

**TOWN COUNCIL
1st Subcommittee Meeting
September 12th, 2023
4:00 P.M.**

I. Agenda Changes

II. Adoption of Minutes

August 8th 2023

(Tab 1)

III. Community Development

1. Kayak Rental Kiosk

(Tab 2)

2. GoVA Grant

 A. Wilson Engineers Work Order

(Tab 3)

 B. MPPDC Agreement

(Tab 4)

IV. Finance

1. FY2023-24 Budget Amendment

V. Public Works

1. Elevator Update

2. Trash Truck Purchase

3. Waterline Replacement Project

VI. General Information

VII. Town Council Agenda

VIII. Next 1st Subcommittee Meeting: October 10th 2023 @ 4:00 P.M.

IX. Adjournment

TOWN COUNCIL
First Subcommittee Meeting
August 8th, 2023

The Honorable Joshua T. “Jack” Lawson called the meeting to order at 4:00 p.m. at 802 Main Street, West Point, Virginia 23181.

Members Present: Jack Lawson, Mayor; Deborah Ball, Vice Mayor; Robert Lawrence, Johnny Nein, James Pruett, John Ragsdale and Chris Vincent.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Tim Sawyer, Chief of Police; Susan Lathan, Town Treasurer; Holly McGowan, Director of Community Development; Donna Pauley, Human Resource Officer; Spencer Cheatham, Fire Chief; and Ron Minick, Building Inspector.

I. Agenda Changes

There were no changes made to the agenda.

II. Adoption of Minutes

July 13th 2023

Mrs. Ball made a motion to adopt the minutes, seconded by Mr. Lawrence. Upon a unanimous vote, the motion was approved.

III. Appointment to Fill Vacant Town Council Seat

Mr. Lawson advised that we have spoken recently about filling the position until the November election. There is a possibility that two people have picked up election packets, we do not want to appoint a candidate that is running for election. Paul Kelley is willing to fill the vacancy until the November election and will not be a candidate in the election.

Mr. Edwards advised that Town Council needs to fill the position by August 17th 2023 and the term will expire the night of the election. The candidate that wins the election takes office upon the completion of the election.

Mr. Vincent made a motion to appoint Paul Kelley to fill the vacant position until the November election, seconded by Mr. Ragsdale. Upon roll call, Mrs. Ball, Mr. Lawrence, Mr. Nein, Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted “Aye”. The motion was approved.

IV. Community Development Committee

A. SUP2023-01, Mennel Milling, Special Use Permit

Mr. Edwards advised that the Planning Commission reviewed SUP2023-01, a Special Use Permit by Mennel Milling. The Planning Commission is recommending Town Council approve the application. Mr. Edwards also stated that under the new advertising regulations, we would have time to advertise for a public hearing at the August Town Council meeting, but according to the Town Attorney, if Town Council does not take action at the meeting. The town would have to re-advertise the application for a second time before they can take action at the next meeting.

Mr. Pruett made a motion to authorize the Town Manager to advertise a public hearing for the August Town Council meeting, seconded by Mrs. Ball. Upon roll call, Mrs. Ball, Mr. Lawrence, Mr. Nein, Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted “Aye”. The motion was approved.

B. Revised Crab Carnival Master Plan

Mr. Edwards presented a revised master plan with changes for the location of the band on Friday night to the town stage; the number of passes for downtown residents will be four per household or business, they are not placing any restriction on additional permits. Mr. Bohannon as noted that at the regular Friday night Jammin on the Point concerts, there have been a number of complaints regarding bugs. Mr. Edwards stated that the town does spray each week downtown for mosquitoes. Another concern was the staff for the alcohol point, the Chamber will hire staff for the alcohol points, the police department will be available if there are any issues.

Mr. Pruett asked if the spraying is effective on gnats.

Mr. Edwards stated no, that it's only effective on mosquitoes and the town will spray the week of the crab carnival.

Mr. Edwards also stated that in regard to the number of port-a-johns, there appears to be a reduced number and some of the locations are different from last year. Handicap access and bathrooms are an issue.

Mr. Lawson asked if there were any additional questions or comments.

Mr. Edwards advised that there are a few loose ends that need to be corrected before Town Council can vote on the plan and he will contact Mr. Bohannon with these new set of amendments to see if the corrections can be made by the August meeting.

C. Fowl Ordinance

Mr. Edwards advised that he and the Town Attorney took the comments from the work session and revised the ordinance again. Walt can attest that there are a lot of chickens in town and at an Old Thompson Avenue address, there are buckets and buckets of rotten eggs sitting in rain water, Tim Sawyer estimates somewhere between 40 to 60 chickens are fenced in at an apartment on Old Thompson Avenue. Mr. Edwards stated that the town needs some common sense in the ordinance to deal with some issues.

Mr. Edwards presented a copy of the current ordinance and upon the recommendation of the Town Attorney, a proposed change that separates the issues into two ordinances. One for Fowl running at large, and a second for the zoning ordinance for domestic fowl. Mr. Edwards also stated that Town Council should consider setting a limit on the number based on acreage with set-backs for an enclosure. Mr. Edwards suggested the town put the proposed changes out to the public for comments before we advertise a public hearing.

Mr. Lawson stated that there was the following question on facebook; a town resident asked if chickens or roosters are allowed in town. One reply was “yes, so long as no one knows.” One other reply was “Yes on chickens, but no on roosters”. There were some other replies of not knowing if they are allowed.

