City Manager Agenda Item 8

June 12, 2018

DOCKET ITEM CM-8

(8) CONSIDERATION OF AMENDMENTS TO THE CAPITAL IMPROVEMENT PLAN FOR FISCAL YEAR 2019 THROUGH FISCAL YEAR 2023-CITY MANAGER'S OFFICE/BUDGET OFFICE

A. REQUEST FOR THE ADDITION OF A CITY OF CHESAPEAKE/CHESAPEAKE PUBLIC SCHOOLS GARAGE FACILITY PROJECT-CITY MANAGER'S OFFICE

B. REQUEST FOR THE ADDITION OF A PROJECT TO CONDUCT A CAPITAL NEEDS STUDY OF SCHOOL FACILITIES TO ADDRESS CURRENT AND FUTURE NEEDS-CITY MANAGER'S OFFICE

C. REQUEST FOR THE ADDITION OF A CHESAPEAKE MULTIPURPOSE STADIUM PROJECT-CITY MANAGER'S OFFICE

D. REQUEST FOR THE ADDITION OF THE SOUTH NORFOLK MUNICIPAL FACILITY PROJECT-CITY MANAGER'S OFFICE/DEPARTMENT OF PLANNING

E. REQUEST FOR ADDITION OF A PROJECT TO ACQUIRE WATER FRANCHISE AND TO BRING THE SYSTEM TO APPROPRIATE STANDARDS-DEPARTMENT OF PUBLIC UTILITIES

F. REQUEST TO AMEND THE EXISTING BROADBAND WIRELESS PROJECT TO INCLUDE ESTABLISHING A FIBER OPTIC NETWORK WITHIN THE CITY OF CHESAPEAKE-CITY MANAGER'S OFFICE

G. REQUEST TO REDUCE THE CAPITAL BUDGET FOR TWO STORMWATER PROJECTS-DEPARTMENT OF PUBLIC WORKS

H. REQUEST FOR ADDITION OF PHASE TWO OF THE IMPROVEMENTS TO BE COMPLETED AT THE CHESAPEAKE REGIONAL AIRPORT-AIRPORT AUTHORITY

I. REQUEST FOR REVISION TO THE CHESAPEAKE TRANSPORTATION RENEWAL AND REPLACEMENT PROJECTS FOR THE CHESAPEAKE EXPRESSWAY, DOMINION BOULEVARD, AND THE CHESAPEAKE EXPRESSWAY VARIABLE MESSAGE BOARDS-DEPARTMENT OF PUBLIC WORKS

J. REQUEST FOR REVISIONS TO TRANSPORTATION PROJECTS IMPACTED BY THE VIRGINIA DEPARTMENT OF TRANSPORTATION AND FEDERAL FUNDING-DEPARTMENT OF PUBLIC WORKS

As noted in the attached report, the above actions represent changes to the Capital Improvement Plan for FY 2019 through FY 2023. The Capital Improvement Plan was adopted on February 27, 2018 and the amendments included here are necessary to correct errors or address issues that were not known when the plan was adopted.

There are eight (8) non-transportation revisions, three (3) revisions to projects for two toll roads, and thirteen amendments to align the transportation section with VDOT's recently released funding plan for Chesapeake. The report explains each change and provides supplemental attachments to highlight specific projects and substantive changes to existing projects. Each revision (items A through J above) will be considered as an individual action.

Presented to City Council are amendments to the Capital Improvement Plan for Fiscal Year 2019-Fiscal Year 2023.

Staff: Steven Jenkins, Budget Director

Capital Project Amendments – FY 2019 through FY 2023

(A) Joint City/School Garage Facility (new project, see Attachment 1)

This project is needed to construct a new facility for the maintenance of school buses and solid waste vehicles. The estimated cost of the new facility is $15.0 million, including 8% for design ($1.1 million) in FY 2019. The funding source for this design work is the one-time General Fund Reserve. Remaining cost estimate is for construction planned in FY 2020.

(B) Joint Study for School Facilities and Redistricting (new project, see Attachment 2)

A capital needs study conducted by a team of consultants would review population growth, long-term redistricting plans, and the most efficient use of existing school facilities. The study would also include timing and location of new facilities. The scope of work would include development and execution of a plan for community outreach and input for redistricting. Estimated costs are projected at $1.0 million during FY 2019 and the funding source would be the one-time General Fund Reserve.

(C) Chesapeake Multipurpose Stadium (new project, see Attachment 3)

Two school stadiums are in need of replacement or major renovation. Construction of a community stadium is an opportunity to partner with the school district to build a multi-purpose stadium that will also be available to the community via Parks, Recreation, and Tourism programs and events. The estimated cost of a regional facility ranges up to $25.0 million for construction plus costs for design and land acquisition. Immediate funding is needed to develop a master plan or template for the first regional stadium so both the Council and School Board can evaluate to determine how the model could be used throughout the city (the master plan will also provide a better estimate of construction costs). Funding of $750,000 for the master plan is recommended from the one-time General Fund reserve. The remaining construction costs can be addressed by shifting funding from the Parks expansion project (debt funded).

(D) South Norfolk Municipal Building (new project, see Attachment 4)

The proposed South Norfolk municipal facility will create new public investment in the Poindexter Street Corridor that will target blight and improve the community's image. The facility introduces new daily business and employment trips into the commercial core while addressing space needs and aging facilities of several City departments currently located in the corridor along with others interested in additional space. The following departments expressed interest in utilizing space in the proposed municipal facility building:

- City Treasurer,
- Commissioner of Revenue,
- Police Department – 2nd Precinct,
- Human Services –Community Corrections,
- Commonwealth Attorney,
- Planning Department,
- Development and Permits, and
- Parks, Recreation and Tourism.

The project may also include space for a business incubator, retail, and other types of flex space. Replacement of the existing fire station is not part of this project; it may be recommended later on the 22nd Street site.

While the initial estimate to construct the facility and an adjacent parking facility is $10 million, the architects will have a better estimate of costs upon completing a conceptual design is completed. We recommend revising the capital budget to include $846,187 for conceptual design and construction cost estimates. Once design is underway and better construction estimates are available, staff are expected to recommend revisions to the project to construct the building. We anticipate construction could start as early as FY 2020. We recommend financing the conceptual design from the South Norfolk TIF; we also plan to finance construction costs with a combination of TIF cash and debt backed by the TIF.

(E) Water Franchise Acquisition and System Renewals (new project)

The city is negotiating with a private provider of water for the acquisition of its franchise and anticipate an offer in the near future. The estimated cost to acquire the franchise and bring the system to appropriate standards is $6.0 million. The franchise acquisition would likely follow conclusion of negotiations and the system improvements would take several years.

(F) City Fiber Optic Broadband Network (project 104220, see Attachment 5)

The City will identify a consultant to assist with designing a fiber optic broadband network that supports the City's needs and also provides excess capacity to serve schools, libraries, and private interests via agreements with various Internet Service Providers. Planning for the City's network will be coordinated with the proposed regional fiber ring linking other jurisdictions in the South Hampton Roads.

Staff recommends modification to description of the existing Broadband Wireless Project to encompass establishing a fiber optic network within the city as noted in Attachment 5.

(G) Stormwater Revisions – Shift Funding to Operating Budget

Reduce capital budget for two projects to offset an increase in the operating budget. The affected projects are:

1) Stormwater Mapping and Master Drainage Plan III (# 110150) – Remove FY 2019 project funding by $50,000. The project has prior year funding of $550,000 which is adequate to address requirements through at least FY 2021.

2) Citywide Outfall Regrading and Restoration (# 103160) – Reduce funding by $25,000 in FY 2019, $50,000 in FY 2020, and $75,000 in FY 2021. With the recommended reductions, funding for the project will range from $575,000 in FY 2019 to $925,000 in FY 2021.

(H) Chesapeake Regional Airport Improvements – Phase II (New Project)

Planned improvements to airport over next five years requires city support of $606,000. During FY 2019 and 2020, Phase II includes easement acquisitions, removal of off-site obstructions (vegetation), corporate hangar site construction, mill and overlay parking lot, aircraft pavement repairs, and replacement of mowing equipment. In FY 2021 and 2022, the Airport will rehabilitate airfield lighting, design the rehabilitation of the aircraft apron, and build phase III of the North Terminal Area. It will also update its master plan in FY 2022 and design the rehab of the runway in FY 2023.

The $606,000 project is the local match for federal and state aviation funding totaling $6.5 million over the five years.

Staff also recommends closing the existing airport project and transferring the unspent balance (approximately $118,000) to Phase II. Staff recommends financing the remaining project costs (approximately $488,000) with cash available in City Lockbox.

(I) Revisions to Chesapeake Transportation System Renewal and Replacement Projects:

Under terms of bond agreements issued for construction of the two roads, an independent engineering report is required annually that provides recommendations of repairs and major improvements over the next five years. The CIP was prepared before the engineering report was available. The following revisions are necessary in order to align the CIP with the most recent engineering reports.

