

**HENRICO COUNTY
NOTICE OF SPECIAL MEETING
BOARD OF SUPERVISORS**

Please take notice that a special meeting of the Board of Supervisors will be held on **Tuesday, September 24, 2013, at 5:00 p.m.** in the County Manager's Conference Room located on the third floor of the Administration Building at the Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

The matters to be reviewed by the Board at this time are:

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| 5:00 – 5:30 p.m. | Proposed Changes to the Richmond Area Metropolitan Planning Organization (MPO) |
| 5:30 – 6:00 p.m. | Real Estate Update |
| 6:00 – 6:15 p.m. | Closed Meeting for Consultation with the County Attorney Pertaining to Actual Litigation Styled <i>Parrish v. Hall</i> , Pursuant to Section 2.2-3711(A)(7) of the Code of Virginia, 1950, as Amended. |
| 6:15 – 6:45 p.m. | <i>Dinner</i> |



Barry R. Lawrence, CMC
Clerk, Henrico County Board of Supervisors
September 19, 2013

COUNTY OF HENRICO, VIRGINIA
Henrico County Board Room
Board of Supervisors' Agenda
September 24, 2013
7:00 p.m.

PLEDGE OF ALLEGIANCE

MOMENT OF SILENT PRAYER

APPROVAL OF MINUTES – September 10, 2013, Regular and Special Meeting Minutes

MANAGER'S COMMENTS

BOARD OF SUPERVISORS' COMMENTS

RECOGNITION OF NEWS MEDIA

PRESENTATIONS

Proclamation – Fire Prevention Week – October 6 – 12, 2013.

Proclamation – Natural Resources Stewardship Week – October 6 - 12, 2013.

Proclamation – Customer Service Week – October 7 – 11, 2013.

Proclamation – Henrico History Month – October 2013.

PUBLIC COMMENTS

GENERAL AGENDA

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| 184-13 | Resolution – Approval of Delta Medical Transport, Inc. to Operate a Medical Transportation Service in Henrico County. |
| 185-13 | Resolution - Award of Construction Contract - Chiller Replacement at DPW Operations Office/Shop - Fairfield District. |
| 186-13 | Resolution – Award of Contract for Architectural and Engineering Services – Greenwood Park – Brookland District. |
| 187-13 | Resolution – Establishment of No Alcohol Policy for All County Recreational Facilities and Parks. |



**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS' RESUME
September 24, 2013**

PRESENTATIONS

PROCLAMATION – Fire Prevention Week – October 6 – 12, 2013.

The County of Henrico is committed to ensuring the safety and security of all those living in and visiting our locality. Fire is a serious public safety concern, both locally and nationally, and homes are the location where people are at greatest risk from fire. The 2013 Fire Prevention Week theme, “Prevent Kitchen Fires!” effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires. This proclamation recognizes October 6 – 12, 2013, as Fire Prevention Week; urges all Henrico residents to check their kitchens for fire hazards and use safe cooking practices; and encourages our residents to support the many public safety activities and efforts of the Henrico Division of Fire.

PROCLAMATION – Natural Resources Stewardship Week – October 6 – 12, 2013.

Henrico County provides strong leadership in the protection and conservation of our natural resources for the benefit of all our citizens. The Henricopolis Soil and Water Conservation District promotes Natural Resources Stewardship Week as a means to increase awareness about the vulnerability of our natural resources. This proclamation recognizes October 6 – 12, 2013, as Natural Resources Stewardship Week; applauds the positive actions taken by individuals, private organizations, and governments at all levels to improve our environment; and encourages Henrico citizens to show a personal commitment to protecting our soil and water for the future.

PROCLAMATION - Customer Service Week - October 7 - 11, 2013.

The County of Henrico continues to be recognized locally, nationally, and internationally for the quality of service it provides to all of its customers. This proclamation recognizes October 7 - 11, 2013, as Customer Service Week and salutes and thanks each and every County employee for the quality of service so willingly given to both the internal and external customers of the County.

PROCLAMATION - Henrico History Month - October 2013.

The County of Henrico has a significant history, including English exploration and settlement, Native American and African American heritage and culture, Revolutionary War activity, and Civil War battles. The Board of Supervisors supports the Henrico County Historical Society's ongoing efforts to promote the County's history and heritage. This proclamation recognizes

October 2013 as Henrico History Month and calls upon the citizens of the County to acknowledge and participate in this special observance.