Mr. Lawrence stated that Mr. Nein and Mrs. Ball have been impacted by chicken issues and asked if Mr. Nein or Mrs. Ball have any comments.

Mrs. Ball advised that she thinks there should be a number allowed, they should be contained and not allowed to run at large on neighboring property. The current ordinance is not helping with the issues and that the proposed changes will help.

Mr. Pruett advised that he has done some research and listed the names of larger localities that limit the number to 6 hens and no roosters, and the names of other localities like Fairfax City that limit the number to 4 hens and no roosters. Mr. Pruett also stated that someone he knows that has chickens said a family needs 2 chickens per child.

Mrs. Ball stated that the limit should be 6 chickens.

Mr. Nein stated the recommended size for a run is 10 square feet per chicken so an enclosure for 6 chickens should be approximately 60 square feet.

Mr. Pruett stated that the majority of the localities in his research require a permit, that needs to be renewed each year, and during the permit process the rules and regulations for chickens are provided.

Chief Sawyer advised that the odor from the chickens and the rotten eggs at the Old Thompson Avenue location is really bad. The county has just amended their ordinance to limit chickens to 10 in the R1 zoning district.

Mr. Edwards advised that Animal Control can enforce the state code regarding the sanitization of keeping fowl.

Mr. Nein stated that there might be some objection to the number 6, 8 might be a more realistic number.

Chief Sawyer advised that the police department does receive calls from time to time about the number of chickens. We have received complaints in the past from Magnolia Avenue regarding turkey's and peacocks.

Mr. Pruett stated that during his research there are some localities that require banding, if there is a problem you know who the chickens belong to.

The Committee continued to discuss the proposed changes and the zoning set-backs for coups and fencing.

Mr. Lawson asked the Town Manager to make some changes and bring the revised changes back to committee next month.

V. Finance

A. Charges for Records Requests

Mr. Edwards presented a draft policy prepared by the Town Attorney for charges for records requests or FOIA request. FOIA requires that the town provides documents that exist, you cannot create documents. Mr. Edwards also stated that Andrea advised the town at the last Town Council meeting a policy needs to be adopted. The police department receives requests frequently and the price would be different based on the department.

Mr. Nein asked for an example of a request the police department might receive.

Chief Sawyer stated that the last request he received was for the names, rank and salary for each officer. There were two town departments involved in this request, the police department and human resources, it takes up a lot of time to gather this information. The next most requested information is for copies of bodycam footage.

Mr. Edwards advised that a request can also be regarding speeding tickets and for information on how many tickets an officer has written in a year. There is a lot of time that goes into locating some information

Chief Sawyer stated that he received a request for emails with Jim Hudson, there was not that many, but I had to go through a lot of email to gather the information which took time.

Mr. Edwards advised that until recently, the town would receive a request every year for the names of employees and their salaries from a Richmond newspaper. We do not provide this information until we receive payment. Mr. Edwards stated that the policy will be on the Town Council agenda for action.

VI. Public Works

A. Waterline Replacement Project Update

Walt Feurer advised that the waterline replacement project is ready to go to bid. We have received all information back from the mill and outside agencies. The project will be ready to begin in early spring with a completion date of June 30th 2024.

B. Elevator Replacement Project Update

Walt Feurer advised that the contractor had some issues with wall that had to be removed to get the equipment into the shaft. The completion date should be by the end of September.

VII. General Information

A. Cancellation of 2nd Committee Meeting

Mr. Edwards advised that does not have anything for a meeting next Thursday and suggested cancelling the meeting.

The consensus of Town Council is to cancel the meeting.

B. Food for Town Council Meeting

Mr. Edwards asked if Town Council had any request for a restaurant for food for the Town Council Meeting. There are a number of restaurants closed on Monday, would Town Council like to try Anna's.

The consensus was to use Anna's for food this month.

VIII. Town Council Agenda

Mr. Edwards advised that SUP2023-02, Mennel Milling and Charges for Records Requests and possibly a revised Crab Carnival Master Plan will be placed on the Town Council agenda. We will review the fowl ordinance at the Work Session.

