



**Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session**

J.R. "Rudy" Burgess Town Hall
510 7th Street
Altavista, VA 24517

**Tuesday, January 22, 2019
7:00 p.m. – Council's Chambers**

- 1. Call to Order**
- 2. Agenda Adoption**
- 3. Recognitions and Presentations**

a. FY2020 Budget Agency Requests

4. Public Comment (Agenda Items Only)

*Citizen's wishing to address Council should provide their name and residential address.
Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes
allotted for this purpose.*

5. Items for Discussion

- a. Consideration of Flood Insurance – Town properties**
- b. Public Works – Chemical Storage Building Design Phase**
- c. Engineering Annual Services Request for Qualifications/Proposals (RFQ/P)**
- d. Annual Mowing Services Request for Bid (RFB)**
- e. Town Council Retreat**
- f. Bridge/Park Connection Idea**
- g. WWTP Emergency Overflow Pond DEQ Annual Update**
- h. Utilities Internship Request**
- i. FY2020 Budget/Capital Improvement Program Review/Discussion**

6. Matters from Council

7. Closed Session (*if needed*)

8. Adjournment

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Recognitions and Presentations

MEETING DATE:

January 22, 2019

ITEM #: 3a

ITEM TITLE:

FY2020 Budget Request Presentations – Outside / Non-Profit Agencies

DESCRIPTION:

During the budget process each year, Town Council invites outside agencies who are seeking funding from the Town to make a brief presentation on their request. The attached staff memorandum gives a brief overview of each request for FY2020 and the budgeted amount in FY2019 (current year). The full submittal by each agency has been forwarded to the Mayor and Councilmembers under separate cover.

The schedule of presentations:

- Altavista Area YMCA
- Altavista Area Chamber of Commerce
- Altavista on Track (AOT)
- Altavista Senior Center
- Small Business Development Center

BUDGET/FUNDING:

Decision made will impact the draft budget.

POTENTIAL ACTION/PROPOSED MOTION:

Council can give staff direction on these items.

ATTACHMENTS:

- *Staff Memo with attachment*



Date: January 18, 2019

To: Mayor Mattox and Members of Council

From: Tobie Shelton

Re: Community Agency Funding Request for FY2020

Attached are funding requests from community agencies for Fiscal Year 2020 that covers the period July 1, 2019 through June 30, 2020. We encouraged a representative from each agency to attend the Work Session scheduled for Tuesday, January 22nd to answer any questions Council may have.

Also, attached is a summary sheet listing each agency, their FY2020 funding request as well as the budgeted request for FY2019 (current year).

Please advise if there are any questions.

Thank you.



Emailed or Called to
remind about Work
Session

<u>Agency</u>	<u>FY 2020 Request</u>	<u>FY 2019 Approved Request</u>	<u>FY 2018 Audit Submitted</u>	<u>Notes</u>	<u>Notes</u>	<u>Notes</u>
Altavista Area YMCA	\$ 100,000.00	\$ 100,000.00	No	Will provide a copy of financial report when available	Emailed Steve / notified read	
Altavista Chamber of Commerce	\$ 20,000.00	\$ 20,000.00	No	Will provide a copy of financial report when available	Emailed Heather / notified read	
Altavista on Track	\$ 5,000.00	Total Request: \$10,000. \$5,000 for organizational expenses; \$5,000 for assistance with placing historic downtown brown signage on highway 29 at the VA43 exits on both northbound and southbound sides	Yes		Emailed Emelyn / notified read	
Altavista Senior Center	\$ 1,000.00	\$ 1,000.00	Yes		Emailed Mary Pascale / notified read	
Small Business Development Center	\$ 6,000.00	\$ 6,000.00	No	Will provide a copy of financial report when available	Emailed Stephanie / notified read	



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

January 22, 2019

ITEM #: 5a**ITEM TITLE:**

Consideration of Flood Insurance – Public Property

DESCRIPTION:

Recently, staff received a letter from VML notifying us of several locations that are in flood zones for which the Town does not have flood insurance coverage. The areas are located at either the Water Plant or the Wastewater Plant and are considered “high risk”, such to a one percent annual chance of flooding and a 26 percent chance of flooding over the life of a 30-year mortgage.

Attached is the spreadsheet listing quotes received for the eligible buildings that are in the special flood zones. According to VML’s underwriter, an elevation certificate is required and should lower the premiums, but how much will be determined by the specific elevations of the buildings. If we are able to obtain certificates, VML will requote for us. There are also options for higher deductibles, if we are interested.

BUDGET/FUNDING:

This item would require annual funding.

POTENTIAL ACTION/PROPOSED MOTION:

Council may provide direction to staff on this item.

ATTACHMENTS:

- *VML Information*



September 27, 2018

Mrs. Tobie C. Sheldon
Treasurer/Finance Director
Town of Altavista
P.O. Box 420
Altavista, VA 24517

Dear Tobie:

A review of our database indicates Town of Altavista has at least one location in flood zones A or V. Flood zones A & V are considered high risk areas, subject to a one percent annual chance of flooding and a 26 percent chance of flooding over the life of a 30-year mortgage. Currently, these locations are not covered for flood through VML Insurance Programs.

In the event of a widespread storm, federal disaster assistance may be available. However, federal disaster assistance is only made available when there is a Presidential Disaster Declaration, and most flood events do not result in a declaration. Federal disaster aid typically comes in the form of low-interest disaster loans that must be repaid, along with whatever loan payment you may already have for your property. Flood insurance doesn't have to be paid back, and limits are available up to \$500,000 (building)/\$500,000(contents) for each building. Excess coverage may also be available for higher valued buildings.

Flood coverage for eligible buildings in flood zones A & V may be placed through the National Flood Insurance Program. Eligible buildings must have two or more outside rigid walls and a fully secured roof and must be affixed to a permanent foundation. Also, structures where 50 percent or more of the building's value, including machinery and equipment, are below ground level are typically ineligible.

Enclosed is a current listing of buildings in Zones A & V. Please note that locations are periodically remapped, and may result in rezoning over time. This is our current listing, and we have removed locations that we know are ineligible for NFIP coverage.

If you are interested in receiving a quotation, please feel free to contact me at chasty@vmlins.org or 804-237-7320.

Sincerely,

Cathie Moreland-Hasty
Director of Underwriting

Member Name	Location Number	Sub-Location	Building Description	Site Description	Address
ALTAVISTA, TOWN OF	2	4	Lab/Filter Building	Water Treatment Plant	20 RICKY VAN SHELTON DRIVE
ALTAVISTA, TOWN OF	2	6	Alum Building	Water Treatment Plant	20 RICKY VAN SHELTON DRIVE
ALTAVISTA, TOWN OF	2	8	Bulk Tank	Water Treatment Plant	20 RICKY VAN SHELTON DRIVE
ALTAVISTA, TOWN OF	2	9	Backwash Splitter Box	Water Treatment Plant	20 RICKY VAN SHELTON DRIVE
ALTAVISTA, TOWN OF	10	1	ADMINISTRATION BUILDING	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	2	INFLUENT PUMP STATION	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	3	CHEMICAL FEED BUILDING	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	4	GENERATOR BUILDING	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	5	LAB BUILDING	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	6	PERSONNEL BUILDING	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	7	SOLIDS HANDLING BUILDING	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	10	CHEMICAL STORAGE BUILDING	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	11	STORAGE SHED	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	13	Storage Building	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	21	RAS STATION	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	24	Blower Building	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	30	RIVERVIEW PUMP STATION	Wastewater Treatment Plant	RIVERVIEW DRIVE
ALTAVISTA, TOWN OF	10	32	Effluent Sampler Building	Wastewater Treatment Plant	RIVERVIEW DRIVE

1200 Lane Access Rd.

514 Riverview Dr.



<u>DEDUCTIBLE OPTIONS</u>	<u>\$1,000</u>	<u>\$1,250</u>	<u>\$1,500</u>	<u>\$2,000</u>	<u>\$3,000</u>	<u>\$4,000</u>	<u>\$5,000</u>	<u>\$10,000</u>
<u>BUILDING NAME</u>	<u>PREMIUM</u>							
Lab/Filter Building	-	-	-	\$34,527	\$33,503	\$32,820	\$32,137	\$29,576
Alum Building	-	-	\$3,180	\$3,112	\$3,030	\$2,975	\$2,922	-
Bulk Tank								
Backwash Splitter Box								
Administration Building	-	\$17,343	-	-	-	-	-	-
Influent Pump Station	-	\$74,593	-	-	-	-	-	-
Chemical Feed Building	-	\$15,569	-	-	-	-	-	-
Generator Building	\$6,852	-	-	-	-	-	-	-
Lab Building	-	\$25,561	-	-	-	-	-	-
Personnel Building	-	\$27,747	-	-	-	-	-	-
Solids Handling Building	-	\$74,593	-	-	-	-	-	-
Chemical Storage Building	-	\$2,989	\$559	-	-	-	-	-
Storage Shed								
Storage Building	\$5,335	-	-	-	-	-	-	-
RAS Station	-	\$63,187	-	-	-	-	-	-
Blower Building	-	\$61,397	-	-	-	-	-	-
Riverview Pump Station	-	\$30,019	-	-	-	-	-	-
Effluent Sampler Building								



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

January 22, 2019

ITEM #: 5b**ITEM TITLE:**

Public Works CIP Item: Chemical Storage Building Design

DESCRIPTION:

Over the past several years, Town Council has been budgeting funds for the design/construction of a new Chemical Storage Building at the Public Works Facility. The structure would be utilized for the storage of chemicals used in the treatment of roads during snow/ice events. At this time staff is seeking authorization to begin the design stage for this structure, so we can proceed with construction and have it ready for use by the end of 2019.

Several items are attached for your review, including visual representations of what the dome could look like (not to the scale of what we would need) and a proposed layout at the Public Works facility for this and other potential modifications/improvements. The building is projected to be 33' wide by 40' long. This area will allow for the storage bays for 100 tons of salt, 100 tons of mixed abrasives (salt & sand), and a mixing bay. The walls will be 8 foot tall concrete; the roof will be a membrane with the rear of the structure closed and the floor would be asphalt. The front opening would be 29 feet high and 40 wide. The interior concrete walls would be lined and the exterior walls coated. The asphalt floor would have a liner under it to contain any salt runoff.

BUDGET/FUNDING:

This project is part of the Town's Capital Improvement Program, with construction slated for FY2020. The project cost estimate is \$300,000; there is \$217,500 earmarked in Reserves (from previous FY's); \$67,500 in FY2019 and the remaining \$15,000 would be included in the FY2020 Budget.

POTENTIAL ACTION:

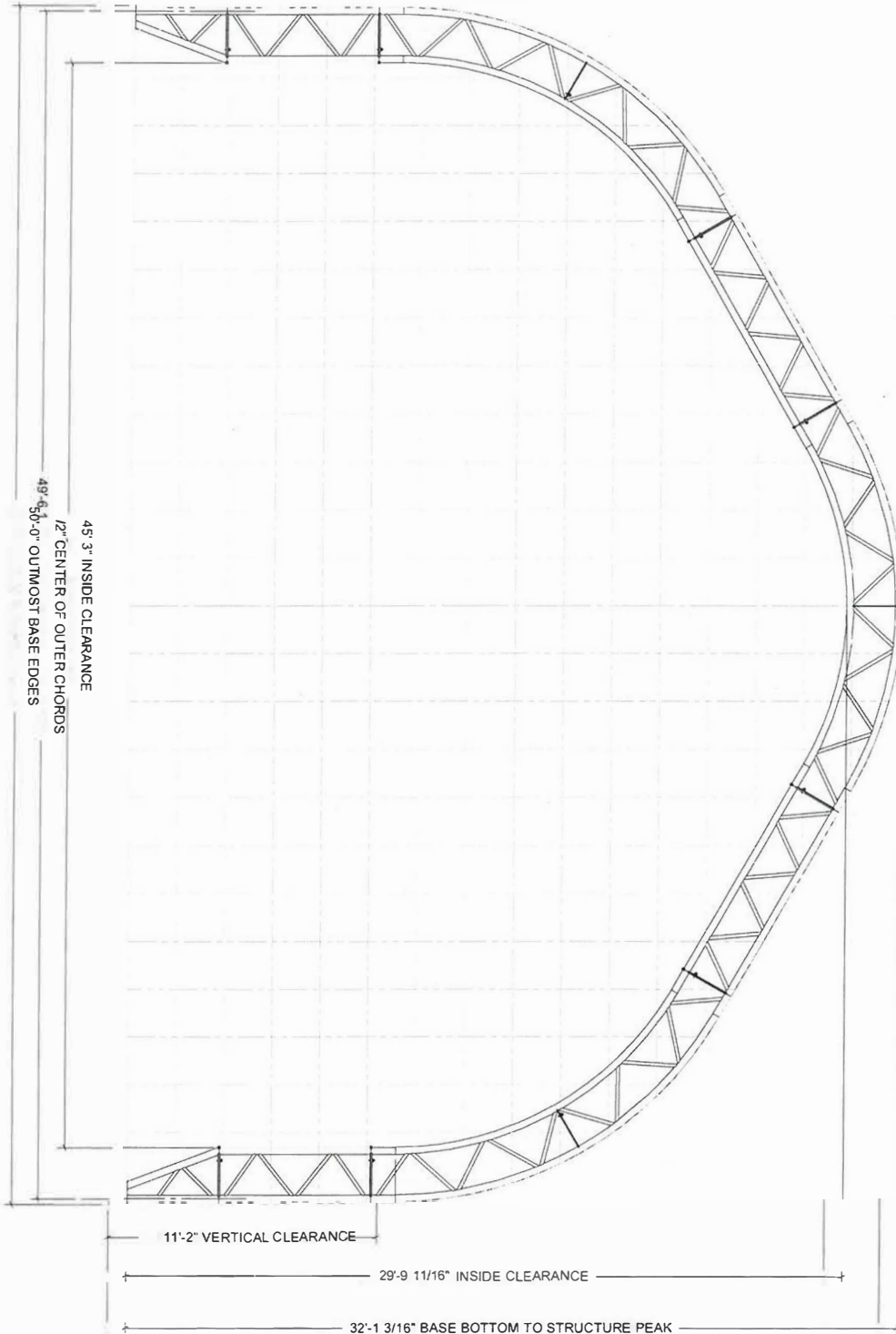
Council may provide direction to staff on this item. This item could be placed on the February Consent Agenda authorizing staff to proceed with design and bidding phases of this project, with the Consensus of Council.

