

# TOWN OF BEDFORD

Bedford, Virginia

Regular Council Meeting

## A G E N D A

October 25, 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-FIN-2-41-10-25                      Budget Amendment to Appropriate Budget for FY2022 rollovers, New Grants and Federal Funding
- FY22 Rollover and Re-appropriation of Funds for Incomplete Projects
  - FY22 Re-appropriation of Funds from Outstanding Purchase Orders
  - VDOT Grant Bridge Replacement – McGhee Street over NSRR
  - Bus Transportation Operation Grant
  - Destination “Centertown” Marketing Grant
  - Local Law Enforcement Grant 2022
  - Brownfield Grant FY23 Budget Amendment

### Consent Agenda

### Old Business

### New Business

- 2-FIN-2-41-10-25                      FY22 Rollover and Re-appropriation of Funds for Incomplete Projects (roll call)
- 3-FIN-2-41-10-25                      FY22 Re-appropriation of Funds from Outstanding Purchase Orders (roll call)
- 4-ST-7-1-10-25                        VDOT Grant Bridge Replacement – McGhee Street over NSRR (roll call)
- 5-FIN-2-41-10-25                      Bus Transportation Operation Grant (roll call)
- 6-FIN-2-41-10-25                      Destination “Centertown” Marketing Grant (roll call)
- 7-FIN-2-41-10-25                      Local Law Enforcement Grant 2022 (roll call)

8-FIN-2-41-10-25	Brownfield Grant FY23 Budget Amendment (roll call)
9-CC-15-1-10-25	RFP for Real Estate Brokerage Services (roll call)
10-FIN-2-41-10-25	Enterprise Fleet Management Program (roll call)
11-FIRE-1-1-10-25	RFP for Architecture/Engineering Services for an addition to the Bedford Fire Station (roll call)
12-ST-7-1-10-25	Resolution – VDOT Signatory Authority and Budgetary Commitment (roll call)
13-CC-15-1-10-25	Reschedule the Town Council meeting of November 8, 2022, to November 15, 2022

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**

Notice is hereby given that the Town Council of the Town of Bedford, Virginia, at 7:00 PM on Tuesday, October 25, 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 budget amendment to appropriate budget for FY2022 rollovers, new grants and federal funding received in an amount not to exceed \$6,259,859.11.

At the end of FY 2022, the Town had numerous projects which were not completed and/or were encumbered by a purchase order. The funds for these projects are needed in order to complete designated work and budget funding needs to be re-appropriated. The Town also had several grant awards requiring a budget amendment. Virginia Code §15.2-2507 provides that any locality may amend its budget to adjust the aggregate amount to be appropriated during the fiscal year as shown in the currently adopted budget; provided, however, any such amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by first publishing a notice of a meeting and holding a public hearing before amending the budget. This Code section applies to all locality funds, i.e., General Fund, Enterprise Fund, Capital Fund, etc. Because the cumulative amount of the appropriations exceeds one percent of the currently adopted budget, a budget amendment public hearing is required.

A copy of the detailed budget amendment request is available for inspection by the public in the Office of the Clerk of the Town Council, Town Manager's office, 215 E. Main Street, Bedford, Virginia 24523.

By Order of the Clerk of the  
Town Council

Publish: October 12, 2022

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

**ITEM:** FY22 Rollover and Re-appropriation of Funds for Incomplete Projects

**DATE OF COUNCIL MEETING:** October 25, 2022

**DATE:** October 17, 2022

**PRESENTATION:**

At the end of Fiscal Year 2022, certain budgeted projects in the General Fund and Electric Capital Fund were incomplete. As part of the new fiscal year procedures, the departments were asked to review all incomplete prior year projects and provide a rollover request to the Finance Department. These requests were reviewed and compiled together. The total amount of requests total \$1,605,157.50 across both funds. This request does not include amounts encumbered through an outstanding purchase order, which will be presented separately for Council approval.

**ACTION REQUESTED:**

Town Council is requested to approve the attached budget amendment which will appropriate budget to the general ledger accounts listed.

