minnick Group - *Lauren Kopishke*
   C. Special Use Permit for Daycare at 1111 N. Shenandoah Avenue – Life Point Church – *Lauren Kopishke*
   D. FY23 Budget Amendment for Outstanding Purchase Orders – *BJ Wilson*

3. Items Slated for Consent Agenda for November 28th Regular Council Meeting
   A. HEPTAD Request for One-Year Extension to Submit Development Plan – *Lauren Kopishke*
   B. FY23 Budget Amendment for Community Flood Preparedness Fund Grant – *BJ Wilson*
   C. Nutrient Reduction Performance Monetary Assessment – *BJ Wilson*
   D. Purchase of Commercial Mower for Horticulture Department – *BJ Wilson*
   E. FY23-24 Budget Calendar Revised – *BJ Wilson*
   F. Bid for Sewer Rehabilitation Project – *BJ Wilson*
   G. Three Phase Pad Mounted Transformer and FY23 Budget Amendment – *BJ Wilson*
   H. 2022 I&I Abatement Rehabilitation Project Contract Administration – *BJ Wilson*
   I. Purchase of Wastewater Treatment Plant Influent Pumps – *BJ Wilson*

4. Resolution to Update Employee Handbook to add Juneteenth Holiday – *Laura McIntosh/BJ Wilson*

5. Request to Donate Retired Bucket Truck to Warren County Public Works Department – *Kathy Leidich*

6. Update on Capital Improvement Projects (CIP) – *Kathy Leidich*

7. Open Discussion

8. CLOSED MEETING

9. Adjourn

Work Session Agenda Statement

Item 2A

Meeting Date: November 14, 2022

Agenda Item: Special Use Permit Short-term Rental at 200 E. Main Street – Doug Ichiuji

Summary: A request for a Special Use Permit to allow a Short-Term Rental located at 200 E. Main Street, identified by Tax Map 20A8-4-33. The property is zoned C-2 and is located in the Historic Overlay District. Planning Commission held a public hearing on October 19th and recommended approval.



Staff Recommendation:

Staff recommends approval of the application during a public hearing of Council on November 28th.

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

Planning Commission Regular Meeting
October 19, 2022

APPLICATION #:
2200348

APPLICANT:
Douglas Ichiuji

APPLICATION SUMMARY:

A Special Use Permit Application has been submitted for a Short-Term Rental located 200 E. Main Street. The applicant intends to rent two (2) dwelling units located on the upper floor of the structure. The Inspection was completed on October 6, 2022. The applicant passed the inspection.

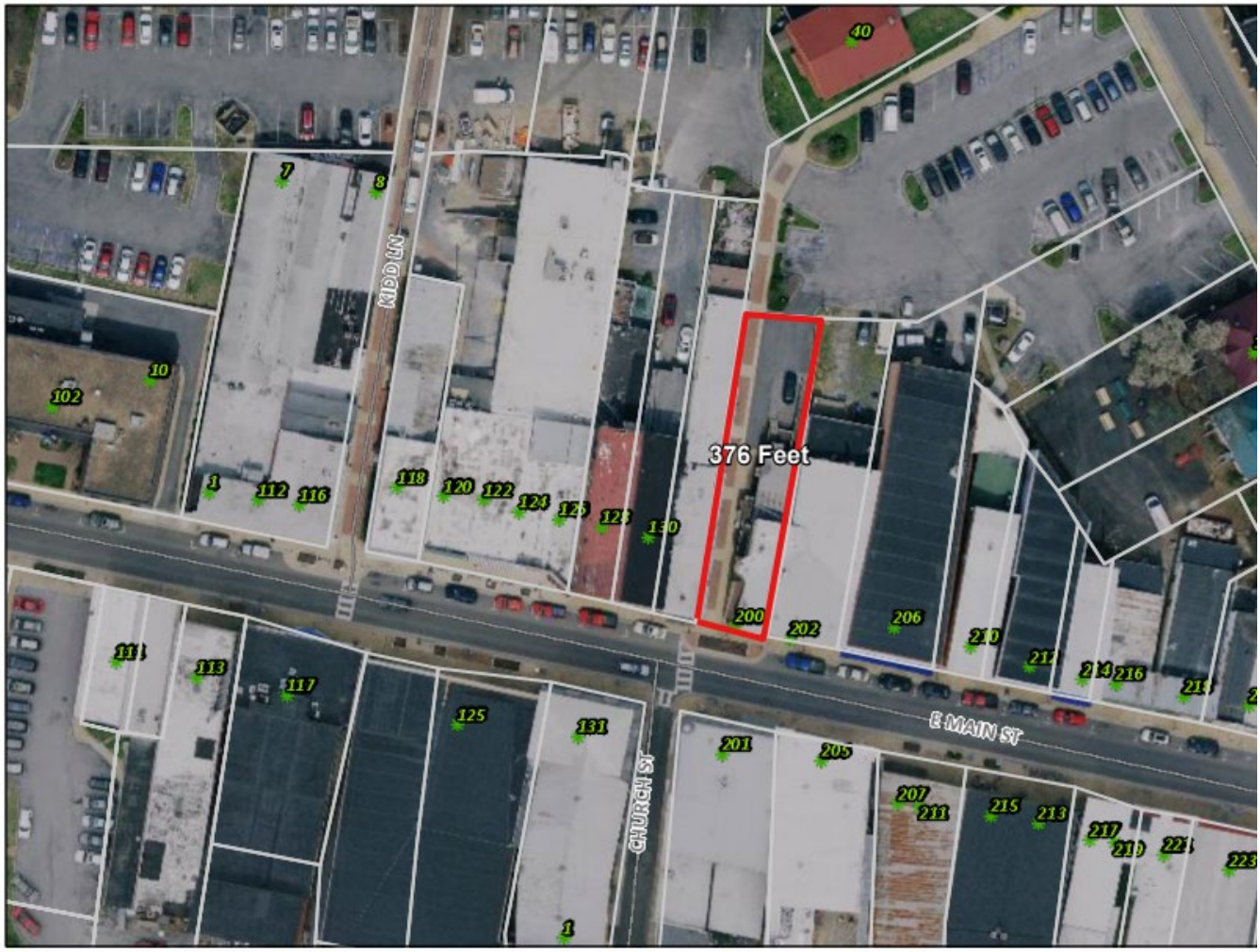
GENERAL INFORMATION:

Site Addresses	200 E. Main Street
Owner(s)	Rockledge Development Co LLC
Zoning District	C-2, Downtown Business District
Historic District	Yes
Tax Identification	Tax Map #20A8-4-33
Request/ Recommendation	The Applicant is requesting to rent the two (2) units totaling three (3) rooms to no more than six (6) occupants as a STR. Staff recommends approval and does not have any recommended conditions.

View of Front Elevation – 200 E. Main Street



Aerial Zoning Map



Attachment: Application

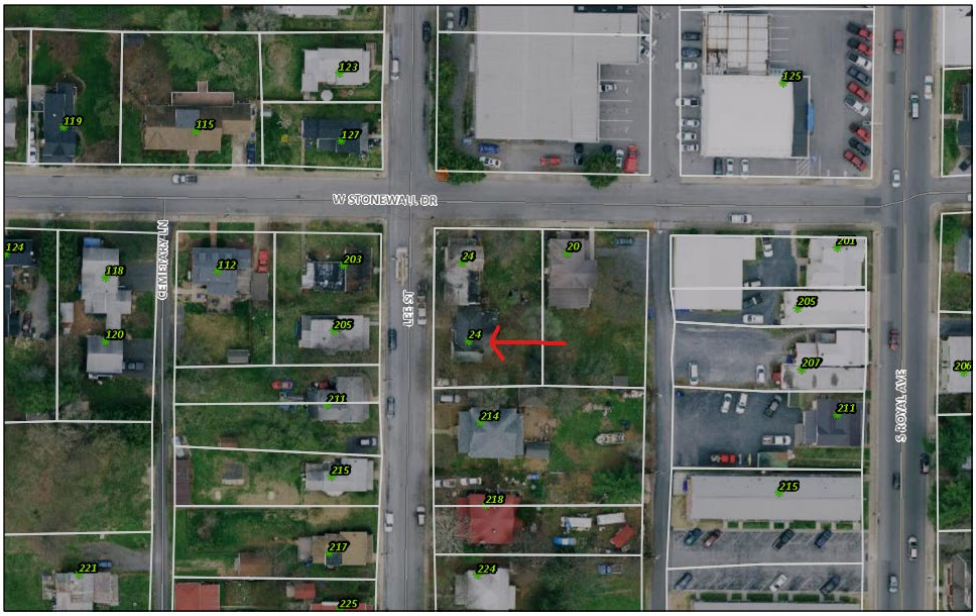
Work Session Agenda Statement

Item 2B

Meeting Date: November 14, 2022

Agenda Item: Special Use Permit for Short-Term Rental at 206 Lee Street – Minnick Group

Summary: The Minnick Group – A request for a Special Use Permit to allow a Short-Term Rental located at 206 Lee Street identified by Tax Map 20A7-4-91A. The property is zoned R-3 and is located in the Historic Overlay District. Planning Commission held a public hearing on October 19th and recommended approval.





Staff Recommendation: Staff recommends approval of the application during a public hearing of Council on November 28th.

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

Planning Commission Regular Meeting
October 19, 2022

APPLICATION #:	**APPLICANT:**
2200367	The Minick Group LLC

APPLICATION SUMMARY:

A Special Use Permit Application has been submitted for a Short-Term Rental located at 206 Lee Street (Currently listed as 24 Stonewall Drive. The applicant intends to rent the entire home. The Inspection was completed on October 4, 2022. The applicant passed the inspection.

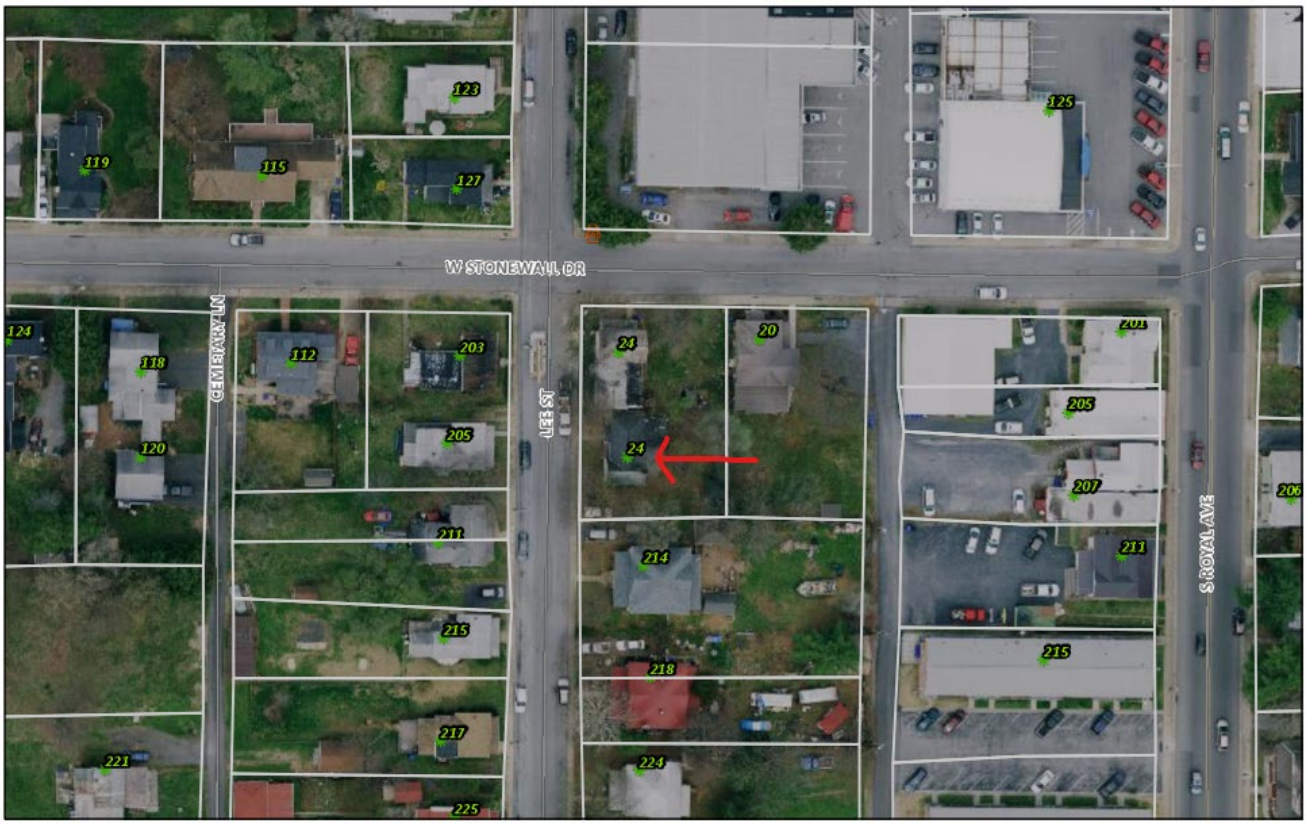
GENERAL INFORMATION:

Site Addresses	206 Lee Street
Owner(s)	The Minick Group LLC
Zoning District	R-3, Residential District
Historic District	Yes
Tax Identification	Tax Map #20A7-4-91A
Request/ Recommendation	The Applicant is requesting to rent the entire house as a short-term rental. Staff recommends approval and does not have any recommended conditions.

View of Front Elevation – 206 Lee Street



Aerial Zoning Map



Attachment: Application

Work Session Agenda Statement

Item 2C

Meeting Date: November 14, 2022

Agenda Item: Special Use Permit For Daycare at 1111 N Shenandoah Avenue – LifePoint Church

Summary: A request for a Special Use Permit for a daycare located on the 1st floor within the church at 1111 N. Shenandoah Avenue, identified on tax map 20A1-444-12A, 13, 14, 15, 16, 17. The property is zoned C-1. Planning Commission recommended approval on October 19th with the following conditions:

- This Special Use Permit is authorized for a daycare to be located at 1111 N. Shenandoah Ave
- The applicant will adhere to all licensing requirements stipulated by Department of Professional and Occupational Regulation (DPOR)
- The applicant shall obtain any necessary permits from Warren County prior to commencing the use.
- The applicant will provide staff with hours of operation and a traffic flow diagram prior to commencement of the use.

Staff Recommendation: Staff recommends approval of the application during a public hearing of Council on November 28th.

TOWN OF FRONT ROYAL
DEPARTMENT OF PLANNING & ZONING

STAFF REPORT FOR THE OCTOBER 19, 2022, PLANNING COMMISSION MEETING

APPLICATION #:
2200352

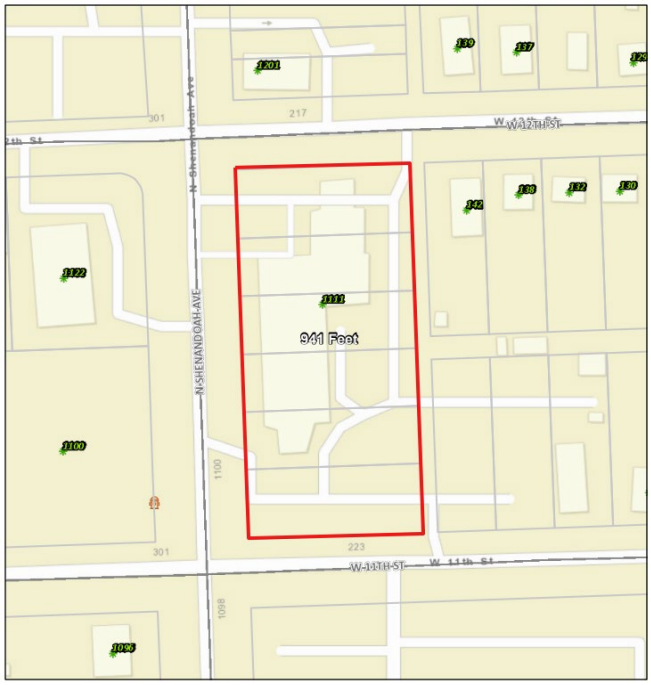
APPLICANT:
Life Point Church

SUMMARY OF REQUEST:
A request for a Special Use Permit to allow for a daycare to be located within the church located at 1111 N. Shenandoah Avenue.

GENERAL INFORMATION:

Site Addresses	1111 N. Shenandoah Avenue
Property Owner(s)	First Assembly of God (Life Point Church)
Existing Zoning	C-1 (Community Business) District
Proposed Use	Daycare
Tax Identification	20A2-444-12A, 13, 14, 15, 16 & 17
Location	The proposed use is located on the 1st floor of the building

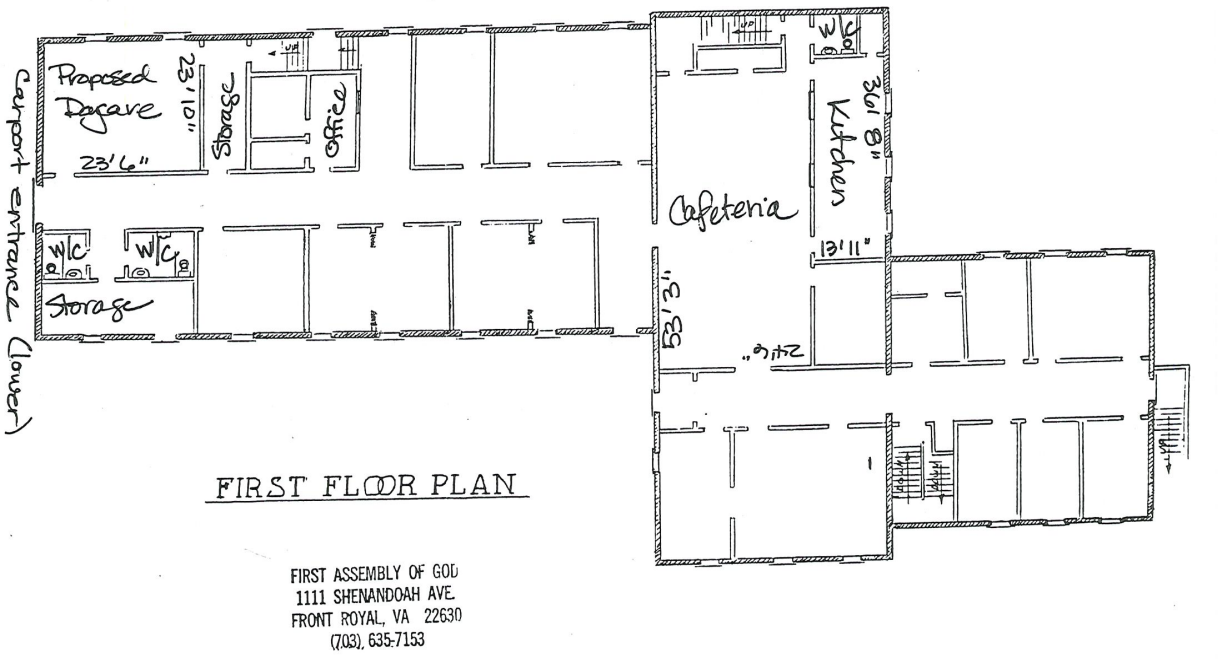
Vicinity Map (Warren County GIS)



Aerial *(Warren County GIS)*



First Floor Floor Plan



INFORMATION ON THE APPLICATION:

Project Summary & Staff Recommendation	The application is to allow the applicant to operate a daycare. The daycare is considered an accessory use but requires a special use permit pursuant to 175-39.b. The standards of 175-107.1 do not apply in this instance because the property is zoned C-1, not residential. Town Staff recommends that the Planning Commission issue a recommendation of approval of the Special Use Permit Application with the following conditions. Additional consideration may need to be given if new information is provided at the scheduled public hearing. CONDITIONS: 1) This Special Use Permit is authorized for a daycare to be located at 1111 N Shenandoah Ave. 2) The applicant will adhere to all licensing requirements stipulated by DPOR. 3) The applicant shall obtain any necessary permits from Warren County prior to commencing the use. 4) The applicant will provide staff with hours of operation and a traffic flow diagram prior to commencement of the use.

ATTACHMENTS: Application and associated documents from the Applicant.

Work Session Agenda Statement

Item # 2D

Meeting Date: November 14, 2022

Agenda Item: FY23 Budget Amendment for Outstanding Purchase Orders

Summary: Council is requested to approve a budget amendment to carry forward unpaid balances on purchase orders not completed as of June 30, 2022 and to carry funds forward to fiscal year 2023.

Budget/Funding: Funding will be offset from the appropriate fund balance reserves for each fund indicated, the revenue for these projects have been connected in previous budget cycle.

General Fund		$ 1,952,504.93
Special Projects		1,147,151.00
Electric Fund		1,549,382.32
Sewer Fund		2,951,963.52
Water Fund		2,867,239.28
Solid Waste Fund		73,305.52
Street Fund		4,100,084.82
TOTAL	$	14,641,631.39

Staff Recommendation: Staff recommends Council move forward with a public hearing on this item at the November 28th regular council meeting. An increase of greater than 1% of the original budget requires a public hearing.