1) **Chesapeake Expressway – Renewals** Remove all capital spending (2019-2023) based on December 2017 renewal and replacement report. Initial estimates were based on the 2016 report and included a planned replacement of the existing tolling area. Customers are increasingly using EZ-Pass for payment of tolls and replacement of the tolling plaza is less urgent. With one exception, all of the renewal and replacement requirements are routine in nature and are included in the operating budget. The exception is a replacement of the Variable Message Boards for which we recommend creating a separate project.

2) **Dominion Boulevard – Renewals** Same issue as Expressway – revise capital budget based on December 2017 renewal and replacement report. Initial estimates included $2.0 million to address unforeseen matters. The engineer's report includes a number of routine repairs, but does not support a capital project.

3) **Chesapeake Expressway – Variable Message Boards** The annual engineering inspection indicates a need to replace Variable Message Boards on the Expressway. The estimated cost to replace the four message boards is $720,000; work is planned during FY 2022. Funding will come from the Expressway Renewal and Replacement Fund.

(J) Revisions to Transportation Project Based on VDOT and Federal Awards

The city received notification of funding for several projects that are either different from or were not included in the capital improvement plan. Further, the city was not successful in securing funding for three projects. Staff recommends revisions to existing projects and additions for new projects as noted below:

1) Pedestrian Sidewalks and Street Lights - Etheridge Road. This project was planned for FY 2019 with $584,000 of VDOT funding plus $146,000 from City capital reserves. The VDOT grant was not approved. Staff recommends eliminating this project; work can proceed on sidewalks through the Citywide Sidewalk Installation Project instead.

2) Pedestrian Sidewalks and Street Lights - Poindexter Street. Two revisions are recommended for the Poindexter project.

   - This project was planned to start in FY 2109 with a completion in FY 2020. The project included $256,000 of VDOT funding plus $164,000 from the South Norfolk TIF. The project was not funded by VDOT. Staff recommends proceeding with the project as planned with full funding from the South Norfolk TIF.
   - The project as approved by Council will connect existing sidewalks at Truxton Street to the South Norfolk Bridge. The project should have also included a connection to the adjacent Elizabeth River Park. Staff recommends increasing the budget by $128,500 to insure connectivity with the park.

3) Gilmerton Bridge - Counterweight System. VDOT funding differs slightly from the budget. Staff recommends reducing the grant amount from $486,000 to $485,100 ($900) and increasing the local match requirement from $9,000 to $9,900 ($900). There is no change in the project cost.

4) Kempsville Road – Repaving Project. This is a new project for repaving both directions of Kempsville Road between the 600 and 1100 blocks and eastbound lanes between Battlefield Boulevard and Clearfield Avenue. VDOT paving grants of $999,000 were awarded to complete this project during FY 2019.

5) Intersection Improvements - Battlefield at Great Bridge Boulevard/Kempsville Road. Establish new project to widen Great Bridge Boulevard in order to improve eastbound traffic onto Kempsville Road and southbound traffic onto Battlefield Boulevard. VDOT has approved the project for funding during FY 2019. The city was awarded a state grant of $1,185,800 and is required to provide a 2% local match ($24,200).

6) Oaklette Bridge (Indian River Road). New project approved for VDOT funding under the State of Good Repair Program. The project is estimated to be completed during FY 2022 with design beginning in FY 2019. VDOT has scheduled funding of $482,000 in FY 2019, $1,200,000 in FY 2021, and $3,446,000 in FY 2022 (the total project is approved for $5,128,000).

7) Old Mill Road – Bridge at Deep Creek. VDOT State of Good Repair funding for replacement of bridge (culvert) on Old Mill Road. VDOT approved funding of $39,000 in 2019, $98,000 in FY 2020, and $1,016,000 in 2021. Total VDOT funding is $1,153,000.

8) Number Ten Lane – Bridge Over Lindsey Drainage Canal. VDOT State of Good Repair funding for replacement of bridge (culvert) on Number Ten Lane at Lindsey Drainage Canal. The project is approved for $1,251,000; with design ($161,000) occurring in FY 2019 and construction ($1,090,000) in FY 2022.

9) Elbow Road Widening (Phase 2). Staff estimates this project at $20.2 million; VDOT has awarded $8.67 million over two years under the Revenue Sharing Program that requires an equal local match. The project is eligible for funding consideration under Revenue Sharing in FY 2022 and staff anticipates an additional award of $1.33 million from VDOT. In order to align with VDOT, the following adjustments are required:

   - FY 2019 – Increase budget from $2,000,000 to $9,670,000 (VDOT portion is $4,835,000),
   - FY 2020 – Increase plan from $5,000,000 to $7,670,000, (VDOT portion is $3,835,000) and
   - FY 2021 – Decrease plan from $13,200,000 to $2,860,000 (if VDOT approves, its portion would be $1,330,000).

   These adjustments change neither the total project budget nor VDOT's share of the cost.

10) Centerville Turnpike Bridge Rehabilitation. The funding scheduled by VDOT totals $7,303,000 while the CIP estimates VDOT funding at $5,605,734. The following adjustments are recommended:

   - FY 2019 (including prior year correction) – increase VDOT funding from $5,605,734 to $6,917,000 (adds $1,311,266),
   - FY 2020 – increase project plan by $300,000, and
   - FY 2021 – increase project plan by $86,000.

   These adjustments increase the VDOT share and the total project funding by $1,697,266.

11) Triple Decker Bridge Rehabilitation. VDOT has approved funding of $7,781,000 over several years to replace major components of the structure. The CIP includes $7,326,000 of VDOT funding in FY 2020. While more state funding is available, the project completion is delayed by one year. In order to align to VDOT funding, the following adjustments are required:

- FY 2019 – Increase budget from $0 to $1,068,000,
- FY 2020 – Decrease plan from $7,326,000 to $947,000, and
- FY 2021 – Increase plan from $0 to $5,766,000.

These adjustments increase the VDOT share and the total project funding by $455,000.

12) Intersection Signal Timing and Other Improvements. VDOT funding has been approved for several intersections and for citywide timing. Specific awards are as follows:

- Western Branch Flashing Yellow Arrow - $159,000 in FY 2020.
- Cedar Road Flashing Yellow Arrow - $313,000 in FY 2020.
- Providence and Mount Pleasant Road Flashing Yellow Arrow - $467,000 over three years: $5,000 in FY 2019, $300,000 in FY 2020, and $162,000 in FY 2021.
- Citywide Signal Timing – $450,000 is scheduled: $35,000 in FY 2019 and $415,000 in FY 2021.

13) Freeman Avenue Railroad Overpass: This project includes an application for federal funding that was not approved. The next opportunity to apply for federal funding is anticipated in 2020. Staff recommends delaying the project by two years as adequate funding is not currently available. The revised spending plan is as follows:

- Design and construction start – $1.5 M delayed from FY 2019 to FY 2021.
- Construction completion – $23.9 M delayed from FY 2020 to FY 2022.

ATTACHMENT 1

Attachment 1:

Joint City/School Garage Facility Update

Purpose: The purpose of the satellite maintenance facility (SMF) will be to supplement the operations of both the City and Chesapeake Public Schools (CPS) fleet operations. This would enhance services to the users and community.

Committee: A staff committee from the City and CPS has been meeting to discuss the project. Participants in this committee are listed on page two.

Proposed Location: 3316 Military Highway
This property is currently owned by the City. Staff from the City and CPS are currently working on an agreement to swap the 920 Minuteman Road property (School-owned) in exchange for an initial lease term at the new SMF. This agreement would be subject to City Council and School Board approval.

Next Steps:

- ✓ City and CPS staff finalize property swap agreement and forward to City Council and School Board for approval. *Target date:* June or July
- ✓ Assuming City Council approval of budget amendment on June 12:
  - Committee finalize procurement approach for design services. *Target date:* June 20
  - Procure architect. *Target date*: Summer 2018
  - Design work commences. *Target date:* Summer or fall 2018 (depending on procurement method used).

SMF Overview:

SCHOOLS: The current school bus depot located at 1021 Great Bridge Boulevard was built several decades ago to serve 200 buses. The current school bus fleet is 550 buses. Schools buses require preventive maintenance every 45 days. The Schools supplement in-house preventive maintenance with third party providers and the City fleet team; however, this is not enough to meet demand. The expansion of bus maintenance resources is critical to the well-being of the school division.

CITY: The City Central Fleet Management facility (CFM) is located at 956 Greenbrier Parkway and was built in the late 1960s when the fleet was much smaller. The current fleet contains 1,450 vehicles and more than 1,200 off-road, construction, and lawn and turf items to maintain. The additional capacity provided by the satellite facility will allow CFM to better meet demand. Second-shift preventative maintenance inspections (PMI) and repairs on vehicles predominantly used during the day could be performed at the new facility. (Opportunities for a second shift at the present location are not feasible and would be very inefficient as vehicles in the repair process would have to be moved in and out of the shop at each shift change.) The

solid waste trucks are great candidates for this work because the City is presently using a commercial vendor to perform the work.

Bringing the PMI's in-house would reduce the cost of labor from the commercial labor rate of $135 an hour to our in-house rate of $66.40. Additionally, the City's commercial vendors can only perform four PMI's on weekends. On a second shift, the City would be able to complete four PMI's each night, providing a better maintained, more reliable fleet for the solid waste operation. The work would be completed in the evening when the trucks are not scheduled to be on the road.

