



Regular Council Meeting

A G E N D A

July 26, 2022

7:00 p.m.

Administrative

Approval of Minutes
Report of Town Manager
Appearances before Council
Council Comments
Report of Council Committees
Revisions to Agenda

Public Hearings

1-PW-18-8-1-7-26 Bedford County Solid Waste Management Plan

Consent Agenda

Old Business

New Business

2-PW-18-8-1-7-26 Resolution – Bedford County Solid Waste Management Plan (roll call)

3-PD-16-1-7-26 Police Department Design For Bid Contract Consideration (roll call)

4-CC-15-1-7-26 VBAF Grant Application (roll call)

5-HR-1-1-7-26 Town of Bedford Equal Opportunity Employer Statement (roll call)

Citizens may watch the meeting in real time via the Town of Bedford Live Stream website: <https://www.bedfordva.gov/1356/Live-Stream>



PUBLIC HEARING NOTICE

Solid Waste Management Plan - Major Amendment

Notice is hereby given that the Town Council of the Town of Bedford, Virginia, at 7:00 p.m. on Tuesday, July 26, 2022, will hold a Public Hearing at the Council Hall in the Town Municipal Building at 215 E. Main Street, Bedford, Virginia, 24523, to consider a Solid Waste Management Plan – Major Amendment.

Pursuant to the requirements of 9 VAC 20-130-130 of the Virginia Solid Waste Planning and Recycling Regulations, the Town of Bedford, Virginia, will hold a Public Hearing to discuss the proposed Bedford County Solid Waste Management Plan - Major Amendment, dated June 9, 2022 (the Plan). The Planning Region consists of Bedford County and the incorporated Town of Bedford. The Plan by regulation must address collection, disposal and recycling in Bedford County (including the Town) for a 20-year period. The planning period under consideration runs from 2021 through 2040. The Plan must be submitted by Bedford County to the Virginia Department of Environmental Quality (DEQ) for approval.

The purpose of the public hearing is to acquaint the public with the proposed Plan and to allow the public an opportunity to comment on the Plan. Suggestions and comments will be reviewed and considered for inclusion in the final Plan prior to submittal to DEQ.

Comments on the Solid Waste Management Plan will be accepted until 5:00 p.m. on July 26, 2022. Written comments should be addressed to Mr. D. W. Lawhorne at 215 East Main Street, Bedford, VA 24523. A copy of the Solid Waste Management Plan can be reviewed at the Town Manager's office at 215 East Main Street, Bedford, VA 24523, between the hours of 8:30 a.m. and 5:00 p.m. For more information contact D. W. Lawhorne at 540-587-6083.

By Order of the Clerk of the
Town Council

Publish: July 13, 2022

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Resolution – Bedford County Solid Waste Management Plan

DATE OF COUNCIL MEETING: July 26, 2022

DATE: July 14, 2022

PRESENTATION:

The Virginia Waste Management Board approved 9VAC20-130, Solid Waste Planning and Recycling Regulations which required submittal of solid waste management plans (the Plan) by approved Regions (aka solid waste planning units). Per 9 VAC 20-130-40, the purpose of the regulations was to:

1. Establish minimum requirements for solid waste management planning and recycling for protection of the public health, public safety, the environment, and natural resources throughout the Commonwealth; promote local and regional planning that provides for environmentally sound and compatible solid waste management with the most effective and efficient use of available resources;
2. Establish procedures and rules for designation of regional boundaries for solid waste management plans;
3. Establish state, local government, regional or area served by the plan responsible for meeting and maintaining the minimum recycling rates;
4. Establish the requirement in compliance with the Virginia Waste Management Act, §§ 10.1-1411 and 10.1-1408.1 D 1 (vi) of the Code of Virginia, for withholding issuance of permits for solid waste management facility; and
5. Provide for reasonable variance and exemptions.
Solid waste management planning units are required to maintain current solid waste management plans containing a 20-year planning window. A certification is required every five years stating that the plan has been maintained and is current.

ACTION REQUESTED:

Town Council is requested to adopt the Solid Waste Management Plan.