FY22 Purchase Orders to Be Carried to FY23
as of 10/26/22

Dept	PO #	Account#	Description	Carryover Amount	FY23 Amount Paid	Remaining Balance 10/26/22	
Town Council							
	30492	1101 - R43002	OPEB ACTUARIAL REPORTS FOR AUDIT	$ 4,000.00	$ 2,000.00	$ 2,000.00	
				$ 4,000.00			
Fleet Maintenance							
	29055	1203 - R47009	FLEET MAINTENANCE BUILDING RENOVATION	$ 344,933.90		$ 344,933.90	
	30534	1203 - R45420	TSL-50 25 TON TRUCK SERVICE JACK	$ 2,051.50	$ 2,051.50	$ -	
				$ 346,985.40			
Benefits & Insurance							
	30482	9203 - R45309	VIRGINIA LOCAL CHOICE HEAlTH INSURANCE	$ 176,547.00		$ 176,547.00	
	30581	9790 - R45811	LEGAL FEES RELATED TO LITIGATION	$ 150,000.00	$ 150,000.00	$ -	
				$ 326,547.00			
Information Technology							
	29679	1204 - R47051	E-SUMMONS	$ 34,035.17		$ 34,035.17	
	29738	1204 - R47007	VMWARE SERVER UPGRADE	$ 10,000.00		$ 10,000.00	
	30364	1204 - R43002	CABLING AND FIBER OPTIC S	$ 10,000.00		$ 10,000.00	
	30367	1204 - R43005	CENTRAL SQUARE SOFTWARE MAINTENANCE	$ 173,766.90		$ 173,766.90	
	30538	1204 - R43002	SERVICE CONTRACT-PHONE SYSTEM	$ 14,000.00		$ 14,000.00	
	30539	1204 - R43002	SOFTWARE CONSULTANT FOR ENTERPRISE SYSTEM	$ 30,000.00		$ 30,000.00	
				$ 271,802.07			
Tourism							
	29854	1205 - R45801	CIVIL WAR TRAIL MARKER	$ 250.00		$ 250.00	
	30311	1205 - R43002	TOURISM FUNDS	$ 264,061.17		$ 264,061.17	
	30370	1205 - R45447	SPECIAL EVENTS	$ 2,000.00		$ 2,000.00	
				$ 266,311.17			
General Engineering							
	30444	1225 - R43002	STANDARDS & SPECIFICATION BOOK UPDATE	$ 7,284.91		$ 7,284.91	No Longer a Dept, Transfer to P&Z 8101-R43002
				$ 7,284.91			
Legal Dept							
	29748	2201 - R43002	LEGAL FEES EDA COURT CASE	$ 158,139.00		$ 158,139.00	
	29880	2201 - R43002	AUDITING SERVICES TO SUPPPORT EDA CASE	$ 26,155.00		$ 26,155.00	
	30460	2201 - R43002	VANDERPOOL, FROSTICK, & NISHANIAN LEGAL COUNCIL	$ 10,120.00		$ 10,120.00	
	30481	2201 - R43002	EXECUTIVE SEARCH SERVICES	$ 9,800.00		$ 9,800.00	
				$ 204,214.00			
Police Dept							
	30459	3101 - R45425	PISTOL/RIFLE CARTRIDG	$14,869.30		$ 14,869.30	
	30578	3101 - R45428	RETIREMENT BADGES FOR CPL	$ 278.75	$ -	$ 278.75	
	30579	3101 - R45425	RANGE SUPPLIES OUTSTANDING	$ 2,363.01		$ 2,363.01	
	30580	3101 - R45413	NATIONAL NIGHT OUT SUPPLI	$ 214.54	$ 214.54	$ -	
	30035	3103 - R47005	USED VEHICLE	$ 12,103.96		$ 12,103.96	
	30587	3103 - R45504	FORENSIC ACADEMY	$ 10,295.00		$ 10,295.00	
	30360	3104 - R45504	TRAINING FOR EMD	$ 6,200.00		$ 6,200.00	
	30577	3104 - R45412	NEW DISPATCH CHAIR	$ 2,000.00		$ 2,000.00	
	30521	3108 - R45409	TSSI BALLISTIC SHIELD	$2,735.00		$ 2,735.00	
				$51,059.56			

FY22 Purchase Orders to Be Carried to FY23
as of 10/26/22

Refuse							
29655	4203	- R47005	PAYMENT ON REFUSE TRUCK (SEED MONEY)	$ 60,305.52		$ 60,305.52	
30568	4203	- R45407	ADDITIONAL TRASH CANS AND LIDS	$ 9,500.00		$ 9,500.00	
30569	4203	- R45407	ADDITIONAL 36-GAL VICTORIAN TRASH CAN	$ 3,500.00		$ 3,500.00	
				$ 73,305.52			
Horticulture							
30286	4305	- R43002	MOWING LEACH RUN PARKWAY	$ 11,350.50	$ 11,350.50	$ -	
30570	4305	- R47001	FLAIL MOWER	$ 8,000.00		$ 8,000.00	
30571	4305	- R47001	SICKLE BAR MOWER	$ 8,000.00		$ 8,000.00	
				$ 27,350.50			
Streets							
29711	4102	- R47518	HAPPY CREEK PRELIMINARY ENGINEERING	$ 6,107.42		$ 6,107.42	
30558	4500	- R43002	SHENANDOAH AVE STREET LIGHT ENGINEERING	$ 32,519.11	$ 23,836.77	$ 8,682.34	
30526	4500	- R45407	BLACK POWDER COATED U-CHANNEL POSTS	$ 3,162.00		$ 3,162.00	
30336	4500	- R45471	STORM DRAINAGE TO CHERRY	$ 73,171.00		$ 73,171.00	
30337	4500	- R45477	ONGOING CURB/GUTTER PROJECT	$ 31,000.00		$ 31,000.00	
29713	4500	- R47001	ASPHALT ROLLER (SEED MONEY)	$ 90,000.00		$ 90,000.00	
30368	4500	- R47001	RUBBER TIRE LOADER (SEED MONEY)	$ 58,500.00		$ 58,500.00	
29680	4500	- R47005	PURCHASE OF DUMP TRUCK (SEED MONEY)	$ 71,000.00		$ 71,000.00	
29952	4500	- R47927	SHEN AVE STREET LIGHTS	$ 265,000.00		$ 265,000.00	
30515	4500	- R47927	CURB & GUTTER INSTALLATION	$ 242,910.57	$ 222,854.96	$ 20,055.61	
30518	4500	- R47927	DUCK STREET STORMWATER IMPROVEMENTS	$ 53,500.00	$ 53,500.00	$ -	
30573	4500	- R47927	PAVING	$ 3,173,214.72	$ 746,812.96	$ 2,426,401.76	Transfer $1 Million to 4500-R47926 For 8th Street Bridge
				$ 4,100,084.82			
Planning & Zoning							
29620	8101	- R43002	PROPERTY MAINTENANCE PROGRAM	$ 116,048.59		$ 116,048.59	
30038	8101	- R43002	BLIGHTED BUILDING PROGRAM	$ 92,000.00		$ 92,000.00	
30313	8101	- R43002	BUILDING INSPECTION	$ 49,347.30		$ 49,347.30	Transfer be used for Transportation Plan
30405	8101	- R43002	COMP PLANNING/SUBDIVISION RE-WRITE SERVICE	$ 59,200.00	$ 14,327.00	$ 44,873.00	
30445	8101	- R43002	VCFP FUND GRANT APPLICATION	$ 3,900.00	$ 3,900.00	$ -	
30446	8101	- R43002	VSMP DELEGATED SUPPORTY FLOOD STUDY	$ 13,189.20	$ -	$ 13,189.20	
30470	8101	- R47014	3 INCH ORTHOIMAGERY 263 T	$ 6,919.53		$ 6,919.53	
30561	8101	- R43005	I-WORQ MAINTENANCE SERVICE CONTRACT	$ 12,000.00		$ 12,000.00	
30562	8101	- R43002	SUMMIT DESIGN PROFESSIONAL SERVICES	$ 4,585.70		$ 4,585.70	
				$ 357,190.32			
Economic Dev Dept							
30537	8105	- R45608	FUNDS TO BE USED BY FREDA	$ 89,760.00	$ 600.00	$ 89,160.00	
				$ 89,760.00			
Special Projects							
29936	1800	- R47518	FUNDS TO BE USED FOR LAND PURCHASE HAPPY CREEK RD	$ 40,000.00		$ 40,000.00	
28341	9130	- R47013	POLICE DEPT CONSTRUCTION DEBT SERVICE	$ 686,080.47		$ 686,080.47	
29379	9130	- R47982	W MAIN EXTENSION	$ 96,220.53		$ 96,220.53	
30278	9130	- R47016	WAYFINDING SIGNS	$ 26,950.00		$ 26,950.00	
30305	9130	- R47957	LEACH RUN PARKWAY VRA BOND DUE TO WARREN COUNTY	$ 297,900.00		$ 297,900.00	
				$ 1,147,151.00			

FY22 Purchase Orders to Be Carried to FY23
as of 10/26/22

Energy Services							
30304	9401 - R43003	MOWING SERVICE	$	300.00	$ 300.00	$	-
30546	9401 - R43004	TREE TRIMMING SERVICES	$	52,531.29	$ 20,400.00	$	32,131.29
30582	9401 - R43021	ENGINEERING SERVICES KENDRICK LANE SUBSTATION	$	463.40	$ 463.40	$	-
30524	9401 - R45407	OTC SERVICS KENDRICK LANE TRANSFORMER GASKET/BUSHING	$	18,385.00	$ 18,385.00	$	-
30541	9401 - R47001	LINE TRUCK DIGGER SEED MONEY	$	36,000.00		$	36,000.00
30542	9401 - R47005	REPLACEMENT OF BUCKET TRUCK	$	180,000.00		$	180,000.00
30040	9401 - R47009	BIORETENTION POND	$	25,000.00		$	25,000.00
30554	9401 - R47502	6000'FT 1/0 TRIPLEX (NERI	$	2,112.50		$	2,112.50
30583	9401 - R47502	SINGLE-PHASE & THREE-PHASE TRANSFORMERS	$	87,309.60	$ -	$	87,309.60
30042	9401 - R47522	FIBER EXTENSION	$	11,183.90		$	11,183.90
30486	9401 - R47522	SHENTEL PROJECT	$	130,000.00		$	130,000.00
30553	9401 - R47910	TRAFFIC LIGHT CABINET		$12,523.70	$12,523.70	$	-
30365	9401 - R47937	MANASSAS SUBSTATION TRANSFORMER (SEED MONEY)	$	270,000.00		$	270,000.00
30469	9401 - R47938	KENDRICK TRANSFORMER#2	$	431,665.00		$	431,665.00
			$	**1,257,474.39**			
Electric Meter Reading							
30420	9417 - R43005	N_SIGHT MOBILE SOFTWARE/TRIMBLE RANGER		$1,444.99	$ 1,444.99	$	-
27543	9417 - R47001	AMI SOFTWARE UPGRADE	$	83,462.94		$	83,462.94
29428	9499 - R40001	AMI DEBT SERVICE	$	207,000.00		$	207,000.00
			$	**291,907.93**			
Water Treatment Plant							
29654	9601 - R43002	WITHDRAW PERMIT & RAW WATER	$	113,125.08		$	113,125.08
30000	9601 - R43002	REDUNDANT WATER WATERLINE DESIGN/ENGINEERING	$	217,438.14	$ 60,417.33	$	157,020.81
30051	9601 - R43002	CLEARWELL INSPECTIONS	$	30,000.00		$	30,000.00
30626	9601 - R43002	BACKFLOW PROGRAM	$	49,000.00		$	49,000.00
30350	9601 - R43002	DEVELOPMENT OF A RISK & RESPONSE PLAN	$	10,000.00		$	10,000.00
30437	9601 - R43002	OPERATIONS PLAN & DROUGHT MANAGEMENT PLAN	$	8,048.35		$	8,048.35
30480	9601 - R43002	SCADA UPGRADE	$	96,525.50		$	96,525.50
30556	9601 - R43002	PROFESSIONAL SERVICES FOR ANTENNA MODIFICATION	$	5,850.00	$ 5,850.00	$	-
30254	9601 - R43077	LAB TESTING	$	413.72	$ 413.72	$	-
30566	9601 - R43077	WATER SAMPLING SITE EQUIP	$	16,000.00		$	16,000.00
30442	9601 - R47001	INSTALL RAW WATER PUMPS		$316,860.00		$	316,860.00
27546	9601 - R47009	WATER PLANT RESERVOIR	$	18,634.00		$	18,634.00
28327	9601 - R47009	JAMESTOWN PUMP STATION	$	20,000.00		$	20,000.00
			$	**901,894.79**			
Waterline Crew							
30527	9602 - R47530	FIRE HYDRANTS		$31,152.89	$31,152.89	$	-
30528	9602 - R47009	PRECAST CONCRETE PRESSURE REDUCING VAULT	$	32,460.08		$	32,460.08
30529	9602 - R47009	INSTALLATION OF PRV VAULT	$	28,556.00		$	28,556.00
30544	9602 - R47513	FUNDS FOR WATERLINE UPGRADE MANASSAS AVE & BRAXTON	$	854,864.65		$	854,864.65
30545	9602 - R47530	8 HYMAX 2 REP COUP ITEM #	$	3,514.40	$ 3,514.40	$	-
			$	**950,548.02**			
Water Meter Reading							
30420	9617 - R43005	N_SIGHT MOBILE SOFTWARE/TRIMBLE RANGER		$1,445.01	$ 1,445.01	$	-
			$	**1,445.01**			
Water Contingency/Debt Service							
29343	9672 - R40001	CONTINGENCY REDUNDANT WATERLINE	$	1,013,351.46		$	1,013,351.46
			$	**1,013,351.46**			

FY22 Purchase Orders to Be Carried to FY23
as of 10/26/22

WWTP							
30373	9801 - R43004	SCADA SYSTEM ADDITION OF EQUALIZATION BLOWERS	$ 4,000.00		$ 4,000.00		
30448	9801 - R43004	ROLL UP STEEL DOOR	$ 5,220.00	$ -	$ 5,220.00		
30509	9801 - R45406	SOLENIS PRAESTOL 855 BS	$ 7,220.00		$ 7,220.00		
30563	9801 - R45406	3 LOADS OF 4 POLYMER TOTE	$ 44,556.60	$ 44,556.60	$ -		
30564	9801 - R45406	GLYCERIN	$ 15,729.00	$ 15,729.00	$ -		
30565	9801 - R45406	PAC	$ 16,330.50	$ 16,330.50	$ -		
30572	9801 - R45406	MAGNETITE MAG	$17,113.56	$17,113.56	$ -		
30487	9801 - R45407	INSP-BLOWER-LG MACHINE/STANDARD OVER	$ 7,354.26		$ 7,354.26		
30585	9801 - R45407	SONIC START PROBE ITEM #4	$ 1,650.00		$ 1,650.00		
30349	9801 - R47001	GRAVITY THICKENER REPAIR	$ 26,980.18		$ 26,980.18		
30555	9801 - R47001	PULSAIR BUBBLING MIXING S	$ 58,650.00		$ 58,650.00		
30575	9801 - R47001	ROTARY FAN PRESS CONTROL	$ 10,000.00		$ 10,000.00		
28885	9801 - R47009	RIVERTON PUMP STATION	$ 570,000.00		$ 570,000.00		
29339	9801 - R47009	ROYAL PHOENIX PUMP STATION	$ 43,309.95		$ 43,309.95		
			$ 828,114.05				
Sewer Line Crew							
30343	9802 - R47001	STREET BROOM FOR BACKHOE	$ 6,025.00		$ 6,025.00		
29964	9802 - R47998	I&I ABATEMENT ENGINEERINGS	$ 573,290.46		$ 573,290.46		
29989	9802 - R47998	MANHOLE FRAME & COVER REPLACEMENT	$ 300,000.00		$ 300,000.00	Transfer to 9801-47009 for Influent Pumps	
29999	9802 - R47998	I&I ABATEMENT CCTV	$ 481,138.50		$ 481,138.50	Transfer to 9801-47009 for Influent Pumps	
30186	9802 - R47998	I&I ENGINEERING URGENT POINT REPAIRS	$ 32,988.67	$ -	$ 32,988.67		
30250	9802 - R47998	CCTV INSPECTION OF SANITARY SEWER	$ 71,458.90		$ 71,458.90	Transfer to 9801-47009 for Influent Pumps	
30355	9802 - R47998	VISU-SEWER I & I WORK	$ 76,998.72	$ -	$ 76,998.72	Transfer to 9801-47009 for Influent Pumps	
30441	9802 - R47998	URGENT SANITARY SEWER POINT REPAIRS	$ 32,222.63	$ -	$ 32,222.63	Transfer to 9801-47009 for Influent Pumps	
30457	9802 - R47998	ADDITIONAL CCTV INSPECTION	$ 130,000.00		$ 130,000.00		
30584	9802 - R47998	I & I FUNDS	$ 17,951.59		$ 17,951.59	Transfer to 9801-47009 for Influent Pumps	
29999	9872 - R40001	I&I ABATEMENT PROJECT CONTINGENCY	$ 401,775.00		$ 401,775.00		
			$ 2,123,849.47				

General Fund	$ 1,952,504.93
Special Projects	$ 1,147,151.00
Street Fund	$ 4,100,084.82
TOTAL GOVERNMENTAL FUNDS	**$ 7,199,740.75**
Electric Fund	$ 1,549,382.32
Sewer Fund	$ 2,951,963.52
Water Fund	$ 2,867,239.28
Solid Waste Fund	$ 73,305.52
TOTAL OF ALL FUNDS	**$ 14,641,631.39**

Work Session Agenda Statement

Item 3A

Meeting Date: November 14, 2022

Agenda Item: HEPTAD Request for One-Year Extension to Submit Development Plan

Summary: Council has received a letter from Joseph F. Silek Jr., dated October 6, 2022 requesting an extension of the requirement to file a Development Plan for HEPTAD, pursuant to Town Code 175-37.18. The Town Code requires that a development plan be submitted within one (1) year of approval of the Master Land Use Plan and allows the deadline to be extended by Council. Council has approved the extension every year since 2016.

Staff Recommendation: Staff recommends approval of the extension under the Consent Agenda of the November 28th regular Council meeting.

RECEIVED
OCT 7 2022
TOWN OF FRONT ROYAL
PLANNING & ZONING DEPARTMENT

JOSEPH F. SILEK, JR., P.C.

43 CHESTER STREET
POST OFFICE BOX 602
FRONT ROYAL, VIRGINIA 22630
TELEPHONE: (540) 635-9415
FACSIMILE: (540) 635-9421
E-MAIL:JSILEK@SILEKPC.COM

October 6, 2022

Lauren Kopishke, Planning Director
Department of Community Development & Planning
Town of Front Royal
102 East Main Street
Front Royal, Virginia 22630

Re: Heptad, LLC – Renewed Request for Extension

DELIVERED BY HAND DELIVERY

Dear Lauren:

Last year, the Town Council granted Heptad's request for an extension of the requirement to file a Development Plan pursuant to Town Code §175-37.18. Please treat this letter as a request for an additional one-year extension.

As justification for the request, the Town and Heptad are currently in negotiations to amend the previously approved rezoning proffers which will impact the final scope of the project. Based on the schedule you previously provided me, it is unlikely that the Town Council will have considered and vote don the proposed proffer amendments by December. Obviously, it is in the best interests of both the Town and my client that the Town Council grant (consistent with past practice) an annual extension of the deadline for filing a Development Plan so as to permit itself time to consider the proffer amendments.

I respectfully request that this matter be placed on the earliest regular meeting of the Town Council. I also ask that you copy me with any Town communications, notices, or meeting agendas referencing this request. Thank you in advance for your assistance, and please contact me with any additional questions.

Very Truly Yours,

Joseph F. Silek, Jr

Cc: Heptad, LLC

Work Session Agenda Statement

Item #3B

Meeting Date: November 14, 2022

Agenda Item: FY23 Budget Amendment for Community Flood Preparedness Fund Grant

Summary: Council is requested to a approve a FY23 Budget Amendment in the amount of $90,000 to receive funds from the Department of Conservation & Recreation (DCR) to fund a H&H Studies to Update FEMA Maps Application.

Budget/Funding:

1000-3310010	General Fund Revenue Grant Proceeds	$90,000.00
8101-43002	Planning & Zoning – Professional Services	$90,000.00

Staff Recommendation: Staff recommends approval as presented under the Consent Agenda of the 28th regular council meeting.

Matthew S. Wells
Director

Frank N. Stovall
Deputy Director for Operations

Darryl Glover
Deputy Director for Dam Safety, Floodplain Management and Soil and Water Conservation

Laura Ellis
Interim Deputy Director for Administration and Finance

COMMONWEALTH of VIRGINIA

DEPARTMENT OF CONSERVATION AND RECREATION

September 30, 2022

Steven Hicks, Town Manager
102 East Main Street
Front Royal, VA 22630
shicks@frontroyalva.com

Re: **Community Flood Preparedness Fund (CFPF)**
CY2022 Round 3 Grant Application: Grant Number: CFPF-22-03-29-S
Application Category: LI -Flood Prevention and Protection Studies - Low Income Geographic
Community Name: FRONT ROYAL, TOWN OF, CID: 510167
Primary Contact: Lauren Kopishke
Primary Contact Email Address: lkopishke@frontroyalva.com
Total Project Cost: $100,000.00
Grant Amount Requested: $90,000.00
Match Required: $10,000.00

Dear Steven Hicks:

This letter is to advise you that the Department of Conservation and Recreation (DCR) received your request to fund a H&H Studies to Update FEMA Maps application. If the application category listed above is different from the initial application, a change was necessary based on DCR's assessment of the project or activity. A change in application category may have resulted in the recalculation in the CFPF and match percentages represented above.

DCR, in consultation with the Secretary of Natural and Historic Resources, has reviewed your application and your request for funding is approved. The total approved funding is as follows:

- CFPF Amount: $90,000.00
- Match Amount: $10,000.00
- Total Project Cost: $100,000.00

Special terms, condition(s) or adjustments that apply to your award or that must be satisfied prior to reimbursement are as follows:

- Grantee must submit new technical data, including Letter of Map Revision (LOMR) within six months of study completion (per 44 CFR 65.3). Applicant must copy DCR on LOMR submittal.