Operational Details: Operation of the facility is to be determined. A variety of models can work. For example, one option would be separate operations, another option is joint management of operations, or there could be a hybrid operational model. An initial operational model will be developed and recommended by the City/Schools staff team concurrent to the construction of the facility. The immediate priority is design and construction of the facility.

Satellite Fleet Maintenance Facility Committee Members

Dr. David Benson, Director of Pupil Transportation
John Eader, Fleet Maintenance Supervisor
Laura Fitzpatrick, Deputy City Manager *(Committee Chair)*
William "Ed" Godwin, Head Shop Coordinator
George Hrichak, Fleet Manager *(Design/Construction Subcommittee Chair)*
Mike McColgan, Fleet Service Coordinator
Dr. Jacqueline Miller, Assistant Superintendent for Student Services
Paige Stutz, Assistant Superintendent for Operations

ATTACHMENT 2

Attachment 2:

Facility Needs and Redistricting Study Update

Purpose and Overview: The facility needs study would be conducted by a consultant team. The purpose is to plan for future Chesapeake Public Schools' (CPS) capital needs taking into account:

- ✓ Population growth;
- ✓ Long-term redistricting plans;
- ✓ The most efficient use of existing School facilities and properties; and,
- ✓ The construction of any necessary new facilities.
- ✓ In light of recent events, this study should also include security needs.

The concept is to develop a long-term capital plan that anticipates the projected population (specifically K-12 students) growth in future years and proposes the most effective and efficient way to accommodate that growth via redistricting, renovations and additions to existing facilities, or construction of new facilities. To be most effective, this initiative should probably be integrated with the Superintendent's recommendation that the School Board hire consultants to develop a comprehensive redistricting plan for all schools as a second phase of the current redistricting project. This study would include all school facilities (i.e. the administration building and other CPS facilities as opposed to schools alone). The consultants would also be tasked with developing and executing a plan for community outreach and input.

Next Steps:

- ✓ Expand the workgroup to include additional members from the City and CPS. (An initial City and CPS staff work group has met twice to discuss issues that needed clarification regarding the purpose of the study. The members of this workgroup are listed on page two. A third meeting took place in late May where this group met with City Manager Baker and Superintendent Roberts. The purpose of this meeting was to gain a better understanding of the goals of the study.)
- ✓ Assuming City Council approval of budget amendment on June 12:
  - Workgroup will carefully define the scope of the RFP. *Target date:* Summer/Fall 2018
  - Issue RFP. *Target date:* Fall 2018
  - This same group or a similarly structured one would likely continue, with representation from the Council and the School Board, to form a steering committee to help direct and work with the selected consultants.

Goals for the study:

- Develop and publish a long-term redistricting plan that makes the best possible use of existing facility resources, planned modifications and additions to the CPS facility inventory and anticipates projected growth over the next 25 years. This Plan should specifically address and foreclose arguments that home buyers have a reasonable expectation that their children will continue to attend the same schools indefinitely.

- Reduce the number of portable classrooms to truly nominal levels within five years, leaving only those that are legitimately temporary in nature (pending a planned expansion of the facility where they are located).

- Restore lost capacity at CPS schools to increase overall staff efficiency, so long as:
    - A higher total school capacity is still considered efficient and appropriate given the available support staff resources for each facility.
    - The school building in question is projected as having a significant remaining useful and productive life.
    - The school is in a location where the additional capacity can be effectively utilized either under current enrollment conditions or as is anticipated due to projected future growth as part of the long-term redistricting plan.

- The study should include prioritized plans to replace schools as they reach the end of their productive lives or become functionally obsolete, modify schools to more flexibly address students' individualized needs or increase safety and security standards, build new schools in new locations to accommodate projected population growth and shifts, and/or construct other support facilities (like a new administrative building, sport facilities, etc.) during this same 25 year time frame.

<u>Facility Needs and Redistricting Study Initial Workgroup Members*</u>

John Bertocchi, New Construction and Planning Administrator
Laura Fitzpatrick, Deputy City Manager (*Committee Chair)*
Jaleh Shea, Planning Director
Paige Stutz, Assistant Superintendent for Operations

**Group to be expanded*

ATTACHMENT 3

Attachment 3:

Chesapeake Multipurpose Stadium Vision Committee (MSVC) Update

The vision that begins on page two is the result of the efforts of a staff working group from the City of Chesapeake and Chesapeake Public Schools (CPS). The group met on May 10 and May 23 to develop this vision. Minor adjustments may be made at the next meeting in July. The membership of this committee is listed on page four. The vision is limited to the desired elements for the facility and site. It does not include the location of the facility.

City-wide Stadium Model: The purpose of a city-wide multipurpose stadium is to provide a versatile athletic venue that serves multiple schools and sports teams in Chesapeake as well as the whole community via Parks, Recreation and Tourism (PRT) programming and events. The stadium will be customized to meet the needs of the users. The community stadium model would enhance the level of service provided, especially to Chesapeake high school sports teams. The centralized athletic office in PRT would provide support for all schools with scheduling, field maintenance, enhancement of facilities, and game day operations. Scheduling games in the stadium would be done in accordance with best practices to ensure parity across schools/teams. School athletic events would have first priority for scheduling. The facility is a revenue generating mechanism that can be controlled and shared. It offers all schools and all teams an equal opportunity to play on a well maintained and neutral facility. The community stadium model is already used in Norfolk (Powhatan Field), Newport News (Todd Stadium), Hampton (Darling Stadium), York County (Bailey Field), and Virginia Beach (Regional Training Center and Virginia Beach Sportsplex).

Management and Maintenance: Maintenance and operation of a community stadium would be the responsibility of the City. Since there is no sustainable funding mechanism in place for the maintenance of Chesapeake's aging school athletic facilities, this would allow school resources to be dedicated to academic needs, building infrastructure, and other initiatives. Although the City takes on the liability and risks associated with the project, the school system stands to reap the most benefit for its student athletes and their programs.

Next Steps:

- ✓ A subcommittee is currently working to develop potential locations and will present their findings to the full committee later this summer.
- ✓ Assuming City Council approval of the budget amendment on June 12, staff will work with an architect to develop a master plan for the stadium. This plan will help refine the cost estimate.
- ✓ Location options will be presented to City Council in late summer or fall.

- ✓ Once a location is identified and approved, work to procure an architect for facility design services will begin.

Vision - Stadium Elements

The committee's vision contains many elements. This vision is written in the present tense.

Overall: The stadium is built to meet the required specifications to host various NCAA Division 2 and 3, junior college and Virginia High School League (VHSL) championship events. VHSL is the governing body for high school activities and competitions in the state of Virginia, to include athletic events.

The stadium is equipped to host school and City sports such as football, track, field hockey, soccer, cheerleading, rugby and lacrosse as well as other activities such as concerts, band competitions, festivals, camps, and various large and small scale events. It provides a neutral community space at which major athletic events can be held. A neutral location is a good selling point for sports tourism and regional events. The stadium can also be customized to provide any school their features to provide a true home field. This is accomplished by a design that allows for easy conversion to the "home team" colors and other essential home field amenities. The design process includes input from a variety of users including athletes with special needs and disabilities. The venue is designed in accordance with best practices for security including the ability to separate and disperse crowds, internal and external video cameras, and appropriate traffic flow for ingress and egress. The venue is situated on a 15 to 25 acre site that allows for possible future expansion to include additional amenities such as an aquatics facility, tennis facilities, other playing or practice fields and/or a structured parking deck. The venue is designed to ensure ease for accessibility and to fully meet all ADA requirements. Design will also take into account spectator comfort with a focus on the customer who attends stadium functions. Efforts to maximize space are utilized and include features such as storage under bleachers.

Revenue Generating Opportunities: The stadium is a destination for organizations to host sporting events and other special events and activities. There are ample opportunities to rent space for a variety of events. The desirability of the venue creates robust sponsorship opportunities. Versatile seating options and charts, and limited suites also create revenue opportunities. "Professional looking" retail space is available for vendors as well as full scale concessions and merchandise sales. Opportunities for sponsorship banners, displays and signs are available, as well as naming rights to the facility and amenities within the facility.

Accessibility, Traffic and Parking: The stadium has good access to roadways, effective ingress and egress points and the most efficient traffic controls feasible on the property. Amenities such as hotels and restaurants are easily accessible. Ample surface parking is available on-site,

in a variety of locations around the facility. Bus drop-off and parking areas exist on the site. Accommodating access to the facility through appropriate handicapped parking is present.

Game Day Features: Enhanced and specified athletic lighting for evening events is included. Digital message, video and imagery boards are prominently situated on, and around the field. This will also assist in conveying the home field appearance. The full-service, climate controlled press box accommodates game officials, coaches and game management personnel. An announcement/public address system is part of the resources offered. The technology setup is well-maintained and capable of supporting efficient timing mechanisms, scorekeeping, play clocks, game tracking, safety and public service messages, and coaching communication tools (i.e., headsets, phones, and internet connections). Concession facilities and ample restrooms (including family restrooms) are situated on both sides of the venue, with additional portable stations added as necessary with larger crowds. The venue includes a robust sound system and ample security lighting (facility and grounds). Technology and audio/visual resources include monitors, computers, cameras, and connectors to produce televised, webcasting and streamed games and activities. The facility is equipped with Wi-Fi services.