		YES	NO	OTHER	ROUTING	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	CARSON	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	HAILEY	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	HARTWICK	()	()	()	ENGINEERING ()	OTHER _____ ()
DEFERRED TO:	JOHANNESSEN	()	()	()	FINANCE ()	
_____	SHOEN	()	()	()	FIRE DEPT. ()	
	STANLEY	()	()	()	H.R. ()	

RESOLUTION

BEDFORD COUNTY SOLID WASTE MANAGEMENT PLAN

WHEREAS, Section 10.1-1411 of the Code of Virginia authorizes the Virginia Waste Management Board to promulgate regulations specifying requirements for local and regional solid waste management planning, and

WHEREAS, the Virginia Waste Management Board has promulgated such regulations entitled, "Solid Waste Planning and Recycling Regulations (the Regulations), as 9 VAC 20-130 *et seq.*, through the Virginia Department of Environmental Quality, and

WHEREAS, the Bedford County Planning Region consists of Bedford County and the incorporated Town of Bedford, and

WHEREAS, the original Bedford County Solid Waste Management Plan (the Plan) was approved by Bedford County, submitted to the Virginia Department of Environmental Quality (VDEQ) and approved by VDEQ on January 30, 2006, and

WHEREAS, the Regulations set forth criteria for identifying amendments to the Plan under 9VAC20-130-175 and established a process for public participation for approval of major amendments under 9VAC20-130-130, and

WHEREAS, the current amendment to the Bedford County Plan constitutes a major amendment given the significant changes in the solid waste management system of Bedford County since the original Plan was approved including (but not limited to) the reversion of the City of Bedford to Town status, the closure of the City/Town of Bedford landfill (SWP 569), the County's expansion of its transfer station for long haul usage, and the future closure of the County landfill (SWP 560), and

WHEREAS, Bedford County enlisted the services of Draper Aden Associates to complete the major amendment to the Plan (Document entitled "*Solid Waste Management Plan - Major Amendment - Bedford County - Public Comment*," dated June 9, 2022), and

WHEREAS, the Town has provided time for the public to review and comment on said Plan and held a public hearing relative to the plan on July 26, 2022, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Bedford has reviewed the Plan and addressed the Plan at their meeting in regular session on July 26, 2022, and hereby adopts the Plan, and authorizes its submittal to the Virginia Department of Environmental Quality.

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Police Department Design For Bid Contract Consideration

DATE OF COUNCIL MEETING: July 26, 2022

DATE: July 20, 2022

PRESENTATION:

Pursuant with Council's approval of proceeding with Phase II of the original Request For Proposals for a new Police Department facility in a design for bid manner, Wiley-Wilson has presented a proposed contract with prices to include final design, schedule and construction management, which requires Council's consideration and approval.

ACTION REQUESTED:

Council is requested to grant approval for staff to proceed with final negotiations and execution of the proposed contract for construction designs of a new Police Department facility, as presented.

		YES	NO	OTHER	<u>ROUTING</u>	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	CARSON	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	HAILEY	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	HARTWICK	()	()	()	ENGINEERING ()	OTHER _____ ()
DEFERRED TO:	JOHANNESSEN	()	()	()	FINANCE ()	
_____	SHOEN	()	()	()	FIRE DEPT. ()	
	STANLEY	()	()	()	H.R. ()	

**TOWN OF BEFORD
NEW POLICE DEPARTMENT BUILDING**

**Scope of Professional Services
Final Design and Construction Support Services**

July 6, 2022

A. PROJECT DESCRIPTION

In 2021, Wiley|Wilson conducted a needs assessment and concept design for a new Police Department building for the Town. On November 9, 2021, the results of these efforts were presented to Town Council. The study determined that approximately 20,000 square feet of space would be needed to meet present and future needs. The conceptual design envisioned the construction of a new 2-story facility to be located on Town owned property on the corner of Plunkett and Court streets. The opinion of probable construction cost, less Architectural and Engineering fees, was projected to be between \$8.5 and \$10 million.