In the coming weeks, you will receive an award package from Virginia Resources Authority (VRA) that will include an Award Letter detailing changes in award amounts, if any, and conditions related to the award. You will receive a Grant Agreement outlining all requirements related to this award including information on how to receive reimbursement, submit reports, and final deliverables for completed projects or activities. This package must be signed and returned to VRA within 90 days of receipt or funds will be rescinded.

Should you have any questions, please feel free to contact me at (804) 786-5099 or Wendy.Howard-Cooper@dcr.virginia.gov.

Sincerely,



Wendy Howard Cooper
Director, Dam Safety and Floodplain Management

cc: Darryl M. Glover, Deputy Director, DCR
Kimberly S. Adams, Senior Program Manager, VRA
Angela Davis, Flood Program Planner, DCR

Work Session Agenda Statement

Item # 3C

Meeting Date: November 14, 2022

Agenda Item: Nutrient Reduction Performance Monetary Assessment

Summary: Council is requested to approve payment to the Commonwealth of Virginia Department of Environmental Quality (DEQ) in the amount of $82,000 for noncompliance with the Total Phosphorus Performance Standards for the Water Quality Improvement Fund Grant the Town of Front Royal received related to upgrade the Town's Wastewater Treatment Plant.

Budget/Funding: 9801-43002 Wastewater Treatment Plant – Professional Services $82,000.00

Staff Recommendation: Staff recommends approval as presented under the Consent Agenda of the 28th regular council meeting.

Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

1111 E. Main Street, Suite 1400, Richmond, Virginia 23219
P.O. Box 1105, Richmond, Virginia 23218
(800) 592-5482 FAX (804) 698-4178
www.deq.virginia.gov

Travis A. Voyles
Acting Secretary of Natural and Historic Resources

Michael S. Rolband, PE, PWD, PWS Emeritus
Director
(804) 698-4020

Certified Mail
Return Receipt Requested

September 20, 2022

Mr. Steven Hicks, Town Manager
Town of Front Royal
PO Box 1560
Front Royal, VA 22630

RE: WQIF Grant Agreement #440-S-14-08; Town of Front Royal WWTP – Nutrient Reduction Project, Revision to the Monetary Assessment for 2019 Nutrient Reduction Performance

Dear Mr. Hicks,

The design and installation of a nutrient reduction system at the Town of Front Royal wastewater treatment plant was cost-shared under the referenced Water Quality Improvement Fund (WQIF) grant agreement, in the amount of $11,869,387. The referenced agreement specifies nutrient performance requirements and corresponding monetary assessments for exceeding those requirements. WQIF staff has revised Table 1 below based on the submission of revised lab sampling data for the 2019 discharge monitoring year. The following table summarizes the findings for Total Phosphorus.

Table 1: Town of Front Royal WWTP –
VPDES #VA0062812, 2019 Total Phosphorus (TP)

Month	TP Original (mo. avg; mg/l)	TP Revised (mo. avg; mg/l
Jan	0.32	0.32
Feb	0.28	0.28
Mar	0.27	0.27
Apr	0.92	0.92
May	0.14	0.14
Jun	0.32	0.32
Jul	0.25	0.25
Aug	0.09	0.09
Sep	0.20	0.20
Oct	0.38	0.38
Nov	4.20	1.30
Dec	0.13	0.13
Annual Avg.	**0.63**	**0.38**

RECEIVED
SEP 29 2022
Town of Front Royal
Town Manager's Office

The performance requirements (Agreement Article V) are annual averages for TN = 3.0 mg/l; Total Phosphorous (TP) = 0.22 mg/l. Therefore, in accordance with Agreement Article VIII (Material Breach), Section 8.2 (Monetary Assessments for Breach), **the Town of Front Royal is required to pay a monetary assessment in the amount of $82,000.00 for noncompliance with the TP performance standards in Agreement Article V.**

Following is the monetary assessment calculation using the assessment factors (amount for each tenth of one mg/l exceedance) are per Agreement:

Table 4. 2019 Performance (Agreement #440-S-14-08)	**PHOSPHORUS** (mg/l)
Annual Average Discharged	0.38
Annual Performance Limit	0.22
Exceedance	**0.16**

Table 3. Calculation of Monetary Assessment	**PHOSPHORUS**
Assessment Factor	$51,250 for each 0.1 mg/l exceedance
Concentration Exceedance	1.6 tenths of a mg/l
Assessment Amount	**$82,000**

Payment of the revised monetary assessment must be made within 90 days of receipt of this written notification, identified for credit to the Water Quality Improvement Fund, Cooperative Point Source Program. If payment is not received by the deadline, then the State will initiate collection actions. The payment should be addressed as follows:

Department of Environmental Quality
Attn: Office of Financial Management
P.O. Box 1105
Richmond, VA 23218

Please copy the DEQ Clean Water Financing and Assistance Program with the transmittal letter accompanying your payment. If you need additional information or clarification, contact Michael Crocker at 804-929-5635 or by email michael.crocker@deq.virginia.gov.

Sincerely,

Cliff Goldsborough
DEQ Director of Financial Management

C. Tiffany Severs – DEQ/VRO Regional Director
Brandon Kiracofe – DEQ/VRO Water Permits
Michael Crocker – DEQ/CWFAP
Nancy Perry – DEQ/Financial Management

Work Session Agenda Statement

Item # 3D

Meeting Date: November 14, 2022

Agenda Item: Purchase of Commercial Mower for the Horticulture Department

Summary: Council will be requested to approve the purchase of a new commercial mower to replace a mower for Horticulture that is used for mowing town property and right of ways.

We will be using cooperative contracting through Sourcewell as the procurement method and are requesting Council to approve the purchase during the regular scheduled meeting on Nov 28, 2022.

Funds totaling $15,175.72 to purchase a new mower are included in the current FY2022-2023 Town of Front Royal Adopted Budget.

Budget/Funding: 4305-47005 Horticulture – Motor Vehicles $15,175.72

Staff Recommendation: Staff recommends approval as presented under the Consent Agenda of the 28th regular council meeting.

MEMORANDUM

TO: B.J. Wilson, Director Finance.

FROM: Donald B McPaters, Director of Fleet Maintenance

SUBJECT: Purchase a Zero Turn mower for Public Works Manager Plus upgrade.

DATE: October 13, 2022

Public Works has a zero-turn mower #742 in this year budget to be replaced. This mower is a 2003 ZD28 model with a 60" mower deck with a diesel engine. The mower is 19 years old. The new mower we requested is a ZD 1211 model which the same size mower as the ZD28. We are looking to go through a source well contract at a price of $15,175.72 with Winchester Equipment in Winchester Virginia.

Sourcewell
Utility Tractors & Mowers – 031121
CE and AG – 040319
Utility Vehicles 122220
Arkansas 4600041718
Delaware GSS-21673
Mississippi (CE Only) 8200056371
Mississippi 8200055841

ZD1211-3-60 WEB QUOTE #2466110
Date: 9/16/2022 6:16:41 AM
-- Customer Information --
MCPATERS, DON
TOWN OF FRONT ROYAL
AUTOMAINTENANCE@FRONTROYALVA.COM
5406366350

Quote Provided By
VALLEY EQUIPMENT COMPANY
Bob Huff
230 CHARLES ST
HARRISONBURG, VA 22802
email: bob.huff@valley-equipment.com
phone: 5408300661

-- Standard Features --

Kubota

ZD1200 Series ZD1211-3-60

* * * EQUIPMENT IN STANDARD MACHINE * * *

DIESEL ENGINE
3 Cylinder, Kubota Model # D1105
24.8 Gross HP @ 3000 rpm
68.5 cu. in. Displacement
12v 430 Amp Hr. Battery
14 Amps Charging Output

TRANSMISSION
Hydrostatic Drive
(2) HST w/Gear Reduction
Brake - Wet Multi Disks
Forward Speeds 0 - 10.6 mph
Reverse Speeds 0 - 5.3 mph

STEERING / MOTION CONTROL
(2) Hand Levers, Adjustable Hydraulically Damped, Adjustable

POWER TAKE OFF
Hydraulic Independent PTO
Shaft Drive Mower Deck
Wet Disk Clutch

FLUID CAPACITY
Fuel Tank 13.1 gal
Engine Coolant w/ Recovery tank 3.96 qts
Crankcase w/ Filter 4.1 qts
Transmission Case and Axle Gear 12.8 qts

SAFETY EQUIPMENT
Electric Key Shut Off
Control Lever Safety Switch
Parking Brake Safety Switch
Foldable ROPS
Seat Safty Switch

DIMENSIONS
Height 78.7"
Length 89.0"
Width Overall 73.8"
Wheelbase 56.7"

OPERATING FEATURES
Zero Turn Radius
Adj. Front Axle: Rigid/Oscillating
Dual Element Air Filter
Deluxe Suspension Seat w/ Kubota Exclusive Seat Design
Hands-free Hydraulic Deck Lift
Hands-free Parking Brake
Cup Holder

SIDE DISCHARGE MOWER
60" and 72" Kubota PRO Deck w/ACS
8 Gauge, 6" Deep Deck
1-5" Cut Height, Adjustable 1/4" Increments
Flexible Discharge Cover
3 Blades

+ Manufacturer Estimate

TIRES AND WHEELS
Front 15 x 6.0 - 6 Flat-free
Rear 26 x 12.0 - 16 Turf, Low Profile

-- Custom Options --

ZD1211-3-60 Base Price:	$18,799.00
Configured Price:	$18,799.00
Sourcewell Discount:	($4,135.78)
SUBTOTAL:	$14,663.22
Dealer Assembly:	$0.00
Freight Cost:	$262.50
PDI:	$250.00
Total Unit Price:	$15,175.72
Quantity Ordered:	1
Final Sales Price:	$15,175.72

Purchase Order Must Reflect the Final Sales Price

To order, place your Purchase Order directly with the quoting dealer

*Some series of products are sold out for 2022. **All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price.** All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

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198.143.37.24

Work Session Agenda Statement

Item # 3E

Meeting Date: November 14, 2022

Agenda Item: FY23-24 Budget Calendar

Summary: Staff is providing council with a revised calendar for the FY23-24 Budget. In recent years, staff has provided Council with a proposed budget in February; the revised budget calendar will provide Council with a proposed budget in March 2023 for FY23-24.

Providing the FY23-24 proposed budget in March will allow staff to receive updated information regarding health insurance for our employees in February 2023 and incorporate accordingly in the FY23-24 Budget.

Budget/Funding: N/A

Staff Recommendation: Staff recommends approval as presented under the Consent Agenda of the 28th regular council meeting.

Fiscal Year 2023-2024 Budget Calendar

Sept 21, 2022	Planning Commission Consent Agenda Item
Sept 15, 2022	Finance Department distributes FY24 Budget and CIP forms to Departments (FY22 Figures provided will not be final/audited figures)
Oct 14, 2022	FY24 Departmental spending requests, CIP, & Budgetary Planning documents due back to Finance
Nov 10, 2022	Deadline for Planning Commission Agenda Items
Nov 14-18, 2022	Town Manager preliminary review spending with Departments
Nov 16, 2022	Planning Commission Approves CIP and formalizes recommendations to be sent to Town Council
Dec 15, 2022	Mid-year FY23 Budget transfers due from departments
Jan 9, 2023	Review of major items that may be included in FY24 Proposed Budget, and Planning Commission's CIP recommendations provided to Council
Feb 13. 2023	Provide update on FY24 Proposed Budget
~~Feb 1, 2023~~ March 1 2023	Town Manager's Recommended Budget and CIP to Town Council
~~Feb 13, 2023~~ March 13,2023	Work Session review of FY24 Proposed Budget and CIP
~~Mar 1, 2023~~ March 14, 2023	Advertisement submitted for annual tax rate for Real and Personal Property – rate has to be set prior to April 1
~~March 13, 2023~~	~~Additional Budget and CIP Work Session (as needed)~~
March 27, 2023	Public Hearing & Request of Council approval for Town Tax rates for both Real Estate and Personal Property

April 5, 2023	Advertisement submitted for Annual Appropriation Ordinance
April 10th 2023	Additional Budget Work and CIP Session (if requested)
April 24, 2023	Public Hearing & Request of Council approval for FY 23-24 Appropriations Ordinance, Rate Ordinances, & CIP

Work Session Agenda Statement

Item #3F

Meeting Date: November 14, 2022

Agenda Item: Bid for Sewer Rehabilitation Project

Summary: Council will be requested to approve awarding a bid for the 2022 sewer rehabilitation project to Synder Environmental Services in the amount of $4,947,300.00 at the November 28, 2022 regular meeting.

Budget/Funding:

9802-R47998	Sewer Line Maintenance I&I Abatement	$4,947,300.00

Staff Recommendation: Staff recommends approval as presented under the Consent Agenda of the 28th regular council meeting.

Town of Front Royal, Virginia

Purchasing, Department of Finance

MEMORANDUM

Date: **October 26, 2022**
To: **Tina Presley, Senior Executive Assistant**
From: **BJ Wilson, Director of Finance**
CC: **Michelle Campbell, Purchasing Manager, Robert Boyer, Director of Public Works**
RE: **Request to Add Agenda Action Item for Town Council Approval**

Purchasing received a request from the Sewer Maintenance Department of Public Works to send out IFB #33-2022 for the 2022 sewer rehabilitation project for inflow and infiltration of storm water abatement of the Town's sanitary sewer system. On October 26, 2022, we held a public bid opening and received one (1) bid in accordance with the Virginia Public Procurement Act.

Town staff has reviewed the submitted quotes and recommends awarding the purchase to Snyder Environmental Services out of Kearneysville, WV for $4,947,300.00. The lowest responsive and responsible bidder. The Town's engineering services for the project, C.H.A. Engineering, is currently reviewing the response and is expected to provide a recommendation of award prior to Council's approval.

Please find attached base bid schedule received from Snyder Environmental. Please add this consent item to Council's November 14th, 2022 work session.

Funding has been budgeted and is available in the following line item: 9802-47998,Sewer Line I&I Abatement.

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

Base Bid Schedule					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Total Price
1	Bonds, Insurance, Mobilization	LS	1	450,000.00	450,000.00
2	Pre-Lining CCTV Inspection and Cleaning, 8-inch Sewer	LF	14,032	10.00	140,320.00
3	Pre-Lining CCTV Inspection and Cleaning, 10-inch Sewer	LF	1,728	15.00	25,920.00
4	Pre-Lining CCTV Inspection and Cleaning, 12-inch Sewer	LF	4,008	20.00	80,160.00
5	Pre-Lining CCTV Inspection and Cleaning, 24-inch Sewer	LF	2,124	20.00	42,480.00
6	CIPP Sewer Lining, 8-inch	LF	14,032	65.00	912,080.00
7	CIPP Sewer Lining, 10-inch	LF	1,728	75.00	129,600.00
8	CIPP Sewer Lining, 12-inch	LF	4,008	80.00	320,640.00
9	CIPP Sewer Lining, 24-inch	LF	2,124	250.00	531,000.00
10	Add for CIPP Sewer Lining in Secondary Road	LF	1,120	20.00	22,400.00
11	Add for CIPP Sewer Lining in John Marshall Hwy	LF	1,985	20.00	39,700.00
12	Trim Protruding Lateral	EA	25	500.00	12,500.00
13	Lateral Renewal (less than or equal to 5-feet deep) (less than or equal to 25-feet in length)	EA	3	9,000.00	27,000.00
14	Lateral Renewal (greater than 5-feet deep; less than or equal to 10-feet deep) (less than or equal to 25-feet in length)	EA	71	9,000.00	639,000.00
15	Lateral Renewal (greater than 10-feet deep) (less than or equal to 25-feet in length)	EA	16	11,000.00	176,000.00
16	Lateral Renewal (less than or equal to 5-feet deep) (greater than 25-feet in length)	EA	1	11,000.00	11,000.00
17	Lateral Renewal (greater than 5-feet deep; less than or equal to 10-feet deep) (greater than 25-feet in length)	EA	56	11,500.00	644,000.00
18	Lateral Renewal (greater than 10-feet deep) (greater than 25-feet in length)	EA	17	17,500.00	297,500.00
19	Reconnect Lateral to Sewer Liner (less than or equal to 5-feet deep)	EA	2	7,000.00	14,000.00
20	Reconnect Lateral to Sewer Liner (greater than 5-feet deep; less than or equal to 10-feet deep)	EA	22	7,000.00	154,000.00
21	Reconnect Lateral to Sewer Liner (greater than 10-feet deep)	EA	4	7,000.00	28,000.00

Base Bid Schedule					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Total Price
22	Add for Lateral Renewal in Secondary Roads (4, 5, 8, Jamestown Road; 1000 N Shenandoah; 604, 610, 611, 614, 618 E 6th Street)	EA	9	3,000.00	27,000.00
23	CCTV Footage of non-PVC Laterals within John Marshall Hwy	EA	8	3,000.00	24,000.00
24	Add for Lateral Renewal in John Marshall Hwy	EA	8	3,000.00	24,000.00
25	Add for Reconnect PVC Laterals to Sewer Liner in John Marshall Hwy	EA	2	3,000.00	6,000.00
26	External Point Repair (less than or equal to 5-feet deep) (less than or equal to 10-feet in length)	EA	1	6,000.00	6,000.00
27	External Point Repair (greater than 5-feet deep; less than or equal to 10-feet deep) (less than or equal to 10-feet in length)	EA	4	7,000.00	28,000.00
28	External Point Repair (greater than 10-feet deep) (less than or equal to 10-feet in length)	EA	3	10,000.00	30,000.00
29	External Point Repair (greater than 5-feet deep; less than or equal to 10-feet deep) (greater than 10-feet in length)	EA	2	10,000.00	20,000.00
30	External Point Repair (greater than 10-feet deep) (greater than 10-feet in length)	EA	4	11,000.00	44,000.00
31	Install Internal Drop	EA	3	10,000.00	30,000.00
32	Reinstall Existing Internal Drop	EA	1	5,000.00	5,000.00
33	Abandon Existing Incoming Lateral in Manhole	EA	3	2,000.00	6,000.00
			Total Base Bid:		$4,947,300.00
Total Base Bid (in words): FOUR MILLION, NINE HUNDRED FOURTY SEVEN THOUSAND, THREE HUNDRED DOLLARS AND ZERO CENTS.					

C. Bidder acknowledges that final payment will be based on the Total Base Bid Price as adjusted for any alternate or combination of alternates selected by the Owner and any approved additions or deductions to the Contract.

2.2 COMPLETION

A. Bidder agrees that all Work will be completed as specified in the Agreement.

B. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified.

2.3 MAJOR EQUIPMENT AND SYSTEMS SUPPLIERS – NOT USED

2.4 SUBSTITUTIONS FOR MAJOR EQUIPMENT AND SYSTEMS – NOT USED

2.5 SCHEDULE OF PROPOSED MAJOR EQUIPMENT AND SYSTEMS SUPPLIERS – NOT USED

2.6 ESCROW ACCOUNT OPTION

A. Bidder may elect to use an escrow account procedure for utilization of the following options: retainage funds and must acknowledge his intention by checking one of the following:
   1. ☒ Yes, an escrow account will be used for retainage funds.
   2. ☐ No, an escrow account will not be used for retainage funds.

B. If no item is checked above, then Item 2.6-A.2 will be assumed.

2.7 ATTACHED DOCUMENTS

A. The following documents are submitted with and made a condition of this Bid:
   ✓ 1. Required Bid security.
   ✓ 2. Evidence of authority to do business in the Commonwealth of Virginia (State Corporation Commission Number).
   ✓ 3. Virginia Contractor's License Number.
   ✓ 4. Contractor's Policy of Non-Discrimination.
   ✓ 5. Contractor's Policy of a Drug-Free Work Place.
   ✓ 6. Supporting Documentation as indicated.

B. The following documents shall be submitted by the apparent low bidder within five business days of the bid opening to the Engineer.
   1. List of Project References.
   2. List of Proposed Subcontractors.
   3. List of Proposed Suppliers.

2.8 ADDRESS FOR COMMUNICATIONS

A. Communications concerning this Bid shall be addressed to:

Snyder Environmental Services, Inc.
Brandon Duriez
270 Industrial Blvd.
Kearneysville, WV 25430

2.9 DEFINED TERMS

A. Terms used in this Bid which are defined in the General Conditions or Instructions will have the meanings indicated in the General Conditions or Instructions.

October 26, 2022

Mr. Robert B. Boyer
Director of Public Works
Town of Front Royal
P.O. Box 1560
Front Royal, VA 22630

Re: Award Recommendation
Town of Front Royal – 2022 Sanitary Sewer Rehabilitation
(IFB #33-2022); CHA Project No. 060948

Dear Mr. Boyer:

On Wednesday, October 26, 2022, the Town received bids for the 2022 Sanitary Sewer Rehabilitation contract. This contract includes approximately 14,300 linear feet of 8-inch sanitary sewer lining, 1,900 linear feet of 10-inch sanitary sewer lining, 4,100 linear feet of 12-inch sanitary sewer lining, 2,100 linear feet of 24-inch sanitary sewer lining, renewal of approximately 165 sanitary sewer laterals, and associated work.

The Town received one bid as summarized below. A detailed bid tabulation is also enclosed.

Bidder Name	Total Base Bid
Snyder Environmental Services, Inc.	$4,947,300.00

Snyder Environmental Services, Inc. was the lowest responsive and responsible Bidder for the contract.

Snyder Environmental Services, Inc. specializes in water and sewer pipeline construction, including sanitary sewer pipe rehabilitation, along with water and wastewater treatment plant construction/operation and ancillary support services. They have successfully completed numerous similar sanitary sewer projects. Additionally, the Town and CHA has had favorable experiences with Snyder Environmental Services on the Town's Happy Creek Sanitary Sewer Replacement project with challenging conditions and the recently-completed Targeted Sanitary Sewer Point Repairs project. Based upon our knowledge of the Bid and Snyder Environmental Services's credentials, CHA recommends award of the 2022 Sanitary Sewer Rehabilitation contract to Snyder Environmental Services, Inc. in the amount of $4,947,300.00.