IX. Next 1st Committee Meeting: September 12th 2023 @ 4:00 p.m.

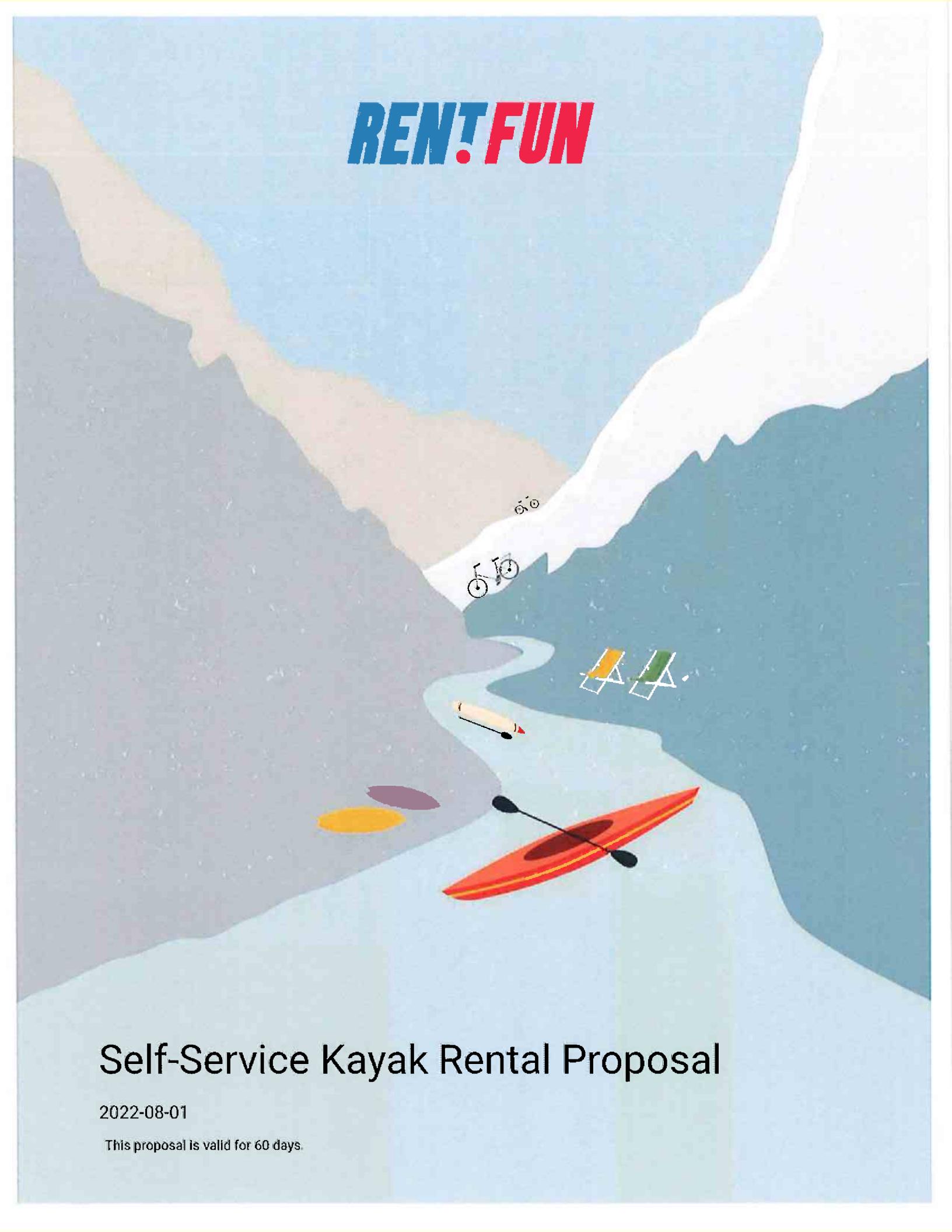
X. Adjournment

There being no further business, the meeting was adjourned at 5:04 p.m.

Joshua T. Lawson
Mayor, Town of West Point

ATTEST:

Karen M. Barrow
Town Clerk



RENT.FUN

Self-Service Kayak Rental Proposal

2022-08-01

This proposal is valid for 60 days.

Cover Letter

RENT.FUN

Dear colleague,

Rent.Fun, a Movatic company, is excited to submit our proposal for the region's first-ever self-service kayak rental program.

Like most parks and rec enthusiasts, we believe that there is no better feeling than launching a kayak at sunset.

But buying your own boat is expensive! And lugging it to the park is a pain.

With rent.fun's self-service kayak rental program, your community can click a button on their smart phone and rent a kayak at the waters edge.

No lines. No paper forms. No reservations.

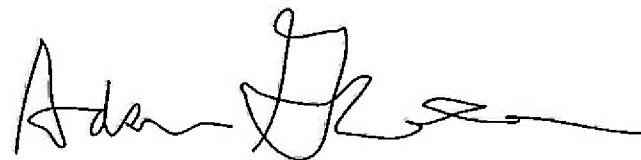
And unlike traditional operators, we're open for business 7 days a week, sun-up to sun down, all season long.

From assisting users with technical issues, to repairing and replacement equipment - we handle all the logistics so you don't have to lift a finger.

Welcome to the new age of recreational rentals.

We'd be honored to partner with you!

Sincerely,



Adam Greenstein, JD/MBA
CEO & Chief Fun Officer
617.686.0667
adam@rent.fun

Our Story

With nearly a decade of experience powering self-service equipment rental programs, we have a deep understanding of how to deploy software and hardware to create equipment sharing programs that make usage more convenient, affordable, and environmentally-friendly than traditional rental models.

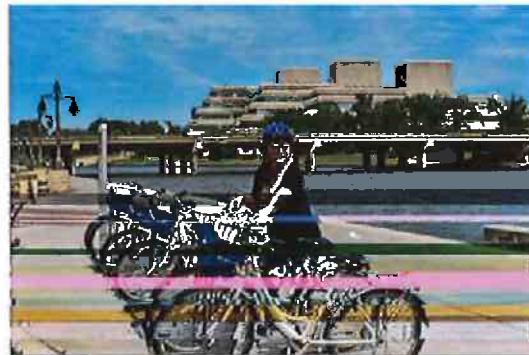
Equipment Sharing Pioneer.

In 2012, we began developing software-connected "smart locks" that could transform a fleet of standard bicycles into a fully functional bike sharing program. Through our parent company, that technology has been licensed to over 450 bike and scooter sharing systems across 44 countries, processing over 3000 equipment rentals every day.



Operational Excellence.