The project was originally envisioned to be procured via Design/Build with Wiley|Wilson acting as the Town's agent. In this role, we would develop the concept design into a Design/Build request for proposal; oversee the receipt and award of the contract; review the Design/Builder's final design for adherence to RFP requirements; and monitor the construction. The Town Council has since decided that a more traditional procurement method of Design/Bid/Build would better suit the project. Consequently, Council decided to modify our proposed role on the project from that of acting as the Town's agent to that of Designer of Record.

The following is our proposed Scope of Services to provide the detailed design and construction phase services.

B. SCOPE OF SERVICES

General

This Scope of Services includes advancing the conceptual design developed in the previous study. Services to be provided include Schematic Design, Final Design, Bidding, and Construction Phase services. All services will be performed in accordance with the terms and conditions in the Agreement between the Town and Wiley|Wilson.

As part of Basic Services, Wiley|Wilson will provide design services in the following disciplines:

1. Architecture



2. Civil Site/Utilities Engineering
3. Surveying and Geotechnical
4. Landscape Architecture
5. Structural Engineering
6. Mechanical Engineering
7. Fire Protection Engineering
8. Electrical Engineering
9. IT/AV/Network/Building Security Systems

The following is a description of the tasks and deliverables associated with each project phase.

Phase 1 – Schematic Design

Tasks:

1. Conduct required site survey and sub-surface investigation for final building foundation, parking/driveways, and storm water management structures at the site selected by the Town.
2. Review the concept plan for the new building with the Police Department and make minor modifications as required.
3. Finalize site layout.
4. Determine structural, mechanical, electrical, and security systems and review these building systems with Town representatives.
5. Prepare schematic design drawings to document design decisions.
6. Prepare narrative describing the selected building systems.

Deliverables:

1. Schematic Drawings
2. Schematic Narrative

Phase 2 – Preliminary Design (50% Design)

Tasks:

1. Prepare Preliminary Drawings that fix and describe the size and character of the project to include exterior appearance; foundation; structural, mechanical, and electrical systems; materials of construction; and other essentials as may be appropriate.
2. Opinion of probable construction cost.
3. Review meeting with the Town.

Deliverables:

1. Drawings to include:
 - a. Title Sheet
 - b. Site Plans
 - c. Floor Plan(s)
 - d. Roof Plan



- e. Exterior Elevations
- f. Building Sections
- g. Wall Sections
- h. Finish Schedule
- i. Building Details
- j. Structural Drawings
- k. Plumbing Drawings
- l. Mechanical Drawings
- m. Fire Protection and Life Safety Drawings
- n. Electrical Drawings
- o. Fire Alarm Drawings
- p. Security Drawings

2. Opinion of probable construction cost.

Phase 3 – Final Design (100% Design)

Tasks:

1. Incorporate Town’s review comments from the Preliminary Drawings and develop Final Drawings. These documents will delineate project components to a sufficient detail that contractors can bid, secure appropriate permits, and construct the project. All drawings will bear the seal and signature of the design professional responsible.
2. Prepare a Project Manual that contains technical specifications needed to support the Final Drawings.
3. Work with Town representatives to develop terms and conditions for the contract between the Town and Contractor and incorporate them into the Project Manual.
4. Conduct a meeting to review the Final Design with the Town.

Deliverables:

1. Final Drawings
2. Project Manual
3. Updated opinion of probable construction cost

Phase 4 – Bidding and Negotiation

Tasks:

1. Develop an Invitation to Bid and assist the Town in advertising for bids.
2. Administer distribution of bid document.
3. Conduct a pre-bid conference with contractors.
4. Respond to contractors’ Request for Information and issue addendum as necessary.
5. Attend bid opening and assist Town in opening bids.
6. Evaluate bids and advise Town on contract award.
7. Assist Town in preparing contract for construction.



Phase 5 - Construction Services

Tasks:

1. Conduct a pre-construction conference with Contractor and the Town.
2. Conduit weekly site visits to observe work in process (2 of these will coincide with progress meetings)
3. Attend two progress meetings per month during construction.
4. Review and approve Contractor's monthly pay applications.
5. Review Contractor's submittals required by the Contract Documents.
6. Respond to Contractor's Request for Information.
7. Perform Substantial Completion Inspection and issue punch list thereafter.
8. Perform a Final Inspection.
9. Review project closeout documents and forward to Town upon acceptance.
10. Develop record drawings based on contractor redmarks.