We appreciate the opportunity to work with the Town on this project. If you should have any question with respect to this recommendation, please do not hesitate to contact me.

Sincerely,

Earl Smith

Earl Smith, P.E.
Project Manager

EES\ees
Enclosure

1341 Research Center Dr., Suite 2100, Blacksburg, VA 24060-5548
T 540.552.5548 • F 540.552.5577 • www.chacompanies.com

BID TABULATION
Owner: Town of Front Royal
Project: 2022 SANITARY SEWER REHABILITATION (IFB #33-2022)
Bid Date: Wednesday, October 26, 2022 2:00 PM
CHA Project Number: 060948

BIDDER				SNYDER ENVIRONMENTAL SERVICES, INC.	
Item	Description	Unit	Est Qty	Unit Price	Extended Total Price
1	Bonds, Insurance, Mobilization	LS	1	$450,000.00	$450,000.00
2	Pre-Lining CCTV Inspection and Cleaning, 8-inch Sewer	LF	14,032	$10.00	$140,320.00
3	Pre-Lining CCTV Inspection and Cleaning, 10-inch Sewer	LF	1,728	$15.00	$25,920.00
4	Pre-Lining CCTV Inspection and Cleaning, 12-inch Sewer	LF	4,008	$20.00	$80,160.00
5	Pre-Lining CCTV Inspection and Cleaning, 24-inch Sewer	LF	2,124	$20.00	$42,480.00
6	CIPP Sewer Lining, 8-inch	LF	14,032	$65.00	$912,080.00
7	CIPP Sewer Lining, 10-inch	LF	1,728	$75.00	$129,600.00
8	CIPP Sewer Lining, 12-inch	LF	4,008	$80.00	$320,640.00
9	CIPP Sewer Lining, 24-inch	LF	2,124	$250.00	$531,000.00
10	Add for CIPP Sewer Lining in Secondary Road	LF	1,120	$20.00	$22,400.00
11	Add for CIPP Sewer Lining in John Marshall Hwy	LF	1,985	$20.00	$39,700.00
12	Trim Protruding Lateral	EA	25	$500.00	$12,500.00
13	Lateral Renewal (less than or equal to 5-feet deep) (less than or equal to 25-feet in length)	EA	3	$9,000.00	$27,000.00
14	Lateral Renewal (greater than 5-feet deep; less than or equal to 10-feet deep) (less than or equal to 25-feet in length)	EA	71	$9,000.00	$639,000.00
15	Lateral Renewal (greater than 10-feet deep) (less than or equal to 25-feet in length)	EA	16	$11,000.00	$176,000.00
16	Lateral Renewal (less than or equal to 5-feet deep) (greater than 25-feet in length)	EA	1	$11,000.00	$11,000.00
17	Lateral Renewal (greater than 5-feet deep; less than or equal to 10-feet deep) (greater than 25-feet in length)	EA	56	$11,500.00	$644,000.00
18	Lateral Renewal (greater than 10-feet deep) (greater than 25-feet in length)	EA	17	$17,500.00	$297,500.00
19	Reconnect Lateral to Sewer Liner (less than or equal to 5-feet deep)	EA	2	$7,000.00	$14,000.00
20	Reconnect Lateral to Sewer Liner (greater than 5-feet deep; less than or equal to 10-feet deep)	EA	22.00	$7,000.00	$154,000.00*
21	Reconnect Lateral to Sewer Liner (greater than 10-feet deep)	EA	4	$7,000.00	$28,000.00
22	Add for Lateral Renewal in Secondary Roads (4, 5, 8, Jamestown Road; 1000 N Shenandoah; 604, 610, 611, 614, 618 E 6th Street)	EA	9	$3,000.00	$27,000.00
23	CCTV Footage of non-PVC Laterals within John Marshall Hwy	EA	8	$3,000.00	$24,000.00
24	Add for Lateral Renewal in John Marshall Hwy	EA	8	$3,000.00	$24,000.00
25	Add for Reconnect PVC Laterals to Sewer Liner in John Marshall Hwy	EA	2	$3,000.00	$6,000.00
26	External Point Repair (less than or equal to 5-feet deep) (less than or equal to 10-feet in length)	EA	1	$6,000.00	$6,000.00
27	External Point Repair (greater than 5-feet deep; less than or equal to 10-feet deep) (less than or equal to 10-feet in length)	EA	4	$7,000.00	$28,000.00
28	External Point Repair (greater than 10-feet deep) (less than or equal to 10-feet in length)	EA	3	$10,000.00	$30,000.00
29	External Point Repair (greater than 5-feet deep; less than or equal to 10-feet deep) (greater than 10-feet in length)	EA	2	$10,000.00	$20,000.00
30	External Point Repair (greater than 10-feet deep) (greater than 10-feet in length)	EA	4	$11,000.00	$44,000.00
31	Install Internal Drop	EA	3	$10,000.00	$30,000.00
32	Reinstall Existing Internal Drop	EA	1	$5,000.00	$5,000.00
33	Abandon Existing Incoming Lateral in Manhole	EA	3	$2,000.00	$6,000.00
			Total Base Bid		$4,947,300.00

* Denotes a correction of an arithmetic error present in the Bid Form; the correct sum shall govern per Article 1.15-A.3 of the Instructions to Bidders.
** Denotes non-responsive bid

Apparent Low Bidder: SNYDER ENVIRONMENTAL SERVICES, INC.

Prepared By: Earl Smith, P.E. - CHA Consulting, Inc.

Work Session Agenda Statement

Item # 3G

Meeting Date: November 14, 2022

Agenda Item: Three Phase Pad Mounted Transformer and FY23 Budget Amendment

Summary: Council will be requested to approve the purchase of a three-phase pad mounted transformer and a FY23 Budget Amendment for the Department of Energy Services during the regular scheduled meeting November 28, 2022.

The Town solicited an invitation for bid for the purchase of the electric transformers and received one response from WEG Transformers USA in the amount of $45,230.00. All guidelines as set forth in the Virginia Public Procurement act will have been followed when presented to Council for approval.

The Town will receive funds from the property owner for the purchase of one transformer, therefore staff will request Council to approve a FY23 Budget Amendment to allocate funds received from the property owner to cover the expense incurred from the purchase of the transformer.

Budget/Funding:

9401-3410209	Dept of Energy Services Reimbursements	$45,230.00
9401-47502	Dept of Energy Services Line Extensions	$45,230.00

Staff Recommendation: Staff recommends approval as presented under the Consent Agenda of the 28th regular council meeting.

Town of Front Royal
Department of Energy Services
P.O. Box 1560
Front Royal, Virginia 22630-1560
(540) 635-3027 Fax: (540) 631-3620
"Powering the community since 1894"

Memo

To:	The Purchasing Department
From:	Mary Ellen Lynn, Interim Director of Energy Services
Date:	October 27th, 2022
Re:	Three-Phase Pad-Mounted Transformer purchase recommendation

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The Department of Energy Services received one bid for the purchase of a – 750kVA, Three-Phase, Pad-Mounted Transformer. We recommend awarding the bid, totaling $45,230.00, to WEG Transformers USA. Funds for this purchase are available in 9401-47502 Line Extensions.

Thank you,

Mary Ellen Lynn
Interim Director
Department of Energy Services
Town of Front Royal

BID FORM
Town of Front Royal Purchasing Department
Title: IFB# 36-2022 Three Phase Pad Mounted Transformer
Due prior to 1:00 P.M., local prevailing time, October 27th, 2022

Quantity	Description	Manufacturer/ Catalog#	Unit Price	Extended Price
1	**750 kVA 277/480 Three-Phase Wye Pad-Mounted Transformer**	WEG Transformers USA	$45,230.00	$45,230.00

The undersigned bidder acknowledges receipt of the following Addenda, which have been considered in the preparation of this bid:

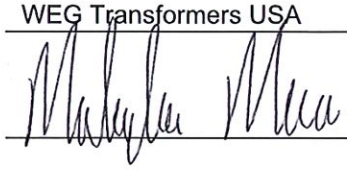
No_____ Dated_____ No_____ Dated_____

No_____ Dated_____ No_____ Dated_____

The Town of Front Royal reserves the right to reject any or all quotations submitted; to waive informalities; to purchase any part of the whole of the items listed unless otherwise stated on this form by the Vendor; to award the bid as deemed to be in the best interest of the Town; and to negotiate with the lowest responsive and responsible bidder in order to stay within available funding.

Bids shall be signed by someone having the authority to bind the individual or company.

VENDOR WEG Transformers USA

SIGNATURE 

PRINT NAME Makayla Moran

TITLE Account Specialist

DATE 10/25/2022

TELEPHONE 636-239-9380

Work Session Agenda Statement

Item #3H

Meeting Date: November 14, 2022

Agenda Item: 2022 I&I Abatement Rehabilitation Project Contract Administration

Summary: Council awarded an environmental engineering services contract to C.H.A. Engineering on June 27, 2022. Council is now requested to award a task order for CHA Engineering to perform contract administration on the 2022 I&I Abatement Rehabilitation Project totaling $_____. This is returning to Council for approval due to the task order exceeding $25,000 which requires Council's approval based upon the Town's procurement policy.

Budget/Funding: Funds have been budgeted in the FY23 Budget as follows:

9802-47998	Sewer Line Maintenance	I&I Abatement	$_____

Staff Recommendation: Staff recommends approval as presented under the Consent Agenda of the 28th regular council meeting.

ATTACHMENT E – 2022/2023
PROFESSIONAL ENGINEERING SERVICES
BETWEEN
OWNER AND ENGINEER
FOR SERVICES RELATED TO
2022 SANITARY SEWER REHABILITTION
CCA AND RPR SERVICES

This Attachment E – 2022/2023 is made part of the Contract between the Town of Front Royal (Town), and CHA CONSULTING, INC. (CHA), dated February 3, 2020, ("the Agreement"). CHA shall perform services on the project described below as provided herein and in the Contract.

PART 1.0 – PROJECT DESCRIPTION

The Town of Front Royal signed an updated Special Order by Consent (SOC) with the Virginia Department of Environmental Quality (VDEQ) in June 2020 to reduce the frequency of bypasses and sanitary sewer overflows in its sanitary sewer collection system and wastewater treatment plant. The SOC outlines several rehabilitation studies, designs, and construction projects with completion dates in Appendix A, Schedule of Compliance that must be completed to partially satisfy the requirements of the SOC. The Town has decided to aggressively rehabilitate its system and has budgeted approximately $10 million for the project. CHA recently designed the 2022 Sanitary Sewer Rehabilitation Project with the scope of services generally outlined in Attachment B – 2021/2022. This is the first of three construction contracts. The Town has requested that CHA provide Construction Contract Administration and Resident Project Representation Services for this first project that has a construction value of $4.9 million.

PART 2.0 – SCOPE OF SERVICES TO BE PERFORMED BY CHA ON THE PROJECT

CHA shall furnish all labor, materials, and resources necessary to serve as the Engineer as defined herein in assisting the Town of Front Royal (Town) with the administration of the Construction Contract for the expected 6-month duration beginning in early 2023.

CHA shall consult with the Town and act as the Town's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in this Agreement. If the Town, or the Town and the Contractor, modify the duties, responsibilities, and authority of CHA in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on CHA, then the Town shall compensate CHA for any related increases in the cost to provide Construction Phase services. CHA shall not be required to furnish or perform services contrary to CHA's responsibilities as a licensed professional. All of the Town's instructions to the Contractor will be issued through CHA, which shall have authority to act on behalf of the Town in dealings with the Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.

CHA shall furnish the services of a Resident Project Representative at the Site to assist the Town and CHA in providing observation of the Contractor's work. Duties, responsibilities, and authority of the Resident Project Representative are as set forth herein. The furnishing of such RPR's services will not limit, extend, or modify CHA's responsibilities or authority except as expressly set forth in herein.

Task 1: Construction Contract Administration

Upon written authorization from the Town, CHA shall:

- *Pre-Construction Conference:* Participate in a pre-construction conference prior to commencement of Work at the Site.
- *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, then together with the Town and the Contractor jointly develop such protocols for transmittals between and among the Town, the Contractor, and CHA during the Construction Phase.
- *Schedules:* Receive, review, and determine the acceptability of any and all schedules that the Contractor is required to submit to CHA, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
- *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which in CHA's judgment are necessary to enable the Contractor to proceed. The Town shall compensate CHA for any costs associated with establishing or re-establishing benchmarks or baselines that require the services of a licensed surveyor.
- *Visits to Site and Observation of Construction:* In connection with observations of the Contractor's Work while it is in progress:
  - Make visits to the Site at intervals appropriate to the various stages of construction, as CHA deems necessary, to observe as an experienced and qualified design professional the progress of the Contractor's executed Work. Such visits and observations by CHA, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to CHA in this Agreement and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on CHA's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, CHA will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and CHA shall keep the Town informed of the progress of the Work.
  - The purpose of CHA's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable CHA to better carry out the duties and responsibilities assigned to and undertaken by CHA during the Construction Phase, and, in addition, by the exercise of CHA's efforts as an experienced and qualified design professional, to provide for the Town a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that the Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. CHA shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall CHA have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, CHA neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.
- *Defective Work:* Reject Work if, on the basis of CHA's observations, CHA believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents.

Provide recommendations to the Town regarding whether the Contractor should correct such Work or remove and replace such Work, or whether the Town should consider accepting such Work as provided in the Construction Contract Documents.

- *Compatibility with Design Concept:* If CHA has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform the Town of such incompatibility, and provide recommendations for addressing such Work.
- *Clarifications and Interpretations:* Accept from the Contractor and the Town submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs) or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents.
- *Non-reviewable Matters:* If a submitted matter in question concerns, CHA's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then CHA will promptly give written notice to the Town and the Contractor that CHA will not provide a decision or interpretation.
- *Field Orders:* Subject to any limitations in the Construction Contract Documents, CHA may prepare and issue Field Orders requiring minor changes in the Work.
- *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to the Town, as appropriate, and prepare Change Orders and Work Change Directives as required.
- *Differing Site Conditions:* Respond to any notice from the Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews and prepare findings, conclusions, and recommendations for the Town's use.
- *Shop Drawings, Samples, and Other Submittals:* Review and approve or take other appropriate action with respect to Shop Drawings, Samples and other required the Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. CHA shall meet any the Contractor's submittal schedule that CHA has accepted.
- *Substitutes and "Or-equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor.
- *Inspections and Tests:*
  - Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. CHA's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. CHA shall be entitled to rely on the results of such inspections and tests.
  - As deemed reasonably necessary, request that the Contractor uncover Work that is to be inspected, tested, or approved.
  - Pursuant to the terms of the Construction Contract, require special inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.

- *Change Proposals and Claims:* (a) Review and respond to Change Proposals. Review each duly submitted Change Proposal from the Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to the Town and the Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then CHA will notify the parties that CHA will not resolve the Change Proposal. (b) Provide information or data to the Town regarding engineering or technical matters pertaining to Claims.
- *Applications for Payment:* Based on CHA's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
  - Determine the amounts that CHA recommends the Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract. Such recommendations of payment will be in writing and will constitute CHA's representation to the Town, based on such observations and review, that, to the best of CHA's knowledge, information and belief, the Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Construction Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Construction Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to the Contractor's being entitled to such payment appear to have been fulfilled in so far as it is CHA's responsibility to observe the Work. In the case of unit price Work, CHA's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Construction Contract Documents).
  - By recommending payment, CHA shall not thereby be deemed to have represented that observations made by CHA to check the quality or quantity of the Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of the Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to CHA in this Agreement. Neither CHA's review of the Contractor's Work for the purposes of recommending payments nor CHA's recommendation of any payment including final payment will impose on CHA responsibility to supervise, direct, or control the Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or the Contractor's compliance with Laws and Regulations applicable to the Contractor's furnishing and performing the Work. It will also not impose responsibility on CHA to make any examination to ascertain how or for what purposes the Contractor has used the money paid to the Contractor by the Town; to determine that title to any portion of the Work, including materials or equipment, has passed to the Town free and clear of any liens, claims, security interests, or encumbrances; or that there may not be other matters at issue between the Town and the Contractor that might affect the amount that should be paid.
- *Contractor's Completion Documents:* Receive from the Contractor, review, and transmit to the Town maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved. Receive from the Contractor, review, and transmit to the Town the annotated record documents which are to be assembled by the Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of CHA's review of record documents shall be to check that the Contractor has submitted all pages.
- *Substantial Completion:* Promptly after notice from the Contractor that the Contractor considers the entire Work ready for its intended use, in company with the Town and the Contractor, visit the

Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, the Town's objections, notice to the Contractor, and issuance of a final certificate of Substantial Completion. Assist the Town regarding any remaining engineering or technical matters affecting the Town's use or occupancy of the Work following Substantial Completion.

- *Final Notice of Acceptability of the Work:* Conduct a final visit to the Project to determine if the Work is complete and acceptable so that CHA may recommend, in writing, final payment to the Contractor. Accompanying the recommendation for final payment, CHA shall also provide a notice to the Town and the Contractor that the work is acceptable.
- *Standards for Certain Construction-Phase Decisions:* CHA will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, CHA will not show partiality to the Town or the Contractor, and will not be liable to the Town, the Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.
    - The Construction Phase will commence with the execution of the first Construction Contract for the Project or any part thereof and will terminate upon written recommendation by CHA for final payment to the Contractors. If the Project involves more than one prime contract, then Construction Phase services may be rendered at different times in respect to the separate contracts. CHA shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services, if any) are required after the original date for completion and readiness for final payment of the Contractor as set forth in the Construction Contract.

Task 2: Resident Project Representation

CHA shall furnish a Resident Project Representative (RPR) to assist CHA in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree, as directed by the Town. RPR is CHA's representative at the Site, will act as directed by and under the supervision of CHA, and will confer with CHA regarding RPR's actions.

Through RPR's observations of the Work, including field checks of materials and installed equipment, CHA shall endeavor to provide further protection for the Town against defects and deficiencies in the Work. However, CHA shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall CHA (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The CHA (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.

The duties and responsibilities of the RPR are as follows:

- *General:* RPR's dealings in matters pertaining to the Work in general shall be with CHA and the Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of the Contractor. RPR shall generally communicate with the Town only with the knowledge of and under the direction of CHA.

- *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by the Contractor and consult with CHA concerning acceptability of such schedules.
- *Conferences and Meetings:* Attend meetings with the Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including the Contractor's safety meetings).
- *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
- *Liaison:*
  - Serve as CHA's liaison with the Contractor. Working principally through the Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
  - Assist CHA in serving as the Town's liaison with the Contractor when the Contractor's operations affect the Town's on-Site operations.
  - Assist in obtaining from the Town additional details or information, when required for proper execution of the Work.
- *Clarifications and Interpretations:* Receive from the Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation - RFIs) or relating to the acceptability of the Work under the Construction Contract Documents. Report to CHA regarding such RFIs. Report to CHA when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit CHA's clarifications, interpretations, and decisions to the Contractor.
- *Shop Drawings and Samples:*
  - Receive Samples that are furnished at the Site by the Contractor and notify CHA of availability of Samples for examination.
  - Advise CHA and the Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from the Contractor or has not been approved by the Contractor or CHA.
- *Proposed* M*odifications:* Consider and evaluate the Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to CHA. Transmit CHA's response (if any) to such suggestions to the Contractor.
- *Review of Work; Defective Work:*
  - Report to CHA whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
  - Inform CHA of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents but is nonetheless not compatible with the design concept of the completed Project as a functioning whole and provide recommendations to CHA for addressing such Work.
  - Advise CHA of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.
- *Records*:
  - Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, CHA's clarifications and interpretations of the Construction

Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.

- Prepare a daily report or keep a diary or log book, recording the Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to CHA.
- Upon request from the Town to CHA, photograph or video Work in progress or Site conditions.
- Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all the Contractors, Subcontractors, and major Suppliers of materials and equipment.
- Maintain records for use in preparing Project documentation.
- Upon completion of the Work, furnish original set of all RPR Project documentation to CHA.

o *Reports:*

- Draft and recommend to CHA proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from the Contractor.
- Furnish to CHA and the Town copies of all inspection, test, and system start-up reports.
- Immediately inform CHA of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

o *Payment Requests:* Review applications for payment with the Contractor for compliance with the established procedure for their submission and forward with recommendations to CHA, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

o *Completion*:

- Participate in CHA's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
- Participate in CHA's visit to the Site in the company of the Town and the Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by the Contractor.
- Observe whether all items on the final punch list have been completed or corrected and make recommendations to CHA concerning acceptance and issuance of the Notice of Acceptability of the Work.

o *Resident Project Representative shall not:*

- Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
- Exceed limitations of CHA's authority as set forth in this Agreement.
- Undertake any of the responsibilities of the Contractor, Subcontractors, or Suppliers, or any Constructor.
- Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by the Contractor or any other Constructor.
- Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of the Town or the Contractor.

- Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by CHA.
- Accept Shop Drawing or Sample submittals from anyone other than the Contractor.
- Authorize the Town to occupy the Project in whole or in part.

PART 3.0 – PERIODS OF SERVICE

CHA will provide these services in accordance with Construction Contract between the General Contractor and the Town. The current Construction Contract is for six (6) months with an additional one (1)-month period for completion of the punch list.

PART 4.0 – PAYMENTS TO CHA

For Task 1, CHA shall be paid $72,000 on a lump sum basis.

For Task 2, CHA shall be paid on a time and materials basis up to $100,000. We have budgeted for 6 months of RPR for this project.

PART 5.0 – OTHER

This Attachment E – 2022/2023 is executed this _____ day of _____, 2022.