		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. ( )	

## FY 2022 ROLLOVERS TO FY 2023

### BUDGET ENTRY

#### Revenue Increase

MUNIS ACCT. CODE	ACCOUNT NAME	AMOUNT	DEPARTMENT & ORG.
100091-441499	PY Fund Balance	501,373.04	Nondept-Gen Rev
590091-441499	PY Fund Balance	1,103,784.46	Nondept-Gen Rev
		<b>1,605,157.50</b>	

MUNIS ACCT. CODE	ACCOUNT NAME	ROLLOVER AMOUNT	DEPARTMENT & ORG.
10044115-560172	Materials & Supplies/Sidewalks	94,690.01	ENGINEERING
10044120-560172	Materials & Supplies/Sidewalks	21,829.43	HIGHWAYS
10044121-560195	Storm Drainage Projects	156,126.30	VDOT
10044121-560172	Materials & Supplies/Sidewalks	109,177.55	VDOT
10044121-560173	Materials & Supplies/Streets	19,727.14	VDOT
10044121-533118	Guardrail/Replacement Maint.	20,244.31	VDOT
10044121-531407	Bridge Inspection	29,578.30	VDOT
10044131-560195	Storm Drainage Projects	50,000.00	STORM DRAINAGE
59981920-581442	Replace Speed Increaser-4	63,101.00	POWER GEN
59981920-581525	Unit #5 Turbine Head	6,057.15	POWER GEN
59981920-582419	Hydro Infrastructure Improve	29,100.89	POWER GEN
59981930-581479	Asset Security Controls	16,424.86	TRANSMISSION
59981940-581157	SCADA Upgrade	23,022.08	TRANS LINES
59981940-581482	Skimmer Substation	66,603.94	TRANS LINES
59981940-581506	Digger Truck	350,000.00	TRANS LINES
59981940-581544	Centerville Circuit Phase 3	350,000.00	TRANS LINES
59981940-582409	Frank Chervan Station Removal	99,829.91	TRANS LINES
59981940-582418	Infrastructure Improv & Extend	99,644.63	TRANS LINES
	<b>TOTAL ROLLOVERS</b>	<b>1,605,157.50</b>	

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

**ITEM:** FY22 Re-appropriation of Funds from Outstanding Purchase Orders

**DATE OF COUNCIL MEETING:** October 25, 2022

**DATE:** October 17, 2022

**PRESENTATION:**

At the end of Fiscal Year 2022, certain purchase orders were not fully completed which resulted in an outstanding balance. As a part of the new fiscal year procedures, departments were asked to review all open purchase orders and provide a rollover request to the Finance Department. These requests were reviewed and compiled together. The total amount of requests total \$832,360.61. In order to account for these purchase orders in the new fiscal year, a budget rollover of these encumbered funds is requested. These commitments are recognized as assigned funds in the audited financial statements and this rollover does not impact year-end unassigned fund balance.

**ACTION REQUESTED:**

Town Council is requested to approve the attached budget amendment which will appropriate budget to the general ledger accounts listed.

		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. ( )	

## PURCHASE ORDERS OUTSTANDING FROM FISCAL YEAR 2022

### BUDGET ENTRY

#### Revenue Increase

MUNIS ACCT. CODE	ACCOUNT NAME	AMOUNT	DEPARTMENT & ORG.
100091-441499	PY Fund Balance	177,974.64	Nondept-Gen Rev
170091-441499	PY Fund Balance	2,750.00	Nondept-Gen Rev
190056-441499	PY Fund Balance	94,661.62	Nondept-Gen Rev
500091-441499	PY Fund Balance	52,996.02	Nondept-Gen Rev
590091-441499	PY Fund Balance	503,978.33	Nondept-Gen Rev
		<b>832,360.61</b>	