C. SCHEDULE

Number	Milestone	Start	Finish
MS1	Town Signed and Authorized Design Agreement	7/12/2022	
MS2	Kick-off Meeting with Town	7/14	7/14
MS3	Finalize Site Survey/Geo Tech	7/18	7/29
MS4	Finalize Schematic Design	7/15	7/29
MS5	Submit Schematic Design to Town	8/1	8/1
MS6	Preliminary Design (50% Design)	8/2	9/16
MS7	QC Check Preliminary Design	9/16	9/26
MS8	Preliminary Design Opinion of Cost	9/16	9/26
MS9	Submit Preliminary Design to Town	9/27	9/27
MS10	Town Review of Preliminary Design	9/28	10/4
MS11	Preliminary Design Review Meeting	10/5	10/5
MS12	Update Council	10/5	10/5
MS13	Final Design (100% Design)	10/6	11/18
MS14	QC Check 100% Final Design	11/21	12/6
MS15	Final Design Opinion of Cost	11/21	12/6
MS16	Submit Final Design to Town	12/7	12/7
MS17	Town Review of Final Design	12/8	12/15
MS18	Final Design Review Meeting	12/16	12/16
MS19	Incorporate Town Comments	12/17	1/6/23
MS20	Present to Council/Authorize Bidding	1/10	1/10
MS21	Advertise for Bids	1/11	1/11
MS22	Pre-bid Meeting	1/25	1/25
MS23	Receive Bids	2/15	2/15
MS24	Review Bids	2/16	3/10
MS25	Town Authorizes Contract for Construction	3/14	3/14
MS26	Construction Begins	4/1/23	



D. SUB-CONSULTANTS

The follow is a list of our sub-consultants and their project responsibilities:

1. F&R: Subsurface investigation and Geotechnical recommendations
2. Hill Studio: Landscape Architecture
3. Downey and Scott: Cost Estimating
4. Jenson Hughes: Fire Protection Engineering

E. COMPENSATION

Wiley|Wilson proposes to perform all services described herein for the following amounts.

Basic Services:

Schematic, Preliminary, Final Design Phase Services:	\$600,000
<u>Bidding & Negotiation Phase Services:</u>	<u>\$ 15,000</u>
Total Lump Sum Basic Services Fee:	\$615,000

Sub Consultant Services:

Geotechnical (F&R):	\$ 8,460
Landscape Architecture (Hill Studio):	\$ 11,720
Cost Estimating (Downey & Scott):	\$ 24,200
<u>Fire Protection Engineering (Jenson Hughes):</u>	<u>\$ 25,750</u>
Total Lump Sum Sub Consultant Fee:	\$ 70,130

Time and Materials Allowances:

Construction Phase Services Allowance	\$300,000
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Total Basic and Sub Consultant Fees (including Construction Phase Services allowance): **\$985,130**

Basic and Sub Consultant Services (Design and Bidding Phases):

Our lump sum services will be invoiced on a monthly basis in accordance with the Agreement. The invoices will be based upon our estimate of the percent complete of each task. Services for Sub Consultants will be invoiced on a percent completed basis during the period and included with our monthly invoices.

Construction Phase Services:

We anticipate a total construction duration of 20 months for this project. The estimated fee amount for construction phase services is an allowance based on this duration. It generally anticipates performing the tasks for this phase outlined above in Section B. The time on site includes our construction administrator visiting the site weekly, of which two visits per month will coincide with regular construction progress meetings (90 total visits). In addition to these visits, this allowance anticipates Substantial and Final Inspections by representatives of the major design disciplines, eight visits to the site by our Project



Manager, and one additional site visit by representatives of each major design discipline at a mutually agreed upon time.

The Town will be invoiced for these services monthly based upon the number of manhours expended by our staff during that month and the expenses incurred in providing these services. These expenses include cost of travel, subsistence, printing, and postage and will be billed at our actual cost plus 10%. We believe the estimated fee amount will be sufficient; however, there are many factors beyond our control that could cause us to expend more or less manhours than this allowance anticipates. We will monitor our time/expenses and provide you monthly updates on the status of construction progress verse fee expended. Any unbilled amount remaining after the project is complete will be retained by the Town. If it appears the allowance will not be sufficient, we will alert you as soon as we become aware and discuss either an increase in the allowance or reduction in services.