ATTACHMENTS:

- *Photo and drawings*



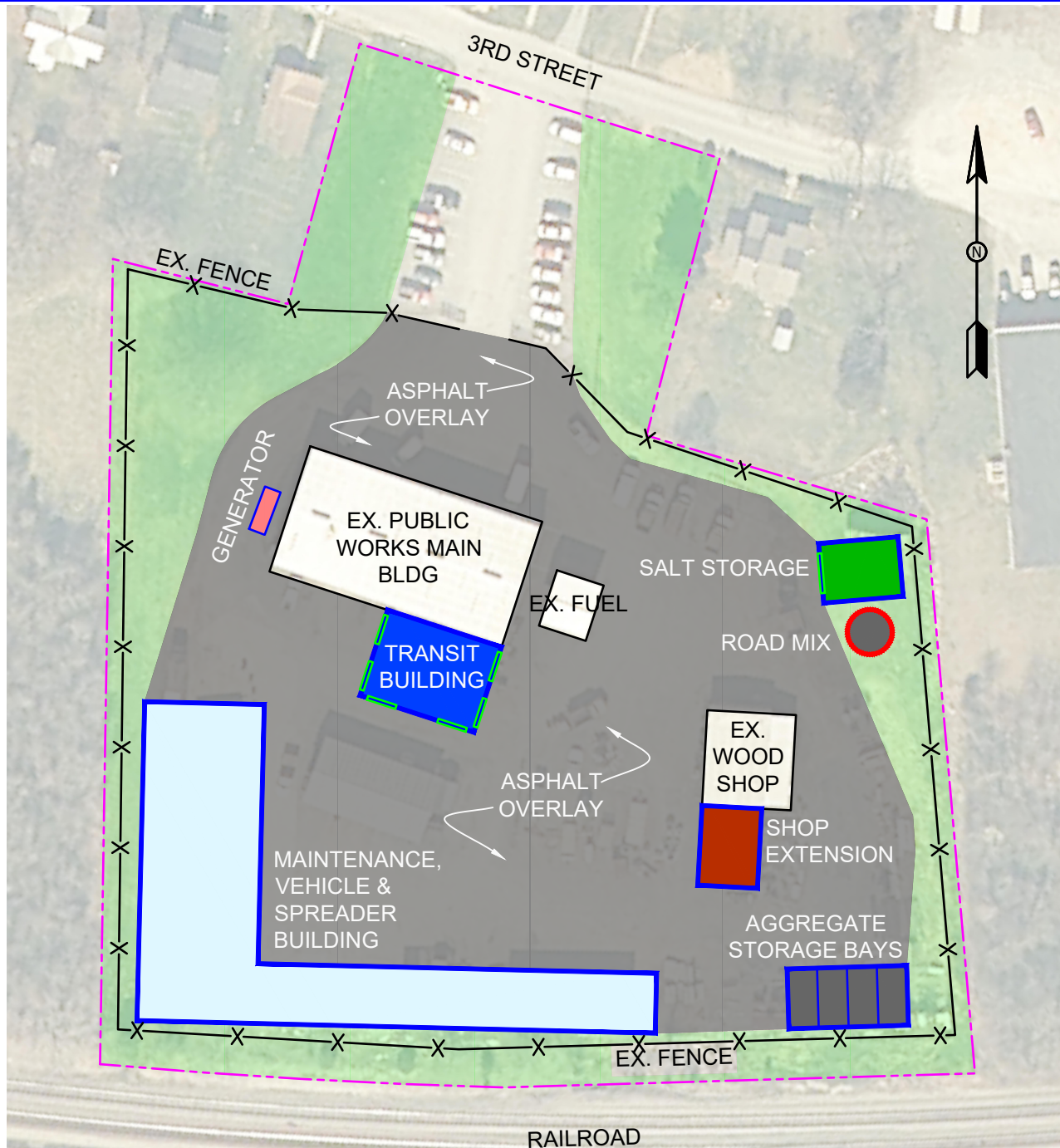
FRONT PROFILE (GRID)
 GRID REPRESENTS 24" SQUARES



Order Number	
Customer Number	

Customer Information		Structure SKU's
Customer Contact	Customer Contact Phone	Structure Size
Page Title		Structure Description

Drawn by	Checked by
Rev	Rev
1	1
2	2
3	3
Sheet	



80'



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

January 22, 2019

ITEM #: 5c**ITEM TITLE:**

Annual Engineering Services - Request for Qualifications/Proposals

DESCRIPTION:

Periodically, the Town will issue a Request for Qualifications/Proposals (RFQ/P) seeking interest from firms in regard to entering into an Annual Services Contract for engineering and related services. For some time now, the Town has had on-going multi-year contracts with several firms. At this time we have three firms that we have under contract for Annual Engineering Services, they are: 1) Hurt & Proffitt; 2) Peed & Bortz; and 3) Woodard & Curran.

It is now time to reissue the RFQ/P for these services, a copy of the draft RFQ/P is attached for your review. Accordingly, staff is seeking Council's direction in regard to issuing the RFP and evaluating said proposals. In the past, the evaluation and interviews have been handled by staff and a Council representative. If Council would like to continue participation in the process, staff would ask that no more than two (2) Council members be designated. The timeline would have the agreements being effective on July 1, 2019. Below is the timeline for this item:

- | | |
|-----------------------------------|---------------------------------------|
| • Advertisement of RFQ/P | March 3 & 10, 2019 |
| • Deadline for Questions | March 25, 2019 |
| • Response to Written Questions | April 4, 2019 |
| • Deadline for Proposal Submittal | April 9, 2019 @ 2:00 p.m. (Town Hall) |
| • Interviews, if necessary | May 1 & 2, 2019 |
| • Town Council Approval | May 21 – June 11, 2019 |
| • Contract(s) Effective | July 1, 2019 |

BUDGET/FUNDING:

Annual expenditures will depend on the nature and number of projects for which the contract is utilized and funding levels in the annual Budget and Capital Improvement Program.

POTENTIAL ACTION:

Council may provide direction to staff on this item. This item could be placed on the February Consent Agenda authorizing staff to proceed with "Annual Services Contract – Engineering and Related Services" Request for Qualifications/Proposals (RFQ/P). Also, they may designate Council members to assist staff in evaluation and interview of the proposals.

ATTACHMENTS:

- *Draft Request for Qualifications/ Proposals (RFQ/P)*



REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)

ANNUAL TERM CONTRACTS FOR PROFESSIONAL ENGINEERING AND RELATED SERVICES

Introduction

The Town of Altavista (herein referred to as “TOWN”) is seeking sealed proposals from Consulting Engineering Firms (herein referred to as “CONSULTANT”) who wish to be considered to provide on-call professional engineering services for inspection, planning, and design projects located throughout the Town. These services shall be provided on an “as needed” basis. The Consultant may choose to propose on all or any combination of the Scope of Services in which the Consultant has an interest. The TOWN may award multiple contracts from this RFQ/P. CONSULTANTs may be selected to provide services for more than one category as described in the Scope of Services.

The TOWN intends to contract with CONSULTANT for an initial one-year period with option to extend annually for up to four additional years. Pursuant to the requirements of the Virginia Public Procurement Act, fees paid for professional services under such contract shall not exceed \$500,000. **Individual work orders will not exceed \$100,000 per project without obtaining services through competitive negotiations.**

Services may include, but not limited to: consultations, field investigations, analyses, feasibility studies, preliminary engineering and architectural reports, grant application assistance, permitting, public presentations, architectural/engineering drawings and design, construction documents preparation, bidding/construction administration, planning and zoning consultation including site plan review, erosion and sediment control assistance, and review of site plans.

Project types may include: architectural design services, roads, drainage, storm water management, inflow and infiltration studies, water/wastewater treatment, water/sewer extensions, site preparation, Comprehensive Plan review, land use planning, zoning code review, environmental assessments, civil engineering, subsurface investigations, contract administration, SCADA system strategic planning/master plan, project inspection services, landscape architecture, surveying, assistance with economic development projects, and grant preparation and/or administration.

For many of the services listed above it is anticipated that the CONSULTANT selected could consist of more than one engineering consultant. It is not expected nor intended that the TOWN will only consider CONSULTANTS able to provide all services “in-house”. At the time of consultant selection, the selected CONSULTANT would be the entire “team” selected included in the Consultants RFQ/P.

The CONSULTANT shall provide consulting services on an “on-call” basis for project services to be determined during the term of the Professional Services Agreement for On-Call Engineering Services (herein referred to as “AGREEMENT”). This AGREEMENT shall become effective upon execution and shall continue in full force and effect beginning in the date that both parties have signed, and ending one year from that date, subject to the TOWN’s discretion. The TOWN may elect to extend this AGREEMENT for four (4) additional one year terms, on the same terms and conditions, providing written notice to the CONSULTANT thirty (30) days prior to the expiration of the AGREEMENT.

Upon execution of AGREEMENT, **TOWN may solicit Service Request proposals from one or all contracted CONSULTANTS based upon the scope of services, work schedule, and fee schedule submitted with this RFQ/P.** Individual projects will be awarded by Service Requests, concurrent with the term of the AGREEMENT. Once the Service Request is fully executed, a Notice to Proceed will be issued with specified work. The Town reserves the right to perform work in-house or to award large projects through a separate procurement action.

Scope of Services

The scope of services for this RFQ/P is as outlined below and each description of services is general in nature. All inspection, planning and design services shall meet all Virginia Department of Transportation, Virginia Department of Environmental Quality, Virginia Department of Health, Town of Altavista, American Association of State Highway and Transportation Officials, **Virginia Occupational Safety and Health regulations**, American with Disabilities Act, and other applicable local, state, or federal regulations. The TOWN will at the time of actual project solicitation, provide more detailed requirements as to regulations and guidelines that the project must follow.

Construction Inspections

(1) Construction Inspections

- a. Inspection services related to the construction of capital projects within the Town. Services would include Construction Management, and Inspection. Inspection services would include, but is not limited to; compaction (Nuclear Density Gauge), concrete, asphalt, soils, works zone, water and sewer infrastructure, utility relocation, stormwater and ESC inspections, and other specific inspections are required. **Pictures of the project while the work is being done with daily journal being kept.**

Structural Design Services

(1) Structural Design

- a. Design services for the construction, reconstruction, or rehabilitation of the following types of structures:
 - i. Roadway or Pedestrian Bridges
 - ii. Traffic Signals
 - iii. Retaining Walls
 - iv. Buildings**
 - v. Tanks**
 - vi. Other structural type infrastructure within the Town.

Transportation Facility Design Services

(1) Transportation Facilities Design

- a. Complete Transportation Facility design services, which include both vehicular, pedestrian, bicycle, and transit facilities. The services included with this category shall include but are not limited to the following:
 - i. Survey
 - 1. Complete Topographic and Boundary Survey
 - 2. Plat preparation, which include Fee Simple, Permanent and Temporary Easements.
 - ii. Geotechnical Investigations
 - iii. Hydraulic/Hydrology Analysis
 - 1. Flood Studies
 - 2. Wetland Delineation
 - iv. Roadway Design
 - 1. Right of Way Plans
 - 2. Roadway Construction Plans
 - 3. Signage, Striping, and Signal Plans
 - 4. Utility Relocation Plans
 - 5. Roadway Stormwater Management Plans
 - 6. Landscaping Plans
 - 7. Maintenance of Traffic and Transportation Management Plans
 - v. Environmental Documentation/Permitting
 - 1. State Environmental Review Process assistance
 - 2. Assistance with federal, state and local permits
 - 3. SWPPP Preparation
 - vi. Construction Document Preparation Assistance
 - vii. Public Outreach and Involvement
 - 1. Citizen Information Meetings
 - 2. Design Public Hearings
 - 3. Stakeholder Engagement Assistance

Traffic Engineering Services

(1) Traffic Engineering

- a. Traffic Engineering services as required by Town Capital Improvement Projects and potential development throughout the Town. Services would include, but are not limited to the following:
 - i. Traffic Impact Analysis Preparation
 - ii. Traffic Impact Analysis Review
 - iii. Traffic Data Collection
 - iv. Traffic Simulation modeling for roadway improvements
 - v. Traffic forecasting
 - vi. Public Involvement
 - 1. Citizen Information Meetings
 - 2. Stakeholder Engagement Assistance

Transportation Planning Services

(1) Transportation Planning

- a. Transportation Planning services as required by Town Capital Improvement Projects and potential development throughout the Town. Services would include, but are not limited to the following:
 - i. Planning services related to federal and state fund grants/programs

- ii. Complete Street planning considerations
- iii. Multimodal planning aspects, including bicycle & pedestrian, and public transit
- iv. Traffic Calming
- v. Parking Strategies
- vi. GIS Mapping Services
- vii. Public Involvement
 - 1. Citizen Information Meetings
 - 2. Stakeholder Engagement Assistance

Environmental Engineering Services

(1) Environmental Engineering Services

- a. Environmental Engineering Services would include, but not limited to the following:
 - i. Preparation of permits and/or modifications of permits for the Town or specific Town facilities
 - ii. Site Assessments and Remediation
 - iii. Underground Tank Monitoring and/or Removal
 - iv. Solid Waste Management
 - v. GIS Mapping Services
 - vi. Sampling and analysis of soil, air, surface water, and groundwater
 - vii. Well installation, sampling, analysis, and associated evaluations and reporting
 - viii. Spill Prevention, Control, and Countermeasure (SPCC) planning
 - ix. Facility Stormwater Pollution Prevention Plan (SWPP) preparation
 - 1. Training assistance related to SWPP program
 - x. Asbestos Abatements for various Town infrastructures

Stormwater Management Services

(1) Stormwater Management Services

- a. Stormwater Management services would include both planning and design work related to but not limited to the following:
 - i. Stormwater Improvement Plan/Pollution Reduction Plan/Stormwater Master Planning (Town Wide)
 - ii. Retro-Fit project planning and design
 - iii. Stormwater management facility rehabilitation and repair
 - iv. New Capital project planning and design
 - v. Infrastructure improvement planning and design
 - vi. Survey Services
 - 1. Topographic and Boundary Surveys
 - 2. Plats and easement preparation
 - vii. GIS Mapping Services
 - viii. Environmental Documentation/Permitting
 - ix. Public Involvement
 - 1. Citizen Information Meetings
 - 2. Stakeholder Engagement Assistance

Water System Planning and Analysis

The Town requires engineering, planning and analysis, supported by computerized hydraulic modeling. Services shall provide evaluation of the existing system performance as well as the impact of various proposed system changes such as increases or reconfiguration of the network

pipings or addition of new pumping or storage facilities. Evaluation and optimization may consider flow delivery, pressure, energy management, and water quality.