#### Expenditure Increase

MUNIS ACCT. CODE	P.O. NUMBER	ACCOUNT NAME	P.O. AMOUNT	ORG. NAME
10033110-533103	20220045	Software/Hardware Maint.	3,826.00	POLICE
10033110-560110	20220068	Uniforms	3,050.00	POLICE
10044115-560172	20220028	Materials & Supplies/Sidewalks	49,282.00	ENGINEERING
10044115-581920	20220066	Aerial Photos	18,370.22	ENGINEERING
10044120-560080	20220007	Gasoline & Oil	434.42	HIGHWAYS
10044121-560172	20220062	Materials & Supplies/Sidewalks	50,150.00	VDOT
10044121-560173	20220005	Materials & Supplies/Streets	15,000.00	VDOT
10044121-560173	20220006	Materials & Supplies/Streets	15,000.00	VDOT
10044121-560173	20220048	Materials & Supplies/Streets	22,862.00	VDOT
17964240-531401	20220013	Groundwater Monitoring Old	1,530.00	REFUSE
17964240-531402	20220012	Groundwater Monitoring New	1,220.00	REFUSE
19981920-560071	20220067	Maintenance Supplies	9,200.00	POWER GEN
19981925-551141	20210048	Purchased Power-Amp-Ohio	5,347.96	PURCHASED PWR
19981925-551141	20220035	Purchased Power-Amp-Ohio	35,300.00	PURCHASED PWR
19981930-560170	20220065	Materials & Supplies	6,600.00	TRANSMISSION
19981930-560170	20220063	Materials & Supplies	5,600.00	TRANSMISSION
19981930-560170	20220057	Materials & Supplies	197.66	TRANSMISSION
19981940-560074	20200068	Maintenance Supplies	6,246.00	TRANS LINES
19981940-560074	20210038	Maintenance Supplies	6,425.00	TRANS LINES
19981940-560074	20220022	Maintenance Supplies	10,850.00	TRANS LINES
19981940-560078	20210030	Poles	8,895.00	TRANS LINES
50011242-581737	20190059	Software Upgrade	14,882.02	FINANCE
50044120-581989	20190044	Gateway Signage System	38,114.00	HIGHWAYS
59981910-581745	20210053	Inventory Bar Code System	1,820.41	EL ENGINEERING
59981920-581442	20200089	Rebuild Speed Increaser-4	51,447.00	POWER GEN
59981920-581525	20210018	Unit #5 Turbine Head	6,057.15	POWER GEN
59981940-581156	20220040	Transformer Replace-Centerville	23,705.00	TRANS LINES
59981940-581157	20220039	SCADA Upgrade	5,500.00	TRANS LINES
59981940-581157	20220070	SCADA Upgrade	8,120.00	TRANS LINES
59981940-581415	20210030	Upgrade 69kV Line	2,433.00	TRANS LINES
59981940-581482	20210056	Skimmer Substation	20,001.95	TRANS LINES
59981940-581506	20220009	Digger Derrick Truck	350,000.00	TRANS LINES
59981940-582409	20220059	Frank Chervan Station Removal	24,250.00	TRANS LINES
59981940-582418	20200083	Infrastructure Improve & Extend	10,643.82	TRANS LINES

**TOTAL OF ALL OUTSTANDING PURCHASE ORDERS**

**832,360.61**

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

**ITEM:** VDOT Grant Bridge Replacement – McGhee Street over NSRR

**DATE OF COUNCIL MEETING:** October 25, 2022

**DATE:** October 17, 2022

**PRESENTATION:**

The Town of Bedford has received a grant award from VDOT for a project to replace the McGhee Street Bridge which is located over a Norfolk Southern Railroad. Grant funding of \$5,988,525 will be received from FY23 through FY25 and will be a locally administered project. For FY23, \$1,000,000 of grant funding is available for use and reimbursement from VDOT. In order to account for the revenue and expenditures associated with this grant, a budget amendment is requested to the FY23 Adopted Budget.

**ACTION REQUESTED:**

Town Council is requested to approve the below budget amendment which will appropriate budget to the general ledger accounts listed.

<i>Budget Entry:</i>		
Revenue Increase		
500043-424303	VDOT Revenue Sharing Grant	\$1,000,000
Expenditure Increase		
50088900-557301	McGhee St Bridge Grant VDOT	\$1,000,000

		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:** Bus Transportation Operation Grant

**DATE OF COUNCIL MEETING:** October 25, 2022

**DATE:** October 17, 2022

**PRESENTATION:**

The Town of Bedford has been awarded a grant of \$156,930 from the Department of Rail and Public Transportation. The Town and the Bedford Community Health Foundation (BCHF) have been partnering to provide public transportation within the town. Prior to receiving this grant, the financial burden has been carried by the BCHF on a temporary basis. This grant allows the Town and BCHF to continue and expand the contract service for a one-year period. The Town plans to continue to apply for grant funding over a three-year period and develop a path for sustainability that reduces BCHF's obligation as the sole funder. This project is designed to address the need for transportation within the town as identified in several Centra Community Health Needs Assessments.