More than just technology, we've honed our operational skills through our first subsidiary - Tandem-Mobility (tandem-mobility.com) – a bike share operations company that has launched and operated 18 municipal bike share programs over the past 24 months.



Continuous Innovation. In 2019, we started experimenting with a new app-based rental program - "kayak share." Since then, we've perfected our proprietary "smart lockers" and are expanding our kayak share network to include 20 locations across 10 states in Spring 2022. We plan to expand contactless rentals to other forms of recreational equipment - such as lawn games, pickle ball paddles and tennis rockets - in Fall 2022.



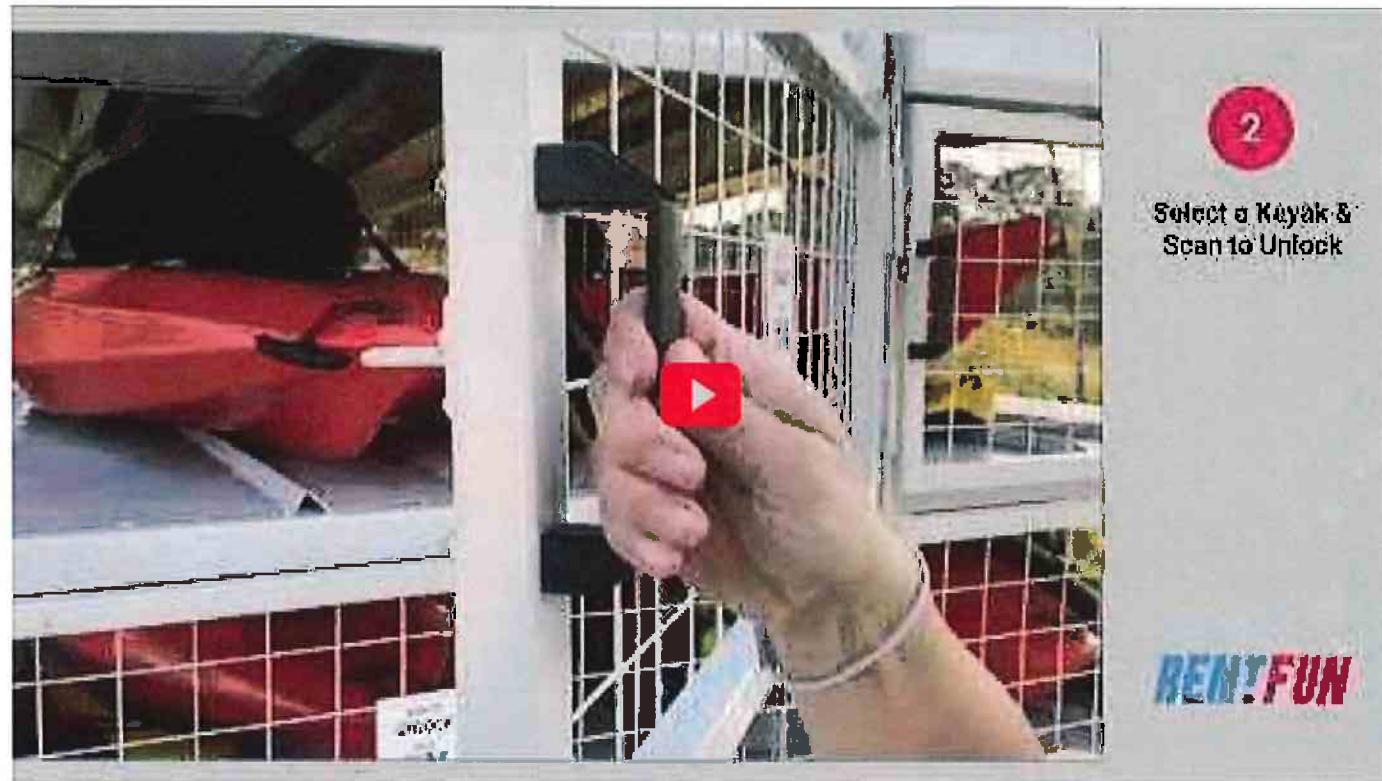
How Self-Service Kayak Rentals Work

Kayaks, lifejackets, and paddles are stored in solar-powered “smart lockers” and secured with app-controlled locks.

To rent and access equipment, users just download the rent.fun app, add payment information and sign the digital waiver, and then unlock and rent by scanning a QR code on the smart locker.

In-app tutorials provide water safety instructions and kayaking tips for beginners.

After a paddle on the water, the user returns the items to the same locker where they got it. The rental automatically ends and the user’s credit card is charged for the duration of their rental.



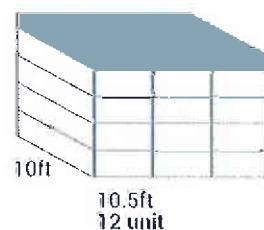
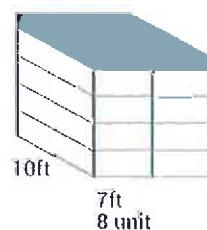
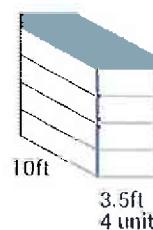
RENT!FUN

The Smart Locker

The First Kayak Locker controlled via Smart Phone:



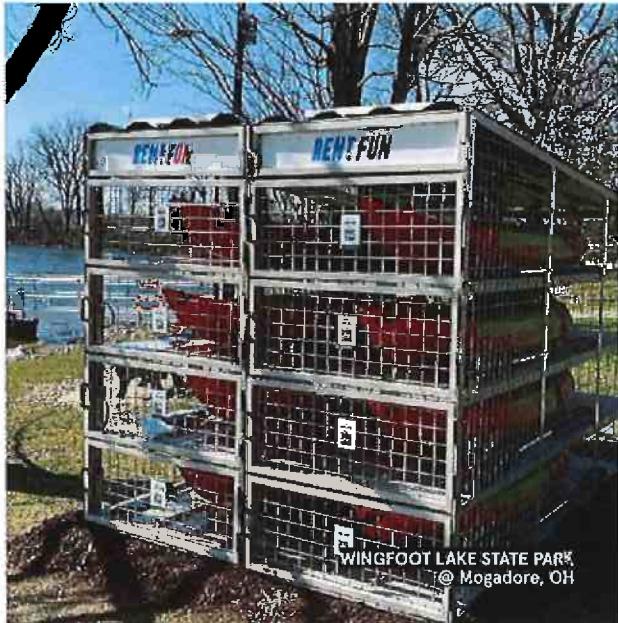
Size Options



RENT FUN

Example Installations

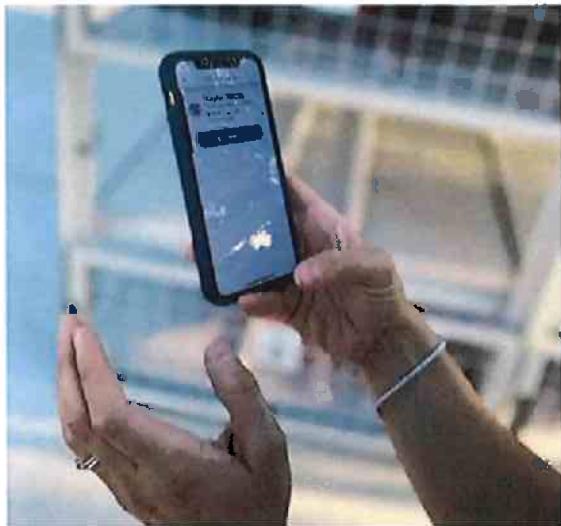
We can install on any service. A concrete pad is not required.



The Software

The Mobile App

Everything that a user needs to rent their favorite equipment - without needing to make reservations, wait in line, or fill out paper forms.

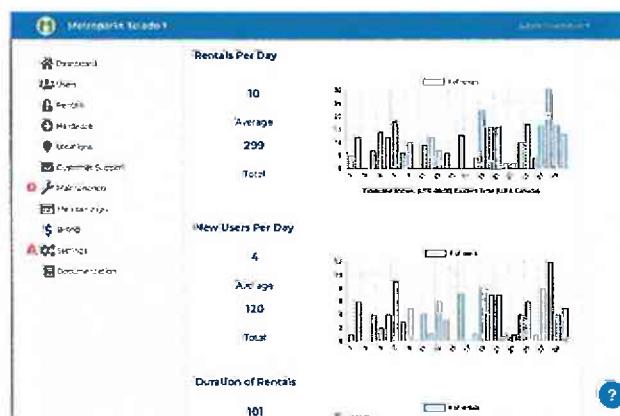


- Rental Instructions and Safety Tips
- Scan QR Code to Lock & Unlock Equipment
- Start & End Rentals
- Accepts Credit Card, Debit Card
- Communicate with Customer Support
- Sign Electronic Waivers
- Get your receipts sent via email
- View Available Units

The Admin Dashboard

Everything that a park system needs to manage and track the performance of their program.

- Utilization Data
- Revenue Reports
- Customizable Hours of Operation
- Track Maintenance Tickets.



Operations

Install

Upon contact execution, we will consult with you to identify the ideal water-front location to install your kayak rental station. We do not need a concrete pad or access to the electrical grid, any flat surface (gravel, dirt, grass, etc.) will do. Within 30 to 90 days, our Launch Manager will arrive by truck to deliver and install the station at the designated location, with the assistance of our local Field Technician (see below). Install will be completed within 1-2 days of arrival.

Ongoing Maintenance

30 days before launch, our team begins recruiting for a part-time Field Technician, local to your community. The Field Technician will assist with install and will be responsible for ongoing maintenance. During the install process, our Launch Manager will train our local Field Technician on all aspects of the equipment and technology.

Once the station is activated, our local Field Technician will conduct Preventive Maintenance Checks weekly or bi-weekly depending on the operational needs of the program. All tasks are logged digitally and to ensure compliance with our standard operating procedures and contractual requirements. In the event that equipment is damaged or goes missing, we will replace such items at no cost to the City. All field technicians are provided with safety stock of equipment (stored locally) to ensure prompt replacement of equipment.