Planning and analysis of treatment, pumping, storage, instrumentation, and control may be required.

Sewer System Planning and Analysis

The Town is requesting engineering services to assist with all aspects of its sanitary sewer operations. Specific interest may apply to performing Sanitary Sewer Evaluation Studies (SSES). This will require consulting and execution of temporary sewer flow monitoring and analysis to determine whether the existing sewer collection system has adequate capacity to safely convey typical dry weather and peak wet weather flows and to identify any areas that may be at risk of sanitary sewer overflows (SSO). Additionally, the flow monitoring evaluation shall determine the effects and removal of rainfall dependent inflow and infiltration (RDII) flows to the sanitary system. The selected consultant will be wholly or partially responsible for managing the temporary sewer flow monitoring activities, collecting accurate sewer flow and rainfall data, preparing RDII analysis, and summarizing the results and engineering recommendations in a report.

SCADA System Strategic Planning

The Town is seeking professional services with ability to evaluate current SCADA system, benchmark current system against industry best practices, and make recommendations in the format of a master plan toward maturity.

Utility Construction Design

(1) Utility Construction Design

- a. Town Public Utilities Department is seeking engineering services for design of water and sewer facilities. Construction documents and project manual may be required for formal bid. Typical work shall include, but is not limited to:

- i. Survey
 1. Full Topographic and Boundary Survey
 2. Plat preparation, which include Fee Simple, Permanent and Temporary Easements
- ii. Geotechnical Investigations – Subcontractors will be allowed pursuant to the “Subcontract” portion of this document.
- iii. Hydraulic Analysis
 1. Water system modeling
 2. Sewer system modeling
- iv. Utility Design
 1. Water and sewer plan and profile construction drawings
 2. Water storage construction drawings
 3. Pumping and associated equipment construction drawings
 4. Water system instrumentation drawings
 5. Erosion and sediment control drawings
 6. Other construction drawings as required to complete utility projects
- v. Stakeholder Management and Permitting
 1. Regulatory: VDH, DEQ, VDOT
 2. Coordination of other utilities
 3. Assistance with internal Town stakeholders
 4. Assistance with external Town stakeholders
 5. Assistance with end user stakeholders

Compensation and Method of Payment – As full payment and compensation for the performance and completion of work acceptable to the Town for each project, the Town will pay the Consultant in accordance with the sum determined for the individual project assignment. All work shall be performed for each project and shall be done on a lump-sum, not-to-exceed basis or a time and material basis. The hourly rates utilized to determine the cost of each assignment will not exceed the hourly rates established for this contract. Estimates for each project shall include the number of projected man-hours by personnel classification and the corresponding hourly rate. Total fee shall include all expenses for performing the necessary work, including professional fees and reimbursable expenses. Reimbursable expenses, which shall mean the actual expenses incurred directly or indirectly in connection with the services performed and shall be estimated at the time of negotiation with actual expenses added to invoices. When assignments are negotiated on a lump-sum or not-to-exceed basis, the cost of attending the number of meetings as required by the Town, shall be included in the fee.

Performance Schedule – The Consultant shall perform work in accordance with a performance schedule negotiated at the time of project assignment. The Consultant shall assign the work to qualified personnel in sufficient numbers to complete the work according to the performance schedule and designate a qualified Project Manager to oversee each project. The Project Manager shall work continuously on the project until final reports are accepted by the Town.

Changes in Performance Schedule – The Town may make changes to the work scope, schedule, or cost previously negotiated for an individual assignment. Any changes in the scope, schedule, or cost of the work for the project shall proceed only with the express written authorization of the Town. If any such increases or decreases to the scope or schedule are authorized then they shall be adjusted in cost and time accordingly. The Consultant will not be entitled to adjustments that in the opinion of the Town do not result in a change or have not been previously authorized.

Professional Standards and Abilities

Consultants shall be properly licensed in accordance with applicable local, state and federal regulations and should demonstrate their ability to:

- Perform all tasks in accordance with generally accepted professional standards.
- Provide to the Town the best possible advice and consultation within Consultants authority and capacity as a Professional Engineer.
- Comply with the regulations, laws, ordinances and requirements of all governmental agencies and authorities that have jurisdiction over design criteria and environmental impact applicable to individual projects.
- Assign work to be performed to qualified personnel in sufficient numbers to meet negotiated performance schedules.

Town of Altavista Responsibilities

The Town shall:

- Provide to Consultant all information in its possession which relates to the Town's requirements for the individual project or which is relevant to the project.

- Coordinate interactions between the project team and other stakeholders including assist the Consultant in obtaining permission to enter upon public and private property as required for the Consultant to perform his services.
- Determines and approves required levels of quality including examining all studies, test results, reports, sketches, drawings, specifications, proposals and any other documents presented by the Consultant.
- Designate a person to act as its representative with respect to the work to be performed for each assignment. Such person shall have the authority to transmit instructions, receive information, interpret and define the Town's policies and decisions with respect to materials, equipment, elements and systems pertinent to the services performed.
- Defines the project change management plan and evaluates and approves/disapproves any request for change. May also include decisions on preventive action and corrective action.

Proposal Preparation

Interested firms should submit one (1) paper copy and one (1) electronic copy (on CD or thumb drive) of the proposal, to:

Office of the Town Manager
Town of Altavista Town Hall
510 7th Street
P.O. Box 420
Altavista, VA 24517

Electronic copy must be identical to the hard copy. If the proposal contains proprietary information offerors shall provide a copy clearly marked "REDACTED COPY" in addition to the provided hard copy.

Questions related to the RFQ/P and the selection process should be in writing and directed to:

Waverly Coggsdale
Town Manager
Fax: (434) 369-4369
Email: jwcoggsdale@altavistava.gov

Questions or requests for clarification may be faxed or emailed to the contact listed above by **Monday, March 25, 2019 at 2:00 p.m., local time.** All relevant questions and responses to inquiries will be distributed to the known RFQ/P holders and posted on the Town's website. It is the responsibility of all Offerors to ensure that they have received all addenda and to include signed copies of any and all addenda with their proposals.

All proposals must be in an opaque, sealed envelope or box and clearly marked: "On-Call Term Contract for Consulting Engineering Firm RFP". Proposals shall clearly indicate the legal name, address and telephone number of the offeror (company, firm, partnership or individual). All expenses for making this proposal to the Town shall be borne by the offeror. **All proposals shall be received at the address listed above no later than Tuesday, April 9, 2019 at 2:00 p.m., local time.** Any proposal received after this time and date will not be accepted. The Town of Altavista is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. The Offeror has the sole responsibility to have the proposal received by the Altavista Town Hall at the above address and by the above stated time and date. Clearly identified proprietary information will not be

disclosed during the selection process. Please submit an Attachment that identifies any proprietary information. Proposals may be withdrawn any time prior to proposal opening upon written request by the Offeror to Town Hall.

The Offeror is advised that oral explanations or instructions given by Town personnel during the Request for Qualifications/Proposals process, or at any time prior to the award shall be nonbinding.

Persons intending to submit a proposal are specifically cautioned that the Offeror is barred from pleading misunderstanding or deception because of estimates of quantities, character, location, or other conditions surrounding the same.

Modifications, additions or changes to the Terms and Conditions of this Request by the Offeror may be cause for rejection.

Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

The selection of the successful firms will be done by competitive negotiations in accordance to the Virginia Procurement Act. The Town may offer agreements to more than one firm.

Submittals should contain a cover letter, not exceeding two pages, and concise informative responses to each of the selection criteria listed below. Other information may be included in an appendix.

Selection Schedule

The Town intends to follow, but will not be bound by, the following selection timeframe:

Advertisement of RFQ/P	March 3 & 10, 2019
Deadline for Questions Submitted by Email	March 25, 2019
Response to Written Questions	April 4 , 2019
Deadline for Proposal Submittal	April 9, 2019, 2:00 p.m.
Interviews, if necessary	May 1-2, 2019
Town Council Approval	May 21-June 11 th , 2019
Contract Signed to begin	July 1, 2019

Proposal Selection

Proposals will be reviewed by Town staff and evaluated to determine which proposals best meet the criteria of the RFQ/P. Evaluation of the proposals by Town staff is expected to be completed within 21 days of receiving the proposals. The final selection will be based on completeness, experience with agencies, technical merit, and time to perform. It is the Town's intention to select a maximum of three firms that have sufficient expertise to handle the variety of projects the Town undertakes, thereby minimizing the involvement of other firms. However, the Town reserves the right to select and contract with more than three firms for the specified serves, in whole or in part.

Evaluation Criteria

The Towns' selection committee will evaluate proposals based on the following factors:

1. General background of the firm, available resources, subcontractors, and range of services including rates for standardized classes of service on an hourly basis.
2. Experience of the firm with similar "as needed" general engineering contracts. Include references.
3. Experience of the firm with similar types of infrastructure projects, particularly for Virginia municipalities of similar size. Include references.
4. Qualifications of the proposed Project Manager(s) and other key personnel that would most likely be assigned.
5. Familiarity with Federal and State grant/loan programs.
6. Proximity to the Town of Altavista.
7. Existing knowledge of the Town of Altavista. Describe any knowledge of either the Town's infrastructure or past performance on projects for the Town, if applicable.
8. Quality of presentation.

Selection Procedure

Selection of the successful proposal(s) will be based upon submission of proposals meeting the selection criteria. Proposals determined to not meet one or more material RFP requirements may be excluded. The minimum selection criteria will include:

- Experience, professional competence, and qualifications of the CONSULTANT and staff to provide the specified services. (10 points)
- References and previous client evaluations from other government and/or commercial entities shall be considered to include documented experience in performing and completing similar tasks/services for other governmental and/or commercial clients in a professional, efficient and timely manner and within an established budget. (10 points)
- Record of responsive to client requests. (8 points)
- Ability to work with Town staff (8 points)
- Financial responsibility (years in business, number of projects completed, annual volume of work in dollars, etc.) (4 points)
- Extent of Consultant organization (5 points)
- Present permanent staff availability (5 points)
- Cost of Services (**Short listed firms only**). Although prices, rates or fees **ARE NOT** to be submitted with the initial proposal response, such proposed non-binding and/or binding fees may be considered for those firms involved in the discussion and negotiation phase of the selection process. If labor rates are requested, the rates specified by the Offeror shall include all direct and indirect overhead costs, including but not limited to, transportation, general and administrative costs, etc. Labor rates will be paid on the basis of time at the site.

Selection Interviews

The Town reserves the right to hold selection interviews with any offeror submitting a proposal under this RFQ/P. These interviews will be held solely at the discretion of the Town and after the proposal scoring process. The intent of the Town is to hold interviews only with top-scoring offerors based on the proposal scoring process. The interviews would be attended by representatives of the Town, as well as the CONSULTANT's licensed engineer in responsible charge of any project under this AGREEMENT. The selection interview will be used to gain further insight into the CONSULTANT's capabilities for the purpose of making a selection recommendation.

The Town intends to follow the guidelines of the Competitive Negotiation procedure for the Procurement of Professional Services as outlined in the Virginia Procurement Act. Based on information contained in proposals, a joint committee will invite two or more firms into individual discussions to determine which firm could best meet the needs of the Town.

The Town reserves the right to contract with more than one firm if deemed appropriate. The Town of Altavista reserves the right to reject any or all proposals received. **During the term of the contract, the Town may seek proposals from other firms for specific projects when advisable or when the scope of work exceeds \$100,000.**

Contract Award

The Town's evaluation committee will read, review and evaluate each proposal based on the criteria as stated in the proposal. A preliminary rating will be used to select the offerors for further consideration, the short list.

- The Town shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. In addition, offerors shall be informed of any ranking criteria that will be used by the Town in addition to the review of the professional competence of the offeror.
- The Request for Qualifications/Proposal shall **not**, however, request that offeror furnish estimates of man-hours or cost of services. At the discussion stage, the Town may discuss nonbinding fee schedules and/or total project costs including man-hours or costs of services. If an offeror is selected for interview, that offeror shall submit to the Town, within three (3) working days of notification, their non-binding fee/rate schedule. The individual offeror's fee/rate schedule should include a rate for all labor categories that the offeror anticipates using on the project.
- At the conclusion of discussion, on the basis of evaluation criteria so stated in the Request for Proposal and all information developed in the selection process to this point, the Town shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.
- Negotiations shall then be conducted, beginning with the offeror ranked first. In a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair, the

award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Notwithstanding the foregoing, if the terms and conditions for multiple awards are included in the Request for Proposal, the Town may award contracts to more than one Consultant.

- Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.
- The contract document will incorporate by reference all requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.
- The Town is not required to furnish a statement of the reasons why a particular proposal was not deemed the most advantageous or otherwise debrief an Offeror.

General Town of Altavista RFQ/P Terms and Conditions:

The Offeror in this section refers to the firm, entity, or individual submitting a proposal to the Town.

Payment will be made to the offeror once each month based upon Town approved satisfactory and actual services rendered and/or goods received and invoices submitted by offeror.

In the case of default by the successful Offeror or failure to deliver goods/services ordered by the time specified, the Town, after due written notice, may procure them from other sources and hold the Offeror responsible for any resulting additional purchase and administrative costs.

Contract Term: The initial term of this contract shall be effective for one (1) year from the date of Notice of Selection. Fees shall not exceed \$500,000 per contract. For any single contract the contract fee shall not exceed \$100,000, per VA State Code 2.2-4302.2. It is understood that the Architect's/Engineer's work may not be completed during the contract term; however, all terms and conditions of this contract shall survive until work is completed.

Contract Renewal: This contract may be renewed by the Town for four (4) successive one year periods under the terms and conditions of the original contract except as stated below. Price increases may be negotiated only at the time of renewal. Upon a determination by the Town to renew this contract for an additional term, written notification will be given to the Consultant. The second term, shall begin one (1) year from the date of the initial Notice of Selection. A new aggregate limit of \$500,000 group total/\$100,000 single project limit shall apply to the second contract term and for every renewal thereafter. Any unused amount from the first term shall not carry over to the second term and for every renewal thereafter.

- If the Town elects to exercise the option to renew the contract for an additional one - year period, the contract price(s) for the additional year shall not exceed the contract price(s) of the original contract increased by more than the percentage increases of the Commodity and Services Group – Other Services category of the Urban Wage Earners and Clerical Workers section of the Consumer Price Index (CPI-W) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- If during any subsequent renewal periods, the Town elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased by more than the percentage increases of the Commodity and Services Group – Other Services category of the Urban Wage Earners and

Clerical Workers section of the Consumer Price Index (CPI-W) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

Federal Funds – Apply to Only Federal Funded Projects: During the course of its normal operation, the Town may become responsible for the advertisement and administration of roadway construction projects that are federally funded. For these projects, the federal guidelines and requirements identified in Executive Order 11246, U.S. DOT 1050.2, and the DBE Policy Statement shall be required.