Display Area: A display area is situated in a central location. This area houses trophy cases, retired jerseys, individual and team records and other memorabilia associated with school and community athletics and events.

Locker Rooms: The venue includes four to six locker-room that are multipurpose, large enough for some pregame warm-up, and appropriate for a variety of sports. Each will include showers, locker stalls, and necessary coaching features. Locker rooms are situated to accommodate the paths of teams entering and exiting the field of play. Separate areas are available for athletic training and rehabilitation needs. The rooms are suitable for other uses as needed.

Spectator Seating & Ticketing: The venue provides a combination of individual seats with backs and bleachers, with a capacity of approximately 12,000. Seating is situated equally on both sides of the venue, with available ingress and egress from both sides as well. Additional portable seating could be added in areas as needed. A ticket office and booth is centrally located, with up to six additional ticket booths available around the stadium. The additional ticket booths can be open based on anticipated attendance at each event. This secured space provides an appropriate setting for collecting, counting, and securing of money. The space design facilitates queuing, when needed. Appropriate security measures and detectors are in place at each entrance.

Designated and Flex Areas, Adjustable Spaces: The stadium includes a variety of designated areas as well as flexible ("flex") areas that can be modified for each event. A large flex space can be used as a common meal area for competing teams to socialize before a game. Such activities contribute to sportsmanship. Convertible spaces can also be adjusted for a variety of rental opportunities. Signage is installed throughout the facility. This signage is permanent

where appropriate and changeable in flex spaces. The building includes areas for medical services, athletic trainers, referee changing rooms and facilities, biohazard clean-up, washing/drying and catering spaces.

The venue is adjustable for large and small crowds. Crowd control features are part of the design and can be employed when needed. The venue is versatile to accommodate middle school, high school and college athletics, as well as recreational activities and events. The convertible nature of the facility allows multiple events on the same day. For example, a field hockey game could be hosted at 4:00PM followed by a football game at 7:00PM.

Conference Rooms: Multiple conference rooms are available and can serve as a media, press conference, hospitality or staging area. Rooms are also available for filming interviews. Meeting rooms are available to serve as community meeting space. For example, a group such as the Chesapeake Sports Club may find the venue a desirable place to meet.

Weather Features: Shade structures and inclement weather areas are part of the seating and field design to allow protection for athletes and spectators. Lightning detectors and other weather related equipment will be on site to monitor storms and other potential disaster or weather related activities.

Field: The field is well-maintained according to a maintenance plan managed by the City's Department of PRT. The field is composed of a multisport field turf, which consists of durable and resilient fibers with safe and reliable infill. Maintenance includes appropriate sanitizing and cooling systems, with low maintenance level landscaping strategically placed around the facility. The field turf serves a variety of sports to include the necessary speed for field hockey and soccer and the feel for football. There is a proper base padding below the turf to enhance participant safety, offer stability, assist with drainage, and absorb energy. An efficient underground drainage system is in place around the facility.

Track: An eight-lane track, synthetic surface, sealed (non-porous) system, circles the multipurpose field. There are areas for a variety of track and field events. These events include high jumping, triple jump, pole vaulting, shot put, long jump, discus, steeplechase, and hammer throw. There are a minimum of two high jump and long jump pits (multi-directional). A fully automatic and wireless track video timing system with photo finish cameras are installed. Appropriate protective matting for the track is included to prevent damage from other events and activities.

<u>Multipurpose Stadium Vision Committee Members</u>

Dr. Wanda Barnard-Bailey, PhD
Mike Barber, Director of Parks, Recreation and Tourism* *(Location Subcommittee Chair)*
Monica Christiansen, Assistant Director of Parks, Recreation, and Tourism*

Laura Fitzpatrick, Deputy City Manager *(Committee Chair)*
Andrew Rumsey, Athletic Recreation Specialist II*
Paige Stutz, Assistant Superintendent for Operations
Dr. Jacqueline Miller, Assistant Superintendent for Student Services
Wayne Martin, Director of Student Services*
Kevin Cole, Supervisor of Student Services*
Paul Joseph, Principal, Oscar Smith High School*
Dr. Thomas Whitley, Principal, Western Branch High School
Benny Polk, Athletic Director, Deep Creek High School*
Sean Townsend, Athletic Director, Great Bridge High School*

**Also a member of the location subcommittee*

ATTACHMENT 4

Chesapeake VIRGINIA

City of Chesapeake
Department of Planning
(757) 382-6176
FAX (757) 382-6406

Attachment 4 for CIP FY19-FY23 - Item 8D

MEMORANDUM

TO: James E. Baker, City Manager

FROM: Jaleh M. Shea, AICP, Planning Director M.H.W. for

DATE: May 29, 2018

RE: Request for Appropriation of Funds from the South Norfolk TIF Restricted Fund Balance for the South Norfolk Municipal Facilities Design and Construction Project

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The purpose of this memorandum is to request that City Council appropriate funds from the South Norfolk TIF Restricted Fund Balance for the South Norfolk Municipal Facilities Design and Construction Project. This request is in follow-up to the completed South Norfolk Municipal Facilities Study, which was authorized and funded by City Council in 2016.

A professional services consultant, HBA Architectural and Interior Design, was hired in 2017 to evaluate current and future municipal facility needs in the Poindexter Street corridor of South Norfolk and to determine an appropriate location for a satellite consolidated municipal facility that would replace aging facilities in the corridor while serving as a catalyst for future development. Through a series of community meetings, City departmental surveys, and site assessments, several candidate sites were evaluated and ranked. The top ranked candidate site for a consolidated satellite municipal facility was determined to be the Gateway Site at the corner of Poindexter and Stewart Streets (see Attachment 1). Additionally, the best location for a future fire station was determined to be the 8-Acre Site at Liberty and Poindexter Streets. The South Norfolk Municipal Facilities Study Final Report is available in its entirety through the online Planning Library located at http://www.cityofchesapeake.net/government/city-departments/departments/Planning-Department/Planning-Library.htm.

In order to pursue the recommendations of the Municipal Facilities Study, an appropriation of funds is needed from the South Norfolk TIF Restricted Fund Balance to begin designing the new facility. It is anticipated that the South Norfolk Municipal Facilities Design and Construction Project will be conducted in three phases to design and construct a new building and parking deck for the Gateway Site. The fire station will be handled as a separate capital project and designed at a later date. The phases

are as follows: Phase I - 15% design, Phase II -100% design, and Phase III- Construction (see attached New Capital Project Request Form). Final estimates for construction costs will be provided once designs are completed; therefore, this request for appropriation of funds will only cover Phase I, Phase II, and any other necessary reimbursements, estimated at $846,187.00 (Attachment 2). Additionally, during the Phase I, 15% design phase, schematic drawings and construction cost estimates will be presented to the South Norfolk community for comment and to City Council for review and approval before proceeding to Phase II.

If you require further information, please do not hesitate to contact me.

JMS/arb

Attachment 1: South Norfolk Municipal Facilities Study Final Report Synopsis
Attachment 2: South Norfolk Municipal Facility Design Fee and Scope of Work

cc: Catherine Lindley, Acting City Attorney
Steven Jenkins, Budget Director
Steven Wright, Economic Development Director
Eric Martin, P.E., Public Works Director
Nancy Tracy, Finance Director
Mark Woodward, AICP, Comprehensive Planning Administrator
Alexis Baker, Senior Planner
Nicole Benson, Administrative Assistant III, City Manager's Office

ATTACHMENT 1

SOUTH NORFOLK MUNICIPAL FACILITY DESIGN & CONSTRUCTION PROJECT
(REFERENCED IN MEMO)

PROJECT DESCRIPTION

SOUTH NORFOLK MUNICIPAL FACILITIES STUDY – PHASE 1

HBA Architecture and Interior Design was selected by the City of Chesapeake in July 2017 to conduct a study which focused on the Poindexter Street Corridor in the South Norfolk neighborhood of Chesapeake, and which sought to determine the potential for capitalizing on needed municipal facility improvements in this area of Chesapeake, to strengthen the future development of the Poindexter Street Corridor, and to catalyze other development in or around these future municipal facilities. The goals of this study were to:

- Identify potential opportunities for municipal facilities and renewal;
- Provide opportunity for community input;
- Assess the requirements of various City Agencies within South Norfolk;
- Analyze a potential new facility or facilities, in relation to past studies conducted in South Norfolk; and
- Identify other uses which could be incorporated into a new municipal facility

To achieve these goals, HBA teamed with Urban Design Associates, the urban planning experts who had previously developed the Poindexter Corridor Strategic Development Plan (2004), and the Poindexter Corridor Urban Design Guidelines (2004); and with Old Dominion University's Center for Enterprise Innovation, an institution that provides guidance and support to foster local economic development and promote thriving entrepreneurial environments.