TOWN OF FRONT ROYAL, VIRGINIA		**CHA CONSULTING, INC.**	
By:	_____	By:	_____
Name:	_____	Name:	Douglas B. Hudgins, PE
Title:	_____	Title:	Vice President
Address:	102 East Main Street Front Royal, VA 22630	Address:	1341 Research Center Drive Suite 2100 Blacksburg, VA 24060

Work Session Agenda Statement

Item #3I

Meeting Date: November 14, 2022

Agenda Item: Purchase of WWTP Influent Pumps

Summary: Staff is requesting Council to approve a sole source purchase of 4 influent pumps in the amount of $387,815 from Sherwood Logan Associates to replace four aged and failing influent pumps in the Waste Water Treatment Plant (WWTP) pumping station.

The pumps were installed in the 1970's and replacement parts are hard to find. These pumps are essential to operation of the WWTP. Replacing the pumps will allow the Town the ability to keep a supply of extra parts as well as the ability to interchange with other pumps in the Town's system if necessary.

This purchase is deemed as a sole source as the only known vendor is Sherwood Logan Associates that provides the FLYGT pumps; a specific pump used by the Town that would be interchangeable with other pumps currently in use by the Town.

Budget/Funding: 9801-47009 WWTP Building & Structures $387,815.00

Staff Recommendation: Final engineering for replacement of the pumps is current in progress. Under normal circumstances, the Town would usually have the pumps included with a procurement solicitation to have a contractor purchase the pumps and install the pumps. Due to the lead time of obtaining the pumps, necessity to have pumps in service, and potential availability issues, staff recommends approving as presented and will return to Council at a later date to approve awarding a contract for installation of pumps.

Attachments

- 11/9/22 Public Works Purchase Memo
- Front Royal Influent Pump Station Replacement Specifications

Town of Front Royal
Public Works

MEMORANDUM

TO: **B.J. Wilson, Finance Director**

CC: **Kathy Leidich, Intern Town Manager**

FROM: **Robert B Boyer, Public Works Director**

DATE: **November 9, 2022**

SUBJECT: **Recommendation to Purchase Wastewater Influent Pumps**

We have reviewed the proposal from Potesta Engineering for the purchase of four influent pumps to replace the existing pumps that were installed in the late 70's when the wastewater treatment plant was originally built. These four influent pumps have pumped all the wastewater that's went through the plant from the late 70's till today and are way past their life expectancy an extremely hard to get parts for since the manufacture is no longer in business. The Xylem Flygt pumps were installed in the Crooked Run pump station when it was upgraded and have been reliable pumps. We recommend moving forward with Purchasing the four Xylem Flygt influent pumps at $387,815.00, with the condition of our existing pumps and the lead time of new pumps we feel the sooner the better for this purchase.

If you have any questions or need any further information, please contact me at 540-692-4789.

Thank You.

Front Royal Influent Pump Station Replacement

Small Pumps

Two (2)	Xylem Flygt Model NZ3202.185 Horizontal Dry-Pit Submersible Pump, 460 Hard Iron™ Impeller, 1770 rpm, 60.0 HP, 460 Volt, 3 Phase, 6" Discharge, FLS Leakage Sensor, and 50 feet of Power Cable. Pumps will include Z Stand Suction Unit (with Telescopic opening, Motor Support, and Hardware), Service Cart with Rail, Service Lifting Device, and Drainage Valve Kit.
Two (2)	Xylem Flygt Mini-CAS 120 Module (to be mounted and inserted in Control Panel by Others)
Two (2)	Certified Factory Test Curves
Two (2)	Days Start-up
Notes:	Pumps will be provided with 50 feet of power cable. If additional cable is required, it can be purchased at $71/ft in increments of 65ft and 100ft. After 100ft it can be purchased in 10ft increments.

Large Pumps

Two (2)	Xylem Flygt Model NZ3231/605 Horizontal Dry-Pit Submersible Pump, 680 Hard Iron™ Impeller trimmed to 395mm, 1180 rpm, 90.0 HP, 460 Volt, 3 Phase, 8" Discharge, FLS Leakage Sensor in Junction Chamber and Stator Housing, (3) Stator Thermal Switches, PT100 Stator Temp, PT100 Bearing Temp, (1) 50 foot length Power Cable and (1) 50 foot length Pilot Cable. Pumps WILL include Z Stand Suction Unit (with Motor Support and Hardware), and Service Sled with Rail.
Two (2)	Xylem Flygt Mini-CAS 120 Module (to be mounted and inserted in Control Panel by Others)
Two (2)	Xylem Flygt PT100 Relays (to be mounted and inserted in Control Panel by Others)
Two (2)	Certified Factory Test Curves
Two (2)	Days Start-up

Notes:	Pumps will be provided with 50 feet of power cable and pilot cable. If additional cable is required, it can be purchased at $132/ft in increments of 65ft and 100ft. After 100ft it can be purchased in 10ft increments.
Exclusions:	VFD Controls, Lifting Devices, field fit piping, anchor bolts, spare parts and anything not mentioned above.

PRICE FOB JOBSITE: $387,815

Deduct Small Pump (2) Service Carts: $15,170
Deduct Large Pump (2) Service Carts $21,924

Leadtime: 2 weeks for submittals
Delivery: 14-18 weeks after approval

SMALL PUMP

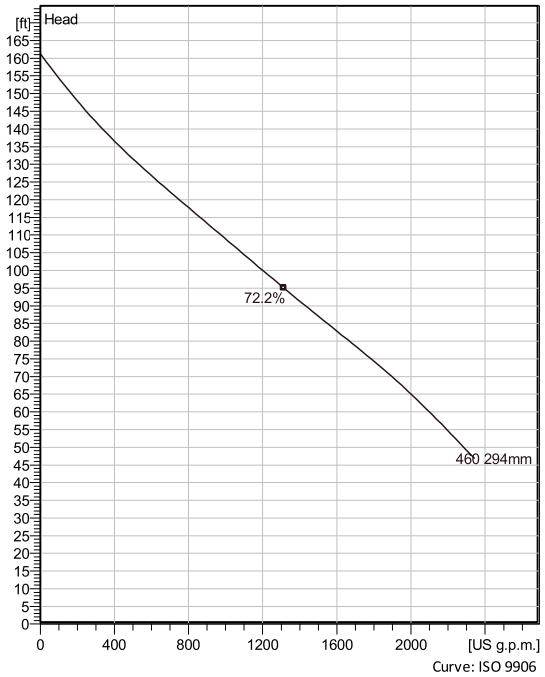
NZ 3202 HT 3~ 460

Patented self cleaning semi-open channel impeller, ideal for pumping in waste water applications. Modular based design with high adaptation grade.

Technical specification



Curves according to: Water, pure Water, pure [100%],39.2 °F,62.43 lb/ft³,1.6888E-5 ft²/s



Curve: ISO 9906

Configuration

Motor number
N3202.185 30-24-4AA-D 60hp

Installation type
Z - Horizontal Permanent, Dry

Impeller diameter
294 mm

Discharge diameter
6 inch

Pump information

Impeller diameter
294 mm

Discharge diameter
6 inch

Inlet diameter
200 mm

Maximum operating speed
1770 rpm

Number of blades
2

Max. fluid temperature
40 °C

Materials

Impeller
Hard-Iron ™

Project		**Created by**	Christine Pennisi		
Block	0	**Created on**	10/20/2022	**Last update**	10/20/2022

NZ 3202 HT 3~ 460

Technical specification

Motor - General

Motor number N3202.185 30-24-4AA-D 60hp	**Phases** 3~	**Rated speed** 1770 rpm	**Rated power** 60 hp
ATEX approved No	**Number of poles** 4	**Rated current** 68 A	**Stator variant** 1
Frequency 60 Hz	**Rated voltage** 460 V	**Insulation class** H	**Type of Duty** S1
Version code 185			

Motor - Technical

Power factor - 1/1 Load 0.91	**Motor efficiency - 1/1 Load** 91.5 %	**Total moment of inertia** 8.83 lb ft²	**Starts per hour max.** 30
Power factor - 3/4 Load 0.88	**Motor efficiency - 3/4 Load** 92.0 %	**Starting current, direct starting** 425 A	
Power factor - 1/2 Load 0.82	**Motor efficiency - 1/2 Load** 92.5 %	**Starting current, star-delta** 142 A	

Project		**Created by**	Christine Pennisi		
Block	0	**Created on**	10/20/2022	**Last update**	10/20/2022

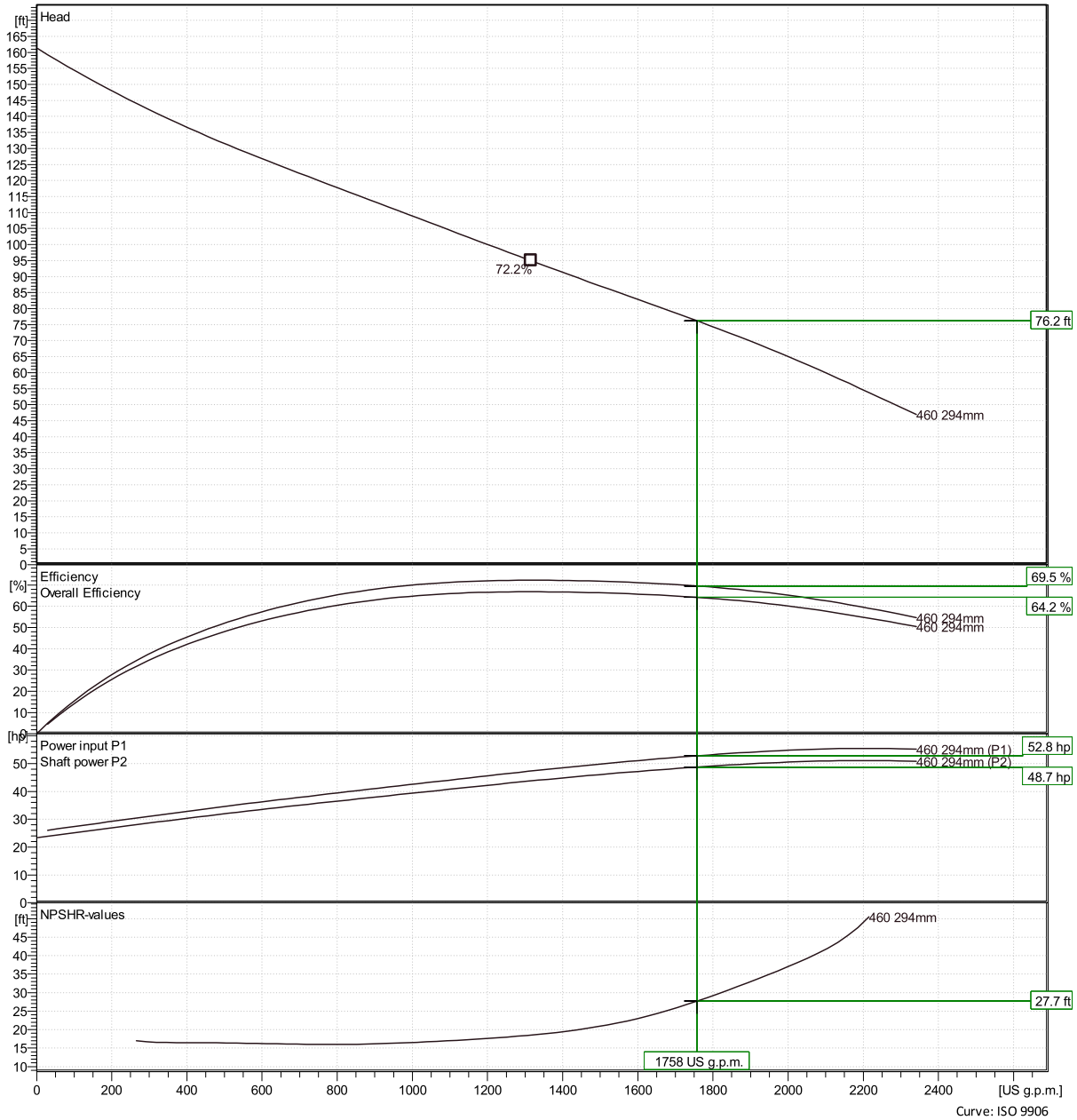
NZ 3202 HT 3~ 460

Performance curve

Duty point

Flow	Head
1760 US g.p.m.	76.2 ft

Curves according to: Water, pure Water, pure [100%],39.2 °F,62.43 lb/ft³,1.6888E-5 ft²/s



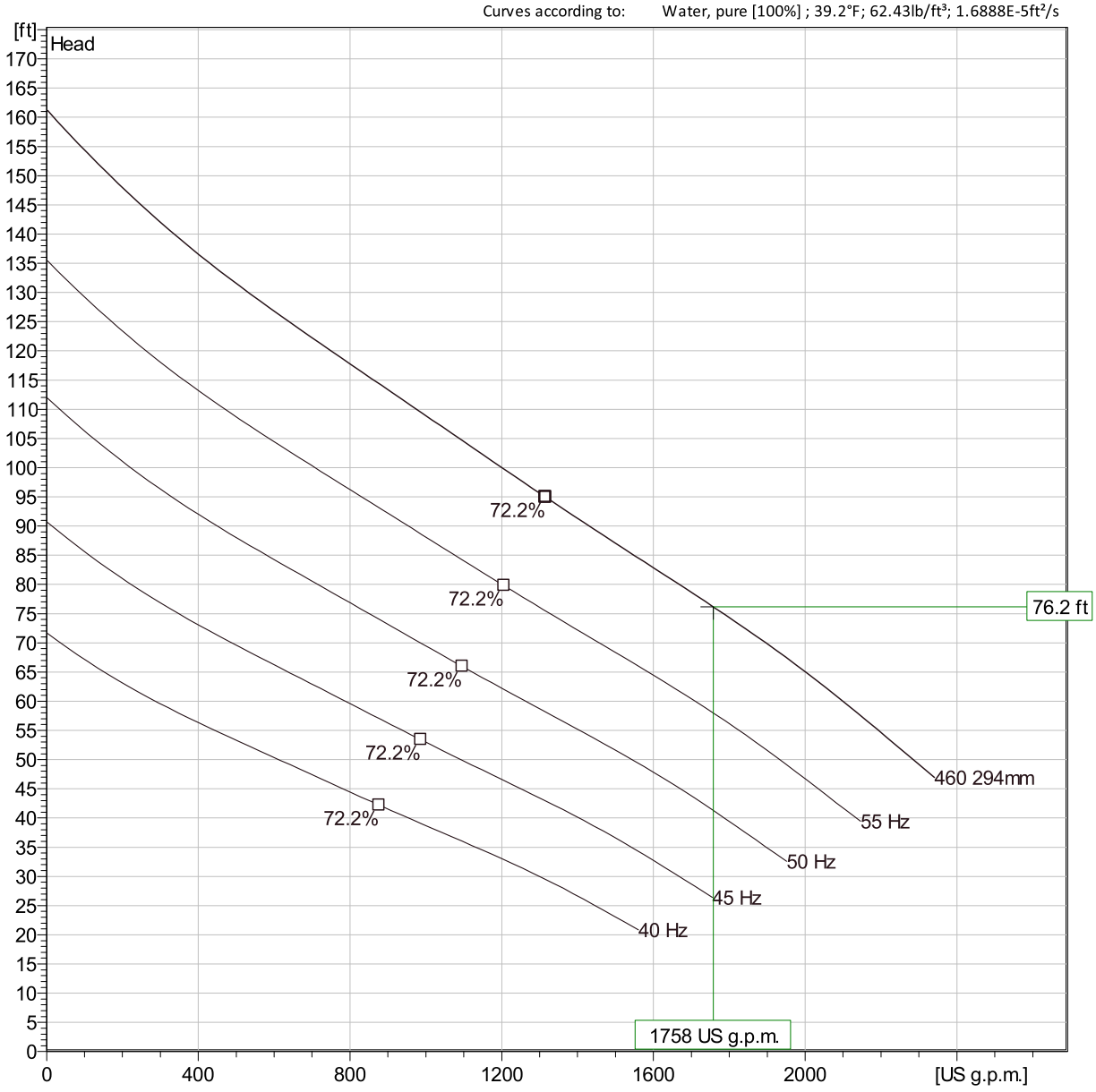
Curve: ISO 9906

			Christine Pennisi		
0		**Created on**	10/20/2022	**Last update**	10/20/2022

NZ 3202 HT 3~ 460

Duty Analysis

Curves according to: Water, pure [100%] ; 39.2°F; 62.43lb/ft³; 1.6888E-5ft²/s



Operating characteristics

Pumps / Systems	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Spec. Energy	NPSHre
	US g.p.m.	ft	hp	US g.p.m.	ft	hp		kWh/US MG	ft
1	1760	76.2	48.7	1760	76.2	48.7	69.5 %	373	27.7

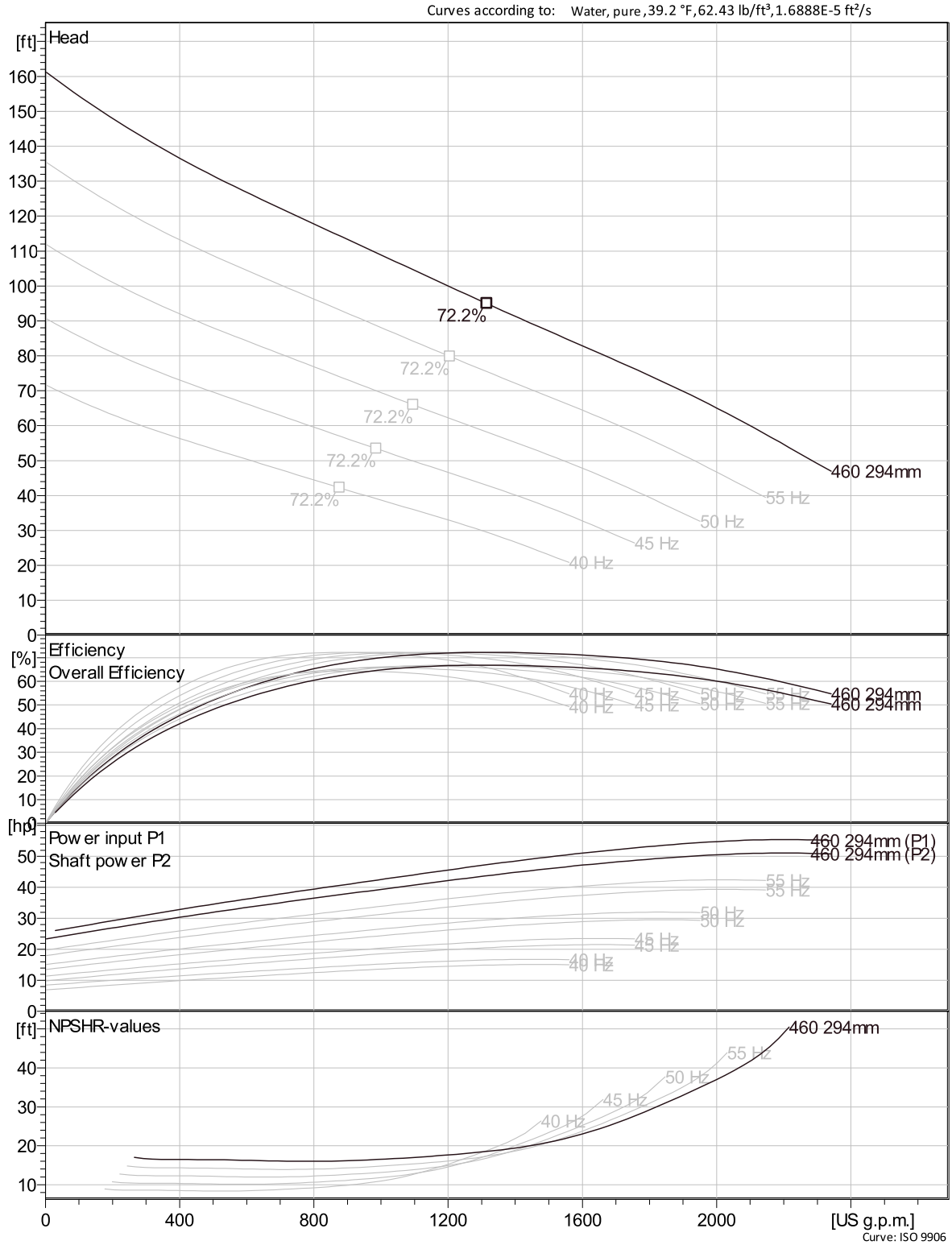
Project		**Created by**	Christine Pennisi		
Block		**Created on**	10/20/2022	**Last update**	10/20/2022