PUBLIC COMMENTS

GENERAL AGENDA

RESOLUTION – Approval of Delta Medical Transport, Inc. to Operate a Medical Transport Service in Henrico County.

Delta Medical Transport, Inc. (“Delta”), headquartered in Henrico County, currently provides wheelchair van transportation for the disabled. Delta has advised the Division of Fire that it wishes to expand its operations to include non-emergency ambulance transportation including inter-facility transfers, hospital discharges, and nursing home transfers. Before they may do so, however, the Code of Virginia and state EMS regulations require Delta to obtain approval from the Board of Supervisors for these operations within the County. This Board paper confers that approval. Delta has assured the Division of Fire that it will not respond to 9-1-1 emergency calls unless requested to do so by the County through its EMS system.

RESOLUTION - Award of Construction Contract - Chiller Replacement at DPW Operations Office/Shop - Fairfield District.

This Board paper awards a construction contract to CenTech Service Corporation to remove the existing chiller and to install a new chiller, including piping changes, electrical work, and controls, at the DPW Operations Office/Shop at 10431 Woodman Road. The construction is anticipated to begin in January 2014.

The County received ten bids on August 8, 2013 in response to IFB# 13-9438-6JK and Addenda No. 1 and 2 as follows:

<u>Bidder</u>	<u>Total Bid Amount</u>
CenTech Service Corporation	\$ 105,200.00
Chamberlain Mechanical Service. Inc.	\$ 109,895.00
Waco, Inc.	\$ 123,200.00
Valley Boiler & Mechanical, Inc.	\$ 126,600.00
EMC Mechanical Services	\$ 132,982.14
Tune & Toler, Inc.	\$ 136,500.00
Southworth Mechanical Corporation	\$ 136,950.00
Southern Air, Inc.	\$ 139,654.00
ETEC Mechanical Corporation	\$ 146,198.00
Temperature Control Mechanical Services	\$ 153,500.00

Funding for this project is available within the General Services CIP Mechanical Improvement budget.

The Director of General Services and Purchasing Director recommend the Board award a contract in the amount of **\$105,200.00** to **CenTech Service Corporation** as the lowest responsive and responsible bidder, and authorize the County Manager, or the Purchasing Director as his designee, to execute change orders not to exceed 15% of the original contract amount. The County Manager concurs.

RESOLUTION – Award of Contract for Architectural and Engineering Services – Greenwood Park – Brookland District.

This resolution awards a contract to CHA Consulting, Inc. for architectural and engineering services to prepare a comprehensive master plan for Greenwood Park at 11217 Greenwood Road. The proposed development of the 88-acre site will include a tournament quality sports complex with at least ten lighted multi-purpose athletic fields and a championship stadium of approximately 2,000 seats. The park will include four buildings for public restrooms, concessions, storage, and team support facilities as well as supporting infrastructure, such as parking, utilities, and improved access. The project will include landscape and architectural design features to give this venue a high level of identity and to distinguish it from field-only complexes. Professional services will include geotechnical engineering, site civil engineering, wetland delineation and permitting research, and off-site engineering to determine the master plan is feasible. The design effort will be initiated in October 2013 and be completed in March 2014.

On September 21, 2012, the County received 13 proposals in response to RFP #12-9306-8JK. Following review and evaluation of the proposals, the selection committee interviewed the following firms:

CHA Consulting, Inc.
Timmons Group
Draper Aden Associates

The selection committee subsequently negotiated a contract with CHA Consulting, Inc., the top-ranked offeror, in the amount of \$132,470.

Funding to support the contract is available within the project budget.

The Directors of Purchasing and Recreation and Parks recommend that the contract be awarded to CHA Consulting, Inc., and the County Manager concurs.

RESOLUTION – Establishment of No Alcohol Policy for All County Recreational Facilities and Parks.

This Board paper establishes a new policy to prohibit the use of alcohol at all County recreational facilities and parks. Under policies and guidelines previously adopted by the Board of Supervisors, the use of alcohol is permitted at nine of the County’s recreational facilities. Although those policies and guidelines do not apply to County parks, the County has not allowed the use of alcohol in its parks. This new policy would be consistent with that longstanding prohibition.

In order to honor pending reservations of County recreational facilities that would allow the use of alcohol on the premises, the new policy would take effect on July 1, 2014.