Phase 1 of the Study focused on several distinct tasks that were performed by the project team members:

Kick-off Meetings (July 31 – October 17)
- Community Input Meeting - July 31
- City / Staff Kick-off Meeting - August 17
- City Council Work Session - October 17

Facility Assessments / Evaluations of Municipal Users (September 22– October 12)
- Evaluation of Potential Municipal Users / Services
- Facility Needs Site Visits
- Status Update Meeting with Project Management Team

Existing Documentation Review / Identification of Goals & Users (July 31 – October 15)
- Review Existing Literature / Reports / Documentation
- Identify other Potential Users

SOUTH NORFOLK MUNICIPAL FACILITIES STUDY – PHASE 2

In December of 2017, the City of Chesapeake contracted HBA Architecture and Interior Design to complete the remaining (Phase 2) tasks for the South Norfolk Municipal Facilities Study. In addition to the team members included in the Phase 1 study, HBA added Kimley Horn Civil Engineers to perform detailed site analysis and land planning for the sites to be considered.

The goals of the Phase 2 study were to:

- Analyze the existing conditions of the subject properties to determine whether a municipal facility was feasible on that site
- Rank the sites in order of suitability and potential for catalyzing economic development along the Poindexter Street Corridor
- Obtain feedback on the site options from the local community
- Recommend options for acquiring property, if necessary
- Develop potential approaches for implementing the Final Recommendation

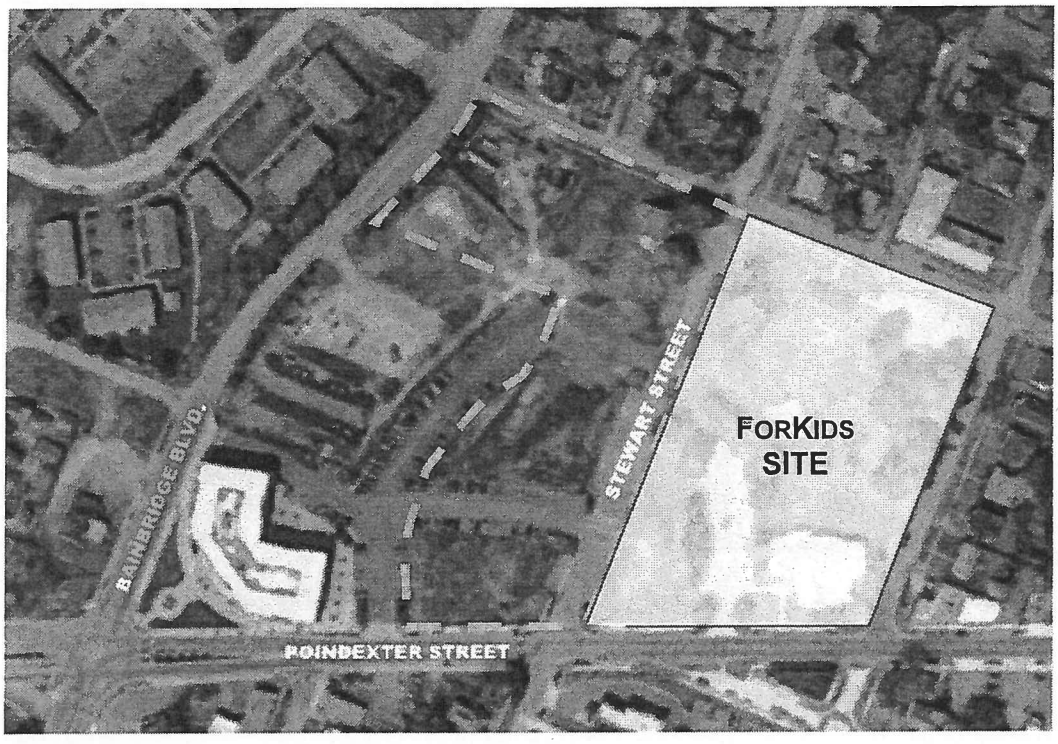
Phase 2 of the Study included several tasks that were performed by the project team members, and meeting milestones in which the study results and recommendations were presented to the City and residents of South Norfolk:

Informational Meetings (February 1 – April 10, 2018)
Status Update Meeting with City Manager and City Staff – February 1, 2018
City / Staff Kick-off Meeting – February 21, 2018
City Council Work Session – April 10, 2018

Site Assessments / Evaluations of Existing Conditions (December 15, 2017 – January 28, 2018)
Evaluate Current Site Conditions
Establish Site Rankings

Final Plan & Recommendations (February 2 – April 30, 2018)
Options for Acquiring Properties
Recommended Approaches for Implementing
Final Adjustments to the Final Plan

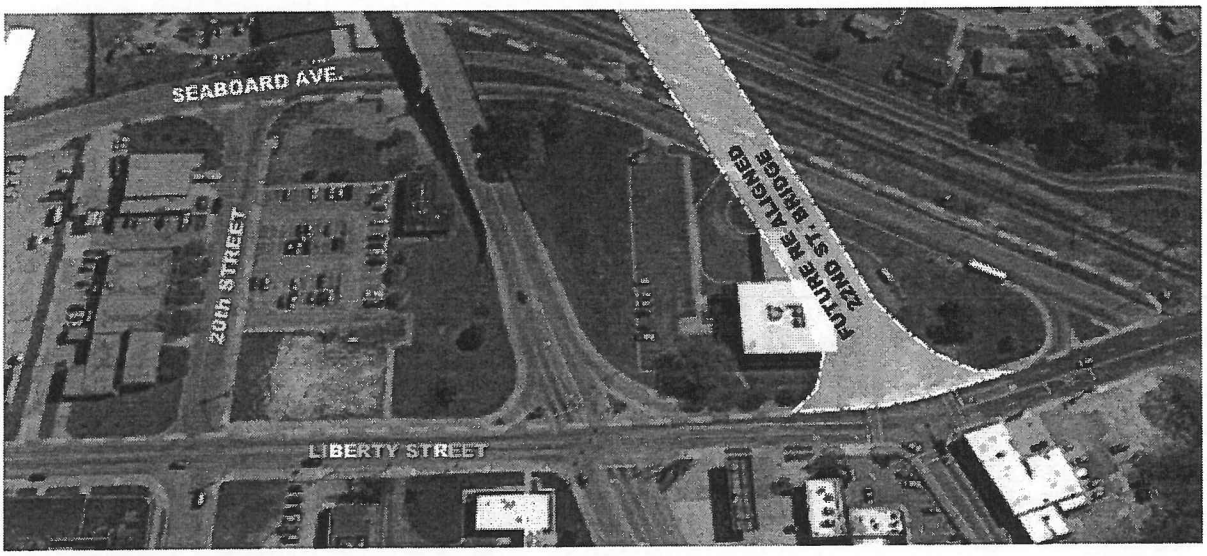
#1 – GATEWAY SITE



The Gateway Site was judged by the study team to be the most advantageous and suitable location for a future municipal facility for a number of reasons:

1. The site was large enough to accommodate all of the City's municipal space needs, with the exception of the Fire Station (which would need to be located elsewhere).
2. Surface parking on this site could provide enough spaces for the municipal uses, as well as an additional 50+/- spaces that could be used to augment the currently under-parked Gateway Center /Library facility and/or the adjacent ForKids building.
3. A new municipal facility at this location would start to provide an ideal retail street presence along this portion of Poindexter. With the influx of employees anticipated at the ForKids building, a mixed-use municipal development at this site could create the critical mass that was needed to spur new economic growth along this portion of the Poindexter Street Corridor.
4. The site offered the potential for even denser future development should the City find that this was advantageous, by providing structured parking in lieu of the surface lots.
5. Placing the municipal facility on this site frees up a large parcel of underutilized real estate at the 8-acre site which can be offered by the City of Chesapeake for private redevelopment such as multi-family residential, office. institutional/educational, or retail.
6. Utilizing the Gateway site for the municipal facility also allows private development of the Overton site to occur as opportunities arise following the completion of the 22nd Street Bridge realignment project.