NZ 3202 HT 3~ 460

VFD Curve

FLYGT
a xylem brand

Curves according to: Water, pure ,39.2 °F,62.43 lb/ft³,1.6888E-5 ft²/s



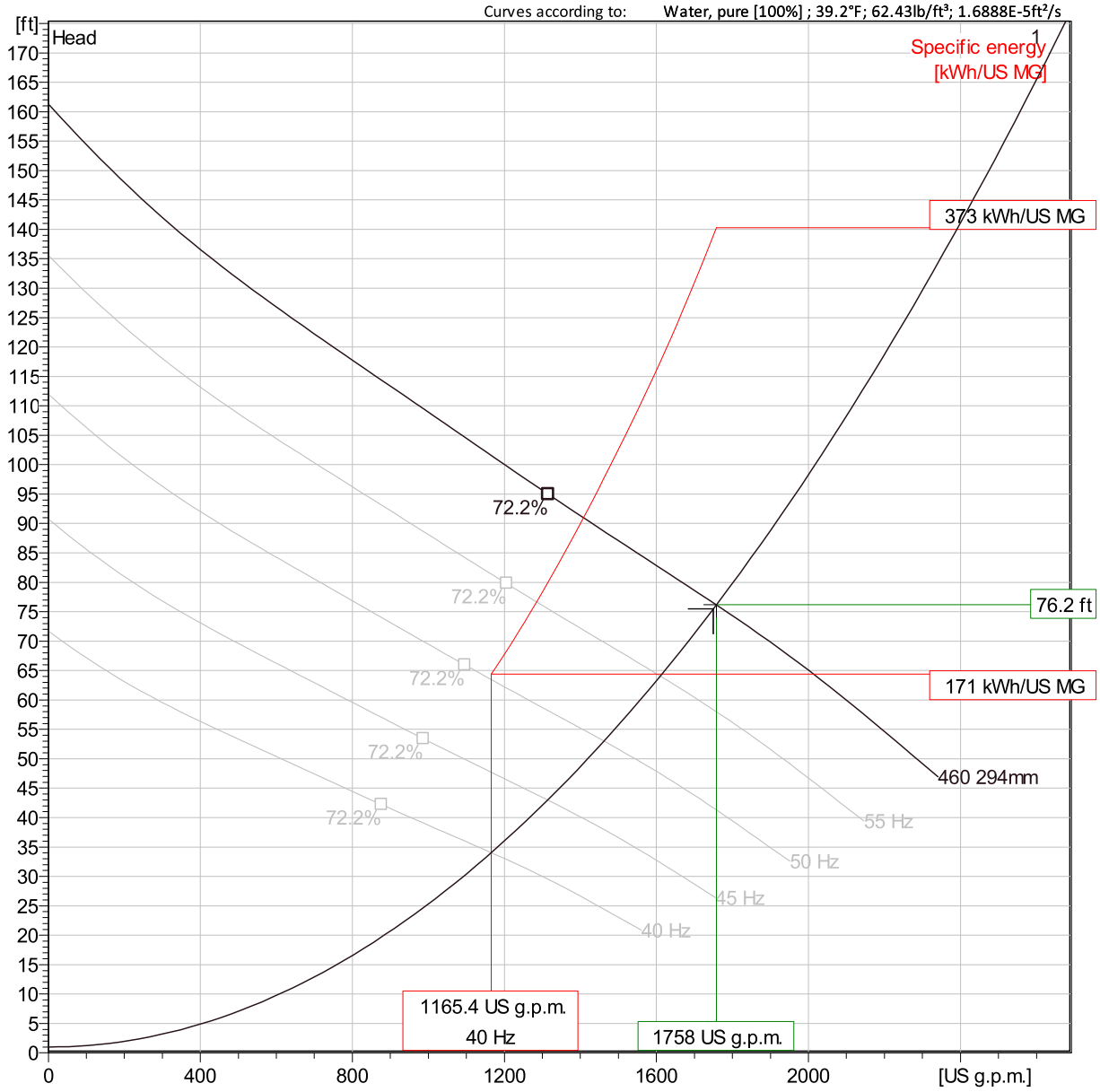
Curve: ISO 9906

Project		**Created by**	Christine Pennisi
Block	0	**Created on**	10/20/2022 **Last update** 10/20/2022

NZ 3202 HT 3~ 460

VFD Analysis

Curves according to: Water, pure [100%] ; 39.2°F; 62.43lb/ft³; 1.6888E-5ft²/s



Operating Characteristics

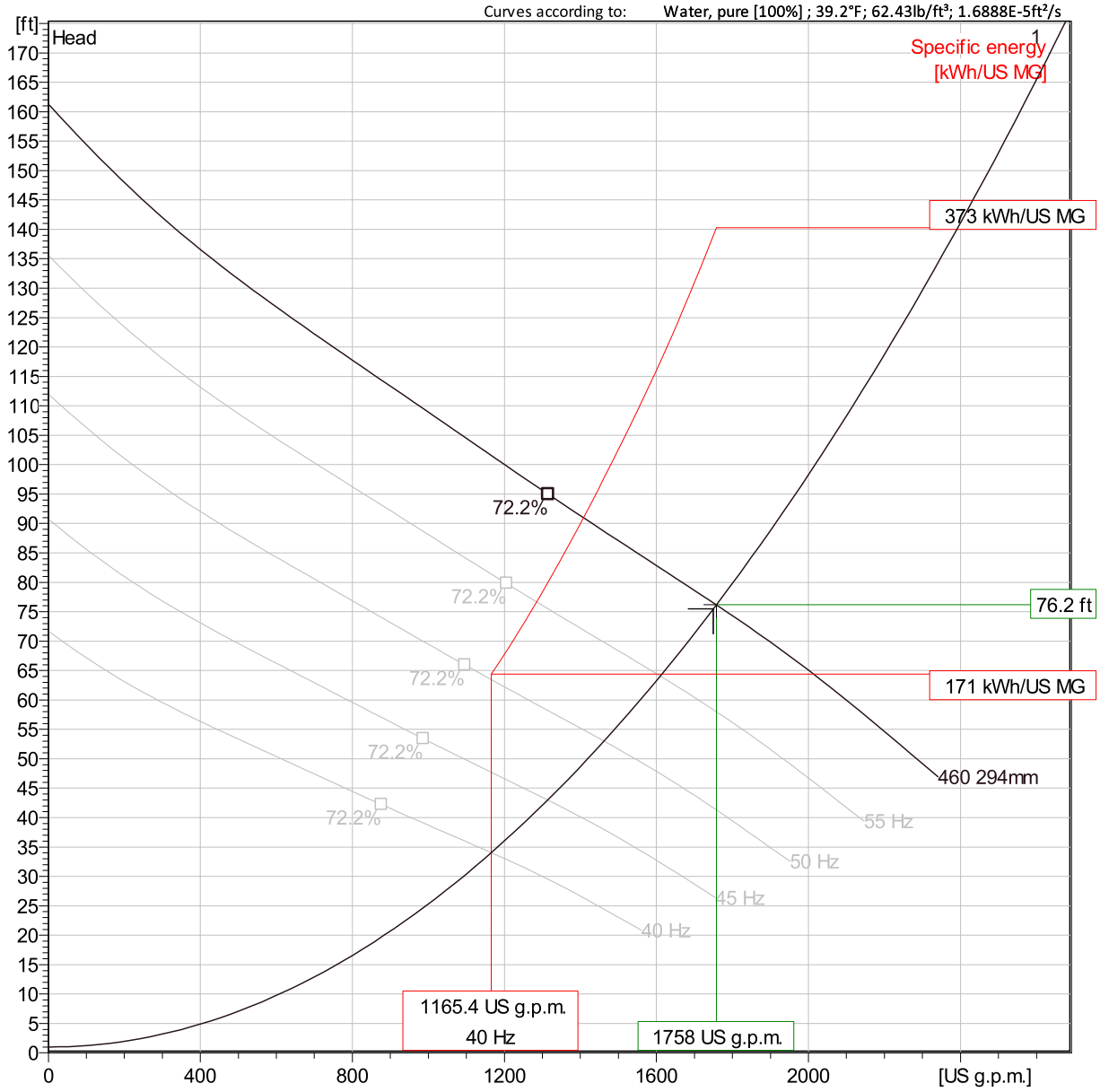
Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Specific energy	NPSHre
		US g.p.m.	ft	hp	US g.p.m.	ft	hp		kWh/US MG	ft
1	60 Hz	1760	76.2	48.7	1760	76.2	48.7	69.5 %	373	27.7
1	55 Hz	1610	64.1	37.5	1610	64.1	37.5	69.5 %	313	24.1
1	50 Hz	1460	53	28.2	1460	53	28.2	69.6 %	260	20.6
1	45 Hz	1310	43	20.5	1310	43	20.5	69.6 %	213	17.4

Project		**Created by**	Christine Pennisi		
Block	0	**Created on**	10/20/2022	**Last update**	10/20/2022

NZ 3202 HT 3~ 460

VFD Analysis

Curves according to: Water, pure [100%] ; 39.2°F; 62.43lb/ft³; 1.6888E-5ft²/s



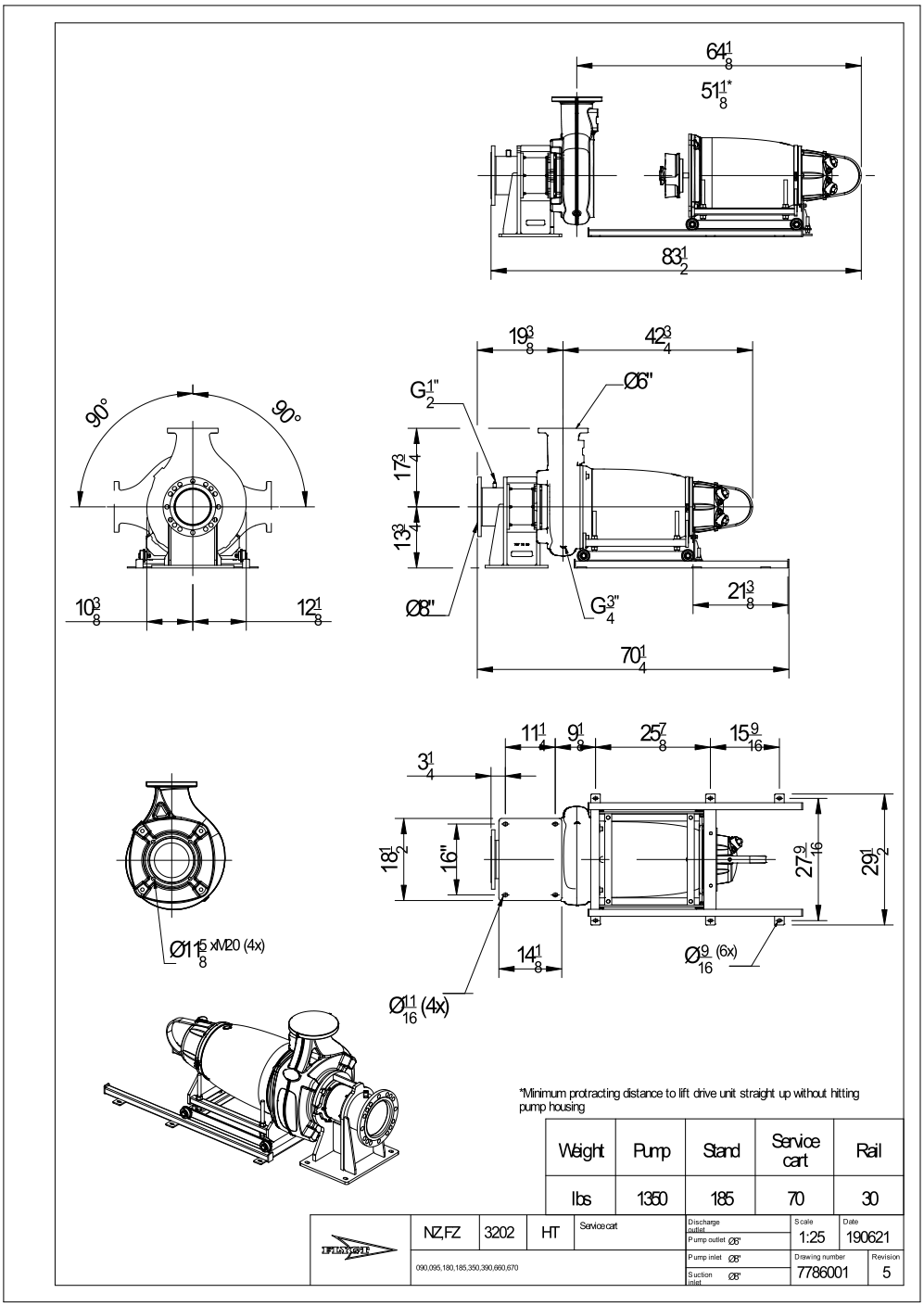
Operating Characteristics

Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Specific energy	NPSHre
		US g.p.m.	ft	hp	US g.p.m.	ft	hp		kWh/US MG	ft
1	40 Hz	1170	34	14.4	1170	34	14.4	69.6 %	171	14.3

Project		**Created by**	Christine Pennisi		
Block	0	**Created on**	10/20/2022	**Last update**	10/20/2022

NZ 3202 HT 3~ 460

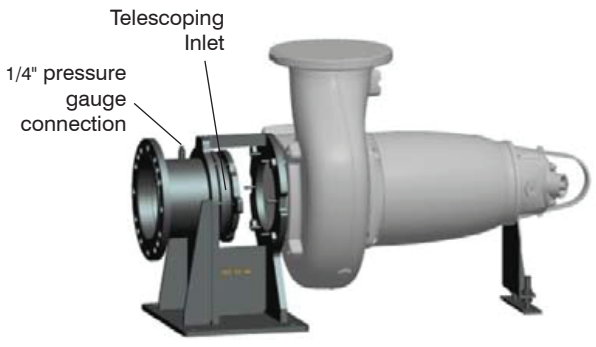
Dimensional drawing

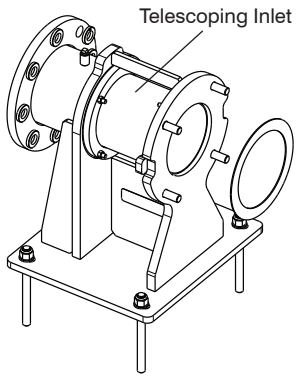


Project		**Created by**	Christine Pennisi
Block	0	**Created on**	10/20/2022 **Last update** 10/20/2022

Z Stand Kits

Model	Version	Description	Steel Part number	SS 316 Part number
3085	MT/SH	Z - Stand Kit	768 23 00	--
3102	LT MT SH	Z - Stand Kit Z - Stand Kit Z - Stand Kit	768 23 11 768 23 10 768 23 10	-- -- --
3127	LT MT HT/SH	Z - Stand Kit Z - Stand Kit Z - Stand Kit	768 23 11 768 23 11 768 23 10	-- -- --
3153	LT 4 pole LT 6 pole MT HT SH	Z - Stand Kit Z - Stand Kit Z - Stand Kit Z - Stand Kit Z - Stand Kit	768 25 03 768 25 04 768 25 00 768 25 01 768 25 02	785 90 03 785 90 04 785 90 00 785 90 01 785 90 02
3171	LT MT HT/SH	Z - Stand Kit Z - Stand Kit Z - Stand Kit	768 25 12 768 25 11 768 25 10	785 90 12 785 90 11 785 90 10
3202	LT MT 4 pole MT 6 pole HT SH	Z - Stand Kit Z - Stand Kit ~~Z - Stand Kit~~ Z - Stand Kit ~~Z - Stand Kit~~	768 25 23 768 25 21 ~~768 25 22~~ 768 25 21 ~~768 25 20~~	785 90 23 785 90 21 ~~785 90 22~~ 785 90 21 ~~785 90 20~~
3301	LT 6 pole LT 8 pole MT HT	Z - Stand Kit Z - Stand Kit Z - Stand Kit Z - Stand Kit	768 25 33 768 25 34 768 25 32 768 25 31	785 90 33 785 90 34 785 90 32 785 90 31
3315	LT 6 pole LT 8 pole MT HT	Z - Stand Kit Z - Stand Kit Z - Stand Kit Z - Stand Kit	768 25 37 768 25 38 768 25 36 768 25 35	785 90 37 785 90 38 785 90 36 785 90 35



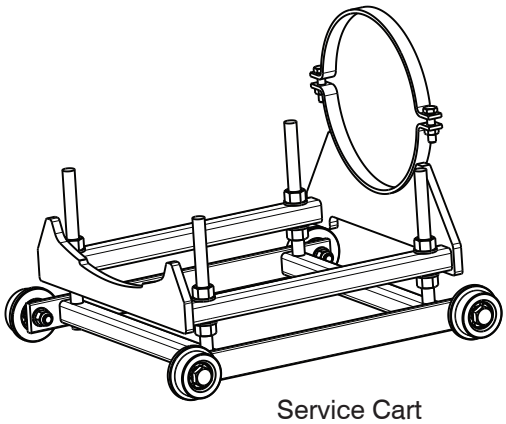


NZ Accessories

Service Carts

Model	Description	Material	Part number
3153	Service Cart	Steel	767 40 00
		SS 316	767 40 10
3171	Service Cart	Steel	767 44 00/01
		SS 316	767 44 10/11
3202	Service Cart	~~Steel~~	~~767 48 00/01~~
		SS 316	767 48 10/11
3301	Service Cart	Steel	767 52 00/01
		SS 316	767 52 10/11
3315	Service Cart	Steel	767 52 01
		SS 316	767 52 11

Part numbers ending in 00 & 10 are for pumps with standard motors.
Part numbers ending in 01 & 11 are for pumps with extended premium efficiency motors.

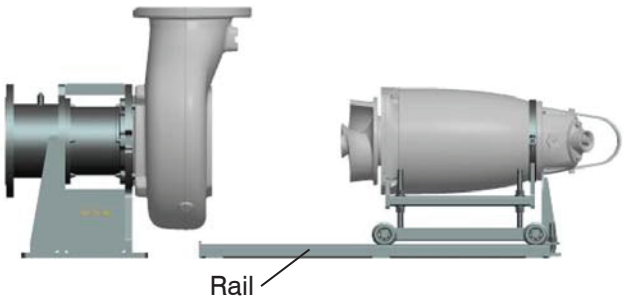


Service Cart

Service Cart Rails

Model	Description	Material	Part number
3153	Rail	Steel	767 43 00
		SS 316	767 43 10
3171	Rail	Steel	767 47 00/01
		SS 316	767 47 10/11
3202	Rail	~~Steel~~	~~767 51 00/01~~
		SS 316	767 51 10/11
3301	Rail	Steel	767 55 00/01
		SS 316	767 55 10/11
3315	Rail	Steel	767 55 02
		SS 316	767 55 12

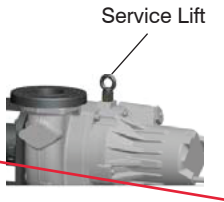
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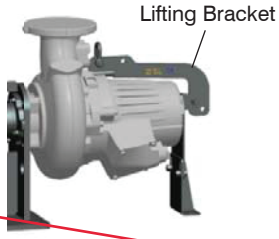
Z Accessories

Pump Lifting Devices

Model	Description	Part number
3085	Service Lift	768 21 00
3102 **3127**	Service Lifting Bracket	768 56 00



3085



3102 & 3127

Model	Description	Part number
3153 **3171** **3202**	Service Lifting Device	768 48 00
3301 **3315**	Service Lifting Device	768 48 01

All components below are included in kit.









Lifting complete pump



Lifting drive unit only

Z Accessories

Drainage Valve Kit

Model	Version	Description	Part number
3085	MT/SH	Volute Drainage Valve Kit (with 3/4" hose connection)	768 49 01
3102	LT MT/SH		
3127	LT MT HT/SH		
3153 - 3315	LT MT HT SH	Volute Drainage Valve Kit (with 3/4" hose connection)	768 49 00



LARGE PUMP

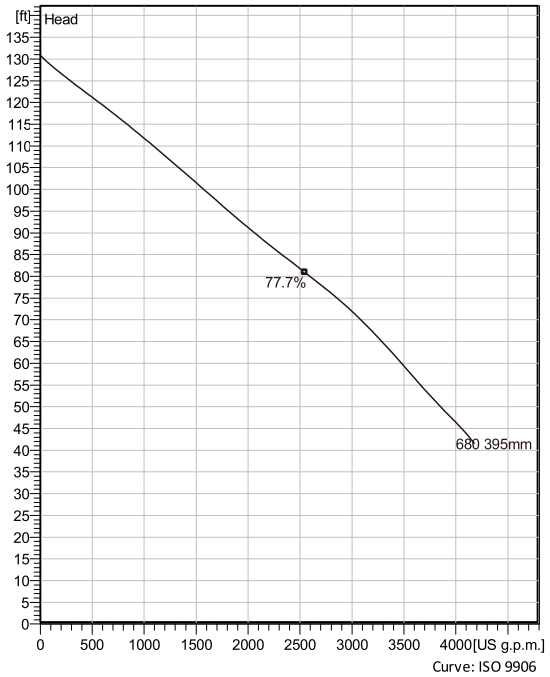
NZ 3231/605 3~ 680

Patented self cleaning semi-open channel impeller, ideal for pumping in waste water applications. Modular based design with high adaptation grade.