F. ASSUMPTIONS AND CLARIFICATIONS

1. All documents distributed to contractors during the bidding period will be electronic PDF.
2. Construction Phase Special Inspections are not included.
3. Hazardous Materials investigation and testing is not anticipated and therefore not included.
4. FFE (Furniture, Fixture & Equipment) design is not included.
5. LEED documentation and certification are not included.
6. Permit fees are not included.
7. Commissioning Services are not included.
8. Other services not specifically identified in Section B above are not included.

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: VBAF Grant Application

DATE OF COUNCIL MEETING: July 26, 2022

DATE: July 21, 2022

PRESENTATION:

As mentioned at our regular meeting on July 12, 2022, the Bedford County School Board is interested in pursuing a grant through the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) for purposes of removing asbestos from their Administration Building located at 310 South Bridge Street. Eligibility for VBAF funding is currently limited to political subdivisions such as counties and municipalities. Consequently, the School Board has asked the Town to submit the application on its behalf.

All fiduciary responsibility related to the grant will be borne by the Bedford County School Board and no expenditure for matching funds will be required.

ACTION REQUESTED:

Town Council is requested to grant approval to staff to submit a VBAF Grant Application in the amount of \$50,000 for asbestos removal at the Bedford County School Board Administrative office located at 310 South Bridge Street.

		YES	NO	OTHER	ROUTING	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	CARSON	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	HAILEY	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	HARTWICK	()	()	()	ENGINEERING ()	OTHER _____ ()
DEFERRED TO:	JOHANNESSEN	()	()	()	FINANCE ()	
_____	SHOEN	()	()	()	FIRE DEPT. ()	
	STANLEY	()	()	()	H.R. ()	

**TOWN OF BEDFORD, VIRGINIA
TOWN COUNCIL
ACTION FORM**

ITEM: Town of Bedford Equal Opportunity Employer Statement

DATE OF COUNCIL MEETING: July 26, 2022

DATE: July 20, 2022

PRESENTATION:

The Town's written position on Equal Opportunity needs to be updated on a regular basis. When approved by Town Council, the signed written statement is posted on the Town's Legal Posting Board in the Municipal Building.

Legal counsel has reviewed and approved the updated Equal Opportunity Statement.

ACTION REQUESTED:

Town Council is requested to approve the written statement as the Town's position on Equal Opportunity.

		YES	NO	OTHER	ROUTING	
DATE: _____	BLACK	()	()	()	TOWN ATTY. ()	I.T. ()
	CARSON	()	()	()	COMM. DEV. ()	POLICE ()
APPROVED ()	HAILEY	()	()	()	ELECTRIC ()	PUBLIC SERV. ()
DENIED ()	HARTWICK	()	()	()	ENGINEERING ()	OTHER _____ ()
DEFERRED TO:	JOHANNESSEN	()	()	()	FINANCE ()	
_____	SHOEN	()	()	()	FIRE DEPT. ()	
	STANLEY	()	()	()	H.R. ()	

Town of Bedford Equal Opportunity Employer Statement

The Town of Bedford is an Equal Opportunity Employer, and hereby affirms that it is the policy of the Town to maintain and promote equal opportunity and diversity for all employees, applicants for employment and contractors in accordance with the relevant federal and State Laws.

The Town will not discriminate on the basis of race, religion, color, national origin, sex, age, disability, marital status, veteran status, sexual orientation, ancestry, or citizenship status.

In support of a diverse workforce, decisions as to hiring, promotion and other aspects of the employment relationship will be based solely upon job related qualifications.

The Town will not tolerate any kind of harassment of employees or retaliation against an employee who brings a complaint forward. Allegations of harassment will be taken seriously, promptly investigated, and appropriate action taken depending on the severity of the situation.

Adopted this 26th day of July, 2022

Mayor

Clerk of Council