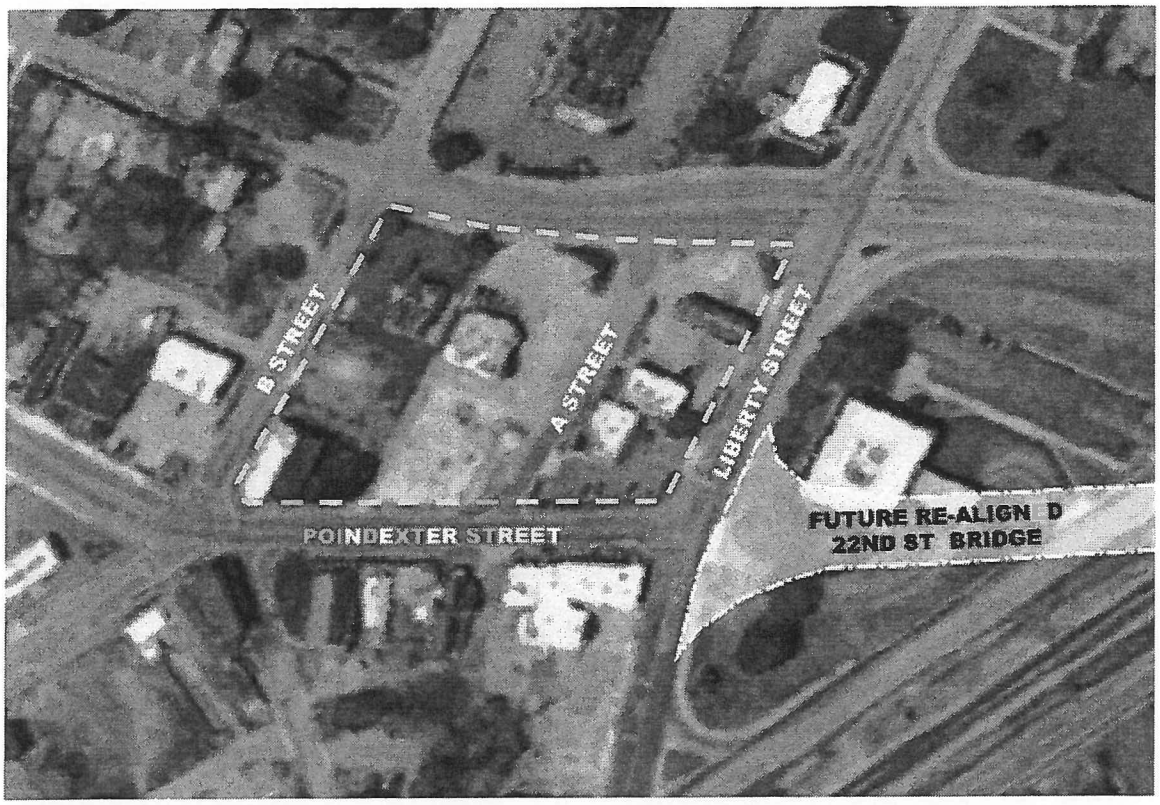
#2 – 8-ACRE (LIBERTY & POINDEXTER) SITE



The so-called 8-Acre Site was ranked 2nd by the study team for the following reasons:

1. Although there was more than adequate area to provide all of the municipal space needs on this site, there was, almost paradoxically, too much acreage for the intended use. Much of this site would remain undeveloped if a municipal facility were to be located at this site.
2. While this site offered an opportunity to "bookend" new development with the ForKids project at the opposite end of the Poindexter Street Corridor, the study team noted that most of the existing facilities identified in the study were already located within this site, in existing, aging buildings. Therefore development of a new municipal facility on this site would probably not provide the type of economic boost for the Poindexter Street Corridor that the study envisioned.
3. The size of this parcel, and its location next to the realigned bridge, provides potential future opportunities to the City for commercial or institutional redevelopment,
4. An advantage of this site would be that the Police and Fire Departments could potentially share some facilities, such as a fitness or public meeting rooms.

#3 – OVERTON SITE



The Overton site was ranked 3rd out of the three sites by the study team for several reasons:

1. A fire station was not feasible on this site due to inadequate turning radii for the fire trucks. As a result, if this site were selected, the study team recommended that the Fire Station be located elsewhere, possibly on the 8-acre site, along Liberty Street.
2. While technically feasible, this site was not an ideal fit for the Police Station either. The mixing of police vehicles in a small surface lot that also contains parking for other municipal employees, as well as for retail customers is problematic.
3. There is inadequate parking on this site for the amount of municipal uses required, unless structured parking can be integrated into the new building.
4. The property is not currently owned by the City, so space in a building on this site would most likely be leased as part of an agreement with the Overton family. The City's goals and expectations for a building on this site might not align completely with the goals and expectations of the Overton family.
5. The site has significant potential to be developed privately without any City investment necessary, especially after the 22nd Street Bridge project has been completed. The design team felt that it was in the City's best interest to allow market conditions to dictate the highest and best use for this property.

ATTACHMENT 2

SOUTH NORFOLK MUNICIPAL FACILITY DESIGN & CONSTRUCTION PROJECT
(REFERENCED IN MEMO)

WORK ORDER FOR ARCHITECTURAL AND ENGINEERING SERVICES
CITY OF CHESAPEAKE

Work Order No.:

HBA Project No.: **18037.01**

Re: **South Norfolk Municipal Building, Chesapeake, VA**

Contract: Annual Services Contract Agreement for Consultant Services, dated March 30 2018, between **The City of Chesapeake** and **HBA Architecture & Interior Design.** All work to be performed in accordance with the terms, limitations and conditions of said Contract. RFP #18009 **IDIQ Contract # Pending**

Proposed Consultants:
MPE Engineering - Hickman Ambrose
Structural Engineering - NRW
Civil – Kimley Horn
Geotech-GET Solutions
Cost – Downey Scott
Special Systems – Polysonics Acoustics & Technology Consulting

Scope of Work: Project will be broken into multiple tasks:
PHASE ONE: Task #1 Due Diligence/Programming/Field Investigation, Task #2 Schematic Design, Task #3 Boundary Survey and Topographic Survey and Task #4 Geotechnical
PHASE TWO: Task #5 Construction Document, Task #6 Cost Estimation, Task #7 Bidding and Negotiations, Task #8 Construction Administration, Task #9 Record Drawings, Task #10 Special Inspections (Agent 1 & 2), Task #11 Landscape Design, #12 Resubdivision Plat, Task # 13 SWPPP, Task #14 Furniture and Equipment Design, Task # 15 HVAC Commissioning and Task #16 Parking Deck
The work shall generally include:

PROJECT UNDERSTANDING:
The project will be a new 32,500 SF municipal building and associated 150 space parking deck for the City of Chesapeake, located at the intersection of Poindexter and Stewart Street in the city's South Norfolk neighborhood. For planning purposes a budget of $6,500,000 (28,000sf x $200/sf) for the building and $3,500,000 for the parking deck has been assumed. We will provide architectural services based upon our experience to design the new facility to fit the City of Chesapeake's municipal office space operating model. Its program contains municipal functions, retail and a business incubator/ co-working space.

Building Description:
Many aspects of the building's design are driven by the City's Poindexter Corridor Design Guidelines. The building shall:

- Provide space in a two-story building
- Have a strong corner element
- Have an exterior skin that is predominantly storefront on the ground level, with the upper level having simplified and/or smaller windows
- Have a strong street presence, utilizing a zero-lot-line and/or a public plaza, garden etc.

PHASE ONE:

TASK #1-Due Diligence/Programming/Field Investigation:

1.1 The Architect (and/or his consultant(s)) will request previous site and roadway plans in the area surrounding the subject property, from the City's Development and Permits Department. The Architect (and/or his consultant(s)) will review the plans provided by the City to better understand the existing infrastructure surrounding the site. The Architect (and/or his consultant(s)) will attend two preliminary plan review meeting with City Staff from Development and Permits, Public Utilities, Planning, Fire Prevention and Public Works to discuss the proposed site improvements and site-specific limitations. The Architect (and/or his consultant(s)) will visit the site to provide a cursory review of any environmental features that may be present. The information discovered during the due diligence task will become the basis for the schematic design described in Task 2.

1.2 The Architect shall manage and administer the Programming Services. The program will follow the space needs forth during the municipal masterplan. The Architect shall consult with the Owner, research applicable existing programming criteria, run project meetings, communicate with members of the Project team and issue the program document. The Architect shall coordinate the services provided by the Architect and the Architect's consultants with those services provided by the Owner and the Owner's consultants.

1.3 The Architect shall indicate specific space requirements for the Project by, identifying required spaces, establishing sizes and relationships, establishing space efficiency factors (ratio of net square footage to gross square footage), and documenting particular space requirements such as special HVAC, plumbing, power, lighting, acoustical, furnishings, equipment, or security needs. The Architect shall prepare an initial report of its findings and analysis for the Owner's review. The Architect shall be entitled to rely on approvals received from the Owner to complete the Programming Services and in the further development of the Project.

1.4 The Architect shall conduct a walkthrough, if needed, of the Owner's existing facilities with the appropriate personnel.

1.5 The Architect shall prepare a final program document incorporating the Owner's review comments. The Architect shall provide a preliminary opinion of the program with respect to the Owner's stated budget objectives.

TASK #2-SCHEMATIC DESIGN (15% DESIGN):

2.1 Based on the Owner's approval of the program (Task #1), the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing. Based on the Project's requirements agreed upon with the Owner, the design team shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components. Topographic survey information will be shown as the base for the development of the proposed project components and minimal preliminary design will be completed to assess the viability of the constructing the improvement. Our efforts will include up to three (3) floor plan revisions to incorporate comments from: the Design Team, the Chesapeake Construction Facilities Division, and the various City Departments housed within the building. The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

2.2 The design team shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.
2.3 A concept site plan will be developed based on site constraints and the City's requests for function and use of the site. The concept plan will be provided to the City for review. Upon the completion of the City's review of the concept site plan, one revision will be prepared to incorporate comments and additional requests. The revised concept site plan will be provided to the City for their approval. Any additional iterations to the concept site plan will be considered an additional service. Following acceptance from the City of the revised preliminary concept plan, we will proceed with preparation of the 15% Schematic Design plans. The schematic design will be based on the desired proposed use and other site criteria as discussed with City Staff in the due diligence task. These plans will include the following design elements developed to a conceptual level:

- Limits of pavement
- Stormwater infrastructure
- Site utilities
- Site access
- Site turning analysis
- ADA accessibility

Stormwater management measures will be shown based on input received from City staff at the preliminary plan review meeting completed during the due diligence task. Stormwater management enhancements will not be fully designed, but will be graphically indicated on the plan based on our experience with similar type projects in order to assess approximate impacts to the site. Preliminary pavement sections will be based on our experience with previous projects in the area. The schematic design deliverables will consist of two (2) sheets, sheet one showing the site plan, and sheet two showing the proposed storm water management and utilities. The Schematic Plan will be provided to the Client for review by the City. Comments made on the schematic design will be addressed in the Construction Documents task. If revisions are requested to be made prior to starting the Construction Documents, those revisions to the schematic plan will be considered an additional service.