By submitting their proposals, the Offerors certify that their proposals are made without collusion or fraud, and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

By submitting their proposals, Offerors certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, The Americans with Disabilities Act, and §11-51 of the Virginia Public Procurement Act.

During the performance of any contract resulting from this RFQ/P, the contractor agrees as follows:

- a) The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b) The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c) Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation, shall be deemed sufficient for the purpose of these requirements.
- d) The Offeror shall include the above provisions in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

By submitting their proposals, the Offerors certify that they do not and will not during the performance of any contract resulting from this RFQ/P employ illegal alien workers, or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods covered by the solicitation, nor are they an agent of any person or entity that is currently debarred.

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Town all rights, title and interest in and to call causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town under said contract.

The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services proposed, and the Offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Town further reserves the right to reject any proposal if the evidence submitted by, or investigations of, the Offeror fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract.

Upon award of a contract, it shall not be assignable by the Offeror, in whole or in part, without the written consent of the Town.

Changes to any contract resulting from this RFQ/P can be made in any of the following ways:

- a) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- b) The Town may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing of shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Town a credit for any savings. Compensation shall be determined by one of the following methods:
 1. By mutual agreement between the parties in writing; or
 2. By agreeing upon a unit price or using a unit price set forth in the contract; or
 3. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Town with all vouchers and records of expenses incurred and savings realized.

The Town reserves the right to reject any or all bids or proposals, in whole or in part, to make separate awards, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the Town to be in its best interest. Due consideration will be given to price, previous experience, and the ability of the Offeror to render required services. The Town also reserves the right to conduct any tests it may deem advisable and to make all evaluations.

Insurance Requirements:

- a) Indemnification - The Offeror agrees, to the fullest extent of the law, to indemnify and hold the Town harmless from and against all losses, damages, injuries, claims and demands whatsoever, regardless of the case thereof, and expenses in connection therewith, including reasonable counsel fees arising out of or incidental to the performance of the Offeror's duties and responsibilities under any agreement that results from this request for proposals. This covenant of indemnity shall continue notwithstanding any revocation or termination of any agreement that results from this request for proposals. The Offeror shall be given prompt notice of any claims, demands or causes of action, and reasonable opportunity to defend the same.

- b) Insurance - The Offeror shall secure and keep in force, at its sole cost and expense, the following insurance policies which shall be in form and content satisfactory to the Town, and shall be issued by insurance companies qualified to do business in the Commonwealth of Virginia.

Property Damage and Liability Insurance - Policy of property damage and public liability insurance which shall protect the Town and such other persons as the Town shall designate against any liability imposed by law upon the Town, the Offeror, or both. Coverage shall include damages for loss of or damages to property, or for bodily injuries, including death suffered or claimed by reason or in consequence of any act or omission of any act by an employee or agent of the Offeror. Such insurance shall be on a comprehensive General Liability form with limits of \$1,000,000 each occurrence, \$1,000,000 aggregate and bodily injury liability to include: premises operations products, complete operations, contractual and broad form property damage.

Worker's Compensation and Other Insurance - The Offeror shall carry such Worker's Compensation Insurance and other insurance on its employees and agent performing services under this contract, as is required by the Code of Virginia.

- c) Upon award, the Offeror shall provide the Town with a certificate of insurance. Policy coverage shall be maintained during the entire term of the contract.

Cancellation of Contract:

The Town reserves the right to cancel any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the Offeror. Any contract cancellation notice shall not relieve the Offeror of the obligation to deliver and/or perform on all outstanding orders prior to the date of cancellation.

Availability of Funds:

Agreements are made subject to the appropriation of funds by the Altavista Town Council and are null and void in the event of non-appropriation by the Town Council. Non-appropriation of funds shall not be deemed a cancellation and shall terminate this agreement without recourse and with no liability on the part of the Town.

Drug-Free Workplace

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against the employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Safety and OSHA Standards

All parties performing services for the Town shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards, and any other applicable rules and regulations. All parties shall be held responsible for the training, supervision, and safety of their employees. Any unsafe acts or hazardous conditions that may cause injury or damage to any persons or

property within and around the work site areas under this contract shall be remedied per the regulatory agency guidelines.

Cooperative Procurement

This procurement is being conducted on behalf of other public bodies, in accordance with 2.2-4304 (A) of the Code of VA. The successful bidder has the option to provide these same items (services), except, architectural and engineering services, at the same prices, awarded as a result of this solicitation to any public body within the Commonwealth of Virginia. If any other public body decides to use the final contract, the contractor(s) must deal directly with that public body concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Failure to extend a contract to a public body will have no effect on consideration of your bid.

End of RFQ/P

Scoring	Firm Name	Firm Name	Firm Name	Firm Name
	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX
Experience, professional competence, and qualifications of the CONSULTANT and staff to provide the specified services. (10 points)				
References and previous client evaluations from other government and/or commercial entities shall be considered to include documented experience in performing and completing similar tasks/services for other governmental and/or commercial clients in a professional, efficient and timely manner and within an established budget. (10 points)				
Record of responsive to client requests. Including availability to attend Council meetings and work sessions as needed. (8 points)				
Ability to work with Town staff (8 points)				
Financial responsibility (years in business, number of projects completed, annual volume of work in dollars, etc.) (4 points)				
Present permanent staff availability (5 points)				
TOTAL				



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

January 22, 2019

ITEM #: 5d**ITEM TITLE:**

Annual Mowing Services – Request For Bids

DESCRIPTION:

Periodically, the Town will issue a Request For Bids (RFB) for annual mowing services for town maintained right of way and properties. Recently our mowing contractor abruptly stopped providing the service, accordingly we would like to proceed with the bid process to replace this contractor. The Request For Bids (RFB) is attached for your review. Once the bids are received staff will make a recommendation to Town Council on this item.

- Publish Request for Bids January 27 and February 6, 2019
- Bids Received February 21, 2019
- Bid Award (Council) March 12, 2019

BUDGET/FUNDING:

Annual expenditures will depend on the bids received and would be included in the annual Town Budget.

POTENTIAL ACTION:

Council may provide direction to staff on this item. With the loss of our current contractor, staff is seeking a Consensus of the Town Council to proceed with this item.

ATTACHMENTS:

- *Draft Request For Bids (RFB)*

REQUEST FOR BIDS (RFB)

GRASS MAINTENANCE/GRASS-CUTTING SERVICES

The Town of Altavista is currently seeking bids from qualified firms to provide grass-cutting services for 2019 / 2020 budget year at specified sites in Altavista. The deadline for application submission is 2:00 P.M on Friday, February 21, 2019. We expect to award the bid by March 13, 2019 with the start date being April 1, 2019.

Interested firms may obtain a copy of the bid documents, including an official bid form, by contacting the following:

David Garrett
Public Works Director
Town of Altavista
510 Seventh Street
P. O. Box 420
Altavista, VA 24517
(434) 369-6045

TOWN OF ALTAVISTA, VIRGINIA

REQUEST FOR BIDS (RFB)

DATE OF THIS REQUEST: January 27, 2019

DESCRIPTION: Grass Maintenance

BID DEADLINE: Thursday, February 21, 2019, 2:00 P.M.

For information relating to this RFB, please contact:

David Garrett
Public Works Director
510 Seventh Street
P.O. Box 420
Altavista, VA 24517
(434) 369-6045

The Town of Altavista is currently seeking proposals from qualified firms to provide grass-cutting services for the remainder of the FY2019 and the FY 2020 budget year at specified sites in Altavista.

Bids are to be submitted in a sealed envelope marked “Grass Maintenance” on the outside and delivered to the above address no later than 2:00 P.M. on Friday, February 21, 2019.

I. SCOPE OF WORK

- (A) Contractor will cut grass and perform maintenance work as specified for each location. This work will be performed as needed depending on the rate of growth, but in no instance will this exceed once per 7-day period.
- (B) Contractor will provide all labor, materials, equipment, etc., to maintain the grass at Green Hill Cemetery, McMinnis Spring, Reynolds Spring, Clarion Road Water Tank, Melinda Drive Water Tank, Water Treatment Plant, Wastewater Treatment Plant, Main Street Right-A-Way, and Bedford Ave. Right-A-Way.
- (C) The scope of work for each area is identified in Appendix A at the end of this proposal.

- (D) Any other items mutually agreed upon by the Town and the successful offeror.

II. WHAT TO SUBMIT

In order to facilitate review of the bids, bidders are requested to submit the following information:

- (A) Complete the Official Bid Form listing the unit price for what it will cost for a single cut for each site, and an estimate of the number of cuttings required for the year for each site.
- (B) A brief description of the firm, its qualifications, background, and history in providing work similar to what is requested in this RFB.
- (C) A description of the equipment to be used and the number of employees who will be working on this project.
- (D) A list of at least three (3) references for whom you are currently performing similar work. Please include names, addresses, and phone numbers of these references, including a primary contact person.
- (E) A copy of your Certificate of Insurance. Bidders are required to have a minimum of \$1,000,000 in liability insurance coverage, and are also required to have worker's compensation insurance during the length of the contract.

III. QUALIFICATIONS

Bidders must have a minimum of five (5) year's experience in work similar to what is being requested. Successful bidders will be required to purchase a Town of Altavista business license for 2019.

IV. SCHEDULE

Interested bidders may contact Mr. Jeff Arthur, Buildings and Grounds Supervisor to view the sites in the proposal. He can be reached at (434) 369-6045 between 7:00 AM and 3:00 PM Monday through Friday.

Bids are due on February 21, 2019 – no exceptions. We will interview and make inquiries of firms submitting bids as necessary. We expect to award the bid no later than March 13, 2019 with work commencing April 1, 2019.

V. CRITERIA FOR EVALUATION

Offerors will be evaluated on the following criteria:

- (A) Understanding of the project and the scope of work.
- (B) Experience with similar projects.
- (C) Qualifications of staff working on project.
- (D) Satisfaction of other clients.
- (E) Ability to handle a project of this size.
- (F) Cost.

VI. DURATION OF CONTRACT & OPTION TO RENEW

The contract shall be for a one (1) year term, starting April 1, 2019 with an option for renewal for a maximum of four (4) additional one-year terms. Any extension/ renewal of contract shall be by mutual consent-in-writing prior to the expiration of the current contract.

VII. TERMINATION OF CONTRACT

In the event Contractor is not satisfactorily meeting its obligations the Town will give notice to Contractor specifying the problem. If after receiving notice, Contractor fails to correct problem within 10 days, Town has option to immediately terminate agreement.

VIII. PAYMENT FOR SERVICES

The Town will pay the contractor on a monthly basis based upon submitted invoices.

Please Note: The Town will only pay the contractor for the actual number of cuttings performed. Contractor will submit an invoice for payment on a monthly basis. This invoice is to be submitted no later than the 5th of the month for all work completed during the previous month. The Town will make payment no later than 2 weeks after submittal of the invoice.

The Town of Altavista reserves the right to reject any and all bids for this project. The Town also reserves the right to divide the work between more than one bidder if it is felt that it is in our best interest to do so. The Town will award the bid to the most qualified bidder, which may not be the lowest bidder.

Bidders will be required to indemnify and hold the Town harmless against liability for injury and damage to any person or property resulting from bidder's performance of contract.

APPENDIX A

SCOPE OF WORK

Contractor shall mow the grass every seven (7) days, or as weather permits, to maintain an appropriate even height for types of grass and season to ensure a well-manicured and healthy appearance and perform maintenance work as specified for each location. This work will be performed as needed depending on the rate of growth, but in no instance will this exceed once per 7-day period. Mowing outside of the normal operating season will be conducted if necessary to maintain a well-manicured appearance.

Work must be performed Monday through Friday. Weekend work is not permitted unless special permission is obtained in writing from the Town Manager.

(1) Green Hill Cemetery

- Cut grass to a height of 2.5 inches or as specified by the Public Works Department.
- Use weed eater to trim grass around all headstones, footstones, monuments, and other markers. Grass around the headstones, footstones, monuments, and other markers should be cut to the same length as the other grass, approximately 2.5 inches.
- Use broom or blower to remove grass clippings from all headstones, monuments, and other markers, roadways, and other areas requiring it.
- Bidders are to note that this is an active cemetery and that schedule may have to be altered to accommodate funerals and the opening and closing of graves. Town personnel will coordinate with the contractor.
- Each cut and associated work should be accomplished in no more than two consecutive days.

(2) McMinnis Spring Site

- Cut grass to a height of 2.5 inches or as specified by the Public Works Department.
- Use weed eater to trim grass around fence, building and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

(3) Reynolds Spring Site

- Cut grass to a height of 2.5 inches or as specified by the Public Works Department.
- Use weed eater to trim grass around fence, building and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

(4) Clarion Road Water Tank

- Cut grass to a height of 2.5 inches or as specified by the Public Works Department.
- Use weed eater to trim grass around edge of water tank and other areas requiring it.
- Use broom or blower to remove grass clippings from water tank, sidewalks, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

(5) Melinda Drive Water Tank

- Cut grass to a height of 2.5 inches or as specified by the Public Works Department.
- Use weed eater to trim grass around edge of water tank and other areas requiring it.
- Use broom or blower to remove grass clippings from water tank, sidewalks, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

(6) Water Treatment Plant

- Cut grass to a height of 2.5 inches or as specified by the Public Works Department.
- Use weed eater to trim grass around edge of fences, building, and other areas requiring it.
- Use broom or blower to remove grass clippings from sidewalks, parking lot and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

(7) Wastewater Treatment Plant

- Every other week use weed eater to trim grass around edge of fences, building, concrete basin/tanks, and other areas requiring it.
- Use broom or blower to remove grass clippings from sidewalks, parking lot and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

(8) Main Street Right of Way. Starting just north of Hughes Ave to Town limits at Staunton River Bridge.

- Scope of area to be cut is grass between sidewalks & curb and select areas where no sidewalk or curb exists. This includes at least one pass behind sidewalk.
- Cut grass to a height of 2.5 inches or as specified by the Public Works Department.
- Use weed eater to trim grass around all street signs, lamp post, fences, and any other obstructions shall be trimmed to maintain a well-manicured appearance.

- Use broom or blower to remove grass clippings from sidewalks and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

(9) Bedford Avenue Right of Way. From Main Street West to Town limits.