Technical specification



Curves according to: Water, pure Water, pure [100%],39.2 °F,62.43 lb/ft³,1.6888E-5 ft²/s



Curve: ISO 9906

Configuration

Motor number
N0605.000 35-29-6AA-D 90hp

Installation type
Z - Horizontal Permanent, Dry

Impeller diameter
395 mm

Discharge diameter
8 inch

Pump information

Impeller diameter
395 mm

Discharge diameter
8 inch

Inlet diameter
250 mm

Maximum operating speed
1180 rpm

Number of blades
3

Max. fluid temperature
40 °C

Materials

Impeller
Grey cast iron

Project		**Created by**	Christine Pennisi		
Block	0	**Created on**	10/20/2022	**Last update**	10/20/2022

NZ 3231/605 3~ 680

Technical specification

Motor - General

Motor number N0605.000 35-29-6AA-D 90hp	**Phases** 3~	**Rated speed** 1180 rpm	**Rated power** 90 hp
ATEX approved No	**Number of poles** 6	**Rated current** 115 A	**Stator variant** 1
Frequency 60 Hz	**Rated voltage** 460 V	**Insulation class** H	**Type of Duty**
Version code 000			

Motor - Technical

Power factor - 1/1 Load 0.81	**Motor efficiency - 1/1 Load** 91.0 %	**Total moment of inertia** 35.5 lb ft²	**Starts per hour max.** 0
Power factor - 3/4 Load 0.76	**Motor efficiency - 3/4 Load** 91.5 %	**Starting current, direct starting** 685 A	
Power factor - 1/2 Load 0.66	**Motor efficiency - 1/2 Load** 91.0 %	**Starting current, star-delta** 228 A	

Project		**Created by**	Christine Pennisi		
Block	0	**Created on**	10/20/2022	**Last update**	10/20/2022

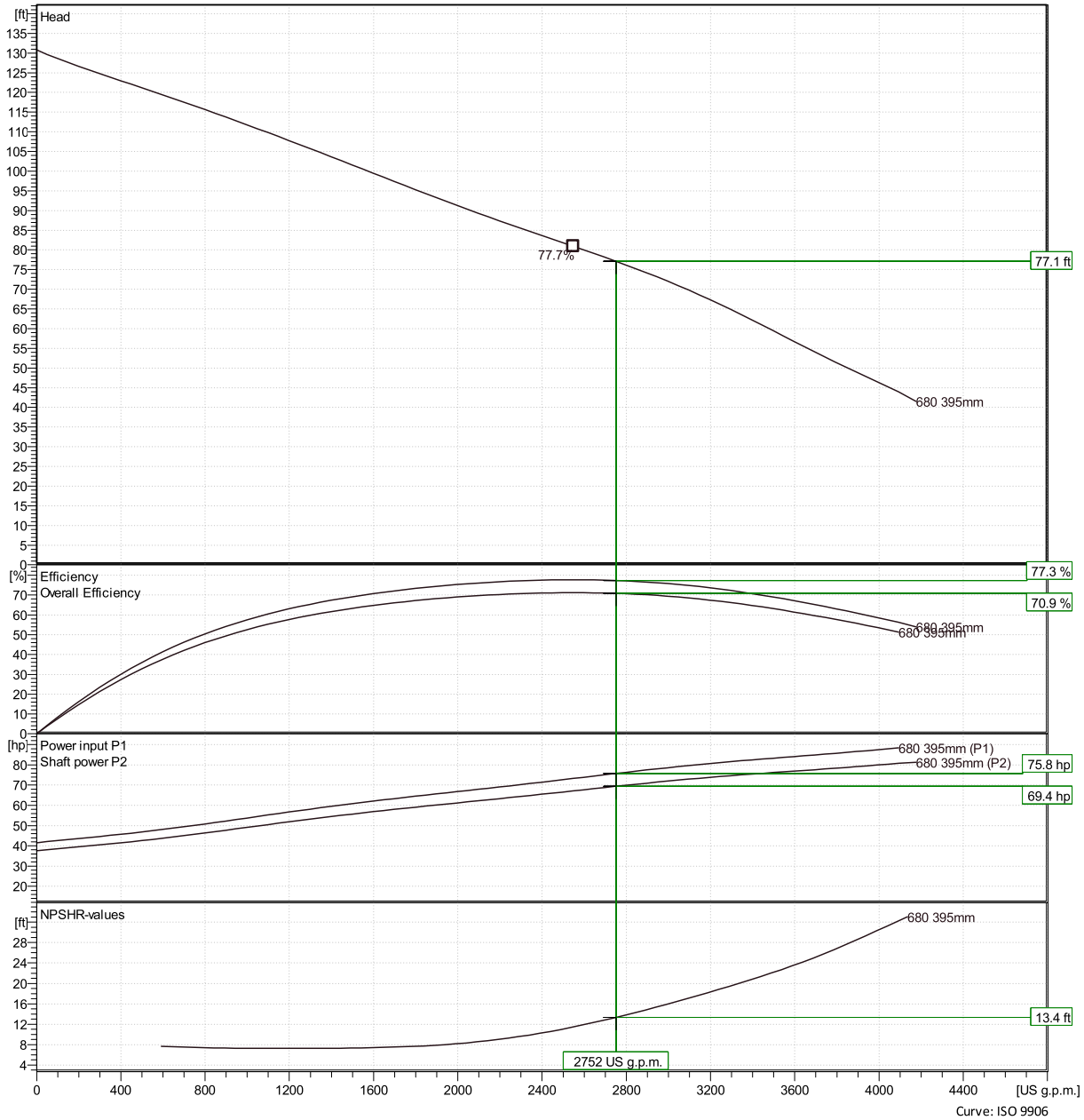
NZ 3231/605 3~ 680

Performance curve

Duty point

Flow	Head
2750 US g.p.m.	77.1 ft

Curves according to: Water, pure Water, pure [100%],39.2 °F,62.43 lb/ft³,1.6888E-5 ft²/s



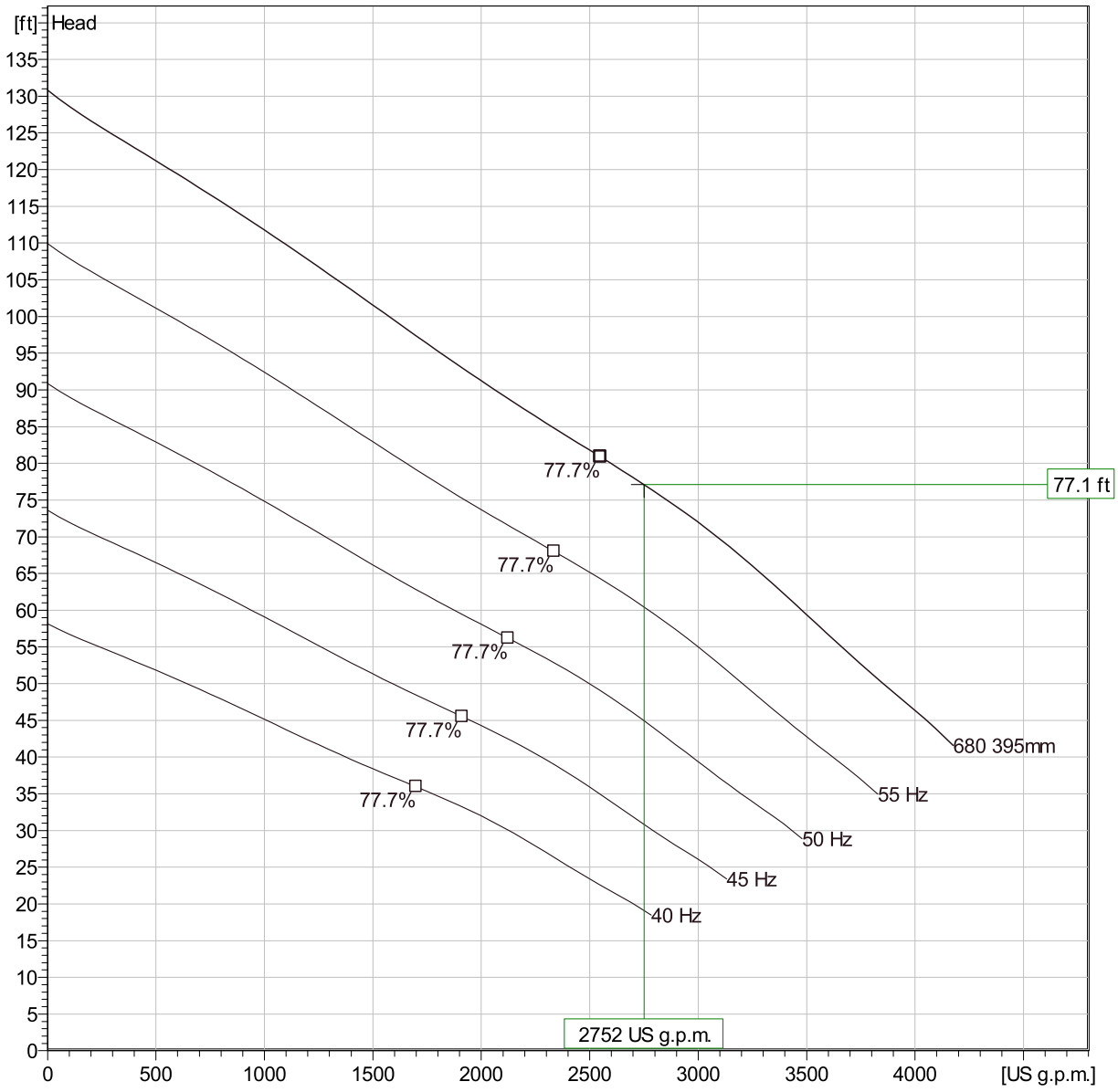
Curve: ISO 9906

			Christine Pennisi		
0		**Created on**	10/20/2022	**Last update**	10/20/2022

NZ 3231/605 3~ 680

Duty Analysis

Curves according to: Water, pure [100%] ; 39.2°F; 62.43lb/ft³; 1.6888E-5ft²/s



Operating characteristics

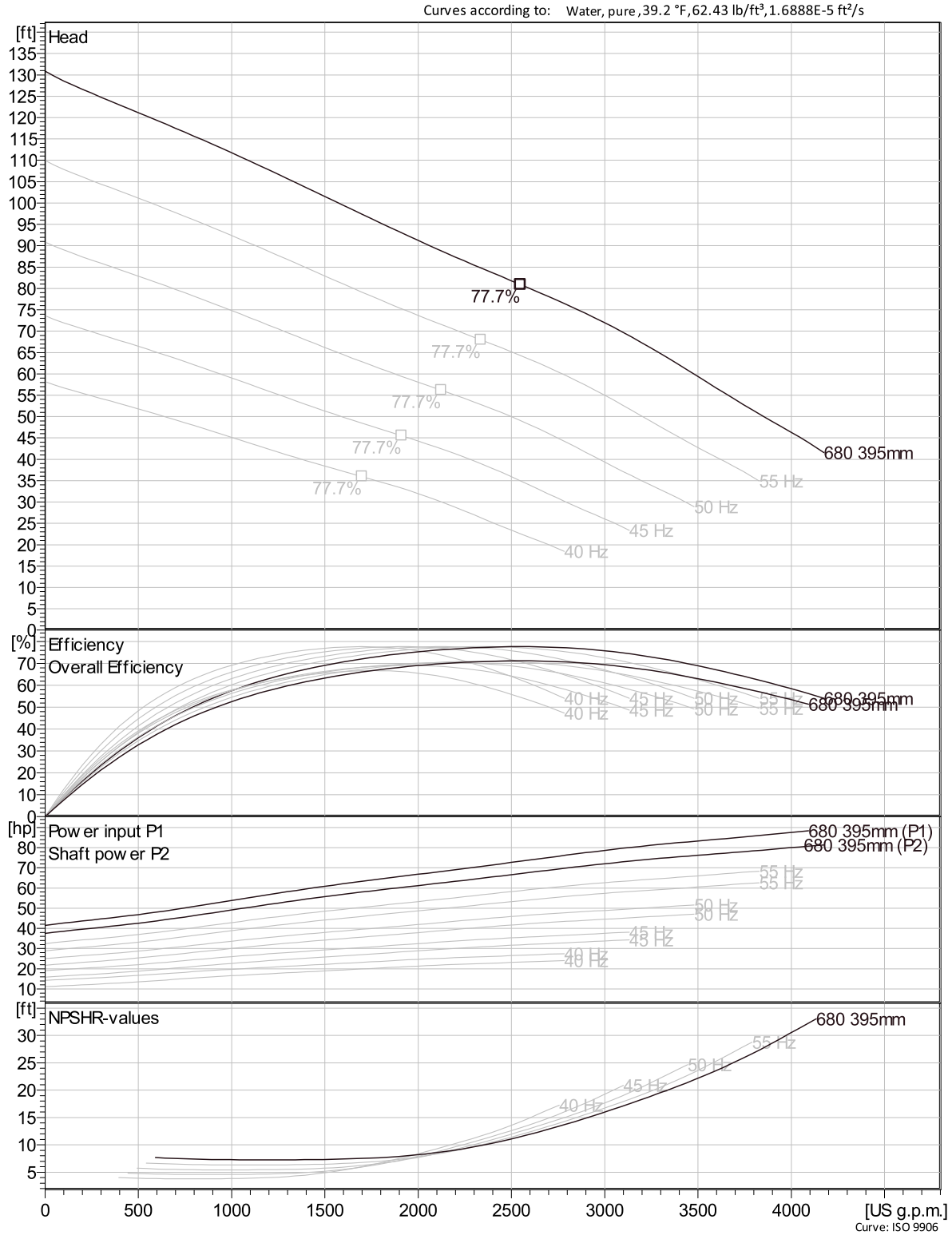
Pumps / Systems	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Spec. Energy	NPSHre
	US g.p.m.	ft	hp	US g.p.m.	ft	hp		kWh/US MG	ft
1	2750	77.1	69.4	2750	77.1	69.4	77.3 %	342	13.4

Project		**Created by**	Christine Pennisi		
Block		**Created on**	10/20/2022	**Last update**	10/20/2022

NZ 3231/605 3~ 680

VFD Curve

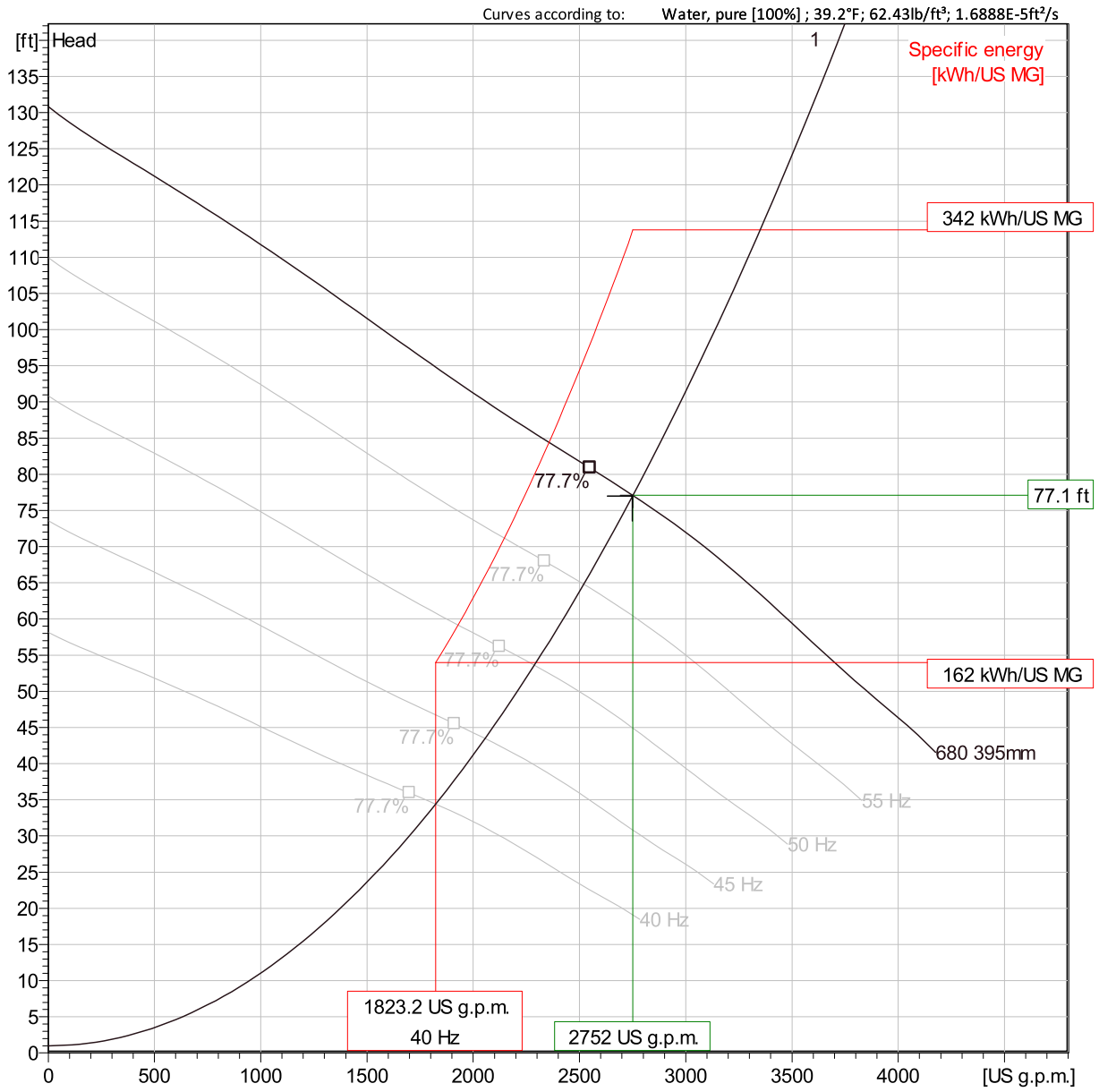
Curves according to: Water, pure ,39.2 °F,62.43 lb/ft³,1.6888E-5 ft²/s



Project		**Created by**	Christine Pennisi
Block	0	**Created on**	10/20/2022 **Last update** 10/20/2022

NZ 3231/605 3~ 680

VFD Analysis



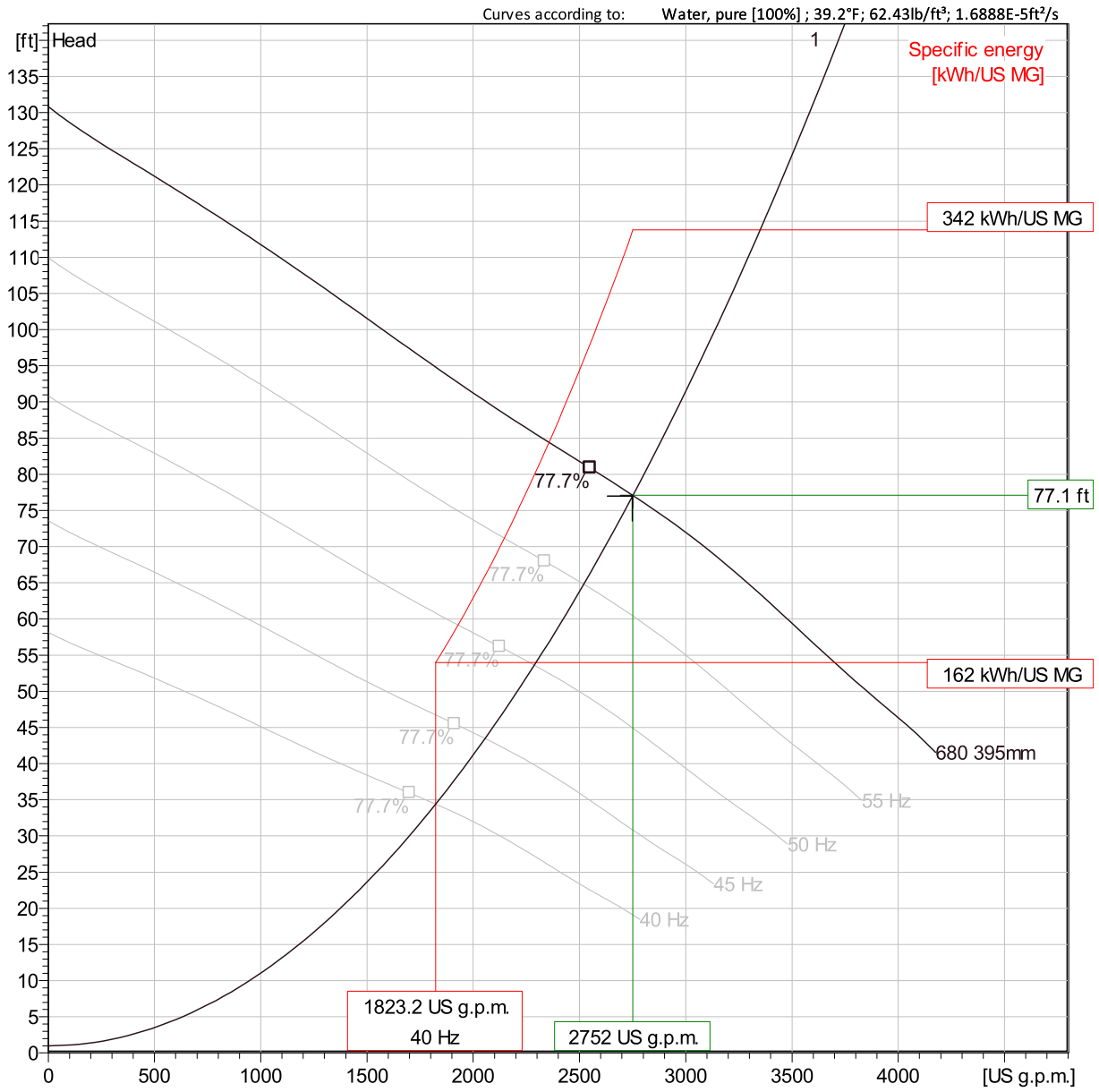
Operating Characteristics

Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Specific energy	NPSHre
		US g.p.m.	ft	hp	US g.p.m.	ft	hp		kWh/US MG	ft
1	60 Hz	2750	77.1	69.4	2750	77.1	69.4	77.3 %	342	13.4
1	55 Hz	2520	64.8	53.4	2520	64.8	53.4	77.4 %	288	11.6
1	50 Hz	2290	53.6	40.1	2290	53.6	40.1	77.4 %	240	9.93
1	45 Hz	2060	43.5	29.2	2060	43.5	29.2	77.4 %	198	8.36

Project		**Created by**	Christine Pennisi		
Block	0	**Created on**	10/20/2022	**Last update**	10/20/2022