TASK #3-BOUNDARY AND TOPOGRAPHIC SURVEY:
3.1 The Architect (and/or his consultant(s)) or survey subconsultant, Mid-Atlantic Surveying and Land Design, Inc., will prepare a boundary and topographic for the subject property. The topographic survey will be provided for the subject site, and will extend to the North side of Grady Street, the face of the library, the South side of Poindexter Street, and the edge of the ForKids property. The survey subconsultant will rely on available record drawings and MISS UTILITY markings to establish underground utility locations. The horizontal datum will be based on the Virginia State Plan Coordinate System, South Zone, NAD 1983/1994 Adjustment. Elevations shown will be based on the North American Vertical Datum of 1988 (NAVD88) and will be shown in feet. City of Chesapeake geodetic survey monumentation will be referenced on the survey plan in accordance with City requirements.

TASK #4-GEOTECHNICAL:
4.1 The project site is located at the intersection of Poindexter Street and Stewart Street in the City of Chesapeake, Virginia. The proposed construction will consist of a new building, 2-story municipal building and it's associated infrastructure. The building will be approximately 32,500 square feet in gross area. The maximum wall and column loads are not expected to exceed 4 klf and 150 kips. The finish grades are expected to coincide with current grades, thus cuts and fills are not expected to exceed 1 to 2 feet. In addition, a new parking deck will be constructed adjacent to the new building. The precise project characteristics were not known at this time.
4.2 The purpose of the geotechnical engineering services will be to determine pertinent information regarding the subsurface soil and groundwater conditions at the site in order to provide conclusions and recommendations related to the foundation, pavement, BMP, and earthwork design. The Architect (and/or his consultant(s)) will perform the following tasks:

- Contact the local underground utility service company prior to beginning our field services, in order to identify the location of underground utilities in the work area. Also, stake the proposed boring locations in the field. We cannot accept liability for damage to unidentified utilities. If private utilities are located on site, the client will be notified for assistance in identifying the private utilities. If required, we can coordinate a private utility contractor at an extra cost.
- Foundation Design: Locate and advance five (5) 30-foot deep Standard Penetration Test (SPT) borings within the building footprint and four (4) 100-foot deep SPT borings within the parking deck. This boring depth is considered sufficient as it extends beneath the anticipated deep foundation influence zone.
- Pavement Design: Collect two (2) bulk soil samples from the approximate subgrade level of the proposed parking lot. These samples will be returned to our laboratory for Proctor and CBR testing, pursuant to ASTM and VTM standards. In addition, one (1) 10-foot deep SPT boring will be drilled at each CBR test location.
- BMP Design: Locate and advance two (2) 15-foot deep SPT borings within the proposed BMP areas. Also, a temporary groundwater monitoring well will be installed to obtain 24-hour groundwater readings and an infiltration test will be performed at each boring location. The SPT borings will be performed with the use of a power drill rig, using rotary wash "mud" and hollow stem drilling procedures. The soil samples will be obtained with a Split-Spoon Sampler in general accordance with the Standard Penetration Test (SPT) method ASTM D 1586. These samples will be taken continuously from the ground surface to a depth of 12 feet, and at 5-footintervals thereafter, starting at 13 feet below existing grade.
- Perform a laboratory testing program on selected soil samples collected from the borings in order to determine in-situ moisture content, moisture-plasticity relationships (Atterberg Limits) and sieve analysis as deemed necessary.
- Conduct a Geotechnical engineering evaluation of the available data with respect to foundation, pavement, BMP, and earthwork related design. Also, provide discussions related to groundwater conditions and its impact on the construction, if any.

A geotechnical engineering report will be prepared and signed by a registered professional engineer presenting data, soil boring logs, observations, evaluations and recommendations. In general, the following items will be addressed in the report:

- Description of site conditions and topography.
- Description of the site geologic setting.
- Discussion of the existing or anticipated groundwater conditions and depth to groundwater (encountered or estimated from available data).
- Description of exploration and sampling methods and equipment, including description of in situ test methods.
- Description of the geotechnical profile encountered at the site, including site soil description and classification, by stratum.
- Description of any difficulties and/or obstructions encountered during subsurface exploration.
- Results of laboratory tests and a description of test methods
- Discussion of the foundation system or alternative systems recommended for consideration for the project structure and floor slab, including:
  - Recommended foundation types and allowable capacities.
  - Immediate and long-term settlement analysis of foundations and fill areas.
  - Discussion of expansive surface soils, if encountered, assessment of expansive potential, and recommended solution(s) to control movements.

- Lateral earth pressure criteria for design of retaining walls and below-grade (basement) walls (passive, active, and at-rest coefficients, and wall movements necessary to develop these earth pressures).
- Removal or treatment of unsuitable soils.
- Use of on-site soils for controlled fill, including compaction density requirements and moisture content criteria for use throughout the project.
- Recommendations for under-slab, and retaining wall drainage systems.
- Frost penetration depth and discussion/recommended mitigation of frost-susceptible soils that may be present at the site.

- Site plan, showing locations of borings and locations of geophysical or other in situ tests.
  - Project name and contract identification.
  - Boring or test pit identification number.
  - Name of field engineer or field geologist supervising field operations.
  - Elevation, thickness, description and classification of each soil stratum.
  - Location of soil samples taken with:
    - Sample number or depths limits:
    - Sampling method/tool used.
    - Blow count (N-value or blows/foot for non-SPT sampler) for driven samples.
    - Other pertinent data such as:
      - Natural (in-place) moisture content.
      - Standard penetration test blow-count (N-value).
      - Soil consistency
      - Unconfined compressive strength
      - Atterberg Limits/Plasticity index.
      - Relative density or in-place density
  - Location of water table at time of drilling.
  - Location of any encountered obstructions.

All work will be conducted in accordance with ASTM standards, and in support of the structural and civil design team members.

PHASE TWO:

TASK #5-CONSTRUCTION DOCUMENTS:

5.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect (and/or his consultant(s)) shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Schematic Design Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Task 8.

5.2 The Architect (and/or his consultant(s)) shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

5.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms and the Conditions of the Contract for Construction (General, Supplementary, and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

5.4 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.
5.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.
5.6 Based on the Schematic Design approved by the City, the Architect (and/or his consultant(s)) will prepare Construction Documents in conformance with the ordinances and policies of the City of Chesapeake and a normal standard of care for design and engineering in the area. Once detailed design has begun, any owner driven requests for changes in the design may be considered an additional service, if re-design is required. The Architect (and/or his consultant(s)) will prepare construction documents to a level of completeness required for submittal to the Chesapeake Department of Development & Permits.
5.7 The site plans will be submitted to the Department of Development and Permits for their review and comment. Upon the completion of the City's review, he Architect (and/or his consultant(s)) will address their comments and resubmit the site plans. Our efforts will include no more than two (2) plan revisions to incorporate comments from the design team and the Department of Development and Permits and no more than two (2) meetings during the design process. Additional meetings, comments or requests for plan modification will be considered an additional service.

TASK #6-COST ESTIMATION:
6.1 The Architect shall submit to the Owner an estimate of the Cost of the Work at the culmination of Task 2; the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. Evaluations of the Owner's budget for the Cost of the Work, the estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect (or his consultant), represent the Architect's (or his consultant's) judgment as a design professional.

The Architect shall submit to the Owner an estimate of the Cost of the Work during Task 5 Construction Documents.

The Architect shall submit documents to the Owner at the intervals stated above for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely upon approvals received from the Owner to complete the Design Services.

For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, and contingencies for changes in the Work or other costs that are the responsibility of the Owner.

In preparing estimates of the Cost of Work, the Architect(or his consultant) shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect (or his consultant's) estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques.

If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

TASK #7-BIDDING AND NEGOTIATION:

7.1 Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in obtaining competitive bids. Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

7.2 The Architect shall assist the Owner in bidding the Project by:

1. Providing to the Owner an electronic copy in PDF format of the bidding documents as required.
2. Organizing and conducting a pre-bid conference for prospective bidders
3. Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda, these addenda will be sent to the Owner for issuance
4. Attending the opening of the bids
5. The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda to the Owner, identifying approved substitutions.