- Scope of area to be cut is grass between the sidewalks & curb and select areas where no sidewalk or curb exists. This includes at least one pass behind sidewalk.
- Cut grass to a height of 2.5 inches or as specified by the Public Works Department.
- Use weed eater to trim grass around all street signs, lamp post, fences, and any other obstructions shall be trimmed to maintain a well-manicured appearance.
- Use broom or blower to remove grass clippings from sidewalks and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

Note: Litter control along the Main Street ROW as well as the Bedford Avenue ROW shall be included in the per cut unit price.

BID FOR GRASS MAINTENANCE SERVICES
Town of Altavista
Due: February 21, 2019

Company Name_____

Contact Person_____

Address_____

City_____ State_____ Zip_____

Phone_____ Fax_____

Email_____ Tax ID Number_____

<u>Location</u>	<u>Unit Price per Cut</u>	<u>Estimated Number of Cuts</u>
Green Hill Cemetery	_____	30
McMinnis Spring	_____	30
Reynolds Spring	_____	30
Melinda Drive Water Tank	_____	30
Clarion Road Water Tank	_____	30
Water Treatment Plant	_____	30
Main Street ROW	_____	30
Bedford Avenue ROW	_____	30

Signature:_____

Date:_____



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

January 22, 2019

ITEM #: 5e**ITEM TITLE:**

Town Council Retreat

DESCRIPTION:

There has been previous conversation regarding conducting a Town Council Retreat on an annual basis or at least every two years to cover the possibility of new members being elected.

An annual Town Council Retreat would enable Altavista Town Council Members to work together to identify a collective vision for the Town, shorter term priorities to achieve the vision, along with roles and operating guidelines that will enhance effectiveness among Council Members and staff.

The timing and duration of a Council Retreat would depend on Council's desire and the number of items that would be considered. Staff anticipates that it would take approximately sixty (60) days to get the Retreat coordinated once it is decided to move forward, accordingly the April/May timeframe would be advisable.

BUDGET/FUNDING:

There are no funds in the FY2019 Budget for this purpose. Staff can develop a budget for this item.

POTENTIAL ACTION:

Council may provide direction to staff on this item.

ATTACHMENTS:



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

January 22, 2019

ITEM #: 5f**ITEM TITLE:**

Bridge/Park Connection Idea

DESCRIPTION:

At the last Council Meeting, the idea of looking into a Rt. 29 Business Bridge to English Park multi-use trail connection was briefly discussed. Staff has taken a preliminary look and one of the biggest obstacles may be crossing the railroad tracks that run under the bridge. If Council wants staff to pursue this item, this could possibly be submitted for VDOT funding as a trail project; however staff would anticipate that any potential funding would be two (2) years out. At this time, staff is seeking additional input and direction from Town Council on this item.

BUDGET/FUNDING:

Unknown at this time.

POTENTIAL ACTION:

Council may provide direction to staff on this item.

ATTACHMENTS:

- *Maps of area*
- *Photos of current bridge*



End of Bridge
on Altavista
side







TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

January 22, 2019

ITEM #: 5g**ITEM TITLE:**

WWTP Emergency Overflow Pond (EOP) DEQ Annual Update

DESCRIPTION:

Per previous agreement, the Town provides to the Department of Environmental Quality (VDEQ) an annual update regarding ongoing efforts and developments at the Town's WWTP Emergency Overflow Pond (EOP) based on the Town's participation in the DEQ's Voluntary Remediation Program (VRP).

There are several items that staff would like to review with Town Council and get direction on that may impact the report to DEQ:

Grid Sampling of Pond: Included in the current year's (FY2019) Budget are funds for grid sampling that would duplicate the pattern from several years ago. At this time, we have no proposal by which to sample, staff would like direction from Council on whether to seek a proposal or to defer testing.

Pilot Study Interest: Recently staff was contacted by a representative of ecoSPEARS regarding their technology for the remediation of PCBs and their interest in executing a Memorandum of Understanding (MOU) to work with the Town on finding a remediation opportunity. At this time, staff is seeking additional input and direction from Town Council on this item. (Attachment)

Pond Elevation: With the historic rainfall during the last year, the elevation of the WWTP Emergency Overflow Pond (EOP) is nearing "full pond". Staff is exploring avenues, with input from DEQ, regarding permitted ways to drop the pond level should it become necessary to avoid an overflow or discharge event that could result in regulatory action.

BUDGET/FUNDING:

Unknown at this time.

POTENTIAL ACTION:

Council may provide direction to staff on this item.

ATTACHMENTS:

- *ecoSPEARS presentation*
- *ecoSPEARS Memorandum of Understanding (MOU)*



BETTER SOLUTION. BETTER WATER.

ecoSPEARS

CLEANTECH FOR A BETTER FUTURE



**Better Water.
Better Future.**

www.ecospears.com

Company Info

ecoSPEARS (est. 2017) is a cleantech company providing America's polluted land and waterways a second-chance at life through transformative green technologies. ecoSPEARS is the exclusive license holder of patented NASA environmental remediation technologies to clean persistent toxins from the environment.

ecoSPEARS
Vital · Clean · Brilliant

Located in Orlando, Fla., the company has assembled a brilliant team of innovators, NASA scientists and engineers to tackle Sustainable Development Goal (SDG) 6: Clean Water & Sanitation and SDG 11: Sustainable Cities and Communities. ecoSPEARS has developed scalable solutions for cleaning up PCB (polychlorinated biphenyl), PAH (polycyclic aromatic hydrocarbon), PBDE (polybrominated diphenyl ether), DDT (dichloro-diphenyl-trichloroethane), dioxins, and other persistent and pervasive contaminants in water and dry soil—forever.



Proprietary & Confidential

ecoSPEARS

Executive Summary

We imagine a world where every human being has access to clean drinking water.

- **ecoSPEARS is a cleantech company creating better solutions for a better future.** ecoSPEARS is the exclusive licensee of patented NASA technology to extract and destroy toxins from land and waterways to protect human health and environment.
- **The Major Problem:** Polychlorinated biphenyls (PCBs) are organic chlorine compounds that were once widely deployed in adhesives, heat transfer and dielectric fluids, dyes, coatings, paints, lubricants etc. **PCBs were banned by the United States in 1979, but PCBs are still being used in manufacturing plants across the world.** PCBs are now considered the most widespread contaminant on the earth. Given their persistent nature, PCBs do not degrade easily in the environment creating a monumental cleanup task that presents a tremendous business opportunity for the right solution.
- **Remediation efforts, to date, have failed to service the need,** leaving vast tracts of land and waterways largely unsafe and unusable. This situation is primarily due to the lack of effective remediation technologies. Both excavation and dredging, the two approaches used today for contaminated soil and sediments, suffer from significant limitations, as the contaminated mediums are then sent to a landfill or incinerated, two methods that are extremely damaging to the environment.

Clean Water: Our Most Precious Resource

71%

of Earth's Surface is covered in water

3%

of this water is suitable for consumption

<1%

of freshwater is accessible but is it toxic?

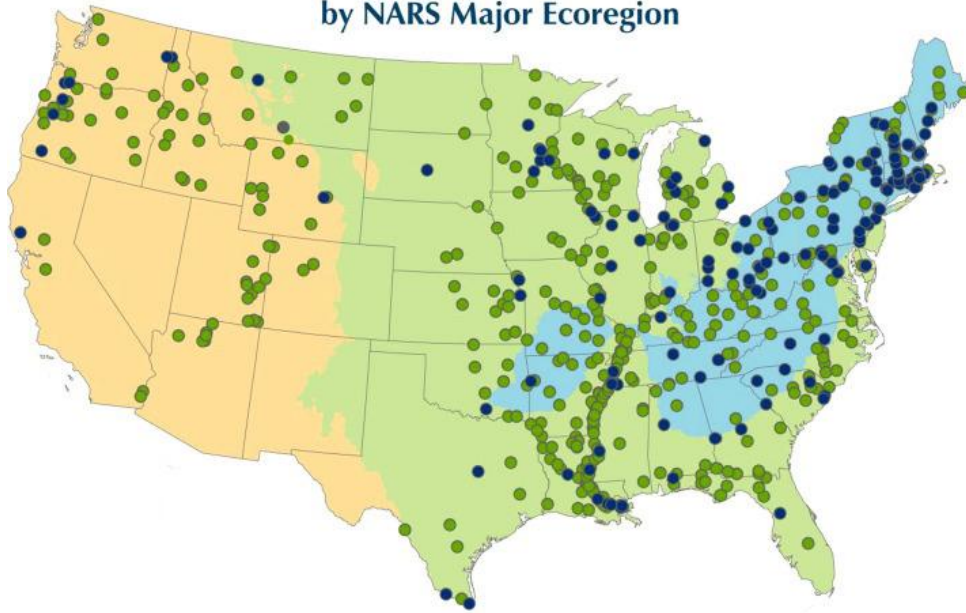


Proprietary & Confidential

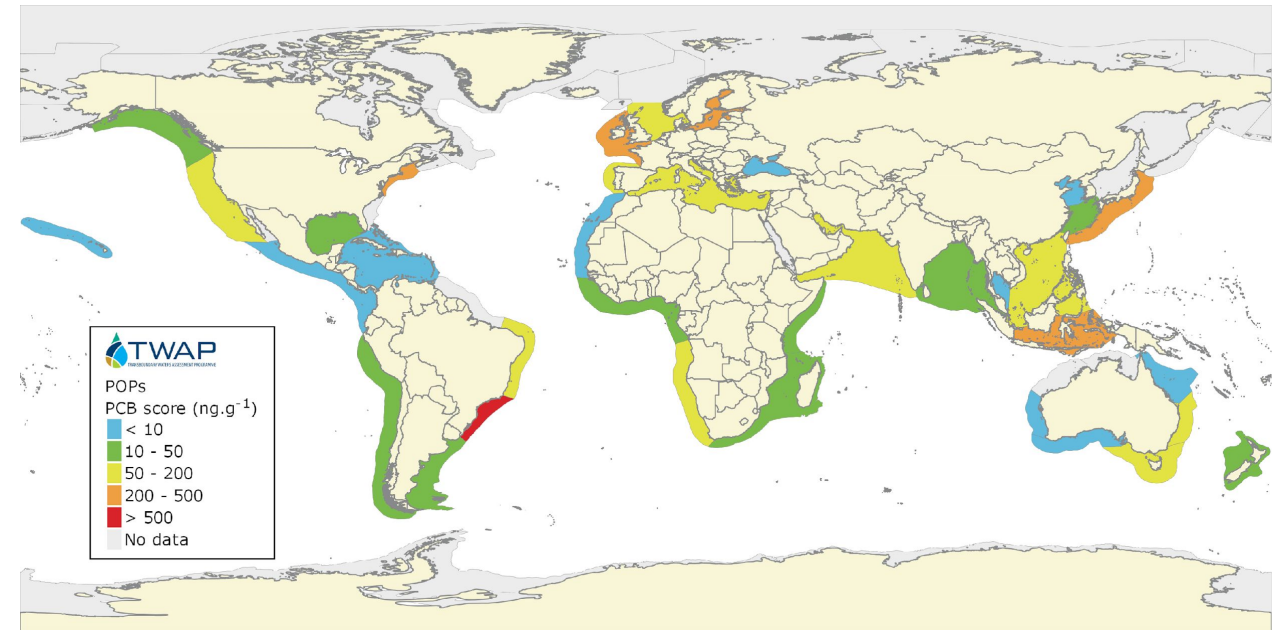
ecoSPEARS

PCBs, THE MOST WIDESPREAD CONTAMINANT IN THE WORLD

National Rivers and Streams Assessment
Urban and Non-urban Sampling Locations
by NARS Major Ecoregion



Across 542 fish samples from US rivers and streams taken by the EPA, 93.5% contained PCB contamination.



This problem is not limited to just the United States as there are numerous “hot spots” throughout the globe.

“National River and Steams Assessment,” National Aquatic Resource Surveys, 2009

“Hideshige TAKADA (Tokyo University of Agriculture and Technology)”

Proprietary & Confidential

ecoSPEARS

Discovery & Needs Analysis

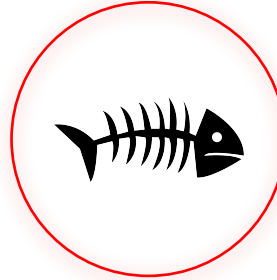
*“A problem well-defined
is half solved.”*

- ☐ YOUR Site
- ☐ Contamination
- ☐ Site Characteristic
- ☐ Remedial Stage
- ☐ National Priorities List
- ☐ Remedial Goals
- ☐ Future End Use of Property

Limitations of Current Remediation Options



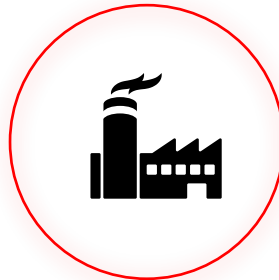
Cost Prohibitive



Environmentally Destructive



Disruptive to
Community



Unsustainable



Ongoing Liabilities

Current remediation efforts are limited effectiveness, extremely damaging to the environment, and are very expensive.