**ACTION REQUESTED:**

Town Council is requested to approve the below budget amendment which will appropriate budget to the general ledger accounts listed.

<i>Budget Entry:</i>		
Revenue Increase		
100083-424917	Transit Grant	\$156,930
Expenditure Increase		
10088160-577301	Transit Grant Expense	\$156,930

		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:** Destination "Centertown" Marketing Grant

**DATE OF COUNCIL MEETING:** October 25, 2022

**DATE:** October 17, 2022

**PRESENTATION:**

The Town of Bedford has been awarded a grant of \$2,400 from the Virginia Tourism Corporation. The purpose of this grant is to bring downtown sites to one live platform as an experience by customizing an engaging App that will help visitors discover our central business district and thereby help our small businesses in their recovery from reduced traffic and spur future growth through the endemic. This will allow for mapping of multiple sites within walking distance or a short drive of each other, and creating and marketing themed tours built around these places.

**ACTION REQUESTED:**

Town Council is requested to approve the below budget amendment which will appropriate budget to the general ledger accounts listed.

<i>Budget Entry:</i>		
Revenue Increase		
100083-424916	Reim. Recov. Mkt. Grant	\$2,400
Expenditure Increase		
10088150-557300	Recovery Marketing PR Grant	\$2,400

		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: Local Law Enforcement Grant 2022

DATE OF COUNCIL MEETING: October 25, 2022

DATE: October 18, 2022

**PRESENTATION:**

The Town of Bedford has been awarded a grant of \$2,139 from the Byrne Justice Assistance Grant Program. The Virginia Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. This grant allows the Police Department to purchase additional safety equipment for the department with no required local match.

**ACTION REQUESTED:**

Town Council is requested to approve the below budget amendment which will appropriate budget to the general ledger accounts listed.

<i>Budget Entry:</i>		
Revenue Increase		
100033-433136	Byrne Justice Assistance Grant	\$2,139
Expenditure Increase		
10033110-557234	Byrne Justice Assistance Grant	\$2,139

		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 BEDFORD, VIRGINIA  
TOWN COUNCIL  
ACTION FORM**

**ITEM:** Brownfield Grant FY23 Budget Amendment

**DATE OF COUNCIL MEETING:** October 25, 2022

**DATE:** October 17, 2022

**PRESENTATION:**

On October 6, 2022, the Governor of Virginia announced that the Town had been awarded a grant to abate material in the former Winoa USA / Wheelabrator facility at 1 Abrasive Avenue. The grant award is for \$316,374.00 to remove the black dust left by the steel foundry. This amount was estimated by a contractor that specializes in that type of remediation. The work will need to be procured following standard policies.

The Winoa facility, which closed in May 2020, is under contract for purchase by the Town Economic Development Authority. The expected closing date is by the end of 2022 once other environmental issues are closed. The grant funds are needed to clean up the interior of the facility for new tenants that will be determined that may include creation of a "workforce retention center" with an educational partner and metal-related firms in Roanoke and Lynchburg regions. Cleaning of the interior is required for compatibility with planned student training activities. The grant match will be provided by the purchase price of the facility to be paid by the Town EDA at closing.

Revenue will be received by the Town of Bedford and transferred to reimburse the Economic Development Authority for grant expenditures paid.

**ACTION REQUESTED:**

Town Council is requested to approve the below budget amendment which will appropriate budget to the general ledger accounts listed and accept the grant award.

<i>Budget Entry:</i>		
Revenue Increase		
100083-414917	Brownfield Grant Winoa	\$316,374
Expenditure Increase		
10099600-592022	Transfer to EDA	\$316,374

		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:** RFP for Real Estate Brokerage Services

**DATE OF COUNCIL MEETING:** October 25, 2022

**DATE:** October 18, 2022

**PRESENTATION:**

The Town issued a Request for Proposal (RFP) for Real Estate Brokerage Services on September 7, 2022 and received one proposal prior to the September 30, 2022 deadline. The RFP was brought to the Property Committee as the RFP Selection Committee on October 11, 2022. Based on the Committee's recommendation, a Notice of Intent to Award was issued to Lyons Team Realtors on October 17, 2022. On behalf of the Town, the Town Manager will begin negotiations with Lyons Team Realtors with the support of Town Council.