TASKS #8-CONSTRUCTION ADMINISTRATION:

8.1 The Architect shall visit the site at twice a month intervals appropriate to the stage of construction, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work, the site visits will be limited to **48 visits**, including pre-construction, and substantial/final completions and 1 year warranty inspection, a **18 month total** construction period is anticipated. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

8.2 The Architect shall:

1. Review and certify the amounts due the Contractor and shall issue certificates in such amounts.
2. Maintain a record of the Applications and Certificates for Payment.
3. Review the Contractor's submittal schedule
4. In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples
5. Review and respond to requests for information about the Contract Documents
6. Maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents
7. Authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time.
8. The Architect shall prepare Change Orders and Unilateral Change Orders for the Owner's approval and execution in accordance with the Contract Documents.
9. Conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents

10. Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the roof operations and performance.
11. The Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

TASK #9-RECORD DRAWINGS:
9.1 The Architect will prepare record drawings of the completed improvements required for the scope defined above. The architect will provide to the Owner an electronic copy (PDF) of the record documents as required. We will rely on the contractor to provide us the reliable information in order to prepare the record drawings.

TASK #10-SPECIAL INSPECTIONS (AGENT ONE AND AGENT TWO):
10.1 Agent One and Agent Two services will be performed, as required by the statement of special inspections for jurisdictions having authority.

TASK #11-LANDSCAPE DESIGN
11.1 A landscape design and layout plan for proposed plantings based on minimum requirements set forth by the City of Chesapeake will be provided. This plan will include tree canopy coverage, foundation landscaping, and street front landscaping. Plan will further illustrate planting schedule stating both common and botanical plant names, required materials, size, spacing and quantity of each. Specifications will be stated on the plan in note form and will be submitted to the City of Chesapeake. The Architect (or his consultant) will follow up to address review comments.

TASK#12-RESUBDIVISION PLAT
12.1 Since portions of the site are privately owned and divided into multiple properties, Kimley-Horn's survey sub-consultant, Mid-Atlantic Surveying and Land Design, Inc., will prepare a Re-subdivision plat to consolidate the parcels and define the City owned portion of the site. The Re-subdivision plat will be performed concurrent with the development of the CDs. The plat will be submitted to the City of Chesapeake for review. This task includes one revision prior to submittal for recordation.

TASK#13-SWPPP
13.1 The Architect (or his consultant) will prepare a Storm Water Pollution Prevention Plan (SWPPP) in accordance with current requirements dictated by the Commonwealth of Virginia. Upon completion, SWPPP will be presented to City who will be responsible for delivery to the Project Site Contractor, who is required by law to ensure SWPPP documents remain on site throughout all stages of construction.

TASK#14-FURNITURE AND EQUIPMENT DESIGN
14.1 The Architect shall consult with representatives of the Owner to review the applicable requirements of the Project in order to understand the goals and objectives of the Owner with respect to their impact on the Owner's furniture and equipment requirements. The Architect shall assist the Owner in the preparation of a budget for this Work. The Architect shall gather information furnished by the Owner's designated representatives to aid the Architect in understanding the Owner's furniture and equipment requirements. The Architect shall develop a general understanding of the Owner's equipment requirements, including data, telecommunications, and structural, electrical. Based on the approved Schematic Design, the Architect shall obtain product data and prepare illustrations for furniture, furnishings and equipment as may be appropriate for the Project, including specially designed items or elements, to indicate finished appearance and functional operation. The Architect shall illustrate the design character of the Project. Such illustrations may include drawings, plans, elevations, renderings, photographs, and samples of actual materials, colors and finishes.

CONTRACT DOCUMENTS PHASE SERVICES
Based on the approved Design Development drawings and other documents, including schedule and estimate of the Cost of the Work, the Architect shall prepare Drawings, Specifications and other documents required to describe the requirements for the procurement, and installation of furniture and equipment for the Project. The Architect shall assist the Owner in the preparation of the necessary Quotation Documents.

QUOTATION PHASE SERVICES
The Architect shall assist the Owner in establishing a list of proposed vendors for furniture and equipment. The Architect shall assist the Owner in obtaining quotations for furniture, furnishings and equipment. The Architect shall prepare written responses to questions from vendors preparing quotations and provide written clarifications and interpretations of the Quotation Documents in the form of addenda. The Architect shall assist the Owner in the review of quotations including conformance with the design concept expressed in the Contract Documents. Quotation Documents include the Quotation Requirements and the proposed Contract Documents. The Architect shall assist the Owner in awarding and preparing agreements with vendors.

TASK#15-HVAC COMMISSIONING
15.1 The Architect (or his consultant) will provide commissioning of the HVAC systems

TASK#16-PARKING GARAGE
16.1 Based on Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect (and/or his consultant(s)) shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the two level 150 space, precast parking deck and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Task 8.
16.2 The Architect (and/or his consultant(s)) shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.
16.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms and the Conditions of the Contract for Construction (General, Supplementary, and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.
16.4 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.
16.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.
16.6 Construction Administration of the Parking Deck is included in task 8.

TASKS #17-COMMUNITY INTERACTION:
17.1 The design teams shall take the lead in facilitating one (1) presentation to the community and one presentation to the City Council prior to the culmination of Task 2 and assist the owner in responding to any questions related to the project after such presentation. The design teams shall take the lead in facilitating one (1) presentation to the community and one presentation to the City Council prior to the culmination of Task 5 and assist the owner in responding to any questions related to the project after such presentation.

Schedule of Work: Phase One can be completed in 20 weeks, with the remaining task TBD

Compensation: The Architect shall be paid in accordance with Paragraph II of the Contract with the total fixed fee for this project:

Phase 1 15% Design	**$145,396.00**
Phase 2 100% A/E services	**$697,112.00**
Estimated Reimbursables	**$ 3,679.00**
Grand Total	**$ 846,187.00**

Normal reimbursable expenses will be billed as stipulated in our Annual Contract.

Submitted:

Michael J. Winner, AIA, LEED AP BD+C — Date 5/18/2018
Principal

Approved:

City of Chesapeake (Name/Title) — Date

ATTACHMENT 5

Attachment 5

Project #04-220 **Substantive changes are underlined.**

~~Broadband Wireless~~ City Fiber Optic Broadband Network

Description:

This project will create and design a strong, diverse network with carrier grade mixture of broadband and wireless infrastructure to improve emergency services as well as reduce start up and ongoing costs for the City of Chesapeake's enterprise operations. **The first stage of this project is designing a master plan for a broadband network with sufficient capacity to address the City's operating needs and which supports economic development and competition among internet service providers. The first stage starts with a feasibility study to determine the City's needs and whether the creation of a separate network is a viable option. If the feasibility study supports creation of a City controlled network**, it will support three modes of the City's operation:

(1) Invisible Wireless Network that covers a vast majority of the City and provides ubiquitous low cost access for users in urban or rural areas via fixed site wireless or mobile wireless systems. **The network would provide state-of-art data access to all City facilities, including parks and schools.**

(2) Emergency Services IP network that allows seamless reliable access across the City private network and prioritized for public safety yet integrated into the City's IT network foundation for tremendous economy of scale. This network would also include the integration of 800 MHz microwave network with fiber path as the backbone to all City towers. Automating functions of Public Utilities water operations and water pump operations is urgent because the systems currently run on copper lines **with inadequate capacity**. Further, the City's smart traffic network will see a significant reduction in operating costs by leveraging the City's network infrastructure.

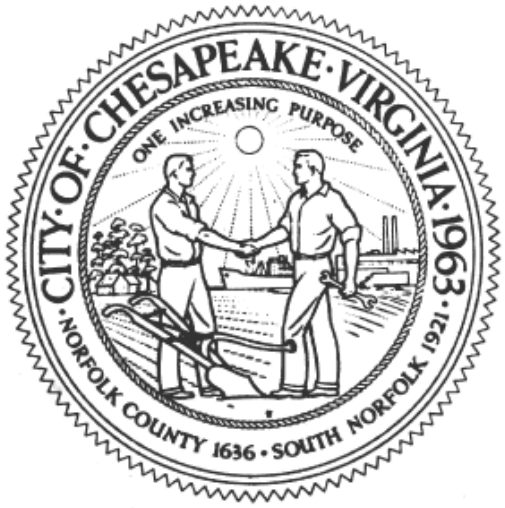
(3) Utility Network that provides a competitive advantage to the City of Chesapeake as it provides a platform for end users to gain services in dense and rural areas, levels the playing field for service providers by promoting competition, offers choice for City residents, and serves as an extended infrastructure for service providers allowing them to generate alternative revenue sources that will pay the dividends to the City and bolster economic development.

Justification:

This project is necessary in order to provide better connectivity for government functions throughout the City. Often, the current infrastructure is under-sized to meet demands of government functions. Addressing the City's connectivity requirements will require laying cables throughout the City. In doing so, it will likely be advantageous to place much more capacity than the City requires. The excess capacity can support economic development and increase competition among internet service providers. Finally, a City controlled system may provide opportunities for connectivity for remote and rural areas.

Comments:

City staff are currently identifying the scope of the feasibility study and master plan; a consulting firm will be selected by September 2018.



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