Dredging



- Cost-prohibitive
- Environmentally destructive as it digs and destroys the natural aquatic habitat
- Threat of resuspension of PCB's in the water column
- Threat of PCBs going airborne
- Creates additional environmental issues and costs when contaminated sediment is transported to a landfill or incinerator

Capping



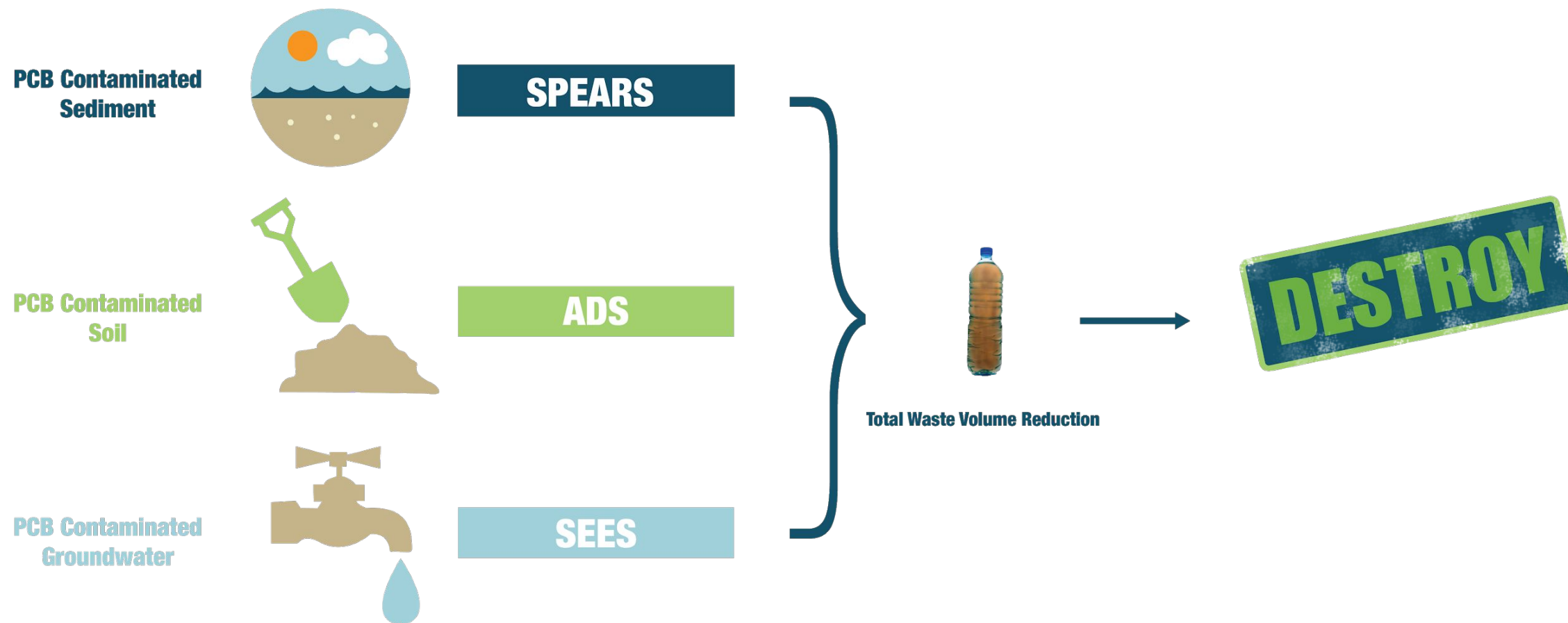
- A temporary “band-aid” solution
- Inherent threat of cap breaking or shifting due to storms
- A layer of mineral composite is laid down on top of the contaminated sediment to hopefully seal it off from the ecosystem
- The mineral composite is a very poor growth medium, making this option ecologically devastating
- Doesn't remove any of the contamination

Value Proposition

ecoSPEARS has developed the industry's only cost-effective AND eco-friendly solution to destroy PCBs & Dioxins - FOREVER.













The ecoSPEARS Difference



ecoSPEARS has developed three proprietary green technology solutions to remove PCBs, dioxins and other Persistent Organic Pollutants (POPs) from soil, sediments and groundwater. The extracted contaminants are then destroyed using a proprietary chemical dehalogenation system.

Green Technology – Sustainable

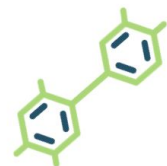
Costs to Environment	Status Quo	vs.	ecoSPEARS
Excavation			
Transportation			
Carbon Footprint			
Energy Usage			
Water Usage			

Costs to Destroy	Status Quo	vs.	ecoSPEARS
Mobilization/Transportation	\$\$\$		\$
Energy Cost	\$\$\$		\$
Risk Management	\$\$\$		\$
Rehabilitation Cost	\$\$\$		\$
Perpetual Liability	\$\$\$		N/A

ecoSPEARS has developed the greenest cleanup solution for PCB and Dioxin contaminated sediment, soil, and groundwater. A truly sustainable approach, ecoSPEARS uses less water, energy, and reduces the overall carbon footprint by a significant amount as compared to traditional cleanup methods.

Destruction Process

Reductive Integrated Dehalogenation System (RIDS)



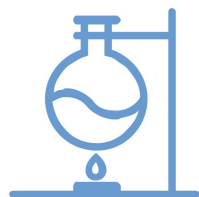
Chemical dehalogenation of molecules



Rapid destruction



Occurs at ambient temperatures and pressures



The Reductive Integrated Dehalogenation System (RIDS) is an ex-situ technology utilizing a proprietary green chemistry process to destroy PCBs, dioxins and other chlorinated contaminants in ambient temperatures and pressures.

*“Absorbs PCBs & Other
Toxins Like a Sponge”*

SPEARS

Sorbent Polymer Extraction and Remediation
System (SPEARS)



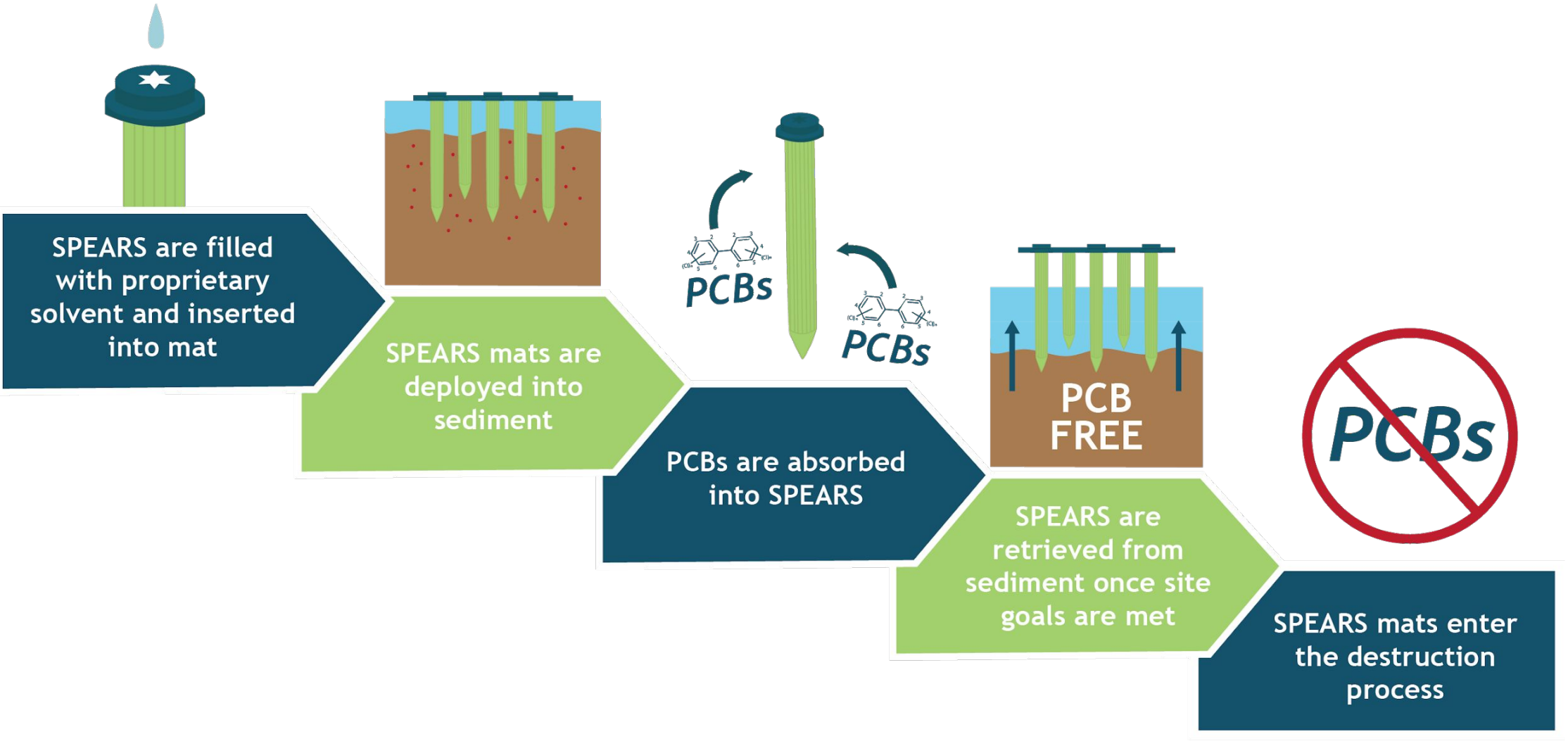
The Sorbent Polymer Extraction and Remediation System (SPEARS) is an in-situ technology of plastic spikes embedded into a mat liner. The spikes extract and trap PCBs, dioxins and other hydrophobic contaminants from sediments.

Proprietary & Confidential

ecoSPEARS

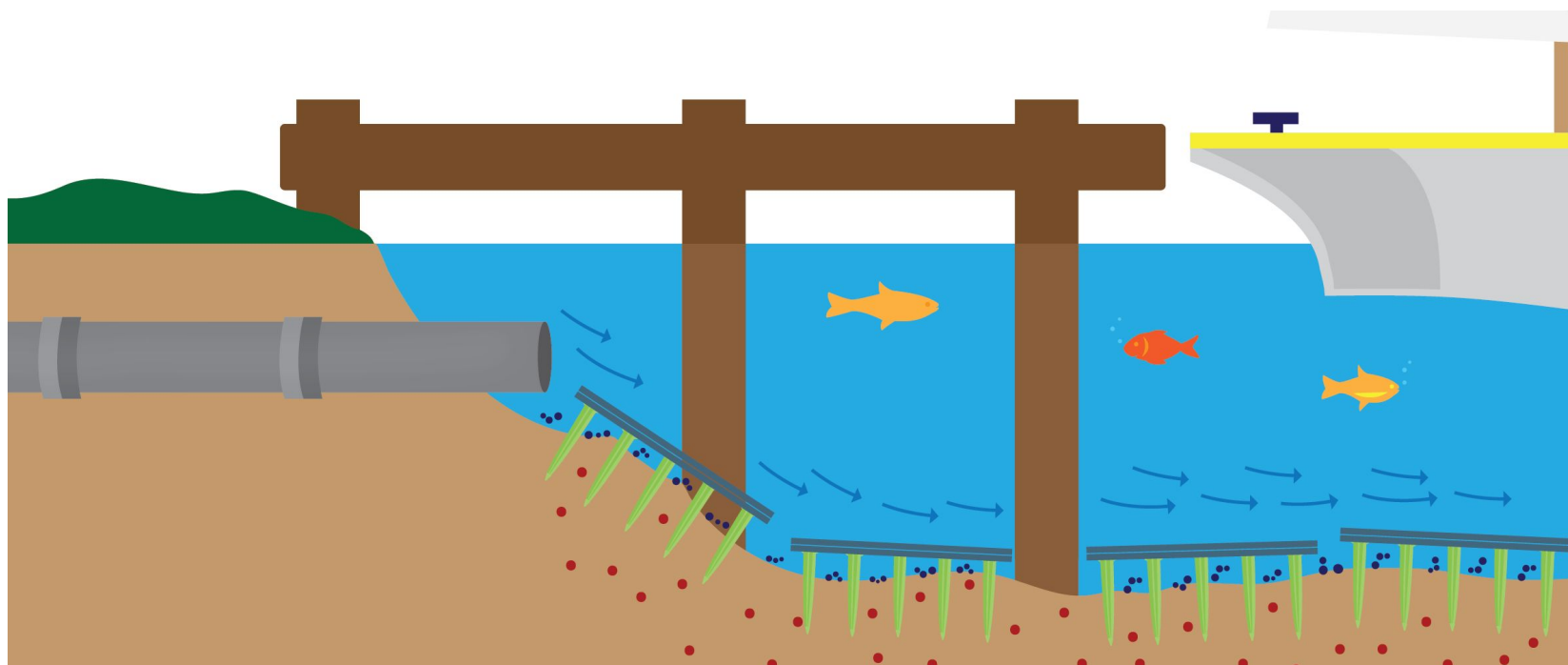
SPEARS: How it Works

Sorbent Polymer Extraction and Remediation System

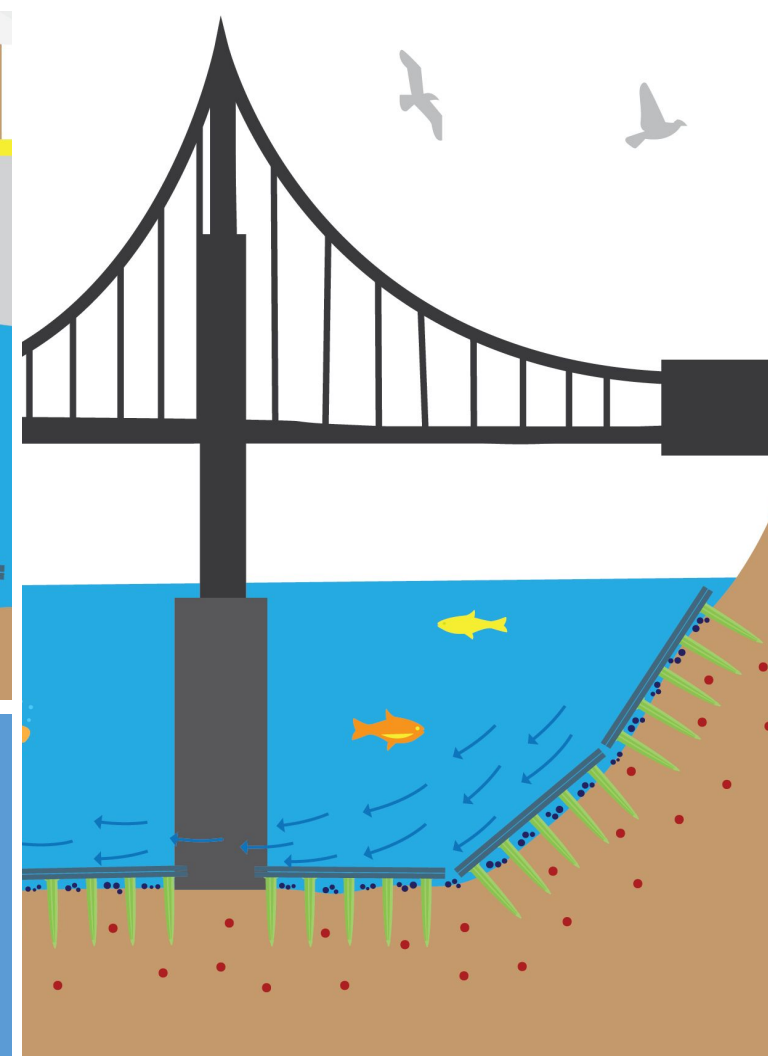


Proprietary & Confidential

SPEARS (Ideal Deployment Areas)



1. High Concentration (Hotspots)
2. Sensitive Wetland Areas
3. Embankments
4. Structures/Harbors/Bridges
5. Tidal Zones
6. Heavily Populated Areas where Airborne Contamination is a Concern



Proprietary & Confidential

ecoSPEARS

NASA INTELLECTUAL PROPERTY

ecoSPEARS the Exclusive License Holder of SPEARS



US009011789B2

(12) United States Patent Quinn et al.