Preventative Maintenance Checklist	
<p>(1) Kayaks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove the kayak from each locker unit. <input type="checkbox"/> Inspect the Rigging - Make sure the handles, perimeter lines and bungees and seats are all in good shape. <input type="checkbox"/> Inspect Bottom - Flip kayak over and look for damage, holes, scratches or gouges. <input type="checkbox"/> Clean - Wipe exterior and interior seats with water and/or disinfecting wipes. 	<p>(2) Lifejackets</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove each lifejacket from each locker unit. <input type="checkbox"/> Check that all hardware and straps are firmly attached and are in working order. <input type="checkbox"/> Check for leaks, mildew, lumpy or hardened buoyancy material, and oil saturation in the fabric. <input type="checkbox"/> Make sure that there are no rips or tears in the fabric. <input type="checkbox"/> Make sure that the label stating USCG approval is attached, and that it is readable. <input type="checkbox"/> Discard and replace life jackets that show signs of deterioration - tears, mildew stains,
<p>(3) Paddles</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove each paddle from each unit. <input type="checkbox"/> Rinse with clean, fresh water; be sure to rinse the ferrule as well. <input type="checkbox"/> Examine the internal parts of the shaft to make sure they are clear of water and debris. 	<p>(4) Locker and Locker Door</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lock and unlock each lock and check battery levels. <input type="checkbox"/> Open and close each locker door, inspect hinge, check for proper functioning - make any necessary repairs. <input type="checkbox"/> Check that all signage is present and properly displayed. Signs should be straight, clean, and undamaged.

Marketing

Through Rent.Fun's full-service offering, we will invest heavily in marketing and community engagement to drive utilization of the program and increase awareness of your parks and public spaces.

Custom Website

We develop and promote a custom website for every program that we launch, which informs users of pricing information, rental instructions, and launch locations.

Local Partnerships

Through partnerships with local hotels, businesses, and nonprofits, we create a network of program ambassadors who promote the program and the park to their constituents. We arm these groups with digital and printed content and promo codes that promote the program and the parks.

Launch Events & Local Press

We recommend holding a joint City / Rent.Fun launch event and ribbon cutting ceremony to celebrate the program's launch. We will invite local and regional news outlets to attend the event and cover the story to general local press.

Digital Marketing

Pre- and post-launch we will invest in geo-targeted google ad words and social media ads to drive rent.fun app downloads and utilization of kayak rental stations. Our objective? When someone searches "kayak rental" or similar terms in your area, rent.fun rental stations will be the first result that they see.



Risk Management

Liability

All users must sign a digital waiver in app prior to rentals, under which they assume all risk associated with use of rent.fun equipment. In addition, per the terms of the agreement between Rent.Fun and our public agency partners, we take on all liability associated with the program and agree to indemnify and hold harmless our public agency partners.

Insurance

We will add our government agency partners as additionally insured under our policy, which includes \$1m of General Liability Coverage, \$5m aggregate.

Costs & Revenue Share

5-year partnership

Rent.Fun will maintain ownership of the equipment and will be responsible for all ongoing program costs and logistics. We start with a 4-unit rack and then we expand to 8-unit or 12-unit based on program demand. Expansion comes as no cost to you.

5 year agreement	Price
One time Activation Fee Includes installation and activation of smart locker - fully equipped with kayaks / paddleboards / lifejackets / paddle; locker signage.	\$18,000 Paid upfront prior to launch;
5-year Services Agreement Guarantees that you'll have the service for 5 years. After that, you can renew annually at no cost.	No cost
Rental Fees You can choose to charge Market Rate Rental Fees (e.g. \$20 per hour), or a Nominal Rental Fee (e.g. \$5 per hour).	
Revenue Share For Market Rate Rental Fees, City shall receive 50% of the rental revenue generated during the Term.	

Customer is responsible for:

- help with marketing the program

Rent.Fun is responsible for:

- delivery, installation, maintenance
- on site signage
- providing end users with technical support
- mobile app
- utilization reporting
- maintenance and replacement of equipment
- collecting and processing rental revenue and refunds
- insurance and liability coverage

3560 King William Avenue
P.O. Box 1269
West Point, Virginia 23181-1269
(804) 843-9744

Wilson Engineers, LLC

August 28, 2023

Mr. John B. Edwards, Jr.
Town Manager
P.O. Box 152
West Point, Virginia 23181

RE: Professional Engineering Services
VEDP Airport Industrial Sites
Proposal No. WE-0269

Dear Mr. Edwards:

Wilson Engineers, LLC is pleased to provide you with our proposal for engineering services for the referenced project in accordance with the terms of our Town of West Point annual engineering services agreement.

Please contact me at (804) 843-9744, if you have any questions, or need any additional information relative to our proposal.

Sincerely,



Jonathan Blair Wilson, P.E.
President

cc. file WE-0259

Basic Scope of Services and Project Understanding:

Wilson Engineers, LLC will provide engineering consulting services in accordance with the Virginia Economic Development Partnership (VEDP) Virginia Business Ready Sites Program, Site Characterization Tier Level 3 due diligence requirements for property owned by the Town of West Point located in King and Queen County being Tax Parcel 1623-165R-465K (348.17 Acres +/-) and as modified by a Boundary Line Adjustment with Tax Parcel 1623-166R-456 (477 Acres +/-). It is our understanding that the Town of West Point desires to include a boundary line adjustment between the two (2) parcels as part of the project scope of services in addition to the minimum due diligence requirements of the project for Tax Parcel 1623-165R-465K. The due diligence requirements and engineering scope of services will include the following:

1. A waters of the US (wetlands and streams) delineation with US Army Corps of Engineers approval in the form of a Preliminary Jurisdictional Determination or Approved Jurisdictional Determination letter,
2. Geotechnical borings and preliminary evaluation report to provide estimated soil bearing capacities for building planning considerations for the most likely industrial development building pad sites, and evaluation of the industrial access driveway soils for soil support values to be used in determining vehicular axle or wheel loading that the existing or improved roadways will be capable of supporting,
3. A soil evaluation of the most likely areas of soils available for wastewater treatment and disposal using primary septic tank effluent (TL-1) or advanced secondary treatment (TL-2 or TL-3) subsurface absorption systems,
4. Boundary survey of the parcels with easements and encumbrances identified compiled from plats of record along with a Boundary Line Adjustment plat adjusting the property boundaries between Tax Parcels 1623-165R-465K and 1623-166R-456 as desired by the Town of West Point,
5. One-foot contour interval topographic survey completed for the purposes of design of real property improvements signed and sealed by a duly licensed professional in the Commonwealth of Virginia,
6. A current cultural resources review and a current threatened and endangered species review,
7. A Phase I Environmental Site Assessment,
8. A floodplain study with a hydrologic and hydraulic analysis of the access road crossing of Baker's Creek,
9. A master plan of development for the project site and improvements to International Drive,
10. A preliminary engineering report with estimated costs for infrastructure to support development of the property and improvements to International Drive and internal access roads quantified,
11. An inspection and assessment of the existing five (5) office and classroom buildings, and the prefabricated metal "maintenance" building located on the site for structural, electrical, mechanical, plumbing system conditions, provided that electrical services to the structures, supporting water supply wells and septic facilities are restored and energized prior to the date scheduled for inspections,
12. Obtain copies of prior title reports for the subject parcels, or conduct new title searches and prepare new title reports if prior reports cannot be obtained,
13. Prepare a trip generation analysis for the site and commercial entrance analysis for the intersection of International Drive with State Route 609 for stopping sight distance, intersection sight distance, right and left turn lane warrants, and provide recommendations for the commercial entrance intersection improvements, including field surveying to establish sight distance parameters, and
14. Completion of the Virginia Business Ready Sites Program (VBRSP) Site Characterization Study for the property in a format similar to the site characterization report example provided by the VEDP.

Wilson Engineers, LLC anticipates being assisted by the following subconsultants in completing some of the specialized tasks and services:

Virginia Wetland Consulting LC	A. James Hudson, PWS, PWD
Solstice Environmental LLC	Claudette L. Lajoie, Ph.D.
Schnabel Engineering	Paul Diggs, P.E./Jeremy Mydlinski, P.E./Andrew Harrison, P.G.
Soil Evaluation Services, Inc.	David Miles, AOSE
Quantum Spatial	Marlin Zook, Surveyor Photogrammetrist
Bay Design Group	James M. Pruett, L.S., CFM, CFS
Pilar to Post Home Inspectors	John Lynch, State License #3380000077
Alexander Titles LTD	Bonnie Alexander

It is our understanding that the Town of West Point will assist with rough cut mowing of the open areas of the site and select "fire trails" to provide access to soil boring sites if permitted by King and Queen County. Geotechnical boring work and AOSE soil evaluation fees are based on having adequate access to the boring sites using all terrain vehicle mounted boring equipment. Open areas adjacent to the abandoned runways and International Drive will need to be rough cut mowed to expose edges of hard pavement surfaces, and other above grade physical improvements currently obscured from view (aerial or otherwise). Rough cut mowing will improve the accuracy of aerial imagery and Lidar mapping. Forested areas of the site where Lidar mapping conditions may not be optimal, may be mapped using historical available data to supplement the current Lidar mapping data.

Compensation:

The Engineer's compensation will be as indicated in Attachment 1 – Engineers Compensation. Please note that subconsultant fees will be billed as a direct cost. Direct costs are identified on Attachment 1, along with the Total Cost for each task (Total cost = Direct cost + Wilson Engineers fee where applicable).

Reimbursable Expenses:

Reimbursable expenses acquired at the request of the client will be billed at cost plus fifteen percent (15%). Reimbursable expenses include, but may not be limited to, blueprints, copies, special inspection services, postage and express mail.

Reproduction Rates:

Prints 24"x36" Sheets	\$6.00/sheet or direct cost + 15% when reproduction is provided by others
Copies 8-1/2"x11" Sheets	\$0.30/sheet or direct cost + 15% when reproduction is provided by others

Exclusions:

The Engineer's scope of services and compensation does not include any of the following:

- Clearing and vegetation removal to provide access for soil evaluations, or permitting required for providing access to soil boring sites, and
- Rough cut mowing to improve accuracy for aerial photogrammetry and mapping.

Specialized services, inspections and laboratory testing if required will be a reimbursable expense.

Engineers Schedule:

The Engineer will commence work on the project upon receipt of a Notice to Proceed (NTP). The proposed project schedule is shown as Attachment 2 – Project Engineering Schedule.