NZ 3231/605 3~ 680

VFD Analysis



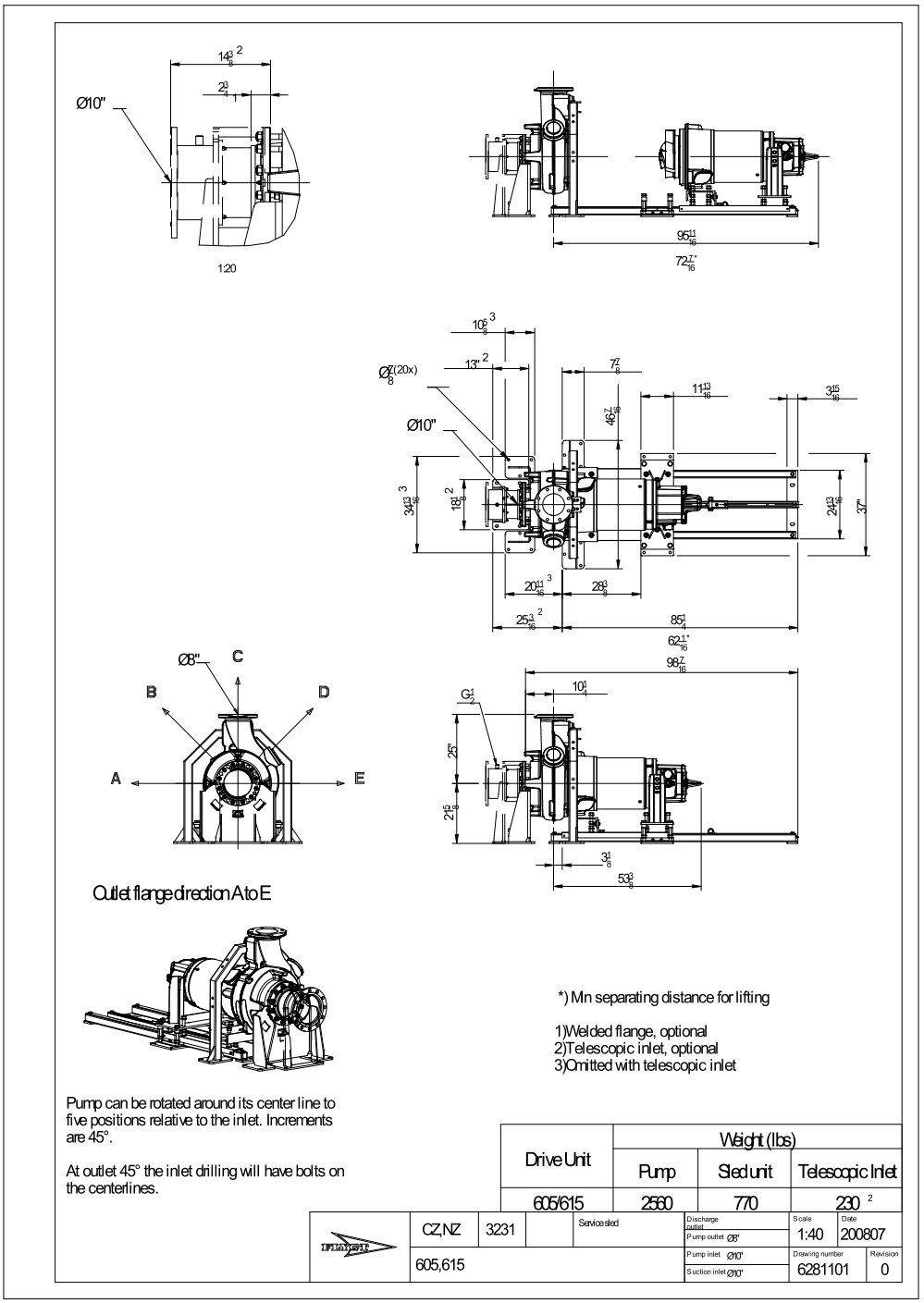
Operating Characteristics

Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr.eff.	Specific energy	NPSHre
		US g.p.m.	ft	hp	US g.p.m.	ft	hp		kWh/US MG	ft
1	40 Hz	1820	34.4	20.5	1820	34.4	20.5	77.4 %	162	6.89

Project		**Created by**	Christine Pennisi		
Block	0	**Created on**	10/20/2022	**Last update**	10/20/2022

NZ 3231/605 3~ 680

Dimensional drawing



Drive Unit	Weight (lbs)		
	Pump	Sled unit	Telescopic Inlet
605/615	2560	770	230 [2]

CZ,NZ	3231		Service sled	Discharge outlet Pump outlet Ø8"	Scale 1:40	Date 200807	
605,615				Pump inlet Ø10" Suction inlet Ø10"	Drawing number 6281101	Revision 0	

Project		**Created by**	Christine Pennisi
Block	0	**Created on**	10/20/2022 **Last update** 10/20/2022

Flygt Horizontal installation

Dry Z installation, 3231 - 3800 pumps

The Flygt Z horizontal pump installation offers operational advantages in pump stations with dry installed pumps. Service is simplified with the optional service sled, lifting device and service opening,



Pump with Z stand

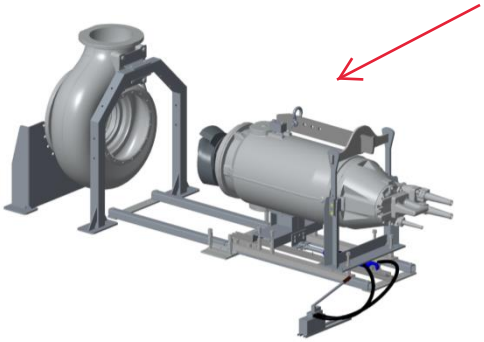
Pump operation

- Built-in cooling of the pump motor minimizes the power consumption and noise of ventilation fans.
- Cooling is independent of the ambient air temperature.
- Leakage free pump operation. There is no external shaft seal that can leak waste water into the pump room.
- Flood proof motor. The submersible pump keeps working should the pump room get flooded.

Standard offer

The sturdy stand is designed to take all static and dynamic loads, limiting vibration and noise.

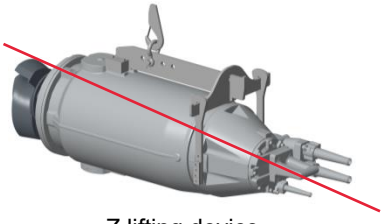
- The pump outlet direction can be rotated in steps depending on the drive unit bolt pattern.
- A weld flange is included if needed for adjustment to any other angle of the pump outlet. The flange is welded to the suction pipe.
- Chemical anchor bolts are included with the Z stand.



Z sled and tracks with hydraulic unit

Options

- Z-sled and tracks for convenient service access to the impeller and shaft seal. The Z sled is moved on low friction tracks with a hydraulic unit with hand pump and cylinder .
- Service lifting device for safe handling of the drive unit and impeller. It is adjustable for the drive unit and impeller.



Z lifting device

Technical data

- CE approved lifting equipment.
- Please see the pump dimensional drawing for outlet rotation angles.
- Material:
  - Hot dip galvanized steel.
  - Tracks covered with low friction polymer

- The Z installation stand and options are ordered and factory installed on new Z 3231 – 3800 pumps.
- Retrofit part numbers: see table on page 2

Xylem
4828 Parkway Plaza Blvd., Suite 200
Charlotte, NC 28217
www.xylem.com

Flygt Horizontal installation
Dry Z installation, 3231 - 3800 pumps

Retrofit components

Flygt Pump	Drive unit				
	605/615	665/675	705/715 706/716	735/745 736/746	765/775 766/776
	Z sled and tracks, part number				
3231	802 35 00	802 35 01	802 35 02	802 35 03	802 35 04
3306	802 35 00	802 35 01	802 35 02	802 35 03	802 35 04
3312			802 35 02	802 35 03	802 35 04
3356	802 65 00	802 65 01	802 65 02	802 65 03	802 65 04
3400			802 50 00	802 50 01	802 50 02
3501			802 50 00	802 50 01	802 50 02
3531			802 50 00	802 50 01	802 50 02
3602				802 80 00	802 80 01
Hydraulic unit	85 02 29	85 02 29	85 02 29	85 02 29	85 02 29

Flygt Pump	Drive unit							
	805/815 806/816	835/845 836/846	862/872 865/875 866/876	882/892 885/895 886/896	905/915 906/916	935/945 950/960	965/975 985/995	988/998
	Z sled and tracks, part number							
3240	802 70 00	802 70 01	802 70 02	802 70 03				
3312		802 70 01	802 70 02	802 70 03				
3400	802 60 00	802 60 01	802 60 02	802 60 03				
3351	802 60 00	802 60 01	802 60 02	802 60 03	802 75 00	802 75 01	802 75 02	802 75 03
3531	802 60 00	802 60 01	802 60 02	802 60 03	802 75 00	802 75 01	802 75 02	802 75 03
3602	802 95 00	802 95 01	802 95 02	802 95 03	803 00 00	803 00 01	803 00 02	803 00 03
N 3800					802 85 00	802 85 01	802 85 02	802 85 03
C 3880					802 85 04	802 85 05	802 85 06	802 85 07
Hydraulic unit	85 02 29	85 02 29	85 02 29	85 02 16	85 02 16	85 02 16	85 02 42	85 02 42

Flygt Drive unit	7X5	7X6	805-862, 865, 872, 875 905-915	863, 866, 873, 876-896 935-998
Lifting device, part number	803 35 02	803 35 01	802 66 01	802 66 00

Xylem
4828 Parkway Plaza Blvd., Suite 200
Charlotte, NC 28217
www.xylem.com

Work Session Agenda Statement

Item # 4

Meeting Date: November 14, 2022

Agenda Item: Resolution to update Employee Handbook to add Juneteenth Holiday

Summary: Juneteenth is a federal holiday in the United States commemorating the emancipation of enslaved African Americans. June 19th was first recognized as a federal holiday on June 17, 2021, when President Joe Biden signed the Juneteenth National Independence Day Act into law. Council is requested to approve an update to the Town of Front Royal Employee Handbook to add Juneteenth, June 19th, to the list of current holidays listed in Chapter 5.IV Holiday Leave.

Budget/Funding: Salary/benefits additional expense of approximately $5,000 for expense associated with employees that are required for essential services.

Staff Recommendation: Staff recommends approval as presented under the Consent Agenda of the 28th regular council meeting.

RESOLUTION

JUNETEENTH AS A HOLIDAY FOR TOWN EMPLOYEES

WHEREAS, Juneteenth is a federal holiday in the United States commemorating the emancipation of enslaved African Americans. June 19th was first recognized as a federal holiday on June 17, 2021, when President Joe Biden signed the Juneteenth National Independence Day Act into law; and,

WHEREAS, Juneteenth shall be added to the list of current holidays listed in the Front Royal Employee Handbook Chapter 5.IV Holiday Leave, and,

NOW THEREFORE BE IT RESOLVED, that the Mayor and the Town Council approve Juneteenth, June 19th, as an additional holiday for Town Employees and to include the holiday in the Front Royal Employee Handbook.

APPROVED:

_____
Chris W. Holloway, Mayor

ATTEST:

_____
Tina L. Presley, Clerk of Council

This Resolution was approved at the Regular Meeting of the Town of Front Royal, Virginia Town Council conducted on _____, 2022 upon the following recorded vote:

Lori A. Cockrell	__Yes __No	Gary L. Gillispie	__Yes __No
Letasha T. Thompson	__Yes __No	Amber F. Morris	__Yes __No
Zachary Jackson	__Yes __No	Duane R. "Skip" Rogers	__Yes __No

****

Approved as to Form and Legality:

_____

George Sonnett, Deputy Town Attorney Dated: _____

DRAFT

Work Session Agenda Statement

Item #5

Meeting Date: November 14, 2022

Agenda Item: Request to Transfer Retired Bucket Truck to Warren County Public Works

Summary: The Warren County Public Works Maintenance Division is requesting an asset transfer of a 1999 C8500 Bucket Truck that was retired by the Town's Energy Services Department in 2021. If transferred, the Bucket Truck, would assist the Warren County Public Works Department in their regular maintenance of parks, athletic fields & schools.

Fleet Maintenance Director Don McPaters estimated the worth at $15,000

Budget/Funding: N/A

Staff Recommendation: Council takes desired action

COUNTY OF WARREN

County Administrator's Office
Warren County Government Center
220 North Commerce Avenue, Suite 100
Front Royal, Virginia 22630
Phone: (540) 935-7649
FAX: (540) 636-6066
Email: mcoffelt@warrencountyva.net

Michael D. Coffelt
Deputy Director of Public Works

October 18, 2022

BOARD OF SUPERVISORS

*****

CHAIR
Cheryl L. Cullers
South River District

VICE CHAIR
Delores R. Oates
North River District

Jerome K. Butler
Happy Creek District

Vicky L. Cook
Fork District

Walter J. Mabe
Shenandoah District

*****

Dr. Edwin C. Daley
County Administrator

Front Royal Town Council
102 E Main Street
Front Royal, VA 22630
Attn: Tina Presley
Clerk of Council

RECEIVED
OCT 21 2022
Town of Front Royal
Town Manager's Office

RE: Aged Asset

Ms. Presley,

I am reaching out to you regarding the 1999 C8500 bucket truck that was retired in your fleet. I respectfully request the Town of Front Royal consider the transfer this aged asset to the County of Warren for use in our community.

As you know the Warren County Public Works, Maintenance division maintains public property in Warren County and within Town limits, like many of the parks, athletic fields and the schools landscaping. These areas are utilized by our own residents, neighboring counties and schools, as well as an influx of guests to the Valley at various times of the year. The addition of a bucket truck to our fleet would allow the County to perform our regular maintenance of athletic field lights and scoreboards, as well aid in the safety and beautification of our park systems.

Currently, the Maintenance division must rent a bucket truck when one is required to complete a project. As I'm sure you have experienced in today's environment, the open availability of all equipment has generally decreases while the costs have significantly increased. The transfer of this asset would offer the County Maintenance division a valuable resource to serve our shared community.

Please let me know any additional information is required for review or if this request should be submitted in another format. Thank you in advance for your consideration,

Sincerely,

Michael Coffelt
Deputy Director of Public Works

Work Session Agenda Statement

Item #6

Meeting Date: November 14, 2022

Agenda Item: Capital Improvement Program Update

Summary: Council approved the FY 2023 Capital Improvement Plan on 4/25/22. The attached Updates provide an overview of the progress on these approved Capital Improvement projects as we approach the middle of the fiscal year.

Task orders, funding agreements, and/or bid advertisements/awards have been completed or are in progress for all active General Fund Streets, General Fund Fleet, Water/Sewer and Electric Fund projects. In addition, of the 24 streets included in the FY 2023 Paving Program, only 7 remain to be completed. These remaining streets should be completed by mid-December.

The CIP is updated on an annual basis, so capital projects can be removed when they are completed or as priorities change. Once adopted, capital project priorities may change throughout the year based on changing circumstances.

Attachments:

- **FY 23 - Capital Improvements-Update**
- **FY 23 Paving Program**

FY 2023 Capital Improvements-Update

Fund	Project	FY23 Budget	Prior Funding	Total Project Cost	Status
General Fund Streets	Primary Paving Plan	$172,610	$195,565	$1,899,861	To be completed during final paving mobilization (Mid December 2022)
General Fund Streets	Secondary Paving Plan (Including New Sidewalk Installation)	$264,350	$2,113,498	$8,326,438	Completed
General Fund Streets	8th Street Bridge Replacement	$500,000		$1,380,000	Funding Agreement with VDOT has been signed
General Fund Fleet	Rehabilitation of Fleet Maintenance Building	Debt Service	$174,933	$1,780,100	Bid Specifications being Finalized
Water	Switch Gear Raw Water Pump Station & VFD	$100,000		$500,000	Funding to be accumulated over next 5 years.
Water	Clearwell 1 & 2 Upgrade	$150,000	$40,000	$490,000	Task order issued to Consultant for inspection; Proposal expected in early December
Water	John Marshall Highway Improvements	$450,000		$450,000	Council approved contract for project 9/26/22; Contractor currently ordering materials
Water	Water Line Upgrades (Braxton Rd./ Manassas Ave.)	$290,000	$614,000	$2,985,000	Council approved contract 8/29/22; Material on order for planned start date in early January 2023 (anticipated completion-3 months).
Sewer	Inflow & Infrastructure Abatement (Loan to advance for consent order)	$217,050	$8,000,000	$10,617,050	Bid Opening 10/26/22; Bid approval by Council in December
Electric	Happy Creek Substation Expansion	$200,000		$1,000,000	Funding to be accumulated over next 3 years
Electric	Kendrick Substation Transformer Replacements	$183,334	$75,000	$625,000	Order has been placed; expected delivery in August 2023
Electric	Manassas Ave. Substation Transformer Replacements	$177,500	$210,000	$565,000	Funding to be accumulated; Project bid to be advertised in July 2023
Electric	Automated Metering Infrastructure (AMI)	$500,000	$207,000	$1,707,000	Funding to be accumulated; Anticipate total funding by FY 2025
Total Amount		**$ 3,204,844**	$11,629,996	$ 32,325,449	

Project Discussion

General Fund Streets ($2.5M)

The **8th Street Bridge Replacement** project would replace the existing low water bridge that was constructed in 1965, to address ongoing flooding and maintenance issues. Funds will be accumulated over the next three years for the project, with construction taking place once the total project amount has been accumulated.

General Fund Fleet ($1.7M)

The **Rehabilitation of the Fleet Maintenance Building** project includes the addition of 9,732 square feet to the existing Fleet Maintenance building to provide adequate workspace that will accommodate the larger vehicles, and eliminate the need for staff to work on vehicles outside, which can be problematic in inclement weather.

Water ($1.5M)

Replacement of pumps at raw water pump station includes the replacement of three pumps that have been in service for 24 years and showing wear, with limited opportunities for additional maintenance/repair. The **Clearwell 1 & 2 Upgrade** will complete the maintenance and repairs identified in the Dixon Engineering and Inspection Report. **John Marshall Highway Improvements** include replacing an 8-inch water line with a 12-inch water line, between Colonial Drive and Leach Run Parkway. **Water Line Upgrades** include the replacement of water lines throughout the year to address aging lines in conjunction with the Town's paving plans (Braxton Rd./Manassas Ave.). The **Water Line Maintenance Capital Inventory** includes the costs of materials to install and maintain the water lines in the Town system. This inventory is used to handle emergency situations like water line breaks during the winter months. The **I&I Abatement Project** includes 25,000 linear feet of lining along with lining or replacement of 192 laterals.

Electric ($1M)

- The **Happy Creek Substation Expansion** will upgrade the substation to supply electrical service in the future load growth areas in Happy Creek and surrounding areas (significant growth is anticipated due to the completion of the new Warren Memorial Hospital). The **Kendrick Substation Transformer Replacements** include the replacement of Transformer #2, which is reaching the end of its 30-year life cycle. The **Manassas Ave. Substation Transformer Replacements** include the replacement of Transformer #1, which is reaching the end of its 30-year life cycle.
- The **Automated Metering Infrastructure (AMI)** project would include installation at existing meter and pole locations and would enable the Town to upgrade its current metering systems to allow remote connection/disconnection of service via computer and would eliminate the need to estimate meter readings during severe weather.

Paving Mobilization Schedule

Mobilization #1:

Street	Location	Status
N. Royal Ave.	14th St. to Commerce Ave.	Complete
Forest Hill Dr.	Duck St. to Strasburg Rd.	Complete
Valleyview Dr.		Complete
Virginia Ave.	W. 14th St. to W. 16th St.	Complete
W. 16th St.	Virginia Ave. to Dead end	Complete

Final Mobilization

Street	Location	Status
E. 13th St.	Royal Ave. to George Banks Blvd	Complete
George Banks Blvd.	E. 13th St. to 15th St	Complete
Belmont Ave.	E. 13th St. to E. 17th St.	Complete
W. 11th St.	Royal Ave. to N. Shenandoah Ave.	Complete
W. 9th St.	Virginia Ave. to N. Shenandoah Ave.	Complete
Viscose Ave.	Shenandoah Ave. to W. Main St.	Complete
Garrison St.	Viscose Ave. to W. Main St.	Complete
Easterly St.	Wine St. to Stonewall Dr.	Complete
Horseshoe Dr.	Easterly St. to Easterly St.	Complete

Street	Location	Status
E. 6th St.	Royal Ave. to Commerce Ave.	Week of 11/21
Remount Rd.	Criser Rd. Through intersection to Com	In progress
S. Royal Ave.	Ay-view Dr. to Criser Rd.	In progress
W. Criser Rd.	Includes intersection at S. Royal Ave. to	In progress
Carter St.	Beeden Ln. to Ryder Benson Ln.	In progress
Stonewall Dr.	Commerce Ave. to Jackson St.	Complete
Hamilton Circle	Manassas Ave. to Stockton Rd.	Complete
Bee St.	Stonewall Dr. to Stockton Rd.	Complete
Crescent St.	Chester St. to Peyton St.	Week of 11/21
Commerce Ave. turn lar	Left Turn Lane-Northbound	Week of 12/5

11/10/2022

Council Agenda Statement

Item # 8

Meeting Date: November 14, 2022

CLOSED MEETING

Motion to Go into Closed Meeting

I move that Town Council convene and go into Closed Meeting for the Following the Closed Meeting, Council may take further action in open session.

1) the discussion, consideration, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body, specifically Town Manager, Planning Commission, Local Board of Building Code Appeals, and Environmental Sustainability Advisory Committee, pursuant to §2.2-3711(A)(1) of the Code of Virginia, and,

2) the discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically an offer to lease Town Property, pursuant to §2.2-3711(A)(3) of the Code of Virginia, and,

3) the consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel specifically, an Agreement with *Discover Front Royal,* as required by Virginia Code §24.2-226, pursuant to §2.2-3711(A)(8) of the Code of Virginia. Following the Closed Meeting. I further move that Council may take further action in open session.

Motion to Certify Closed Meeting at its Conclusion

[At the conclusion of the Closed Meeting, immediately re-convene in open meeting and take a roll call vote on the following:]

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

Moved _____ ***Seconded*** _____

Cockrell _____ ***Gillispie*** _____ ***Jackson*** _____ ***Morris*** _____ ***Rogers*** _____ ***Thompson*** _____