(10) Patent No.: **US 9,011,789 B2**
(45) Date of Patent: **Apr. 21, 2015**

(54) TREATMENT SYSTEM FOR REMOVING HALOGENATED COMPOUNDS FROM CONTAMINATED SOURCES

2101/363 (2013.01); C02F 2103/007 (2013.01);
C02F 2103/06 (2013.01); A62D 3/34
(2013.01); B01D 71/24 (2013.01); B01D 71/42
(2013.01); B09C 1/025 (2013.01); B09C 1/08
(2013.01); C02F 1/445 (2013.01); Y10S 588/90
(2013.01); Y10S 588/901 (2013.01)

(71) Applicant: **The United States of America as
Represented by the Administrator of
the National Aeronautics and Space
Administration**, Washington, DC (US)

(72) Inventors: **Jacqueline W. Quinn**, Titusville, FL
(US); **Christian A. Clausen**, Chuluota,
FL (US); **Cherie L. Yestrebsky**, Geneva,
FL (US)

(73) Assignee: **The United States of America as
Represented by the Administrator of
the National Aeronautics and Space
Administration**, Washington, DC (US)

(*) Notice: Subject to any disclaimer, the term of this
patent is extended or adjusted under 35
U.S.C. 154(b) by 84 days.

(21) Appl. No.: **13/895,717**

(22) Filed: **May 16, 2013**

(65) Prior Publication Data

US 2014/0155676 A1 Jun. 5, 2014

Related U.S. Application Data

(60) Provisional application No. 61/649,002, filed on May
18, 2012.

(51) Int. CL

B01J 8/02 (2006.01)
B01D 11/04 (2006.01)
C02F 1/28 (2006.01)
A62D 3/34 (2006.01)
B01D 71/24 (2006.01)
B01D 71/42 (2006.01)
B09C 1/02 (2006.01)
B09C 1/08 (2006.01)
C02F 1/44 (2006.01)
A62D 3/37 (2007.01)
C02F 1/26 (2006.01)
C02F 101/36 (2006.01)
C02F 103/00 (2006.01)
C02F 103/06 (2006.01)

(52) U.S. CL
CPC **B01D 11/0415** (2013.01); **A62D 3/37**
(2013.01); **B09C 1/0100** (2013.01); **C02F 1/26**
(2013.01); **C02F 1/285** (2013.01); **C02F**

(58) Field of Classification Search
USPC 422/211; 588/316, 406, 900, 901
See application file for complete search history.

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FOREIGN PATENT DOCUMENTS

WO WO 2013/068846 5/2013

Primary Examiner — Edward Johnson

(74) Attorney, Agent, or Firm — Michelle L. Ford; Jennifer
P. Yancy

(57) ABSTRACT

A treatment system and a method for removal of at least one
halogenated compound, such as PCBs, found in contam-
inated systems are provided. The treatment system includes a
polymer blanket for receiving at least one non-polar solvent.
The halogenated compound permeates into or through a wall
of the polymer blanket where it is solubilized with at least one
non-polar solvent received by said polymer blanket forming a
halogenated solvent mixture. This treatment system and
method provides for the in situ removal of halogenated com-
pounds from the contaminated system. In one embodiment,
the halogenated solvent mixture is subjected to subsequent
processes which destroy and/or degrade the halogenated
compound.

14 Claims, 1 Drawing Sheet



“Better Solution. Better Water.”



Environment

Sorbent Polymer Extraction and Remediation System (SPEARS)

A method that attracts and absorbs PCBs

NASAs Kennedy Space Center has developed a novel method for
the in situ removal of polychlorinated biphenyls (PCBs) found in
submerged sediments. The technology consists of low-cost polymer
spikes that attract and absorb PCBs. Seeking to avoid the pitfalls of
current methods for handling PCB-contaminated sediments, NASA
researchers developed a new approach for removing the PCBs. A
series of polymer spikes, filled with an environmentally green solvent
(e.g., ethanol), are first placed into a support frame. The frame is
then lowered into submerged areas with PCB-contaminated
sediments. Once in contact with the sediments, PCBs are drawn into
the polymer spikes through diffusion. The solvent interior of the
spikes helps to drive the movement of the PCBs into the spikes.
Following PCB removal, the frame is removed and the spikes can be
disposed of via incineration or landfilling. As an alternate approach,
the spikes could potentially be decontaminated and redeployed.

National Aeronautics and
Space Administration



BENEFITS

- In-Situ process - extracts
PCBs from submerged
sediments without having to
remove the sediments (i.e.,
eliminates dredging)
- Green - uses
environmentally friendly
constituents to extract and
treat PCBs from sediments
- Low-cost materials - uses
common plastics, which are
inexpensive
- Versatile - system
components can be scaled
up or down for different
applications

technology solution

www.nasa.gov



ecoSPEARS

Soil Ex-Situ Technology

Additive Desorption System (ADS)

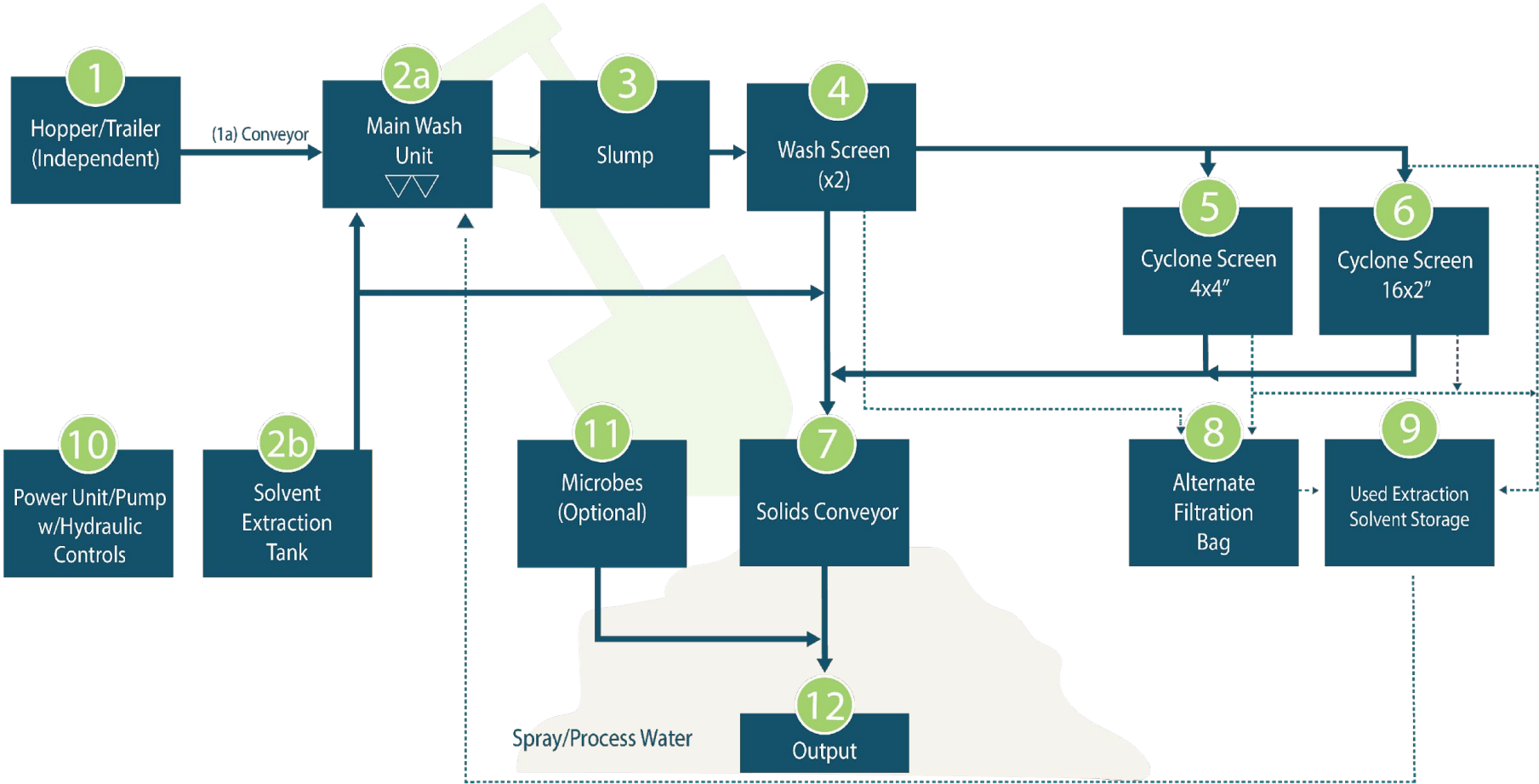


The Additive Desorption System (ADS) is a mobile ex-situ system to extract PCBs, dioxins and other contaminants from dry soil.

Proprietary & Confidential

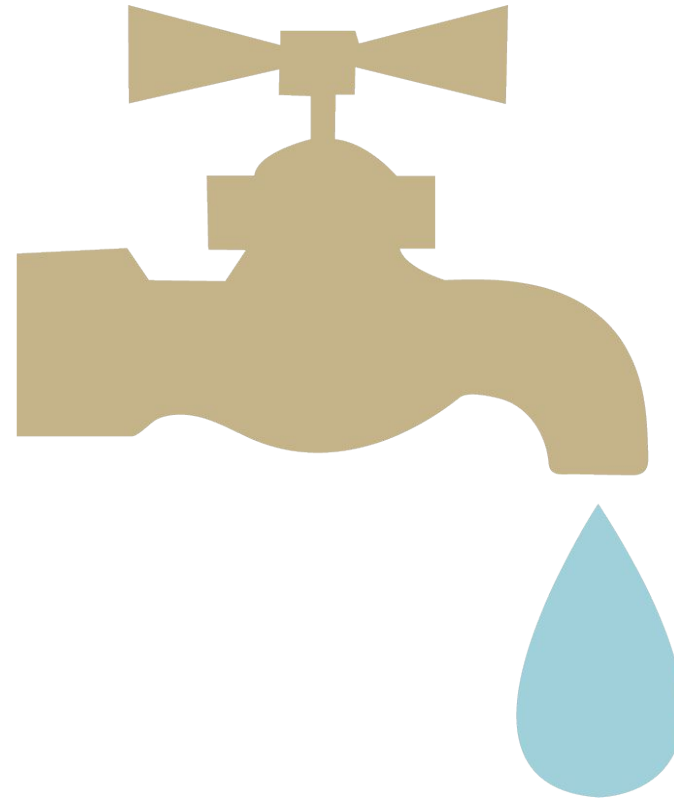
ecoSPEARS

Additive Desorption System (ADS)



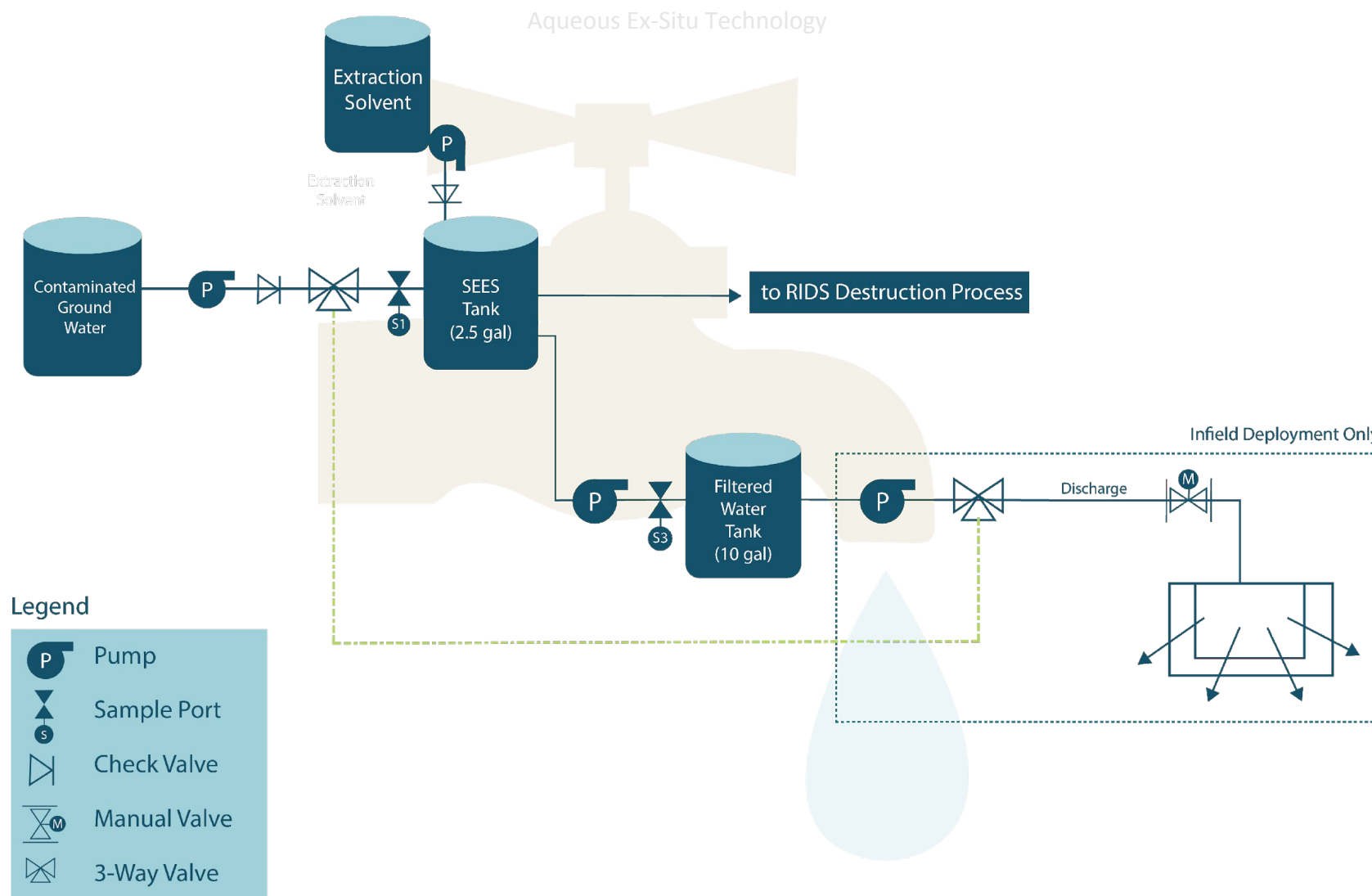
Aqueous Ex-Situ Technology

Solvent Exchange Extraction System (SEES)



The Solvent Exchange Extraction System (SEES) is an ex-situ system to extract PCBs, dioxins and other contaminants from groundwater.