Attachment 1- Engineers Compensation

Task	Description	Team Member	Total Cost	Sub Consultant
1	Wetland Delineation with Preliminary JD Letter	Virginia Wetland Consulting	\$ 4,300.00	\$ 4,300.00
2	Geotechnical Borings, Evaluation and Report	Schnabel Engineering	\$ 27,300.00	\$ 27,300.00
3	AOSE Soil Evaluation for Septic Suitability	Soil Evaluation Services	\$ 8,250.00	\$ 8,250.00
4	Boundary Survey, Boundary Line Adjustment Plat, Survey Control	Wilson Engineers - Bay Design	\$ 4,500.00	\$ 3,000.00
5	Aerial Mapping and Lidar 1-Foot Contour Topography	Quantum Spatial	\$ 21,315.00	\$ 21,315.00
6	Cultural Resources, Threatened and Endangered Species Review	Solstice Environmental	\$ 4,825.63	\$ 4,825.63
7	Phase 1 Environmental Site Assessment	Schnabel Engineering	\$ 6,150.00	\$ 6,150.00
8	Floodplain Study, Hydrologic and Hydraulic Analysis Bakers Creek Crossing	Wilson Engineers	\$ 18,000.00	
9	Master Plan of Development	Wilson Engineers	\$ 21,000.00	
10	Preliminary Engineering Report	Wilson Engineers	\$ 18,000.00	
11	Building Structural, Electrical, Mechanical, Plumbing Assessment	Pilar to Post - Wilson Engineers	\$ 3,500.00	\$ 1,750.00
12	Title Search and Report (if needed) \$2500 per parcel estimate	Alexander Titles	\$ 5,000.00	\$ 5,000.00
13	Trip Generation Entrance Intersection Analysis	Wilson Engineers	\$ 6,000.00	
14	VBRSP Site Characterization Study	Wilson Engineers	\$ 4,800.00	
15	Project Management-Consultant Coordination	Wilson Engineers	\$ 3,000.00	
Total including new title searches			\$ 155,940.63	\$ 81,890.63
Total without new title searches			\$ 150,940.63	\$ 76,890.63

Memorandum of Agreement
Middle Peninsula Planning District Commission and Town of West Point
West Point Airport Industrial Site Due Diligence

The Middle Peninsula Planning District Commission (MPPDC) has grant agreements with GO Virginia, Region 3, and the Virginia Department of Recreation and Conservation to conduct a series of due diligence studies and analysis for the West Point Airport Industrial site on behalf of the Town of West Point. The Town of West Point is the fee simple owner of the West Point Airport Industrial Site. In soliciting proposals for professional consultants to conduct the due diligence studies, MPPDC became aware that significant due diligence had been completed in preparation of the Plan of Development for the prior owner, ITI. Most of this intellectual property was conducted by and in the possession of Wilson Engineers, LLC of West Point. Wilson Engineers is currently under a professional services contract with the Town of Test Point.

As a member of the MPPDC and the primary beneficiary of this project, MPPDC would requests that the Town utilize its professional services agreement with Wilson Engineers to complete due diligence services of grants. MPPDC further request that the Town enter into this letter of agreement with MPPDC to provide the following "scope of services" through its existing professional services contract with Wilson Engineers, LLC:

Scope of Services

1. A waters of the US (wetlands and streams) delineation with US Army Corps of Engineers approval in the form of a Preliminary Jurisdictional Determination or Approved Jurisdictional Determination letter,
2. Geotechnical borings and preliminary evaluation report to provide estimated soil bearing capacities for building planning considerations for the most likely industrial development building pad sites, and evaluation of the industrial access driveway soils for soil support values to be used in determining vehicular axle or wheel loading that the existing or improved roadways will be capable of supporting,
3. A soil evaluation of the most likely areas of soils available for wastewater treatment and disposal using primary septic tank effluent (TL-1) or advanced secondary treatment (TL-2 or TL-3) subsurface absorption systems,
4. Boundary survey of the parcels with easements and encumbrances identified compiled from plats of record along with a Boundary Line Adjustment plat adjusting the property boundaries between Tax Parcels 1623-165R-465K and 1623-166R-456 as desired by the Town of WestPoint,
5. One-foot contour interval topographic survey completed for the purposes of design of real property improvements signed and sealed by a duly licensed professional in the Commonwealth of Virginia,
6. A current cultural resources review and a current threatened and endangered species review,
7. A Phase I Environmental Site Assessment.
8. A floodplain study with a hydrologic and hydraulic analysis of the access road crossing of Baker's Creek,

9. A master plan of development for the project site and improvements to International Drive,
10. A preliminary engineering report with estimated costs for infrastructure to support development of the property and improvements to International Drive and internal access roads quantified,
11. An inspection and assessment of the existing five (5) office and classroom buildings, and the prefabricated metal "maintenance" building located on the site for structural, electrical, mechanical, plumbing system conditions, provided that electrical services to the structures, supporting water supply wells and septic facilities are restored and energized prior to the date scheduled for inspections,
12. Obtain copies of prior title reports for the subject parcels, or conduct new title searches and prepare new title reports if prior reports cannot be obtained,
13. Prepare a trip generation analysis for the site and commercial entrance analysis for the intersection of International Drive with State Route 609 for stopping sight distance, intersection sight distance, right and left turn lane warrants, and provide recommendations for the commercial entrance intersection improvements, including field surveying to establish sight distance parameters, and
14. Completion of the Virginia Business Ready Sites Program (VBRSP) Site Characterization Study for the property in a format similar to the site characterization report example provided by the VEDP.

MPPDC understands that Wilson Engineers will utilize the services of several subcontract professional companies to complete the scope of services.

MPPDC requests that the Town of West Point submit periodic invoices of work completed by Wilson Engineers and supported by an invoice from Wilson Engineers. MPPDC will forward payment for services rendered by Wilson Engineers and its subcontractors based on the drawdowns from the grants.

We the undersigned representatives of MPPDC and the Town of West Point jointly agree to the provisions of Memorandum of Agreement.

Lewis L Lawrence
MPPDC, Executive Director

John B. Edwards, Jr.
Town Manager, Town of West Point