**ACTION REQUESTED:**

Town Council is requested to grant approval for the Town Manager to enter into negotiations and execute an agreement with Lyons Team Realtors.

		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:** Enterprise Fleet Management Program

**DATE OF COUNCIL MEETING:** October 25, 2022

**DATE:** October 18, 2022

**PRESENTATION:**

On August 23, 2022, Staff presented an option to the Finance Committee to consider a lease option for fleet replacement instead of the current vehicle purchase method. After this committee meeting, a representative from Enterprise Fleet Management made a presentation to Council on September 13, 2022. Based on our size and the age of our current fleet, staff would recommend the Town to enter into a partnership with Enterprise Fleet Management and to begin a lease program as current budget funding allows.

**ACTION REQUESTED:**

Town Council is requested to grant approval for the Town Manager to enter into an agreement with Enterprise Fleet Management to offer leased vehicle and fleet management services.

		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 BEDFORD, VIRGINIA  
TOWN COUNCIL  
ACTION FORM**

**ITEM:** RFP for Architecture/Engineering Services for an addition to the Bedford Fire Station

**DATE OF COUNCIL MEETING:** October 25, 2022

**DATE:** October 18, 2022

**PRESENTATION:**

The Town issued a Request for Proposal (RFP) for Architecture/Engineering Services for an addition to the Bedford Fire Station on July 15, 2022 and received four proposals prior to the August 29, 2022 deadline. A RFP Proposal Review Committee was subsequently established to individually review and score each of the four proposals. A Selection Committee was then established to interview and rank the shortlist. It was the consensus choice of the Selection Committee to begin contract negotiations with Wiley Wilson. Based on the Committee's recommendation, a Notice of Intent to Award was issued to Wiley Wilson on October 17, 2022. On behalf of the Town, the Town Manager will begin negotiations with Wiley Wilson with the support of Town Council.

**ACTION REQUESTED:**

Town Council is requested to grant approval for the Town Manager to enter into negotiations and execute an agreement with Wiley Wilson.

		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 BEDFORD, VIRGINIA  
TOWN COUNCIL  
ACTION FORM**

**ITEM:** Resolution – VDOT Signatory Authority and Budgetary Commitment

**DATE OF COUNCIL MEETING:** October 25, 2022

**DATE:** October 17, 2022

**PRESENTATION:**

The Commonwealth Transportation Board of the Virginia Department of Transportation has a requirement for all funding agreements to be accompanied by documentation for a local official (in most cases a County Administrator, Town or City Manager) to be authorized to execute agreements on behalf of the locality. This is being referred to as Signatory Authority. There is also a requirement for all agreements to be accompanied by a commitment of local funds for any PE, RW, and CN phase costs over and above the available VDOT funding. This is being referred to as Budgetary Commitment. These two (2) requirements are confirmation of the locality's commitment to the projects originally applied for in the various funding programs as well as confirmation of the local funds required to fully fund your projects.

**ACTION REQUESTED:**

Town Council is requested to adopt a resolution regarding VDOT's Signatory Authority and Budgetary Commitment.

		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**

### **AUTHORIZING A LOCAL OFFICIAL TO EXECUTE AGREEMENTS WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) AND ACKNOWLEDGMENT OF LOCAL FUNDING COMMITMENT AS REQUIRED IN VDOT FUNDING AGREEMENTS**

**WHEREAS**, the Town of Bedford desires to have and maintain a safe and efficient road system; and

**WHEREAS**, from time to time the Town of Bedford and the Virginia Department of Transportation (VDOT) work together to enhance the transportation system; and

**WHEREAS**, certain agreements between the Town of Bedford and VDOT must be executed for this cooperative work to be accomplished; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of the Town of Bedford does hereby authorize the Town Manager to execute agreements, and any modifications to such agreements, with VDOT as needed to advance transportation projects;

**BE IT FURTHER RESOLVED**, that the Council of the Town of Bedford does hereby commit to fund its local share of preliminary engineering, right of way, and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project agreement(s) financial documents.