Solvent Exchange Extraction System (SEES)

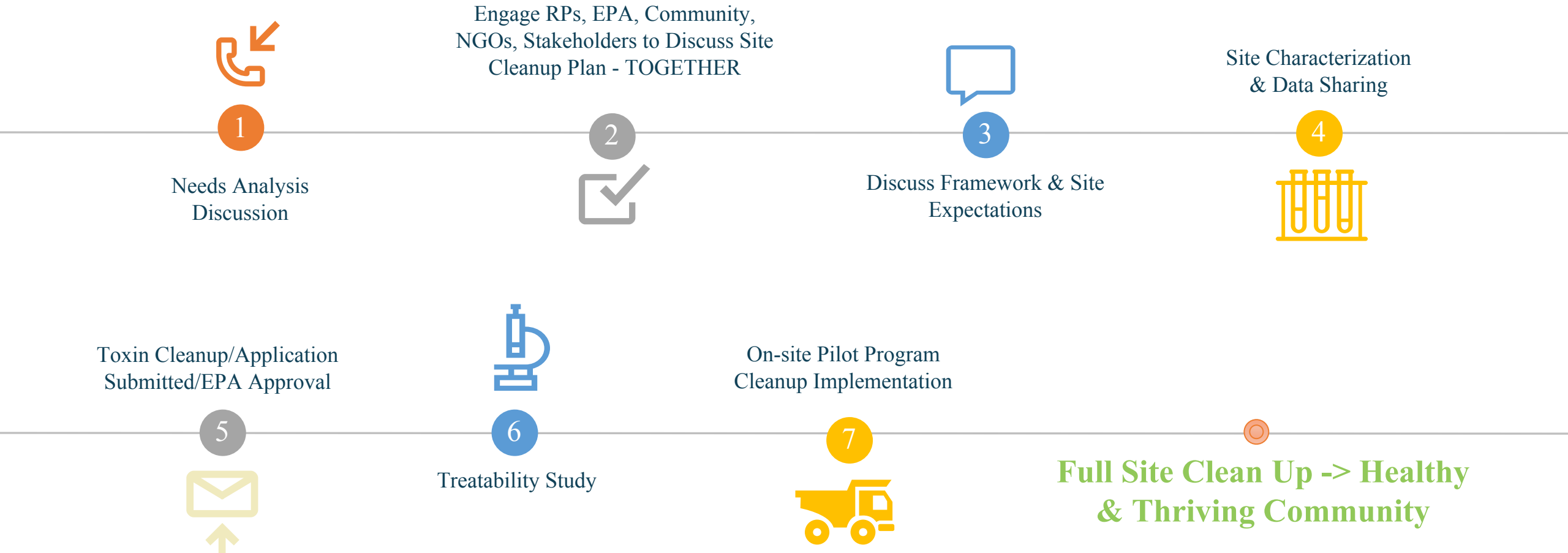


NOTES:

This timeline contains information and tools from the PCB Facility Approval Streamlining Toolbox. This is intended for guidance and does not replace or supplant the requirements under 40 CFR Part 761 or any other regulations.

ecoSPEARS Proven Process

Framework for streamlining PCB site cleanup approvals



The Time is Now

Thank You.

For more information, email Serg at serg@ecospears.com or he can be reached at 407.234.3969

visit us at:

www.ecospears.com

Follow Us On



ecoSPEARS



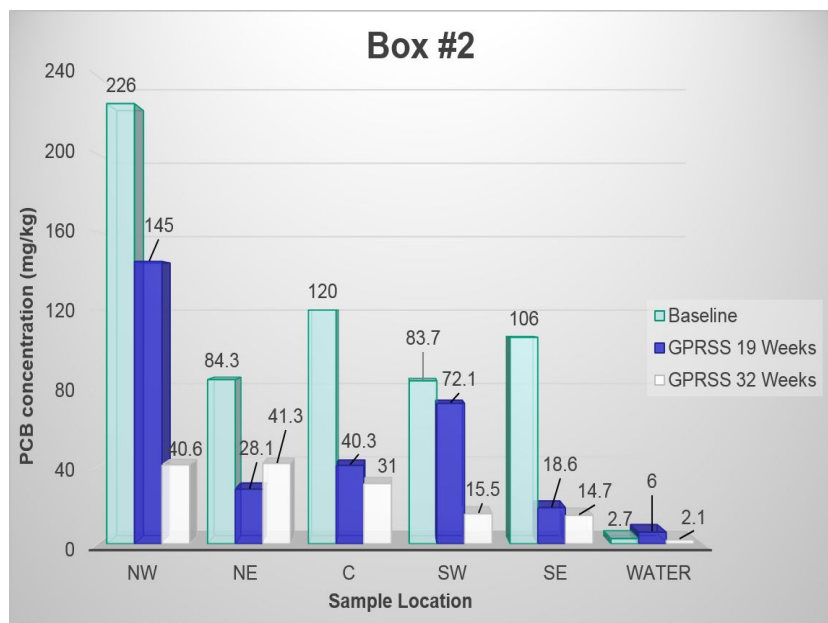
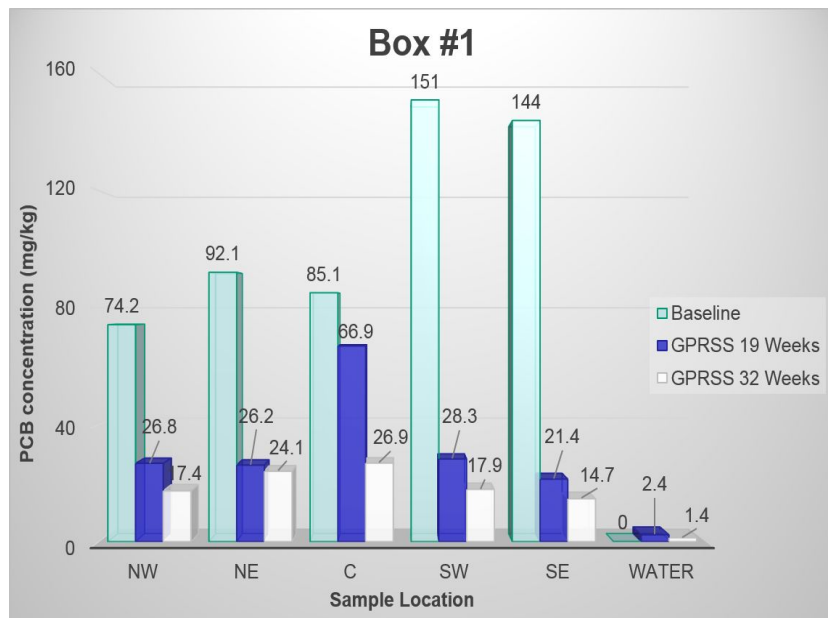
Proprietary & Confidential

ecoSPEARS

Supplemental: Prior On-Site Study

- 2014 treatability study at wastewater treatment pond (US)
- 18 ft² area using 6" spikes
- 8-month deployment
- PCB concentrations reduced by 75%
- No PCB increase in surrounding waters during study
- Pilot project in North America to remove PCBs





Pilot-Scale Study – Results

- Initial concentrations ranged from ~75 ppm to ~225 ppm
- Certified 3rd party analysis (shown below) showed significant decrease in sediment PCB concentrations over life of pilot study
 - KSC analysis consistent with 3rd party data
- Surrounding surface water concentrations remain stable

**MEMORANDUM OF UNDERSTANDING
BETWEEN
ecoSPEARS, Inc.
And
The Town of Altavista, Virginia**

**Concerning Cooperation in a Strategic Partnership to Extract and Destroy
Polychlorinated Biphenyls (PCBs) located in the Altavista WWTP Pond in
Altavista, Virginia**

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to identify a framework for cooperation and partnership between ecoSPEARS Inc., and the Town of Altavista, Virginia hereafter referred to as ecoSPEARS & Altavista, and to strengthen coordination of efforts to enhance & optimize the extraction and destruction of Polychlorinated Biphenyls (PCBs) from an approximate 6-acre pond owned by the Town of Altavista.

It is the intent of Altavista and ecoSPEARS to evaluate ecoSPEARS technologies on the Pond Project. If the ecoSPEARS technologies work at the Pond Project, it will be the further intent of both parties to work together in a collaborative manner to use ecoSPEARS technologies at the Pond Project located in Altavista, Virginia.

2. Performance of Work

On January 10, 2019, the staff of ecoSPEARS including Mr. Serg Albino, President & CEO conducted a phone conference with Mr. J.W. Coggsdale III, Town Manager for Altavista and Mr. Tom Fore, Director of Public Utilities. ecoSPEARS presented its technology consisting of its Sorbent Polymer Extraction and Remediation System (SPEARS); Additive Desorption System (ADS); Solvent Exchange Extraction System (SEES); as well as its Reductive Integrated Dehalogenation System (RIDS) for destruction of extracted and reconcentrated chlorinated contamination.

Subsequent discussions focused on Altavista's concern of the Project Pond overflowing due to heavy rain events and dispersing the contaminants into the surrounding areas. ecoSPEARS staff discussed its technologies and summarized their applicability to the Pond Project. More specifically ecoSPEARS elaborated on the standard treatability lab studies it performs as well as pilot studies where the following technologies are employed:

SPEARS (On-site Pilot Study)

- Sorbent Polymer Extraction and Remediation System (SPEARS) for in-situ extraction of contaminated sediments;
- SPEARS will be evaluated with impacted sediments provided by Altavista;
- Study will be maintained within a 30 gallon enclosure and a separate 5 gallon enclosure that will serve as a “controlled” study;
- Study will be conducted for a period of 6 months and will consist of monthly testing and analysis;
- Baseline and final analysis will be submitted to third party analysis.

ADS (Treatability Lab Study)

- Additive Desorption System (ADS) for an ex-situ extraction of chlorinated contaminated dredged sediment or soil;
- ADS will be evaluated with impacted sediments provided by Altavista;
- Sediments shall be dried of water prior to treatment;
- Baseline analysis of pre-treated sediment and final analysis of ADS treated dried sediment will be submitted for third party analysis.

SEES (Treatability Lab Study)

- Solvent Exchange Extraction System (SEES) for the destruction of recovered chlorinated contamination in an ex-situ aqueous condition.

RIDS (Treatability Lab Study)

- Reductive Integrated Dehalogenation System (RIDS) for the destruction of recovered chlorinated contamination.

3. Legal Authority

The parties hereby voluntarily enter into this MOU and understand that it is not a legally enforceable contract. Nothing in this MOU shall obligate either party to expend funds or enter into any contract or other obligations or be cited as the basis for the promise of additional work or funds. Concurrent with this Memorandum of Understanding NDAs will be executed by both parties.

4. Effective Date and Administration

This MOU will become effective upon signature of the representatives identified below. The MOU may be modified or amended by written agreement of both parties. This MOU will terminate at the end of 5 years from the date of signature unless revised or extended at that time by written agreement of the parties. It may be terminated at any time by either party upon the issuance of a written notice to the other party. The parties will also have the ability to review this MOU annually regarding its provisions and its implementation.

Serg Albino, President & CEO
ecoSPEARS, Inc.

Date:_____

J.W. Coggsdale, Town Manager
Town of Altavista, Virginia

Date:_____



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

January 22, 2019

ITEM #: 5h**ITEM TITLE:**

Internship for Water or Wastewater Operators

DESCRIPTION:

The water and wastewater operators' profession across the United States has in the last decade been losing operators to retirement and there has been a loss of institutional knowledge.

Recently the Water Plant Manager was approached by a University of Lynchburg student that lives in Altavista about doing an Internship at the water plant. This internship would require the student to work under the supervision of the plant manager and would consist of working three hours a day, three days a week. In addition, intern(s) would be required to read and acknowledge the Town's Standard Operating Procedures and the Safety Program. The student would like to begin the internship on Monday, January 28th, if approved.

The Intern would learn what it takes to become an Operator Trainee and at the end of the internship would have 120 hours that could be used towards the 900 hours needed to apply to sit for a class IV license should the Intern choose to seek a position as a water or wastewater plant operator.

BUDGET/FUNDING:

There is no request for pay for the internship program.

POTENTIAL ACTION/PROPOSED MOTION:

Council can give staff direction on this item.

"I move that the Internship for Water or Wastewater Operators be approved"

ATTACHMENTS:

- None



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items for Discussion

MEETING DATE:

January 22, 2019

ITEM #: 5i**ITEM TITLE:**

FY2020 Budget and Capital Improvement Program Discussion

DESCRIPTION:

Tonight's budget discussion will focus on a review of the FY2020-2024 Capital Improvement Program (CIP) and a review of Utility (Water & Sewer) Rates.

Staff will go through each department's CIP reviewing the projects that would need funding in FY2020 as well as the projects in the future years. Staff is seeking input from Council in regard to the projects and their timing over the next five years.

Staff will go over the Utility Rate plan that was presented by Woodard & Curran as part of their previous study. As you know, the Town implemented a new "base fee" which is calculated based on meter size; as well as 8% and 4% rate increases in water and sewer rates, respectively. The new fee and rate increases went into effect on December 1, 2018. At this time is evaluating the new revenue and the funds needed for the implementation of the Utility's Capital Improvement Program. It is anticipated that the CIP would need approximately \$20 million over the next five years. At this time, the key direction from Town Council would be direction in regard to rate increases for FY2020; as well as the plan for future years.

		Water and Sewer Rates - Residential/Commercial (\$/unit)						
		Tier	Current	2019	2020	2021	2022	2023
Rate Change (%)		Water Sewer	8.0%	8.0%	8.0%	10.0%	10.0%	
			4.0%	4.0%	4.0%	5.0%	5.0%	
Water	IT	\$2.18	\$2.35	\$2.54	\$2.75	\$3.02	\$3.32	
	OOT	\$4.36	\$4.71	\$5.09	\$5.49	\$6.04	\$6.65	
Sewer	IT	\$3.07	\$3.19	\$3.32	\$3.45	\$3.63	\$3.81	
	OOT	\$6.14	\$6.39	\$6.64	\$6.91	\$7.25	\$7.61	

BUDGET/FUNDING:

Decisions made will impact the draft budget.

POTENTIAL ACTION/PROPOSED MOTION:

Council can give staff direction on these items.

ATTACHMENTS: